

# City of Arkansas City Board of City Commissioners

## Agenda

### Regular Meeting

Tuesday, February 2, 2021 @ 5:30 PM

Commission Room, City Hall — 118 W. Central Ave. — Arkansas City, KS

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#### 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

*Per the Kansas Open Meetings Act, the City Commission is not required to entertain any comments from the public during any meeting, especially during a state of emergency. For hybrid or virtual meetings, the normal citizen comment process will be modified. Citizens who wish to address the City Commission are encouraged to contact City staff prior to this meeting to be placed on the agenda, with the consent of the Mayor. During this meeting, citizens who log into the meeting from their computer, tablet or smartphone are welcome to ask questions using the text Chat feature. Any questions will be forwarded from City staff to the Mayor, who may choose to allow further comment.*

*The following rules **must** be strictly adhered to by all citizens wishing to speak during a virtual/hybrid meeting, **whether they are on the agenda or recognized by the Mayor during the meeting itself**:*

- 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. **“Logged in” citizens will remain muted during the meeting, unless recognized and called upon specifically by the Mayor.**
- Repeated reiterations by speakers will not be allowed.
- Violations of comment procedure will result in being directed to cease speaking or being muted.

#### 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 considered separately under Section VII: New Business.*

1. Approve the January 19, 2021, regular meeting minutes as written.

2. Ratify Mayor Scott Rogers' reappointments of Jace Kennedy, Ken Miller and Jamie Terrill to the Building Trades Board, and Jackie Barnett to the Northwest Community Center Advisory Board.

## **VI. Old Business**

## **VII. New Business**

1. Consider a Resolution authorizing the City of Arkansas City, KS, to purchase three (3) Dodge Charger Pursuit Police Vehicles from Zeller Motors, Arkansas City, for an amount not to exceed \$47,836.00. **(Voice Vote)**

## **VIII. City Manager Updates**

1. RISE Cowley health coalition meeting
2. Cowley County Legislative Committee meeting
3. City Commission study session

## **IX. Other Business**

1. Reports:
  - a. City Advisory Board Reports

## **X. Adjournment**



# Item for City Commission Action

## Section V Item 1

**Meeting Date**  
2/2/2021

**Department/Division**  
City Manager

**Staff Contact**  
Andrew Lawson

**Title:**

Consent Agenda Item: Approve the January 19, 2021, 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:**

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Randy Frazer, City Manager

# City Commission of Arkansas City - Regular Meeting Minutes

The Arkansas City Board of City Commissioners met in regular session at **5:30 p.m. Tuesday, January 19, 2021**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Ark City.

Mayor **Scott Rogers** called the meeting to order. Commissioners also present at roll call were Commissioners **Kanyon Gingham, Duane L. Oestmann, Jay Warren** and **Karen Welch**.

City employees present at the meeting were City Manager **Randy Frazer**, City Attorney **Larry Schwartz** (*participating remotely via GoToMeeting*), City Clerk **Lesley Shook**, Deputy City Clerk **Amanda Evinger**, Public Information Officer **Andrew Lawson**, Management Assistant **Mike Crandall**, Public Services Superintendent **Tony Tapia** and Principal Planner **Josh White**.

Arkansas City Fire-EMS Department personnel in attendance were Interim Fire Chief **Les Parks**, Capt. **Chet Ranzau**, Firefighter-Paramedic **Jackson Perez** and Firefighter-EMT **Logon French**.

Arkansas City Police Department personnel in attendance were Police Chief **Dan Ward**, Capt. **Eric Burr**, Capt. **Jim Holloway**, Sgt. **Nelson Douglas**, Police Officer **Madeline Pegorsch**, Public Service Officer **Eric Gross** and Administrative Assistant **Jeni McGee**.

Citizens in attendance or observing included **Gareth McGee, John Shelman** and **Harrison Taylor**.

Commissioner Warren offered the opening prayer. Mayor Rogers led the Pledge of Allegiance.

## Agenda Approval

At City Manager Frazer's request, Commissioner Welch made a motion to amend the agenda by adding a Life Saving Award presentation as **Item 1** under **Awards and Proclamations**; amending the **January 5, 2021**, minutes under **Item 1** of the **Consent Agenda**; and adding ratification of a Beautification and Tree Advisory Board appointment as **Item 4** under the **Consent Agenda**.

Mayor Rogers seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Rogers declared the agenda **amended** as requested. Commissioner Oestmann then made a motion to approve the agenda as amended. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the agenda **approved** as amended.

