



# City Commission Agenda Item

Meeting Date: 5/4/2021  
From: Andrew Lawson, Public Information Officer  
Item: City Advisory Board Reports

**Purpose:**

The City Commission receives regular reports from its appointed advisory boards and committees in the form of their approved minutes.

**Commission Options:**


1. No action needed.

**Attachments:**

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

- March 15 — Historic Preservation Board
- March 18 — Arkansas City Recreation Commission
- March 18 — Tacolalah Executive Committee
- March 25 — Beautification and Tree Advisory Board
- April 1 — Tacolalah Executive Committee (*special meeting*)

**Approved for Agenda by:**

  
\_\_\_\_\_  
Randy Frazer, City Manager

**Call to Order:**

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

Staff present at roll call included Principal Planner Josh White and Public Information Officer Andrew Lawson.

**1. Consent Agenda**

K. Lawson made a motion to approve the Meeting Minutes, February 15, 2021 as written. Cox seconded the motion. Voice vote carried the motion.

**2. Historic Review-Sign (314 S Summit St)-Sage & Soul Hair Co.**

White discussed a proposed sign that was an unlit wall sign, he showed a picture of the proposed sign. He stated the sign appeared to meet the Standards in its size and location and recommended it be approved. K. Lawson made a motion to adopt the findings and approve the building permit for 314 S Summit St as reviewed in accordance with K.S.A. 75-224. Jennings seconded the motion. Voice vote carried the motion.

**3. Walking Tour Update**

Farrar reported on his progress in researching the buildings. He again noted that fires had destroyed a lot of the buildings at some point and the buildings were then rebuilt. White reported that he will work on getting the descriptions into the web map. A. Lawson showed a mockup of a couple buildings in the brochure. K. Lawson noted any photos can be looked into being added to the brochure. A. Lawson noted that there were some discrepancies with dates and Farrar noted that he was using primary sources that have the best information. Jennings asked about how adding buildings would affect the brochure. A. Lawson said that was a consideration but not a major issue. He also commented on the cover design and noted that its color scheme will be used throughout the brochure. There was also some question on the building name or headline. It was agreed that K. Lawson will use her own judgement. A. Lawson asked about footnotes. Farrar said he would look into this. Cox recommended sources be listed on the website to avoid taking up too much space. Everyone agreed that it was important to cite the sources in some manner.

**4. Other Items**

There were no other items discussed.

**Adjournment:**

Farrar made a motion to adjourn the meeting. Cox seconded the motion. Voice vote carried the motion. Meeting Adjourned at 6:15 pm.

Arkansas City Recreation Commission  
MINUTES OF REGULAR MEETING

March 18, 2021 @ 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. Dustin Quint  
Mr. Jason O'Toole  
Mr. Andy Paton  
Mr. Dave Pontious

Board Members Absent: None

Staff Members Present: Mr. Landon West

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. Jason O'Toole moved to approve the agenda and Dave Pontious seconded, motion passed.
- 2) Approve the Minutes of the Previous Meeting: Motion was made by Dave Pontious to approve the minutes of the February meeting as submitted, seconded by Sandra Davis, motion passed.
- 3) Public Comment: None
- 4) Financial Reports: Review YTD Budget Expenditures and Consider Approval of Purchase Order from February 16 – March 15: Motion was made by Dustin Quint and seconded by Sandra Davis to approve the purchase orders and expenditures from January 13 – February 15.
- 5) Consider Proposals & Bids

Auditor for FY ending June 30, 2021: A continuation from February 18, 2021 Board Meeting. Landon West had further discussion with Chad A. Andra of Chad A. Andra, CPA, LLC of Wellington, KS. Mr. Andra was willing to agree to a three-year contract for at \$6,100 a year; not to exceed \$18,300 for three years for the auditing purposes of ACRC. Tami Shaw, ACRC's accountant was also willing to accept a three-year agreement for \$1,200 a year; not to exceed \$3,600 for three years to prepare for auditing; completing the summary of expenditures, schedule of receipts and expenditures both actual and budgeted. Jason O'Toole motioned to approve the Auditor for FY ending June 30, 2021, June 30, 2022, June 30, 2023 not to exceed \$21,900. Dave Pontious seconded; motion passed.

