



CITY COMMISSION MEETING AGENDA

Tuesday, January 6, 2026 at 5:00 PM – 118 W Central Ave, Arkansas City, KS

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



I. Routine Business

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

II. Consent Agenda (Voice Vote)

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

1. Approve the December 16, 2025, regular meeting minutes as written.
2. A Resolution authorizing a public meeting of the Governing Body to attend a Land Bank Board of Trustees meeting at 5:00 p.m. Tuesday, January 20, 2026, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City.

III. Recognize and Honor the Service of Outgoing Commissioners

1. Recognize and honor the service of past Commissioners Jay Warren and Diana Spielman.

Adjourn Sine Die.

IV. Oath of Office Ceremony for Commissioners-elect

1. City Clerk Tiffany Parsons will administer the Oath of Office to Commissioners-elect David Colquhoun, Steve Lungren, and Charles Tweedy III.

V. New Business

Reorganization Items

1. Select Mayor for 2026. **(Voice Vote)**
2. Recognize and honor the service of past mayor Chad Beeson. **(Voice Vote)**
3. Select Vice Mayor for 2026. **(Voice Vote)**
4. Designate one (1) member of the Governing Body to serve as a representative to Arkansas City Public Library Board of Trustees. **(Voice Vote)**

5. Designate one (1) member of the Governing Body to serve as a representative to the Cherokee Strip Land Rush Museum Board of Trustees. **(Voice Vote)**
6. Designate one (1) member of the Governing Body to serve as a representative to Cowley County Economic Development Partnership. **(Voice Vote)**
7. Appoint one (1) member of the Governing Body to serve as a voting member of the Regional Economic Area Partnership (REAP) of South-Central Kansas and either one (1) member of the Governing Body or the City Manager to serve as an alternate member of REAP in the voting member's absence. **(Voice Vote)**
8. Designate one (1) member of the Governing Body to serve as representative to SCKMC Board of Trustees. **(Voice Vote)**
9. Appoint three (3) members of the Governing Body to serve as Arkansas City's representatives on the Strother Field Commission. **(Voice Vote)**
10. Appoint one member of the Governing Body to serve on the Visit Ark City Board of Trustees. **(Voice Vote)**
11. Designate RCB Bank as primary depository for banking services and all other eligible banks in the community as potential depositories for City funds. **(Voice Vote)**

City Manager Department

1. A Resolution formally adopting a new Compensation Administration Policy effective December 27, 2025. **(Voice Vote)**
2. An Ordinance authorizing the rezoning of 706 E Madison Ave, from "R-2" (Medium Density Residential District) to "C-3" (General Commercial District). **(Roll Call Vote)**
3. An Ordinance authorizing the rezoning of 2200 E Chestnut Ave, from "R-1" (Low Density Residential District) to "P" (Public Use District). **(Roll Call Vote)**
4. A Resolution authorizing the City of Arkansas City to approve the First Amendment to the Kansas Department of Commerce Community Development Block Grant Agreement No. 25-HR-001, authorizing the Mayor to execute the amendment on behalf of the City of Arkansas City, Kansas. **(Voice Vote)**
5. A Resolution authorizing the City of Arkansas City to approve the agreement between the City of Arkansas City and the South Central Kansas Area Agency on Aging, Inc. for personnel management services and use of space at the Senior Citizens Center. **(Voice Vote)**

Public Services Department

1. A Resolution authorizing the City of Arkansas City to accept an estimate submitted for repair services to 2013 Komatsu Dozer, and to authorize materials and labor for said repairs in an amount not to exceed \$28,800.54, representing the estimated cost plus the allowable 15% variance, excluding freight. **(Voice Vote)**

VI. City Manager Updates & Reminders

VII. Items for Discussion by City Commissioners

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

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

IX. Adjournment



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Tiffany Parsons, City Clerk

Item: Approve December 16, 2025, Regular Meeting Minutes

Motion: Approve the December 16, 2025, regular meeting minutes as written.

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

Commission Options:

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

Approved for Agenda by:

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

Randy Frazer, City Manager



CITY COMMISSION MEETING MINUTES

Tuesday, December 16, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

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

ABSENT:

City staff present: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Addisson, Environmental Services Superintendent Kyle Blubaugh, Finance Director/City Treasurer Jennifer Waggoner, Human Resources Director Marla McFarland, Principal Planner Josh White, Police Chief Jim Halloway and Water Treatment Facility Supervisor Mick David.

2. Opening Prayer led by Principal Planner White and Pledge of Allegiance led by Mayor Beeson.

3. Addition or Deletions to the agenda.

City Clerk Parsons noted one amendment to the agenda under the Consent Agenda Item No. 3, to the Cereal Malt Beverage (CMB) action item, which removes the new Ark City C Store from the approval list for consideration as their application is still under review.

4. Approval of the Agenda.

Motion made by Commissioner Spielman, seconded by Commissioner Warren, to approve the agenda as amended.

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

City Clerk Parsons offered the following items for consideration.

Consent Agenda

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

1. Approve December 2, 2025, regular meeting minutes as written.

2. A Resolution authorizing the City to execute a GAAP waiver for the 2026 fiscal year.

3. Approve the Cereal Malt Beverage (CMB) License requests for 2026.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-12-3786**.*

1. Hold a public hearing regarding the proposed 2025 amended budget.

Finance Director/City Treasurer Jennifer Waggoner clarified that the sewer fund is being amended this year to accommodate two projects: an emergency repair at Birch and D Street, and a sewer extension project that was budgeted last year but not ready for completion at that time. Funds were carried over, and the project was completed this year.

Mayor Beeson made a motion to open a public hearing regarding the proposed 2025 amended budget, seconded by Vice-Mayor Stover.

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

Mayor Beeson opened the floor for the public to speak.

With no one present wishing to speak on this topic, Mayor Beeson closed the floor to the public.

- a. An Ordinance amending specified funds in the budget for the City of Arkansas City for the year beginning January 1, 2025.

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

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-12-4648**.*

New Business

City Manager Department

1. A Resolution formally adopting a new comprehensive compensation structure and administrative compliance tool, as provided to the City of Arkansas City through an intensive compensation study conducted by The Arnold Group, to be effective December 27, 2025.

Human Resources Director McFarland introduced Phil Hays, Vice President and co-owner of The Arnold Group, was introduced and provided an overview of the City's compensation and classification study. He explained the project timeline, methodology, and goals, including improving recruitment, retention, equity, transparency, and market competitiveness while maintaining fiscal responsibility. Mr. Arnold reviewed the C3 compensation framework (competitive, comprehensive, and compliant), the job evaluation process, market benchmarking, and proposed pay scales. He discussed internal and external equity, pay alignment, career pathways, and tools for ongoing compensation management before the group.

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-12-3787**.*

- a. An Ordinance fixing the compensation of employees of the City of Arkansas City, Kansas pursuant to the provisions of K.S.A. 14-1501, further implementing the new comprehensive compensation structure and administrative tool, and repealing Ordinance No. 2025-05-4636.

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

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Ordinance No. 2025-12-4649**.*

2. A Resolution approving the reorganization of Neighborhood Services Division into the Community Development Division, authorizing the creation of the Community Development Director position, and transferring the Municipal Project Manager position into the division, effective December 27, 2025.

The proposed reorganization of the Neighborhood Services Division came into consideration as it aligned with staffing changes including the upcoming retirement of current Neighborhood Services Director and departing of the Municipal Project Manager. Designed to streamline all development related services, the Community Development

Director will oversee the Division, including Planning & Zoning, Building Inspections, and Code Enforcement departments, and provide strategic leadership to guide long-term growth, redevelopment, and neighborhood revitalization. In addition, the Municipal Project Manager position will be transferred from the City Manager's Office to the Community Development Division. Human Resources Director McFarland and City Manager Frazer both addressed this item.

Motion made by Vice Mayor Stover, seconded by Commissioner Tweedy III, to approve the item as written

*Roll Call Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-12-3788**.*

3. A Resolution authorizing the City of Arkansas City to approve the 2026 Workers' Compensation Insurance renewal through the Kansas Municipal Insurance Trust (KMIT) in the amount of \$216,395.00, and authorization for payment of the invoice due January 31, 2026.

The City of Arkansas City's workers' compensation coverage is provided through the Kansas Municipal Insurance Trust (KMIT), a self-funded pool specifically designed for Kansas municipalities under the Kansas Municipal Group-Funded Pool Act (K.S.A. 12-2616 et seq.). The City's policy for the 2026 term, effective January 1, 2026 – December 31, 2026, has been submitted by the City's insurance broker, Insurance Center, Inc. (ICI), for renewal. Based on payroll projections and class codes reviewed with ICI, the total estimated premium for 2026 is \$216,395, reflecting a decrease of approximately \$10,000 from 2025 (\$226,431).

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

*Voice Voting Aye: Mayor Beeson, Vice-Mayor Stover, Commissioner Spielman, Commissioner Tweedy III, and Commissioner Warren. Mayor Beeson declared the motion approved; given **Resolution No. 2025-12-3789**.*

City Manager Updates & Reminders

1. **Green Sand Filter Project:** Bids were opened for the Green Sand Filter Project, with the low bid submitted by the company that manufactured the City's existing filters. This will ensure compatibility with current systems and technologies. The bid came in lower than expected, and available grant funding will fully cover the project. The project is moving forward.
2. **Levee Accreditation Project:** Staff recently learned that the estimated cost of Phase II is approximately \$600,000 for geotechnical drilling and subsurface investigations. This cost was higher than anticipated. Staff will work with engineers to determine how the expense can be phased over the next few years, noting there is a limited timeframe to complete accreditation. Interim accreditation will be pursued, and funding is anticipated to come from the stormwater fund. Maintaining accreditation is necessary to avoid negative insurance impacts for residents.
3. **Commission Strategic Planning Retreat:** Discussion of plans for a Commission strategic planning retreat following the seating of the new Commission. Potential dates include work session dates of January 16, January 30, or February 13. The retreat would be a full-day session, and additional information will be provided by email.
4. **PEC Project Update:** Commissioners were provided with a written update from PEC outlining the status of ongoing projects.
5. **League of Kansas Municipalities Webinars:** Commissioners were informed of upcoming League webinars, including a legislative preview webinar on January 8 from 11:00 a.m. to 12:00 p.m., and a "New Year, New Roles" webinar for new elected officials on January 22 from 11:00 a.m. to 12:00 p.m. Registration is required, and staff will assist as needed.
6. **LKM Local Government Day:** Wednesday, January 28, 2026, starting at 2:30 p.m. in Topeka, KS. Provides an networking opportunity for commissioners to meet with other local officials and state legislators, receive legislative updates from the league. Commissioners were asked to notify staff for registration and lodging arrangements.

Items for Discussion by City Commissioners

No items were presented by City Commissioners for discussion.

Comments from the Audience for Items not on the Agenda

Section II, Item 1.

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

Robin Henderson, 1424 N. 9th, addressed the Commission thanking current and incoming commissioners for their service and emphasizing the importance of prioritizing community health and social well-being. She shared data highlighting significant disadvantages in certain Arkansas City neighborhoods and encouraged the Commission to view health-related needs as core community infrastructure, advocating for data-informed, preventive investments to support long-term community stability and growth.

Mickie Schmith, 426 N C St., expressing concerns about representation, inclusion, and oversight related to the Northwest Community Center. He emphasized the importance of hiring qualified leadership, transparency, and ensuring the facility serves all children and families equitably, urging the Commission to take action to address these issues.

Adjournment

Motion made by Commissioner Warren, seconded by Commissioner Tweedy III to adjourn the meeting.

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

THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS

(Seal)

Chad D. Beeson, Mayor

ATTEST:

Tiffany Parsons, City Clerk

Prepared by: Tiffany Parsons, City Clerk



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Tiffany Parsons, City Clerk

Item: Schedule Land Bank Board of Trustees Meeting for
January 20, 2026

Motion: A Resolution authorizing a public meeting of the Governing Body to attend a Land Bank Board of Trustees meeting at 5:00 p.m. Tuesday, January 20, 2026, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City. **(Voice Vote)**

Background: The Land Bank Board of Trustees, comprising the five city commissioners, is required by its bylaws to meet publicly at least twice annually — once in January for annual business and once in July to approve a budget for the following fiscal year. These meetings will be held on the third Tuesday in both months.

At this regular annual meeting, the Land Bank Board of Trustees will convene and conduct any business necessary, including approving minutes, electing new officers for the upcoming year and receiving an annual report, as well as approving any necessary property transfers into or out of the City's Land Bank.

Commission Options:

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

Fiscal Impact: Amount: **None.**

Attachments: Resolution

Approved for Agenda by:

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

Randy Frazer, City Manager

RESOLUTION NO. 2026-01-_____

A RESOLUTION AUTHORIZING A PUBLIC MEETING OF THE GOVERNING BODY TO ATTEND A LAND BANK BOARD OF TRUSTEES MEETING AT 5:00 P.M. JANUARY 20, 2026, IN THE COMMISSION ROOM AT CITY HALL, 118 W. CENTRAL AVE.

WHEREAS, all five (5) members of the Governing Body of the City of Arkansas City, Kansas, also serve as members of the City’s Land Bank Board of Trustees; and

WHEREAS, the Land Bank Board of Trustees is required to meet at least twice annually for regular business, meetings which traditionally occur on the third Tuesday in January and the third Tuesday in July, prior to a regular meeting of the Governing Body of the City of Arkansas City, Kansas; and

WHEREAS, in order to comply with the Kansas Open Meetings Act, the Governing Body of the City of Arkansas City, Kansas, must designate this upcoming Land Bank Board of Trustees meeting as a public meeting of the Governing Body.

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

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby establishes that it shall hold a public meeting at 5:00 p.m. on Tuesday, January 20, 2026, in the Commission Room at City Hall, 118 W. Central Ave., Arkansas City, Kansas, to attend a Land Bank Board of Trustees meeting.

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

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

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 6th day of January 2026.

(Seal)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2026-01-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on January 6, 2026, as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

DRAFT



City Commission Agenda Item

Meeting Date: January 6, 2026
 From: Randy Frazer, City Manager
 Item: Annual Reorganization of City Commission – Honor Past Commissioners

Purpose: Recognize and honor the service of past Commissioners Jay Warren and Diana Spielman.

Background:

We would like to take this opportunity to express our sincere gratitude to former Commissioners Jay Warren and Diana Spielman for their dedicated service and commitment to our community as members of the City's governing body.

Jay Warren (2009 – 2026) has faithfully served the City of Arkansas City, Kansas as a member of the City Commission for a remarkable seventeen (17) years, beginning his service shortly after the April 7, 2009, general election. Throughout his tenure, Commissioner Warren has demonstrated steadfast dedication, thoughtful leadership, and a deep commitment to the residents and future of Arkansas City. Having served in various leadership roles, including Mayor and Vice-Mayor for multiple terms, Warren has consistently contributed his time, experience, and vision to advance the welfare, growth, and governance of the community. It has been a true honor to learn from and work alongside Commissioner Warren, whose history, guidance, and insight have made a lasting impact. The phrase, "I'm just talking out loud," became a familiar and meaningful part of our shared experience and is one that will be fondly remember by those who served alongside him.

Diana Spielman (2022-2026) was officially sworn-in January 2022, first nominated during the 2021 general election. During her four (4) year term, she served as Mayor, Vice Mayor and Commissioner. It has been an pleasure to work alongside Commissioner Spielman and to acknowledge her dedication and service to the community.