## Awards and Proclamations

The commissioners witnessed the presentation of the Police Department's **Life Saving Award** to Police Officer **Madeline Pegorsch**, as well as the presentation of **Critical Save Awards** from ZOLL Medical Corporation to **Pegorsch**, EMS Director **Jeri Smith**, Fire-EMS Capt. **Chet Ranzau**, Firefighter-Paramedic **Jackson Perez** (*for whom this was his first save as a paramedic*), Firefighter-Paramedic **Brandy Rice** (*who could not be present*), Firefighter-Emergency Medical Technician **Logon French**, Reserve Emergency Medical Technician **Mike Evinger** (*who could not be present*) and ACPD Capt. **Eric Burr**, on behalf of ACPD Lt. **Anthony Rider**, who also could not be present.

# City Commission of Arkansas City - Regular Meeting Minutes

Burr detailed how Pegorsch arrived on scene at Walmart on **Nov. 6, 2020**, shortly after a victim of cardiac arrest had collapsed and became unresponsive. She immediately started performing cardiopulmonary resuscitation. Smith, who was in the store shopping, encountered Rider as she was leaving and he was arriving. He advised her of the situation and she went with him to assist.

Smith relieved Pegorsch and took over CPR until the other Fire-EMS Department personnel arrived at the scene. They stabilized the patient and transport him to South Central Kansas Medical Center.

## Consent Agenda

Commissioner Oestmann made a motion to approve the consent agenda, consisting of:

1. Approving the **January 5, 2021**, regular meeting minutes as amended.
2. Approving the 2021 **Land Bank** annual report, inventory of property and transfers.
3. Ratifying Mayor Rogers' reappointments of **Mary Benton** to the **City-Cowley County Board of Health**, **Karla Gallegos Perez** and **Andrew Paton** to the **Planning Commission** and **Board of Zoning Appeals**, **Paisley Howerton** to the **Planning Commission**, and **Angela Bruce** and **Charles Tweedy** to the Public Building Commission.
4. Ratifying Mayor Rogers' appointment of **Harrison Taylor** to the **Beautification and Tree Advisory Board**.

Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the consent agenda **approved** as presented.

## New Business

### 15<sup>th</sup> Street Bridge Engineering Resolution No. 2021-01-3382

City Clerk Shook presented for discussion a resolution authorizing the City to enter into a contract with **Kirkham Michael & Associates**, Inc., of Ellsworth, Kansas, to provide engineering services for a project to replace the **15<sup>th</sup> Street Bridge** over the C Street Canal as part of the Fiscal Year 2021 Kansas Local Bridge Improvement Program, for an amount not to exceed **\$24,400.00**.

Management Assistant Crandall said the City previously applied for and was selected to receive up to **\$150,000.00** to replace this 106-year-old bridge. The Kansas Department of Transportation will reimburse the City for **90 percent** of the construction cost, with **10 percent** coming from the City.

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

Mayor Rogers declared the motion **approved** and given **Resolution No. 2021-01-3382**.

# City Commission of Arkansas City - Regular Meeting Minutes

## Francisco Nieto Land Bank Sale Resolution No. 2021-01-3383

City Clerk Shook presented for discussion a resolution authorizing the transfer of certain real estate in the **Southwest Quarter of Section 25, Township 34 South, Range 3 East of the Sixth Principal Meridian**, Arkansas City, Kansas, to **Francisco Nieto**.

Principal Planner White said the City owns this property that is approximately **14 acres** along West Fifth Avenue. The City has had ownership of this property for years, but it is largely underutilized.

White said Nieto requested to purchase the property for **\$7,000.00** in order to locate a new home on the site, as his family owns adjacent property. White said the property has become a burden to the City and staff thinks putting this property back on the tax rolls would be more beneficial to the City.

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

Mayor Rogers declared the motion **approved** and given **Resolution No. 2021-01-3383**.

## CALEA Accreditation Proposal Resolution No. 2021-01-3384

City Clerk Shook presented for discussion a resolution approving a proposal submitted by **Greg Collins** for assistance with updating the Arkansas City Police Department (ACPD) policies to new **Commission on Accreditation for Law Enforcement Agencies (CALEA)** accreditation standards, for an amount not to exceed **\$20,000.00**.

Police Chief Ward said CALEA released the newest version of its law enforcement standards, which departments are required to meet before becoming accredited. Updating ACPD's policies to meet these new standards would be time consuming and require resources ACPD doesn't currently have.

Ward said Collins is a consultant who is a former accreditation manager for the Shawnee Police Department and he is a CALEA site-based team member who has participated in four assessments of departments in the past year. Collins estimates it would take approximately 20 hours per week for six months to bring ACPD policies into compliance with the new standards. He has proposed providing that service for **\$40 per hour**, for a total of approximately **\$20,000.00**.

Ward requested to enter into a **three-month agreement**, with an option to extend to six months. Up to **\$10,000.00** would be paid from the **Special Law Enforcement Trust Fund** and the remaining balance would be covered by funds in the Police Department full-time salary line item.

