



CITY COMMISSION MEETING AGENDA

Tuesday, December 2, 2025 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

Please join our meeting and subscribe to our YouTube channel:
<https://www.youtube.com/@cityofarkansascitykansas895>



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. 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 VI: New Business.

1. Approve November 18, 2025, regular meeting minutes as written.
2. A Resolution approving the Notice of Budget Hearing for publication and to set a public hearing for 5:30 p.m. on December 16, 2025, to amend the 2025 Budget for the City of Arkansas City.

III. New Business

City Manager Department

1. A Resolution authorizing the City of Arkansas City to accept a bid submitted by Multisports LLC, for the Wilson Park Pickleball Courts Design-Build Project, contingent upon project funding provided in full by the KWLP Land and Water Conservation Fund grant, and local matching funds raised by community pickleball enthusiasts through the Legacy Foundation, for a total amount of \$235,500.00. **(Voice Vote)**
2. An Ordinance modifying Zoning Regulations Article 20 (Supplemental District Regulations), adopting such regulations by reference and modifying Municipal Code to so reflect. **(Roll Call Vote)**
3. A Resolution adopting by reference the City's 2026 Comprehensive Fee Schedule and repealing Resolution No. 2025-01-3671. **(Voice Vote)**

Environmental Services Department

1. A Resolution authorizing the rehabilitation of the Ag Lift Station RTU, utilizing R.E. Pedrotti Company, Inc. to purchase materials, equipment, and installation services, for an amount not to exceed \$22,087.00. **(Voice Vote)**
2. A Resolution authorizing the City of Arkansas City accept a bid submitted by FTC Equipment to purchase materials and service equipment to rehabilitate the Ag Lift Station, for an amount not to exceed \$23,464.60. **(Voice Vote)**

IV. City Manager Updates & Reminders

V. Items for Discussion by City Commissioners

VI. Comments from the Audience for Items not on the Agenda

The public will be allowed to speak on issues or items that are not scheduled for discussion on the agenda. Individuals should address all comments and questions to the Commission. Comments should be limited to issues and items relevant to the business of the Governing Body. The Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time. Each person will be limited to five (5) minutes.

VII. Executive Session

1. Recess into executive session for a period of ____ minutes to discuss the City Manager's contract, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at ____ : ____ p.m., to include _____. **(Voice Vote)**

VIII. Adjournment



City Commission Agenda Item

Meeting Date: December 2, 2025

From: Tiffany Parsons, City Clerk

Item: Approve November 18, 2025, Regular Meeting Minutes

Motion: Approve November 18, 2025, regular 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.

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 MEETING MINUTES

Tuesday, November 18, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

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

ABSENT:

City staff present: City Attorney Larry Schwartz, City Clerk Tiffany Parsons, Communication Director Shana Adkisson, Accountant Amy Roberts, Fire Chief Stuart Cassaboom, Part-time Firefighter/Paramedic Arron Nathan, and Police Chief Jim Halloway.

2. Opening Prayer led by City Attorney Larry Schwartz and Pledge of Allegiance led by Mayor Beeson.

3. Addition or Deletions to the agenda.

City Manager Frazer stated that there were no additions or deletions to the agenda.

4. Approval of the Agenda.

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

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

Recognition of Visitors/Staff

1. Recognize City Clerk Tiffany Parsons, as a graduate of the City Clerks and Municipal Finance Officers Association of Kansas (CCMFOA) Municipal Clerks Certification Institute, a four-year professional development program administered through Wichita State University's Hugo Wall School of Public Affairs.

City Manager Frazer presented that Tiffany Parsons, who serves as the City Clerk for the City of Arkansas City, successfully completed the four-year program, graduating from the CCMFOA Certification Institute on October 28, 2025. The prestigious program provides Kansas municipal clerks and finance officers with advanced training in records management, municipal accounting, leadership, ethics, budgeting, administrative law, conflict resolution, cybersecurity, and more. Accredited by the International Institute of Municipal Clerks (IIMC), the program includes online pre-course modules, over 120 hours of in-person training, and a capstone project for graduation as part of its curriculum—equipping participants with the knowledge and skills to better serve their communities and advance their professional credentials. Parsons was one of 22 graduates in the Class of 2025.

City Manager Randy Frazer said the achievement is a meaningful milestone and reflects her commitment to professional growth. "Tiffany brings a steady hand and a high level of professionalism to the clerk's office," Frazer said. "This certificate strengthens the work she already does each day for our community."

The CCMFOA Municipal Clerks Certification Institute is recognized statewide as a leading program for municipal clerks and finance officers, helping ensure local governments maintain consistent, well-trained, and well-informed administrative leadership.

City Clerk Parsons offered the following items for consideration.

Consent Agenda

Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then considered separately under Section VI: New Business.

1. Approve the November 4, 2025, regular meeting minutes as written.
2. A Resolution authorizing the City of Arkansas City to allocate Unpledged Healthcare Sales Tax Funds in the amount of \$4,463.00 to SCK Health for uncompensated care provided to the community, consistent with Ordinance No. 2019-02-4481 and the City's intent to annually appropriate available revenues for health care purposes.
3. Ratify Mayor Chad Beeson's appointment of Eric Burr to the Northwest Community Center Advisory Board.
4. A Resolution authorizing a public meeting of the Governing Body to attend a Land Bank Board of Trustees meeting at 5:00 p.m. Tuesday, December 2, 2025, in the Commission Room at City Hall, located at 118 W. Central Avenue in Arkansas City.

Motion made by Vice-Mayor Stover, seconded Commissioner Warren, to approve the Consent Agenda as read.

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, Commissioner Warren. Mayor Beeson declared the motion approved and given **Resolution 2025-11-3774** and **Resolution 2025-11-3775**.*

New Business

City Attorney Department

1. An Ordinance adopting by reference the Standard Traffic Ordinance for Kansas Cities, 52nd Edition, prepared and published in book form in 2025, by the League of Kansas Municipalities.

City Attorney Schwartz spoke of the only change to Section 6.7.2 Trespassing on Critical Infrastructure Facility, was to the statutory definition of a "critical infrastructure facility." The update simply expands the existing list to include facilities used for business such as wireless broadband, telecommunications, video services infrastructure, and related backup power or cable television systems.

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

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-11-4645**.*

2. An Ordinance adopting by reference the Uniform Public Offense Code for Kansas Cities, 41st Edition, prepared and published in book form in 2025, by the League of Kansas Municipalities.

Section 40.3 Passing a Stationary Vehicle Displaying Hazard or Caution Signals, Section 114.5 Unlawful Operation of a Work-Site Utility Vehicle, and Section 201.1 Failure to Comply with a Traffic Citation were the only sections modified in the 41st edition of the UPOC published in 2025, as explained by City Attorney Schwartz.

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

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-11-4646**.*

City Manager Department

1. A Resolution authorizing the City of Arkansas City to approve the 2025 Community Development Block Grant (CDBG) Housing Rehabilitation Plan and authorize the Mayor and City Clerk to execute all necessary documents for program administration in compliance with Kansas Department of Commerce and HUD regulations.

City Manager Frazer explained that the CDBG Housing Rehabilitation Plan establishes eligibility requirements, funding structure, and administrative procedures for the recently awarded \$300,000 housing rehabilitation grant.

Qualifying homeowners and landlords may receive up to \$25,000 per unit, and due to high interest, applications will be processed on a first-come, first-served basis following a formal invitation to apply.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-11-3776**.*

2. A Resolution authorizing the City of Arkansas City to approve the 2025 Community Development Block Grant Demolition Plan as presented and authorize the Mayor and City Clerk to execute all necessary documents for submittal to the Kansas Department of Commerce.

City Manager Frazer provided that the CDBG Demolition Plan establishes procedures to identify and remove structures hazardous to the public. While demolition is allowed under the grant with funding up to \$25,000 per property, it is not expected to be used, as sufficient rehabilitation projects have been identified.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-11-3777**.*

3. A Resolution authorizing an additional one-time operational contribution of \$25,000 to the Cowley County Humane Society and authorize the City Manager to issue payment in accordance with Invoice #1020 dated November 13, 2025.

The one-time operational contribution, drawn from the General Fund, is intended to support the organization's operations and help maintain services throughout the remainder of the year. The \$25,000 amount mirrors the contribution already made by the City of Winfield.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-11-3778**.*

Fire/EMS Department

1. A Resolution authorizing the City of Arkansas City to enter into a Professional Services Agreement with Dr. C. Joseph O'Donnell, D.O. to serve as Medical Director for the Arkansas City Fire-EMS Department, providing medical oversight, training approval, and protocol development as required by the Kansas Board of EMS.

Fire Chief Cassaboom spoke in support of a professional services agreement with Dr. C. Joseph O'Donnell to serve as Medical Director for the Arkansas City Fire EMS Department, providing medical oversight, training approval, and protocol development as required by the Kansas Board of EMS. Dr. O'Donnell, who also works with South Central Kansas Medical Center, is expected to improve communication and collaboration between the Fire EMS Department and the local hospital.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-11-3779**.*

City Manager Updates & Reminders

1. **Commissioner Onboarding (Dec. 5)** – Orientation for two new commissioners, including department head meetings, facility tours, and lunch at the Senior Citizen Center. Current and outgoing commissioners are encouraged to attend. Start: 8:00 a.m., City Hall, on Friday December 5th.
2. **RFP Updates** – Fire station and pickleball court RFPs received; pickleball recommendation will be presented at the next meeting. Direction still needed on the fire station project.
3. **Recognition** – Jill Hunter, to receive Spirit of Humanity Award from the Chamber of Commerce after tonight's meeting.

4. **Financial Report Reminder** – Commissioners and citizens are encouraged to review the report in the
5. **Staff Event** – Soup Bowls and Cinnamon Rolls event tomorrow, 11–11:30 a.m. in the Agri-Business Building; City Commissioners have an entry in the event.

Items for Discussion by City Commissioners

Commissioner Spielman inquired about an update on the demolition of the house on 8th Street; staff will follow up on the cleanup timeline.

Mayor Beeson commended the Police and Fire/EMS departments for their response to a recent call involving a baby, noting pride in their professionalism and service.

Comments from the Audience for Items not on the Agenda

The public will be allowed to speak on issues or items that are not scheduled for discussion on the agenda. Individuals should address all comments and questions to the Commission. Comments should be limited to issues and items relevant to the business of the Governing Body. The Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time. Each person will be limited to five (5) minutes.

No one signed up or that was present wished to speak.

Executive Session

1. Recess into executive session for a period of ____ minutes to discuss the City Manager's annual review, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at ____ : ____ p.m., to include _____. **(Voice Vote)**

Mayor Beeson made a motion, seconded by Commissioner Warren, to recess into executive session for a period of 10 minutes to discuss the City Manager's annual review, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at 6:05 p.m., to include city council, city manager and newly elected upcoming commissioners.

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

Motion made by Commissioner Spielman, seconded by Vice-Mayor Stover to come back into session.

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

Mayor Beeson called the regular commission meeting back into session at 6:05 p.m. No action was taken.

Financial Summary

1. October 2025 Financial Summary

Adjournment

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

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

THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, City Clerk

Prepared by: Tiffany Parsons, City Clerk

DRAFT



City Commission Agenda Item

Meeting Date: December 2, 2025
From: Jennifer Waggoner, Finance Director/Treasurer
Item: Set Public Hearing for 2025 Budget Amendment

Motion: A Resolution approving the Notice of Budget Hearing for publication and to set a public hearing for 5:30 p.m. on December 16, 2025, to amend the 2025 Budget for the City of Arkansas City. **(Voice Vote)**

Background: Kansas State Statutes authorize the governing body to increase the originally adopted budget when additional, previously unbudgeted revenues—excluding ad valorem property taxes—are received or cash reserves are available. To amend the budget, the governing body must establish a public hearing and publish a Notice of Hearing in the City’s official newspaper. State law requires that the notice be published at least 10 days prior to the hearing.

Sewer Fund: An amendment to the Sewer Fund is necessary to account for two unplanned projects: the emergency sewer line replacement at the intersection of Birch Avenue and D Street, and the sewer line extension for the Ark Travel Center. Together, these projects resulted in unbudgeted expenditures totaling \$1,023,074.

The amendment will authorize the use of available revenues and cash reserves to properly account for these costs. A public hearing is requested to receive comments before adoption.

Commission Options:

- 1. Adopt the resolution to approve the Notice of Budget Hearing for publication and set the public hearing to amend the 2025 budget for 5:30 p.m. on December 16, 2025.
- 2. Disapprove of the Resolution.
- 3. Table the Resolution for further discussion.

Fiscal Impact: Amount: Cost of Publication

Fund: **01 (General)** Department: **209 (Finance)** Expense Code: **6301 (Advertising)**
☒ Included in budget ☐ Grant ☐ Bonds ☐ Other Not Budgeted

Attachments: Amended State Budget Forms

Approved for Agenda by:



Randy Frazer, City Manager

RESOLUTION NO. 2025-12-_____

A RESOLUTION APPROVING THE NOTICE OF BUDGET HEARING FOR PUBLICATION AND SETTING THE DATE FOR A PUBLIC HEARING AT 5:30 P.M. ON DECEMBER 16, 2025 TO AMEND THE 2025 BUDGET FOR THE CITY OF ARKANSAS CITY.

WHEREAS, the Governing Body of the City of Arkansas City has received a request to amend the 2025 budget for the Sewer Fund; and

WHEREAS, the Governing Body of the City of Arkansas City will consider amendments to the 2025 budget for the City of Arkansas City after a public hearing is held, wherein the City Commission will open the floor to public comment.

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 approves the attached Notice of Budget Hearing for publication.

SECTION TWO: The Governing Body of the City of Arkansas City hereby sets a public hearing at 5:30 p.m. on December 16, 2025, at City Hall, 118 W. Central, Arkansas City, Kansas to receive public input regarding amendments to the 2025 budget for the Sewer Fund.

SECTION THREE: The Mayor, City Clerk, and/or City Administration are hereby authorized and directed to execute any and all documents necessary to consummate the legislative purposes and intents as expressed in this Legislative Enactment, and, if executed by the Mayor (or other person authorized by law to act in the event of the absence or inability of the Mayor to act), the City Clerk is directed to attest to and affix the official seal of the City thereon; the City Manager shall act as the official representative of the City for this and all subsequent related activities.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas, Kansas this 2nd day of December 2025.

(Seal) _____
Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, 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 Resolution No. 2025-12-_____ of the City of Arkansas City, Kansas adopted by the governing body on December 2, 2025, as the same appears of record in my office.

DATED: _____

Tiffany Parsons, City Clerk

2025

Amended Certificate For Calendar Year 2025

To the Clerk of Cowley, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Arkansas City
certify that: (1) the hearing mentioned in the attached publication was
held;(2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year.

			2025 Amended Budget		
			Amount of 2024 Tax that was Levied	Adopted 2025 Expenditures	Proposed Amended 2025 Expenditures
Table of Contents:			Page No.		
Fund	<u>K.S.A.</u>				
Sewer Fund		2		3,163,565	4,163,565
Totals		xxxxxxxxxx	0	3,163,565	4,163,565
Summary of Amendments		3			

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

CPA Summary

City of Arkansas City

2025

Adopted Budget

Sewer Fund	2025 Adopted Budget	2025 Proposed Budget
Unencumbered Cash Balance January 1	5,465,492	5,545,786
Receipts:		
Wastewater Receipts	2,700,000	2,700,000
Penalties	20,000	20,000
Reimbursed Expense	0	0
Loan Proceeds	0	0
Sale of Assets	0	0
Interest on Idle Funds	75,000	75,000
Miscellaneous	5,000	5,000
Total Receipts	2,800,000	2,800,000
Resources Available:	8,265,492	8,345,786
Expenditures:		
Personnel Services	786,754	786,754
Contractual Services	316,650	316,650
Commodities	278,350	278,350
Capital Outlay	41,300	41,300
Operating Transfers:		
Transfer to General Fund	550,000	550,000
Transfer to Stormwater Fund	0	0
Fleet Management Lease	14,025	14,025
Capital Improvements	635,000	1,635,000
Debt Service	541,486	541,486
Prior Year Cancelled Encumbrances	0	0
Total Expenditures	3,163,565	4,163,565
Unencumbered Cash Balance December 31	5,101,927	4,182,221

CPA Summary

**Notice of Budget Hearing for Amending the
2025 Budget**
The governing body of
City of Arkansas City
will meet on the day of 12/16/2025 at 5:30pm at City Hall Commission Chambers for the
purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall
and will be available at this hearing.

Fund	2025 Adopted Budget			2025 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Sewer Fund			3,163,565	4,163,565
			0	0
			0	0
			0	0
			0	0
			0	0

Jennifer C. Waggoner
Official Title: Finance Director/Treasurer



City Commission Agenda Item

Meeting Date: December 2, 2025

From: Randy Frazer, City Manager

Item: Accept Bid - Wilson Park Pickleball Courts Design–Build Project

Motion: A Resolution authorizing the City of Arkansas City to accept a bid submitted by Multisports LLC, for the Wilson Park Pickleball Courts Design-Build Project, contingent upon project funding provided in full by the KWLP Land and Water Conservation Fund grant, and local matching funds raised by community pickleball enthusiasts through the Legacy Foundation, for a total amount of \$235,500.00. **(Voice Vote)**

Background: The City issued a Request for Proposals (RFP) for the Wilson Park Pickleball Courts Design–Build Project, which will construct four (4) new post-tension concrete pickleball courts, a lighting system, fencing, surfacing, and associated amenities. Proposals were evaluated using the RFP's required 100-point scoring matrix. Three qualified responses were received and scored.

The project is being funded through a \$115,840.00 Kansas Wildlife & Parks (KWLP) Land and Water Conservation Fund (LWCF) Grant, with the local match provided by funds raised by Arkansas City pickleball enthusiasts, held and managed through the Legacy Foundation. These combined funding sources fully support the construction of the new courts.

Three proposals were received:

- Multisports, LLC – \$235,500.00
Includes full lighting installation, PT slab, viewing pad, surfacing, design services, and fencing.
(Proposal details documented in the Selection Recommendation memo and in the Bid Proposal submission multisport bid)
- Mid-American Courtworks – \$240,430.00
Lighting installation NOT included; materials only; higher risk of added costs.
- PICKLETILE™ – \$436,588.66
Highest technical score but 85% higher cost than Multisports.

Evaluation Summary:

Using the RFP's weighted 100-point matrix, scores were as follows (detailed scoring included in the attached memo):

Firm	Score
PICKLETILE™	92
Multisports, LLC	89
Mid-American Courtworks	77

Although PICKLETILE™ had the highest technical score, its price was \$201,088 higher than Multisports. The RFP permits selection of the “best value” proposal based on a combined assessment of cost, qualifications, design, understanding of the scope, and schedule.

Best Value Determination:

Multisports, LLC is the recommended contractor because:

- Lowest total project cost (\$235,500)
- Complete lighting package installed, not materials-only
- Strong qualifications and relevant experience
- Clear and transparent cost structure
- Fastest proposed schedule
- Low change-order risk
- Near-top technical score (89/100) at less than half the cost of the highest-scoring proposal

A full Selection Recommendation memorandum is attached for Commission review.

Commission Options:

1. Approve the Resolution.
2. Disapprove of the Resolution
3. Table the Ordinance for further Resolution.

Fiscal Impact: Amount: Total Contract Cost: **\$235,500.00**

Project Funding Sources: **These combined funding sources cover the full project cost; no city funds committed.**

- Kansas Wildlife & Parks (KWLP) – Land and Water Conservation Fund (LWCF) Grant - \$115,840
- Local Matching Funds – Raised by Arkansas City pickleball supporters through the Legacy Foundation - \$119,660

Fund: Department: Expense Code:

☐ Included in budget ☒ Grant ☐ Bonds ☒ Other Not Budgeted

Attachments: Resolution, Bid Tab, & Wilson Park Pickleball RFP Selection Recommendation.

