



Routine Business

1. Opening Prayer led by City Attorney Larry Schwartz and Pledge of Allegiance led by Vice Mayor Beeson.
2. Roll Call

PRESENT

Commissioner Chad Beeson
Commissioner Diana Spielman
Commissioner Tad Stover
Commissioner Charles Tweedy

ABSENT

Mayor Jay Warren

Also present from staff: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, Assistant Environmental Services Superintendent Kyle Blubaugh, Finance Director/Treasurer Jennifer Waggoner, Fire Chief Stuart Cassaboom, Human Resources Director Marla McFarland, Human Resources Assistant Katie Gooch, and Police Chief Jim Holloway.

3. There were two additions to the agenda, adding an Executive Session category.

Additions:

- **Executive Session; Item No. 1.** Recess into executive session for a period of ____ minutes to discuss a matter involving a nonelected city employee, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at ____ : ____ p.m. **(Voice Vote)**
- **Executive Session; Item No. 2.** Recess into executive session for a period of ____ minutes to discuss the prior acquisition of real estate, pursuant to K.S.A. 75-4319(b)(6), for the preliminary discussion of the acquisition of real property. The open meeting will resume in the Commission Chambers at ____ : ____ p.m. **(Voice Vote)**

Motion made by Commissioner Spielman, Seconded by Commissioner Tweedy to approve the agenda as amended.

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

4. Approval of the Agenda

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

Voice Voting Yea: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Vice Mayor Beeson. Vice Mayor Beeson 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 November 19, 2024, regular meeting minutes as written.
2. Resolution authorizing the City to execute a GAAP waiver for the 2025 fiscal year.
3. Approve the Cereal Malt Beverage (CMB) License Renewals for 2025.

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

*Voice Voting Yea: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Vice Mayor Beeson. Vice Mayor Beeson declared the motion approved; and given **Resolution No. 2024-12-3664**.*

Public Hearing

City Clerk Parsons offered the following items for consideration:

1. Hold a public hearing regarding the proposed 2024 amended budget. **(Voice Vote)**

Finance Director/Treasurer Waggoner presented an overview of the item which effects the water fund being amended to accommodate the increased cost of Well 16 rehabilitation, engineering for the East Pressure Zone Improvements Project, and replacement of the non-budgeted RO membranes at the Water Treatment Facility.

Motion made by Commissioner Spielman and seconded by Commissioner Tweedy to hold a public hearing regarding the proposed 2024 amended budget.

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

The floor was opened to the public for comment. With no one from the audience wishing to speak, at the request of Commissioner Spielman, Finance Director/Treasurer Waggoner elaborated further into the reasoning behind this request.

Motion made by Commissioner Stover, seconded by Commissioner Spielman to close the public hearing.

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

- a. An Ordinance amending specified funds in the budget for the City of Arkansas City for the year beginning January 1, 2024.

Motion made by Commissioner Stover and seconded by Commissioner Tweedy to approve the item as written.

*Voice Voting Yea: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Vice Mayor Beeson. Vice Mayor Beeson declared the motion approved; and given **Ordinance No. 2024-12-4627**.*

Old Business

City Clerk Parsons offered the following items for consideration:

City Attorney Department

1. **Second Reading** – An Ordinance authorizing the operation of Special Purpose Vehicles including golf carts, work-site vehicles, micro-utility trucks, and all-terrain vehicles, on the streets within the corporate limits of the City of Arkansas City, Kansas; providing for related matters, including registration and penalties for violation thereof, thus repealing Ordinance No. 2023-03-4576.

Vice Mayor Beeson announced the amendment to the packet draft which lowered the minimum required manufactured speed for golf carts to state “is designed to be operated at least 25 mph” as opposed to 30 mph. A revised version of the draft was made available to commissioners for review and consideration for approval following the revision request during the work session on Monday.

Ken Harader of 1313 N 1st, sought clarification from City Attorney Schwartz surrounding the same edits made to the golf cart definition as announced by Vice Mayor Beeson, Harader being in favor of the amendment.

Motion made by Vice Mayor Beeson and seconded by Commissioner Stover to approve the item as written.