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

# City Commission of Arkansas City - Regular Meeting Minutes

Mayor Rogers declared the resolution **approved** and given **Resolution No. 2021-01-3384**.

## Other Business

### Elevator Control Unit and Car Resolution No. 2021-01-3385

City Clerk Shook presented for discussion a resolution approving a proposal submitted by **Thyssenkrupp Elevator**, of Carol Stream, Illinois, for **upgrading the elevator control unit and car** at City Hall, for an amount not to exceed **\$89,933.00**.

Public Services Superintendent Tapia said the elevator is in need of a major upgrade. The unit is more than 40 years old and parts to repair it are no longer available. It breaks down often and people do not feel safe using it. This capital improvement item is in the budget for **2021**.

Commissioner Warren made a motion to approve the resolution as presented. Commissioner Gingher seconded the motion. A voice vote was **unanimous** in favor of the motion.

Mayor Rogers declared the resolution **approved** and given **Resolution No. 2021-01-3385**.

## City Manager Updates

City Manager Frazer provided the commissioners with the following reminders and updates:

- The next City Commission study session will start at **noon January 29** at City Hall.
- The Kansas Senate has passed **SB 13**, the “truth in taxation” bill, and it now will be taken up by the Kansas House, which is expected to pass it. This will change how the City budgets.
- He met recently with Kansas Sen. **Larry Alley**, R-Winfield, and hopes to visit with him again.
- Staff is working on a new rental and maintenance agreement with the **Arkansas City Public Library**. The current agreement expired more than four years ago and needs to be updated.
- An initial assessment of the Paris Park Pool and its ACRC usage was conducted **January 15**.
- Staff continues to evaluate a housing resurgence program offered by the **South-Central Kansas Economic Development District (SCKEDD)**. An online meeting was held recently.

## Other Business (continued)

Public Information Officer Lawson provided several updates on the new StoryWalk signs at Poplar Walking Trail, the “Crushing COVID” campaign, the 150<sup>th</sup> celebration, Tacolalah and Wilson Park.

City Manager Frazer recommended the commissioners look at the year-end financials in the packet.

# City Commission of Arkansas City - Regular Meeting Minutes

## Adjournment

Commissioner Warren made a motion to adjourn the meeting. Commissioner Oestmann seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the meeting adjourned at **6:11 p.m.**

**THE CITY OF ARKANSAS CITY  
BOARD OF CITY COMMISSIONERS**

\_\_\_\_\_  
Scott Rogers, Mayor

## **ATTEST:**

\_\_\_\_\_  
Lesley Shook, City Clerk

## **Prepared by:**

\_\_\_\_\_  
Andrew Lawson, Public Information Officer



# Item for City Commission Action

## Section V Item 2

**Meeting Date**  
2/2/2021

**Department/Division**  
City Manager /  
Neighborhood Services /  
Parks and Facilities (NWCC)

**Staff Contacts**  
Andrew Lawson /  
Mike Bellis /  
Cindy Bennett

**Title:**

Consent Agenda Item: Ratify Mayor Scott Rogers' reappointments of Jace Kennedy, Ken Miller and Jamie Terrill to the Building Trades Board, and Jackie Barnett to the Northwest Community Center Advisory Board.

**Description:**

The four (4) reappointments listed above have terms that technically expired **February 1, 2021**. All four (4) volunteers are eligible for reappointment to new terms.

**Jace Kennedy, Ken Miller, and Jamie Terrill** seek reappointment to two-year (2) terms on the **Building Trades Board** as a master electrician, master mechanical contractor and master plumber, respectively.

All three men have good attendance records. Building Official Mike Bellis recommends reappointment.

**Jackie Barnett** has been a valuable addition to the **Northwest Community Center Advisory Board** and desires reappointment to a second three-year (3) term. While this board is not currently meeting due to COVID, staff hopes normal operations can resume at NWCC by this summer. Barnett is always good about helping with the Thursday night outreach activities, so his reappointment is highly recommended.

Staff and Mayor Rogers recommend reappointing all four (4) citizens to full terms.

