



Routine Business

1. Opening Prayer led by City Attorney Larry Schwartz and Pledge of Allegiance led by Mayor Warren.
2. Roll Call

PRESENT

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

ABSENT

Also present from staff: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, Administrative Assistant Terice Watts, Accountant Amy Jones, Environmental Services Superintendent Rod Philo, Municipal Project Manager Nick Rizzio, Neighborhood Services Director Mike Bellis, Police Chief Jim Holloway, and Public Services Superintendent Tony Tapia.

3. There was one addition and no deletions to the agenda.

Additions:

- **New Business, City Manager Dept. Item No. 6. A Resolution of the Board of City Commissioners of Arkansas City, Kansas, Declaring a Class 1, Stage 1 Water Watch, pursuant to Division 2, Sections 62-196 through 62-206 of the Arkansas City Municipal Code.**

Motion made by Commissioner Spielman, Seconded by Commissioner Stover to approve the additions to the agenda.

Voice Voting Yea: Vice Mayor Beeson, Commissioner Stover, Commissioner Spielman, and Commissioner Tweedy. Vice Mayor Beeson declared the motion approved.

4. Approval of the Agenda

Motion made by Commissioner Stover, Seconded by Commissioner Tweedy to approve the agenda.

Voice Voting Yea: Commissioner Beeson, Commissioner Stover, Commissioner Spielman, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved.

Recognition of Visitors/Staff

1. Recognize and congratulate Terice Watts on receiving the Nancy Crain Administrative Professional of the Year Award.

City Manager Frazer gave a background that in April, Watts was named the Nancy Crain Administrative Professional of the Year during the Administrative Assistants of Kansas Cities (AAKC) annual meeting in Olathe, Kansas. The award being named in honor of Arkansas City's Administrative Assistant Nancy Crain,

who was well know across the state as a founding member of AAKC and for her community service. Watts was nominated by her supervisor, Director of Neighborhood Services Mike Bellis. "Having that award come home to Ark City, being named after Nancy is a big Honor; we are really proud of the work Terice does here", Frazer stated. The award is one of the highest honor an municipal administrative professional can receive as it recognizes those who contribute their skills to their profession, community and are dedicated to their municipalities. Since joining AAKC, Watts served as membership chair from 2010-2015 and is currently the AAKC president, as elected in 2021. As a certified International Code Council (IIC) Permit Technician, Watts has also held roles as president and vice-president for the Kansas City Metro Association of Permit Technicians. Locally, Watts is a PTO officer at Jefferson Elementary and currently serves as Cowley County Humane Society President. Watts will be recognized at the League of Kansas Municipalities' annual conference in October and be featured in an upcoming issue of the LKM magazine, *Kansas Government Journal*.

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 the July 2, 2024, regular meeting minutes as written.
2. Ratify Mayor Jay Warren's appointment of Eric Burr to the Community Spirit Award Committee.
3. A Resolution approving the public hearing notice publication and setting the public hearing for Tuesday, August 20, 2024, 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 to improve Wilson Park.
4. A Resolution scheduling a public hearing at 5:30 PM on October 1, 2024, in the Commission Chambers at City Hall to determine if the structure located at 426 S. Summit St. is unsafe and dangerous.

Motion made by Commissioner Stover, Seconded by Commissioner Tweedy to approve the consent agenda as written.

*Voice Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved, given **Resolution No. 2024-08-3625 and Resolution No. 2024-08-3626.***

New Business

City Manager Frazer offered the following items for consideration:

City Manager Department

1. A Resolution authorizing the City of Arkansas City to allocate transient guest tax funds to Visit Ark City, in the amount of \$20,000.00, for their office remodel project.

City Manager Frazer explained that transient guest tax funds can be used for anything that brings in tourism to the community and that adding or remodeling offices qualifies. Chamber of Commerce CEO Arty Hicks further noted that Visit Ark City recently added another staff member, who is currently sharing an office space with Director Jill Hunter, so they do need their own offices. The proposed remodel will allow for computer equipment, office storage space and more. Three bids were received all from local commercial contractors.