PFC Row Machine

There has been interest in obtaining a row machine for the fitness center from staff and patrons. After much discussion with staff and vendors, the Precor Water Rower M1 HiRise is at the top of our list. This machine does not need hard-lined power and is considered to be a quiet machine. We currently work with Mid-States Fitness Equipment out of Wichita, and they provided the best price for this machine. Sandra Davis motioned to approve the purchase of the PFC Row Machine from Mid-States Fitness Equipment for \$1,795. Dustin Quint seconded; motion passed.

Baseball Complex Mounds

After an overview of the current mounds for the sports complex, there is a desire to begin to purchase one or two in a replacement cycle over the next few years. Two companies proposed bids for replacement. The desire of the ACRC Board is to have the most similar mound to what is currently there, and there was a consensus amongst the ACRC Board to find the original maker. The board felt of the two mounds presented the TruePitch Game mound may be the maker of our current mounds. The board requested Landon make contact and research to find out. Jason O'Toole motioned to approve the expense up to \$5,000 delivered for a mound of the same quality and craftsmanship of those we currently own. Dustin Quint seconded; motion passed.

EMC Insurance Renewal

We have received the annual renewal notice from EMC Insurance for 2021-2022 at \$29,146 for building and business property, liability, and workers compensation. Combining the coverage and utilizing one agency has dropped our premium from 2020-2021 premium by \$1,224. Jason O'Toole motioned to approve the EMC Insurance Coverage for 2021-2022 at \$29,146. Dustin Quint seconded; motion passed.

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

Family Aquatics Center will be open for spring break hours this week beginning at 1pm. ACHS is expected to move back to the 5-day a week rotation April 6<sup>th</sup>, so the FAC will start to see more PE classes. Water Aerobic classes are continuing to hold good numbers. Coop has been coming in more regularly, too.

Feeding program summer menu and production records have been approved and will begin serving in June at IYQ. Paris Park Pool and IYQ planning has begun. We look to have a large majority of returning employees for IYQ but will need to hire some lifeguards. Completed a mandatory reporting certification for tools to know what to look for with child abuse and neglect. Participated in the districts FEMA Emergency Weather Meeting and coordinated access to Francis Willard FEMA shelter for summer storm shelter needs.

The Physical Fitness Center has purchased a few items to continue to improve the facility. The purchase of a half-ball and bands as well as adding instruction signage by free-weight equipment to help provide additional usage of equipment. We are excited for the potential of getting a water rower. Active Members; 211.

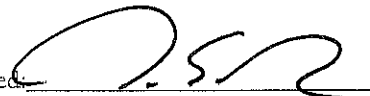
Wrestling has just completed at their state tournament with 10 athletes participating and placing 4. The spring soccer season will begin March 29<sup>th</sup>. There are a total of 21 teams this spring with all receiving sponsorships. Softball and Baseball registrations are on-going, as well gathering their sponsorships. A youth track and field clinic hosted by the ACHS team will be April 26/28 with a meet on May 1. Hoop Vision was a success this late winter and will be looking to host another event at the end of May and first week of June for a variety of ages.

We have approved the hire of Erica Fitzpatrick for Office Manager at \$30,014.40. Her first day will be March 29. We are extremely excited to have the position filled and Landon looks forward to her customer service and having someone back at the front desk. We have continued efforts of collaboration between the City of Arkansas City, Cowley College in hopes of a partnership that may evolve and benefit the taxpayers of our community. CONCO has all but concluded their work of the grate repair between the two buildings.

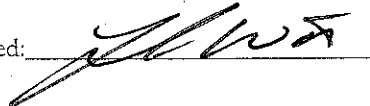
7) Executive Session:

Jason O'Toole motioned to enter into executive session for 10 minutes. Sandra Davis, seconded. At 8:09am Jason O'Toole motioned to extend executive session for 5 minutes. Dustin Quint, seconded. At 8:14am, Jason O'Toole motioned to extend executive session for 5 minutes. Dustin Quint seconded. At 8:19am concluded executive session. No Action Taken.

8) Adjournment: Jason O'Toole made a motion to adjourn at 8:20am, seconded by Sandra Davis; motion passed.