Approved for Agenda by:



Randy Frazer, City Manager

RESOLUTION NO. 2025-12-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO ACCEPT A BID SUBMITTED BY MULTISPORTS LLC, FOR THE WILSON PARK PICKLEBALL COURTS DESIGN-BUILD PROJECT, CONTINGENT UPON PROJECT FUNDING PROVIDED IN FULL BY THE KWLP LAND AND WATER CONSERVATION FUND GRANT AND LOCAL MATCHING FUNDS RAISED BY COMMUNITY PICKLEBALL ENTHUSIASTS THROUGH THE LEGACY FOUNDATION, FOR A TOTAL AMOUNT OF \$235,500.00.

NOW, THEREFORE, 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 accept a bid submitted by Multisports LLC, for the Wilson Park Pickleball Courts Design-Build Project, contingent upon project funding provided in full by the KWLP Land and Water Conservation Fund grant, and local matching funds raised by community pickleball enthusiasts through the Legacy Foundation, for a total amount of \$235,500.00.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the mayor and/or city staff of The City of 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 2nd day of December 2025.

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, 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 Resolution No. 2025-12-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on December 2, 2025, as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk



Bid Summary - RFP

Project: Pickleball Courts at Wilson Park

Dept: City Manager/Parks & Facilities

Opening: November 12, 2025, 2:00 PM City Clerk's Office

Bid No.	Bidder	Received	Bid Total
1.	Mid-American Courtworks	11/6/2025 2:12PM	\$ 240,430.00
2.	Multisports LLC	11/12/2025 1:15 PM	\$ 235,500.00
3.	PICKLETILE LLC	11/12/2025 1:58 PM	\$ 436,588.66

Note: This summary of bids worksheet is for comparison purposes only by the reviewer. The project will be awarded in accordance with the bid specifications.

Attendance: City Clerk Tiffany Parsons, City Manager Randy Frazer & Municipal Project Manager Nick Rizzio.



Office of the City Manager

Randy Frazer, City Manager

MEMORANDUM

From: Randy Frazer, City Manager

Date: November 13, 2025

Subject: Selection Recommendation – Wilson Park Pickleball Courts

Purpose

This memorandum provides the formal evaluation and recommendation for contractor selection for the Wilson Park Pickleball Courts Design–Build Project, using the exact 100-point weighted matrix required in the RFP.

The City placed strong emphasis on final cost and best value, reflecting the importance of responsible use of public funds.

Proposal Cost Summary

Multisports, LLC – Total \$235,500.00

- Base construction: \$175,000
- Lighting (installed): \$39,500
- Viewing pad: \$13,000
- Design services: \$8,000

Mid-American Courtworks – Total \$240,430.00

- Base construction: \$192,000
- Light poles/fixtures/footings (materials only): \$26,000
- Viewing pad: \$18,750
- Windscreens: \$3,680

Note: Electrical installation not included

PICKLETILE™ – Total \$436,588.66

(+ \$77,488 for PICKLEGLASS upgrade)

Evaluation Using the RFP 100-Point Matrix

RFP-mandated scoring categories:

Evaluation Category	Points	Multisports	Mid-American	PICKLETILE
Compliance with RFP Requirements	10	9	7	10
Qualifications & Experience	20	16	15	20
Quality & Functionality of Proposed Design	10	8	7	10
Transparency of Self-Performed Work Bidding	10	9	8	10
Understanding of Recreational Facility Construction	15	13	12	15
Schedule & Ability to Meet Milestones	15	15	14	14
Cost Competitiveness & Clarity	10	10	8	4
Transparency of Cost-of-Work Matrix	10	9	6	9
TOTAL SCORE	100	89	77	92

Interpretation of Results

1. PICKLETILE™ scores highest (92/100)

This reflects the exceptional quality, engineering rigor, sound mitigation, and premium lighting.

However:

- Cost is \$201,088 higher than Multisports
- Cost Competitiveness category lowered score in that area

2. MULTISPORTS is the strongest “best value” choice (89/100)

Even though it is slightly below PICKLETILE in total score, Multisports has:

- Lowest final cost
- Complete lighting, fencing, PT slab, design, surfacing
- Lowest change-order risk
- Fastest completion schedule
- Meets all RFP requirements

3. MID-AMERICAN COURTWORKS (77/100)

Competitive price, but:

- Lighting installation missing
- Higher risk of added costs
- Does not provide best value compared to Multisports

Best Value Determination

The RFP allows the city to select the proposal providing the “best value to the City” considering cost along with all evaluation factors.

Although PICKLETILE™ scored highest on the technical matrix, its cost differential is substantial:

- \$235,500 (Multisports) vs. \$436,588 (PICKLETILE)
- Difference: \$201,088

The city cannot justify paying 85% more for similar core functionality when the highest-scoring cost category clearly identifies Multisports as the best cost-value performer.

Recommendation

Recommended Contractor (Best Value): MULTISPORTS, LLC – \$235,500.00

Why Multisports is the Best Value

- Lowest total cost meeting the full scope
- Complete lighting package installed (Mid-American's is materials-only)
- Strong qualifications and extensive experience
- Clear and transparent cost structure
- Fastest construction timeline
- Lowest change-order and coordination risk
- Closely matched technical score compared to PICKLETILE™ (89 vs 92) at half the price

Sincerely,

Randy Frazer, CPM
City Manager
Arkansas City, Kansas



City Commission Agenda Item

Meeting Date: December 2, 2025

From: Josh White, Principal Planner

Item: Front Yard Carports Zoning Amendments

Motion: An Ordinance modifying Zoning Regulations Article 20 (Supplemental District Regulations), adopting such regulations by reference and modifying Municipal Code to so reflect. **(Roll Call Vote)**

Background: Due to the hailstorm that affected much of the community on June 17, 2025, there have been increased requests for carports to help protect cars from future storms. In some neighborhoods, the only feasible location for a carport is in the front yard. Our current regulations would not allow the placement of a carport in the front yard as it would violate the front yard setback. Staff propose creating a special exception with administrative approval for areas that do not have rear alley access. All areas with rear alley access would still be required to conform to the current regulations. Carports can be placed on the side of houses but would still be required to meet the standard side yard setback. In most areas of the city, this would require all carports and other accessory structures to be placed on the rear half of the lot.

The Planning Commission held a public hearing at their November 11, 2025, meeting and voted to recommend approval of the amendments. The Board of Zoning Appeals also approved a variance at 313 Meek Avenue with similar conditions on the same date. At the board's public hearing on October 14, the applicants also presented a list of signatures of area property owners that supported the approval of the variance. As such, staff recommend the passage of the proposed amendments.

Commission Options:

1. Approve the Ordinance.
2. Disapprove of the Ordinance.
3. Table the Ordinance for further discussion.

Fiscal Impact: Amount: **Cost of Publication**

Fund: Department: Expense Code:

☐ Included in budget ☐ Grant ☐ Bonds ☐ Other Not Budgeted

Attachments: Ordinance, Summary of Amendments, and Regulations with amendments noted.

Approved for Agenda by:

Randy Frazer, City Manager

(First published in the *Cowley CourierTraveler* December __, 2025)

ORDINANCE NO. 2025-12-_____

AN ORDINANCE MODIFYING ZONING REGULATIONS ARTICLE 20 (SUPPLEMENTAL DISTRICT REGULATIONS), ADOPTING SUCH REGULATIONS BY REFERENCE AND MODIFYING MUNICIPAL CODE TO SO REFLECT.

WHEREAS the City Commission of Arkansas City adopted Zoning Regulations on May 20, 2014, and since amended those regulations; and

WHEREAS a recent hailstorm has caused numerous requests for carports for the protection of vehicles in areas where rear yard carports are unfeasible and where placement in the front or side yard would not be permitted under current regulations; and

WHEREAS on the 11th day of November 2025 the Planning Commission held a public hearing after due public notice on the proposed amendments to Article 20 Supplemental District Regulations; and

WHEREAS on that date the Planning Commission recommended the Governing Body adopt the amendments to the Zoning Regulations; and

WHEREAS the Governing Body desires to accept the Planning Commission's recommendation and adopt the amended Zoning Regulations Article 20 Supplemental District Regulations; and

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

SECTION ONE: AMENDMENTS TO MUNICIPAL CODE PART III, TITLE 18 SECTION 18.1

The Governing Body desires to amend Article 20 of the City's Zoning Regulations regarding the placement of carports on the required front yard setback; said amended Article 20 is attached hereto and incorporated by reference as if fully set forth herein. The Governing Body therefore hereby amends Arkansas City Municipal Code Part III, Title 18 to read as follows (new provisions in italics; deleted provisions struck through):

Title 18 - ZONING

Sec. 18.1. - Adopted by reference.

The City of Arkansas City Zoning Regulations (hereafter "Zoning Regulations"), as prepared in book form by the Planning Commission under date of ~~December 10, 2024~~ *November 11, 2025*, following a public hearing as required by state law, and the same and new zoning map are hereby declared to be approved and incorporated by reference as if set out fully herein pursuant to K.S.A. 12-3001 et seq., K.S.A. 12-3009 et seq. and K.S.A. 12-3301 et seq.

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

SECTION THREE: PUBLICATION; EFFECTIVE DATE. This ordinance, or a summary thereof, shall be published one time in the official City newspaper, and shall take effect and be in force from and after said publication.

PASSED AND ORDAINED by the Governing Body of the City of Arkansas City, Kansas, on this 2nd day of December 2025.

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

Larry Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2025-12-_____ of the City of Arkansas City, Kansas adopted by the Governing Body thereof on December 2, 2025, as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

Proposed Changes to Zoning Regulations Regarding Carports

Due to the hailstorm that affected much of the community on June 17, 2025, there have been increased requests for carports to help protect cars from future storms. In some neighborhoods, the only feasible location for a carport is in the front yard. Our current regulations would not allow the placement of a carport in the front yard as it would violate the front yard setback. Staff propose creating a special exception with administrative approval for areas that do not have rear alley access. All areas with rear alley access would still be required to conform to the current regulations. Carports can be placed on the side of houses but would still be required to meet the standard side yard setback. In most areas of the city, this would require all carports and other accessory structures to be placed on the rear half of the lot.

Article 20: Supplemental District Regulations

SECTION 20-8 ACCESSORY USES; ADDITIONAL REQUIREMENTS IN RESIDENTIAL DISTRICTS

20-801.

- a. Detached accessory buildings shall not occupy a required yard other than a required rear yard if not located within five (5) feet of a rear property line or within three (3) feet of a side property line.
- b. Detached accessory buildings shall not be located within ten (10) feet of the primary structure and shall be located behind the front building line of the primary structure.
- c. Carports for single-family and two-family dwellings located on lots without a platted alley adjacent may project into a required front yard provided they meet the following conditions:
 1. All such carports shall be located only over a paved driveway
 2. No such carport shall be used for the storage of materials, equipment or goods, or the parking and/or storage of inoperable vehicles
 3. No such carport shall be enclosed at any time and must remain open on three (3) sides
 4. No such carport shall exceed eighteen (18) feet in width
 5. No such carport shall be permitted to extend closer than five (5) feet from the front property line and shall comply with all provisions of Section 20-401.
 6. All such carports shall be constructed of materials compatible and comparable to the primary structure and shall be attached to the principal where structurally feasible.

Commented [JW1]: This provision is to provide an exception to the regulations for those properties who would like protection for their vehicle but have no or limited access to their rear property. Derby used a construction cut-off date but we do not have a good cut-off date to use here. In their case, development patterns changed at a certain point.

Commented [JW2]: In areas where houses are setback 25 feet, this would allow a carport with a depth of 20 feet. This should cover most vehicles except trucks but their cabs should be protected. 20-401 discusses corner visibility

Commented [JW3]: Because these will stick out, it is necessary to have some standard of appearance so they don't look so out of place. Similar language was found in our previous regulations prior to 2014.

Alternatively, this text could be added to Section 25-502 instead, which would require the Board of Zoning Appeals to approve an exception using the same provisions as a guide. Staff feel that this would not be a necessary step due to the provision of requiring that there be no alley access. In most cases, this would apply only to Brad Meek Subdivision, the Hillside Additions along Highland Drive and areas along 1st Street and Summit Street between Birch and Kansas and again south of Madison Avenue. There are a few areas along North 6th & 7th Streets as well that would possibly be eligible to use this provision due to the old railroad alignment.

Article 20: Supplemental District Regulations

Sections:

- 20-1 General
- 20-2 Height and Yard Regulations
- 20-3 Number of Structures on a Lot
- 20-4 Corner Visibility
- 20-5 Screening for Commercial and Industrial-Zoned Property
- 20-6 Temporary Uses
- 20-7 Accessory Uses
- 20-8 Accessory Uses; Additional Requirements in Residential Districts
- 20-9 Fences
- 20-10 Residential - Design Manufactured Housing Standards
- 20-11 Building Setbacks
- 20-12 Home Occupations

SECTION 20-1 GENERAL

20-101. The regulations set forth in this article qualify or supplement, as the case may be, the district regulations appearing elsewhere in these regulations.

SECTION 20-2 HEIGHT AND YARD REGULATIONS

20-201

- a. Height. Chimneys, cooling towers, elevator headhouses, fire towers, monuments, stacks, water towers, or necessary mechanical appurtenances, usually required to be placed above the roof level and not intended for human occupancy, are not subject to the height limitations contained in the district regulations.
- b. Yard.
 1. *Front yards.* The front yards established by the district regulations are to be measured from the street right-of-way fronting a property, and shall be adjusted in the following cases:
 - (a) Where an official line has been established for the future widening or opening of a street or major thoroughfare upon which a lot abuts, the depth of a front or side yard shall be measured from such official line to the nearest line of the building.
 - (b) On through lots, the required front yard shall be provided on each street.
 - (c) Where a lot is located at the intersection of two (2) or more streets and there is a yard required on the side street, there shall be a yard of fifteen (15) feet on the side street. The yard on the side street shall not be greater than that of any other buildings on the side street within the same block, but the depth of the yard shall not be less than eight (8) feet on the side street.
 - (d) Open, unenclosed porches, platforms, or paved terraces, not covered by a roof or canopy and which do not extend above the level of the first floor of the building, may extend or project into the front and side yard not more than six (6) feet.
 - (e) Where twenty-five (25) percent or more of the street frontage or where twenty-five (25) percent or more of the street frontage within four hundred (400) feet of a property is improved with buildings that have a front yard that is six (6) feet greater or less than the required front yard in the district, no building shall project beyond the average front yard so established.

2. *Structural projections.* Every part of a required yard shall be open to the sky, unobstructed, except for accessory buildings or structures, and except for:
 - (a) Eave projections, sills, cornices and other ornamental features may project a maximum of twelve (12) inches into a required yard or setback.
 - (b) Open fire escapes, balconies opening onto a fire escape, chimneys and fireplaces may project no more than three and one-half (3.5) feet into a required side yard and five (5) feet into a required rear yard.
3. Additional setback requirements are set out at Section 20-11.

SECTION 20-3 NUMBER OF STRUCTURES ON A LOT

20-301. Where a lot is used for other than a single family residence, more than one principal use or structure may be located on such lot, provided that such buildings conform to all requirements for the district in which they are located, and all such buildings shall remain in single ownership unless such buildings and lots are certified as a condominium.

SECTION 20-4 CORNER VISIBILITY

20-401. Removal of Traffic Hazards. In all areas on public or private property at any corner formed by intersecting public streets, no traffic hazard shall be allowed by installing, setting out or maintaining or allowing the installation, setting out or maintenance of any sign, fence, hedge, shrubbery, natural growth or other obstruction to view, or the parking of any vehicle within that triangle formed as hereby described, such areas to be described as sight triangles:

- a. Uncontrolled Intersections – Local Street to Local Street: A sight triangle is the triangular area formed by the intersection of two streets bound by two lines extending from the point of intersection along the edge of traveled way for a distance of 50 feet.
- b. Uncontrolled Intersections – Local to Collector/Arterial: A sight triangle is the triangular area formed by the intersection of two streets bound by two lines extending from the point of intersection along the edge of traveled way for a distance of 50 feet on the local street and 60 feet on the collector or arterial street.
- c. Controlled Intersections – Partial Traffic Signalization/Signage: A sight triangle is the triangular area formed by the intersection of two streets bound by two lines extending from the point of intersection along the edge of traveled way for a distance of 25 feet on the street with the stop sign and 60 feet on the street with no traffic signage.
- d. Controlled Intersections – Full Traffic Signalization or 4 Way Stop Signs: A sight triangle is the triangular area formed by the intersection of two streets bound by two lines extending from the point of intersection along the edge of traveled way for a distance of 25 feet.
- e. Alley Intersections: A sight triangle is the triangular area formed by the intersection of the alley and the public street bound by two lines extending from the point of intersection along the edge of the traveled way for a distance of 5 feet.

20-402. Exceptions. The provisions of sight triangle shall not apply to those shrubs or bushes located within a designated sight triangle, the maximum height of which is less than three (3) feet measured from the established street level. For trees located within a sight triangle, a minimum height clearance for limbs and relative growth shall be trimmed for clearance of eight (8) feet from the established street level. Utility poles and equipment required for traffic control shall be exempt from this section's restrictions.

SECTION 20-5 SCREENING FOR COMMERCIAL AND INDUSTRIAL-ZONED PROPERTY

20-501. Commercial or industrial development adjacent to a residential zone shall be screened in accordance with the approved site plan.

SECTION 20-6 TEMPORARY USES

20-601.

- a. Only the following temporary uses may be permitted.
 1. Carnivals and circuses, located in a commercial or industrial zone or on public property, when located at least two hundred (200) feet from the boundary of a residential zone and for a time period not exceeding two (2) consecutive weeks.
 2. Contractor's office and equipment sheds on the site of a construction project only during the construction period.
 3. Model homes or development sales offices located within the subdivision or development area to which they apply, with such use to continue only until sale or lease of all units in the development.
 4. Outdoor temporary sales on private property and not incorporated or in partnership with the existing business located on this property in a commercial or industrial zone, including commercial sales, swap meets or similar activities providing they do not operate for more than ten (10) consecutive days and there are no more than four (4) such sales on any one property in any calendar year.
 5. One travel trailer or manufactured home to be used as a temporary office for any allowed use in an industrial or commercial zoning district, provided that such trailer or home shall not be used for more than a one year period starting the day the home is set upon the property.
- b. Persons seeking approval for a temporary use authorized by items 1,2 and 4 in subsection a. of this section shall make application to the Zoning Administrator at least ten (10) days in advance of the time desired for usage. The Zoning Administrator may issue a certificate of temporary use upon the payment of the temporary use permit fee imposed by the fee ordinance and upon finding:
 1. The temporary use will not impair the normal, safe and effective operation of any permanent use on the same or adjoining site.
 2. The temporary use will not impact the public health, safety, or convenience and will not create traffic hazards or congestion or otherwise interrupt or interfere with the normal conduct of use and activities in the vicinity.

SECTION 20-7 ACCESSORY USES

20-701. Accessory uses are permitted in any zoning district in connection with any permitted principal use, consistent with the provisions of this section and section 20-8.

- a. **Definitions.** An accessory use is a structure or use which:
 1. Is subordinate to and serves a principal building and principal use.
 2. Is subordinate in area, extent or purpose to the principal building or buildings served.
 3. Contributes to the comfort, convenience or necessity of occupants, business or industry in the principal building or principal use served.
 4. Is located on the same tract as the principal building or principal use served.
- b. **Permitted accessory uses.** Any structure or use that complies with the terms of subsection a. of this article may be allowed as an accessory use or structure. Accessory structures and uses include, but are not limited to, the following:
 1. Private garages and carports, whether detached or attached.
 2. A structure for storage incidental to a permitted use.

