



City of Arkansas City

CITY COMMISSION MEETING AGENDA

Tuesday, May 18, 2021 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

Please join our meeting for your computer, tablet or smartphone

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Access Code: 163-749-293

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I. Routine Business

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

II. Awards and Proclamations

1. Proclaim May 16-22, 2021, as National EMS Week in Arkansas City.

III. Recognition of Visitors

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

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

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

- Each speaker will state his or her name and address before making any comments.
- Each speaker will have three (3) minutes to present his or her comments.
- Comments or questions will be directed only to the City Commission.
- Debate or argument between parties in the audience will not be allowed. **“Logged in” citizens will remain muted during the meeting, unless recognized and called upon specifically by the Mayor.**
- Repeated reiterations by speakers will not be allowed.
- Violations of comment procedure will result in being directed to cease speaking or being muted.

V. Consent Agenda (Voice Vote) **APPROVED**

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 VII: New Business.

1. Approve the May 4, 2021, regular meeting minutes as written.
2. A Resolution authorizing the City of Arkansas City to accept a proposal submitted by Schmucker Lumber, of Inman, KS, to purchase metal roofing material to replace the roof at Central Shop, for an amount not to exceed \$22,906.10. **Assigned Resolution No. 2021-05-3409**

VI. New Business

1. A Resolution authorizing the City of Arkansas City to waive the right of first refusal on properties located at 509 W. Maple, 1304 N. 12th, and 1402 N. 15th. **(Voice Vote) Approved and Assigned Resolution No. 2021-05-3410**

VII. Staff Report Presentations

City Manager's Report on Upcoming Activities

1. City and Census co-host Chamber Coffee
2. Census Bureau data training sessions
3. City Commission study session
4. Cowley Outdoor Market
5. Bobby Estus Memorial Bike Ride
6. City offices closed for Memorial Day
7. Arkansas City Farm and Art Market

Department Reports

1. The Arkansas City Police Department 2020 Annual Report.

VIII. Executive Session

1. Recess into a 10-minute executive session to discuss personnel matters of non-elected personnel, pursuant to K.S.A. 75-4319(b)(1), to discuss the Police Chief position. **(Voice Vote)**

IX. Communications and Reports

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

X. Adjournment



WHEREAS, emergency medical services are a vital public need, especially in this time of the pandemic; and

WHEREAS, the members of emergency medical services teams are ready to provide life-saving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves both the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services have grown to fill a gap by providing important, out-of-hospital care, including preventative medicine, follow-up care and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, firefighters, police officers, dispatchers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public and other out-of-hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

WHEREAS, it is appropriate to recognize the value and accomplishments of emergency medical services providers by designating National EMS Week, which was first authorized in 1984 by President Gerald Ford.

NOW, THEREFORE, I, Scott Rogers, Mayor of the City of Arkansas City, Kansas, do hereby proclaim the week of **May 16-22, 2021**, as

NATIONAL EMS WEEK

in Arkansas City, with the theme, **“This Is EMS: Caring for Our Communities,”** and encourage the community to observe this week with appropriate recognition programs, ceremonies and activities.

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

Name/Title: *Scott Rogers, Mayor*
Date: *May 18, 2021*



City Commission Agenda Item

Meeting Date: 5/18/2021
From: Andrew Lawson, Public Information Officer
Item: May 4, 2021 Minutes

Purpose:

Consent Agenda Item: Approve the May 4, 2021, regular meeting minutes as written.

Background:

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

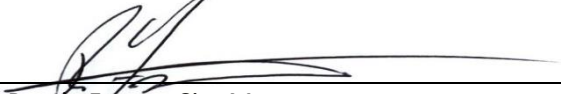
Commission Options:

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

Attachments:

May 4, 2021 Minutes

Approved for Agenda by:



Randy Frazer, City Manager

City Commission of Arkansas City - Regular Meeting Minutes

The Arkansas City Board of City Commissioners met in regular session at **5:30 p.m. Tuesday, May 4, 2021**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City.

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

City employees present at the meeting were City Manager **Randy Frazer**, City Attorney **Larry Schwartz**, City Clerk **Lesley Shook**, Deputy City Clerk **Amanda Evinger**, Public Information Officer **Andrew Lawson**, Management Assistant **Mike Crandall**, Arkansas City Police Department Capt. **Jim Holloway**, Master Police Officer **Kelsey Horinek** and Principal Planner **Josh White**.

South Central Kansas Medical Center was represented by Chief Executive Officer **Jeff Bowman**, Dr. **Eriel Cleveland**, Medical/Surgical Team Leader **Ashley Lynn**, Director of Pharmacy Dr. **Homer Mah**, Director of Intensive Care **Dixie Simpson** and Director of Clinic Operations **Shona Turner**.

Citizens in attendance or observing via GoToMeeting were **Judy Day-Trenary, Jack Dickson, Kerri Falletti, Charles Jennings, John Shelman, Tim Smith, John Sturd** and **Jim Sybrant**. **Kenneth Olson** was present to represent Enterprise Fleet Management, Inc.

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

Agenda Approval

At City Manager Frazer’s request, Commissioner Warren made a motion to amend the agenda by replacing the National Foster Care Month proclamation with a Public Service Recognition Week proclamation as the new **Item 1** under **Awards and Proclamations**.

Commissioner Gingher seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Rogers declared the agenda **amended** as requested. Commissioner Oestmann then made a motion to approve the agenda as amended. Commissioner Gingher seconded the motion. A voice vote was **unanimous** in favor. Mayor Rogers declared the agenda **approved** as amended.

Awards and Proclamations

Mayor Rogers issued a proclamation that **May 2-8, 2021**, is **Public Service Recognition Week** in Arkansas City. Capt. **Holloway** received a copy of the proclamation on behalf of City employees.

Commissioner Oestmann issued a proclamation that **May 2-9, 2021**, is **National Music Week** in Arkansas City. **Judy Day-Trenary**, president of the Arkansas City Music and Dramatics Club, received a copy of the proclamation on behalf of the club.

City Commission of Arkansas City - Regular Meeting Minutes

Commissioner Warren issued a proclamation that **May 6, 2021**, is a **Day of Prayer** in Arkansas City. Arkansas City Ministerial Alliance members and local pastors **Jack Dickson, Charles Jennings**, and **Tim Smith** received a copy of the proclamation and invited everyone to their National Day of Prayer event at **noon May 6** at the Wilson Park rotunda.

In a recorded video, Commissioner Gingher issued a proclamation at various SCK Health locations that **May 6-12, 2021**, is **National Nurses Week** and **May 9-15, 2021**, is **National Hospital Week** in Arkansas City. CEO **Jeff Bowman** received a copy of the proclamation on behalf of SCK Health.

Finally, Commissioner Welch issued a proclamation that **May 9-15, 2021**, is **National Police Week** and **May 15, 2021**, is **Peace Officers Memorial Day** in Arkansas City. Interim Police Chief **Eric Burr** later received a copy of the proclamation on behalf of the Arkansas City Police Department.

Consent Agenda

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

- 1. Approving the **April 20, 2021**, regular meeting minutes as amended.
- 2. Receiving and filing the **2020 audit** by Gordon CPA LLC.

Commissioner Welch seconded the motion. A voice vote was **unanimous** in favor of the motion.

Mayor Rogers declared the consent agenda **approved** as presented.

New Business

Enterprise Fleet Management Resolution No. 2021-05-3408

City Clerk Shook presented for discussion a resolution authorizing the City enter into a **Master Equity Lease Agreement** by and between **Enterprise FM Trust**, of Delaware, and the City for the lease, use, surrender, maintenance, selection and inspection of City vehicles, as well as authorizing the City to enter into both a **Maintenance Management and Fleet Rental Agreement** and a **Maintenance Agreement** by and between Enterprise Fleet Management, Inc., of Missouri, and the City for vehicle repairs and service.

City Manager Frazer said that based on the discussion and commission direction during the **April 23, 2021**, study session, three attached agreements were drafted with Enterprise FM Trust and Enterprise Fleet Management, Inc., that will initiate the fleet management program as discussed.

Enterprise Fleet Management representative Kenneth Olson answered Commissioner Oestmann’s questions about the program and explained several details of the agreements in more detail.

City Commission of Arkansas City - Regular Meeting Minutes

Commissioner Warren made a motion to approve the resolution as presented. Commissioner Gingher seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the resolution **approved** and given **Resolution No. 2021-05-3408**.

Public Hearing on Housing

City Clerk Shook presented for discussion a public hearing regarding the **Housing Assessment Tool** (HAT) currently being developed for the City.

Commissioner Gingher made a motion to open the hearing. Commissioner Oestmann seconded the motion. A voice vote was **unanimous** in favor. Mayor Rogers declared the hearing **opened**.

Jim Sybrant, 1816 E. Chestnut Ave., said housing has been a great hindrance to economic development in Arkansas City. He and **Charles Jennings** said the City needs to do a better job of promoting the **Neighborhood Revitalization Program** (NRP) to encourage more improvements.

Sybrant said the City has done a poor job of “staying ahead of the curve” on constructing new housing. He said the City needs to be friendlier to developers, especially concerning codes, and recommended building a new apartment complex and a manufactured housing development.

Commissioner Warren said many of Sybrant’s concerns have been true in the past, but the City is working to change much of that situation and has been for several years. Commissioner Gingher pointed out that the City only receives about **35.7 percent** of a City resident’s property tax bill.

John Sturd, 1313 North A St., commended the commissioners for expanding the NRP and said housing in Arkansas City is a very complex issue. While interest rates are at historic lows, he said, building costs are nearing historic highs. Houses are appraising lower than their construction cost.

City Manager Frazer updated the commission on the new bill recently passed by the Kansas Legislature that allows for Rural Housing Incentive District (RHID) bonds to renovate upper floors.

Sturd said there is a shortage of workers in the building trades, but **Kerri Falletti**, director of Cowley First, said Cowley College is set to restart its construction trades program in the fall of 2021.

Mayor Rogers made a motion to close the hearing. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the hearing **closed**.

City Manager Updates

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

- The Arkansas City Police Department will participate in the annual **Cowley County Job Fair** from **10 a.m. to 5:30 p.m. May 5** at the Agri-Business Building, 712 W. Washington Ave.

City Commission of Arkansas City - Regular Meeting Minutes

- The monthly **Cowley Indoor Market** will have a Cinco de Mayo market event from **5 to 8 p.m. May 5** at Burford Theatre Arts, located at 118 S. Summit St. in downtown Arkansas City.
- **“Halfalalah”** events are scheduled from **10:30 a.m. to 11 p.m. May 8** in the 100 blocks of North Summit Street and South Summit Street in downtown Arkansas City. There will be a cornhole tournament and craft show from **10:30 a.m. to 5:30 p.m.**, food vendors, entertainment, a beer garden, and a Sunset Sinners concert at **8 p.m.** at the Burford.
- The next **RISE Cowley** steering committee meeting will be at **10 a.m. May 11** at the Cowley County Courthouse, 311 E. Ninth Ave. in Winfield. *(This meeting also is available via Zoom.)*
- The next monthly **Cowley County Legislative Committee** meeting is at **noon May 11** at the Winfield Area Chamber of Commerce office, located at 123 E. Ninth Ave., and also via Zoom.
- The next **City Commission** study session will be at **noon May 14** at City Hall. This is the meeting scheduled for external agencies to make their budget presentations for **2022**.
- The Arkansas City Fire-EMS and Police departments will be host to **“Pop in the Park”** from **5:30 to 7 p.m. May 15** at Wilson Park, located at 701 N. Summit St.

Adjournment

Commissioner Oestmann made a motion to adjourn the meeting. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the meeting adjourned at **6:47 p.m.**

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

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer



City Commission Agenda Item

Meeting Date: May 18, 2021

From: Tony Tapia, Public Services Superintendent

Item: A Resolution authorizing the City of Arkansas City to accept a proposal submitted by Schmucker Lumber, of Inman, KS, to purchase metal roofing material to replace the roof at Central Shop, for an amount not to exceed \$22,906.10.

Purpose:

Consent Agenda Item: Purchase metal roofing material to replace the existing roof at Central Shop, 1407 W. Madison Avenue.

Background:

The roof at central shop is failing and in need of repair. Staff recommends purchasing materials to replace the roof through Schmucker Lumber. The labor to repair the roof will be done by the city staff.

Commission Options:

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

Fiscal Impact:

Amount: \$22,906.10

Fund: 01-General Department: 530-Facilities Expense Code: 7402-Capital Outlay

Included in Budget Grant Bonds Other (explain)

Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

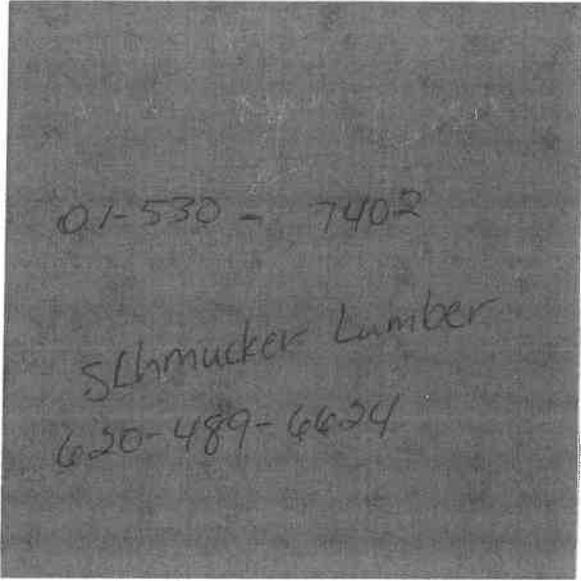
ttapia@arkansascityks.gov

REQ 05997

From: BRYAN BECKY SCHMUCKER <bbs@lrmutual.com>
Sent: Tuesday, May 11, 2021 3:06 PM
To: ttapia
Subject: Re: quote

Updated 5/11

186-30' 26 ga beige kynar paint=105=19530.00
280' ridge-=661.50
8=16' rake trim-249.60
10000=1-1/4 self drill and stitch screws-1400.00
186 outers232.50
186 inners 232.50
300.00x2 del
22906.1 total
thanks Bryan



From: "Becky Bryan & Schmucker" <bbs@lrmutual.com>
To: "ttapia" <ttapia@arkansascityks.gov>
Sent: Monday, April 19, 2021 2:42:51 PM
Subject: quote

186-30' 26 ga beige kynar paint=96.00@=17856.00
280' ridge-=661.50
8=16' rake trim-249.60
10000=1-1/4 self drill and stitch screws-1400.00
186 outers232.50
186 inners 232.50
300.00x2 del
21232.10 total
thanks Bryan



City Commission Agenda Item

Meeting Date: May 18, 2021
From: Randy Frazer, City Manager
Item: A Resolution authorizing the City of Arkansas City to waive the right of first refusal on properties located at 509 W. Maple, 1304 N. 12th, and 1402 N. 15th. **(Voice Vote)**

Purpose:

This legislation authorizes the City of Arkansas City to waive the right of first refusal on located at 509 W. Maple, 1304 N. 12th, and 1402 N. 15th.

