



City of Arkansas City

CITY COMMISSION MEETING AGENDA

Tuesday, July 20, 2021 at 5:30 PM — 118 W Central Ave, Arkansas City, KS

Please join our meeting for your computer, tablet or smartphone

<https://global.gotomeeting.com/join/899448485>

You can also dial in using your phone: United States: +1 (872) 240-3212

Access Code: 899-448-485

I. Routine Business

1. Roll Call
2. Opening Prayer and Pledge of Allegiance
3. Additions or Deletions (**Voice Vote**)
4. Approval of the Agenda (**Voice Vote**)

II. Awards and Proclamations

1. Proclaim July 26, 2021, as National Disability Independence Day in Arkansas City.

III. Consent Agenda (Voice Vote)

*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: **New Business**.*

1. Approve the July 6, 2021, special call meeting minutes; July 6, 2021, regular meeting minutes; and July 9, 2021, special call meeting minutes as written.
2. Approve a Resolution authorizing a public meeting of the Governing Body to attend a special study session at noon Tuesday, July 27, 2021, in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave. in Arkansas City.
3. Approve a Resolution authorizing the City of Arkansas City to contract with Mediclaims, Inc. to process, file and manage Emergency Medical Services claims.
4. Approve a Resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to renew an adoption contract for two years with the Walnut Valley Disc Golf Association (WVDGA) for Robert Cox Memorial Park, located at 1201 N. 5th St. in Arkansas City.
5. Approve a Resolution authorizing the City of Arkansas City to enter into a contract with South Central Kansas Economic Development District, Inc. (SCKEDD), to provide Grant Writing Services, for an amount not to exceed \$3,000.00. (Voice Vote)

IV. Comments from the Audience for Items Not on the Agenda

Per the Kansas Open Meetings Act, the City Commission is not required to entertain any comments from the public during any meeting, especially during a state of emergency. For hybrid or virtual meetings, the normal citizen comment process will be modified. Citizens who wish to address the City Commission are encouraged to contact City staff prior to this meeting to be placed on the agenda, with the consent of the Mayor. During this meeting, citizens who log into the meeting from their computer, tablet or smartphone are welcome to ask questions using the text Chat feature. Any questions will be forwarded from City staff to the Mayor, who may choose to allow further comment.

*The following rules **must** be strictly adhered to by all citizens wishing to speak during a virtual/hybrid meeting, **whether they are on the agenda or recognized by the Mayor during the meeting itself:***

- Each speaker will state his or her name and address before making any comments.
- Each speaker will have three (3) minutes to present his or her comments.

- Comments or questions will be directed only to the City Commission.
- Debate or argument between parties in the audience will not be allowed. **“Logged in” citizens will remain muted during the meeting, unless recognized and called upon specifically by the Mayor.**
- Repeated reiterations by speakers will not be allowed.
- Violations of comment procedure will result in being directed to cease speaking or being muted.

V. New Business

Resolutions for Consideration

1. Consider a Resolution authorizing the City of Arkansas City to purchase a portable air compressor from Central Power Systems, of Wichita, for an amount not to exceed \$19,405.43. **(Voice Vote)**
2. Consider a Resolution authorizing the City of Arkansas City to enter into an agreement for engineering design services with Smith & Oakes, Inc., of Arkansas City, for the City Connecting Links Improvement Program (CCLIP) Surface Preservation Grant Project for Madison Avenue (U.S. 166) from 8th Street to Summit Street, for an amount not to exceed \$70,600.00. **(Voice Vote)**
3. Hold a public hearing and consider a Resolution certifying legal authority to apply for the 2022 Kansas Small Cities Community Development Block Grant (CDBG) Program from the Kansas Department of Commerce, and authorizing Mayor Scott Rogers to sign and submit such an application. **(Voice Vote)**

VI. Staff Report Presentations

City Manager's Report on Upcoming Activities

1. HIAC meeting presentation
2. Relay for Life brown bag lunch
3. Visit Ark City Glow Ball tourney
4. Special City Commission study session
5. Arkansas City Farm and Art Markets
6. Regular City Commission study session

VII. Communications and Reports

1. City Advisory Board Reports
2. June 2021 Financial Summary

VIII. Adjournment

Office of the Mayor
Arkansas City, Kansas

Proclamation

WHEREAS, National Disability Independence Day is celebrated each year on July 26 and, this year, it commemorates the 31st anniversary of the signing of the Americans with Disabilities Act (ADA) on July 26, 1990; and

WHEREAS, this legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; and

WHEREAS, ADA provides protection from employment and other forms of discrimination by reducing barriers and changing perceptions, increasing full participation in community life, and providing better access to goods, services and communications for people with disabilities; and

WHEREAS, although ADA has helped millions of Americans with disabilities to achieve equal treatment for disabled individuals, there still are barriers to public accommodation of which governments, corporations and business owners need to be aware, and the full promise of ADA only will be reached if we remain committed to continue our efforts to implement it fully; and

WHEREAS, throughout the year and on the anniversary of the Americans with Disabilities Act, this City, and its Equal Opportunity and Accessibility Advisory Board, celebrate and recognize the progress that has been made by reaffirming the principles of equality and inclusion, and recommitting our efforts to reach full ADA compliance.

NOW, THEREFORE, I, Scott Rogers, Mayor of the City of Arkansas City, Kansas, do hereby proclaim **Monday, July 26, 2021**, as

NATIONAL DISABILITY INDEPENDENCE DAY

in the City of Arkansas City, and do hereby reaffirm that the City and its citizens will continue to work toward full compliance with the Americans with Disabilities Act.

In witness thereof I have hereunto set my hand and caused this seal to be affixed:

Name/Title: Scott Rogers, Mayor
Date: July 26, 2021



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Andrew Lawson, Public Information Officer
Item: July 6, 2021 and July 9, 2021 Minutes

Purpose: Consent Agenda Item: Approve the July 6, 2021, special call meeting minutes; July 6, 2021, regular meeting minutes; and July 9, 2021, special call meeting minutes as written.

Background:

Each meeting, the City Commission reviews and approves the minutes of its prior meeting(s).

Commission Options:

- 1. Approve with consent agenda.
- 2. Remove item from consent agenda for further consideration.

Attachments:

- 1. July 6, 2021 Special Call Minutes
- 2. July 6, 2021 Regular Minutes
- 3. July 9, 2021 Special Call Minutes

Approved for Agenda by:

A handwritten signature in black ink, appearing to read "Randy Frazer", is written over a horizontal line.

Randy Frazer, City Manager

City Commission of Arkansas City – Special Meeting Minutes

The Arkansas City Board of City Commissioners met in special session at **4 p.m. Tuesday, July 6, 2021**, at Paris Park Pool, located at 600 W. Fifth Ave. in Arkansas City.

Mayor **Scott Rogers** called the meeting to order. Commissioners also present at **4 p.m.** were Commissioner **Duane L. Oestmann**, Commissioner **Jay Warren** and Commissioner **Karen Welch**. Commissioner **Kanyon Gingher** joined the meeting in progress at **4:05 p.m.**

City employees present at the meeting were City Manager **Randy Frazer**, City Attorney **Larry Schwartz**, Public Information Officer **Andrew Lawson**, Finance Director **Jennifer Waggoner** and Public Services Superintendent **Tony Tapia**.

Recreation Commission members in attendance were President **Andrew Paton**, Secretary **Jason O’Toole**, **Sandra Davis**, Superintendent **Landon West** and Aquatics Director **Debbie Davidson**.

Also in attendance were Lamp Rynearson consultant **Andy Smith** and Cowley CourierTraveler reporter **John Shelman**.

Business

Paris Park Pool Evaluation

For most of the meeting, the attendees reviewed the recently received Facility Evaluation Report for Paris Park Pool. Andy Smith, with Lamp Rynearson, went over the high points of the report.

After the meeting, some commissioners tour the conditions at the pool and in the bathhouses.

There was much discussion about water loss at the pool, life and safety issues, Americans with Disabilities Act problems, and other concerns.

The commissioners reached a verbal consensus that it time to start doing something about these matters and most of them favored new construction over renovation, since both are estimated in the **\$6 million** range. Smith said that with careful planning and good time, the pool might not even be out of commission for a single season even if new construction is chosen.

Both boards agreed there need to be some town hall meetings and community surveying in the near future to determine what the community will support financially and what the needs are.

Adjournment

Commissioner Rogers made a motion to adjourn the meeting. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the special call meeting adjourned at **4:38 p.m.**

City Commission of Arkansas City – Special Meeting Minutes

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

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer

DRAFT

City Commission of Arkansas City - Regular Meeting Minutes

The Arkansas City Board of City Commissioners met in regular session at **5:30 p.m. Tuesday, July 6, 2021**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City.

Mayor **Scott Rogers** called the meeting to order. Commissioners also present at roll call were Commissioners **Kanyon Gingher, Duane L. Oestmann, Jay Warren** and **Karen Welch**.

City employees present at the meeting were City Manager **Randy Frazer**, City Attorney **Larry Schwartz**, City Clerk **Lesley Shook**, Public Information Officer **Andrew Lawson**, Management Assistant **Mike Crandall**, Accountant **Amy Roberts**, Interim Fire Chief **Les Parks**, Public Services Superintendent **Tony Tapia**, Building Official **Mike Bellis**, Principal Planner **Josh White** and Administrative Assistant **Terice Watts**.

Arkansas City Police Department personnel in attendance were Interim Police Chief **Eric Burr**; Captain **Jim Holloway**; Lieutenants **Jason Legleiter** and **Kevyn Ternes**; Sergeants **Nelson Douglas, Chase Hobart** and **Travis Stroud**; Master Police Officers **Corey Combs, Matt Mayo, Jeremy Samson, Cori Tuxhorn** and **Ivan Velazquez**; Police Officers **Rick Bennett, Madison Pickett** and **Jeff Wilson**; Public Service Officer **Eric Gross**; Administrative Assistant **Jeni McGee**; and Records Specialist **Shanelle Parks**.

Citizens attending in person or observing via GoToMeeting were **Jeff Bowman, Linda Bradley, Kelsie Burr, Mason Burr, Rebecca Burr, Brittany Carder, Pam Crain, Christian Fazel, Chad Giles, Ken Harader, Paisley Howerton, Shayla McDonald, Bill Rhiley, Arleta Rice, Diana Spielman, Amber Samson, Harrison Taylor, Shona Turner** and CourierTraveler reporter **John Shelman**.

Commissioner Warren offered the opening prayer. Mayor Rogers led the Pledge of Allegiance.

Approval of the Agenda

At Commissioner Oestmann's request, Mayor Rogers made a motion to amend the agenda by removing **Item 6** from the **Consent Agenda** and making it the new **Item 1** under **New Business**.

Commissioner Oestmann seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Rogers declared the agenda **amended** as requested and **approved** as amended.

Recognition of Visitors

City Manager Frazer addressed the commissioners, praising and officially promoting Interim **Police Chief Eric Burr** to become the newest Police Chief of the Arkansas City Police Department.

Following his promotion, Burr's children, Kelsie and Mason Burr, pinned his new chief's pins on his uniform and City Clerk Shook administered his chief's oath of honor in front of the commissioners.

City Commission of Arkansas City - Regular Meeting Minutes

Burr thanked the commissioners for their confidence in him, credited former police chief Dan Ward for setting the department on an excellent path and pledged to maintain that momentum forward.

Consent Agenda

Commissioner Warren made a motion to approve the consent agenda, consisting of the following:

1. Approving the **June 15, 2021**, regular meeting minutes as amended.
2. Approving **Resolution No. 2021-07-3416**, authorizing a public meeting of the Governing Body to attend a Land Bank Board of Trustees meeting at **5 p.m. Tuesday, July 20, 2021**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City.
3. Approving **Resolution No. 2021-07-3417**, authorizing a **Resolution of Support** by the City Commission for expansion of Amtrak passenger rail service in Kansas and Oklahoma.
4. Approving **Resolution No. 2021-07-3418**, authorizing the City to accept a proposal submitted by Smith Construction, of Wichita, to purchase exterior metal wall panel installation material to replace Central Shop siding, for an amount not to exceed **\$17,202.00**.
5. Ratifying Mayor Rogers' appointment of **Joni Curl** to the **Community Spirit Award Committee**.

Commissioner Gingher seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the consent agenda **approved** as presented.

New Business

SCKMC Board Appointments

Mayor Rogers presented for discussion SCK Health's recommended appointments of **Brittany Carder** and **Bob Mathews** to the **South Central Kansas Medical Center Board of Trustees**.

Commissioner Oestmann said he resigned from the SCKMC board on **June 24** due his concerns over the availability of public information and how long it was taking to rotate commissioners off.

He said he was OK with the recommendation of Carder, but expressed concerns about how effective Mathews might be as a trustee. He asked City Attorney Schwartz for his recommendation.

Schwartz said the proposed action tonight would bring the board into compliance with **Charter Ordinance No. 35**, which limits the board to no more than two city commissioners as members.

Commissioner Warren disagreed with Oestmann and said he supported both recommendations. He accepted one-quarter of the responsibility for the membership change's not occurring until now.

Commissioner Warren made a motion to appoint Brittany Carder and Bob Mathews to the South Central Kansas Medical Center Board of Trustees. Commissioner Gingher seconded the motion.

City Commission of Arkansas City - Regular Meeting Minutes

A voice vote resulted in **four yea votes** and **one nay vote**, with Commissioner Oestmann casting the lone dissenting vote. Mayor Rogers declared the motion **approved**.

Old Business

Multimodal Transportation Master Plan Resolution No. 2021-07-3419

City Clerk Shook presented for discussion a second reading of a resolution approving an agreement between the City and **TranSystems Corporation**, of Wichita, for Professional Services to design and construct a **Multimodal Transportation Master Plan** for the City, utilizing Blue Cross Blue Shield of Kansas Pathways to a Healthy Kansas grant funds, for an amount not to exceed **\$25,000.00**.

Public Information Officer Lawson said the Traffic Safety Committee meeting had a special virtual meeting on July 28 to work through the agreement and make adjustments to the scope.

He passed out a summary of the changes and said the agreement would be amended to include them. Based on this, Lawson said he was confident the revised scope would address all concerns.

Blue Cross Blue Shield of Kansas and its technical advisors are both comfortable with the revisions.

If the revised agreement is approved, Lawson said the work would kick off at the Traffic Safety Committee meeting on **July 16**. While TranSystems gathers, collects and analyzes data, the City will be responsible for surveying citizens, convening public meetings and collecting other forms of community engagement to go into this plan. He emphasized this is the first step in a long process.

Commissioner Welch said she agreed that the revised scope agreement will work well for the City.

Commissioner Oestmann made a motion to approve the resolution as presented. Commissioner Welch seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the resolution **approved** and given **Resolution No. 2021-07-3419**.

New Business (cont.)

Budgeted Pay Plan for 2021 Ordinance No. 2021-07-4535

City Clerk Shook presented for discussion a first reading of an ordinance adopting the budgeted pay plan for **2021**, fixing the compensation of employees of the City pursuant to the provision of **K.S.A. 14-1501 et seq.**, and repealing **Ordinance No. 2021-06-4532**.

City Manager Frazer said the pay ordinance needs to be amended to add a Fire-EMS Department job title and position of **Part-Time Firefighter/Paramedic**, which will be in **Pay Range 26F**.

City Commission of Arkansas City - Regular Meeting Minutes

Interim Fire Chief Parks said this will improve ACFD's flexibility in hiring part-time employees.

Commissioner Gingher made a motion to approve the ordinance as presented. Mayor Rogers seconded the motion. A roll call vote was **unanimous** in favor of the motion. Mayor Rogers declared the ordinance **approved** and given **Ordinance No. 2021-07-4535**.

Other Business

Mayor Rogers suggested a special joint study session on Paris Park Pool with the Arkansas City Recreation Commission. The commissioners picked **noon July 27** at the Water Treatment Facility.

Mayor Rogers then thanked City staff for their hard work over the past couple of weeks to repair West Washington Avenue and provide a safe Fourth of July weekend for the community.

