



City of Arkansas City

CITY COMMISSION MEETING AGENDA

Tuesday, April 05, 2022 at 5:30 PM — 118 W Central Ave, Arkansas City, KS

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/587173957>

You can also dial in using your phone.
United States: +1 (571) 317-3122
Access Code: 587-173-957

I. Routine Business

1. Roll Call
2. Opening Prayer will be lead by Haley Wyckoff and the Pledge of Allegiance will be lead by Ian Wyckoff.
3. Additions or Deletions **(Voice Vote)**
4. Approval of the Agenda **(Voice Vote)**

II. Awards and Proclamations

1. Proclaim April 2022 as Fair Housing Month in Arkansas City as read by Shay and Esa Wyckoff.

III. 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.

*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.

IV. Consent Agenda (Voice Vote)

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

1. Approve the March 15, 2022, regular meeting minutes as written.
2. Approve a Resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to renew an adoption contract for two years with the Walnut Valley Disc Golf Association (WVDGA) for Knebler Pond/Prairie Passage Recreation Area, located at 28674 71st Road in Arkansas City.
3. A Resolution authorizing the Mayor to sign a Grant Agreement with the State of Kansas Department of Commerce for the 2022 Housing Grant.

V. Old Business

1. Consider second reading of a Resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to initiate an adoption contract for one year with the Friends of Wilson Park for the old fountain in the Docking Memorial Garden at Wilson Park, located at 701 N. Summit St. in Arkansas City. **(Voice Vote)**

VI. New Business

Ordinances for Consideration

1. Consider first reading of an Ordinance adopting the budgeted pay plan to become effective April 9, 2022. **(Roll Call Vote)**

Resolutions for Consideration

1. Consider a Resolution amending Resolution No. 2018-12-3222 to alter the schedule of City Commission Reorganization meetings and to reaffirm the automatic rescheduling of any regular City Commission meetings that would fall on city-designated holidays. **(Voice Vote)**
2. Consider a Resolution transferring certain real estate located at 401 W. Madison Ave. **(Voice Vote)**
3. Consider a Resolution approving an Administration Services Proposal submitted by Ranson Financial regarding American Rescue Plan Act (ARPA) Funding, for an amount not to exceed \$12,500.00. **(Voice Vote)**

Other Items for Consideration

1. Consider approving a request from SCKMC for release of funds from the Unpledged Health Care Sales Tax Fund in the amount of \$231,000.00. **(Voice Vote)**

VII. Staff Report Presentations

City Manager's Report on Upcoming Activities

1. Cowley County Legislative Forum
2. Outstanding Student Award reception
3. RISE Cowley steering committee meeting
4. Cowley County Legislative Committee
5. Traffic Safety Committee quarterly meeting
6. City Commission study session

VIII. Communications and Reports

1. City Advisory Board Reports

IX. Adjournment

Office of the Mayor
Arkansas City, Kansas
Proclamation

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land now would guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Arkansas City, Kansas, is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, these Fair Housing groups and the U.S. Department of Housing and Urban Development have, through the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved, upon investigation, to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our City that can and should be achieved.

NOW, THEREFORE, the Mayor of the City of Arkansas City, Kansas, does hereby proclaim the month of **April 2022** as

FAIR HOUSING MONTH

in Arkansas City, and express the hope that this year's observance will promote fair housing practices throughout the City, Cowley County, Kansas, and the United States of America.

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

Name/Title: Kanyon Gingher, Mayor
Date: April 5, 2022



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Lesley Shook, City Clerk
Item: Approving March 15, 2022 Minutes

Purpose: Consent Agenda Item: Approve the March 15, 2022, 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:

1. March 15, 2022 Regular Minutes

Approved for Agenda by:

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

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, March 15, 2022**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Ark City.

Mayor **Kanyon Ginger** called the meeting to order. Commissioners also present at roll call were Commissioners **Charles Jennings**, **Diana Spielman** and **Jay Warren**. Commissioner **Scott Rogers** was absent.

City employees present were City Manager **Randy Frazer**, City Attorney **Larry Schwartz**, City Clerk **Lesley Shook**, Deputy City Clerk **Tiffany Parsons**, Public Information Officer **Andrew Lawson**, Finance Director/Treasurer **Jennifer Waggoner**, Environmental Services Superintendent **Rod Philo**, Building Official **Mike Bellis** and Police Officer **Madison Pickett**.

The **Arkalalah Executive Committee** was represented by **Tasha Bucher**. **Larry Kleeman** represented **Ranson Financial Consultants**.

Citizens observing in person or via GoToMeeting included **Makenzie Hirst**, **Silas Hirst**, **Chari Jenkins**, **Anita Judd-Jenkins**, **Karen Welch** and **Tom Wheatley**.

Citizen **Makenzie Hirst** offered the opening prayer. Citizen **Silas Hirst** led the Pledge of Allegiance.

Approval of the Agenda

At City Manager Frazer's request, Commissioner Spielman made a motion to approve the agenda with the addition of an **Outstanding Student Award Committee** appointment under **Item 2** of the **Consent Agenda**, as well as the additions of **Resolution No. 2022-03-3465** as **Item 4** and appointing Frazer to work with Ark City Industries on accepting property as **Item 5** of the **Consent Agenda**. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Ginger declared the agenda **amended**. Commissioner Warren then made a motion to approve the agenda as amended. Commissioner Jennings seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Ginger declared the agenda **approved** as amended.

Recognition of Visitors

Tom Wheatley, 711 S. Forewood Drive, asked the commission what can be done about the abandoned Town House Motel at **426 S. Summit St.** He would like to see it torn down or repurposed, but City Attorney Schwartz and Building Official Bellis said the City had limited power.

Consent Agenda

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

City Commission of Arkansas City – Regular Meeting Minutes

1. Approving the **March 1, 2022**, regular meeting minutes as written.
2. Ratifying Mayor Gingher's appointments of **Richard Brown** to the **Building Trades Board**, **Tom Wheatley** to the **Historic Preservation Board** and **Kevyn Ternes** to the **Outstanding Student Award Committee**.
3. Ratifying Mayor Gingher's reappointments of **John Bahruth**, **Mark Bartlett**, **Michael Hunt** and **Mike Kuhn** to the **Building Trades Board**; **Tammy Lanman-Henderson** and **Iris Turner** to the **Outstanding Student Award Committee**; **Joni Spicer** to the **Planning Commission**; and **Mary Benton** and **Cody Richardson** to the **Planning Commission** and **Board of Zoning Appeals**.
4. Approving **Resolution No. 2022-03-3465**, authorizing the Governing Body to agree to the consent and subordination of the City's **Taxable Industrial Revenue Bond Series 2018-A**, on behalf of KanPak LLC, and authorizing execution of summary of documents related thereto.
5. Appoint City Manager Frazer to work with **Ark City Industries, Inc.** in accepting property.

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

New Business

T Hangar Improvements Ordinance No. 2022-03-4549

City Clerk Shook presented for discussion a first reading of an ordinance approving the form of and authorizing the execution of an **Interlocal Cooperation Agreement** respecting certain **T Hangar Improvements** at Strother Field Airport/Industrial Park.

Larry Kleeman said the agreement will allow for the construction, furnishing and equipping of the project, and govern the repayment of bonds to be issued by the City of Winfield to pay for it.

Commissioner Warren made a motion to approve the ordinance as presented.

Commissioner Spielman seconded the motion. A roll call vote was **unanimous** in favor of the motion. Mayor Gingher declared the motion **approved** and given **Ordinance No. 2022-03-4549**.

Tacolalah Margarita Garden Ordinance No. 2022-03-4550

City Clerk Shook presented for discussion a first reading of an ordinance exempting the application of **K.S.A. 41-719(d)** to allow the sale and consumption of alcoholic liquor at a designated area of Wilson Park during the **2022 Tacolalah Festival** from **4 to 10 p.m. May 7, 2022**.

Public Information Officer Lawson previously said the **2022 Tacolalah Committee**, comprising representatives of five City boards and the Cowley Outdoor Market — has asked to sponsor a beer and margarita garden to sell and serve alcohol at Wilson Park during Tacolalah on **May 7**.

City Commission of Arkansas City - Regular Meeting Minutes

Proceeds from the beer garden will go to support the ongoing mission of the **Arkalalah Festival, Inc.**, which will be responsible for all sales and legal arrangements.

Staff said the organizers have provided reasonable assurances that they will take all necessary precautions to ensure the property is used in full compliance with applicable state and local laws.

Commissioner Warren asked **Tasha Bucher**, executive secretary of the Arkalalah Executive Committee, if those younger than 21 would be allowed inside the perimeter. Bucher asked that this be allowed and explained all of the precautions Arkalalah will take to prevent underage drinking.

Police Chief Burr has said he did not see any issues with Bucher's proposal, nor were there any problems with a similar area at last year's Tacolalah event, and said officers would be there in force.

Commissioner Warren made a motion to approve the ordinance as presented. Commissioner Spielman seconded the motion. A roll call vote resulted in **three yea votes** and **one nay vote**, with Commissioner Jennings casting the lone dissenting vote.

Mayor Gingher declared the motion **approved** and given **Ordinance No. 2022-03-4550**.

Lovie Watson Park StoryWalk **Resolution No. 2022-03-3466**

City Clerk Shook presented for discussion a resolution approving a recommendation of the **Beautification and Tree Advisory Board** to initiate an adoption contract for one year with the **Arkansas City Public Library** for a StoryWalk in **Lovie Watson Park**, located at 614 W. Birch Ave.

The public library (ACPL) and **Robin Henderson**, a Beautification and Tree Advisory Board member who abstained from voting because she is the lead organizer of an annual Juneteenth event in Lovie Watson Park, applied to adopt a new StoryWalk facility in Lovie Watson Park.

As with the previous StoryWalk at the Poplar Walking Trail, which staff reported has been a huge success since its installation, grant funds will provide for the installation of the StoryWalk signs.

ACPL will be responsible for maintaining the signs and changing out the storybooks, as it already does at the Poplar Trail. Henderson has pledged to help to raise maintenance funds through her Juneteenth fundraiser event.

Both parties requested that the City install the signs and provide the concrete for doing so, as it did at Poplar Trail. The Parks and Facilities Division estimates this cost will be approximately **\$80.00**.

The Beautification Board voted unanimously during its regular meeting on **February 24** to recommend that the City Commission approve initiating this adoption by ACPL for one year.

City Commission of Arkansas City - Regular Meeting Minutes

Commissioner Spielman made a motion to approve the resolution as presented. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Gingher declared the motion **approved** and given **Resolution No. 2022-03-3466**.

Docking Garden Adoption Proposal

City Clerk Shook presented for discussion a resolution approving a recommendation of the **Beautification and Tree Advisory Board** to initiate an adoption contract for one year with the **Friends of Wilson Park** for the old fountain in the **Docking Memorial Garden** at **Wilson Park**, located at 701 N. Summit St.

Seven volunteer members of various City advisory boards, operating under the collective organizational name of "Friends of Wilson Park," have applied to adopt the old fountain in the Docking Memorial Garden at Wilson Park.

They propose to turn the nonfunctional fountain into a series of raised planting beds. They will plant and help to maintain various species of pollinator-friendly plants. The proposed list of species does not include any milkweed plants. These volunteers propose to purchase the plants themselves, with the assistance of community donations, and water them, as well, staff reported.

The Parks and Facilities Division has already added brand-new topsoil to the proposed planting area and will provide volunteers with access to water, but otherwise would not be responsible for maintain the planting area.

The Beautification Board voted unanimously during its regular meeting on **June 24, 2021**, to recommend that the City Commission approve initiating this adoption by the Friends of Wilson Park for one year, and reaffirmed this vote during its regular meeting on **October 28, 2021**.

Commissioner Spielman made a motion to table further discussion of the resolution until **April 5**. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Gingher declared the motion **approved** and the resolution **tabled**.

Ravo Sweeper Lease-Purchase **Resolution No. 2022-03-3467**

City Clerk Shook presented for discussion a resolution authorizing City Manager Frazer to execute a lease-purchase agreement to finance the purchase of a **2021 Ravo 5I Series Street Sweeper** from RED Equipment, of Independence, Missouri, for an amount not to exceed **\$255,000.00**.

Finance Director Waggoner said the City will make a down payment in the amount of **\$127,500.00**, while the amount to be financed also will be **\$127,500.00**. The City already has taken possession.

City Commission of Arkansas City - Regular Meeting Minutes

Commissioner Jennings made a motion to approve the resolution as presented. Commissioner Spielman seconded the motion. A voice vote was **unanimous** in favor of the motion.

Mayor Gingher declared the motion **approved** and given **Resolution No. 2022-03-3467**.

Strother Field Interlocal Agreement **Ordinance No. 2022-03-4551**

City Clerk Shook presented for discussion a first reading of an ordinance approving the form of and authorizing the execution of an **Interlocal Cooperation Agreement** respecting certain **Warehouse Facility Improvements** at Strother Field Airport/Industrial Park.

Larry Kleeman said the agreement will allow for the construction, furnishing and equipping of the project, and govern the repayment of bonds to be issued by the City of Arkansas City to pay for it.

Commissioner Warren made a motion to approve the ordinance as presented. Commissioner Jennings seconded the motion. A roll call vote was **unanimous** in favor of the motion.

Mayor Gingher declared the motion **approved** and given **Ordinance No. 2022-03-4551**.

Strother Field Warehouse Facility **Resolution No. 2022-03-3468**

City Clerk Shook presented for discussion a resolution authorizing and providing for the construction of a **new public building** and providing for the payment of the costs thereof.

Commissioner Warren made a motion to approve the resolution as presented. Commissioner Jennings seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Gingher declared the motion **approved** and given **Resolution No. 2022-03-3468**.

Strother Field Taxable IRBs **Resolution No. 2022-03-3469**

City Clerk Shook presented for discussion a resolution authorizing the offering for sale of taxable **General Obligation Bonds, Series 2022**, of the City of Arkansas City, to finance the construction of a new warehouse facility at Strother Field Airport/Industrial Park.

Commissioner Warren made a motion to approve the resolution as presented. Commissioner Jennings seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Gingher declared the motion **approved** and given **Resolution No. 2022-03-3469**.

City Commission of Arkansas City - Regular Meeting Minutes

City Manager's Report on Upcoming Activities

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

- The annual **Arkansas City Area Chamber of Commerce banquet** has been rescheduled for **5 to 10 p.m. March 19** at the historic Burford Theatre, located at 118 S. Summit St.
- The next **City Commission** study session is at **noon April 1** in Frazer's office at City Hall.
- There is a **Cowley County Legislative Forum**, sponsored by the Cowley County Legislative Committee, starting at **6 p.m. April 5** at Baden Square, located at 700 Gary St. in Winfield.

Adjournment

Commissioner Warren made a motion to adjourn the meeting. Commissioner Jennings seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Gingher declared the meeting adjourned at **6:01 p.m.**

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

Kanyon Gingher, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Randy Frazer, City Manager
Item: Renewing Adoption Contract for Knebler Pond Disc Golf Course

Purpose: A Resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to renew an adoption contract for two years with the Walnut Valley Disc Golf Association (WVDGA) for Knebler Pond/Prairie Passage Recreation Area, located at 28674 71st Road in Arkansas City.

Background:

The **Walnut Valley Disc Golf Association** (WVDGA), represented locally by Visit Ark City Board of Trustees chairman **Arty Hicks** and **Mike Ptaszynski**, previously applied to “adopt” **Knebler Pond**, also known as the Prairie Passage Recreation Area, for a disc golf course, following on the earlier successful adoption of **Robert Cox Park**.

The City Commission on **March 16, 2021**, voted to approve the **Beautification and Tree Advisory Board’s** 4-0 recommendation to initiate an adoption contract for one year with WVDGA to install the new disc golf course.

The adopting party raised funds that were used to construct 18 new disc golf baskets, with the assistance of a professional, nationally renowned course designer who laid out the new course.

It is an 18-hole “advanced” course, maintained by WVDGA. WVDGA plans to organize and play monthly events at the park, which may attract out-of-town visitors, as well as host larger tournaments, such as one on **May 7-8**.

WVDGA continues to help with clearing the area as needed. The group also continues to assist with post-event cleanup. WVDGA remains responsible for removing baskets due to flooding or other events, as needed.

