



# City Commission Agenda Item

**Meeting Date:** October 5, 2021  
**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:

- **May 20** — Building Trades Board
- **August 16** — Historic Preservation Board
- **August 19** — Arkansas City Recreation Commission
- **August 19** — 2022 Tacolalah Executive Committee
- **August 23** — Northwest Community Center Advisory Board
- **August 26** — Beautification and Tree Advisory Board

**Approved for Agenda by:**

---

Randy Frazer, City Manager

City of Arkansas City  
Building Trades Board  
Minutes

Regular meeting held on Thursday, May 20, 2021 at 5:15 PM at the **Water Treatment Facility Conference Room**.

Meeting called to order at 5:15 PM.

Roll Call:

Mark Bartlett	<input checked="" type="checkbox"/>	Michael Kuhn	<input type="checkbox"/>	John Bahruth	<input type="checkbox"/>
Randy Smith	<input 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"/>

Jace Kennedy made the motion to approve the minutes and Chris Rains made the second. Voice vote carried the minutes.

1. Open Discussion

Michael Hunt discussed some things going on with Kansas Gas Service.

Mike Bellis let the board know that the next BTB meeting will be in September and the board had to meet a minimum of four times per year.

After discussions, Ken Miller made the motion to adjourn the meeting at 5:20 PM and Jace Kennedy made the second. Voice vote carried the motion.



# City of Arkansas City

## HISTORIC PRESERVATION BOARD MINUTES

---

Monday, August 16, 2021 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

---

### Call to Order

### Roll Call

Present: Kevin Cox, Foss Farrar, Charles Jennings

Absent: JW Lozano, Kayleigh Lawson

Staff present at roll call was Principal Planner Josh White and Public Information Officer Andrew Lawson  
Also present were applicants Jiancheng Li and Xiuzhen Ni.

### Consent Agenda

1. Meeting Minutes, **July 12, 2021 meeting.**

Cox made a motion to approve the July 12, 2021 meeting minutes as written. Jennings seconded the motion. Voice vote carried the motion.

2. Administrative Reviews

Cox made a motion to approve the administrative reviews as presented. Jennings seconded the motion. Voice vote carried the motion.

### Reviews

3. Review the proposed sign at 316 S Summit Street

White presented a report on the proposed sign. He noted the placement of the sign and the size was appropriate but the internal illumination was not recommended. He suggested removing the lighting and approving the sign. After discussion, the board felt that the sign would not detract from the district being lit. They noted there are other similar signs in the district and have been for more than 50 years. Farrar asked the applicants if the restaurant would be open in the evening. They indicated that they would be open in the evening. The board felt that the sign would need to be illuminated to encourage business in the evening hours and help the business succeed. Cox asked if the applicants preferred the sign be lit. The applicants did request the sign be lit. White noted there are precedents. Jennings worried we would be setting a continued precedent if approved. After discussion it was determined that this would be acceptable. Cox made a motion to approve the permit for a sign at 316 S Summit Street as proposed in accordance with K.S.A. 75-224. Jennings seconded the motion. Voice vote carried the motion.

### Other Items

Lawson briefly talked about the time capsule including best practices. He plans to do some Facebook promotion of it in September and plan to dedicate the capsule on Arkalalah Thursday but that's still tentative. Lawson and White noted that the Planning Commission will be discussing the Historic Preservation section of the Comprehensive Plan and would ask the board to review it and discuss it at their next meeting. He also noted

that the walking tour brochure needed to be finalized for a second printing. White said that the grant needed to be closed out by August 31 so any final changes would need to be submitted very soon. Visit Ark City will work to distribute them after that. White also talked briefly about the workshop he was attending that covered upstairs housing.

### **Adjournment**

Cox made a motion to adjourn. Jennings seconded the motion. Voice vote carried the motion. Farrar declared the meeting adjourned.

**Arkansas City Recreation Commission**  
**MINUTES OF REGULAR MEETING**

August 19, 2021 @ 7:00 a.m.

