



**Routine Business**

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

**PRESENT**

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

Also present from staff: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, Fire Chief Stuart Cassaboom, Police Chief Jim Holloway, and Public Services Superintendent Tony Tapia.

3. There were two additions and one amendment to the agenda.

**Additions:**

- **Awards & Proclamations; Item No. 1.** A Resolution honoring Charles Edward “Chuck” Watson Sr. for his lifelong dedication to faith, family, and community service in Arkansas City, Kansas, and unwavering dedication to improving the lives of others at the Northwest Community Center. **(Voice Vote)**
- **Environmental Services Department; Item No. 2.** A Resolution authorizing the City of Arkansas City to enter into an agreement with KUHN Mechanical for an emergency sewer main replacement under the BNSF Railway, for an estimated amount of \$477,822.00, subject to fee fluctuations. **(Voice Vote)**

**Amendments:**

- **Comprehensive Fee Schedule Draft Revision** to Neighborhood Services Fees to incorporate neglected buildings and demolition abatements.

*Motion made by Commissioner Stover, seconded by Commissioner Tweedy III to approve the additions and amendment to the agenda.*

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

4. Approval of the Agenda

*Motion made by Commissioner Warren, seconded by Commissioner Tweedy III to approve the agenda.*

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

## Awards & Proclamations

1. A Resolution honoring Charles Edward “Chuck” Watson Sr. for his lifelong dedication to faith, family, and community service in Arkansas City, Kansas, and unwavering dedication to improving the lives of others at the Northwest Community Center. **(Voice Vote)**

*Motion made by Mayor Beeson, seconded by Commissioner Stover, to approve a Resolution honoring Charles Edward “Chuck” Watson Sr. for his lifelong dedication to faith, family, and community service in Arkansas City, Kansas, and unwavering dedication to improving the lives of others at the Northwest Community Center.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Resolution 2025-01-3675**.*

## 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.

City Clerk Parsons presented to following consent agenda items for consideration:

1. Approve January 7, 2025, regular meeting minutes as written.
2. Ratify Mayor Chad Beeson’s appointment of Foss Farrar to the **VISIT Ark City Board of Trustees**, and Travis Pearman to the **Planning Commission/Board of Zoning Appeals Committee**.
3. Ratify Mayor Chad Beeson’s re-appointment of:
  - Lloyd Colston and Katie Boyle to the **Arkansas City Public Library Board**
  - Tammy Lanman-Henderson to the **Equal Opportunity & Accessibility Advisory Board**
  - Robin Henderson to the **Northwest Community Center Advisory Board**
  - Tammy Lanman-Henderson to the **Outstanding Student Award Committee**
  - Dotty Smith and Cody Richardson to the **Planning Commission/Board of Zoning Appeals Board**
  - Carlla Pike to the **Visit Ark City Board**

*Motion made by Commissioner Spielman, jointly seconded by Commissioner Stover and Commissioner Tweedy III to approve the consent agenda as written.*

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

## New Business

### City Manager Department

City Clerk Parsons presented the following items for consideration:

1. An Ordinance modifying Municipal Code Section 50-227 concerning signs placed on public property and modifying Zoning Regulations Article 27 (Signs), adopting such regulations by reference and modifying municipal code to so reflect.

Principal Planner White reported that A recent case brought before the Planning Commission brought to light that regulations concerning billboards needed to be amended. Staff also solicited additional public feedback in the form of an online poll. The feedback indicated that most respondents felt that both the location and size of the proposed sign were inappropriate. The sign was within the limits of the Zoning Regulations, so it is necessary to amend the regulations to match public sentiment. The amendments reduce the allowable height, size, and allowable locations of such signage. The Planning Commission held a public hearing and voted to recommend adoption of the proposed amendments to the Subdivision and

Zoning Regulations on December 10, 2024. Staff is also recommending a minor change to Municipal Code Section 50-227 concerning Public property. The amendment retains the original language of the section to generally prohibit signs or other encroachments upon public property but allows for certain exceptions as noted in the Zoning Regulations Sections 27-301 and 27-401.

*Motion made by Commissioner Warren, jointly seconded by Commissioner Tweedy III to approve the item as written.*

*Roll Call Voting Yea: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-01-4630**.*

2. A Resolution authorizing the City of Arkansas City to file an application for a Historic Preservation Fund Grant administered by the Nation Park Service for a National Register nomination revising the Downtown Arkansas City Commercial District.

