



City Commission Agenda Item

Meeting Date: January 10, 2022
From: Andrew Lawson, Public Information Officer
Item: City Advisory Board Reports

Purpose: City Advisory Board Reports

Background:

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:

- **September 16** — Building Trades Board
- **October 18** — Historic Preservation Board
- **October 21** — 2022 Tacolalah Executive Committee
- **October 21** — Northwest Community Center Advisory Board
- **November 18** — Arkansas City Recreation Commission

Approved for Agenda by:

Randy Frazer, City Manager

City of Arkansas City
Building Trades Board
Minutes

Regular scheduled meeting held on Thursday, September 16, 2021 at 5:15 P.M. at the **Water Treatment Facility Conference Room**.

Meeting called to order at 5:15 P.M.

Roll Call:

Mark Bartlett	<input checked="" type="checkbox"/>	Michael Kuhn	<input checked="" type="checkbox"/>	John Bahruth	<input checked="" type="checkbox"/>
Randy Smith	<input checked="" type="checkbox"/>	Chris Rains	<input checked="" type="checkbox"/>	Jace Kennedy	<input checked="" type="checkbox"/>
Ken Miller	<input checked="" type="checkbox"/>	Jamie Terrill	<input checked="" type="checkbox"/>	Michael Hunt	<input checked="" type="checkbox"/>

Chris Rains made a motion to approve the May 20, 2021, minutes and Jace Kennedy made the second. Voice vote carried the motion.

1. Open Discussion

There was no discussion between the board members. Mike Bellis told the board that the next meeting would be November 18 (later postponed until December 16).

Ken Miller made a motion to adjourn the meeting and Chris Rains made the second. Voice vote carried the motion.



City of Arkansas City

HISTORIC PRESERVATION BOARD MEETING

MINUTES

Monday, October 18, 2021 at 5:30 PM – 118 W. Central Ave., Arkansas City, KS

I. Call to Order

II. Roll Call

PRESENT: Jorge Lozano, Foss Farrar, Kayleigh Lawson

ABSENT: Charles Jennings, Kevin Cox

Staff present at roll call included Principal Planner Josh White and Public Information Officer Andrew Lawson

III. Consent Agenda

1. Meeting Minutes, September 20, 2021 meeting.

Motion made by K. Lawson, Seconded by Lozano to approve the September 20, 2021 meeting minutes as written.

Voting Yea: Lozano, Farrar, K. Lawson

IV. Items for Discussion

1. Discuss Chapter 5 Parks, Recreation and Natural and Historical Resources

White discussed changes to Chapter 5 of the Comprehensive Plan. Cox joined the meeting at 5:33 p.m. He then discussed the goals and actions. The board reviewed the actions. White updated the board on some of the activity happening in downtown. There has been a lot of interest lately. Farrar asked about the AC Office Building. White said there had been some interest but nothing to this point has gone anywhere. Cox suggested that we include an action to encourage development of upper story housing. White said that likely would be a goal in the housing chapter but it could also be added here if the board wanted to suggest that. Jennings joined the meeting at 5:48 p.m. The board agreed having it as an action here would also be a good idea. White discussed the Rural Housing Incentive District that the City is looking into. The program would assist developers with their costs for upper floor housing. White said that the board recommendations would be forwarded to the Planning Commission. He reminded the board the Jennings represents the board on the Planning Commission. Farrar asked for an update on Paris Park. A. Lawson gave a brief update on plans that are in work that would bring together the City, the school district, the Recreation Commission and Cowley College. Plans are in the very early days. Wilson Park will also be included in the discussion. The Public Building Commission will be looking into coordinating this effort. The City is looking at Valley Center as an example of a similar project. Farrar reiterated the importance of maintaining the pool facility as much as possible due to its historical significance in the community.

2. Time Capsule Discussion

A. Lawson said that the time capsule ceremony was set for 1:00 p.m. on October 29. The ceremony would not include burial but will officially close up contributions to it. City crews will bury it at a later date. The board discussed contents of the time capsule. A. Lawson noted that everything will be sealed with multiple layers of protection to ensure the contents are preserved. A press release will be sent out soon.

V. Adjournment

Motion made by Lozano, Seconded by Jennings to adjourn the meeting.

Voting Yea: Jennings, Lozano, Farrar, K. Lawson, Cox

Farrar declared the meeting adjourned at 6:05 p.m.