Commission Options:

1. Recognize outgoing commissioners.

Attachments: 2009 general election results & 2021 general election results

Approved for Agenda by:

Randy Frazer, City Manager

OFFICIAL ABSTRACT OF VOTES CAST IN GENERAL ELECTION HELD
April 7, 2009

Section III, Item 1.

NAME OF OFFICE OR QUESTION	NAME OF PERSON VOTED FOR	PTY	TOTAL VOTES RECEIVED	NOMINATED / ELECTED		AC1A	AC1A-A	AC1A-B	AC1B	AC1C	AC1D	AC2A	AC2B	AC 2B-2	AC2C	AC2D	AC3A	AC3B	AC3C	AC4A	AC4B	AC4C
	Brian Kuntz		61																			
	Rocky D. Randall		41																			
	George Reimer		32																			
	Michael A. Waggoner		17																			
	Ed Young		45																			
PARKERFIELD MAYOR	Michael A. Bergagnini		69																			
PARKERFIELD CITY COUNCIL	Douglas K. Milliron		37																			
Vote for 2	Keith Stultz		51																			
	Deuane Wells		56																			
UDALL MAYOR	Christopher R. Lette		66																			
UDALL CITY COUNCIL	Janette Adams		73																			
Vote for 2	Mary Hilderbrand		67																			
WINFIELD CITY COMMISSION	Michael Ledy		526																			
Vote for 2	Tom McNeish		627																			
	Webster T. Roth		470																			
	Taggart L. Wall		813																			
ARKANSAS CITY COMMISSION	Gordon Fry		586			27	0	0	22	53	31	63	26	16	8	8	10	23	21	39	104	51
Vote for 3	Scott Margolius		482			20	0	0	36	40	21	47	15	13	5	8	14	22	14	33	76	47
	Patrick McDonald		804			45	5	0	32	62	86	110	18	22	4	6	14	19	9	50	166	56
	Bob Mathews		626			30	0	1	20	60	36	46	20	22	6	7	15	31	18	42	119	58
	Jean R. Snell		710			36	6	1	25	45	64	118	12	20	2	5	8	12	5	47	149	62
	Pennyann Waresak		107			8	0	0	1	8	3	9	3	2	1	3	6	7	2	10	25	3
	Jay W. Warren		1,026			53	6	1	36	78	83	145	17	34	5	12	23	23	16	56	210	81

NAME OF OFFICE OR QUESTION (All precincts are hidden due to low voter turnout in many disticts)	NAME OF PERSON VOTED FOR		TOTAL VOTES RECEIVED	NOMINATED / ELECTED	Section 1																														
					AC1	AC2	AC3	AC4	AC5	AC6	AC7	WD1	WD2	WD3	WD4	WD5	ATLANTA	BURDEN	DEXTER	LAKEWYNDS	PARKERFIELD	UDALL MA	UDALL NI	462 HA,OM,RI	462 SC	463 MA	463 NI,RC	465 BE,PV	465 FA,TI,VE	465 WA,LI,SA	470 BO	470 ECR, SI	470 WCR	Out of Count	
Precincts with few ballots cast	Voter Registration	20,034																																	
are hidden	Total Ballots Cast	3,403				124	91	152	179	127	109	82	282	256	229	325	265	24	71	43	26	61	25	166	39	28	42	41	93	87	101	84	75	50	
CITY OFFICES	Voter Turnout	17%																																	
	* Indicates a write-in candidate																																		
ARKANSAS CITY COMMISSION	Dustin Hand		147			14	18	27	28	16	23	21																							
3 Open Seats	Charles Jennings		306			46	33	56	59	41	40	31																							
	Sue Lancaster		233			25	17	39	51	33	37	31																							
	Duane L. Oestmann		266			45	24	57	57	44	24	15																							
	Diana Spielman		510			77	52	75	117	82	64	43																							
	Jay Ward Warren		483			65	57	102	97	75	51	36																							
	Karen Welch		305			48	37	46	62	49	37	26																							
ATLANTA CITY COUNCIL	James Brown		22															22																	
3 Open Seats	Austin Holt		22															22																	
	Beverly J. Yarbrough		13															13																	
BURDEN CITY COUNCIL	Carleta Bolack		47																47																
3 Open Seats	Chris Cannon		58																58																
	Taylor Dory		44																44																
	Chase M. Hobart		48																48																
CAMBRIDGE MAYOR	* Terry Fouch		11																																
CAMBRIDGE CITY COUNCIL	* Josh Camp		5																																
Vote for 5	* Charles Liebau		7																																
	* Jean Redford		5																																
	* Kitty Williams		6																																
	* Mike Womack		6																																
DEXTER MAYOR	Steve Joyce		37																	37															
DEXER CITY COUNCIL	Richard Artherton		23																	23															
Vote for 5	Brian Kuntz		31																	31															
	Rocky Randall		31																	31															
	George Reimer		21																	21															
	Yvonne Stone		22																	22															
	Ryan Ware		35																	35															
PARKERFIELD MAYOR	Michael A. Bergagnini		59																			59													



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Tiffany Parsons, City Clerk

Item: Oath of Office Commissioners-elect

Purpose: City Clerk Tiffany Parsons will administer the Oath of Office to Commissioners-elect David Colquhoun, Steve Lungren, and Charles Tweedy III.

Background: The 2025 Cowley County General Election took place November 4, 2025, with three seats open for the City of Arkansas City Commission. William "David" Colquhoun, Steve Lungren, Charles Tweedy III were the top three elected by vote.

Commission Options:

1. Recognize incoming commissioners.

Attachments: Official 2025 Cowley County election results page that includes Arkansas City Commission

Approved for Agenda by:

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

Randy Frazer, City Manager

NAME OF OFFICE OR QUESTION (Certain precincts are hidden due to low voter turnout in many disticts)	NAME OF PERSON VOTED FOR		TOTAL VOTES RECEIVED	NOMINATED / ELECTED		AC1	AC2	AC3	AC4	AC5	AC6	WD1	WD2	WD3	WD4	WD5	WD6	WD7	WD8	ATLANTA	BURDEN	DEXTER	PARKERFIELD	UDALL	263 USD MA	USD 462 SC,SH,WI
* Indicates a write-in candidate	Voter Registration	20,543																								
	Total Ballots Cast	3,851				214	284	153	214	176	158	139	187	175	64	136	156	171	108	33	46	43	99	146	25	33
CITY OFFICES	Voter Turnout	19%																								
ARKANSAS CITY COMMISSION	William "David" Colquhoun		666			126	160	69	124	97	90															
3 Open Seats	Charles Jennings		389			69	88	49	65	59	59															
	Steve Lungren		744			127	214	90	131	95	87															
	Mickie Schmith		183			35	28	28	26	34	32															
	Jerry L Straley		256			45	47	44	53	38	29															
	Charles M Tweedy III		566			104	136	65	113	71	77															
ATLANTA CITY COUNCIL	James Brown		25																	25						
3 Open Seats	Arlene M. Fisher		18																	18						
	Austin Holt		24																	24						
	Jason Irvin		11																	11						
	Beverly Yarbrough		4																	4						
BURDEN CITY COUNCIL	Carleta Bolack		38																		38					
3 Open Seats	Chris Cannon		37																		37					
	Chase M. Hobart		41																		41					
CAMBRIDGE MAYOR	*Terry Fouch		9																							
CAMBRIDGE CITY COUNCIL	*Jean Redford		7																							
Vote for 5	*Kitty Williams		6																							
	*Charles Liebau		6																							
	*Josh Camp		4																							
	*Dan Coleman		4																							
DEXTER MAYOR	Steve Joyce		41																		41					



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Mayor

Purpose: Select Mayor for 2026. (***Voice Vote***)

Background: The first order of business to consider when reorganizing the City Commission will be the selection of a new **Mayor**. In order to ensure legislative familiarity and commission protocol, the selection of a Mayor by the Governing Body should be of a member not in the first year of his or her current term of office.

Traditionally, in even-numbered years, the City Commission selects the second-highest vote-getter in the City Commission election prior (Nov. 2023) to the most recent election to become the next Mayor. In 2026, that individual would be Commissioner **Tad Stover**, who currently is serving as Vice-Mayor.

All Mayoral and Vice-Mayoral terms are for one (1) year. Annual reorganization meetings are held on the first Tuesday in January.

Commission Options:

1. Select Mayor for 2026.

Attachments: November 2023 Election Ballot Results

Approved for Agenda by:

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

Randy Frazer, City Manager

2023 GENERAL ELECTION UNOFFICIAL

NAME OF OFFICE OR QUESTION	NAME OF PERSON VOTED FOR			TOTAL VOTES RECEIVED	NOMINATED / ELECTED		AC1	AC2	AC3	AC4	AC5	AC6	AC7	AC8	WD1	WD2	WD3	WD4	WD5	ATLANTA	BURDEN	CAMBRIDGE	DEXTER	PARKERFIELD	UDALL	263 MA	462 HA,OM,RI	462 SH,SC,WI	463 MA,NI,RC	465 FA,SA	465 LI,TI	465 PV	465 VE,WA	470 EBO	470 ECR12	470 ECR80	470 PV	470 WBO	470 SI	470 WCR	471 CE,DE,GR,SP		
Precincts with few ballots cast	Voter Registration	20,413																																									
are hidden	Total Ballots Cast	3,845					117	125	152	110	114	189	232	133	246	285	292	230	192	37	62	11	53	87	166	24	25	32	136	25	36	64	97	47	105	47	20	138	41	86	35		
CITY OFFICES	Voter Turnout	19%																																									
	* Indicates a write-in candidate																																										
ARKANSAS CITY COMMISSION	Chad D Beeson		667				67	73	75	57	73	115	137	70																													
3 Open Seats	Kanyon Gingher		313				35	29	34	31	26	43	71	44																													
	Charles Jennings		398				43	36	62	39	31	69	72	46																													
	Jeni D. McGee		229				33	20	26	27	22	35	42	24																													
	Mickie Schmith		155				12	14	28	28	14	12	30	17																													
	Tad Stover		660				56	81	85	50	62	128	132	66																													
	Charles M Tweedy III		445				36	59	55	31	46	86	88	44																													
	Christopher Twilleger		128				19	10	17	17	10	15	20	20																													
ATLANTA MAYOR	*Darren Underwood		21																	21																							
ATLANTA CITY COUNCIL	Tina Hawkins		25																	25																							
2 Open Seats	*Kaittlin Ford		10																	10																							
BURDEN MAYOR	Duane L. Wingert Jr		56																		56																						
BURDEN CITY COUNCIL	Sherrie S. Conklin		36																		36																						
2 Open Seats	Taylor Dory		45																		45																						
CAMBRIDGE MAYOR	*Terry Fouch		9																			9																					
CAMBRIDGE CITY COUNCIL	*Charles Liebau		8																		8																						
Vote for 5	*Jean Redford		8																		8																						
	*Josh Camp		8																		8																						
	*Katherine (Kitty) Williams		6																		6																						
	*Michael Womack		8																		8																						
DEXTER MAYOR	Steve Joyce		47																			47																					
Vote for 1																																											
DEXER CITY COUNCIL	Richard Artherton		39																		39																						
Vote for 5	Brian Kuntz		43																		43																						
	Rocky Randall		42																			42																					
	George Reimer		33																			33																					
	Ryan Ware		44																			44																					
GEUDA SPRINGS MAYOR			0																																								



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Past Mayor

Purpose: Recognize and honor the service of past mayor Chad Beeson. **(Voice Vote)**

Background: Following the selection of the new Mayor, they will take their chair at the center of the dais. The new Mayor's first order of business will be to recognize outgoing mayor **Chad Beeson's** contributions to the City Commission and community over the past year.

Commission Options:

1. Recognize outgoing mayor Chad Beeson.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Vice Mayor

Purpose: Select Vice Mayor for 2026. (***Voice Vote***)

Background: The next order of business will be to select a new **Vice Mayor**, who serves in the capacity of Mayor when the Mayor is absent or unavailable. Traditionally, in even-numbered years, the highest vote-getter in the most recent City Commission election (Nov. 2025) becomes Vice Mayor after being sworn in, and then ascends to Mayor in the following year. In 2026, that individual would be Commissioner **Steve Lungren**.

All Mayoral and Vice Mayoral terms are for one (1) year. Annual reorganization meetings are held on the first Tuesday in January.

Commission Options:

1. Select Vice Mayor for 2026.

Attachments: November 2025 Election Ballot Results

Approved for Agenda by:

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

Randy Frazer, City Manager

Official 2025 City School General

NAME OF OFFICE OR QUESTION (Certain precincts are hidden due to low voter turnout in many disticts)	NAME OF PERSON VOTED FOR		TOTAL VOTES RECEIVED	NOMINATED / ELECTED		AC1	AC2	AC3	AC4	AC5	AC6	WD1	WD2	WD3	WD4	WD5	WD6	WD7	WD8	ATLANTA	BURDEN	DEXTER	PARKERFIELD	UDALL	263 USD MA	USD 462 SC,SH,WI
* Indicates a write-in candidate	Voter Registration	20,543																								
	Total Ballots Cast	3,851				214	284	153	214	176	158	139	187	175	64	136	156	171	108	33	46	43	99	146	25	33
CITY OFFICES	Voter Turnout	19%																								
ARKANSAS CITY COMMISSION	William "David" Colquhoun		666			126	160	69	124	97	90															
3 Open Seats	Charles Jennings		389			69	88	49	65	59	59															
	Steve Lungren		744			127	214	90	131	95	87															
	Mickie Schmith		183			35	28	28	26	34	32															
	Jerry L Straley		256			45	47	44	53	38	29															
	Charles M Tweedy III		566			104	136	65	113	71	77															
ATLANTA CITY COUNCIL	James Brown		25																	25						
3 Open Seats	Arlene M. Fisher		18																	18						
	Austin Holt		24																	24						
	Jason Irvin		11																	11						
	Beverly Yarbrough		4																	4						
BURDEN CITY COUNCIL	Carleta Bolack		38																		38					
3 Open Seats	Chris Cannon		37																		37					
	Chase M. Hobart		41																		41					
CAMBRIDGE MAYOR	*Terry Fouch		9																							
CAMBRIDGE CITY COUNCIL	*Jean Redford		7																							
Vote for 5	*Kitty Williams		6																							
	*Charles Liebau		6																							
	*Josh Camp		4																							
	*Dan Coleman		4																							
DEXTER MAYOR	Steve Joyce		41																		41					



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Library

Purpose: Designate one (1) member of the Governing Body to serve as a representative to Arkansas City Public Library Board of Trustees. **(Voice Vote)**

Background:

The City Commission will need to appoint one (1) member of the Governing Body to serve as an ex officio member of the Arkansas City Public Library Board of Trustees. This representative has the same voting powers as the other six (6) library board members.

The current representative is Commissioner Charles Tweedy III.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Cherokee Strip Museum

Purpose: Designate one (1) member of the Governing Body to serve as a representative to the Cherokee Strip Land Rush Museum Board of Trustees. **(Voice Vote)**

Background:

The City Commission will need to designate one (1) member of the Governing Body to serve as a nonvoting ex officio representative to the Cherokee Strip Land Rush Museum Board of Directors.

The preceding representative was commissioner Diana Spileman.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026
From: Randy Frazer, City Manager
Item: Annual Reorganization of City Commission – Cowley County Economic Development

Purpose: Designate one (1) member of the Governing Body to serve as a representative to Cowley County Economic Development Partnership. **(Voice Vote)**

Background:

The City Commission will need to designate one (1) member of the Governing Body to serve as a representative to the Cowley County Economic Development Partnership (formerly known as Cowley First).