Background:

When the properties were transferred to Creative Community living of South Central Kansas, Inc., they were subject to the City’s right of first refusal to purchase the property prior to conveyance to a third party. The City has no use for the properties as this time and stands no gain by exercising the right of first refusal and/or purchase of the properties.

Commission Options:

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

Fiscal Impact:

Amount: None
Fund: _____ Department: _____ Expense Code: _____
_____ Included in Budget _____ Grant _____ Bonds _____ Other (explain)

Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2021-05

Section VI, Item 1.

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO WAIVE THE RIGHT OF FIRST REFUSAL ON PROPERTY COMMONLY KNOWN AS CREATIVE COMMUNITY LIVING OF SOUTH CENTRAL, KANSAS, INC. LOCATED AT 509 W. MAPLE, 1304 N. 12TH, AND 1402 N. 15TH.

WHEREAS, the legal description for the properties are as follows:

509 W. Maple Avenue, Arkansas City, Cowley County, Kansas and legally described as: Block 137, Arkansas City, Cowley County, Kansas, Lot 25 except the South 17 feet, Lots 26, 27, and 28 and a strip 17 feet by 132.37 feet Maple Street right of way vacated.

1304 N. 12th Street, Arkansas City, Cowley County, Kansas and legally described as: Lots 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, Block 13, Summit 1st Addition to Arkansas City, Kansas.

1402 N. 15th Street, Arkansas City, Cowley County, Kansas and legally described at: Lots 17, 18, 19, 20, Block 3, Ghents Addition to Arkansas City, Kansas.

WHEREAS, the City of Arkansas City has no use for the structure/property at this time and stand no gain by exercising the right of first refusal and/or purchase of the properties.

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

SECTION ONE: That the Governing Body of the City of Arkansas City hereby waives the right of first refusal on the properties located at the legal descriptions described prior.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and/or City Manager 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 will 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 18th day of May, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM

Larry R. Schwartz, City Attorney

CERTIFICATE

I, hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-05-____ of the City of Arkansas City, Kansas adopted by the governing body on May 18, 2021 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

MAIL TO:

QUITCLAIM DEED

(Joint Tenancy)

Grantor(s): **The City of Arkansas City, Kansas, a municipality**

Convey(s) and Quitclaim(s) to **The Capper Foundation**, successor by merger to Creative Community Living of South Central Kansas, Inc.

The following described premises, to-wit:

Lot 25 except the South 17 feet, and Lots 26, 27 and 28 and a strip 17 feet by 132.37 feet Maple Street right of way vacated, all in Block 137, Arkansas City, Cowley County, Kansas. (aka 509 W. Maple Ave.)

Lots 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30, Block 13, Summit Addition, Arkansas City, Cowley County, Kansas. (aka 1302-1304 & 1312-1314 N. 12th St.)

Lots 17, 18, 19 and 20, Block 3, Ghent Addition to Arkansas City, Cowley County, Kansas. (aka 1402 N. 15th St.)

KSA 79-1437 Exc. 12; Said deed being given to terminate the right of first refusal and reverter back to the City as reserved in Warranty Deed filed April 22, 2009 in Book 833, Page 380.

Subject to: easements and restrictions of record, if any.

Dated this _____ day of May, 2021.

City of Arkansas City, Kansas

By: Randy Frazer
City Manager

State of Kansas, Cowley County} ss.

This instrument was acknowledged before me on _____ day of May, 2021 by Randy Frazer, City Manager on behalf of the City of Arkansas City, Kansas.

My Term Expires: _____

NOTARY PUBLIC



City Commission Agenda Item

Meeting Date: 5/18/2021
From: Randy Frazer, City Manager
Item: City Manager Updates


Purpose:

City Manager's Report on Upcoming Activities

Background:

1. The City of Arkansas City and U.S. Census Bureau will be co-hosts to an **Ark City Chamber of Commerce coffee** at **10 a.m. Thursday, May 20** at the Water Treatment Facility, located at 400 W. Madison Ave.
2. Following this coffee, the Census Bureau will offer free **2020 Census data training sessions** at **11 a.m. and 2 p.m. Thursday, May 20**, also at the Water Treatment Facility, located at 400 W. Madison Ave.
3. The next **City Commission** study session will be at **noon Friday, May 28** in my office here at City Hall.
4. The **Cowley Outdoor Market** will return to Wilson Park from **9 a.m. to 5 p.m. Saturday, May 29**.
5. The seventh annual **Bobby Estus Memorial Bike Ride** will return to Memorial Day weekend from **9:30 a.m. to 1 p.m. Saturday, May 29** on the Hike-Bike Trail. Cyclists will depart **Veterans Memorial Lake**, located at 803 W. Taylor Ave., at **10 a.m.** and ride the trail to **Paris Park**, located at 210 S. Sixth St., where a free lunch will be served. Bikes, tricycles, wagons and strollers are welcome at this free event!
6. City Hall and all other City offices will be closed **Monday, May 31** for **Memorial Day**. There will be no recycling available **May 28-29** at the Joint Recycling Operations Center in Strother Field, either.
7. The **Arkansas City Farm and Art Market** will kick off its 2021 season from **4 to 7 p.m. Tuesday, June 1** at the Wilson Park rotunda. The market season will continue each Tuesday through September.

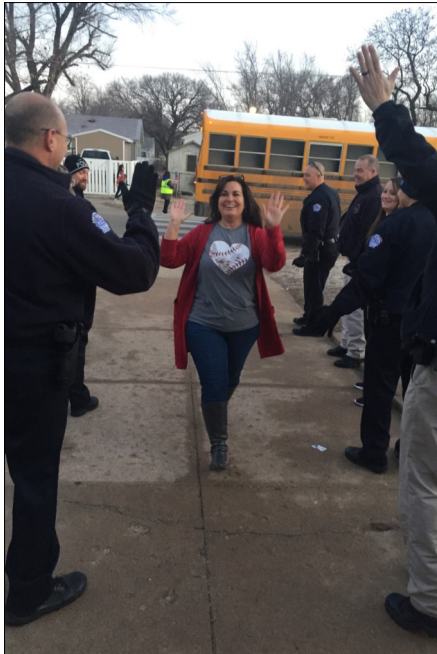
Approved for Agenda by:



Randy Frazer, City Manager

ARKANSAS CITY POLICE

2020 ANNUAL REPORT



CONNECTING WITH THE COMMUNITY, IT'S KIND OF OUR THING.



MESSAGE FROM THE CHIEF



Arkansas City Residents,

To say that 2020 was a different year is an understatement. Throughout the year we were faced with new and challenging issues at virtually every corner. The challenges which were related to the pandemic, involved uncharted territories for all of us here at the police department. Together we started early, developed our multilevel response plans, and put measures in place to protect both our officers and the public we serve. Probably the most difficult part of 2020 was the fact we were forced to pull back from our traditional community outreach programs. For a department built on community outreach, that had a significant impact on both our officers and our community partners. While several of our officers became ill over the past year, all were able to return to full duty and the quarantines were spread out enough that we were able to maintain minimum staffing.

Right on the heels of the pandemic we saw social unrest spread across the country as the push for criminal justice reform took place. While many places, even as close as Wichita and Kansas City, saw rioting and extensive damage, we saw our community members come out in great support of the police department. Our community members recognized we follow best practice, have built trust and respect with the citizens we serve, and are here to police with the community, and we are not an occupying force. What was a difficult and often violent time across the country became an opportunity to have conversations and further educate others about what sets ACPD apart from other police departments.

Probably the most significant and positive outcome of 2020 was the fact we received a federal grant to hire one officer and start a proactive, collaborative approach to community mental health. In 2021 our Crisis Intervention Coordinator will work with school counselors, Four County Mental Health, Adult Protective Services, and the District Court to develop coordinated responses to those in mental crisis. In all of my years in the policing profession, I see this program as having the greatest potential for making positive changes in the lives of those we serve.

I have had the pleasure and honor to serve as your police chief for over seven years. I am very optimistic about the future of the department as we have a foundation built on integrity, great employees, and the right people in the right positions. Every citizen of Arkansas City should know their police department



CONTENTS

will continue to work hard to improve the quality of life in this community. If 2020 taught us anything, it's that ACPD is prepared and can take on any challenge that comes along. Keeping the citizens safe and providing exceptional customer service will always be our goal. Copies of this annual report can be found on our web site, our Facebook page, and in our front lobby. Anyone with questions, suggestions, or comments is encouraged to contact me or any member of the Police Department.

Sincerely,

Daniel C. Ward
Police Chief



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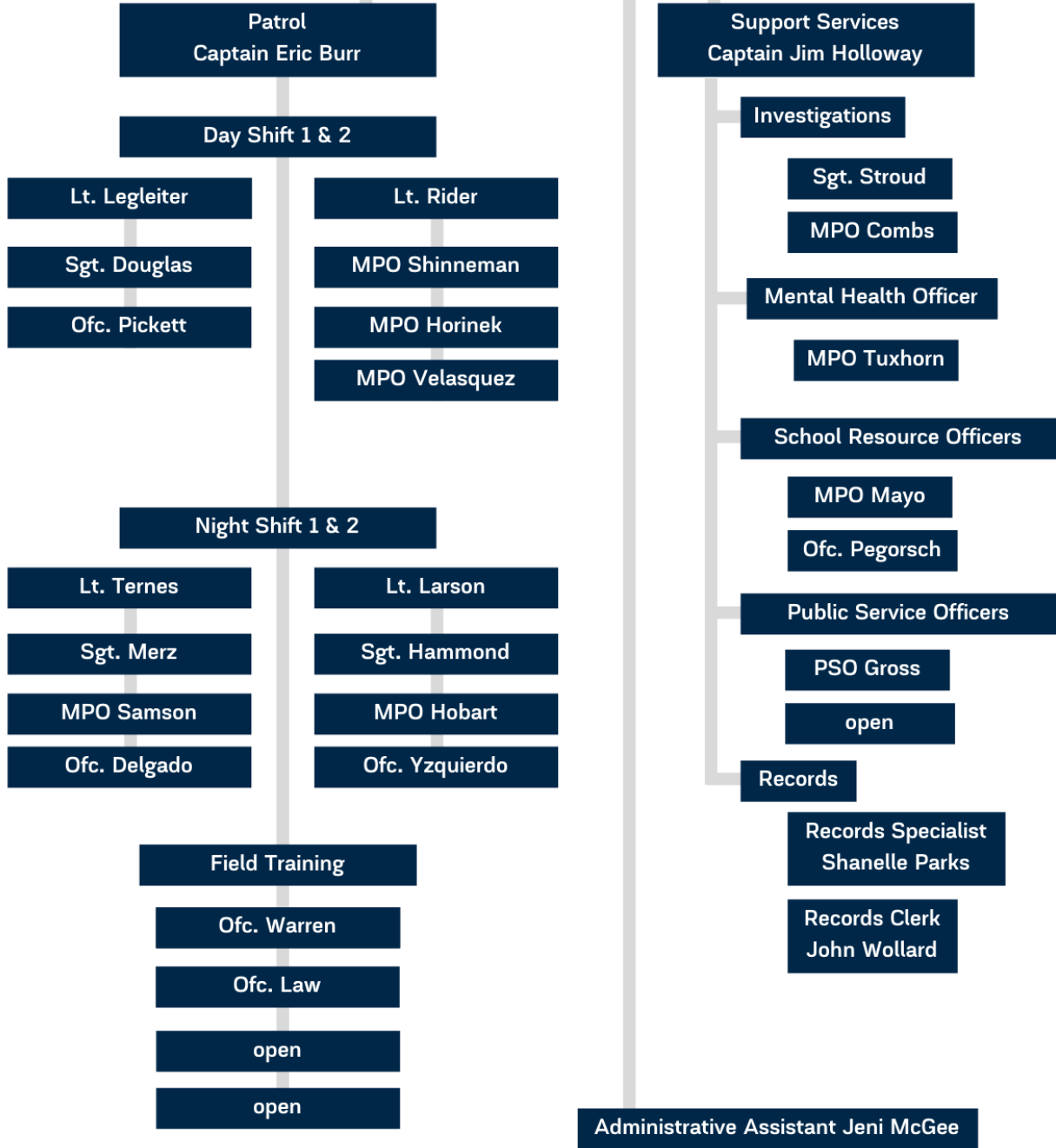
ARKANSAS CITY POLICE SERVICE BREAKDOWN

CITY POPULATION Est. 11,868	MOTOR VEHICLE ACCIDENTS 234
ACTIVITY ENTRIES 16,952	POPSICLES DISTRIBUTED 1,406
BICYCLES REGISTERED 69	DEPARTMENT EMPLOYEES 31
CASES WORKED 2,430	TOTAL BUDGET \$2,893,917



ACPD ORGANIZATIONAL CHART

Chief of Police Daniel C. Ward





HIRING PRACTICES

The hiring process at the Ark City Police Department is largely governed by state statute. There are many automatic disqualifiers, that include drug use and criminal history. In addition to the initial application for any internal position, applicants must also complete a written test, an oral interview board and an executive interview with the Police Chief.

These first steps are followed by a rigorous background investigation, a polygraph, a physical capacity profile, and drug/ alcohol/ and medical screening. Those who are interested in becoming officers with ACPD must also complete a psychological evaluation and physical evaluation before they are considered an eligible candidate for the position for which they applied.