Arkansas City Recreation Center, 225 East 5<sup>th</sup> Ave – Arkansas City, Kansas 67005

Board Members Present: Mr. Jason O'Toole  
Mr. Dustin Quint  
Mrs. Sandra Davis

Board Members Absent: Mr. Andy Paton  
Mr. Dave Pontious

Staff Members Present: Mr. Landon West

Guests/Registrants Present: None

- 1) Call to Order: Approve the Agenda for Regular Meeting: Jason O'Toole called the meeting to order at 7:03 a.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 Sandra Davis to approve the minutes of the July meeting as submitted, seconded by Dustin Quint, motion passed.
- 3) Public Comment: None
- 4) Financial Reports: There was no discussion regarding financial reports. Motion to approve the financials as presented was made by Dustin Quint, seconded by Sandra Davis. Motion passed.
- 5) Consider Proposals & Bids:  
Directors and Officers Insurance is up for renewal. The increase in premium has gone up \$60 to a total of \$2,184 for 2021-2022. Discussion of the importance of having the coverage was unanimous. Jason O'Toole motioned to approve the proposal of Directors and Officers Insurance premium for \$2,184, seconded by Sandra Davis. Motion approved.  
Golf Appropriation of \$1000 was requested for summer use and instruction from Great Life Golf and Fitness of Arkansas City. We had a more participants this year in the July session and Landon will continue to evaluate additional opportunities to grow the clinics for next summer. Dustin Quint motioned to approve the appropriation of \$1,000 to Great Life Golf and Fitness, Sandra Davis seconded. Motion passed.  
Addendum to the Budget Planning Schedule due to the posting in the local paper for the wrong RNR & levy rate. Recreation commissions have never had to post their combined levy amounts in the published budgets before; general and employee benefit. Since there is a required 10 days published prior to holding the hearing a new RNR and Budget hearing date is necessary. After discussion, holding the hearings prior to the next regular scheduled ACRC Monthly meeting was the best time and date for members present. Sandra Davis motioned to approve an addendum to the Budget Planning Schedule for the Revenue Neutral Rate and Budget Hearings to be scheduled to begin Thursday, September 16<sup>th</sup> at 7am in the Meeting Room of the Arkansas City Recreation Commission, 225 E 5<sup>th</sup> Ave, Arkansas City, KS. Dustin Quint seconded, motion passed.
- 6) Review Superintendent report: Landon reported the ideas of planning a staff retreat for the full-time staff of ACRC. Dates and times to be set at a later date. There would not be plans of closing the office for this meeting. Float yo Boat event coming up this weekend, Aug. 22. 6 boats entered and look forward to hosting something from cardboard and duct tape. Should be a fun end-of-summer activity for the community where proceeds will go to scholarships for youth programing. Fishing Derby is coming up on September 11<sup>th</sup>. Arkalalah 2-Mile run coming up. Staff learning in preparations for the event.

Aquatics – Golden Tigers kicking off with Cowley College. Coop 2-3 times a week. Winfield swim team, Wellington swim team still utilizing the indoor. Mother Son Blitz will be October 16<sup>th</sup>. Deb Davidson was selected

for a 100% reimbursed trip to Nashville, TN for her to speak at the National Recreation Park and Association on the food program. Amazing honor and we're excited to have her representing ACRC.

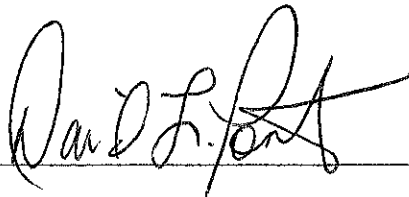
Sold the PFC leg extension and curl machines for \$500 to a patron. Which doubles the amount we would have received from Mid-State for the machines. We have included an WiFi extender for the use Aerobic Room and for Zumba usage for instruction and online capabilities.

Flag Football had low numbers and ended up cancelling the season. Tackle has just exploded with numbers making at least one team per grade. 2-teams for 1&2 grades this year. We will look to have a pre-season flag in future years to help condition and prepare for the tackle season and allow a flag season for those not interested in tackle. Fall soccer kicking off with around 200, cheer, gymnastics all things coming soon. Cornhole league trying for Monday's this time. Concessions are currently between the dow and the sports complex makes it hard to transport back and forth, may need more equipment to run fall events at both places. I would like to see more tournaments at the complex but will look to begin in spring.

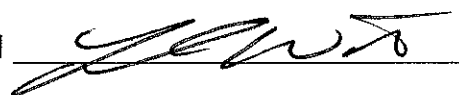
CONCO proposal of the south wall repair at \$56,000+. Still awaiting an engineer for the south wall. Expect to have an engineer in the next week. Hopeful for some findings.

Website upgrades are next priority. Looking to get staff moving to improve site and marketing options.