This commissioner serves as one of nine (9) voting members of the Cowley First coordinating council, which is made up of representatives selected by the City, Cowley College, Cowley County, RCB Bank, the Strother Field Commission, Union State Bank, and the City of Winfield. Two (2) at-large members, appointed by the other seven (7) members, complete the coordinating council.

The preceding representative is Commissioner Charles Tweedy III.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – REAP

Purpose: Appoint one (1) member of the Governing Body to serve as a voting member of the Regional Economic Area Partnership (REAP) of South-Central Kansas and either one (1) member of the Governing Body or the City Manager to serve as an alternate member of REAP in the voting member's absence. **(Voice Vote)**

Background:

The City Commission will need to appoint one (1) member of the Governing Body to serve as a voting member of the Regional Economic Area Partnership (REAP) of South-Central Kansas and either one (1) member of the Governing Body or the City Manager to serve as an alternate member of REAP in the voting member's absence.

The current representative is Commissioner Charles Tweedy III, with City Manager Randy Frazer currently serving as the designated alternate.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – SCK Health

Purpose: Designate one (1) member of the Governing Body to serve as representative to SCKMC Board of Trustees. **(Voice Vote)**

Background:

The City Commission will need to appoint one (1) member of the Governing Body to serve as a SCKMC Board of Trustees. No more than two commissioners can serve on this board.

The preceding representative was commissioner Jay Warren. Commissioner Chad Beeson currently serves as representative on this board.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Boards
Strother Field Commission

Purpose: Appoint three (3) members of the Governing Body to serve as Arkansas City's representatives on the Strother Field Commission. **(Voice Vote)**

Background: Strother Field is jointly owned by the cities of Arkansas City and Winfield. It is governed by a seven-member (7) body — three (3) from each City and one (1) from the Cowley County Commission. The Governing Body will need to appoint one (1) of its members to serve on the Strother Field Commission.

Preceding representatives are commissioners Jay Warren, Tad Stover and Charles Tweedy III.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

A handwritten signature in blue ink, appearing to be "R. Frazer", is written over a horizontal line.

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Visit Ark City

Purpose: Appoint one member of the Governing Body to serve on the Visit Ark City Board of Trustees. **(Voice Vote)**

Background:

The City Commission will need to appoint one (1) member of the Governing Body to serve as an ex officio member of the Visit Ark City Board of Trustees. This representative has the same voting powers as the other six (6) Visit Ark City board members.

The current representative is Commissioner Charles Tweedy III.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Annual Reorganization of City Commission – Bank

Purpose: Designate RCB Bank as primary depository for banking services and all other eligible banks in the community as potential depositories for City funds. **(Voice Vote)**

Background:

It also is necessary for the Governing Body to designate official depositories for various City funds. It has been the past practice of the City Commission to designate all eligible banks in the community as potential depositories for City funds.

Currently, those include RCB Bank, Union State Bank, The Stock Exchange Bank, and Community National Bank & Trust. RCB Bank also serves as the current primary depository for banking services for the City of Arkansas City.

Commission Options:

1. Approve reorganization item.

Approved for Agenda by:

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

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Marla McFarland, Human Resources Director

Item: New Compensation Policy Adoption

Motion: A Resolution formally adopting a new Compensation Administration Policy effective December 27, 2025. **(Voice Vote)**

Background: To ensure the City of Arkansas City remains a competitive employer of choice, the City, along with the guidance of The Arnold Group, has developed a new comprehensive **Compensation Administration Policy**. This policy formalizes the City's philosophy of attracting and retaining high-quality personnel by offering fair, equitable, and market-competitive compensation.

Analysis

The Compensation Administration Policy introduces a systematic approach to compensation management through several key pillars:

- **Standardized Job Analysis & Evaluation:** Establishes a formal process for defining job tasks and ranking positions based on complexity, responsibility, and market data.
- **Structured Pay Grades:** Defines a clear compensation structure with specific Pay Grades and progression Steps. This provides employees with a predictable career path and a clear understanding of how performance impacts their pay.
- **Performance-Based Step Increases:** Ties compensation growth to basic performance standards, including quality of work, professionalism, and professional development.
- **"Grow-BUILD / BUY-Up" Strategy:** A strategic approach to talent management that balances the development of internal talent (Build) with the recruitment of experienced external candidates (Buy) through a verified Relevant, Transferable, and Verifiable (RTV) experience matrix.
- **Fiscal Responsibility:** Formalizes the use of the Midwest Consumer Price Index (CPI) for annual COLA recommendations, ensuring pay adjustments are data-driven and subject to Commission review and financial feasibility.

Fiscal Impact

- **No immediate fiscal impact.** This policy provides the *framework* for compensation administration. Specific financial outlays (such as COLA or Step Increases) remain subject to the annual budget process and final approval by the City Commission.

Commission Options:

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

Attachments: Resolution & Compensation Administration Policy

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2026-01-_____**A RESOLUTION FORMALLY ADOPTING A NEW COMPENSATION ADMINISTRATION POLICY EFFECTIVE DECEMBER 27, 2025.**

WHEREAS, to ensure the City of Arkansas City remains a competitive employer of choice, the City, along with the guidance of The Arnold Group, has developed a new comprehensive **Compensation Administration Policy** designed to provide framework for compensation administration; and

WHEREAS, the policy relates to the intensive compensation study conducted by The Arnold Group as provided to the City of Arkansas City, perviously approved and adopted by Resolution No. 2025-12-3787 on December 16, 2025.

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

SECTION ONE: The Governing Body of the City of Arkansas City hereby adopts and implements the City's new Compensation Administration Policy effective December 27, 2025, as attached hereto and incorporated by reference herein.

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

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

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 6th day of January 2026.

(Seal)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2026-01-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on January 6, 2026, as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

City of Arkansas City

Compensation Administration Policy

Effective December 27, 2025

Policy

The City of Arkansas City (THE CITY) aims to attract and retain qualified employees at all levels by offering fair and competitive compensation that aligns with the organization's economic needs and reflects the community's standards.

Objectives

1. To enhance employee performance, morale, and loyalty through fair and equitable compensation administration.
2. To ensure consistency and fairness within all departments and divisions of the organization.
3. To maintain competitiveness by aligning compensation with current pay rates.
4. To effectively manage payroll costs and employee compensation expenditures.
5. To recognize and reward individual performance and abilities.
6. To standardize compensation rates and methods for establishing, classifying, and promoting employees.

Methodology and Procedures

The City of Arkansas City follows a systematic approach to classifying jobs and determining compensation to ensure competitive and equitable pay.

1. Job Analysis

Job Analysis is the process of defining the tasks, required skills, and qualifications for each position. This results in a detailed job description outlining Essential and Non-Essential job functions. For new or significantly changed roles, managers and employees work with the Human Resources (HR) Division to complete a Job Analysis Questionnaire. HR then creates the job description, which must be reviewed and approved. HR also determines if the job is Exempt or Non-Exempt under the Fair Labor Standards Act (FLSA). Job descriptions are regularly reviewed to ensure accuracy, any subsequent updates will be shared with the employee by providing each a new, updated job description. New hires receive the job description upon employment, and any subsequent updates will be shared by providing each with a new, updated job description.

2. Job Evaluation

Job Evaluation ranks jobs based on training requirements, complexity, and responsibility. THE CITY uses job-content information and market data to determine the ranking of each job. Jobs with similar responsibilities and required skills are grouped together and assigned corresponding Point Values, which determine the Compensation Grade.

3. Compensation Structure

The Compensation Structure consists of Pay Grades, each with a Minimum, Midpoint, and Maximum Compensation Range. Point Values derived from the Job Evaluation process are linked to specific Pay Grades. The Compensation Structure is reviewed annually and adjusted based on market data for benchmarked roles.

- Pay Grades 10-15: Range is 18.00% below/above the Midpoint, with a 7.00% progression between Pay Grades.
- Pay Grades 30-35: Range is 22.50% below/above the Midpoint, with a 10.00% progression between Pay Grades.

- Pay Grades 40-42: Range is 15.00% below/above the Midpoint, with a 15.00% progression between Pay Grades.

Factors influencing pay decisions include knowledge, skills, experience, community pay levels, job scope, and special licenses. THE CITY also recognizes a mixed market position for specified positions. HR should be involved in all compensation decisions, especially for new hires above the Pay Grade Minimum.

4. Job Classification

Job Classification is the process of matching each employee to the appropriate job description and Pay Grade. New hires should start at or above the Minimum for the position, based on qualifications. All pay-related decisions require HR approval.

Pay Scale Maintenance and Annual Pay Increases

THE CITY generally implements an annual Cost-of-Living Adjustment (COLA), applied as a broad Pay Scale adjustment that updates Pay Grades and Steps for applicable positions. This increase may be paused during periods of financial hardship. The Finance Division and the Human Resources Division recommend the COLA amount and overall compensation budget, which are then reviewed and approved by the City Commission. The City Commission may modify these recommendations as needed to align with financial priorities.

1. Annual COLA and Pay Plan Adjustments

- Each budget year, THE CITY reviews and applies a COLA/Pay Plan Adjustment based on the 12-month rolling Midwest Consumer Price Index (CPI).
- THE CITY aims to recommend a minimum 1.00% COLA adjustment each budget year, effective with the first Payroll Period of the new budget year.

2. Employee Step Increases

- THE CITY uses a structured Grade and Step Compensation Model where compensation increases are tied to both performance and Step progression. See Basic Performance Standards below:
 - i. Basic Performance Standards: To qualify for a Step Increase, employees must demonstrate effective and consistent performance in the following areas:
 1. Job Responsibilities:
 - Fulfill the Essential Functions of the role efficiently and competently.
 - Meet expectations as outlined in the job description.
 - Submit timely and accurate reports, records, and communications.
 2. Quality of Work:
 - Consistently meet or exceed quality standards with attention to detail and timely completion.
 - Show accuracy, effectiveness, and professionalism in all responsibilities.
 - Contribute to improvements in processes, practices, or services.
 3. Professionalism:
 - Maintain a respectful, positive attitude with all stakeholders.
 - Follow policies, ethical guidelines, and codes of conduct.
 - Collaborate well with colleagues and supervisors to foster a supportive work environment.
 4. Initiative and Problem-Solving:
 - Identify and address issues proactively.
 - Take on new challenges and offer innovative solutions to improve outcomes.
 5. Professional Development:

- Engage in both required and voluntary learning opportunities.
- Apply new skills and knowledge to enhance job performance and team growth.
- 6. *Adherence to Goals and Objectives:*
 - Meet or exceed performance goals set during the previous evaluation cycle, including targets related to departmental objectives and success.
- Eligibility for Step Increase:
 - To be eligible for a Step Increase, an employee must:
 - i. Consistently meet or exceed performance and attendance expectations during the Evaluation Period.
 - ii. Have not been placed on a Performance Improvement Plan or received any Corrective Action(s) during the Evaluation Period.

Incremental Grade and Step Increases will follow THE CITY's established compensation schedule outlined below:

Grades 10–15 17 Steps		Grades 30–35 22 Steps		Grades 40–42 14 Steps	
Step	Increase	Step	Increase	Step	Increase
A	Hiring Rate	A	Hiring Rate	A	Hiring Rate
B – G	3.00%	B – H	3.00%	B – F	3.00%
H	2.70%	I	2.70%	G	2.70%
I	2.40%	J	2.40%	H	2.40%
J	2.10%	K	2.10	I	2.10%
K	1.80%	L	1.800%	J	1.80%
L - Q	1.50%	M – V	1.50%	K-N	1.50%
R	<100%	W	<100%	O	<1.00%

- Eligibility for Lump-Sum Performance Payment:
 - *For Full-Time employees (FTEs) only* - If an employee has reached the Maximum Pay Rate for their assigned Pay Grade, any approved performance-based increase shall be awarded as a Lump-Sum Performance Payment rather than an adjustment to the employee's Base Pay Rate. Lump-Sum Performance Payments may be given only once per annual Performance Period.
 - i. Lump-Sum Performance Payments do not increase base salary and do not compound for future pay calculations.
 - ii. Eligibility for a Lump-Sum Performance Payment is subject to the same performance standards, evaluation criteria, and approval requirements applicable to Step Increases.
 - iii. PRN and non-FTE employees are not eligible for Lump-Sum Performance Payments under this provision.

This provision ensures continued recognition of performance while preserving the integrity of

the established compensation structure.

Key Pay Actions

The City of Arkansas City's compensation practices are designed to recognize employee growth, ensure market competitiveness, and support organizational needs. Key Pay Actions such as Promotions, Reclassifications, Transfers, and Market Adjustments are guided by clear criteria to maintain consistency and equity.

Additionally, THE CITY's "Grow-BUILD/BUY-Up" strategy reflects a commitment to developing internal talent while remaining competitive in attracting qualified external candidates. The following outlines each of these components in greater detail.

1. Reclassifications

- When a job's responsibilities change significantly, the position is re-evaluated and Reclassified. If the position is upgraded or downgraded, the employee's compensation is adjusted accordingly.

2. Promotions

- Employees may be Promoted to higher Pay Grades based on qualifications, experience, and job requirements. Promotional Increases are typically between 5.00% and 15.00%. Any Promotional Increase above 15% requires approval from the Human Resources Division and the City Manager.

3. Transfers

- Transfers occur when an employee moves to a new position within the same Pay Grade or department/division. The employee retains their current Grade and Step compensation unless a Promotion is involved.

4. Voluntary Change of Classification

- If an employee voluntarily moves to a lower Classification, their compensation will be adjusted according to the new position's Pay Grade.

5. Demotions

- Demotions result in a lower Pay Grade and compensation. Employees accepting a Demotion will receive compensation based on the new position.

6. Market Adjustments

- Market Adjustments are made to align pay with changes in the job market or when a position is upgraded. These adjustments do not constitute a Promotion but ensure internal equity and competitiveness.

7. Rehires

- The City recognizes the value of prior service when an employee separates and later returns to City employment. Rehire compensation is determined based on the length of separation, as outlined below.
 - Rehire Within 12 Months:
Employees who separate from City employment and are rehired into the same or a comparable position within twelve (12) months of separation will retain their prior position on the Pay Scale, including Grade and Step, provided the position has not been reclassified during the separation period.
 - Rehire After 12 Months:
Employees who separate from City employment and are rehired after more than twelve (12) months of separation will have all prior City service and external experience evaluated as external experience for purposes of the Relevant, Transferable, and Verifiable (RTV) process. Placement on the pay scale will be determined in accordance with the City's "Grow-BUILD/BUY-Up" strategy and applicable RTV experience limits.

- iii. This approach ensures consistency, equity, and alignment with market-based hiring practices while recognizing recent continuity of service and maintaining fairness across internal and external candidates.

8. *“Grow-BUILD/BUY-Up” Talent Strategy*

- The City of Arkansas City values both developing internal talent (“Grow-BUILD”) and recruiting external talent (“BUY-Up”). The “BUY-Up” strategy offers higher starting pay for external candidates with Relevant, Transferable and Verifiable (RTV) experience. THE CITY considers external experience when setting compensation and limits the amount of external (non- City of Arkansas City) experience used in compensation calculations. This approach supports a balance of internal development and external recruitment.
 External candidates with Transferable experience receive compensation based on a specific matrix, considering relevant experience.
 1. One (1) year for every two (2) years of non-City of Arkansas City’s RTV experience
 - a. Maximum of 20 years’ external RTV experience; with a maximum buy-up option of 10 years
 2. One (1) year for every four (4) years of Honorable Military Service
 - a. Maximum of 32 years’ Honorable Military Service; with a maximum buy-up option of 8 years
- The “Grow-BUILD/BUY-Up” strategy ensures THE CITY remains competitive while supporting employee growth and talent development.