The city was rewarded with a grant in 2017 to conduct a resurvey of our downtown historic district. The survey was conducted and completed in May 2018. The survey made recommendations to modify the historic district by adding some properties and removing others. The report also recommended creating a thematic nomination of Arkansas City's historic churches but that will not be part of this project. This project also directly aligns with the City's Comprehensive Plan goal to "promote the maintenance and preservation of historical resources" as well as its accompanying action item to "Expand the existing historic district to match the recommendations from the 2017 Resurvey of the Downtown Historic District." The city owns 3 properties that would be added to the district, including City Hall which would be considered contributing and eligible for grants and tax credits. The other two would be considered non-contributing and not eligible for funding and include the Police Department and Ben Givens Park. The grant requires a 40% match, but it can be in salaries and volunteer labor. The proposed budget for the grant does include enough salaries and labor so that the city should not have to pay cash directly. The proposal would be to apply for a grant in the amount of \$25,000 to pay for the consultant. Staff expect this final figure to be lower, but estimates were difficult to come by. The grant does operate on a reimbursement basis so any expenses would have to be incurred up front and then reimbursed at the close of the grant in the summer of 2026. After that the Historic Preservation Board will accept bids and recommend a consultant to the Commission.

*Motion made by Commissioner Spielman, seconded by Commissioner Stover to approve the item as written.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Resolution No. 2025-01-3669**.*

3. A Resolution authorizing the City of Arkansas City enter into Agreement No. 884-24 with Smith & Oakes, Inc. and the Kansas Department of Transportation (KDOT) for Federal-Aid Construction Engineering Services for Hike Bike Trail Project No. 18 TE-0471-01.

City Manger Frazer provided an explanation for this item. The City of Arkansas City (LPA) is undertaking Project No. 18 TE-0471-01 under the Federal-Aid Program administered by the Kansas Department of Transportation (KDOT). This project is funded through federal and state resources to construct and enhance the Hike-Bike Trail, promoting pedestrian and bicycle connectivity. As the LPA does not have sufficient engineering staff to conduct the required construction engineering inspection services, the City has engaged Smith & Oakes, Inc., a qualified consulting engineering firm. The consultant will provide construction engineering services in compliance with KDOT standards, ensuring adherence to all applicable regulations and specifications. Agreement No. 884-24 outlines the responsibilities of the parties involved, the scope of services, and the allocation of costs. The CIP Fund is not budgeted for this project, but this project has been in the planning stages for several years. The City is responsible for the associated LPA CE

funding costs, as reflected in previously budgeted matching funds in the amount of \$269,000.00 under Resolution No. 2024-11-3656 Hike Bike Extension Phase 2.

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Resolution No. 2025-01-3670.***

4. A Resolution adopting by reference the City's 2025 Comprehensive Fee Schedule and repealing Resolution No. 2024-08-3641. **Amended**

City Clerk Parsons presented the updated Comprehensive Fee Schedule for this year, featuring revised formatting and an amendment to the original draft to include fees for Neighborhood Services related to neglected buildings and demolition abatements. The Comprehensive Fee Schedule establishes the fees the city will charge for services provided to residents. Key updates include the Environmental Services Department addition and reclassification of water metered & sewer utility rates, Neighborhood Services updates to align with the 2024 International Residential Code and incorporate fees for neglected buildings and demolition abatements, and an updated rate structure forecast through 2029 for Public Services Water Utility, General Fees, & Sanitation rates.

*Motion made by Mayor Beeson, seconded by Commissioner Warren to approve a Resolution adopting by reference the City's 2025 Comprehensive Fee Schedule and repealing Resolution No. 2024-08-3641 as amended.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Resolution No. 2025-01-3671.***

#### Environmental Services Department

1. A Resolution authorizing the City of Arkansas City to enter into a Letter of Agreement with Burns & McDonnell Engineering Company, Inc. to provide professional engineering services for the Water Treatment Plant Chloride Discharge Review, for an amount not to exceed \$25,000.00.

Assistant Environmental Services Superintendent Blubaugh explained that staff have identified increasing chloride levels in the discharge from its Wastewater Treatment Facility, which may have regulatory and operational implications. In response, Burns & McDonnell Engineering Company, Inc. has proposed professional services to analyze water quality trends, determine likely causes, and recommend operational or other mitigation strategies. This agreement outlines the scope of services, responsibilities, and compensation terms. The total cost for the proposed services is not to exceed \$25,000 without prior written consent from the City. The scope includes evaluating water quality data, identifying trends, and proposing solutions to address the chloride discharge issue. Burns & McDonnell will provide these services in accordance with Exhibit A, included in the agenda packet.

