



City Commission Agenda Item

Meeting Date: June 15, 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:

- April 22 — Beautification and Tree Advisory Board
- May 11 — Arkansas City Planning Commission
- May 20 — 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

Arkansas City Beautification and Tree Advisory Board
4/22/21 Minutes

A regular meeting was held **Thursday, April 22, 2021**, at the Northwest Community Center. Meeting was called to order at **4:02 p.m.**

Roll Call:

Board Members

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

Staff Liaisons

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

1. Approve March Meeting Minutes:

Prior to the meeting, Board members and staff took a photo with a tree that was planted in Lovie Watson Park for Earth Day.

Paisley made a motion to approve the minutes of the **March 25, 2021**, regular meeting as presented. Candace seconded the motion. The motion was approved **4-0** on a voice vote. NWCC guests in attendance were **Ruben Garcia** and **Gary Hale**.

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 **May**.

3. Review ADA Transition Plan: *Lovie Watson Park*

Andrew reviewed the Equal Opportunity and Accessibility Advisory Board's recommendations for the Northwest Community Center, as well as the ADA Transition Plan recommendations for Lovie Watson Park. Like many other parks, it was flagged for lack of warnings for curb ramps and some insufficient ADA access to and within playgrounds. While the Porta-John is not currently ADA accessible, there is a planned project in the future to build ADA-accessible restrooms at the park.

4. 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 two to three meetings, as this is its main focus area within the Comprehensive Plan. It will be split into two chapters.

He asked the Board to read through the rest of the chapter prior to the **May** meeting so they will be prepared for discussion.

Andrew and Josh are already working to update 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 provided an overview of Tamara Niles' memo regarding closing some City parks. Only Brock and Carver Parks were closed and given to other owners, but disc golf was added to Cox Park and Knebler Pond. Dog park constraints were discussed.

Andrew shared the results of the recent FlashVote survey on budgeting, in which respondents allocated \$16.29 out of \$100 to parks and facilities, versus other General Fund obligations such as public safety, neighborhood services, streets and sidewalks.

Candace advocated for focusing on a few core parks rather than spreading those dollars thinly across all parks. Harrison said this a good time to take a fresh look at everything, including the Wilson Park Master Plan, as part of the Comprehensive Plan.

5. Hike-Bike Trail Extension Phase II Final Check Set:

Andrew invited members who wished to stick around to look over the Hike-Bike Trail Phase II plans and make suggestions.

6. Mayor's Monarch Pledge / The Pollinator Project:

Andrew presented the current checklist of tasks. Nancy and Paisley discussed ideas for a monarch-themed mural/art project.

7. Tacolalah Executive Committee Report:

The next Tacolalah Executive Committee meeting will be at **noon May 20** at the Water Treatment Facility.

8. Other Miscellaneous Items:

There were no other miscellaneous items discussed at this meeting.

Paisley made a motion to adjourn the meeting. Nancy seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **5:10 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. May 27, 2021.**

Call meeting to order on May 11, 2021 at 5:30 PM:

Roll Call: Mary Benton Lloyd Colston Joni Curl Karla Gallegos Paisley Howerton Charles Jennings
Ian Kuhn Andy Paton Cody Richardson

Staff present at the meeting included Public Information Officer Andrew Lawson and Principal Planner Josh White
Also present at the meeting was Landon West representing the Arkansas City Recreation Center, Kerri Falletti representing Cowley First, and Citizen Harrison Taylor who was also representing the Tree & Beautification Advisory Board (Commissioner Howerton is also a member of that board).

1. Public Comments:

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

2. Consent Agenda:

Jennings made a motion to approve the April 13, 2021 meeting minutes as written. Colston seconded the motion. Voice vote carried the motion.

3. Comprehensive Plan-Economic Development Wrap-Up

White led a discussion on goals for Economic Development. He asked that Planning Commissioners give him some goals that they wanted to work on. Planning Commissioners had at the last meeting requested measurable goals. After discussion, a list of measurable goals was created. White said he would work them into the Chapter and would bring the Chapter back for review at a later meeting.

4. Comprehensive Plan-Parks & Recreation

Lawson led a discussion on parks and trails. Discussion of an effort to dispose of the little used park was also held in response to a goal from the 2013 plan. Only one park, Brock Park was disposed of. It now is the site of a Habitat for Humanity home and a vacant lot that likely will also go to Habitat for Humanity or perhaps for another housing project. Landon West of the Recreation Center briefly talked about some of his organization's concerns. He will be invited back next month to discuss more of their programs. Colston left the meeting in progress at 6:58pm but a quorum was still in place.

5. Other Items:

Lawson shared the results of the most recent FlashVote survey on budgeting. He said a housing survey will go out next week.

6. Adjournment:

Howerton made a motion to adjourn the meeting. Curl seconded the motion. Voice vote carried the motion. Paton declared the meeting adjourned.



2021 TACOLALAH COMMITTEE

MEETING: 12:14 PM THURSDAY, MAY 20, 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 checked="" 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 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 April 15, 2021, executive committee meeting.

Motion: **Charles Tweedy** Second: **Gary Hale** Vote: **4-0**

2. Approve minutes of the May 6, 2021, special executive committee meeting.

Motion: **Charles Tweedy** Second: **Gary Hale** Vote: **4-0**

3. Approve Tacolalah Festival financial report as of April 30, 2021.

There were no changes since this was last presented. The current account balance is **\$3,814.14**.

4. OLD BUSINESS: Tacos & Tequila (May 15, 2021)

Debbie said neither event she attended May 15 in Wichita was very good, but they plan to offer Tacos & Tequila next year around the same time so she recommended booking performers now.

