City of Arkansas City  
Board of City Commissioners  
Agenda  
Regular Meeting  
Tuesday, September 4, 2018 @ 5:30 PM  
Commission Room, City Hall — 118 W. Central Ave. — Arkansas City, KS

I. Routine Business  
1. Roll Call  
2. Opening Prayer and Pledge of Allegiance  
3. Additions or Deletions to the Agenda (Voice Vote)  
4. Approval of the Agenda (Voice Vote)

II. Awards and Proclamations  

III. Recognition of Visitors

IV. Comments from the Audience for Items Not on the Agenda  
➢ Each speaker will state his or her name and address before making any comments.  
➢ Each speaker will have three (3) minutes to present his or her comments.  
➢ Comments or questions will be directed only to the City Commission.  
➢ Debate or argument between parties in the audience will not be allowed.  
➢ Repeated reiterations by speakers will not be allowed.  
➢ Violations of comment procedure will result in being directed to cease speaking or resume sitting.

V. Consent Agenda (Voice Vote)  

Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then be considered separately under Section VII: New Business.

1. Approve the August 21, 2018, regular meeting minutes as written.  
2. Approve a Resolution authorizing the purchasing of a 2018 Dodge Ram 1500 Crew Cab from Zeller Motor Company, of Arkansas City, for an amount not to exceed $22,000.00.  
3. Approve a Resolution authorizing a public meeting of the Governing Body to attend a Public Building Commission meeting in the Commission Room at 5 p.m. on September 18, 2018.

VI. Old Business

VII. New Business  
1. Consider a Resolution authorizing the City of Arkansas City to purchase a 2019 Jeep Cherokee Latitude 4x4 from Zeller Motor Company, of Arkansas City, for an amount not to exceed $22,200.00. (Voice Vote)  
2. Consider first reading of an Ordinance amending Ordinance No. 2017-12-4447, by fixing the compensation for updated city positions. (Roll Call Vote)  
3. Approve personnel policy update. (Voice Vote)
4. Hold a public hearing and consider a Resolution to authorize the City of Arkansas City to apply for a Community Development Block Grant (CDBG) to replace water lines in Sleeth Addition. (Voice Vote)

   a. Consider a Resolution certifying the legal authority to apply for the 2019 Kansas Small Cities Community Development Block Grant (CDBG) Program from the Kansas Department of Commerce, and authorizing Mayor Dan Jurkovich to sign and submit such an application. (Voice Vote)

   b. Consider a Resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the Arkansas City water system to be financed with Community Development Block Grant (CDBG) funds. (Voice Vote)

5. Consider a Resolution declaring the eligibility of the City of Arkansas City, Kansas, to submit an application to the Kansas Department of Transportation for the use of Transportation Alternatives funds set forth by MAP-21 for the Hike/Bike Trail Extension Project and authorizing Mayor Dan Jurkovich to sign the grant application. (Voice Vote)

6. Select three voting delegates to the League of Kansas Municipalities annual business meeting. (Voice Vote)

VIII. City Manager Updates

1. Health Care Sales Tax ballots due.

IX. Other Business

1. Reports:

   a. City Advisory Board Reports

X. Adjournment
WHEREAS, the week of September 9, 2018, has been designated as “National Direct Support Professionals Recognition Week” in order to celebrate and recognize professionals who provide support to millions of individuals with intellectual and developmental disabilities; and

WHEREAS, this celebration recognizes the dedication and vital role of direct support professionals in enhancing the lives of individuals with disabilities of all ages; and

WHEREAS, the community plays a role in lifting up direct support professionals as integral in supporting the needs of people with disabilities and their families through service systems across the United States; and

WHEREAS, the goals of this City, and its Equal Opportunity and Accessibility Advisory Board, properly give recognition to those who directly help people with disabilities to gain full access to housing, employment, and the recreation activities that help to create productive and satisfying lives, and also to live as independently as possible.

NOW, THEREFORE, I, Dan Jurkovich, Mayor of the City of Arkansas City, Kansas, do hereby proclaim September 9 through September 15, 2018, as

DIREクト SUPPORT PROFESSIONALS RECOGNITION WEEK

in the City of Arkansas City, and call upon the citizens of Arkansas City to observe the week with appropriate programs and activities. Furthermore, I encourage the citizens of Arkansas City to seek information from those organizations with expertise in matters concerning professionals who support individuals with intellectual and developmental disabilities.

In witness whereof I have hereunto set my hand and caused this seal to be affixed.

____________________________
Name/Title: Dan Jurkovich, Mayor
Date: September 4, 2018
LET YOUR LIGHT SHINE

MOSAIC'S DIRECT SUPPORT PROFESSIONALS SHINE!

Walking with the people we serve, you LIGHT THE PATH to possibilities. You bring the CREATIVE SPARK that makes meaningful days a reality. You are a BEACON OF HOPE, always ready with a SUNNY SMILE of encouragement.

But this week is all about you, so LET YOUR LIGHT SHINE!

#DSPRW2018

MOSAIC
A life of possibilities for people with intellectual disabilities.

Direct Support Professionals Recognition Week
September 9–15, 2018

Join Mosaic as we thank DSPs for brightening the days of those we serve. www.mosaicinfo.org
Title:
Consent Agenda Item: Approve the August 21, 2018, regular meeting minutes as written.

Description:
Please see attached document.

Commission Options:
1. Approve with the consent agenda.
2. Remove item from consent agenda for further consideration.

Approved for Agenda by:

[Signature]
City Manager
The Arkansas City Board of City Commissioners met in regular session at 5:30 p.m. Tuesday, Aug. 21, 2018, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City.

Mayor Dan Jurkovich called the meeting to order. Commissioners also present at roll call were Commissioners Kanyon Gingher, Duane L. Oestmann, Jay Warren and Karen Welch.

City employees present at the meeting were City Manager Nick Hernandez, City Attorney Tamara Niles, City Clerk Lesley Shook, Public Information Officer Andrew Lawson, Finance Director Kathy Cornwell, Public Works Director Mike Crandall, Environmental Services Superintendent Rod Philo, Fire Chief Bobby Wolfe, Police Chief Dan Ward, Human Resources Manager Marla McFarland, Parks and Facilities Director Tony Tapia, and Building Official Mike Bellis.

Arkansas City Police Department personnel in attendance were Ward, Capt. Mark McCaslin, Lt. Eric Burr, Master Police Officers Chase Hobart and Jeremy Samson, Police Officer Cori Tuxhorn, and K-9 Officer “Lee.”

Citizens in attendance included Krysta Hobart, Vicki Jackson, Ark City Daily Bytes reporter Jeni McGee and Cowley CourierTraveler reporter John Shelman.

Fire Master Fire Equipment, Inc. was represented by sales representative Chris Thompson.

Commissioner Warren offered the opening prayer. Mayor Jurkovich led the pledge of allegiance.

**Agenda Approval**

Commissioner Oestmann made a motion to approve the agenda as presented. Commissioner Welch seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Jurkovich declared the agenda approved.

**Recognition of Visitors**

Police Chief Ward recognized and saluted K-9 Officer “Lee” on the occasion of his retirement from police service. Ward said Master Police Officer Samson will be adopting Lee into his family.

Ward also recognized and congratulated Master Police Officer Hobart, was honored recently as the 2018 School Resource Officer of the Year by the Kansas Juvenile Officers Association.

He said Hobart is an exceptional SRO who has displayed the values of helpfulness, commitment and pride in his current role assisting the schools. Ward presented Hobart with his award, and he and Hobart then posed for a picture with City Manager Hernandez and Mayor Jurkovich.
City Commission of Arkansas City – Regular Meeting Minutes

Consent Agenda

Commissioner Warren made a motion to approve the consent agenda, including the following:

1. Approving the Aug. 7, 2018, regular and Aug. 14, 2018, special meeting minutes as written.
2. Ratifying Mayor Jurkovich’s appointment of Charles Jennings to the Historic Preservation Board.

Commissioner Oestmann seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Jurkovich declared the consent agenda approved.

Old Business

Dangerous Structures Hearing
Resolution No. 2018-08-3195

City Clerk Shook presented for discussion a resolution declaring structures located at 1311 N. Eighth St., 831 South E St., 1023 South B St., and 1304 South A St. as unsafe and dangerous.

Building Official Bellis showed pictures of each structure and offered his professional testimony.

City Manager Hernandez asked Bellis if any property owners had made arrangements to address the issues. Bellis said the owners of 831 South E St. pulled a demolition permit, but had not started any work yet on the structure. City Attorney Niles said the resolution would extend their time limit.

Mayor Jurkovich opened a public hearing on 1311 N. Eighth St. No one from the public spoke.

Mayor Jurkovich closed the public hearing. Commissioner Oestmann made a motion to declare 1311 N. Eighth St. as unsafe and dangerous. Commissioner Welch seconded the motion.

A voice vote was unanimous in favor of the motion. Mayor Jurkovich declared the motion approved.

Mayor Jurkovich opened a public hearing on 831 South E St. No one from the public spoke.

Mayor Jurkovich closed the public hearing. Commissioner Warren made a motion to declare 831 South E St. as unsafe and dangerous. Commissioner Welch seconded the motion.

A voice vote was unanimous in favor of the motion. Mayor Jurkovich declared the motion approved.

Mayor Jurkovich opened a public hearing on 1023 South B St. No one from the public spoke.

Mayor Jurkovich closed the public hearing. Commissioner Warren made a motion to declare 1023 South B St. as unsafe and dangerous. Commissioner Oestmann seconded the motion.
A voice vote was unanimous in favor of the motion. Mayor Jurkovich declared the motion approved.

Mayor Jurkovich opened a public hearing on **1304 South A St.** No one from the public spoke.

Mayor Jurkovich closed the public hearing. Commissioner Oestmann made a motion to declare 1304 South A St. as unsafe and dangerous. Commissioner Warren seconded the motion.

A voice vote was unanimous in favor of the motion. Mayor Jurkovich declared the motion approved.

City Attorney Niles asked the commissioners to reaffirm their findings by approving the resolution.

Commissioner Oestmann made a motion to approve the resolution. Commissioner Warren seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Jurkovich declared the resolution approved and given Resolution No. 2018-08-3195.

**New Business**

**New Parks Bucket Truck**

**Resolution No. 2018-08-3196**

City Clerk Shook presented for discussion a resolution authorizing the City to purchase a 2018 Ford F-550 4x4 cab and chassis with Altec Model AT40-G telescopic articulating device with ISO-Boom from Altec Industries, Inc., of Birmingham, Alabama, for an amount not to exceed **$112,810.00**.

Parks and Facilities Director Tapia said the current truck’s mileage is fairly low, but it has been used for more than 18,000 hours due to idle time. This is very hard on the engine.

He said the truck is used more due to industrial development in the north part of town. It is used mainly to change out street lights. For safety reasons, the division needs a dependable truck.

Commissioner Warren made a motion to approve the resolution. Commissioner Welch seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Jurkovich declared the resolution approved and given Resolution No. 2018-08-3196.

**Heavy-Duty Rescue Pumper**

**Resolution No. 2018-08-3197**

City Clerk Shook presented for discussion a resolution authorizing the City to purchase a 2019 Ferrara Heavy-Duty Rescue Pumper with a Hale 2,000-GPM pump and 750-gallon poly tank from Fire Master Fire Equipment, Inc., of Springfield, Missouri, for an amount not to exceed **$605,712.00**.
Fire Chief Wolfe said the Arkansas City Fire-EMS Department currently has one operational pumper and another 23-year-old pumper that has outlived its useful service life.

