



# City of Arkansas City

## BEAUTIFICATION AND TREE ADVISORY BOARD AGENDA

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**Thursday, August 25, 2022 at 1:00 PM – Water Treatment Facility 400 W Madison Ave**

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**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/798597549>

**You can also dial in using your phone.**

United States: +1 (408) 650-3123

**Access Code:** 798-597-549

**I. Roll Call**

**II. Consent Agenda**

- [1.](#) Meeting Minutes, February 24, 2022 and March 10, 2022

**III. Old Business**

1. Friends of Wilson Park update

**IV. New Business**

1. Yard of the Month discussion
- [2.](#) Neighborhood Grant discussion
3. Outdoor Movie Night discussion
- [4.](#) Future of Board discussion

**V. Other Miscellaneous Items**

**VI. Adjourn**

Arkansas City Beautification and Tree Advisory Board  
2/24/22 Minutes

A regular meeting was held **Thursday, February 24, 2022**, at the Water Treatment Facility. Meeting called to order at **1:00 p.m.**

<b>I. Roll Call:</b>	<u><b>Board Members</b></u>		<u><b>Staff Liaisons</b></u>	
	Robin Henderson ( <i>via GoToMeeting</i> )	<input checked="" type="checkbox"/>	Mike Bellis	<input type="checkbox"/>
	Candace Hendricks	<input checked="" type="checkbox"/>	Randy Frazer	<input type="checkbox"/>
	Nancy Holman	<input type="checkbox"/>	Evan Haney ( <i>via GoToMeeting</i> )	<input checked="" type="checkbox"/>
	Paisley Howerton ( <i>via GoToMeeting</i> )	<input checked="" type="checkbox"/>	Andrew Lawson	<input checked="" type="checkbox"/>
	Harrison Taylor	<input checked="" type="checkbox"/>	Connie Moore	<input type="checkbox"/>
			Josh White ( <i>via GoToMeeting</i> )	<input checked="" type="checkbox"/>

**II. Consent Agenda:**

Candace made a motion to approve the minutes of the **January 27, 2022**, regular meeting as presented. Harrison seconded the motion, which was approved **4-0** on a voice vote. Robin joined the meeting in progress in person at **1:06 p.m.**

**III. Old Business:**

Mendy Pfannenstiel (*via GoToMeeting*) gave a brief overview of the formal adoption application from Robin (LoveNJoy Girls Club) and the Arkansas City Public Library for installing a second **StoryWalk**, this one to be at **Lovie Watson Park**.

Harrison made a motion to recommend that the City Commission approve ACPL’s adoption request. Paisley seconded the motion, which was approved **3-0** on a voice vote. (Robin abstained from voting since she is one of the adopting parties.)

Andrew said Chief Burr again was unable to attend the meeting, so the **Suicide Prevention of Cowley County Coalition** (SPOCCC) adoption plan to beautify and improve the **West Chestnut bridge approach** will be tabled to a future meeting.

Andrew asked everyone to attend the **March 11** study session for the Wilson Park/Docking Garden adoption proposal. He introduced **Chris Hutton** and **Ann Patterson**, with the Cowley County Area Retired School Personnel, who want to help.

Andrew asked for some ideas for **Spring Cleanup Day**, which will be held from **8 a.m. to noon April 23**. Possible sites to target for cleanup include the Knebler Pond disc golf course, Chestnut Avenue underpass, Veterans Lake and Walnut Park.

Arty Hicks said there will be a big disc golf tournament on **May 7-8** at both Knebler Pond and the Winfield disc golf course.

Candace discussed some of the next steps should be to improve the City’s **signs** and beautify its **entrances**. She said it will take a while longer to get pricing while also trying to keep as much of the work as local as possible. This is a **2023** project.

Andrew continued discussion of a draft spreadsheet that attempts to prioritize improvements and changes to the **City’s park inventory**, going out 10 years. He said Mayor Gingher would like to see a dog park created. No location has been selected.

**IV. New Business:**

Other than the above discussion of the possible dog park location, there was no new business discussed during this meeting.

**V. Other Miscellaneous Items:**

Josh and Andrew talked about downtown visioning session from **Feb. 5** at the Burford Theatre, while Paisley described what was discussed at the smaller **Feb. 4** event. The students will use the discussions to create a free visioning study for the City.

Andrew and Paisley will work together to complete annual **Mayor’s Monarch Pledge** paperwork, which is due **March 31**.

The next meeting of the 2022 Tacolalah Executive Committee will be at **noon March 3** at the Water Treatment Facility.

Robin made a motion to adjourn the meeting. Candace seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **2:25 p.m.** The next regular meeting of the Beautification and Tree Advisory Board is at **1 p.m. March 24, 2022**.

