



CITY COMMISSION MEETING MINUTES

Tuesday, September 2, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

Mayor Chad Beeson
Vice-Mayor Tad Stover
Commissioner Diana Spielman
Commissioner Charles Tweedy III
Commissioner Jay Warren

ABSENT:

City staff present: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communication Director Shana Adkisson, Environmental Services Superintendent Kyle Blubaough, Finance Director/Treasurer Jennier Waggoner, Fire Chief Stuart Cassaboom, Human Resources Director Marla McFarland, IT Manager Matt Metzinger, Police Chief Jim Halloway, and Public Services Superintendent Tony Tapia.

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

3. Addition or Deletions to the agenda.

City Manager Frazer stated that there were no additions or deletions to the agenda.

4. Approval of the Agenda.

Motion made by Commissioner Spielman, seconded by Vice-President Stover to approve the agenda.

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

City Clerk Parsons offered the following items for consideration.

Awards and Proclamations

1. Mayor Beeson proclaimed September 2025 as *National Suicide Prevention Month* in Arkansas City and presented the proclamation to members of HOPE Squad of Cowley County, including Chair Eric Burr, ACJS Junior Alizabella Meile, and ACMS 8th grader Sophie Brazil. HOPE Squad, in partnership with Suicide Prevention of Cowley County and Ark City's Merchants In Motion, will host a *Back to School Mental Health Fair* on September 13, 2025, from 5:00 p.m. to 8:00 p.m. at Paris Park in Arkansas City.
2. Proclaim September 7-13, 2025, as Direct Support Professionals Recognition Week in Arkansas City as read by Commissioner Spielman.

Recognition of Visitors/Staff

1. Recognize Firefighter/AEMTs Will Hankins and Jaxson Slater for completing Cowley College 45th Emergency Medical Education Paramedic Program and becoming Firefighter/Paramedic's for the City of Arkansas City.

Fire Chief Cassaboom recognized Firefighter AEMTs Will Henkins and Jackson Slater for completing the rigorous Emergency Medical Education Paramedic Program and advancing to the role of Firefighter/Paramedic with the City of Arkansas City. He commended their hard work and dedication to serving the community.

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 August 5, 2025, regular meeting minutes as written.
2. A Resolution authorizing a Change Order for additional work on the emergency repair and rehabilitation of Well 9, including assembly labor and materials supplied by Layne Christensen Company, for an amount not to exceed \$17,688.00.

Motion made by Mayor Beeson, seconded by Vice-Mayor Stover to approve the consent agenda as written.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-09-3746**.*

Public Hearing

1. Hold a public hearing to receive public comment relating to the Revenue Neutral Rate. **(Voice Vote)**

Finance Director/Treasurer Jennier Waggoner provided an overview of the Senate Bill 13 requirements established in 2021, noting that the City's assessed valuation expresses in mills provided by the County Clerk, increased by 9% for 2025. The current mill levy of 62.59 would decrease to 57.478 under the Revenue Neutral Rate (RNR). The proposed 2026 budget seeks a mill levy of 58.274, generating approximately \$73,000 in additional property tax revenue. Staff emphasized cost-cutting measures, deferred projects, and efforts to maintain service levels. As the Commission previously adopted a resolution with intent to exceed the RNR, a public hearing was required to allow taxpayers to provide comment before the governing body votes by resolution, via roll call, on whether to exceed the RNR.

Motion made by Commissioner Spielman, seconded by Vice-Mayor Stover, to open a public hearing to receive public comment relating to the Revenue Neutral Rate.

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

Mayor Beeson opened the floor for public comment.

- Llyod Colston, 1825 N 8th St., expressed appreciation for the Commission and volunteers, but voiced concerns about the City's budget. He cautioned against raising taxes while also stressing the need for stronger reserves to address emergencies, presenting conflicting concerns about both revenue increases and maintaining adequate funding.
- Bob Matthew, 900 N D. St., Bob Matthews, brought forth a cleanup issue at 710 North D Street, which he acknowledged was mailed to him by mistake from the Neighborhood Services Department weeks earlier. Mayor Beeson directed Mr. Matthews to work directly with the Neighborhood Services Department to resolve the matter.