3. A children's playhouse.
4. A private swimming pool and bathhouse.
5. A guest house or rooms for guests in an accessory building, provided such facilities are used for the occasional housing of guests of the occupants of the principal building and not as rental units or permanent occupancy as house-keeping units.
6. Statuary, arbors, trellises, barbecue stoves, flagpoles, fences, walls, hedges and radio and television antennas.
7. Storm shelters.
8. Retail sales of products manufactured, processed or fabricated on site.
9. Storage of recreational equipment, such as boats, boat trailers, camping trailers and motor homes, provided no such equipment is occupied for dwelling purposes.
10. Restaurants, drug stores, gift shops, club and lounges and newsstands when located in a permitted hotel, motel or office building.
11. Offices for permitted business and industrial uses when the office is located on the same site as the business or industry to which it is an accessory.
12. The storage of retail merchandise when located within the same building as the principal retail business.
13. Accessory, open, and uncovered swimming pools and home barbecue grills may occupy a required rear yard; provided they are not located closer than five (5) feet to the rear lot line nor closer than three (3) feet to a side lot line.
14. Accessory Dwelling Units (ADU):
 - (a) An ADU is a dwelling unit that is accessory to a principal single-family dwelling unit on the same lot. This includes a building or part of a building that provides complete independent living facilities for one (1) or more people, including a kitchen, living room, bathroom, and bedroom, either attached to a principal dwelling or a detached building on the same lot.
 - (b) ADUs are permitted as accessory to single-family dwelling units in the R-2 and R-3 districts. ADUs are a conditional use in the R-1 district.
 - (c) An ADU may be constructed as a new building, adapted from an existing accessory structure on the same lot or adapted from a portion of the principal dwelling unit.
 - (d) Only one ADU is allowed on a lot.
 - (e) Standards:
 1. Attached ADUs must meet applicable district setbacks. Detached ADUs must conform to the yard regulations for accessory buildings in Section 20-8.
 2. The principal dwelling unit or the ADU must be occupied by an owner of record of the property.
 3. The architectural style of the ADU must conform to the architectural style and materials of the principal dwelling unit.
 4. The ADU must not exceed a gross floor area of eight hundred (800) square feet or more than fifty (50) percent of the principal structure's floor area, whichever is less.
 5. The ADU may not exceed the height of the principal dwelling unit.

6. The ADU must meet current building code requirements.
7. The ADU must obtain a separate address for emergency response.

c. **Prohibited accessory uses.** None of the following shall be permitted as an accessory use:

1. Outdoor storage, except as specifically permitted in the district regulations.
2. Storage of containers typically transported by tractor-trailer rigs, in a residential district, except where completely enclosed within a structure.

20-702. Existing accessory buildings or structures which do not meet the minimum setbacks may be repaired, maintained or enlarged, providing those actions do not further decrease the existing setbacks.

20-703 Licensed Amateur Communications. The provisions of this section apply only to antennas and antenna support structures used in FCC Licensed Amateur Radio Service Communications. The provisions of this section shall control in the event of a conflict with the Height and Yard Regulations of the District Regulations in which the antenna support structure shall be placed. If said communications facilities do not comply with the following regulations, then a Conditional Use Permit as defined in Article 23 Telecommunications Towers shall be required unless such communications facilities are otherwise in compliance with and/or otherwise allowed under applicable district development standards.

a. **Definitions.** For the purposes of this section and notwithstanding any conflicting definitions under any other section of this Code:

Amateur Radio Antenna. means “antenna(s)” used for the purpose of receiving and/or transmitting licensed Amateur Radio Communications.

Amateur Radio Antenna Support Structure. means a structure, such as a mast, tower, or pole, that is placed, erected, or constructed to support one or more antennas for the purposes of engaging in licensed Amateur Radio Communications. Buildings and associated roof mounted equipment alone shall not be considered an antenna support structure.

Licensed Amateur Radio Communications. means any form of communication and/or testing, whether transmitted or received, that is licensed by the Federal Communication Commission under and pursuant to 47 C.F.R. Part 97, including all Operator and Station Licenses, under which communication/or testing is conducted by, or under the authority of, a licensed Amateur Radio Operator and Station holding a current valid Amateur Radio License.

Detached Antenna Support Structure. as applicable to Amateur Radio Antenna Support Structures shall mean those structures which are not physically attached to, or in any way supported by, a house or any other permitted structure on the subject property.

Attached Antenna Support Structure. as applicable to Amateur Radio Antenna Support Structures shall mean those structures which are physically attached to, or in any way supported by, a house or any other permitted structure on the subject property.

b. **Maximum Number of Detached Antenna Support Structures in Residential Districts**

No more than one detached guyed or freestanding antenna support structures shall be permitted as a matter of right in a residential district. Upon a reasonable showing of substantial need consistent with licensed Amateur Radio Communication, the Zoning Administrator shall have the right to administratively approve one or more additional detached antenna support structures on the

condition that said additional structure(s) shall not create a risk of collapse on adjoining property not under the control of the Licensed Amateur Radio Operator requesting such additional structure(s).

c. Maximum Number of Attached Antenna Support Structures in Residential Districts

No more than one attached antenna support structures, whether guyed or unguyed, shall be permitted as a matter of right on a house or any other permitted structure on the subject property. Upon a reasonable showing of substantial need consistent with licensed Amateur Radio Communications, the Zoning Administrator shall have the right to administratively approve one or more additional attached antenna support structures on the subject property.

d. Height Limitations applicable to Amateur Radio Communications Antenna Support Structures

The maximum height for any Amateur Radio Communications antenna support structure in any district, whether attached or detached, shall be one hundred (100) feet. Any antenna support structure that exceeds one hundred (100) feet in height above the ground shall be allowed only with the approval of a Conditional Use Permit.

e. Antenna and Antenna Support Structure Standards

1. Number and Size

The number and/or size of antennas placed upon a properly erected antenna support structure used for licensed amateur radio communications shall not exceed the wind load requirements/limits for the supporting structure as specified by the manufacturer(s) of the antenna(s) and of the supporting structure, or in the absence of such specification, the wind load requirements contained in the current version of the City building codes if available, or under nationally recognized standards for wind loading determination.

2. Setbacks

Front Yards: Antenna support structures (including guy wires, foundations, anchor, and other components of the structure) shall not be permitted in required front yards. The Zoning Administrator may administratively approve the location of guy wires in a required front yard if it is demonstrated that there are limiting physical characteristics of the subject property that necessitate the location of guy wires in the front yard.

Side and Rear Yards: Guy wires shall be permitted in required side and rear yards. Minimum setbacks for antenna support structures (including guy wires, foundations, anchor, and other components of the structure) shall be the same as those required for accessory buildings in the applicable residential district and as for all buildings in nonresidential districts, except that side yard encroachments equal to that allowed for fireplaces or other allowed side yard encroachments under single family district regulations shall be permitted.

3. Lights

No lights shall be mounted on antenna support structures unless otherwise required by applicable State and/or Federal Regulations governing said structure. Any such lighting shall be as specified in said regulations.

4. Construction Standards

Antenna Support Structures shall be installed, maintained and/or modified in accordance with the support structures manufacturer's plans and specifications, or in accordance with engineering plans and specifications which meet or exceed the TIA-222 Standard for said structure prepared by and under the seal of a registered professional engineer of the State of Kansas. All installations and maintenance thereon shall otherwise be performed in accordance with the usual and customary standards of care in the industry applicable to such installations in the State of Kansas.

5. Insurance

The applicant must include a statement from their insurance company that lists the tower at the address of construction as a covered item on the applicant's property or otherwise show proof of coverage.

6. Maintenance

All Antennas and antenna support structures shall be kept in good condition and properly maintained in accordance with manufacturers recommendations, the standards of the industry and any applicable Federal Amateur Radio License regulations. Antennas and Antenna support structures that have, due to damage, lack of repair, or other circumstances, become unstable, in danger of failure to support, or which no longer meet the applicable standards of installation and maintenance shall be removed or brought into repair within 90 days following notice given by an authorized representative to the City. Notwithstanding said 90-day repair deadline, said authorized representative shall have the power to order such immediate remedial action as necessary, including removal of any offending antenna and/or antenna support structure if it is deemed to constitute an imminent threat to public safety or property.

7. Amateur Radio License Requirements

No person, corporation, partnership, or other legal entity shall have any rights under, nor be subject to the provisions of this section except the person or entity to whom a current, valid Amateur Radio License has been issued by the F.C.C under the provisions of 47 C.F.R. Part 97.

8. Discontinuance of Amateur Radio Operations

Within 180 days of the date that Amateur Radio Operations have been discontinued at the subject property on which an antenna and/or antenna support structure is located the owner of said property shall remove, or cause to be removed, all such antennas and structures on the property excepting only if said antennas and/or structures are otherwise and independently authorized to be on the subject property under other provisions of these regulations or other applicable law unrelated to this section.

Discontinuance: Discontinuance of Amateur Radio Operations means voluntary termination of operation or termination of the legal right to operate an Amateur Radio Station, including but not limited to the following: F.C.C. revocation, suspension and or termination of Amateur Radio operator and/or station license; death of the license holder or termination of any legal entity holding said license; voluntary cessation of operation by the license holder; termination of ownership, lease, license or legal interest in the subject property by the license holder under which licensed Amateur Radio Operations were conducted on the subject property.

SECTION 20-8 ACCESSORY USES; ADDITIONAL REQUIREMENTS IN RESIDENTIAL DISTRICTS

20-801.

- a. Detached accessory buildings shall not occupy a required yard other than a required rear yard if not located within five (5) feet of a rear property line or within three (3) feet of a side property line.
- b. Detached accessory buildings shall not be located within ten (10) feet of the primary structure and shall be located behind the front building line of the primary structure.
- c. Carports for single-family and two-family dwellings located on lots without a platted alley adjacent may project into a required front yard provided they meet the following conditions:
 1. All such carports shall be located only over a paved driveway
 2. No such carport shall be used for the storage of materials, equipment or goods, or the parking and/or storage of inoperable vehicles
 3. No such carport shall be enclosed at any time and must remain open on three (3) sides
 4. No such carport shall exceed eighteen (18) feet in width
 5. No such carport shall be permitted to extend closer than five (5) feet from the front property line and shall comply with all provisions of Section 20-401.
 6. All such carports shall be constructed of materials compatible and comparable to the primary structure and shall be attached to the principal where structurally feasible.

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Commented [JW3]: Because these will stick out, it is necessary to have some standard of appearance so they don't look so out of place. Similar language was found in our previous regulations prior to 2014.

20-802.

- a. Accessory buildings in a zoning district having residences as a permitted use shall not collectively occupy more than 40% of the required yard spaces in the rear half of the lot.
- b. No single accessory building in a zoning district having residences as a permitted use shall occupy more than 30% of the required yard spaces in the rear half of the lot.
- c. No accessory building on a corner lot shall be located closer to the street side yard than the front yard abutting the street.

20-803. Garages shall not be constructed upon lots in residential-zoned districts upon which no principal dwelling is located.

20-804. Accessory buildings may be constructed with used materials, except the exterior shall be of new materials. Accessory buildings shall be of conventional wood or metal construction. Metal shipping containers, truck boxes, trailers, etc. are prohibited from use as detached accessory buildings on property located in residential (R) zoning districts.

SECTION 20-9 FENCES

20-901. No fence shall be constructed within the City unless it is constructed in conformance with the following requirements:

- a. A fence or wall may project into or enclose any required front, side or rear yard subject to access requirements of any established easement and in accordance with the following:
 - 1. The maximum height of fences or walls erected in a residential district shall be no more than six (6) feet in height for any side or rear yards measured from the adjacent grade.
 - 2. Any fence that extends beyond the front wall of any principal structure shall not be more than four (4) feet in height.
 - 3. For corner lots in a residential district, a solid fence six (6) feet in height may be constructed in the side street front yard subject to the following:
 - a. The fence shall not extend nearer to the front street lot line than the front wall of the principal building.
 - b. The fence shall not extend into any sight triangle as defined in these regulations.
 - c. The zoning administrator shall establish which yard is the side street front yard.
 - 4. For institutional uses in residential districts, such as schools, parks, hospitals and cemeteries, a fence may be constructed at a maximum eight (8) foot height provided it does not constitute a traffic hazard.
 - 5. A fence may be erected in a commercial district or industrial district to not more than eight (8) foot maximum height, except no fence shall have a height greater than six (6) feet in a required front yard, except where these Regulations provide otherwise.
 - 6. Except as otherwise set forth in these regulations, permitted materials for fences or walls on all properties shall include:
 - a. new lumber and new wood boards (picket style).
 - b. chain link.
 - c. wrought iron and decorative aluminum.
 - d. vinyl (picket or panel style).
 - e. brick and masonry (including proper footing in accordance with the building codes).
 - f. stone, rock, and concrete block (including proper footing in accordance with the building codes).
 - g. stucco (including proper footing in accordance with the building codes);
 - h. any generally accepted fencing materials commonly used in the fencing industry as approved by the Zoning Administrator.
 - 7. Prohibited materials shall include but not be limited to:
 - a. sheet metal.

- b. metal building siding and roofing materials.
 - c. corrugated metal or fiberglass.
 - d. chicken wire.
 - e. plywood.
 - f. scrap wood.
 - g. scrap metal.
 - h. canvas, nylon or other non-rigid material or fabric.
 - i. cast-off, secondhand, or other materials not originally intended to be used for constructing or maintaining a fence (including pallets).
 - j. stock fences (including cattle or hog panels) except in the Agricultural (A) District.
 - k. Barbed wire, except:
 - 1. When property exclusively used for agricultural purposes is annexed into the City and the barbed wire fencing does not pose a risk to pedestrians. Risk to pedestrians shall be presumed when any barbed wire fencing is located within 10 feet of any pedestrian sidewalk, street or public thoroughfare.
 - 2. On top of perimeter fencing of storage areas in industrial and commercial district zones, provided that barbed wire atop such fences shall be at least 6 feet above the ground with a maximum fence height of 8 feet;
 - l. Electric charged, except:
 - 1. An electric fence not exceeding 24 volts and completely contained within a landowner's fenced property shall be permitted if the landowner first obtains approval from City Code Enforcement;
 - 2. Electronic detector loops for animal containment systems shall not be classified as an electric charged fence;
 - m. Concertina wire or looped barbed-wire
8. The zoning administrator may require a photograph or sketch of the proposed fence.
- b. The finished surface of all fences shall face outward from the property. However, in the case of two or more property owners wishing to share a common fence line between their properties, said property owners shall jointly determine upon which side of the common fence line the finished face of the fence shall be placed. Such determination shall be consistent for the entire length of the common fence line.

- c. Any existing fence which was in conformity with the provisions of any previous ordinance and which was in place as of the date of adoption of these regulations may remain without change, notwithstanding same may be in conflict with one or more provisions of these regulations. However, any replacement or change consisting of more than 50 percent of said existing fence or addition of a new fence shall meet the requirements of these regulations.

SECTION 20-10 RESIDENTIAL-DESIGN MANUFACTURED HOUSING STANDARDS

20-1001.

- a. In order to be classified as a Residential-Design Manufactured Home a structure must be manufactured to the standards embodied in the National Manufactured Home Construction and Safety Standards generally known as the HUD Code established in 1976 pursuant to 42 U.S.C. Sec. 5403. Such structures shall provide all the accommodations necessary to be a dwelling unit and shall be connected to all utilities in conformance with applicable City regulations. Such a structure shall be on a permanent-type, enclosed perimeter foundation which has minimum dimensions of 22 body feet in width excluding bay windows, garages, porches, patios, pop-outs and roof overhangs; a pitched roof; siding and roofing materials which are customarily used on site-built homes; and which complies with the following architectural or aesthetic standards so as to ensure their compatibility with site-built housing:
 - 1. The roof must be predominantly double-pitched and must be covered with material that is customarily used on site-built dwellings, including but not limited to approved wood, asphalt composition shingles, clay or concrete tile, slate or fiberglass, but excluding corrugated aluminum or corrugated fiberglass roof. The roof shall have a minimum eave projection and roof overhang on at least two sides of ten (10) inches which may include a gutter.
 - 2. Exterior siding shall be of a nonreflective material customarily used on site-built dwellings such as wood, composition, simulated wood, clapboards, conventional vinyl or metal siding, brick, stucco, or similar materials, but excluding smooth ribbed or corrugated metal or plastic panels. Siding material shall extend below the top of the exterior of the foundation or curtain wall or the joint between siding and enclosure wall shall be flashed in accordance with any applicable City-adopted building codes.
 - 3. The home shall be installed in accordance with the recommended installation procedure of the manufacturer and any applicable building code adopted by the City.
 - 4. The running gear, tongue, axles and wheels shall be removed from the unit at the time of installation. Either a basement or a continuous, permanent masonry foundation or curtain wall, unpierced except for required ventilation and access which may include walk-out basements and garages, shall be installed under the perimeter of the home.
 - 5. At the main entrance door there shall be a landing that is a minimum of twenty-five (25) square feet which is constructed to meet the requirements of any applicable City-adopted building codes.
 - 6. On level sites, the main floor shall be no greater than twenty-four (24) inches above the finished grade at the foundation. On sloping or irregular sites, the main floor at the side closest to grade level shall not be greater than twenty-four (24) inches above the finished grade at the foundation.
 - 7. Stairs, porches, entrance platforms, ramps and other means of entrance and exit to and from the home shall be installed or constructed in accordance with the standards set by the City-adopted building codes and attached permanently to the primary structure and anchored permanently to the ground.

8. Any attached addition to such a home shall comply with all construction requirements of the City-adopted building codes, unless designed and constructed by a manufactured home factory.
- b. For purposes of these regulations, the term "manufactured home", when used by itself, shall not include a "residential-design manufactured home".

SECTION 20-11 BUILDING SETBACKS

20-1101. For purposes of determining the applicability of building setback lines established in these regulations whenever any two or more provisions in these regulations establish building setback lines that are applicable to a given building or structure, the regulation establishing the more restrictive standard shall be the regulation which controls.

SECTION 20-12 HOME OCCUPATIONS

20-1201. Home occupations as defined in Article 2 of these regulations shall be permitted in the A District, and the MHS, R-1, R-2 and R-3 residential districts, subject to the following:

- a. **Restrictions and Limitations; All Home Occupations.** The following shall apply to any home occupation in existence at the time of, or commenced after, the effective date of these Regulations:
 1. No exterior alterations or other construction shall be made to the dwelling which changes the character or appearance from its primary residential use.
 2. No equipment or material shall be used which creates any noise, vibration, smoke or odors perceptible at the boundary lines of the property, which would be in excess of that ordinarily created by a single-family residential dwelling.
 3. No merchandise shall be displayed or sold on the premises to members of the general public, except craft or articles made by the person operating the home occupation. In no instance shall there be any outside display of such articles in connection with the home occupation. "Members of the general public" shall not include persons who have prior individualized invitation.
 4. The area of an accessory structure devoted to home occupations shall be limited to nine hundred (900) square feet.
- b. **Restrictions and Limitations; New Home Occupations.** The following shall apply to any home occupation commenced after the effective date of these Regulations:
 1. No more than one employee or volunteer shall engage in such home occupation in addition to the person occupying the dwelling unit as his or her place of residence.
 2. There shall be no outdoor storage of materials or equipment used in the home occupation.

20-1202. Power of Zoning Administrator. The Zoning Administrator is hereby authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of Section 20-12, including the power to:

- a. Investigate any home occupation or alleged home occupation, to determine whether or not such is in compliance with these regulations.
- b. Enter upon premises for the purpose of making examinations: provided that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession, and obtain an order for this purpose from a court of competent jurisdiction in the event entry is denied or resisted.