City staff will remain responsible for mowing, removing large limbs and trees, emptying trash receptacles, and other routine, ongoing park maintenance duties. City staff also may need to assist with the initial installation of tee pads.

At a later date, WVDGA will provide funds for the installation of appropriate signage, with the permission of the City and the **Beautification and Tree Advisory Board**, which unanimously voted during a regular meeting on **March 24** to recommend that the City Commission renew WVDGA’s adoption of Knebler Pond for two (2) years.

Staff continues to commend WVDGA for stepping up and helping to enhance this natural recreation area.

Commission Options:

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

Fiscal Impact:

Amount: Minimal cost to City

Fund:

Department:

Expense Code:

X Included in Budget

Grant

Bonds

Other (explain):

Approved for Agenda by:

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

Randy Frazer, City Manager

A RESOLUTION APPROVING A RECOMMENDATION OF THE ARKANSAS CITY BEAUTIFICATION AND TREE ADVISORY BOARD TO RENEW AN ADOPTION CONTRACT FOR TWO YEARS WITH THE WALNUT VALLEY DISC GOLF ASSOCIATION (WVDGA) FOR KNEBLER POND/PRAIRIE PASSAGE RECREATION AREA, LOCATED AT 28674 71ST ROAD IN ARK CITY.

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

WHEREAS, in compliance with said policy, the Governing Body on March 16, 2021, approved Resolution No. 2021-03-3393, approving a recommendation of the Beautification and Tree Advisory Board to initiate an adoption contract for one year with the Walnut Valley Disc Golf Association (WVDGA), a local recreational organization, for Knebler Pond/Prairie Passage Recreation Area, located at 28674 71st Road, to include the provision and maintenance of eighteen (18) disc golf baskets and signage, assistance with clearing and maintaining part of the course, and increased usage of this underutilized recreational area; and

WHEREAS, the Beautification and Tree Advisory Board held a regular meeting on March 24, 2022, to discuss the current adoption agreement with WVDGA representative Arty Hicks and subsequently voted unanimously to recommend renewal of this adoption contract for two additional years; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, wishes to follow the recommendation of the Beautification and Tree Advisory Board by renewing this adoption contract for two years with the Walnut Valley Disc Golf Association for Knebler Pond/Prairie Passage Recreation Area.

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

SECTION ONE: The City of Arkansas City, Kansas, hereby contracts with the Walnut Valley Disc Golf Association to re-initiate an adoption agreement for Knebler Pond/Prairie Passage Recreation Area. Such adoption contract is attached hereto and incorporated by reference as if fully set forth herein.

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

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas, until April 2, 2024. Renewal of this adoption contract shall be only upon a subsequent recommendation of the Beautification and Tree Advisory Board.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 5th day of April, 2022.

(Seal)

Kanyon Gingher, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

Section IV, Item 2.

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2022-04-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 5, 2022, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk



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

Section IV, Item 2.

For Office Use Only:

Adoption # _____

Adoption Year _____

New ☐

Renewal ☐

APPLICATION FOR PUBLIC LAND ADOPTION

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

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

Applicant Name: Arty Hicks, Mike Ptaszynski, Darren Mora

Applicant Address: 13372 U.S. Hwy 166 Arkansas City KS 67005
City State Zip

Telephone Number(s): 620-446-2054, 620-660-1542, 316-617-8136

Email Address: artyhicks@yahoo.com

Non-Profit Affiliation: WVDGA Arty Hicks 620-446-2054
Organization Name Address Contact Name Phone Number

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

Public Land Desired to Adopt: Knebler Pond

Basic Outline of Activities Proposed as Part of Adoption (Note: **Written proposal also required**): 18 hole Disc Golf Course

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

Copies of the following items must accompany this application:

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

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

Signature of Applicant

Date

2/18/2004

Knebler Pond Disc Golf Course Adoption Proposal

The City will continue to maintain the Knebler Pond recreational area to the standards it already does.

It is WVDGA's intention to put an 18-hole disc golf course in the ground, including tee signs, baskets and concrete tee pads, on the Knebler Pond property.

WVDGA will purchase baskets, signs and materials as necessary.

WVDGA will lay out and install the course, with very little City labor. (We have a unique opportunity to have 2010 World Champion Eric McCabe, who is a course designer, come down and lay out the course for us at NO CHARGE — he normally gets anywhere from \$5,000 to \$7,000 to do layouts.)

WVDGA will keep the course within the areas already maintained regularly by City crews.

WVDGA will have club work days to continually improve the area.

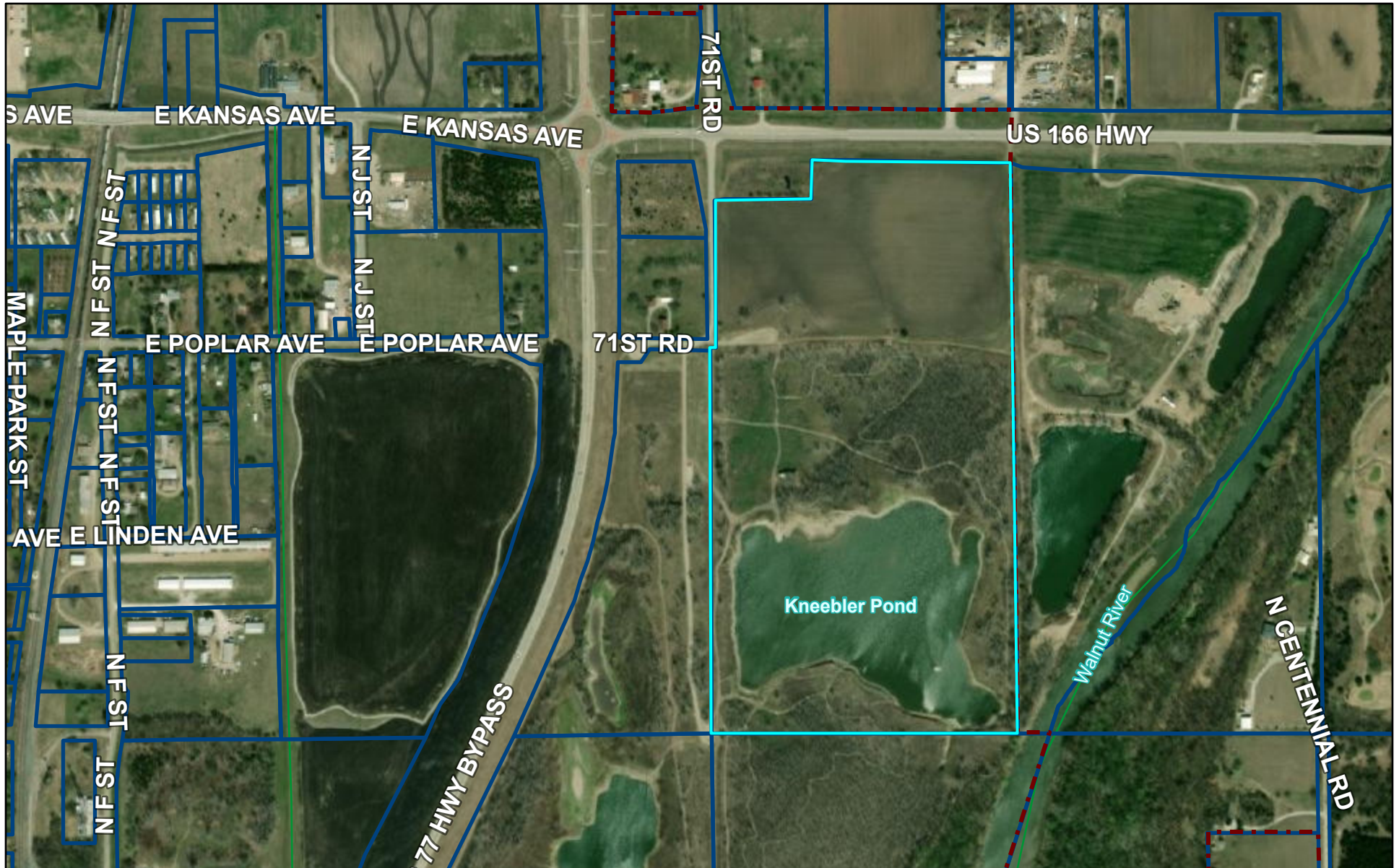
WVDGA is responsible for moving all equipment as needed due to flooding, burning or other events.

WVDGA plans on having several yearly events at this site, which will bring in people from surrounding counties and states. WVDGA has a great working relationship with the Farm at Quail Valley, which already hosts events have more than 100 participants from all over the state and Oklahoma.

WVDGA is already in the planning stages of a 2-day, 2-course tournament scheduled for June. 2-day tournaments mean people have to stay somewhere (we are working to get Best Western as a host hotel).

Having increased traffic at Knebler Pond WILL cut down on a lot of undesirable activity that can happen when a wooded area goes unused for period of time.

WVDGA will work together with any existing usage already present, such as the trails. We can co-exist!



3/10/2021, 12:32:07 PM

1:9,028

Roads



County Line



Parcels

Streams



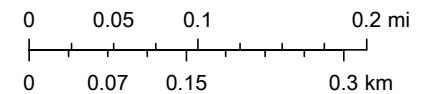
City Areas



State Line

Points of Interest

Lakes and Ponds



USDA FSA, GeoEye, Maxar



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Josh White, Principal Planner
Item: CDBG Housing Grant Agreement

Purpose: A Resolution authorizing the Mayor to sign a Grant Agreement with the State of Kansas Department of Commerce for the 2022 Housing Grant.

Background:

The City was recently awarded a CDBG Housing Grant in the amount of \$300,000. In order to formally receive the grant funds and start the process, a grant agreement needs to be executed between the City and the State of Kansas Department of Commerce. The grant agreement needs to be fully executed before April 17, 2022.

Commission Options:

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

Fiscal Impact:

Amount: 0
Fund: _____ Department: _____ Expense Code: _____
_____ Included in Budget _____ Grant _____ Bonds _____ Other (explain):

Attachments:

Grant Agreement

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2022-04-

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A GRANT AGREEMENT WITH THE STATE OF KANSAS DEPARTMENT OF COMMERCE FOR THE 2022 CDBG HOUSING GRANT.

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

SECTION ONE: The Governing Body of the City of Arkansas City hereby authorizes the City to enter into a Grant Agreement with the State of Kansas Department of Commerce for the 2022 CDBG Housing grant recently awarded to the City of Arkansas City.

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

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

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 5th day of April, 2022.

(Seal)

Kanyon Gingher, 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. 2022-04-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 5, 2022 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

STATE OF KANSAS
GRANT AGREEMENT NO. **22-HR-001**
between the

STATE OF KANSAS
DEPARTMENT OF COMMERCE

and the

City of Arkansas City

I. Grant Agreement

- A. This Grant Agreement, hereinafter called "Agreement," is between the State of Kansas, Department of Commerce, and its representative, hereinafter called "Department" and the **City of Arkansas City**, Kansas, hereinafter called the "Grantee." This Agreement consists of the body and the following: CONDITION LETTER (attached hereto as Attachment A), SPECIAL CONDITIONS (attached hereto as Attachment B), and the Grantee's APPROVED PROJECT APPLICATION dated **JANUARY 18, 2022**, (attached and incorporated by reference as Attachment C, a copy of which shall be maintained and available in the Department's files) and the GRANTEE HANDBOOK (which is attached and incorporated by reference as Attachment D).

II. Authority

- A. This Agreement is financed in part through a grant provided to the Department by the United States Department of Housing and Urban Development (HUD) under Title I of the Federal Housing and Community Development Act of 1974, as amended (42 USC 5301 et. seq.), hereinafter called "the Federal Act." As provided in the Federal Act, the State of Kansas, through the Department, has elected to administer the federal program of Small Cities Community Development Block Grants.
- B. The Department, in accordance with the provisions of K.S.A. 74-5001 et. seq., hereinafter called "the State Act," has approved the application of the Grantee and awarded funds for the purpose of supporting the Grantee's Community Development Program.
- C. In the event of changes in any applicable Federal regulations and/or law, this Agreement shall be deemed to be amended when required to comply with any law so amended.
- D. Federal Program – Community Development Block Grant Cluster (CDBG) (CFDA No. 14.228).

III. Description of Activities

Grantee agrees to perform, or cause to be performed, the work specified in the APPROVED PROJECT APPLICATION.

IV. Period of Performance

The period of performance for all activities assisted by this Agreement shall commence on **MARCH 15, 2022**, hereinafter called the "Commencement Date," and shall be complete on **MARCH 14, 2024**, hereinafter called the "Completion Date," except those activities required for close-out and final audit.

V. Compensation

- A. In consideration of the Grantee's satisfactory performance of the work required under this Agreement and the Grantee's compliance with the terms of this Agreement, the Department shall provide the Grantee the total sum of **\$300,000** in Community Development Block Grant funds. Such funds shall be used by the Grantee in accordance with the Activities listed and budgeted on the APPROVED PROJECT APPLICATION and the CONTRACT PROJECT BUDGET FORM.
- B. In addition, the Grantee shall provide **\$29,056** in other sources of funds to this Community Development Program and such funds shall be used by the Grantee in accordance with the Activities and budget on the APPROVED PROJECT APPLICATION.
- C. It is expressly understood and agreed that in no event will the total program funds provided by the Department exceed the sum of **\$300,000**. Any additional funds required to complete the program activities set forth in this Agreement will be the sole responsibility of the Grantee, and not the responsibility of the Department.

- D. The Grantee understands that this Agreement is funded in whole or in part by federal funds. In the unlikely event the federal funds supporting this Agreement become unavailable or are reduced, the Department may terminate or amend this Agreement and will not be obligated to pay the Grantee from State revenues.
- E. It is hereby agreed that funds committed to be provided by the Department are conditioned upon the availability and use of funds to be provided by the Grantee from other sources. In the event any portion of the funds required to be provided by the Grantee pursuant to subsection (B) of paragraph V. are not made available or used for activities as listed and budgeted, the Department may, in its discretion, withdraw or reduce proportionately the funds to be provided to the Grantee pursuant to subsection (A) of paragraph V.
- F. The Grantee shall not anticipate future funding from the Department beyond the duration of this Agreement and in no event shall this Agreement be construed as a commitment by the Department to expend funds beyond the termination of this Agreement.

VI. Indemnification

The Grantee shall indemnify, defend, and hold harmless the State and its officers and employees from any liabilities, claims, suits, judgments, and damages arising as a result of the performance of the obligations under this Agreement by the Grantee or any subgrantee, contractor, subcontractor, or person. The liability of the Grantee under this Agreement shall continue after the termination of the Agreement with respect to any liabilities, claims, suits, judgments, and damages resulting from acts occurring prior to termination of this Agreement.

VII. Obligations of Grantee

- A. All of the activities required by this Agreement shall be performed by personnel of the Grantee or by third parties (subgrantees, contractors, or subcontractors) under the direct supervision of the Grantee and in accordance with the terms of written contracts. Any such contracts may be made subject to approval by the Department.
- B. Except as may otherwise be provided in the SPECIAL CONDITIONS, the Grantee may subgrant, contract, or subcontract any of the work or services covered by this Agreement.
- C. The Grantee shall remain fully obligated and liable under the provisions of this Agreement, notwithstanding its designation of any third party or parties for the undertaking of all or any of the program being assisted under this grant.
- D. The Grantee shall require any third party to comply with all lawful requirements necessary to insure that the program is carried out in accordance with this Agreement.
- E. The Grantee shall comply with all timelines for completion of Grantee's Environmental Review and contracting responsibilities as established by the Department in the CONDITION LETTER.

VIII. Environmental Review Compliance

- A. The obligation and utilization of the funding assistance is subject to the requirements for a release of funds by the State under the Environmental Review procedures at 24 CFR Part 58 for any activities requiring such release.
- B. The Grantee agrees to assume all of the responsibilities for Environmental Review, decision making and action, as specified and required in Section 104(g) of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended. The Grantee shall not allow any subrecipient to assume the grantee's Environmental Review responsibilities.

IX. Program Costs

- A. The Grantee may only incur such costs as are reasonable and necessary to the Grantee's Program and as are allowable under the Department's Procedures (2 CFR Part 200). Cost items not specifically authorized may only be incurred after written approval by the Department.
- B. Cash and in-kind contributions made by the Grantee shall follow the criteria established by the Department's Procedures.