NEW OFFICERS



Spencer Warren came to ACPD from the heating and cooling industry. He has always been interested in a career in law enforcement and has served as a volunteer fire fighter with the Arkansas City Fire/EMS Department for some time. Warren is currently in his sixth year as an Air Force Reserve.



Esther Law worked 10 years in the medical field in Winfield working primary care and specialty clinics. She has a passion for helping people and interacting with the public. Law is looking forward to serving the public in a different aspect with our department.

Officers Warren and Law are in the ACPD Field Officer Training Program. This training program includes a 14-week training at the Kansas Law Enforcement Training Center and 14-weeks with ACPD training officers. New officers must complete both before working a shift without trainer supervision. Once they graduate Field Training, they are assigned to a shift

PROMOTIONS

ACPD celebrated two internal promotions in 2020, both were recognized during City Commission meetings shortly after promotion announcements. Both of these promotions were based on a number of factors. Officers who have spent a minimum of three years with the department are eligible to apply for the rank of Master Police Officer. This promotion process includes a written examination, an oral board interview and an executive interview with the Chief.

In 2020 there were only two officers eligible for this promotion, Officers Cori Tuxhorn and Ivan Velasquez. The two officers started their training together at ACPD in 2016. Both officers were selected for promotion in June of 2020.

MPO

MPO Cori Tuxhorn began her career in law enforcement as a dispatcher for ACPD, prior to the creation of Cowley County Emergency Communications. Tuxhorn served as a dispatcher until hiring into the department as a patrol officer.

Not only has MPO Tuxhorn served on patrol, she spent time as an SRO at the Arkansas City Middle School. In her time at the school, she revitalized the Students Against Destructive Decisions, or SADD program, who's mission is to empower young people to successfully maneuver the risks and pressures that will likely challenge them in their daily lives.

MPO Ivan Velasquez began his career in law enforcement at the Winfield Correctional Facility. He was employed by the prison for two years, before being hired by ACPD. Velasquez spent the first two years of his time with the department working on night shift, but has been on day shift since August 2019.

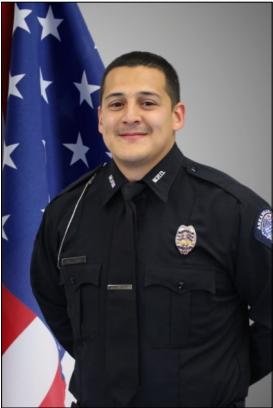
Velasquez is fluent in Spanish, and has been able to help with interpreting for all of the shifts and investigations. He is also a trained and certified bike patrol officer for the department.



MPO Cori Tuxhorn



MPO Ivan Velasquez





The State of Kansas requires all police officers to complete a state-sponsored police academy. The Arkansas City Police Department also requires new officers to complete a 14 week field training program. In 2020 this program took significantly longer. Because officers are trained through the University of Kansas, the officers who were in training when the 2020 COVID pandemic started were sent home until the school re-opened in the fall of 2020.

Officers in the Field Training program in 2020 received 12 weeks of in house training with ACPD officers between the time they started the academy in February and when they graduated in August. This is abnormal, in that the academy is usually attended for 14 consecutive weeks. While in years past, we were able to attend the graduation ceremonies of our officers, theirs was broadcast on the Kansas Law Enforcement Training Center social media.

The State of Kansas requires certified police officers receive a minimum of 40 hours of training each year. Among the required training is a yearly qualification for firearms, yearly training with Tasers and yearly anti-bias training. In 2020, this minimum was reduced to 20 hours, and the type of training was changed to accommodate for distance learning. Even with the reduction in required hours, Ark City police officers receive an average of 66 training hours per officer in 2020.

All training completed by ACPD officers is reported to the Kansas Commission on Peace Officers' Standards and Training , which is an independent credentialing body that enforces professional standards for certification of peace officers to promote public safety and preserve public trust and confidence. They maintain the training history of all sworn law enforcement within the state of Kansas, and ensure that all of these officers continue to meet their continued education obligations.



TRAINING

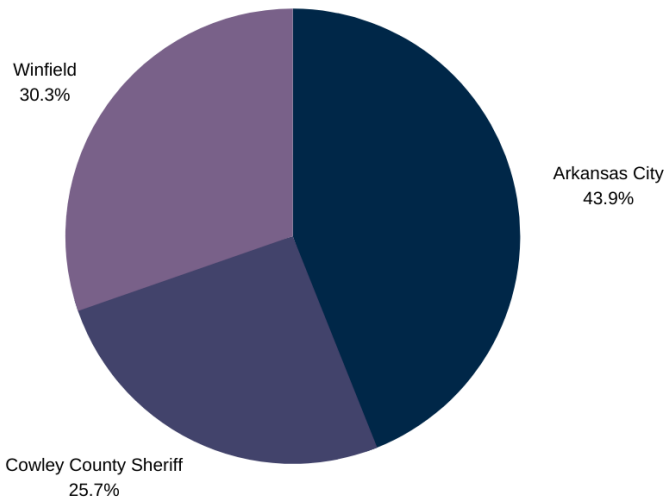
ACTIVITY ENTRIES IN COWLEY COUNTY

An audit of the number of calls received by the Cowley County Emergency Communications has shown Arkansas City officers carry a high work load. In 2020, our data entry system shows that they entered 16,952 calls for the Arkansas City Police Department while they entered 11,698 calls for Winfield Police and 9,925 calls for the Cowley County Sheriff’s Office. The number of calls that are received for ACPD, in part, are due to the proactive measures that the department takes to serve the citizens of Arkansas City. This is equivalent to nearly 2 calls per hour every hour of 2020.

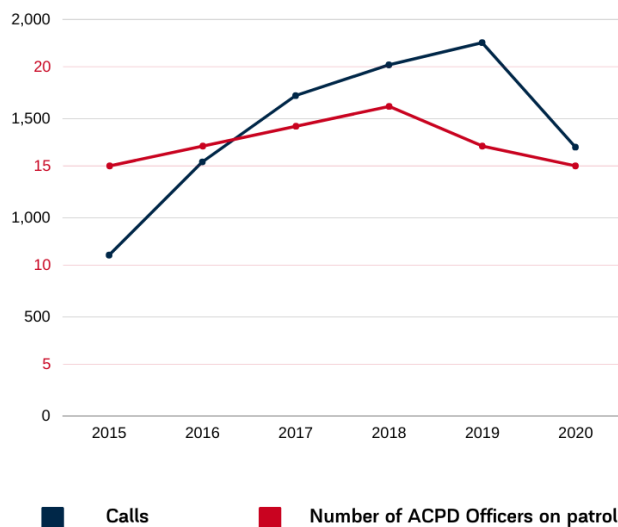
This number is down from 23,535 calls in 2019, most of this drop is attributed to the COVID-19 protocols that were put into place in early 2020. It is unclear what the ultimate reason for the reduced call load was, however, 2020 saw call numbers comparable to 2016.

For the first time in six years, there was a reduction in the number of activity entries made for ACPD. In 2015, there were approximately 800 entries per 1000 citizens, in 2019, that number rose to more than 1,800. During this same time period, the number of ACPD officers on regular patrol increased as we filled open positions, until 2019, when the department lost 3 officers. In 2020, ACPD staffing was at a low — with 3 officers in Field Training, one officer on light duty, one on leave and one open position.

Total activity entries logged by dispatch including self-initiated activity in Cowley County



Calls for service per 1000 citizens vs. Officers on Patrol

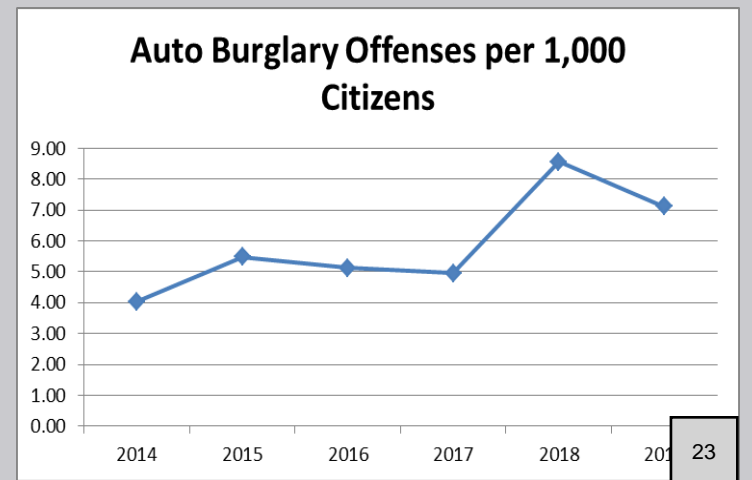
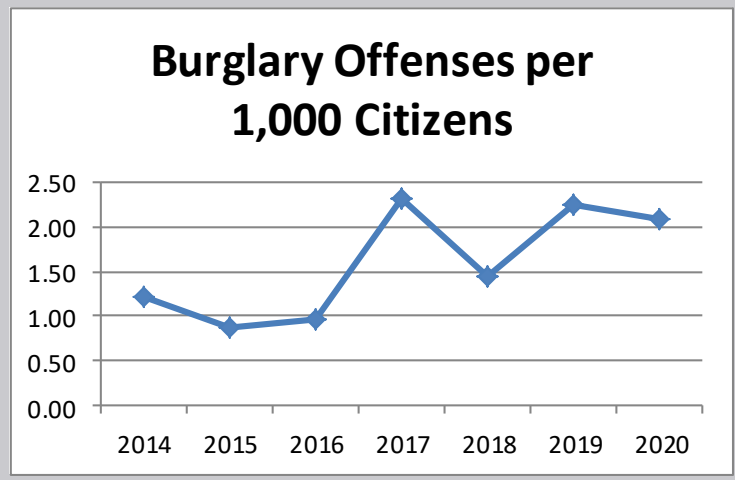
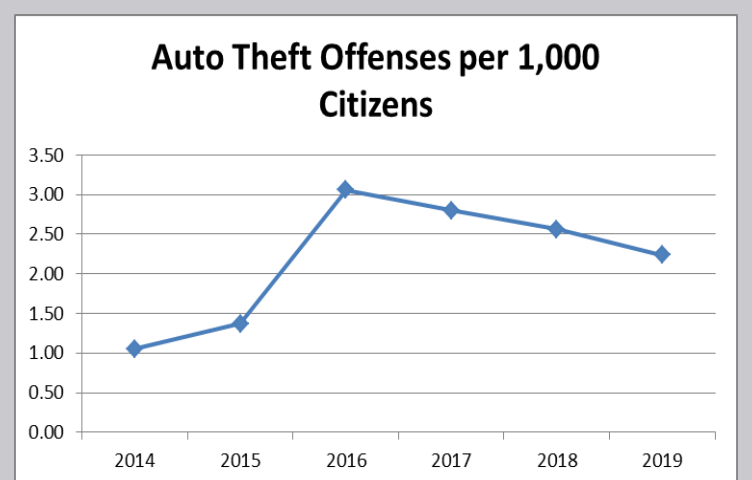
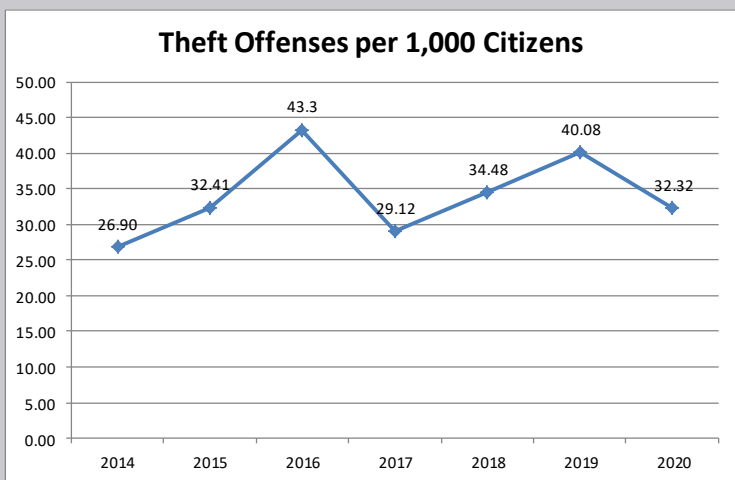


CRIME STATISTICS

The goal of crime suppression, as it has always been, is to reduce the number and severity of criminal offenses. ACPD utilizes many tools in the effort to do just that. By using crime maps, we can accurately identify areas in which crimes are most likely to occur through a process called “hot-spotting”. When areas of interest are identified, the department takes extra effort to push education and preventative, proactive measures in and around those areas.

Part of the hot-spotting process includes accurate and timely reporting of crimes. This is an area in which the public assists the department. Citizens reporting suspicious activity and crimes generate the data which is used to create crime maps. The more complete this data is, the more accurately the department can anticipate future hot-spots in the community.

A significant number of crime stats fell in 2020, partially due to the lockdown– which kept people at home during daylight hours. Thefts, which have fluctuated for several years, fell in 2020 — nearly to numbers seen in 2017. While theft continues to be an ongoing issue in Arkansas City, as they make up the majority of the property crimes seen in Arkansas City, ACPD makes efforts to curb these illicit activities through various means.