City Manager's Report on Upcoming Activities

City Manager Frazer provided the commissioners with the following reminders and updates:

- He asked for a special call budget meeting to get more direction on the 2022 budget. The commissioners decided to schedule this special call meeting at **8 a.m. July 9** in his office.
- Frazer passed out copies of the final Housing Assessment Tool (HAT) report and said the City's Housing Inter-Agency Committee (HIAC) meeting would be a virtual meeting from **1 to 2:30 p.m. July 21**. Commissioner Warren asked about the 2020 Census and Public Information Officer Lawson said the data will not be released until **August 16** at the earliest.
- Frazer updated commissioners on the stormwater culvert failure on Washington Avenue.
- The **Ark City Community Band** will finish its historic 150th consecutive season with concerts starting at **7:30 p.m. July 8** and **7 p.m. July 15** under the rotunda at Wilson Park. The **July 15** concert will be a special 150th anniversary event featuring two 312th Army Band ensembles; former conductor Gary Gackstatter, who will debut and conduct an original piece composed specifically for this occasion; free hot dogs and dessert for concert-goers, sponsored by the Arkansas City Area Chamber of Commerce; and free fireworks following the concert, thanks to a special V.J. Wilkins Foundation grant. (**NOTE: This concert was later moved to Arkansas City High School due to the weather and fireworks were postponed.**)
- The Arkansas City Police Department, Arkansas City Recreation Center, RISE Cowley and Safe Kids Cowley County will be host to the inaugural **"Light Up the Night Family Bike Ride"** from **8 to 9 p.m. July 9** at Poplar Trail, located at 925 E. Poplar Ave. This event is free and open to the public. Police Chief Burr talked a little about ACPD's plans for the event.
- The **Arkansas City Farm and Art Market** will continue its 2021 season from **4 to 6:30 p.m. July 13 and July 20** at Wilson Park. Its season will continue Tuesdays through September.
- The next **RISE Cowley quarterly coalition meeting** will be at **10 a.m. July 13** at the Water Treatment Facility, located at 400 W. Madison Ave. The City will be hosting this meeting.

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- The next monthly Cowley County Legislative Committee meeting is at **noon July 13** at the Winfield Area Chamber of Commerce office, located at 123 E. Ninth Ave.
- The City's **150th Celebration** (*sesquicentennial*) will kick off with a downtown block party from **5 to 10 p.m. July 14** in the 100 block of South Summit Street in downtown Ark City.
- The monthly **Cowley Indoor Market** will have a special 150th Celebration event from **5 to 8 p.m. July 14** at Burford Theatre Arts, located at 118 S. Summit St. in downtown Ark City.
- The next quarterly **Traffic Safety Committee meeting** will be at **10 a.m. July 16** at USD 470's Avery Learning Center, 2500 N. 15th St. This meeting will kick off the City's Multimodal Transportation Master Planning process.
- The next City Commission study session will be at **noon July 16** in the city manager's office.
- The 150th Celebration will continue with a special **1976 Bicentennial time capsule opening and dedication event** at **1 p.m. July 16** on the front lawn of City Hall.
- The 150th action then will migrate back north to Wilson Park with a **7 p.m. concert** by Bad Mechanix and BackRhodes, presented by Burford Theatre Arts, which will operate a beer garden from **6 to 11 p.m. July 16**.
- The **2021 Tacolalah Festival** presented by United Agency will be from **10 a.m. to 10 p.m. July 17** at Wilson Park, including a Color Run at **9 a.m.**, the Cowley Indoor Market from **9 a.m. to 6 p.m.**, a beer and margarita garden from **4 to 10 p.m.**, and food vendors, musical entertainment, dancers, arts and crafts, and games and activities all day!
- The **2020 Joe B. Avery Community Spirit Award** will be presented around **12:15 p.m. July 17** on the Tacolalah stage under the Wilson Park rotunda.
- The 150th Celebration concludes with a community praise and worship service at **11 a.m. July 18** at Wilson Park, followed by free hamburgers from Creekstone and Visit Ark City.
- The City Commission will convene as the Land Bank Board of Trustees at **5 p.m. July 20** in the commission room at City Hall, prior to its next regular meeting at **5:30 p.m. July 20**.

Adjournment

Commissioner Warren made a motion to adjourn the meeting. Mayor Rogers seconded the motion.

A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the meeting adjourned at **6:15 p.m.**

City Commission of Arkansas City - Regular Meeting Minutes

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

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer

DRAFT

City Commission of Arkansas City – Special Meeting Minutes

The Arkansas City Board of City Commissioners met in special session at **noon Friday, July 9, 2021**, in the City Manager’s Office at City Hall, located at 118 W. Central Ave. in Arkansas City.

Mayor **Scott Rogers** called the meeting to order. Commissioners also present at roll call were Commissioners **Kanyon Gingher, Duane L. Oestmann, Jay Warren** and **Karen Welch**.

City employees present at the meeting were City Manager **Randy Frazer**, Public Information Officer **Andrew Lawson**, Finance Director **Jennifer Waggoner**, Accountant **Amy Roberts**, Interim Fire Chief **Les Parks**, Police Chief **Eric Burr**, Public Services Superintendent **Tony Tapia** and Building Official **Mike Bellis**.

Also in attendance was Beautification and Tree Advisory Board member **Harrison Taylor**.

Business

2022 Budget Discussion

There was an extended discussion of whether to notify the Cowley County Clerk of the City’s intent to exceed the Revenue Neutral Rate. Under a new state law (**SB 13/HB 2104**), this would require notifying the clerk by **July 20**, placing a notice on the City website and in the Cowley CourierTraveler by **September 10** (and 10 days prior to the hearing), and conducting both a tax rate and budget hearing by **September 20**, giving taxpayers an opportunity to comment on the budget.

At that time, the City Commission would have to adopt a resolution or an ordinance to exceed the **Revenue Neutral Rate** (RNR), then adopt the proposed budget and certify by **October 1** to the County Clerk the amount of ad valorem tax to be levied by the City for **2022**.

After much discussion of the City’s needs – including but not limited to performing deferred maintenance, raising salaries to remain competitive in recruiting employees, possibly purchasing or leasing an asphalt laydown machine to perform more intensive street repairs and numerous other important projects that have been delayed for several years – the commissioners expressed a verbal consensus that the City should, at a minimum, exceed the RNR and hold the levy at **71 mills**.

Several commissioners advocated for raising the mill levy to around **74 mills**, but no formal action was taken and no final decision has been made yet. Further action by the City Commission will be needed to notify the County Clerk of the decision to exceed the Revenue Neutral Rate in **2022**.

Adjournment

Commissioner Rogers made a motion to adjourn the meeting. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the special call meeting adjourned at **1:04 p.m.**

City Commission of Arkansas City – Special Meeting Minutes

THE CITY OF ARKANSAS CITY BOARD OF CITY COMMISSIONERS

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer

DRAFT



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Andrew Lawson, Public Information Officer
Item: Special Study Session for Paris Park Pool Study

Purpose: Approve a Resolution authorizing a public meeting of the Governing Body to attend a special study session at noon Tuesday, July 27, 2021, in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave. in Arkansas City.

Background:

The City Commission met with members of the Arkansas City Recreation Commission during a special meeting at **4 p.m. Tuesday, July 6** at Paris Park Pool. At the time, it was suggested to have a special joint study session.

This joint meeting with ACRC to discuss the pool study will be held at the Water Treatment Facility. No action is expected to take place during this meeting, only discussion and planning for surveys and town hall meetings.

Commission Options:

1. Approve with consent agenda.
2. Remove from consent agenda for further consideration.

Attachments:

1. Resolution No. 2021-07-_____

Approved for Agenda by:



Randy Frazer, City Manager

A RESOLUTION AUTHORIZING A PUBLIC MEETING OF THE GOVERNING BODY TO ATTEND A SPECIAL STUDY SESSION AT NOON JULY 27, 2021, IN THE CONFERENCE ROOM AT THE WATER TREATMENT FACILITY, 400 W. MADISON AVE.

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, met with the Arkansas City Recreation Commission (ACRC) in a special meeting July 6 at Paris Park Pool, where it was suggested to have a special joint study session; and

WHEREAS, this joint meeting with ACRC to discuss the pool study will be held at the Water Treatment Facility; and

WHEREAS, no action is expected to take place during this meeting, only discussion of the Paris Park Pool study as well as planning for surveys and town hall meetings regarding the future of Paris Park Pool; and

WHEREAS, in order to comply with the Kansas Open Meetings Act, the Governing Body of the City of Arkansas City, Kansas, must designate this upcoming special City Commission study session as a public meeting of the Governing Body.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby establishes that it shall hold a public meeting at noon on Tuesday, July 27, 2021, in the Conference Room at the Water Treatment Facility, located at 400 W. Madison Ave., Arkansas City, Kansas, to attend a special City Commission study session with the Recreation Commission.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment, and also to notify all persons requesting notice of such public meetings under the Kansas Open Meetings Act and K.A.R. 16-20-1.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 20th day of July, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-07-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on July 20, 2021, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Jeri Smith/Les Parks, Fire-EMS Department
Item: Ambulance Billing Contract

Purpose: Consider a Resolution authorizing the City to contract with Mediclaims, Inc. to process, file, and manage emergency medical services claims.

Background:

This item is a renewal to continue contracting with Mediclaims as a third party to process and file insurance claims for emergency medical services provided by the City of Arkansas City.

Commission Options:

1. Approve with the consent agenda.
2. Remove from the consent agenda for further discussion.

Fiscal Impact:

Amount:
Fund: _____ Department: _____ Expense Code:
_____ Included in Budget _____ Grant _____ Bonds _____ Other (explain)

Attachments:

Approved for Agenda by:



Randy Frazer, City Manager

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO CONTRACT WITH MEDICLAIMS, INC. TO PROCESS, FILE AND MANAGE EMERGENCY MEDICAL SERVICES CLAIMS.

WHEREAS, it is in the public interest for the City of Arkansas City to contract with a third party to process, file, and manage claims regarding emergency medical services provided by the City of Arkansas City, and/or its agents or assigns.

WHEREAS, among other services, such third party will file insurance claims for emergency medical services provided by City of Arkansas City, and/or its agents or assigns and provide professional consultation to the City of Arkansas City.

WHEREAS, the governing body of the City of Arkansas City has reviewed and accepted the proposed agreement between Mediclaims, Inc. and the City of Arkansas City, Kansas attached hereto, and finds that such Agreement is proper and necessary to fulfill a needed service required by the City of Arkansas City.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: That the Governing Body of the City of Arkansas City hereby authorizes the Mayor of the City of Arkansas City to execute the above-referenced Agreement with Mediclaims, Inc. to Process, File and Manage Emergency Medical Services Claims. Such Agreement is attached hereto, and incorporated by reference as if fully set forth herein.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 20th day of July, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-07-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on July 20, 2021, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

**CONTRACT
PROCESSING, FILING & MANAGING
EMERGENCY MEDICAL SERVICE CLAIMS**

THIS PROPOSAL is made this _____ day of _____, 2021, between the **City of Arkansas City, KS** (hereinafter "Service"), and by **Mediclaims, Inc.** an **Oklahoma Corporation located at 101 E Grand, Tonkawa, Oklahoma**, (hereinafter "Mediclaims").

MEDICLAIMS AGREES:

1. To offer our professional consultation at no additional cost which will include, but is not limited to, help with your cost analysis, appropriate fees, procedures that need to be adopted or changed by the Service in order to be properly compliant with Medicare/ Medicaid, necessary forms needed for certain procedures as well as possible contracts for other needed information, i.e.; Skilled Nursing Facilities, HIPAA regulations, Insurance Carriers Contracts/negotiations, and relations between community and EMS.
2. To file insurance claims on behalf of insured patients for ambulance service with any and all Private Health Insurance Companies, Medicare, Medicaid, Champus/Champ VA, HMO and PPO organizations, Motor Vehicle Insurance Companies, Personal Injury Claims, Workers Compensation Claims and United States Public Health Services. Mediclaims will conduct extensive follow-up regarding the status of those claims, without request from the Service.
3. To perform all diagnosis and procedure coding as may be required for such medical claims and to make necessary inquiries of various health care providers as may be required for such coding.
4. To prepare and send all statements for amounts due to the Service for ambulance services provided to its customers. The statements are aged and generate special messages for second, third and final notices.
5. To place Mediclaims toll-free number and address on all correspondence to patients and insurance carriers.
6. To use positive technique's to work with and assist private pay patients in satisfying their bill and to refrain from using threats or intimidation as a collection technique, obeying all laws and regulations regarding debt collection practices.
7. To work with attorneys on personal injury and worker's compensation cases for such time, as Mediclaims believes it is prudent to pursue such sources of payment, recognizing that such claims are normally dependent upon the settlement of the case for payment.
8. To provide informational on site seminars, as needed, to the EMT's and Paramedics to train them in the proper preparation and documentation for all run sheets and reports used for Mediclaims billing.
9. To prepare daily and monthly reports for use by the Service detailing collection activities, quantity of runs, breakdown of types of runs, sources of revenue, etc.
10. To provide all long distance calls associated with Electronic Claims Submissions and billing for the Service.
11. All records and documentation associated with the billing and collection will remain the sole property of the Service, and shall be available at any time, to the Service's internal and external auditors for compliance with all appropriate accounting standards and practices.

12. To work directly with representatives from the Service to make available any additional reports, reasonably requested for accounting or management purposes, as long as it is available from our software.
13. To provide all statements, claims forms and paper associated with billing for the Service.

THE SERVICE AGREES:

1. To pay a monthly fee of 7% of actual cash receipts not to exceed \$5000.00 per month. All postage related costs will be borne by the Service. Payment is due within (20) days of monthly invoice.
2. To collect at the time of transport any and all medical information, including patient's signatures on all waivers of liability forms, and the assignment of benefits/release of information form.
3. To receive all monies upon billing by Mediclaims and to provide a daily log sheet showing all payments received and the source of payments, by patient.
4. To secure such approvals and furnish such forms, purchase orders and procedures as required for the execution of this agreement and the payments herein contemplated in accordance with applicable statutes and ordinances.
5. Any additional insurances, surety bonds, etc., required by the Service shall be reimbursed to Mediclaims at cost.
6. To have the proposal finalized with the authorized representative's signatures and returned to Mediclaims before actual billing and consultative services begin.

GENERAL PROVISIONS:

1. The services herein provided are unique and not generally available in the public market.
2. Either party upon thirty (30) days written notice to the other party may terminate this agreement. However, the Service shall report all revenue received by the Service for fees billed by Mediclaims for an additional period of ninety (90) days after Mediclaims services are terminated and will be billed for services rendered by Mediclaims, Inc.
3. This agreement may be amended or modified upon mutual agreement at any time, but all modifications must be in writing to be effective.
4. This agreement will remain in effect for a period of three (3) years from the date of the original signatures below, and will renew from year to year thereafter unless written notice is received by the Service.

MEDICLAIMS, INC.

Tammy M. Campbell, VP
By: It's Authorized Representative

Approved and accepted this _____ day of _____, 2021.

CITY OF ARKANSAS CITY
ARKANSAS CITY, KS

By: It's Authorized Representative

Approved and accepted this _____ day of _____, 2021.

ATTEST:

Clerk/Secretary/Witness



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Andrew Lawson, Public Information Officer
Item: 2-Year Renewal of WVDGA’s Cox Park Adoption Contract

Purpose: Consent Agenda Item: Approve a Resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to renew an adoption contract for two years with the Walnut Valley Disc Golf Association (WVDGA) for Robert Cox Memorial Park, located at 1201 N. 5th St. in Arkansas City.

Background:

The City Commission on **April 19, 2016**, voted to approve the City’s park adoption policy, since re-termed the “Public Land Adoption Policy.” A copy of the current policy follows later in this packet.

The **Walnut Valley Disc Golf Association (WVDGA)**, represented locally by Visit Ark City Board of Trustees chairman **Arty Hicks** and **Mike Ptaszynski**, previously applied to “adopt” **Robert Cox Memorial Park**.

The City Commission on **July 21, 2020**, approved **Resolution No. 2020-07-3343**, approving a recommendation of the Beautification and Tree Advisory Board to initiate an adoption contract for one year with WVDGA, a local recreational organization, for Robert Cox Memorial Park, located at 1201 N. Fifth St., to include the provision and maintenance of nine (9) disc golf baskets and signage, assistance with clearing and maintaining part of the course, and increased usage of this underutilized park. All of these goals have since been achieved.

WVDGA still plans to organize and play monthly events at the park, which may attract out-of-town visitors.

City staff remains responsible for removing large limbs and trees, emptying park trash receptacles, and other routine, ongoing park maintenance duties. WVDGA remains responsible for removing baskets, as needed.

The **Beautification and Tree Advisory Board** voted 4-0 during a special virtual meeting on **July 12** to recommend that the City Commission approve renewing Cox Park’s adoption by WVDGA for two (2) additional years.

Staff again commends WVDGA for stepping up and helping to enhance this underutilized neighborhood park, which has already seen a notable uptick in traffic and usage since the installation of this disc golf course.

Commission Options:

1. Approve with consent agenda.
2. Remove from consent agenda for further consideration.

Attachments:

1. Resolution No. 2021-07-_____
2. Cox Park Adoption Contract
3. Public Land Adoption Policy

Approved for Agenda by:

A handwritten signature in black ink, appearing to be 'Randy Frazer', written over a horizontal line.