Arkansas City Beautification and Tree Advisory Board  
3/10/22 Minutes

A special meeting was held **Thursday, March 10, 2022**, via GoToMeeting. The meeting was called to order at **1:00 p.m.**

I. Roll Call:

<u>Board Members</u>		<u>Staff Liaisons</u>	
Robin Henderson	<input checked="" type="checkbox"/>	Mike Bellis	<input checked="" type="checkbox"/>
Candace Hendricks	<input checked="" type="checkbox"/>	Randy Frazer	<input type="checkbox"/>
Nancy Holman	<input type="checkbox"/>	Evan Haney	<input checked="" type="checkbox"/>
Paisley Howerton	<input checked="" type="checkbox"/>	Andrew Lawson	<input checked="" type="checkbox"/>
Harrison Taylor	<input checked="" type="checkbox"/>	Connie Moore	<input checked="" type="checkbox"/>
		Josh White	<input checked="" type="checkbox"/>

II. Business:

Andrew said this would be his final meeting with the Board, since he is taking a new job. He presented draft changes to the **Tacolalah Festival bylaws** that remove the Board from Tacolalah governance, although it still could have a representative.

The proposed changes will not take effect until **July 1, 2022**, following this year’s event, so Candace will stay on until then.

If the Board does not choose to retain someone after that date, a representative of Wilson Park interests should replace her.

Robin made a motion to approve of the proposed changes to the Tacolalah Festival bylaws. Harrison seconded the motion, which was approved **4-0** on a voice vote.

Andrew, Connie and Mike began preliminary discussion about the possible **future of the Board** and its staff advisors. There is every possibility that this Board will slowly start to become more of a Chamber of Commerce or Main Street function.

Paisley and Candace said they think the mission of this Board goes beyond the narrow target area of the Kansas Main Street program, although the two initiatives will be somewhat linked together. Both women are very involved with Main Street, too.

Andrew again asked for some ideas for **Spring Cleanup Day**, which will be held from **8 a.m. to noon April 23**. The Board zeroed in on cleaning up the East Chestnut Avenue underpass, using volunteer labor to pick up trash and possibly paint walls.

III. Other Miscellaneous Items:

Andrew and Paisley are working together to complete annual **Mayor’s Monarch Pledge** paperwork, which is due **March 31**.

The next meeting of the 2022 Tacolalah Executive Committee will be at **noon March 17** at the Water Treatment Facility.

Robin made a motion to adjourn the meeting. Paisley seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **1:49 p.m.** The next regular meeting of the Beautification and Tree Advisory Board is at **1 p.m. March 24, 2022**.



## Items for Beautification and Tree Advisory Board Action

**Meeting Date:** 7/21/22  
**From:** Josh White  
**Item:** Neighborhood Grants

**Title:** Neighborhood Grant discussion

**Background:**

I did some checking on the neighborhood grant program. I sent an email to Andrew and Nick Hernandez in May 2019 about a program I saw in Fort Wayne, IN that had the grant program. That is where the \$5,000 came from. The first year funding would likely have been available was 2020. At the July 2019 meeting, Andrew announced the Commission agreed to fund the program and handed out flyers from Fort Wayne. He said the board would have to figure out how to implement the program. More discussion at the August meeting and was tabled until October 2019. At the October meeting there was more discussion but no final action. At the December meeting, several staff members attended. There was more substantive discussion but again no final action. I wasn't able to find any further discussion on the item. So it appears that the last discussion was December 2019.

My assumption because I really have no further way to track this is that the money was budgeted for 2020, never spent and was likely not put into the 2021 or 2022 budgets. Randy will have to tell us if there is any current funding and what would need to happen to restore funding if there is no current funding. It is also likely too late to add this to the 2023 budget. I also attached the grant program article that Andrew handed out to the board at some point.

**Board Options:**

Hold discussion

# News~Sentinel

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## **City's neighborhood improvement grant program now open**



The 2019 Neighborhood Improvement Grant program is now open. This is the second year for the program, which is designed to support neighborhood projects that beautify public spaces and strengthen community involvement.

Information and guidelines about the program can be found at [www.FortWayneNeighborhoods.org](http://www.FortWayneNeighborhoods.org) by clicking on the resources menu item. Letters of intent are due by June 28 and after that, neighborhood leaders will be invited to a workshop to refine their grant applications. Final applications will be due Aug. 30.

“Vibrant and welcoming neighborhoods are a key to the success of our community,” Mayor Tom Henry said in a statement. “This grant program will inspire local leaders to strengthen their neighborhoods and improve the quality of life for all residents.”

The city’s Community Development Division will award grants up to \$5,000 to any registered Fort Wayne neighborhood association or one of the city’s four Area Partnerships. A simple registration form is available on the neighborhoods website.

Community Development plans to award a total of \$50,000 for the 2019-2020 Neighborhood Improvement Grant. Accepted projects must enhance the aesthetics of the neighborhood, provide a clear community benefit, be accessible to all residents and increase civic pride. Examples include community gardens, improvements to community centers, benches, public art or signage. Expenses such as routine maintenance, social events or operating expenses will not be covered.