Approved: 

Date: 4/15/21

Approved: 

Date: 4/15/21



# 2021 TACOLALAH COMMITTEE

**MEETING: 12:10 PM THURSDAY, MARCH 18, 2021 @ WATER TREATMENT PLANT**

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

**1. Approve minutes of the February 18, 2021, executive committee meeting.**

Motion: **Kelly Dillner**      Second: **Candace Hendricks**      Vote: **4-0**

**2. Approve Tacolalah Festival financial report as of February 28, 2021:**

There were no changes since this was last presented. The current account balance is **\$3,814.14**.

Motion: **Kelly Dillner**      Second: **Gary Hale**      Vote: **4-0**

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

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

**4. OLD BUSINESS: Set Dates/Times for Future Meetings**

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

**5. NEW BUSINESS: Set 2021 Tacolalah Festival Budget**

Andrew and Pam reviewed the 2019 Tacolalah Festival vendor payouts and expenses. For **2021**, vendor payouts will be calculated as follows (this plan was approved back in **February 2020**):

- **\$0-\$499** in sales (*non-business/home vendors only!*) — 8.5% tax, 1.5% fee (**10%** withheld)
- **\$0-\$499** in sales (*businesses/food trucks*) — 8.5% tax, 5% fee (**13.5%** total withheld)
- **\$500-\$999** in sales — 8.5% sales tax, 8.5% fee (**17%** total withheld)
- **\$1,000-\$1,999** in sales — 8.5% sales tax, 10% fee (**18.5%** total withheld)
- **\$2,000** or more in sales — 8.5% sales tax, 11.5% fee (**20%** max total withheld)



Andrew displayed a draft 2021 budget based on projected entertainment expenses from **2020** (*these will be updated as acts are booked and confirmed*) and known expenses from **2019**.

Pam said **\$500** sponsorships have already been secured from Mike Morgan, RCB Bank, United Agency and Visit Ark City, as well as **\$500** in in-kind radio advertising from 1025 The River.

Candace suggested different sponsorship levels, with one signature event sponsor still available.

There was a discussion about new types of 150<sup>th</sup> celebration merchandise we could offer for sale.

Pam said Visit Ark City will pay for dancers' meals, printing of posters and the volunteer party.

## 6. Subcommittee Reports:

- **Arts and Crafts** — Amy Lawson, Nancy Holman, Rags Smith
  - *Report:* Purchasing supplies and planning activities
- **Beer Garden** — Andrew, Liz
  - *Tasks:* Secure Bottle Service LLC; visit with Frank Arnold about security options
- **Cultural/Dancing/Entertainment/Music** — Andrew, Candace, Debbie Savala
  - *Task:* Call performers and get them re-booked during the 150<sup>th</sup> celebration week
- **Games/Activities** — Doug Darst, Gage Musson, Kim Hager, Landon West, Liz, Zach Stoy
  - *Tasks:* Brainstorm, select and plan possible activities; recruit volunteers to run them
- **Merchandise** — Pam, Visit Ark City Board of Trustees
  - *Report:* Selecting types/amounts of merchandise and placing orders
- **Sponsorships** — Andrew, Jose Esparza, Liz, Pam
  - *Targets:* Community National Bank, Creekstone Farms, KanPak, La Fiesta, PenFed Realty, The Stock Exchange Bank, Summit Realty, Union State Bank
- **Vendors** — Andrew, JoAnn, Kelly (Outdoor Market), Tammy Lanman-Henderson
  - *Task:* Continue to reach out to and sign up food and Outdoor Market vendors
- **Volunteers** — Gary, James Fry, Liz, Pam (training event at Burford), Patti Morgan
  - *Tasks:* Continue to recruit volunteers and send link to web form; schedule training

## 7. Other Miscellaneous Items:

Andrew suggested having a special meeting at **noon April 1** to interview a potential 7<sup>th</sup> member.