Randy Frazer, City Manager

A RESOLUTION APPROVING A RECOMMENDATION OF THE ARKANSAS CITY BEAUTIFICATION AND TREE ADVISORY BOARD TO RENEW AN ADOPTION CONTRACT FOR TWO YEARS WITH THE WALNUT VALLEY DISC GOLF ASSOCIATION (WVDGA) FOR ROBERT COX MEMORIAL PARK, LOCATED AT 1201 N. 5TH ST. IN ARKANSAS CITY.

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, has adopted the Public Land Adoption Policy, establishing a uniform policy for the adoption of public properties by citizens and nonprofit organizations; and

WHEREAS, in compliance with said policy, the Governing Body on July 21, 2020, approved Resolution No. 2020-07-3343, approving a recommendation of the Beautification and Tree Advisory Board to initiate an adoption contract for one year with the Walnut Valley Disc Golf Association (WVDGA), a local recreational organization, for Robert Cox Memorial Park, located at 1201 N. Fifth St., to include the provision and maintenance of nine (9) disc golf baskets and signage, assistance with clearing and maintaining part of the course, and increased usage of this underutilized park; and

WHEREAS, the Beautification and Tree Advisory Board held a special virtual meeting on July 12, 2021, via GoToMeeting to discuss the current adoption agreement with WVDGA representative Arty Hicks and subsequently voted 4-0 to recommend renewal of this adoption contract for two additional years; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, wishes to follow the recommendation of the Beautification and Tree Advisory Board by renewing this adoption contract for two years with the Walnut Valley Disc Golf Association for Robert Cox Memorial Park.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The City of Arkansas City, Kansas, hereby contracts with the Walnut Valley Disc Golf Association to re-initiate an adoption agreement for Robert Cox Memorial Park. Such adoption contract is attached hereto and incorporated by reference as if fully set forth herein.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas, until July 18, 2023. Renewal of this adoption contract shall be only upon a subsequent recommendation of the Beautification and Tree Advisory Board.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 20th day of July, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

Section III, Item 4.

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-07-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on July 20, 2021, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk



CITY OF ARKANSAS CITY
 City Clerk's Office
 118 W. Central Ave., P.O. Box 778
 Arkansas City, KS 67005
 (620) 441-4409

For Office Use Only:

Adoption #	Section III, Item 4.
Adoption Year	
New	<input type="checkbox"/>
Renewal	<input type="checkbox"/>

APPLICATION FOR PUBLIC LAND ADOPTION

This application must be completed and returned to the City Clerk's Office at the above address on or before December 31st of each year, unless specifically exempted by order of the City Commission of Arkansas City.

Before completing this application, please refer to the City of Arkansas City Beautification and Tree Advisory Board's Public Land Adoption Policy. A copy of the policy can be provided to you in the City Clerk's Office, if necessary.

Applicant Name: Arty Hicks, Mike Ptaszynski (Walnut Valley Disc Golf)
 Applicant Address: 13322 U.S. Highway 166 Ark City KS 67005 *Walnut Valley Disc Golf Association*

Telephone Number(s): 620-446-2054 - 620-660-1542

Email Address: artyhicks@gallop.com

Non-Profit Affiliation: Walnut Valley Disc Golf Association
Organization Name Address Contact Name Phone Number

For-Profit Affiliation: _____
Organization Name Address Contact Name Phone Number

Public Land Desired to Adopt: Cox Park

Basic Outline of Activities Proposed as Part of Adoption (Note: **Written proposal also required**): 9 hole Disc Golf Course, Using 9 baskets Made by USD 470 FFA students

Name of Public Land/Park Committee (if any): _____

Copies of the following items must accompany this application:

1. A written proposal, attached to this application, which explains in detail the sorts of activities the applicant proposes to pursue in helping to beautify, maintain and improve the public land. The Parks and Facilities Division provides a variety of services in each of the City's parks that could be supplemented or replaced by "sweat equity" from volunteers and concerned citizens. While this is not an exhaustive list and each property's needs are somewhat unique, applicants should propose to take on some combination of the following activities: erecting equipment and/or structures; mowing grass and trimming trees; picking up and/or disposing of litter; painting benches, signs, etc.; picking up tree limbs and debris; planting flowers, shrubs and/or trees; purchasing and maintaining new equipment; and watching and/or patrolling to prevent vandalism.
2. The application and proposal also should specify what sort of monetary contributions the applicant proposes to provide toward upkeep, maintenance, and improvement of the property. See **Public Land Adoption Policy** for more details on this.
3. Please indicate in your proposal or on a separate sheet of paper which dates work best for you and/or your group to meet with the Beautification and Tree Advisory Board and the City Commission. The Board meets on the fourth Thursday of each month at 4 p.m., and the City Commission meets on the first and third Tuesdays of each month at 5:30 p.m. in City Hall.

I, Arty Hicks, have read and understand the City of Arkansas City Beautification and Tree Advisory Board's Public Land Adoption Policy. I further agree to abide by all conditions of this policy and acknowledge it governs my adoption.

[Signature]
 Signature of Applicant 7/13/2020
 Date

WV DGA Involvement

- * Help Install A Good Beginner Course
- * work with the local FFA & USD 470 To help Grow interest in Disc Golf
- * Organize & Play Monthly Events @ the Course Reaching out to locals to get involved.
- * Help Clear out Debris on hole 3 & 4 to make it playable
- * Pack it in, Pack it out Mentality, Leave the Park in Better Shape Than you found it.
- * More use = Less Vandalism.

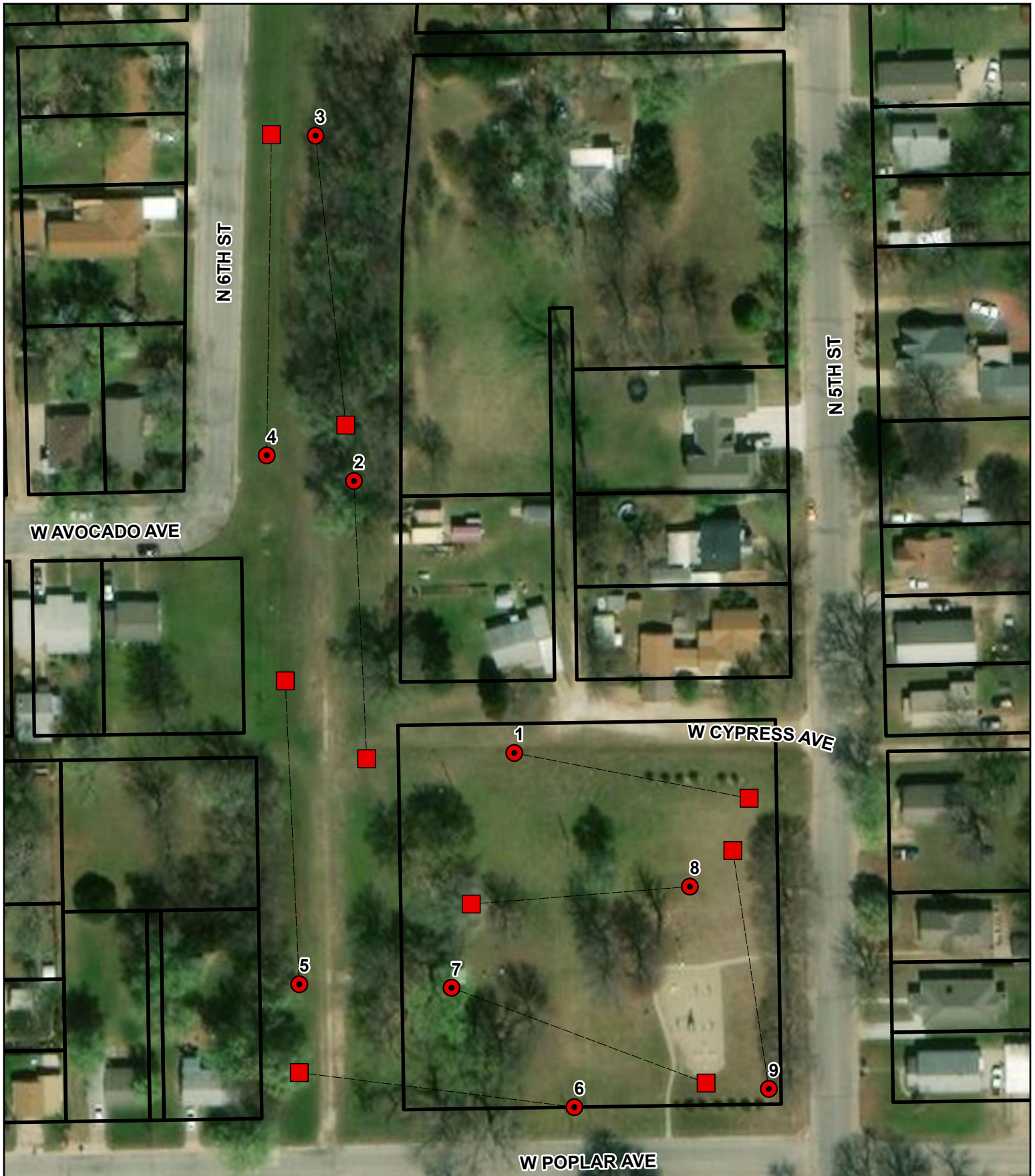
Additional Needs.

Signage - Estimate Attached Does Not include Poles including Tee Signs & MAP

Tee Pads - we could use Mulch to Start would like to see Turf or Concrete at some point.

City Labor to install Tee Signs & Baskets.

Cox Park Disc Golf Course



Produced by the City of Arkansas City GIS using the best available data to date. The City makes no warranty or representation, expressed or implied, with respect to the data displayed. March 18, 2020

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



- Property Lines
- Basket
- Line
- Tee Box


Tee1.JPG

Download

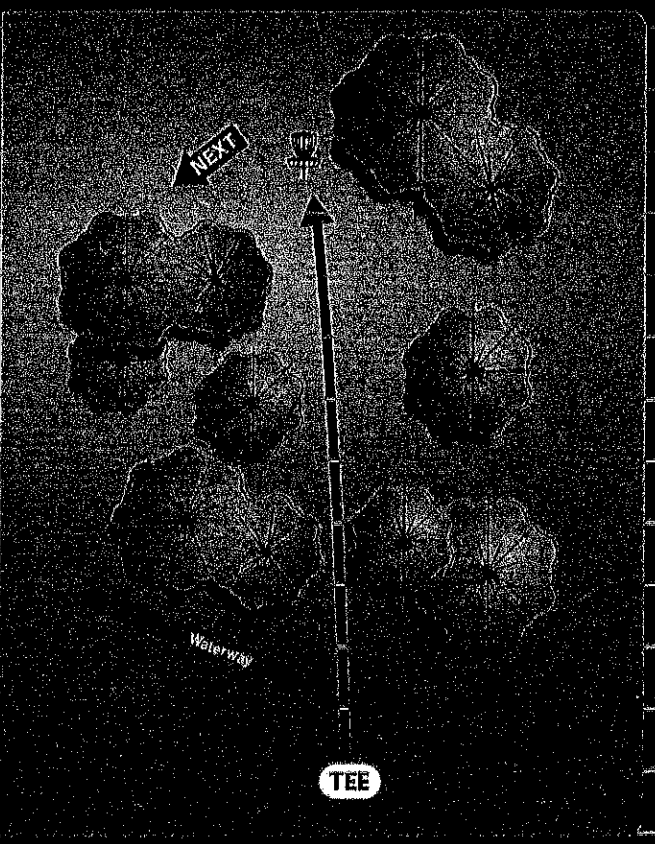
HOLE OXFORD NAPA WALLA
DISC GOLF COURSE

1 PAR 3
300 ft

THIS TEE SPONSORED BY
Oxford Saw and Mower
620-455-2213






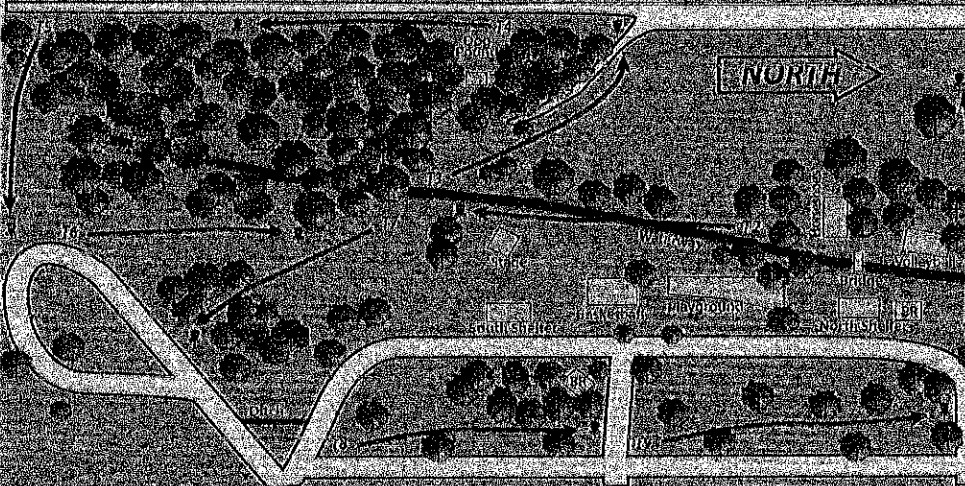
GRASS HOPPER
IT'S SO MUCH MOWER®



Map showing the layout of the disc golf course. A path leads from a **TEE** at the bottom to a **HOLE** at the top. The path is flanked by trees. A **Waterway** is shown on the left side. An arrow labeled **NEXT** points to the left from the hole area.

Map1.JPG

Download

 <p>CUSTOM HOME PRODUCTS PLUMBING 620-222-8891</p>	<p><small>PLEASE READ THIS NOTICE CAREFULLY. THE USER OF THIS SERVICE AGREES TO HOLD THE SERVICE PROVIDER HARMLESS FROM AND TO INDEMNIFY THE SERVICE PROVIDER FROM AND AGAINST ALL DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING FROM OR RESULTING FROM THE USER'S USE OF THIS SERVICE. THE USER'S USE OF THIS SERVICE CONSTITUTES ACCEPTANCE OF THIS SERVICE AGREEMENT. THIS SERVICE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. THE SERVICE PROVIDER DISCLAIMS ALL WARRANTIES, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE SERVICE PROVIDER SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM OR RESULTING FROM THE USER'S USE OF THIS SERVICE. THIS SERVICE IS PROVIDED ON AN "AS IS" BASIS. THE SERVICE PROVIDER DISCLAIMS ALL WARRANTIES, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE SERVICE PROVIDER SHALL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM OR RESULTING FROM THE USER'S USE OF THIS SERVICE.</small></p>	<p>Course Courtesy</p> <ul style="list-style-type: none"> • Remain QUIET and avoid unnecessary movements while others are swinging. • Stand behind the player who is swinging until throw is complete. • Remove shoes from the basket, after completing the hole. • Drop new programs from the basket. • Allow the fair groups to play through, when possible. • Pick up trash and put in proper receptacles. • Do not alter the course (tees, bushes, etc.) in any way. 					
<p>Oxford Saw and Mower 620-455-2213</p> 	<p align="center">OXFORD NAPAWALLA PARK - DISC GOLF COURSE</p> 		<p>RCB BANK That's my bank!</p>				
<p>SIGN & Stitch LLC 620-455-3514 rickesignandstitch.com</p>			<p>Oxford Chamber of Commerce KEEP IT LOCAL IT MATTERS TO OXFORD</p>				
<p>Oxford Resale Shop Furniture, Appliances Collectibles, Antiques Fri-Sat 9-6, Sun 1-5 316-312-0581</p>			<p>Emerald Bank BURDEN, KS OXFORD, KS</p>				
<p>Kenny & Judy Thomas</p>			<p>In Memory of Susan Spoon</p>				
<p>Mayfield 620-218-4624</p>	<p>HAWKEYE WELDING & BOBCAT SERVICES LLC PHILLIP RUSH 620-218-2272</p>	<p>Angie D's Cafe 620-455-9906 Oxford, MO</p>				<p>THANK YOU to: WALNUT VALLEY DISC GOLF & Shan Mann</p>	<p>Galaxie Business Equipment, Inc. 620-221-3469 www.galaxie.com Serving Sumner County Since 1992</p>

Objective of the Game

Disc Golf is played like traditional "ball" golf, but with flying discs instead of balls and clubs. One point (stroke) is counted each time the disc is thrown and when a penalty is incurred. The goal is to play each hole in the fewest strokes possible. The player with the lowest total strokes for the entire course wins.

SAFETY FIRST

Never throw when players or park users are within range. Always give park users the right of way. Be aware of your surroundings and environment.

Tee Throws

Each hole begins with a tee throw. Tee throws must be completed behind the designated tee sign.

Lie

The lie is the spot where the player's previous throw has landed. Mark lie with a mini disc or turn over the thrown disc, directly towards the hole or designated fairway. The player's subsequent throw is made from directly behind the marked lie.

Throwing Order

The player with the least amount of strokes on the previous hole is the first to tee off on the next hole. After teeing off, the player whose disc is farthest from the hole always throws first.