*Motion made by Commissioner Warren, seconded by Commissioner Stover to approve the item as written.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Resolution No. 2025-01-3672.***

2. A Resolution authorizing the City of Arkansas City to enter into an agreement with KUHN Mechanical for an emergency sewer main replacement under the BNSF Railway, for an estimated amount of \$477,822.00, subject to fee fluctuations.

Assistant Environmental Services Superintendent Blubaugh presented this item for review. The City has identified an urgent need to repair a failing sewer main in the specified area. The project involves replacing the sewer main to prevent potential environmental hazards, regulatory fines, and disruptions to sewer

services. This critical infrastructure improvement requires specialized construction under the BNSF Railway and includes compliance with railroad permitting, protective liability insurance, and inspection requirements. Kuhn Mechanical has submitted a detailed proposal for the project, which includes horizontal boring, steel casing installation, and flow redirection during construction. Exclusions and stipulations are clearly outlined in the proposal, ensuring clarity regarding the scope of work.

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Resolution No. 2025-01-3673.***

#### Fire/EMS Department

1. A Resolution authorizing the City of Arkansas City to purchase nine (9) APX 8000 all band portable radios in compliance with the Kansas State Interoperable Communications System (KSICS) 800 MHz radios, from Motorola Solutions, for an amount not to exceed \$67,715.10, excluding shipping. **(Voice Vote)**

Fire Chief Cassaboom explained the need for the purchase request of the nine (9) new radios, is to allow the Arkansas City Fire/EMS Department to comply with the FBI Criminal Information Service Security Policy along with the State of Kansas enhanced 800 MHz communication system allowing for encryption of personal information shared over the radio. The policy change went into effect in December 2022 and required local and state agencies to gain the capabilities to be in compliance with encryption radio traffic to protect personal information transmitted over the air. The Arkansas City Fire/EMS Department currently utilizes Motorola radios, chargers and batteries and has been pleased with the product. By staying with Motorola, staff can keep costs down and to not have to purchase a variety of different chargers and batteries.

*Motion made by Commissioner Warren, seconded by Commissioner Spielman to approve the item as written.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Stover, Commissioner Tweedy III, Commissioner Warren, and Mayor Beeson. Mayor Beeson declared the motion approved; given **Resolution No. 2025-01-3674.***

#### City Manager Updates & Reminders

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

1. January 22<sup>nd</sup> – LKM Local Government Day at the Beacon 420 SW 9<sup>th</sup> Ave. Topeka, KS. The event includes opportunities to meet with local legislators, a legislative panel discussion, and reception to follow with policymakers.
2. January 23<sup>rd</sup> - City Manager Frazer meets with Winfield City Manager and Cowley County Economic Development Director to discuss updating the area housing study.
3. January 28<sup>th</sup> – Housing Tap Tour in Wichita, KS. Provides update on housing in the region.
4. January 31<sup>st</sup> – Retirement Parties for employees Rod Philo and Tommy Bowan.
5. February 11<sup>th</sup> – LKM webinar training opportunity. *The First Amendment in Action: Managing Disruption at Public Meetings.*
6. Local Government Network (LGN) is offering a NextGen EcoDevo: six hour live online session exploring the book *13 Ways to kill a Community, 2<sup>nd</sup> Edition* by Doug Griffiths through WSU.
7. The City was notified that we did not receive CDBG Grant for Wilson Park this year for the playground equipment and new splash pad. The City did go ahead and budget \$130k for playground equipment and will move forward with replacing existing equipment.
8. Recreation Commission pool report.

### **Items for Discussion by City Commissioners**

Mayor Beeson commended city sanitation crews for counting to work and pick up citizens trash in 12-degree weather, especially to those on the back of the trucks. Beeson went on to acknowledge the street department for the long hours and efforts put into keeping our city streets clear, paying attention to main intersections and emergency routes. Thanking crews who have been working non-stop with now still coming down. Chief Holloway mentioned a water break situation at the Police Department that the on-call Water Department was able to address and fix. Mayor Beeson gave another shoutout to the Water Department for dealing with main breaks in the freezing weather. Mayor Beeson went on to thank the Police Department for working the increase in accidents over the last few days and the Fire Department that have battled three structure fires in the last week. And the Park Department for always stepping up to help.

### **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.*

No one wished to speak.

### **Financial Summary**

The December 2024 Financial Summary provided in the back of the agenda packet.

### **Adjournment**

*Commissioner Warren made a motion, seconded by Commissioner Stover to adjourn the meeting.*

*The voice vote was unanimous in favor of the motion. Mayor Beeson declared the meeting adjourned.*

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

(Seal)

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Chad D. Beeson, Mayor

**ATTEST:**

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Tiffany Parsons, City Clerk

**Prepared by:**

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Tiffany Parsons, City Clerk