



City Commission Agenda Item

Meeting Date: August 17, 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:

- June 17 — 2021 Tacolalah Executive Committee
- July 13 — Planning Commission / Board of Zoning Appeals
- July 15 — 2021 Tacolalah Executive Committee

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



2021 TACOLALAH COMMITTEE

MEETING: 12:07 PM THURSDAY, JUNE 17, 2021 @ WATER TREATMENT FACILITY

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"/>	Frances “Rags” Smith	<input checked="" 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 checked="" type="checkbox"/>		
<i>Outdoor Market</i>	Kelly Dillner, Market Coordinator	<input type="checkbox"/>	<u>Non-Voting Advisors</u>	
<i>At-Large Member</i>	Melissa Mendez	<input checked="" type="checkbox"/>	Pam Crain, Fiscal Agent	<input checked="" 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 June 3, 2021, executive committee meeting.

Motion: **Charles Tweedy** Second: **Candace Hendricks** Vote: **6-0**

2. NEW BUSINESS: Beer and Margarita Garden, Detours and Other Police Matters

Andrew said the beer/margarita garden perimeter and hours were approved **June 15** by the City Commission. He asked the Police Department if there could be two gates. Special guests Interim Police Chief Eric Burr and Capt. Jim Holloway said that would be OK, with proper monitoring.

Andrew showed the proposed detouring plan for the Color Run from **8 to 10 a.m.** The police still hope for assistance from county volunteers. Eric said he prefers to keep Birch blocked off all day.

Pam joined the meeting in progress at **12:25 p.m.** Melissa left the meeting in progress at **12:51 p.m.**

3. Approve Tacolalah Festival financial report as of May 31, 2021.

Since the last report, there were two charges for token orders and one deposit for sponsorships, totaling **\$4,750**. The current account balance as of **May 31** is **\$8,083.59**. Andrew said a total of **\$6,500** was raised in cash sponsorships, not counting any in-kind sponsorships from some groups.

4. NEW BUSINESS: Corn Hole, Inflatables, and Other Games and Activities

Candace said Ron Smith and Zach Stoy will bring corn hole boards to the park and set them up.

Candace said the company that rents inflatables is working to get insurance. Andrew said United Agency will need to approve that first before the event can proceed with renting four inflatables.



5. Subcommittee Reports:

- **Arts and Crafts** — Amy Lawson, Nancy Holman, Rags Smith
 - *Report:* Rags asked for help on cutouts from someone with woodworking skills
 - Andrew raised the issue of needing storage for large items following this event
- **Color Run** — Candace, Gage Musson, Landon West
 - *Report:* Andrew and Candace shared the design of the inaugural Color Run flier
 - People can sign up on Facebook or by visiting <http://bit.ly/2021colorrun>
 - Same-day registration starts at **8 a.m. July 17** and the Color Run starts at **9 a.m.**
 - The cost to participate is **\$15** for those 15 or older and **\$10** for those under 15
 - Participants must register prior to **June 28** in order to be guaranteed a T-shirt
- **Cultural/Dancing/Entertainment/Music (CDEM)** — Andrew, Bobie Baker, Debbie
 - *Report:* The mariachi band, Biscuit and most dance groups are booked for **2022!**
 - The setup under the rotunda (dancers, stage décor, video camera) was discussed
 - Debbie requested bottled water for the dancers and solid-sided tents for changing
 - Each dancer will receive a **\$5** voucher they can cash in at the Optimist food booth
- **Merchandise** — Pam, Visit Ark City Board of Trustees
 - The price of T-shirts was set at **\$15** so no money is lost on any T-shirt that is sold
- **Sponsorships** — Andrew, Candace, Mairi Baker, Pam
 - *7 \$250 Friends of Tacolalah Secured:* Cowley College, JC's Liquor (*Koozie Sponsor*), Rindt-Erdman Funeral Home, SCK Health, The Stock Exchange Bank, Summit Realty, Woods Lumber (*in-kind*)
 - Andrew suggested sponsorship levels of **\$2,000, \$500, \$250** and **\$125** for 2022
 - Gary suggested a large "Thank You" banner for all sponsors and key volunteers
- **Vendors** — Andrew, Kelly (Outdoor Market), Licia Baker, Tammy Lanman-Henderson
 - *14 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', Kona Ice, 3 Critters BBQ
 - Andrew showed the proposed vendor locations, based on park electrical capacity
- **Volunteers** — Andrew, Gary, Liz, Pam
 - *Report:* Currently only **33** volunteers signed up; committee members need to do this
 - *Training:* Andrew will host in Pam's office from **5 to 8 p.m. Wednesday, July 14**

Rags left the meeting in progress at **1:11 p.m.** A quorum was maintained with **four** members.