Fairway Throws

Fairway throws must be made from directly behind the lie. A run-up and normal follow-through, after release, is allowed, unless the lie is within 10 meters of the target. Any shot within 10 meters of the target requires that the player not move past the lie until the disc is at rest.

Completion of Hole

A disc that comes to rest in the basket or chains constitutes successful completion of that hole.

Unplayable Lie

Any disc that comes to rest above the ground is considered an unplayable lie. The disc must be thrown from the lie on the ground, directly underneath the unplayable lie, relocated to avoid damage to the vegetation.

Out of Bounds (O.B.)

If any area of O.B. is visible between the disc and O.B. line, then the disc is considered O.B. A throw that lands out of bounds, must be played from a point 3 feet in bounds from where the disc went out of bounds. Permanent water hazards and public roads are always out of bounds.

Course Courtesy

- **Remain quiet and avoid unnecessary movements while others are throwing.**
- **Stand behind the player who is throwing until throw is complete.**
- **Remove disc from the basket after completing the hole.**
- **Help new players learn the rules.**
- **Allow faster groups to play through, when possible.**
- **Pick up trash and put in proper receptacles.**
- **Do not alter the course (trees, bushes, etc.) in any way.**

City of Arkansas City

Beautification and Tree Advisory Board

Public Land Adoption Policy

The City of Arkansas City is blessed with an abundance of beautiful parks and recreation areas for its citizens' enjoyment. Due to the rising costs of doing business, however, the City also faces financial challenges that present difficulties in altering, modifying or improving property to any significant degree.

In the interest of addressing these challenges and finding creative solutions to financing improvements, reducing the labor burden on the City's Parks and Facilities Division (and thus decreasing or reallocating the use of tax dollars), and responding to community concerns about the direction and maintenance of its public lands, the City Commission of Arkansas City, acting upon a recommendation of and in concert with the City Beautification and Tree Advisory Board, has adopted the following policy to govern the "adoption" of City property by interested entities, which may take the form of labor, funding or both.

Proposed Activities

Persons or organizations interested in adopting a property will be asked to complete an application form, available in the City Clerk's Office, and submit it with a written proposal for consideration by the Board. No application fee is required to submit such a form, but some basic information is requested.

The proposal should explain in detail the sorts of activities the applicant proposes to pursue in helping to beautify, maintain and improve the property. The Parks and Facilities Division provides a variety of services in each of the City's parks that could be supplemented or replaced by "sweat equity" from volunteers and concerned citizens. While this is not an exhaustive list and each property's needs are somewhat unique, applicants should propose to take on some combination of the following activities:

- Erecting equipment/structures
- Mowing grass & trimming trees
- Picking up/disposing of litter
- Painting benches, signs, etc.
- Picking up tree limbs & debris
- Planting flowers/shrubs/trees
- Purchasing **and maintaining** new equipment
- Watching/patrolling property to prevent vandalism

Time, energy and labor always are needed. The City will provide paint, trash bags and pokers, and gloves. However, City equipment such as lawn mowers, trucks, weed eaters, etc., will not be available for usage.

Proposed Funding Stream

The application and proposal also should specify what sort of annual monetary contributions the applicant proposes to provide toward the upkeep, maintenance, and improvement of the property.

Factors to consider and present in this part of the application include, but are not limited to:

1. What are the annual commitment of funds and the duration of the commitment? Will a larger initial investment be made, with decreasing contributions to maintenance in later years?
2. What banking method is proposed for the funds? Will a maintenance and operations reserve fund be established? What will be its minimum and maximum levels (if any)?

3. If equipment is to be purchased and donated, will funds be set aside to pay for its replacement in the event of damage, destruction or natural disaster? How will these funds be managed?
4. Will the applicant submit an annual budget for consideration by the Board and City Commission?
5. Will donations to the applicant be tax-deductible? Is the applicant a charity or religious group?
6. Will the applicant take advantage of any grants or matching funds? Are they local, state or federal?
7. Will any portion of the annual funding commitment come in the form of labor, “sweat equity,” or in-kind contributions or donations?
8. What will be the renewal provisions for this funding arrangement?

Authorization and Oversight

The City of Arkansas City is the final arbiter and decision-maker regarding any changes to its property. No signs or memorials shall be introduced, removed, or changed without the consent of the City Commission.

The final decision on placement, size and type of new playground equipment or structures shall rest with the City Manager, in accordance with national standards, state laws and local ordinances. All changes or improvements to any City property must be made in accordance with the Americans with Disabilities Act.

Whenever possible and practical, local neighborhoods shall be consulted regarding the direction of changes and/or improvements to their parks. The Board strongly urges applicants to consider forming a governing committee to oversee and approve all changes before they come before the City, in order to provide an outlet for passionate residents to make their wishes known and ensure that all facets of the community are represented fairly. The means and methods of forming and operating such a committee shall be weighed in the decision of whether to award an adoption contract to the applicant.

Indemnities and Liabilities

Insurance for any adopted City property will be maintained by the City of Arkansas City.

While adoption arrangements are considered binding contractual arrangements, the City may at any time terminate the adoption agreement if the applicant does not meet its commitment. Such a decision to terminate will be made by a voice vote of the City Commission.

The City is not responsible for any unauthorized improvements or impairments made by any adopting party without the City’s explicit approval.

Requests for Proposals

If an applicant expresses interest in adopting a property, the Board may elect, at its discretion, to open up that property for a competitive Request for Proposal (RFP) process. Any RFP shall be advertised on the City’s website and social media outlets, in the official City newspaper, and through other local media and means as opportunities become available. The period to submit a proposal shall be no less than 30 days.

Once the RFP period ends, the Board shall, at its next regular meeting, consider all applications and proposals, and weigh their relative merits. In accordance with the guidelines of the City purchasing policy, the RFP process is not solely a competitive bid process in which the “best” offer is awarded.

Instead, selection and award of an adoption contract shall be made on the basis of demonstrated competence and qualifications, in support of a fair and reasonable financial commitment. Upon making its selection, the Board shall vote to make a formal adoption recommendation to the City Commission.

The City Commission shall consider the recommendation at its next regular meeting. A resolution of the Commission, approved by a majority voice vote, shall be considered sufficient to initiate an adoption contract with the applicant for a term of two years, unless otherwise specified.

Renewal of adoption contracts shall be via the same application form as before, but the original proposal may be submitted each time as long as there are no substantive changes to the applicant's plans. If there are changes, the Board may require applicants to submit a brand-new proposal taking them into account.

Preference shall be given to recognizable entities, such as civic groups, churches or other nonprofit organizations, with a track record of good financial management and civic engagement. For-profit entities also shall be judged on similar merits, with additional consideration being given to suitability.

Renaming Rights and Sponsorship

A substantial annual financial commitment shall be required from any applicant seeking consideration for renaming rights for any given property. The appropriate amount and duration of such a commitment shall be determined by a vote of both Board and the City Commission.

Such a commitment does not guarantee renaming will be granted, however. Renaming will be done only with approval of the City Commission, acting on a recommendation of appropriateness from the Board.

Both nonprofit and for-profit entities also may include in their application and proposal a request for sponsorship rights, which may include, but are not limited to, opportunities to display the applicant's logo on official signage or other high-visibility locations. Again, such requests will be weighed by the Board and City Commission, with no guarantees of their being granted regardless of contribution level.

Helpful Resources

- Arbor Day Foundation — <https://www.arborday.org>
- National Program for Playground Safety — <http://www.playgroundsafety.org>
- National Recreation and Park Association — <http://www.nrpa.org/Tools-Resources>
- Project for Public Spaces — <http://www.pps.org/reference/reference-categories/parks-articles>
- Public Playground Safety Handbook — <http://www.cpsc.gov/PageFiles/122149/325.pdf>
- Tree Board University — <http://www.treeboardu.org>
- Tree City USA — <https://www.arborday.org/programs/treecityUSA>



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Randy Frazer, City Manager
Item: SCKEED Grant Writing Services Contract

Purpose: Approve a Resolution authorizing the City of Arkansas City to enter into a contract with South Central Kansas Economic Development District, Inc. (SCKEED), to provide Grant Writing Services, for an amount not to exceed \$3,000.00. (Voice Vote)

Background:

Per the contract, SCKEED agrees to provide grant writing services to the City in the writing of the CDBG, which may be awarded by the KDOC .

Commission Options:

- 1. Approve with the consent agenda.
- 2. Remove from the consent agenda for further discussion.

Fiscal Impact:

Amount: **\$3,000.00**

Fund: **01-General** Department: **201-City Commission** Expense Code: **6214-Other Prof. Services**

Included in budget Grant Bonds Other (explain)

Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2021-07-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO ENTER INTO A CONTRACT WITH SOUTH CENTRAL KANSAS ECONOMIC DEVELOPMENT DISTRICT, INC. (SCKEDD), TO PROVIDE GRANT WRITING SERVICES, FOR AN AMOUNT NOT TO EXCEED \$3,000.00.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, to enter into a contract with South Central Kansas Economic Development District, Inc. (SCKEDD), to provide Grant Writing Services, for an amount not to exceed \$3,000.00.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 20th day of July, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-07-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on July 20, 2021 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

CONTRACT FOR GRANT WRITING SERVICES
CITY OF ARKANSAS CITY, KANSAS

THIS CONTRACT is entered into **this _____ day of July, 2021** by and between the **City of Arkansas City**, Kansas, Party of the First Part, hereinafter referred to as "**The City of Arkansas City**" and the South Central Kansas Economic Development District, Inc. (SCKEDD) a non-profit Kansas corporation under the laws of the State of Kansas, Party of the Second Part, hereinafter called "SCKEDD".

SCKEDD hereby agrees to provide grant writing services to City of Arkansas in the writing of the CDBG, which may be awarded by the KDOC to **The City of Arkansas City**.

The services to be provided by SCKEDD are outlined in the attached Exhibit "A" and hereby incorporated into this contract and made a part hereof. SCKEDD's official agent for this contract is Executive Director.

Mark the box below to indicate the grant/s being selected for grant writing services.

- Kansas Department of Commerce Water/Sewer Grant
- Kansas Department of Commerce Community Facilities Grant
- Kansas Department of Commerce Housing Rehabilitation Grant**
- Kansas Department of Commerce Commercial Rehabilitation Grant
- Kansas Department of Commerce Urgent Need Grant
- Kansas Department of Commerce Economic Development Grant
- Kansas Department of Commerce Regional Water Grant
- U.S. Department of Agriculture Housing Preservation Grant
- Federal Home Loan Bank Affordable Housing Program
- Kansas Housing Resource Corporation Moderate Income Housing Grant
- Economic Development Administration (EDA) Grant

The specific grant writing fees are listed in the attached Exhibit "B".

SCKEDD will invoice the **City of Arkansas City** for payment on the above selected grant writing services. An invoice will be generated upon the signing of this agreement by all parties and payment will be due within 30 days, as indicated on the invoice.

Payment received by SCKEDD from the **City of Arkansas City** is not a deposit. Parties to this agreement agree that any payment received is non-refundable.

If payment is not received within 30 days, this contract will be cancelled, and SCKEDD will bill the **City of Arkansas City** for services rendered in good faith after the execution of this contract at a rate of \$75.00 per hour.

This contract is in effect until a successful grant submittal has been completed and submittal has been submitted. Any grant proposals that are submitted and not awarded, may be submitted again in the future at no cost to the **City of Arkansas City**.

CONTRACT FOR GRANT WRITING SERVICES
CITY OF ARKANSAS CITY, KANSAS


Barring no major changes to a proposal are needed, a submission of an original proposal with minor changes will be done by SCKEDD at no additional cost. Major revisions to proposals of a grant was not successful will be an additional charge. Grant writing fees will be retained by SCKEDD and will not be refunded in the event of unsuccessful proposal submissions.

SCKEDD and the City have agreed to the terms of this contract executed **this ____ day of July, 2021** as evidenced by the following affixed signatures.

CITY/COUNTY, KANSAS

SOUTH CENTRAL KANSAS ECONOMIC
DEVELOPMENT DISTRICT, INC.

Scott Rogers
Mayor



Steven Wilkinson
Executive Director

EXHIBIT A.

GRANT WRITING SERVICES

SCKEDD agrees, as related to this contract, to assume the following duties and obligations. The **City of Arkansas City** agrees, as related to this contract to provide SCKEDD any and all items that are necessary to complete the grant proposal by required deadlines. Both parties understand that the below items are not an all-inclusive list. SCKEDD assures that items required for grant proposals by the various agencies will be in compliance with all requirements.

1. Work with the **City of Arkansas City** to provide information to development project outline.
2. SCKEDD will work with Engineer's and Architectural firms to development required preliminary reports and budgets.
3. Prepare all required publications such as newspaper advertisements that are needed to inform the public about projects. The **City of Arkansas City** will responsible for any cost related to publications and advertisements.
4. Provide expertise and guidance to the **City of Arkansas City** to create a grant proposal
5. Complete all the necessary grant/project research
6. Attend all required meetings necessary for project development.
7. Prepare all required documents for signature forms
8. Prepare and track progression of budgets
9. Prepare all required Resolutions
10. Prepare any/all required maps and pictures
11. Ensure grant proposals are submitted timely to meet any/all grant deadlines submission dates.

CONTRACT FOR GRANT WRITING SERVICES
CITY OF ARKANSAS CITY, KANSAS

EXHIBIT B.

Grant Writing Fee:

Kansas Department of Commerce Water/Sewer Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Community Facilities Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Housing Rehabilitation Grant
SCKEDD member counties \$3,000/Non-member counties \$4,000

Kansas Department of Commerce Commercial Rehabilitation Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Urgent Need Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Economic Development Grant
SCKEDD member counties \$2,500/Nonmember counties \$3,500

Kansas Department of Commerce Regional Water Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

U.S. Department of Agriculture Housing Preservation Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Federal Home Loan Bank Affordable Housing Program Grant
SCKEDD member counties \$1,000/Nonmember counties \$1,500

Kansas Housing Resource Corporation Moderate Income Housing Grant
SCKEDD member counties \$1,000/Nonmember counties \$1,500

Economic Development Administration (EDA) Grant
SCKEDD member counties \$3,000/Non-member counties \$4,000



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Rod Philo, Environmental Services
Item: Water Distribution Portable Air Compressor

Purpose: Consider a Resolution authorizing the City of Arkansas City to purchase a portable air compressor from Central Power Systems, Wichita, KS, for an amount not to exceed \$19, 405.43.
(Voice Vote)

Background:

The 2021 Water Distribution budget contains \$25,000 to replace their 1995 portable air compressor. Sealed bids were requested from four (4) equipment providers. One (1) bid was received from Central Power Systems meeting 95% of the specifications.

I recommend the portable air compressor purchase from Central Power Systems at their bid cost of \$19,405.43, \$5,594.57 under budget.

Commission Options:

1. Approve the Resolution
2. Disapprove the Resolution
3. Table the Resolution for further consideration

Fiscal Impact:

Amount: \$19,405.43

Fund: 16 (Water) Department: 653 (Water Distribution) Expense Code: 7405 (Capital Equipment)

Included in budget Grant Bonds Other (explain)

Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2021-07-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO PURCHASE A PORTABLE AIR COMPRESSOR FROM CENTRAL POWER SYSTEMS, WICHITA, KS, FOR AN AMOUNT NOT TO EXCEED \$19, 405.43.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, to purchase a portable air compressor from Central Power Systems, Wichita, KS for an amount not to exceed \$19, 405.43.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 20th day of July, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-07-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on July 20, 2021 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk



City of Arkansas City, Kansas
Environmental Services Department
Rod Philo
Environmental Services Superintendent

Memo

RP

To: Randy Frazer
CC: Arkansas City Commission
From: Rod Philo
Date: 7/8/2021
Re: Water Distribution Portable Air Compressor Bid

The 2021 Water Distribution Budget contains \$25,000 to replace their portable air compressor. I requested sealed bids from four (4) equipment providers. One (1) bid was received from Central Power Systems by the hour set for the closing of the bids. Central Power Systems' bid met all but two (2) specifications at a total cost to the City of \$19,405.43.

I recommend the portable air compressor purchase from Central Power Systems at their bid cost of \$19,405.43. Bid documents and bid tabulation are attached to this memo.

2929 N. 2nd Street / Arkansas City, Kansas / 67005-8883
(620) 441-4484 / Fax (620) 441-4456 / rphilo@arkansascityks.gov
www.arkansascityks.gov

"The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner."

INVITATION TO BID

Sealed bids for furnishing equipment, and delivering a portable air compressor, FOB, City of Arkansas City, Kansas, will be received at the office of the City Clerk, 118 W. Central Avenue, Arkansas City, Kansas, until 3:00 p.m. on June 30, 2021 at which time the bids will be opened publicly, and read aloud. Bids received after said time will be returned unopened.