- 7) Adjournment: Dustin Quint made a motion to adjourn at 7:55am, seconded by Sandra Davis, motion passed.

Approval 

9-16-21

Approval 

9/16/21



# 2022 TACOLALAH COMMITTEE

MEETING: 12:10 PM THURSDAY, AUG. 19, 2021 @ WATER TREATMENT PLANT

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

## 1. Approve minutes of the June 17, 2021, executive committee meeting.

Motion: **Charles Tweedy**      Second: **Tammy Lanman-Henderson**      Vote: **5-0**

## 2. Approve minutes of the July 15, 2021, executive committee meeting.

Motion: **Charles Tweedy**      Second: **Candace Hendricks**      Vote: **5-0**

## 3. Approve minutes of the July 29, 2021, executive committee meeting.

Motion: **Candace Hendricks**      Second: **Charles Tweedy**      Vote: **5-0**

## 4. Approve Tacolalah Festival financial report as of July 31, 2021.

Gary Hale joined the meeting in progress at **12:36 p.m.** and left the meeting at **1:04 p.m.**

Motion: **Charles Tweedy**      Second: **Tammy Lanman-Henderson**      Vote: **6-0**

## 5. Nominate At-Large Member for Tacolalah Executive Committee:

This item was tabled until the **September 16** meeting so Visit Ark City can select its delegate.

## 6. Nominate Executive Officers (Chair, Vice Chair, Secretary, Treasurer):

This item was tabled until the **September 16** meeting so Visit Ark City can select its delegate.



### **7. Set Dates/Times for Future Meetings:**

This item was tabled until **September 16** so Visit Ark City can select its new delegate and the Committee can select its at-large member. Noon meetings won't work for Melissa this semester.

### **8. Review/Revise Tacolalah Festival Bylaws and Policies?**

This item was tabled until the **September 16** meeting so Visit Ark City can select its delegate and the new Visit Ark City director can get settled in as Pam's replacement as our Fiscal Agent.

### **9. Discuss Establishing Subcommittees:**

This item was tabled until the **September 16** meeting so Visit Ark City can select its delegate.

### **10. Arkalalah Festival-Related Items:**

Andrew said Tasha Bucher and the Arkalalah Committee are interested in coordinating spring events in 2022, possibly to include integrating Halfalalah in a two-day Tacolalah Festival event.

There is some interest among the Committee, but serious discussions likely won't occur until **November** after Arkalalah is over. The Committee wants to participate in Arkalalah Big Parade.

Andrew asked about a logo contest, but the Committee voted to let Liz redesign the existing logo with the 2022 date and fewer colors. The hope is to unveil it **October 30** in the Big Parade.

Motion: **Tammy Lanman-Henderson**      Second: **Charles Tweedy**      Vote: **4-0** (Liz abstains)

### **11. Other Miscellaneous Items:**

Andrew updated the Committee on his search for dedicated storage space at Wilson Park. He asked for help with next month's presentation to the V.J. Wilkins Foundation. Charles, Debbie, Pam and Tammy all volunteered to participate in this. We will ask them for seed funds for 2022.

Debbie has already re-booked most of the 2021 entertainers for next year. Preliminary costs are **\$1,000** for DJ Bobie Baker, **\$200** for Biscuit, **\$2,600** for all returning cultural entertainers and possibly **\$500-600** for a second mariachi band. There's a female singer who would be **\$180/hour**.

**12. Adjourned at 1:26 p.m.** Motion: **Charles Tweedy** Second: **Candace Hendricks** Vote: **5-0**

**NEXT MEETING: 1 P.M. THURSDAY, SEPT. 16, 2021 @ 400 W. MADISON AVE.**



**NORTHWEST COMMUNITY CENTER ADVISORY BOARD MINUTES FOR August 23<sup>rd</sup> 2021.**

**Board of Directors present: Jackie Barnett, Felipe Escalante and Gary Hale. NWCC Director Cindy Bennett, along with Public Information Officer Andrew Lawson, was also in attendance.**

**After reading the minutes: Gary Hale motion with Jackie Barnett 2<sup>nd</sup> with Felipe Escalante noting the correction 2Gs to 50 megabytes. Also Wii being spelled with two I's instead of one.**

