



Routine Business

1. Roll Call

PRESENT

Commissioner Chad Beeson
Commissioner Diana Spielman
Commissioner Charles Tweedy III
Mayor Jay Warren

ABSENT

Commissioner Tad Stover

Also present from staff: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, Environmental Services Superintendent Rod Philo, Finance Director/Treasurer Jennifer Waggoner, Human Resources Director Marla McFarland, Neighborhood Services Director Mike Bellis, Principal Planner Josh White, and Police Chief Jim Holloway.

2. Opening Prayer led by City Attorney Larry Schwartz and Pledge of Allegiance led by Mayor Warren.

3. There were no additions or deletions to the agenda.

- **Deletion: Consent Agenda, Item No. 1.** A Resolution authorizing the City of Arkansas City to allocate an additional fund contribution to the Cowley County Humane Society (CCHS), to cover financial shortfalls, for an amount not to exceed \$20,000.00.

4. Approval of the Agenda

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

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

Recognition of Visitors/Staff

1. Introduce and swear in newly hired police officer Sean Randall.

Police Chief Holloway introduced Sean Randall who began with the City of Arkansas City Police Department on October 21, 2024. City Clerk Parsons followed up the welcome by swearing in Officer Randall.

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. A Resolution authorizing the City of Arkansas City to purchase emergency siren repair parts from Precision Communications, for an amount not to exceed \$20,032.25.

2. Approve the October 14, 2024 & October 28, 2024 Special Meeting Minutes, and the October 15, 2024, regular meeting minutes as written.

Motion made by Commissioner Spielman, Seconded by Commissioner Beeson 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; given **Resolution No. 2024-11-3654**.*

Public Hearing

City Clerk Parsons offered the following item for consideration:

1. Hold a Public Hearing to evaluate the performance of Community Development Block Grant (CDBG) No. 22-HR-001.

Megan Unruh, Grant Administrator with SCKEDD who helped facilitate this CDBG grant project provided the performance and financial updates leading up to the anticipated grant close out.

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

Voice Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the public hearing open.

Mayor Warren floor open to the public to comment on this item.

With no one wishing to speak on this topic. Mayor Warren closed the floor to the public.

Motion made by Mayor Warren, Seconded by Commissioner Tweedy to close the public hearing.

Voice Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the public hearing closed.

1. a. A Resolution authorizing the mayor, or mayor's designee to sign the appropriate documentation to close out Community Development Block Grant (CDBG) No. 22-HR-001.

Motion made by Mayor Warren, Simultaneously Seconded by Commissioner Spielman and Commissioner Tweedy to approve the item as written.

*Voice Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-11-3655**.*

New Business

City Clerk Parsons offered the following items for consideration:

City Manager Department

1. An Ordinance authorizing the City of Arkansas City to adopt the 2023 National Electrical Code (NEC) and the 2024 International Code Council (ICC) family of codes.

Neighborhood Services Director Bellis addressed that the Building Trades Board voted unanimously to adopt these codes, further mentioning there are several changes surrounding the new codes overall. The City of Arkansas City will be among some of the first to move forward with adopting the latest codes

available. Adopting these codes will also help the city with the ISO ratings and will take effect January 1, 2025.

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

*Roll Call Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-11-4623.***

2. An Ordinance establishing the registration of neglected buildings in the City of Arkansas City, KS.

Neighborhood Services Director Bellis ran through the implantation process, penalties and reasoning behind adding this regulation which will affect both commercial and residential. This ordinance will take effect January 1, 2025.

Motion made by Commissioner Spielman, Seconded by Commissioner Mayor Warren approve the item as written.

*Roll Call Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-11-4624.***

3. Approve employee health insurance renewal for the 2025 Plan Year.

Human Resources Director McFarland review the renewal quote provided by Blue Cross Blue Shield of Kansas for 2025. The increase will average approximately 21%. This will allow for the plan to remain the same (including continuation of Grandfather Status). Staff propose employee contributions increase by 10% beginning January 1, 2025, to help compensate for the increase.

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

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

4. Approve employee vision insurance renewal for the 2025 Plan Year.

Due to the retirement of our former broker for Vision Care Direct Insurance we are offering a new, voluntary vision insurance plan on a pre-tax basis through a new broker (Insight Wealth Strategies). These plans are 100% paid by the employee who chooses to elect any of these plans. Human Resources Director McFarland mentioned that our current plan offers a Gold Materials 130 option however, the newly proposed plan also includes the new additional Gold Materials 200 option.

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

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

5. Add updated supplemental insurance coverage to offer to eligible employees for the 2025 Plan Year.

Human Resources Director McFarland provided that due to the retirement of our former broker for Allstate supplemental insurance, this offers in addition to the current plan which is a more enriched updated plan. This supplemental plan is voluntary on a pre-tax basis through a new broker (Insight Wealth Strategies) and are 100% paid by the employees who choose to elect any of these plans.

Motion made by Commissioner Beeson, Seconded by Commissioner Tweedy to approve the item as written with clarification provided by Mayor Warren.

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

6. A Resolution authorizing the City of Arkansas City to accept a bid submitted by Prado Construction, LLC., for the Hike-Bike Trail Extension Phase 2, accepting Federal funds from KDOT and commit City matching funds of \$296,000.00.

