

# 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, November 16, 2021**, in the Commission Room at City Hall, located at 118 W. Central Ave.

Mayor **Scott Rogers** 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 were City Manager **Randy Frazer**, City Attorney **Larry Schwartz**, Deputy City Clerk **Amanda Evinger**, Public Information Officer **Andrew Lawson**, Management Assistant **Mike Crandall**, Finance Director **Jennifer Waggoner** and HR Assistant **Marla McFarland**.

Arkansas City Police Department personnel in attendance were Police Chief **Eric Burr**, Capt. **Jim Holloway**, Lt. **Jason Legleiter**, Lt. **Kevyn Ternes**, Police Officers **Madison Pickett** and **Adam Utt**, Public Service Officer **Eric Gross**, and Administrative Assistant **Jeni McGee**.

Citizens observing in person or via GoToMeeting were **Ken Harader, Darla Mann, Gareth McGee, Mildred Palmer**, Commissioner-elect **Diana Spielman** and **Harrison Taylor**.

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

## Approval of the Agenda

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

Mayor Rogers declared the agenda **approved** as presented.

## Recognition of Visitors

Police Chief Burr introduced the newest member of the Arkansas City Police Department, Police Officer **Adam Utt**, who then was administered his Oath of Office by Deputy City Clerk Evinger.

## Comments from the Audience

**Mildred Palmer**, 815 W. Linden Ave., spoke of her daughter's utility account that was in arrears and to be assessed to her property taxes. She asked for a reduction from the current total of **\$4,728.91**.

Mayor Rogers made a motion to reduce the amount owed to an even **\$3,500.00**. Commissioner Warren seconded the motion. A voice vote resulted in **three yea votes** and **two nay votes**, with Commissioner Gingher and Commissioner Oestmann casting the dissenting votes. Mayor Rogers declared the motion **approved** and asked Finance Director Waggoner to notify the County Clerk.

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## Consent Agenda

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

1. Approving the **November 2, 2021**, regular meeting minutes as written.
2. Approving **Resolution No. 2021-11-3443**, authorizing the City to execute a **Generally Accepted Accounting Principles (GAAP) waiver** for the 2022 fiscal year.
3. Approving **Resolution No. 2021-11-3444**, authorizing the transfer of property located at **South Fifth Street and West Washington Avenue** to Cowley County Community College.

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

## New Business

### CM Employment Agreement Resolution No. 2021-11-3445

Deputy City Clerk Evinger presented for discussion a resolution authorizing the City to amend the **Employment Agreement** with City Manager Randy Frazer regarding the term and length of his service as city manager and to provide for a **Cost Of Living Adjustment (COLA)**.

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

Mayor Rogers declared the motion **approved** and given **Resolution No. 2021-11-3445**.

### Notice of Budget Hearing Resolution No. 2021-11-3446

Deputy City Clerk Evinger presented for discussion a resolution approving the **notice of budget hearing** for publication and setting the date for a public hearing to amend the **2021 budget** for the City at **5:30 p.m. Tuesday, December 7, 2021**, in the Commission Room at City Hall.

Finance Director Waggoner said this is a housekeeping item that will adjust the **Water Fund** to account for both the **Brad Meek and Hillside Additions Water Line Replacement Project** and the **North Pressure Zone Pump Station Project**, the **Library Fund** in case motor vehicle taxes come in stronger than expected, and the **Health Care Sales Tax Fund** and **Unpledged Health Care Sales Tax Fund** due to stronger-than-expected sales tax and compensating use tax revenues in **2021**.

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

Mayor Rogers declared the motion **approved** and given **Resolution No. 2021-11-3446**.

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## Notice of Budget Hearing Resolution No. 2021-11-3447

Deputy City Clerk Evinger presented for discussion a resolution approving a contract with **Julie Yarmer**, consultant with Freedom Claims Management, Inc., to provide services as a limited agent for the City's health insurance benefit in 2022, for an amount not to exceed **\$15,000.00**.