It has developed so many maintenance issues, Wolfe said, that it is used only to transport hose.

He said an apparatus committee of seven people was formed last November and they have worked diligently to identify the best vehicle for a 20-year investment that will use tax money efficiently.

Wolfe said this pumper is easily $100,000 to $150,000 less expensive that pumpers being purchased by comparable cities. He credited this to the committee’s understanding the community’s needs.

City Manager Hernandez said the annual debt service on this pumper will be around $10,000 less per year than the payments on the aerial platform, which was paid off recently. Chief Wolfe said this will take care of all firefighting apparatus until the aerial is scheduled for replacement in 2030.

Chris Thompson said Ferrara offers two-year bumper-to-bumper warranties, 10-year warranties on several different components and a temporary replacement vehicle, if this vehicle needs maintenance.

Hernandez said the only option left off was a “blackout” package that would have replaced much of the chrome with a material similar to a spray-on bed liner, but it would cost an extra $15,000.00.

The commissioners and audience exited City Hall to inspect a demonstration version of the vehicle that was parked on North First Street. They returned to the Commission Room after 15 minutes.

Commissioner Gingher made a motion to approve the resolution for an amount not to exceed $620,000.00. She said the additional $15,000 provides negotiating room for a “blackout” package.

Commissioner Warren seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Jurkovich declared the resolution approved and given Resolution No. 2018-08-3197.

City Clerk Shook presented for discussion an ordinance adopting by reference the 2018 Uniform Public Offense Code (UPOC).

City Attorney Niles said the League of Kansas Municipalities publishes a new UPOC each year. It incorporates any changes made to state law in the most recent legislative session. Major changes included adding federal law enforcement officers to definitions of assault and battery against a law enforcement officer, but these felonies are not prosecuted in Arkansas City Municipal Court.
Making an unlawful request for emergency service is a new crime created in response to the rise of “swatting” calls, including one that led to a fatality in Wichita, according to Niles.

The 2018 UPOC also decriminalizes purchasing or possessing a throwing star, as long as the person with the throwing star is not planning to use it on a person.

Finally, new sections on marijuana and paraphernalia require the City to eliminate duplicative code it already adopted. Changes were made to the charge of illegal operation of an amusement ride.

A section concerning illegal littering will not be adopted because the City has a more stringent law.

Commissioner Warren made a motion to approve the ordinance. Mayor Jurkovich seconded the motion. A roll call vote was unanimous in favor of the motion.

Mayor Jurkovich declared the ordinance approved and given Ordinance No. 2018-08-4465.

Standard Traffic Ordinance
Ordinance No. 2018-08-4466

City Clerk Shook presented for discussion an ordinance adopting by reference the 2018 Standard Traffic Ordinance (STO).

City Attorney Niles said the League of Kansas Municipalities also publishes a new STO each year.

She said there is an additional 1-month imprisonment automatically added for any driver who is driving under the influence of alcohol or other drugs with a passenger who is younger than 18.

A new law was created to require drivers to slow down and move over as far as possible when passing a waste collection vehicle that is collecting trash. The collection vehicle must have lights. Because this is a new law, Niles said, only warnings will be issued for violations until July 1, 2019.

Fines for overtaking and passing a school bus have been increased for second and third offenses.

Littering from a motor vehicle onto a public street also has been criminalized. Drivers will be cited for any trash thrown from a motor vehicle, unless a passenger admits to doing it.

The 2018 STO says golf carts cannot be driven on streets, but the commissioners can allow it later.

Mayor Jurkovich made a motion to approve the ordinance. Commissioner Welch seconded the motion. A roll call vote was unanimous in favor of the motion.

Mayor Jurkovich declared the ordinance approved and given Ordinance No. 2018-08-4466.
City Clerk Shook presented for discussion a resolution authorizing an update to the Municipal Water Conservation Plan for the City.

Public Works Director Crandall said the Kansas Department of Health and Environment is requiring that the City change this plan to require the City to contact the chief engineer of the Kansas Department of Agriculture’s Division of Water Resources for permission to require private well owners within the City limits to comply with the City’s drought regulations, if needed.

This clause only would be invoked in the case of a Water Warning or a Water Emergency, he said.

Commissioner Warren made a motion to approve the resolution. Mayor Jurkovich seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Jurkovich declared the resolution approved and given Resolution No. 2018-08-3198.

City Manager Updates

City Manager Hernandez reminded commissioners about the fourth annual SCKMC Landrush fundraiser starting at 8:45 a.m. August 25 in Patterson Park Subdivision, near the medical center.

Hernandez also mentioned that City Hall will be closed all day September 3 to observe Labor Day.

Other Business

City Manager Hernandez gave the bulldozer and excavator reports Mayor Jurkovich requested.

Mayor Jurkovich made a motion to recess into a seven-minute executive session for consultation with City Attorney Niles and Hernandez that would be deemed privileged in the attorney-client relationship to discuss legal options for collecting debts incurred by the City during the demolition of dangerous structures.

Commissioner Warren seconded the motion. A voice vote was unanimous in favor of the motion.

The executive session began at 7:13 p.m. and ended at 7:20 p.m. Afterward, the commissioners reconvened briefly in the commission room. No action was taken following the executive session.

Hernandez invited commissioners to attend a special come-and-go retirement reception for City Hall janitor Donnie Evans from 1:30 to 3 p.m. August 24 in the Commission Room at City Hall.
Adjournment

Commissioner Oestmann made a motion to adjourn the meeting. Commissioner Gingher seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Jurkovich declared the meeting adjourned at 7:23 p.m.

THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS

________________________________________
Dan Jurkovich, Mayor

ATTEST:

____________________________
Lesley Shook, City Clerk

Prepared by:

____________________________
Andrew Lawson, Public Information Officer
Title:
Consent Agenda Item: Approve a Resolution authorizing the purchasing of a 2018 Dodge Ram 1500 Crew Cab from Zeller Motor Company, of Arkansas City, for an amount not to exceed $22,000.00.

Description:
The City is in need of a Crew Cab truck to haul inmates and extra items to the job. It is replacing a 2006 Ford Half-Ton Ex-Cab pickup with 127,727 on it.

Staff recommends the City purchase the truck from Zeller Motors for an amount not to exceed $22,000.00

Commission Options:
1. Approve with the consent agenda.
2. Remove item from the consent agenda for consideration as new business.

Fiscal Impact:
Amount: $22,000.00

Fund: 01  Department: 530 (Parks & Facilities) Expense Code: 7403 (Motor Vehicles)

☐ Included in budget  ☐ Grant  ☐ Bonds  ☑ Other (explain)

Approved for Agenda by:

[Signature]
City Manager
RESOLUTION NO. 2018-09

A RESOLUTION AUTHORIZING THE PURCHASING OF A 2018 DODGE RAM 1500 CREW CAB FROM ZELLER MOTOR COMPANY, OF ARKANSAS CITY, FOR AN AMOUNT NOT TO EXCEED $22,000.00.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City to purchase a 2018 Dodge Ram 1500 Crew Cab from Zeller Motor Company, of Arkansas City, for an amount not to exceed $22,000.00.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City Manager of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution will be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVE by the Governing Body of the City of Arkansas City, Kansas, on this 4th day of September, 2018.

(Seal)

Dan Jurkovich, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM.

________________________

Tamara L. Niles, City Attorney

CERTIFICATE

I, hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-____ of the City of Arkansas City, Kansas, adopted by the Governing Body on September 4, 2018, as the same appears of record in my office.

DATED: ___________________

Lesley Shook, City Clerk
## 2018 Truck Bid for Parks & Facilities

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>2018 Crew Cab 1/2 Ton Truck</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zeller Motor Company</strong></td>
<td><strong>Reedy Ford</strong></td>
</tr>
<tr>
<td>Base Price</td>
<td>$23,000.00</td>
</tr>
<tr>
<td>Trade-In 2006 Ford F-15</td>
<td>$(1,000.00)</td>
</tr>
<tr>
<td>Total</td>
<td>$22,000.00</td>
</tr>
<tr>
<td>Meet Bid Specs/Delivery</td>
<td>Yes / 2-3 months</td>
</tr>
</tbody>
</table>
Title:
Consent Agenda Item: Approve a Resolution authorizing a public meeting of the Governing Body to attend a Public Building Commission meeting in the Commission Room at 5 p.m. on September 18, 2018.

Description:
The Public Building Commission (PBC) is required to meet publicly at least once annually. This meeting traditionally has taken place on the third Tuesday of September, prior to the City Commission meeting.

There currently are nine members on this Commission, five of whom are the elected members of the Governing Body. Citizens on PBC are David Billings, Angela Bruce, Mike Munson and Shandon Weston.

At this regular annual meeting, the PBC will convene and conduct any business necessary. The PBC also normally elects officers for the next year during this meeting. PBC members can expect to discuss the outcome of the Sept. 6 special mail-in election for the Health Care Sales Tax initiative at this meeting.

Commission Options:
1. Approve with the consent agenda.
2. Remove item from consent agenda for further consideration.

Approved for Agenda by:

City Manager
RESOLUTION NO. 2018-09____

A RESOLUTION AUTHORIZING A PUBLIC MEETING OF THE GOVERNING BODY TO ATTEND A PUBLIC BUILDING COMMISSION MEETING IN THE COMMISSION ROOM AT 5 P.M. ON SEPTEMBER 18, 2018.

WHEREAS, all members of the Governing Body of the City of Arkansas City, Kansas, are members of the City's Public Building Commission (PBC); and

WHEREAS, the PBC is required to meet at least once annually for regular business, which traditionally occurs on the third Tuesday in September, prior to a regular meeting of the Governing Body; and

WHEREAS, the PBC also will need to discuss the outcome of the September 6 special mail-in election for the 2018 Health Care Sales Tax initiative to benefit South Central Kansas Medical Center; and

WHEREAS, to comply with the Kansas Open Meetings Act, the Governing Body of the City of Arkansas City, Kansas, must designate this upcoming PBC meeting as a public meeting of the Governing Body.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby establishes that it shall hold a public meeting at 5 p.m. on September 18, 2018, in the Commission Room at City Hall, 118 W. Central Ave., Arkansas City, Kansas, to attend a Public Building Commission meeting.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment, and also to notify all persons requesting notice of such public meetings under the Kansas Open Meetings Act.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 4th day of September, 2018.

(Seal)                                              _____________________________

Dan Jurkovich, Mayor

ATTEST:

______________________________

Lesley Shook, City Clerk

APPROVED AS TO FORM:

______________________________

Tamara L. Niles, City Attorney
CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on September 4, 2018, as the same appears of record in my office.

DATED: ________________________.

Lesley Shook, City Clerk
Title:

A Resolution authorizing the City of Arkansas City to purchase a 2019 Jeep Cherokee Latitude 4x4 from Zeller Motor Company, of Arkansas City, for an amount not to exceed $22,200.00.  (Voice Vote)

Description:

The City of Arkansas City is in need of a new sport utility vehicle for the Neighborhood Services Division for the use of the Emergency Management Coordinator to inspect the City’s extensive levee system.

This 2019 Jeep Cherokee Latitude 4x4, the purchase of which is included in the 2018 budget, will replace Unit 9027, a 14-year-old 2004 Jeep Liberty 4x4 with 71,000 miles on it. The vehicle is used off-road on the City’s levee system for inspections, as well as on various other on-road and off-road terrain.