8. Adjourned at 1:38 p.m. Motion: **Candace Hendricks** Second: **Charles Tweedy** Vote: **4-0**

NEXT MEETING: NOON THURSDAY, JULY 15, 2021 @ 400 W. MADISON AVE.



City of Arkansas City

PLANNING COMMISSION MEETING MINUTES

Tuesday, July 13, 2021 at 5:30 PM – 400 W Madison Ave, Arkansas City, KS

Call to Order

Roll Call

PRESENT: Chair Andy Paton, Mary Benton, Ian Kuhn, Lloyd Colston, Joni Curl

ABSENT: Charles Jennings, Paisley Howerton, Karla Gallegos, Cody Richardson

Staff present at roll call was Principal Planner Josh White, Public Information Officer Andrew Lawson and City Manager Randy Frazer.

Also present at roll call was Cheri Hulse and Holly Harper representing Cowley College; Jeff Sherrard of Alloy Architecture representing USD 470; Sandra Davis and Deb Davidson representing the Arkansas City Recreation Commission; Harrison Taylor and Candace Hendricks representing the Beautification Advisory Board; and two members of the public.

Declaration

At this time, Planning Commission members are asked to make a declaration of any conflict of interest or of any Ex parte or outside communication that might influence their ability to hear all sides on any item on the agenda so they might come to a fair decision.

No members declared any conflict of interest or ex parte communication.

Public Comments

Persons who wish to address the Planning Commission regarding items not on the agenda. Speakers will be limited to three (3) minutes. Any presentation is for information purposes only. No action will be taken.

There were no comments from the public regarding items not on the agenda.

Consent Agenda

1. Meeting Minutes, **June 8, 2021 meeting.**
Motion made by Colston, Seconded by Benton to approve the minutes as written
Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl

Public Hearings

2. **Hold a public hearing to consider the advisability of rezoning 1110 E Kansas Ave from a MU Mixed Use District to a C-3 General Commercial District**
Motion made by Colston, Seconded by Benton to open the public hearing
Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl
White presented the staff report on the rezone request. The proposal was the rezone from MU to C-3. The City proposes to transfer about 12 acres to KLANDS Venture LLC to develop a travel center. The property was annexed in 2007 as zoned MU in 2014 as we weren't sure how the property would be used. MU will not allow the proposed use so it will need to be rezoned. This project will help alleviate

some of the problems with truck parking for Creekstone Farms. The property has received a Conditional Letter of Map Revision based on fill based on fill. Paton asked if there will be any fill. White said that there would some fill brought in but that would have been required to level the lot anyway. Kuhn asked if they had received the approval from FEMA. White replied yes, but conditionally until the project is complete. Colston asked about run-off. White indicated a drainage plan would be required. Staff recommends approval of the rezone request. Kuhn asked about required utilities. White stated that sewer would have to be extended to the site but the other utilities should be readily available. He did note that there would need to be an approach and likely turn lane. Colston asked for clarification on the project. White described the project noting that it would be a truck stop with restaurant and convenience store. Harrison Taylor asked if there was any way to stop truck traffic from going westbound on Kansas Avenue. White said that trucks would not be allowed to go that direction as it is not a designated truck route. Kuhn asked if any plans had been submitted. White indicated we had not received any plans beyond the preliminary site plan which he reviewed. Paton asked if the City had acquired an easement for the sewer line but White said that had not happened yet.

Motion made by Colston, Seconded by Benton to close the public hearing

Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl

Motion made by Colston, Seconded by Benton to recommend the rezoning of 1110 E Kansas Avenue from MU Mixed Use District to a C-3 General Commercial District.

Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl

3. Hold a public hearing to consider the advisability of rezoning 315 E Filmore Avenue from a "R-1" Low Density Residential District to a "P" Public Use District

Motion made by Colston, Seconded by Benton to open the public hearing

Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl

White presented the staff report for the rezone request. The proposed use is public and will be a bus barn. Cowley College owns the property to the east as well but is not requesting a rezone for that property at this time. The property has remained vacant since 1994 when the existing house was demolished by the City. The college bought the property in 2012 and it has remained vacant ever since. The property owner to the south had no real concerns with the proposed use. He noted that the crime in the area might actually be reduced by its presence. Curl noted that the buses are currently stored outside. The Planning Commission agreed getting a more secure building for these would be good for these publicly owned buses. Sandra Davis asked if there were any plans to improve the curb and gutter in the area. White replied there were no plans for that. In response to some questions he noted that there were no known drainage problems in the immediate area. Staff recommends approval of the rezone request.