**Commission Options:**

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

**Approved for Agenda by:**

Randy Frazer, City Manager

## Board Vacancies as of January 27, 2021

Board, Commission, Committee or Council	Board and/or Staff Recommendations	Applications Received (or Interest Expressed)
<b>Arkansas City Public Library Board of Trustees</b>		<i>Micah Fry, Jayna Munson, Latresha Swopes</i>
<b>Building Trades Board</b>		<b>Accepting applications!</b>
<b>Community Spirit Award Committee — 1 Vacancy</b>		<b>Accepting applications!</b>
<b>Equal Opportunity and Accessibility Advisory Board</b>		Karla Gallegos Perez, Iris Turner
<b>Northwest Community Center Advisory Board — 1 Vacancy</b>		<b>Accepting applications!</b>
<b>Outstanding Student Award Committee — 2 Vacancies</b>		<i>Jason Brewer, Jill Smith</i>
<b>Planning Commission (3-Mile Growth Area) — 1 Vacancy</b>		<i>Ron Slaven</i>
<b>Public Building Commission — 1 Vacancy</b>		<i>Dan Jurkovich, Cody Richardson, John Sturd</i>

## Potential Upcoming Reappointments

Board/Commission/Committee/Council	Member(s) / Term Expiration Date	Notes
Community Spirit Award Committee	Curtis Freeland / January 1, 2021 <i>*does not wish to be reappointed</i>	Serves as committee chair
Equal Opportunity and Accessibility Advisory Board	Bob Baker / January 1, 2021	Member with a disability
Visit Ark City Board of Trustees	Juliana Barragan / January 1, 2021	Hotel Representative
<b>Building Trades Board</b>	<b>Jace Kennedy</b> / February 1, 2021	Master Electrician
	<b>Ken Miller</b> / February 1, 2021	Master Mech. / Vice Chair
	Chris Rains / February 1, 2021	At Large (Gen. Contractor)
	<b>Jamie Terrill</b> / February 1, 2021	Master Plumber
<b>Northwest Community Center Advisory Board</b>	<b>Jackie Barnett</b> / February 1, 2021	Barnett is eligible for a third 3-year term
	Vacant / February 1, 2023	Tyler Henderson did not want to be reappointed
Outstanding Student Award Committee	Carol House* / February 1, 2021 <i>*does not wish to be reappointed</i>	House is eligible for a second 3-year term
	Chris Tackett* / February 1, 2021 <i>*does not wish to be reappointed</i>	Tackett is eligible for a second 3-year term
Juvenile Corrections Advisory Board	Debi Clark / June 30, 2021	Ark City representative

## Applications Received / No Current Vacancies

Name	Interest in serving on:
Douglas Allison	South Central Kansas Medical Center Board of Trustees
Tyler Anstine	South Central Kansas Medical Center Board of Trustees
Brittany Carder	South Central Kansas Medical Center Board of Trustees
Lloyd Colston	City Commission ( <i>if a vacancy occurs by resignation</i> ) South Central Kansas Medical Center Board of Trustees
Karla Gallegos Perez	Equal Opportunity and Accessibility Advisory Board Recreation Commission
Ken Harader	Planning Commission / Board of Zoning Appeals
Nancy Holman	Historic Preservation Board
Vicki Jackson	South Central Kansas Medical Center Board of Trustees
Stacey Jervis	South Central Kansas Medical Center Board of Trustees
Kayleigh Lawson	Planning Commission / Board of Zoning Appeals Visit Ark City Board of Trustees
Randy Leach	Building Trades Board
Clifton Lolar	South Central Kansas Medical Center Board of Trustees
Shannon Martin	Visit Ark City Board of Trustees
Bob Mathews	South Central Kansas Medical Center Board of Trustees
Latresha Swopes	Arkansas City Public Library Board of Trustees
Michael Taylor	Building Trades Board South Central Kansas Medical Center Board of Trustees
Iris Turner	Recreation Commission South Central Kansas Medical Center Board of Trustees
Charles Tweedy	City Commission ( <i>if a vacancy occurs by resignation</i> ) Visit Ark City Board of Trustees



# Item for City Commission Action

## Section VII Item 1

**Meeting Date**  
2/2/2021

**Department/Division**  
Police

**Staff Contact**  
Chief Dan Ward

**Title:**

Consider a Resolution authorizing the City of Arkansas City, KS, to purchase three (3) Dodge Charger Pursuit Police Vehicles from Zeller Motors, Arkansas City, for an amount not to exceed \$47,836.00. (Voice Vote)

**Description:**

Bids were sent out to Zeller Motors, Zeller Ford, Winfield Motors, and Kline Motors. We received bids from all vendors except Kline Motors. The lowest bid for three new vehicles was from Zeller Motors for the Dodge Charger Pursuit Police package. The price of \$47,836.00 includes the trade in of three 2019 Ford SUV's.

**Commission Options:**

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

**Fiscal Impact:**

Amount: \$47,836.00

Fund: 01

Department:421

Expense Code: 7403 (Police/vehicles)

Included in budget

Grant

Bonds

Other (explain)

**Approved for Agenda by:**

Randy Frazer, City Manager

**RESOLUTION NO. 2021-02-**

**A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY, KS, TO PURCHASE THREE (3) DODGE CHARGER PURSUIT POLICE VEHICLES FROM ZELLER MOTORS, ARKANSAS CITY, FOR AN AMOUNT NOT TO EXCEED \$47,836.00.**

**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 purchase of three (3) Dodge Charger Pursuit Police Vehicles from Zeller Motors, Arkansas City, for an amount not to exceed \$47,836.00.