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

*Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-08-3627.***

2. A Resolution authorizing the City of Arkansas City to enter into a Memorandum of Understanding (MOU) by and between the City of Arkansas City, KS and Cowley County, KS, for the purpose of establishing a coordinated approach for the use, maintenance, and operation of Outdoor Warning Sirens within the jurisdiction of Arkansas City and Cowley County.

City Manager Frazer explained that the City of Arkansas City has been operating its own sirens as well as the IXL sirens for years. There was an article published in the paper awhile back after one of our storms that caught the eye of someone at the State, who reached out to the County and reminded them that by State Statute the County has authority over the sirens, not the City. As a result, this MOU was developed to ensure that all parties are following State Statute and communicating to each other. The City of Arkansas City will continue to sound off the sirens and will now adhere to communication standards established in the MOU to give notice to Cowley County Emergency Management.

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

*Voice Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-08-3628.***

3. An Ordinance, granting to Evergy Kansas South, Inc., a Kansas Corporation, an electric franchise including the right to construct, operate and maintain electric transmission, distribution and street lighting facilities within the corporate limits of the City of Arkansas City, Kansas, and repealing Ordinance 2019-05-4489.

City Manager Frazer explained that the current franchise agreement passed in 2019 with Evergy, formerly Kansas Gas and Electric Company and Westar, is set to expire under Ordinance 2019-05-4489. In recent negotiations, the City proposed maintaining the current terms for another 5 years, while Evergy preferred a 20-year term. Both parties have agreed on a 10-year term with a review after 5 years, allowing for greater flexibility. Key terms of the proposed agreement include: A 10-year term with a 5-year review period, a 6% franchise fee on gross receipts, aligning with industry standards, and Evergy's compliance with City codes for managing public right-of-way, ensuring specific, designated areas for facilities placement.

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

*Roll Call Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Ordinance No. 2024-08-4615.***

4. A Resolution authorizing the City of Arkansas City to enter into an agreement by and between The Secretary of Transportation of the Kansas Department of Transportation (KDOT), the City of Arkansas City, KS, the City of Winfield, KS, and the Strother Field Commission, for the US-77 State Highway Construction Project.

City Manager Frazer explained that the state will resurface US-77 State Highway between Arkansas City and Winfield, in addition to some realignment of the road near Strother Field and create a new lift station at Strother Field. The new lift station will tie into the City of Arkansas City's lift station at Patterson Park. The City of Ark City does not have an initial financial obligation, but will process the wastewater from Strother Field, eventually taking over maintenance of the lift station facility once established. The City of Winfield has extra work to be done that requires some cash outlay as does Strother Field.

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

*Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-08-3629.***

5. Select three (3) voting delegates and three (3) alternates to the 2024 League of Kansas Municipalities (LKM) Annual Business Meeting to be held on Saturday, October 12, 2024.

Though discussion, Mayor Jay Warren, Commissioner Chad Beeson and Commissioner Tad Stover volunteered to attend the LKM conference and be voting delegates. Commissioner Charles Tweedy, Communications Director Shana Adkisson and City Manager Randy Frazer offered to be alternates.

Motion made by City Clerk Parsons, Seconded by Mayor Warren to elect Jay, Chad and Tad as the three voting delegates, and Charles, Shana, and Randy as the three alternates to attend the 2024 League of Kansas Municipalities Annual Business Meeting to be held on Saturday, October 12, 2024.

Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion carried.

6. **A Resolution of the Board of City Commissioners of Arkansas City, Kansas, Declaring a Class 1, Stage 1 Water Watch, pursuant to Division 2, Sections 62-196 through 62-206 of the Arkansas City Municipal Code.**

Environmental Services Superintendent Philo addressed the commission, offering explanation behind the water watch declaration being associated with the current and potential continued drought situation and other factors that could lead to a shortage of water supply. Currently, we are not facing a water shortage but need to take precaution. Philo stated that “currently, our water storage is down 80 percent, and we’ve been ending the day at about 65 percent storage. This means a significant main break, or any similar issue could put us in trouble. That’s the reason for the water watch declaration”. Effective immediately, per the resolution, the public is asked to voluntarily reduce water use by being mindful when watering gardens, lawns, trees and recreational area, washing vehicles, boats, trailers, or building exteriors. The water watch will stay in place until conditions improve, at which time the City will announce that the watch as ended.

