



City Commission Meeting

February 21, 2023 at 5:30 PM

118 W Central Ave, Arkansas City, KS

Please join our meeting <https://global.gotomeeting.com/join/236798941>
Or dial in using your phone: United States: +1 (646) 749-3122 Access Code: 236 798 941

I. Routine Business

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

II. Awards and Proclamations

1. Proclaim March 2023, as National Intellectual and Developmental Disabilities Awareness Month in Arkansas City.
2. Proclaim March 6-10, 2023, as Severe Weather Awareness Week in Arkansas City.

III. Recognition of Visitors/Staff

1. Request from Russell Graves regarding a letter of support from the City Commission to apply for a grant.

IV. Consent Agenda (Voice Vote)

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

1. Ratify Mayor Diana Spielman's appointments of:
 - Dotty Smith to the Planning Commission/Board of Zoning Appeals
 - Patrick Blatchford to the Planning Commission
2. Approve the February 7, 2023, regular meeting minutes as written.

V. New Business

City Manager Department

1. Consider first reading of an Ordinance adopting the budgeted pay plan to become effective March 11, 2023.
2. Progress update on the Wastewater Treatment Plant Upgrade Project encompassing construction and budget.
3. City Manager reminders and updates.

VI. Items for Discussion by City Commissioners

VII. 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 three (3) minutes.

VIII. Financial Summary

1. January 2022 Financial Summary

IX. Adjournment

Office of the Mayor

Arkansas City, Kansas
Proclamation

WHEREAS, the month of March 2023 has been designated as “National Intellectual and Developmental Disabilities Awareness Month” in order to celebrate and recognize people with disabilities; and

WHEREAS, disability is a natural part of the human experience and in no way diminishes the right of people with disabilities to make choices, contribute to society, and experience in full the many blessings of American society; and

WHEREAS, family members, friends and the community at large all play a role in supporting people with disabilities as they pursue their dreams; and

WHEREAS, the goals of this City properly include helping people with disabilities to realize full access to housing, employment, and the recreational activities which help to create productive and satisfying lives, and also to live as independently as possible.

NOW, THEREFORE, The Mayor of the City of Arkansas City, Kansas, does hereby proclaim the month of **March 2023** as

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES AWARENESS MONTH

in Arkansas City, and call upon the citizens of Arkansas City to observe this month with appropriate programs and activities, and furthermore, encourage the citizens of Arkansas City to seek information from those organizations with expertise in matters concerning professionals who support individuals with intellectual and developmental disabilities.

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

 Name/Title *Diana L. Spielman, Mayor*
 Date: *February 21, 2023*

Office of the Mayor

Arkansas City, Kansas
Proclamation

WHEREAS, Severe Weather Awareness Week is an annual opportunity to raise awareness about the importance of preparing for and understanding severe weather and flooding in Kansas, and to encourage all citizens to prepare their homes, businesses, and communities better for the upcoming storm and flood season; and

WHEREAS, the Kansas Hazard Mitigation Plan identifies severe weather and flooding as some of the costliest types of natural disasters in Kansas, in terms of lost lives, injuries and property damage; and

WHEREAS, severe thunderstorms, tornadoes, and floods annually threaten people, pets, livestock, homes and other property in every county in Kansas; and

WHEREAS, severe thunderstorms, tornadoes, and floods can happen anytime, anywhere and without prior warning; and

WHEREAS, flood damage is not normally covered under a standard homeowner’s insurance policy; and

WHEREAS, the State of Kansas, in conjunction with the National Oceanic and Atmospheric Administration’s National Weather Service, will observe Severe Weather Awareness Week on **March 6-10**.

NOW, THEREFORE, The Mayor of the City of Arkansas City, Kansas, does hereby proclaim and recognize **March 6-10, 2023**, as

SEVERE WEATHER AWARENESS WEEK

in the City of Arkansas City, Kansas, and urge all citizens to recognize this observance with appropriate readiness and preparedness actions, and further call upon and urge all citizens to consider becoming more educated about severe weather threats by taking part in the annual presentation of “**Storm Fury on the Plains**” that will be offered this year at **6:30 p.m. on February 28, 2023**, at Cowley Cinema 8.