**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 RESOLVED** by the Governing Body of the City of Arkansas City, Kansas, on this 2<sup>nd</sup> day of February, 2021.

(Seal)

\_\_\_\_\_  
Scott Rogers, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Shook, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Larry R. Schwartz, City Attorney

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-02-\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on February 2, 2021 as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Lesley Shook, City Clerk

## 2021 CAPITAL OUTLAY BUDGET

GENERAL FUND			
Account	Department / Division	Item	Amount
01-207-7405	Neighborhood Services	(2) Tornado Sirens	\$ 36,000.00
01-310-7405	Fire	Supply Hose	\$ 3,500.00
01-310-7405	Fire	Portable Radios	\$ 22,500.00
01-310-7405	Fire	Personal Protective Equipment	\$ 13,500.00
01-310-7405	Fire	(21) Fire Helmets	\$ 8,500.00
01-421-7403	Police	(3) Patrol Vehicles	\$ 84,000.00
<b>General Fund Total</b>			<b>\$ 168,000.00</b>

WATER FUND			
Account	Department / Division	Item	Amount
16-653-7405	Water Distribution	Trailer Mounted Air Compressor	\$ 25,000.00
<b>Water Fund Total</b>			<b>\$ 25,000.00</b>

SEWER FUND			
Account	Department / Division	Item	Amount
18-661-7405	Wastewater Collection	Thumb Attachment for Mini-Excavator	\$ 7,500.00
<b>Sewer Fund Total</b>			<b>\$ 7,500.00</b>

SPECIAL HIGHWAY FUND			
Account	Department / Division	Item	Amount
21-542-7403	Streets	Tandem Dump Truck	\$ 160,000.00
21-542-7403	Streets	2-Ton Flatbed Dump Truck	\$ 80,000.00
21-542-7405	Streets	Dump Trailer	\$ 20,000.00
<b>Special Highway Fund Total</b>			<b>\$ 260,000.00</b>

<b>Total Capital Outlay Budget</b>			<b>\$ 460,500.00</b>
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# Item for City Commission Action

## Section VIII Items 1-3

**Meeting Date**  
2/2/2021

**Department/Division**  
City Manager

**Staff Contact**  
Randy Frazer

**Title:**

City Manager Updates

**Description:**

1. The next **RISE Cowley** health coalition meeting will be at **10 a.m. Tuesday, February 9** via [Zoom](#).
2. The next monthly **Cowley County Legislative Committee** meeting is at **noon Tuesday, February 9** at the Winfield Area Chamber of Commerce office, located at 123 E. Ninth Ave., and via [Zoom](#).
3. The next **City Commission** study session will be at **noon Friday, February 12** here at City Hall.

**Approved for Agenda by:**

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Randy Frazer, City Manager



# Item for City Commission Action

## Section IX Item 1a

**Meeting Date**  
2/2/2021

**Department/Division**  
City Manager

**Staff Contact**  
Andrew Lawson

**Title:**

City Advisory Board Reports

**Description:**

The following approved board and committee minutes are included in this packet:

- December 10, 2020 — Visit Ark City Board of Trustees
- December 10, 2020 — Equal Opportunity and Accessibility Advisory Board
- December 17, 2020 — Arkansas City Recreation Commission
- December 17, 2020 — Tacolalah Executive Committee
- December 21, 2020 — Historic Preservation Board

**Commission Options:**

1. No action needed.

**Approved for Agenda by:**

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Randy Frazer, City Manager

## VISIT Ark City Board of Trustees

12/10/2020

The VISIT Ark City Board of Trustees met in virtual session at noon Thursday, **December 10, 2020**. Those present were Shawn Silliman, Dena Ward, Liz Shepard, Carlla Pike, Andrew Lawson, Charles Tweedy and Pam Crain - VAC Director. Absent: Arty Hicks, Kanyon Gingher, Duane Oestmann and Juliana Barragan.

**Liz Shepard** called the meeting to order.

### **Minutes from November 19, 2020 Meeting**

Minutes of the previous meeting were reviewed. Liz Shepard moved to accept the amended minutes. It was seconded by Dena Ward. A unanimous voice vote declared the minutes accepted.

### **Treasurer's Report**

Pam Crain presented the November financials and monthly expenses. The VAC budget for FYE 12/31/2020 is expected to have a surplus of unspent funds. Current amount in checking is \$23,970. Carlla Pike moved to accept the report as presented. Shawn Silliman seconded, and a unanimous voice vote declared the motion approved.

