



City Commission Agenda Item

Meeting Date: 4/20/2021

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:

- January 8 — Traffic Safety Committee
- February 11 — Visit Ark City Board of Trustees
- February 11 — Equal Opportunity and Accessibility Advisory Board
- March 8 — Arkansas City Public Library Board of Trustees
- March 9 — Arkansas City Planning Commission

Approved for Agenda by:

Randy Frazer, City Manager

Arkansas City Traffic Safety Committee
1/8/21 Minutes

A regular meeting was held **Friday, January 8, 2021**, via GoToMeeting due to a pandemic. The meeting was called to order at **10 a.m.**

Roll Call:	<u>CITY STAFF MEMBERS</u>		<u>COMMUNITY REPRESENTATIVES</u>			
	City Manager	Randy Frazer	<input checked="" type="checkbox"/>	City Commission	Karen Welch	<input checked="" type="checkbox"/>
	Fire-EMS Department	Les Parks	<input type="checkbox"/>	Chamber of Commerce	Mark Chickadonz	<input checked="" type="checkbox"/>
	Management Assistant	Mike Crandall	<input checked="" type="checkbox"/>	Cowley College	Dennis Rittle	<input checked="" type="checkbox"/>
	Police Department	Dan Ward	<input checked="" type="checkbox"/>	Equal Opportunity Board	Frances "Rags" Smith	<input checked="" type="checkbox"/>
	Principal Planner	Josh White	<input checked="" type="checkbox"/>	Planning Commission	Andy Paton	<input checked="" type="checkbox"/>
	Public Information Officer	Andrew Lawson	<input checked="" type="checkbox"/>	School Board / Chamber	Jon Oak	<input type="checkbox"/>
	Public Services Department	Tony Tapia	<input checked="" type="checkbox"/>	USD 470 Public Schools	Jeri Crumbliss	<input checked="" type="checkbox"/>

Others in attendance were Ken Harader, David Kerwood, Tyrone Sharp, Harrison Taylor and Commissioner Duane Oestmann.

1. Approve October Meeting Minutes:

Karen made a motion to approve the minutes of the **October 9, 2020**, regular meeting. Rags seconded the motion, which was approved **10-0** on a voice vote. (NOTE: Tony joined the meeting in progress at **10:04 a.m.** and Jeri joined it at **10:06 a.m.**)

2. ACPD Quarterly Traffic Safety Report:

Dan said there was a sustained 9-percent decrease in non-injury accidents in the fourth quarter of 2020, still somewhat attributable to the ongoing coronavirus (COVID-19) pandemic, while injury accidents stayed low at about two per month.

There were 23 non-injury accidents and eight injury accidents just in September, the highest month of the year in both areas, but this decreased in subsequent months just as Capt. Eric Burr had predicted during the October meeting that it would.

Dan noted that the cancellations of both Arkalalah and the Last Run Car Show probably a large impact on crash reduction.

He said a "hot spot" migrated back south to the downtown area, with smaller ones on East Kansas and north of Radio Lane.

In 2020, the prime time for accidents was from 3 to 6 p.m. on Wednesdays and Thursdays, and on afternoons more generally.

3. Four-Way Stops on Numbered Streets:

Fourth Street residents **Tyrone Sharp** and **David Kerwood** spoke up about their concerns with vehicle traffic on that street.

Harrison Taylor, 525 N. Fourth St., also reiterated his concerns about traffic and speeding on Fourth Street and side roads.

Mr. Sharp said people are running stop signs at Cedar and Vine avenues where they cross Fourth Street. Dan said he will check into that, but due to the pandemic, the police department has not been able to complete its planned traffic studies there.

Andrew said citizen engagement is needed in the development of the Master Transportation Plan. Mike said the Kansas Department of Transportation recommended that the Kansas Legislature reduce residential speed limits from **30 to 20 mph**.

He suggested staff could compile a map showing the current stop sign locations and seeing if they line up with yield patterns.

Mike and Dan discussed a couple of possible solutions involving various traffic calming devices they've seen in other cities.

Mike asked Dennis if the college could teach students about residential speed limits during orientation. He said they could.

4. Eighth Street / Truck Route Signage:

Mike reviewed the new "Thru Truck Route" signs the Public Services Department created. Dan said there still are problems, but the police department is also running at minimum staffing, which is reducing its ability to focus on traffic enforcement. He said he will try to gather some more data related to this prior to the next quarterly Traffic Safety Committee meeting.

