



City Commission Agenda Item

Meeting Date: 5/18/2021

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:

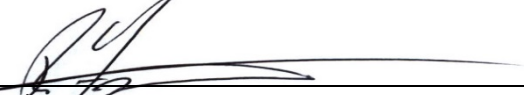
1. No action needed.

Attachments:

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

- April 12 — Arkansas City Public Library Board of Trustees
- April 13 — Arkansas City Planning Commission
- April 26 — Arkansas City Public Library Board of Trustees (*special meeting*)

Approved for Agenda by:



Randy Frazer, City Manager

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – April 12, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, April 12, 2021 at 7:00 p.m. via Zoom.

MEMBERS PRESENT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Duane Oestmann, City Commissioner, ex officio | <input checked="" type="checkbox"/> Kayleigh Lawson, <i>President</i> |
| <input checked="" type="checkbox"/> Shawna Allison, <i>Vice President</i> | <input type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input type="checkbox"/> Emily Mitton, <i>Secretary</i> |
| <input checked="" type="checkbox"/> Mitch Reichle, <i>Treasurer</i> | |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:03 p.m.

Motion by Allison to approve the March meeting minutes. Second by Oestmann. Approved unanimously.

Motion by Oestmann to approve the February and March 2021 Treasurer Reports. Second by Allison. Approved unanimously. The February 2021 report shows that we have total assets of \$483,977.44 (\$3,458.04 in current liabilities, \$160,709.08 in the operating fund and \$320,504.37 in the capital improvement fund). The March 2021 report shows that we have total assets of \$462,984.39 (\$2,106.76 in current liabilities, \$140,067.31 in the operating fund and \$320,504.37 in the capital improvement fund). We have accepted 50% of our anticipated receipts and expended 19% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

There was brief discussion about the 2020 financial audit.

Motion by Colston to table action on staff stipends and to set a special meeting for Monday, April 26. Second by Reichle. Approved unanimously.

Motion by Oestmann to approve the additions to the Pandemic policy. Second by Reichle. Approved unanimously. Mask wearing will be required if the CDC recommends it during a pandemic, a list of job tasks that can be completed in case of closure was added, and authorization for staff to work from home if needed/required was added.

Motion by Reichle to approve the 2022 budget request of 6 mills. Second by Allison. Approved unanimously.

There was a discussion about seeking a quote from a painter who is licensed for lead abatement. There are two areas in the library that need to be scraped and repainted.

There was discussion about our involvement with the USD 470 Early Literacy Initiative.

There was discussion about the possibility of a new library facility. The board would like to discuss this further in a meeting in early fall.

Motion by Oestmann to adjourn the meeting. Second by Reichle. Approved unanimously. With there being no further business, the meeting concluded at 8:33 p.m.

Meeting called to order on April 13, 2021 at 5:30 PM:

Roll Call: Mary Benton Lloyd Colston Joni Curl Karla Gallegos Paisley Howerton Charles Jennings
Ian Kuhn Andy Paton Cody Richardson

Colston joined the meeting via GoToMeeting.

Staff present at the meeting included City Manager Randy Frazer, Principal Planner Josh White and Public Information Officer Andrew Lawson

Also present at the meeting either in person or via GoToMeeting was Wichita State University Graduate Assistant Emily Thon, Marla Canfield representing the Kansas Department of Commerce, Megan Bottenberg and Cody Corbet representing Cox Communications, Kerri Falletti representing Cowley First and citizens Brandon & Sarah Jellings

1. Public Comments:

There were no comments from the public for items not on the agenda.

2. Consent Agenda:

Benton made a motion to approve the March 9, 2021 minutes as written. Jennings seconded the motion. Voice vote carried the motion.

3. Housing Assessment Stakeholder Discussion

White explained the purpose of this discussion. He explained the city was required to gather input from the public about housing needs in the community in order to receive a housing grant. The information from the Housing Assessment Tool will also help the City find additional funding streams for housing. White turned the meeting over to Emily Thon who led a discussion with question prompts about housing for the Housing Assessment Tool. A couple key points that emerged from the discussion were that contractors need to be recruited to build and/or remodel homes and the need to find investors to improve housing. Thon will compile the comments made at the meeting for the HAT.

4. Comprehensive Plan-Economic Development

White led a discussion of Economic Development. Kerri Falletti and Marla Canfield assisted with the discussion of programs and past surveys. It was noted that the surveys kept repeating the same results. Jennings felt that specific smaller goals need to be made instead of focusing on the larger goals. Consensus was that the goals needed to be specific in order to better measure them and provide guidance to staff and the city commission for making budgetary decisions for the next 10 years or so. White asked that Planning Commissioners consider prior the next meeting what sort of goals they would like to see. Lawson gave a brief update on the upcoming FlashVote surveys. Colston left the meeting at 6:54 pm and since there was no longer a quorum the meeting was adjourned. No other items were proposed and the Economic Development discussion will be continued at the May meeting.

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – April 26, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, April 26, 2021 at 6:00 p.m. via Zoom for a Special Meeting.

MEMBERS PRESENT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Duane Oestmann, City Commissioner, ex-officio | <input checked="" type="checkbox"/> Kayleigh Lawson, <i>President</i> |
| <input checked="" type="checkbox"/> Shawna Allison, <i>Vice-President</i> | <input checked="" type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input type="checkbox"/> Emily Mitton, <i>Secretary</i> |
| <input checked="" type="checkbox"/> Mitch Reichle, <i>Treasurer</i> | |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 6:00 p.m.

Pfannenstiel gave report about dividing adult services tasks among staff and gave a proposal for a stipend to be paid at the beginning of September for work performed by staff from April through August.

Motion by Colston to go into Executive Session for 30 minutes to discuss matters pertaining to non-elected personnel, with the Executive Session ending at 6:37 p.m. Second by Reichle. Motion passed unanimously.

The Board came out of Executive Session at 6:37 p.m..

Motion by Colston to approve paying stipends to staff for taking on extra duties in the absence of an Adult Services Librarian through the summer. Second by Watson. Approved unanimously. Stipend will be paid at the beginning of September for work performed from April through August.