City Commission Agenda Item

Meeting Date: January 6, 2026
 From: Josh White, Principal Planner
 Item: 706 E Madison Rezone

Motion: An Ordinance authorizing the rezoning of 706 E Madison Ave, from “R-2” (Medium Density Residential District) to “C-3” (General Commercial District). **(Roll Call Vote)**

Background: The subject property is located at 706 E Madison Ave. The surrounding area is comprised of commercial uses. The property consists of approximately 0.71 acres. The project will involve the construction of a new building to park equipment for the neighboring business at 708 also owned by the applicants. The applicant is requesting a rezone from the R-2, Medium Density Residential District to a C-3, General Commercial District. Staff recommend approval of the rezone.

The Planning Commission held a public hearing on Tuesday, December 9, 2025 and voted unanimously to recommend that the City Commission approve the request.

Commission Options:

1. Approve ordinance on the first reading
2. Table and approve on second reading
3. Dissapprove ordinance with 2/3 majority
4. Table and send back to Planning Commission for further consideration

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

Fund: Department: Expense Code:

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

Attachments: Staff report & ordinance

Approved for Agenda by:

Randy Frazer, City Manager

**STAFF RECOMMENDATION**

City of Arkansas City Neighborhood Services Division
 Josh White, Principal Planner
 118 W Central Ave, Arkansas City, KS 67005

Phone: 620-441-4420 Email: jwhite@arkansascityks.gov Website: www.arkcity.org

CASE NUMBER
 RZ-2024-121

APPLICANT/PROPERTY OWNER
 Brad & Deborah Kimmell

PUBLIC HEARING DATE
 December 9, 2025

PROPERTY ADDRESS/LOCATION
 706 E Madison Ave

SUMMARY OF REQUEST

The subject property is located at 706 E Madison Ave. The surrounding area is comprised of commercial uses. The property consists of approximately 0.71 acres. The project will involve the construction of a new building to park equipment for the neighboring business at 708 also owned by the applicants. The applicant is requesting a rezone from the R-2, Medium Density Residential District to a C-3, General Commercial District. Staff recommend approval of the rezone.



Map data ©2025 Esri World Topographic map

EXISTING ZONING R-2, Medium Density Residential District	EXISTING LAND USE Vacant	SURROUNDING ZONING & LAND USE North: A; Vacant South: C-3; Commercial (gas station) East: C-3; Commercial (Auto shop) West: Unzoned; Railroad Right of way	SITE IMPROVEMENTS None	SIZE OF PROPERTY 0.71 acres
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STAFF RECOMMENDATION

☒ **APPROVE**

☐ **APPROVE WITH CONDITIONS**

☐ **DENY**

COMPATIBILITY with the COMPREHENSIVE PLAN

The Future Land Use portion of the Comprehensive Plan designates this property as residential as that was the proposed use in 2014 when the maps were originally drawn. The use remained residential in 2022 when the maps were updated. The properties to the south are commercial. The East Madison Ave Corridor is largely a mix of commercial and industrial. There is a goal in Chapter 4 of the Plan to "Attract new industries and businesses that complement our economy and labor force." This expansion could add jobs to the local economy and will allow this local business to expand operations.

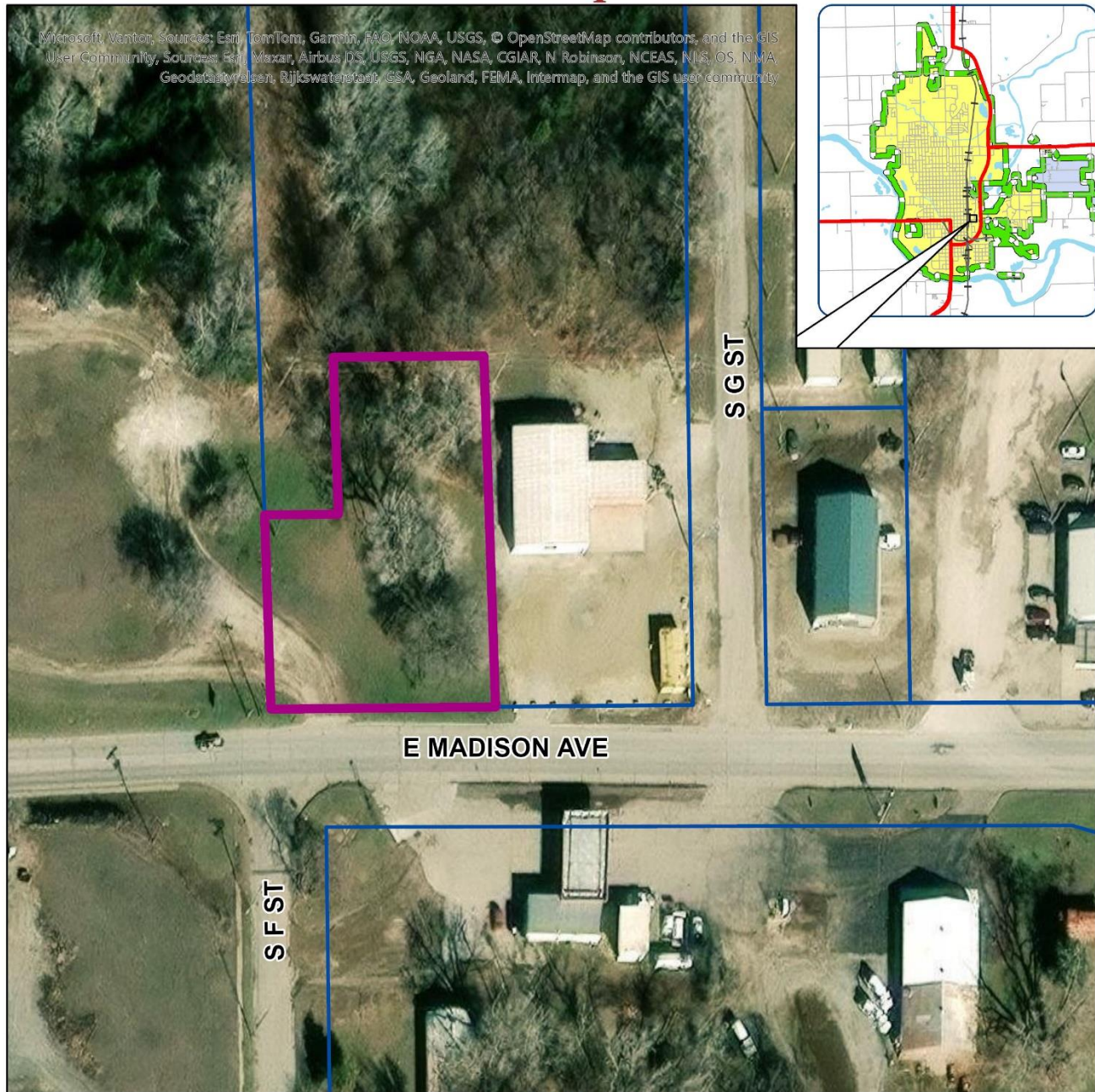
PROPERTY HISTORY

This property was flooded in 1999 and was part of the FEMA buyout program. The flood damaged structure was removed. The property was placed in the city land bank. An attempt was made to sell this property as residential, but the plans didn't pan out, and it was returned to the land bank. It was sold to the applicant in March 2025. The property remains vacant. There are no other land use cases.

COMPATIBILITY with the ZONING ORDINANCE

The surrounding area is comprised of commercial uses. It is the intent of the commercial districts to provide for areas of compatible commercial and service businesses. The change in classification would be consistent with the intent and purpose of these regulations.

Rezone Request



A request to rezone 706 E Madison Ave from
R-2, Medium Density Residential District to
C-3, General Commercial District

-  Rezone
-  Property Lines

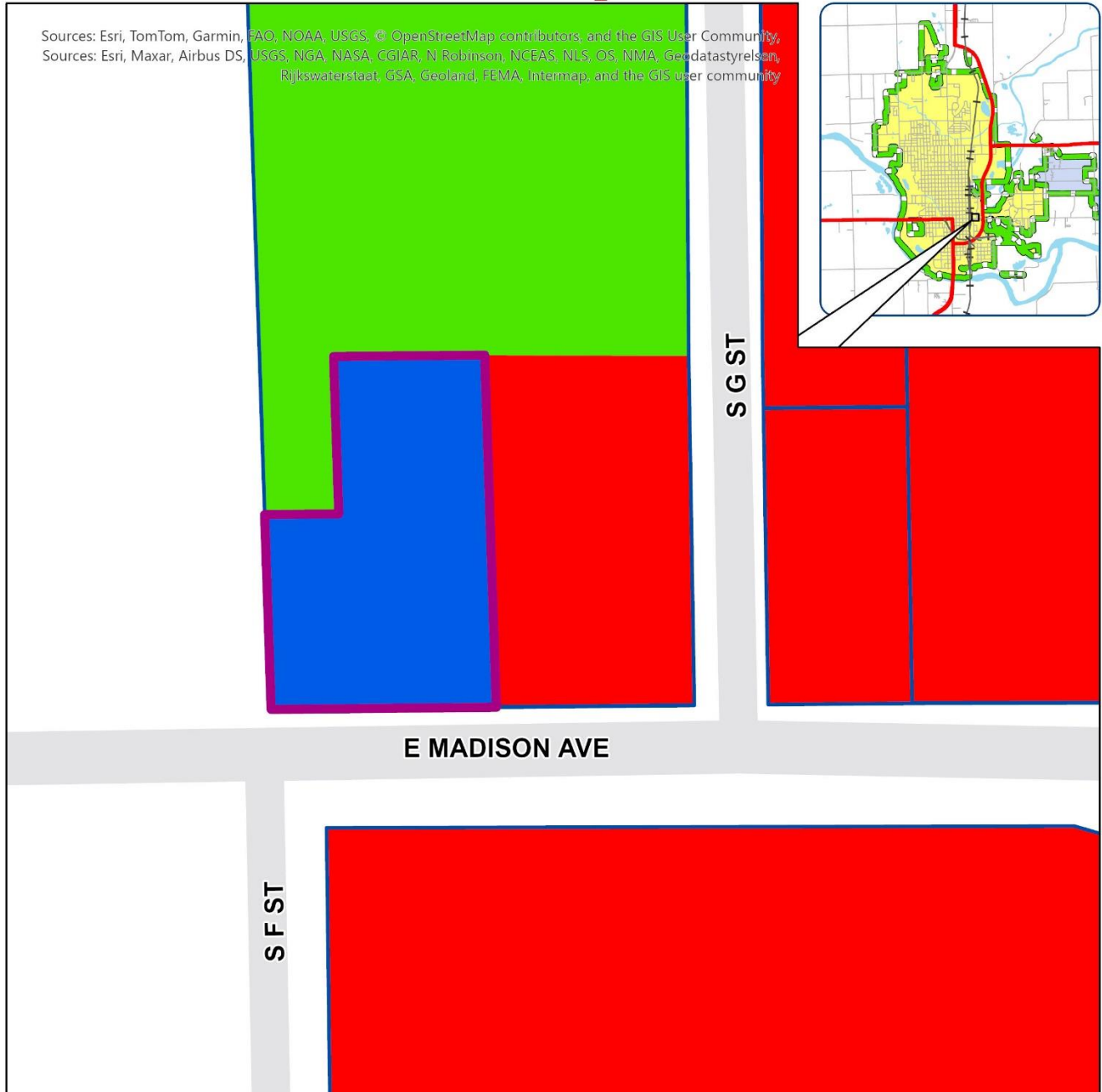
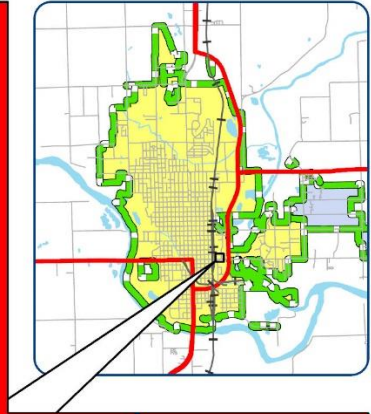
Produced by the
City of Arkansas City GIS
using the best available
data to date.
Created: November 13, 2025

Arkansas City
KANSAS



Rezone Request

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community
 Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community



A request to rezone 706 E Madison Ave from
 R-2, Medium Density Residential District to
 C-3, General Commercial District

-  Rezone
-  Property Lines
- Future Land Use**
-  Agriculture
-  Residential
-  Commercial

Produced by the
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 using the best available
 data to date.
 Created: November 13, 2025



Zoning map

Rezone Request

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community,
Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community



A request to rezone 706 E Madison Ave from
R-2, Medium Density Residential District to
C-3, General Commercial District

Rezone

Property Lines

Zoning Districts

A, Agricultural District

R-2, Medium Density Residential District

C-3, General Commercial District

Produced by the
City of Arkansas City GIS
using the best available
data to date.
Created: November 13, 2025



No site plan was provided and was not required for the application.

Findings

When a proposed amendment would result in a change of the zoning classification of any specific property, the recommendation of the Planning Commission, accompanied by a copy of the record of the hearing, shall contain statements as to the present classification, the classification under the proposed amendment, the reasons for seeking such reclassification, a summary of the facts presented, and a statement of the factors upon which the recommendation of the Planning Commission is based, using the following guidelines. Note that all references to agriculture in this report also include associated residential uses.

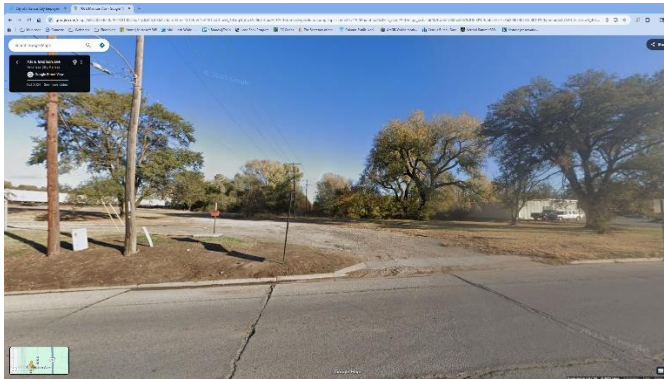
1. Whether the change in classification would be consistent with the intent and purpose of these regulations.

The surrounding area is comprised of commercial uses. It is the intent of the commercial districts to provide for areas of compatible commercial and service businesses. The change in classification would be consistent with the intent and purpose of these regulations.

2. The character and condition of the surrounding neighborhood and its effect on the proposed change.

The surrounding area is comprised of commercial uses.

