



## CITY COMMISSION MEETING MINUTES

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Tuesday, May 6, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

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### Routine Business

#### 1. Roll Call

##### PRESENT:

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

##### ABSENT:

Mayor Chad Beeson

City staff present: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communication Director Shana Adkisson, Fire/EMS Chief Stuart Cassaboom, Environmental Services Superintendent Kyle Blubaugh, and Police Chief Jim Holloway.

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

3. Addition or Deletions to the agenda.

City Manager Frazer stated that there were three additions and one deletion to the agenda as follows:

#### **Additions: New Business, City Manager Department**

- **Item No. 5** A Resolution authorizing the City of Arkansas City to approve a temporary extension of licensed premise at Gloria's Bar, located at 1121 S. Summit St., to allow sale and consumption of alcoholic liquor on public property pursuant to K.S.A. 41-2608. **(Voice Vote)**
- **Item No. 6** A Resolution certifying legal authority to apply for the Kansas Small Cities Community Development Block Grant Program from the Kansas Department of Commerce for Parks & Facilities System improvements. **(Voice Vote)**
- **Item No. 7** A Resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the park system to be financed with Community Development Block Grant Funds. **(Voice Vote)**

**Deletion: Consent Agenda, Item No. 4.** An Ordinance exempting the application of K.S.A. 41-719(d), to allow the sale and consumption of alcoholic liquor at a designated area of the east corner of Central Ave. and Summit St. for one day, commencing Friday, June 7, 2025. **(Voice Vote)**. This item is a duplicate, as it is already listed on the agenda for consideration under New Business, City Manager Department, Item No. 4.

4. Approval of the Agenda.

*Motion made by Commissioner Spielman, Seconded by Commissioner Warren to approve the agenda as amended.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover.*

*Vice-Mayor Stover declared the motion approved.*

## 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 April 15, 2025, regular meeting minutes as written.
2. A Resolution authorizing the City of Arkansas City to allocate Unpledged Healthcare Sales Tax Funds in the amount of \$13,600.00 to SCK Health for uncompensated care provided to the community, consistent with Ordinance No. 2019-02-4481 and the City's intent to annually appropriate available revenues for health care purposes. **(Voice Vote)**
3. A Resolution approving the public hearing notice publication and setting the public hearing for Tuesday, May 20, 2025, at 5:30 p.m., to consider an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the Housing Rehabilitation category. **(Voice Vote)**
- ~~4. An Ordinance exempting the application of K.S.A. 41-719(d), to allow the sale and consumption of alcoholic liquor at a designated area of the east corner of Central Ave. and Summit St. for one day, commencing Friday, June 7, 2025. **(Voice Vote)**~~

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3702** and **Resolution No. 2025-05-3703**.*

## Awards and Proclamations

City Clerk Parsons announced the following items for recognition:

1. Recognize and honor Haven Gutierrez, Genesis Mendez, and Jessi Ritchhart as Arkansas City's Outstanding Student Award scholarship recipients for 2024-2025.

City Clerk Parsons provided a brief history of the City sponsored program which began over 40 years ago, circa 1983-1984, further announcing this year's Overall Outstanding Student as Arkansas City to Cowley College student Jessi Ritchhart recipient of the \$1,000 scholarship, First Runner-up as Arkansas City High School student Genesis Mendez winner \$500 scholarship, and Second Runner-up Arkansas City Middle School student Haven Gutierrez as the \$250 scholarship winner. Vice-Mayor Stover formally presented each student with their scholarship checks on behalf of the city and city commission. An engraved plate with Jessi Ritchhart's name and award year will also be on display and added to the Overall Outstanding Student Award Plaque on display in the Commission Chambers of City Hall.

2. Proclaim May 6-12, 2025, as National Nurses Week and May 11-17, 2025, as National Hospital Week as recited by Commissioner Spielman.
3. Proclaim May 12-18, 2025, as National Police Week and May 15, 2025, as Peace Officers Memorial Day as recited by Commissioner Warren and presented to Police Chief Holloway.
4. Proclaim National Fallen Firefighters Memorial Day as the first weekend in May 2025 as recited by Vice-President Stover and presented to Fire Chief Cassaboom.
5. Proclaim May 18-24, 2025, as National EMS Week as recited by Commissioner Tweedy III and presented to Fire Chief Cassaboom.

## New Business

City Clerk Parsons offered the following items for consideration:

### City Manager Department

1. An Ordinance adopting the budget pay plan to become effective May 17, 2025.

Environmental Services Superintendent Kyle Blubaugh spoke with the revised water rate structure approved in 2024 and as efforts to restructure and improve the department to support, of this request will allow for the creation of two (2) additional, full-time positions within the Environmental Services Department. These additional Environmental Services Department Positions include: Line Replacement Maintenance Worker I, Line Replacement Maintenance Worker II, Line Replacement Maintenance Worker III, Line Replacement Lead, Distribution Lead, and Collection Lead position.

