



CITY COMMISSION MEETING MINUTES

Tuesday, January 16, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

Mayor Tad Stover
Vice-Mayor Steve Lungren
Commissioner Chad Beeson
Commissioner David Colquhoun
Commissioner Charles Tweedy III

ABSENT:

City staff present: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, IT Manager Matt Metzinger, Environmental Services Superintendent Kyle Blubaugh, Principal Planner Josh White, and Police Chief Jim Halloway.

2. Opening Prayer led by Pastor Tim Milby of First United Pentecostal Church and Pledge of Allegiance led by Mayor Tad Stover.
3. There were no additions or deletions to the agenda.
4. Approval of the Agenda.

Motion made by Commissioner Tweedy III, seconded by Commissioner Beeson, to approve the agenda as written.

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

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 January 6, 2026, 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 \$10,000.00 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 Tad Stover's appointment of Randal Lundberg to the **Arkansas City Public Library Board of Trustees**.
4. Ratify Mayor Tad Stover's re-appointment of:
 - Latresha Swopes to the **Arkansas City Public Library Board**
 - Jamie Terrill, James Mayer & Spencer Warren to the **Building Trades Board**
 - Tammy Lanman-Henderson & Kim Hager to the **Community Spirit Award Committee**
 - Bob Baker to the **Equal Opportunity & Accessibility Advisory Board**
 - Foss Farrar to the **Historic Preservation Board**
 - Pam Crain & Toni Greene to the **Outstanding Student Award Committee**

- Jay Warren to the **South Central Kansas Medical Center (SCK Health) Board of Trustees**
- Kelly Dillner & Shelley Gardner to the **Visit Ark City Board of Trustees**

Motion made by Commissioner Beeson, seconded Vice-Mayor Lungren, to approve the Consent Agenda as written.

*Voice Voting Aye: Mayor Stover, Vice-Mayor Lungren, Commissioner Beeson, Commissioner Colquhoun, and Commissioner Tweedy III. Mayor Stover declared the motion approved; given **Resolution No. 2026-01-3795**.*

City Clerk Parsons offered the following items for consideration.

New Business

City Manager Department

1. A motion to consider the approval of the City of Arkansas City 2025 Community Development Block Grant (CDBG) Contractor Guidelines.

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

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

Environmental Services Department

1. A Resolution authorizing the City of Arkansas City to accept a bid submitted by CAS Constructors LLC, to purchase materials and service equipment for the rehabilitation of gate valves and handrails at the Wastewater Treatment Plant, for an amount not to exceed \$48,490.00.

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

*Voice Voting Aye: Mayor Stover, Vice-Mayor Lungren, Commissioner Beeson, Commissioner Colquhoun, and Commissioner Tweedy III. Mayor Stover declared the motion approved; given **Resolution No. 2026-01-3796**.*

City Manager Updates & Reminders

1. **Economic Development:** City of Arkansas City and the City of Winfield recently met Cowley County Economic Development Director Jessica Folk, receiving the following updates and upcoming opportunities include:
 - Reviewed a joint business recruitment and marketing proposal with the Kansas Department of Commerce and GWP to expand outreach beyond Kansas, with costs shared equally.
 - Strategic planning session scheduled for March 6, from 1:00–4:00 p.m., facilitated by the University of Kansas.
 - Business retention and expansion tracking is transitioning to Microsoft Planner to improve visibility and coordination.
 - The Business Advantage Portal launched January 26 on the county website, providing information on incentives, projects, workforce resources, the annual economic development report, SBDC and SCKEDD classes, and new recruitment videos.
 - Interlocal agreement updates are underway to clarify management and advisory roles; exit notice deadline is April 1.
 - Upcoming programs include Young Entrepreneurs, Winfield Startup Pitch Event, and the Cowley College Job Fair on February 25th.
2. **Northwest Community Center (NWCC):** City Manager Frazer, along with City Clerk Parsons, Felipe Escalante and Eric Burr as board members met via zoom with the WSU Public Policy & Management Center for initial discussions on strategic planning. The productive dialogue resulted in a clear understanding of City needs. James and his WSU team are developing options over the next few weeks, with next steps to follow in the coming months.
3. **Wilson Park Pickleball Courts:** Pre-construction meeting scheduled with design-builder Multisports, Ranson Financial, Pickleball Court contributors, and City Staff – weather permitting. This meeting will confirm project scope, schedule and coordination prior to construction.

4. **Commission Strategic Planning Retreat:** Commission chose Friday, February 27th to begin a regular work session day to hold the Strategic Planning Retreat at the Arkansas City Water Treatment Facility located at 400 W. Madison Ave. The full-day working session will focus on priorities and alignment. Additional information will be provided by email.
5. **PEC Project Update:** Commissioners were provided with a written update from PEC outlining the status of ongoing projects.
6. **League of Kansas Municipalities Webinar:** Commissioners were reminded of the “New Year, New Roles” webinar for new elected officials on January 22 from 11:00 a.m. to 12:00 p.m. Pre-registration is required.
7. **LKM Local Government Day:** Wednesday, January 28, 2026, starting at 2:30 p.m. in Topeka, KS. Provides a networking opportunity for commissioners to meet with other local officials and state legislators, receive legislative updates from the league. Commissioners were asked to notify staff for registration and lodging arrangements.
8. **Handout provided to commissioners:**
 - Environmental Services Department December report
 - Kansas Municipal Utility legislative update
 - League of Kansas Municipalities legislative update

Items for Discussion by City Commissioners

Commissioner Tweedy provided updates on community planning efforts for America’s 250th celebration upon attending meetings at the Visit Ark City office.

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 three (3) minutes.

Regina Stoddard 7167 244th Rd., new business owner of Adelphi Ceramics LLC at 109 N. Summit St., inquired about placing business flags out front and taking care of city flowerpots in front of her business. Regina was advised to partner with Community Development Director Josh White on building-zoning and right-of-way provisions.

Financial Summary

1. December 2025 Financial Summary provided for review.

Adjournment

Motion made by Commissioner Beeson, seconded by Commissioner Tweedy III 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)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

Prepared by: Tiffany Parsons, City Clerk