- C. The total "Small Cities CDBG Funds" expended for "Administration" shown in the Contract Project Budget Form shall not exceed the approved amount unless amended by all parties to this contract.
- D. The Grantee shall not incur costs on any program activity until the Environmental Review required by 24 CFR 58 has been completed and the Department has issued the "Notice of Release of Funds."
- E. Any program activities performed by the Grantee in the period between notification of award and execution of this Agreement shall be performed at the sole risk of the Grantee. In the event this agreement should not become effective, the Department shall be under no obligation to pay the Grantee for any costs incurred or monies spent in connection with program activities, or to otherwise pay for any activities performed during such period. However, upon execution of this Agreement, all Program Costs incurred in connection with approved activities performed during this period shall be reimbursed in accordance with the terms and conditions of this Agreement.
- F. Grant funds may not, without advance written approval by the Department, be obligated after the Completion Date except for those activities required for close-out. Obligations incurred prior to and still outstanding as of the Completion Date shall be liquidated within ninety (90) days.
- G. At any time during the period of performance under this Agreement, and upon receipt of the progress and financial reports, Final Program Report or Final Audit Report, the Department may review all Program Costs incurred by the Grantee and all payments made to date. Upon such review the Department shall disallow any items of expense which are not determined to be allowable or are determined to be in excess of approved expenditures; and shall, by written notice specifying the disallowed expenditures, inform the Grantee of any such disallowance.
- H. If the Department disallows costs for which payment has not yet been made, it shall refuse to pay such costs. If payment has been made with respect to costs which are subsequently disallowed, the Department may deduct the amount of disallowed costs from any future payments under this Agreement or require that the Grantee refund the amount of the disallowed costs.

X. Requisition of Grant Funds

- A. Requisitions for cash advances shall be made on the established forms and shall not ordinarily be made more frequently than twice a month or in amounts less than \$3,000 and in no cases more than \$200,000.
- B. The Grantee shall establish procedures to insure that any amounts of cash in excess of the limits set forth in (A) above shall be expended within three (3) days of receipt of the funds in the depository account.
- C. Cash advances made by the Grantee to subgrantees shall conform substantially to the same standards of timing and amount as apply to the Grantee under this Agreement.
- D. Amounts withheld from contractor to assure satisfactory completion of work shall not be paid until the Grantee has received a final payment request from the contractor and has certified the work is complete and satisfactory.
- E. The Department may terminate advance financing and require the Grantee to finance its operations with its own working capital should it be determined that the Grantee is unwilling or unable to establish procedures to minimize the time lapsing between cash advances and disbursement. Payments to the Grantee would then be made only as reimbursement for actual cash disbursements.

XI. Depositories for Program Funds

- A. The Grantee shall maintain a separate record for money received under the Community Development Program. Into this fund shall be deposited:
 - 1. Moneys received from the Department.
 - 2. Program income earned through program activities.
- B. Any interest earned, prior to disbursement, on advances of grant funds shall be remitted to the State for subsequent return to the United States Treasury.

XII. Financial Management

- A. Grantees shall establish and maintain a system which assures effective control over and accountability for all funds, property and other assets used in the Community Development Program.
- B. Grantees shall either adopt the system recommended by the Department or certify to the Department, in writing, prior to making the first requisition of funds that the alternative system proposed for use shall meet the following standards:
 - 1. Maintenance of separate accounting records and source documentation for the Community Development Program;
 - 2. Provision for accurate, current and complete disclosure of the financial status of the Program;
 - 3. Establishment of records of budgets and expenditures for each approved activity;
 - 4. Demonstration of the sequence and status of receipts, obligations, disbursements and fund balance;
 - 5. Provision of financial status reports in the form specified by the Department;
 - 6. Compliance with the Department's audit requirements (2 CFR Part 200); and
 - 7. Consistency with generally accepted accounting principles as specified by the Kansas Department of Administration, unless a waiver of GAAP has been received by the Grantee from the Kansas Director of Accounts and Reports.

XIII. Monitoring and Reporting

- A. The Grantee shall monitor the activities of the Community Development Program, including those of contractors and subcontractors, to assure that all program requirements are being met.
- B. The Grantee shall submit progress and financial reports to the Department in accordance with the schedule set forth in the SPECIAL CONDITIONS. These reports shall be in a format prescribed by the Department.
- C. The Grantee shall submit a Final Program Report with the close-out no later than ninety (90) days following the Completion Date.
- D. From time to time, as requested in writing by the Department, the Grantee shall submit such data and other information as the Department may require.
- E. Failure to report as required or respond to requests for data or information in a timely manner may be grounds for suspension or termination of the Grant.

XIV. Procurement Procedures

- A. The Grantee shall use established procurement procedures which reflect applicable State and local laws and regulations and the Department's Procedures for the establishment of procurement systems.
- B. These standards do not relieve the Grantee of any contractual responsibilities under its contracts. The Grantee is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements entered into support of a grant. These include but are not limited to source evaluation, protests, disputes, and claims.

XV. Bonding Requirements

- A. When administering federal grants and subgrants, a Grantee may follow its own requirements and practices with respect to: (1) bonding of employees and contractors, and (2) insurance. Federal grantor agencies are not permitted to impose requirements beyond those listed below. The government-wide grants management common rule, "Uniform Administrative Requirements for Grants to State and Local Governments," contains bonding requirements only for circumstances when a grantee contracts for construction or facility improvement (including alteration and renovation) and the bids and contracts exceed \$25,000. The following types of bonds are required in the "Procurement" section of the common rule:

- A 100 percent “performance bond” on the part of the contractor to secure fulfillment of all the contractor’s obligations under the contract; and
- A 100 percent “payment bond” on the part of the contractor to assure payment, as required by law, of all persons supplying labor and materials as part of work provided under the contract.

- B. The Department reserves the right to promulgate and enforce bonding procedures and requirements applicable to any project.
- C. All bonds shall be procured from a surety company registered and licensed to do business in the State of Kansas and countersigned by its Kansas resident agent.

XVI. Program Income

- A. Program Income, as defined in the Final Statement, means gross income earned by the Grantee from activities supported by grants made by the Department under the provisions of the Federal Act, or as otherwise defined by the Department.
- B. All Program Income from a project funded by this Agreement may be retained by the Grantee (unless specified as a Special Condition to this agreement) and shall be added to funds committed to the support of the program established by this Agreement or for such eligible program activities as may be authorized by the Department. This income shall be disbursed to the maximum extent feasible prior to requisitioning additional funds under this agreement.

XVII. Program Close-out Procedures

- A. Program close-out is the process by which the Department determines that all applicable administrative and financial actions and all required work of the program including audit and resolution of audit findings have been completed or that there are no additional benefits likely to occur by continuation of program activities or costs. All findings from Department monitoring visits must be cleared prior to close-out.
- B. The Completion Date is the date specified in Section IV., Period of Performance, of this Agreement or amendment thereto, on which assistance ends for all program activities except those required to complete the close-out or the date on which the grant is suspended or terminated.
- C. The Grantee shall submit to the Department close-out documents covering the entire program within ninety (90) days of completion date. Additionally, one copy must be placed where other program documents are available for public review, and at least one copy must remain in the Grantee’s files. The Department may grant extensions to the time for submission of these documents when so requested by the Grantee in writing.
- D. The Department retains the right to recover any appropriate amount of unobligated program funds.
- E. The Grantee shall account for any property acquired with grant funds, or received from the federal or state government in accordance with the Department’s property management procedures.

XVIII. Termination for Convenience

- A. The Department or Grantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds.
- B. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated.
- C. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Grantee shall be allowed full credit for noncancelable obligations, property incurred prior to termination.

XIX. Suspension or Termination-for-Cause

- A. The Department may suspend the grant, in whole or in part, at any time during the Grant Period, and upon reasonable notice to the Grantee withhold further payments or prohibit the Grantee from incurring additional obligations of grant funds when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. This will be done pending corrective action by the Grantee or a decision by the Department to terminate the grant. The Department shall allow all necessary and proper costs which the Grantee could not reasonably avoid during the period of suspension.
- B. The Department, after reasonable notice following procedures pursuant to Final Statement may terminate the grant, in whole or in part, at any time during the Grant Period when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. The Department shall promptly notify the Grantee in writing, of the determination and the reasons for the termination, together with the effective date and may initiate procedures to recapture all funds advanced to Grantee.
- C. Payments made to the Grantee or recoveries by the Department under grants which have been suspended or terminated for cause shall be in accord with the legal rights and liabilities of the parties.

XX. Audit Requirements

- A. The Grantee shall arrange for the performance of annual financial/compliance audits of the grant project. All audits must be performed by an independent qualified auditor. The audit period is identical with the Grantee's regular fiscal year. The audit(s) will be conducted in accordance with the requirements set forth in the audit section of the Kansas CDBG Handbook, which are based on 2 CFR Part 200.
 - 1. If the local government expends \$750,000 or more of Federal grant assistance from all programs, it must have an annual audit performed in accordance with 2 CFR Part 200. An audit is a financial and compliance audit that covers the entire operations of the local government, rather than being limited to the CDBG project or other Federal grants.
 - 2. If the local government expends less than \$750,000 in a fiscal year, it will be the option of the Department of Commerce to determine if a project specific audit will be required. If such audit is required, it will be procured and paid for by the Department.
 - 3. Grantee's will be required to submit the "audit information form" to the Department of Commerce each fiscal year. This form must be submitted to the Department by or before May 15th of each fiscal year.
- B. Grantees are required to submit one copy of a fiscal year audit report covering the program. The audit reports shall be sent within 30 days after the completion of the audit, but no later than the nine months after the end of the audit period unless agreed to by the Department.
- C. If any expenditures are disallowed as a result of the Final Audit Report, the obligation for reimbursement to the Kansas Small Cities Community Development Block Grant Program shall rest with the Grantee.

XXI. Retention of and Access to Records

- A. Financial records, supporting documents, statistical records, and all other records pertinent to this program shall be retained in accordance with the Department's Procedures.
- B. Authorized representatives of the Department, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belonging to, or in use by, the Grantee pertaining to the administration of these grants and the receipt of assistance under the Small Cities CDBG program as may be necessary to make audits, examinations, excerpts, and transcripts for a period of three years after the entire State CDBG grant year you were awarded from has been closed out by HUD.
- C. Any contract or agreement entered into by the Grantee shall contain language comparable to subsection (B) so as to assure access by authorized parties to the pertinent records of any subgrantee, contractor, or subcontractor.

XXII. Conflict of Interest

- A. In the procurement of supplies, equipment, construction and services by Grantees and subgrantees, the conflict of interest provisions of the Kansas Department of Commerce as provided at 2 CFR Part 200 shall apply.
- B. No member of the Governing Body, officer or employee of the Grantee, or its designees or agents, or any other person who exercises any functions or responsibilities with respect to the program assisted by this Agreement during his tenure or for one year thereafter, shall have any direct interest in any contract or subcontract, or the proceeds thereof, for the work to be performed in connection with the program.
- C. The Grantee shall incorporate, or cause to be incorporated, in all third party agreements, a provision prohibiting such interest pursuant to the purpose of this Section.
- D. The Grantee shall not employ, nor shall permit any third party to employ any employee of the Department.

XXIII. Equal Opportunity

In addition to all equal opportunity provisions and the Assurances incorporated by reference herein, the Grantee agrees to comply with all of the requirements of the Kansas Acts Against Discrimination relating to fair employment practices, to the extent applicable and shall cause the foregoing provisions to be inserted in all contracts with third parties for any work covered by this Agreement so that such provisions will be binding upon such third parties.

Grantee will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq., as amended) and the Fair Housing Act (42 USC 3601-20) and will affirmatively further fair housing.

XXIV. Waiver of Enforcement

A waiver by the Department of the right to enforce any provision of this Agreement shall not be deemed a waiver of the right to enforce each and all of the provisions herein.

XXV. Reversion of Assets

- A. Consistent with the provisions at 24 CFR 570.703, the Grantee shall transfer any CDBG funds on hand at the time of expiration of the Agreement and any accounts receivable attributable to the use of CDBG funds to the Department.
- B. Any real property under the Grantee's control that was acquired or improved in whole or in part with CDBG funds in excess of \$25,000 shall be used for its original intended purpose for five years after expiration of the agreement. Should the Grantee fail to utilize said property for its intended purpose, the Grantee shall pay the Department an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property.

XXVI. Budget Amendments and Other Changes

- A. During the implementation of the grant project, the Grantee may revise the CDBG activities amounts in the CONTRACT PROJECT BUDGET FORM; provided that:
 - 1. The cumulative effect of the revision is to not make line item budget transfers which exceed ten percent of the total grant or \$10,000 cumulative of CDBG monies, whichever is less.
 - 2. The change does not increase any professional services of the CDBG approved budget;
 - 3. The change will not significantly change the scope, location or objectives of the approved activities; and
 - 4. The change does not add or eliminate any activity.
- B. Any such changes to this Agreement shall constitute an amendment, including time extension of the completion date.

- C. The Grantee shall notify the Department if, through the use of other funds, there is an intention to expand, enhance or add to the scope of the program covered by the Agreement, or there is a proposal to undertake activities that will have an impact upon the buildings, areas or activities of this program. The Department reserves the right to require an amendment to this Agreement if such is deemed necessary.
- D. Amendments to the terms and conditions of this Agreement shall not become effective unless reduced to writing, applicable standard forms submitted in duplicate, passed by Resolution of the governing body, and signed by the duly authorized representative of the Grantee, and signed by the Department.
- E. I hereby certify that I have knowledge of all activities in the above-referenced grant. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. By accepting the above-referenced grant award, I certify that no portion of the above grant award violates this regulation.

Copies or originals of all CDBG recipient files and documentation must be maintained at the recipient's principal place of business.

We, the undersigned, have read and understood the above document and hereby agree to the terms and conditions contained herein.

DATED BY THE DEPARTMENT OF COMMERCE THIS _____ DAY OF _____, 20 ____.

STATE OF KANSAS
DEPARTMENT OF COMMERCE

By: _____
CDBG Program
Kansas Department of Commerce

By: _____
Notary Public, State of Kansas

City of Arkansas City Kansas
(Grantee)

By: _____
(Name) (Title)

(SEAL)

ATTEST: _____
(For the Grantee)

SPECIAL CONDITIONS

In addition to the general terms and conditions of this Agreement, the Grantee and the Department hereby agree to the following Special Conditions:

1. As provided in Section IX., Program Costs, F., the Notification of Award for the grant under this Agreement is dated **JANUARY 18, 2022**.
2. As provided in Section XIII., Monitoring and Reporting, B., the Grantee shall submit Quarterly Progress Reports to the Department. The reporting periods consist of January/February/March, April/May/June, July/August/September and October/November/December. Quarterly Progress Reports are to be submitted to the Department on or before ten (10) days after the end of each quarter. A Quarterly Progress Report shall be submitted for each quarter, or portion thereof, during the Period of Performance as provided in Section IV. Any extension of time approved by the Department will require additional Quarterly Progress and Financial Reports to be submitted in accordance with the above-referenced schedule.
3. As provided in Section IV., Period of Performance, all activities assisted by this Agreement shall be completed on **MARCH 14, 2024** except for those activities required to close out the program, such as the Final Program Report and the Final Audit Report.
4. As provided in Section XIII., Monitoring and Reporting, C., the Grantee shall submit a Final Program Report to the Department on or before **JUNE 14, 2024**.
5. The Grantee shall not use funds that have been granted by HUD under the Federal Act, or which may have been accrued as a consequence of activities supported with such grant funds (program income), in whole or in part for the support of the Activities covered by this Grant Agreement without first having secured the express written approval of HUD.
6. The Grantee shall be permitted to satisfy the program audit requirements of Section XX., Audit Requirements, by conducting a single municipal government-wide financial audit at the time of an annual audit provided for by Kansas law. Said audit will be completed on or before September 30 of each year the grant is open and one year after the grant is closed. Grantees receiving federal assistance in any fiscal year must have an audit made in accordance with 2 CFR Part 200 for such fiscal year unless exempted under 2 CFR Part 200. Those Grantees having expended \$750,000 or more of total federal funds from all sources must have an annual audit.
7. Will require each unit of local government to be distributed Title I funds to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act) and prohibiting the barring of entrance or exit to any facility or location which is the subject of such demonstration (Cranston-Gonzales National Affordable Housing Act).
8. In addition to the above certifications, the undersigned also makes the certification required which is attached regarding Lobbying.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date

Official

Grantees are required to keep records until three years after the entire CDBG grant year from HUD has been closed out.