20-1203. Permitted home occupations are primarily of a service nature similar to, but not limited to, the following:

- a. Artists, sculptors and writers.
- b. Custom dressmaking, tailoring or sewing of fabrics.
- c. Giving of lessons of any type, provided instruction does not exceed five (5) pupils at a time. Such limitation shall not apply to recitals or other performances.
- d. Professional offices for architects, engineers, computer software engineers, planners, lawyers, accountants, bookkeepers, realtors, insurance agents, brokers, sales representatives, contractors, and similar occupations.
- e. Fabrication and/or assembly of handicraft or hobby articles.
- f. Occupations where business is conducted primarily or exclusively over the Internet.
- g. Photographic studios.
- h. Beauty or barber shops having one chair, stand or station.
- i. Multi-level marketing and home party product sales, including but not limited to, Avon, Mary Kay Cosmetics and Tupperware.
- j. Sales of farm or garden produce, bulbs, plantings or cut flowers when grown on the same premises as the residence.

20-1204. Except where allowed as a permitted or conditional use, home occupations shall not in any event include the following:

- a. Antiques, either retail or wholesale.
- b. Animal care other than grooming.
- c. Funeral homes or services.
- d. Retail sale or rental of any goods or products, other than where the commercial exchange constituting such sales or rental is accomplished by means of catalog orders, whether in written or electronic form.
- e. Automotive sales, repair or service of any type.
- f. Appliance repairs (other than for small electronic devices including computers and hand-held household appliances).
- g. Small-engine repairs.



City Commission Agenda Item

Meeting Date: December 2, 2025

From: Tiffany Parsons, City Clerk

Item: Comprehensive Fee Schedule Update: Effective Jan. 2026

Motion: A Resolution adopting by reference the City's 2026 Comprehensive Fee Schedule and repealing Resolution No. 2025-01-3671. **(Voice Vote)**

Background:

This resolution amends the City's Comprehensive Fee Schedule. The Comprehensive Fee Schedule is in place to set fees the city will charge for services provided to citizens.

The proposed changes can be found in the attached document. All changes have been listed in red. There are no other changes to the comprehensive fee schedule.

Changes include:

- **Arkansas City Police Dept:** Reclassified Open record request rates in accordance with 2025 State Statue changes, K.S.A 45-219.
- **Environmental Services | Utility :** Updated chart to reflect new sewer service rates, forecasted out to 2030.
- **Environmental Services | Water Meter:** Added chart for new or replacement water meter parts at per-item rate.
- **General Government | Miscellaneous:** Reclassified Open record request rates and other records as provided, in accordance with 2025 State Statue changes, K.S.A 45-219.
- **Municipal Court | Section IV. Municipal Code and Other Violations:** Incorporated late notice fee of \$5.00 per case in accordance with State Statue K.S.A. 8-2110.
- **Public Services Water Utility, General Fees, & Sanitation:** reword sentence to add verbiage to include "any lost or stolen" trash carts.

Once approved, the Comprehensive Fee Schedule will become effective January 1, 2026.

Commission Options:

1. Approve the Resolution.
2. Disapprove of the Resolution.
3. Table the Resolution for further discussion.

Attachments: Resolution & Redlined draft copy of the updated 2026 Comprehensive Fee Schedule.

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

RESOLUTION NO. 2025-12-_____**A RESOLUTION ADOPTING BY REFERENCE THE CITY'S 2025 COMPREHENSIVE FEE SCHEDULE AND REPEALING RESOLUTION NO. 2025-01-3671.**

WHEREAS, the attached Comprehensive Fee Schedule presents all fees and other costs charged by the City in an accessible format, to allow City staff and citizens to easily access the amount of all such costs; and

WHEREAS, updates include document reformatting, revisions to Arkansas City Police Department, Environmental Services, General Government Miscellaneous, Municipal Court, and Public Services Water Utility, General and Sanitation fees.

NOW THEREFORE, 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 hereby repeals Resolution No. 2025-01-3671.

SECTION TWO: The Governing Body of the City of Arkansas City hereby adopts and implements the Comprehensive Fee Schedule, attached hereto and incorporated by reference as if fully set forth herein. Such fees and costs listed in the Comprehensive Fee Schedule may only be amended by future Resolution of the Governing Body.

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

SECTION FOUR: This Resolution will be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 2nd day of December 2025.

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, 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 Resolution No. 2025-12-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on December 2, 2025, as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

ADOPTED BY

Resolution No. 2025-12-_____

COMPREHENSIVE FEE SCHEDULE



2026

EFFECTIVE: JANUARY 1, 2026

118 W CENTRAL AVE
ARKANSAS CITY, KS 67005



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 and courteous manner.

THE CITY OF ARKANSAS CITY

2026

COMPREHENSIVE FEE SCHEDULE

2025 CITY COMMISSION

MAYOR CHAD BEESON, VICE-MAYOR TAD STOVER, COMMISSIONERS
DIANA SPIELMAN, CHARLES TWEEDY III & JAY WARREN

CITY MANAGER

RANDY FRAZER

FINANCE DIRECTOR /TREASURER

JENNIFER WAGGONER

CITY CLERK

TIFFANY PARSONS

PREPARED BY

TIFFANY PARSONS, CITY CLERK

COMPILED BY

CITY STAFF

CITY OF ARKANSAS CITY

118 W Central Ave Arkansas City, KS 67005

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Arkansas City Fire Department | EMS

I. Ambulance:

A.	Advanced Life Support, Category 1 (ALS-1):	\$850.00
B.	Advanced Life Support, Category 2 (ALS-2):	\$925.00
C.	Basic Life Support (Emergent):	\$825.00
D.	Basic Life Support (Non-Emergent):	\$775.00
E.	Fall Recovery/Medical Assist:	\$100.00
F.	Loaded Mileage – Per Mile:	\$ 25.00
G.	Treat – No Transport:	\$150.00
H.	Waiting Time – Per Hour:	\$ 50.00

II. Miscellaneous:

A.	Consumer Fireworks Temporary Use Permit Base Fee (500 sq. ft. or less):	\$2,500.00
B.	Per Square Foot Over 500 Square Feet:	\$2.00 up to \$5,000.00
C.	CPR Class Session:	\$ 60.00
D.	Heart Saver Class:	\$ 80.00
E.	Temporary Discharge of Fireworks Permit:	\$150.00

III. Reports:

A.	Fire-EMS Reports:	\$ 20.00
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Arkansas City Police Department | General Fees

- I. Reports**
 - A. Police Reports (Cover Sheet of Offense Report)..... No Charge
- II. Fingerprints**
 - A. Per Set \$20.00
- III. Electronic Media**
 - A. DVD, CD, Digital Photos, etc., Form of Data ~~\$25.00~~ Actual Cost
- IV. Open Records Request Fees**

(Search Cost/Hourly Rates (Minimum 15 Minutes): Actual wage, not including benefits per employee)

 - A. Staff (~~Each 15 Minute Increment~~) ~~\$4.00~~ Actual Cost
 - 1. Exceeds Five (5) Hours staff time or cost to full fill over \$200...city will contact to mitigate costs
 - B. Administrative (~~Each 15 Minute Increment~~) ~~\$6.00~~ Actual Cost
 - C. Computer Staff (~~Each 15 Minute Increment~~) ~~\$6.00~~ Actual Cost
 - D. Photocopies – Black & White (per page)..... ~~\$0.25~~ Actual Cost
 - E. Photocopies – Color (per page) ~~\$0.50~~ Actual Cost
 - F. City Attorney Review..... Actual Cost
- V. Police Security**
 - A. Two Hour Minimum Per Employee; only available for alcohol events at the Agri-Business Building or other special events subject to Police Chief approval..... \$45.00
 - 1. And after two hour minimum is met, the employee's time shall be charged at 1/100 per Hour

Environmental Services | Sewer Utility

I. Sewer Service Rate

- A. There is levied on each sewerage system user having any sewer connection with the sewerage system of the City or otherwise discharging sewage, industrial waste, or other liquids, either directly or indirectly into the City's sewerage system, a sewer service charge. Subject to the exceptions provided in this chapter, such charge shall be based upon the quantity of water used in or on the premises as the same is measured by a water or sewage meter or meters approved by the City. Additional charges for extra strength sewage, toxic pollutants, and sewage monitoring will be levied where applicable.
- B. The monthly charges for residential classification shall be based on the average monthly billing of water usage during the calendar months of January, February, and March billing cycles. The billing of April of each year shall first reflect the base usage so determined. Non-residential customers' charges shall be based on one hundred percent of monthly metered water usage. New residential sewer customers will be assessed a minimum of 4,000 gallons sewer average until a three-month average over January, February, and March billing cycles can be established. Customers may request one recalculation of the sewer average based on the most prior consecutive three months usage prior to the request.
- C. The following rates are established for all customers for the use of the City's sewerage system:

Description	2025	2026	2027	2028	2029	2030
Base Charge (Includes first 2,000 Gal.)	\$32.61	\$33.34 \$33.91	\$34.09 \$35.27	\$34.86 \$36.68	\$35.65 \$38.15	\$39.68
Per Thousand Gallons (Over 2,000 Gal.)	\$6.09	\$6.23 \$6.33	\$6.37 \$6.59	\$6.52 \$6.85	\$6.67 \$7.12	\$7.41

- D. Sewer Taps: Upon application to Neighborhood Services for a new sewer service tap, a fee of Two Hundred Dollars (\$200.00) shall be paid by the applicant for any such tap up to six (6) inches in diameter. All taps and connections made to the sewerage system shall be made by a licensed plumber under inspection of authorized city staff. The licensed plumber shall coordinate all work and materials with the authorized city staff prior to installation of the tap.

Description	Fee:
New Sewer Service Tap	\$200.00
New Saddle for Existing Sewer Line & Tap	\$110.00

- E. The City shall accept septic tank sewage at the wastewater treatment plant by licensed contractors with a valid permit for Cowley County. Each load (<1,500 gpm) shall be accompanied by a fifteen-dollar (\$15.00) fee. At the wastewater treatment plant superintendent's direction, the following items may be required prior to accepting the load:
1. A Manifest Form;
 2. A pH Analysis;
 3. A sample obtained for seventy-two (72) hour holding period;
 4. Physical characteristics of the sewage; and
 5. Application for private disposal.

Environmental Services | Water Meter

Every consumer shall pay for each new water service installed, which includes the water raw tap, service line and meter installation. The licensed plumber (contractor) must have the water main ready for immediate tap. Therefore, these costs do not include removal and replacement of pavement or excavation costs. The contractor must submit plans to Neighborhood Services for approval prior to construction a new service. A permit will not be issued until Neighborhood Services verifies and approves the plans.

I. Water Meters

- A. To reinstall a 1" (one inch) or smaller meter into an existing meter pit, a fee of \$450.00 will need to be paid before the service order is created for the meter reinstall.

3/4" Tap, Service Line and 5/8" meter (25 gpm)	\$1,000.00
1" Tap, Service Line and 3/4" meter (35 gpm)	\$1,500.00
1" Tap, Service Line and 1" meter (55 gpm)	\$2,000.00
2" Tap and 2" meter (250 gpm)*	\$3,500.00
4" Tap and 3" meter (650 gpm)*	\$3,500.00
6" Tap and 4" meter (1,250 gpm)*	\$4,200.00
8" Tap and 6" meter (2,500 gpm)*	\$8,800.00
12" Tap and 8" meter (3,500 gpm)*	\$13,900.00
Reinstall 1" or smaller meter in existing meter pit	\$450.00
* Costs include water main tap, meter and installation in customers vault only. All piping, valves, and vault shall be the responsibility of the contractor.	
Note: Environmental Services will always be responsible for the service line and meter set on 1" or 2" taps.	

- B. The following new or replacement water meter parts will be assessed at the per-item rate as listed below:

11-inch Lid	\$41.42
21-inch Lid	\$94.94
Locking valve	\$72.95
Master Lock	\$14.85
Meter Ring	\$69.56
Meter Ring Set	\$116.03
Meter Transceiver Unit (MXU)	\$200.00
Mushroom	\$37.48

II. Fire Services Detector Check

- A. A licensed contractor will do their own tap into the fire main to install a fire service line. The licensed plumbing contractor must provide the following material for Fire Service Detector Check Valves:
1. Vault
 2. Meter/Detector Check (Meter needs to be a 5/8" Sensus Ipearl with MXU)
- B. A licensed plumbing contractor will do the tap into the fire main.

Fire Services Detector Check Valve Fees	
4" Fire Services Detector Check Valve*	\$2,500.00
6" Fire Services Detector Check Valve*	\$3,800.00
8" Fire Service Detector Check Valve*	\$5,000.00
12" Fire Service Detector Check Valve*	\$8,000.00
* Costs include detector check valve and installation in customers vault only. All piping, valves and vault shall be the responsibility of the contractor.	

III. Hydrant Meters

- A. Requests to have meters installed for commercial or residential use can be done with the Neighborhood Services Division.
- B. A three-inch meter can be installed on a hydrant for commercial work with a deposit of \$2,000. The deposit will go towards the water consumption billing. A refund will be issued if water consumption billing is less than the \$2,000 deposit.
- C. A one-inch meter can be installed on a hydrant for residential use with a \$500 deposit. The deposit will go towards the water consumption billing. A refund will be issued if the water consumption billing is less than the \$500 deposit.

General Government | Alcoholic Liquor

I. Agri-Business Building	
A. Consumption Permit Fee (Per Day-Per Event)	\$ 25.00
II. Cereal Malt Beverage	
A. Consumption on Premises	\$150.00
B. Inspection Fee.....	\$ 25.00
C. Consumption off Premises	\$ 50.00
D. Department of Revenue Stamp	\$ 25.00
E. Temporary License	\$ 25.00
III. Alcoholic Liquor – Biennial License	
A. Consumption on Premises	\$400.00
B. Consumption off Premises	\$600.00
C. Temporary License	\$ 25.00
IV. Caterers	
A. Biennial License	\$400.00

I. Licenses

A.	Bus License	\$ 10.00/Year
B.	Carnival or Circus Operation within City Limits License	\$ 25.00/Day
C.	Clairvoyants License:	
1.	Daily	\$ 10.00
2.	Yearly	\$150.00
D.	"Going Out of Business Sale" License	\$ 25.00
E.	Impounding Sign Recovery (within 30 days)	\$ 25.00/Sign
F.	Junk Dealers License	\$100.00
G.	Open Records Request – Search Cost/Hourly Rates (Minimum 15 minutes)	
1.	Staff (Each 15 Minute Increment)	\$ 4.00
2.	Administrative (Each 15 Minute Increment)	\$ 6.00
3.	Computer (Each 15 Minute Increment)	\$ 6.00
4.	Photocopies – Black & White (Per Page)	\$ 0.25
5.	Photocopies – Color (Per Page)	\$ 0.50
6.	City Attorney Review	Actual Cost
H.	Pawn Brokers License	\$25.00/Year
I.	Peddler License (Door-to-Door Soliciting)	
1.	One Day License	\$ 40.00
2.	License Valid for 2-30 Days	\$ 85.00
3.	License Valid for 31-180 Days	\$160.00
4.	License Valid for 181-365 Days	\$260.00
5.	Additional Badge Fee for (each) Licensee	\$ 20.00
J.	Private Security Officer	
1.	Application for Permit	\$ 25.00
2.	Permit Renewal	\$ 20.00
3.	Replacement Fee for Lost /Stolen Certificate or ID Card	\$ 10.00
4.	Firm License	\$100.00
5.	Firm License Renewal (Annual)	\$ 50.00
K.	Property Abatement	\$100.00/Hour
L.	Records Not Specific to Individual Department(s)	
1.	DVD – City Commission and other Recorded City Meetings	\$ 5.00
2.	Postage and Handling:	
i.	Actual Cost of Time, Material and Postage	
3.	Facsimile Transmission:	
i.	\$0.50/Page + Actual Hourly Rate Charged (15 Minute Increment)	
ii.	Photograph – Digital Prints (Not Ran on Copy Paper):	
iii.	\$1.00/Photo + Actual Hourly Rate Charged (15 Minute Increment):	
iv.	Research, Compilation and Transfer of Date:	
v.	Actual Hourly Rate Charged (15 Minute Minimum Increment)	
vi.	Records Not Identified:	
vii.	Actual Cost to Reproduce	
M.	Scrap Metal Dealers License	
1.	Application	\$400.00
2.	Application Renewal (Annual)	\$ 50.00
N.	Special Purpose Vehicle Permit (Side-by Side)	\$ 25.00
O.	Special Use of City Personnel:	
1.	Two hours minimum per hour per employee	\$ 45.00
2.	And after two hour minimum is met, the employee's time shall be charged at 1/100 per Hour	
P.	Taxicab License	\$ 40.00/Year
Q.	Transient Vendor & Merchants License	
1.	Daily	\$ 30.00
2.	Monthly	\$ 50.00
3.	Bi-Annual	\$125.00
4.	Annual	\$250.00

II. Records Requests

A. Open Records Request - ~~Search Cost/Hourly Rates (Minimum 15 minutes)~~ The following are assessed to recover actual costs per KSA 45-219:

1. Staff Time (~~Each 15 Minute Increment~~ Actual wage, not including benefits per employee)
~~\$ 4.00~~ Actual Cost
 - a. Exceeds Five (5) Hours staff time or cost to full fill over \$200...city will contact to mitigate costs
2. Administrative (~~Each 15 Minute Increment~~) \$ 6.00
 Physical/Digital Media Copies Actual Cost
3. Computer ~~Services including Staff Time (Each 15 Minute Increment)~~ \$ 6.00
 Actual Cost
4. Photocopies – Black & White or Color (Per Page) ~~\$ 0.25~~ Actual Cost
5. Photocopies – Color (Per Page) \$ 0.50
 Postage & Handling Actual Cost
6. City Attorney Review Actual Cost
7. Prohibited Uses..... up to \$500 per violation

B. Records Not Specific to Individual Department(s)

The Follow are assessed to recover at actual costs per KSA 45-219:

1. Staff Time
 - a. Actual wage, not including benefits per employee..... Actual Cost
2. Digital Media Storage Device
 - a. City Commission & other recorded city meetings or documents..... ~~\$ 5.00~~
 Actual Cost
3. Postage and Handling:
 - a. Time, Material and Postage Actual Cost
4. Facsimile Transmission:
 - b. ~~\$0.50/Page +~~ Actual Hourly Rate Charged (~~15 Minute Increment~~) Actual Cost
5. Photograph – Digital Prints (Not Ran on Copy Paper):
 - a. ~~\$1.00/Photo +~~ Actual Hourly Rate Charged (~~15 Minute Increment~~): Actual Cost
6. Research, Compilation and Transfer of Date:
 - a. Actual Hourly Rate Charged (~~15 Minute Minimum Increment~~)..... Actual Cost
7. Records Not Identified:
 - a. Amount to Reproduce Actual Cost
8. Prohibited Uses.....Up to \$500 per Violation