5. Goff Industrial Park Parking:

Mike asked Josh if there are any updates on the new Creekstone parking lots. He still hasn't heard anything new, but they are still working on construction. ACPD still hasn't received any new parking complaints, so the new signs might be working.

6. Street Projects (N. Summit / S. Summit / W. Madison):

Mike said the City applied for **\$455,000** in Community Development Block Grant funding for the North Summit Street resurfacing project and should hear about that later in **January**. However, the City did not receive Cost Share funding. This work includes new concrete intersection approaches and filling in existing gaps in the east-side sidewalk by early **2022**.

Andrew said there will be another opportunity to apply for Cost Share in the spring and the top feedback item the City received from the Kansas Department of Transportation is to gather letters of support, so he asked for partners' help on this.

Mike said the City also received a CCLIP grant to mill and overlay West Madison Avenue/U.S. 166 from Eighth Street to Summit Street later this year. That program was used recently to resurface South Summit Street from Madison to U.S. 77.

7. Trails (Hike-Bike Phase 2 / Central Trail / Poplar Trail):

Mike said KDOT will let the Phase 2 contract in **August**. The Hike-Bike Trail (Phase 2) Extension Project will be designed with a Fifth Avenue crossing that could be removed later, as well as crossings on Washington, Madison and South Summit.

Andrew said TA funding is unknown for the Central Trail project and a Recreational Trails presentation will be in **February**.

He said installation of the 25 StoryWalk signs and 12 light poles at the Poplar Walking Trail should be done in a month or so.

8. Transportation Master Plan RFP:

Andrew said the City received no responses to the RFP, either because firms are too busy, lost personnel or didn't have time.

Blue Cross Blue Shield said the City could extend its deadline by six months and the City Commission passed a resolution to do so. The consultant now has to be hired by **June 15**. Andrew said he hopes to have it started in the next couple of months.

He showed the committee members the original RFP in the packet and asked for any comments on it to be sent to him ASAP.

9. Other Miscellaneous Items:

Mike gave an overview of street sign replacements by the Public Services Department in the fourth quarter of 2020. School zone signs were repaired in the 1300 block of North D Street and at the intersection of B Street and Washington Avenue, as well as at Chestnut Avenue's intersections with A, C and D streets. A **35 mph** sign was repaired on Kansas Avenue, as were stop signs at Eastridge and Centennial and at Jackson and Summit, plus a "School Crossing Ahead" sign on Radio Lane.

Mike said the City received a grant through the Local Bridge Improvement Program to replace the North 15th Street Bridge.

Andrew said RISE Cowley can bring another **\$400,000** into Cowley County over the next four years through **Phase 2** of the Pathways to a Healthy Kansas grant program. He has been replaced on the steering committee by ACRC's **Debbi Davidson**.

Dan said the City's highest non-injury accident rate on record was 20.56 crashes per 1,000, but this has been reduced over the past seven years to just 14.96 per 1,000 in 2020, which is a **27-percent reduction** in non-injury accidents. For injury accidents, it is down from a high of 5.56 per 1,000 to 3.36 per 1,000, which is a **39.5-percent reduction** in injury accidents.

Dennis left the meeting in progress at **10:53 a.m.**

Andrew made a motion to adjourn the meeting. Dan seconded the motion to adjourn. The motion was approved **11-0** on a voice vote. The meeting was adjourned at **11:04 a.m.** The next meeting of the Traffic Safety Committee will be at **10 a.m. Friday, April 9, 2021.**

VISIT Ark City Board of Trustees

2/11/2021

The VISIT Ark City Board of Trustees met in virtual session on Thursday, **February 11, 2021**. Those present were Shawn Silliman, Dena Ward, Liz Shepard, Julianna Barragan, Carlla Pike, Arty Hicks, Duane Oestmann, Charles Tweedy, Dave Fels, Andrew Lawson, and Pam Crain - VAC Director. Absent: Kanyon Gingher.

Liz Shepard called the meeting to order. Arty Hicks later joined the meeting in progress.

Minutes from January 14 Meeting

Minutes of the previous meeting were reviewed. Dena Ward moved to accept the minutes. It was seconded by Carlla Pike. A unanimous voice vote declared the **minutes accepted**.