Department of Commerce
Community Development
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354



David C. Toland, Secretary

Section IV, Item 3.

Phone: (785) 296-5298
Fax: (785) 296-3490 TTY: 711
KansasCommerce.gov

Laura Kelly, Governor

January 27, 2022

The Honorable Scott Rogers
Mayor, City of Arkansas City
118 West Central
PO Box 778
Arkansas City, KS 67005

RE: Condition Letter for CDBG Grant No. 22-HR-001 Contract

Dear Mayor Rogers:

Congratulations for being selected to receive a 2022 Small Cities Community Development Block Grant (CDBG) Community Improvement grant in the amount of \$300,000, which will fund a housing project. Added to the local contribution of \$29,056, the total estimated project cost will be \$329,056.

Three Grantee Workshops will be held for public entities awarded funds. The Grantee is **required** to attend the entire training to receive instructions on how to begin the grant administration process. You will need to choose one of these workshop locations to attend and can sign up at this link: [CDBG Grantee Workshop Sign Up](#).

Greenwood Hotel, Corral Room, 300 North Main Street, Eureka; Tuesday, February 22, 2022, 8:30 a.m. to 3:00 p.m.

Pottawatomie County Offices, Sunflower Room, 612 East Campbell, Westmoreland; Wednesday, February 23, 2022, 8:30 a.m. to 3:00 p.m.

Sternberg Museum, Expeditions Room, 3000 Sternberg Drive, Hays; Thursday, February 24, 2022, 8:30 a.m. to 3:00 p.m.

To secure the CDBG funding in this Condition Letter, the following item(s) must be resolved by April 15, 2022:

Please complete and submit the attached budget form with your signed contract.

A contract must be fully executed between the Grantee and the State by April 15, 2022. The contract start date for this award is March 15, 2022. **This Condition Letter is part of the CDBG contract, please read carefully.**

Neither the Grantee nor any of their representatives or contractors including public or private nonprofits or for-profit entities may commit HUD assistance to the project or a project activity until Commerce has approved the Grantee's request for the release of funds and environmental certification. Further, no Grantee or their representatives or contractors may commit non-HUD funds for an activity or project if the

The Honorable Scott Rogers
Mayor, City of Arkansas City
January 27, 2022
Page 2

activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives. Examples of choice limiting activities include acquisition of real property, demolition, construction, conversion, leasing, repair or rehabilitation activities. Environmental reviews shall begin after the grant award date and must be cleared within six months from that date. Be aware that should a contract not be executed with the State, any cost incurred toward a project will be borne by the Grantee.

The project must have the first three rehabilitation contracts awarded within one year from the contract start date of March 15, 2022 and have two rehabilitations completed in the following quarter. Demolition cannot occur until three rehabilitations have been completed. **Failure to meet the construction contract deadline or any other program timelines may result in withdrawal of the grant.**

The CDBG funds awarded in this Condition Letter are contingent upon the State's receipt of funds from the U.S. Department of Housing & Urban Development.

The Department looks forward to assisting you to implement this project. If you have any questions related to this award, please contact Dustin Gale of the CDBG staff at (785) 296-4100.

Sincerely,

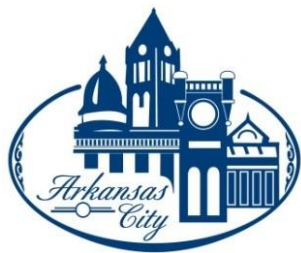


Kayla Savage
Community Development Division Director

KS:LH:cav

ACTIVITY	CDBG FUNDS	OTHER FUNDS	SOURCE OF OTHER FUNDS	TOTAL COST
1. Public Facilities/Construction				
a. Water/Lines/Treatment				\$ -
b. Sewer/Lines/Treatment				\$ -
c. Street Improvements				\$ -
d. Drainage/Flood				\$ -
e. Center/Facility				\$ -
f. Other (Identify)				\$ -
g. Acquisition, including easements				\$ -
h. Engineering Design				\$ -
i. Construction Inspection				\$ -
j. Architectural Services				\$ -
k. Other Professional Services				\$ -
Public Facility Activities Total	\$ -	\$ -		\$ -
2. Housing Activities				
a. Housing Rehabilitation	\$ 216,844	\$ 26,600		\$ 243,444
b. Lead-Based Paint Activities	\$ 44,056			\$ 44,056
c. Demolition				\$ -
d. Acquisition				\$ -
e. Relocation	\$ 5,000			\$ 5,000
f. New Construction				\$ -
g. Housing Inspection	\$ 11,100			\$ 11,100
Housing Activities Total	\$ 277,000	\$ 26,600		\$ 303,600
3. Administration				\$ -
a. Administrative Activities	\$ 23,000	\$ 2,000		\$ 25,000
b. Legal		\$ 456		\$ 456
c. Audit				\$ -
Administration Total	\$ 23,000	\$ 2,456		\$ 25,456
ALL ACTIVITIES TOTAL	\$ 300,000	\$ 29,056		\$ 329,056

Rev. 2/2016



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Randy Frazer, City Manager
Item: Adoption Proposal for Wilson Park/Docking Garden Fountain

Purpose: Consider a Resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to initiate an adoption contract for one year with the Friends of Wilson Park for the old fountain in the Docking Memorial Garden at Wilson Park, located at 701 N. Summit St. in Arkansas City. **(Voice Vote)**

Background:

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

Seven (7) volunteer members of various City advisory boards, operating under the collective organizational name of "**Friends of Wilson Park**," have applied to "adopt" the old fountain in the Docking Memorial Garden at **Wilson Park**. As you can see on the attached paperwork, they propose to turn the nonfunctional fountain into a series of raised planting beds. They will plant and help to maintain various species of pollinator-friendly plants.

The proposed list of species is also attached and does not include any milkweed plants. These volunteers propose to purchase the plants themselves, with the assistance of community donations, and water them, too.

The **Parks and Facilities Division** has already added brand-new topsoil to the proposed planting area and will provide volunteers with access to water, but otherwise will not be responsible for maintain the planting area.

The Friends of Wilson Park will be assisted by the **Cowley County Association of Retired School Personnel (CCARSP)**, representatives of which attended the **Beautification and Tree Advisory Board** meeting on **February 24** to offer their help with planting and installing Mason bee houses like they have at Chaplin Nature Center.

The Beautification Board voted 3-0 during its regular meeting on **June 24, 2021**, and reaffirmed this vote during discussion at its regular meeting on **October 28, 2021**, at Wilson Park (*both meeting minutes attached*) to recommend the City Commission approve initiating this adoption by the Friends of Wilson Park for one (1) year.

Commission Options:

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

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2022-04-_____

A RESOLUTION APPROVING A RECOMMENDATION OF THE ARKANSAS CITY BEAUTIFICATION AND TREE ADVISORY BOARD TO INITIATE AN ADOPTION CONTRACT FOR ONE YEAR WITH THE FRIENDS OF WILSON PARK FOR THE DOCKING GARDEN FOUNTAIN AT WILSON PARK, LOCATED AT 701 N. SUMMIT ST.

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

WHEREAS, in compliance with said policy, the Governing Body has received an appropriate proposal in writing for the adoption of the old fountain in the Docking Memorial Garden at Wilson Park from the Friends of Wilson Park, a group of seven volunteer members of various City advisory boards, to include the provision of new pollinator-friendly plants, the maintenance, watering and care thereof, and increased usage of this underutilized area of this popular park; and

WHEREAS, the Beautification and Tree Advisory Board held a regular meeting on June 24, 2021, at Veterans Memorial Lake to review the group’s request and subsequently voted 3-0 to recommend approval of an adoption contract for one year, and then later reaffirmed this recommendation during its October 28, 2021, regular meeting at Wilson Park; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, wishes to follow the recommendation of the Beautification and Tree Advisory Board by initiating an adoption contract for one year with the Friends of Wilson Park for the old fountain in the Docking Memorial Garden at Wilson Park.

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

SECTION ONE: The City of Arkansas City, Kansas, hereby contracts with the Friends of Wilson Park to initiate an adoption agreement for the old fountain in the Docking Memorial Garden at Wilson Park. Such adoption contract is attached hereto and incorporated by reference as if fully set forth herein.

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

SECTION THREE: This Resolution shall be in full force and effect from its date of passage by the Governing Body of the City of Arkansas City, Kansas, until March 21, 2023. Renewal of this adoption contract shall be only upon a subsequent recommendation of the Beautification and Tree Advisory Board.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 5th day of April, 2022.

(Seal)

Kanyon Gingher, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

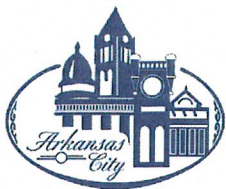
Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2022-04-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 5, 2022, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

**CITY OF ARKANSAS CITY**

City Clerk's Office

118 W. Central Ave., P.O. Box 778

Arkansas City, KS 67005

(620) 441-4409

For Office Use Only:

Adoption # _____ Section V, Item 1.

Adoption Year 2022New ☒ Renewal ☐**APPLICATION FOR PUBLIC LAND ADOPTION**

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

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

Applicant Name: Friends of Wilson Park

Applicant Address: 106 S. Summit St. Arkansas City KS 67005
City State Zip

Telephone Number(s): (620) 442-0230 | (620) 441-4065Email Address: ceo@arkcitychamber.org | kayleigh.d.lawson@gmail.com

Non-Profit Affiliation: Friends of Wilson Park 106 S. Summit St. Paisley Howerton (620) 442-0230
Organization Name Address Contact Name Phone Number

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

Public Land Desired to Adopt: Docking Memorial Garden fountain area at Wilson Park, 701 N. Summit St.

Basic Outline of Activities Proposed as Part of Adoption (Note: **Written proposal also required**): We would like to turn the dirt-filled former fountain area into a flourishing pollinator-friendly garden featuring a variety of nontoxic flowering plant species.

Name of Public Land/Park Committee (if any): Friends of Wilson Park**Copies of the following items must accompany this application:**

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

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

Paisley Howerton
Signature of Applicant

12/21/21
Date

Dear Members of the City Commission of Arkansas City,

The non-functional fountain that resides in the Docking Garden is a centerpiece of Wilson Park. Unfortunately, it's now filled with sterilized dirt (and possibly sand) and has become something of an eyesore in this beautiful section of our city's most popular park. We, the Friends of Wilson Park, would like to turn it into a pollinator garden, which would make it more visually appealing while also helping these vital insects to thrive. If this adoption proposal is approved, we would plant a wide variety of pollinator-friendly plants that will provide pollen to various species of insects throughout the year. After discussion with the Parks and Facilities Division of the Public Services Department, City staff has agreed to provide non-sterilized replacement soil and access to water. In return, we will provide the plants, install them and regularly maintain the beds (including watering, weeding, etc.) with volunteer labor. We also propose to use the existing Friends of Wilson Park Facebook page to help the City to raise pollinator awareness as part of its pledge. We've already had one business express interest in helping to provide plants for this project, which shows there is community support for this endeavor. Thank you very much for your time and consideration,

The Friends of Wilson Park:
Robin Henderson, Nancy Holman, Paisley Howerton, Anita Judd-Jenkins, Tammy Lanman-Henderson, Kayleigh Lawson, Rags Smith

Plants by Season and Pollinator

Winter

Heather (Attracts bees and other insects)
Witch Hazel (Attracts multiple flying insects including moths and bees)

Spring

Columbine (Attracts multiple families of bees; blooms through the summer)
Lavender (Attracts bees and butterflies; blooms from the spring through the summer)
Mexican Heather (Attracts bees and butterflies; this blooms from the spring to the fall and, depending on the weather, can bloom through the winter as well)

Summer

Anise Hyssop (Attracts bees, butterflies and hummingbirds)
Bee Balm (Attracts bees and butterflies)
Bellflower (Attracts bees, butterflies and hummingbirds)
Betony (Attracts bees and butterflies)
Black-eyed Susan (Attracts bees, butterflies and hummingbirds)
Echinacea (Attracts multiple families of bees; blooms through the summer)
Garden Speedwell (Attracts bees and butterflies)
Stokes Aster (Attracts bees and butterflies)
Yarrow (Attracts bees, butterflies and other insects)

Fall

Sea Holly (Attracts bees, butterflies and hummingbirds; blooms in the summer to fall)
Sweet Asylum (Attracts bees, butterflies and hummingbirds; blooms summer to fall)

Pollinator Bed

Section V, Item 1.



Potential Plants

Anise Hyssop

Multiple Families of Bees

Bee Balm

Bees & Butterflies

Bellflower

Bees, Butterflies & Hummingbirds

Betony

Bees & Butterflies

Black-eyed Susan

Bees, Butterflies & Hummingbirds

Columbine

Multiple Families of Bees

Echinacea

Multiple Families of Bees & Butterflies

Garden Speedwell

Bees & Butterflies

Mexican Heather

Bees & Butterflies

Lavender

Multiple Families of Bees & Butterflies

Sea Holly

Bees, Butterflies & Hummingbirds

Stokes Aster

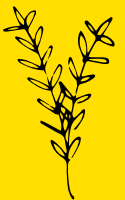
Bees & Butterflies

Sweet Alyssum

Bees, Butterflies & Hummingbirds

Yarrow

Bees, Butterflies & other Insects



City of Arkansas City

Beautification and Tree Advisory Board

Public Land Adoption Policy

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

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

Proposed Activities

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

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

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

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

Proposed Funding Stream

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

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

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

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

Authorization and Oversight

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

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

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

Indemnities and Liabilities

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

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

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

Requests for Proposals

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

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

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

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

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

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

Renaming Rights and Sponsorship

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

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

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

Helpful Resources

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

A regular meeting was held **Thursday, June 24, 2021**, at Veterans Memorial Lake. The meeting was called to order at **4:14 p.m.**

Roll Call:

Board Members

Robin Henderson	<input checked="" type="checkbox"/>
Candace Hendricks	<input type="checkbox"/>
Nancy Holman	<input checked="" type="checkbox"/>
Paisley Howerton	<input checked="" type="checkbox"/>
Harrison Taylor	<input checked="" type="checkbox"/>

Staff Liaisons

Mike Bellis	<input checked="" type="checkbox"/>
Randy Frazer	<input checked="" type="checkbox"/>
Evan Haney	<input type="checkbox"/>
Andrew Lawson	<input checked="" type="checkbox"/>
Connie Moore	<input type="checkbox"/>
Landon West (ACRC)	<input checked="" type="checkbox"/>

1. Approve June 3 Meeting Minutes:

Robin made a motion to approve the minutes of the **June 3, 2021**, rescheduled regular meeting as presented. Harrison seconded the motion. The motion was approved **3-0** on a voice vote. (*Paisley participated in the vote via telephone.*)

The only Equal Opportunity and Accessibility Advisory Board member in attendance was **Frances “Rags” Smith**. Also present were guests **Kayleigh Lawson** and **Mendy Pfannenstiel**, with the Arkansas City Public Library.

Nancy Holman joined the meeting in progress (and **Paisley Howerton** left the meeting in progress) at **4:16 p.m.**

2. ACPL Solar-Powered Charging Stations:

Mendy would like to apply for a grant through the American Recovery Plan Act (ARPA) to provide shaded tables with solar panels on the “umbrellas” that power charging stations for phones and other devices. (*She can only apply for one project.*)

The existing flower beds will be removed and cemented in. Some bushes can be transplanted to the alley near the dropbox. The Parks and Facilities Division will need to pour the concrete and bolt in the tables, but there are no other City costs.

The Board approved of the general concept and the look of the tables themselves, and urged Mendy to apply for the grant.

Robin made a motion to recommend that the City allow for and support the installation of these “pavilion carousel” tables at ACPL, pending awarding of the grant. Harrison seconded the motion. The motion was approved **3-0** on a voice vote.

2.5. “Pop-Up” StoryWalk at Lovie Watson Park:

Robin gave a report on her Juneteenth event on **June 19** in Lovie Watson Park, which featured a “pop-up” StoryWalk. She used it as a demonstration project to help to raise funds for a permanent StoryWalk around the 1/16-mile trail in the park.