Neighborhood Photos



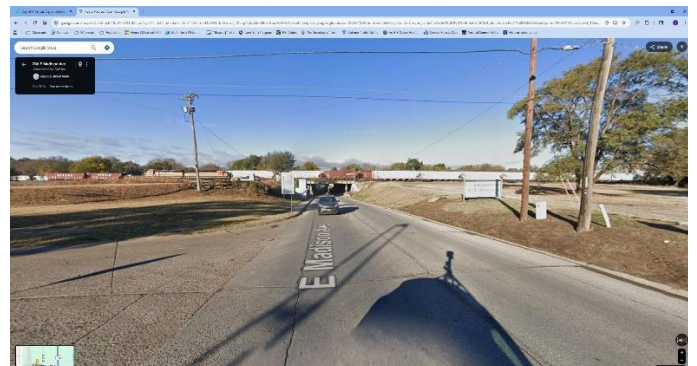
Subject Property 706 E Madison Ave. Google Streetview from October 2024



Adjacent business 708 E Madison Ave. Google Streetview from October 2024.



Looking East along Madison Ave. Google Streetview from September 2023.



Looking West along Madison Ave. Google Streetview from October 2024.

3. **Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.**

The current Residential District does not allow the proposed use. The proposed C-3 district allows commercial use as proposed. The conditions of the area are not changing outside of this property. This property was zoned residential in the past as it had a single-family residence on site. This site is not very conducive to residential development due to the proximity of commercial businesses and the railroad.

4. **The current zoning and uses of nearby properties, and the effect on existing nearby land uses upon such a change in classification.**

The properties surrounding the site are commercial. There is an agriculture zone to the north, but it is undeveloped and owned by the applicant. The proposed use is generally the same intensity as the surrounding uses. The change in classification would be compatible with the nearby properties.

5. **Whether every use that would be permitted on the property as reclassified would be compatible with the uses permitted on other property in the immediate vicinity.**

The proposed use is compatible with the properties in the immediate vicinity.

6. **The suitability of the applicant's property for the uses to which it has been restricted.**

The property is currently zoned for residential use. It is not very conducive to residential development due to its proximity to commercial businesses as well as the railroad. The proposed zoning district would be more suitable for the property.

7. **The length of time the subject property has remained vacant or undeveloped as zoned.**

The property has been vacant since the 1999 flood.

8. **Whether adequate sewer and water facilities, and all other needed public services exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.**

No additional infrastructure will be required.

9. **The general amount of vacant land that currently has the same zoning classification proposed for the subject property, particularly in the vicinity of the subject property, and any special circumstances that make a substantial part of such vacant land available or not available for development.**

There is other commercial land available in the city but not immediately adjacent to the neighboring business which is trying to expand onto this property.

10. **Whether the proposed amendment would be in conformance to and further enhance the implementation of the City's Comprehensive Plan.**

The Future Land Use portion of the Comprehensive Plan designates this property as residential as that was the proposed use in 2014 when the maps were originally drawn. The use remained residential in 2022 when the maps were updated. The properties to the south are commercial. The East Madison Ave Corridor is largely a mix of commercial and industrial. There is a goal in Chapter 4 of the Plan to "Attract new industries and businesses that complement our economy and labor force." This expansion could add jobs to the local economy and will allow this local business to expand operations.

- 11. Whether the relative gain to the public health, safety, and general welfare outweighs the hardship imposed upon the applicant by not upgrading the value of the property by such reclassification; and,**

The relative gain to the public health, safety, and general welfare should not be negatively affected by this reclassification. The property is better suited for commercial use.

- 12. Such other factors as the Planning Commission may deem relevant from the facts and evidence presented in the application.**

- 13. The recommendations of professional staff.**

It is the recommendation of staff that the requested rezoning R-2 to C-3 be approved based on the following conclusions:

- The property has not been developed as residential since 1999.
- No additional infrastructure will be needed.
- The property is within a commercial neighborhood and adjacent to the railroad.
- The project will allow a local business to expand.
- The public health, safety and general welfare of the community will not be negatively affected.

(First Published in the *Cowley CourierTraveler*, _____, 2026)

ORDINANCE NO. 2026-01-____

AN ORDINANCE AUTHORIZING THE RE-ZONING OF 706 E MADISON AVE FROM “R-2” (MEDIUM DENSITY RESIDENTIAL DISTRICT) TO “C-3” (GENERAL COMMERCIAL DISTRICT).

WHEREAS, the City of Arkansas City Planning Commission, after providing notice and holding a hearing pursuant to K.S.A. § 12-756 and K.S.A. § 12-757, has considered the proposed request to re-zone property, and recommended the City grant the Petition to re-zone; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, after due investigation and consideration has determined that the nature and extent of the public use and interest to be subserved is such as to warrant the re-zoning of the property at issue; and

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

SECTION ONE: The property legally described as

Lots 1- 2 of Block 1 Madison Avenue Addition to Arkansas City, Cowley County, Kansas
AND

That portion of Tract Seven (7) of Lewis Sub- division of the South 55 acres of the Southeast Quarter of Section 30, Township 34 South, Range 4 East, Cowley County, Kansas, described as follows:

Beginning at a point 50 feet East of said Southwest corner on the South section line of Section 30; thence North 258. 8 feet parallel to the West line of said Tract 7; thence East 102 feet parallel with the South line of said Section 30; thence South 258. 8 feet parallel to the West line of said Tract 7; thence West 102 feet along the South line of said Section 30 to point of beginning, except highway right of way;

AND

A portion of Tract 7, of Lewis Sub- division of South 55 acres of Section 30, Township 34 South, Range 4 East, described as follows:

From the Southwest Corner of the Southeast Quarter, Section 30, Township 34 South, Range 4 East, 50 feet East along the South Section Line of Section 30, thence North 258. 8 feet parallel to the West line of Tract 7, to the point of beginning; thence North 20.0 feet parallel to the West line of Tract 7, thence East 102. 0 feet parallel to the South Section Line of Section 30, thence South 20.0 feet parallel to the West Line of Tract 7, thence West 102.0 feet parallel to the South Section Line of Section 30 to the point of beginning.

Commonly known as 706 E Madison Avenue, Arkansas City, Cowley County, Kansas.

IS HEREBY RE-ZONED from an R-2 (Medium Density Residential District) to a C-3 (General Commercial District).

SECTION TWO: This ordinance shall take effect and be in full force from and after its adoption by the governing body of the City of Arkansas City and either (a) publication once in the official newspaper of the City, or (b) publication of a summary of this Ordinance certified as legally accurate and sufficient by the City Attorney.

SECTION THREE: A certified copy of this ordinance signed by the City Clerk for the City of Arkansas City, Kansas, shall be recorded in the Office of the Register of Deeds, Cowley County, Kansas.

PASSED AND ORDAINED by the Governing Body of the City of Arkansas City, Kansas this 6th day of January 2026.

(Seal)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2026-01-_____ of the City of Arkansas City, Kansas, adopted by the governing body on January 6, 2026 as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk



City Commission Agenda Item

Meeting Date: January 6, 2026
 From: Josh White, Principal Planner
 Item: 2200 E Chestnut Ave Rezone

Motion: An Ordinance authorizing the rezoning of 2200 E Chestnut Ave, from “R-1” (Low Density Residential District) to “P” (Public Use District). **(Roll Call Vote)**

Background: The subject property is located at 2200 E Chestnut Ave. The surrounding area is comprised of residential uses. The property consists of approximately 0.54 acres. The project will be to erect a water tower. This will enhance water pressure and quality across the East Pressure Zone which includes the city east of the Walnut River. The applicant is requesting a rezone from an R-1, Low Density Residential District to a P, Public Use District. Staff recommend approval of the rezone..

The Planning Commission held a public hearing on Tuesday, December 9, 2025 and voted unanimously to recommend that the City Commission approve the request.

Commission Options:

1. Approve ordinance on the first reading
2. Table and approve on second reading
3. Dissapprove ordinance with 2/3 majority
4. Table and send back to Planning Commission for further consideration

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

Fund: Department: Expense Code:

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

Attachments: Staff report & ordinance

Approved for Agenda by:

Randy Frazer, City Manager

**STAFF RECOMMENDATION**

City of Arkansas City Neighborhood Services Division
 Josh White, Principal Planner
 118 W Central Ave, Arkansas City, KS 67005

Phone: 620-441-4420 Email: jwhite@arkansascityks.gov Website: www.arkcity.org

CASE NUMBER
 RZ-2025-122

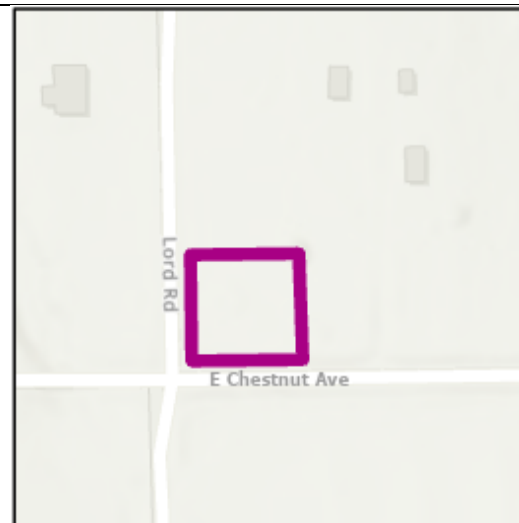
APPLICANT/PROPERTY OWNER
 City of Arkansas City

PUBLIC HEARING DATE
 December 9, 2025

PROPERTY ADDRESS/LOCATION
 2200 E Chestnut Ave

SUMMARY OF REQUEST

The subject property is located at 2200 E Madison Ave. The surrounding area is comprised of residential uses. The property consists of approximately 0.54 acres. The project will be to erect a water tower. This will enhance water pressure and quality across the East Pressure Zone which includes the city east of the Walnut River. The applicant is requesting a rezone from an R-1, Low Density Residential District to a P, Public Use District. Staff recommend approval of the rezone.



Map data ©2025 Esri World Topographic map

EXISTING ZONING R-1, Low Density Residential District	EXISTING LAND USE Vacant	SURROUNDING ZONING & LAND USE North: R-1; Residential South: R-1; Agricultural East: R-1; Residential West: R-1; Vacant	SITE IMPROVEMENTS None	SIZE OF PROPERTY 0.54 acres
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STAFF RECOMMENDATION

☒ **APPROVE**

☐ **APPROVE WITH CONDITIONS**

☐ **DENY**

COMPATIBILITY with the COMPREHENSIVE PLAN

The Future Land Use portion of the Comprehensive Plan designates this property as commercial as that was the use in 2014 when the maps were originally drawn. The use remained commercial in 2022 when the maps were updated. The properties to the south are industrial. The West Madison Ave Corridor is largely a mix of commercial and industrial. There is a goal in Chapter 4 of the Plan to "Attract new industries and businesses that complement our economy and labor force." This expansion will add 3-5 jobs to the local economy with a possibility for additional jobs in the future. There is also a goal in Chapter 8 of the Plan to "Provide adequate and appropriate areas for industrial land uses" with an action of "Industrial areas should have convenient access to highways and railroad facilities." This property is located along US-166 Highway.

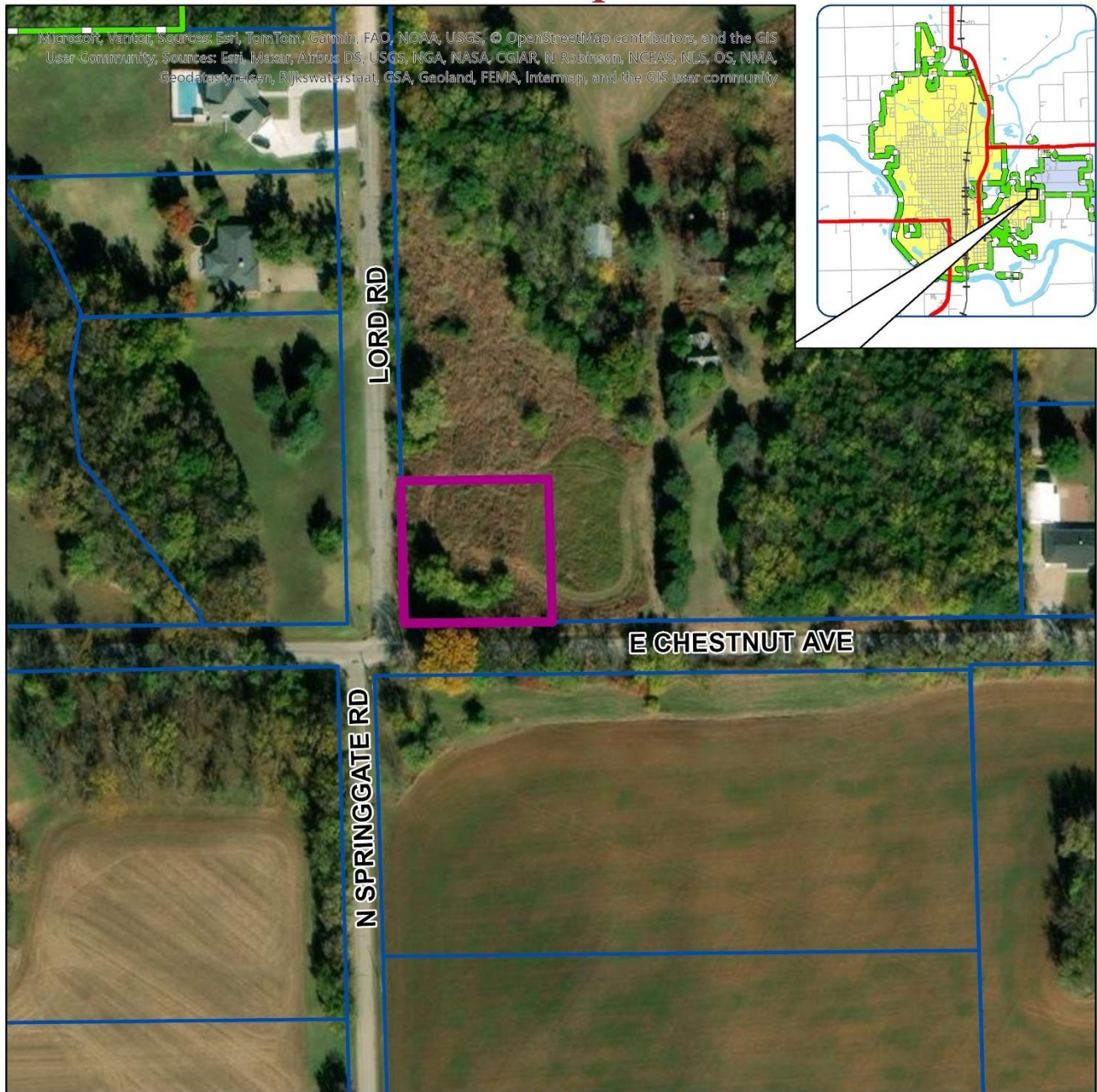
PROPERTY HISTORY

This property was annexed into the city in 1986. It was part of a larger property but was the subject of a lot split in 2025, when the property was purchased by the city.

COMPATIBILITY with the ZONING ORDINANCE

The surrounding area is comprised of residential uses. The "P" Public Use District is intended for application to sites in public ownership and used for major public facilities. The change in classification would be consistent with the intent and purpose of these regulations.