*Voice Voting Yea: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Vice Mayor Beeson. Vice Mayor Beeson declared the motion approved; and given **Ordinance No. 2024-12-4628**.*

New Business

City Clerk Parsons offered the following items for consideration:

City Manager Department

1. An Ordinance adopting the budgeted pay plan to become effective December 14, 2024.

Human Resources Director McFarland provided an explanation for the proposed pay plan to include adding a fifty-cent (\$0.50) pay adjustment to all regular employee positions. This amount is substituted for the COLA. Following the fifty-cent (\$0.50) pay adjustment, an increase Maximum (MAX) by five percent (5%) for each pay range based on employee performance merit.

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

*Roll Call Voting Yea: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Vice Mayor Beeson. Vice Mayor Beeson declared the motion approved; given **Ordinance No. 2024-12-4629**.*

Environmental Services Department

1. A Resolution authorizing the City of Arkansas City to enter into a contract with FTC Equipment to replace two pumps at the Edna Davis Lift Station, for an amount not to exceed \$13,410.00, excluding shipping.

Assistant Environmental Services Superintendent Blubaugh clarified that staff had originally taken the pumps in for repair but due to the amount of deterioration, it was advised that it would be more feasible to purchase new pumps.

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

*Voice Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Vice Mayor Beeson. Vice Mayor Beeson declared the motion approved; given **Resolution No. 2024-11-3665**.*

City Manager Updates & Reminders

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

1. Arkansas City was named one of four awarded the *Safe Streets and Roads for All (SS4A)* grant in the amount of \$240,000. This federally funded grant program is to aid in the development of a Safety Action Plan for our city streets. The city was also awarded the *Building Kansas Funding* grant by the state in the amount of \$57,000. These two grants together with \$3,000 in local funding brings a total of \$300,000 towards project funding.
2. 2025 Budget book has been prepared by Finance Director/Treasurer Waggoner and has been submitted to the Government Finance Officers Association (GFOA) for review. Each commissioner will receive a copy.
3. PEC project update handout and internal project update handouts provided to commissioners for review.

4. The City has completed its review of the cyber-attack incident and determined that no personal information was likely compromised. The City will continue to collaborate with external consultants to work towards closing out the investigation and prepare to install newly upgraded and more secure servers.
5. City staff requests a strategic planning retreat with elect officials early in the new year. This annual retreat will serve as a forum for discussing priorities and establishing a forward-looking vision for the City's future direction.

Executive Session

1. Recess into executive session for a period of ____ minutes to discuss a matter involving a nonelected city employee, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at ____ : ____ p.m.

Motion made by Vice Mayor Beeson, seconded by Commissioner Tweedy to recess into Executive Session a period of 10 minutes to discuss a matter involving a nonelected city employee, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the City Commission Chambers at 6:00 p.m. The voice vote was unanimous in favor of the motion.

City Attorney Larry Schwartz, City Manager Randy Frazer, Human Resources Director Marla McFarland and Fire Chief Cassaboom were also included in the closed meeting.

Vice Mayor Beeson called the regular commission meeting back into session at 6:00 PM.

2. Recess into executive session for a period of ____ minutes to discuss the prior acquisition of real estate, pursuant to K.S.A. 75-4319(b)(6), for the preliminary discussion of the acquisition of real property. The open meeting will resume in the Commission Chambers at ____ : ____ p.m. **(Voice Vote)**

Motion made by Commissioner Beeson, seconded by Commissioner Stover to recess into Executive Session a period of 5 minutes to discuss a matter involving a nonelected city employee pursuant to K.S.A. 75-4319(b)(1), which justifies discussion of personnel matters of nonelected personnel as private matters. The meeting will resume in the City Commission Chambers at 6:07 p.m. The voice vote was unanimous in favor of the motion.

City Attorney Larry Schwartz and City Manager Randy Frazer were included in the closed meeting.

Vice Mayor Beeson called the regular commission meeting back into session at 6:07 PM.

Adjournment

Motion made by Vice Mayor Beeson, seconded by Commissioner Stover to adjourn the meeting.

The voice vote was unanimous in favor of the motion. Vice Mayor Beeson declared the meeting adjourned.

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

(Seal)

ATTEST:

Chad Beeson, Vice Mayor

Tiffany Parsons, City Clerk

Prepared by:

Tiffany Parsons, City Clerk