3. Adoption Request: Wilson Park (Docking Garden) / Pollinator Project Report

Kayleigh said she would like to turn the dirt-filled, nonfunctional former Docking Garden fountain into a pollinator garden.

She is working on the list of plants she wants to buy, but they will be mostly perennials with a few annual highlight plants.

No milkweed will be planted in this particular garden. She hopes the City will provide water and maybe some potting topsoil.

Mike asked if this will affect the Wilson Park Master Plan. Andrew said the Docking Garden area is not included in changes.

Robin made a motion to recommend that the City Commission approve the Wilson Park/Docking Garden adoption proposal from Kayleigh Lawson, using appropriate plants. Nancy seconded the motion. The motion was approved **3-0** on a voice vote.

4. Adoption Update: Knebler Pond (WVDGA)

Andrew hasn’t had a recent update, but course design remains in progress. Things are going a little slower than anticipated.

He reminded the Board that the Robert Cox Memorial Park adoption will need to be renewed in **July**, but he forgot to put the information in the packet. He recommends renewing it for two years. The Board requested a special meeting with Arty Hicks.

5. Review ADA Transition Plan: Veterans Memorial Lake

The Board and Rags reviewed ADA Transition Plan recommendations for Veterans Memorial Lake. Like many other areas, it was flagged for a lack of designated ADA parking, but this is easily resolved. The new restrooms are ADA-accessible, however. Mike looked at issues with the accessible ramps to the accessible fishing dock on the lake itself.

6. Review ADA Transition Plan: *Charlie Dow Sports Complex*

The Board and Rags also reviewed the ADA Transition Plan recommendations for the West Lincoln fields with Landon, who discussed his long-term vision for the soccer fields at the Dow Complex. The Boards will visit this facility in person in **July**.

7. Comprehensive Plan Discussion:

Andrew said **Chapter 5**, “Parks, Recreation, and Natural and Historical Resources,” will be the main topic for the Board for the rest of summer. It will be split into two chapters. He talked about setting individual, measurable priorities for each park.

Harrison said staff has the right idea by going park to park, spacing out improvements so as not to impact the budget all at once, and seeking to reduce the mowing burden on City staff by planting more wildflowers and plants for the pollinators.

Andrew asked Landon to begin working through the same planning process with the Arkansas City Recreation Commission.

Andrew said the Paris Park Pool report and analysis will be presented to this Board at its next meeting in **July**, after the City Commission, Equal Opportunity & Accessibility Advisory Board, Planning Commission, and Recreation Commission see it.

8. Tacolalah Executive Committee Report:

The next 2021 Tacolalah Executive Committee meeting will be at **noon July 15** at the Water Treatment Facility. Andrew reminded Board members that the 2021 Tacolalah Festival will be here in just a few weeks and urged them to volunteer for it.

9. Other Miscellaneous Items:

Andrew and Mike provided electrical and construction updates for the Wilson Park Master Plan Phase 1 Upgrades project.

Robin made a motion to adjourn the meeting. Harrison seconded the motion, which was approved **3-0** on a voice vote. The meeting was adjourned at **5:09 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. July 22, 2021**.

Arkansas City Beautification and Tree Advisory Board
10/28/21 Minutes

Section V, Item 1.

A regular meeting was held **Thursday, October 28, 2021**, at the Wilson Park rotunda. The meeting was called to order at **1:06 p.m.**

Roll Call:	<u>Beautification Board Members</u>	<u>Staff Liaisons</u>	<u>Equal Opportunity Board Members</u>
	Robin Henderson <input checked="" type="checkbox"/>	Mike Bellis <input checked="" type="checkbox"/>	Bob Baker <input type="checkbox"/>
	Candace Hendricks <input checked="" type="checkbox"/>	Randy Frazer <input type="checkbox"/>	JoAnn Bierle <input type="checkbox"/>
	Nancy Holman <input checked="" type="checkbox"/>	Evan Haney <input type="checkbox"/>	James Fry <input type="checkbox"/>
	Paisley Howerton <input checked="" type="checkbox"/>	Andrew Lawson <input checked="" type="checkbox"/>	Anita Judd-Jenkins <input checked="" type="checkbox"/>
	Harrison Taylor <input checked="" type="checkbox"/>	Connie Moore <input checked="" type="checkbox"/>	Tammy Lanman-Henderson <input checked="" type="checkbox"/>
			Frances "Rags" Smith <input checked="" type="checkbox"/>

0. Approve September Meeting Minutes:

Candace joined the meeting in progress at **1:08 p.m.** and later left the meeting in progress at **1:55 p.m.** Robin made a motion to approve the minutes of the **September 23, 2021**, regular meeting as presented. Harrison seconded the motion. The motion was approved **4-0** on a voice vote. Paisley joined the meeting in progress at **1:10 p.m.** and left the meeting at **1:50 p.m.**

1. OLD BUSINESS: Adoption Request: *Wilson Park* (Docking Garden)

Andrew asked Connie to explain to the Board the challenges with the fountain area. Connie said the soil had been sterilized, but it can be replaced in time for spring planting in early 2022. The Board discussed the proposed plant species to plant there.

Connie said his main concern is maintenance. He can provide access to water, but does not want City staff to have to water it.

Several interested members of both boards will meet with the original applicant to form a joint committee and reapply. They also will work on securing donations from local businesses and greenhouses. Connie said the City can provide new topsoil.

Andrew mentioned a lady who wants to purchase a bench for installation in Wilson Park in honor of her late father. Because she is paying for everything and City staff will just install it, no adoption paperwork is needed. The Board blessed the project.

2. OLD BUSINESS: Adoption Request: *Walnut Park* (Jan Miller)

Andrew said this is the busiest time of the year for Pike Construction. Carlla doesn't think they will get to this project until **December** or maybe early next year. He currently plans to take the adoption proposal to the City Commission in **December**.

3. OLD BUSINESS: Fall Cleanup Day Report

This year's event ended up focusing on property cleanup again due to a low number of volunteers. We will look at cleaning and beautifying the underpasses on Spring Cleanup Day, which may involve some form of traffic control and coordination.

4. Land and Water Conservation Fund Project No. 20-00785

Long before COVID-19, the original intent of this project was to fund the splash pad/interactive fountain and new restrooms as part of Phase 1 (now Phase 2) of the Wilson Park Master Plan. Absent matching funds from the V.J. Wilkins Foundation, decisions will need to be made soon on the disposition of this **\$300,000** LWCF grant and whether to proceed with the project.

Possible ideas discussed included just building the restroom portion. Andrew will contact Jeff Best for an updated cost/O&M estimate and LWCF for clarification on the reallocation process. Anita suggested contacting the Warrender Trust for funds.

Several members of both boards expressed hope that this phase can still proceed in the future, but acknowledged the financial challenges. Harrison reiterated his opposition to the project. No consensus decision was reached and discussion was tabled.

5. Review ADA Transition Plan: *Wilson Park*

Like most other neighborhood parks, the playgrounds and picnic areas both need ADA-accessible connections to sidewalks.

ADA-accessible parking stalls and ramps will be addressed soon with the Phase 1 (Farm and Art Market) improvements.

A lift was installed following the 2006 ADA Transition Plan to provide ADA access to the rotunda stage. The also are ADA-accessible. But ADA access may need to be improved to the tennis courts as part of the Phase 1 improvements.

The ADA Plan identifies the central drinking fountain as non-compliant, but it is no longer functional and the new one on the restroom building is ADA-accessible. The Wilson Park Master Plan includes lots of new ramps and 10-foot-wide pathways.

6. Wilson Park Master Plan Update Process:

The Board agrees with staff that some modifications need to be made to the existing Master Plan. This discussion will be continued at the **December** meeting. More community engagement is needed and the Paris Park planning may affect this.

7. Other Miscellaneous Items:

Paisley and Andrew will work to complete the annual Mayor's Monarch Pledge report prior to **December 1**. Goals for next year include applying for seed grants, working with ACHS to grow more starter plants and starting demonstration gardens.

Andrew said there have been very positive and productive conversations between the City, Cowley College, USD 470, and the Recreation Commission about the Paris Park Pool area. The scope is expanding beyond just a simple pool renovation.

The next meeting of the 2022 Tacolalah Executive Committee will be at **noon December 16** at the Water Treatment Facility.

Andrew said Wilson Park Phase 1 should begin construction shortly after Thanksgiving and is expected to finish by **April**.

Nancy made a motion to adjourn the meeting. Harrison seconded the motion, which was approved **3-0** on a voice vote. The meeting was adjourned at **2:02 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **1 p.m. Dec. 2, 2021**.



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Human Resources Division
Item: April 9, 2022 Pay Ordinance

Purpose: Consider first reading of an Ordinance adopting the budgeted pay plan to become effective April 9, 2022. **(Roll Call Vote)**

Background:

1. Add Sergeant Detective position title (Range 26 – same as Police Sergeant)
2. Changed Detective/Lieutenant position title to Lieutenant Detective position title. (Rank listed first in title.)
3. Change Municipal Project Manager Pay Range from a Range 28 to a Range 29.
4. Removed Public Information Officer/Special Projects Coordinator position (Range 28).
5. Created Communications Director position (Range 29).

Commission Options:

1. Approve Pay Ordinance Effective April 9, 2022.
2. Disapprove Pay Ordinance Effective April 9, 2022.

Fiscal Impact:

Amount: Estimated additional annual cost approximately \$0.00

Fund: **01** (General), **15** (Stormwater), **16** (Water), **18** (Wastewater) and **19** (Sanitation)

Department: **All** Expense Code: **5100** (Salaries)

☐ Included in budget ☐ Grant ☐ Bonds

☒ Other (explain) - No expectation of significant increased costs.

Attachments: Pay Ordinance documents.

Approved for Agenda by:

Randy Frazer, City Manager

RANGE	JOB TITLE	RANGE	JOB TITLE
12	Burn Pit Attendant	23	Distribution & Collection Maintenance Worker III
	Clerk		Emergency Management Coordinator
	Temporary/Seasonal Grounds Maintenance Worker		Police Officer
	Temporary/Seasonal Horticulturalist		
	Temporary/Seasonal Hydrant Flusher	24	Director of Senior Services
			Master Police Officer (MPO)
14	Cook/Driver		Parks & Facilities Supervisor
	Director of Northwest Community Center & Hogan		Sanitation Supervisor
			Street & Stormwater Supervisor
15	Head Cook		
	Horticulturalist	26	Police Sergeant
			Sergeant Detective
17	Animal Control/Nuisance Abatement Officer		
	Meter Technician	27	Accountant
	Sanitation Collector		Principal Planner
			Wastewater Treatment Plant Supervisor
18	Distribution & Collection Maintenance Worker I		Water Distribution & Collection Supervisor
	Parks & Facilities Maintenance Worker		Water Treatment Facility Supervisor
	Street & Stormwater Maintenance Worker I		
		28	City Clerk
19	Administrative Assistant		Detective Lieutenant
	Customer Service Specialist		Lieutenant Detective
	Deputy City Clerk		Municipal Project Manager
	Human Resources Assistant		Police Lieutenant
	Public Service Officer (PSO)		Public Information Officer/Special Projects Coordinator
	Records Specialist		
		29	Communications Director
20	Distribution & Collection Maintenance Worker II		Emergency Medical Services (EMS) Director
	Sanitation Driver		Municipal Project Manager
	Street & Stormwater Maintenance Worker II		
		30	Fire Marshal
21	Combination Inspector		
	Sexton	31	Building Official
	Wastewater Treatment Plant Operator		Police Captain
	Water Treatment Facility Operator		Information Technology (IT) Manager
			Human Resources Analyst
22	Parks & Facilities Lead		
	Street & Stormwater Maintenance Worker III	34	Finance Director/Treasurer
			Human Resources Director
			Environmental Services Superintendent
		37	Fire/Emergency Medical Services (EMS) Chief
			Police Chief
			Public Services Superintendent
Use Ranges below for Fire/EMS positions working 2920 hours annually (24-hour shifts)			
23F	Firefighter/Emergency Medical Technician	27F	Firefighter/Paramedic
24F	Engineer/Emergency Medical Technician	28F	Engineer/Paramedic
25F	Paramedic - FT	29F	Fire/Emergency Medical Services Lieutenant
26F	Paramedic - PT	30F	Fire/Emergency Medical Services Captain

ORDINANCE NO. 2022-04-

AN ORDINANCE FIXING THE COMPENSATION OF EMPLOYEES OF THE CITY OF ARKANSAS CITY, KANSAS, PURSUANT TO THE PROVISION OF K.S.A. 14-1501 *ET SEQ.*, AND REPEALING ORDINANCE NO. 2021-12-4546.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS, KANSAS, AS FOLLOWS:

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby adopts the City Master Wage Plan, attached hereto and incorporated by reference as if fully set forth herein. All such officers and employees of said City shall be paid respectively the amount set opposite the range set forth, in accordance with the City Budget for such purposes. All officers and employees shall be compensated from the several funds appropriated therefore, and shall be paid at such time and for such periods as the City Manager may direct, and further approval by the Governing Body for the payment of salaries and wages as authorized is not deemed necessary provided that pay period and time for payment of appropriate salaries shall be on a biweekly basis.

SECTION TWO: Overtime rate, longevity pay, and other pay incentives for employees shall be determined and specified in accordance with personnel policies in effect, and herein adopted by reference and incorporated as fully set forth herein. All compensation provided for in the City of Arkansas City Master Wage Plan shall be paid on warrants duly drawn according to law.

SECTION THREE: The Governing Body of the City of Arkansas City, Kansas, hereby repeals all provisions of Ordinance No. 2021-12-4546.

SECTION FOUR: The City Clerk of the City of Arkansas City, Kansas, shall cause this Ordinance, or a summary thereof, to be published one time in the official City newspaper and said Ordinance shall be in effect April 9, 2022,

PASSED AND ORDAINED by the Governing Body of the City of Arkansas City, Kansas, on this 5th day of April, 2022.

(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 Ordinance No. 2022-04-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 5, 2022, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

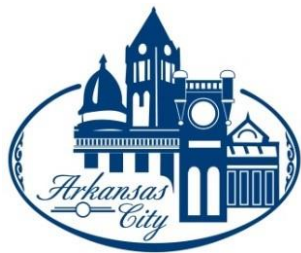


**CITY OF ARKANSAS CITY MASTER WAGE PLAN
ADOPTED BY THE GOVERNING BODY
OF THE CITY OF ARKANSAS CITY
ON APRIL 5, 2022**

RANGE	JOB TITLE		RANGE	JOB TITLE
12	Burn Pit Attendant		23	Distribution & Collection Maintenance Worker III
	Clerk			Emergency Management Coordinator
	Temporary/Seasonal Grounds Maintenance Worker			Police Officer
	Temporary/Seasonal Horticulturalist			
	Temporary/Seasonal Hydrant Flusher	24		Director of Senior Services
14	Cook/Driver			Master Police Officer (MPO)
	Director of Northwest Community Center & Hogan			Parks & Facilities Supervisor
				Sanitation Supervisor
15	Head Cook			Street & Stormwater Supervisor
	Horticulturalist	26		
				Police Sergeant
17	Animal Control/Nuisance Abatement Officer			Sergeant Detective
	Meter Technician	27		
	Sanitation Collector			Accountant
				Principal Planner
18	Distribution & Collection Maintenance Worker I			Wastewater Treatment Plant Supervisor
	Parks & Facilities Maintenance Worker			Water Distribution & Collection Supervisor
	Street & Stormwater Maintenance Worker I			Water Treatment Facility Supervisor
		28		
19	Administrative Assistant			City Clerk
	Customer Service Specialist			Lieutenant Detective
	Human Resources Assistant			Police Lieutenant
	Deputy City Clerk	29		
	Public Service Officer (PSO)			Communications Director
	Records Specialist			Emergency Medical Services (EMS) Director
				Municipal Project Manager
20	Distribution & Collection Maintenance Worker II	30		
	Sanitation Driver			Fire Marshal
	Street & Stormwater Maintenance Worker II	31		
21	Combination Inspector			Building Official
	Sexton			Human Resources Analyst
	Wastewater Treatment Plant Operator			Information Technology (IT) Manager
	Water Treatment Facility Operator	34		Police Captain
22	Parks & Facilities Lead			Finance Director/Treasurer
	Street & Stormwater Maintenance Worker III			Human Resources Director
		37		
				Environmental Services Superintendent
				Fire/Emergency Medical Services (EMS) Chief
				Police Chief
				Public Services Superintendent
Use Ranges below for Fire/EMS positions working 2920 hours annually (24-hour shifts)				
23F	Firefighter/Emergency Medical Technician		27F	Firefighter/Paramedic
24F	Engineer/Emergency Medical Technician		28F	Engineer/Paramedic
25F	Paramedic - FT		29F	Fire/Emergency Medical Services Lieutenant
26F	Paramedic - PT		30F	Fire/Emergency Medical Services Captain