Rezone Request



A request to rezone 2200 E Chestnut Ave from
R-1, Low Density Residential District to
P, Public Use District

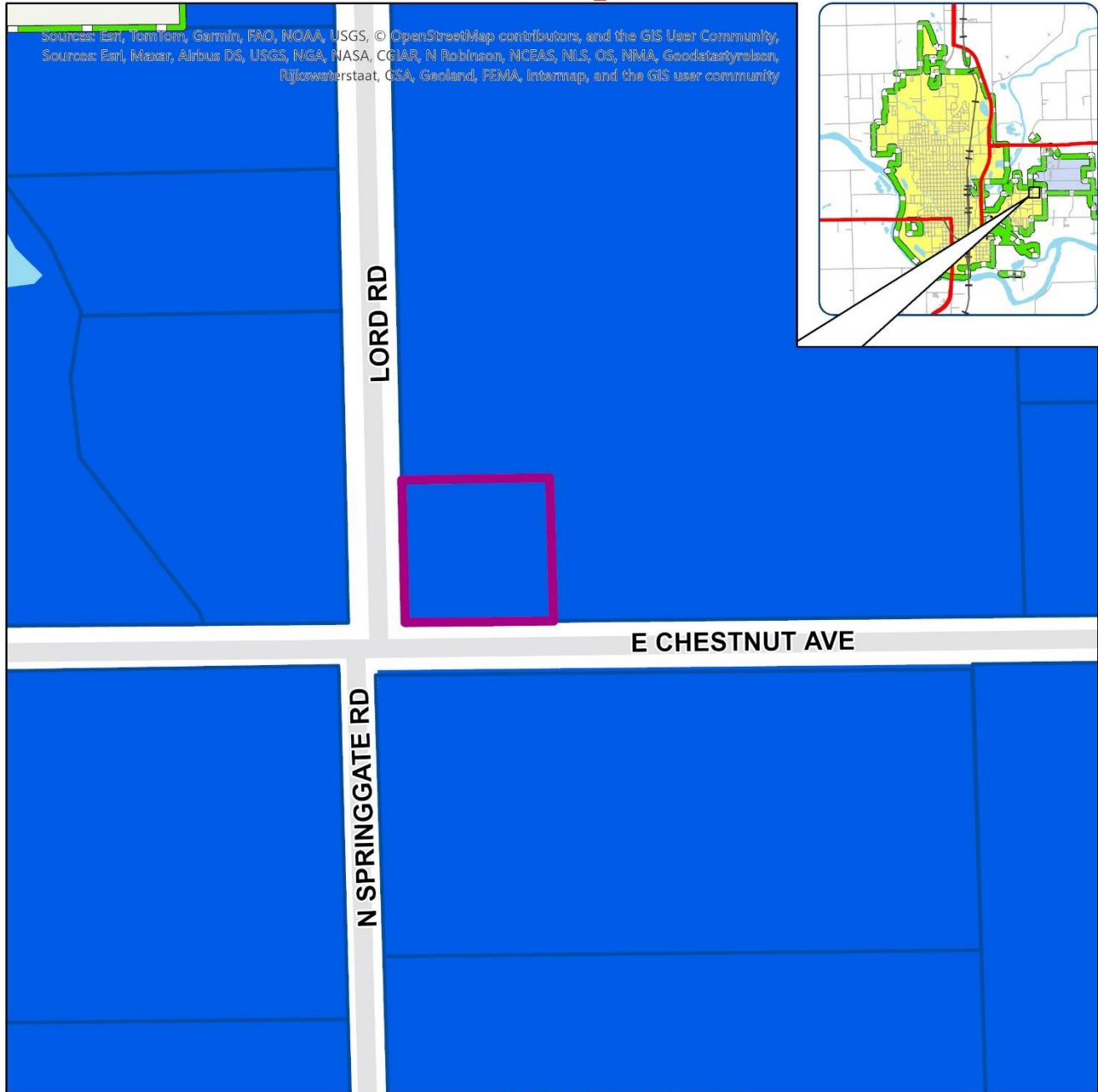
-  City Limits
-  Rezone
-  Property Lines

Produced by the
City of Arkansas City GIS
using the best available
data to date.
Created: November 13, 2025

Arkansas City
KANSAS



Rezone Request



A request to rezone 2200 E Chestnut Ave from
R-1, Low Density Residential District to
P, Public Use District

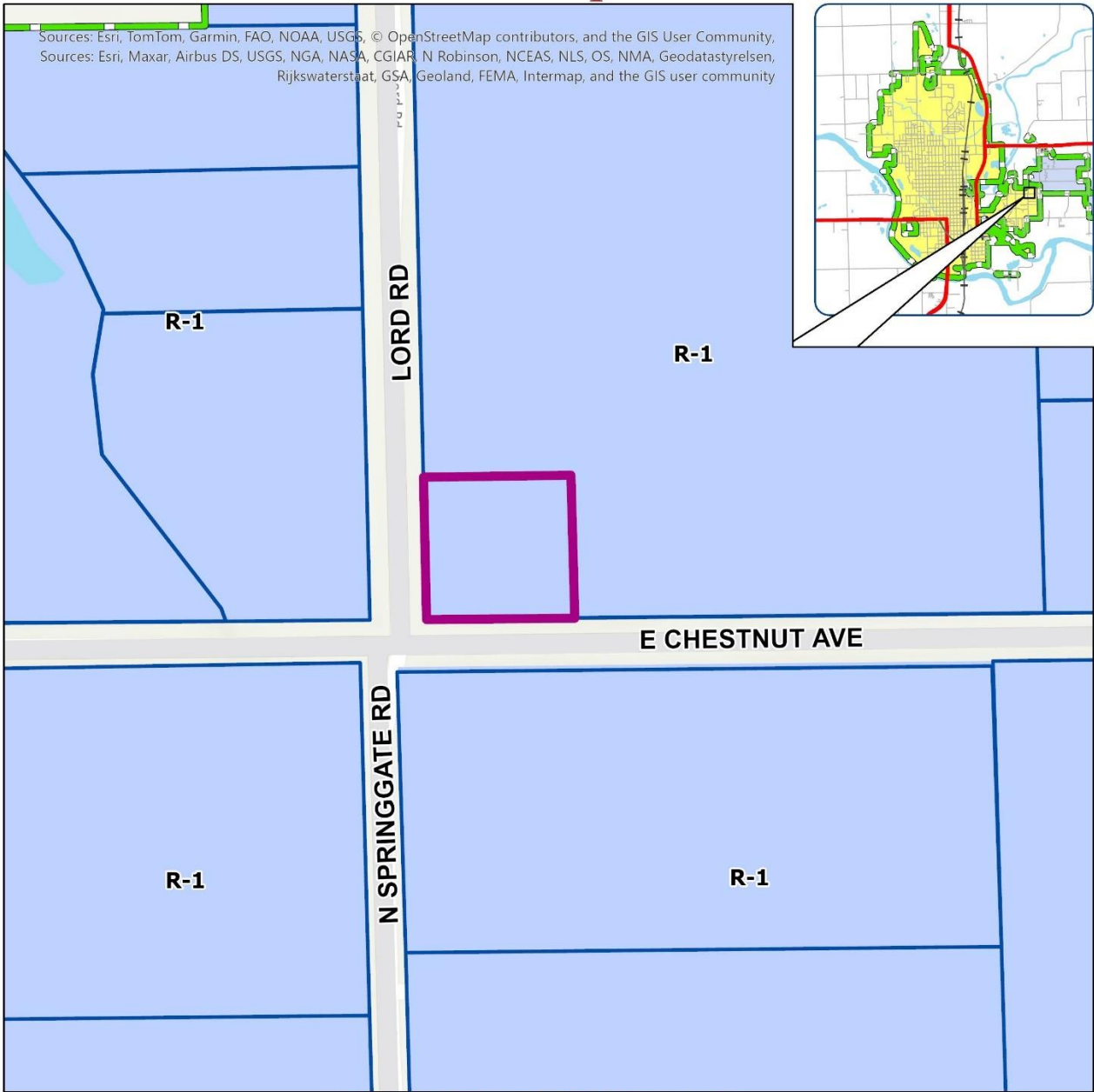
-  City Limits
-  Rezone
-  Property Lines
- Future Land Use**
-  Residential

Produced by the
City of Arkansas City GIS
using the best available
data to date.
Created: November 13, 2025



Zoning map

Rezone Request



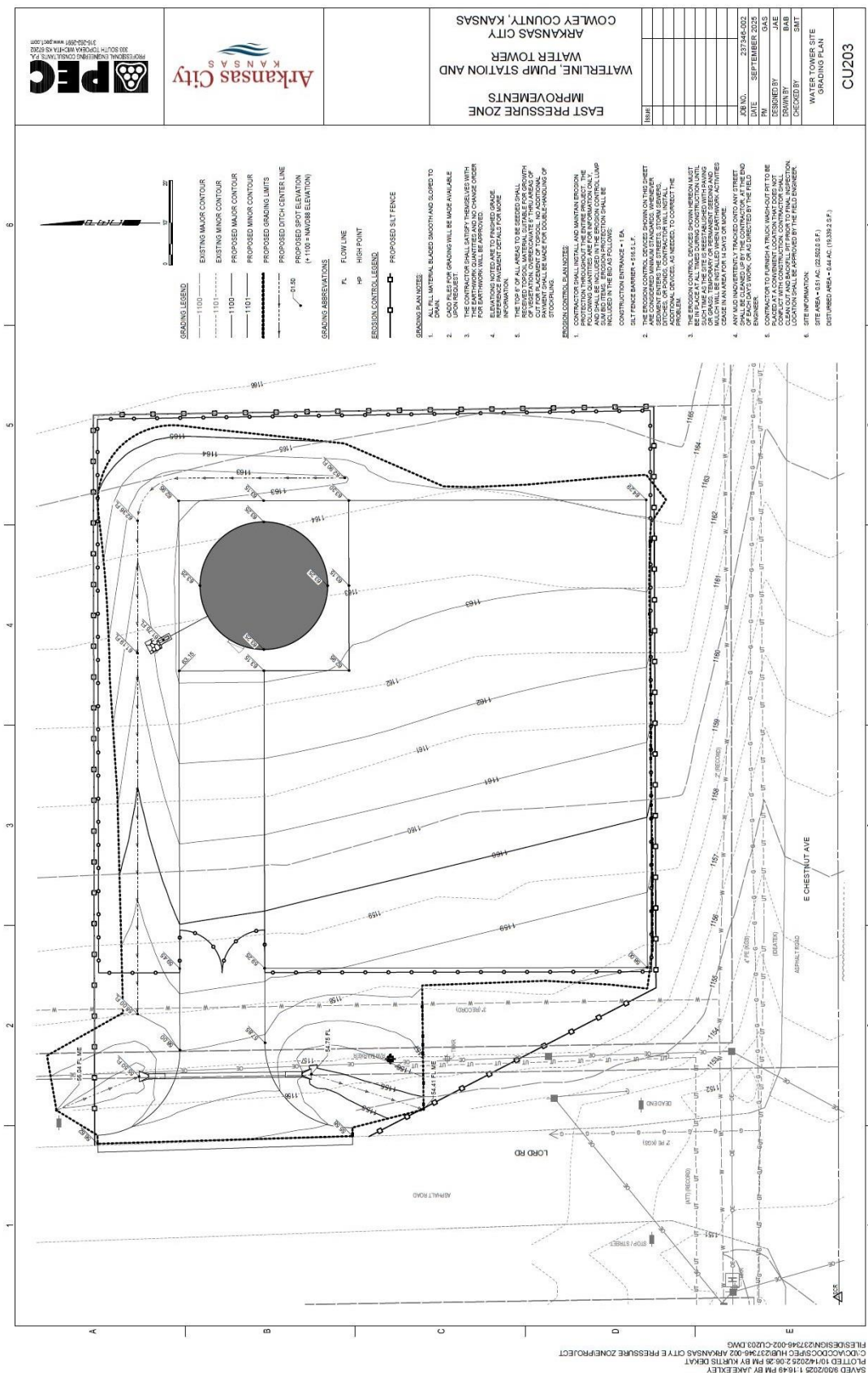
A request to rezone 2200 E Chestnut Ave from
R-1, Low Density Residential District to
P, Public Use District

- City Limits
- Rezone
- Property Lines
- Zoning Districts
 - R-1, Low Density Residential District

Produced by the
City of Arkansas City GIS
using the best available
data to date.
Created: November 24, 2025



Site Plan



Findings

When a proposed amendment would result in a change of the zoning classification of any specific property, the recommendation of the Planning Commission, accompanied by a copy of the record of the hearing, shall contain statements as to the present classification, the classification under the proposed amendment, the reasons for seeking such reclassification, a summary of the facts presented, and a statement of the factors upon which the recommendation of the Planning Commission is based, using the following guidelines. Note that all references to agriculture in this report also include associated residential uses.

1. Whether the change in classification would be consistent with the intent and purpose of these regulations.

The surrounding area is comprised of residential uses. The “P” Public Use District is intended for application to sites in public ownership and used for major public facilities. The change in classification would be consistent with the intent and purpose of these regulations.

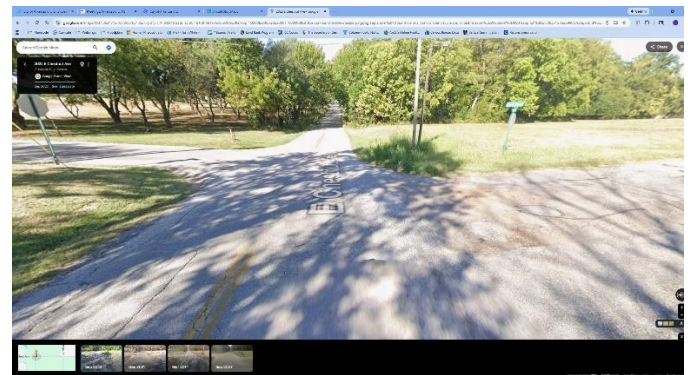
2. The character and condition of the surrounding neighborhood and its effect on the proposed change.

The surrounding area is comprised of residential uses.

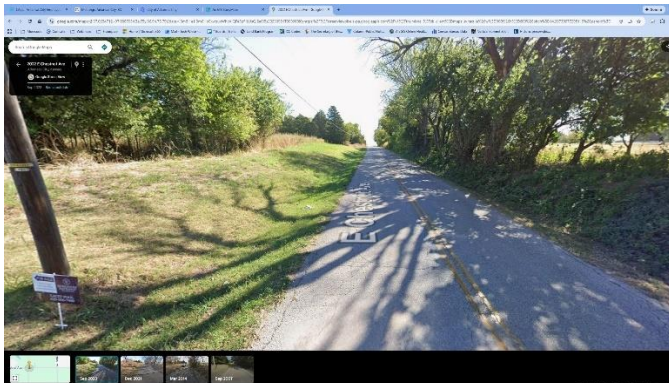
Neighborhood Photos



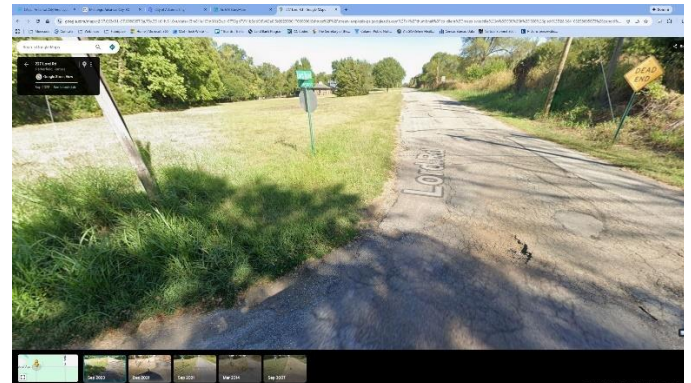
Subject Property 2200 E Chestnut Ave. Google Streetview from September 2023



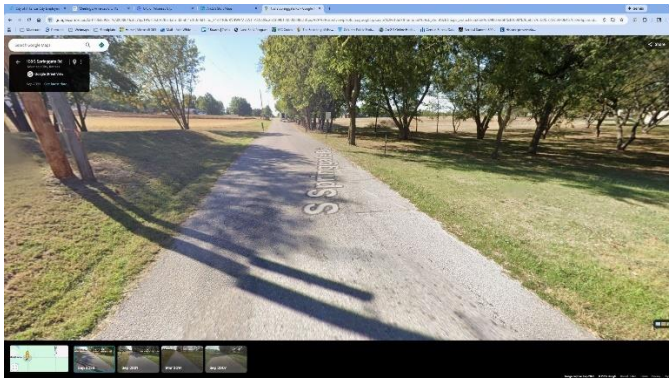
Looking West along Chestnut Ave. Google Streetview from September 2023.



