



City Commission Agenda Item

Meeting Date: July 6, 2021
From: Andrew Lawson, Public Information Officer
Item: City Advisory Board Reports

Purpose:

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 10 — Arkansas City Public Library Board of Trustees
- May 13 — Visit Ark City Board of Trustees
- May 13 — Equal Opportunity and Accessibility Advisory Board
- May 17 — Historic Preservation Board
- May 20 — Arkansas City Recreation Commission
- June 3 — 2021 Tacolalah Executive Committee
- June 3 — Beautification and Tree Advisory Board

Approved for Agenda by:

A handwritten signature in black ink, appearing to read "Randy Frazer", is written over a horizontal line.

Randy Frazer, City Manager

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – May 10, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, April 12, 2021, at 7:00 p.m. via Zoom.

MEMBERS PRESENT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Duane Oestmann, City Commissioner, ex-officio | <input checked="" type="checkbox"/> Kayleigh Lawson, <i>President</i> |
| <input checked="" type="checkbox"/> Shawna Allison, <i>Vice President</i> | <input type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input checked="" type="checkbox"/> Emily Mitton, <i>Secretary</i> |
| <input checked="" type="checkbox"/> Mitch Reichle, <i>Treasurer</i> | |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:01 p.m.

Guest, Lindsay Wilke, gave a presentation about the USD 470 Early Literacy Initiative and its cooperation with the library.

Motion by Allison to approve the April meeting minutes. Second by Oestmann. Approved unanimously.

Motion by Colston to approve the April 2021 Treasurer Reports. Second by Allison. Approved unanimously. The April 2021 report shows that we have total assets of \$477,257.03 (\$2,085.44 in current liabilities, \$153,562.60 in the operating fund and \$321,303.04 in the capital improvement fund). We have accepted 61% of our anticipated receipts and expended 27% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

There was discussion about the possibility of a mobile library.

Motion by Colston to adjourn the meeting. Second by Oestmann. Approved unanimously. With there being no further business, the meeting concluded at 7:54 p.m.

Director's Report

Personnel:

- Erin Sitsler is working as the evening shift clerk, and Kyle switched to the temporary summer clerk position.
- Elena Woodburn is the library's new intern. Her position is paid for by the USD 470 Early Literacy Initiative. The position was originally meant to be an AmeriCorps VISTA position, but that didn't work out. She will work on StoryWalk programming, additional storytime programs, research for a mobile library, and on the Little Free Libraries project.
- We have two Upward Bound volunteers this summer. They are working on straightening, series labels, and simple cleaning.

Facilities & Grounds:

- I have contacted a painter in Wichita (Paint Wichita) that does lead abatement. A rough estimate based on pictures that were sent was \$1700-\$2100, which is around the price I expected. An in-person estimate will give us something more accurate.
- We had another grievance about our flower beds. We may need to discuss several options for addressing this.

Budget/Finance:

- I attended the Budget Hearing at the Commissioner Work Study on Friday, May 14 virtually, as it was an option offered to presenters, and I thought it best to have the ability to multitask since we had recently opened the building, and I was preparing for Summer Reading.

Collection/Circulation:

- Nothing new to report.

Special Projects / Grants:

- We are working with Robin Henderson on the Juneteenth event she's planning. She will have a pop-up storywalk on location (Lovie Watson Park), and the event will raise funds for a permanent StoryWalk.
- Lindsay Wilke, Elena Woodburn, and I visited with the Beautification Board about the StoryWalks and the Little Free Libraries.

Technology:

- SCKLS installed a new WiFi Access Point. Service for the old one was discontinued. They also helped us set up the Useful system.
- After working through a few issues (authentication & site blocking), we finally have Useful up and running.

Programming:

- Summer Reading is ongoing & busy!

Public Relations:

- Facebook: 1,746 Page Likes; 1,838 Followers; 286 Page Views; 5,730 Post Reach; 894 Post Engagements
- Website:
 - Main Page: 324 Views (128 Desktop, 184 Mobile, 10 Tablet, 2 Other); 229 Clicks
 - Kids Page: 44 Views, 58 Clicks
- Marketing: Facebook boosts; CourierTraveler ads

SCKLS/State Library:

- The State Library will be using the Institute of Museum and Library Services ARPA funding to award project grants to public libraries in Kansas of up to \$25,000. More information is attached, and we may need to consider a special board meeting before September's strategic planning session.

