



Tuesday, March 7, 2023

Regular Meeting Minutes

118 W Central Ave, Arkansas City, KS

Routine Business

1. Roll Call

PRESENT

Commissioner Kanyon Gingher
Commissioner Charles Jennings
Commissioner Scott Rogers
Commissioner Jay Warren
Mayor Diana Spielman

ABSENT

None

Also present from staff: City Manager Randy Frazer, City Attorney Larry Schwartz, Police Chief Eric Burr, Police Captain Jim Holloway, Detective Lieutenant Jason Legleiter, Interim Fire/EMS Chief Stewart Cassaboom, Engineer/EMT Tanner McClure, Finance Director/Treasure Jennifer Waggoner, Accountant Amy Roberts, Customer Service Specialist Courtney Warren, Public Services Superintendent Tony Tapia, Building Official Mike Bellis, Principal Planner Josh White, Communications Director Shana Adkisson, and Deputy City Clerk Tiffany Parsons.

2. Opening Prayer was led by Josh White and the Pledge of Allegiance was led by Mayor Spielman.

3. There was one addition and no deletions to the agenda. City Manager Frazer spoke to add New Business Item No. 3, under the City Manager Department, Motion to apply for a 2023 Trails Application to CDBG.

Motion made by Commissioner Rogers, Seconded by Commissioner Warren to approve the addition to agenda as presented.

4. Approval of the Agenda

Motion made by Commissioner Jennings, Seconded by Commissioner Gingher to approve the agenda as presented.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared motion approved.

Awards and Proclamations

1. Recognize the City of Arkansas City and Jennifer Waggoner/Finance Department as recipient of the GFOA's Distinguished Budget Presentation Award, Special Performance Measures Recognition, and Strategic Goals & Strategies Recognition.

City Manager Frazer presented Waggoner with two of the framed awards. Mayor Spielman shook Waggoners hand congratulating her for all her hard work, while the audience gave a liking applause for such an honorable achievement.

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.

Motion made by Commissioner Gingher, Seconded by Commissioner Warren to approve the consent agenda as written.

1. Approve the February 21, 2023, regular meeting minutes and the February 22, 2023 special meeting minutes as written

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared motion approved.

New Business

City Manager Department

1. Deputy City Clerk Parsons presented that The City of Arkansas City will hold a public meeting for the purpose of evaluation the performance of the Grant No. 12-PF-002 for the purpose of street improvements consisting of milling and overlay of Summit Street from Kansas Ave. to Radio Lane.

Mayor Spielman moved to open the public meeting. Commissioner Rogers seconded.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared motion the approved.

Municipal Consultant Rose Mary Saunders, with Ranson Financial Group LLC, addressed the commission with the purpose of holding the grant evaluation performance public meeting. Saunders also spoke of the request to close out the grant.

Mayor Spielman called for a motion to close the public meeting. Commission Warren moved and Commissioner Rogers seconded.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

2. Deputy City Clerk Parsons announced the authorization of Mayor, or Mayor's, to sign the appropriate documentation to close out Community Development Block Grant (CDBG) No. 21-PF-002.

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

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

3. Deputy City Clerk Parsons presented the Motion to apply for a 2023 Trails Application to CDBG.

Consultant Saunders discussed that the city received a Sunflowers Trails Foundation Grant for \$50,000.00 and one of the new categories, with a May 1st deadline for CDBG, is sidewalks and trails. This proposal includes the trails between the Paris Park Swimming Pool, North to Northwest Center, and the Lovie Watson Park Area.

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

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

With approval of the grant application, Consultant Saunders mentioned a public hearing to be held at the first meeting in April.

4. Deputy City Clerk Parsons presented a Resolution authorizing the City of Arkansas City to approve a bid submitted by New Windows For America, to install vinyl siding, a new roof, a new storm door (front & back), new guttering, build a new cellar door, new windows, install a new guardrail, install a radon mitigation system, and secure electrical at 1209 W. Oklahoma, for an amount not to exceed \$40,000.

City Manager Frazer discussed details of the item.

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

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

5. Deputy City Clerk Parsons presented a Resolution authorizing the City of Arkansas City to approve a bid submitted by Arambula Construction Company, to install vinyl siding, a new storm door (front & back), new guttering, new windows, and secure electrical at 1328 W. Oklahoma, for an amount not to exceed \$20,123.

City Manager Frazer discussed details of the item.

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

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

6. Deputy City Clerk Parsons presented that the commission consider a Resolution authorizing the City of Arkansas City to approve a bid submitted by New Windows For America, LLC to install vinyl siding, a new roof, new guttering, new windows, install a new guardrail, and secure electrical at 1417 N. 10th, for an amount not to exceed \$25,000.

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

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

7. Deputy City Clerk Parsons presented a Resolution authorizing the City of Arkansas City to approve a bid submitted by New Windows For America, LLC to install vinyl siding, new storm door (front & back), new guttering, new windows, install a new guardrail, and secure electrical at 1422 W. Oklahoma, for an amount not to exceed \$26,050.

City Manager Frazer discussed details of the item.