I. Uniform Public Offense Code

Description	Booking & Bonding Procedure	1st Offense	2nd Offense	3rd Offense	UPOC	KSA
Abusing toxic vapors	Sum/Must Appear	\$100.00	\$150.00	\$200.00	9.9	21-5712
Administration of an unlawful substance	Arrest/Bond	\$250.00	\$350.00	\$500.00	3.11	21-5425
Aiding, abetting discharge of firearm	Sum/Must Appear	\$100.00	\$150.00	\$200.00	10.8	N/A
Air gun, rifle, bow, bb gun, paint ball	Sum/ No Appear	\$50.00	\$75.00	\$100.00	10.6	N/A
Alcohol without liquid machine	Sum/Must Appear	\$100.00	\$150.00	\$200.00	10.22	21-6321
Animals; cruelty	Sum/Must Appear	\$150.00	DISTRICT	DISTRICT	11.11	21-6412
Assault	Sum/Must Appear	\$50.00	\$75.00	\$100.00	3.3	21-5412
Assault on LEO	Arrest/Bond	\$250.00	\$350.00	\$500.00	3.3	21-5412
Assembly, Unlawful	Sum/Must Appear	\$100.00	\$200.00	\$300.00	9.2	21-6202
Attempt	Sum/Must Appear	½ fine if offense completed	½ fine if offense completed	½ fine if offense completed	2.1	21-5301
Barbed wire	Sum/No Appear	\$50.00	\$100.00	\$200.00	10.13	N/A
Battery	Special	\$100.00 Sum/Must Appear	\$200.00 Arrest/Bond	\$300.00 Arrest/Bond	3.1	21-5413
Battery, Domestic	Arrest/Bond (\$750 bond)	\$200.00	DISTRICT	DISTRICT	3.1.1	21-5414
Battery, LEO	Arrest/Bond	\$250.00	\$350.00	\$500.00	3.2	21-5413
Carrying concealed explosives	Sum/Must Appear	\$300.00	\$400.00	\$500.00	10.9	21-6312
Cockfighting	Sum/Must Appear	\$250.00	\$500.00	\$600.00	11.12	21-6417
Commercialization of wildlife	Sum/Must Appear	\$250.00	\$500.00	\$600.00	11.3	32-1005
Conspiracy	Sum/Must Appear	\$100.00	\$150.00	\$200.00	2.2	21-5302
Contributing to child's misconduct	Sum/Must Appear	\$100.00	\$150.00	\$200.00	5.1	21-5603
Counterfeit drugs, trafficking	Sum/Must Appear	\$250.00	\$350.00	\$500.00	10.23	65-4167
Creating a hazard	Sum/Must Appear	\$100.00	\$200.00	\$300.00	10.11	21-6318
Criminal Carrying of Weapon	Sum/Must Appear	\$150.00	\$200.00	\$300.00	10.1	21-6302
Criminal Damage to Property	Sum/Must Appear	\$150.00	\$200.00	\$250.00	6.6	21-5813
Criminal Hunting	Sum/Must Appear	\$75.00	\$150.00	\$250.00	6.22	21-5810
Criminal Trespass	Sum/Must Appear	\$150.00	\$200.00	\$250.00	6.7	21-5808
Criminal Use of a Financial Card	Sum/Must Appear	\$150.00	\$250.00	\$500.00	6.17	21-5828
Damaging Sewers	Sum/Must Appear	\$100.00	\$200.00	\$400.00	6.15	N/A
Defamation	Sum/No Appear	\$200.00	\$300.00	\$400.00	3.9	21-6103
Denial of civil rights	Sum/Must Appear	\$250.00	\$350.00	\$500.00	8.1	21-6102
Deposits in sewers	Sum/No Appear	\$75.00	\$100.00	\$150.00	6.14	N/A
Deprivation of property	Sum/Must Appear	\$100.00	\$200.00	\$300.00	6.5	21-5803
Desecration	Sum/Must Appear	\$150.00	\$250.00	\$500.00	9.8	21-6205
Discharge of Firearms	Sum/Must Appear	\$100.00	\$150.00	\$200.00	10.5	21-6308
Disorderly Conduct	Sum/Must Appear	\$75.00	\$100.00	\$150.00	9.1	21-6203
Disorderly Conduct –Domestic Violence	Arrest/Bond	\$100.00	\$150.00	\$200.00	9.1	21-6203
Distribute Firearm to Felon	Sum/Must Appear	\$250.00	\$350.00	\$500.00	10.3	21-5222
Drawing a weapon on another	Sum/Must Appear	\$200.00	\$250.00	\$300.00	10.2	21-5222

Description	Booking & Bonding Procedure	1st Offense	2nd Offense	3rd Offense	UP	
Electioneering	Sum/No Appear	\$50.00	\$75.00	\$100.00	7.14	25-2430
Endangering a child	Sum/Must Appear	\$300.00	\$400.00	\$500.00	5.4	21-5601
Equity Skimming	Sum/Must Appear	\$300.00	\$400.00	\$500.00	6.19	21-6504
Escape from Custody	Arrest/Bond	\$300.00	\$450.00	\$600.00	7.3	21-5911
Failure to Report a Wound	Sum/Must Appear	\$75.00	\$100.00	\$150.00	10.12	21-6319
False Impersonation	Sum/Must Appear	\$100.00	\$200.00	\$300.00	7.11	21-5917
False Signing of Petition	Sum/Must Appear	\$50.00	\$75.00	\$150.00	7.1	21-5916
Furnishing to a Minor	Arrest/Bond	\$200.00	\$300.00	\$500.00	5.2	21-5607
Gambling	Sum/No Appear	\$100.00	\$200.00	\$300.00	11.8	21-6403
Giving a False Alarm	Sum/Must Appear	\$200.00	\$300.00	\$500.00	9.7	21-6207
Harassment by telephone	Sum/Must Appear	\$50.00	\$75.00	\$100.00	9.1	21-6206
Hosting	Arrest/Bond	\$1,000.00	\$1,000.00	\$1,000.00	5.3	21-5608
Intent to Permanently Deprive	Sum/Must Appear	\$250.00	\$350.00	\$500.00	6.2	21-5804
Interference with firefighter	Sum/Must Appear	\$100.00	\$150.00	\$200.00	3.5	21-6325
Interference with Judicial Process	Sum/Must Appear	\$100.00	\$150.00	\$200.00	7.4	21-5905
Interference with Law Enforcement Officer	Arrest/Bond	\$250.00	\$500.00	\$1,000.00	7.2	21-5904
Interference with police dog	Arrest/Bond	\$100.00	\$150.00	\$200.00	7.13	N/A
Interference with public business	Sum/Must Appear	\$100.00	\$150.00	\$200.00	7.12	21-5922
Lewd, Lascivious behavior	Arrest/Bond	\$150.00	\$225.00	\$300.00	4.1	21-5513
Manufacture/disposal false tokens	Sum/Must Appear	\$50.00	\$75.00	\$150.00	6.11	21-5829
Material harmful to minors	Sum/Must Appear	\$200.00	\$300.00	\$400.00	11.7	21-6402
Mistreatment of confined person	Sum/Must Appear	\$200.00	\$300.00	\$500.00	3.7	21-5416
Motor vehicles, selling without license	Sum/Must Appear	\$500.00	\$1,000.00	\$2,500.00	6.18	8-2434
Nuisance, maintaining public	Sum/No Appear	\$100.00	\$150.00	\$300.00	9.5	21-6204
Operating motorboat, sailboat	Sum/No Appear	\$50.00	\$100.00	\$150.00	10.14	32-1101
Operating vessel under the influence	Arrest/Bond	\$200.00	\$500.00	\$500.00	10.15	32-1131
Buying Sexual Relations	Sum/Must Appear	\$1,200.00	DISTRICT	DISTRICT	4.5	21-6421
Performing unauthorized official act	Sum/Must Appear	\$100.00	\$200.00	\$300.00	7.6	21-5919
Permitting premises for gambling	Sum/Must Appear	\$100.00	\$200.00	\$300.00	11.9	21-6406
Possession of gambling device	Sum/No Appear	\$50.00	\$100.00	\$150.00	11.1	21-6408
Possession of Marijuana	Sum/Must Appear	\$200.00	\$500.00	DISTRICT	9.9.1	21-5706
Possession of Paraphernalia	Sum/Must Appear	\$200.00	\$500.00	DISTRICT	9.9.2	21-5709
Posting Political Ads	Sum/No Appear	\$40.00	\$60.00	\$80.00	9.13	21-5820
Privacy, breach of	Sum/No Appear	\$150.00	\$200.00	\$300.00	3.12	21-6101
Promoting obscenity	Sum/Must Appear	\$400.00	DISTRICT	DISTRICT	11.1	21-6401
Promoting obscenity to minors	Sum/Must Appear	\$500.00	DISTRICT	DISTRICT	11.2	21-6401
Prostitution	Sum/Must appear	\$150.00	\$225.00	\$300.00	4.3	21-6419
Protective order, viol. Of	Arrest/Bond	\$150.00	\$300.00	\$500.00	3.8.1	60-3107
Purchase, consume intoxicant by minor	Sum/Must Appear	\$200.00	\$300.00	\$400.00	5.8	41-727
Purchase, possess tobacco by minor	Sum/No Appear	\$25.00	\$25.00	\$25.00	5.6	79-3321
Recording device, unlawful use	Sum/ Must Appear	\$300.00	DISTRICT	DISTRICT	6.23	51-301
Restraint, unlawful	Sum/Must Appear	\$100.00	\$150.00	\$300.00	3.6	21-5411

Description	Booking & Bonding Procedure	1st Offense	2 nd Offense	3 rd Offense	UP	
Riot	Sum/Must Appear	\$150.00	\$250.00	\$500.00	9.4	21-6201
Sale of medicine through vending mach.	Sum/No Appear	\$50.00	\$100.00	\$150.00	10.19	65-650
Scrap metal, buying	Sum/No Appear	\$50.00	\$100.00	\$150.00	6.25	50-6111
Scrap metal, selling	Sum/No Appear	\$50.00	\$100.00	\$150.00	6.24	50-6111
Selling, furnishing tobacco to minor	Sum/ Must Appear	\$200.00	\$300.00	\$400.00	5.7	79-3321
Serial numbers	Sum/No Appear	\$100.00	\$200.00	\$300.00	6.12	N/A
Sexual battery	Arrest/bond	\$200.00	\$500.00	\$700.00	3.2.1	21-5505
Simulating legal process	Sum/Must Appear	\$100.00	\$200.00	\$400.00	7.7	21-5907
Smoke detector, failure to maintain	Sum/No Appear	\$25.00	\$25.00	\$25.00	10.18	31-162
Smoking Prohibited	Sum/No Appear	\$50.00	\$100.00	\$150.00	10.24	21-6110
Stalking	Sum/Must Appear	\$100.00	DISTRICT	DISTRICT	3.13	21-5427
Taking Game from Posted Land	Sum/Must Appear	\$75.00	\$100.00	\$150.00	6.21	32-1013
Tampering with landmark	Sum/Must Appear	\$250.00	\$350.00	\$500.00	6.9	21-5816
Tampering with public notice	Sum/Must Appear	\$250.00	\$350.00	\$500.00	7.9	21-5921
Tampering with public record	Sum/Must Appear	\$250.00	\$350.00	\$500.00	7.8	21-5920
Tampering with traffic signal	Sum/Must Appear	\$250.00	\$350.00	\$500.00	6.1	21-5817
Tattooing, body piercing under age 18	Sum/Must Appear	\$100.00	\$300.00	\$600.00	10.17	65-1953
Theft	See Special	\$100.00 Sum/Must Appear	\$150.00 Arrest/Bond	DISTRICT	6.1	21-5801
Theft, lost/mislaid property	Sum/Must Appear	\$100.00	\$150.00	\$200.00	6.3	21-5802
Throwing objects	Sum/Must Appear	\$150.00	\$250.00	\$500.00	10.16	21-5819
Trespass on railroad property	Sum/Must Appear	\$150.00	\$200.00	\$250.00	6.7.1	21-5809
Unlawfully Obtain Prescription Only Drug	Arrest/Bond	\$500.00	DISTRICT	DISTRICT	10.20	21-5708
Watercraft, lifesaving devices	Sum/No Appear	\$50.00	\$100.00	\$150.00	5.5	32-1129
Weapons, criminal use	Sum/Must Appear	\$100.00	\$150.00	\$200.00	10.1	21-4201
Withholding possession public property	Sum/Must Appear	\$200.00	\$300.00	\$400.00	6.13	N/A
Worthless check	Arrest/Bond	\$100.00	\$200.00	DISTRICT	6.16	21-5821
For any offense not specifically listed herein, the minimum fine shall be	Sum/Must Appear	\$100.00	\$200.00	\$300.00		

II. Standard Traffic Ordinance

Description	Booking & Bonding Procedure	1 st Offense	2 nd Offense	3 rd Offense	STO	KSA
Barricades; driving around barriers	Sum/No Appear	\$40.00	\$60.00	\$80.00	14-122	N/A
Blocking Traffic leaving <10' roadway	Sum/No Appear	\$40.00	\$60.00	\$80.00	13-90	N/A
Child Safety Restraints	Sum/No Appear	\$60.00	\$60.00	\$60.00	17-182	8-1344
Commercial D.U.I.	Arrest/Bond	\$750.00	\$1,250.00	DISTRICT	6-30.1	8 2144
D.U.I.	Arrest/Bond	\$750.00	\$1,250.00	DISTRICT	6-30	8-1567
Disobey Traffic Control Officer	Sum/No Appear	\$50.00	\$100.00	\$180.00	3-6	8-1503
Driving in violation of restrictions	Sum/Must Appear Eye Wear/No Appear	\$100.00	\$150.00	\$200.00	19-195	8-291
Driving thru Funeral Procession	Sum/No Appear	\$40.00	\$60.00	\$80.00	14-120	N/A
Driving thru Private Prop to avoid TCD	Sum/No Appear	\$40.00	\$60.00	\$80.00	14-118	N/A
Driving thru yards w/intent to damage	Sum/No Appear	\$40.00	\$60.00	\$80.00	14-125	8-1348
Driving while Suspended or Revoked	See Special	\$150.00 Sum/Must Appear	\$225.00 Arrest/Bond	DISTRICT	19-194	8-262
Duty to Report/Give Aid	Sum/Must Appear	\$150.00	\$225.00	\$300.00	5-25	8-1604
Duty upon striking unattended Vehicle	Sum/Must Appear	\$75.00	\$113.00	\$180.00	5-26	8-1605
Eluding a police officer in vehicle	Arrest/Bond	\$250.00	\$325.00	\$500.00	6-31	8-1568
False Accident Report	Sum/Must Appear	\$100.00	\$150.00	\$200.00	5-28	8-1608
Habitual Violator	See Special	\$300.00 Sum/Must Appear	\$450.00 Arrest/Bond	\$600.00 Arrest/Bond	19-195.1	8-287
Handicapped Parking	Sum/No Appear	\$50.00	\$75.00	\$100.00	13-87	8-1,130a
Ignition Interlock Devices: Tampering	Sum/Must Appear	\$100.00	\$150.00	\$200.00	6-30.3	8-1017
Illegal Parking	Sum/No Court Cost	\$10.00	\$20.00	\$30.00	13-85	8-1571
Improper parking in stall markings	Sum/No Appear	\$40.00	\$60.00	\$80.00	13-89	N/A
Inattentive Driving	Sum/No Appear	\$40.00	\$60.00	\$80.00	14-104	N/A
Leaving the Scene of IA	See Special	\$300.00 Sum/Must Appear	\$450.00 Arrest/Bond	\$600.00 Arrest/Bond	5-23	8-1602
Licensing	Sum/Must Appear	\$300.00	\$400.00	\$500.00	14-195	
Limited Time Parking Violation	Sum/No Appear	\$40.00	\$60.00	\$80.00	13-97	N/A
Loading, unloading, or special zones	Sum/No Appear	\$40.00	\$60.00	\$80.00	13-99	N/A
No Driver's License & Expired DL	Sum/Must Appear	\$200.00	\$300.00	\$400.00	19-192	8-235
No Driver's License In Possession	Sum/No Appear	\$50.00	\$75.00	\$100.00	19-193	8-244
No Proof of Insurance	Sum/Must Appear	\$300.00	\$800.00	\$800.00	19-200	40-3104
No Seat Belt 14-18 (No Court Costs)	Sum/No Appear	\$60.00	\$60.00	\$60.00	17-182a	8-1578a
No Seat Belt 18+ (No Court Costs)	Sum/No Appear	\$30.00	\$30.00	\$30.00	17-182a	8-1578a
Obstructing License Plates	Sum/No Appear	\$40.00	\$60.00	\$80.00	14-126.1	N/A
Parking Disabled and Other Vehicles	Sum/No Appear	\$40.00	\$60.00	\$80.00	13-93 (a)(b)	8-1102

Description	Booking & Bonding Procedure	1 st Offense	2 nd Offense	3 rd Offense	Statute	Section
Pedestrian under influence on roadway	Sum/Must Appear	\$50.00	\$75.00	\$100.00	11-74	8-1543
Permit unauthorized minor to drive	Sum/No Appear	\$50.00	\$75.00	\$100.00	19-197	8-263
Permit unauthorized operator to drive	Sum/No Appear	\$50.00	\$75.00	\$100.00	19-196	8-264
Private Property Sales	Sum/Must Appear	\$100.00	\$150.00	\$200.00	18-223	N/A
Public Property Sales	Sum/Must Appear	\$100.00	\$150.00	\$200.00	18-221	N/A
Racing on Highways	Sum/Must Appear	\$75.00	\$100.00	\$150.00	7-37	8-1565
Reckless Driving	See Special	\$150.00 Sum/Must Appear	\$225.00 Arrest/Bond	\$300.00 Arrest/Bond	6-29	8-1566
Remove/deface traffic control device	Sum/ Must Appear	\$100.00	\$200.00	\$300.00	4-18	8-1513
Reporting Certain 2nd Hand Goods	Sum/No Appear	\$100.00	\$150.00	\$200.00	18-135	N/A
Skates, skateboards etc. on roadway	Sum/No Appear	\$40.00	\$60.00	\$80.00	15-136	N/A
Spilling Loads on Roadways	Sum/Must Appear	\$100.00	\$150.00	\$200.00	17-179	N/A
Trailers & Towed vehicles, safety hitches	Sum/No Appear	\$40.00	\$60.00	\$80.00	17-180	N/A
Transport Alcoholic Beverage Driver	Sum/No Appear	\$150.00	\$200.00	\$250.00	14-106	8-1599
Transport Alcoholic Beverage Passenger	Sum/No Appear	\$150.00	\$200.00	\$250.00	14-106	8-1599
Unlawful Riding on Vehicles 14 & older	Sum/No Appear	\$40.00	\$60.00	\$80.00	14-115	8-1343
Unlawful Riding on Vehicles under 14	Sum/No Appear	\$40.00	\$60.00	\$80.00	17-115	8-1578a
Unlawful use of Driver's License	Sum/Must Appear	\$200.00	\$300.00	\$500.00	19-199	8-260
Unlawful Use of Wireless Communication Device	Sum/No Appear	\$60.00	\$60.00	\$60.00	14-126.2	8-15,111
U-turn on curve or crest of grade	Sum/No Appear	\$40.00	\$60.00	\$80.00	9-52	8-1546
Vehicle for sale or on street repair, Prohibit	Sum/No Appear	\$40.00	\$60.00	\$80.00	13-88	N/A
For any offense not specifically listed herein, the minimum fine shall be	Sum/Must Appear	\$100.00	\$200.00	\$300.00		