Gifts, Memorials, and Other:

- Nothing new to report.

Submitted by:

Mendy Pfannenstiel, Director
June 2021

Minutes submitted by Chelsey Chattham

Treasurer Report

Pam- 43,000 Transient Guest Tax

Year 75,000

Breezeway 5,000

Arty Hicks moved to approved the financials, Kanyon Gingher and Carlla Pike seconded

Toy Train Show

Pam-400 People \$5 per person

Vendors did great and Show is already book for next year.

Thank you, Pizza Ranch for donating pizza

Oklahoma Free Wheel

June 12th 10am-1:30pm

Pam—Ending race in Ark City, comes down Summit and end at City Hall. There will be 300 bikers.

VAC will provide a welcome tent- Bottle water and info out Ark City

Grinderman, Steamy Joes and A little Taste. Help feed them.

Carlla Pike-Suggested Bricks also.

RT #3 Junk Fest

June 12th

Pam-Feeding Vendors- Location Tracy Pingry

VAC-Help Serve

Cowley Indoor Markets

Every first Wednesday of the month-Booth display promoting VAC & Prize drawing.

Model T Touring

August 27th-29th

1st- Museum tour by Sandy Randel

2nd- Burford & Downtown walking tour

3rd-Wheat State Winery Co. (music, snacks, wine tasting)

Afternoon-Need plans

Evening-Dinner at Pam's

Sunday-Henry's Candy Co. Dexter KS

Sudden Opportunity Grant

Pam-Eagles Scout Badge- Christopher and Mitchell Gingher

Redo the underpass on Madison St. (paint and lights)

Asking 1,400- Lighting and Conduit

They have it all planned out and everyone is on board.

(City entities, volunteers, paint, police dept.)

Arty and Pam- Come back and speak about the Grant process.

Arty, Shannon and Carlla- Second

150 years Celebration

Pam-Tacoalalah July 17th

Merch Booth- Token Location

3 people each shift-Carlla can help

Arty- Hospital host a Buddy Hendricks Memorial Poker Run

End race at Wilson Park(1pmish)-Announce winner at Tacoalalah

Each board member will get a 150th Shirt and new VAC shirt. Need sizes.

Budget

Everyone approved

Arkansas City Equal Opportunity and Accessibility Advisory Board
5/13/21 Minutes

A regular meeting was held **Thursday, May 13, 2021**, at the Water Treatment Facility. The meeting was called to order at **4:03 p.m.**

Roll Call:

Board Members

Bob Baker	<input checked="" type="checkbox"/>
Ethan Bartlett	<input checked="" type="checkbox"/>
JoAnn Bierle	<input checked="" type="checkbox"/>
James Fry	<input checked="" type="checkbox"/>
Anita Judd-Jenkins	<input checked="" type="checkbox"/>
Tammy Lanman-Henderson	<input checked="" type="checkbox"/>
Frances "Rags" Smith	<input checked="" type="checkbox"/>

Staff Liaisons

Mike Bellis	<input checked="" type="checkbox"/>
Mike Crandall	<input checked="" type="checkbox"/>
Randy Frazer	<input checked="" type="checkbox"/>
Evan Haney	<input checked="" type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Marla McFarland	<input type="checkbox"/>
Josh White	<input checked="" type="checkbox"/>

1. Approve February Regular Meeting Minutes:

JoAnn made a motion to approve the minutes of the **April 8, 2021**, regular meeting as written. Rags seconded the motion, which was approved **5-0** on a voice vote. (Ethan joined the meeting in progress at **4:04 p.m.** and Bob joined at **4:24 p.m.**)

2. Budgeting Survey Results (FlashVote):

Andrew presented the results of the second FlashVote survey and said staff still was not really surprised by any of the results. There were **122** respondents, or roughly 1 out of every 100 Arkansas City residents, for a margin of error of **±9 percent**.

He said staff would be meeting with TranSystems on **May 14** to negotiate a scope of work for a Master Transportation Plan.

3. Final Housing Assessment Tool Discussion:

Andrew introduced several special guests to the Board: Mike Crandall, Linda Misasi, Ron Niday, Landon West and James Cox, a Wichita State University student who is assisting the City with completing its Housing Assessment Tool (HAT).

Linda explained the role and purpose of the Cowley County CDDO (Community Developmental Disabilities Organization), which is one of 27 CDDOs through Kansas. As director, she oversees the CDDO's housing and resource assistance services.

