Arkansas City
KANSAS

CITY COMMISSION MEETING MINUTES

Tuesday, November 18, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. **Roll Call**

PRESENT:
Mayor Chad Beeson
Vice-Mayor Tad Stover
Commissioner Diana Spielman
Commissioner Charles Tweedy III
Commissioner Jay Warren

ABSENT:

City staff present: City Attorney Larry Schwartz, City Clerk Tiffany Parsons, Communication Director Shana Adkisson, Accountant Amy Roberts, Fire Chief Stuart Cassaboom, Part-time Firefighter/Paramedic Arron Nathan, and Police Chief Jim Halloway.

2. Opening Prayer led by City Attorney Larry Schwartz and Pledge of Allegiance led by Mayor Beeson.

3. Addition or Deletions to the agenda.

   City Manager Frazer stated that there were no additions or deletions to the agenda.

4. Approval of the Agenda.

Motion made by Commissioner Spielman, seconded by Vice-Mayor Stover, to approve the agenda as written.

Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved.

Recognition of Visitors/Staff

1. Recognize City Clerk Tiffany Parsons, as a graduate of the City Clerks and Municipal Finance Officers Association of Kansas (CCMFOA) Municipal Clerks Certification Institute, a four-year professional development program administered through Wichita State University's Hugo Wall School of Public Affairs.

   City Manager Frazer presented that Tiffany Parsons, who serves as the City Clerk for the City of Arkansas City, successfully completed the four-year program, graduating from the CCMFOA Certification Institute on October 28, 2025. The prestigious program provides Kansas municipal clerks and finance officers with advanced training in records management, municipal accounting, leadership, ethics, budgeting, administrative law, conflict resolution, cybersecurity, and more. Accredited by the International Institute of Municipal Clerks (IIMC)**,** the program includes online pre-course modules, over 120 hours of in-person training, and a capstone project for graduation as part of its curriculum—equipping participants with the knowledge and skills to better serve their communities and advance their professional credentials. Parsons was one of 22 graduates in the Class of 2025.

   City Manager Randy Frazer said the achievement is a meaningful milestone and reflects her commitment to professional growth. "Tiffany brings a steady hand and a high level of professionalism to the clerk's office," Frazer said. "This certificate strengthens the work she already does each day for our community."

   The CCMFOA Municipal Clerks Certification Institute is recognized statewide as a leading program for municipal clerks and finance officers, helping ensure local governments maintain consistent, well-trained, and well-informed administrative leadership.

City Clerk Parsons offered the following items for consideration.

Consent Agenda

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 VI: New Business.

1. Approve the November 4, 2025, regular meeting minutes as written.

2. A Resolution authorizing the City of Arkansas City to allocate Unpledged Healthcare Sales Tax Funds in the amount of $4,463.00 to SCK Health for uncompensated care provided to the community, consistent with Ordinance No. 2019-02-4481 and the City's intent to annually appropriate available revenues for health care purposes.

3. Ratify Mayor Chad Beeson's appointment of Eric Burr to the Northwest Community Center Advisory Board.

4. A Resolution authorizing a public meeting of the Governing Body to attend a Land Bank Board of Trustees meeting at 5:00 p.m. Tuesday, December 2, 2025, in the Commission Room at City Hall, located at 118 W. Central Avenue in Arkansas City.

Motion made by Vice-Mayor Stover, seconded Commissioner Warren, to approve the Consent Agenda as read.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren. Mayor Beeson declared the motion approved and given **Resolution 2025-11-3774** and **Resolution 2025-11-3775**.*

New Business

City Attorney Department

1. An Ordinance adopting by reference the Standard Traffic Ordinance for Kansas Cities, 52nd Edition, prepared and published in book form in 2025, by the League of Kansas Municipalities.

   City Attorney Schwartz spoke of the only change to Section 6.7.2 Trespassing on Critical Infrastructure Facility, was to the statutory definition of a "critical infrastructure facility." The update simply expands the existing list to include facilities used for business such as wireless broadband, telecommunications, video services infrastructure, and related backup power or cable television systems.

Motion made by Commissioner Spielman, seconded by Commissioner Tweedy III, to approve the item as written.

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-11-4645**.*

2. An Ordinance adopting by reference the Uniform Public Offense Code for Kansas Cities, 41st Edition, prepared and published in book form in 2025, by the League of Kansas Municipalities.

   Section 40.3 Passing a Stationary Vehicle Displaying Hazard or Caution Signals, Section 114.5 Unlawful Operation of a Work-Site Utility Vehicle, and Section 201.1 Failure to Comply with a Traffic Citation were the only sections modified in the 41st edition of the UPOC published in 2025, as explained by City Attorney Schwartz.

Motion made by Commissioner Warren, seconded by Tweedy III, to approve the item as written.

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-11-4646**.*

City Manager Department

1. A Resolution authorizing the City of Arkansas City to approve the 2025 Community Development Block Grant (CDBG) Housing Rehabilitation Plan and authorize the Mayor and City Clerk to execute all necessary documents for program administration in compliance with Kansas Department of Commerce and HUD regulations.