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

 Name/Title: *Diana L. Spielman, Mayor*
 Date: *February 21, 2023*



City Commission Agenda Item

Meeting Date: February 21, 2023
From: Randy Frazer, City Manager
Item: Grant Application Letter of Support

Purpose: Request from Russell Graves regarding a letter of support from the City Commission to apply for a grant.

Background: Russell is applying for a grant that would aid him in placing a monument on his property, located on the Cherokee Strip.

Commission Options:

Fiscal Impact:

Amount:

Fund: Department: Expense Code:

Included in budget Grant Bonds Other Not Budgeted

Approved for Agenda by:

Randy Frazer, City Manager



City Commission Agenda Item

Meeting Date: February 21, 2023
From: Tiffany Parsons, Deputy City Clerk
Item: City Board Appointments

Purpose: Ratify Mayor Diana Spielman’s appointments of:

- Dotty Smith to the Planning Commission/Board of Zoning Appeals
- Patrick Blatchford to the Planning Commission

Background:

All above are requesting reappointment to their respective boards.

Commission Options:

1. Approve with consent agenda.
2. Remove 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 Boards/Commissions/Committees/Councils Volunteer Form

Name: Doth Smith
Phone: [REDACTED]
Alternate Phone: —
Email: [REDACTED]

Home Address: [REDACTED]
Employment: retired
Job Title: —
Years Lived in Arkansas City: 46+

Community and Professional Activities/Associations/Honors/Organizations:

Friends of Library board - Previously
Currently:
1. President of Landlord's Assoc
2. Board Member of Cherokee Strip Landrush Museum

Previous Civic Experience (please list any appointed or elected positions you have held in the past):

2007-2011 Mayor & City Commissioner
Previous served on Planning Commission

Appointment(s) you are applying for [please indicate your choice(s) – when a vacancy occurs, you will be contacted]:

- ACPL (Public Library) Board of Trustees
- Beautification and Tree Advisory Board
- Building Trades Advisory Board*
- Capital Improvement Plan Committee
- City Commission *(only if vacancy occurs)*
- Community Spirit Award Committee
- Equal Opportunity & Accessibility Board
- Historic Preservation Board

- Northwest Community Center Board
- Outstanding Student Award Committee
- Planning Commission / Board of Zoning
- Public Building Commission
- Recreation Commission
- Retired Citizens Advisory Council
- SCKMC (Hospital) Board of Trustees
- Visit Ark City Board of Directors

*Professional certifications possibly required – call (620) 441-4415 or (620) 441-4420 for more information

Please indicate why you are interested in serving and what skills you might contribute:

I want to contribute to my city,
hoping to guide to the future
Having served previously, I am knowledgeable about
codes & ordinances

Signature: [Handwritten Signature]