Looking East along Madison Ave. Google Streetview from September 2023.



Looking North along Lord Rd. Google Streetview from September 2023.



Looking South along Springgate Rd. Google Streetview from September 2023.

3. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.

The current residential district allows the proposed use but with extra restrictions. The proposed use is public use and meets the intent of the district.

4. The current zoning and uses of nearby properties, and the effect on existing nearby land uses upon such a change in classification.

The properties surrounding the site are residential. The proposed use is public use which are normally compatible with residential uses. The change in classification would be compatible with the nearby properties.

5. Whether every use that would be permitted on the property as reclassified would be compatible with the uses permitted on other property in the immediate vicinity.

Public uses are normally considered compatible with residential uses. The proposed project of a water tower is a necessary upgrade to the infrastructure of the neighborhood.

6. The suitability of the applicant's property for the uses to which it has been restricted.

The property is currently zoned for residential use. The area is suitable for residential uses but some public uses are necessary to enhance the infrastructure of a residential area.

7. The length of time the subject property has remained vacant or undeveloped as zoned.

The property has been split from a residential property. The new lot has never been developed.

8. Whether adequate sewer and water facilities, and all other needed public services exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.

This project is an upgrade to the water facilities of the neighborhood and will enhance water pressure for the entire East Pressure Zone.

9. The general amount of vacant land that currently has the same zoning classification proposed for the subject property, particularly in the vicinity of the subject property, and any special circumstances that make a substantial part of such vacant land available or not available for development.

An engineering study concluded that this was the best site for the water tower to be located.

10. Whether the proposed amendment would be in conformance to and further enhance the implementation of the City's Comprehensive Plan.

The Future Land Use portion of the Comprehensive Plan designates this property as residential as that was the use in 2014 when the maps were originally drawn. The use remained residential in 2022 when the maps were updated. Public uses are often necessary within residential areas in order to provide proper infrastructure for the neighborhoods. This project helps fulfill the goal from Chapter 6 to “Make necessary improvements to the water treatment and distribution infrastructure “and specifically addresses the action to “Upgrade east pressure zone pump station and add Water tower.”

11. Whether the relative gain to the public health, safety, and general welfare outweighs the hardship imposed upon the applicant by not upgrading the value of the property by such reclassification; and,

The proposed project will greatly enhance the public health, safety, and general welfare of the neighborhood by providing sufficient water pressure for firefighting and enhancing water quality to ensure the greatest public health outcomes for the neighborhood.

12. Such other factors as the Planning Commission may deem relevant from the facts and evidence presented in the application.

13. The recommendations of professional staff.

It is the recommendation of staff that the requested rezoning R-1 to P be approved based on the following conclusions:

- The proposed project directly meets a goal from the Comprehensive Plan
- The proposed project enhances the water infrastructure of the neighborhood.
- Public uses are generally compatible with residential neighborhoods.

(First Published in the *Cowley CourierTraveler*, _____, 2026)

ORDINANCE NO. 2026-01-____

AN ORDINANCE AUTHORIZING THE RE-ZONING OF 2200 E CHESTNUT AVE FROM “R-1” (LOW DENSITY RESIDENTIAL DISTRICT) TO “P” (PUBLIC USE DISTRICT).

WHEREAS, the City of Arkansas City Planning Commission, after providing notice and holding a hearing pursuant to K.S.A. § 12-756 and K.S.A. § 12-757, has considered the proposed request to re-zone property, and recommended the City grant the Petition to re-zone; and

WHEREAS, the Governing Body of the City of Arkansas City, Kansas, after due investigation and consideration has determined that the nature and extent of the public use and interest to be subserved is such as to warrant the re-zoning of the property at issue; and

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

SECTION ONE: The property legally described as

DESCRIBED AND PREPARED ON 06/04/2025 BY CHARLES W. BROOKSHER PS #1281 AND PROFESSIONAL ENGINEERING CONSULTANTS P.A., C.L.S. #65, AS COMMENCING AT THE SOUTHEAST CORNER OF NORTHEAST QUARTER OF SECTION 29, TOWNSHIP 34 SOUTH, RANGE 4 EAST OF THE SIXTH PRINCIPAL MERIDIAN, COWLEY COUNTY, KANSAS; THENCE S89°52'20"W (BEARINGS BASED ON THE KANSAS REGIONAL COORDINATE SYSTEM; ARKANSAS CITY ZONE 18) ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 606.00 FEET TO THE SOUTHEAST CORNER OF A PROPERTY DESCRIBED AND RECORDED IN BOOK 1017, PAGE 104, IN THE OFFICE OF THE REGISTER OF DEEDS, COWLEY COUNTY, KANSAS; THENCE CONTINUING S89°52'20"W ALONG SAID SOUTH LINE A DISTANCE OF 497.99 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89°52'20"W ALONG SAID SOUTH LINE A DISTANCE OF 156.05 FEET TO A POINT 654 FEET WEST OF SAID SOUTHEAST PROPERTY CORNER; THENCE N00°54'44"W PARALLEL WITH THE EAST LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 175.02 FEET; THENCE N89°52'20"E PARALLEL WITH THE SOUTH LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 156.10 FEET; THENCE S00°54'44"E PARALLEL WITH THE EAST LINE OF SAID NORTHEAST QUARTER A DISTANCE OF 175.02 FEET TO THE POINT OF BEGINNING; ENCOMPASSING 27,303 SQUARE FEET OR 0.627 ACRE, MORE OR LESS.

More commonly known as 2200 E Chestnut Avenue

IS HEREBY RE-ZONED from an R-1 (Low Density Residential District) to a P (Public Use District).

SECTION TWO: This ordinance shall take effect and be in full force from and after its adoption by the governing body of the City of Arkansas City and either (a) publication once in the official newspaper of the City, or (b) publication of a summary of this Ordinance certified as legally accurate and sufficient by the City Attorney.

SECTION THREE: A certified copy of this ordinance signed by the City Clerk for the City of Arkansas City, Kansas, shall be recorded in the Office of the Register of Deeds, Cowley County, Kansas.

PASSED AND ORDAINED by the Governing Body of the City of Arkansas City, Kansas this 6th day of January 2026.

(Seal)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2026-01-_____ of the City of Arkansas City, Kansas adopted by the governing body on January 6, 2026 as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, Clerk



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: A Resolution Approving the First Amendment to the Kansas Department of Commerce Community Development Block Grant (CDBG) Agreement No. 25-HR-001

Motion: A Resolution authorizing the City of Arkansas City to approve the First Amendment to the Kansas Department of Commerce Community Development Block Grant Agreement No. 25-HR-001, authorizing the Mayor to execute the amendment on behalf of the City of Arkansas City, Kansas. **(Voice Vote)**

Background: The City of Arkansas City is the recipient of a Community Development Block Grant (CDBG) administered by the Kansas Department of Commerce under Grant Agreement No. 25-HR-001 signed on October 20, 2025, previously approved by Resolution No. 2025-09-3749. The Kansas Department of Commerce has recently issued a First Amendment to the Grant Agreement, which applies to all 2025 CDBG grants statewide.

The purpose of the amendment is to incorporate updated federal compliance language now required by the Kansas Department of Commerce. These changes do not modify the scope of the project, funding amounts, or the City's method of administering the grant. Instead, the amendment updates procurement language and incorporates additional federally required conditions related to civil rights, environmental compliance, and other applicable federal requirements.

The original grant agreement requires that any amendments be reduced to writing, approved by Resolution of the governing body, and signed by the Chief Elected Official. Because of this requirement, the amendment must be approved by the City Commission prior to execution by the Mayor. Approval at the January 6, 2026, City Commission meeting satisfies this requirement and allows staff to submit the executed amendment and approving resolution to the Kansas Department of Commerce in a timely manner.

Commission Options:

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

Fiscal Impact: None

Attachments: Resolution & Arkansas City HR - First Amendment CDBG 25-HR-001

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2026-01-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO APPROVE THE FIRST AMENDMENT TO THE KANSAS DEPARTMENT OF COMMERCE COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT NO. 25-HR-001, AUTHORIZING THE MAYOR TO EXECUTE THE AMENDMENT ON BEHALF OF THE CITY OF ARKANSAS CITY, KANSAS.

WHEREAS, the originally executed Grant Agreement No. 25-HR-001 was signed on October 20, 2025, for the CDBG housing rehabilitation project as approved by the Governing Body under Resolution No. 2025-09-3749; and

WHEREAS, The Kansas Department of Commerce has issued a First Amendment to the Grant Agreement, which applies to all 2025 CDBG grants statewide, for the purpose of incorporating updated federal compliance language; and

WHEREAS, while these changes do not modify the scope of the project, funding amounts, or the City's method of administering the grant, the original grant agreement does require that any amendments be reduced to writing, approved by Resolution of the governing body, and signed by the Chief Elected Official.

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

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, to approve the First Amendment to the Kansas Department of Commerce Community Development Block Grant Agreement No. 25-HR-001, authorizing the Mayor to execute the amendment on behalf of the City of Arkansas City, Kansas.

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

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

SECTION FOUR: A certified copy of this resolution signed by the City Clerk for the City of Arkansas City, Kansas, shall be forwarded to the Kansas Department of Commerce, accompanied by the approved and signed First Amendment.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 6th day of January 2026.

(Seal)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2026-01-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on January 6, 2026, as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

DRAFT

**FIRST AMENDMENT TO
THE KANSAS DEPARTMENT OF COMMERCE
COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT**

This First Amendment is entered into between the Kansas Department of Commerce (“Department”) and the City of Arkansas City (“Grantee” and collectively with Commerce shall be referred to as the “Parties”) to amend the Grant Agreement No. 25-HR-001 (the “Agreement”).

WHEREAS, the Department seeks to incorporate recent federal compliance requirements under the Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **MODIFICATION TO SECTION XIV OF THE AGREEMENT.**

Section XIV Procurement Procedures shall be deleted and replaced with the following:

- A.** The Grantee shall use established local procurement procedures which reflect applicable federal, State, and local laws and regulations and the Department’s Procedures for the establishment of procurement.
- B.** In accordance with the procurement requirements of the Department’s Procedures, the Grantee will give opportunity for free, open and competitive bidding for each contract to be let by the Grantee that is (a) for more than \$25,000 and (b) for installation, construction, reconstruction, demolition, removal or site improvement work, or other similar work as part of the Program unless the local procurement policy is stricter. Procurement of goods and services procedure with only local funds shall be governed by local procurement policies and as further described in the Department’s Procedures.
- C.** In accordance with the procurement requirements of the Department’s Procedures, the Grantee shall follow the “competitive negotiations” requirements for the procurement of consultants and other professional services. The Grantee shall follow Small Purchase requirements for the procurement of supplies or services with costs under \$25,000, including soliciting three quotes from potential vendors.
- D.** 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 in support of a grant. These include but are not limited to source evaluation, protests, disputes, and claims.

2. **MODIFICATION TO ATTACHMENT B OF THE AGREEMENT.**

The Special Conditions, Attachment B, is hereby modified to incorporate the additional Special Conditions as described in Exhibit A, which shall be incorporated into Attachment B and the Agreement.

3. All other terms and conditions in the Agreement shall remain in full force and effect.

**STATE OF KANSAS
DEPARTMENT OF COMMERCE**

By: _____
CDBG Director Date

By: _____
Notary Public, State of Kansas

City of Arkansas City, Kansas
(Grantee)

By: _____
Chief Elected Official Date

Additional Special Conditions - Exhibit A

These Special Conditions are not intended to be an exhaustive list of all laws and policies applicable to HUD funded awards. In addition to the terms and conditions of the Agreement, the Grantee agrees and assures it will comply with the following:

1. Equal Access and Non-Discrimination

- A. HUD's Equal Access Rule (24 CFR 5.106) and ensure no discrimination based on family composition, sexual orientation, gender identity, or marital status. Grantee shall remove or refrain from using intake form options that read 'other' for gender identifiers where such identifiers are inconsistent with program requirements for HUD-funded housing-related activities. All references to rescinded Executive Orders shall be removed from local documents.
- B. All federal civil rights laws and nondiscrimination assurances. All certifications and representations provided under this Agreement are subject to applicable enforcement provisions, including the False Claims Act (31 U.S.C. 3729-3733).
- C. Not adopt a selection, scoring, or procurement criteria that prioritize or favor individuals, firms, or projects on the basis of race, gender, or any other federally protected characteristics.
- D. Not use grant funds to promote "gender ideology," as defined in Executive Order (E.O.) 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.
- E. Agree that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code.
- F. Certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title IV of the Civil Rights Act of 1964.

2. Environmental Compliance

- A. All National Environmental Policy (NEPA) requirements as applicable to the performance of this Agreement as found in 29 CFR Part 58 and 24 CFR Part 55. The Grantee shall also monitor and follow any further HUD rulemaking or guidance related to environmental review.

3. Systemic Alien Verification for Entitlements (SAVE)

- A. Review program activities under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) and the SAVE verification process. For activities that provide direct public benefits subject to PRWORA, Grantee must implement verification procedures consistent with HUD guidance and include contract language requiring compliance.
- B. Verify eligibility of beneficiaries through SAVE or an equivalent method as required by HUD guidance for programs that provide direct benefits. Area-benefit projects that serve broad geographic populations are not subject to individual SAVE verification requirements but must follow HUD guidance for documenting area-benefit eligibility.
- C. Administer the grant in accordance with applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of PRWORA and any applicable requirements that HUD, the Attorney General, or the U.S. Citizenship and Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.
- D. Use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

4. Sanctuary Jurisdictions

- A. Not maintain local policies or ordinances that prevent cooperation with federal immigration enforcement where such non-cooperation would conflict with conditions of federal funding. Grantee shall assess local ordinances and ensure activities are consistent with federal requirements.
- B. Not use this grant in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or shields illegal aliens from deportation, including by maintaining policies or practices that materially impede enforcement of federal immigration statutes and regulations.

5. Other Applicable Policy

- A. Not use the grant funds to provide abortion services, counseling that facilitates abortion access, or to support facilities whose primary services include abortion as required by E.O. 14182, Enforcing the Hyde Amendment. Grantee shall screen proposals that involve healthcare providers to ensure compliance.
- B. Ensure that CDBG funds are not used for religious worship, instruction, or proselytization. Faith-based organizations may participate as subrecipients provided funds are used exclusively for permissible secular activities and monitoring procedures confirm no religious activities are funded. Grantee, in the selection of subrecipients, may not discriminate against an organization based on the organization's religious charter, affiliation, or exercise.
- C. The Agreement shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Approve agreement with South Central Kansas Area Agency on Aging (SCKAAA) at the Senior Citizens Center

Motion: A Resolution authorizing the City of Arkansas City to approve the agreement between the City of Arkansas City and the South Central Kansas Area Agency on Aging, Inc. for personnel management services and use of space at the Senior Citizens Center. **(Voice Vote)**

Background: The South Central Kansas Area Agency on Aging (SCKAAA) is under contract with the Kansas Department for Aging and Disability Services (KDADS) to provide nutrition services to senior residents across a ten-county region, including congregate meals, home-delivered meals, and nutritional education.