Range	Minimum	Mid-Point	Maximum
10	9.46	11.13	13.91
11	9.94	11.69	14.61
12	10.43	12.27	15.34
13	10.95	12.88	16.10
14	11.49	13.52	16.90
15	12.07	14.20	17.75
16	12.67	14.91	18.64
17	13.31	15.66	19.58
18	13.97	16.44	20.55
19	14.67	17.26	21.58
20	15.40	18.12	22.65
21	16.18	19.03	23.79
22	16.98	19.98	24.98
23	17.83	20.98	26.23
24	18.73	22.03	27.54
25	19.66	23.13	28.91
26	20.65	24.29	30.36
27	21.68	25.50	31.88
28	22.76	26.78	33.48
29	23.90	28.12	35.15
30	25.10	29.53	36.91
31	26.36	31.01	38.76
32	27.68	32.56	40.70
33	29.06	34.19	42.74
34	30.52	35.90	44.88
35	32.05	37.70	47.13
36	33.65	39.59	49.49
37	35.33	41.57	51.96
38	37.10	43.65	54.56
39	38.96	45.83	57.29
40	40.90	48.12	60.15
41	42.95	50.53	63.16

<i>Use this chart for FD employees working 2920 hours annually (24 hour shifts)</i>			
Range	Minimum	Mid-Point	Maximum
21F	11.53	13.56	16.96
22F	12.10	14.24	17.80
23F	12.71	14.95	18.69
24F	13.35	15.70	19.63
25F	14.02	16.49	20.61
26F	14.71	17.31	21.64
27F	15.45	18.18	22.73
28F	16.23	19.09	23.86
29F	17.03	20.04	25.05
30F	17.88	21.04	26.30



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Randy Frazer, City Manager
Item: City Commission Reorganization Meeting

Purpose: Consider a Resolution amending Resolution No. 2018-12-3222 to alter the schedule of City Commission Reorganization meetings and to reaffirm the automatic rescheduling of any regular City Commission meetings that would fall on city-designated holidays. **(Voice Vote)**

Background:

Per the commissions direction, this legislation would permanently change the annual City Commission reorganization meeting from the 2nd Monday in January to the 1st Tuesday in January of each year.

Commission Options:

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

Fiscal Impact:

Amount: None

Fund: Department: Expense Code:

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

Approved for Agenda by:

Randy Frazer, City Manager

A RESOLUTION AMENDING RESOLUTION NO. 2018-12-3222 TO ALTER THE SCHEDULE OF CITY COMMISSION REORGANIZATION MEETINGS AND TO REAFFIRM THE AUTOMATIC RESCHEDULING OF ANY REGULAR CITY COMMISSION MEETINGS THAT WOULD FALL ON CITY-DESIGNATED HOLIDAYS.

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, in Resolution No. 2018-12-3222 permanently rescheduled its annual reorganization meetings in even-numbered years to occur at 5:30 p.m., on the second Monday in January of those years, to comply with the statutory requirements of K.S.A. 25-2120 in effect at that time, regarding the swearing in of commissioners; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, in Resolution No. 2018-12-3222 further provided for the automatic rescheduling of any regularly scheduled meeting that would fall on a City-designated holiday to the following Monday instead, unless the Governing Body specifically deems otherwise in a separate Resolution; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, desires to amend the provisions of Resolution No. 2018-12-3222 to permanently reschedule its annual reorganization meeting to the first regular meeting in January for both odd-numbered and even-numbered years.

WHEREAS, in July 2019, the Kansas Legislature amended the provisions of K.S.A. 25-2120 to allow the City to pass a resolution to establish the time when the term of office for newly elected commissioners shall commence to a date after December 1 following certification of the election and not later than the second Monday in January following certification of the election. If no resolution is passed by the City, the term shall begin on the second Monday in January.

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, desires to amend the provisions of Resolution No. 2018-12-3222 to establish the first regular meeting of January as the date when the terms of elected city commissioners shall begin, in accordance with Kansas law, as amended.

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

SECTION ONE: From and after the date of adoption of this Resolution, the Governing Body of the City of Arkansas City, Kansas, hereby permanently reschedules its annual reorganization meeting to the first regular meeting in January for both odd-numbered and even-numbered years and establishes the first regular meeting of January as the date when the terms of elected city commissioners shall begin, in accordance with Kansas law, as amended.

SECTION TWO: The Governing Body of the City of Arkansas City, Kansas, also hereby reaffirms that if any one of its regularly scheduled public meetings would fall on a City-designated holiday, then said meeting shall be rescheduled automatically to 5:30 p.m., on the next Monday following that holiday, unless the Governing Body specifically deems otherwise in a separate Resolution.

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

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

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on April 5, 2022.

(Seal)

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

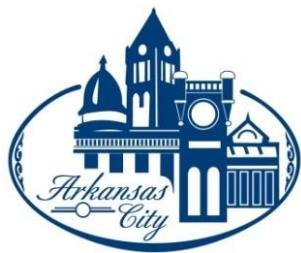
Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2022-04 - of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 5, 2022, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk



City Commission Agenda Item

Meeting Date: 4/5/22
From: Josh White, Principal Planner/Randy Frazer, City Manager
Item: Property Transfer-401 W Madison Ave

Purpose: Consider a resolution transferring certain real estate at 401 W Madison Avenue (Voice vote)

Background:

Rupe Helmer Group LLC through its subsidiary Arkansas City 23987 LLC is working on a retail development project at 401 W Madison Avenue. The transfer of 608 S 4th Street was approved by the Land Bank Board of Trustees at its July 20, 2021 meeting. This proposed transfer along with a small privately owned tract will complete their land acquisitions. A description of the property and a survey are included in this packet. This sale is contingent on approval of a rezone and a vacation request that will be before the Planning Commission on Tuesday, April 12 and subsequently before the City Commission on May 3.

Since Rupe Helmer Group LLC previously agreed to purchase the Land Bank property, staff recommends that this property be transferred at no cost to the developer.

Commission Options:

1. Approve
2. Disapprove
3. Table

Fiscal Impact:

Amount: \$0

Fund:

_____ Included in Budget

Department:

_____ Grant

_____ Bonds

Expense Code:

_____ Other (explain):

Attachments: Contract for purchase, survey, deed of transfer

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2022-04

A RESOLUTION APPROVING THE TRANSFER OF CERTAIN REAL ESTATE AT 401 W MADISON AVENUE

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

SECTION ONE: The Governing Body of the City of Arkansas City hereby authorizes the City to enter into a purchase agreement with Arkansas City 23987 LLC for property located at 401 West Madison Avenue, the contract for purchase and description of which is hereby attached to this resolution as if fully set forth herein.

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

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

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 5th day of April, 2022.

(Seal)

Kanyon Gingher, 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. 2022-04-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 5, 2022 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

REAL ESTATE SALES CONTRACT

THIS AGREEMENT made and entered this ____ day of _____ 2021, by and between **THE CITY OF ARKANSAS CITY, KANSAS**, herein referred to as **SELLER**, and **ARKANSAS CITY 23987, LLC**, herein referred to as **BUYER**.

WITNESSETH:

WHEREAS, SELLER has agreed to sell, and BUYER has agreed to buy property pursuant to the provisions set forth below; and

WHEREAS, SELLER does hereby covenant and agree that in consideration of the payments and performance of the covenants herein recited to be made and performed by BUYER, SELLER shall convey unto the BUYER, in fee simple, subject to any covenants, declarations, restrictions, zoning laws, or easements of record, but clear of all mortgage or financial encumbrances whatsoever, by Quit Claim Deed, the real estate described below in Section One and all improvements located thereon situate in Arkansas City, Cowley County, Kansas.

SECTION ONE: PROPERTY:

All real property owned by SELLER located at 401 W Madison Avenue, Arkansas City, Cowley County, Kansas and legally described as:

LOTS 21 AND 22, BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS.

AND

LOTS 1 AND 2, BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS.

AND

THE WESTERN 35' OF THE 10TH STREET RIGHT OF WAY ADJOINING LOTS 1-7 OF BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS.

AND

A PORTION OF LOTS 3-7 OF BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS MORE PARTICULAR DESCRIBES AS:

BEGINNING ON THE NORTH LINE OF SAID LOT 3, 24.01 FEET EAST OF THE NORTHWEST CORNER THEREOF; THENCE SOUTH 89°37'42" EAST ALONG SAID NORTH LINE, A DISTANCE OF 107.99 FEET TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 00°22'04" WEST ALONG THE EAST LINE OF SAID LOTS 3-7, A DISTANCE OF 125.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 7; THENCE NORTH 89°37'42" WEST ALONG THE SOUTH LINE OF SAID LOT 7, A DISTANCE OF 20.43 FEET; THENCE NORTH 34°38'24" WEST A DISTANCE OF 152.62 FEET TO THE POINT OF BEGINNING.

SECTION TWO: PURCHASE PRICE:

SELLER has agreed to pass title as stated above in Section One unto BUYER by way of gift, donation, or contribution, on the date of closing, which shall occur after the conditions set forth in Section Seven, below, are satisfied, but no later than 180 days after execution of this Contract.

SECTION THREE: TAXES:

BUYER shall pay all taxes due and owing from and after the date of closing on this Contract.

SECTION FOUR: POSSESSION OF PROPERTY:

SELLER shall give possession of the aforescribed property immediately upon closing.

SECTION FIVE: TITLE INSURANCE:

BUYER shall have the option of obtaining Title Insurance at BUYER'S own expense.

SECTION SIX: CONDITION OF PREMISES:

The property is sold as-is, and SELLER makes no warranty as to the suitability of the property for any proposed use by BUYER.

SECTION SEVEN: ADDITIONAL PROVISIONS:

Closing on this real estate transaction is conditioned upon the Buyer receiving approval of Buyer's requests from the City of Arkansas City, Kansas, for rezoning of the above-described real estate and for vacation by the City of an adjoining alley and adjoining closed street. These conditions will be satisfied at the time the ordinance(s) granting both requests go into legal effect. Closing on this agreement will occur after the date these conditions are satisfied.

SECTION EIGHT: APPLICABLE LAW:

This contract shall be governed by, construed, and enforced in accordance with the laws of the State of Kansas. In the event any action is filed in relation to this real estate purchase, the unsuccessful party in the action shall pay to the successful party in addition to all other sums that may be declared due and payable, a reasonable sum for the prevailing party's attorney's fees, expert fees and costs related thereto.

IT IS MUTUALLY AGREED that all covenants and agreements herein contained shall extend to and be obligatory upon the parties hereto, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the Parties have hereunto set their hands the day and year first above appearing.

BUYER:

ARKANSAS CITY 23987, LLC

By: Mike Mantle
Senior Vice President

ACKNOWLEDGMENT

STATE OF KANSAS)
COUNTY OF Cowley) ss:

Be it remembered, that on this _____ day of _____ 2022, before me, the undersigned, a Notary Public in and for the aforesaid County and State aforesaid, came Mike Mantle, who is personally known to me to be the same persons who executed the within instrument in writing, and duly acknowledged the execution of same.

In witness whereof, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My appointment expires:

SELLER:

THE CITY OF ARKANSAS CITY, KANSAS

By: Kanyon Gingher
Mayor

ACKNOWLEDGMENT

STATE OF KANSAS)
COUNTY OF Cowley) ss:

Be it remembered, that on this _____ day of _____ 2021, before me, the undersigned, a Notary Public in and for the aforesaid County and State aforesaid, came Kanyon Gingher, who is personally known to me to be the same person who executed the within instrument in writing, and duly acknowledged the execution of same as the authorized act and deed of the City of Arkansas City, Kansas Landbank Board of Trustees.

In witness whereof, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My appointment expires:

STATUTORY QUIT CLAIM DEED

GRANTOR,

**THE CITY OF ARKANSAS CITY, KANSAS,
A Kansas Municipality of the Second Class**

by way of GIFT, DONATION, OR CONTRIBUTION, the receipt of which is hereby acknowledged, does hereby GRANT, CONVEY AND QUITCLAIM unto:

GRANTEE,

**ARKANSAS CITY 23987,
a Limited Liability Corporation,**

all the following lands and property situated in Cowley County, together with any and all improvements located thereon, subject to easements and restrictions of record, if any, and legally described as:

LOTS 21 AND 22, BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS.

AND

LOTS 1 AND 2, BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS.

AND

THE WESTERN 35' OF THE 10TH STREET RIGHT OF WAY ADJOINING LOTS 1-7 OF BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS.

AND

A PORTION OF LOTS 3-7 OF BLOCK 2, PARK PLACE ADDITION TO ARKANSAS CITY, COWLEY COUNTY, KANSAS MORE PARTICULAR DESCRIBES AS:

BEGINNING ON THE NORTH LINE OF SAID LOT 3, 24.01 FEET EAST OF THE NORTHWEST CORNER THEREOF; THENCE SOUTH 89°37'42" EAST ALONG SAID NORTH LINE, A DISTANCE OF 107.99 FEET TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 00°22'04" WEST ALONG THE EAST LINE OF SAID LOTS 3-7, A DISTANCE OF 125.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 7; THENCE NORTH 89°37'42" WEST ALONG THE SOUTH LINE OF SAID LOT 7, A DISTANCE OF 20.43 FEET; THENCE NORTH 34°38'24" WEST A DISTANCE OF 152.62 FEET TO THE POINT OF BEGINNING.

WITNESS Grantor's hand this the ____ day of _____ 2022.

By: Kanyon Gingher
Mayor, City of Arkansas City

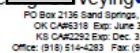
STATE OF KANSAS)
COUNTY OF COWLEY) ss:

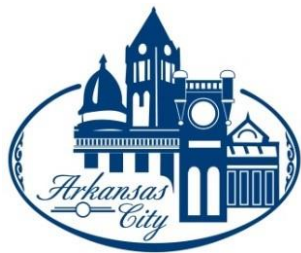
On this ____ day of _____ 2022, before me, a Notary Public within and for said County and State, having first been duly sworn under oath, personally appeared: KANYON GINGHER, who is personally known to me to be the same person who executed the foregoing instrument, and the aforementioned acknowledged said instrument to be his free and voluntary act and deed and a duly authorized act on behalf of the City of Arkansas City, Kansas Landbank Board of Trustees. In testimony whereof I have hereunto subscribed my hand and affixed my official seal the day and year last above appearing.

Notary Public

My appointment expires:

No real estate validation questionnaire is required pursuant to K.S.A. 79-1437e(a)(4), as the transfer of this title is by way of gift, donation, or contribution.





City Commission Agenda Item

Meeting Date: April 5, 2022
From: Randy Frazer, City Manager
Item: Administration Services Proposal

Purpose: Consider a Resolution approving an Administration Services Proposal submitted by Ranson Financial regarding American Rescue Plan Act (ARPA) Funding, for an amount not to exceed \$12,500.00. **(Voice Vote)**

Background:

The city is receiving \$1,780,796.18 in ARPA funding. All recipients of federal funds must complete financial, performance and compliance reporting as required by the Coronavirus State and Local Fiscal Recovery Funds program guidelines. Besides how the funds are used, one of the most important requirements is timely and accurate reporting of the use of these funds. Failing to do so would result in returning or paying back the funds.

Ranson Financial is experienced in providing these types of reporting and compliance services and staff would recommend approving this proposal. The proposal to provide these services is \$85.00 an hour plus mileage and relevant expenses with a not to exceed amount of \$12,500.00.

Commission Options:

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

Fiscal Impact:

Amount: \$12,500.00

Fund: **18-Wastewater** Department: **209-Finance** Expense Code: **6214-Other Professional Services**

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

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2022-04

A RESOLUTION APPROVING AN ADMINISTRATION SERVICES PROPOSAL SUBMITTED BY RANSON FINANCIAL REGARDING AMERICAN RESCUE PLAN ACT (ARPA) FUNDING, FOR AN AMOUNT NOT TO EXCEED \$12,500.00.