City Clerk Parsons further clarified that this Public Hearing is for the Revenue Neutral Rate.

Mayor Beeson asked if there were any additional comments; hearing none, the floor was closed for public comment.

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

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

- 1a. Consider a Resolution to exceed the Revenue Neutral Rate. **(Roll Call Vote)**

Mayor Beeson explained that the proposed budget exceeds the Revenue Neutral Rate by \$75,000 as a precaution to cover potential increases in property and health insurance costs. He noted that if insurance costs remain the same as last year, the City will not exceed the neutral rate, and the additional amount is included as a safeguard.

Motion made by Mayor Beeson, seconded by Commissioner Warren, to approve a Resolution to exceed the Revenue Neutral Rate.

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, and Commissioner Warren. Roll Call Voting Nay: Commissioner Tweedy III. Mayor Beeson declared the motion approved; given **Resolution No. 2025-09-3747**.*

2. Hold a public hearing to receive public comment regarding the proposed 2026 budget.

Finance Director/Treasurer Waggoner explained that the final steps of the budget process are holding the public hearing and adopting the budget. Notice of Budget Hearing was published August 19th in the local newspaper. The public hearing provides taxpayers an opportunity to comment. Waggoner noted that the adopted budget cannot be more than the published amount in any fund, and that the 2026 budget must be certified to the County Court by October 1, 2025. Several work sessions with the Commission and department heads formed the proposed budget, which reflects the Commission's priorities for the city.

Motion made by Mayor Beeson, seconded by Commissioner Spielman, to open a public hearing to receive public comment regarding the proposed 2026 budget.

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

Mayor Beeson opened the floor for public comment, and with no one wishing to speak the floor closed.

Motion made by Mayor Beeson, seconded by Vice-Mayor Stover, to close the public hearing.

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

- 2a. Consider an Ordinance adopting the 2026 Budget for the City of Arkansas City.

Motion made by Mayor Beeson, seconded by Vice-Mayor Stover, for an ordinance adopting the 2026 Budget for the City of Arkansas City.

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, and Commissioner Warren. Roll Call Voting Nay: Commissioner Tweedy III. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-09-4640**.*

New Business

City Manager Department

1. A Resolution authorizing the City of Arkansas City to enter into an agreement with CivicPlus for website redesign and hosting services, including AudioEye accessibility integration and Guardian Security protection to the City's website on an annual basis, for an initial term amount not to exceed \$10,600.00.

The Commission discussed renewing and upgrading its Civic Plus website platform to meet the deadline of April 26, 2027, set by The Department of Justice, as the compliance deadline for municipalities under 50,000 in population to ensure their websites are accessible under the Americans with Disabilities Act (ADA), Title II Web Rule. Communication Director Adkisson explained that the upgrade will improve accessibility for users with low or no vision to comply with ADA requirements, including screen reader compatibility, adjustable contrast, and font sizes. Additional enhancements include updated branding, improved website security, and long-term cost savings by addressing these requirements before the 2027 federal compliance deadline. The initial year term is January 1, 2026, to December 31, 2026, at a cost of \$10,600, invoiced in full at the start. The contract automatically renews each year on January 1 unless canceled at least 60 days before renewal. Annual services cost \$10,600, increasing by 5% in the second year.

Motion made by Commissioner Warren, seconded by Vice-Mayor Stover, to approve the item as written.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-09-3748**.*

2. A Resolution authorizing the City of Arkansas City to enter into Grant Agreement No. 25-HR-001 with the Kansas Department of Commerce for a Community Development Block Grant in the amount of \$300,000 for the Housing Rehabilitation Project, with an additional \$50,000 in local match/KWAP funds, for a total project amount of \$350,000.

The City was awarded a \$350,000 CDBG Housing Rehabilitation grant, now available citywide rather than limited areas. City Manager Frazer spoke that approximately 70 applications were received, with grants averaging \$25,000 per home, potentially assisting 12–15 homes. The majority of the project will be covered by the CDBG grant funds designated toward rehabilitation, inspections, lead-based paint mitigation, demolition, relocation assistance, and administrative costs necessary to implement the program. The \$50,000 local match consists of KWAP weatherization funds from and landlord contributions, including a required city contribution of \$4,000. The program supports both owner-occupied and landlord properties, aiming to improve home safety, energy efficiency, and appearance.