Copies of the purchase specifications are on file and available for public inspection at the following offices:

Lesley Shook, City Clerk
118 W. Central Avenue
Arkansas City, Kansas 67005
(620) 441-4400

Rod Philo, Environmental Services Superintendent
City of Arkansas City
2929 N. 2nd Street
Arkansas City, KS 67005
(620) 441-4484

A bidder may withdraw any bid they have submitted at any time prior to the hour set for the closing of the bids provided the request for withdrawal is signed in a manner identical with the bid being withdrawn. No withdrawal or modification will be permitted after the hour designated for closing of bids.

The City of Arkansas City reserves the right to reject any or all bids and to waive any irregularities therein.

Please address outside of envelope as: **PORTABLE AIR COMPRESSOR BID – ENVIRONMENTAL SERVICES**

GENERAL REQUIREMENTS

GENERAL

These specifications have been written to describe minimum equipment and performance requirements to be supplied by the equipment manufacturer's representative bidding.

It will be necessary for all successful bidders to furnish all necessary and desirable information and instructions for the proper operation of the equipment by the employees of the City. The City reserves the right to accept and/or reject any and all bids, to waive any defects, irregularities, or specification discrepancies and to award the contract as Council deems to be in the best interest of the City.

DISCREPANCIES LISTED

Should any bidder have deviations from these specifications in their bid and cannot meet every requirement of these specifications, they shall submit a letter and attach it to the bid, explaining the deviation. Failure to do so will cause the bid to be rejected as being non-responsive.

MODEL

The bid submitted shall be for a new and unused current year model. All equipment included with the air compressor shall be new.

FEDERAL AND STATE TAXES

It shall be the bidder's responsibility to determine what Federal and State taxes the municipal government is or is not required to pay.

GUARANTEE

The bidder shall guarantee the portable air compressor against failure due to defective material and workmanship. The portable air compressor must be repaired at the bidder's expense within this period when such action is necessary for the reasons stated above.

NOTE: Standard Manufacturer's Warranty??? Please Describe.

BID FORM

To the Mayor and City Commissioners
Arkansas City, Kansas

1. The undersigned, in compliance with your invitation to bid for furnishing, equipping and delivering a portable air compressor, FOB, City of Arkansas City, Kansas, having examined the purchase specifications and being familiar with all of the conditions surrounding the furnishing of this equipment and accessories in accordance with the purchase specifications at the price stated below. This price shall cover all expenses incurred in performing the work required under the documents and of which this proposal is a part:

Manufacturer of Portable Air Compressor: Doosan

Model of Portable Air Compressor: P185W00-T4F

BID PRICE OF:

Portable Air Compressor Price \$ 19,905.43

Less Trade-In \$ 500.00

Total Cost to City \$ 19,405.43

2. The undersigned finally proposes to deliver the equipment, complete with all accessories, FOB, City of Arkansas City, Kansas, not later than

7.15.2021

3. The bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 calendar days after the scheduled closing time for receiving bids.

Signed this 24 day of June, 2021

Bidder Central Power Systems & Services

Address 3305 South West Street
Wichita ks 67217

By (print) Dan Estill

(Signature) Dan Estill

Title Rental & Portable Sales Rep

PORTABLE AIR COMPRESSOR BID SPECIFICATIONS

Compressor

	Yes	No
Free Air Delivery 185 cfm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rated Operating Pressure 100 psi.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum Operation Pressure 85 psi.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maximum Operation Pressure 105 psig	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum Oil Capacity 2.1 gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oil Cooler.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Stage Air Filter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two Air discharge Outlets 3/4" w/ Crows Foot Connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Engine

Emissions Tier 4 Final (T4F)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Cylinder Diesel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum Displacement 140 cubic inches	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water Cooled.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum 48 HP.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12 Volt Electrical System.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electric Start.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Stage Air Cleaner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum 25 Gallons Fuel Capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Trailer

Minimum Width 65.75 inches.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maximum Width 68.5 inches	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum Length 130 inches	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maximum Length 140 inches.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum Gross Axle Weight Rating 3500 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leaf Spring Suspension.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Single Axle Design.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2341

- Bolt on A Frame Tow Bar () ()
- 3 inch Pintle Eye Coupler () ()
- Castor Type Jack Stand () ()
- Maximum Towing Speed 55 mph () ()

Standard Specifications

- Fully Lockable Enclosure () ()
- Large Side Doors () ()
- Lockable Toolbox () ()
- DOT Approved Tail Lamps, Stop Lambs, Turn Signal Lamps & Side Marker Lamps () ()
- Status Indication for Compressor Temperature () ()
- Status Indication for Engine Temperature () ()
- Status Indication for Engine Speed () ()
- Fuel Level Indication () ()
- Sound Level - Full Load at 23 feet 69 dBA () ()

TRADE-IN AIR COMPRESSOR

1995 Sullair 125 portable air compressor Serial No. 004-116593 w/ 628.4 hours
The City of Arkansas City reserves the right to sell the trade-in unit outright, if so desires.

POTENTIAL BIDDER'S LIST

Dan Estill
Central Power Systems
3305 South West Street
Wichita, KS 67217
(620) 960-1971

Don Wagner
Foley Equipment Company
1550 South West Street
Wichita, KS 67213
(316) 943-4211

Jim Brennan
White Star Machinery
3223 N. Hydraulic Avenue
Wichita, KS 67219
(316) 838-3321

Wyatt Franks
Elgi Portable Compressors
1550 Larimer Street, Suite #203
Denver, CO 80202
(704) 562-6342

City of Arkansas City – Environmental Services Dept.
 Portable Air Compressor 2021 Bid Tabulation
 Rod Philo, Environmental Services Superintendent

Section , Item 1.

	Central Power Systems	Foley Equipment	White Star	Elgi
Manufacturer	Doosan	No Bid	No Bid	No Bid
Model	P185WDO-T4F			
Price	\$19,905.43			
Less Trade-in	\$500.00			
Total Cost to City	\$19,405.43			



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Mike Crandall, Public Services
Item: CCLIP Madison Ave Surface Preservation Project

Purpose: Consider a Resolution authorizing the City of Arkansas City to enter into an agreement for engineering design services with Smith & Oakes, Inc., Arkansas City, Kansas, for the City Connecting Link Improvement Program (CCLIP) Surface Preservation Grant Project for Madison Avenue (U.S. HWY 166) from 8th Street to Summit Street, for an amount not to exceed \$70,600.00 **(Voice Vote)**

Background:

KDOT announced that the City was selected for the Grant and the City Commission passed Resolution 2021-02-3388 on February 16, 2021, authorizing the City to enter into a Project Agreement with KDOT for the Project.

The Grant offers 90-10 matching funds, up to a total maximum project grant of \$300,000 for the cost of construction, construction engineering, and inspection. The City is responsible for 100% of the engineering design. The estimated project cost is \$512,358 of which \$212,358 will be the City’s share.

Commission Options:

- 1. Approve the Resolution
- 2. Disapprove the Resolution
- 3. Table the Resolution for further consideration

Fiscal Impact:

Amount: \$70,600 (estimated City share will be \$34,870)

Fund: 21 (Special Street) Department: 542 (Streets) Expense Code: 7402 (Capital Improvement)

Included in budget Grant Bonds Other (explain)

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2021-07-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO ENTER INTO AN AGREEMENT FOR ENGINEERING DESIGN SERVICES WITH SMITH & OAKES, INC., ARKANSAS CITY, KANSAS, FOR THE CITY CONNECTING LINK IMPROVEMENT PROGRAM (CCLIP) SURFACE PRESERVATION GRANT PROJECT FOR MADISON AVENUE (U.S. HWY 166) FROM 8TH STREET TO SUMMIT STREET, FOR AN AMOUNT NOT TO EXCEED \$70,600.00.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, to enter into an agreement for engineering design services with Smith & Oakes, Inc., Arkansas City, Kansas, for the City Connecting Link Improvement Program (CCLIP) Surface Preservation Grant Project for Madison Avenue (U.S. HWY 166) from 8th Street to Summit Street, for an amount not to exceed \$70,600.00.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 20th day of July, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-07-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on July 20, 2021 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

AGREEMENT FOR ENGINEERING DESIGN SERVICES

BETWEEN

THE CITY OF ARKANSAS CITY, KANSAS

AND

SMITH & OAKES, INC.

FOR

**CITY CONNECTING LINK IMPROVEMENT PROGRAM (CCLIP)
SURFACE PRESERVATION (SP)
MADISON AVENUE (U.S. HWY 166) FROM EIGHTH ST TO SUMMIT ST**

NOW EFFECTIVE ON THIS ____ day of _____ **2021**, this Agreement is made and entered into,

BY AND BETWEEN

**THE CITY OF
ARKANSAS CITY,
KANSAS**, a Municipal Corporation,

hereinafter referred to as
"OWNER",

AND

SMITH & OAKES, INC.

hereinafter referred to as
"ENGINEER".

WITNESSETH:

WHEREAS, the OWNER hereby contracts with the ENGINEER for services hereafter outlined for the **"CITY CONNECTING LINK IMPROVEMENT PROGRAM (CCLIP) SURFACE PRESERVATION (SP) PROJECT FOR MADISON AVENUE (U.S. HWY 166) FROM EIGHTH ST TO SUMMIT ST"**, herein referred to as the PROJECT.

NOW THEREFORE, the parties hereto agree to be bound as follows:

SECTION 1. GENERAL PROJECT DESCRIPTION

The OWNER has requested that the ENGINEER provide engineering design, bidding, and construction phase services for *Street Improvements* including asphalt mill and overlay within the area generally indicated on the attached map (Exhibit A).

SECTION 2. SCOPE OF SERVICES**A. Initial Activities:**

1. Attend a project start-up meeting with OWNER to discuss project goals, individual responsibilities, and obtain information available at that time.
2. Contact utility owners and obtain record as-built information.
3. Obtain record of ownerships, right-of-entry, and GIS information for use in depicting boundary information on base drawings.
4. Obtain right-of-way record information for use on base drawings.
5. Obtain topographic design survey of the project area.
6. Establish site control, set benchmarks, and establish ties to known section corners.

B. Field Check Design:

1. Prepare the base sheets to be used for the project drawings
2. Develop construction sequencing plans.
3. Review the alignment and design with respect to utility locations, topographic features, existing right-of-way, and property ownerships.
4. Prepare field check drawings and details.
5. Prepare draft project specifications.
6. Attend a Field Check review meeting with the OWNER.
7. Develop a preliminary cost estimate.

C. Office Check Design:

1. Revise alignments, drawings and details based upon comments received.
2. Revise project specifications based on comments received.
3. Attend office check meeting with OWNER.
4. Obtain all necessary local and state permits.
5. Attend an Office Check review meeting with the OWNER.
6. Revise and update the cost estimate.

D. Bid Documents and Bidding Services:

1. Prepare final revisions to drawings and bid documents.
2. Provide final Engineer's estimate of probable costs.
3. Prepare one (1) bid package for all prospective bidders.
4. Prepare any Addenda to plans and specifications, if necessary.
5. Assist the OWNER at the bid opening.
6. Review bids and provide a recommendation to OWNER.

E. Construction Administration Activities:

1. Schedule and conduct a Pre-Construction Conference, coordination meetings, and the final inspection for the project.
2. Review material submittals.
3. Prepare any necessary change orders.
4. Review Contractor pay requests.
5. Answer questions / resolve conflicts during construction.
6. Conduct periodic site visits to the construction site.

F. Construction Inspection Activities:

1. Provide a resident project representative to conduct on-site observations of the work in progress, as needed.
2. Verify and observe all testing requirements.
3. Maintain a diary or log book containing orderly records of correspondence, shop drawings, change orders, field orders, progress reports and other project related documents.
4. Report to the ENGINEER to assist in determining if the work is proceeding in accordance with the Contract Documents.
5. Collect, identify, label, and record all concrete material test specimens, then deliver to a certified laboratory and receive the test results in accordance with the Contract Documents.

SECTION 3. RESPONSIBILITY OF THE OWNER

The OWNER agrees to provide the following pursuant to the ENGINEER accomplishing the Scope of Services outlined herein:

1. Provide access to the site.
2. Secure the necessary easements (permanent and temporary for construction) and all right-of-way acquisitions for the project, if necessary.
3. Furnish copies of all existing plans, drawings, maps, records, reports, files and any other information relevant to the PROJECT.
4. Permit fees.

SECTION 4. TIME OF PERFORMANCE

The ENGINEER shall commence work on the PROJECT within ten (10) days following receipt of an executed (signed and dated) Agreement from the OWNER and shall complete all design phase work within 60 days, thereafter.

SECTION 5. PAYMENT PROVISIONS

For services performed under this Agreement the OWNER will reimburse the ENGINEER the following lump sum fees for the Engineering Design, Bidding, and Construction Administration items of work. Compensation for Inspection Services shall be not-to-exceed the value shown below. Inspection fees are based on 5 day work weeks at 8 hours per day, as needed.

ENGINEERING DESIGN/SURVEY	\$ 29,800
BIDDING SERVICES	\$ 1,100
CONSTRUCTION ADMINISTRATION	\$ 3,500
<u>INSPECTION SERVICES</u>	<u>\$ 36,200</u>
TOTAL	\$ 70,600

SECTION 6. SUPPLEMENTAL SERVICES

Any work requested by the OWNER that is not included in the Scope of Services will be classified as Supplemental Services. Supplemental Services shall include, but are not limited to, the following:

1. Changes in general scope, extent, or character of the project or its design, including but not limited to changes in size, complexity, OWNER’s schedule, character of construction or method of financing; and revising previously accepted studies, reports, or design documents when such revisions are required by changes in laws, regulations, ordinances, codes, or orders enacted subsequent to the preparation of such studies/reports/documents or designs or due to any other causes beyond the ENGINEER’s control.
2. Geotechnical investigations or soil analysis.
3. Materials testing laboratory services.
4. Tract map & legal description preparation for potential utility easements.

SECTION 7. OTHER MATTERS

Any action or claims arising out of or related to this Agreement or the project that is the subject of this Agreement shall be governed by Kansas law. Good faith negotiation and mediation are express conditions precedent to the filing of any legal action. Mediation shall be conducted in accordance with the latest edition of the Construction Mediation Rules of the American Arbitration Association.

The OWNER or ENGINEER shall not assign, transfer, or sublet any rights, duties, or interests accruing from the Agreement without the prior written consent from the other party. This Agreement shall be binding upon both, the OWNER and ENGINEER, their respective successors and assigns.

This Agreement and attachments hereto comprise the entire agreement between the OWNER and ENGINEER. The Agreement may be altered only by Supplemental Agreement.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement the day and year first above written.

OWNER: CITY OF ARKANSAS CITY, KANSAS

BY: _____
Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

ENGINEER: SMITH & OAKES, INC.

BY: _____
Chris Meinen, President



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Randy Frazer, City Manager
Item: CDBG Hearing and Resolution Certifying Authority

Purpose: Hold a public hearing and consider a Resolution certifying legal authority to apply for the 2022 Kansas Small Cities Community Development Block Grant (CDBG) Program from the Kansas Department of Commerce, and authorizing Mayor Scott Rogers to sign and submit such an application. **(Voice Vote)**

Background:

The City of Arkansas City is applying for a **Community Development Block Grant (CDBG)** Program grant to finance substantial housing rehabilitation of approximately 12 houses occupied by qualifying low- to moderate-income families, approximately six (6) of which will be rental units and six (6) of which will be owner occupied, within a target area bounded by North 15th Street to the west, North 10th Street to the east, West Kansas Avenue to the south and West Colorado Avenue to the north.

The estimated project cost is **\$329,056.00**, with the grant request being for **\$300,000.00** of the project cost and a local match of **\$29,056.00** required from some combination of landlord contributions, KWAP and City funds.

Before the City can apply for this grant, it first must hold a public hearing tonight to hear alternate project suggestions from citizens, as well as comments on this proposed CDBG project. This public hearing was scheduled and properly advertised **July 13** in the Cowley CourierTraveler. Other project proposals introduced at the public hearing will be considered. Oral and written comments will be recorded and become a part of the City of Arkansas City’s CDBG Citizen Participation Plan.

In addition, the Kansas Department of Commerce requires that CDBG applicants certify their legal authority to apply for funds from the Small Cities CDBG Program as part of their application. This Resolution also will authorize Mayor Scott Rogers to sign and submit an application for 2022 funding from the program.

Finally, Requests for Proposals were sent out to qualified contractors for Certified Grant Administrator, Inspector, Risk Assessor and Lead Inspector services for this project. Those bids will be opened tonight and the City Commission can pre-select a contractor. (A contingent contract will need to be approved at a later date.)

Commission Options:

1. Hold hearing and approve the Resolution.
2. Hold hearing and table the Resolution.
3. Hold hearing and disapprove the Resolution.