Staff received three bids and recommends purchasing this 2019 Jeep Cherokee Latitude 4x4 from Zeller Motor Company, for an amount not to exceed $22,200.00. Although Winfield Motor Company’s bid was $515.00 lower than Zeller Motor Company’s, Zeller Motor Company is an Arkansas City dealer.

Commission Options:

1. Approve the Resolution.
2. Table the Resolution for further discussion.
3. Disapprove the Resolution.

Fiscal Impact:

Amount: $22,200.00

Fund: 01 (General)  Department: 207 (Neighborhood Services)  Expense Code: 7403 (Motor Vehicles)

☑ Included in budget  ☐ Grant  ☐ Bonds  ☐ Other (explain)

Approved for Agenda by:

[Signature]
City Manager
RESOLUTION NO. 2018-09-____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO PURCHASE A 2019 JEEP CHEROKEE LATITUDE 4X4 FROM ZELLER MOTOR COMPANY, OF ARKANSAS CITY, FOR AN AMOUNT NOT TO EXCEED $22,200.00.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, to purchase a 2019 Jeep Cherokee Latitude 4x4 from Zeller Motor Company, of Arkansas City, for an amount not to exceed $22,200.00.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 4th day of September, 2018.

(Seal)

Dan Jurkovich, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

__________________________
Tamara L. Niles, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on September 4, 2018, as the same appears of record in my office.

DATED: ____________________.

Lesley Shook, City Clerk
**EMERGENCY MANAGEMENT VEHICLE BID TABULATION**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>Zeller Motor Company</th>
<th>Reedy Ford</th>
<th>Winfield Motor Company</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRUCK MODEL</strong></td>
<td>2019 Jeep Cherokee Latitude 4x4</td>
<td>2019 Ford Escape 4x4</td>
<td>2019 Jeep Cherokee Latitude 4x4</td>
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<tr>
<td><strong>TOTAL COST</strong></td>
<td>$24,700.00</td>
<td>$25,799.00</td>
<td>$23,885.00</td>
</tr>
<tr>
<td><strong>TRADE IN</strong></td>
<td>$2,500.00</td>
<td>$2,000.00</td>
<td>$2,200.00</td>
</tr>
<tr>
<td><strong>NET COST</strong></td>
<td>$22,200.00</td>
<td>$23,799.00</td>
<td>$21,685.00</td>
</tr>
</tbody>
</table>

Recommendation would be the 2019 Jeep Cherokee Latitude 4x4 from Zeller Motor Company. Although Winfield Motor Company is $515.00 lower than Zeller Motor Company, Zeller Motor Company is local.
Title To: CITY OF ARKANSAS CITY  
Sold To: CITY OF ARKANSAS CITY  

Address: 118 W CENTRAL  
Address: 118 W CENTRAL  

City: ARKANSAS CITY  
City: ARKANSAS CITY  

State: KS  
State: KS  

Zip: 67005  
Zip: 67005  

Lien To: CASH  
Del By:  

Date 08/15/2018  

Salesmen TRISTAN CHALMERS  

Stock No. YEAR MAKE MODEL & BODY STYLE COLOR N.U.D. IDENTIFICATION NUMBER  
2019 JEEP CHEROKEE WHITE NEW  

MILEAGE OF UNIT SOLD: 4  
MILEAGE OF TRADE-IN: 70096  
(See Odometer Certification For Verified Mileage)  
(See Odometer Certification For Verified Mileage)  

TRADE-IN YEAR MAKE MODEL & BODY STYLE COLOR CYL. IDENTIFICATION NUMBER VAL.  
4W243004 2004 JEEP LIBERTY UT WHITE 6 1J4G148K44W243004  

FACTORY BASE PRICE $24700.00 Code BASE PRICE & OPTIONS 24700.00  
Code Optional Equipment (Factory & Dealer Inst) $  

Added or Deleted Equipment N/A  
Total Purchase Price 24700.00  
Trade In Allowance 2500.00  
Trade Difference 22200.00  
Manufacturer's Rebate N/A  
Administrative Fee N/A  
Sales Tax N/A  
Sub Total N/A 22200.00  
Extended Serv. Contract N/A  

Total Optional Equip.  
Base Price & Options Total $24700.00  

ADDED OR DELETED EQUIPMENT  

TOTAL ADD'L ITEMS  
Sales Tax - Add'l Items N/A  
Sub Total 22200.00  
Balance Due on Trade In N/A  
TOTAL CASH PRICE 22200.00  
Down Payment N/A  
BALANCE DUE 22200.00  

PURCHASER UNDERSTANDS AND AGREES THAT THE REVERSE SIDE HEREOF CONSTITUTES A PART OF THIS AGREEMENT.  

Seller (herein referred to as "Seller") has not performed a title search for the motor vehicle for the purpose of determining the accuracy of the mileage shown on the odometer or for any other purpose.  

Sellers (herein referred to as "Sellers") makes no warranty, expressed or implied, that the vehicle being sold (herein referred to as "Vehicle") has or ever been used as a driver's training, leased, or rental motor vehicle.  

X  

THE SELLER HEREBY STATE THAT THE ONLY ORAL REPRESENTATIONS MADE TO ME ABOUT THIS AUTOMOBILE BY ANYONE ON BEHALF OF THE SELLER ARE  

DATE  

This agreement not binding on the Company until accepted by Company Official or Sales Manager.  

Accepted AARON ROBBINS Title GM Date 08/15/2018  

X  

SIGNATURE SALES MGR. X  
SIGNATURE (CUSTOMER)
WINFIELD MOTOR COMPANY
1901 SOUTH MAIN
WINFIELD, KS 671565417

Date Printed: 2018-09-04 4:46 PM  VIN:  Quantity: 1
Estimated Ship Date:  

Status: BA - Pending order
FAN 1: 0162V City of Arkansas City
FAN 2: 

Sold to: WINFIELD MOTOR COMPANY (88621)
1901 SOUTH MAIN
WINFIELD, KS 671565417
Ship to: WINFIELD MOTOR COMPANY (88621)
1901 SOUTH MAIN
WINFIELD, KS 671565417

Bid Number: T9085
PO Number: 

Vehicle: 2019 CHEROKEE LATITUDE 4X4 (KLJ7M74)

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<th>MSRP(USD)</th>
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<td>CHEROKEE LATITUDE 4X4</td>
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<td>EDE</td>
<td>2.4L 4cyl Zero Evap M-Air Engine w/ESS</td>
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<td>DFH</td>
<td>9-Spd 948TE FWD/AWD Auto Trans (Make)</td>
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<td>PW7</td>
<td>Bright White Clear Coat</td>
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<td>APA</td>
<td>Monotone Paint</td>
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<td>*S5</td>
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<td>MAF</td>
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<td>TBB</td>
<td>Full Size Spare Tire</td>
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<td>ADC</td>
<td>Popular Appearance Group</td>
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<td>5N6</td>
<td>Easy Order</td>
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<td>4FM</td>
<td>Fleet Option Editor</td>
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<td>4FA</td>
<td>Special Bid-Ineligible For Incentive</td>
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<td>Bid Number: T9085</td>
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<td>YGS 3 Additional Gallons of Gas</td>
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<td>Destination Fees:</td>
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Total Price: 27,485

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Customer Name: USA
Customer Address: 

Instructions: 23885 INCLUDING FACTORY HITCH
- 2200 LIBERTY TRADE
21685

Note: This is not an Invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.
# FOR INTERNAL USE ONLY

**CUSTOMER**

- **City of Arkansas City**
- **Address:** 118 W Central Ave, ARKANSAS CITY, KS 67005-2643
- **E-Mail:** BFRAZEE@ARKANSASCITYKS.GOV

**Vehicle**

- **Stock #: New Order**
- **New / Used:** New
- **VIN:**
- **Mileage:** 21
- **Vehicle:** 2019 Ford Escape
- **Color:** OXFORD WHITE
- **Type:** SE 4dr 4x4

**Trade In**

- **Payoff:**
- **VIN:** 1J4GL48K44W243004
- **Mileage:** 70,659
- **Vehicle:** 2004 Jeep Liberty
- **Color:** Stone White Clearcoat [White]
- **Type:** Sport 4dr 4x4

<table>
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<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>Total Purchase</td>
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<td>Trade Allowance</td>
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<td>Trade Difference</td>
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<td>Admin Fee</td>
<td>99.00</td>
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<td>Trade Payoff</td>
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<td>Cash Deposit</td>
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<tr>
<td>Balance</td>
<td>23,799.00</td>
</tr>
</tbody>
</table>

**Customer Approval:**

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.
**Title:**

First reading of an Ordinance amending ordinance No. 2017-12-4447, by fixing the compensation for updated city positions. (Roll Call Vote)

**Description:**

As we adjust to the changes brought about by the current Public Services Superintendent’s retirement in September 2018, we recognize there is the potential for the City to open up approximately $105,000 in funds, in 2019, due to the vacancy.

Due to this vacancy, we will continue to observe the inner workings of the Public Works Department and consider what changes should be brought about for the organization. We will utilize these observations to determine what direction we should take to make the Public Works Department function as effectively and efficiently as possible in the future.

Recently, we have analyzed some of the workings of the Public Works Department and in this Action Item; we propose the splitting of the Public Services Division into two smaller, similarly sized divisions. Those divisions would include a Street & Stormwater Division and a Sanitation Division. Each division will be led by a supervisor. At this time, each supervisor will report to the Public Works Director.

In the separation of the larger Public Services Division into the two smaller divisions, we propose the elimination of the Public Services Supervisor position and the creation of a Street & Stormwater Supervisor position. The Street & Stormwater Supervisor performs a variety of skilled, technical and maintenance work in the construction, operation, repair, maintenance and replacement of the City streets and stormwater systems in addition to supervising crews.

We also propose the elimination of the Sanitation Lead position and the creation of a Sanitation Supervisor position. The Sanitation Supervisor performs a variety of skilled, technical and maintenance work in the operation and maintenance of the City sanitation system in addition to supervising crews.

Additionally, we would like to propose the creation of four Sanitation Driver and five Sanitation Collector positions. At this time, we have nine Public Services Maintenance Worker positions that rotate through driving and collection tasks. This proposed change will not create any additional positions.

The Sanitation Driver positions operate the sanitation vehicles and are those primarily responsible for all aspects of the assigned sanitation truck, route and crew. These positions are designated to be a higher Pay Range than the current Public Services Maintenance Worker positions; so, this will give employees an opportunity for promotion as well as greater responsibility.

The Sanitation Collector positions perform the work associated with the actual solid waste collection. These positions will remain at the Pay Range currently assigned to Public Services Maintenance Workers; however, the employees in the Sanitation Collector positions will no longer be required to possess a Commercial Driver’s License as they will no longer be required to operate large sanitation vehicles.
We will continue to observe and bring about any necessary positive change for the Public Works Department in the future.

Staff would also like to propose the removal of the Parks & Facilities Supervisor position from the Pay Ordinance. This position has never been filled and we do not anticipate hiring for the position in the foreseeable future.

**Commission Options:**
1. Approve the Ordinance on first reading.
2. Table the Ordinance for further consideration.
3. Disapprove the Ordinance.

**Fiscal Impact:**
1. The elimination of the Public Services Supervisor position and the creation of the Street & Stormwater Supervisor position will have no financial impact at this time.

2. The elimination of the Sanitation Lead position and the creation of the Sanitation Supervisor position will cost approximately $1,418 annually. (This includes benefits.)

   Fund: 19  
   Department: 541  
   Expense Code: 5100

   □ Included in budget  
   □ Grant  
   □ Bonds  
   □ Other (explain)

3. The elimination of four Public Services Maintenance Worker positions and the creation of four Sanitation Driver positions will cost approximately $1,041 per position annually. This is approximately $4,164 annually. (This includes benefits.)