Motion made by Colston, Seconded by Curl to close the public hearing.

Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl

Motion made by Colston, Seconded by Curl to recommend approval of the request to rezone 315 E Filmore Avenue from a R-1 Low Density Residential District to a P Public Use District.

Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl

Board of Zoning Appeals

4. Recess the Planning Commission and convene the Board of Zoning Appeals

Motion made by Colston, Seconded by Benton to recess the Planning Commission and convene the Board of Zoning Appeals

Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl

White reminded the Board of Zoning Appeals that Curl is not a member of the Board of Zoning Appeals. Paton asked for clarification on who chair was. White stated that the Chair was Jennings who was absent but the vice-Chair is Paton. Paton assumed the duties of chair for the meeting.

5. Elect a chair and vice-chair for 2021

Motion made by Colston, Seconded by Benton to reappoint Jennings as Chair and Paton as Vice-chair for the remainder of 2021.

Voting Yea: Chair Paton, Benton, Kuhn, Colston

6. Hold a public hearing to consider the advisability of granting a variance for a sign to exceed the maximum allowed height by 4' 6" and exceed the maximum size by 26 square feet at 1200 W Radio Lane.

Motion made by Colston, Seconded by Benton to open the public hearing.

Voting Yea: Chair Paton, Benton, Kuhn, Colston

White presented the staff report on the variance request. Request filed Jeff Sherrard of Alloy Architecture on behalf of the school district. The sign would be larger and taller than allowed in the P district. The applicant argued that the sign regulations would not allow a large enough sign for the proposal. White clarified that the notifications were sent to all properties within 200 feet of the USD 470 property and not within 200 feet of the sign so some property owners would not even be able to see the sign from their property. White also indicated that the nearest home was 250 feet away from the sign but the regulations state that the property line is within 200 feet so the electronic message center would be required to be shut off between the hours of 10 PM and 6 AM. White noted that he is a representative of the Church of the Nazarene but had no further comment on that matter. A resident asked what the sign would say. White clarified that the sign would show the school's activities. The school district has long wanted a sign that would allow more messaging. White felt that the expanded sign size would be acceptable do to the size of the property and the distance from the nearest homes. Staff recommends approval of the variance request. Paton asked about the crosswalk to the east of this area. White said there were no plans to expand signals in this area. Lawson indicated the Traffic Safety Committee will be discussing this issue further. Colston asked if there was any feedback from the neighbors. White said there was none. Kuhn suggested that the sign regulations should be adjusted for P Districts. White stated that could be looked at after the Comprehensive Plan is done next year. Sherrard added that the sign would be comparable to what would be allowed in the C-2/C-3 district and due to the nature of this area felt the sign should be allowed.

Motion made by Colston, Seconded by Benton to close the public hearing.

Voting Yea: Chair Paton, Benton, Kuhn, Colston

Motion made by Colston, Seconded by Benton to approve a variance to allow a sign to exceed the maximum allowed height by 4'6" and exceed the maximum size by 26 square feet at 1200 W Radio Lane.

Voting Yea: Chair Paton, Benton, Kuhn, Colston

7. Adjourn the Board of Zoning Appeals Sine Die and reconvene the Planning Commission

Motion made by Benton, Seconded by Colston to adjourn the Board of Zoning Appeals Sine Die and reconvene the Planning Commission

Voting Yea: Chair Paton, Benton, Kuhn, Colston

Items for Discussion

8. Comprehensive Plan discussion on Parks and Recreation

White asked for the Planning Commission to look at potential goals as well as the Paris Park Pool Facility Evaluation Report. Deb Davidson of the Arkansas City Recreation Commission discussed the findings from the report. Planning Commissioners agreed that something needed to be done and welcomed public input. It was discussed that if possible the facade of the bath house should be saved if the building cannot be. Kuhn suggested the fundraising be done to pay for the

improvements. White noted that there will be a number of public forums to gain input. Several goals were discussed including a master plan for Paris Park including the pool, maybe some smaller goals for every park as recommended by the Beautification Advisory Board and a dedicated funding source for parks as possible. Lawson noted that the Historic Preservation Board had finished a project for a walking tour and would be helping to provide goals for the historic preservation portion of the Plan.

Other Items

Lawson noted that the next topic would be community health. The Planning Commission agreed.

Adjournment

Motion made by Colston, Seconded by Curl to adjourn the meeting.