She said the current average wait for services is **nine years, 11 months**, so parents of I/DD children should begin the process as soon as possible. To facilitate this, she is working with schools and other entities to raise the education level about this.

The CDDO contracts with 17 direct providers, including **Mosaic** (which is overseen by Ron, who called in to the meeting), **Twin Rivers** (Lara McGrew), **Capper Foundation** (Mike Jones/Kathy Stempler) and **SouthWinds ResCare** (Crystal Irvin).

Mike Crandall explained what the Cowley County Council on Aging does (he is an Ark City representative). It is not involved in housing, like the South Central Kansas Area Agency on Aging, but he is heavily involved as a Meals on Wheels volunteer.

James Cox asked several questions and led a group discussion for the HAT report. In addition to the Board, Linda, Ron and Recreation Commission superintendent Landon West participated in this discussion. Ron explained how COVID has impacted Mosaic. He and Linda identified cost and accessibility as big problems for their constituents in housing. Randy said the CDBG grant that the City will be applying for soon can be used, in some instances, to make needed ADA improvements.

4. Comprehensive Plan Discussion:

Andrew said the Planning Commission will be continuing its discussion of **Chapter 5**, "Parks and Recreation," and asked the Board if they had any comments or questions. Much of this discussion was tabled until the **June 10** meeting, which the Board decided to hold at the **Arkansas City Recreation Center** (with Landon's consent) so as to see the ACRC facilities firsthand.

5. Tacolalah Executive Committee Report:

The next Tacolalah Executive Committee meetings will be at **noon May 20** and **noon June 3** at the Water Treatment Facility.

6. Other Miscellaneous Items:

There was an extended discussion of ADA needs identified by this Board that still need to be addressed by the City. Andrew showed the Board a webpage on the new City website that outlines all of the ADA accessibility features that are available.

Andrew asked if there was any further discussion about redesigning the Fair Housing flier, which he hopes to do in **June**.

Andrew said Capt. Eric Burr, interim chief of the Arkansas City Police Department, will visit with the Board on **June 10**.

Anita made a motion to adjourn the meeting. James seconded the motion, which was approved **7-0** on a voice vote. The meeting was adjourned at **5:20 p.m.** The next meeting of the Equal Opportunity and Accessibility Advisory Board will be at **4 p.m. June 10, 2021**.

The meeting was called to order at 5:30 pm.

Roll Call: Kevin Cox [] Foss Farrar [] Charles Jennings [] Kayleigh Lawson [] JW Lozano []

Also present at roll call was Principal Planner Josh White and Public Information Officer Andrew Lawson

1. Consent Agenda

K. Lawson made a motion to approve the meeting March 15, 2021 meeting minutes as written. Jennings seconded the motion. Voice vote carried the motion.

2. Walking Tour Update

Farrar is working around to the west side of Summit St up to the 200 block South. He requested that somebody assist him by doing the 100 block South. K. Lawson is working on the final layout for the brochure and has current content through today. A. Lawson said we want all work completed by next meeting on June 21. We'll finalize then and then compete the final version for printing immediately afterward. The board discussed and removed several listings that didn't quite meet the intent of the brochure on the West side of the 200 block South.

3. Other Items

White gave a report on the Old Traveler Building 117-119 W 5th Ave. It is in danger of collapse and the parking lot to the east has been roped off. A structural analysis is pending. Anita Judd-Jenkins told K. Lawson that that she is interested in organizing reenactors for the 150th Celebration.

Adjournment:

K. Lawson made a motion to adjourn the meeting. Jennings seconded the motion. Voice vote carried the motion. Meeting adjourned at 6:30 p.m.

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

May 20, 2021 @ 7:00 a.m.

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

Board Members Present: Mr. Jason O'Toole
 Mr. Andy Paton
 Mr. Dustin Quint
 Mr. Dave Pontious
 Mrs. Sandra Davis

Board Members Absent: None

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

Guests/Registrants Present: None

- 1) Call to Order: Approve the Agenda for Regular Meeting: Andy Paton called the meeting to order at 7:00 a.m. Motion was made by Sandra Davis to approve the agenda as posted; seconded by Jason O'Toole motion passed.
- 2) Approve the Minutes of the Previous Meeting: Motion was made by Andy Paton to approve the minutes of the April meeting as submitted, seconded by Dustin Quint, motion passed.
- 3) Public Comment: None
- 4) Financial Reports: There was a line item for a new pitching mound in the financial report. All Board members were in approval of the purchase. Andy Paton made a motion to approve the Financial Report as presented. Seconded by Sandra Davis. Motion Passed.
- 5) Consider Proposals & Bids:

South Gym Roof: After locating some moisture in the bathroom of the south gym we were able to see water leaks coming from the roof. This problem is mainly in the area between the men's and women's bathrooms. ACRC reached out to two vendors for bids. Mahaney bid for seam repair, roof membrane and penetration points, and counter flashing. Bid total came to \$3,675.00. Thompson Construction was also contacted for a bid. Their bid was to seal around penetration points to prevent further leaks. Thompson's bid came to \$375.00. The board decided to acquire more bids from local roofers since the two bids that were obtained were for different repairs and vastly different amounts. Board suggested getting a bid from Bloyer & Sons Roofing and AC Roofing. Also, to look into benefits of patching vs. replacement, to look at the life of the roof compared to the life of the repairs we want to make. The board stated that as other bids come in, they can be sent and approved via e-mail.

South Gym Bathroom: The walls between the men and women's restrooms have softened due to the moisture from the roof leaks. The OSB board dividing the bathrooms has softened on the wall and on some of the ceiling of the restrooms. During inspection it was found that termites are present due to the moisture and food present. Pestmasters Aid-X has been notified and will return with another treatment once the roof leak and damage have been repaired. ACRC had contacted two places to do the repair work. Handyman Services bid came in at \$4,800. He had stated he bid the job high due to current lumber prices. Ace Construction had not sent in their bid at the time of this meeting. The board decided that we need to postpone bathroom repairs until the roof has been fixed due to continued leaks and the possibility of additional termite damage.

PFC HVAC: It was found that one of the air conditioners units has gone out and needs replacement. During a recent service it was noted that both units are of the same age and the other compressor is also in need of repair. One furnace is 19 years old, and we requested replacement cost be included in the bids. With both units the same age we are looking to replace both. Two bids were provided to the board: Ark City Service: \$7,850.00 for compressors, \$1,00 for the furnace. Total Bid: \$9,650. Waldorf Riley \$9,580 for both compressors, add \$1,620 for the Furnace. Total Bid \$11,200. The Board suggested getting bids from all local entities before moving forward. John's Heating and Air has always been an active sponsor for youth sports and giving them a chance at the bid only seems fair. The Board also noted that this bid can be submitted via e-mail and voted on due to the urgency as well.

PFC Leg Ext and Curl Machine: The ACRC PFC has one leg extension and one leg curl machine. The manufacturer is no longer existing. Parts of these machines are costly and difficult to come by. A new machine would combine the two and create additional space in the PFC. We propose to purchase a leg extension/curl machine from Mid-States Fitness Equipment for the cost of \$3600. Sandra Davis motioned to approve this purchase, Andy Paton Seconded; Motion passed.

C Dow Complex West Sprinklers: ACRC is nearing completion of the sprinkler project at the Dow Sports Complex. After locating all the valves and lines, Boxman Lawn Service has provided an estimate to put the NW and SW fields into one system. Boxman will also do the winterizing and blow outs each year. Last year for that service they charged around \$200. The bid for the combination of field systems was \$2,304.90. If additional valves are found to be necessary, they will be \$130. Andy Paton motioned to accept this bid, Seconded by Sandra Davis. Motion passed.

Budget Planning RNR: Budget hearing with the board June 9th. Look at exacts and begin planning budget estimate. Andy Paton motioned to approve this meeting. Sandra Davis seconded. Motion passed.

- 6) Review Superintendent report: Landon's report to the board included the following:

FAC Summer programs are planned, and registration has started. One more Lifeguard training class is scheduled for June 1st and 2nd. As of now we are about 10 Lifeguards short, but all other positions have been filled. Work at PPP has started with painting and filling the pool with water. The pumps are also on and circulating. With the current economy it has been troublesome finding people to work the hours we need them to. With school ending late the pool is scheduled to open June 5th. IYQ camp is coming together, and activities are being planned for both IYQ and the PPP. IYQ training will be May 27th.

The Physical Fitness Center is looking to purchase a Precor Leg Extension/Curl machine before the year end. Both current machines need extensive work done to them and combining the two will be cost effective and provide more space in the gym. Silver Sneakers has started up again with a small turnout, but attendance is expected to grow. The PFC was recognized as one of the Favorite Gyms in Cowley County.