   Fund: 19  
   Department: 541  
   Expense Code: 5100

   □ Included in budget  
   □ Grant  
   □ Bonds  
   □ Other (explain)

4. The elimination of five Public Services Maintenance Worker positions and the creation of five Sanitation Collector positions will have no financial impact at this time.

5. Amount: The elimination of the Parks & Facilities Supervisor position will have no financial impact at this time as this position has not been budgeted.

**Approved for Agenda by:**

[Signature]

City Manager
ORDINANCE NO. 2018-09-

AN ORDINANCE AMENDING ORDINANCE NO. 2017-12-4447, BY FIXING THE COMPENSATION FOR UPDATED CITY POSITION, PURSUANT TO THE PROVISION OF SECTION 12-1001 ET. SEQ. OF THE KANSAS STATUTES ANNOTATED.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: Compensation of City Officers and Employees was previously established by the Governing Body on the 19th Day of December, 2017, when it adopted Ordinance No. 2017-12-4447. The Governing Body hereby amends that Ordinance as follows (new provisions in italics; deleted provisions struck through):

<table>
<thead>
<tr>
<th>Range</th>
<th>Job Title</th>
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</thead>
<tbody>
<tr>
<td>18</td>
<td>Sanitation Lead</td>
</tr>
<tr>
<td>23</td>
<td>Public Services Supervisor</td>
</tr>
<tr>
<td>23</td>
<td>Parks &amp; Facilities Supervisor</td>
</tr>
<tr>
<td>16</td>
<td>Sanitation Collector</td>
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<tr>
<td>18</td>
<td>Sanitation Driver</td>
</tr>
<tr>
<td>24</td>
<td>Sanitation Supervisor</td>
</tr>
<tr>
<td>24</td>
<td>Street &amp; Stormwater Supervisor</td>
</tr>
</tbody>
</table>

SECTION TWO: Except as specifically modified herein, the Governing Body hereby ratifies and confirms all other provisions of Ordinance No. 2017-12-4447. Further, the provisions of that Ordinance are equally applicable to the positions created herein, such as payment terms, job titles, and other matters, as if these positions were originally included within Ordinance No. 2017-12-4447.

SECTION THREE: The City Clerk shall make proper publication of this Ordinance, which shall be published once in the official City newspaper, and which shall be effective upon publication.

PASSED AND ORDAINED by the Governing Body of the City of Arkansas City, Kansas, this 4th day of September, 2018.

______________________________
Dan Jurkovich, Mayor

SEAL

ATTEST:

______________________________
Lesley Shook, Clerk

APPROVED AS TO FORM:

______________________________
Tamara Niles, City Attorney
CERTIFICATE

I, hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-______ of the City of Arkansas City, Kansas adopted by the Governing Body on September 4, 2018 as the same appears of record in my office.

DATED: ______________________ .

Lesley Shook, City Clerk
Item for City Commission Action
Section VII Item 3

Meeting Date  
9/4/2018

Department/Division  
City Manager / Human Resources

Staff Contact  
Marla McFarland

Title:
Approve personnel policy update. (Voice Vote)

Description:
Please review and adopt changes and updates to the following policies, procedures, rules or regulations:

- 12.1 Compensation Plan (please see significant changes below):
  1. Included explanation of Pay Ranges on Pay Ordinance. Included explanation for MIN, MID and MAX.
  2. Included Call-Outs on official City holidays as Premium Pay eligible.
  3. Changed Fire/Emergency Medical Services (EMS) Department Work Period from twenty-seven (27) days to fourteen (14) days.
  4. Incorporated Compensatory Time for all eligible City employees, except Fire/Emergency Medical Services (EMS) Department employees. Eligible employees in the Police Department can accumulate up to sixty (60) hours of Compensatory Time. All other eligible employees can accumulate up to twenty-four (24) hours of Compensatory Time.
  5. Included Court Pay. Police Officers who must report for court on the employee’s day off will receive a two (2) hour minimum for time spent in court.
  6. Included Interpreter Pay. Employees who report to work to interpret on the employee’s day off will receive a two (2) hour minimum for time spent interpreting.

Commission Options:
1. Approve the policy update.
2. Table the policy update for further discussion.
3. Disapprove the policy update.

Fiscal Impact:
1. No fiscal impact.
2. Fiscal impact yet to be determined.
3. No fiscal impact.
4. No fiscal impact.
5. Fiscal impact yet to be determined.
6. Fiscal impact yet to be determined.

Approved for Agenda by:
[Signature]
City Manager
COMPENSATION PLAN

The City of Arkansas City recognizes the need to provide, within its financial capability, competitive compensation.

The City Manager, with the authorization of the City Commission, may change the Compensation Plan or any component of the Compensation Plan at any time, with or without notice to any affected employees.

Pay Ordinance
The City Commission shall formally adopt a Pay Ordinance, which shall be on file and available for review in the Human Resource Manager’s office. The Pay Ordinance shall establish Minimum, Mid-Range and Maximum (MIN, MID and MAX) rates of pay for each position within the organization.

All employees are to be paid within this range except that employees, at the discretion of the City Manager, may be allowed to remain at their current rate of pay if the Pay Range for their position is reduced.

Pay Range
A designated scale of compensation directly related to assigned positions. Each Pay Range designates the Minimum, Mid-Range and Maximum rates of pay for each position.

Minimum Rate
The lowest rate of pay for any position.
**Mid-Range Rate**  
The midpoint rate of pay directly between Minimum Range and Maximum Range for any position.

**Maximum Rate**  
The highest rate of pay for any position.

**Cost of Living Adjustments**  
The City Commission may, at any time, adjust all salary ranges by a specified percentage to reflect changing economic conditions relative to the cost of living. Any such Cost of Living Adjustment will be at the same percentage rate for all eligible employees. Cost of Living Adjustments will become effective on a date to be determined by the City Manager.

**Merit Increases**  
The City has a system for performance evaluation that can provide employees with Merit Increases in compensation. Please see the Performance Evaluation and Merit Increase policy (10.1) for more information.

**Fair Labor Standards Act (FLSA)**  
The City complies with all requirements of the Fair Labor Standards Act (FLSA).

**Minimum Wage**  
The City complies with all state and federal minimum wage requirements.

**Base Pay Rate**  
The Base Pay Rate is an employee’s guaranteed annual, monthly, weekly or hourly pay. The Base Pay Rate does not include such additional compensation as overtime pay, Premium Pay or Longevity Pay that is paid to employees in the corresponding Work Week or Work Period.

**Regular Rate**  
An Employee’s Regular Rate is the equivalent of the employee’s hourly rate, plus additional compensation paid to an employee for the Work Week. All remuneration for employment paid to the employee, except payments specifically excluded and/or as allowed by law, shall be included in the employee’s Regular Rate.

**Premium Pay**  
Premium Payments are payments made by the City for work in excess of or outside of specified daily or weekly standard Work Periods, such as Fire/Emergency Medical Services (EMS) Department Call-Outs, DUI checkpoints, seatbelt checkpoints, Call-Outs on official City holidays, or on special days such as holidays or Sundays for some employees.

Employees should consult with their Department/Division Head to confirm if Premium Pay is paid for a particular work assignment.

Premium Pay is paid at a rate of at least one and one-half (1½) times the employee’s Base Rate Pay. Premium Pay is excluded from the Regular Rate for purposes of calculating the overtime.
Premium Payments shall be credited toward any Overtime Pay owed to an employee for that same Work Week. Premium Payments cannot be converted to Compensatory Time.

**Overtime Pay**
Overtime hours worked shall be paid at the rate of at least one and one-half (1½) times the employee’s Regular Rate.

The overtime threshold for employees in non-exempt positions (EXCEPT Firefighter, dual-function Firefighter/EMT or dual-function Firefighter/Paramedic positions and commissioned police officers) is forty (40) hours. Employees, other than those excepted above, will receive Overtime Pay for all hours worked in excess of forty (40) hours in the defined Work Week, unless the overtime requirements already have been satisfied by the payment of Premium Pay.

Per FLSA 7(k) requirements, which allow for a modified Work Period in calculating overtime compensation, the overtime threshold for non-exempt Firefighter, dual-function Firefighter/EMT and dual-function Firefighter/Paramedic positions is one hundred and six (106) hours in a fourteen (14) consecutive day Work Period. These employees will receive Overtime Pay for all hours worked in excess of one hundred and six (106) hours in a fourteen (14) consecutive day Work Period, unless the overtime requirements already have been satisfied by the payment of Premium Pay.

Per FLSA 7(k) requirements which allow for a modified Work Period in calculating overtime compensation, the overtime threshold for commissioned police officers is eighty-six (86) hours in a fourteen (14) consecutive day Work Period. Commissioned police department personnel will receive Overtime compensation Pay for all hours worked in excess of eighty-six (86) hours in a fourteen (14) consecutive day Work Period unless the overtime requirements have already been satisfied by the payment of Premium Pay.

No employee should work more than his or her scheduled hours without prior authorization to do so by a supervisor. Employees who work more than their scheduled hours without prior authorization by a supervisor may be subject to disciplinary action, up to and including termination.

**Overtime Scheduling**
When overtime is required and volunteers within the department/division who are capable of performing the task are not available, the Department/Division Head shall, at his or her discretion, assign the overtime work to the employees he or she deems are best suited to the task. The City may, at any time, make overtime work mandatory.

An effort within all departments/divisions will be made to offer overtime work equally to all eligible employees.

**Compensatory Time**
Compensatory Time is paid time off that is earned and accrued by an employee in lieu of immediate cash payment for working in excess of the statutory hours for which Overtime Pay is required by law.
Signed review and submission on PowerDMS, by the employee, of this Compensation Plan Policy shall be considered the necessary agreement/understanding for Compensatory Time to be utilized by the City. By signing this acknowledgement, the employee specifically agrees that the City may use Compensatory Time off in lieu of overtime compensation, if he or she qualifies.

All employees who are eligible for overtime compensation may elect to receive Compensatory Time off, except Fire/Emergency Medical Service (EMS) Department personnel who are not eligible for Compensatory Time off. Eligible employees may elect to receive Compensatory Time Off at a rate of not less than one and one-half (1½) hours for each overtime hour worked in lieu of cash overtime compensation. All eligible employees, except Police Department personnel, may accrue up to twenty-four (24) hours of Compensatory Time. All Police Department personnel eligible for Compensatory Time off may accumulate up to sixty (60) hours of Compensatory Time off. Any accumulation in excess of the set maximum number of hours shall be paid on the next payroll check.

The City may require an employee to use his or her accumulated Compensatory Time in order to reduce the banked hours at any time.

Requests by an employee to use Compensatory Time off must be approved by the employee’s immediate supervisor and Department/Division Head. Employees will be entitled to take Compensatory Time off within a reasonable time of earning it, except when the employee’s absence would impose an unreasonable burden on the department’s/division’s ability to provide services for the public of an acceptable quality and quantity. If Compensatory Time off cannot be scheduled (1) prior to the accumulation of sixty (60) hours for Police Department personnel or (2) prior to the accumulation of twenty-four (24) hours for all other employees, the City shall pay the employee for the unused compensatory time in cash wages on the corresponding payroll check.

Upon termination, all accrued Compensatory Time off must be paid based upon the higher of either (1) the employee’s final Regular Rate of pay, or (2) the employee’s average Regular Rate received over the prior three (3) years. Employees may not request cash payment for accumulated Compensatory Time during active employment.