2022 TACOLALAH COMMITTEE

MEETING: 12:07 PM THURSDAY, OCT. 21, 2021 @ WATER TREATMENT FACILITY

Roll Call:	<u>Executive Committee Members</u>		<u>Executive Committee Alternates</u>	
<i>Community Spirit</i>	Charles Tweedy, Chairman	<input checked="" type="checkbox"/>	Kim Hager	<input type="checkbox"/>
<i>Beautification</i>	Candace Hendricks, Vice Chair	<input checked="" type="checkbox"/>	Paisley Howerton	<input type="checkbox"/>
<i>Visit Ark City</i>	Liz Shepard, Treasurer	<input checked="" type="checkbox"/>	Arty Hicks	<input type="checkbox"/>
<i>Equal Opportunity</i>	Tammy Lanman-Henderson	<input type="checkbox"/>	Anita Judd-Jenkins	<input type="checkbox"/>
<i>NWCC</i>	Gary Hale, Volunteer Coordinator	<input checked="" type="checkbox"/>	Felipe Escalante	<input type="checkbox"/>
<i>At-Large Member</i>	Debbie Savala, CDEM Coordinator	<input checked="" type="checkbox"/>	Melissa Mendez	<input type="checkbox"/>
<i>Outdoor Market</i>	Kelly Dillner, Market Coordinator	<input checked="" type="checkbox"/>		
	<u>Non-Voting Committee Advisors</u>			
	Jill Hunter, Fiscal Agent	<input type="checkbox"/>	Andrew Lawson, Secretary	<input checked="" type="checkbox"/>

1. Approve minutes of the September 16, 2021, executive committee meeting.

Motion: **Liz Shepard** Second: **Debbie Savala** Vote: **6-0**

2. Approve minutes of the October 12, 2021, special executive committee meeting.

Motion: **Liz Shepard** Second: **Candace Hendricks** Vote: **6-0**

3. Approve Tacolalah Festival financial report as of Sept. 30, 2021 (Account balance: \$4,811.09)

Andrew has fully overhauled the balance sheet for **2021** and he presented that information to the committee. He is still missing the bank statement for **August** and will work with Jill to locate it.

Motion: **Candace Hendricks** Second: **Gary Hale** Vote: **6-0**

4. OLD BUSINESS: Planning for 2021 Arkalalah Big Parade (Saturday, October 30, 2021)

Andrew showed the committee the Big Parade entry form that is due **October 22**. The committee members suggested a few revisions and a typographical error was noted, which Andrew will fix.

5. OLD BUSINESS: Review/Revise Tacolalah Festival Bylaws and Policies?

This item was tabled again. Andrew has sent out the bylaws for committee members to review.

Motion: **Liz Shepard** Second: **Candace Hendricks** Vote: **6-0**



6. OLD BUSINESS: Set Dates/Times for Future Meetings:

With the appointment of Debbie to “replace” Melissa, rescheduling the meetings is no longer necessary. The committee voted to keep meeting at **noon on the third Thursday** (and also **first Thursday**, as needed in **January** through **May**) at the Water Treatment Facility for **2022**.

Motion: **Debbie Savala**

Second: **Liz Shepard**

Vote: **6-0**

7. Other Miscellaneous Items:

Andrew said there is a late application window to apply for V.J. Wilkins Foundation grant funds for **2022** and asked what the committee would like to apply for again. The committee instructed Andrew to apply for **\$2,500** again. Even if less is received, it will be a huge help for the festival.

Debbie provided an update on entertainment for **2022**. Preliminary expected costs are **\$1,000** for DJ Bobie Baker, **\$650** for the Norahua dancers, **\$500** for Mariachi Los Reyes, approximately **\$550** for a second mariachi band, **\$400** for Raices de mi Tierra, **\$450** for a war dancer and **\$200** for Biscuit, for a total of about **\$3,750** for entertainment. We need at least **\$2,000** in sponsorships.

Andrew said he will invite Tasha Bucher and members of the Arkalalah Executive Committee to the next Tacolalah meeting **December 16** so we can discuss partnership opportunities with them.

8. Adjourned at 1:08 p.m. Motion: **Liz Shepard** Second: **Candace Hendricks** Vote: **6-0**

NEXT MEETING: NOON THURSDAY, DECEMBER 16, 2021 @ 400 W. MADISON

NORTHWEST COMMUNITY CENTER ADVISORY BOARD MINUTES FOR OCTOBER 21ST, 2021.

BOARD MEMBERS PRESENT: JACKIE BARNETT, FELIPE ESCALANTE AND GARY HALE. RUBEN GARCIA PASSED AWAY ON THE MORNING OF OCT. 21. DIRECTOR CINDY BENNETT ALSO WAS IN ATTENDANCE.

AFTER READING THE MINUTES, THEY WERE ACCEPTED AS WRITTEN BY JACKIE BARNETT, WITH GARY HALE SECONDING.