III. Standard Traffic Ordinance – Infractions

Description	1 st Offense	2 nd Offense	3 rd Offense	STO	KSA
Blind pedestrian right of way	\$45.00	\$60.00	\$75.00	11-73	8-1542
Carrying articles on bicycle; one hand on handlebars	\$45.00	\$60.00	\$75.00	15-132	8-1591
Clinging to other vehicle	\$45.00	\$60.00	\$75.00	15-130	8-1589
Coasting	\$45.00	\$60.00	\$75.00	14-109	8-1580
Defective brakes	\$45.00	\$60.00	\$75.00	17-173	8-1734
Defective headlamps	\$45.00	\$60.00	\$75.00	17-146	8-1705
Defective horn, muffler, mirrors or tires	\$45.00	\$60.00	\$75.00	18-191	8-1810
Defective mirror	\$45.00	\$60.00	\$75.00	17-176	8-1740
Defective motorcycle lamp	\$45.00	\$60.00	\$75.00	18-183	8-1801
Defective motorcycle or motor-driven cycle brakes	\$45.00	\$60.00	\$75.00	18-189	8-1807
Defective motorcycle reflector	\$45.00	\$60.00	\$75.00	18-185	8-1803
Defective motorcycle stop lamps and turn signals	\$45.00	\$60.00	\$75.00	18-186	8-1804
Defective motorcycle tail lamp	\$45.00	\$60.00	\$75.00	18-184	8-1802
Defective muffler	\$45.00	\$60.00	\$75.00	17-175	8-1739
Defective multi-beam lighting	\$45.00	\$60.00	\$75.00	18-187	8-1805
Defective or improper use of horn or warning device	\$45.00	\$60.00	\$75.00	17-174	8-1738
Defective reflector	\$45.00	\$60.00	\$75.00	17-148	8-1707
Defective tail lamps	\$45.00	\$60.00	\$75.00	17-147	8-1706
Defective wipers; obstructed windshield or windows	\$45.00	\$60.00	\$75.00	17-177	8-1741
Disobey ped. Traffic control device	\$45.00	\$60.00	\$75.00	11-63	8-1532
Disobey traffic control device	\$75.00	\$105.00	\$135.00	4-12	8-1507
Drivers View Obstructed	\$50.00	\$75.00	\$100.00	14-108	8-1576
Driving into intersection, crosswalk or crossing without sufficient space on other side	\$45.00	\$60.00	\$75.00	14-113	8-1584
Driving on left in no-passing zone	\$75.00	\$105.00	\$135.00	8-44	8-1520
Driving on left side of roadway	\$75.00	\$105.00	\$135.00	7-38	8-1514
Driving on Left side where curve, grade, intersection railroad crossing, or obstructed view	\$75.00	\$105.00	\$135.00	8-43	8-1519
Driving on Sidewalk	\$45.00	\$60.00	\$75.00	14-116	8-1575
Driving over fire hose	\$45.00	\$60.00	\$75.00	14-111	8-1582
Driving through safety zone prohibited	\$45.00	\$60.00	\$75.00	11-70	8-1539
Driving without lights when needed	\$45.00	\$60.00	\$75.00	17-144	8-1703
Driving wrong way on one-way road	\$75.00	\$105.00	\$135.00	8-45	8-1521
Fail of certain vehicles to stop RR crossing	\$195.00	\$255.00	\$315.00	12-78	8-1553
Fail to comply w/const. zone restrictions	\$105.00	\$150.00	\$195.00	10-62	8-1531
Fail to exercise due care to pedestrian	\$45.00	\$60.00	\$75.00	11-66	8-1535
Fail to obey railroad crossing signal	\$195.00	\$255.00	\$315.00	12-76	8-1551
Fail to stop railroad crossing stop sign	\$135.00	\$195.00	\$255.00	12-77	8-1552
Fail to yield pedestrian in crosswalk	\$75.00	\$105.00	\$135.00	11-64	8-1533
Fail to yield ROW from stop/yield sign	\$75.00	\$105.00	\$135.00	10-59	8-1528
Fail to Yield ROW to emergency vehicle	\$195.00	\$285.00	\$375.00	10-61	8-1530
Fail to yield ROW turning left	\$75.00	\$105.00	\$135.00	10-58	8-1527
Fail to yield ROW uncontrolled intersection	\$75.00	\$105.00	\$135.00	10-57	8-1526

Description	1 st Offense	2 nd Offense	3 rd Offense	STD	
Fail to Yield ROW upon entering road	\$75.00	\$105.00	\$135.00	10-60	8-1529
Fail to yield to emergency vehicle by pedestrian	\$45.00	\$60.00	\$75.00	11-72	8-1541
Fail to yield to pedestrian on sidewalk	\$45.00	\$60.00	\$75.00	11-71	8-1540
Failure to dim headlights	\$75.00	\$105.00	\$135.00	17-165	8-1725
Failure to keep right to pass on-coming vehicle	\$75.00	\$105.00	\$135.00	8-39	8-1515
Following fire apparatus too closely	\$75.00	\$105.00	\$135.00	14-110	8-1581
Following too close	\$75.00	\$105.00	\$135.00	8-47	8-1523
Illegal Window Tint	\$45.00	\$60.00	\$75.00	17-181	8-1749a
Impeding normal traffic by	\$55.00	\$60.00	\$75.00	7-34	8-1561
Improper Backing	\$45.00	\$60.00	\$75.00	14-117	8-1574
Improper bicycle lamps broken or reflectors	\$45.00	\$60.00	\$75.00	15-133	8-1592
Improper crossover on divided highway	\$45.00	\$60.00	\$75.00	8-48	8-1524
Improper driving on laned roadway	\$75.00	\$105.00	\$135.00	8-46	8-1522
Improper hand signal	\$45.00	\$60.00	\$75.00	9-56	8-1550
Improper lamp color of certain vehicles	\$45.00	\$60.00	\$75.00	17-152	8-1711
Improper Lamps and equipment on implements of husbandry, road machinery or animal drawn vehicles	\$45.00	\$60.00	\$75.00	17-158	8-1718
Improper lamps on Parked Vehicle - Improper lamps etc. on farm tractor or slow-moving vehicle	\$45.00	\$60.00	\$75.00	17-157	8-1716
Improper lamps or lights on emergency vehicle	\$45.00	\$60.00	\$75.00	17-160	8-1720
Improper lighting equipment on certain vehicles	\$45.00	\$60.00	\$75.00	17-151	8-1710
Improper lights on highway construction or maintenance vehicles	\$45.00	\$60.00	\$75.00	17-172	8-1731
Improper method of giving notice of intention to turn	\$45.00	\$60.00	\$75.00	9-55	8-1549
Improper motorcycle handlebars or passenger equipment	\$75.00	\$105.00	\$135.00	16-141	8-1597
Improper mounting of reflectors and lamps on certain vehicles	\$45.00	\$60.00	\$75.00	17-153	8-1712
Improper multiple-beam lights	\$45.00	\$60.00	\$75.00	17-164	8-1724
Improper number of driving lamps	\$45.00	\$60.00	\$75.00	17-168	8-1728
Improper operation of motorcycle on laned roadway	\$75.00	\$105.00	\$135.00	16-139	8-1595
Improper operation of motorcycle; seats; passengers, bundles	\$45.00	\$60.00	\$75.00	16-138	8-1594
Improper operation of snowmobile on highway	\$45.00	\$60.00	\$75.00	14-114	8-1585
Improper passing on right	\$75.00	\$105.00	\$135.00	8-41	8-1517
Improper passing; increasing speed when passed	\$75.00	\$105.00	\$135.00	8-40	8-1516
Improper Pedestrian movement in walk	\$45.00	\$60.00	\$75.00	11-67	8-1536
Improper performance ability of brakes	\$45.00	\$60.00	\$75.00	18-190	8-1808
Improper riding of bicycle on roadway	\$45.00	\$60.00	\$75.00	15-131	8-1590
Improper road-lighting equipment on motor-driven cycle brakes	\$45.00	\$60.00	\$75.00	18-188	8-1806
Improper school bus lighting equipment and warning devices	\$45.00	\$60.00	\$75.00	17-170	8-1730
Improper single-beam headlights	\$45.00	\$60.00	\$75.00	17-166	8-1726
Improper speed with alternate lighting	\$45.00	\$60.00	\$75.00	17-167	8-1727
Improper stop lamp or turn signal	\$45.00	\$60.00	\$75.00	17-149	8-1708
Improper stop or turn signal	\$45.00	\$60.00	\$75.00	17-161	8-1721
Improper tires	\$45.00	\$60.00	\$75.00	17-178	8-1742,a
Improper turn or approach	\$75.00	\$105.00	\$135.00	9-49	8-1545
Improper use of roadway by pedestrian	\$45.00	\$60.00	\$75.00	11-68	8-1537

Description	1 st Offense	2 nd Offense	3 rd Offense	STC	
Improper U-turn	\$75.00	\$105.00	\$135.00	9-51	8-1546
Improper vehicular hazard warning lamp	\$45.00	\$60.00	\$75.00	17-162	8-1722
Improper visibility of reflectors and lamps on certain vehicles	\$45.00	\$60.00	\$75.00	17-154	8-1713
Improper wide-based single tires	\$75.00	\$105.00	\$135.00	17-178.1	8-1742b
Jay walking	\$45.00	\$60.00	\$75.00	11-65	8-1534
Lamps or Flags on Projecting Loads	\$75.00	\$105.00	\$135.00	17-156	8-1715
Motorcycle clinging to other vehicle	\$45.00	\$60.00	\$750.00	16-140	8-1596
Motorcycle helmet and eye protection requirements	\$45.00	\$60.00	\$75.00	16-142	8-1598
Moving heavy equip at RR crossing	\$75.00	\$105.00	\$135.00	12-79	8-1554
Not riding on bicycle seat; too many persons on bicycle	\$45.00	\$60.00	\$75.00	15-129	8-1588
Overtaking and passing church bus	\$195.00	\$285.00	\$375.00	12-82	8-1556a
Overtaking and passing school bus	\$315.00	\$750.00	\$1,000.00	12-81	8-1556
Parental responsibility of child riding bicycle	\$45.00	\$60.00	\$75.00	15-127	8-1586
Passing on left with insufficient clearance	\$75.00	\$105.00	\$135.00	8-42	8-1518
Pedestrian soliciting rides or contributions	\$45.00	\$60.00	\$75.00	11-69	8-1538
Pedestrian disobey railroad signals	\$45.00	\$60.00	\$75.00	11-75	8-1544
Putting glass, etc. on highway	\$105.00	\$150.00	\$195.00	14-112	8-1583
Refusal to submit to preliminary breath test	\$105.00	\$150.00	\$195.00	6-30.2	8-1012
Riding in house trailer	\$45.00	\$60.00	\$75.00	14-124	8-1578
Speeding on motor driven motorcycle	\$75.00	\$105.00	\$135.00	7-35	8-1562
Unattended Vehicle	\$25.00	\$50.00	\$100.00	14-107	8-1573
Unauthorized additional lighting equipment	\$45.00	\$60.00	\$75.00	17-163	8-1723
Unauthorized lights and devices on church or day-care bus	\$45.00	\$60.00	\$90.00	17-171	8-1730a
Unauthorized lights and signals	\$45.00	\$60.00	\$75.00	17-169	8-1729
Unauthorized sign, signal, marking or device	\$45.00	\$60.00	\$75.00	4-17	8-1512
Unlawful operation of all-terrain vehicle	\$75.00	\$105.00	\$135.00	14-114.1	8-15,100
Unlawful operation of a Micro Utility Truck	\$75.00	\$105.00	\$135.00	14-114.2	8-15,106
Unlawful operation of a low-speed vehicle	\$75.00	\$105.00	\$135.00	14-114.3	8-15,101
Unlawful operation of a Worksite Utility Vehicle	\$75.00	\$105.00	\$135.00	14-114.5	8-15,109
Unlawful riding on vehicle	\$75.00	\$105.00	\$135.00	17-143	8-1701
Unlawful use of spot, fog or auxiliary lamp	\$45.00	\$60.00	\$75.00	17-159	8-1719
Unsafe opening of vehicle door	\$45.00	\$60.00	\$75.00	14-123	8-1577
Unsafe speed for prevailing conditions	\$105.00	\$135.00	\$165.00	7-32	8-1557
Unsafe starting of stopping vehicle	\$45.00	\$60.00	\$75.00	9-53	8-1547
Unsafe turning or stopping, failure to give proper signal; unlawful turn signal	\$75.00	\$105.00	\$135.00	9-54	8-1548
Using headphones/TV while driving	\$45.00	\$60.00	\$75.00	14-103	8-1748
Vehicle enter roadway private drive w/o stop	\$75.00	\$105.00	\$135.00	12-80	8-1555
Violating flashing traffic signals	\$75.00	\$105.00	\$135.00	4-15	8-1510
Violating lane-control signal	\$75.00	\$105.00	\$135.00	4-16	8-1511
Violating pedestrian control signal	\$45.00	\$60.00	\$75.00	4-14	8-1509
Violating traffic control signal	\$75.00	\$105.00	\$135.00	4-13	8-1508

IV. Municipal Code and Other Violations

Description	Booking Procedure	1 st Offense	2 nd Offense	3 rd Offense	Mun Code	KSA
Angular Parking downtown	Sum/No Appear	\$40.00	\$60.00	\$80.00	58 59	N/A
Animals at Large-(except dog)	Sum/No Appear	\$40.00	\$60.00	\$80.00	10 1	N/A
Bicycle/Skateboard Violation	Sum/No Appear	\$25.00	\$50.00	\$100.00	50 23	N/A
Burning within the City Limits	Sum/Must Appear	\$100.00	\$100.00	\$100.00	34-20	N/A
Careless Driving – IA involved	Sum/Must Appear	\$300.00	\$450.00	\$600.00	58 27	N/A
Careless Driving – NIA involved	Sum/No Appear	\$100.00	\$150.00	\$300.00	58 27	N/A
Careless Driving – No Accident Inv	Sum/No Appear	\$40.00	\$60.00	\$80.00	58 27	N/A
City Pond Violations	Sum/No Appear	\$40.00	\$60.00	\$80.00	50 351	N/A
Curfew violation	See Special	\$100.00 Sum /No Appear	\$150.00 Sum /Must Appear	\$200.00 Sum/ Must Appear	42-24	N/A
Defacement of Property	Sum/Must Appear	\$150.00	\$250.00	\$350.00		
Disturbing the peace	Sum/No Appear	\$50.00	\$75.00	\$100.00	42-22	N/A
Dog at Large	Sum/No Appear	\$60.00	\$80.00	\$100.00	10 34	47-122
Dogs Staked or Tethered	Sum/Must Appear	\$60.00	\$80.00	\$100.00	10 35	N/A
Enclosures (for swimming pools) (IPMC 303.2)	Sum/Must Appear	\$300.00	\$400.00	\$500.00		
Failure to Appear	Arrest/Bond	\$25.00	\$25.00	\$25.00	42-21	21-5915
Failure to Maintain Property	Sum/Must Appear	\$100.00	\$200.00	\$300.00	IPMC 302.1	
Failure to Mow (IPMC 302.1)	Sum/Must Appear	\$100.00	\$100.00	\$100.00		
Failure to Pull a Permit (R105.1)	Sum/Must Appear	\$300.00	\$400.00	\$500.00		
Food Preparation (IPMC 404.7)	Sum/Must Appear	\$300.00	\$400.00	\$500.00		
Illegal Out-of-State Tag	Sum/No Appear	\$100.00	\$150.00	\$300.00	58-24(6)	8-1,138
Illegal Roof Overlay (R907.3)	Sum/Must Appear	\$350.00	\$350.00	\$350.00		
Illegal/Expired Tag	Sum/No Appear	\$100.00	\$150.00	\$300.00	58-24	8-142
Infestation (IPMC 309.1) Commercial	Sum/Must Appear	\$500.00	\$600.00	\$700.00		
Infestation (IPMC 309.1) Residential	Sum/Must Appear	\$200.00	\$300.00	\$400.00		
Littering	Sum/No Appear	\$50.00	\$75.00	\$100.00	42 26	21-5815
Motor Vehicles (IPMC 302.8)	Sum/Must Appear	\$200.00	\$300.00	\$400.00		
No Vaccination of Animal/Rabies Tag	Sum/No Appear	\$40.00	\$60.00	\$80.00	10 7	N/A
Noisy Dogs	Sum/No Appear	\$40.00	60.00	\$80.00	10 36	N/A
Nuisance	Sum/No Appear	\$100.00	\$150.00	\$200.00	42 27	N/A
Premise Cleaned	Sum/No Appear	\$100.00	\$150.00	\$200.00	46-4	N/A
Premises Identification (IPMC 304.3)	Sum/Must Appear	\$50.00	\$75.00	\$100.00		
Probation Violation		\$50.00 fine Def's \$ Only	** \$500.00 After 12 hrs	Cash Bond	42-21	21-5915

Description	Booking Procedure	1 st Offense	2 nd Offense	3 rd Offense	Mun Co	
Prohibited Occupancy (IPMC 108.5) Includes Dangerous Equipment	Sum/Must Appear	\$400.00	\$500.00	\$600.00		
Rubbish/Garbage IPMC 308.1	Sum/Must Appear	\$50.00	\$75.00	\$100.00		
Site Violation-Number of Animals Limited	Sum/No Appear	\$60.00	\$80.00	\$100.00	10 6	N/A
Transfer of Ownership (IPMC 107.6)	Sum/Must Appear	\$300.00	\$400.00	\$500.00		
Truck parking residential zone	Sum/No Appear	\$40.00	\$60.00	\$80.00	58 58	N/A
Truck Route Violation	Sum/No Appear	\$100.00	\$150.00	\$200.00	58 78	N/A
Unauthorized Tampering (IPMC 107.4)	Sum/Must Appear	\$200.00	\$300.00	\$400.00		
Unlawful Placard Removal (IPMC 108.4.1)	Sum/Must Appear	\$400.00				
Unsafe Conditions (IPMC 304.1.1)	Sum/Must Appear	\$100.00	\$150.00	\$200.00		
Vicious/Biting Dog	Sum/Must Appear	\$150.00	\$225.00	\$300.00	10 37	21-6418
Window Peeping	Sum/Must Appear	\$100.00	\$200.00	\$300.00	42-23	N/A
Water Conservation	Sum/No Appear	\$250.00	\$500.00	\$500.00	62-203(b)	
Bench Warrant Fee per case	xx	\$25.00	xx	xx	2-361 (b)	
Expungement Fee per case	xx	\$75.00	xx	xx	2-361(e)	
Failure to Comply Late Notice Fee per case	xx	\$5.00	xx	xx		8-2110
For any offense not specifically listed herein, the minimum fine shall be	Sum/Must Appear	\$100.00	\$200.00	\$300.00		

V. Speeding

Description	1 st Offense	2 nd Offense	3 rd Offense
Speeding 10 MPH & Under	\$45.00	\$60.00	\$75.00
11 MPH Over	\$51.00	\$66.00	\$81.00
12 MPH Over	\$57.00	\$72.00	\$87.00
13 MPH Over	\$63.00	\$78.00	\$93.00
14 MPH Over	\$69.00	\$84.00	\$99.00
15 MPH Over	\$75.00	\$90.00	\$105.00
16 MPH Over	\$81.00	\$96.00	\$111.00
17 MPH Over	\$87.00	\$102.00	\$117.00
18 MPH Over	\$93.00	\$108.00	\$123.00
19 MPH Over	\$99.00	\$114.00	\$129.00
20 MPH Over	\$105.00	\$120.00	\$135.00
21 MPH Over	\$114.00	\$129.00	\$144.00
22 MPH Over	\$123.00	\$138.00	\$153.00
23 MPH Over	\$132.00	\$147.00	\$162.00
24 MPH Over	\$141.00	\$156.00	\$171.00
25 MPH Over	\$150.00	\$165.00	\$180.00
26 MPH Over	\$159.00	\$174.00	\$189.00
27 MPH Over	\$168.00	\$183.00	\$198.00
28 MPH Over	\$177.00	\$192.00	\$207.00
29 MPH Over	\$186.00	\$201.00	\$216.00
30 MPH Over	\$195.00	\$210.00	\$225.00
31 MPH Over	\$210.00	\$225.00	\$240.00
32 MPH Over	\$225.00	\$240.00	\$255.00
33 MPH Over	\$240.00	\$255.00	\$270.00
34 MPH Over	\$255.00	\$270.00	\$285.00
35 MPH Over	\$270.00	\$285.00	\$300.00
36 MPH Over	\$285.00	\$300.00	\$315.00
37 MPH Over	\$300.00	\$315.00	\$330.00
38 MPH Over	\$315.00	\$330.00	\$345.00
39 MPH Over	\$330.00	\$345.00	\$360.00
40 MPH Over	\$345.00	\$360.00	\$375.00
Each Additional Mile	Previous Fine plus \$15.00	Previous Fine plus \$15.00	Previous Fine plus \$15.00