**Substitution**

City employees in the Public Services, Environmental Services, Fire/Emergency Medical Services (EMS) and Police Departments/Divisions may agree, solely at their option and subject to the approval of the City, to engage in a short-term exchange of work schedules between employees with corresponding duties and who work opposite shifts.

The agreement to stand in for one another is an agreement between the two employees who are substituting for one another whereby each is held accountable to the other for payback of time.

The City must be aware of the Substitution arrangement prior to the work being done. This shall include notice of what work is being done, by whom it is being done, and where and when it is being done. Approval is required before any employee substitutes for another employee.

Qualified employees working in the same capacity with the same job title may Substitute up to the equivalent of one shift per Payroll Period (predetermined period of 14 consecutive, calendar
days). The non-working, substituted-for employee may only be substituted for up to the equivalent of one shift per Payroll Period. Likewise, the substituting employee may only substitute for up to the equivalent of one shift per Payroll Period. Such Substitution privilege will be held to the maximums stated in this policy, whether or not such Substitution is indebted or owed, at any given time during the fourteen (14) day Payroll Period.

The City shall not keep a record of the hours of the substitute work except to ensure that the substitution does not exceed the limitations set forth in this policy. The substitute hours shall be excluded in the calculation of the hours to which the substituting employee is entitled to including overtime compensation. The substitute hours shall be included in the calculation of the hours to which the non-working, substituted-for employee is entitled, including overtime compensation.

In any case where the substituting employee fails or is unable to substitute for the non-working, substituted-for employee as agreed, the non-working, substituted-for employee must use the appropriate leave time to cover his or her absence.

The City shall incur no additional wage responsibility or accrue any additional benefit liability because of a Substitution. A default in payback of time shall be solely between the involved employees and shall not obligate the department/division for reimbursement.

**FLSA Exempt**

FLSA does not require overtime to be paid to individuals working in FLSA “Exempt” positions. The City will determine those positions that are exempt from the Fair Labor Standards Act according to Department of Labor guidelines.

**Corrective Action for Improper Deductions (Exempt)**

The City will reimburse any individual working in an FLSA exempt position whose pay is reduced in violation of this policy. If an employee feels his or her pay has been improperly reduced, please notify the Human Resource Manager. The City strictly prohibits any acts of retaliation toward employees who report improper pay reductions.

**Rest Periods/Breaks**

Employees who work a normal eight (8) hour work shift may be granted up to two (2) fifteen (15) minute, paid Rest Periods/Breaks each day. Each Department/Division Head will set department/division policy regarding paid Rest Periods/Breaks. Such policy shall recognize that work demands may take precedence over paid Rest Periods/Breaks. Schedules and locations for Rest Periods/Breaks may vary to fit the work schedule.

**Meal Periods**

Bona fide Meal Periods are not time worked and will not be compensated. Schedules and locations for unpaid Meal Periods may vary to fit the work schedule.

**Call-Out Pay**

A Call-Out is defined as an unscheduled request made by an appropriate management official for a non-exempt employee to return to work after leaving the building or work location at the end of his or her regular shift and before the beginning of the next regularly scheduled shift.
An employee who is “Called Out” shall be paid for the time worked, including travel time (to the worksite only this does not include the return trip), or a minimum of two (2) hours, whichever is greater. The City shall compensate an employee for hours worked during a Call-Out that exceeds the two (2) hour minimum at the employee’s Base Pay Rate, unless the Call-Out places the employee in a Premium Pay or Overtime eligible status.

Employees MUST receive a directive from their Department/Division Head or supervisor in charge before responding to a Call-Out. Justification must be provided to the Department/Division Head to validate that the Call-Out is an emergency. Records justifying the reason for calling employees out for duty shall be prepared by the Department/Division Head and made available to the City Manager upon request.

**Longevity Pay**
Full-Time employees who have completed three (3) years of continuous, Full-Time service with the City will receive an additional five dollars ($5.00) each Payroll Period in recognition of their service. An additional one dollar ($1.00) will be added to each payroll check for each additional, complete year of continuous, Full-Time service beyond the initial three (3) years.

Longevity pay and increases will become effective within the Payroll Period that contains the employee’s Full-Time anniversary date.

Longevity pay shall be included in an employee’s Regular Rate for purposes of calculating the employee’s overtime rate.

**Court Pay**
Police Department employees required to report for court on their day off will receive a minimum of two (2) hours of pay. Should the time in court exceed the two (2) hour minimum, the employee will be paid for the actual time worked at the employee’s Base Pay Rate, unless the time worked places the employee in an Overtime eligible status.

**Interpreter Pay**
Employees called upon to provide interpreter services on their day off will receive a minimum of two (2) hours of pay. Should the time spend interpreting exceed the two (2) hour minimum, the employee will be paid for the actual time worked at the employee’s Base Pay Rate, unless the time worked places the employee in an Overtime eligible status.
Item for City Commission Action
Section VII Item 4

Meeting Date: 9/4/2018
Department/Division: Public Works / Environmental Services
Staff Contact: Mike Crandall

Title:
Hold a public hearing and consider a Resolution to authorize the City of Arkansas City to apply for a Community Development Block Grant (CDBG) to replace water lines in Sleeth Addition. (Voice Vote)

Description:
The City of Arkansas City is applying for a CDBG grant to replace water lines in Sleeth Addition. The water lines are approximately 100 years old and made of cast iron. The City has received numerous complaints of red water and bad odor in recent years. This project also will improve fire protection.

The Sleeth Addition Waterline Replacement Project will include replacing the existing water lines (mostly 4-inch diameter) with 6-inch water lines and replace existing 8-inch water lines with the same sizes.

In addition, new fire hydrants, water valves and service connections will be replaced due to the increase in the size of the water lines. The total project cost will be $990,890.00. The CDBG grant request will be for the maximum of $562,000.00, with the remaining portion to be paid by the City from its Water Fund.

Before the City can apply for this grant, it first must hold a public hearing tonight to hear alternate project suggestions from citizens, as well as comments on this proposed project. This public hearing was advertised August 29 in the Cowley CourierTraveler.

Commission Options:
1. Approve the Resolution.
2. Table the Resolution for further discussion.
3. Disapprove the Resolution.

Fiscal Impact:
Amount: $428,890.00 minimum City share (total project cost: $990,890.00; grant request: $562,000.00)

Fund: 16 (Water) Department: 653 (Distribution) Expense Code: 7402 (Capital Improvement)
☑ Included in budget □ Grant □ Bonds □ Other (explain)

Approved for Agenda by:
[Nicholas J. Hernandez]
City Manager
A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO APPLY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT TO REPLACE WATER LINES IN SLEETH ADDITION.

WHEREAS, the City of Arkansas City, Kansas, is applying for a Community Development Block Grant (CDBG) to replace water lines in Sleeth Addition that are approximately 100 years old and made of cast iron; and

WHEREAS, the City of Arkansas City, Kansas, has received numerous complaints of red water and bad odor from these water lines in recent years, and this project also will improve fire protection; and

WHEREAS, the Sleeth Addition Waterline Replacement Project will include replacing the existing water lines (mostly 4 inches in diameter) with 6-inch water lines and also replace existing 8-inch water lines with the same sizes; and

WHEREAS, the Sleeth Addition Waterline Replacement Project also will include new fire hydrants, water valves and service connections, to be replaced due to the increase in the size of the water lines; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, held a public hearing September 4, 2018, to hear alternate project suggestions from citizens, as well as comments on this project; and

WHEREAS, the CDBG grant request will be for the maximum of $562,000.00, with the remaining minimum portion of $428,890.00 to be paid by the City of Arkansas City, Kansas, from its Water Fund.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, to apply for a Community Development Block Grant in the amount of $562,000.00 to replace water lines in Sleeth Addition.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 4th day of September, 2018.

(Seal) ..........................................................  Dan Jurkovich, Mayor

ATTEST:

____________________________
Lesley Shook, City Clerk

APPROVED AS TO FORM:

____________________________
Tamara L. Niles, City Attorney
CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on September 4, 2018, as the same appears of record in my office.

DATED: _______________________.

Lesley Shook, City Clerk
The City of Arkansas City will hold a public hearing on Tuesday, September 4, 2018 at 5:30 P.M. in the Commission Room at City Hall, located at 118 W. Central Ave., Arkansas City, KS 67005, for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds. A specific project application to be discussed is the replacement of approximately 13,100 linear feet of deteriorated 4” and 6” waterlines, 37 valves, and 24 outdated fire hydrants in the Sleeth Addition of the City of Arkansas City. The $990,890.00 project will be funded through local funds with the assistance of a $562,000 CDBG grant request. Other project proposals introduced at the hearing will also be considered. Oral and written comments will be recorded and become a part of the City of Arkansas City’s CDBG Citizen Participation Plan. Reasonable accommodations will be made available to persons with disabilities. Requests should be submitted by September 3, 2018 to Lesley Shook, Arkansas City City Clerk.
Title:

Consider a Resolution certifying the legal authority to apply for the 2019 Kansas Small Cities Community Development Block Grant (CDBG) Program from the Kansas Department of Commerce, and authorizing Mayor Dan Jurkovich to sign and submit such an application. (Voice Vote)

Description:

The Kansas Department of Commerce requires that CDBG applicants certify their legal authority to apply for funds from the Small Cities CDBG Program as part of their application. This Resolution also will authorize Mayor Dan Jurkovich to sign and submit an application for 2019 funding from the program.

Commission Options:

1. Approve the Resolution.
2. Table the Resolution for further discussion.
3. Disapprove the Resolution.

Fiscal Impact:

Amount: $428,890.00 minimum City share (total project cost: $990,890.00; grant request: $562,000.00)

Fund: 16 (Water)  Department: 653 (Distribution)  Expense Code: 7402 (Capital Improvement)

☑ Included in budget  ☐ Grant  ☐ Bonds  ☐ Other (explain)

Approved for Agenda by:

[Signature]

City Manager
RESOLUTION NO. 2018-09-____

A RESOLUTION CERTIFYING THE LEGAL AUTHORITY TO APPLY FOR THE 2019 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FROM THE KANSAS DEPARTMENT OF COMMERCE, AND AUTHORIZING MAYOR DAN JURKOVICH TO SIGN AND SUBMIT SUCH AN APPLICATION.

WHEREAS, the City of Arkansas City, Kansas, is a legal governmental entity as provided by the laws of the State of Kansas; and

WHEREAS, the City of Arkansas City, Kansas, intends to submit an application for assistance from the 2019 Community Development Block Grant Program.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby certifies that the City of Arkansas City, Kansas, is a legal governmental entity under the status of the laws of the State of Kansas and thereby has the authority to apply for assistance from the 2019 Kansas Small Cities Community Development Block Grant Program.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor of Arkansas City, Kansas, to act as the City’s official representative in signing and submitting an application for assistance to the 2019 Community Development Block Grant Program.

SECTION THREE: The Governing Body of the City of Arkansas City, Kansas, hereby dedicates $428,890.00 in matching funds toward this project.

SECTION FOUR: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION FIVE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 4th day of September, 2018.

(Seal)  

Dan Jurkovich, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Tamara L. Niles, City Attorney
CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on September 4, 2018, as the same appears of record in my office.

DATED: ____________________.