**8. Adjourned at 1:16 p.m.**      Motion: **Kelly Dillner**      Second: **JoAnn Bierle**      Vote: **4-0**

**NEXT MEETING: NOON THURSDAY, APRIL 1, 2021 @ 400 W. MADISON AVE.**

**Arkansas City Beautification and Tree Advisory Board**  
3/25/21 Minutes

A regular meeting was held **Thursday, March 25, 2021**, at Knebler Pond, 28674 71<sup>st</sup> Rd. The meeting was called to order at **4:07 p.m.**

Roll Call:

**Board Members**

Robin Henderson	<input checked="" type="checkbox"/>
Candace Hendricks	<input type="checkbox"/>
Nancy Holman	<input checked="" type="checkbox"/>
Paisley Howerton	<input checked="" type="checkbox"/>
Harrison Taylor	<input checked="" type="checkbox"/>

**Staff Liaisons**

Mike Bellis	<input type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Evan Haney	<input checked="" type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Josh White	<input type="checkbox"/>

**1. Approve February Meeting Minutes:**

Robin made a motion to approve the minutes of the **February 25, 2021**, regular meeting as presented. Paisley seconded the motion. The motion was approved **4-0** on a voice vote.

**2. Approve March Special Meeting Minutes:**

Robin made a motion to approve the minutes of the **March 4, 2021**, special meeting as presented. Paisley seconded the motion. The motion was approved **4-0** on a voice vote.

**3. Adoption Update: *Knebler Pond* (WVDGA)**

Andrew said the City Commission unanimously approved the WVDGA’s adoption request at its meeting on **March 16**, despite some objections from the neighboring property owners to the west. Their concerns were noted and will be monitored.

The City may need to put up a “no outlet” and/or “no parking” signs in front of the neighbors’ house at **28395 71<sup>st</sup> Road**.

Robin suggested putting out more trash cans to prevent littering, but Andrew said Tony would have to determine feasibility.

**4. Review ADA Transition Plan: *Knebler Pond***

Equal Opportunity and Accessibility Advisory Board members present were **Anita Judd-Jenkins** and **Frances “Rags” Smith**.

Knebler Pond (also known as the **Prairie Passage Recreation Area**) consists of maintained (but undeveloped) grass with no amenities, served by several gravel parking lots. The 2006 ADA Transition Plan has no recommendations for improvement.

However, the Plan does state that if, at some point in the future, amenities are added to the area, various accessibility aspects should be incorporated (such as parking, accessible routes, etc.). The planned disc golf course does not necessarily rise to the level of an “amenity,” Andrew said, but if it proves popular and permanent, parking improvements may be needed someday.

Members of both Boards agreed there are no immediate needs for ADA improvements at Knebler Pond/Prairie Passage Area.

**5. Comprehensive Plan Discussion:**

Andrew said **Chapter 5**, “Parks, Recreation, and Natural and Historical Resources,” will be the main topic for the Board for the next two to three meetings, as this is its main focus area within the Comprehensive Plan. It will be split into two chapters.

He asked the Board to read through the chapter prior to the **April 22** meeting so they will be prepared for discussion then.

The Board noted a need to update the park amenities list and design a better citizen survey. Andrew said the City will work more closely with the Arkansas City Recreation Commission this time around on the “Recreation” section of **Chapter 5**.

**6. Mayor’s Monarch Pledge / The Pollinator Project:**

Andrew invited any members who wish to attend an informal meeting at **1 p.m. March 31** to complete the Mayor’s Monarch Pledge form and action items. This is not a mandatory meeting. He asked if there are any additional changes to the selections.

Earth Day is **April 22** and Arbor Day is **April 30**. In between is “Earth Week” and Citywide Pickup Week is **April 26-30**.

The City will plant a tree on Earth Day in a park (*later designated as Lovie Watson Park*) and the Board will meet afterward.

**7. Tacolalah Executive Committee Report:**

The next Tacolalah Executive Committee meeting will be at **noon April 1** at the Water Treatment Facility. The Committee should finally be able to select its seventh and final member. Andrew asked members to volunteer online for Tacolalah 2021.

**8. Other Miscellaneous Items:**

Andrew provided an update on **Wilson Park**. Demolition is complete. The Farm & Art Market pavilion will be ordered soon.