Currently we have registrations going on for IYQ, Gymnastics, Swim Lessons, Golf, Tennis, Volleyball, Football and Volleyball and Basketball Camps. Baseball games kick off this week with the opening tournament Friday night and Saturday morning. We ended up with 25 baseball teams this season. Softball games will start after Memorial Day and end the week before the 4th of July. Due to registration numbers we had to make some changes to the age divisions for the older teams and so we have an 11U and a 15U division. We have a total of 18 teams in the Softball league. Our first basketball camp is June 28-30th with Kevin Washington for grades 3-12. A Corn Hole league is in the works and hoping to get it squeezed in for a quick June session on Thursdays at the American Legion.

The trench between the North and South buildings is still not what we are wanting it to look like. Landon has called CONCO and they are also not pleased with how it looks. They have said they will return to set anchors and fix the issues.

Swing for the Ring May '21 was not as big as we would have liked with only 6 total teams playing. We did a 9U and 10U age division tournament that was unfortunately cancelled Sunday due to the rain. We had more teams originally, but some backed out and with those the other age divisions did not make. However, the tournament was successful overall, and the venue was praised multiple times from all teams. The week following there had been multiple calls with interest in the June tournament. We are needing to bring back some good will that was lost in years past due to early cancellation calls and other things. We are pushing for a bigger and better June tournament!

We are opening a Full-time position for Aquatics Assistant to help relieve Deb. We are working on getting the job description finalized and posted as soon as possible.

- 7) Executive Session: At 8:03am Jason made a motion to go into Executive Session for 15 minutes, Sandra Davis Seconded. Upon return from Executive Session it was concluded that ACRC would cover 100% of choice health insurance coverage of the Superintendent Landon West.
- 8) Adjournment: Sandra Davis made a motion to adjourn at 8:19 am, seconded by Dustin Quint, motion passed.



2021 TACOLALAH COMMITTEE

MEETING: 12:13 PM THURSDAY, JUNE 3, 2021 @ WATER TREATMENT PLANT

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

1. Approve minutes of the May 20, 2021, executive committee meeting.

Motion: **Charles Tweedy** Second: **Kelly Dillner** Vote: **4-0**

Melissa joined the meeting in progress at **12:21 p.m.** Kelly later left the meeting at **12:54 p.m.**

2. Subcommittee Reports:

- **Arts and Crafts** — Amy Lawson, Nancy Holman, Rags Smith
 - *Report:* Purchasing supplies and planning activities, each member plans 2 activities
- **Beer and Margarita Garden** — Andrew, Shannon Martin, Ark City Area Arts Council
 - *Report:* Andrew will meet next week with Shannon Martin to finalize the site layout
 - The City Commission will consider the ordinance request at its **June 15** meeting
- **Color Run** — Candace, Gage Musson, Landon West
 - *Report:* Andrew, Candace and Landon will meet with Eric Burr after this meeting
 - Once he “blesses” the Summit Street closure, special event permit will be submitted
- **Cultural/Dancing/Entertainment/Music (CDEM)** — Andrew, Bobie Baker, Debbie
 - *Report:* Andrew showed the committee a draft of the Tacolalah events poster
 - All the bands are pretty much set. Bobie Baker will DJ/karaoke from **6 to 10 p.m.**
 - Both Across the Pond and Dalton City Limits fell through. Galindos still possible...
- **Games and Activities** — Candace, Gage Musson, Landon West, Ron Smith, Zach Stoy
 - The bounce houses are reserved, but still working on insurance-related issues...
 - Debbie brought four piñatas she decorated; Andrew will buy the candy at Costco
- **Merchandise** — Pam, Visit Ark City Board of Trustees



