



### Routine Business

1. Opening Prayer led by Principal Planner White and Pledge of Allegiance led by Mayor Warren.
2. Roll Call

#### **PRESENT**

Commissioner Chad Beeson  
Commissioner Tad Stover  
Commissioner Diana Spielman  
Commissioner Charles Tweedy  
Mayor Jay Warren

**Also present from staff:** City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, Human Resources Director Marla McFarland, Police Chief Jim Holloway, Principal Planner Josh White, and Public Services Street & Stormwater Supervisor Brian Edwards.

3. There was one addition and no deletions.

**Addition:** New Business, City Manager Department, Add Item No. 4. – A Resolution authorizing the City of Arkansas City to approve a bid submitted by New Windows for America, to install vinyl siding, new guttering, new windows, build new wood steps, ramp, handrails, and secure electrical at 1114 W. Kansas Ave., for an amount not to exceed \$27,400.00. **(Voice Vote)**

*Motion made by Commissioner Spielman, Seconded by Commissioner Tweedy to approve the amendments to the agenda.*

*Voice Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved.*

4. Approval of the Agenda

*Motion made by Commissioner Spielman, Seconded by Commissioner Beeson to approve the agenda.*

*Voice Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved.*

### Awards and Proclamations

1. Proclaim May 5, 2024 as Cinco De Mayo Day in Arkansas City as read by Commissioner Tweedy and presented to the Tacolalah Executive Committee.
2. Proclaim May 2024 as National Foster Care Month in Arkansas City as presented by Mayor Warren.
3. Proclaim May 5-11, 2024 as Public Service Recognition Week in Arkansas City as ready by Mayor Warren.

## Recognition of Visitors/Staff

1. Commission and staff received an update from SCK Health CEO Leonard Hernandez who presented an overview of the hospital's operational and financial status.

Mr. Hernandez mentioned that although it went through recent transition giving up inpatient services and several modifications with the designation as a Rural Emergency Hospital (REH), he assured that they are still a full-service hospital that may have to transport an inpatient to another facility but are willing to do so. Hernandez expressed his gratitude to the city commission and staff for their aggressiveness in the issuance of bonds to aid the hospital's financial dilemma over the years. After losing \$5.6 million dollars in 2022 and \$1.5 million in 2023, as of January 2024 the hospital has shown an increase of \$29,431, since making the transition to a REH. They have established an Executive Finance Committee that will focus on their finances and accounts that have greater collection potential, reporting financial status to the South-Central Kansas Medical Center Board prior to its monthly meetings. Mayor Warren, as vice-president of the South-Central Kansas Medical Center Board of Trustees, noted that the hospital intends on repaying the one-million-dollar loan back to the city, but the hospital will need to become profitable again to do so.

## 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 April 2, 2024, regular meeting minutes as written.

*Motion made by Commissioner Tweedy, Seconded by Commissioner Stover to approve the consent agenda as written.*

*Voice Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved.*

## New Business

City Clerk Parsons offered the following items for consideration:

### City Manager Department

1. An Ordinance approving the form of and authorizing the execution of an interlocal cooperation agreement respecting land acquisition at Strother Field Airport/Industrial Park and the financing thereof.

City Manager Frazer explained that the Strother Field Manager Shawn McGrew was approached by the owners of the land north of Strother Field Airport/Industrial Park with the opportunity to obtain the land. Strother Field anticipates purchasing the property and will need to enter into an interlocal agreement with, owners, the City of Winfield, and the City of Arkansas City, as tenants in common. Gilmore & Bell, P.C. is officiating the required document for all parties involved.

*Motion made by Mayor Warren, Seconded by Commissioner Stover to approve the item as written.*

*Roll Call Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-04-4608**.*

2. An Ordinance adopting the budgeted pay plan to become effective April 20, 2024.

Human Resources Director McFarland addressed the commission, clarifying the amendments to this pay ordinance include adding one (1) position, changing six (6) job titles, and an increase of Maximum (MAX) by five percent (5%) for each Pay Range top. Staff propose adding a Stormwater Maintenance Worker II position at a PS9 Pay Range. This position is being created to serve as the primary employee within the Public Services Department Street & Stormwater Division to provide maintenance and upkeep to

stormwater drainage systems throughout the city. Staff also propose changing certain job titles to reflect a new “Pro ReNata” (PRN) employment Classification to the current part-time Firefighter/Paramedic, Paramedic, Firefighter/AEMT, Firefighter/EMT, and Police Officer positions. Unlike part-time positions, PRN positions do not have any type of set schedule, PRN employees work only as needed. The five percent (5%) increase to the MAX or top of each pay range allows all employees eligibility for a performance-based merit increase.

*Motion made by Commissioner Spielman, Seconded by Commissioner Stover to approve the item as written.*

*Roll Call Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-04-4609.***

3. An Ordinance establishing a downtown Common Consumption Area within the corporate limits of the City of Arkansas City, Kansas, and authorizing the possession and consumption of alcoholic liquor or cereal malt beverage within its boundaries, during certain prescribed hours.