Melissa joined the meeting in progress at **12:18 p.m.**

5. OLD BUSINESS: 2021 Tacolalah Festival Sponsors

Andrew said Candace and Mairi Baker stayed very busy the last few weeks securing sponsors:

- o **1 \$2,000 Presenting Sponsor Secured:** United Agency
- o **9 \$500 T-Shirt Sponsors Secured:** 1025 The River (*in-kind*), Arkansas City Recreation Commission, Berkshire Hathaway Home Services PenFed Realty, Optimist Club, Pizza Ranch, RCB Bank, Union State Bank, Visit AC, Zeller Motors



- **4 \$250 Friends of Tacolalah Secured:** Rindt-Erdman Funeral Home, SCK Health, The Stock Exchange Bank, Woods Lumber (*in-kind*)
- **Remaining \$250 Targets:** 7 Clans Casino, Ark Valley Credit Union, C&C Liquor, Community National Bank & Trust, DiVall Liquor, Edward Jones (Dan Jurkovich), El Maguey, Farm Bureau, Fastenal, General Electric IUE-CWA, Greendoor La Familia, KanPak, La Fiesta Mexican Restaurant, MidAmerican Credit Union, Native Lights Casino, The Property Shop, Summit Realty
- Mairi will make another round of calls starting **June 1** for more \$250 Friends.

6. NEW BUSINESS: Token Orders and Token Trailer

Andrew ordered 500 color tokens at a total cost of **\$319.49**; again, a little more than he expected. But the total for both token orders was only about **\$15** off of the total in 2019 (500 fewer tokens).

He said the Optimist Club agreed to the proposed sponsorship terms and will allow use of trailer. Some details need to be worked out between us, the Optimists and the Soroptimist volunteers.

Kelly joined the meeting in progress at **12:30 p.m.** and Pam joined the meeting at **12:40 p.m.**

7. Subcommittee Reports:

- **Arts and Crafts** — Amy Lawson, Nancy Holman, Rags Smith
- **Beer Garden** — Andrew, Liz, Pam, Shannon Martin
- **Cultural/Dancing/Entertainment/Music (CDEM)** — Andrew, Bobbie Baker, Debbie
 - **10:30 a.m.** Cindy's School of Dance (*Arkansas City*) — free
 - **11 a.m.** Los Amigos de mi Tierra dancers (*Arkansas City*) — **\$100** donation
 - **11:30 a.m.** indigenous war dancer (*Wichita*) — **\$450**
 - **12:30 p.m.** Danza Tadeo dancers (*Wichita*) — **\$200** donation
 - **1:30 p.m.** Raices de mi Tierra dancers (*Wichita*) — **\$400**
 - **2:30 p.m.** Mariachi Los Reyes (*Wichita*) — **\$500**
 - **4:30 p.m.** Norahua dancers (*Oklahoma City*) — **\$650**
 - **6-10 p.m.** BJ's Croakie (DJ Bobbie Baker and karaoke) — **\$500**
 - The Galindos still have not committed but could fill a **6-8 p.m.** time slot.
 - Biscuit and the Llew Brown Band fell through. Debbie suggested Across the Pond.
 - A Tacolalah-specific flier is being designed and will be sent home with all students.
- **Games/Activities** — Candace, Gage Musson, Kim Hager, Landon West, Ron Smith, Zach Stoy
 - Candace provided an update on Color Run plans with ACRC. The route is not yet set.
- **Merchandise** — Pam, Visit Ark City Board of Trustees
 - The T-shirt design is being finalized. Pam is working to get the last few logos now.



- **Outdoor Market** — Kelly, 4 Friends LLC
- **Social Media/Website** — Andrew, Kayleigh Lawson
 - The vendors are being promoted on the Facebook page as their forms come in.
 - The issue with the main photo on the website was fixed (at least temporarily).
- **Sponsorships** — Andrew, Candace, Mairi Baker, Pam
 - **See report above under Item 5**
- **Vendors** — Andrew, Kelly (Outdoor Market), Licia Baker, Tammy Lanman-Henderson
 - *Task:* Continue to reach out to and sign up food and Outdoor Market vendors
 - *6 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
 - *Remaining Targets:* 3 Critters BBQ, A Little Taste, Big-N-Small, First Assembly of God, Griselda Gutierrez, Irma Gomez Urieta, Isabel Rodriguez, Kona Ice, Marcela Jimenez, Martha Moreno, Melanie Vazquez, Neives', Optimist Club
- **Volunteers** — Gary, Liz, Pam (training event at Burford)
 - *Tasks:* Continue to recruit volunteers and send link to web form; schedule shifts
 - *Report:* Currently only **18** 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.**

The committee voted unanimously to try booking Across the Pond for an amount not to exceed **\$600**.

Motion: **Charles Tweedy** Second: **Candace Hendricks** Vote: **5-0**

JoAnn and Kelly left the meeting in progress at **12:45 p.m.** A quorum was maintained with **four**.

The committee discussed asking the Optimists to honor \$10 vouchers for free pork burger meals. These could be given to entertainers (and possibly volunteers, as well) in lieu of Taco Tokens.

Pam suggested that instead of having radios, a group text conversation might be more effective.

The committee agreed to continue meeting every two weeks until this year's festival is over. The next meeting will be at **noon June 3** at the Water Treatment Facility or via GoToMeeting.

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

NEXT MEETING: NOON THURSDAY, JUNE 3, 2021 @ 400 W. MADISON AVE.