Voting Yea: Chair Paton, Benton, Kuhn, Colston, Curl



2021 TACOLALAH COMMITTEE

MEETING: 12:09 PM THURSDAY, JULY 15, 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"/>	Frances “Rags” Smith	<input checked="" 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 type="checkbox"/>	Pam Crain , Fiscal Agent	<input checked="" type="checkbox"/>
<i>Ad-Hoc Member</i>	Debbie Savala , CDEM Coordinator	<input checked="" type="checkbox"/>	Andrew Lawson , Secretary	<input checked="" type="checkbox"/>

1. Subcommittee Reports:

- **Arts and Crafts** — Amy Lawson, Nancy Holman, Rags Smith
 - Everything is under control!
- **Beer and Margarita Garden** — Andrew, Shannon Martin, Ark City Area Arts Council
 - Everything is under control!
- **Color Run** — Candace, Gage Musson, Landon West
 - Andrew purchased bottles to squirt the color powder, for a cost of **\$129.50**
 - These will be reusable for future events!
 - Cost to rent an inflatable “Start/Finish Line” arch will be **\$140** (\$40 over budget)
 - Candace requested videographer services for the Color Run, at a cost of **\$300**
 - The Committee approved this, but video quality will determine future years
 - **75** runners have already signed up and Candace anticipates more to sign up **July 17**
 - The cost to participate is **\$15** for those 15 or older and **\$10** for those under 15
 - People can sign up on Facebook or by visiting <http://bit.ly/2021colorrun>
 - Same-day registration starts at **8 a.m. July 17** and the Color Run starts at **9 a.m.**
- **Cultural/Dancing/Entertainment/Music (CDEM)** — Andrew, Bobie Baker, Debbie
 - Andrew purchased 7 sidewalls for 2 canopy tents that the Optimists will loan us
 - Total cost was **\$150.42**; they were the last 7 sidewalls available in Wichita
 - Danza Tadeo backed out and was replaced by Danza Santa Margarita (same cost)
 - A new group, Danza el Señor de la Resurrección, was booked at a cost of **\$400**
 - Candace requested that Bobie Baker be approved to DJ for the Color Run as well
 - The Committee approved this expenditure, which will be an extra **\$300**



- **Games and Activities** — Candace, Gage Musson, Landon West, Ron Smith, Zach Stoy
 - The inflatables provider decided not to get insurance, so there will be no inflatables
 - Gage is working on Cowley College student-athlete help for the Hang Challenge
 - Andrew will transfer piñata candy to the Optimist trailer's refrigerator on **July 16**
- **Merchandise** — Pam, Visit Ark City Board of Trustees
 - Due to dispersion of the event, the merchandise tent also will accept credit cards
- **Outdoor Market** — Kelly, 4 Friends LLC
 - Kelly reported there will be about **40** vendors, twice as many as at the 2019 event
 - Andrew asked her to have vendors drop off from Birch Avenue or Summit Street
- **Social Media and Website** — Andrew, Kayleigh Lawson
 - All sponsors and vendors have been promoted on the Facebook page and website
- **Sponsorships** — Andrew, Candace, Mairi Baker, Pam
 - **1 \$2,000 Presenting Sponsor:** United Agency
 - **9 \$500 T-Shirt Sponsors:** 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
 - **7 \$250 Friends of Tacolalah:** Cowley College, JC's Liquor (*Koozie Sponsor*), Rindt-Erdman Funeral Home, SCK Health, The Stock Exchange Bank, Summit Realty, Woods Lumber (*in-kind*)
- **Token Trailer** — Andrew, Gary, Optimist Club of Arkansas City
 - Staffing has been worked out with the Soroptimists and a few Tacolalah volunteers
- **Vendors** — Andrew, Kelly (Outdoor Market), Licia Baker, Tammy Lanman-Henderson
 - **18 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, Kona Ice, 3 Critters BBQ, Isabel Rodriguez, Yuli Gonzalez, Irene Torres, Maria Mendez
- **Volunteers** — Andrew, Gary, Liz, Pam
 - *Report:* Currently about **41** volunteers signed up now; still need more for Color Run
 - Many volunteers picked up T-shirts **July 14** and several more picked them up today

2. Other Miscellaneous Items:

Following the meeting adjournment, several members hung around to discuss event layout details.

3. Adjourned at 12:42 p.m. Motion: **Kelly Dillner** Second: **Charles Tweedy** Vote: **5-0**

NEXT MEETING: NOON THURSDAY, JULY 29, 2021 @ 400 W. MADISON AVE.