In 2022, the State of Kansas Legislature passed House Bill 2277 allowing a city or county to establish one or more common consumption areas by ordinance or resolution, designate the boundaries of any common consumption area, and prescribe the time during which alcoholic liquor may be consumed. City staff have recently been approached by downtown business owners and citizens who would like to promote activities downtown through establishing a common consumption area. Over the last several weeks, City Clerk Parsons and City Attorney Schwartz have acted to make this happen through research and ordinance building, being sure to abide by K.S.A. 41-2659, which holds the City and participants subject to certain rules and regulations to qualify. City Clerk Parsons explained that in order to establish a common consumption area (CCA), the Governing Body is required to adopt an Ordinance pursuant to the provisions of state statute, and amendments thereto, which include annually applying for and obtaining a permit from State of Kansas, Director of the Division of Alcoholic Beverage Control (ABC), with payment of the required \$100.00 application fee. Post ordinance publication, the application needs approved by the state. Then signage identifying CCA boundaries will need to be put in place. Also, at least one participating business needs to get licensed to serve in the CCA before the area can be open for public participation.

*Motion made by Commissioner Beeson, Seconded by Commissioner Stover to approve the item as written.*

*Roll Call Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-04-4610.***

4. A Resolution authorizing the City of Arkansas City to approve a bid submitted by New Windows for America, to install vinyl siding, new guttering, new windows, build new wood steps, ramp, handrails, and secure electrical at 1114 W. Kansas Ave., for an amount not to exceed \$27,400.00.

City Manager Frazer indicated this project is funded by the CDBG grant dollars the city received. Four bids were accepted and opened by SCKEED last week, all were over \$25,000 allotted for the grant. Weatherization funds are being used to make up the \$3,500 difference, plus adding \$2,500 toward lead paint abatement. New Windows for America was awarded the project as lowest bidder. This is the last renovation application received for this grant target area. Once this project is complete and this grant is closed, the City will be eligible to determine another CDBG grant target zone and apply for another grant. Building Director Mike Bellis has been working with local contractors to get more of them interested and certified to do work on CDBG home renovations.

*Motion made by Commissioner Stover, Seconded by Commissioner Spielman to approve the item as written.*

*Voice Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-04-3611.***

## Police Department

1. A Resolution authorizing the City of Arkansas City to purchase 36 Glock handguns from Kiesler Police Supply, of Wichita, KS, for a quoted purchase price including trade in value of \$12,901.92.

Police Chief Holloway spoke of the need for new department handguns. The Ark City Police Department last purchased new handguns for sworn officers in 2019. The purchase of new department handguns was budgeted for \$11,455.00 in 2024. ACPD would like to purchase 32 new Glock 45, 9mm handguns at an initial cost of \$24,241.92 from Kiesler. They have 36 handguns and one (1) rifle to trade in to help meet the budget. Kiesler has allotted \$11,340.00 in trade in value with an overall total purchase price with the trade ins of \$12,901.92.

*Motion made by Commission Spielman, Seconded by Commissioner Stover to approve the item as written.*

*Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-04-3612.***

## City Manager Updates & Reminders

City Manager Frazer provided the following reminders and updates before the commission.

1. The city received thank you notes from Habitat for Humanity and the MacMadness cookoff.
2. Water Treatment Supervisor Mike Frank's retirement luncheon is April 17<sup>th</sup> from 11:30 am – 1:30 pm. Mike celebrates 27 years of dedicated service to the city. All Commissioners and staff are invited to attend.
3. April 22<sup>nd</sup> is the Outstanding Student Awards Banquet will be at 6:30 PM in the Wright Room at Cowley College's Brown Center, also located at 215 S. Second St. to honor the top three candidates from each school.
4. Tacolalah kicks off Saturday, May 4<sup>th</sup>.
5. Commissioner Stover and City Manager Frazer attended the League of Kansas Municipalities (LKM) City Leaders Academy and were able to network with other city officials from around the state. Frazer shared the PowerPoints with the other commissioners. Some items that were covered topics include how city staff and elected officials best work together, Home Rule, Kansas Open Meetings and Budgeting/Finance.
6. PEC and internal city project updates, commissioners received handouts for both.
7. Phase two of the walking trials got pushed back to October 2024.
8. City staff have been working on pouring the walking trials from Paris Park and Lovie Watson Park this week. Staff have been doing on-the-job training and have saved the city a substantial amount of money by doing the work themselves. The city will have under \$50,000 in an estimated \$260,000 project.
9. Street assessment conducted by PEC to come before the commission at a future work session.
10. Principal Planner White and City Manager Frazer met with PEC on April 10<sup>th</sup> for a progress update on the master plan for the property at the north end of town. Next steps include preliminary concepts, then partnering with the planning commission, and eventually holding public events.
11. City staff met with Creekstone last week to discuss increasing water rates and have a meeting with Carl Brown, President of GettingGreatRates.com, LLC on Thursday, April 18<sup>th</sup>. Creekstone has expressed strong interest in adding their logo to the water tower at Goff Industrial Park. Future change order to come before the commission.
12. A CPI for all Midwest Urban Consumers handout given to commissioners showing how inflation is affecting costs in the Midwest area. The summary chart from the Bureau of Labor Statistics reflects costs from Jan 2021 to March 2024. Frazer gave the example that \$100 in Jan. 2021 now costs \$119 in March 2024.

13. The March 2024 Financial Summary is available in the back of the packet.

**Adjournment**

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

*The voice vote was unanimous in favor of the motion. Mayor Warren declared the meeting adjourned.*

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

(Seal)

\_\_\_\_\_  
Jay Warren, Mayor

**ATTEST:**

\_\_\_\_\_  
Tiffany Parsons, City Clerk

**Prepared by:**

\_\_\_\_\_  
Tiffany Parsons, City Clerk

DRAFT