   City Manager Frazer explained that the CDBG Housing Rehabilitation Plan establishes eligibility requirements, funding structure, and administrative procedures for the recently awarded $300,000 housing rehabilitation grant.

Qualifying homeowners and landlords may receive up to $25,000 per unit, and due to high interest, applications will be processed on a first-come, first-served basis following a formal invitation to apply.

Motion made by Mayor Beeson, seconded by Vice-Mayor Stover, to approve the item as written.

Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given ***Resolution No. 2025-11-3776****.*

2. A Resolution authorizing the City of Arkansas City to approve the 2025 Community Development Block Grant Demolition Plan as presented and authorize the Mayor and City Clerk to execute all necessary documents for submittal to the Kansas Department of Commerce.

   City Manager Frazer provided that the CDBG Demolition Plan establishes procedures to identify and remove structures hazardous to the public. While demolition is allowed under the grant with funding up to $25,000 per property, it is not expected to be used, as sufficient rehabilitation projects have been identified.

Motion made by Vice-Mayor Stover, seconded by Mayor Beeson, to approve the agenda as written.

Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given ***Resolution No. 2025-11-3777****.*

3. A Resolution authorizing an additional one-time operational contribution of $25,000 to the Cowley County Humane Society and authorize the City Manager to issue payment in accordance with Invoice #1020 dated November 13, 2025.

   The one-time operational contribution, drawn from the General Fund, is intended to support the organization's operations and help maintain services throughout the remainder of the year. The $25,000 amount mirrors the contribution already made by the City of Winfield.

Motion made by Commissioner Warren, seconded by Commissioner Spielman to approve the item as written.

Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given ***Resolution No. 2025-11-3778****.*

Fire/EMS Department

1. A Resolution authorizing the City of Arkansas City to enter into a Professional Services Agreement with Dr. C. Joseph O'Donnell, D.O. to serve as Medical Director for the Arkansas City Fire-EMS Department, providing medical oversight, training approval, and protocol development as required by the Kansas Board of EMS.

   Fire Chief Cassaboom spoke in support of a professional services agreement with Dr. C. Joseph O'Donnell to serve as Medical Director for the Arkansas City Fire EMS Department, providing medical oversight, training approval, and protocol development as required by the Kansas Board of EMS. Dr. O'Donnell, who also works with South Central Kansas Medical Center, is expected to improve communication and collaboration between the Fire EMS Department and the local hospital.

Motion made by Commissioner Spielman, seconded by Vice-Mayor Stover to approve the item as written.

Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given ***Resolution No. 2025-11-3779****.*

City Manager Updates & Reminders

1. **Commissioner Onboarding (Dec. 5)** – Orientation for two new commissioners, including department head meetings, facility tours, and lunch at the Senior Citizen Center. Current and outgoing commissioners are encouraged to attend. Start: 8:00 a.m., City Hall, on Friday December 5th.
2. **RFP Updates** – Fire station and pickleball court RFPs received; pickleball recommendation will be presented at the next meeting. Direction still needed on the fire station project.
3. **Recognition** – Jill Hunter, to receive Spirit of Humanity Award from the Chamber of Commerce after tonight's meeting.

4. **Financial Report Reminder** – Commissioners and citizens are encouraged to review the report in the meeting packet.
5. **Staff Event** – Soup Bowls and Cinnamon Rolls event tomorrow, 11–11:30 a.m. in the Agri-Business Building; City Commissioners have an entry in the event.

Items for Discussion by City Commissioners

Commissioner Spielman inquired about an update on the demolition of the house on 8th Street; staff will follow up on the cleanup timeline.

Mayor Beeson commended the Police and Fire/EMS departments for their response to a recent call involving a baby, noting pride in their professionalism and service.

Comments from the Audience for Items not on the Agenda

The public will be allowed to speak on issues or items that are not scheduled for discussion on the agenda. Individuals should address all comments and questions to the Commission. Comments should be limited to issues and items relevant to the business of the Governing Body. The Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time. Each person will be limited to five (5) minutes.

No one signed up or that was present wished to speak.

Executive Session

1. Recess into executive session for a period of ____ minutes to discuss the City Manager's annual review, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at ____ :_____ p.m., to include___________. ***(Voice Vote)***

Mayor Beeson made a motion, seconded by Commissioner Warren, to recess into executive session for a period of 10 minutes to discuss the City Manager's annual review, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at 6:05 p.m., to include city council, city manager and newly elected upcoming commissioners.

Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved.

Motion made by Commissioner Spielman, seconded by Vice-Mayor Stover to come back into session.

Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved.

Mayor Beeson called the regular commission meeting back into session at 6:05 p.m. No action was taken.

Financial Summary

1. October 2025 Financial Summary

Adjournment

Motion made by Mayor Beeson, seconded by Commissioner Warren to adjourn the meeting.

Voice vote was unanimous in favor of the motion. Mayor Beeson declared the motion approved and meeting adjourned.

THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS

(Seal)

____
Chad D. Beeson, Mayor

ATTEST:

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Tiffany Parsons, City Clerk

Prepared by: Tiffany Parsons, City Clerk