Fiscal Impact:

Amount: **\$29,056.00 (max)**
Fund: _____ Department: _____ Expense Code: _____
_____ Included in Budget _____ Grant _____ Bonds X Other (explain)

A local match of **\$29,056.00** is required from some combination of landlord contributions, KWAP and City funds.

Attachments:

1. Determination of Level of Review
2. Statement of Assurances and Certifications
3. Residential Anti-displacement and Relocation Assistance Plan
4. Applicant/Recipient Disclosure/Update Report
5. Request for Proposals for Certified Grant Administrator
6. Request for Proposals for Inspector/Risk Assessor/Lead Inspector
7. List of addresses to which RFPs were mailed

Approved for Agenda by:

A handwritten signature in black ink, appearing to be 'Randy Frazer', written over a horizontal line.

Randy Frazer, City Manager

A RESOLUTION CERTIFYING THE LEGAL AUTHORITY TO APPLY FOR THE 2022 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FROM THE KANSAS DEPARTMENT OF COMMERCE, AND AUTHORIZING MAYOR SCOTT ROGERS TO SIGN AND SUBMIT SUCH AN APPLICATION.

WHEREAS, the City of Arkansas City, Kansas, is a legal governmental entity as provided by the laws of the State of Kansas; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, held a public hearing July 20, 2021, to hear alternate project suggestions from citizens, as well as comments on this project; and

WHEREAS, the City of Arkansas City, Kansas, intends to submit an application for assistance from the Community Development Block Grant (CDBG) Program.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby certifies that the City of Arkansas City, Kansas, is a legal governmental entity under the status of the laws of the State of Kansas and thereby has the authority to apply for assistance from the Kansas Small Cities Community Development Block Grant Program.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor of the City of Arkansas City, Kansas, to act as the City’s official representative in signing and submitting an application for assistance to the Community Development Block Grant Program.

SECTION THREE: The Governing Body of the City of Arkansas City, Kansas, hereby dedicates \$29,056.00 in cash funds toward this project and \$0 in in-kind material and/or labor for same.

SECTION FOUR: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City staff of the City of Arkansas City, Kansas, to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

SECTION FIVE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 20th day of July, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

Section , Item 3.

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-07-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on July 20, 2021, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

Kansas Department of Commerce
 Community Development Block Grant (CDBG) Program
 1000 S.W. Jackson St., Suite 100
 Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Arkansas City

Project Location: Target area bounded by North 15th Street to the West, North 10th Street to the East, West Kansas Avenue to the South, and West Colorado Avenue to the North.

Project Description: A specific project to be is substantial housing rehabilitation of approximately 12 houses occupied by qualifying low to moderate income families. 6 of which will owner occupied and 6 will be renter occupied.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(___)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(___)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(i)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Scott Rogers

Chief Elected Official (print name/title)

 Chief Elected Official's Signature

 Date

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to the grant that:

- (1) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
- (4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
- (5) Its chief executive officer or other officer of the grantee approved by Commerce:
 - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
 - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
- (6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):

- (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1:
- (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
- (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
- (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 135;
- (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
- (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
- (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
- (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
- (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
- (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended:
- (k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.
- (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
- (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;

- (n) The regulations, policies, guidelines and requirements of 2 CFR Part 200 and A-122 as they relate to the acceptance and use of federal funds under this federally assisted program;
 - (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
- (7) The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
 - (8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;
 - (9) It will comply with the provisions of 24-CFR-200.
 - (10) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
 - (11) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.
 - (12) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG funding.
 - (13) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.

- (14) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

Scott Rogers

Signature, Chief Elected Official

Name (typed or printed)

Mayor

07/20/2021

Title

Date

To Whom It May Concern:

As Chief Elected Official of the City/County of _____, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

Mayor/County Commission

ATTEST:

City/County Clerk/City Clerk

(Minimum required by all applicants for funding – must be submitted with application)

**Residential Anti-displacement and Relocation Assistance Plan
under Section 104(d) of the
Housing and Community Development Act of 1974, as Amended**

The jurisdiction will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.488.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the [jurisdiction] will make public and submit to the Kansas Department of Commerce the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104 (d) replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least ten years from the date of initial occupancy.

The jurisdiction will provide relocation assistance, as described in Section 570.488 to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the jurisdiction will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of project, the following occupied dwellings (by address) will be demolished with grant funds (should contain proposed demolitions):

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of Arkansas City on the 20 day of July, 2021.

Signature – Chief Elected Official	City of Arkansas City Jurisdiction	07/20/2021 Date
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Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): City of Arkansas City, KS 118 W. Central Ave, P.O. Box 778, Arkansas City, KS 67005-2643 (620) 694-2611	2. Social Security Number or Employer ID Number: 48-6005477
3. HUD Program Name Community Development Block Grant	4. Amount of HUD Assistance Requested/Received \$300,000
5. State the name and location (street address, City and State) of the project or activity: Housing Rehabilitation in a target area within the city limits of the City of Arkansas City, Kansas.	

Part I Threshold Determinations

- | | |
|--|---|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. |
|--|---|

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
SCKEDD - 9730 E. 50th St, Bel Aire, KS 67226 (316) 262-7035	48-0791574	Administration	\$ 25,000 or 8.3%
SCKEDD- 9730 E. 50th St, Bel Aire, KS 67229 (316) 262-7035	48-0791574	Risk Assessment and Inspection	\$25,200 or 8.4%

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy) 07/20/2021
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The City of Arkansas City
118 W Central Ave. Arkansas City KS 67005
620-441-4400

6 July 2021

From: City of Arkansas City

To:

Subject: Requests for Proposal Certified Grant Administrator

The City of Arkansas City requests proposals for certified CDBG administrative services to assist in a proposed project to be financed up to \$300,000 in Housing Community Development Block Grant (CDBG) funds. The remainder of the project will be financed from funds by the City of Arkansas. The project consists of rehabilitation of approximately 12 rental and owner own homes in the City of Arkansas City. This project is estimated for completion on or before 30 August 2023.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG compliance area: environmental review, financial management, procurement, labor standards, equal opportunity/civil rights, citizen participation, acquisition/relocation, and close-out. Additionally, the firm selected will assist the city with all aspects in the writing, preparation, and submission of the CDBG grant application.

If you are interested, please submit your proposal to The City of Arkansas City, Office of City Clerk, 118 W Central Ave. Arkansas City KS 67005 or by email at lshook@arkansascityks.gov prior to 20 July 2021 at 1:00 PM. The envelope should be clearly marked on the outside, "CDBG Administrative Proposals" at which time they will be opened and read aloud. All interested parties are invited to attend. The City of Arkansas City is requesting that four (4) copies of your response be submitted. The City of Arkansas City will be evaluating the responses and making a selection at the City Commission meeting at 5:30 PM on 20 July 2021.

Responses for administrative services shall include the following information:

- a) The specialized experience and technical competence of the firm with respect to grant administration and related work;
- b) The past record of performance of the firm with respect to such factors as accessibility to clients, quality of work and ability to meet schedules;
- c) The firm's proximity to and familiarity with the area in which the project is located;
- d) The capability of carrying out all aspects of grant related activities;
- e) Cost of services;
- f) References from previous clients of related work with the firm within the past five years.

(a), (b) and (d) above shall receive priority weighting in the final selection. See attached addendum #1 for additional information.

The City of Arkansas City is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

For further information, please contact:

Please note that in order for the City of Arkansas City to consider your request for proposal to perform the administrative services, the proposal must include all items listed in the RFP. All submitted reports and documents must meet stated requirements.

City Manager
City of Arkansas City

The City of Arkansas City

118 W Central Ave. Arkansas City KS 67005

6 July 2021

File Number 3011.107.1

From: City of Arkansas City

To:

Subject: Request for Proposal for Inspector/Risk assessor/ Lead Inspector

The City of Arkansas City is soliciting your interest in submitting a Request for Proposals for Housing Quality Standard (HQS) inspection/risk assessor services. The City of Arkansas City will be making application for a FY-2022 Community Development Block Grant (CDBG) funds for a housing project. This project is estimated for completion on or before 30 August 2023. The City is requesting that the selected firm assist the City of Arkansas City in completing the (HQS) inspections and complete all the necessary Risk Assessments, if the project is funded. If you are interested, please respond to the City of City Clerk, City of Arkansas City, 118 W Central Ave. Arkansas City KS 67005 or by email at lshook@arkansascityks.gov; and must be **received by 1 pm on 20 July 2021**, at which time the sealed "Requests for Proposal" will be opened and read aloud.

The response from your firm shall include the following:

1. *Verify the firm has qualified personnel who can be assigned to the project.*
2. *Past experience with CDBG and capabilities of the firm.*
3. *Ability and willingness of firm to assist the City/County with this project.*
4. *Bid amount*
5. *Other pertinent information.*

"Requests for Proposal" are to be sealed and on the face of the envelope should be clearly marked "**CDBG Inspector/Risk Assessor Inspection Proposals**" on the outside. A personal interview may be requested by the City of Arkansas City to be held during the selection processes. The administrator will be selected at the City Commission meeting on 20 July 2021. The City of Arkansas City Commission will complete its rating that evening and select an administrator. Firms not responding with a proposal on or before 1pm on 20 July 2021 will not be considered for the project. The City reserves the right to reject any or all proposals. The factors to be considered and the method to be utilized in the evaluation of the proposal and selection of the inspector are set forth in the Addendum (enclosed).

City Manager
City of Arkansas City

ADDENDUM
REQUEST FOR PROPOSALS FOR HOUSING INSPECTOR/RISK ASSESSOR

Below are the basic services required of the HQS Inspector:

- Provide Housing Quality Standard Inspection
- Write up scope of work for each housing rehabilitation/demolition
- Cost Estimating
- Knowledge for rehabilitation standards and approve building and electrical codes
- Building construction experience
- Lead Based Paint knowledge

Below are the basic services required of the Risk Assessor:

- Experience in writing risk assessment
- Knowledge of HUD 1012/1013 lead-based paint regulations
- Ability to submit reports in required time frames
- Use of an XRF lead-based paint analyzer

This is not an all-inclusive list.

Below are the detailed services required of the Risk Assessment:

- All work must be performed by firms certified to perform risk assessments and by individuals certified and/or licensed to perform risk assessments by the state. If an x-ray fluorescence (XRF) instrument is used, the risk assessor must possess current training, certification, and licensing in the use of the XRF equipment under appropriate federal, state, or local authority.

- The inspector shall provide all necessary facilities, materials, supplies, equipment, supervision, personnel, and other items and services to perform the lead evaluation services as defined in this RFP. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. Applicable regulations are those that are in force when and where the lead evaluation is conducted, including the more restrictive of, but not limited to:

U.S. Department of Housing and Urban Development (HUD): 24 CFR 35

U.S. Occupational Safety and Health Administration: 29 CFR 1910, 1926

U.S. Environmental Protection Agency (EPA): 40 CFR 260-266, 745

U.S. Department of Transportation: 49 CFR 171-177

State regulations

Local regulations

- The purposes of the risk assessment are: 1) to identify conditions that may result in adverse human health effects from the following sources: deteriorated lead-based paint (LBP), interior/exterior dust-lead hazards, soil lead hazards, chewable surfaces, friction surfaces, and impact surfaces as defined by HUD and EPA; and 2) to test paint on surfaces that will be disturbed during the renovation.

- The risk assessment shall include the following activities: occupant interviews, testing for lead content of all surfaces to be disturbed during the renovation, lead hazard identification of deteriorated paint, friction, impact and chewable surfaces, and dust and soil sampling. The risk assessment shall be completed within 20 days of being notified by City/County. The report must be submitted 15 days after completion of fieldwork. Invoices will not be paid until the complete report is received and accepted.
- The risk assessor shall be cautious and considerate when requesting any information, especially any information that may be considered confidential or personal.
- All laboratories selected for use in the lead-based paint hazards and evaluation reports shall hold all accreditations, certifications, and recognitions needed to conduct lead testing services as governed by regulatory agencies having jurisdiction over such work. At a minimum, the laboratory used by the contractor shall be recognized by the U.S. Environmental Protection Agency (EPA) National Lead Laboratory Accreditation Program (NLLAP) for the analyses performed under this contract, and shall, for work under this contract, use the same analytical method used for obtaining the most recent NLLAP recognition. Copies of certificates shall be provided with the bid submittal.
- The risk assessor shall sample all components/surfaces to be disturbed during the renovation as well as any surface that is deteriorated or hazardous. If a component is not to be disturbed and is not a hazard, it should not be sampled for lead content. Identification of LBP may be done by either XRF testing or by collecting samples of paint followed by laboratory analysis.
- The risk assessment report shall comply with the minimum requirements established by the state. The risk assessment report shall contain at least the following: Notice of Evaluation Results, Summary of Risk Assessment, an executive summary written in simple and easy-to-understand English describing the on-site investigation conducted and the results. The summary must be in the basic format found at 24 CFR Part 35, Appendix B and include the names of all risk assessors performing services, the date the site was visited, and samples collected. The summary must include all identified lead-based paint and/or lead-based paint hazards and their locations. In addition, it must include all treatment options for each hazard identified, clearly identified as being either interim control or abatement, list of all surfaces tested and/or sampled, identification of all lead based paint and/or LBP hazards with sufficient detail to permit replication of sampling and/or testing effort, and sketches or drawings of property with floor plan detailing all sample locations.
- To be considered responsive, each bid must include technical and cost proposal data, as well as copies of the following documents:
 - a. Copies of firm's certification to perform risk assessments of this site.
 - b. Copies of individual's state/EPA certification/license to perform risk assessments.
 - c. Copies of and documentation of successful completion of XRF manufacturer's training for each individual performing risk assessment services.
 - d. Copy of analytical laboratory EPA accreditation, and licensing, if applicable.

- e. Copy of risk assessment firm's radiation safety license or registration issued by the state where services are to be provided, or the U.S. Nuclear Regulatory Commission.
- Unit prices for at least the following services shall be provided and included in the proposal. When requested by the community, the risk assessor shall provide the additional services at the unit costs submitted:
 - a. Additional site visits, per visit;
 - b. Additional paint, soil, dust, or water samples, per sample type; and,
 - c. Additional XRF paint testing, per structure.

RISK ASSESSOR RFP Mailed 07/06/2021

South Central Kansas Economic Development District
9730 E 50TH Street North
Bel Aire, KS 67226
(316) 262-7035

Advanced Lead Consulting, LLC
PO Box 8200
Wichita, KS 67208
(316) 239-7097

Kansas Safety Training Center, Inc. (KSTC)
10100 W 87th Street
Clearwater, KS 67026
(316) 305-8912

Integrated Solutions, Inc.
215 S. Laura
Wichita, KS 67211
(316) 264-7050

GRANT ADMINISTRATOR RFP Mailed 07/06/2021

South Central Kansas Economic Development District
9730 E 50TH Street North
Bel Aire, KS 67226
(316) 262-7035

ESSDACK
1500 E 11th, Suite 200
Hutchinson KS 67501

Ranson Financial Group
200 W Douglas Suite 600
Wichita KS 67202

Bill Bolin
11563 W 1st Street North
Wichita KS 67212



City Commission Agenda Item

Meeting Date: July 20, 2021
From: Randy Frazer, City Manager
Item: City Manager Updates

Purpose: City Manager’s Report on Upcoming Activities

Background:

1. The City and many community partners will be making a virtual presentation to the State of Kansas’ **Housing Inter-Agency Committee (HIAC)** from **1 to 2:30 p.m. Wednesday, July 21** as part of our housing rehabilitation work. Presenters will meet at the Water Treatment Facility and present as a group.
2. There will be a **brown bag luncheon** to benefit **Relay for Life** from **11 a.m. to 1 p.m. Thursday, July 22** at RCB Bank headquarters, located at 126 S. Summit St. Cost is \$6 for hamburger, chips and a brownie.
3. Visit Ark City will be sponsoring a **“Glow Ball”** tournament starting at **5 p.m. Saturday, July 24** at Spring Hill Golf Course, located at 3202 N. Summit St. Check-in for this 4-person scramble starts at **4:30 p.m.** for nine holes of day golf, while nine holes of “glow golf” will begin at **9 p.m.** The cost is **\$45** per person.
4. There will be a special **City Commission** study session at **noon Tuesday, July 27** to discuss the Paris Park Pool study with the Ark City Recreation Commission at the Water Treatment Facility, 400 W. Madison.
5. The **Arkansas City Farm and Art Market** will continue its 2021 season from **4 to 6:30 p.m. Tuesday, July 27 and August 3** at the Wilson Park rotunda. Its season will continue each Tuesday through **September**.
6. The next **City Commission** study session will be held in my office here at City Hall at **noon Friday, July 30**.