City Manager Frazer said the services Yarmer will provide, beginning **January 1, 2022**, include:

1. Consulting on and reviewing the **2023 health insurance renewal**. (If warranted, City staff said Yarmer will send out Requests for Proposals to receive alternate options.)
2. Informing the City of up-to-date **national health care trends** and health care reform requirements/changes, as well as wellness best management practices on a quarterly basis.
3. Reviewing and consulting health insurance quarterly utilization reports, as provided by Blue Cross Blue Shield of Kansas, to **analyze and project savings** as if the City were already covered under a Medical Expense Reimbursement Plan (MERP).
4. Providing an **Employee Benefit Guide** to include annual notices for 2022 renewal, to be distributed to all employees by the City.
5. Assisting the Human Resources Division with ongoing **COBRA administration** procedures.

Commissioner Welch 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. 2021-11-3447**.

## Employee Benefits for 2022

Deputy City Clerk Evinger presented for discussion City employee benefits renewals for the **2022** plan year, including life and health insurance, as well as Flexible Spending Account administration.

Human Resources Assistant McFarland said life insurance costs will rise about **5.1%** with Principal Life Insurance Company. The total expense is estimated to be approximately **\$5,152** annually.

Commissioner Oestmann made a motion to approve the employee **life insurance** renewal for the 2022 plan year. Commissioner Welch seconded the motion.

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

McFarland said health insurance will rise about **13.85%** with Blue Cross Blue Shield of Kansas. Per prior discussion, she recommends the City absorb that entire increase on behalf of all employees.

Commissioner Warren emphasized this absorption could not be an annual occurrence as it is unsustainable. Commissioner Oestmann said the employee portion may have to be raised soon.

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Commissioner Warren made a motion to approve the employee **health insurance** renewal for the 2022 year, for an approximate increase of **\$214,000**. Commissioner Welch seconded the motion.

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

Mayor Rogers made a motion to approve the employee **Flexible Spending Account administration** renewal for the 2022 plan year. Commissioner Oestmann seconded the motion.

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

## City Manager's Report on Upcoming Activities

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

- There will be a **special appreciation luncheon** for Environmental Services Department and Public Services Department employees, sponsored and served by Visit Ark City, from **11:30 a.m. to 1 p.m. November 18** at the Northwest Community Center, 615 W. Birch Ave.
- The **Chamber of Commerce** will be host to two special events **November 18 – Summit Realty** will be host to a Business After Hours event from **5 to 7 p.m.**, while downtown Ark City will be part of a new **“Summit Nights”** downtown shopping initiative from **5 to 8 p.m.**
- There will be a special **Traffic Safety Committee** meeting to discuss the **Multimodal Transportation Master Plan** at **10 a.m. November 19** at the Water Treatment Facility.
- **Community Development Block Grant** representatives will visit Arkansas City from **9:30 to 10:30 a.m. November 23** as part of the City's housing rehabilitation grant application.
- The **Chamber of Commerce** plans to sponsor the ceremonial tree lighting at **6 p.m.** and other related events on **“Thankful Tuesday,”** which will be from **5 to 7 p.m. November 23**.
- City Hall and all other City offices will be closed **November 25** and **November 26** for **Thanksgiving**. There will be no recycling offered at Strother Field on **November 26-27**.
- City staff will meet with project consultants about the **CDBG North Summit Street Resurfacing Project** at **10 a.m. December 1**. The City hopes to let bids by early next year.
- The next **City Commission** study session is **noon December 3** in Frazer's office at City Hall.
- The **Chamber of Commerce** will be host to several **“Christmas in the City”** events **December 4**, including a **“Santa Shops Small” Downtown Market** from **10 a.m. to 4 p.m.** at the Brown Center, 215 S. Second St., and a Santa parade at **6 p.m.** in downtown Ark City.
- Frazer passed out copies of a draft Request for Proposals for City banking services to review.

## Other Business

Public Information Officer Lawson updated the commissioners on the **\$227,500** Cost Share grant the City received from the Kansas Department of Transportation. When added to the **\$455,000** Community Development Block Grant the City previously received, its share will be just **\$227,500**.

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Lawson also shared with commissioners the early funding priorities and opportunities KDOT has identified within the recently signed bipartisan **Infrastructure Investment and Jobs Act (IIJA)**.

Finally, he said KDOT has put out an alert that it is down **29 percent** on snowplow operators for Region 5, which includes Arkansas City and south-central Kansas, which could impact travel times.

## **Adjournment**

Commissioner Welch 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 **6:19 p.m.**

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

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Scott Rogers, Mayor

## **ATTEST:**

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Lesley Shook, City Clerk

## **Prepared by:**

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Andrew Lawson, Public Information Officer