Date: 2.6.23

~~~Applicants must be appointed by the Mayor with the consent of the City Commission~~~

Mail or Deliver to:  
Lesley Shook, City Clerk OR Tiffany Parsons, Deputy City Clerk  
City of Arkansas City  
118 W. Central Ave.  
Arkansas City, KS 67005

Or you can email this form to: [lshook@arkansascityks.gov](mailto:lshook@arkansascityks.gov) or [tparsons@arkansascityks.gov](mailto:tparsons@arkansascityks.gov)



# City Volunteer Form for Boards, Commissions and Committees

Name: Patrick Blatchford Home Address: [REDACTED]  
 Phone: [REDACTED] Employment: Self employed  
 Alternate Phone: [REDACTED] Job Title: owner / General and consult.  
 Email: [REDACTED] Years Lived in Arkansas City: surgeons

Community and Professional Activities/Associations/Honors/Organizations: 40yrs  
Fellow American College of Surgeons  
American Foregut Society  
SAGES

Previous Civic Experience (please list any appointed or elected positions you have held in the past):  
South Central Kansas Regional Trauma Committee Chair  
Chief of Staff South Central Kansas Medical Center  
Medical Director Ark City Fire and EMS

Appointment(s) you are applying for [please indicate all of your choice(s) – when a vacancy occurs, you will be contacted; also, please note you may serve on only two (2) of these boards at one time]:

- |                          |                                                 |                                     |                                       |
|--------------------------|-------------------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> | ACPL (Public Library) Board of Trustees         | <input type="checkbox"/>            | Northwest Community Center Board      |
| <input type="checkbox"/> | Beautification and Tree Advisory Board          | <input type="checkbox"/>            | Outstanding Student Award Committee   |
| <input type="checkbox"/> | Building Trades Board*                          | <input checked="" type="checkbox"/> | Planning Commission / Board of Zoning |
| <input type="checkbox"/> | Capital Improvement Planning Committee          | <input type="checkbox"/>            | Public Building Commission            |
| <input type="checkbox"/> | City Commission <i>(only if vacancy occurs)</i> | <input type="checkbox"/>            | Recreation Commission                 |
| <input type="checkbox"/> | Community Spirit Award Committee                | <input type="checkbox"/>            | SCKMC (Hospital) Board of Trustees    |
| <input type="checkbox"/> | Equal Opportunity & Accessibility Board         | <input type="checkbox"/>            | Traffic Safety Committee              |
| <input type="checkbox"/> | Historic Preservation Board                     | <input type="checkbox"/>            | Visit Ark City Board of Trustees      |

\*Professional certifications required – call (620) 441-4415 or (620) 441-4420 for more information!

Please indicate why you are interested in serving and what skills you might contribute:  
Business owner Locally I feel my input could  
better our community and access to quality health  
care.

Signature: [Signature] Date: 8/10/22

~~~Applicants must be appointed by the Mayor with the consent of the City Commission~~~

Mail or Deliver to:
 Lesley Shook, City Clerk OR Andrew Lawson, Public Information Officer
 City of Arkansas City
 118 W. Central Ave.
 Arkansas City, KS 67005

Or you can email this form to: lshook@arkansascityks.gov or alawson@arkansascityks.gov



City Commission Agenda Item

Meeting Date: February 21, 2023
From: Lesley Shook, City Clerk
Item: Approve the February 7, 2023 Regular Meeting Minutes

Purpose: Approve the February 7, 2023, 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 blue ink, appearing to read "Randy Frazer", written over a horizontal line.

Randy Frazer, City Manager



Tuesday, February 07, 2023

Regular Meeting Minutes

118 W Central Ave, Arkansas City, KS

Routine Business

1. Roll Call

PRESENT

- Commissioner Kanyon Gingher
- Commissioner Charles Jennings
- Commissioner Scott Rogers
- Commissioner Jay Warren
- Mayor Diana Spielman

ABSENT

None

2. The opening Prayer and Pledge of Allegiance was led by Mayor Spielman

3. Additions or Deletions (**Voice Vote**)

- Addition - Mayor Spielman requested to add an Executive Session for the purpose of reviewing the performance of the city manager regarding personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1) as #6 on the agenda.

Motion made by Mayor Spielman, Seconded by Commissioner Gingher to approve the addition to the agenda.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

4. Approval of the Agenda (**Voice Vote**)

Motion made by Commissioner Warren, Seconded by Commissioner Gingher to approve the agenda as amended.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

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.

Motion made by Commissioner Rogers, Seconded by Commissioner Warren to approve the consent agenda as presented.

- 1. Approve the January 18, 2023, regular meeting minutes as written.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

New Business

City Manager Department

1. City Clerk Shook presented for consideration a Resolution authorizing an agreement with Environmental Systems Research Institute (Esri), to provide cloud based hosted GIS services, for three years, for an amount not to exceed \$46,500.00. Principle Planner White stated the City of Arkansas City has had a long-term relationship with Environmental Systems Research Institute (Esri). In 2020, staff discovered that advancing technology and security protocols had caused the existing solution of hosting our own GIS services on a local server to be inadequate. The current solution has all GIS services and data hosted by Esri and allows better performance of GIS and its accompanying web maps. Over the course of the past 3 years of the original agreement, maintenance issues with the GIS system have gone to nearly zero. This appears to be an excellent arrangement for the city. It also allows us to seamlessly share GIS data across departments.