Treasurer's Report

Pam Crain presented the financials and monthly expenses. Pam reported normal operating expenses. The transient guest tax from the City should arrive in the next few days. The amount is around \$19,000. Carlla Pike moved to accept the report as presented. Shawn Silliman seconded, and a unanimous voice vote declared the **motion approved**.

Old Business

Quail Valley Farms Funding Request

Pam Crain reported the Quail Valley Farms Disc Golf Tournament will not take place in Arkansas City due to a lack of sponsors. The \$1,000.00 sponsorship from VAC will be returned. Pam requested the refunded money from Quail Valley be used to support the Burford Theatre. Carlla Pike moved that the \$1,000 sponsorship for Quail Valley Farms be reallocated to the Burford. Julianna Barrigan seconded, and a unanimous voice vote declared the **motion approved**.

Awning Update

Pam Crain reported when the Chamber of Commerce awning collapsed, damage to the building occurred and it required some brick repair. Once the repairs are complete and the temperatures warm up, the new awning will be installed.

New Business

Board Position Open

Dena Ward will resign from the VAC Board on March 1. Shannon Martin will fill the position.

Last Run Car Show Support

Pam Crain reported the Mid-America Dragway is planning to hold a car show on the same day as the Tumbleweeds. The Tumbleweeds have requested an additional \$500.00 of support for 2021, for a total of \$1,000.00. The VAC Board discussed the proposal. It was determined that Pam Crain will contact both the Tumbleweeds and Mid-America Dragway, and report back to the VAC Board. The request was tabled until the next meeting (*no March meeting due to no quorum*).

Burford Theatre

Pam Crain mentioned volunteer opportunities in the "Green Room" of the Burford Theatre.

VAC Website

Dave Fels of Municode led a discussion on the new VAC website design and creation.

Arty Hicks made a motion to adjourn; seconded by Shawn Silliman.

The next regular meeting is scheduled for noon on April 8, 2021.

Arkansas City Equal Opportunity and Accessibility Advisory Board
2/11/21 Minutes

A regular meeting was held **Thursday, February 11, 2021**, via GoToMeeting due to a pandemic. Meeting called to order at **4:04 p.m.**

Roll Call:

Board Members

Bob Baker	<input checked="" type="checkbox"/>
Ethan Bartlett	<input checked="" type="checkbox"/>
JoAnn Bierle	<input checked="" type="checkbox"/>
James Fry	<input type="checkbox"/>
Anita Judd-Jenkins	<input type="checkbox"/>
Tammy Lanman-Henderson	<input checked="" type="checkbox"/>
Frances "Rags" Smith	<input checked="" type="checkbox"/>

Staff Liaisons

Mike Bellis	<input checked="" type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Evan Haney	<input checked="" type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Marla McFarland	<input type="checkbox"/>
Tony Tapia	<input type="checkbox"/>
Josh White	<input checked="" type="checkbox"/>

1. Approve January Regular Meeting Minutes:

Rags made a motion to approve the minutes of the **January 14, 2021**, regular meeting as written. Ethan seconded the motion, which was approved **4-0** on a voice vote. Bob joined the meeting in progress at **4:10 p.m.**

2. 2021 CIP Committee Update:

Andrew said the only update is that there will not be a CIP Committee in **2021**. Staff will develop the CIP internally. There was an extended discussion about the need to prioritize ADA improvements. Andrew and Mike said they will work on this.

3. Comprehensive Plan Discussion:

Josh said the Planning Commission just finished its discussion of **Chapter 3**, "Housing and Neighborhoods," on **February 9**. Following that will be a discussion in **March** regarding **Chapter 4**, "Economic Development," which he briefly overviewed.

Andrew said the City is still researching the concept of a possible new advisory board that would focus mainly on housing.

Andrew and Josh provided updates on the ongoing Compass Point Addition and Lake View Estates new housing projects.

There is not a lot in Chapter 4 that crosses this Board's duties, but ADA compliance for employers and public infrastructure is a big emphasis. These are economic development concerns, as well as issues of community equity and quality of life.

4. Intellectual and Developmental Disabilities Awareness Month:

Andrew said March is Intellectual and Developmental Disabilities Awareness Month. There will be a proclamation at the City Commission meeting at **5:30 p.m. March 2**. He invited Board members and local CDDO providers to attend this event.