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# Items for Beautification and Tree Advisory Board Action

**Meeting Date:** 7/21/22  
**From:** Josh White/Mike Bellis  
**Item:** Future of Board discussion

**Title:** Future of Board discussion

**Background:**

This board is unfortunately in a bit of a state of limbo. Staff is looking for some direction. Mike has suggested that the board switch to quarterly meetings. This would at a minimum, require a change to the bylaws. In my searches though I find no bylaws for this board, might need to develop a simple document to handle this. However Municipal Code seems to require monthly meetings. Staff will look into what it would take to change that if necessary. Here is the default language for boards.

**Sec. 2-51. City organizations—Appointments, meetings, officers, qualifications and vacancies.**

- (a) *Creation and appointments.* All members of any board, council, task force, committee or commission created by and existing pursuant to this code (hereafter referred to generally as "board") shall be appointed by the mayor with the consent of the board of city commissioners, unless otherwise specifically stated in this code.
- (b) *Regular and special meetings.* Unless specifically authorized and exempted by this code or another controlling authority, every board shall meet regularly once a month at such time and place as designated by the chairperson. Special meetings may be called by the chairperson or upon written request signed by a majority of the members of the board. Notice of any special meeting must be given in accordance with K.S.A. 75-4317 through K.S.A. 75-4320f (the "Kansas Open Meetings Act," hereinafter referred to as "KOMA").
- (c) *Cancellation of meetings.* If there is no business before a board in a given month, the chairperson may elect to cancel that month's regular meeting. Multiple consecutive meetings may be canceled at one time with the consent of the board, such as in the case of a summer hiatus. Notice of cancellations must be made in accordance with KOMA.
- (d) *Election of officers.* Each board shall elect, by majority vote, one of its members as a chairperson, who shall serve for a term of one year or until a successor is elected by the board. Each board shall elect, in the same manner and for the same term, one of its members as a vice chairperson, who shall act as chairperson in the event of the chairperson's absence. The chairperson, or the vice chairperson in the chairperson's absence, shall preside at and be responsible for the conduct of all board meetings. Each board also shall designate a secretary, who may be a member of the board or an employee of the city, to record the minutes of its meetings.
- (e) *Other offices.* Unless specifically authorized and exempted by this code or another controlling authority, no board member may hold any other public office of the city, except membership on no more than one other board as appointed by the board of city commissioners. The planning commission and board of zoning appeals shall be counted as one board for the purposes of this subsection.
- (f) *Vacancies and terms.* In the event a vacancy shall occur during the term of any board member, the successor shall be appointed to the remainder of the unexpired term. Whenever possible, resigning board members shall serve until their successors have been appointed and qualified. The length of terms shall be set for each board within this code. All terms shall be staggered so that the terms of no more than half of the board's membership shall expire in the same calendar year.

(Ord. 2016-10-4419, § 1, 10-18-2016)

I also wanted to share the section of Municipal Code specific to the Board for discussion:

## DIVISION 2. BEAUTIFICATION AND TREE ADVISORY BOARD

### **Sec. 2-88. Creation and term of office.**

The beautification and tree advisory board shall consist of at least five members each serving a three-year term.

(Prior Code(2), §§ 2.41.010, 2.41.020; Ord. No. 3648, § 1, 1995; Ord. No. 3715, § 1, 1996; Ord. No. 4138, § 2, 2008; Ord. No. 4246, § 1, 2010; Ord. No. 2016-10-4419, § 2, 10-18-2016)

### **Sec. 2-89. Duties and responsibilities.**

The city beautification and tree advisory board shall:

- (1) Establish a policy for the placement of permanent, artistic, historic, or commemorative displays on public property. Each proposal for a placement shall contain the following minimum information:
  - a. The name of the sponsor;
  - b. Description of the exhibit with artist's rendition as to its appearance (to be attached if available); and
  - c. Specification of desired location.
- (2) The board shall consider the following issues in reviewing any proposed placement:
  - a. Exhibit quality;
  - b. Preferred location;
  - c. Compatibility with surrounding property, traffic, and pedestrian safety;
  - d. Payment of maintenance;
  - e. Proposed financing;
  - f. Appropriateness to community; and
  - g. Permanency.
- (3) Review and make recommendations to the board of city commissioners on any proposed placement.
- (4) Provide information and recommendations to the board of city commissioners and staff on city beautification.
- (5) Provide leadership, public education, and encourage promotions that will improve the beautification of the city and its surrounding environs.
- (6) Promote tree-related beautification initiatives within the city by:
  - a. Developing an inventory of the community's tree stock, including all parks and public grounds, as well as those on private property;
  - b. Providing information and recommendations to the board of city commissioners and staff on sound tree planting and pruning policies;
  - c. Developing plans for tree planting, removal and landscaping, including other plant materials in city parks and other public grounds;
  - d. Providing leadership, public education and coordinate private incentive promotions that will improve the quality of tree planting and husbandry by the citizens of the community; and
  - e. Sponsoring an appropriate Arbor Day celebration.

(Prior Code(2), § 2.41.040; Ord. No. 3648, § 1, 1995; Ord. No. 4246, § 1, 2010)