



CITY COMMISSION MEETING MINUTES

Tuesday, June 3, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

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

City staff present: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communication Director Shana Adkisson, Human Resources Director Marla McFarland, Principal Planner Josh White, and Police Chief Jim Holloway, Police Lieutenant Cory Combes, Master Police Officer Madison Pickett, Master Police Officer Otey Spires, Police, Police Officer Keven Horinek, Officer Caleb Rinehart, and Animal Control Officer Eric Petry.

2. Opening Prayer and Pledge of Allegiance led by Principal Planner Josh White.

3. Addition or Deletions to the agenda.

City Manager Frazer stated there was one addition and a modification to restructure the agenda.

- **Addition:** Section II. Awards and Proclamations, add Item 2: *Proclaim June 2025 as Archaeology and Historic Preservation Month in Arkansas City; conduct a second reading in recognition of the Etzanoa Board and welcome new Etzanoa Director, Georgia Zavala.*
- **Restructure:** Section III. Consent Agenda, move Item 5, to Section IV. New Business, City Manager Dept. as Item 4. *Approve a new Cereal Malt Beverage (CMB) License for consumption off the premises for Las Monarcas LLC, located at 2914 N. Summit St.*

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

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

4. Approval of the Agenda.

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

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

City Clerk Parsons offered the following items for consideration:

Awards and Proclamations

1. Proclaim June 19, 2025 as Juneteenth National Independence Day in Arkansas City as read by Commissioner Spielman and presented to Robin Henderson with Juneteenth Cowley County.

2. Proclaim June 2025 as Archaeology and Historic Preservation Month in Arkansas City; conduct a second reading in recognition of the Etzanoa Board and welcome new Etzanona Director, Georgia Zavala, as presented by Mayor Beeson and received by Etzanona Director, Georgia Zavala.

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 May 16, 2025, special meeting minutes, and May 20, 2025 regular meeting minutes as written.
2. A Resolution scheduling a public hearing for July 15, 2025, at 5:30 PM in the Commission Chambers at City Hall to determine if structures located at 113 S 8th ST, 211 N 5th ST, 219 N 5th ST, 514 S 6th ST, 1200 W Linden Ave, 314 E Maple Ave, 309 E Van Buren Ave are unsafe and dangerous.
3. A Resolution authorizing the City of Arkansas City to approve Supplemental Agreement No. 1 to City-State Agreement No. 104-19 between the City of Arkansas City and the Kansas Department of Transportation (KDOT) for the Hike-Bike Trail Extension Phase 2 project, and to ratify the mayor's prior execution of the agreement due to the time-sensitive nature of the request.
4. Approve a new Cereal Malt Beverage (CMB) License for consumption on the premises, for Las Monarcas LLC, located at 2914 N. Summit St.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-06-3715** and **Resolution No. 2025-06-3716**.*

New Business

City Manager Department

1. A Resolution authorizing the City of Arkansas City to enter into an agreement with Davis Preservation, to update the National Register Nomination of the Historic Downtown Commercial District in accordance with the project agreement with the State Historic Preservation Office and the Historic Preservation Fund Grant previously awarded, for an amount not to exceed \$20,000.

Principal Planner White explained that this request stems from the City receiving a grant in 2017 to conduct a resurvey of the downtown historic district. That survey was completed in May 2018. Earlier this year, the City was awarded another grant to build on the previous work. The current project involves reviewing all buildings within the district, based on the 2018 survey, and preparing a nomination for a revised Historic District that includes appropriate additions and removals. A Request for Proposals (RFP) was issued, resulting in seven submissions, with bid amounts ranging from \$20,000 to \$25,000. As the grant award is \$25,000, all proposals fall within budget. After reviewing the proposals with members of the Historic Preservation Board, staff recommend entering into an agreement with Davis Preservation.

Motion made by Mayor Beeson, seconded by Vice-Mayor Stover to approve the item as written.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-06-3717**.*

2. A Resolution authorizing the City of Arkansas City to the City of Arkansas City, Kansas, to enter into an Agreement for Fire Inspection Services by and between Cowley County, Kansas and the Arkansas City Fire Department.

City Manager Frazer explained that this agreement serves to formalize the longstanding practice of the City assisting Cowley County with fireworks inspections, maintaining the existing compensation rate of \$200 per inspection. City Clerk Parsons noted that after discussions with Fire Chief Cassaboom—who had raised questions about the process—no formal documentation could be located. As a result, she reached out to County Clerk Karen Madison for clarification who confirmed the verbal agreement. In response, County Clerk Madison worked to establish a written agreement with the City for future reference and accountability. The County, like the City is required to perform fire safety inspections on firework stands, and the City of Arkansas City Fire Department is in favor of continuing to assist.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-06-3718**.*

3. A Resolution authorizing a temporary extension of the permitted sale and detonation of fireworks in Arkansas City, Kansas, through Saturday, July 5, 2025, in observance of Independence Day holiday, establishing specific hours for sale, detonation and cleanup requirements. **(Voice Vote)**

City Clerk Parsons highlighted that with the 4th of July holiday falling on a Friday this year, city staff recommend temporarily extending the 2025 holiday fireworks season by one day, allowing sales and detonation of fireworks beginning Friday, June 27th and ending Saturday, July 5th for this year only. This temporary resolution includes hours of sales and detonation as well as clean up provisions identical to our current ordinance in place for the extended day. All other provisions of Chapter 34 pertaining to fireworks remain lawful and in full effect. Parsons also noted that several fireworks retailers have reached out to inquire out our cities. Although recent state legislation (Senate Bill 199) expands the potential for sales and discharge of fireworks statewide, city staff believe the city's ordinance regarding fireworks is appropriate for the City of Arkansas City and municipal code will remain unchanged at this time.