Robin made a motion to adjourn the meeting. Paisley seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **5:07 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. April 22, 2021.**





# 2021 TACOLALAH COMMITTEE

MEETING: NOON THURSDAY, APRIL 1, 2021 @ WATER TREATMENT PLANT

<b>Roll Call:</b>	<b><u>Executive Committee Members</u></b>		<b><u>Executive Committee Alternates</u></b>	
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<i>Equal Opportunity</i>	<b>JoAnn Bierle</b>	<input checked="" type="checkbox"/>	<b>Tammy Lanman-Henderson</b>	<input checked="" type="checkbox"/>
<i>NWCC</i>	<b>Gary Hale</b> , Volunteer Coordinator	<input checked="" type="checkbox"/>	<b>Ruben Garcia</b>	<input type="checkbox"/>
<i>Visit Ark City</i>	<b>Liz Shepard</b> , Chairwoman	<input type="checkbox"/>		
<i>Outdoor Market</i>	<b>Kelly Dillner</b> , Market Coordinator	<input checked="" type="checkbox"/>	<b><u>Non-Voting Advisors</u></b>	
<i>At-Large Member</i>	<b>Melissa Mendez</b>	<input checked="" type="checkbox"/>	<b>Pam Crain</b> , Fiscal Agent	<input type="checkbox"/>
<i>Guests: Jose Esparza, Martha Moreno, Debbie Savala, Rags Smith</i>			<b>Andrew Lawson</b> , Secretary	<input checked="" type="checkbox"/>

## 1. OLD BUSINESS: Nominate At-Large Member for Tacolalah Executive Committee

Melissa introduced herself to the rest of the committee. Everyone welcomed her to the committee.

Motion: **Charles Tweedy**      Second: **JoAnn Bierle**      Vote: **4-0**

## 2. OLD BUSINESS: Set Dates/Times for Future Meetings

Melissa said she was fine with the current meeting times, so this will be tabled until **September**.

## 3. Subcommittee Reports:

- **Arts and Crafts** — Amy Lawson, Nancy Holman, Rags Smith
  - *Report:* Purchasing supplies and planning activities
- **Beer Garden** — Andrew, Liz
  - *Tasks:* Secure Bottle Service LLC; visit with Frank Arnold about security options
- **Cultural/Dancing/Entertainment/Music** — Andrew, Debbie Savala
  - *Report:* Calling performers and re-booking during the 150<sup>th</sup> celebration week
- **Games/Activities** — Candace, Gage Musson, Kim Hager, Landon West, Liz, Zach Stoy
  - *Tasks:* Brainstorm, select and plan possible activities; recruit volunteers to run them
- **Merchandise** — Pam, Visit Ark City Board of Trustees
  - *Report:* Selecting types/amounts of merchandise and placing orders
- **Sponsorships** — Andrew, Gary, Jose Esparza, Liz, Pam



- *Targets:* Community National Bank, Creekstone Farms, Fastenal, GE IUE-CWA, KanPak, La Fiesta, PenFed Realty, Pizza Ranch, The Property Shop, The Stock Exchange Bank, Summit Realty, Union State Bank
- **Vendors** — Andrew, JoAnn, Kelly (Outdoor Market), Tammy Lanman-Henderson
  - *Task:* Continue to reach out to and sign up food and Outdoor Market vendors
- **Volunteers** — Gary, James Fry, Liz, Pam (training event at Burford), Patti Morgan
  - *Tasks:* Continue to recruit volunteers and send link to web form; schedule training

#### 4. Other Miscellaneous Items:

There was a discussion of whether to try to make this a two-day event in **2022** (May 6-7). This decision will be the responsibility of the next iteration of this committee starting in **September**.

Andrew said we can use the Friday night concert as a test case and also survey vendors' interest.

Andrew provided an update on Wilson Park Master Plan Phase 1 Upgrades, which are under way.

Debbie is working to re-book all performers but Ponca City also has an event on **July 17** and we are in competition with them. She is reaching out as far as Oklahoma City and Tulsa, Oklahoma.

**7. Adjourned at 1:13 p.m.**      Motion: **JoAnn Bierle**                      Second: **Gary Hale**      Vote: **5-0**

**NEXT MEETING: NOON THURSDAY, APRIL 15, 2021 @ 400 W. MADISON AVE.**