Lesley Shook, City Clerk
Item for City Commission Action
Section VII Item 4b

Meeting Date  
9/4/2018

Department/Division  
Public Works / Environmental Services

Staff Contact  
Mike Crandall

Title:
Consider a Resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the Arkansas City water system to be financed with Community Development Block Grant (CDBG) funds. (Voice Vote)

Description:
The Kansas Department of Commerce also requires that CDBG applicants assure the Department that funds will be provided continually for the operation and maintenance of any improvements to be paid for with Small Cities Community Development Block Grant Program funds. This Resolution does so.

Commission Options:
1. Approve the Resolution.
2. Table the Resolution for further discussion.
3. Disapprove the Resolution.

Fiscal Impact:
Amount: $5,000.00 anticipated annual cost of operation and maintenance

Fund: 16 (Water)  Department: 653 (Distribution)  Expense Code: 7402 (Capital Improvement)

☑ Included in budget  ☐ Grant  ☐ Bonds  ☐ Other (explain)

Approved for Agenda by:

[Signature]
City Manager
RESOLUTION NO. 2018-09-____

A RESOLUTION ASSURING THE KANSAS DEPARTMENT OF COMMERCE THAT FUNDS WILL BE CONTINUALLY PROVIDED FOR THE OPERATION AND MAINTENANCE OF IMPROVEMENTS TO THE ARKANSAS CITY WATER SYSTEM TO BE FINANCED WITH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS.

WHEREAS, the City of Arkansas City, Kansas, is applying for Small Cities Community Development Block Grant funds under the Community Improvement Category, as administered by the Kansas Department of Commerce; and

WHEREAS, the City of Arkansas City, Kansas, wishes to utilize this funding for the purpose of constructing improvements to the City’s water system, as described in the Community Development Block Grant application submitted to the Kansas Department of Commerce; and

WHEREAS, the City of Arkansas City, Kansas, has determined that the annual operation and maintenance costs of the water system improvements are anticipated to be approximately $5,000.00; and

WHEREAS, the annual City of Arkansas City, Kansas, budget has been determined to be adequate to fund the operation and maintenance of the water system.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby assures the Kansas Department of Commerce that sufficient funds will be provided for the continued operation and maintenance of the above described improvements; that these operation and maintenance costs will be reviewed annually; and that the budget will be adjusted, when necessary, to reflect and cover any increase in costs.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 4th day of September, 2018.

(Seal)

Dan Jurkovich, Mayor

ATTEST:

________________________________________
Lesley Shook, City Clerk

APPROVED AS TO FORM:

________________________________________
Tamara L. Niles, City Attorney
CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on September 4, 2018, as the same appears of record in my office.

DATED: ____________________.

Lesley Shook, City Clerk
Item for City Commission Action  
Section VII Item 5

Meeting Date: 9/4/2018
Department/Division: Public Works / Public Services
Staff Contact: Mike Crandall

Title:

Consider a Resolution declaring the eligibility of the City of Arkansas City, Kansas, to submit an application to the Kansas Department of Transportation for the use of Transportation Alternatives funds set forth by MAP-21 for the Hike/Bike Trail Extension Project and authorizing Mayor Dan Jurkovich to sign the grant application. (Voice Vote)

Description:

The Kansas Department of Transportation’s (KDOT) Transportation Alternatives (TA) Program provides for a variety of alternative transportation projects that enhance safety and mobility, to include pedestrians and bicyclists. KDOT requires a minimum of a 20-percent local match for this Federal Fiscal Year 2020 program.

The Hike/Bike Trail Extension Project will include the extension of the Hike/Bike Trail from the northwest corner of the Paris Park Pool parking lot to Cowley College’s Travis Hafner Training Center, and from there to the end of the existing trail at 6th Street and Lincoln Avenue. Funding assistance also will be provided by Cowley College and Westar Energy. The total project cost will be $____________________.

Commission Options:

1. Approve the Resolution.
2. Table the Resolution for further discussion.
3. Disapprove the Resolution.

Fiscal Impact:

Amount:

Fund: [ ] Included in budget  [ ] Grant  [ ] Bonds  [ ] Other (explain)
Department: Expense Code:

Approved for Agenda by:

[Signature]
City Manager
RESOLUTION NO. 2018-09-____

A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF ARKANSAS CITY, KANSAS, TO SUBMIT AN APPLICATION TO THE KANSAS DEPARTMENT OF TRANSPORTATION FOR THE USE OF TRANSPORTATION ALTERNATIVES FUNDS SET FORTH BY MAP-21 FOR THE HIKE/BIKE TRAIL EXTENSION PROJECT AND AUTHORIZING MAYOR DAN JURKOVICH TO SIGN THE GRANT APPLICATION.

WHEREAS, the City of Arkansas City, Kansas, has the legal authority to apply for, receive, and administer federal, state and other monies through Home Rule Power under the Constitution of the State of Kansas and as authorized by K.S.A. 12-1662, regarding the expenditure of federal-aid to public agencies; and

WHEREAS, the City of Arkansas City, Kansas, is submitting an application to the Kansas Department of Transportation (KDOT) for Transportation Alternatives (TA) Program funds in the amount of $________, as set forth by MAP-21 and outlined in KDOT’s Transportation Alternatives Program Guidance & Application Packet for 2020; and

WHEREAS, the City of Arkansas City, Kansas, is participating as an eligible Project Sponsor in the Kansas Department of Transportation’s TA Program set forth by MAP-21; and

WHEREAS, Federal monies are available under a Transportation Alternatives Program set for by MAP-21, administered by the State of Kansas, Department of Transportation, for the purpose of creating and promoting the planning and development of active transportation facilities and programs in Kansas; and

WHEREAS, the City of Arkansas City, Kansas, acknowledges availability of the required local match of no less than 20% and the availability of funds to pay all up-front costs, since the TA Program is a cost reimbursement program; and

WHEREAS, the City of Arkansas City, Kansas, agrees to pay any costs that exceed the project amount if the application is selected for funding; and

WHEREAS, after public input and due consideration, the Governing Body of the City of Arkansas City, Kansas, has recommended that an application be submitted to the State of Kansas for the Hike/Bike Trail Extension Project.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor to submit an application to the Kansas Department of Transportation for Transportation Alternatives Program funds set forth by MAP-21 on behalf of the citizens of the City of Arkansas City, Kansas.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby assures the Kansas Department of Transportation that sufficient funding for the Hike/Bike Trail Extension Project is available, as the Transportation Alternatives Program is a reimbursement program.

SECTION THREE: The Governing Body of the City of Arkansas City, Kansas, hereby assures the Kansas Department of Transportation that sufficient funding for the operations and maintenance of the Hike/Bike Trail Extension Project will be available for the life of the project.
SECTION FOUR: The Governing Body of the City of Arkansas City, Kansas, hereby assures the Kansas Department of Transportation that the City of Arkansas City, Kansas, will have title or permanent easement to the Hike/Bike Trail Extension Project by the time of project letting, if necessary.

SECTION FIVE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor to sign the application to the Kansas Department of Transportation for Transportation Alternatives Program funds set forth by MAP-21 on behalf of the citizens of the City of Arkansas City, Kansas. The Mayor also is authorized to submit additional information as may be required and to act as the official representative of the City of Arkansas City, Kansas, in this and subsequent related activities.

SECTION SIX: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION SEVEN: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 4th day of September, 2018.

(Seal)  

Dan Jurkovich, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

____________________________

Tamara L. Niles, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2018-09-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on September 4, 2018, as the same appears of record in my office.

DATED: ____________________.

Lesley Shook, City Clerk
Item for City Commission Action  
Section VII Item 6

**Meeting Date**  
9/4/2018

**Department/Division**  
City Manager

**Staff Contact**  
Nick Hernandez

**Title:**

Select voting delegates to the League of Kansas Municipalities annual business meeting. (Voice Vote)

**Description:**

The City of Arkansas City is a voting member in good standing with the League of Kansas Municipalities (LKM).

LKM will have its annual business meeting Oct. 6-8, 2018, in Topeka. The City is required to certify in advance its voting delegates and any alternates. The City will have three (3) votes at the meeting.

Attached is a copy of LKM’s 2018 conference brochure.

**Commission Options:**

1. Select three (3) delegates.
2. Table discussion until Sept. 18.

**Approved for Agenda by:**

[Signature]

City Manager
The Governing Body of the City of ____________________________

has elected: Name ____________________________________________

Title ________________________________________________________

Address ____________________________________________________

E-Mail Address ______________________________________________

to be (circle one number)

voting delegate 1  2  3

alternate voting delegate 1  2  3

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities at the 2018 Annual Conference.

Signed: ____________________________________ Date: ________________

City Clerk
2018 Annual Conference

October 6-8
Registration Now Open
www.lkm.org/annualconference
Register before September 21 to secure the early bird rate!
2018 Annual Conference PRICING:

Conference registration fees include admission to all sessions, networking, and meal events. Pre-conference workshops and lodging are not included in these fees. Additional details of registration rates are online.

Full Conference Rates

$235* City Official
Nonmember City Official Rate $285
(Earlybird rate ends Sept. 21, then increases to $270, $320 respectively)

$80 Guest/Spouse
(Earlybird rate ends Sept. 21, then increases to $115)

$400 Company Representative
(For company representatives who are not participating as vendor or sponsor. Earlybird rate ends Sept. 21, then increases to $435)

Single Day Conference Rates

$140 Single Day/City Official
(Earlybird rate ends Sept. 21, then increases to $175)

$300 Single Day/Company Representative
(Earlybird rate ends Sept. 21, then increases to $335)

Pre-Conference Workshop

$100 MTI Registration
Nonmember MTI Registration $125

City Attorney CLE

$115 City Attorney
Nonmember City Attorney Rate $135
(Friday Only; Earlybird rate ends Sept. 21, then increases to $150, $170 respectively)

*City Attorneys may also register for the full conference, including the CLE for the $235 city official rate.

Keynote Session

Sunday, October 7 • 11:00 a.m. - 12:30 p.m.
Manley Feinberg

Reaching Your Next Summit:
7 Vertical Lessons & 1 Essential Question to Lead With Impact, Regardless of Your Title

Manley is an award-winning international keynote speaker, business leader, and author whose work has been featured on NBC, CBS, ABC, and Fox, and in The New York Daily News, Entrepreneur, American Express Open Forum and World News. During Manley’s eleven years with Build-A-Bear Workshop, his leadership direction helped take the revolutionary retail concept from 40 stores to over 400 worldwide, realizing revenue growth from $55 million to over $474 million.

Manley’s inspirational keynotes are brought to life through his national geographic photography and riveting stories culminating from a lifetime of adventure through 25 countries, to over 400 outdoor destinations. Manley vividly shares compelling lessons from his adventure and leadership experiences in a way that allows you to relate to your mountains.

Register before September 21 to secure the early bird rate!

lkm.org/annualconference
Concurrent Workshop Topics

The following are scheduled for concurrent workshops.

Sunday, October 7 • 2:30 p.m. - 3:20 p.m.
Monday, October 8 • 8:35 a.m. - 9:45 a.m. “Rapid Fire Workshops”
Monday, October 8 • 11:00 a.m. - 11:50 a.m.
Monday, October 8 • 1:30 p.m. - 2:20 p.m.