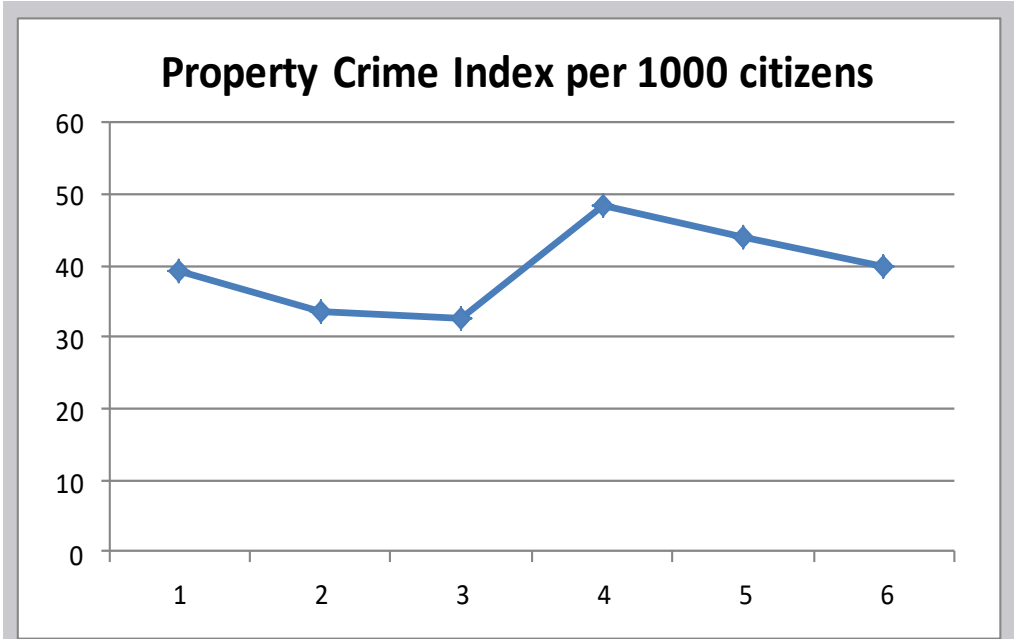
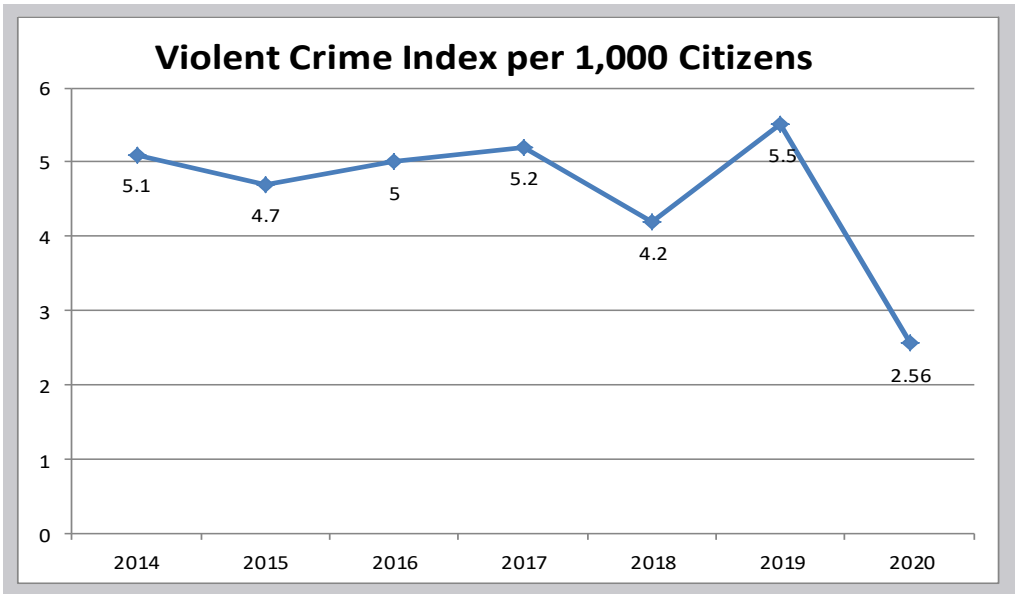


The department has made available to the citizens the current crime maps for the city, which on the city website. The department uses these maps to create our areas of interest when hot-spotting. These crime maps can be manipulated to show what kind of crimes are happening and in what time frames. In addition to giving citizens access to these maps, ACPD continues to push the #9pmroutine on social media every night as well as in person.

The #9pmroutine is a simple reminder to citizens to lock their doors, turn their exterior lights on and make sure all of their belongings are locked up for the night. The same measures can and should be taken at any time of day. Citizens are encouraged to call in suspicious activity and any thefts they discover. If they would like to form a neighborhood watch, the department can provide signs for their neighborhood upon request.

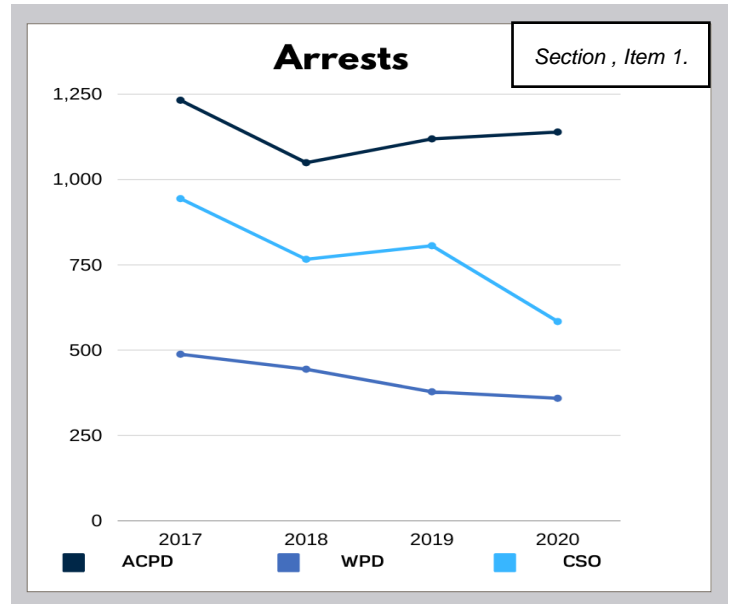
One more method of raising awareness in regards to the theft issues in Ark City, was the addition of Neighbors, by Ring. This is an app which can be downloaded on any smart phone or tablet device which allows the department to push out information to either the entire city or as narrow an area as a single neighborhood. Information pushed out on this app generally include crime notifications, requests for help in identifying individuals and requests for video from home security cameras kept by citizens.

Other ways in which the department gathers data to analyze crime trends includes the comparison of Ark City's rates to those communities that are of similar sizes and communities that are in the same county. The Kansas Bureau of Inves-



tigations releases violent crime and property crime indexes which include statistics from every law enforcement agency in Kansas. This report is one of the ways in which ACPD is able to accurately compare Ark City crime rates with the crime rates of other reporting agencies in our area.

The graphs labeled “Crime Index” on the previous page, show that in 2019, both violent crimes and property crimes decreased in Ark City. The 2020 numbers will not be released by the Kansas Bureau of Investigations until mid-way through the 2021 calendar year.



TRAFFIC ENFORCEMENT AND CAR CRASHES

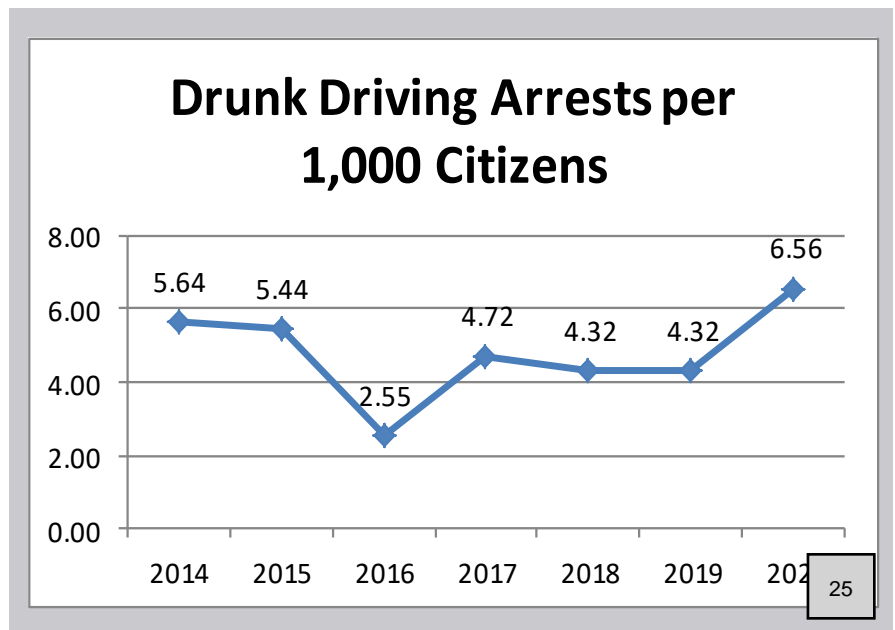
The Arkansas City Police Department utilizes a method of data analysis and crime reduction called “hot-spotting” in traffic enforcement efforts. This tool allows the department to analyze crime and traffic trends throughout the city, and employ the correct measures to deter the activity.

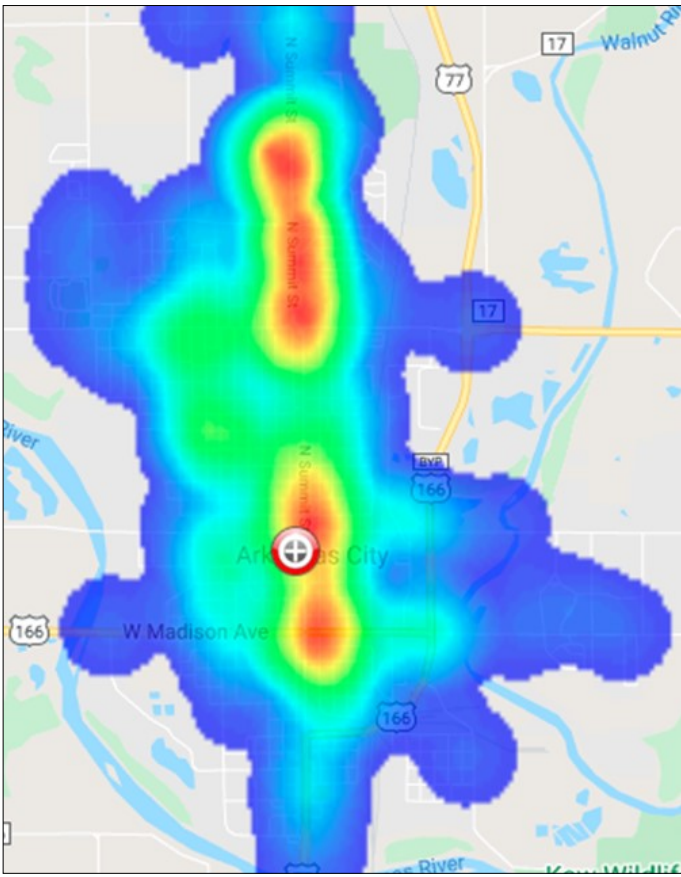
For example, areas in which there have been high numbers of accidents, the department may deploy a ghost vehicle. This vehicle is meant to make drivers pay attention to the speeds at which they are traveling, or to pay more attention to their driving in general.

This same tool, shows a correlation between the amount of traffic enforcement done and the number of accidents that occur on our city streets. Each month, the department meets to review accident locations and traffic stops to ensure officers are in the right places and at the times that are most effective.

In 2020, car crashes in Arkansas City dipped below the numbers reported for the last three years, to 234 total. By comparison, in 2019, there were 260, and in 2018 there were 253. This decrease, while not necessarily statistically significant enough to link to any one factor, was likely partially due to the 2020 COVID stay at home order issued in March.

Thanks to the same technology that ACPD uses to track crimes, the most likely times for accidents to occur are also the times at which officers do their most intensive patrolling in the areas that are most likely to be





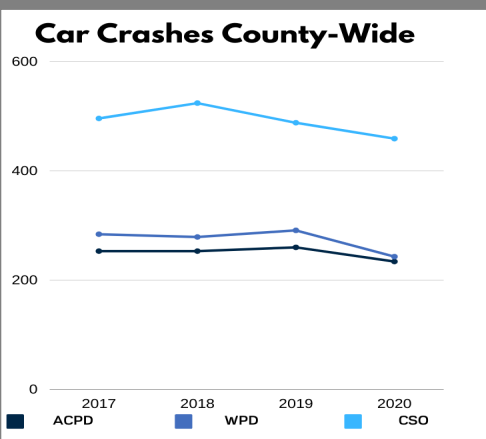
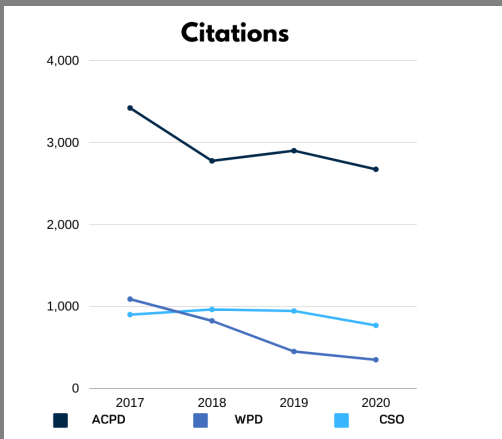
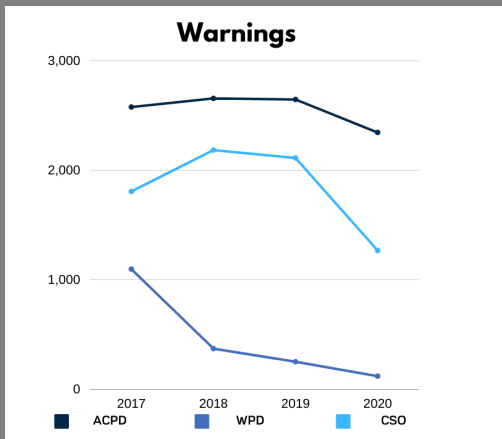
the scene of crashes. Historically speaking the percentage of accidents that occurred on Summit Street was significantly higher than other streets in the city. This was significant, and while that remained true, the overall total number of accidents seen in the hot spots on Summit were fewer.

In 2020, there were 43 injury accidents — the same percentage of injury accidents that occurred in 2019 — but 6 fewer in total. 2020 showed a 12% overall decrease in injury accidents as compared to 2019. The highest numbers of traffic crashes occurred in the area of Madison Avenue east of Summit Street with the second leading location being Kansas Avenue and Summit Street.

For the same time period, the number of non-injury accidents totaled 191, down 21 from 2019. Non-injury traffic collisions dropped in 2020 by 10% as compared to 2019. The heat map shows all non-injury traffic crashes with the highest numbers of crashes located in the downtown area and an area north of Kansas Avenue on Summit Street.

