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**Routine Business**

1. Opening Prayer led by Principal Planner Josh White and Pledge of Allegiance led by Mayor Warren.
2. Roll Call

**PRESENT**

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

**Also present from staff:** City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, Environmental Services Director Rod Philo, Assistant Environmental Services Superintendent Kyle Blubaugh, Master Police Officers Cori Tuxhorn, Madison Pickett and Michael Yzquierdo, Police Chief Jim Holloway, Police Captain Anthony Rider, Police Detective Lieutenant Jason Legleiter, Police Lieutenants Nelson Douglas and Travis Stroud, Police Sergeant Detective Kelsey Horinek, Police Sergeant Matt Mayo, Police Officers Adam Utt, Dylan Hettenbach, Jeffery Wilson, Otey Spires, Patrick Shook, Shannese Herrick and Shawntele Crownover, Public Service Officer Eric Gross, Principal Planner Josh White, and Public Services Superintendent Tony Tapia.

3. There were no additions or deletions.
4. Approval of the Agenda

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

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

**Awards and Proclamations**

1. The City of Arkansas City is an Award of Excellence recipient for the 2021 Wastewater Treatment Plant Improvement Project, presented by The Associated General Contractors of America, Inc.

City Manager Frazer rendered the award, congratulating the wastewater treatment facility staff. Environmental Services Director Rod Philo and Assistant Environmental Services Superintendent Kyle Blubaugh were present during the meeting to accept. This two-year project was selected as overall runner-up by The Associated General Contractors of America, Inc. City Manager Frazer along with Mayor Warren accepted the award during the Associated Contractors of Kansas State Building Awards luncheon on Friday, February 23, 2024.

**Recognition of Visitors/Staff**

1. Appoint and swear in new Police Chief, Jim Holloway.

City Manager Frazer delightfully announced the appointment of Jim Holloway as Chief of Police for the Arkansas City Police Department, effective February 24, 2024. Jim, who has dedicated 32 years of exemplary service to the ACPD, recently served as Captain before assuming the role of Interim Police Chief in January 2024. Chief Holloway brings a wealth of experience and expertise to his new position having served under six ACPD Chiefs, including Bill Rice, Oren Skiles, Dan Givens, Sean Wallace, Dan Ward, and Eric Burr.

City Clerk Parsons officially swore in Holloway as Police Chief. Chief Holloway's wife, Teresa of 32 years, pinned his new collar brass to his uniform with honor.

### 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 February 20, 2024, regular meeting minutes as written.
2. Ratify Mayor Jay Warren's appointment of Misty Birdwell and Teresa Wedman to the Northwest Community Center Advisory Board.
3. A Resolution authorizing a public meeting of the Governing Body to attend a Public Building Commission meeting at 5:00 p.m. Tuesday, April 2, 2024, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City.

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

*Voice Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution 2024-03-3602**.*

### New Business

City Clerk Parsons offered the following items for consideration:

#### City Manager Department

1. An Ordinance annexing, incorporating within, and adding territory to the City of Arkansas City, Cowley County, Kansas, a municipal corporation in conformity with the provisions of K.S.A § 12-520c and all acts amendatory thereof or supplemental thereto, at a location commonly known as 28379 81st Rd., Arkansas City, KS.

Principal Planner White prompted that the 5-acre tract on 81<sup>st</sup> road, owned by Etzanoa Conservancy, who filed a petition with the city to annex the property into the city limits was adopted on January 16, 2023 by Resolution 2024-01-3593. This approved request prompted the city to file said resolution with the Board of County Commissioners of Cowley County, to make the determination the annexation of land at 28379 81<sup>st</sup> Road will not prevent growth or hinder the development of the area. This request succeeds the proposal submitted to the County Commission who on February 6, 2024, passed Resolution No. 24-04 authorizing the city to continue with the annexation process.

*Motion made by Commissioner Beeson, jointly Seconded by Commissioner Stover and Commissioner Tweedy to approve the item as written.*

*Roll Call Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-03-4604**.*

2. An Ordinance authorizing the rezoning of 28379 81st Road, from “R-1” (Low Density Residential District) to “R-3” (High Density Residential District).

Principal Planner White explained that when a property is annexed, it automatically comes in as an R-1 classification, so for this reason the known use would need to be changed for encompass this facility.

*Motion made by Commission Stover, Seconded by Commissioner Spielman to accept an Ordinance authorizing the rezoning of 28379 81st Road, from “R-1” (Low Density Residential District) to “R-3” (High Density Residential District).*

*Roll Call Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-03-4605.***

3. An Ordinance granting a conditional use permit to allow a non-profit institution of an educational nature in an R-3, High Density Residential District, located at 28379 81st Road requested by the Etzanoa Conservancy, in the City of Arkansas City, Kansas.