• Creating Successful Staff and Elected Official Relationships
• Why Home Rule Matters
• Media Panel: Kansas Election Preview
• National League of Cities Federal Advocacy Update
• Using Parks and Recreation to Create Development
• Forming Crisis Intervention Teams in Cities
• Strategic Planning – Why, When, and How to Start
• Building Your Census 2020 Complete Count Committee
• Ideas for Building Community Pride and Awareness
• Cybersecurity Basics for City Officials
• Effective Social Media Strategies for Local Government
• Addressing Sexual Harassment in the Workplace: Policies and Best Practices
• Kansas Liquor Laws: Where State and Local Ordinances Converge
• Advancing Your Career Through the Kansas Certified Public Management Program
• Emergency Management Training and Working with State and Federal Resources
• Salary and Workforce Trends at the Local Level

Topics are tentative and subject to change. Refer to the final program distributed at conference for the complete listings.
### Schedule At-a-Glance

<table>
<thead>
<tr>
<th><strong>Friday, October 5</strong></th>
<th><strong>Saturday, October 6</strong></th>
<th><strong>Sunday, October 7</strong></th>
<th><strong>Monday, October 8</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>10:30 a.m. - 6:00 p.m.</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>7:30 a.m. - 11:30 a.m.</td>
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<tr>
<td>City Attorneys CLE</td>
<td>Registration Open</td>
<td>Registration Open</td>
<td>Trade Show Hall &amp; Registration Open</td>
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<tr>
<td>12:00 p.m. - 1:00 p.m.</td>
<td>11:45 a.m. - 1:45 p.m.</td>
<td>9:00 a.m. - 10:00 a.m.</td>
<td>7:30 a.m. - 8:30 a.m.</td>
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<tr>
<td>City Attorneys Luncheon</td>
<td>Legislative Policy Committee</td>
<td>Nominating Committee Meeting</td>
<td>Affiliate Breakfasts</td>
</tr>
<tr>
<td>1:00 p.m. - 1:50 p.m.</td>
<td>2:00 p.m. - 5:00 p.m. Municipal Training Institute</td>
<td>10:00 a.m. - 10:45 a.m.</td>
<td>8:35 a.m. - 9:45 a.m.</td>
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<tr>
<td>City Attorneys Concurrent Break-out Sessions</td>
<td>4:30 p.m. - 5:00 p.m. Governing Body Meeting</td>
<td>&quot;Ask an Expert&quot; Session</td>
<td>&quot;Rapid Fire&quot; Workshops</td>
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<tr>
<td>2:00 p.m. - 3:45 p.m.</td>
<td>5:00 p.m. - 6:00 p.m. 'Appy Hour &amp; Welcome Reception</td>
<td>11:00 a.m. - 12:30 p.m.</td>
<td>10:00 a.m. - 10:50 a.m.</td>
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<tr>
<td>City Attorneys CLE, continued</td>
<td>6:00 p.m.</td>
<td>Keynote Session</td>
<td>Trade Show Hall: Final Prize Giveaway</td>
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<td>3:45 p.m. - 4:15 p.m.</td>
<td>Open Evening</td>
<td>12:30 p.m. - 2:15 p.m.</td>
<td>11:00 a.m. - 11:50 a.m.</td>
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<tr>
<td>City Attorneys Reception</td>
<td>Trade Show Opening &amp; Lunch</td>
<td>Concurrent Workshops II</td>
<td>Concurrent Workshops II</td>
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<td>3:45 p.m. - 4:45 p.m.</td>
<td>12:00 p.m. - 1:20 p.m.</td>
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<td>KMIT Annual Meeting</td>
<td>Public Service Awards Luncheon</td>
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<td>5:00 p.m. - 6:15 p.m.</td>
<td>1:30 p.m. - 2:20 p.m.</td>
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<td>Trade Show Reception</td>
<td>Concurrent Workshops III</td>
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<td>6:30 p.m. - 8:30 p.m.</td>
<td>2:30 p.m. - 3:00 p.m.</td>
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<td>League &amp; Host City Social Event</td>
<td>Community/Innovation Awards Panel</td>
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<td>3:00 p.m. - 3:45 p.m.</td>
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</table>

Join us October 6-8, 2018 in Topeka for the next League Annual Conference: Ideas Worth Exploring. All conference events will be held at the Capitol Plaza Hotel/Maner Conference Center & Kansas Expocentre.

Just like famous explorers of the past, local government leaders find themselves leading an ongoing expedition to solve community challenges and advance the cities they serve. This is our premier annual event and will be packed with opportunities to network with other officials and learn from your peers, as well as pioneers in local government.

Our goal with this event is to:
- Provide you the resources needed to be knowledgeable and skilled in your local government role;
- Offer opportunities to expand your knowledge of local government issues as well as engage with other leaders to share and brainstorm ideas to implement in your community; and
- Engage the audience to think creatively and use problem-solving tactics to address common municipal challenges.

We’re excited to offer this opportunity to cities across Kansas and we hope you’ll come ready to explore the possibilities and discover the difference local government can make! Additional information found at [www.lkm.org/annualconference](http://www.lkm.org/annualconference).

NOTE: Schedule is tentative and subject to change.
**Special Networking Opportunities & Events**

Whether it's during meals and social events, roundtable discussions and workshops, in the trade show hall, or simply in the hallway between sessions, you will want to take the time to tap the creative minds of your fellow city colleagues, vendors, and League staff. The League's Annual Conference provides a number of valuable networking opportunities. Below are just a few highlights of the conference:

**Municipal Training Institute**
Three Municipal Training Institute courses will be offered as separate pre-conference workshops on Saturday. Each course is $100, refreshments and course materials included. A more detailed description of each of the courses is available online with the conference information. Ethics & Civility (Core), Advanced Municipal Finance (Elective) and a new Valuing Diversity (Elective) courses will be offered this year.

**Exhibit Hall: Various Times**
Connect with 100 vendors who are showcasing their latest products and services for cities. Enjoy refreshments, networking with vendors, and prizes at the final trade show event Monday morning.

"Ask an Expert" sessions are making a return to this year's schedule. This session will be held on Sunday morning and will consist of several concurrent discussions led by top experts in their field.

**League & Host City Social Event: Sunday Evening**
The League is welcoming Devin Henderson for our evening entertainment. Devin has been making audiences laugh for over a dozen years. He has performed as a corporate comedian in all 50 states, except Hawaii, Alaska, and many others. Devin will be offering a bit of comedy, plus highlights from his illusion and mentalism show.

**Affiliate Breakfasts**
Several League Affiliate groups will be convening Monday morning for breakfast. Check the final conference program to see if your group will be meeting, and take advantage of this time to connect with your peers who hold similar positions in local government.

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**General Information**

**What Do Fees Include?**
**Full Conference Registration** fee includes all educational sessions (excluding the pre-conference MTI workshops), social events, meals, and breaks. **No one will be admitted to any of the events without a badge.**

**Who Should Attend?** The League's Annual Conference offers something for everyone. We recommend councilmembers/commissioners, mayors, managers, and administrators, clerks, and department heads attend our conference. A number of valuable workshops, discussions, and networking opportunities await you!

**Single Day Registration** fee includes only those functions for the day registered, including educational sessions, social events, meals, and breaks.

**Spouse/Guest Registration** fee includes admission to all conference social events. City officials, vendors, and/or sponsors will not be permitted to register as a spouse/guest under any circumstance.

**Cancellations**
Registrations may be canceled until 5:00 p.m. on Friday, September 21 without penalty. After this deadline, cancellations will no longer be accepted and you will be responsible for payment in full. Cancellations must be in writing and sent to Rynae Redd at redd@lkm.org. Phone cancellations will not be accepted.

All registrations are non-transferable after the deadline, and badges may not be transferred from one individual to another on site. Any on-site registration, including spouse/guest, is subject to a $35 late fee.

Visit the website for additional information:
[lkm.org/AnnualConference](lkm.org/AnnualConference)  
#lkmcon18
Title:

City Advisory Board Reports

Description:

The following approved board minutes are included in this packet:

- April 30 — Historic Preservation Board  *(special meeting for Historic District survey update)*
- May 17 — Building Trades Advisory Board
- May 21 — Historic Preservation Board  *(Historic District survey public hearing at Senior Center)*
- July 5 — Beautification and Tree Advisory Board
- July 16 — Northwest Community Center Advisory Board
- July 19 — Arkansas City Recreation Commission

Commission Options:

1. No action needed.

Approved for Agenda by:

[Signature]

City Manager
Call to Order:

Staff present at the meeting included Principal Planner Josh White and Public Information Officer Andrew Lawson.

Representing Spencer Preservation was Brenda Spencer.

Representing Cowley College was Dr. Dennis Rittle.

1. Historic District Resurvey Project update
White gave a brief overview of the project and asked Brenda Spencer to give a presentation on the findings from the survey project. A draft map was also included and her recommendations for moving forward were also discussed. The upcoming public meeting with historic district property owners was also discussed. The Board thanked Spencer for her work on the project.

Adjournment:
A motion was made by Snell and seconded by Lozano to adjourn the meeting. Voice vote carried the motion.
Regular meeting scheduled for Thursday, May 17, 2018 at 5:15 PM in the City Commission Chambers at City Hall

Meeting was called to order at 5:15 PM

Roll Call:

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<tr>
<th>Mark Bartlett</th>
<th>Ken Miller</th>
<th>Dave Billings</th>
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<tr>
<td>Jace Kennedy</td>
<td>Carl Bowman</td>
<td>Brian Lawrence</td>
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<td>Brian Mayfield</td>
<td>Chris Rains</td>
<td>Randy Smith</td>
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Also present was Chief Bobby Wolfe and Captain Chet Ranzau from the ACFD as well as Andrew Lawson and Mike Bellis.

Dave Billings made the motion to approve the meeting minutes from April 20, 2018 and Ken Miller made the second. Voice vote carried the motion.

1. Carbon Monoxide Detectors

   Mike approached the board to discuss that states that require Carbon Monoxide Detectors. Mike went over what some of the states required and had in law. Mike felt that we could combine verbiage from Massachusetts, New Jersey, and North Carolina. Carl thought there was a code already in place that if a certain percentage was being remodeled, that a carbon monoxide detector must be installed. Mike stated that nowhere in code does it state a percentage. Brian Mayfield discussed First Alert carbon monoxide detectors. Carl asked if places like Windsor High-rise would be mandated to have C.O. detectors and Mike felt that there would be no difference. Dave Billings wanted more clarification on what the requirement would be, Mike stated that remodel permits, occupancy changes, and property being sold would kick in the ordinance. Carl asked that when this is presented to the realtors, that the home inspectors should be informed of it as well. After discussion, the board asked Mike to write something up and work with the fire department and bring it in front of the board at the next meeting. This item will be tabled until the next meeting.

2. Miscellaneous

   Andrew approached the board about adopting the fire code. Andrew asked the board if they would want to adopt the 2015 IFC. Chief approached the board and said that they would look through the code and bring it in front of the board.

Brian Mayfield made the motion to adjourn the meeting at 5:50 PM and Chris Rains made the second. Motion carried Adjourn
Call to Order:

Staff present at roll call was Principal Planner Josh White and Public Information Officer Andrew Lawson. Also present at the meeting was Heath & Kristeen Janet of 206 S Summit St, Brenda Spencer of Spencer Preservation as well as numerous other members of the public.

Consent Agenda:
Meeting Minutes, March 12, 2018.

Lozano made a motion to approve the March 12, 2018 and April 30, 2018 minutes as written. The motion was seconded by Farrar. Voice vote carried the motion.

New Business:

1. Historic Review-206 S Summit St-Flawed Perfection Sign
   White presented the findings of the case. It was a wall sign and he explained the guidelines for such signage. He also noted it would not be lit and would be placed on the traditional sign board. The sign is appropriately placed and at an appropriate scale. The sign should not damage the building. He also noted that the existing holes in the sign board would be filled and it would also be weatherized. Snell asked about the sign board. Mr. Janet replied it was a metal sign board. The process of superimposing the graphic on the building makes the metal look different than it does in reality. Snell made a motion to approve the building permit for 206 S Summit St as reviewed in accordance with K.S.A. 75-224. The motion was seconded by Farrar. Voice vote carried the motion.