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

*Roll Call Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Ordinance No. 2025-05-4636**.*

2. A Resolution authorizing the City of Arkansas City to enter into an agreement with Professional Engineering Consultants (PEC) to serve as the City's Representative for the Water Treatment Plant Greensand Filter Improvement Project, for an amount not to exceed \$117,650.00.

City manager Frazer explained that this is an additional required request for the WTP Greensand Filter Project, related to SRF Loan #1056, but not included in the scope of the original loan agreement amount. The city must be represented by a professional engineering consultant in order to continue to qualify and meet the project loan requirements previously set.

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3704**.*

3. A Resolution authorizing the City of Arkansas City to execute Agreement No. 937-24 with the Secretary of Transportation and the Kansas Department of Transportation (KDOT), for participation in the Kansas Local Bridge Improvement Program, Project No. 18-U-2563-01, to replace the F Street Bridge.

The City of Arkansas City applied for and was awarded funding assistance through the Kansas Local Bridge Improvement Program (KLBIIP) for the replacement of Bridge No. 501100180000004, located on F Street just north of Tyler Avenue over Mill Canal. More agreement details we provided by City Manager Frazer. The City will be responsible for the remaining 15% of participating costs up to KDOT's limit and 100% of all costs exceeding KDOT's maximum funding amount.

This project supports the City's ongoing efforts to replace deficient bridge structures, improve local transportation infrastructure, enhance public safety, and support future economic development.

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3705**.*

4. Ordinance exempting the application of K.S.A. 41-719(d), to allow the sale and consumption of alcoholic liquor at a designated area of the east corner of Central Ave. and Summit St. for one day, commencing Friday, June 7, 2025.

City Clerk Parsons provided background for this request for a Beer Garden managed by the Sandbar, to be held during the Merchants In Motion *Family Funday/Father's Day Downtown Event*, from 3:00 p.m. until 7:00 p.m with the correction of Saturday, June 7, 2025 as the day for the occasion.

*Motion made by Commissioner Warren, seconded by Commissioner Spielman to approve an Ordinance exempting the application of K.S.A. 41-719(d), to allow the sale and consumption of alcoholic liquor at a designated area of the east corner of Central Ave. and Summit St. for one day, commencing Saturday, June 7, 2025.*

*Roll Call Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-4637**.*

5. A Resolution authorizing the City of Arkansas City to approve a temporary extension of licensed premise at Gloria's Bar, located at 1121 S. Summit St., to allow sale and consumption of alcoholic liquor on public property pursuant to K.S.A. 41-2608.

City Clerk Parsons noted this request is from the owner of Gloria's Bar to allow a temporary extension of license premises to sell and serve during their corn hold tournament event to be held Saturday, June 7, 2025 from 4:00 PM to midnight. Gloria has made arrangements to apply to the state via form ABC- 816 which requires city/governing body approval with submittal. Pursuant to K.S.A. 41-2608, the governing body of a city may approve by ordinance or resolution the temporary extension of the licensed premises of a public venue, club, or drinking establishment into a street, alley, road, sidewalk, or highway that is closed to motor vehicle traffic.

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3706.***

6. A Resolution certifying legal authority to apply for the Kansas Small Cities Community Development Block Grant Program from the Kansas Department of Commerce for Parks & Facilities System improvements.

Municipal Consultant Crystal Henning with Ranson Financial was present speak and answer questions pertaining to this requested item, for the city submit an application for 2025 funding for the program geared towards improvements to Wilson Park. Because this was an agenda add item, the required Public Hearing is to be determined at a later date.

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3707.***

7. A Resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the park system to be financed with Community Development Block Grant Funds.

The Kansas Department of Commerce also requires that CDBG applicants assure them, through this resolution, that funds will be provided continually for the operation and maintenance of any improvements paid for with for with Small Cities Community Development Block Grant program funds, as part of the application process.

*Motion made by Vice-Mayor Stover, Seconded by Commissioner Spielman to approve the item as written.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Spielman, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3708.***

#### Environmental Services Department

1. A Resolution authorizing a Change Order submitted by Wildcat Construction for additional work on the Well 16 Offset Project, including watermain wet tap, hydrant replacement, and steel beam relocation adjustments, for an amount not to exceed \$13,332.92.