This item requires a condition use permit to be applied due to the zoning. Principial Planning White explained the following included conditions: 1.) Traffic shall not be permitted to travel north of the site on 81<sup>st</sup> Road; 2.) All parking shall be onsite.

*Motion made by Commission Beeson, Seconded by Commissioner Stover to accept an Ordinance granting a conditional use permit to allow a non-profit institution of an educational nature in an R-3, High Density Residential District, located at 28379 81st Road requested by the Etzanoa Conservancy, in the City of Arkansas City, Kansas.*

*Roll Call Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-03-4606.***

4. A Resolution authorizing the City of Arkansas City to cover a portion of the roof replacement costs to the City owned building located at 115 E. Radio Ln., currently occupied by the City-Cowley County Health Department, for an amount not to exceed \$13,631.67.

Randy spoke the city owned building having a lease agreement with the City-Cowley County Health Department, where the health department is responsible for building repairs but they only have \$20,000.00 budgeted. City staff would like to pick up the \$13,000.00 difference which covers code related item.

*Motion made by Commissioner Beeson, jointly Seconded by Commissioner Stover and Commissioner Tweedy to approve the item as written.*

*Voice Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-03-3603.***

5. Hear from Walnut Valley Disc Golf Association Representative Arty Hicks on ideas for a course expansion at Knebler Pond.

Hicks spoke of needing to re-do the adoption contract for another two years, as the group did in 2021 and expanding the course by another 18 baskets on the northeast side of the course to make it even more challenging and attract more disc golfers. The group has self-funded all improvements with donations to the course so far. The current Public Land Adoption Agreement adopted by Resolution 2022-04-3470 is set to expire April 5, 2024. Staff will work on developing an updated contract with the added improvements for expansion.

## Public Services Department

1. A Resolution authorizing the City of Arkansas City to accept a bid from Wichita Tractor Company, to purchase a 2024 Kubota utility vehicle, for an amount not to exceed, \$20,897.00.

Public Services Superintendent Tapia revealed that this new 2024 Kubota UTV will replace the current 2012 John Deere Gator with a trade in cost of \$1,800.00. Staff recommends the 2024 Kubota UTV Model No. RTV-X1100CWL-H due to it meeting all the specs including having a hydraulic dump bed and it will be utilized to spray chemicals, provide snow removal, and service levee walking path trash routes and signage. This purchase will be split between two budgets.

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

*Voice Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-03-3604.***

## Comments from the Audience for Items not on the Agenda

City resident Jeff Judd of 1112 N. 3<sup>rd</sup>, inquired about how to get funding for the Docking Gardens at Wilson Park. He will partner with City Manager Frazer later in the week for information.

County resident Russell Graves of 6916 306<sup>th</sup> Ln. extended an invitation to the commission and community leaders to attend a fentanyl forum at Rivers Eagle Bar and Grill.

## City Manager Updates & Reminders

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

1. Staff is to meet with PEC on February 28<sup>th</sup> to:
  - Go over the CCLIP application
  - Review of CIP and possible funding sources
  - Explore more funding opportunities for Safe Streets program
  - Discuss the Passenger Rail Station assessment to make sure it meets ADA standards
  - Consider a street condition assessment
2. Walking Trail Update – Staff to meet with Local Road Engineer Matt Graham with KDOT and Project Designer/Surveyor Chris Meinen with Smith and Oaks on February 29<sup>th</sup> to work out final plan so the project can go out for bids.
3. Meet with Winfield City Manager and Cowley County administrator to discuss ambulance and fire district funding. The last three years the city wasn't full funded as it should be.
4. City Attorney Schwartz and City Manager Frazer will meet with Foulston Siefkin and other participating cities on March 13<sup>th</sup> to discuss the Evergy street light rate case results.
5. Affordable Equity Partners have been invited to submit a full application to KHRC due May 10<sup>th</sup>.
6. Alfredo Sampayo and Partners did not receive tax credits but are moving forward with Sleeth Project, still waiting on Brownfield phase 1.
7. City Manger Frazer and Municipal Project Manager Rizzio met with the Cowley County Clerk about possible election date for a half-cent sales tax to work on the street improvement projects.

**Adjournment**

*Motion made by Commissioner Tweedy, seconded by Mayor Warren to adjourn the meeting.  
The voice vote was unanimous in favor of the motion. Mayor Warren declared the meeting adjourned.*

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

(Seal)

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Jay Warren, Mayor

**ATTEST:**

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Tiffany Parsons, City Clerk

**Prepared by:**

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Tiffany Parsons, City Clerk