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

SECTION ONE: The Governing Body of the City of Arkansas City hereby authorizes the City to enter into an Administration Services Proposal submitted by Ranson Financial regarding American Rescue Plan Act (ARPA) Funding, for an amount not to exceed \$12,500.00

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

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

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 5th day of April, 2022.

(Seal)

Kanyon Ginger, 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. 2022-04-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 5, 2022 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

ARPA GRANT ADMINISTRATION SERVICES PROPOSAL

March 21, 2022

To Mayor and Commissioners
ATTN: Randy Frazer, City Manager
118 W. Central, P. O. Box 778
Arkansas City, KS 67005

RE: American Rescue Plan Act (ARPA) Funding

We are pleased to submit this proposal to provide administration services to the City of Arkansas City, Kansas for completion of ARPA funding.

Scope of Services

We agree to provide the following professional services and such other services as, in my judgment, may be necessary and advisable:

- A. To work with City Staff and City Consultant(s) in the completion of all paperwork associated with the received funding.
- B. To provide the city with copies of all documentation (i.e., quarterly, and annual reports, etc.) for your files
- C. To attend, if necessary, any City Commission Meetings.

Our fee for providing these services will be \$85.00/Hour plus mileage and relevant expenses with a not-to-exceed figure of \$12,500.00. Payment for Services will be made as they are invoiced with the appropriate quarterly report.

This agreement shall be in force for effect for the entire funding period unless terminated and shall be subject to cancellation by either party with ten (10) days advance written notice.

This agreement is submitted in duplicate. Your acceptance will be indicated by the signature of City on both copies and by returning one executed copy to us.

Respectfully submitted,

Ranson Financial Group, LLC

Rose Mary Saunders

Rose Mary Saunders
Municipal Consultant

Accepted this _____ day of _____, 2022.

CITY OF ARKANSAS CITY, KANSAS

Mayor

ATTEST:

City Clerk

(seal)



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Jennifer Waggoner, Finance Director/Treasurer
Item: Hospital Unpledged Sales Tax Request

Purpose: Consider approving a request from SCKRMC for release of funds from the Unpledged Health Care Sales Tax Fund in the amount of \$231,000.00 **(Voice Vote)**

Background:

Consider a request from Jeff Bowman, CEO of SCK Health for a distribution of funds from the Unpledged Healthcare Sales Tax Fund in the amount of \$231,000 for reimbursement of charity care for the months of March 2021 through October 2021.

Commission Options:

1. Approve
2. Not Approve

Fiscal Impact:

Amount: \$231,000.00

Fund: **45 (Unpledged Healthcare Sales Tax)** Department: **100 (Non-Governmental)** Expense Code: **8110 (Distribution to Other Agency)**

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

Approved for Agenda by:

Randy Frazer, City Manager



Medical Center
Specialty Clinic
Behavioral Health
Primary Care - Summit Clinic
Primary Care - Winfield
Primary Care - Ark City
Urgent Care
Midwives

BOARD OF TRUSTEES
Dan Jurkovich, Chairman
Kanyon Gingham, Vice Chairman
Jay Warren, Treasurer
Bob Mathews, Member
Brittany Carder, Member

Jeff Bowman
Chief Executive Officer

Section , Item 1.

March 10, 2022

Jennifer Waggoner, Finance Director/Treasurer
City of Arkansas City
118 West Central
Arkansas City, KS. 67005

Dear Ms. Waggoner,

I trust you are doing well. Please accept this letter as SCK Health's official request for the available funds in the Unpledged Healthcare Sales Tax Fund. We are requesting the funds for charity care as outlined below:

March 2021	6,633.22
April 2021	31,367.77
May 2021	9,168.85
June 2021	26,095.01
July 2021	3,116.72
Aug 2021	8,156.76
Sept 2021	35,030.35
Oct 2021 Split	111,431.32
Total	\$231,000.00

Thank you in advance for your assistance in getting this on the commission meeting agenda and hope you have a wonderful evening!

Best regards,

Jeffrey R. Bowman
Chief Executive Officer

RUN DATE: 04/05/21
TIME: 10:39

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 03/01/21 TO 03/31/21

PAGE 583
H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1167.00	03/02/21	022821	671847	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1066.22	03/02/21	022821	672825	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-525.00	03/02/21	022821	658187	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-2687.00	03/02/21	022821	658231	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1188.00	03/31/21		661574	[REDACTED]	E.R	CDB	00
TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT			-6633.22			-5.00 QTY				

RUN DATE: 05/10/21
TIME: 15:52

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 04/01/21 TO 04/30/21

PAGE 594
H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-154.24	04/30/21		673984	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-337.00	04/30/21		678654	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1240.88	04/30/21		504244	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-235.35	04/30/21		628503	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-250.00	04/30/21		629678	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-6079.40	04/30/21		633501	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-4253.70	04/30/21		635874	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1665.10	04/30/21		669758	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-7083.30	04/30/21		669362	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	133.10	04/30/21		654223	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-93.17	04/30/21		654223	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-133.10	04/30/21		654223	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	269.46	04/30/21		668538	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-269.46	04/30/21		668538	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-391.97	04/30/21		668538	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-914.56	04/30/21		624485	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	96.34	04/30/21		668190	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	137.63	04/30/21		668190	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-96.34	04/30/21		668190	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-96.34	04/30/21		668190	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-137.63	04/30/21		668190	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	137.63	04/30/21		668191	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-96.34	04/30/21		668191	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-137.63	04/30/21		668191	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-693.39	04/30/21		631788	[REDACTED]	I/P	VDR	01
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-7783.03	04/30/21		637161	[REDACTED]	I/P	VDR	01
TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT -31367.77 -16.00 QTY										

RUN DATE: 06/04/21
TIME: 09:46

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 05/01/21 TO 05/31/21

PAGE 584
H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-3984.11	05/04/21	043021	681993	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-5956.75	05/04/21	043021	638296	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	148.26	05/27/21		640538	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	75.85	05/27/21		640988	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	75.85	05/27/21		641205	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	75.85	05/27/21		642251	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	75.85	05/27/21		642417	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	44.05	05/27/21		649679	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-116.64	05/31/21		670561	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	391.97	05/31/21		668538	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-104.97	05/31/21		668538	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	105.94	05/31/21		648161	[REDACTED]	O/P	VDR	00

TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT -9168.85 4.00 QTY

RUN DATE: 07/06/21
TIME: 11:59

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 06/01/21 TO 06/30/21

PAGE 511
H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-125.00	06/04/21		682275	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	167.21	06/11/21		605415	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	40.00	06/11/21		640538	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	75.00	06/11/21		565439	[REDACTED]	I/P	VDR	01
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-2073.60	06/25/21		680211	[REDACTED]	E.R	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	25.00	06/25/21		661574	[REDACTED]	E.R	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	50.00	06/25/21		661574	[REDACTED]	E.R	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-476.05	06/25/21		677425	[REDACTED]	O/P	CDB	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1307.00	06/30/21		661848	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1598.00	06/30/21		683503	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-2262.00	06/30/21		684687	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-5834.80	06/30/21		684872	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-4169.90	06/30/21		685382	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-7245.22	06/30/21		672029	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-177.00	06/30/21		673260	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-967.00	06/30/21		674423	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-216.65	06/30/21		680143	[REDACTED]	O/P	VDR	00
TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT			-26095.01							-7.00 QTY

RUN DATE: 08/05/21
TIME: 15:07

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 07/01/21 TO 07/31/21

PAGE 562
H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	100.00	07/30/21		645211	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	184.08	07/30/21		624424	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-607.20	07/31/21		676517	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1875.60	07/31/21		685564	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-306.00	07/31/21		686402	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-306.00	07/31/21		687596	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-306.00	07/31/21		689535	[REDACTED]	O/P	VDR	00
TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT			-3116.72			-3.00 QTY				

RUN DATE: 09/07/21

TIME: 09:04

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 08/01/21 TO 08/31/21

PAGE 596

H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-96.37	08/31/21		677406	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-122.48	08/31/21		683966	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-123.30	08/31/21		695361	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-36.00	08/31/21		681952	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-2769.51	08/31/21		687654	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-2391.87	08/31/21		684085	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1673.23	08/31/21		694564	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-306.00	08/31/21		693422	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-638.00	08/31/21		676142	[REDACTED]	O/P	VDR	00
TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT -8156.76 -9.00 QTY										

RUN DATE: 10/11/21
TIME: 13:35

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 09/01/21 TO 09/30/21

PAGE 640
H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	2073.60	09/17/21		680211	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-5618.62	09/30/21		683152	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-3792.50	09/30/21		683760	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-27692.83	09/30/21		686133	[REDACTED]	I/P	VDR	01
TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT			-35030.35							-2.00 QTY

RUN DATE: 11/05/21
TIME: 08:30

SOUTH CENTRAL KANSAS MED CTR
REVENUE FROM 10/01/21 TO 10/31/21

PAGE 625
H5ARREV

G/L NUMBER	CHARGE NUMBER DESCRIPTION	QTY	AMOUNT	A/R DATE	SERV DATE	PATIENT NUMBER	PATIENT NAME	TYPE	INIT	SUB TYPE
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-9904.14	10/31/21		696051	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-5120.40	10/31/21		693608	[REDACTED]	E.R	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-145.00	10/31/21		684959	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-386.00	10/31/21		689481	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-9942.31	10/31/21		684906	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	1.00	9904.14	10/31/21		696047	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1190.00	10/31/21		696047	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-9904.14	10/31/21		696047	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-151.18	10/31/21		679798	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-334.00	10/31/21		697828	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-334.00	10/31/21		699403	[REDACTED]	O/P	VDR	00
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-2819.09	10/31/21		688729	[REDACTED]	I/P	VDR	01
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-108510.89	10/31/21		695208	[REDACTED]	I/P	VDR	01
50715.000	99031 CHARITY CARE WRITE-OFF	-1.00	-1715.18	10/31/21		688732	[REDACTED]	I/P	VDR	01
TOTAL 50715.000 CHARITY CARE W/OFF -BAD DEBT			-140552.19			-12.00 QTY				
50716.000	99170 BANKRUPTCY	-1.00	-100.00	10/18/21	101521	665052	[REDACTED]	O/P	VDR	00



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Randy Frazer, City Manager
Item: City Manager Updates

Purpose: City Manager's Report on Upcoming Activities

Background:

1. There will be a **Cowley County Legislative Forum**, sponsored by the Cowley County Legislative Committee, starting at **6 p.m. Tuesday, April 5** at Baden Square, located at 700 Gary St. in Winfield.
2. The **2022 Outstanding Student Award nominees' reception**, back in person for the first time since 2019, is at **6 p.m. Monday, April 11** in Cowley College's Robert Brown Theatre, located at 215 S. Second St.
3. The next **RISE Cowley** steering committee meeting will be at **10 a.m. Tuesday, April 12** at Four County Mental Health, located at 22214 D St. in Strother Field. (This meeting also is available via [Zoom](#).)
4. The next monthly **Cowley County Legislative Committee** meeting will be at **noon Tuesday, April 12** at the Winfield Area Chamber of Commerce office, located at 123 E. Ninth Ave. in downtown Winfield.
5. The next quarterly **Traffic Safety Committee** meeting will be at **10 a.m. Friday, April 15** in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave.
6. The next **City Commission** study session will be at **noon Friday, April 15** in my office here at City Hall.

Approved for Agenda by:

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: April 5, 2022
From: Lesley Shook, City Clerk
Item: City Advisory Board Reports

Purpose: City Advisory Board Reports

Background:

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:

- **December 16, 2021** — Building Trades Board
- **January 27, 2022** — South Central Kansas Medical Center Board of Trustees
- **February 17, 2022** — Arkansas City Recreation Commission
- **February 24, 2022** — South Central Kansas Medical Center Board of Trustees
- **February 24, 2022** — Beautification and Tree Advisory Board
- **March 3, 2022** — 2022 Tacolalah Executive Committee
- **March 10, 2022** — Beautification and Tree Advisory Board (*special virtual meeting*)

Approved for Agenda by:

Randy Frazer, City Manager

City of Arkansas City
Building Trades Board
Minutes

Regular meeting held on Thursday, December 16, 2021 at 5:15 PM in the **Water Treatment Plant Conference Room**.

Meeting was called to order at 5:15 PM.

Roll Call:

Mark Bartlett	<input type="checkbox"/>	Michael Kuhn	<input checked="" type="checkbox"/>	John Bahruth	<input checked="" type="checkbox"/>
Randy Smith	<input checked="" type="checkbox"/>	Chris Rains	<input checked="" type="checkbox"/>	Jace Kennedy	<input checked="" type="checkbox"/>
Ken Miller	<input checked="" type="checkbox"/>	Jamie Terrill	<input checked="" type="checkbox"/>	Michael Hunt	<input checked="" type="checkbox"/>

Jace Kennedy made a motion to approve the meeting minutes from September 16, 2021, and Michael Hunt made the second.

1. Open Discussion

Mike explained to the board that there were four members up for reappointment: Mark Bartlett, Michael Kuhn, John Bahruth and

Michael Hunt. All members said they would all like to be reappointed.

Chris Rains made a motion to adjourn the meeting at 5:21 PM and Jace Kennedy made the second. A voice vote carried the motion.



SCKMC BOARD OF TRUSTEES MEETING MINUTES
January 27th, 2022

I. Call to Order – By Dan Jurkovich, Board Chairman at 7:33 am.

II. Welcome/Introduction

III. Medical Executive Committee/Med Staff Report

Paul Klaassen, MD

A. Credentialing

Appointment – Richard Swift, MD.

- Motion – Med Exec
- Second – Jay Warren
- Motion carried

Reappointment – Lidia Manouilova, MD

Jennifer Garrett, APRN

- Motion – Med Exec
- Second – Bob Mathews
- Motion carried

IV. Minutes of previous meeting reviewed

Dan Jurkovich, Board Chair

- Motion – Bob Mathews approval of December 2021 minutes.
- Second – Jay Warren
- Motion carried and minutes approved

B. Committee Reports

1. Finance (Kansas Regs 28-34-5a) – 8/2021

Debbie Hockenbury, CFO

a.) Balance Sheet hospital and clinics

a-1) Operating cash and investments \$5,998,267.

a-2) Net accounts receivables \$4,591,441.

a-3 Allowance Accounts for Contractual and Bad Debt \$8,712,589.

a-4) Current Liabilities \$11,518,098.

a-5) Accrued Salaries & PTO \$800,677.

a-6) Accounts Payable \$553,048.

b.) Operating Statement hospital and clinics excluding SCKC.

b-1) Total gross patient and physician revenue \$7,155,631.

B-2) Revenue deductions (\$4,666,783).

B-3) Net Patient revenue \$2,488,849.

b-4) Total operating \$2,693,192.

b-5) Net Operating loss of (\$229,986).



After non-operating revenue and expenses for the month the gain is (\$1,298,775.)

c.) Clinics and Behavioral Health

c-1) SCK Clinic gain of \$98,176.

c-2) Geri Psych loss of (\$121,587).

c-3) Winfield Medical Arts gain of \$85,421.

c-4) Ark City Clinic gain of \$88,697

c-5) Specialty Clinic loss (\$99,132).

c-6) Midwives loss (\$22,454).

d.) Charity Care \$0.

e.) Bad Debt \$4,468

f.) Bad Debt Recovery (\$119,167)

g.) Bankruptcy \$46,381

1-Finance – Charity Care to get approved for \$49,149.33.

- Motion – Dan Jurkovich, Board Chair
- Second – Jay Warren, Treasurer
- Motion carried.

1- Financials as presented.

- Motion – Jay Warren
- Second – Bob Mathews
- Motion carried.

2. Clinical Operations – Operational Update

Shona Turner, COO

Covid Surge Plan

- Implemented Phase 1 and Phase 2.
- Closed front lobby, need to go through the ER entrance.
- Limited the visitation to 1 visitor per day per patient, no switch outs.
- Postpone elective surgeries.
- Blood shortage nationwide.

Urgent Care

- Increase Urgent Care encounter of average 205 monthly-2020 to average 246-2022 reflecting a 20% monthly increase.
- 266 average visits per month for 2021.
- November 2021 had an uptake of 495.

ED Volumes

- Increase ED visits from 5318-2020 to 5400-2022.



- Seeing about 10 more patients a month, more this year than last year.