Approved for Agenda by:

Randy Frazer, City Manager

Spring Hill Golf Course Arkansas City, KS

Glow●Ball

SPONSORED BY

Visit Ark City

JULY 24, 2021

Four Person Scramble

9 Holes Day Golf-5:00p-4:30 Check in

Followed by BBQ Meal - 9 Holes Glow Golf- 9pm

3202 N. Summit Arkansas City

18 team limit - \$45 per person \$50 w/c

Will sell extra led balls \$5 - Order in advance

Call 620-441-4330 to register & reserve carts

Front 9 hole prize. May bring your own balls

FREE Ice Cream from Pizza Ranch





City Commission Agenda Item

Meeting Date: July 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:

- June 8 — Arkansas City Planning Commission
- June 10 — Equal Opportunity and Accessibility Advisory Board
- June 21 — Historic Preservation Board
- June 21 — Arkansas City Public Library Board of Trustees

Approved for Agenda by:

A handwritten signature in black ink, appearing to read "Randy Frazer", written over a horizontal line.

Randy Frazer, City Manager



City of Arkansas City

PLANNING COMMISSION MEETING MINUTES

Tuesday, June 08, 2021 at 5:30 PM – 400 W Central Ave, Arkansas City, KS

Call to Order

Roll Call

PRESENT Chair Andy Paton, Mary Benton, Lloyd Colston, Cody Richardson, Joni Curl
ABSENT Charles Jennings, Paisley Howerton, Ian Kuhn, Karla Gallegos

Staff present at roll call was Principal Planner Josh White, Public Information Officer Andrew Lawson and City Manager Randy Frazer. Building Official Mike Bellis joined the meeting during the Comprehensive Plan Discussion.

Also present at the meeting was City Commissioner Kanyon Gingham, ACRC Director Landon West, WSU Professor Kartikeya Saboo and citizens Sarah & Brandon Jellings, Harrison Taylor and Sandra Davis.

Declaration

At this time, Planning Commission members are asked to make a declaration of any conflict of interest or of any Ex parte or outside communication that might influence their ability to hear all sides on any item on the agenda so they might come to a fair decision.

Benton stated she was friends with the applicants on the vacation request but that wouldn't affect her ability to come to a fair decision.

Public Comments

Persons who wish to address the Planning Commission regarding items not on the agenda. Speakers will be limited to three (3) minutes. Any presentation is for information purposes only. No action will be taken.

There were no comments from the public regarding items not on the agenda.

Consent Agenda

1. Meeting Minutes, **May 11, 2021 meeting.**
Motion made by Benton, Seconded by Colston to approve the minutes as written.
Voting Yea: Chair Paton, Benton Colston, Richardson, Curl

Public Hearings

2. **Hold a public hearing to consider the advisability of vacating Compass Point Drive within Replat of Compass Point Addition.**
Jennings joined the meeting.
Motion made by Richardson, Seconded by Curl to open the public hearing
Voting Yea: Chair Paton, Benton, Jennings, Colston, Richardson, Curl
White made a presentation on the vacation request. He pointed out the original proposal on the replat was that the streets would be private but due to an error on the plat, the streets were left public. This would correct that. The Technical Advisory Committee recommended approval subject an

access and utility easement being reserved. White said staff also recommended approval with the easements being reserved.

Motion made by Jennings, Seconded by Richardson to close the public hearing.

Voting Yea: Chair Paton, Benton, Jennings, Colston, Richardson, Curl

Motion made by Colston, Seconded by Jennings to recommend approval to the City Commission of a vacation request for Compass Point Drive within Replat of Compass Point Addition reserving an access and utility easement over the entire area to be vacated.

Voting Yea: Chair Paton, Benton, Jennings, Colston, Richardson, Curl

Items for Discussion

3. Comprehensive Plan discussion on Parks and Recreation

White introduced Landon West, Director of Arkansas City Recreation Commission to talk about ACRC's plans and goals for the near future. He spoke about the various facilities and the needs that they have. Commissioners and several members of the public asked West several questions and the discussion continued. After the discussion was over, White talked about natural resources including the rivers. White then talked about historic resources and explained the current status of the historic district, as well as a walking tour that the Historic Preservation Board is working on. Some brief discussion about the guidelines and requirements of the historic district also occurred. Paton asked Frazer about the pool study. Frazer said the study would be presented to the City Commission soon after which it would be open for public discussion. White said that could be discussed at the July meeting. Lawson also noted the Walking Tour project should be done by then and can also be discussed at the July meeting. The July meeting occurs during the week of the 150th Celebration so that works out really nicely. Lawson noted that we could look into coming Parks and Recreation together so that parks received funding from the entire school district. That takes a lot of work in the background but it is something staff has considered. Some more research will need to happen before that can progress.

Other Items

No other items were discussed.

Adjournment

Motion made by Jennings, Seconded by Curl.

Voting Yea: Chair Paton, Benton, Jennings, Colston, Richardson, Curl

A regular meeting was held **Thursday, June 10, 2021**, at the Water Treatment Facility. The meeting was called to order at **4:05 p.m.**

Roll Call:

Board Members

- Bob Baker
- Ethan Bartlett
- JoAnn Bierle
- James Fry
- Anita Judd-Jenkins
- Tammy Lanman-Henderson
- Frances "Rags" Smith

Staff Liaisons

- Mike Bellis
- Capt. Eric Burr (ACPD)
- Randy Frazer
- Evan Haney
- Andrew Lawson
- Landon West (ACRC)
- Josh White

1. Approve May Regular Meeting Minutes:

Bob made a motion to approve the minutes of the **May 13, 2021**, regular meeting as written. Anita seconded the motion, which was approved **4-0** on a voice vote. (Mike Bellis joined the meeting in progress at **4:21 p.m.**)

2. Housing Survey Results (FlashVote):

Andrew presented the results of the third FlashVote survey and said they will be part of the Housing Assessment Tool (HAT). There were **102** respondents, or roughly 1 out of every 118 Arkansas City residents, for a margin of error of **±10 percent**.

The main takeaways were that 62% of respondents perceived Ark City housing to be neutral to slightly expensive and 84% think single-family homes are the biggest need, while 39% each think two-family homes and apartments are bigger needs.

About 45% of respondents identified senior housing as the biggest need, though. Between 73% and 74% identified a shortage of housing in lower and middle price ranges. Homelessness was identified as a problem by 19% but not a problem by 18%.

3. National Disability Independence Day Proclamation:

Andrew said this proclamation will be issued by the City Commission at **5:30 p.m. July 20** in the commission room at City Hall. This year will mark the 31^s anniversary of the Americans with Disabilities Act. Several board members plan to attend.

4. Police Department Recruiting Discussion:

Capt. Eric Burr explained the department’s current recruiting strategy and asked the Board members if they had any ideas or input. Bilingualism is a priority. Andrew suggested an ACPD information and recruiting booth at the 2021 Tacolalah Festival.

5. Tacolalah Executive Committee Report:

The next regular Tacolalah Executive Committee meeting will be at **noon June 17** at the Water Treatment Facility. Landon explained to the Board how the inaugural Color Run will work; the race will start at **9 a.m. July 17**, prior to the festival.

6. Other Miscellaneous Items:

Andrew asked if there was discussion regarding the first draft of the redesigned Fair Housing flier. Anita suggested changing the white text to black and decreasing the color in the background so it is more readable for those with visual disabilities.

7. Comprehensive Plan Discussion:

Andrew said the Planning Commission will be continuing its discussion of **Chapter 5**, “Parks and Recreation,” and asked the Board if they had any comments or questions. No one had any new thoughts regarding any of the parks visited thus far.

8. Review ADA Transition Plan: Arkansas City Recreation Center

The Board discussed the Arkansas City Recreation Center and looked at all the deficiencies documented in the ADA Transition Plan. (See table of recommendations on Page 2.) Members toured the center for the remainder of the meeting.

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
<p>Parking: Two accessible spaces exist on the 5th and B Street corner. The space on 5th is parallel and the space on B Street is angled. Neither have access aisles.</p>	<p>See recommendations</p>	<p>High</p>	<p>To avoid tearing up two sections of sidewalk in order to provide compliant access aisles, we recommend installing both spaces on B Street. Two spaces may share a common access aisle. We also recommend installing a parallel curb ramp in the sidewalk between these spaces to serve the access aisle. There is a diagram to use as an example in the pictures.</p>	<p><i>Implement the current ADA recommendations, if financially feasible. This should remain a high-priority item to serve both buildings.</i></p>
<p>Parking: Signage for these two spaces is mounted too low and neither is designated as “van accessible.”</p>	<p>At least one should be designated “van accessible.” Signs shall be located so they can’t be obscured by a vehicle parked in the space.</p>	<p>High</p>	<p>See above recommendations</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Parking: The “New Gym” has designated parking in front of the east entrance. However, none of those spaces are designated as accessible.</p>	<p>See recommendations</p>	<p>High</p>	<p>Install one “van accessible” space in front of the entrance. This will require the installation of either a returned curb ramp or a parallel curb ramp since access aisles are to be level in all directions.</p>	<p><i>Implement the current ADA recommendations, if financially feasible. This should remain a high-priority item to serve both buildings.</i></p>
<p>North Entrance Ramp: Running slope up to 9% lacks edge protection on sides.</p>	<p>8.33% or 1:12 maximum running slope. Ramps and landings with drop-offs shall have curbs, walls, railings or projecting surfaces that prevent people from slipping off the ramp. Curbs shall be a minimum of 2” high.</p>	<p>Medium</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>North Entrance Ramp: Handrails are mounted 31” and 32” high to gripping surface.</p>	<p>Top of handrail gripping surfaces shall be mounted between 34” and 38” above ramp surfaces.</p>	<p>High</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>North Entrance Ramp: Handrails lack extensions on the ends.</p>	<p>If handrails are not continuous, they shall extend at least 12” beyond the top and bottom of the ramp segment and shall be parallel with the floor or ground surface.</p>	<p>High</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
<p>Main (1st) Floor: Offices and other spaces have signage mounted in incorrect locations and in non-accessible formats.</p>	<p>Signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double-leaf doors, signs shall be placed on the nearest adjacent wall.</p>	<p>High</p>	<p>Mounting height shall be 60” above the finished floor to the centerline of the sign. Letters and numerals shall be raised 1/32”, upper case, sans serif or simple serif type and shall be accompanied with Grade 2 Braille.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Main (1st) Floor: There is a single existing drinking fountain that has 29” wide clearance.</p>	<p>30” minimum width. Where only one drinking fountain is provided on a floor, there shall be a drinking fountain accessible to individuals who use wheelchairs and one accessible to those who have difficulty bending or stooping.</p>	<p>Low+</p>	<p>This can be accommodated by using a “hi-lo” fountain; by providing one fountain accessible to those who use wheelchairs and one fountain at a standard height convenient for those who have difficulty bending.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Office: Door handle is a round knob.</p>	<p>Handles, pulls, latches, locks and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate.</p>	<p>High</p>	<p>Lever-operated mechanisms, push-type mechanisms and U-shaped handles are acceptable designs.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Men’s Restroom (at basketball courts): Entrance door opening force is 10 lbs.</p>	<p>5 lbs. maximum</p>	<p>High</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Men’s Restroom (at basketball courts): Threshold at door exceeds 1”.</p>	<p>½” beveled, maximum</p>	<p>Medium+</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Men’s Restroom (at basketball courts): Lavatory has 26” knee clearance at apron.</p>	<p>29” minimum to apron</p>	<p>Low+</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Women’s Restroom (at basketball courts): Entrance door opening force is nearly 30 lbs.</p>	<p>5 lbs. maximum</p>	<p>High</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Women’s Restroom (at basketball courts): Threshold at door exceeds 1”.</p>	<p>½” beveled, maximum</p>	<p>Medium+</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Women’s Restroom (at basketball courts): Lavatory has round faucets and an exposed drain pipe.</p>	<p>Lever-operated, push-type and electronically controlled mechanisms are examples of acceptable faucet designs.</p>	<p>Medium-</p>	<p>Hot water and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
<p>Women’s Restroom (at basketball courts): Toilet stall is an “alternate stall” (42” wide).</p>	<p>See recommendations</p>	<p>Medium+</p>	<p>“Alternate” stalls are so narrow, they are nearly unusable to people who use wheelchairs. Since the restrooms located in the basement can only be accessed via platform lift (keys obtained in office), we strongly recommend converting current stall into a “Standard” stall by removing a fixture, if structurally practical. The other option is to create a fully accessible unisex restroom somewhere else on the main floor.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Women’s Restroom (at basketball courts): Toilet paper dispenser is located above the grab bar.</p>	<p>The toilet paper dispenser shall be mounted below the grab bar at a minimum height of 19”.</p>	<p>Low+</p>	<p>See above recommendations</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Basement: Drinking fountain spout height exceeds 36”.</p>	<p>36” maximum</p>	<p>Low</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Basement: Fitness Center door has an opening force of 20 lbs.</p>	<p>5 lbs. maximum</p>	<p>High</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Basement: Drinking fountain (1) in Fitness Center has knee clearance for wheelchair users.</p>	<p>Where only one drinking fountain is provided on a floor, there shall be a drinking fountain accessible to individuals who use wheelchairs and one accessible to those who have difficulty bending or stooping.</p>	<p>Low</p>	<p>This can be accommodated by using a “hi-lo” fountain; by providing one fountain accessible to those who use wheelchairs and one fountain at a standard height convenient for those who have difficulty bending.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Men’s Restroom (Fitness Center): Lavatory has 27” knee clearance at apron.</p>	<p>29” minimum to apron</p>	<p>Low+</p>	<p>We recommend making at least one set of restrooms or a unisex restroom (such as in Game Room) fully accessible. Signage should be installed on inaccessible restrooms giving location of accessible restroom.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Men’s Restroom (Fitness Center): Mirror is mounted at 41” high to bottom of reflective surface.</p>	<p>40” maximum height to bottom of reflective surface</p>	<p>Low</p>	<p>See above recommendations</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Men’s Restroom (Fitness Center): Soap dispenser is mounted at 55” high for a forward reach only.</p>	<p>48” maximum forward reach</p>	<p>Low+</p>	<p>See above recommendations</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
Men's Restroom (Fitness Center): Water closet center in accessible stall is 20" from side wall.	The centerline of the water closet shall be 18" from the side wall.	Low+	See above recommendations	<i>Implement the current ADA recommendations, if financially feasible.</i>
Men's Restroom (Fitness Center): Shower is 42" by 43", seat is 15" high and the handheld shower head hose is 54" long.	There are 2 options for shower dimensions defined in the standards. One is a true measurement of 36" by 36" and the other is 30" by 60". The seat shall be mounted 17" to 19" from the bathroom floor and shall extend the full depth of the stall. The spray hose shall be at least 60" long.	Low+	See above recommendations	<i>Implement the current ADA recommendations, if financially feasible.</i>
Women's Restroom (Fitness Center): Door opening force is 24 lbs.	5 lbs. maximum	High		<i>Implement the current ADA recommendations, if financially feasible.</i>
Women's Restroom (Fitness Center): Maneuvering clearance depth on pull side of door is 41".	Front approaches to pull side of swinging doors shall have maneuvering space that extends from the hinge side of the door to 18" beyond the latch side of the door and 60" minimum perpendicular to the doorway.	Medium+		<i>Implement the current ADA recommendations, if financially feasible.</i>
Women's Restroom (Fitness Center): Lavatory drain pipe is exposed.	Hot water and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories.	Low+		<i>Implement the current ADA recommendations, if financially feasible.</i>
Women's Restroom (Fitness Center): Lavatory protrudes into clear floor space of water closet.	See recommendations	Medium	There is adequate space on the wall to relocate the lavatory further from the water closet.	<i>Implement the current ADA recommendations, if financially feasible.</i>
Women's Restroom (Fitness Center): Water closet is 15 1/2" high.	The height of water closets shall be 17" to 19", measured to the top of the toilet seat.	Medium		<i>Implement the current ADA recommendations, if financially feasible.</i>
Women's Restroom (Fitness Center): Grab bars do not exist at water closet.	Grab bars located behind the water closet shall be at least 36" long. One end of the grab bar shall be 6" maximum from the corner.	High-	All grab bars shall be located 33" to 36" above the finished floor. Side grab bars shall be at least 40" long and no more than 12" from the rear wall.	<i>Implement the current ADA recommendations, if financially feasible.</i>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
<p>Women’s Restroom (Fitness Center): Shower is inaccessible due to a number of reasons, including: 6” curb, lack of grab bars, lack of compliant seat, round shower controls and a shower head located too high.</p>	<p>Shower size, curb, grab bars, seat and controls should comply with 4.21.</p>	<p>Low+</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Game Room: Signage is mounted on door.</p>	<p>Signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double-leaf doors, signs shall be placed on the nearest adjacent wall.</p>	<p>High</p>	<p>Mounting height shall be 60” above the finished floor to the centerline of the sign.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Game Room: Entrance door has a 1” threshold and an opening force of 9 lbs.</p>	<p>½” beveled, maximum threshold. Maximum opening force shall be 5 lbs.</p>	<p>High</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Game Room: Transaction counter is 42” high.</p>	<p>A portion of the main counter that is a minimum of 36” in length shall be provided with a maximum height of 36”; or an auxiliary counter with a maximum height of 36” in close proximity to the main counter shall be provided; or equivalent facilitation shall be provided, such as a folding shelf attached to the main counter on which an individual with disabilities can write.</p>	<p>Medium+</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Game Room: Unisex restroom has a 1” threshold at the door.</p>	<p>½” beveled, maximum</p>	<p>High-</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>Game Room: Door handle on the unisex restroom is a round knob.</p>	<p>Handles, pulls, latches, locks and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate.</p>	<p>High-</p>	<p>Lever-operated mechanisms, push-type mechanisms and U-shaped handles are acceptable designs.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
Game Room: Toilet stall in restroom is too narrow to allow a wheelchair to turn.	See recommendation	Medium+	We recommend making at least one set of restrooms or a unisex restroom (such as in Game Room) fully accessible. Signage should be installed on inaccessible restrooms giving location of accessible restroom.	<i>Implement the current ADA recommendations, if financially feasible.</i>
Game Room: Lavatory in restroom has 26" knee clearance at the apron.	29" minimum clearance to apron	Low+		<i>Implement the current ADA recommendations, if financially feasible.</i>
Aerobics Room: Signage is mounted in incorrect location and lacks Braille/raised lettering.	Signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double-leaf doors, signs shall be placed on the nearest adjacent wall.	High	Mounting height shall be 60" above the finished floor to the centerline of the sign. Letters and numerals shall be raised 1/32", upper case, sans serif or simple serif type and shall be accompanied with Grade 2 Braille.	<i>Implement the current ADA recommendations, if financially feasible.</i>
Aerobics Room: Entrance door has a round knob.	Handles, pulls, latches, locks and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate.	High	Lever-operated mechanisms, push-type mechanisms and U-shaped handles are acceptable designs.	<i>Implement the current ADA recommendations, if financially feasible.</i>
Aerobics Room: Restrooms are inaccessible due to various barriers, such as: 30" wide entrances, round door knobs, low sinks, inadequate clear floor space (due to door swinging in), narrow toilet stalls, lack of grab bars, etc.	See recommendation	Medium+	We recommend making at least one set of restrooms or a unisex restroom (such as in Game Room) fully accessible. Signage should be installed on inaccessible restrooms giving location of accessible restroom.	<i>Implement the current ADA recommendations, if financially feasible.</i>
New (South) Gym East Entrance: Door handle is pinch type.	Handles, pulls, latches, locks and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate.	High	Lever-operated mechanisms, push-type mechanisms and U-shaped handles are acceptable designs.	<i>Implement the current ADA recommendations, if financially feasible.</i>
New (South) Gym East Entrance: Threshold up to 2" high.	½" beveled, maximum	High		<i>Implement the current ADA recommendations, if financially feasible.</i>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
<p>New (South) Gym Drinking Fountain: A single fountain for wheelchair knee clearance.</p>	<p>Where only one drinking fountain is provided on a floor, there shall be a drinking fountain accessible to individuals who use wheelchairs and one accessible to those who have difficulty bending or stooping.</p>	<p>Low</p>	<p>This can be accommodated by using a “hi-lo” fountain; by providing one fountain accessible to those who use wheelchairs and one fountain at a standard height convenient for those who have difficulty bending.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Drinking Fountain: 30” knee clearance exists and fountain is considered to be a protruding object due to its depth being more than 4”.</p>	<p>See recommendation</p>	<p>High-</p>	<p>Modify underneath of fountain by adding some sort of spacer that lowers the height to 27” above floor.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym: Concessions counter is 46” high.</p>	<p>A portion of the main counter that is a minimum of 36” in length shall be provided with a maximum height of 36”; or an auxiliary counter with a maximum height of 36” in close proximity to the main counter shall be provided; or equivalent facilitation shall be provided, such as a folding shelf attached to the main counter on which an individual with disabilities can write.</p>	<p>Medium+</p>	<p>Mounting height shall be 60” above the finished floor to the centerline of the sign. Letters and numerals shall be raised 1/32”, upper case, sans serif or simple serif type and shall be accompanied with Grade 2 Braille.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Gymnastics Room: Signage mounted above door and is not in accessible format.</p>	<p>Signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double-leaf doors, signs shall be placed on the nearest adjacent wall.</p>	<p>High</p>	<p>Mounting height shall be 60” above the finished floor to the centerline of the sign. Letters and numerals shall be raised 1/32”, upper case, sans serif or simple serif type and shall be accompanied with Grade 2 Braille.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Gymnastics Room: Door handle is a round knob.</p>	<p>Handles, pulls, latches, locks and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate.</p>	<p>High</p>	<p>Lever-operated mechanisms, push-type mechanisms and U-shaped handles are acceptable designs.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
<p>New (South) Gym Men's Restroom: Signage is mounted on door.</p>	<p>Signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double-leaf doors, signs shall be placed on the nearest adjacent wall.</p>	<p>High</p>	<p>Mounting height shall be 60" above the finished floor to the centerline of the sign.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Men's Restroom: Entrance door opening force is 9 lbs.</p>	<p>5 lbs. maximum</p>	<p>High</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Men's Restroom: Maneuvering clearance on pull side of door is 47" deep.</p>	<p>Latch-side approaches to the pull side of swinging doors that have closers shall have maneuvering space that extends from the hinge side to 24" minimum beyond the latch side of the door and 54" minimum perpendicular to the doorway.</p>	<p>Medium+</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Men's Restroom: Urinal is 24" high to rim.</p>	<p>17" maximum</p>	<p>Low</p>		<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Men's Restroom: Lavatory has 27" knee clearance at apron and drain pipe is exposed.</p>	<p>29" minimum clearance to lavatory. Hot water and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact.</p>	<p>Medium-</p>	<p>There shall be no sharp or abrasive surfaces under lavatories.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Men's Restroom: Shower head is well above 48" high and lacks grab bars.</p>	<p>The controls shall be placed in an area between 38" to 48" above the floor. The controls and spray unit shall be within 18" of the front of the shower.</p>	<p>Low+</p>	<p>An L-shaped grab bar (or two single grab bars with the ends close together) shall be provided, located along the full depth of the control wall (opposite the seat) and halfway (18") along the back wall. The grab bar(s) shall be mounted 33" to 36" above the shower floor measured at entry.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>
<p>New (South) Gym Men's Restroom: Toilet stall is narrow (Alternate stall).</p>	<p>"Alternate" stalls are so narrow, they are nearly unusable to people who use wheelchairs.</p>	<p>Medium+</p>	<p>We strongly recommend converting current stall into a "Standard" stall by removing a fixture, if structurally practical. The other option is to create a fully accessible unisex restroom somewhere else in this facility.</p>	<p><i>Implement the current ADA recommendations, if financially feasible.</i></p>