**Cindy reported:**

- 1. Asked Harrison Taylor if he was interested in becoming a board member at NWCC. He declined, saying he already was on many boards.**
- 2. Gary Hale took cans that have been saved to the Boy Scouts to help with their trips and supplies.**
- 3. Still in process of obtaining library chair replacements.**
- 4. Working on getting new faucet and new sprayer for the kitchen.**
- 5. Gary Hale recommended a 5<sup>th</sup> member for our board. He will be talking to that person soon.**
- 6. Asked if it was OK with everyone if she moved next Board Meeting to Thursday, Sept. 23<sup>rd</sup> at 4 p.m. Everyone agreed it would be OK.**
- 7. Working on replacing all lights to LED.**

**The Board asks:**

- 1. Gary Hale recommended having contracts in Spanish to help with the understanding of what is expected of the renters. Also, all renters will be provided with a checklist for renters to follow.**
- 2. Gary Hale also recommended only painters tape be used on the walls.**
- 3. Gary Hale recommended cameras for NWCC, inside and outside.**

- 4. Recommended replacing overdue router on computer system to help with the internet, which we seem to be having more problems with since the upgrade. Matt Metzinger has it on his list to replace the router.**
- 5. Felipe Escalante suggested going to only one WiFi password instead of two.**
- 6. Jackie Barnett and Gary Hale said they would come to NWCC to help if needed, just to let them know. They are retired now but are not slowing down any.**

**Felipe Escalante motioned to adjourn, with Gary Hale 2<sup>nd</sup>.**

**Next Meeting Thursday Sept. 23<sup>rd</sup> at 4 p.m.**

**Arkansas City Beautification and Tree Advisory Board**  
8/26/21 Minutes

A regular meeting was held **Thursday, August 26, 2021**, at Walnut Park. The meeting was called to order at **4:05 p.m.**

Roll Call:

**Board Members**

Robin Henderson   
Candace Hendricks   
Nancy Holman   
Paisley Howerton   
Harrison Taylor

**Staff Liaisons**

Mike Bellis   
Randy Frazer   
Evan Haney   
Andrew Lawson   
Tony Tapia   
Josh White

**0. Approve July Meeting Minutes:**

Paisley made a motion to approve the minutes of the **July 22, 2021**, regular meeting as presented. Harrison seconded the motion. The motion was approved **4-0** on a voice vote. Guests attending were **Angela Bruce, Jan Miller** and **Julie Swanson**.

**1. ACPL Solar-Powered Charging Stations Update:**

Andrew said the library did receive the grant and is waiting for a company to remove the shrubs so the City can pour concrete and install the new tables then they arrive. These new stations will be a nice community addition just in time for Arkalalah!

**2. Adoption Request: *Walnut Park* (Jan Miller)**

Andrew put a rough sketch drawing in the packet, but plans are been finalized yet. Jan Miller wants to install a picnic table and shelter in the center of Walnut Park in honor of her late husband, former City public works superintendent Jim Miller.

Angie Bruce said her mother, Carlla Pike, couldn't attend, but has been working with her crews on the design. After some extended discussion, City staff recommended installing either an 8x8x8 or 10x10x10 octagonal or rectangular pad.

Mike said Tony has identified a possible location. Jan is hoping the City will donate the concrete at an estimated \$500 cost.

**3. Adoption Update: *Knebler Pond* (WVDGA)**

Andrew hasn't had a recent update, but all of the baskets are in now and play has started. There were some neighbor issues.

**4. Adoption Update: *Wilson Park* (Docking Garden) / **Pollinator Project Report****

The proposed adoption was removed from the City Commission agenda. Board members were referred to the City Manager.

**5. Approve Fall Cleanup Day and Citywide Pickup Week Flyers:**

This year's event will focus on cleaning and assessing the condition of downtown-area sidewalks. It will be held **October 9**.

**6. Review ADA Transition Plan: *Walnut Park***

Andrew, Harrison and Mike toured the park after the meeting. The restrooms and at least one picnic area need ADA work.

**7. Set Times for Future Meetings?**

The **4 p.m.** meeting time does not work Parks & Facilities staff and it won't work for Candace this fall, either. No action was taken at this meeting and Andrew will try to poll members individually to see what times would work best for a new time.

**8. Other Miscellaneous Items:**

The next meeting of the 2022 Tacolalah Executive Committee will be at **1 p.m. Sept. 16** at the Water Treatment Facility.

The V.J. Wilkins Foundation board members will be making a community visit to Arkansas City on the week of **Sept. 12**.

Paisley made a motion to adjourn the meeting. Robin seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **5:09 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. Sept. 23, 2021**.