### **Old Business**

#### Disc Golf Course Update

Arty Hicks was not present to give an update.

#### Christmas in the City

Pam Crain reported all of the events have been online, except for the tree lighting ceremony. Twenty participants have signed up for the Christmas Lights Contest. ACPD has partnered with VAC for this event.

### **New Business**

#### 2020 Budget Final Expenses

Pam Crain presented the proposed expenses for the rest of this fiscal year. This included \$1,500 for flags to celebrate Ark City's 150<sup>th</sup> anniversary, \$2,000 to replace the awning on the Chamber of Commerce office, \$2,000 to become a sponsor of livestreaming ACHS sports, \$850 for the Christmas Lights Contest and \$300 for the Disc Golf Course.

#### 2021 Budget

For the 2021 budget, Pam Crain presented a request for funding from the Cherokee Strip Land Rush Museum (Etzanoa Project) in the amount of \$5,000 to:

- Create an advanced tour, including new locations of archaeological sites.
- Create workshops for learning using drones, metal detecting, field surveys and artifact identification.
- Fund a monthly archaeological seminar with hands-on components.

Carla Pike moved to approve \$5,000 to be dispersed in 2021 for the Etzanoa Project. Dena Ward seconded, and a unanimous voice vote declared the motion approved.

#### 2021 Meeting Schedule

Pam Crain presented the schedule of VAC's board meetings in 2021.

### 2021 Board Appointments

Pam Crain reported that Liz Shepard has been appointed for another three-year term. Discussion of a possible vacancy on the VAC Board and candidates for replacement followed. Pam Crain and Andrew Lawson will provide more information at the next meeting.

**Shawn Silliman** made a motion to adjourn; seconded by Carlla Pike.

The next regular virtual meeting is scheduled for noon January 14, 2021.

**Arkansas City Equal Opportunity and Accessibility Advisory Board**  
12/10/20 Minutes

A regular meeting was held **Thursday, December 10, 2020**, via GoToMeeting due to a pandemic. Meeting called to order at **4:05 p.m.**

**Roll Call:**

**Board Members**

Bob Baker	<input type="checkbox"/>
Ethan Bartlett	<input checked="" type="checkbox"/>
JoAnn Bierle	<input type="checkbox"/>
James Fry	<input type="checkbox"/>
Anita Judd-Jenkins	<input checked="" type="checkbox"/>
Tammy Lanman-Henderson	<input checked="" type="checkbox"/>
Frances "Rags" Smith	<input checked="" type="checkbox"/>

**Staff Liaisons**

Mike Bellis	<input checked="" type="checkbox"/>
Cindy Bennett	<input type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Marla McFarland	<input type="checkbox"/>
Tony Tapia	<input type="checkbox"/>
Josh White	<input checked="" type="checkbox"/>

**1. Approve November Regular Meeting Minutes:**

Rags made a motion to approve the minutes of the **November 19, 2020**, regular meeting as written. Ethan seconded the motion, which was approved **4-0** on a voice vote.

**2. Comprehensive Plan Discussion:**

Josh said there has not been much more progress on **Chapter 2** of the Comprehensive Plan, which is "Community Character," but the Planning Commission has moved on to its discussion of **Chapter 3**, "Housing and Neighborhoods."

Josh said still will need some input from the Board on the design of survey questions. Andrew said the Board's final Goals and Actions were included in the packet for the Board's reference. He also included the Comprehensive Plan Appendices.

There followed a lengthy discussion of the questions asked in the 2013 survey and how they might be changed in 2021.

Anita suggested working with local colleges to copy Southwestern College's community service model at Cowley College.

**3. Review ADA Transition Plan: *Upcoming locations?***

The Board discussed touring some parks once it starts to warm up again in 2021, but made no definite plans. Andrew said the only major facility left to tour, other than the parks, was the Arkansas City Recreation Center, located at 225 W. Fifth Ave.

**4. Tacolalah Executive Committee Report:**

Andrew said Tacolalah probably will be pushed back a couple more months in 2021 to ensure more time for vaccinations.

The next Tacolalah Executive Committee meeting will be at **noon December 17** via GoToMeeting, due to the pandemic.

**5. Other Miscellaneous Items:**

Andrew said Anita's, Bob's and Rags' terms will expire **January 1, 2021**. All were willing to be reappointed by the mayor.

Andrew said the 2021 schedule of meetings was included in the packet.

There was a discussion about COVID-19 and how "long haulers" may eventually become a new class of disability.

Tammy made a motion to adjourn the meeting. Rags seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **5:17 p.m.** The next meeting of the Equal Opportunity and Accessibility Advisory Board will be at **4 p.m. Jan. 14, 2021**.