When looking at the financial impact of these accidents, understanding that the average cost of an accident is somewhere near \$4,000, the estimated total cost of accidents in Ark City in 2020 was \$936,000. A combined heat map view of all accidents in 2020 shows that the highest concentration of accidents occurs along Summit Street stretching from about the 2700 block N Summit Street, south to Madison Avenue.

When reviewed against data from the Winfield Police Department and the Cowley county Sheriff’s Department, as seen on the next page, the correlation between traffic enforcement and the number of car crashes can clearly be seen. While ACPD does write more warnings and tickets, there are also less crashes seen in our jurisdiction.



USE OF FORCE

The Arkansas City Police Department investigates all occasions in which officers use any force greater than simple handcuffing, when euthanizing an injured animal (deer), or when protecting themselves or others from a vicious dog. This includes compliance techniques, show of firearms and use of a Taser - incidents such as these are referred to as Use of Force (UOF) incidents. Any incidents that include these interactions are reviewed by direct supervisors, a Captain and the Police Chief.

These incidents are then analyzed at the end of the year, to identify the date and time of incidents; descriptions of the types of encounters resulting in use of force; identification of any trends or patterns related to race, age and gender of subjects involved; identification of any trends or patterns resulting in injury to any person including employees; and to establish the impact the findings may have on policies, practices, equipment, and training.

In 2020, the department documented at total of 44 UOF related incidents that involved 43 people, which is down only one individual from 2019, but down significantly from 2018. These incidents make up only 3.7-

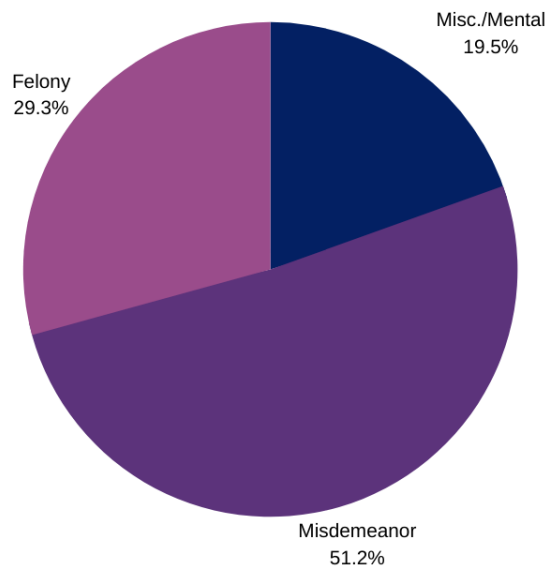
percent of all arrests made by the department in 2020. Officers are routinely encountering arrest situations as demonstrated by the number of arrests documented in 2020 with a total of 1,139. The application of force in 43 instances involving citizens was made up of 12 felony cases, 21 misdemeanor cases and 8 categorized as other. One of these UOF incidents resulted in an arrest by another agency, and one was an animal euthanasia.

Officers resorted to some level of force while responding to and handling a diverse set of circumstances. A close look at each report reveals the type of calls on which force was most often utilized, was for Domestic Violence. A total of 8 incidents of force were noted for this category. Impaired driving arrests ranked second with seven incidents.

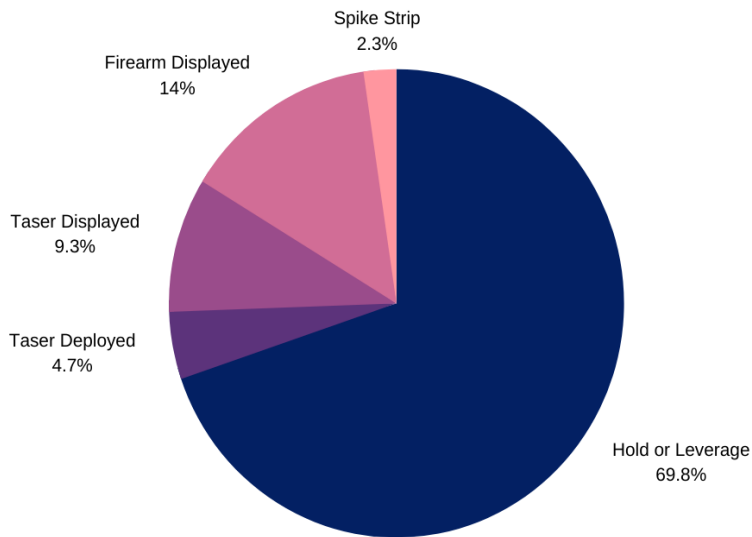
Additionally, officers were battered or threatened with a weapon during 5 of the 8 Domestic Violence responses which resulted in use of force in 2020. In one instance, a suspect threw a brick at an officer while attempting to take the person into custody. In yet another instance, a suspect pointed a firearm at officers. This subject was eventually taken into custody after a successful Taser deployment.

Officers primarily relied on hand-to-hand or compliance techniques to gain control of suspects in 2020. A total of 30 incidents involved officers utilizing holds and leverage to handcuff suspects. A total of 6 incidents were documented that officers pointed their duty weapon accompanied with verbal commands to gain custody. Since

Types of cases involving UOF



Type of Force used



ly, officers pointed a Taser in 4 incidents while using verbal commands. Two actual Tasers were noted. In 2020, officers did not use a baton, mace or fire a deadly weapon at any suspect. There were two instances that officers were met with a deadly force situation that was directed at officers.

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The age of the suspects involved in use of force ranged from juveniles to 60 years. The department records show that those under the age of 40 were most prevalent in the use of force reporting, numbering 33 individuals in that age range. Ten persons were over the age of 40 with no one listed above the age of 61.

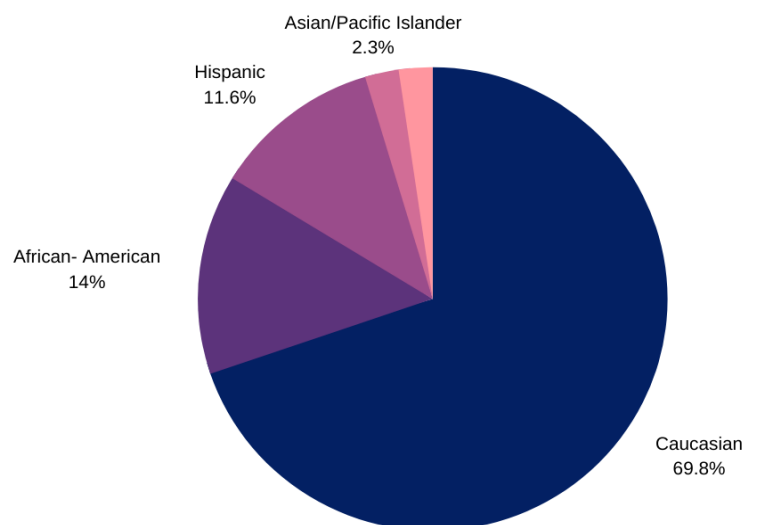
In 43 incidents, there were no hospitalizations on the part of citizens during use of force incidents.

One suspect did receive medical treatment for a laceration to his head that occurred during a domestic violence disturbance. One suspect had an extended hospital stay due to a drug overdose and injuries sustained in a car crash. Other subjects received only minor abrasions that did not require medical treatment.

One officer received treatment in the emergency room for a back strain that occurred while physically subduing a suspect who tried to light a gasoline can on fire. Another officer was tested for a blood exposure. Seven other incidents involved officers that received minor injuries that did not require medical treatment as a result of being physically hit or kicked.

ACPD utilizes Guardian Tracking as a personnel early intervention system. The web-based software tracks employee activity and is utilized to store and analyze use of force data among other categories of activity. In 2020, the Guardian Tracking system created 8 Use of Force flags. These flags denote 3 consistent policy use of force incidents in a 60 day span. For each flag, a supervisor reviews the incidents that create the flag to determine if 1) the use of force was consistent with policy and 2) if there are any mitigating factors personally or professionally with the officer that resulted in the uses of force. For each flag, a supervisor did conduct a review and found in all instances that the employee was acting within policy and

Racial Demographics



did not appear to have any other mitigating circumstances that would contribute.

Training is a vital component of Use of Force in any police agency. The Arkansas City Police Department sworn personnel conducted the following firearms training in 2020:

- January – GLOCK familiarization and CPOST qualification with new weapon system
- February – Open Range to allow employees an extra opportunity to work on fundamentals
- March – Simunitions with Use of Force scenarios (Decision Making)
- June – Rifle and Shotgun qualification
- July – CPOST qualification with duty handgun
- A Taser recertification took place in February 2020. Defensive tactics training was completed in December 2019. DT training will be held in 2021 as per department policy.
- All officers were assigned and completed on-line De-escalation training in April 2020.
- Implicit Bias training was completed in 2020 by all staff. Additionally, staff received the training twice during the calendar year due to the how the training year falls. Officers completed an on-line course “Implicit Bias” through Police One and in-person training in June 2020 provided by Deputy Tom Gresham of the Butler County Sheriff’s Department.
- Officers completed a refresher course on the “Stop Sticks” or tire deflation device with a policy review at the same time in July 2020.

Considering the arrest totals increased and the average use of force rate per officer decreased, it is fair to say that officers of the Arkansas City Police Department are utilizing de-escalation tactics in their favor to avoid force incidents.



In 2019, the Arkansas City Police Department was involved in six vehicle pursuits. Although this is a large increase from years past, all but one of these pursuits were compliant with department policy. Per this policy, officers use a matrix to determine whether or not a pursuit should be carried out when attempting to apprehend suspects.

This matrix assesses many factors, including the severity of the crime committed, and risk factors for the public. In instances which the risk to the public at large is deemed too great, the pursuit is terminated in order to eliminate that risk.

Pursuits	2017	2018	2019	2020
Total Pursuits	4	0	1	6
Terminated by Agency	3	0	1	6
Policy Compliant	3	0	0	5
Policy Non-Compliant	1	0	0	1
Accidents	0	0	0	0
Injury to Officer	0	0	0	0
Injury to Suspect	0	0	0	0
Injury to Third Party	0	0	0	0
Pursuit Initiated due to Traffic Offense	1	0	1	1
Pursuit Initiated due to a Felony	2	0	0	2
Pursuit Initiated due to a Misdemeanor	0	0	0	2

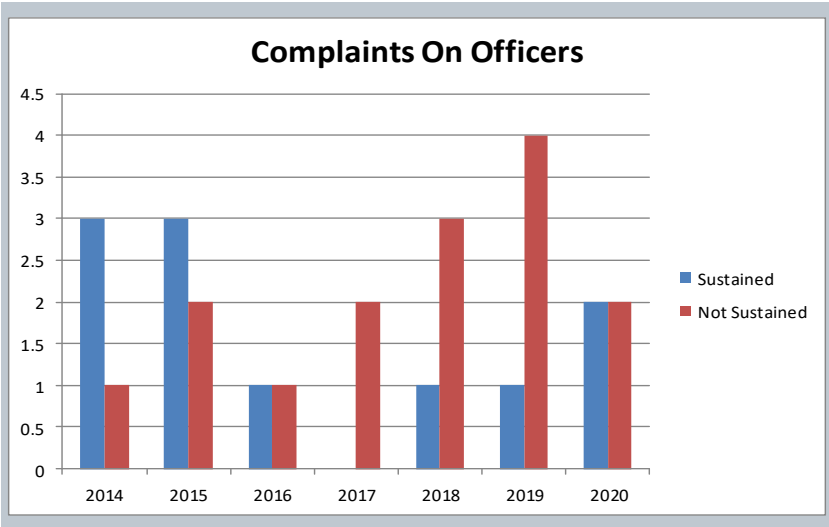


PROFESSIONAL ACCOUNTABILITY

The Arkansas City Police Department provides a formal internal system for the processing of complaints relative to the agency’s operations, policies and procedures, and the conduct of police personnel. The character and reputation of ACPD rests on an adequate program of fair and impartial investigations. Adhering to the core values and missions of the department, investigators act efficiently and timely to resolve complaints in a fair and impartial manner.

Even with the 16,952 calls for service, and the amount of community outreach the officers handle, the number of complaints we receive is very low. As you can see in the graph below, we typically only have a few complaints each year.

Cases in which complaints are sustained, officers receive corrective measures to ensure the department’s best practices are being put to use. Given the tens of thousands of contacts our officers have with the public, the low number of sustained formal complaints is an indicator of the officers professionalism. The use of body worn and in-car cameras has greatly aided the investigations into complaints filed against officers.



BUDGET EXPENSE REPORT



The department budget was set at \$3.05 Million in 2019. ACPD finished the year with \$163K left under budget. Each year for the last six years, the department has come in under budget by at least \$100K, with the exception of 2017.

Most of 2020's budget was spent on personnel services, more than \$2.7 Million was used on salaries, and employee benefits. It also includes continuing education — as required by State Statute for Law Enforcement officers.

Other large line items include essential expenditures that are budgeted yearly. Patrol vehicle replacements, which average two per year, came in at \$57K. Fuel for fleet vehicles came in at \$30K for 2020. Lastly, computer software came in at \$44.7K.



FORFEITURES

Thanks to forfeitures collected from drug dealers, ACPD was able to purchase a gently used 2014 Chevy Camaro to use as a School Resource Officer vehicle. This vehicle replaced one of the aging Ford Taurus's that was being used as an SRO vehicle. The Camaro spends considerably less time on the streets, due to its primary purpose.





LAW ENFORCEMENT, MENTAL HEALTH AND RESPONDING TO CRISIS



**1 in 5 adults in the US
experience mental illness**

**ANXIETY, DEPRESSION, AND PARANOIA
are the three most
commonly reported
symptoms of mental health
crisis seen by ACPD.**

13%

of mental health crisis calls in Ark City
begin as disturbances.

24%

of mental health crisis calls in Ark City
are for young adults between the
ages of 19 and 30.

17.6%

of mental health crisis calls in Ark City
are for individuals under the age of 18.

Arkansas City Kansas Police Officers face numerous challenges every day in their interactions with persons living with mental illness. Current policy regarding calls for mental health crisis are guided by current state statutes. While there is no one part of this policy that applies across the board on all mental health crisis calls, the policy gives officers a framework with which to determine the best course of action on these types of calls.