Environmental Services Superintendent Kyle Blubaugh explained that a change order was required for three items on the Well 16 Offset project. Wildcat Construction will carry out all necessary modifications associated with these changes to include: 1.) connect to existing watermain wet tap, 2.) remove a 2" hydrant & replace with 6" hydrant, and 3.) relocate two steel beams to accommodate the well casing installation. This change to the contract price is \$13,332.92, bringing the revised contract total to \$651,632.92.

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

*Voice Voting Aye: Commissioner Spielman, Commissioner Spielman, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3709.***

#### Fire/EMS Department

1. A Resolution authorizing the City of Arkansas City to accept a quote submitted from KNOX, for master key control system upgrades, for an estimated amount of \$12,973.00.

Fire/EMS Chief Cassaboom presented that the addition of this KeySecure 5 features dual key security and KnoxConnect®, a cloud-based management system system upgrades the current security for the Knox master key currently used and adds accountability to ensure the safety and security for the businesses within our jurisdiction.

*Motion made by Commissioner Spielman, Seconded by Vice-Mayor Stover to approve the item as written.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3710.***

2. A Resolution authorizing the City of Arkansas City to purchase a new fire pump and gearbox for Engine 51 from Conrad Fire Equipment in the amount of \$69,337.05, due to catastrophic mechanical failure.

Currently, the Fire/EMS Department is relying on a single engine for all Rescue and Fire response calls due to a recent identified issue, as explained by Fire Chief Cassaboom. Engine 51, a front-line apparatus in the City's Fire/EMS fleet, recently experienced a critical failure when it lost all fluid in the gearbox feeding the fire pump. This resulted in catastrophic damage to both the gearbox and the pump. The extent of the internal damage was not fully realized until Conrad Fire Equipment provided images showing significant mechanical failure. Chief Cassaboom noted that Conrad Fire has new pump assemblies in stock which will provide a faster turnaround time for repair of Engine 51 to be back in full use.

*Motion made by Vice-Mayor Stover, Seconded by Commissioner Spielman to approve the item as written.*

*Voice Voting Aye: Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren, and Vice-Mayor Stover. Vice-Mayor Stover declared the motion approved; given **Resolution No. 2025-05-3711.***

### **City Manager Updates & Reminders**

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

1. May 1<sup>st</sup>, staff attended a pre-construction meeting with KDOT and the construction co. for the Hike Bike Trail, that will start in Paris Park, follow the mil canal down to 1<sup>st</sup> St., over to Summit St. past the Cowley College Sports Complex and trail back around to Level System. Construction to begin May 27<sup>th</sup> with an estimated completion is aimed for September 2025.
2. May 15<sup>th</sup>, Burns & Mac will meet about the Wastewater Treatment Plant design and rebuild of chemicals cost estimates. The city needs to start looking ahead as at the midway point of our 5–7-year permit cycle.
3. The Arnold Group completed the salary bench marking and comprehensive review for the compensation study and are preparing final recognition. A presentation will occur at a future commission meeting.
4. Thursday, May 9<sup>th</sup> at noon is another *13 Ways to Kill Your Community* workshop. Chamber Director Arty Hicks and Visit Ark City Director Jill Hunter will both be attending this session. Next few 13 Way workshops are set for May 29<sup>th</sup>, June 9<sup>th</sup> and 23<sup>rd</sup>. All of these webinar sessions will occur in the City Mangers office for viewing.
5. Monday, April 21<sup>st</sup> at 6:30 PM is the Outstanding Student Banquet dinner in the Cowley College Brown Center Wright Room, where finalists are revealed.
6. Budget Work Session Retreat will begin at 8:00 AM on Friday, June 6<sup>th</sup> at the Water Treatment Facility Meeting Room.
7. Outside Agency Budget Retreat is Friday, June 13<sup>th</sup>, time to be determined.
8. Environmental Services Monthly Report for April provided to commission.

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



Commissioner Tweedy III reminded everyone that monthly Car's and Coffee will be held at the 200 Block of W. Central, lost across from Steamy Joe's this Saturday, May from 8:00 AM – 11:00 AM.

**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.*

Vice-Mayor Stoved called for comments from the audience. No one wished to speak.

**Adjournment**

*Motion made by Commissioner Warren, Seconded by Commissioner Tweedy III to adjourn the meeting.*

*Voice vote was unanimous in favor of the motion. Vice-Mayor Stover declared the motion approved and meeting adjourned.*

THE CITY OF ARKANSAS CITY  
BOARD OF CITY COMMISSIONERS

(Seal)

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Tad Stover, Vice-Mayor

ATTEST:

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Tiffany Parsons, City Clerk

Prepared by:

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Tiffany Parsons, City Clerk