Motion made by Commissioner Warren, Seconded by Commissioner Rogers to approve the agreement with Environmental Systems Research Institute (Esri), to provide cloud based hosted GIS services, for three years, for an amount not to exceed \$46,500.00.

*Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given **Resolution No. 2023-02-3524.***

2. City Clerk Shook presented for consideration a Resolution authorizing the Neighborhood Revitalization District rebate for a blighted area within the City of Arkansas City, so that is financially feasible to build a daycare center at 300 Goff Industrial Park Road. Principle Planner White stated The City has received notice that in order to fully develop the daycare center at 300 Goff Industrial Park Road, it will not be feasible to develop the center without the adjustment of the rebate. The current rebate is 75% of the first \$500,000 for 7 years. If approved, upon application by the property owner and in compliance with the Neighborhood Revitalization Plan, a rebate will be provided of 90% of the increase in value for 10 years with no cap for the property at 300 Goff Industrial Park Road. Alex Munoz, HR Manager at Creekstone, addressed the commission and was available for questions. City resident at 426 N. C Street, addressed the commission in support of this item.

Motion made by Commissioner Warren, Seconded by Commissioner Gingher to approve the Neighborhood Revitalization District rebate for a blighted area within the City of Arkansas City, so that is financially feasible to build a daycare center at 300 Goff Industrial Park Road.

Voting Yea: Commissioner Gingher, Commissioner Rogers, Commissioner Warren, Mayor Spielman.

*Voting Nay: Commissioner Jennings. Mayor Spielman declared the motion approved and given **Resolution No. 2023-02-3525.***

3. City Clerk Shook presented for consideration a Resolution certifying legal authority to apply for the 2023 Moderate Income Housing – ARPA Grant Program from Kansas Housing and authorizing the mayor to sign and submit such an application and approving the certificate of compliance to comply with State and Federal requirements. City Manager Frazer stated this particular grant is a downpayment assistance grant and funds for street and utilities.

Motion made by Commissioner Rogers, Seconded by Commissioner Jennings to approve the Resolution certifying legal authority to apply for the 2023 Moderate Income Housing – ARPA Grant Program from Kansas Housing and authorizing the mayor to sign and submit such an application.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given **Resolution No. 2023-02-3526**.

- 4. City Manager Frazer reminders and updates.
 - February 14 contractor walk through for the CDBG Housing grant renovation program. Bids received will be opened on February 23, with the recommended bids being submitted to the commission for approval on March 7.
 - More opiate dollars have been received in the amount of \$26,800. More dollars to come in the future.
 - The joint venture will be at the commission meeting February 21, to discuss the Wastewater Treatment plant and where the city is at with the project and budget.
 - The alley/sewer project – Kansas Gas Service has to replace the gas line since it is too shallow to allow for the new base.
 - Update on the school traffic study - still on list, hoping maybe late February to the point it can to KDOT
 - A CDBG monitoring visit audit is scheduled for February 23 for the north summit project.
 - Rate reviews – still in progress. Currently forecasting changes are being made in the sanitation and stormwater.

Fire/EMS Department

- 1. City Clerk Shook presented for consideration a Resolution authorizing the City of Arkansas City to enter into a Memorandum of Understanding (MOU) with the City of Blackwell, Oklahoma Fire Department, City of Newkirk, Oklahoma Fire Department, Kildare, Oklahoma Fire Department, and River Road, Oklahoma Fire Department to provide mutual aid to each other in an event of an emergency within each other’s range of resource capabilities including fire and EMS apparatus, equipment, and manpower, as requested and available.

