



City of Arkansas City

CITY COMMISSION MEETING MINUTES

Tuesday, April 05, 2022 at 5:30 PM — 118 W Central Ave, Arkansas City, KS

Routine Business

1. Roll Call

PRESENT

Commissioner Charles Jennings
Commissioner Scott Rogers
Commissioner Diana Spielman
Commissioner Jay Warren
Mayor Kanyon Gingher

2. Opening Prayer was led by Haley Wyckoff and the Pledge of Allegiance was led by Ian Wyckoff.
3. Additions or Deletions
Additions:
 - Introduce and Swear in new Arkansas City Police Officer Jeni McGee under Awards & Proclamations Item #2
 - A Resolution adopting by reference the updated Personnel Policies and Guidelines Manual for the City of Arkansas City and repealing Resolution No. 2022-02-3641 under New Business Item #4.

Motion made by Commissioner Rogers, Seconded by Commissioner Spielman to approve the additions to the agenda.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved.

4. Approval of the Agenda
Motion made by Commissioner Warren, Seconded by Commissioner Rogers to approve the agenda as amended.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the agenda approved as amended.

Awards and Proclamations

1. April 2022 was proclaimed as Fair Housing Month in Arkansas City as read by Shay and Esa Wyckoff.
2. City Clerk Shook swore in new Arkansas City Police Officer, Jeni McGee.

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 VII: New Business.

Motion made by Commissioner Warren, Seconded by Commissioner Spielman to approve the consent agenda consisting of the following:

1. Approve the March 15, 2022, regular meeting minutes as written.
2. Approve **Resolution No. 2022-04-3470**, approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to renew an adoption contract for two years with the Walnut Valley Disc Golf Association (WVDGA) for Knebler Pond/Prairie Passage Recreation Area, located at 28674 71st Road in Arkansas City.
3. Approve **Resolution No. 2022-04-3471** authorizing the Mayor to sign a Grant Agreement with the State of Kansas Department of Commerce for the 2022 Housing Grant.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the consent agenda approved.

Old Business

1. City Clerk Shook presented for discussion second reading of a Resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to initiate an adoption contract for one year with the Friends of Wilson Park for the old fountain in the Docking Memorial Garden at Wilson Park, located at 701 N. Summit St. in Arkansas City. City Manager Frazer noted further discussion needs to be taken between staff regarding the removal of the fountain.

Francis "Rax" Smith, Friends of Wilson Park, stated she wasn't aware the fountain was going to be removed. Police Chief Burr, addressed the commission to discuss police activity in Wilson Park for the last year. None of which dealt with the fountain. Chris Hutton, Retired Teachers Association, stated this is a community project they were considering being a part of specifically planting. Tammy Lanman-Henderson, Friends of Wilson Park & Beautification Advisory Board, suggested contacting the Docking family to find out if they want the fountain down and noted that joint meeting of commission/friends/and beautification board need to take place.

Motion made by Commissioner Jennings, Seconded by Commissioner Rogers to table the item until the April 19, 2022 meeting.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved.

New Business

Ordinances for Consideration

1. City Clerk Shook presented for discussion a first reading of an Ordinance adopting the budgeted pay plan to become effective April 9, 2022. Human Resources McFarland, reviewed the list of changes from the previously approved pay ordinance.

Motion made by Commissioner Rogers, Seconded by Commissioner Warren to adopt the budgeted pay plan effective April 9, 2022.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved and given **Ordinance No. 2022-04-4552.**

Resolutions for Consideration

1. City Clerk Shook presented for discussion a Resolution amending Resolution No. 2018-12-3222 to alter the schedule of City Commission Reorganization meetings and to reaffirm the automatic rescheduling of any regular City Commission meetings that would fall on city-designated holidays. City Attorney Larry Schwartz discussed that per the commissions direction, this legislation would permanently change the annual City Commission reorganization meeting from the 2nd Monday in January to the 1st Tuesday in January of each year.