City Manager Frazer mentioned that the bids went out and were received October 16th with Prado Construction being the lowest bidder. The Kansas Department of Transportation (KDOT) reviewed the bid and considered satisfactory, recommending the contract be awarded to Prado Construction LLC. The project is partially funded through Federal funds, with \$1,181,458 being provided by the Federal government. However, the City is required to match these funds with \$296,000. KDOT has requested that the Arkansas City Commission approve the enclosed resolution and return it to their office by November 8, 2024, to guarantee the low bid and ensure the project proceeds as scheduled. The City's remittance for the matching funds must be made by December 5, 2024. Upon approval by the Commission and the Secretary of Transportation, the contract will be awarded. This trail addition begins at Paris Park along the Mil Canal, down to 1st Street, picks back up at Summit St. then connects at the Cowley College athletic facility, and loops back up to Lincon where trail currently ends. The new addition will also make sure the trail comes back around full circle to the canal.

Motion made by Mayor Warren, Simultaneously Seconded by Commissioner Spielman and Commissioner Tweedy to approve the item as written.

*Voice Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-11-3656.***

Environmental Services Department

1. A Resolution authorizing the City of Arkansas City to accept a bid submitted by Wildcat Construction Company, Inc., to perform work on Water Supply Well No. 16 generator and platforms, for an amount not to exceed \$637,300.00.

Environmental Services Superintendent Philo discussed that this constitution will all occur above ground on top well platform to install infrastructure and controls needed the back-up generator to run two wells then offset Well No. 3 to supply it. Bids were received and publicly opened on September 20, 2025. One bid was received from Wildcat Construction Company for \$638,300.00. Due to the current labor shortage in the construction industry and the workloads of qualified local contractors, rebidding would potentially lead to price escalation. Staff utilized Professional Engineering Consultants (PEC) to help administrate this bid process as PEC Project No. 35-221014-000-0665.

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

*Voice Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-11-3657.***

City Attorney Department

1. An Ordinance adopting by reference the Standard Traffic Ordinance for Kansas Cities, 51st Edition, prepared and published in book form in 2024, by the League of Kansas Municipalities.

City Attorney Schwartz provided a brief explanation of the annual STO adoption process and review of this year's changes as provided by LKM as listed in the Kansas Government Journal July-August 2024 Edition article, as enclosed in the packet. The STO is a model traffic code based upon Kansas state law, and its adoption allows for the prosecution of most traffic violations in Arkansas City Municipal Court. Each year, the City of Arkansas City adopts the most recent version of the Standard Traffic Ordinance (STO) prepared by the League of Kansas Municipalities (LKM). The STO is a model traffic code based

upon Kansas state law, and its adoption allows for the prosecution of most traffic violations in Arkansas City Municipal Court. New editions are prepared annually in order to respond to the changes made to the traffic laws for each legislative session.

Motion made by Commissioner Tweedy, Seconded by Commissioner Spielman approve the item as written.

*Roll Call Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-11-4625**.*

2. An Ordinance adopting by reference the Uniform Public Offense Code for Kansas Cities, 40th Edition, prepared and published in book form in 2024, by the League of Kansas Municipalities.

The League of Kansas Municipalities also publishes the Uniform Public Offense Code (UPOC). City Attorney Schwartz reviewed the modifications made to this 2024 addition as listed in the Kansas Government Journal July-August 2024 Edition, article enclosed provided by LKM. Updates include changes made by the Kansas Legislature that generally mirror Kansas statute and case law, allowing violations of those laws to be prosecuted in Arkansas City Municipal Court.

Motion made by Commissioner Beeson, simultaneously Seconded by Commissioner Spielman and Commissioner Tweedy approve the item as written.

*Roll Call Voting Aye: Commissioner Beeson, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-11-4626**.*

City Manager Updates & Reminders

City Manager Frazer provided reminders and updates before the commission.

1. 2025 Holiday calendar draft provided to council. Staff suggest using the floating holiday for the day after Christmas next year.
2. Veterans Day Parade is Saturday November 9th.
3. Day after Thanksgiving is a Friday work session, council agreed to reschedule that work session to Monday December 2nd.
4. Christmas in the City kicks off November 30th with most of all the annual activities including the Santa run, parade and tree lighting are happening that same day.
5. Next week staff will look into Budget amendments primarily for the water department to accommodate unplanned expenditure.

Items for Discussion by City Commissioners

Mayor Warren inquired about a golf cart ordinance. City Clerk Parsons and City Attorney Schwartz are working together to incorporate the golf carts legally and efficiently into the existing Special Purpose Vehicle Ordinance with hopes it will be ready for review next meeting.

Commissioner Tweedy asked if Arkalalah went smoothly. Chief Hallway stated that it did. Mayor Warren followed up inquiring about how the newly established Common Consumption Area (CCA) turned out during the size of an event. Chief Holloway mentioned there were a few individuals who were spotted over in the carnival area with alcoholic beverages purchased from licensed establishment, however the carnival area is outside of the CCA boundary. Overall Commissioner Beeson added that licensed establishments were cooperative and diligent about reminding and helping to educate individual CCA participants of the rules and boundaries. City Clerk Parsons did provide flyers in and around each licensed CCA establishment or service area which includes a QR code in preparation for the event. In addition, Arkalalah added the QR

code to their pamphlet this year in aid in education of the CCA. This QR code takes you to the City website where more information, boundary maps and questions and answers are available.

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 five (5) minutes.

Steve Young 1118 N. 10th, addressed concerns for water main breaks in his neighborhood further mentioning concerns for delays in services relating back to a lack of staff compensation that he believes may be affecting delays of the work and shortage or turnover in staff.

Adjournment

Motion made by Commissioner Tweedy, seconded by Mayor Warren 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