Major/Minor Surgery Volumes

- Major surgeries 2020-265, in 2021-268.
- Minor surgeries 2020-305, in 2021-415.

Clinic Volumes

- Ark City Clinic is showing a strong volume and part of that is because of Urgent Care.
- SCKC has had a decrease.
- WMA has stayed the same.

Annual Medicare Wellness Visits

- One provider does these, located at Ark City Clinic.
- Seen an uptake from 2020-850 and 2021-927.

3. Management Report

Jeff Bowman, CEO

340b Pharmacy Update

- January 7th, received \$3,348.25
- January 14th, received \$39,134.88
- AHA urges Congress to include 340B protection in must-pass legislation.

Covid Update

- Kansas is the number one in the nation for new cases of covid per-capita for the last two days.
- Ark City citizens that sued Cowley County Public Health Officer, the judge found that it is in his right to keep it at 10-day isolation for people who test positive for COVID-19.
- SCK Health foundation-looking to add few more members.

4. Executive Session

4-a) Pursuant to K.S.A. 75-4319(b) (2) – “for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship.”

- Motion to adjourn to executive session at 8:38am– Dan Jurkovich
- Second – Jay Warren
- Motion carried
- Resume at 8:55am.

v. **ADJOURNMENT**- There being no further business to come before the committee, the meeting adjourned at 8:56 am.

- Motion to adjourn by Jay Warren, Treasurer
- Second – Bob Mathews, Member



- Motion carried

PARTICIPANTS	
Dan Jurkovich , Board Chairman •	Shawna Allison , Medical Staff Coordinator
Kanyon Gingher , Board Vice Chairman	Clayton Soule , Legal Counsel •
Jay Warren , Board Treasurer •	Chad Giles , Legal Counsel •
Bob Mathews , Board Member •	Jacky Martinez , Administrative Assistant •
Brittany Carder , Board Member •	John Shelman , Courier/Traveler
Paul A Klaassen, MD , Chief of Staff	Karen Zeller , Guest
Jeff Bowman , Chief Executive Officer •	Bill Rhiley , State Representative
Debbie Hockenbury , Chief Financial Officer •	
Shona Turner , Chief Operations Officer •	
Jimmie Seacat , Director of HIS & Business Services	
Cindy Dotson , Director of Information Technology	

Board Chairman _____ Date _____

Minutes for 1/27/2022

**Arkansas City Recreation Commission
MINUTES OF REGULAR MEETING**

February 17th, 2022, 7:00am

Arkansas City Recreation Center, 225 East 5th Ave – Arkansas City, Kansas 67005

Board Members Present: Mr. Dustin Quint
Mrs. Sandra Davis
Mr. Jason O'Toole

Board Members Absent: Mr. Dave Pontious

Staff Members Present: Mr. Landon West
Ms. Erica Fitzpatrick

Guests/Registrants Present: None

- 1) Call to Order: Approve the Agenda for Regular Meeting: Dustin Quint called the meeting to order at 7:08a.m. Dustin Quint made a motion to approve the agenda as posted; seconded by Sandra Davis motion passed.
- 2) Approve the Minutes of the Previous Meeting: Motion was made by Dustin Quint to approve the minutes of the January meeting, seconded by Sandra Davis, motion passed.
- 3) Public Comment: None
- 4) Financial Reports: Dustin Quint made a motion to approve the financial report. Sandra Davis seconded. Motion passed.
- 5) Proposals & Bids: Request to replace the vinyl covers on the gym poles in the small gym. There are a total of 16 poles that support the mezzanine in the small gym. They are currently covered in a padding that is then covered by a blue vinyl cover. The current blue covers are outdated, getting worn down and the Velcro is starting to wear down. There are a couple of options to go with, Fisher Athletics has a vinyl only piece that comes in at \$109 per plain cover and \$271 per pair of personalized. BSN Sports has the whole cover, padding included, for over \$400 per piece. The current wraps are older than we can find record for. There are also 6 poles down in the Aerobics Room that we would also like to look at replacing. After discussion it was approved to go with the wraps from Fisher Athletics. We will purchase a singular wrap to make sure it fits properly over the foam. Sandra Davis made a motion to approve, seconded by Dustin Quint. Motion passed.

There is a furnace in the South Gym that is not functioning properly. Waldorf Riley has been out to look at it, we are expecting Ark City Service out to look soon.

Still looking at a Smith Machine for the PFC. WE have found multiple options with over \$1000 price difference. We are looking at more options with hopefully a smaller price difference to compare.

- 6) Review Superintendent report: Landon's report to the board included the following: The FAC will soon be contacting former employees to see how many past employees are returning and how many new people will need to be hired to make this summer successful. We are planning on hosting a job fair at both the high school and rec center. Training dates are being set for required summer training. Daddy Daughter Dance preparation is in full force with decorations and props being fabricated. March 5 is approaching quickly. IYQ Camp planning is taking a backseat until after Daddy Daughter Dance. We are planning new activities, crafts and rotations. The food program continues to be very successful with numbers holding steady at around 4,100 meals and snacks being handed out weekly.

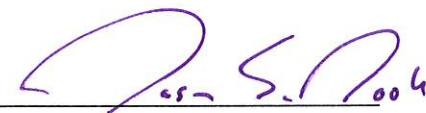
We have discussed painting the back wall of the PFC by the sauna for a stretching area. We would also be adding posters for stretching references. We have begun to reupholster benches with the new vinyl purchased.


Each shift now has a designated cleaning area to keep up with during their shift. We have added vinyl numbers to the machines to identify those areas. Staff downstairs is keeping up with the New Years Challenge Board by keeping track of consecutive days. We will draw for winners at the end of march. We are still encouraging the purchase of a Smith Machine as it would greatly benefit the use of assisted lifting.

Indoor sports are coming to an end with boys' basketball, wrestling and k-2 basketball wrapping up this month. Boys' basketball finished their season Feb. 10th. We had to move a couple of games due to covid, short on refs and illness but we finished the season! K-2 basketball began Feb 7th and is running Monday nights. We have a total of 68 kids registered. Soccer registration ended Feb 11th; however, we will take late registrations until our coaches meeting on Feb 28th. Games are set to begin March 21st and are set to be through April 23rd. Adult Volleyball registrations are going until Feb 18th. We are hoping to get a few teams registered. Cornhole registrations are going on now and we are oping moving it to Thursday nights will improve the numbers in the league. We have started Coffee and Cards as just a way to give the older generation a place to meet and get together. WE have sent out letters to past concession workers in hopes to get a few of them back for the upcoming sports seasons.

There has been no real update on the Paris Park Pool evaluation done by Kuhn Mechanical. We are hoping for some sort of update soon.

- 7) Adjournment: Sandra Davis made a motion to adjourn at 7:47 am, seconded by Dustin Quint, motion passed. Meeting Adjourned.

Approval  3/17/22

Approval  3/17/22



SCKMC Board of Trustees Meeting Minutes February 24th, 2022

I. Call to order – By Dan Jurkovich, Board Chairman at 7:30 am.

II. Welcome/Introduction

III. Minutes of previous meeting reviewed

Dan Jurkovich, Board Chair

- Motion – Bob Mathews approval of February 8th, 2022, Emergency minutes.
- Second – Jay Warren
- Motion carried.

A. Operational Update

Shona Turner, COO

- New Stove in kitchen.
- Cepheid machine, upgrade covid funds and allows to do more.
- MRI project pushed back to April. MRI trailer will be set up outside.
- 2022 expanding with new Mental Health project. Working on a grant for it.

B. Management Report

Jeff Bowman, CEO

- 340-b Pharmacy Program Update:
 - January 14th, we received \$39,134.88.
 - January 21st, we received \$20,561.74.
- Soule & Giles 2020 and 2021 net collections were 58.5% and 118.8% higher than the previous collection. Attorney's three-year high net collected in 2018.
- Recognized for High 5 for mom and baby premier Facility.

C. Executive Session

C-1) Pursuant to K.S.A 75-4319 (b)(2) – “for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney - client relationship.”

- Motion to adjourn to executive session at 7:43 am – Dan Jurkovich.



Medical Center
Specialty Clinic
Behavioral Health
Primary Care - Summit Clinic
Primary Care - Winfield
Primary Care - Ark City
Urgent Care
Midwives

Section VIII, Item 1.

- Second – Jay Warren
- Motion carried
- Resume at 8:00 am.

C-2) K.S.A. 75-4319 (b)(2) – “for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney - client relationship.”

- Motion to adjourn to executive session at 8:00 am - Bob Mathews.
- Second – Kanyon Gingher
- Motion carried
- Resume at 8:10 am.

IV. ADJOURNMENT – There being no further business to come before the committee, the meeting adjourned at 8:10 am.

- Motion to adjourn by Jay Warren, Treasurer
- Second – Bob Mathews, Member
- Motion carried.

Participants	
Dan Jurkovich, Board Chairman ●	Shawna Allison, Medical Staff Coordinator
Kanyon Gingher, Board Vice Chairman ●	Clayton Soule, Legal Counsel ●
Jay Warren, Board Treasurer ●	Chad Giles, Legal Counsel ●
Bob Mathews, Board Member ●	Jacky Martinez, Administrative Assistant ●
Brittany Carder, Board Member ●	John Shelman, Courier/Traveler ●
Paul A Klaassen, MD, Chief of Staff●	Karen Zeller, Guest
Jeff Bowman, Chief Executive Officer●	Bill Rhiley, State Representative
Debbie Hockenbury, Chief Financial Officer	
Shona Turner, Chief Operations Officer ●	
Jimmie Seacat, Director of HIS & Business Services	
Cindy Dotson, Director of Information Technology	

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

Section VIII, Item 1.

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

I. Roll Call:

Board Members

Robin Henderson (<i>via GoToMeeting</i>)	<input checked="" type="checkbox"/>
Candace Hendricks	<input checked="" type="checkbox"/>
Nancy Holman	<input type="checkbox"/>
Paisley Howerton (<i>via GoToMeeting</i>)	<input checked="" type="checkbox"/>
Harrison Taylor	<input checked="" type="checkbox"/>

Staff Liaisons

Mike Bellis	<input type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Evan Haney (<i>via GoToMeeting</i>)	<input checked="" type="checkbox"/>
Andrew Lawson	<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**.



2022 TACOLALAH COMMITTEE

MEETING: 12:06 PM THURSDAY, MARCH 3, 2022 @ WATER TREATMENT PLANT

Roll Call:	<u>Executive Committee Members</u>		<u>Executive Committee Alternates</u>	
<i>Beautification</i>	Candace Hendricks , Chairwoman	<input type="checkbox"/>	Paisley Howerton	<input type="checkbox"/>
<i>Equal Opportunity</i>	Tammy Lanman-Henderson , VC	<input checked="" type="checkbox"/>	Anita Judd-Jenkins	<input type="checkbox"/>
<i>Visit Ark City</i>	Liz Shepard , Treasurer (<i>virtual</i>)	<input checked="" type="checkbox"/>	Arty Hicks	<input type="checkbox"/>
<i>Community Spirit</i>	JoAnn Bierle	<input checked="" type="checkbox"/>	Kim Hager	<input type="checkbox"/>
<i>NWCC</i>	Gary Hale , Volunteer Coordinator	<input checked="" type="checkbox"/>	Felipe Escalante	<input type="checkbox"/>
<i>At-Large Member</i>	Debbie Savala , CDEM Coordinator	<input checked="" type="checkbox"/>	Melissa Mendez	<input type="checkbox"/>
<i>Outdoor Market</i>	Kelly Dillner , Market Coordinator	<input checked="" type="checkbox"/>		
	<u>Non-Voting Committee Advisors</u>			
	Jill Hunter , Fiscal Agent	<input checked="" type="checkbox"/>	Andrew Lawson , Secretary	<input checked="" type="checkbox"/>
			Landon West , ACRC (<i>virtual</i>)	<input checked="" type="checkbox"/>

1. Approve minutes of the February 17, 2022, executive committee meeting.

Motion: **Kelly Dillner**

Second: **JoAnn Bierle**

Vote: **6-0**

2. NEW BUSINESS: Revise Bylaws (revisions to take effect July 1, 2022)

Andrew said his last day with the City will be **March 22, 2022**, but he will continue to assist with Tacolalah through at least this year's event. Because of this, changes to the bylaws will be needed:

- His position will be changed soon, so references to it in the bylaws will need to be removed.
- The proposed bylaws would exempt the Executive Committee from KOMA because...
- No more than 2-3 members will be appointed by City boards, with the rest being at large.
- The Community Spirit Award Committee and NWCC Advisory Board won't stay involved.
- The Beautification Board can still have a member on the committee, but it's not required.
- The event will be recognized as independent, but still supported by the City and Visit AC.
- The Equal Opportunity Board and Visit AC Board both retain reps and ratification power.

If ratified by all five parent boards, the new bylaws will take legal effect on **Friday, July 1, 2022**.

Motion: **JoAnn Bierle**

Second: **Kelly Dillner**

Vote: **6-0**

3. OLD BUSINESS: Possible Arkalalah Executive Committee partnership opportunities

Andrew said Arkalalah would be meeting later that night to make a final decision on participation.



4. OLD BUSINESS: Advertising and Marketing Plan

KSOK and 1025 The River are doing \$500 in-kind sponsorships. (KSOK will do a live remote.)

They will be offered to the Cowley CourierTraveler, KWLS and Radio Lobo in Wichita, as well.

5. Subcommittee Reports:

- **Arts and Crafts** — Nancy Holman, Paisley Howerton, Amy Lawson, Debbie Savala
 - Debbie suggested a hat decorating contest through all of the local schools
- **Beer and Margarita Garden** — Arkalalah Executive Committee (*tentative*)
 - DiVall Liquor and any other sponsors are recommended as sourcing suppliers
- **Cultural/Dancing/Entertainment/Music (CDEM)** — Bobie Baker, Debbie Savala
 - Debbie is locking in the final schedule and has just one last slot to fill (Arkalalah?)
 - The other DJ options did not pan out; we will stick with Bobie at \$1,000 this year
 - Liz volunteered to serve as Mistress of Ceremonies/announcer for the 2022 festival
- **Merchandise** — Jill Hunter, Andrew Lawson, Visit Ark City Board of Trustees
 - Liz said she will need original vector files for all sponsor logos for the T-shirts
- **Social Media Marketing and Web** — Andrew Lawson, Kayleigh Lawson, Liz Shepard
 - Sponsors being added to the website and scheduled on Facebook as they come in
- **Sponsorships (paid)** — Licia Baker, Candace Hendricks, Andrew Lawson, Tammy LH
 - 1 \$2,500 Presenting Sponsor Paid: V.J. Wilkins Foundation
 - 1 \$2,000 Special Event Sponsor Invoiced: United Agency
 - 5 \$500 T-Shirt Sponsors Invoiced: 1025 The River (*in-kind*), Arkansas City Recreation Commission, KSOK Radio (*in-kind*), Pizza Ranch, Visit Ark City
 - 4 \$250 Event Sponsors Invoiced: Cowley College, DiVall Liquor, RCB Bank, Rogers Family Dentistry
 - 1 \$125 Friend of Tacolalah Invoiced: Ark Veterinary Associates
 - Deadline to be sponsor at the \$500 level or above and be on T-shirts is **March 15!**

6. Other Miscellaneous Items:

Andrew and Gary are going to meet with Connie Moore on storage. ACPD invited to next meeting!

Tammy made a motion to retain Bobie Baker as Tacolalah DJ for 2022, which JoAnn seconded.

Motion: **Tammy Lanman-Henderson** Second: **JoAnn Bierle** Vote: **6-0**

7. Adjourned at 1:52 p.m. Motion: **Liz Shepard** Second: **Kelly Dillner** Vote: **6-0**

NEXT MEETING: NOON THURSDAY, MARCH 17, 2022 @ 400 W. MADISON

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

Section VIII, Item 1.

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:

Board Members

Robin Henderson	<input checked="" type="checkbox"/>
Candace Hendricks	<input checked="" type="checkbox"/>
Nancy Holman	<input type="checkbox"/>
Paisley Howerton	<input checked="" type="checkbox"/>
Harrison Taylor	<input checked="" type="checkbox"/>

Staff Liaisons

Mike Bellis	<input checked="" type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Evan Haney	<input checked="" type="checkbox"/>
Andrew Lawson	<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**.