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

*Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-08-3630**.*

Public Services Department

1. A Resolution authorizing the City of Arkansas City accept a bid submitted by Berry Tractor, to purchase a 2024 Blue Diamond Cold Planer skid steer attachment in the amount of \$25,855.20.

Public Services Superintendent Tapia addressed the commission, explaining that an older 1991 model cold planer was equipment frequently used and owned by the city, but with parts being obsolete to repair, it has not worked in many years. The city did resort to leasing equipment but would benefit to having their own on hand at all times again. This new cold planer skid steer attachment will allow staff to continue to mill humps in the road over by the middle and high school, help mill & overlay areas, and perform smoother street crack repairs. Three bids were sought for the purchase of the cold planer from Berry Tractor, Vermeer Great Plains and Skid Pro Attachments. Staff recommends the 2024 Blue Diamond 16 inch High Flow Cold Planer due to its durability and more dependable piece of equipment.

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

*Voting Yea: Commissioner Beeson, Commissioner Spielman, Commissioner Stover, Commissioner Tweedy, and Mayor Warren. Mayor Warren declared the motion approved; given **Resolution No. 2024-08-3631**.*

City Manager Updates & Reminders

City Manager Frazer provided reminders and updates before the commission.

1. August 2nd staff met with Burns & Mac to discuss the chloride levels coming out of the water treatment facility, SRF application for emergency contaminants grant for the green vent sand filter, and the next phase of the Water Treatment Plant.
2. August 7th staff will have a preliminary review of the RexPlex Study.
3. August 8th Chamber Coffee will be hosted by the city where Project Manager Nick Rizzio will be presenting detailed information about the HEAL Grant pertaining to downtown buildings.
4. Arknoe will be looking at Arkansas City to potentially set up shop, staff will meet with them next week.
5. August 13th the KS Dept. of Labor Safety will be touring and evaluating city facilities conducting a safety audit. This is done every 5 years and final reports are given to the city.
6. August 16th is the Cowley Tech. Building open house at 3:00 p.m.
7. Project Manager Rizzio & City Manager Frazer met with KDHE's William Carr today to discuss the SRF loan application for emergency contaminants grant and gain guidance. Staff has until October 15, 2024, to get the application submitted.

Items for Discussion by City Commissioners

Commissioner Tweedy questioned in information had been directly sent to downtown business owner about the Chamber Coffee HEAL Grant. Communications Director Shana Adkisson noted that this both the Chamber and the City have released social media posts via Facebook and the Chamber has advertised on their website.

Mayor Warren inquired about the status of the golf cart ordinance. Chief Holloway and City Manager Frazer have reached out to several surrounding jurisdictions that allow golf carts on city streets. Chief Holloway reported that around 60% do allow golf carts further noting that one major concern that other cities are facing is the continued driving of golf carts by underaged drivers or those without licenses.

Commissioner Tweedy asked about the sign ordinance. City Attorney Schwartz explained that Principal Planner Josh White is working on combining the ordinance with other pieces to take before the Planning Commission. Once he has the pieces back, he will bring them all together.

Commissioner Spielman mentioned several citizens contacting her about safety concerns for the large holes and lack of construction fencing at the truck stop construction site. Neighborhood Services Director Bellis explained that these are retention ponds that aid in water runoff. Once the job is complete, they will be there without fencing. Bellis will inquire with the construction crew about adding fencing.

Comments from the Audience for Items not on the Agenda

Those who signed up to speak during the meeting will have the opportunity to address the commission for a period of 5 minutes.

Bob Matthews at 900 D St., raised concerns for un-mowed lots near his house creating water flow along Pine Street occasionally flooding into his home and garage. A map and images were provided the commission by Matthews, showing the unpaved street along Pine St. beginning at the alley to the rail-road track drainage ditch.

Adjournment

Motion made by Mayor Warren, seconded by Commissioner Tweedy to adjourn the meeting.

The voice vote was unanimous in favor of the motion. Mayor Warren declared the meeting adjourned.

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

(Seal)

Jay Warren, Mayor

ATTEST:

Tiffany Parsons, City Clerk

Prepared by:

Tiffany Parsons, City Clerk

DRAFT