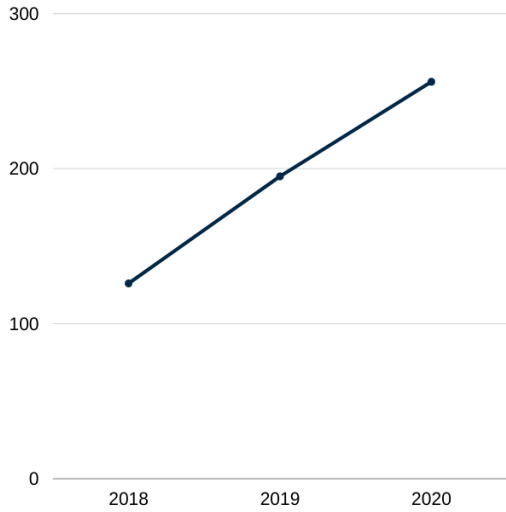
These encounters are on the rise, in 2020, the police department saw a 31-percent increase in the number of mental crisis related calls officers handled when compared to 2019. Mental health crisis calls can be particularly dangerous and our standard response protocol requires at least two officers on each call.

Mental Health Crisis calls can be extremely dangerous, due to the mental status of the individuals experiencing mental crisis. A mental health crisis could be anything from an individual who suffers from depression or paranoia, to an individual who is actively experiencing audio or visual hallucinations.

By definition, individuals who are experiencing mental health crisis are not thinking rationally. Each of these episodes of mental health crisis have the potential to be resolved without incident, but they also have the potential to end in use of force.

In 2020, ACPD applied for a COPS Grant to fund a designated Crisis Intervention Team coordinator, or

Total Mental Health Calls



CIT officer. The department was securing \$125K toward the salary of this position to be drawn down over the course of 3 years. The local contribution for which was \$90,581 and was incorporated into the existing budget for the department.

This officer will be responsible for establishing the frame work of this position including scheduled hours of work based on data related to calls for CIT issues. They will be responsible for building the framework for the position and the conducting follow up and outreach to ensure vulnerable citizens are receiving the best and least restrictive mental health assistance in an effort to reduce the number of crisis calls.

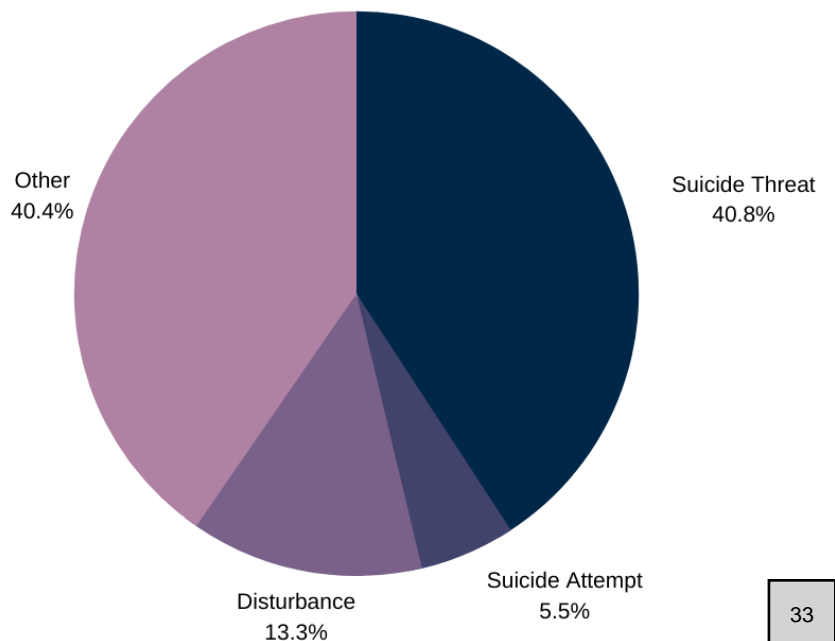
The Arkansas City Kansas Police department’s goal is to work with Four County Mental Health in the development of a proactive response program in which the CIT Officer will be teamed with a mental health provider. The team will identify those individuals at greatest risk of crisis within our community and they will make proactive checks to ensure the individual is taking their prescribed medication as directed and attending follow up meetings with mental health professionals.

Since this program is so new to our department the way in which this goal will be accomplished is still not entirely clear. However, the partnership between these agencies will be key in succeeding in the goal to reach the individuals living with mental health issues before crisis’s arise. However, in 2020, the process of creating this new position was in its infancy.

In 2020, the department saw very nearly 600 hours of mental health crisis intervention. It is not all together clear what has continued to increase the number of hours spent on these cases, or how the COVID shut down affected these numbers.

Last year, of the 44 incidents in which use of force was utilized, 9 involved some type of mental health crisis or issue. Of these issues, all but one resulted in the individual being admitted the local Emergency room. In comparing the number of use of force incidents involving persons in mental crisis with statistics from 2019, the department saw an increase.

Types of Mental Health Calls



On each of the mental crisis calls in 2020, the department averaged 2.56 officers. The minimum staffing on patrol is currently three officers with full staffing at four. In 2020, the average time spent on each call was 4.62 hours for a total of 589 hours of officer time.

These calls are not only frequent and time consuming; police officers are not mental health specialists with the training and experience of doctors, nurses, and clinicians. To manage this emerging responsibility, the police department trains officers in the realm of mental health response through mental health first aid and crisis intervention training (CIT).

While no two calls are the same, there are many that deal with similar issues. In 2020, 41-percent of all mental health crisis calls made were related to a threat of suicide. Another 5-percent were for attempted suicide. Of the individuals who are involved in these incidents, 69-percent were individuals who were already known to the police department, either for previous mental health calls or substance abuse issues.

The increase in these cases is not just local, the increase can be seen nation-wide. In an effort to effectively respond to these types of calls locally, it is the goal of the Arkansas City Kansas Police Department that all officers receive 8 hours of training in mental health first aid and 40 hours of training in crisis intervention.

The mental health training covers three main areas: (1) understanding mental illness; (2) identifying those with mental illness who may be in crisis; and (3) communicating and interacting with persons living with mental illness in a nonviolent way to reduce their distress and de-escalate the situation. The additional training has helped reduce injury to citizens in crisis.

MENTAL HEALTH CRISIS

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255

Activity Entries

94

Trips to the SCKMC ER

7

Individuals transported to state level mental health facility

77

Individuals referred to Mental Health Services

56

Individuals refusing services

34

Incidents in which alcohol was involved

26

Incidents in which medications were involved

16

Incidents in which methamphetamines were involved

3

Incidents in which PCP was involved

119

Incidents in which the individual did not sustain physical injury




PRESCRIPTION DRUG TAKE-BACK BOX

In 2020, ACPD partnered with South Central Kansas Medical Center (SCKMC) to provide “drug take-back” services. Citizens of Arkansas City are now able to drop off unused, expired medications by bringing them into the department and dropping them into the “take-back” box, located just off of the lobby.

Through grants, SKCMC was able to procure a mobile incinerator for ACPD to use in destruction of the prescription drugs that were dropped off at the station. Because of regulations, two officers must be present at the burn to account for and verify the destruction of the substances.


In 2020, ACPD burned more than 19 pounds of prescription medications that were dropped off with the department. Prior to this, the only agency in Cowley County that would accept expired prescriptions was the Cowley County Sheriff’s Department, or during designated take-back events that were typically held once or twice per year.

 Prescription Drug Take-Back

Prescription Drug Disposal

Do you have unused or expired prescription drugs? The Arkansas City Police Department can dispose of them for you at no charge!
 The drugs can be dropped off Monday through Friday 8 a.m. to 5 p.m.
 No liquids, inhalers or needles will be accepted.

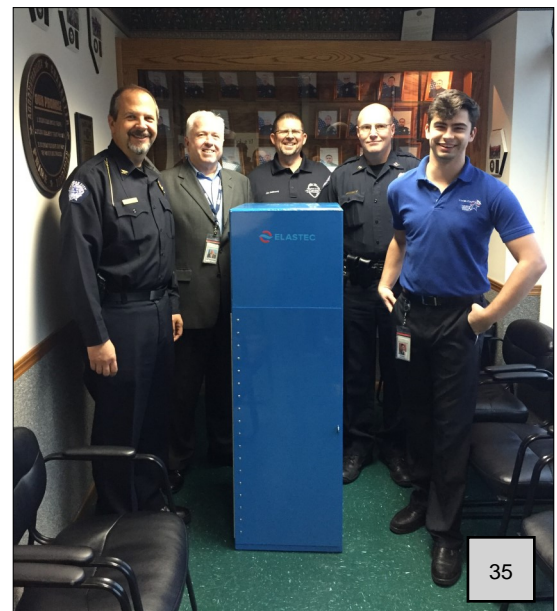
Drop off available at 117 W. Central Ave.

 Retiro de medicamentos recetados

Eliminación de medicamentos recetados

¿Tiene medicamentos recetados no utilizados o caducados? El Departamento de Policía de Arkansas City puede disponer de ellos para usted sin cargo!
 Los medicamentos se pueden dejar de lunes a viernes, 8 a.m. a 5 p.m.
 No se aceptarán líquidos, inhaladores o agujas.

Entrega disponible en 117 W. Central Ave.



BLUE CROSS BLUE SHIELD OF KANSAS HEALTHY PATHWAYS GRANT



ACPD was very privileged to receive a grant courtesy of Blue Cross Blue Shield of Kansas in conjunction with RISE Cowley County in 2020. The grant is part of the Pathways to a Healthy Kansas initiative. The grant funds will be used to positively impact nutrition through education and by offering healthy food and beverage choices. This campaign is part of a triad approach to officer wellness which also includes physical fitness and mental health. We are taking steps to take better care of ourselves so that we can be at our best for the community.

As part of the process of applying for the grant, ACPD employees participated in a base-line study to determine what nutritional needs were being met and which were not. The average respondent reported an intake of approximately 3.0 cups of fruits and vegetables per day, during the prior month. Overall, 22-percent of employees reported intake of fruits and vegetables greater than or equal to approx-



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imately 4.5 cups per day.

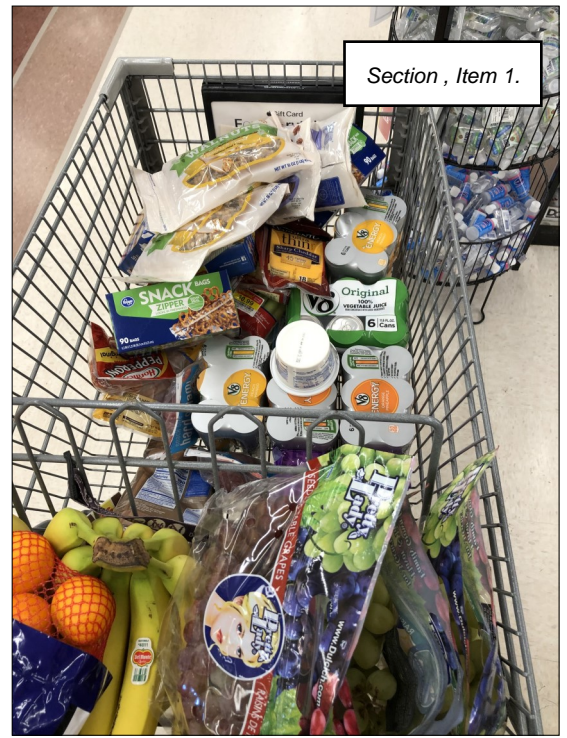
With that knowledge, it was determined that 78-percent of employees reported not meeting the dietary guidelines for fruit and vegetable consumption. The overall food and beverage responses for ACPD suggest that most employees that responded to the survey did not meet the 2015-2020 U.S. Dietary Guidelines for fruits and vegetables.

There are a variety of factors that go into what individuals are eating during their working hours. For many the obstacles included having access to healthy alternatives during working hours — especially those that worked night shift.

The grant was written so that the department could start keeping healthy alternatives in the department for free. There were five components to helping employees choose these healthy alternatives to junk food and snacks: information, program, benefit design, policy, and environment.

The first purchase made with the \$10,000 grant award was of a refrigerator that could hold healthy snacks. This fridge is off limits to employees personal storage use, but every employee is welcome to any of the healthy snacks that can be found in the fridge or the break-room. Each week the food choices changed, but most generally included fruit, veggie, meat and cheese options.

In the last four months of 2020, employees ate 26 pounds of almonds, 83 pounds of grapes, 52 pounds of banana and 21 pounds of apples. These are just a few of the items that have been made available each week after the refrigerator is stocked.





AWARDS

The Ark City Police Department received the RCB Bank Community Builder Award on March 11. Among the outreach recognized, was the department’s Community Policing.

Popsicle patrol, and High-5 Fridays were also listed as some of the positive interactions that the department has with the youth of the community.

Bank employees, members and citizens were all able to come and watch the award ceremony in the lobby of the RCB downtown branch.

The RCB Bank’s Community Builder Award continues the tradition of the former CornerBank Cornerstone Award, which recognizes local citizens and groups for their service and dedication to the community.

The award is presented quarterly, rotating between Winfield and Arkansas City. Award recipients receive special recognition, a plaque and \$250 from RCB Bank to their charity of choice.

ACPD chose to give those funds to Big Brothers, Big Sisters of Cowley County, an agency that also focuses on the youth of our community.



On November 6, Officer Madeline Pegorsch was sent to Wal-Mart where a customer had collapsed. Within minutes, Officer Pegorsch evaluated the situation, found that the customer was not breathing and began life saving measures through CPR. With the assistance of Arkansas City EMS, the customer’s life was saved.

Officer Pegorsch performed her duties flawlessly while handling this stressful situation by remaining calm, properly assessing the situation, and executing her plan to save a human life.

Officer Pegorsch not only received a life saving award from ACPD, she and the Fire/EMS Department were also presented awards through Zoll—the company that manufactures the lifesaving devices used by the city.



On May 24, Officer Micheal Yzquierdo and Master Police Officer Ted Shinneman were on routine patrol when they were flagged down by a motorist in the 300 block S. First St. They quickly learned the family had a small boy around 2 years old that was choking on a piece of gum.