5. Tacolalah Executive Committee Report:

Andrew said Tacolalah has officially been rescheduled for **10 a.m. to 10 p.m. Saturday, July 17** to cap the 150th celebration.

The next Tacolalah Executive Committee meeting will be at **noon February 18** via GoToMeeting, due to the pandemic. The Committee is still looking for its seventh and final member. Andrew asked the Board members to help advertise that vacancy.

6. Other Miscellaneous Items:

There was another discussion about various problems at the Osage Apartments. Mike will contact them again about these.

Tammy again presented her idea for a recurring food truck festival event. Andrew said this would be a good Wilson Park fit.

Tammy asked about recent department head retirements. Andrew gave an overview of the current status of each department.

Rags made a motion to adjourn the meeting. JoAnn seconded the motion, which was approved **5-0** on a voice vote. The meeting was adjourned at **4:53 p.m.** The next meeting of the Equal Opportunity and Accessibility Advisory Board will be at **4 p.m. April 8, 2021**.

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – March 8, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, March 8, 2021 at 7:00 p.m. via Zoom.

MEMBERS PRESENT:

- | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Duane Oestmann, City Commissioner, ex-officio | <input checked="" type="checkbox"/> Kayleigh Lawson, President |
| <input type="checkbox"/> Shawna Allison, Vice-President | <input checked="" type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input checked="" type="checkbox"/> Emily Mitton, Secretary |
| <input checked="" type="checkbox"/> Mitch Reichle, Treasurer | |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:00 p.m.

Motion by Colston to approve the February meeting minutes. Second by Oestmann. Approved unanimously.

Motion by Colston to approve the January 2020 Treasurer Report. Second by Watson. Approved unanimously. The January 2020 report shows that we have total assets of \$341,771.22 (\$2,106.76 in current liabilities, \$1,784.54 in the operating fund and \$320,504.37 in the capital improvement fund). We have accepted 3% of our anticipated receipts and expended 6% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

Short discussion in Old Business concerning the library reopening phases. No action taken.

Motion by Allison to adjourn the meeting. Second by Colston. Approved unanimously. With there being no further business, the meeting concluded at 7:28 p.m.

Meeting called to order on March 9, 2021 at 5:30 PM:

Prior to the start of the meeting Joni Curl was sworn in as Planning Commissioner

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

Colston, Gallegos and Howerton joined the meeting via GoToMeeting.

Staff present at the meeting included Public Information Officer Andrew Lawson, Principal Planner Josh White and City Manager Randy Frazer.

Also present at the meeting or via GoToMeeting were Shawn McGrew representing Strother Field, Kerri Falletti representing Cowley First, Mark Paton representing Arkansas City Industries, Dennis Rittle representing Cowley College, Kartikeya Saboo representing Wichita State University, Renee Lippincott representing the Kansas Department of Commerce, Yazmin Wood representing Legacy Foundation, and one member of the public.

1. Public Comments:

No public comments were made.

2. Consent Agenda:

Colston made a motion to approve the February 9, 2021 minutes as written. Jennings seconded the motion. Voice vote carried the motion.

3. Comprehensive Plan

White reviewed what was previously discussed on housing. He continued by talking about the incentives available for housing. Lippincott shared some information on programs available from the state. She noted that with housing, you need to focus on needs not wants and not to just use programs as a wish list. Housing studies can tell you exactly what you need. Frazer noted that we were working on the Housing Assessment Tool as part of our application for CDBG Housing funding. After discussion wrapped on housing, White shifted the focus to Economic Development. He did a brief overview on economic development efforts in the City. Falletti also briefly talked about the state of economic development and helped to answer questions. He also talked about income and poverty and how that can affect the workforce. Wood talked about some of the work done on homelessness and dealing with poverty in the county. Jennings noted an organization he works with had served the homeless during the recent cold by provided 80 hotel room nights. Planning Commissioners were surprised to learn how many people were experiencing homelessness. Planning Commissioners had general discussion of economic development. He stated that the next meeting would focus on past surveys and possible goals.

4. Other Items:

Lawson and White discussed the recent FlashVote results regarding Quality of Life in the Community. Planning Commissioners discussed the results. Howerton noted that it seems interesting that people want more businesses but don't always seem to want to support the local businesses. Staff said we could fold that topic into a future survey.

5. Adjournment:

Jennings made a motion to adjourn. Benton seconded the motion. Voice vote carried the motion. Meeting adjourned.