Motion made by Mayor Beeson, seconded by Vice-Mayor Stover to approve the item as written.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-06-3719**.*

4. **Approve a new Cereal Malt Beverage (CMB) License for consumption off the premises, for Las Monarcas LLC, located at 2914 N. Summit St.**

City Clerk Parsons explained that this request is for a food truck and will be the first food truck to Sell Cereal Malt Beverages out of the establishment. State provisions do apply for all CMB served off the premises.

Las Monarcas LLC owner, Dorris Herra said that they currently sell Michelada's mixed with sparking water, outdone with an array of delicious toppings, but this approval would also allow for Cereal Malt Beverages to be mixed with the Michelada.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-06-3722**.*

Environmental Services Department

1. A Resolution authorizing the City of Arkansas City to enter into an Engineering Design Services Agreement with Smith & Oaks, Inc., related to the West Kansas Avenue Water Line Improvements Project, for an amount not to exceed \$30,600.00.

Environmental Services Superintendent Blubaugh addressed the commission, explaining that this project represents the first phase of the water line replacement and improvement initiative where Smith & Oaks will provide engineering design services for. The initial work will begin on West Kansas Avenue at 20th Street, continuing down Ash Street to 23rd Street, then heading south back to Kansas Avenue, ultimately circling around to the City Park Shop.

Motion made by Vice Mayor Stover, seconded by Mayor Beeson to approve the item as written.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-06-3720**.*

2. A Resolution authorizing the City of Arkansas City to purchase ITpipes software package essential for use with the sewer camera trailer operation, at a total initial amount not to exceed \$56,250.00.

This advanced software will integrate with the City's existing camera trailer to provide a comprehensive inventory of the sewer line conditions. Environmental Services Superintendent Blubaugh explained that the software package includes ITpipes' Assisted Inspection Coding (AIC) technology, which features AI-powered automation and cloud storage. These tools allow for faster imaging results, accurate condition grading, and detailed analysis, enabling quicker repairs and greater staff efficiency. City Manager Frazer added that this tool is essential for assessing the condition of sewer pipes and accurately identifying underlying issues.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-06-3721**.*

City Manager Updates & Reminders

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

1. June 5th Chamber of Commerce Ribbon Cutting of the new City of Arkansas City Signs at the south entrance sign location.
2. June 6th City Budget Retreat at the Water Treatment Plant meeting room from 8am-3pm.
3. June 9th *13 Way's to Kill Your Community* Webinar at noon in the City Manager's office.
4. June 12th Comp Study Workshop City Manager's office beginning at 7am to 1pm. Staggered appointments among commissioners assigned as to not form a quorum.
5. June 13th Outside Agencies Budget Retreat at noon in the City Hall Commission Chambers in conjunction with the regularly scheduled Work Session.
6. On June 18th, City staff will travel to Topeka, Kansas to meet with the Kansas Department of Health and Environment (KDHE) regarding future planning for the Wastewater Treatment Plant (WWTP). Upcoming permit cycles will require the City to treat phosphorus. Staff will explore whether continuing with chemical treatment remains the most cost-effective and efficient option, or if a mechanical process may be more suitable.
7. June 23rd final *13 Way's to Kill Your Community* Webinar at noon in the City Manager's office.
8. City Project Manager's update list provided to commissioners for review.
9. PEC project update handout for review by commissioners.
10. Northwest Community Center Summer Program Update provided by Cindy Bennett. She is also working with K-State Extension on several projects.
11. Hike-Bike Trail Phase II Project is on hold again. The stormwater plan was submitted almost 2 years ago by Smith & Oaks, however during a recent Pre-Construction meeting with KDOT and the contractor, it was discovered that the SWPPP - Storm Water Pollution Prevention Plan got lost during KDOT review process.

Items for Discussion by City Commissioners

Commissioner Spielman expressed continued hope for the installation of a water spigot at the Water Plant and inquired about the plans moving forward to complete the project.

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.

City resident Mickie Schmith of 426 N. C St. who recalled having first visited Ark City was in 1992, praised Northwest Community Director Cindy Bennett and her dance program then expressed concerns for the Sally's Palace Ark City Teen Center sign still in place at 220 S. Summit.

Adjournment

Motion made by Commissioner Warren, Seconded by Vice Mayor Stover to adjourn the meeting.

Voice vote was unanimous in favor of the motion. Mayor Beeson declared the motion approved and meeting adjourned.

THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, City Clerk

Prepared by:

Tiffany Parsons, City Clerk

DRAFT