- The plan for now is to run credit cards only at the Optimist trailer, not the VAC tent
- **Outdoor Market** — Kelly, 4 Friends LLC
 - *Report:* Andrew and Kelly will have to work together closely on the market layout
 - She has many more vendors signed up this year than the 21 she had in 2019
- **Social Media and Website** — Andrew, Kayleigh Lawson
 - All of the vendors have been or will be promoted on the Facebook page and website.
- **Sponsorships** — Andrew, Candace, Mairi Baker, Pam
 - *1 \$2,000 Presenting Sponsor Secured:* United Agency
 - *9 \$500 T-Shirt Sponsors Secured:* 1025 The River (*in-kind*), Arkansas City Recreation Commission, BHHS PenFed Realty, Optimist Club (*in-kind*), Pizza Ranch, RCB Bank, Union State Bank, Visit Ark City, Zeller Motors
 - *5 \$250 Friends of Tacolalah Secured:* JC’s Liquor (*Koozie Sponsor*), Rindt-Erdman Funeral Home, SCK Health, The Stock Exchange Bank, Woods Lumber (*in-kind*)
 - *Remaining \$250 Targets:* 7 Clans Casino, Ark Valley Credit Union, Community National Bank, Edward Jones, El Maguey, Evergy, Farm Bureau, General Electric IUE-CWA, Greendoor, KanPak, La Fiesta, MidAmerican Credit Union, Munson Insurance, Native Lights Casino, Property Shop, Skyline, Summit Realty, Walmart
 - Mairi is making another round of calls this week and next for more \$250 Friends
- **Token Trailer** — Andrew, Gary, Optimist Club of Arkansas City
 - Andrew and 3 other Optimist board members met with the Soroptimists on **June 2**
 - Still details to work out, but the 2 sides will be kept independent from each other
 - Soroptimists will staff food windows and only help with tokens if enough volunteer
 - Andrew pretty much needs to be in that trailer in order to oversee token transfers
- **Vendors** — Andrew, Kelly (Outdoor Market), Licia Baker, Tammy Lanman-Henderson
 - *Task:* Continue to reach out to and sign up food and Outdoor Market vendors
 - *Task:* Visit with each committed vendor to determine their specific electrical needs
 - *12 Signed Up:* There’s No Taste Like Home, This or That Food Truck, Yolanda’s Homemade Tamales, Snowie Bus, Scout Troop #328, Okie Dokie Express, A Little Taste, The Rollin Chef Diner & Catering Too, Tienda Mary, Los Antojos de “Tita”, Optimist Club of Arkansas City, Neives’ Mexican Food Truck
 - *Remaining Targets:* 1st Assembly of God, 3 Critters BBQ, Big-N-Small, Griselda Gutierrez, Isabel Rodriguez, Kona Ice, Martha Moreno, Melanie Vazquez
- **Volunteers** — Andrew, Gary, Liz, Pam
 - *Tasks:* Continue to recruit volunteers and send link to web form; schedule shifts
 - *Report:* Currently only **21** volunteers signed up; committee members need to do this
 - *Schedule:* Andrew showed the draft schedule as it currently stands, including gaps
 - *Training:* Andrew will host in Pam’s office from **5 to 8 p.m. Wednesday, July 14**



3. Other Miscellaneous Items:

Kelly said she will plan to commence a blitz of radio advertising time starting around **June 17**.

Andrew said concrete will not be done in time for the event. He is planning to have a food court behind the rotunda and Mike Bellis will get all the wiring in place beforehand for food trucks.

Some food trucks may need to be up on Birch Avenue, especially if they can run off generators.

Home vendors will still be around the rotunda to the northeast and southeast. The old tennis courts area could be added to the beer garden or just left fenced off. The beer garden will encompass about half of the rotunda and the other half will be blocked off for large dance groups.

Andrew is currently thinking the Optimist trailer will be north of the tennis courts and Visit Ark City's merchandise tent will be northeast of the rotunda. The alley will be blocked at both ends.

We discussed possibly blocking Summit Street east of the park for market drop-off. This may or may not be possible, depending on the feedback from Capt. Burr regarding the larger closure.

Kelly suggested buying signage to explain the token process. Andrew budgeted **\$1,000** for now.

The Optimist Club has been approached about honoring vouchers that could be given out to the dancers rather than tokens. This will be voted on at a future club meeting. More to come on this...

8. Adjourned at 1:11 p.m. Motion: Candace Hendricks Second: Gary Hale Vote: 4-0

NEXT MEETING: NOON THURSDAY, JUNE 17, 2021 @ 400 W. MADISON AVE.

Arkansas City Beautification and Tree Advisory Board
6/3/21 Minutes

A rescheduled regular meeting was held **Thursday, June 3, 2021**, at Pershing Park. The meeting was called to order at **4:04 p.m.**

Roll Call:

Board Members

Robin Henderson	<input checked="" type="checkbox"/>
Candace Hendricks	<input checked="" type="checkbox"/>
Nancy Holman	<input type="checkbox"/>
Paisley Howerton	<input type="checkbox"/>
Harrison Taylor	<input checked="" type="checkbox"/>

Staff Liaisons

Mike Bellis	<input type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Evan Haney	<input type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Tony Tapia	<input type="checkbox"/>
Josh White	<input checked="" type="checkbox"/>

1. Approve April Meeting Minutes:

Candace made a motion to approve the minutes of the **April 22, 2021**, regular meeting as presented. Harrison seconded the motion. The motion was approved **3-0** on a voice vote.