**Arkansas City Recreation Commission  
MINUTES OF REGULAR MEETING**

December 17, 2020 @ 7:00 a.m.

Arkansas City Recreation Center, 225 East 5<sup>th</sup> Ave – Arkansas City, Kansas 67005

Board Members Present: Mrs. Sandra Davis  
Mr. Jason O'Toole  
Mr. Andy Paton  
Mr. Dave Pontious  
Mr. Dustin Quint

Board Members Absent: None

Staff Members Present: Mr. Landon West  
Mrs. Anna Davidson

Guests/Registrants Present: None

- 1) Call to Order: Approve the Agenda for Regular Meeting: Andy Paton called the meeting to order at 7:00 a.m. Dustin Quint motioned to approve the agenda and Dave Pontious seconded, motion passed.
- 2) Approve the Minutes of the Previous Meeting: Motion was made by Sandra Davis to approve the minutes of the November meeting as submitted, seconded by Dave Pontious, motion passed.
- 3) Public Comment: None
- 4) Financial Reports: Review YTD Budget Expenditures and Consider Approval of Purchase Order from November 16 - December 15: Motion was made by Dustin Quint and seconded by Dave Pontious to approve the purchase orders and expenditures from November 16 - December 15.

5) Consider Proposals & Bids:

Trench Drain and Grate Replacement. Tabled from 10/15/2020. After additional discussion with CONCO Construction, some of the options of replacing the concrete in the breezeway between the ACRC building and the South Gym was going to cost \$12,029 for the concrete work alone, not to include the replacement of the grate. The work of the grate repair was in the overall capital improvement budgeted plan, and the deteriorating metal grate is worsening by the day. I request to move forward with the original replacement bid of \$9,450.00 for the replacement of the Trench Drain and Grate from CONCO Construction. Jason O'Toole motioned to approve the Trench Drain and Grate Replacement at \$9,450.00. Sandra Davis seconded; motion passed.

6) Review Superintendent report: Landon's report to the board included the following:

Aquatic Director did not provide a monthly report; however, they are continuing to stay busy with aqua fit classes at the Family Aquatics Center and hope to have classes of PE and co-op partnerships going again in the spring. Special Events have come up with a Santa Bag's for the community to purchase from the Rec to help with not having the large Santa Saturday event. They have also created a Mini Mall for children to purchase gifts for their family in the Meeting room. Items are a dollar, and our staff help children wrap for each person their shopping for.

The Physical Fitness Center has recently upgraded their check-in process with a key fob style check-in. Members are assigned a card that will fit on a key chain that provides their membership data in RecDesk. Our part-time staff have begun utilizing the system and all are able to register, sell, and create new members and memberships within the system. It is working very well.

Programing has been doing well. We were able to finish girls' basketball after a conversation with the county health department requesting information about our winter sports. We provided how we were proceeding with the season which they allowed us to complete basketball, gymnastics and continue wrestling for the time being. Beginning in January we will be looking towards boys basketball seasons and gymnastics as well as beginning registrations for spring soccer.

Received a Thank You Card from the family of the late, Charles L Dow for the flower arrangement at his funeral.

Received official notice of the retirement of Cheryl Schmidt, effective 1/4/2021. After more than 16 years of dedication to the Arkansas City Recreation Commission she will be retiring. Cheryl has been a staple at the front desk and has seen so many families come through the center. She has seen kids turn into adults and some of them bring in their own kids. She has helped raise a lot of our community within this facility. She will be terribly missed. I would like to only wish her the best in her retirement. We will plan for a card shower celebrating her retirement.

- 7) Adjournment: Dustin Quint made a motion to adjourn at 7:29 am, seconded by Sandra Davis; motion passed.