Motion made by Commissioner Jennings, Seconded by Commissioner Rogers to approve the Resolution amending Resolution No. 2018-12-3222 to alter the schedule of City Commission Reorganization meetings and to reaffirm the automatic rescheduling of any regular City Commission meetings that would fall on city-designated holidays.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved and given **Resolution No. 2022-04-3472.**

2. City Clerk Shook presented for discussion a Resolution transferring certain real estate located at 401 W. Madison Ave. City Manager Randy Frazer noted Rupe Helmer Group LLC through its subsidiary Arkansas City 23987 LLC is working on a retail development project at 401 W Madison Avenue. This proposed transfer along with a small privately owned tract will complete their land acquisitions. This sale is contingent on approval of a rezone and a vacation request that will be before the Planning Commission on Tuesday, April 12 and subsequently before the City Commission on May 3. A representative with Rupe Helmer was available for questions.

Motion made by Commissioner Warren, Seconded by Commissioner Jennings to approve the Resolution transferring certain real estate located at 401 W. Madison Ave, Arkansas City, KS.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved and given **Resolution No. 2022-04-3473.**

3. City Clerk Shook presented for discussion a Resolution approving an Administration Services Proposal submitted by Ranson Financial regarding American Rescue Plan Act (ARPA) Funding, for an amount not to exceed \$12,500.00. City Manager Frazer stated the city is receiving \$1,780,796.18 in ARPA funding. All recipients of federal funds must complete financial, performance and compliance reporting as required by the Coronavirus State and Local Fiscal Recovery Funds program guidelines. Besides how the funds are used, one of the most important requirements is timely and accurate reporting of the use of these funds. Failing to do so would result in returning or paying back the funds. He noted Ranson Financial is experienced in providing these types of reporting and compliance services and recommended approving this proposal.

Motion made by Commissioner Warren, Seconded by Commissioner Spielman to approve the Resolution approving an Administration Services Proposal submitted by Ranson Financial regarding American Rescue Plan Act (ARPA) Funding, for an amount not to exceed \$12,500.00.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved and given **Resolution No. 2022-04-3474.**

4. City Clerk Shook presented for discussion a Resolution adopting by reference the updated Personnel Policies and Guidelines Manual for the city of Arkansas City and repealing Resolution No. 2022-02-3641. Human Resources McFarland discussed substantive difference between last version and this final version.

Motion made by Commissioner Rogers, Seconded by Commissioner Spielman to approve the Resolution adopting by reference the updated Personnel Policies and Guidelines Manual for the City of Arkansas City and repealing Resolution No. 2022-02-3641.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved and given **Resolution No. 2022-04-3475.**

Other Items for Consideration

1. City Clerk Shook presented for discussion a request from SCKMC for release of funds from the Unpledged Health Care Sales Tax Fund in the amount of \$231,000.00. City Manager Frazer noted this request is for reimbursement of charity care.

Motion made by Commissioner Warren, Seconded by Commissioner Jennings to approve the request from SCKMC for release of funds from the Unpledged Health Care Sales Tax Fund in the amount of \$231,000.00.

Voting Yea: Commissioner Jennings, Commissioner Rogers, Commissioner Spielman, Commissioner Warren, Mayor Gingher. Mayor Gingher declared the motion approved.

Staff Report Presentations

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

- There will be a Cowley County Legislative Forum, sponsored by the Cowley County Legislative Committee, starting at 6 p.m. Tuesday, April 5 at Baden Square, located at 700 Gary St. in Winfield.
- The 2022 Outstanding Student Award nominees' reception, back in person for the first time since 2019, is at 6 p.m. Monday, April 11 in Cowley College's Robert Brown Theatre, located at 215 S. Second St.
- The next RISE Cowley steering committee meeting will be at 10 a.m. Tuesday, April 12 at Four County Mental Health, located at 22214 D St. in Strother Field. (This meeting also is available via Zoom.)
- The next monthly Cowley County Legislative Committee meeting will be at noon Tuesday, April 12 at the Winfield Area Chamber of Commerce office, located at 123 E. Ninth Ave. in downtown Winfield.
- The next quarterly Traffic Safety Committee meeting will be at 10 a.m. Friday, April 15 in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave.
- The next City Commission study session will be at noon Friday, April 15 in my office here at City Hall.

Adjournment