Motion made by Commissioner Rogers, Seconded by Commissioner Gingher to approve the item as written.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

8. Deputy City Clerk Parsons presented a Resolution authorizing the City of Arkansas City to approve a bid submitted by Arambula Construction Company, to install vinyl siding, new storm door (front & back), new guttering, new window, and secure electrical at 1507 N. 10th, for an amount not to exceed \$21,276.

City Manager Frazer discussed details of the item. Commissioner Warren questioned if these property approvals tonight used all the allotted grant dollars. Frazer confirmed that these were all part of the approved CDBG dollars and there is still more homes and grant funds left. Commissioner Jennings confirmed that Principal Planner White was the contact for grant applications.

Motion made by Commissioner Jennings, Seconded by Commissioner Gingher to approve the item as written.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

9. Deputy City Clerk Parsons presented an Ordinance adopting the 2022 Comprehensive Plan and Future Land Use Maps for the City of Arkansas City, Kansas; incorporating such plan and maps by reference pursuant to K.S.A. 12-741 et seq., K.S.A. 12-3009:3012 and K.S.A. 12-3301:3302.

Principal Planner White presented a brief explanation of the 2022 Comprehensive Plan and Future Land Use Maps to the commission. The Commission commended White and staff for their work put forth in making the comprehensive plan full of information that is historical and easy to read.

Motion made by Commissioner Warren, Seconded by Commissioner Gingher to table the item to the next meeting.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

10. Deputy City Clerk Parsons presented a Resolution Authorizing the City of Arkansas City to purchase a 2023 Ferrara Heavy-Duty Engine Tanker with a Hale QMax 2,000 GPM Pump, and a 3,000 Gallon Booster Tank from Fire Master Equipment, Inc., of Springfield Missouri, for an amount not to exceed \$888,400.00.

Interim Fire/EMS Chief Cassaboom gave an update on mechanical repair issues with various trucks including the current T-Engine. Chief Cassaboom and Engineer/EMT McClure presented details of the proposed T-Engine.

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

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

11. Deputy City Clerk Parsons announced the next item to explain the Kansas Law Enforcement Accreditation Program (KLEAP) the police department is undertaking for the next 2 years.

Police Chief Burr gave a brief explanation of the KLEAP program and future benefits to the department. Burr is currently working towards becoming an assessor for the KLEAP program. Lieutenant Legleiter gave a PowerPoint presentation further explaining the program in more detail. Staff concluded that KLEAP will be a tremendous asset to the department, most cost-effective, and holds a higher standard specific to Kansas as compared to the currently used program.

12. Deputy City Clerk Parsons introduced a resolution authorizing an annual Government Rental Agreement with PrairieLand Partners, LLC of Winfield, KS to rent a 6M/R John Deere Tractor, for an 8-month/300-hour term, for an amount not to exceed \$7,950 per year.

Public Services Superintendent Tapia shared his reasoning behind this request driven by equipment quality and budget. Surrounding townships use this equipment and have had success with both the product and similar agreement set-ups.

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

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

13. Deputy City Clerk Parsons presented a Resolution authorizing the purchase of a Land Pride RCM5715 Rotary Cutter - 1000 PTO from Wichita Tractor Company, for an amount not to exceed \$29,100.00.

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

Commissioner Jennings questioned and Tapia confirmed that the batwing will be an outright purchase and was the best-found price.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

Items for Discussion by City Commissioners

Commissioner Warren inquired about the side-by-side utility vehicle ordinance discussion. Chief Burr stated that it will take place at the next committee meeting.

Commissioner Jennings raised concern for Cox Communications service maintenance calls and the amount being charged to the customer. City Manager Frazier has reached out to Cox, and his pending return responses.

Commissioner Jennings raised concern for the new Creekstone Daycare being built and the safety of children being so close to the Creekstone facility and the surrounding industrial environment.

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 three (3) minutes.

None.

City Manager Reminders and Updates

- March 17th Employee Blarney Breakfast, Agri-Business Building, come-and-go from 6:00am – 8:30am
- Stand Up Rural American Regional Forum 2023 April 4th & 5th Kansas Star Event Center Mulvane, KS
- April 12th Cowley Rise hosting a Heath at the Forefront Workshop from 1:00pm-4:00pm at the Four County Mental Health facility
- Community Organizations Survey handout closes noon on March 24th
- Project Updates: Downtown Alley Project; Wastewater Plant project about 75% complete; Mil and overlay from Summit to 8th St. pending schedule; Hike and Bike Trail Phase 2 still working though planning and design issues between KDOT and engineer; 15th Street Bridge will waiting on materials; Hill Grant awarded staring to move; Transportation around Jefferson School should be wrapped up shortly, pending engineering drawings to wrap up cross-walks.

Financial Summary

1. February 2023 Financial Summary

Adjournment

Motion made by Commissioner Warren, Seconded by Commissioner Rogers to adjourn the meeting.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Gingher. Mayor Spielman declared the meeting adjourned.

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

(Seal)

Diana Spielman, Mayor

ATTEST:

Tiffany Parsons, Deputy City Clerk

Prepared by:

Tiffany Parsons, Deputy City Clerk