Equal Opportunity and Accessibility Advisory Board members in attendance were **JoAnn Bierle, Anita Judd-Jenkins** and **Tammy Lanman-Henderson**. Also present were guests **Mendy Pfannenstiel, Lindsay Wilke** and **Elena Woodburn**.

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

Andrew hasn't had a recent update, but thinks the course design is in progress. He will try to have more of an update in **June**.

3. Poplar Fitness Trail & StoryWalk Signage:

Andrew introduced Lindsey, who helped to get the new Poplar Trail StoryWalk up and running through a grant as part of her Early Literacy Initiative at USD 470. As library director, Mendy helps to maintain it and Elena is assisting her as an intern.

Robin talked about her Juneteenth event on June 19 in Lovie Watson Park, which will feature a "pop-up" StoryWalk. She is using it as a demonstration project to help to raise funds for a permanent StoryWalk around the 1/16-mile trail in the park.

A previous location discussed for the next StoryWalk was always the trail at Veterans Memorial Lake, but Andrew said he thinks Lovie Watson Park might be a better fit now that the senior housing project has been built at Lake View Estates.

Lindsey showed some possible designs for a sign on Kansas Avenue to promote and guide people to Poplar Trail. Andrew said he would like the Board's input on the design, but the City can print these signs. The Board provided some feedback.

4. Possible Little Free Library Locations:

As for Little Free Libraries, Lindsay is reaching out to local organizations to help sponsor these. The public library will "adopt" one of them and Elena will help with maintain the others. Possible locations include Ben Givens City Center Park, Paris Park, Pershing Park and Wilson Park. There are existing LFLs at City Hall and the Northwest Community Center.

Andrew said these last two have not been well stocked and maintained of late. He asked if the sponsoring organizations or Elena can move them around depending on usage rates. One possible location to move to may be the Senior Citizens Center.

5. Review ADA Transition Plan: *Pershing Park*

The Boards reviewed the ADA Transition Plan recommendations for Pershing Park. Like many other parks, it was flagged for lack of curb ramps and some insufficient ADA access to and within the playgrounds. There are parking issues. While the Porta-Potty is not ADA accessible, there is a planned project in the future to build ADA-accessible restrooms at this park.

6. Comprehensive Plan Discussion:

Andrew said **Chapter 5**, "Parks, Recreation, and Natural and Historical Resources," will be the main topic for the Board for the next one to two meetings. It will be split into two chapters. He gave a brief overview of Natural and Historical Resources.

He asked the Board to read through the Recreation section prior to the **June 24** meeting so they will be prepared for further discussion with ACRC director Landon West. That meeting will be at Veterans Lake and may also look at the Dow Complex.

Andrew and Josh continue to work on updating the park amenities list and design a better citizen survey. Josh said considerable attention needs to be paid by the Board to developing measurable goals and actions, with reasonable timelines.

Andrew suggested that in the new Comprehensive Plan, this section's goals should be presented on a park-by-park basis.

Harrison raised concerns about usage of Lovie Watson Park between "competing" groups, including volleyball players. The Board brainstormed some possible solutions, including volleyball courts on the south side of Northwest Community Center.

Andrew said the City can look at incorporating something into its next revision of the Central Trail plans in that specific area.

7. The Pollinator Project:

There was no discussion of this item.

8. Tacolalah Executive Committee Report:

The next Tacolalah Executive Committee meeting will be at **noon June 17** at the Water Treatment Facility.

9. Other Miscellaneous Items:

Andrew said the Central Trail did not receive either grant he applied for. He is evaluating a new federal RAISE grant that could fund a project of at least **\$1 million**, with waived match for areas of persistent poverty and other equity considerations.

He also provided construction updates for Hike-Bike Trail Phase II and Wilson Park Master Plan Phase 1 Upgrades projects.

Candace made a motion to adjourn the meeting. Harrison seconded the motion, which was approved **3-0** on a voice vote. The meeting was adjourned at **4:49 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. June 24, 2021.**