Master Police Officer Shinneman took the child and began giving back thrusts to dislodge the obstruction. Officer Yzquierdo took over for Master Police Officer Shinneman and continued back thrusts until the child's airway was cleared. Due to the quick actions of Officer Yzquierdo and Master Police Officer Shinneman, the child is safe and healthy.

Officer Yzquierdo and Master Police Officer Shinneman performed their duties flawlessly while handling this stressful situation by remaining calm, properly assessing the situation, and executing lifesaving tactics to save a young human life. Both officers were presented with the department's Life Saving Award.



The Arkansas City Police Department was awarded with its fourth straight Platinum AAA award, which is the highest level award through AAA, for traffic safety in May. This award is given to departments who demonstrate a commitment to traffic safety, through programs, enforcement and education.



Officer Cori Tuxhorn was recognized in February for her life saving efforts during a call in late January 2019 by the Association of Chiefs of Police. She responded to a residence in which a 7-week old baby had stopped breathing.

Being the first on scene, she took initial life saving measures to revive the infant. She was able to help the baby to start breathing again, and monitored her while waiting for EMS to arrive on scene.

Tuxhorn performed her duties flawlessly while handling this stressful situation by remaining calm, properly assessing the situation, and executing her plan to save a human life.





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COMMUNITY SUPPORT AND OUTREACH DURING A PANDEMIC



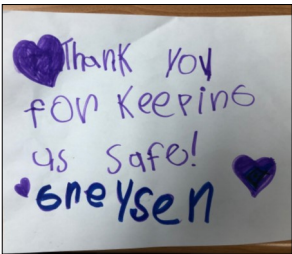
*Connecting with the community,
It's kind of our thing.*

The Arkansas City Police Department has adopted a motto that, even in a time of uncertain social contact, it strives hard to fulfill: "Connecting with Community: It's kind of our thing" has been the catch phrase for the department since 2018.

Last year was difficult for many reasons, however, the community support that our department received in what could be defined as sensitive times, never ceased to amaze our employees.

Early on in the year, when cleaning supplies were hard to come by in the early days of the COVID-19 shut down, we had donations of isopropyl alcohol from one of the local Dillon's managers, hand sanitizer from Taylor drug and PPE from Fastenal, just to name a few. Others chose to bring in snacks, sweet treats or even meals. One young man even brought in sacks full of Gatorade and a handwritten note to the officers.

These donations, during a time when none were to be found on the open market, helped ensure that our officers stayed healthy. But the support went beyond just making sure that our bodies were taken care of. A Facebook group called "Support ACPD" took donations in to prepare personal care packages for each of the ACPD employees. These bags had snacks, Band-Aids and much more included.



During the research phase of the current 5-year strategic plan in 2019, the majority of those who received was positive. More than that, the general public is usually very encouraging and supportive of ACPD as a whole. During what was a difficult time to take up the mantle of "Police Officer", or to even support law enforcement, community partners in Ark City offered up quotes to be shared with the public, added "We back the Blue" signs to their places of business and continued to show support in any way that they were able.

Though much of the outreach that our department usually does was put on hold in 2020, the community showed our employees how much they were truly appreciated. What was given was not nearly as important as the spirit with which it came. Especially in light of how police and public relations nation-wide changed in the summer of 2020.

The citizens of Arkansas City continue to show their support of our department, and we, in turn, continue to focus on their best interests. One of the main focuses of ACPD is to improve and maintain great community contacts. This effort can be seen in the actions and attitudes of our officers. Throughout the year, ACPD officers work diligently to schedule time for community outreach. This can look like many different things, such as popsicle patrol, or taking the time and effort to have a tea party with a young girl.

The department continues to create opportunities for positive interactions with the citizens. In 2020, outreach efforts became more creative, new opportunities to interact with the public were created and existing programs were altered to adhere to the social distancing and mask recommendations.

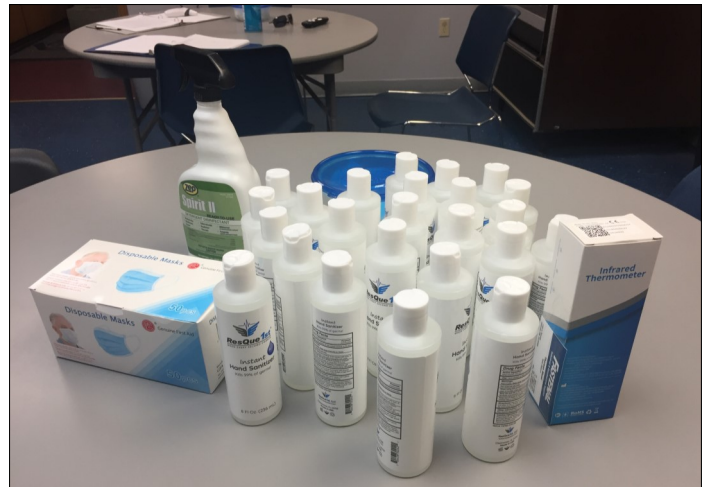


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Despite all of the challenges in 2020, police officers made themselves available during the early stages of the pandemic to elementary schools to facilitate “teacher parades” so school staff could see their students in person one last time. Additionally, because of the open lines of communication the department enjoys with the community, several requests were made to conduct “birthday parades.” Officers were involved in at least four such driving parades, with officers purchasing gifts with their own money to leave at the end of the driveway for the child.

The Arkansas City Recreation Center began packaging free meals for pickup on Mondays at a scheduled time. Knowing the clock was ticking on the overstock of freezer pops stored from the summer of 2019, officers decided to commence a “take and freeze” option this summer for Pop-sicle Patrol and hand out bundles of pops during meal pickups at the Recreation Center.

If nothing else, 2020 proved that our community appreciates and supports the officers and staff of the department, and that the department has no plan to change their motto. ACPD will continue to connect with their community, because it is, indeed, our thing.





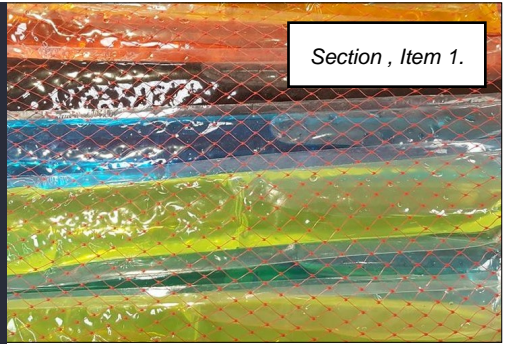
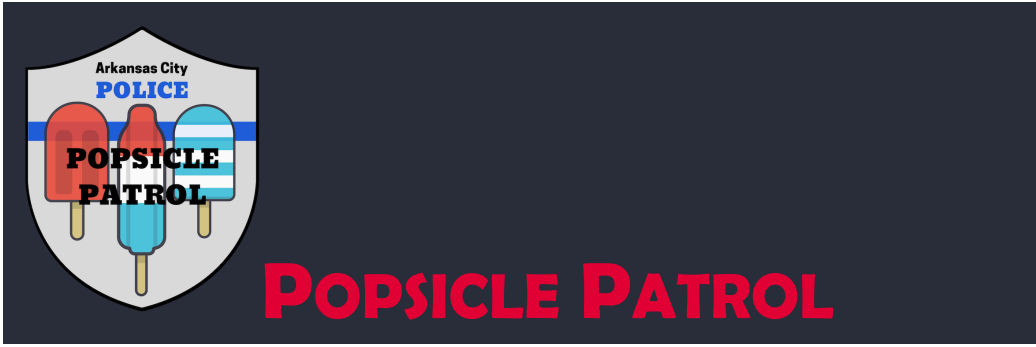
Coffee with a cop is a nationally used outreach adopted by ACPD specifically designed to interact with the adults in our community. We typically hold several of these events through the year. In 2020 we were only able to hold one of these events.

However, we were able sit down with citizens at the Donut Palace and enjoy interactions with a broad range of individuals. This coffee was also attended by our new City Manager, Randy Frazer, and regional politicians Larry Alley and Cheryl Helmer.



This was the last outreach event that we were able to do indoors during 2020.





Popsicle Patrol has become a community favorite in Arkansas City. In truth, the officers make time to interact with the youth of Ark City in many ways, whether it be at the Northwest Community Center playing basketball or through the school district. While COVID restrictions kept kids out of facilities like the Northwest Center, and schools, we managed to find many out and about playing outside this year.

Thanks to a generous partnership with the local Dillon's store and the donations from the community, we were able to collect more than 6,000 popsicles for our officers to pass out in 2018. These popsicles were still available to officers to pass out in 2020.

ACPD took advantage of regularly scheduled events, like IYQ Camp, which is held in Paris Park, to pass out popsicles to local kids. Other opportunities included City Band concerts, and sporting events.

Officers were able to keep popsicles in coolers in their vehicles for a few hours while kids were out playing in their yards or in local parks.



SOCIAL MEDIA



Social Media use in law enforcement is still on the rise, not only for informational purposes, but for assistance, and outreach. The COVID lockdown and policies put into place following created a need to use social media more than in the years past. In 2020, we worked harder to incorporate more bi-lingual messaging.

ACPD uses two main social media platforms, Twitter and Facebook. These mainstream platforms are used to communicate a plethora of information, ranging from our nightly #9pmroutine reminders to inclement weather, they highlight outreach efforts and press releases are posted on our Facebook page. Our Facebook is also where runaways are posted in order to receive help from the community.

In 2020, social media became a more significant element of outreach, starting with the March lock down. Initially, doing more outreach on social media was not difficult, with trivia and intentionally interactive posts, the department was still able to reach people where they were. We even asked our citizens to share photos with us. However, when the overall national sentiment turned to negative views at police departments across the country, our community members gave us support. Many offered up kind words about the department, which were shared on our social media.

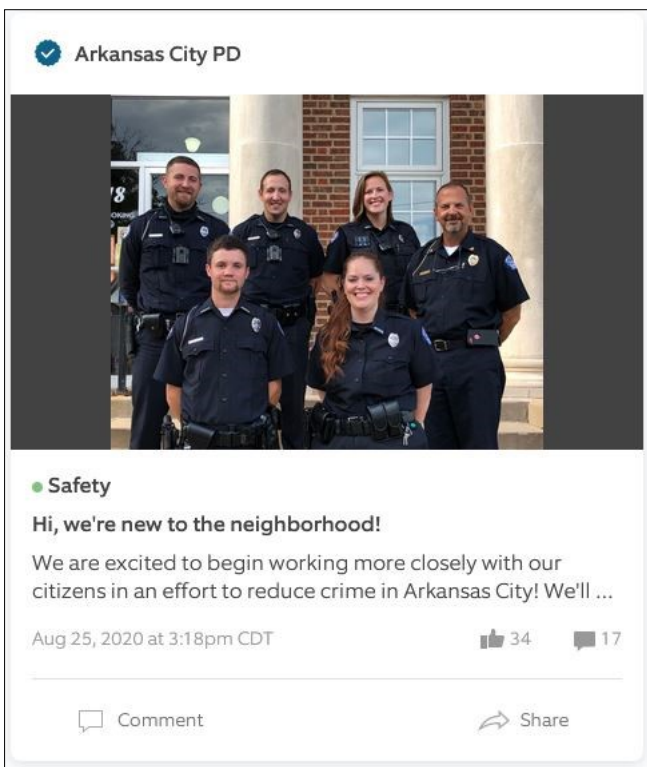


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The most prominent postings made on our social media, year after year, were #9pmroutine department began sharing #9pmroutine nearly every night of 2020. These posts can seem somewhat repetitive, however, the reminder to lock doors goes out not only to remind those currently practicing the #9pmroutine, but those who aren't familiar with #9pmroutine can become educated in the movement.

In 2020, we also added another type of social media, this one is more pointed directly at our citizens, and is used primarily for crime. ACPD was set up to utilize the Neighbors app, which is tied to Ring— a company that produces digital doorbells that include video recording capabilities. The app is open to anyone, regardless of whether the citizen uses the Ring doorbell or not.

Through this app, ACPD is able to push out theft trends, request for home security video, information bulletins about missing people and much more. This app is available for free on any smart phone or tablet. Once a citizen has signed up, they can opt-in for messages pushed out by our agency.





ACPD AND USD 470

The Arkansas City Police Department and Unified School District 470 started the 1997-98 school year with the D.A.R.E. and GREAT programs. It wasn't until January 2005 when Arkansas City Police Department had an officer in the high school full-time. In August 2005 a second full-time officer was implemented into the middle school.

School Resource Officers with the Arkansas City Police Department go through rigorous training to become certified. Some of the following trainings are attended by SROs; NASRO Basic SRO certification course, Two week D.A.R.E. school certification, Mitigating Juvenile Exposure to the Criminal Justice System (SB367), Crisis Intervention Team training.

There are two officers assigned to the position of School Resource Officer. MPO Matthew Mayo remained in the program as the SRO for the High School, and Tuxhorn was stationed at the middle school. Both SRO's teach D.A.R.E. at local Elementary Schools—including Sacred Heart.

Both SRO's faced new struggles in 2020, as the school district effectively shut the schools down in March due to rising concerns about COVID-19. Students left for spring break and did not return to school until the fall, at which

time, most attended remotely. This posed a problem for the SRO's as Resource officers do much more than teach D.A.R.E., there are many other programs that are utilized to help teach the students about good decision making.

MPO Tuxhorn had weekly zoom meetings with some of her students, in which the students were able to interact with each other as well as the officer and their teachers. MPO Mayo spent some time with students doing video challenges, but due to restrictions, that activity was cut short also.



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Choosing to run this particular stop sign comes with a hefty fee in Ark City. Did you know that failure to yield to this stop sign results in a ticket and fine of at least \$411? The safety of our future depends on you!



Unfortunately, another loss due to COVID was DARE Camp. While the SRO's planned DARE Camp for 2020, it was ultimately cancelled due to the preventative policies put into place by both the school district and the department itself. When the announcement was made, National Night Out celebrations were also cancelled.

Despite the limitations that were experienced in 2020, both officers continued to find ways in which to interact with the children of our community, with other outreach efforts and through continuously setting examples for the students that they encounter both in the schools and on the streets!