Approved:  \_\_\_\_\_

Date: 1/21/21

Approved:  \_\_\_\_\_

Date: 1/21/2021



# 2021 TACOLALAH COMMITTEE

VIRTUAL MEETING: 12:02 PM THURSDAY, DEC. 17, 2020 VIA GOTOMEETING

<b>Roll Call:</b>	<b><u>Executive Committee Members</u></b>		<b><u>Executive Committee Alternates</u></b>	
<i>Visit Ark City</i>	<b>Liz Shepard</b> , Chairwoman	<input checked="" type="checkbox"/>	<b>Dena Ward</b>	<input type="checkbox"/>
<i>Beautification</i>	<b>Candace Hendricks</b> , Vice Chair	<input checked="" type="checkbox"/>	<b>Nancy Holman</b>	<input type="checkbox"/>
<i>Equal Opportunity</i>	<b>JoAnn Bierle</b>	<input type="checkbox"/>	<b>Anita Judd-Jenkins</b>	<input type="checkbox"/>
<i>Community Spirit</i>	<b>Charles Tweedy</b> , Treasurer	<input checked="" type="checkbox"/>	<b>Kim Hager</b>	<input type="checkbox"/>
<i>NWCC</i>	<b>Gary Hale</b> , Volunteer Coordinator	<input checked="" type="checkbox"/>	<b>Ruben Garcia</b>	<input type="checkbox"/>
<i>Outdoor Market</i>	<b>Kelly Dillner</b> , Market Coordinator	<input checked="" type="checkbox"/>		
<i>At-Large</i>	Vacancy	<input type="checkbox"/>		
<i>Non-Voting Advisors</i>	<b>Pam Crain</b> , Fiscal Agent	<input checked="" type="checkbox"/>	<b>Andrew Lawson</b> , Secretary	<input checked="" type="checkbox"/>

**1. Approve minutes of the October 15, 2020, executive committee meeting, as amended.**

Motion: **Charles Tweedy**    Second: **Pam Crain**    Vote: **4-0**

**2. OLD BUSINESS: Nominate At-Large Member for Tacolalah Executive Committee**

This item was tabled again to **January** so we can continue to visit with more people about the role.

**3. Consider changing 2021 Tacolalah Festival date from May 1, 2021, to **July 17, 2021**.**

Andrew and Pam presented the following justifications for postponing Tacolalah until **July 2021**:

- They are not confident that vaccination progress will bring down COVID spread by **May 1**.
- **July** is a better time for the event; the virus does not spread as well in hot, humid conditions.
- **July 17** was always going to be an all-day event at Wilson Park to celebrate Arkansas City's 150<sup>th</sup> anniversary; it just makes sense to use our event that already has funds and planning.
- Postponing by a few additional months will provide more time for planning and recruitment.
- The new City website is planned for launch by the end of **April** and Andrew's time will be very tight in that time period. Also, the Health & Safety Fair would like to take over **May 1**.
- The delay provides a more reasonable timeframe to complete Wilson Park Phase 1 Upgrades.

Kelly said she would still be interested in having the Outdoor Market in the summer.

Candace joined the meeting in progress at **12:19 p.m.** She later made a motion to change the 2021 Tacolalah Festival date from **May 1, 2021**, to **July 17, 2021**, with the understanding that Tacolalah will return to the first Saturday in May starting in **2022** and going forward.

Motion: **Candace Hendricks**    Second: **Kelly Dillner**    Vote: **5-0**



**4. Discuss Establishing Subcommittees:**

Further discussion and formation of committees was tabled until the seventh member is selected.

**5. Set Dates/Times for Future Meetings:**

Andrew said this can be finalized in January so as to accommodate the seventh member's schedule.

**6. Other Miscellaneous Items:**

There were no other items discussed.

**7. Adjourned at 12:35 p.m. Motion: Candace Hendricks Second: Pam Crain Vote: 5-0**

**NEXT MEETING: NOON THURSDAY, JANUARY 21, 2021 VIA GOTOMEETING**

**NOTE: This meeting was conducted via internet video conference platform GoToMeeting**

**Call to Order:**

**Roll Call:** Kevin Cox [x] Foss Farrar [x] Charles Jennings [] Kayleigh Lawson [x] JW Lozano [x]

Also present at roll call was Principal Planner Josh White and Public Information Officer Andrew Lawson

**1. Consent Agenda**

Meeting Minutes, **November 16, 2020**

Administrative Reviews: **408 S Summit St**(roof-SHPO Review for State Tax Credit Project); **106 N Summit St** (roof)

Lozano made a motion to approve the consent agenda. Cox seconded the motion. Voice vote carried the motion.

**2. Walking Tour Update**

Jennings joined the meeting. A. Lawson provided an update on the walking tour. He developed a scoring system to help determine which buildings should be featured in the printed brochure. It is planned to have all buildings featured on the electronic version of the brochure. In all, 40 properties are slated to be included in the printed brochure. K. Lawson, made a motion to approve the list of buildings as presented. Cox seconded the motion. Voice vote carried the motion. Lozano asked for an update on the app. White said he didn't have much luck and believes we can do an adequate job using our new website that is under development. White also reminded everyone to keep track of the time they worked on the project, this is important as it provides match for the grant.

**3. Other Items**

White noted that the January meeting date would fall on Martin Luther King Day, a City holiday. The board agreed to move the January meeting to Monday, January 25, 2021. A. Lawson then provided a brief update on the 150<sup>th</sup> Celebration. A large event is planned for July 15-17 pending the COVID conditions at the time.

**Adjournment:**

Cox made a motion to adjourn the meeting. K. Lawson seconded the motion. Voice vote carried the motion. Meeting adjourned.