CINDY REPORTED:

- 1. SHE HAS COMPOSED A CHECKLIST FOR EVERY RENTER TO READ AND CHECK OFF AS CLEANUP IS COMPLETED. SHE GOES THROUGH THE WHOLE BUILDING, SHOWING WHAT IS EXPECTED TO BE DONE FOR THE DEPOSIT TO BE RETURNED. IT WILL BE IN BOTH ENGLISH AND SPANISH.**
- 2. LIGHTS ARE BEING REPLACED WITH LED LIGHTS AT A COST OF \$7.00 PER UNIT, COMPARED TO \$80 PER UNIT. BUT IF ALL THE LIGHTS WERE REPLACED, IT WOULD BE TOO BRIGHT AT NWCC. SO WADE MAGNUS IS REPLACING THEM AS NEEDED AND SPACING THEM OUT. THE KITCHEN, HALLWAY AND GAME ROOM HAVE BEEN THROUGH THE PROCESS.**
- 3. CONNIE MOORE IS IN THE PROCESS OF ADDING A NEW FAUCET AND SPRAYER IN THE KITCHEN TO BETTER HELP WITH CLEANUP.**
- 4. THE SIDE BOLTS HAVE BEEN REMOVED FROM THE BENCHES AT THE FRONT OF NWCC. CONNIE MOORE WILL CORRECT THAT.**
- 5. ASKED BOARD FOR RECOMMENDATIONS ON HOW TO HANDLE A RENTAL THAT HAS BEEN WAIVED ON RENT AND DEPOSIT BY THE CITY WHEN THEY DO NOT LEAVE THE BUILDING IN GOOD REPAIR. SINCE THERE IS NO RENT OR DEPOSIT TO WITHHOLD, WHAT SHOULD BE THE PROCESS? I DO NOT ALLOW FREE RENTALS, AS EVERYONE SHOULD BE TREATED THE SAME. JUST EVERY ONCE IN A WHILE, IT IS ALLOWED BY ADMINISTRATION.**

BOARD ASKED:

- 1. THAT A PROMISSORY FORM BE WRITTEN UP AND SIGNED BY THE PARTY USING THE BUILDING. IT WOULD STATE CLEARLY THAT IF THE BUILDING IS NOT LEFT IN GOOD REPAIR, RENTAL AND DEPOSIT WILL BE DUE TO NWCC. FELIPE ESCALANTE SUGGESTED THAT WE TABLE THE VOTE TO NEXT MEETING, WHICH WILL BE NOVEMBER 18 (LATER TABLED TO DECEMBER 16).**

- 2. THE BOARD ASKED WHAT NWCC BUDGET IS FOR 2021 AND WHEN DO THEY DECIDE ON 2022 BUDGET.**

CINDY WILL CHECK ON BUDGET AND FUTURE BUDGET WITH TONY TAPIA.

GARY HALE MADE A MOTION TO ADJOURN, WITH FELIPE ESCALANTE SECONDING.

NEXT MEETING: NOVEMBER 18TH WITH THE POSSIBILITY OF MOVING UP TO THURSDAY, NOVEMBER 11TH. THAT DAY IS ALSO VETERANS DAY. CINDY ISN'T SURE IF THE CITY WILL BE CLOSED ON VETERANS DAY (IT IS). SHE WILL CONFIRM WITH BOARD WHEN SHE FINDS OUT INFORMATION. (MEETING NOT HELD DUE TO LACK OF QUORUM)