Arkansas City Police Department
Published by Jeni McGee · December 2, 2020 ·

Matt Mayo Sro learned his lesson while cleaning his office.
Learn from his lack of #9pmroutine.
Hide your valuables, lock your doors and turn on your porch lights!

Matt Mayo Sro
November 23, 2020 ·

I got a good lesson on the #9pmroutine today. When the kids are remote learning, the office staff has fun! Big lesson on how not to leave your door unlocked! Always lock your door protect your property!



SHOPPED BY A COP

Shop with a Cop is unique, in that it is not an outreach run by the department, but by the Fraternal Order of Police (FOP) of which our officers are members. Traditionally, officers meet with families at our local Walmart, and shop with the children that were nominated.

As was true of many things in 2020, we had to modify this practice. A suggestion was made to "re-name" the event to "Shop by a Cop". The idea was to give each shift an assigned family or families to shop for. The shift would then deliver gifts to the families.

With that in mind, one officer took nominations of families to help. Knowing that the need was great in Ark City, extra care was taken to make sure that funds would go as far as possible in assisting these families. This officer coordinated with Angels in the Attic and USD 470, to make sure that the families that were chosen were not receiving help for Christmas from another agency — ensuring that more children were able to enjoy the holidays.

ACPD coordinated with the Chamber of Commerce and Visit Ark City for toy donations. These entities also donated non-perishable foods. With the help of the directors, each child within the family nominated received gifts that were donated by Native Lights Casino.

The Ark City Kiwanis Club also donated to this cause. Many were given perishable foods, like eggs, milk,



bread, lunchmeat and produce. They were able to help a group of families in providing the components for Christmas dinner. The extra support came from several local sources, beyond the contributions made directly to the FOP. Among them, Ark Valley Credit Union.

Once all of the donations came in, employees organized a "family box" so items could be gathered for each family and could be easily distributed by the officers who delivered them.

Each shift and Investigations, shopped for gifts and other items, wrapped the gifts and then delivered them. There were seven families that also received a free Christmas Dinner purchased by the FOP at Dillons. In all, 17 children received Christmas gifts.

The feedback from families, kids and officers were all very positive. The families helped by Shopped by a Cop and everyone at ACPD are overwhelmed at the generosity of our citizens and community partners!





STUFF THE CRUISER



“Stuff the Cruiser” was a brand new type of outreach for the department in 2020. This outreach focused on giving back to those that were in need during the holiday season.

Manna Ministries, which is operated through the First Baptist Church in Arkansas City, typically receives about 6,000 pounds of non-perishable food from the ACMS KAYS Club food drive. But, due to COVID, this drive was cancelled.

Armed with this knowledge, ACPD went to work to fill the need in the community. After speaking with managers at both Dillons and Walmart, and coordinating with Manna Ministries, officers started meeting the public at the grocery stores.

There were weekly opportunities for citizens to become involved in “Stuff the Cruiser”, and at each event staff members used patrol units to park near the entrance with the sign visible.

As citizens filed in, staff handed fliers to them, which let them know what kinds of donations were needed by the food bank, and if they chose to donate, they were able to drop off the items before



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heading home.

Each time “Stuff the Cruiser” took place, the amount of donations increased. During the first outing, 815 pounds of non-perishable food was donated. This number exceeded our initial expectations.

During a total of 6 donation opportunities, Ark City residents donated 5,365 pounds of food. Citizens who were unable to catch officers while they were at donation sites, brought in another 135 pounds of food.

Ark City responded amazingly to the event and the officers. Several citizens wanted photos with department members.

In fact, one young girl was wearing a police woman outfit and she was very adamant about donating. She even went so far as to go home and bring back more food to donate that same day.

One woman gave officers a bag of Hershey’s Kisses and told them that it was for them and that it was the only kind of kisses she would be able to safely give us.





Arkansas City Kansas Police Department
117 West Central Ave. Arkansas City, KS 67005

For immediate help
in an emergency



- 620-441-6601 for administration
- 620-441-4444 for non-emergencies
- acpd@arkcity.org
- www.facebook.com/ArkCityPolice
- twitter.com/ArkCity_Police

In order 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 City Commission recess into executive session **to discuss personnel matters of nonelected personnel**, pursuant to K.S.A. 75-4319(b)(1), to discuss **the Police Chief position**. The open meeting will resume in this room at **[INSERT]** p.m.

State Reference

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 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 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 pari-mutuel 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. 2016 Supp. 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 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. 2016 Supp. 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.



City Commission Agenda Item

Meeting Date: 5/18/2021
From: Andrew Lawson, Public Information Officer
Item: City Advisory Board Reports

Purpose:

The City Commission receives regular reports from its appointed advisory boards and committees in the form of their approved minutes.

Commission Options:


1. No action needed.

Attachments:

The following approved board and committee minutes are included in this packet:

- April 12 — Arkansas City Public Library Board of Trustees
- April 13 — Arkansas City Planning Commission
- April 26 — Arkansas City Public Library Board of Trustees (*special meeting*)

Approved for Agenda by:



Randy Frazer, City Manager

MINUTES

**Arkansas City Public Library Board of Trustees Special Meeting via Zoom –
April 12, 2021**

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, April 12, 2021 at 7:00 p.m. via Zoom.

MEMBERS PRESENT:

- Duane Oestmann, City Commissioner, ex officio
- Shawna Allison, *Vice President*
- Lloyd Colston
- Mitch Reichle, *Treasurer*
- Kayleigh Lawson, *President*
- Gia Watson
- Emily Mitton, *Secretary*

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:03 p.m.

Motion by Allison to approve the March meeting minutes. Second by Oestmann. Approved unanimously.

Motion by Oestmann to approve the February and March 2021 Treasurer Reports. Second by Allison. Approved unanimously. The February 2021 report shows that we have total assets of \$483,977.44 (\$3,458.04 in current liabilities, \$160,709.08 in the operating fund and \$320,504.37 in the capital improvement fund). The March 2021 report shows that we have total assets of \$462,984.39 (\$2,106.76 in current liabilities, \$140,067.31 in the operating fund and \$320,504.37 in the capital improvement fund). We have accepted 50% of our anticipated receipts and expended 19% of our anticipated budget.

Pfannenstiel provided a Director’s report to the Board.

There was brief discussion about the 2020 financial audit.

Motion by Colston to table action on staff stipends and to set a special meeting for Monday, April 26. Second by Reichle. Approved unanimously.

Motion by Oestmann to approve the additions to the Pandemic policy. Second by Reichle. Approved unanimously. Mask wearing will be required if the CDC recommends it during a pandemic, a list of job tasks that can be completed in case of closure was added, and authorization for staff to work from home if needed/required was added.

Motion by Reichle to approve the 2022 budget request of 6 mills. Second by Allison. Approved unanimously.

There was a discussion about seeking a quote from a painter who is licensed for lead abatement. There are two areas in the library that need to be scraped and repainted.

There was discussion about our involvement with the USD 470 Early Literacy Initiative.

There was discussion about the possibility of a new library facility. The board would like to discuss this further in a meeting in early fall.

Motion by Oestmann to adjourn the meeting. Second by Reichle. Approved unanimously. With there being no further business, the meeting concluded at 8:33 p.m.

Meeting called to order on April 13, 2021 at 5:30 PM:

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

Colston joined the meeting via GoToMeeting.

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

Also present at the meeting either in person or via GoToMeeting was Wichita State University Graduate Assistant Emily Thon, Marla Canfield representing the Kansas Department of Commerce, Megan Bottenberg and Cody Corbet representing Cox Communications, Kerri Falletti representing Cowley First and citizens Brandon & Sarah Jellings

1. Public Comments:

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

2. Consent Agenda:

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

3. Housing Assessment Stakeholder Discussion

White explained the purpose of this discussion. He explained the city was required to gather input from the public about housing needs in the community in order to receive a housing grant. The information from the Housing Assessment Tool will also help the City find additional funding streams for housing. White turned the meeting over to Emily Thon who led a discussion with question prompts about housing for the Housing Assessment Tool. A couple key points that emerged from the discussion were that contractors need to be recruited to build and/or remodel homes and the need to find investors to improve housing. Thon will compile the comments made at the meeting for the HAT.

4. Comprehensive Plan-Economic Development

White led a discussion of Economic Development. Kerri Falletti and Marla Canfield assisted with the discussion of programs and past surveys. It was noted that the surveys kept repeating the same results. Jennings felt that specific smaller goals need to be made instead of focusing on the larger goals. Consensus was that the goals needed to be specific in order to better measure them and provide guidance to staff and the city commission for making budgetary decisions for the next 10 years or so. White asked that Planning Commissioners consider prior the next meeting what sort of goals they would like to see. Lawson gave a brief update on the upcoming FlashVote surveys. Colston left the meeting at 6:54 pm and since there was no longer a quorum the meeting was adjourned. No other items were proposed and the Economic Development discussion will be continued at the May meeting.

MINUTES

**Arkansas City Public Library Board of Trustees Special Meeting via Zoom –
April 26, 2021**

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, April 26, 2021 at 6:00 p.m. via Zoom for a Special Meeting.

MEMBERS PRESENT:

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

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 6:00 p.m.

Pfannenstiel gave report about dividing adult services tasks among staff and gave a proposal for a stipend to be paid at the beginning of September for work performed by staff from April through August.

Motion by Colston to go into Executive Session for 30 minutes to discuss matters pertaining to non-elected personnel, with the Executive Session ending at 6:37 p.m. Second by Reichle. Motion passed unanimously.

The Board came out of Executive Session at 6:37 p.m..

Motion by Colston to approve paying stipends to staff for taking on extra duties in the absence of an Adult Services Librarian through the summer. Second by Watson. Approved unanimously. Stipend will be paid at the beginning of September for work performed from April through August.



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

Fund	Cash Summary					Budget Summary				
	1/1/2021 Beginning Cash Balance	Prior Year Adjustments	Receipts	Disbursements	04/30/2021 Ending Cash Balance	Budget	Encumbrances	Budget Variance Favorable (Unfavorable)	% Remaining (67%)	
01 - GENERAL FUND	\$ 2,430,776.08	\$ -	\$ 4,061,464.80	\$ 3,501,139.38	\$ 2,991,101.50	\$ 10,702,736	\$ 49,185.54	\$ 7,152,411	67%	
15 - STORMWATER FUND	\$ 297,096.40	\$ -	\$ 72,118.14	\$ 56,766.63	\$ 312,447.91	\$ 306,139	\$ 8,146.78	\$ 241,226	79%	
16 - WATER FUND	\$ 4,477,842.01	\$ -	\$ 1,778,754.94	\$ 1,746,714.84	\$ 4,509,882.11	\$ 5,760,616	\$ 258,188.81	\$ 3,755,712	65%	
18 - SEWER FUND	\$ 4,307,387.88	\$ -	\$ 781,576.32	\$ 576,966.71	\$ 4,511,997.49	\$ 14,169,544	\$ -	\$ 13,592,577	96%	
19 - SANITATION FUND	\$ 1,142,083.64	\$ -	\$ 575,038.95	\$ 481,035.76	\$ 1,236,086.83	\$ 1,495,989	\$ -	\$ 1,014,953	68%	
20 - SPECIAL RECREATION FUND	\$ 35,613.60	\$ -	\$ 2,481.82	\$ 3,500.00	\$ 34,595.42	\$ 46,068	\$ -	\$ 42,568	92%	
21 - SPECIAL STREET FUND	\$ 789,869.50	\$ -	\$ 159,044.30	\$ 160,629.11	\$ 788,284.69	\$ 1,357,500	\$ 8,146.77	\$ 1,188,724	88%	
23 - TOURISM/CONVENTION FUND	\$ 28,279.90	\$ -	\$ 31,225.04	\$ 31,225.04	\$ 28,279.90	\$ 139,145	\$ -	\$ 107,920	78%	
26 - SPECIAL ALCOHOL FUND	\$ 93,482.01	\$ -	\$ 2,681.82	\$ 1,000.00	\$ 95,163.83	\$ 90,524	\$ -	\$ 89,524	99%	
27 - PUBLIC LIBRARY FUND	\$ -	\$ -	\$ 209,214.47	\$ 209,214.47	\$ -	\$ 384,950	\$ -	\$ 175,736	46%	
29 - SPECIAL LAW ENF TRUST FUND	\$ 11,617.22	\$ -	\$ 610.22	\$ 8,322.80	\$ 3,904.64	Not a Budgeted Fund				
31 - LAND BANK FUND	\$ 986.21	\$ -	\$ -	\$ -	\$ 986.21	\$ 3,500	\$ -	\$ 3,500	100%	
43 - BOND & INTEREST FUND	\$ 303,521.84	\$ -	\$ 208,645.65	\$ 69,030.00	\$ 443,137.49	\$ 673,385	\$ -	\$ 604,355	90%	
44 - HEALTHCARE SALES TAX FUND	\$ -	\$ -	\$ 610,462.95	\$ 610,462.95	\$ -	\$ 1,696,000	\$ -	\$ 1,085,537	64%	
45 - UNPLEDGED HEALTHCARE SALES TAX FUND	\$ 189,526.15	\$ -	\$ 98,178.11	\$ -	\$ 287,704.26	\$ 332,706	\$ -	\$ 332,706	100%	
53 - MUNICIPAL COURT FUND	\$ 15,923.05	\$ -	\$ 54.85	\$ -	\$ 15,977.90	Not a Budgeted Fund				
54 - EQUIPMENT RESERVE FUND	\$ 200,946.02	\$ -	\$ -	\$ -	\$ 200,946.02	Not a Budgeted Fund				
57 - CID SALES TAX FUND	\$ -	\$ -	\$ 18,968.87	\$ 18,968.87	\$ -	\$ 65,000	\$ -	\$ 46,031	71%	
68 - CAPITAL IMPROVEMENT FUND	\$ 1,758,315.08	\$ -	\$ 2,924.29	\$ 375,569.73	\$ 1,385,669.64	Not a Budgeted Fund \$ 187,666.87				
TOTALS	\$ 16,083,266.59	\$ -	\$ 8,613,445.54	\$ 7,850,546.29	\$ 16,846,165.84	\$ 37,223,802.00				

INDEBTEDNESS:

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

Note: Information is Unaudited