Location: Deficiency	ADA Requirements	Priority (in 2006 Plan)	2006 Recommendation	2021
New (South) Gym Women's Restroom: Signage is mounted on door.	Signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double-leaf doors, signs shall be placed on the nearest adjacent wall.	High	Mounting height shall be 60" above the finished floor to the centerline of the sign.	<i>Implement the current ADA recommendations, if financially feasible.</i>
New (South) Gym Women's Restroom: Entrance door has an opening force of 13 lbs.	5 lbs. maximum	High		<i>Implement the current ADA recommendations, if financially feasible.</i>
New (South) Gym Women's Restroom: Maneuvering clearance on pull side of door is 51" deep.	Latch-side approaches to the pull side of swinging doors that have closers shall have maneuvering space that extends from the hinge side to 24" minimum beyond the latch side of the door and 54" minimum perpendicular to the doorway.	Medium		<i>Implement the current ADA recommendations, if financially feasible.</i>
New (South) Gym Women's Restroom: Lavatory has 28" knee clearance at apron, drain pipe is exposed and faucet controls are round knobs.	29" minimum clearance at apron. Hot water and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact.	Medium-	There shall be no sharp or abrasive surfaces under lavatories. Lever-operated, push-type and electronically controlled mechanisms are examples of acceptable faucet designs.	<i>Implement the current ADA recommendations, if financially feasible.</i>
New (South) Gym Women's Restroom: Shower head is well above 48" high.	The controls shall be placed in an area between 38" to 48" above the floor. The controls and spray unit shall be within 18" of the front of the shower.	Low+	An L-shaped grab bar (or two single grab bars with the ends close together) shall be provided, located along the full depth of the control wall (opposite the seat) and halfway (18") along the back wall. The grab bar(s) shall be mounted 33" to 36" above the shower floor measured at entry.	<i>Implement the current ADA recommendations, if financially feasible.</i>
New (South) Gym Women's Restroom: Toilet stall is narrow (Alternate stall).	"Alternate" stalls are so narrow, they are nearly unusable to people who use wheelchairs.	Medium+	We strongly recommend converting current stall into a "Standard" stall by removing a fixture, if structurally practical. The other option is to create a fully accessible unisex restroom somewhere else in this facility.	<i>Implement the current ADA recommendations, if financially feasible.</i>

Bob made a motion to adjourn the meeting. Tammy seconded the motion, which was approved 4-0 on a voice vote. The meeting was adjourned at 5:10 p.m. The next meeting of the Equal Opportunity and Accessibility Advisory Board will be at 4 p.m. July 8, 2021.

NOTE: This meeting will be conducted via internet video conference platform GoToMeeting

Call to Order:

Roll Call: Kevin Cox [x] Foss Farrar [x] Charles Jennings [] Kayleigh Lawson [x] JW Lozano []

Staff present at roll call was Public Information Officer

1. Consent Agenda

K. Lawson made a motion to approve the May 17, 2021 meeting minutes as written. Cox seconded the motion. Voice vote carried the motion.

2. Walking Tour Update

Farrar gave an update on his work on the project. He is nearly done with help from Cox and K. Lawson. K. Lawson will work with Farrar to get photos of buildings. Still need to finish up on the churches. A. Lawson a dedicated link to the KHRI listings can be made available on the website. The board decided not to include Reedemer Evangelical Lutheran Church in the printed brochure for space considerations. Final drafts will be done on June 29. Kester Ink has said we should still be able to get everything printed for the 150th Celebration. A. Lawson will get the final draft to White by June 30 which was supposed to be our deadline for the project. The first run will likely be 500. The board then coordinated the remaining buildings to get the descriptions completed by deadline. A. Lawson will also work with White to get a map. He noted that the lost buildings may be a casualty of the deadline but if they are included the descriptions will be very brief.

3. Other Items

The involvement in the 150th Celebration will have to be scaled back. It will be more of an interactive walking tour as opposed to reenactors. A. Lawson asked the board for input on how to be involved. We'll move the regular meeting to July 12 to accommodate planning for this event.

Adjournment:

K. Lawson made a motion to adjourn the meeting. Cox seconded the motion. Voice vote carried the motion, meeting adjourned.

MINUTES

**Arkansas City Public Library Board of Trustees Special Meeting via Zoom –
June 21, 2021**

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, June 21, 2021, at 7:00 p.m. via Zoom.

MEMBERS PRESENT:

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

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:02 p.m.

Motion by Allison to approve the May meeting minutes. Second by Watson. Approved unanimously.

Motion by Colston to approve the May 2021 Treasurer Reports. Second by Watson. Approved unanimously. The May 2021 report shows that we have total assets of \$454,887.02 (\$2,796.46 in current liabilities, \$130,481.57 in the operating fund and \$321,303.04 in the capital improvement fund). We have accepted 62% of our anticipated receipts and expended 33% of our anticipated budget.

Pfannenstiel provided a Director’s report to the Board.

Motion by Allison to adjourn the meeting. Second by Watson. Approved unanimously. With there being no further business, the meeting concluded at 7:34 p.m.



**CITY OF ARKANSAS CITY, KANSAS
FINANCIAL SUMMARY
Year-To-Date June 30, 2021**

Fund	Cash Summary					Budget Summary				
	1/1/2021 Beginning Cash Balance	Prior Year Adjustments	Receipts	Disbursements	06/30/2021 Ending Cash Balance	Budget	Encumbrances	Budget Variance Favorable (Unfavorable)	% Remaining (50%)	
01 - GENERAL FUND	\$ 2,430,776.08	\$ -	\$ 6,387,111.50	\$ 5,006,664.70	\$ 3,811,222.88	\$ 10,702,736	\$ 387,786.85	\$ 5,308,284	50%	
15 - STORMWATER FUND	\$ 297,096.40	\$ -	\$ 104,081.17	\$ 86,483.21	\$ 314,694.36	\$ 306,139	\$ -	\$ 219,656	72%	
16 - WATER FUND	\$ 4,477,842.01	\$ -	\$ 2,553,503.87	\$ 2,494,075.84	\$ 4,537,270.04	\$ 5,760,616	\$ 468,221.60	\$ 2,798,319	49%	
18 - SEWER FUND	\$ 4,307,387.88	\$ -	\$ 1,123,148.25	\$ 718,472.50	\$ 4,712,063.63	\$ 14,169,544	\$ 19,293.00	\$ 13,431,779	95%	
19 - SANITATION FUND	\$ 1,142,083.64	\$ -	\$ 829,827.56	\$ 667,626.80	\$ 1,304,284.40	\$ 1,495,989	\$ -	\$ 828,362	55%	
20 - SPECIAL RECREATION FUND	\$ 35,613.60	\$ -	\$ 5,621.63	\$ 12,312.33	\$ 28,922.90	\$ 46,068	\$ -	\$ 33,756	73%	
21 - SPECIAL STREET FUND	\$ 789,869.50	\$ -	\$ 205,172.14	\$ 197,043.70	\$ 797,997.94	\$ 1,357,500	\$ 39,047.54	\$ 1,121,409	83%	
23 - TOURISM/CONVENTION FUND	\$ 28,279.90	\$ -	\$ 64,799.89	\$ 68,799.89	\$ 24,279.90	\$ 139,145	\$ -	\$ 70,345	51%	
26 - SPECIAL ALCOHOL FUND	\$ 93,482.01	\$ -	\$ 5,821.63	\$ 2,400.00	\$ 96,903.64	\$ 90,524	\$ -	\$ 88,124	97%	
27 - PUBLIC LIBRARY FUND	\$ -	\$ -	\$ 342,768.73	\$ 209,214.47	\$ 133,554.26	\$ 384,950	\$ -	\$ 175,736	46%	
29 - SPECIAL LAW ENF TRUST FUND	\$ 11,617.22	\$ -	\$ 610.22	\$ 8,322.80	\$ 3,904.64	Not a Budgeted Fund				
31 - LAND BANK FUND	\$ 986.21	\$ -	\$ -	\$ -	\$ 986.21	\$ 3,500	\$ -	\$ 3,500	100%	
43 - BOND & INTEREST FUND	\$ 303,521.84	\$ -	\$ 346,922.04	\$ 69,030.00	\$ 581,413.88	\$ 673,385	\$ -	\$ 604,355	90%	
44 - HEALTHCARE SALES TAX FUND	\$ -	\$ -	\$ 940,251.10	\$ 940,251.10	\$ -	\$ 1,696,000	\$ -	\$ 755,749	45%	
45 - UNPLEDGED HEALTHCARE SALES TAX FUND	\$ 189,526.15	\$ -	\$ 151,700.73	\$ 287,704.26	\$ 53,522.62	\$ 332,706	\$ -	\$ 45,002	14%	
53 - MUNICIPAL COURT FUND	\$ 15,923.05	\$ -	\$ 443.69	\$ -	\$ 16,366.74	Not a Budgeted Fund				
54 - EQUIPMENT RESERVE FUND	\$ 200,946.02	\$ -	\$ -	\$ -	\$ 200,946.02	Not a Budgeted Fund				
57 - CID SALES TAX FUND	\$ -	\$ -	\$ 29,985.50	\$ 24,942.89	\$ 5,042.61	\$ 65,000	\$ -	\$ 40,057	62%	
68 - CAPITAL IMPROVEMENT FUND	\$ 1,758,315.08	\$ -	\$ 6,256.39	\$ 400,496.11	\$ 1,364,075.36	Not a Budgeted Fund \$ 187,666.87				
TOTALS	\$ 16,083,266.59	\$ -	\$ 13,098,026.04	\$ 11,193,840.60	\$ 17,987,452.03	\$ 37,223,802.00				

INDEBTEDNESS:

GO 2020 REFUNDING & IMPROVEMENT BOND	\$ 21,255,000
2013 PUMPER FIRE TRUCK LEASE	\$ 129,231
2019 FERRARA PUMPER TRUCK LEASE	\$ 477,218
2019 PBC	\$ 17,280,000
TOTAL	\$ 39,141,449

Note: Information is Unaudited