Description	1 st Offense	2 nd Offense	3 rd Offense
Speeding School/ Construction Zone 10 MPH & Under	\$90.00	\$120.00	\$150.00
11 MPH Over	\$102.00	\$132.00	\$162.00
12 MPH Over	\$114.00	\$144.00	\$174.00
13 MPH Over	\$126.00	\$156.00	\$186.00
14 MPH Over	\$138.00	\$168.00	\$198.00
15 MPH Over	\$150.00	\$180.00	\$210.00
16 MPH Over	\$162.00	\$192.00	\$222.00
17 MPH Over	\$174.00	\$204.00	\$234.00
18 MPH Over	\$186.00	\$216.00	\$246.00
19 MPH Over	\$198.00	\$228.00	\$258.00
20 MPH Over	\$210.00	\$240.00	\$270.00
21 MPH Over	\$228.00	\$258.00	\$288.00
22 MPH Over	\$246.00	\$276.00	\$306.00
23 MPH Over	\$264.00	\$294.00	\$324.00
24 MPH Over	\$282.00	\$312.00	\$342.00
25 MPH Over	\$300.00	\$330.00	\$360.00
26 MPH Over	\$318.00	\$348.00	\$378.00
27 MPH Over	\$336.00	\$366.00	\$396.00
28 MPH Over	\$354.00	\$384.00	\$414.00
29 MPH Over	\$372.00	\$402.00	\$432.00
30 MPH Over	\$390.00	\$420.00	\$450.00
31 MPH Over	\$420.00	\$450.00	\$480.00
32 MPH Over	\$450.00	\$480.00	\$510.00
33 MPH Over	\$480.00	\$510.00	\$540.00
34 MPH Over	\$510.00	\$540.00	\$570.00
35 MPH Over	\$540.00	\$570.00	\$600.00
36 MPH Over	\$570.00	\$600.00	\$630.00
37 MPH Over	\$600.00	\$630.00	\$660.00
38 MPH Over	\$630.00	\$660.00	\$690.00
39 MPH Over	\$660.00	\$690.00	\$720.00
40 MPH Over	\$690.00	\$720.00	\$750.00
Each Additional Mile	Previous Fine plus \$15.00	Previous Fine plus \$15.00	Previous Fine plus \$15.00

I. Dwellings

A. Dwellings are defined per the 2024 International Residential Code:

1. **Dwelling:** Any *building* that contains one or two *dwelling units* used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes.
2. **Dwelling Unit:** A single unit providing complete independent living facilities for one or more *persons*, including permanent provisions for living, sleeping, eating, cooking and sanitation.

II. Multi-Unit Dwellings

A. Whenever multi-family dwellings are being built by the same developer within the same project; permit fees for the building contractors and trades contractors are as follows:

- | | | |
|----------|----------------|-----------------------|
| 1. 0-9 | Dwelling Units | Full Price Permit Fee |
| 2. 10-25 | Dwelling Units | Half Price Permit Fee |
| 3. 26 + | Dwelling Units | Zero Permit Fee |

III. City Utilities

A. Whenever multi-family dwellings are being built by the same developer within the same project; the charge for city utilities are as follows:

- | | | |
|----------|----------------|-----------------------|
| 1. 0-9 | Dwelling Units | Full Price Permit Fee |
| 2. 10-25 | Dwelling Units | Half Price Permit Fee |
| 3. 26 + | Dwelling Units | Zero Permit Fee |

IV. Provisions

A. The list below will be required:

1. Dwelling Units that are permitted at half cost or zero cost must be completed (move-in ready) at the end of a two-year (24 month) period.
2. The Neighborhood Revitalization Program fees will not be waived.

I. Building Permit Fees

A. Structure Moving:	\$250.00
B. Driveway Permit:	\$35.00
C. Re-Inspection Fee:	\$50.00
D. Investigation Fee:.....	\$100.00
E. After Hours Inspection:	\$70.00/HR
F. Plan Review: Permit	Value x \$0.65
G. Failure to Apply:	Equal to Permit Fee x 2

II. Residential Permit Fees

A. \$1.00 - \$10,000:	\$25.00
B. \$10,001 - \$20,000:	\$30.00
C. \$20,001 - \$30,000:	\$50.00
D. \$30,001 - \$40,000:	\$70.00
E. \$40,001 - \$50,000:	\$90.00
F. \$50,001 - \$70,000:	\$110.00
G. \$70,001 - \$95,000:	\$155.00
H. \$95,001 - \$125,000:	\$220.00
I. \$125,001 - And Over:	Value x .002

III. Commercial Permit Fees

A. \$1.00 - \$10,000:	\$30.00
B. \$10,001 - \$20,000:	\$45.00
C. \$20,001 - \$30,000:	\$75.00
D. \$30,001 - \$40,000:	\$100.00
E. \$40,001 - \$50,000:	\$130.00
F. \$50,001 - \$60,000:	\$160.00
G. \$60,001 - \$70,000:	\$190.00
H. \$70,001 - \$80,000:	\$220.00
I. \$80,001 - \$90,000:	\$250.00
J. \$90,000 - \$100,000:	\$275.00
K. \$100,001 - \$125,000:	\$375.00
L. \$125,001 - And Over:	Value x .0030

IV. Demolition Permit Fees

A. \$1.00 - \$2,000:	\$30.00
B. \$2,001 - \$10,000:	\$60.00
C. \$10,001 - \$100,000:	\$100.00
D. \$100,000 - And Over:	\$150.00

V. Electrical, Mechanical and Plumbing Permit Fees

A. Electrical, Mechanical, Plumbing Inspection	Based on Value
B. Plumbing Permit: New Septic System:	\$100.00
C. Plumbing Permit: New Saddle for Existing Sewer Line & Tap:	\$110.00

I. Contractors Licenses

A. General License (Class A):	
1. New Fee:	\$400.00
2. Renewal Fee:	\$200.00
B. Building License (Class B):	
1. New Fee:	\$300.00
2. Renewal Fee:	\$150.00
C. Residential License (Class C):	
1. New Fee:	\$200.00
2. Renewal Fee:	\$100.00
D. Limited Licenses	
1. New Fee:	\$150.00
2. Renewal Fee:	\$80.00
E. Sign Hanger:	
1. New Fee:	\$200.00
2. Renewal Fee:	\$100.00
F. Private Sewage:	
1. New Fee:	\$200.00
2. Renewal Fee:	\$100.00

II. Trades Contractors Licenses

A. Electrical, Mechanical, Plumbing Business License:	
1. New Fee:	\$200.00
2. Renewal Fee:	\$100.00
B. Electrical, Mechanical, Plumbing Master Certificate:	
1. New Fee:	\$200.00
2. Renewal Fee:	\$60.00
C. Electrical, Mechanical, Plumbing Journeyman Certificate:	
1. New Fee:	\$100.00
2. Renewal Fee:	\$30.00

I. Board of Zoning Appeals	
A. Appeals	\$150.00
B. Variance	\$150.00
C. Exception	\$150.00
II. Miscellaneous	
A. Bid Documents & Plan Sets for Public Improvement & Maintenance Contracts.....	\$25.00/Copy
B. Documents & Plan Sets for Public Improvement & Maintenance Contracts	\$25.00/Copy
C. Neighborhood Revitalization Program Application	\$25.00
D. Permit fee for Right-of-Way (excludes Franchise agreements).....	\$150.00
E. Supplemental Permit Fee for Right-of-Way	\$75.00
III. Planning	
A. Comprehensive Plan	\$50.00/Copy
B. Zoning Ordinance.....	\$22.50/Copy
C. Subdivision Ordinance	\$5.00/Copy
D. Map – Larger than 11 x 17 Black & White	\$5.00/Copy
E. Map – Larger than 11 x 17 Color	\$10.00/Copy
1. Commercially produced by the Chamber of Commerce.....	No Charge/Unless Mailed
IV. Property Maintenance	
A. Abatements	
a. Cleanup Labor and Equipment (Fees vary based on labor hours)	
i. Trash/Junk Vehicle	
ii. Property Maintenance	
iii. Weed Abatement	
iv. Mowing	
b. Demolitions	
i. Price calculated based on equipment used following FEMA Regulations	
ii. Subject to Cowley County Landfill, Parcel/title search, and other fees as required	
c. An additional \$100.00 Administrative Fee will be charged for each violation listed above	
B. Neglected Buildings	
a. Registration Fee per building	\$25.00
b. Unregistered Buildings	
i. Failure to register each building	
1. 1 st offence	\$250.00
2. 2 nd offence & each 90 calendar days thereafter	\$250.00 each
(Up to Max. \$1,000.00 per building in a calendar year)	
V. Subdivision	
A. Plat (Additional Pages).....	Actual Cost
B. Lot Split	\$75.00
C. Preliminary Plat.....	\$200.00
D. Final Plat (Major Plats only).....	\$200.00
E. Vacating Request	\$200.00
VI. Zoning	
A. Conditional Use Permit Application	\$200.00
B. Rezone Application	\$200.00
C. Planned Unit Development	\$250.00

Parks and Facilities | Rentals

I. Agri-Business Building	
A. North Building	\$125.00/Day
B. South Building	\$250.00/Day
C. South Building with Kitchen	\$300.00/Day
D. North & South Buildings with Kitchen	\$425.00/Day
E. Damage Deposit North Building:	
1. Includes non-profits & is non-refundable within 48 hours of event	\$100.00/Event
F. Damage Deposit South Building	
1. Includes non-profits & is non-refundable within 48 hours of event	\$250.00/Event
G. Tennis Association (Per Court)	\$6.00/Hour
II. Hogan	
A. Damage Deposit	\$ 75.00
B. Building and Grounds	\$75.00/Day
III. Northwest Community Center	
A. Damage Deposit	\$100.00
B. Building Rental	\$150.00/Day
IV. Senior Center	
A. Damage Deposit	\$100.00
B. Main Room (Per hour up to 4 hours)	\$30.00/Hour
C. Main Room – All Day	\$125.00/Day
D. East or West Community Room	\$15.00/Hour
E. Kitchen Usage	NO USE
F. Chair & Tables	Free on-site
V. Table and Chair Rentals for Private Functions	
A. Tables	\$8.00 Each
B. Chairs	\$0.75 Each
VI. Camping	
(Camping Permit Valid for 72 Hours) (5 day maximum)	
A. Walnut Park	\$10.00/Day
B. Newman Park	\$10.00/Day
VII. Facility & Park Clean-Up	
A. Janitor/Staff Clean-Up Fee (Per Employee)	\$30.00/Hour

Applicants for a special event permit pursuant to Section 50-1 of Municipal Code shall pay a non-refundable permit fee at the time of application, with the following exceptions: (1) Events sponsored by the City of Arkansas City; (2) Rentals of City-owned buildings for private events; and (3) Uses of a portion of City-owned park facilities that do not otherwise meet the definition of special event contained in Section 51-1 (b).

I. Special Event

- A. Application Fee \$25.00
- B. Application Fee (Non-profit organizations office/location in Arkansas City) \$10.00

II. Equipment/Services

- A. Road Barricades, per set..... \$25.00
- B. Picnic Tables, each (free if already on site) \$8.00
- C. Tables, each (free if already on site)..... \$ 8.00
- D. Folding Chairs, each (free if already on site) \$.75
- E. Police Security (2 hour minimum; only available for alcohol events at the Agri-Business Building or other special events, subject to Police Chief approval) \$45.00
 - 1. And after two hour minimum is met, the employee's time shall be charged at 1/100 per HR
- F. Trash Receptacles:
 - 1. Per Cart..... \$10.00
 - 2. Per Dumpster \$45.00
- G. Park Rental, per hour \$15.00
- H. Electrical Hook Up Fee \$10.00
- I. Water Hook Up Fee..... \$10.00

I. Spaces

A. Adult Space.....	\$400.00
B. Baby Space (Less than 1 year of age)	No Charge
C. Single Crypt	\$550.00
D. Companion Crypt	\$1,250.00
E. Columbarium	
1. Niche (Holds 2 Urns)	\$250.00
2. Ossuary (Cremains only)	\$100.00
F. Deed Transfer	\$35.00 Each

II. Services

A. Opening and Closing of Grave	
1. Adult Grave	\$350.00
2. Infant Grave.....	\$200.00
3. Cremation Urn	\$100.00
4. Cremation Urn Including Vault (12"x12"x12" Maximum).....	\$200.00
5. Cremation Urn Including Vault (Larger than 12"x12"x12")	\$300.00
B. Opening and Closing of Crypt	
1. Long shutter crypt.....	\$700.00
2. Long shutter crypt (Open and view only)	\$400.00
3. Single crypt	\$250.00
4. Companion crypt	\$300.00
C. Saturday and Holiday Surcharge.....	\$300.00
D. Funeral Services arriving @ Cemetery Gate at or later than 3:30 PM will be charged an additional surcharge	\$200.00
E. Disinterment.....	Double the Opening & Closing

III. Monuments

A. Monument Setting Fee	\$35.00
B. Re-Flag Location.....	Additional \$20.00 Fee
C. Move stone 48" in length or smaller.....	\$50.00
D. Move stone greater than 48" in length	\$150.00

IV. Miscellaneous

A. City Space Repurchase.....	50% of Current Price Less \$35.00 Transfer Fee
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I. F Street Limb & Compost Site

The hours of operations are as follows:

Monday – Thursday: 8:00 AM – 1:00 PM | Saturday: 8:00 AM – 4:00 PM

Customer Type	Fee Amount
City Resident	Free
Commercial/Non-Resident	
Pickup/Small Utility Trailer	\$15.00
Dump Truck/Flatbed/Car Trailer	\$25.00
Tandem Dump Truck/Large Dump Trailer	\$30.00

II. Residential Sanitation

- A. The following rates and charges for the collection and disposition of garbage and trash, as contained in a polycart issued by the City, from the public street or alley right-of-way (without the collector entering upon private property) are established and fixed as follows:

Rates & Standards for Residential Sanitation					
Residential Type	2025	2026	2027	2028	2029
Single Family	\$23.35	\$23.99	\$24.65	\$25.33	\$26.03
Multiple Family (Per Unit)	\$23.35	\$23.99	\$24.65	\$25.33	\$26.03

- B. Trash carts are the property of the City and each cart should stay at the address it was delivered. The City is responsible for the maintenance and repair of the trash carts. However, the City will charge the owner or occupant a fee for any necessary repair or replacement due to the owner's or occupant's abuse, misuse, or neglect, or for any lost or stolen of the carts. The replacement fee for each trash cart is \$63.32.
- C. Customers who require an additional polycart for the provision of services is an extra \$11.68 per month.

III. Rates & Standards for Commercial Sanitation Containers

A. The following monthly base rate shall apply to refuse collection and disposal of commercial type containers:

Collections Per Weeks					
Description (Container Size (YD) x # Pickup Days)	2025	2026	2027	2028	2029
1 x 1	\$63.02	\$64.75	\$66.53	\$68.36	\$70.24
1 x 2	\$110.19	\$113.22	\$116.33	\$119.53	\$122.82
1 x 3	\$159.21	\$163.59	\$168.09	\$172.71	\$177.46
1 x 4	\$204.75	\$210.38	\$216.17	\$222.11	\$228.22
1 x 5	\$251.71	\$258.63	\$265.74	\$273.05	\$280.56
1.5 x 1	\$72.30	\$74.29	\$76.33	\$78.43	\$80.59
1.5 x 2	\$121.28	\$124.62	\$128.04	\$131.56	\$135.18
1.5 x 3	\$169.85	\$174.52	\$179.32	\$184.25	\$189.32
1.5 x 4	\$218.68	\$224.69	\$230.87	\$237.22	\$243.75
1.5 x 5	\$267.39	\$274.74	\$282.30	\$290.06	\$298.04
2 x 1	\$81.57	\$83.81	\$86.12	\$88.49	\$90.92
2 x 2	\$131.33	\$134.94	\$138.65	\$142.47	\$146.38
2 x 3	\$182.32	\$187.33	\$192.49	\$197.78	\$203.22
2 x 4	\$232.61	\$239.01	\$245.58	\$252.33	\$259.27
2 x 5	\$283.04	\$290.82	\$298.82	\$307.04	\$315.48
3 x 1	\$100.15	\$102.90	\$105.73	\$108.64	\$111.63
3 x 2	\$153.73	\$157.96	\$162.30	\$166.76	\$171.35
3 x 3	\$207.27	\$212.97	\$218.83	\$224.84	\$231.03
3 x 4	\$260.83	\$268.00	\$275.37	\$282.95	\$290.73
3 x 5	\$314.38	\$323.03	\$331.91	\$341.04	\$350.41
4 x 1	\$118.78	\$122.05	\$125.40	\$128.85	\$132.39
4 x 2	\$175.48	\$180.31	\$185.26	\$190.36	\$195.59
4 x 3	\$232.26	\$238.65	\$245.21	\$251.95	\$258.88
4 x 4	\$288.97	\$296.92	\$305.08	\$313.47	\$322.09
4 x 5	\$345.73	\$355.24	\$365.01	\$375.04	\$385.36
6 x 1	\$156.32	\$160.62	\$165.04	\$169.57	\$174.24
6 x 2	\$220.05	\$226.10	\$232.32	\$238.71	\$245.27
6 x 3	\$283.77	\$291.57	\$299.59	\$307.83	\$316.30
6 x 4	\$347.49	\$357.05	\$366.86	\$376.95	\$387.32
6 x 5	\$414.73	\$426.14	\$437.85	\$449.89	\$462.27
8 x 1	\$198.11	\$203.56	\$209.16	\$214.91	\$220.82
8 x 2	\$265.64	\$272.95	\$280.45	\$288.16	\$296.09
8 x 3	\$333.17	\$342.33	\$351.75	\$361.42	\$371.36
8 x 4	\$400.67	\$411.69	\$423.01	\$434.64	\$446.60
8 x 5	\$471.72	\$484.69	\$498.02	\$511.72	\$525.79

- B. In addition to the foregoing refuse rates, commercial customers are required to enter a refund for refuse containers wherein the City, as owner, shall be responsible for their maintenance, repair, and replacement, based upon the following monthly rental fee schedule:

Container Rental Rates					
Container Size (Cubic Yards)	2025	2026	2027	2028	2029
1 Yard	\$9.33	\$9.59	\$9.85	\$10.12	\$10.40
1.5 Yard	\$10.13	\$10.41	\$10.70	\$10.99	\$11.29
2 Yard	\$10.99	\$11.29	\$11.61	\$11.92	\$12.25
3 Yard	\$12.56	\$12.91	\$13.26	\$13.63	\$14.01
4 Yard	\$14.15	\$14.53	\$14.93	\$15.35	\$15.77
6 Yard	\$17.45	\$17.93	\$18.42	\$18.93	\$19.45
8 Yard	\$19.72	\$20.26	\$20.82	\$21.93	\$22.53

- C. Commercial and Business Establishments refuse rates using City issued polycarts

Description (Container Size (YD) x # Pickup Days)	2025	2026	2027	2028	2029
1 x 1	\$32.03	\$32.91	\$33.81	\$34.74	\$35.70
1 x 2	\$62.37	\$64.09	\$65.85	\$67.66	\$69.52
2 x 1	\$39.89	\$40.99	\$42.12	\$43.27	\$44.46
2 x 2	\$77.69	\$79.83	\$82.03	\$84.28	\$86.60
3 x 1	\$47.81	\$49.12	\$50.47	\$51.86	\$53.29
3 x 2	\$93.78	\$96.36	\$99.01	\$101.73	\$104.53

IV. Refuse Containers

- A. Commercial refuse rates to service "dig-out" boxes, cages and other manually serviced refuse containers:
- Monthly rates shall apply to commercial and business establishment refuse collection and disposal from boxes, cages and other manually serviced containers, other than standard City issued containers shall be established by the Public Services Superintendent, based on equivalent size and collections per week.
- B. Any customer found by the Public Services Superintendent or his designee to be in violation of the Standards for Commercial Sanitation Containers, as listed above, shall be issued a written Notice of such violation. The Notice shall be personally delivered to the customer or shall be sent Certified Mail, postage prepaid, return receipt requested, and such Notice shall state:
- The condition which has caused the violation; and
 - That the customer shall have ten (10) days from the receipt of the Notice to abate the violation or make plans satisfactory to the Public Services Superintendent for the abatement of such violation.
 - If the customer should fail to make the repairs or respond within the time limitations provided, the City may proceed to make the necessary repairs or, if necessary, replace the container and the costs expended thereof shall be added to the bill of the customer for water and other municipal services and be collected as a combined bill for such municipal utility services.