Motion made by Vice-Mayor Stover, seconded by Commissioner Tweedy III, to approve the item as written.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-09-3749**.*

Public Services Department

1. A Resolution authorizing the City of Arkansas City accept a bid submitted by Zeller Motors of Arkansas City, KS, to purchase a 2026 Sanitation Truck, for an amount not to exceed \$44,050.00. **(Voice Vote)**

Public Services Superintendent Tapia reported on the purpose of purchasing a 3/4-ton Dodge pickup for the Sanitation Division, noting previous attempts to bid a one-ton truck were unsuccessful. The truck will be equipped with a lift to assist employees with heavy poly carts and reduce risk of injury. The purchase came in well under the \$100,000 budget, with remaining funds to return to the City.

Motion made by Commissioner Warren, seconded by Vice-Mayor Stover to approve the item as written.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-09-3750**.*

City Manager Updates & Reminders

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

1. **Sewer Line Replacement:** Work on D Street and Birch, including extending the line under the tracks to the travel center, has been delayed a few weeks due to scheduling of flaggers but should resume soon.
2. **East Pressure Zone Improvements:** Project design review is underway and should be submitted to city staff from PEC here soon. Due to limited State Revolving Fund (SRF) dollars, utility revenue bonds may be pursued instead of SRF funding.
3. **Green Sand Filter Project:** PEC and the selected contractor CasS are finalizing agreement details. Interest will accrue on the loan, but the project is grant-reimbursable.
4. **Downtown Historic District:** Staff met with business owners on historic tax credits to help offset hail damage costs. At least one building owner has been approved, with others considering applications.
5. **Economic Development Retreat:** Cowley County Economic Development will hold a strategic planning retreat on October 2, 9:00 a.m.–2:00 p.m.
6. **Compensation Study Implementation:** Nearly complete and incorporated into the budget, with final policy adjustments underway.
7. **Health Insurance Renewal:** Preliminary Blue Cross Blue Shield renewal indicates a 17% increase despite improved trends from last year.
8. **Fire Truck Lease:** A special meeting on Friday, September 12 is requested to approve lease agreements for the new fire truck and accessories, which are now ready for delivery as the items need to be approved prior to the next city commission meeting on the 16th.
9. **Library Lease Renewal:** Work continues with the library to finalize a lease renewal agreement for commission review at an upcoming meeting.
10. **Senior Center Food Program:** An agreement with the South Central Kansas Area Agency on Aging is being finalized to manage the senior center and food program. Services are ongoing in the meantime.

11. **Bike Trail Project:** Remaining items include fencing along the canal, crosswalk markings, backfilling, seeding, and installation of perforated brick markers. Most concrete work is complete.

Items for Discussion by City Commissioners

Commissioner Warren inquired what the city carryover was this year. Finance Director/Treasurer reported that the projected general fund carryover for next year is \$2.5 million, as compared to only \$10,000 in 2007 as reflected upon by Commissioner Warren who pointed out that the city has come a long way. Waggoner noted that the fund has steadily increased by approximately \$300,000–\$400,000 annually. In addition, the emergency reserve currently stands at \$500,000.

Mayor Beeson reported that during a recent hospital board meeting, the city was recognized for assisting with installation of a new air conditioner and for city employees who volunteered their time to help with related work on their own time.

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.

County resident Carl Bowman, 6425 304th Road, raised questions about several items he had heard about, beginning with potential school board plans for a new middle school or pre-K facility and was referred to the school board for clarification. He also expressed concerns about high taxes and the City's consideration of building a new fire station, including its cost, location, and traffic impacts, which are still under review. Additionally, he sought clarification on fire district 5 boundaries and related tax assessments all within the city limits of Arkansas City. Lastly, he inquired about funding for the pickleball courts, and staff confirmed the project is supported through grants and private donations, not city tax dollars.

Adjournment

Motion made by Commissioner Tweedy III, seconded by Vice-Mayor Stover to adjourn the meeting.

Voice vote was unanimous in favor of the motion. Mayor Beeson declared the motion approved and meeting adjourned.

THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, City Clerk

Prepared by: Tiffany Parsons, City Clerk