The City of Arkansas City owns and operates the Senior Citizens Center at 320 S. A Street. For many years, the City and SCKAAA have worked collaboratively to provide senior nutrition services at this location. This agreement formalizes the responsibilities of each party related to personnel management, facility use, and operational coordination, ensuring continued compliance with state and federal requirements while maintaining uninterrupted service to local seniors.

Summary of Agreement: Under the proposed agreement

- Personnel Management:
 - The City will provide personnel management services for staff supporting SCKAAA's nutrition programs.
 - All personnel will remain City employees, governed by City personnel policies.
 - SCKAAA will reimburse the City monthly for payroll and related employment costs based on an annually approved budget.
- Facility Use:
 - The City will provide space at the Senior Citizens Center for meal preparation, storage, congregate dining, and meal distribution.
 - The City will remain responsible for building maintenance and utilities.
 - SCKAAA will operate within established hours and holidays outlined in the agreement.
- Equipment, Commodities, and Supplies:
 - SCKAAA will provide and maintain kitchen equipment, food commodities, and supplies necessary for program operations.
- Donations and Accounting:
 - Donations and fees related to nutrition services will be accounted for in accordance with SCKAAA and City procedures, with fundraising activities kept separate between the two entities.
- Reporting and Compliance:
 - SCKAAA will remain responsible for regulatory reporting to state and federal agencies, with the City providing supporting operational information as needed.
- Term and Termination:
 - The agreement term runs from **July 1, 2025, through September 30, 2026**, with a 30-day written termination provision for either party.
- Insurance and Indemnification:
 - Each party will maintain appropriate insurance coverage and indemnify the other for claims arising from their respective operations.

Commission Options:

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

Fiscal Impact:

- **Direct Cost:** No new direct cost to the City
- **Funding Source:** SCKAAA reimburses the City for personnel-related expenses

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

Attachments: Resolution & Agreement.

Approved for Agenda by:



Randy Frazer, City Manager

RESOLUTION NO. 2026-01-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO APPROVE THE AGREEMENT BETWEEN THE CITY OF ARKANSAS CITY AND THE SOUTH CENTRAL KANSAS AREA AGENCY ON AGING, INC. FOR PERSONNEL MANAGEMENT SERVICES AND USE OF SPACE AT THE SENIOR CITIZENS CENTER, FOR A TERM EFFECTIVE JULY 1, 2025 UNTIL SEPTEMBER 30, 2026.

WHEREAS, South Central Kansas Area Agency on Aging, Inc. (SCKAAA) is contracted with the Kansas Department for Aging and Disability Services to provide nutrition and related services to senior residents throughout a ten-county region, including congregate meals, home-delivered meals, and nutritional education; and

WHEREAS, the City of Arkansas City owns and operates the Senior Citizens Center located at 320 S. A Street and has historically collaborated with a third party to provide senior nutrition services at this facility, and desires to formalize an agreement defining personnel management services, use of space, and operational responsibilities to ensure continued compliance and services to local seniors who otherwise are unable to provide meals for themselves.

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

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, approves and hereby authorizes the City Manager and City Clerk to execute the above referenced Agreement with South Central Kansas Area Agency on Aging, Inc. (SCKAAA) for personnel management services and use of space, in order to provide meals to senior citizens, effective July 1, 2025 until September 30, 2026. Such Agreement is attached and incorporated by reference 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.

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 6th day of January 2026.

(Seal)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2026-01-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on January 6, 2026. as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

DRAFT

AGREEMENT

This Agreement made and entered into this _____ day of _____, by and between the City of Arkansas City, hereinafter referred to as "City", and South Central Kansas Area Agency on Aging, Inc, hereinafter referred to as "SCKAAA".

PURPOSE:

South Central Kansas Area Agency on Aging (SCKAAA) is under contract from the Kansas Aging and Disability Services (KDADS) to provide nutrition services, including congregate meal services, home delivered meal services and nutritional information to senior residents over a ten county area in South Central Kansas. The City of Arkansas City is a municipal corporation operating under Kansas statues and home rule authorities applicable to cities of the second class. The City owns and operates a Senior Citizens Center located at 320 S A Street. The purpose of this Agreement is for the City to enter into an agreement with SCKAAA for the provision of personnel management services and building space.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE CITY AND SCKAAA AS FOLLOWS:

SECTION 1. *Personnel Management.* The City will supply SCKAAA with personnel management services sufficient to provide nutritional services that meet Federal and State regulations as outlined through KDADS. All employees managed by the City will be City Employees and shall be governed by the City's rules and regulations as outlined in the City personnel handbook. The City shall have sole discretion in the hiring and termination procedures of all employees. SCKAAA shall reimburse the City on a monthly basis for payroll, Medicare and FICA in accordance with a written budget mutually approved annually by City and SCKAAA. The City shall be allowed at its discretion to increase the pay and benefits of staff retained to perform work for SCKAAA to conform to other similar City staff. City staff retained to work for SCKAAA will perform their duties in accord with standards and protocols established by SCKAAA. Any concerns about staff qualifications, training or performance will be addressed and resolved by the City within a reasonable time frame agreed to by SCKAAA. In the event of a dispute between City personnel policies and SCKAAA protocols, the parties shall confer in good faith to resolve the matter in writing. If the parties are unable to resolve the matter, then they are free to pursue any and all remedies available at law or in equity.

SECTION 2. *Space.* The City shall provide SCKAAA with space in the building for preparation of meals, storage of commodities, serving congregate meals and for distribution of prepared meals to the home delivered or satellite congregate meal programs. Kitchen facilities shall be available for use for SCKAAA meal service during hours necessary for preparation of meals and clean up. The dining room will be available from 10:00am to 1:30pm on the days that services are provided by SCKAAA. Excluded days shall be:

- | | | |
|--------------------------|--------------------|-----------------|
| * New Years Day | * Labor Day | * Christmas Day |
| * Martin Luther King Jr. | * Veterans Day | * New Years Eve |
| * Presidents Day | * Thanksgiving Day | |

* Memorial Day

* Day after Thanksgiving

* Fourth of July

* Christmas Eve

Designated storage areas are available to SCKAAA on a continuous basis throughout the term of the Lease. SCKAAA may provide a breakfast program if it so chooses. If so, the dining room will be available from 8:00am to 9:00am. SCKAAA shall reimburse the City for any additional payroll expenses due to additional breakfast programs based on the rate of pay outlined in agreement with SCKAAA.

The City will be responsible for all ordinary and extraordinary repairs to the building facility including the space occupied by SCKAAA.

The City will be responsible for payment of the cost of all utilities for the senior center including the utility charges generated by SCKAAA's use of the facility. In its use of the facility SCKAAA will conduct its operations in an energy efficient fashion, consistent with best practices for the operation of a commercial kitchen.

The kitchen and storage areas designated for SCKAAA use will have lockable doors at access points. SCKAAA will have access to these areas when needed, but only when the City employees are available. The Senior Center Director shall have the right of entry to any and all areas of the Senior Center and shall maintain master keys to all locks in the facility for inspection and emergency purposes.

The kitchen and equipment will not be available for use during hours that it is not in use by SCKAAA. No kitchen equipment may be taken off the premises without express permission from SCKAAA. No SCKAAA food products may be used without the express permission of SCKAAA.

SECTION 3: Equipment. SCKAAA agrees to provide all the equipment necessary for the operation of the kitchen and storage rooms. The equipment will be maintained in safe and sanitary condition according to generally accepted standards. The City will provide utility hookups to the equipment. SCKAAA will provide the City with an inventory listing SCKAAA equipment in the Center to be kept in the Center office.

The City will provide all tables and chairs necessary for the serving of congregate meals in the dining room, provided that the City acknowledges that SCKAAA originally provided 18 dining tables to the Center. The City and SCKAAA will each provide for the necessary maintenance and replacement of their own equipment.

SECTION 4: Commodities and Supplies. SCKAAA will provide all commodities and supplies necessary and appropriate for the operation of its nutrition program at the Center.

SECTION 5: Donations and Accounting. All donations to SCKAAA for nutrition services provided to senior citizens or fees paid by others to the program will be received and accounted for by the City in accordance with SCKAAA standard procedures. It is acknowledged that all center staff under the age of 60 shall be required to pay SCKAAA the non-senior price for any SCKAAA meals consumed.

All SCKAAA and City fundraising will be kept separate, each entity following rules, regulations and guidelines set forth by their funding sources. Any donations made to the Center will be received by the City staff and accounted for as per policy set forth by SCKAAA and the City. In addition, the City shall have the prerogative of augmenting the funds available for nutrition services provided that use of such funds is acceptable to SCKAAA.

It is the specific intention of both SCKAAA and the City that the Center operates smoothly as a coordinated, multifaceted program for the benefit and enjoyment of all senior citizens of Arkansas City.

SECTION 6: Reports. SCKAAA will provide adequate financial and service reports to the City on its nutrition operation as requested. The City will provide SCKAAA with reports on the operation of the Center and the personnel services cost and staff hours provided as requested. SCKAAA shall be responsible for the completion of all regulatory report requirements outlined by State, Federal, and Local agencies. The City and Senior Center Director shall be responsible for maintaining and submitting required information to SCKAAA to meet requirements set forth by KDADS and other regulatory agencies.

SECTION 7: Term. This Agreement will be for the term of one year from and after July 1, 2025, until September 30, 2026. Should at any time either SCKAAA or the City become unable or unwilling to substantially perform its duties and responsibilities as set out hereinabove in this Agreement either through physical damaged to the facility, loss of funding or some other reason, the other party shall receive a "30 Day-Notice of Agreement Termination" in writing and the Agreement shall effectively terminate with neither party having further rights or responsibilities under the Agreement.

SECTION 8: Insurance. The City will purchase and keep in force a fire and extended coverage policy covering any damage to the building and contents. The City will purchase worker's compensation insurance naming SCKAAA as an additional insured under this coverage. SCKAAA will purchase property insurance for its equipment and commodities and a product liability policy covering its operations, naming the City as an additional insured under this coverage. Both the City and SCKAAA shall be responsible for their own operations and shall hold each other harmless and indemnify each other against any claims for damages or injury arising out of their respective operations.

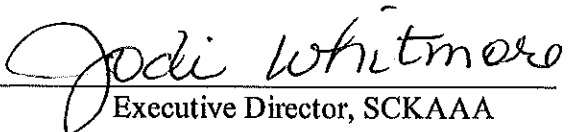
SECTION 9: Both Parties Agree to: This agreement will terminate upon contract expiration, termination by either party with thirty (30) days' notice, the closure of either business or facility or mutual termination by both parties effective at a date agreed upon."

Now, the City and SCKAAA hereinbelow affix their signatures to this Agreement and bind their heirs, successors and assigns to the faithful performance of the terms and conditions hereinabove set forth on the date first written above.

CITY OF ARKANSAS CITY, KANSAS

MEALS ON WHEELS/FRIENDSHIP MEALS

City Manager



Executive Director, SCKAAA

CITY OF ARKANSAS CITY, KANSAS

City Clerk

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City Commission Agenda Item

Meeting Date: January 6, 2026
 From: Public Services Department-Street/Stormwater
 Item: Repair Unit #6087-Model D51EX-22
 2013 Komatsu Dozer

Motion: A Resolution authorizing the City of Arkansas City to accept an estimate submitted for repair services to 2013 Komatsu Dozer, and to authorize materials and labor for said repairs in an amount not to exceed \$28,800.54, representing the estimated cost plus the allowable 15% variance, excluding freight. **(Voice Vote)**

Background: City staff sought an estimate for repairs to Unit #6087 – Model D51EX-22, a 2013 Komatsu dozer, due to operational issues identified during use. Diagnostic work determined that the hydraulic oil was contaminated with water, resulting in failure of the hydraulic pump and rendering the equipment unsafe to operate.

The proposed repair includes replacement of the HST pump, drive motor hoses, installation of new hydraulic oil, along with associated labor, expendable supplies, and diagnostic flushing. The total estimated cost for these repairs is \$25,043.95, exclusive of freight.

The estimate notes that costs may vary by 10% to 15% depending on conditions discovered once repairs begin. To account for this potential variance and avoid the need for additional Commission action should costs increase within the quoted range, staff is requesting authorization up to the maximum allowable variance in the amount not to exceed \$28,800.54, exclusive of freight and tax.

Commission Options:

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

Fiscal Impact: Amount: **\$28,800.54**

Fund: **21 (Special Street Fund)** Department: **542 (Streets)** Expense Code: **7201 (Equipment Repair/Parts/Maint.)**

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

Attachments: Resolution & Berry Tractor Estimate

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2026-01-_____

A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO ACCEPT AN ESTIMATE SUBMITTED FOR REPAIR SERVICES TO 2013 KOMATSU DOZER (MODEL D51EX-22) UNIT #6087, AND TO AUTHORIZE MATERIALS AND LABOR FOR SAID REPAIRS IN AN AMOUNT NOT TO EXCEED \$28,800.54, REPRESENTING THE ESTIMATED COST PLUS THE ALLOWABLE 15% VARIANCE, EXCLUDING FREIGHT.

WHEREAS, staff received an estimate from Berry Tractor for the repair of City equipment unit repair #6087- Model D51EX-22, the 2013 Komatsu Dozer due to its hydraulic pump failure; and

WHEREAS, due to the unknown extensive nature of the repairs until work begins, staff recommends increasing the original estimated quote total of \$25,043.95 to the suggested 15% variance as indicated in the quote, to cover of an increase possible in repair cost as to not delay the repair process further.

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

SECTION ONE: The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, an estimate submitted for repair services to 2013 Komatsu Dozer (Model D51EX-22) Unit #6087, and to authorize materials and labor for said repairs in an amount not to exceed \$28,800.54, representing the estimated cost plus the allowable 15% variance, excluding freight.

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

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

PASSED AND RESOLVED by the Governing Body of the City of Arkansas City, Kansas, on this 6th day of January 2026.

(Seal)

Tad Stover, Mayor

ATTEST:

Tiffany Parsons, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2026-01-_____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on January 6, 2026, as the same appears of record in my office.

DATED: _____.

Tiffany Parsons, City Clerk

**930 S. West St.****Wichita, KS 67213****(316) 943-4246****December 18, 2025****City of Arkansas City****Arkansas City, KS****Model: D51EX-22****S/N: B12518**

Tracking issues. Hydraulic oil was contaminated with water causing the pump to fail.

Parts: HST pump, drive motor hoses and new oil.	\$ 12,157.93
Labor:	\$ 4,296.00
Expendable Supplies:	\$ 343.68
Troubleshooting total: For diagnosis and oil flushing.	\$ 8,246.34

Job Total:**\$ 25,043.95**

This is an estimate only and may be subject to a 10% to 15% variance plus or minus and is for above repairs only. Estimate does not include freight or tax. Estimate is valid for 30 days from date written and expires on 1/17/2026 .

Thank you for the continued opportunity to earn your business. If I can be of assistance with any other parts or service need, please feel free to reach out to me at any time.

Derrick Sutton**Service Manager****O: (316) 943-4246****C: (316) 644-8935**