V. Commercial Refuse

- A. Any commercial refuse customer utilizing a trash compactor or requiring special/unusual service, such as excess trash outside of the container, will be measured by the yard at a rate of \$19.10 per yard. Additional special service and administrative fees may also be assessed based upon collection cost.

VI. Non-Household Refuse

- A. Any non-household refuse or other item unsuitable for collection by regular refuse service or special flatbed service may be collected by the Sanitation Division upon the customer making a request therefore in the Finance office and paying in advance or having it placed on the bill. The special fees will start out at a minimum of thirty-one dollars and sixty-six cents (\$31.66), and it will go higher with having more refuse as determined by the Sanitation Supervisor, or Sanitation employee.

VII. Portable 4-Yard Dumpster Rental

- A. Portable 4-yard dumpster rentals are available for residential customers upon signing a rental agreement and paying the fees in advance in the Finance Office. The setting fee is \$45.00. Every time the dumpster is dumped and returned, there is an additional \$45.00 fee. The dumpster will be placed for 3 days.

VIII. 16-Yard Dump Trailer Rental

- A. 16-yard dump trailer is available for residential customers upon signing a rental agreement and paying the fees in advance in the Finance Office. The setting fee is \$125.00. Every time the dump trailer is dumped and returned, there is an additional \$125.00 fee. The dump trailer will be placed for 3 days.

Stormwater Utility Rates are established for the purpose to assist the City in its responsibility for the operation, construction, maintenance, and repair of stormwater drainage system facilities and levy system to provide adequate systems of collections, conveyance, detention, treatment & release of stormwater and the reduction of potential hazards to property and life resulting from stormwater runoff. These rates are based off class use and the 2023 Stormwater Rate Analysis Study.

I. Stormwater Rates Class Schedule Descriptions

- A. **Class I:** Residential users
- B. **Class II:** All non-residential users with less than or equal to 5,0000 impervious surface square footage
- C. **Class III:** All non-residential users with impervious surface square footage of between 5,001 and 25,000 square feet.
- D. **Class IV:** All non-residential users with impervious surface square footage of between 25,000 and 100,000 square feet.
- E. **Class V:** All non-residential users with impervious surface square footage greater than 100,000 square feet.

II. Stormwater Rate Table

Monthly Stormwater Service Fees by Class					
Class Type	2025	2026	2027	2028	2029
I.	\$4.12	\$4.24	\$4.37	\$4.50	\$4.64
II.	\$12.36	\$12.73	\$13.11	\$13.50	\$13.91
III.	\$24.72	\$25.46	\$26.22	\$27.01	\$27.82
IV.	\$49.44	\$50.92	\$52.45	\$54.02	\$55.64
V.	\$98.88	\$101.85	\$104.91	\$108.06	\$111.31

I. Utility Account

- A. When an account is placed in a customer's name, or when a customer transfers from one account to another, a nonrefundable account service charge in the amount of Twenty-five Dollars (\$25.00), payable in advance, shall be levied to cover the costs of servicing the new account or the transfer request.
- B. The City offers three sets of water rates to users depending on their classification: Inside City Limits, Outside City Limits or Wholesale Customer.
- C. Sales tax and other state fees will be applied to customer bills when applicable according to state law and other regulations.

II. Disconnect Fee

- A. Whenever any service is terminated for nonpayment as provided for in Section 62-32 of the Arkansas City Municipal Code, the customer shall owe to the City, in addition to all incurred costs and fees for services provided, a disconnect fee of Thirty-Five Dollars (\$35.00). The City will waive such disconnect fee should the entire overdue balance be paid in full by a non-profit and/or charitable organization.

III. Payment of Bills

- A. All accounts receivable due to the City for water and other services shall be due and payable upon receipt and shall be deemed delinquent if not paid on or before the delinquent date, which shall be no less than 25 days after the billing statement is issued. Those accounts not paid in full on or before the delinquent date shall be assessed a penalty of five percent (5%) of the amount due shown on the billing statement. For those accounts not paid in full on or before the delinquent date following the billing date, all accounts and charges currently owed shall become immediately due and shall be deemed delinquent.
- B. Service at other locations, or new service to any address, may be refused by the City until the previous delinquent accounts as indexed against the new customer are paid in full; should the City become aware of service to an existing account holder which is delinquent for nonpayment at another address, existing service may be terminated if the delinquent accounts are not paid within forty-eight (48) hours after notification is sent.
- C. The account holder shall pay all costs the City pays to a third party to collect the delinquent account, and/or any other collection agency fees, including a 25 percent (25%) fee on accounts sent to the Kansas State Set-Off Program to fully reimburse the City for collection of the account through that Program.

IV. General Fees**A. Inside City Limits**

Meter Size	Oct. 2024- Dec. 2025	2026	2027	2028	2029
5/8"	\$21.69	\$25.05	\$28.94	\$30.10	\$31.30
3/4"	\$32.71	\$37.78	\$43.64	\$45.39	\$47.20
1"	\$54.46	\$62.90	\$72.65	\$75.56	\$78.58
1 1/2"	\$108.38	\$125.18	\$144.58	\$150.36	\$156.38
2"	\$173.49	\$200.38	\$231.44	\$240.70	\$250.33
3"	\$488.12	\$563.78	\$651.16	\$677.21	\$704.29
4"	\$1,084.39	\$1,252.47	\$1,446.60	\$1,504.46	\$1,564.64
6"	\$1,287.37	\$1,486.91	\$1,717.38	\$1,786.08	\$1,857.52
8"	\$3,789.90	\$4,377.33	\$5,055.82	\$5,258.05	\$5,468.37
Unit Charges per Thousand Gallons Usage					
5/8" to 6"	\$6.52	\$7.53	\$8.70	\$9.05	\$9.41
8"	\$3.63	\$4.20	\$4.85	\$5.05	\$5.25

B. Outside City Limits

Meter Size	Oct. 2024- Dec. 2025	2026	2027	2028	2029
5/8"	\$43.31	\$50.02	\$57.78	\$60.09	\$62.49
3/4"	\$65.47	\$75.62	\$87.34	\$90.83	\$94.47
1"	\$108.87	\$125.74	\$145.24	\$151.05	\$157.09
1 1/2"	\$216.83	\$250.44	\$289.26	\$300.83	\$312.86
2"	\$346.99	\$400.77	\$462.89	\$481.41	\$500.66
Unit Charges per Thousand Gallons Usage					
5/8" to 2"	\$13.04	\$15.06	\$17.40	\$18.09	\$18.82

V. Water Conservation Violations Municipal Code Section 62-203b

Reconnect Fee	1st	2nd	Additional Connections within one year
	\$75.00	\$150.00	\$300.00



City Commission Agenda Item

Meeting Date: December 2, 2025

From: Environmental Services

Item: Ag Lift Station RTU Rehab – R.E. Pedrotti Quote

Motion: A Resolution authorizing the rehabilitation of the Ag Lift Station RTU, utilizing R.E. Pedrotti Company, Inc. to purchase materials, equipment, and installation services, for an amount not to exceed \$22,087.00. **(Voice Vote)**

Background:

The AG Lift Station, situated at the Agri-Business Building at 712 W Washington Ave., was last rehabilitated in 2006 and has now surpassed its intended service life. In addition, the station currently relies on outdated software and radio communications for integration with the new water plant's alarm and control systems. Continued use of this obsolete technology presents operational vulnerabilities and increases the risk of unauthorized access to the SCADA infrastructure responsible for managing the City's water and wastewater systems.

To ensure system reliability and proactively address aging infrastructure, staff recommends proceeding with the modernization and rehabilitation of the station. Based on the proposals received, staff further recommends procuring the necessary equipment and installation from R.E. Pedrotti, which submitted the most competitive quote in the amount of \$22,087.00.

Commission Options:

1. Approve the Resolution.
2. Disapprove of the Resolution.
3. Table the Resolution for further discussion.

Fiscal Impact: Amount: **\$22,087.00**

Fund: **18 (Wastewater)** Department: **661 (Collections)** Expense Code: **7402 (Capital Improvements)**

☒ Included in budget ☐ Grant ☐ Bonds ☐ Other Not Budgeted

Attachments: Resolution & Pedrotti Quote

Approved for Agenda by:

Randy Frazer, City Manager



Nov 4, 2025

Quote No. 3258
Valid for 60 days

Mr. Kyle Blubaugh
Arkansas City WTP
513 W Washington Ave
Arkansas City, KS 67005

RE: Arkansas City KS WWTP - Lift Station Retrofit Upgrades

Dear Mr. Blubaugh:

The **R.E. Pedrotti Company, Inc.** is pleased to provide you the following proposal for the project referenced above. This proposal is based on the onsite visit to the AG lift station to discuss cellular modem upgrades.

The following items will be furnished as part of this project:

<u>Item</u>	<u>Qty.</u>	<u>Description</u>
A.	1	Master Cellular Upgrade - Includes: - Orbit ECR 4G Edge Cellular Modem and indoor antenna (<i>requires Version cellular data service plan by Owner</i>)
B.	LOT	Installation, Startup and Commissioning - Setup and configuration in office of cellular modems - Installation of master cellular modem at WWTP
C.	1	Lift Station Retrofit Upgrades (PER SITE) - Includes: - SCADAPack 474i Controller and IO Modules as necessary - DIN Rail 24VDC Power Supply, UPS - Ethernet Switch - Orbit ECR 4G Edge Cellular Modem and indoor antenna (<i>requires Version cellular data service plan by Owner</i>)
D.	LOT	Installation, Startup, and Commissioning - Setup and configuration in office of cellular modems - Installation and startup of lift station RTU control and modem equipment

PRICE FOR MASTER ITEMS A-B: \$ 4,775.00**

PRICE FOR LIFT STATION (EACH) ITEMS C-D: \$ 17,312.00**

****Clarifications/Exclusions:**

1. Pricing is exclusive of taxes, fees, bonds, tariffs, and licenses unless noted above.
2. Terms: Net 30 days
3. FOB Factory. **Freight included.**
4. Pricing excludes installation, conduit, and wiring external to the master or lift station RTU's.
5. Price escalation due to tariffs is excluded. If any new tariffs, duties or government-imposed costs are enacted, or if existing ones are modified, R. E. Pedrotti Co. Inc. reserves the right to adjust prices accordingly to reflect increased costs.
6. The telemetry cellular modem equipment furnished as part of this proposal requires cellular data service. Such services are excluded and shall be coordinated by, and provided by, the Owner.

Thank you for this opportunity and if you have any questions or comments, please do not hesitate to call.

Sincerely,

R. E. PEDROTTI COMPANY



Lewis Ohlman

lewiso@repedrotti.com

o:913-677-3366 m:913-222-4669

RESOLUTION NO. 2025-12-_____

A RESOLUTION AUTHORIZING THE REHABILITATION OF THE AG LIFT STATION RTU, UTILIZING R.E. PEDROTTI COMPANY, INC. TO PURCHASE MATERIALS, EQUIPMENT, AND INSTALLATION SERVICES, FOR AN AMOUNT NOT TO EXCEED \$22,087.00.

NOW, THEREFORE, 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 rehabilitate the Ag Lift Station RTU, utilizing R.E. Pedrotti Company, Inc. to purchase materials, equipment, and installation services, for an amount not to exceed \$22,087.00.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor, governing body member acting on behalf of 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 2nd day of December 2025.

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, 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 Resolution No. 2025-12-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on December 2, 2025. as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk



City Commission Agenda Item

Meeting Date: December 2, 2025

From: Environmental Services

Item: Ag Lift Station Rehab – FTC Equipment Bid

Motion: A Resolution authorizing the City of Arkansas City accept a bid submitted by FTC Equipment to purchase materials and service equipment to rehabilitate the Ag Lift Station, for an amount not to exceed \$23,464.60. **(Voice Vote)**

Background:

The AG Lift Station, situated at the Agri-Business Building at 712 W Washington Ave., was last updated and rehabilitated in 2006 and has now exceeded its intended service lifespan. To ensure continued reliability and to proactively address aging infrastructure, staff recommends proceeding with modernization and rehabilitation of the station. After evaluating available options, staff further recommends procuring the necessary equipment and installation from FTC Equipment, which submitted the most competitive bid in the amount of \$23,464.60.

Commission Options:

1. Approve the Resolution.
2. Disapprove of the Resolution.
3. Table the Resolution for further discussion.

Fiscal Impact: Amount: **\$23,464.60**

Fund: **18 (Wastewater)** Department: **661 (Collections)** Expense Code: **7402 (Capital Improvements)**

☒ Included in budget ☐ Grant ☐ Bonds ☐ Other Not Budgeted

Attachments: Resolution, FTC Bid Submittal & Bid Tabulation

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2025-12-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY ACCEPT A BID SUBMITTED BY FTC EQUIPMENT TO PURCHASE MATERIALS AND SERVICE EQUIPMENT TO REHABILITATE THE AG LIFT STATION, FOR AN AMOUNT NOT TO EXCEED \$23,464.60.

NOW, THEREFORE, 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 accept a bid submitted by FTC Equipment to purchase materials and service equipment to rehabilitate the Ag Lift Station, for an amount not to exceed \$23,464.60.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor, governing body member acting on behalf of 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 2nd day of December 2025.

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, 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 Resolution No. 2025-12-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on December 2, 2025. as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

Scoring Ag Liftstation Rehab					
Criteria	Maximum Possible Points	Cardinal Sitework	Kuhn Mechanical	FTC Equipment	Torrente Technical Solutions
Lowest Bid Price	65	37	48	65	32
Warranty Provided	60	60	60	50	60
Conformity to Bid Specifications	60	60	60	55	60
Parts & Service Availability	40	40	40	40	40
Previous Experience with Bidder	40	25	40	40	25
Equipment delivery	10	7	8	10	5
Total	275	229	256	260	222



City Commission Agenda Item

Meeting Date: December 2, 2025
From: City Commissioners
Item: Executive Session – City Manager’s Contract Amendment No. 3

Motion: Recess into executive session for a period of ____ minutes to discuss the City Manager’s contract, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at ____ : ____ p.m., to include _____. **(Voice Vote)**

Background:
Requesting recess into executive session to discuss the City Manager’s contract, Amendment No. 3. K.S.A. 75-4319(b)(1) is referenced below.

- State Reference K.S.A. 75 -4319(b)(1) defined:**
- 75-4319. Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure.**
- (a) Upon formal motion made, seconded, and carried, all public bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include: (1) A statement describing the subjects to be discussed during the closed or executive meeting; (2) the justification listed in subsection (b) for closing the meeting; and (3) the time and place at which the open meeting shall resume. The complete motion shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the public body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.
- (b) Justifications for recess to a closed or executive meeting may only include the following, the need:
- (1) to discuss personnel matters of nonelected personnel

Commission Options:

1. Make a motion to recess into executive session, establishing a time to resume the open meeting.

To be in compliance with the Kansas Open Meetings Act, City Attorney Larry Schwartz recommends the following motion be stated when the City Commission requests an executive session:

Motion: “I move that the governing body recess into executive session, for a period of ____ minutes to discuss the City Manager’s annual review, pursuant to K.S.A. 75-4319(b)(1), personnel matters of nonelected personnel. The open meeting will resume in the Commission Chambers at ____ : ____ p.m., to include _____. ” **(Voice Vote)**

Approved for Agenda by:



Randy Frazer, City Manager

2024 Kansas Statutes

75-4319. Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure. (a) Upon formal motion made, seconded and carried, all public bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include: (1) A statement describing the subjects to be discussed during the closed or executive meeting; (2) the justification listed in subsection (b) for closing the meeting; and (3) the time and place at which the open meeting shall resume. The complete motion shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the public body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.

(b) Justifications for recess to a closed or executive meeting may only include the following, the need:

- (1) To discuss personnel matters of nonelected personnel;
- (2) for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship;
- (3) to discuss employer-employee negotiations whether or not in consultation with the representative or representatives of the public body or agency;
- (4) to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- (5) to discuss matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
- (6) for the preliminary discussion of the acquisition of real property;
- (7) to discuss matters relating to parimutuel racing permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 74-8804, and amendments thereto;
- (8) to discuss matters relating to the care of children permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 38-2212(d)(1) or 38-2213(e), and amendments thereto;
- (9) to discuss matters relating to the investigation of child deaths permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 22a-243(j), and amendments thereto;
- (10) to discuss matters relating to patients and providers permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 39-7,119(g), and amendments thereto;
- (11) to discuss matters required to be discussed in a closed or executive meeting pursuant to a tribal-state gaming compact;
- (12) to discuss matters relating to security measures, if the discussion of such matters at an open meeting would jeopardize such security measures, that protect: (A) Systems, facilities or equipment used in the production, transmission or distribution of energy, water or communications services; (B) transportation and sewer or wastewater treatment systems, facilities or equipment; (C) a public body or agency, public building or facility or the information system of a public body or agency; or (D) private property or persons, if the matter is submitted to the public body or agency for purposes of this paragraph. For purposes of this paragraph, security means measures that protect against criminal acts intended to intimidate or coerce the civilian population, influence government policy by intimidation or coercion or to affect the operation of government by disruption of public services, mass destruction, assassination or kidnapping. Security measures include, but are not limited to, intelligence information, tactical plans, resource deployment and vulnerability assessments;
- (13) to discuss matters relating to maternity centers and child care facilities permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 65-525(d), and amendments thereto;
- (14) to discuss matters relating to the office of inspector general permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 75-7427, and amendments thereto; and

(15) for the governor's domestic violence fatality review board to conduct case reviews.

(c) No binding action shall be taken during closed or executive recesses, and such recesses shall not be used as a subterfuge to defeat the purposes of this act.

(d) Any confidential records or information relating to security measures provided or received under the provisions of subsection (b)(12), shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.

History: L. 1972, ch. 319, § 3; L. 1977, ch. 301, § 3; L. 1981, ch. 344, § 1; L. 1988, ch. 315, § 4; L. 1992, ch. 318, § 9; L. 1993, ch. 286, § 75; L. 1994, ch. 254, § 3; L. 1996, ch. 256, § 23; L. 1999, ch. 96, § 2; L. 2001, ch. 190, § 2; L. 2004, ch. 177, § 2; L. 2005, ch. 126, § 4; L. 2007, ch. 177, § 16; L. 2009, ch. 132, § 14; L. 2012, ch. 16, § 33; L. 2015, ch. 68, § 16; L. 2017, ch. 73, § 4; July 1.