2. Public meeting regarding Downtown Historic District Resurvey Project
   White made some brief statements about the project and then introduced Spencer. Spencer made a presentation about the project and gave her recommendations. Her recommendations included some expansion of the district and some contraction in other areas due to demolitions. She also recommended the city’s historic churches possibly submit a thematic nomination for a multiple property listing since most are not contiguous with the proposed district. She also recommended marketing the benefits of the district and listing to the community. At the end of her presentation she, along with White and the Board, answered questions about the project.

Adjournment:
Snell made a motion to adjourn the meeting. Lozano seconded the motion. Voice vote carried the motion. Meeting adjourned.
A rescheduled regular meeting was held Thursday, July 5, 2018, in the City Manager’s Office. The meeting was called to order at 4 p.m.

Roll Call:

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Staff Liaisons</th>
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<tr>
<td>Robin Henderson</td>
<td>Nick Hernandez</td>
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<tr>
<td>Paisley Howerton</td>
<td>Andrew Lawson</td>
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<tr>
<td>Brooke Padgett</td>
<td>Tamara Niles</td>
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<tr>
<td>Peggy Soule</td>
<td>Tony Tapia</td>
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<tr>
<td>Jessica Taylor</td>
<td>Brian Williams</td>
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| Jill Wineinger | |}

1. Approve May Meeting Minutes:

Brooke moved to approve the minutes of the May 31 regular meeting. Peggy seconded the motion, which was approved 4-0.

2. Brock Park Update:

Andrew said the City Commission approved the Board’s recommendation to close Brock Park and add it to the Land Bank.

However, he said the commissioners declined to follow the Board’s advice about moving the horseshoe pits to Cox Park.

They will be moved to Pershing Park instead. Andrew said the horseshoes group was in favor of this location. There probably will not be as many pits. In the meantime, the meter has been removed from the light in Brock Park. The siren will remain.

The actual legal transfer of the property will take place at the next regular meeting of the Land Bank Board of Trustees.

3. Cancel July 26 Meeting:

Jill joined the meeting in progress at 4:02 p.m. Jessica moved to cancel the July 26 regular meeting since it would be the second meeting of this month due to this rescheduling. Paisley seconded the motion, which was approved 5-0 on a voice vote.

4. Discussion of Cox/Mills Parks:

Jill made a motion to table discussion of these two parks for the time being. Jessica seconded the motion, which passed 5-0.

Paisley expressed interest in possibly implementing some of the monarch butterfly initiatives in one or both of these parks.

Peggy then made a motion to leave Mills Park as it is and table discussion of Cox Park until such time as trail development in the area becomes more active, when the Board can look at it again. Jill seconded the motion, which was approved 5-0.

5. Mayor’s Monarch Pledge Discussion:

Paisley asked if there is a height restriction at the Kansas Avenue-U.S. 77 roundabout. Nick said there is not, but safety is a concern with any permanent placement due to people cutting through. Paisley is interested in possibly planting in that area.

She also said she thinks it would be better to give away milkweed plants rather than seeds, due to ease of us. Andrew found a grant program through KU that will provide up to 2 acres of plants for free, but the City would have to pay for truck shipping.

Paisley also mentioned the possibility of planting monarch-friendly plants at the Hogan in the planting area to the south. Nick said he will look into possible locations for milkweed planting as the City is working to reduce Johnson grass in some areas.

6. Nelson Sensation Award for July:

Andrew said Robert and JoLynn Foster are still on tap for this award, but a new sign will be made once Brooke and Jessica formalize recommendations for the award criteria. They talked about meeting with the Community Spirit Award Committee.

7. Subcommittee Reports:

Brooke and Jessica recommend going to a Yard of the Month award and restricting it to the March-October period, with maybe a Christmas yard thrown in for good measure. They are working on a criteria checklist and a time limit for repeats.
8. Tree Board U Discussion:
   Peggy made a motion that watching the Tree Board U videos should be done on a private, self-directed basis, rather than viewing them as a group during the meetings. Paisley seconded the motion, which was approved 5-0 on a voice vote.

9. Yard of the Season / Good Neighbor Awards:
   Brooke and Jessica are continuing to work as a subcommittee to better specify award criteria and naming for these awards.

10. Other Miscellaneous Items:
    Nick explained how the City now is using goats to “mow” large tracts of land, which reduces City costs of mowing. The herd is being rented for $600 a month. Jill asked if the bat houses are being used. Andrew said he will check with Tony on that.

    Paisley brought up the possibility of having recycling at the Farm and Art Market because so much waste is produced. Nick said City staff can look into moving some 60-gallon carts there for that purpose. We discussed frying on the rotunda stage.

    Nick asked about vendor fees for the Farm and Art Market. He wants to discuss raising them to help pay for the master plan.

Jill made a motion to adjourn the meeting. Brooke seconded the motion, which was approved 5-0 on a voice vote. The meeting was adjourned at 4:55 p.m. The next regular meeting of the Beautification and Tree Advisory Board will be at 4 p.m. Thursday, Aug. 23.
NORTHWEST COMMUNITY CENTER ADVISORY BOARD MINUTES FOR JULY 16TH 2018.

BOARD MEMBERS PRESENT: JACKIE BARNETT, GARY HALE, AND TYLER HENDERSON. FELIPE ESCALANTE WAS EXCUSED AS HE WAS IN MEXICO FOR VACATION. DIRECTOR CINDY BENNETT ALSO WAS IN ATTENDANCE.

AFTER READING LAST MONTH’S MINUTES, THEY WERE ACCEPTED AS WRITTEN BY TYLER HENDERSON AND GARY HALE.

CINDY REPORTED:

1. Lunches are being served every day during the summer from 11:30 until 12:30 by the grant program.
2. Felipe reported that when he got back from vacation, he would make contact with students at Cowley about doing volunteer work at NWCC.
3. Tyler had 10 students show up for the Chuck Watson annual basketball clinic on Friday June 15th 2018. Thursday June 14th had to be cancelled because of a family emergency.
4. Reported having a good turnout every day during the summer. Families came with their young ones. Consistent number of children coming in to play. Large group of high school age children attending several days a week to play basketball, air hockey, pool, Wii and computers. They are being taught life skills, how to fill out resumes, chores and getting along with others. This is to help prepare them to be on their own. This is provided by USD 470.
5. Mr. Charles Watson interrupted our monthly meeting, causing a late start.

BOARD MEMBERS ASK:

1. That Cindy request signs for outside requesting no smoking of any kind in or outside the building. Also, need to remember about renters who smoke are reminded to smoke outside and put cigarette butts in special container.
2. The board asks that we table a vote until everyone is here for an age limit on who can participate in activities here. We need to take into consideration parents, relatives, babysitters and volunteers.
Cindy will:

1. Check on the progress of installing cameras for safety reasons.
2. Start planning fresh activities for the school year. Cindy will include board members and volunteers to help with the activities.
3. Set up date for spaghetti dinner hosted by Optimists.
4. Make a movie night, popcorn and bingo night for future Thursday.

Meeting adjourned

Next meeting Monday August 20th, 2018
1) **Call to Order; Approve the Agenda for Regular Meeting:** Ron Smith called the meeting to order at 7:00 a.m. Motion was made by Tad Stover to approve the agenda as posted; seconded by Kim Hocker; motion passed.

2) **Approve the Minutes of the Previous Meeting:** Motion was made by Tad Stover to approve the minutes of the June meeting and the July Budget Meeting with one revision, in June Minutes #5, remove the last sentence, seconded by Jason O’Toole, motion passed.

3) **Review YTD Budget Expenditures and Consider Approval of Purchase Order from June 19th-July 17th:** Motion was made by Tad Stover and seconded by Jason O’Toole to approve the purchase orders from June 19th- July 17th.

4) **Conduct election for President, Vice-President, and Secretary:** It is the time of year to conduct ACRC Board elections for President, Vice-President, and Secretary for the 2018-2019 fiscal year. Tad Stover made a motion to elect Kim Hocker as President, Debbie Nittler as Vice-President, and Jason O’Toole as Secretary. Jason O’Toole seconded, motion passed unanimously.

5) **Consider Great Plains floor refinish bid:** We have received a bid for refinishing of the meeting room and both gym floors. The bid is from Great Plains Contractor for $2,730. This bid has a charge of $450 for Dry Strip Method in big gym. This bid is the exact same as last year. They have done our floors in the past and have provided quality work. This is the only contractor that we’re aware of that refinishes synthetic floors. Ron Smith made a motion to accept the bid from Great Plains Contractor for $2,730, seconded by Tad Stover.

6) **Consider Great Life Golf Appropriation:** Bart Allen, Director of Youth Lessons at Great Life Golf Course, has requested their annual appropriation of $1,000. Our agreement with Great Life is that ACRC keeps program registration fees and appropriates funds to Great Life for program and facility expenses. Tad Stover made a motion to elect Kim Hocker as President, Debbie Nittler as Vice-President, and Jason O’Toole as Secretary. Jason O’Toole seconded, motion passed unanimously.

7) **Review “Sexual Harassment Policy”:** Jason O’Toole made a motion to approve the sexual harassment policy as presented, with “conduct” added at the end of the second paragraph, Tad Stover seconded, motion passed. All Staff will be required to read and sign that they’ve read policy.

8) **Review Superintendent Report:** Joe’s report to the board included:

   - ACRC summer programs are winding down and we’re in the process of planning for fall programs. IYQ, Gymnastics, Kidz Rec, Tennis and Golf have a couple of weeks left. Upcoming programs include: Youth Volleyball, Flag & Tackle Football, Soccer, Cheerleading, Girls Basketball, Gymnastics, Fitness Programs, Mother/Son Blitz, Pickle Ball, and Aquatics.

   - We have approximately a little less than a month remaining in the outdoor pool season. Things have gone well at Paris Park Pool with no major accidents/injuries. We’ve hosted “Swim on the River” promotion in June and this past Friday we had movie night at Paris Park Pool. We had over 400 people attend. The pool will remain open until August 12th. Starting August 1st, pool hours will be 1-5 pm on weekdays and 2-5 on Sundays.

   - Our Staff and volunteers have been doing an excellent job of coordinating recreation programs this summer. Our summer lunch program is serving well over 400 children per day. We have also been running our “Kidz Café” here at the Rec from 11:30 -12:30, Monday-Friday, averaging about 25.
We've served thousands of people this summer without any serious injuries or accidents. I'm very happy to have an experienced staff.

Things are going well at the Family Aquatic Center. The pool stays very busy with a variety of aquatic programs including birthday parties, lap swimming, swim lessons, water aerobics and recreation swimming. The facility is well maintained.

9) Executive Session-Personnel:
- Tad Stover made a motion to go into executive session for no more than 15 minutes, Jason O'Toole seconded. After 15 minutes, Tad Stover made a motion to come out of executive session, Jason O'Toole seconded. Upon return, Jason made motion to increase pay for Cheryl Schmidt to $15.82/hr, AJ Davidson to $17.25/hr, David May to $11.18/hr and Deb Davidson to $23.40/hr. Ron Smith seconded, motion passed.

10) Review Policy Book (At Section 5): ACRC Board made a decision to table the review of policy manual Section 5-28 Conflict Resolution until August Board Meeting.

11) Adjournment: Tad Stover made a motion to adjourn at 7:50 a.m., Ron Smith seconded, motion passed.