Arkansas City Recreation Commission
MINUTES OF REGULAR MEETING

November 18th, 2021, 7:00am

Arkansas City Recreation Center, 225 East 5th Ave – Arkansas City, Kansas 67005

Board Members Present: Mr. Dustin Quint
 Mr. Dave Pontious
 Mrs. Sandra Davis

Board Members Absent: Mr. Jason O'Toole
 Mr. Andy Paton

Staff Members Present: Mr. Landon West
 Ms. Erica Fitzpatrick

Guests/Registrants Present: None

- 1) Call to Order: Approve the Agenda for Regular Meeting: Dave Pontious called the meeting to order at 7:03a.m. Motion was made by Dustin Quint to approve the agenda as posted; seconded by Sandra Davis motion passed.
- 2) Approve the Minutes of the Previous Meeting: Motion was made by Dustin Quint to approve the minutes of the October meeting as submitted, seconded by Sandra Davis, motion passed.
- 3) Public Comment: None
- 4) Financial Reports: Boxman Lawn billed us for work that they had been doing at the Dow Soccer Complex. CONCO invoiced us for their inspection and the work they did back in October. We updated the keycard colors for the PFC and ordered another 1,000 cards. Soccer association registration fees were sent out to the Association. Timer Guys was used again for A2R stats. Sandra Davis made a motion to approve the financial report. Dustin Quint seconded. Motion passed.
- 5) Proposals & Bids: Holiday Schedule 2022 was presented to the Board. Sandra Davis made a motion to approve the schedule, seconded by Dustin Quint. Motion passed.
Anticipating a phone call from Troy Palmer of CONCO regarding South Wall at around 7:30am.
- 6) Review Superintendent report: Landon's report to the board included the following: The FAC schedule is full until the end of the year! No word on PPP plans as of yet, with the change in City Commissioners, it could be at a stand still for a while. We got to meet with the City Manager and Lamp Ryncarson the other day, Lamp Ryncarson is helping Valley Center on a similar project, and they let us look over their plans. They are planning something close to what we are wanting to do in the long run with a pool and rec center in the same location. We heard there will be delays in getting supplies and chemicals for the pool, so we will get things ordered sooner in the year. The NRPA Farmer's Market Grant has ended this season. The Grant was awarded to 8 communities in the US, and we were the only one that saw improvement and were able to show success in our Farmer's Market with the funding. Feeding Program numbers are still holding strong. It is anticipated to increase as the weather gets colder. We were told we are the top Feeding Program in Kansas. We have been recognized by the USDA and we have been receiving extra equipment from KSDE. Deb is on the Nutrition and Wellness Council and is going to a meeting in Salina in December and hopes to continue the gran-and-go style program. We are adding a few new programs to IYQ next Summer. The Literacy Council is wanting to add a library for the campers to check out and return books. We are also hoping to add a musical rotation of some sort.

The PFC has been staying dry when it rains, however we still have moisture down there and mold growing on the baseboards in the men's bathroom. The mats on the West side by the men's bathroom remain damp as there is not a good way to pull them up to let it dry without closing the gym for at least a couple days. There is

a dehumidifier downstairs that is dumping at least 2 gallons of water twice a day. All gym equipment is operating as it should, still looking for staff.

Arkalalah 2-mile run was a success with 201 runners. Turkey Bingo is scheduled today with 50 entries so far. Fall activities are coming to an end and Winter is upon us! Taking registrations for 3rd-6th basketball and soon K-2nd Jr Basketball. Tackle Football ended their season Oct. 23rd but added a Cowley Cup with Winfield that was played on Nov. 6th. Girls Basketball started games November 4th and will play games on Tuesdays and Thursdays with a couple of Monday games. They will end their season the beginning of December. Wrestling season started November 8th. Beginners have 22 in their program and practice Monday and Thursday nights at the Rec. They have their Tournament December 5th in the South Gym. Takedown Club practices at the high school Mondays, Tuesdays, and Thursdays. There are 49 wrestlers in Takedown Club and their tournament is scheduled for December 11th at the high school. Gymnastics is running great with all four classes on Tuesday and Thursday nights.

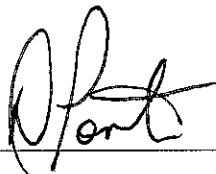
Love Stockings are a new program we are pushing out this year. We have paired with Rooted Women's Ministry to give stockings filled with basic hygiene items for children in need this Christmas.

Dirt from the Cowley Softball field has all been moved to the Dow. They are working on getting it leveled out. We were hoping it would have been completed earlier to get some good moisture on it but we are hoping for a warm wet spring to boost growth and if all goes well planning on a field there for next fall.

ACRC Christmas Party is scheduled for the VFW December 7th at 6:30 pm.

- 7) Executive Session: At 7:22 Dustin Quint made a motion to go into executive session for 5 mins. Sandra Davis Seconded. Upon return from Executive Session Sandra Davis made a motion to approve holiday bonuses for full time employees in the amount of \$500. Dustin Quint seconded. Motion passed.
- 5b) Received phone call from Troy Palmer with CONCO regarding South wall- Mauler Engineering has come back with a report on the South wall. In the findings from the engineer there is extensive damage to the wall and roofline causing a great deal of moisture to seep into the wall and weakening it. There is also concern for the same thing happening to the West wall as it has begun deteriorating as well. We received two bids on repairs, one from ORTH Roofing to repair the roof edge, and paint/seal the roof in the amount of \$54,620.00. Along with another bid to apply a coating of a rubber like material to the south corner and edge in the amount of \$17,525.00 The other is from CONCO to repair 8' of roof edge, and to repair the EIFS on about 2/3 of the South Wall. Infill windows and replace dens glass and painting the new EIFS to match as close as possible. This bid came in at \$56,820.00. It was discussed and it was believed that going with CONCO was the best choice. Dustin Quint made a motion to approve the CONCO bid of \$56,820.00. Motion seconded by Sandra Davis. Motion passed.
- 8) Adjournment: Dustin Quint made a motion to adjourn at 7:52 am, seconded by Sandra Davis, motion passed. Meeting Adjourned.

Approval



12-16-21

Approval



12/16/21