Fire Chief Ledeker stated it is standard practice to request resources from outside entities to help in emergency response and mitigation. It is common to have mutual aid agreements in place with neighboring Fire and EMS departments. Having a mutual aid agreements Department allows both entities to cross jurisdictional boundaries to provide necessary apparatus, equipment, and personnel when a local emergency exceed local resources.

Motion made by Commissioner Warren, Seconded by Commissioner Gingher to approve the Resolutions authorizing the City of Arkansas City to enter into a Memorandum of Understanding (MOU) with

- City of Blackwell, Oklahoma Fire Department - Resolution No. 2023-02-3527
- City of Newkirk, Oklahoma Fire Department - Resolution No. 2023-02-3528
- Kildare, Oklahoma Fire Department - Resolution No. 2023-02-3529
- River Road, Oklahoma Fire Department - Resolution No. 2023-02-3530

to provide mutual aid to each other in an event of an emergency within each other’s range of resource capabilities including fire and EMS apparatus, equipment, and manpower, as requested and available.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given **Resolution 2023-02-3527, Resolution 2023-02-3528, Resolution 2023-02-3529, and Resolution 2023-02-3530**.

Police Department

1. Progress report for special use vehicles on city streets. Chief Burr stated he has reached out to Ellenwood, KS who is currently running a similar program. He stated his first and foremost concern is safety. Once he gathers and reviews the requested documentation, he will bring before the commission for review.

Chief Burr gave a brief update from the Attorney General’s Office regarding the spending of the Opiate Funds. He is preparing a plan on how to use the funds that affect drug abuse in our community in a positive way.

Executive Session

Motion Made by Commissioner Gingher, Seconded by Commissioner Warren to recess into Executive Session for the purpose of reviewing the performance of the city manager regarding personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1) to include the City Attorney. The open meeting will resume in the commission chambers 6:40 p.m.

The Governing Body returned into open session at 6:40 p.m.

Motion Made by Mayor Speilman, Seconded by Commissioner Warren to extend the executive session for 20 minutes to include the City Attorney. The open meeting will resume in the commission chambers at 7:03 p.m.

The Governing Body returned into open session at 7:03 p.m.

Motion Made by Commissioner Rogers, Seconded by Commissioner Jennings to extent the executive session for 10 minutes to include the City Attorney. The open meeting will resume in the commission chambers at 7:16 p.m.

The Governing Body returned into open session at 7:16 p.m.

Motion Made by Commissioner Warren, Seconded by Commissioner Rogers to extend the executive session for 15 minutes to include the City Attorney. The open meeting will resume in the commission chambers at 7:32 p.m.

The Governing Body returned into open session at 7:32 p.m.

Motion Made by Commissioner Rogers, Seconded by Commissioner Jennings extend executive session for 10 minutes to include the City Manager with no action to follow. The open meeting will resume in the commission chambers at 7:42 p.m.

The Governing Body returned into open session at 7:42 p.m.

Adjournment

Motion made by Commissioner Jennings, Seconded by Commissioner Rogers to adjourn the meeting

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the meeting adjourned.

THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS

Diana L. Spielman, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Lesley Shook, City Clerk

DRAFT



City Commission Agenda Item

Meeting Date: March 7, 2023
From: Human Resources Division
Item: March 11, 2023, Pay Ordinance

Purpose: Consider first reading of an Ordinance adopting the budgeted pay plan to become effective March 11, 2023.

Background:

1. Create Municipal Court Clerk – FT position.

Commission Options:

1. Approve Pay Ordinance Effective March 11, 2023.
2. Disapprove Pay Ordinance Effective March 11, 2023.

Fiscal Impact:

Amount: Estimated additional annual cost approximately \$0.00

Fund: **01** (General)

Department: **203 (City Manager Department)** Expense Code: **5100** (Salaries)

Included in budget Grant Bonds

Other (explain) - No expectation of increased costs.

Attachments: Pay Ordinance documents.

Approved for Agenda by:

Randy Frazer, City Manager

ORDINANCE NO. 2023-02-

AN ORDINANCE FIXING THE COMPENSATION OF EMPLOYEES OF THE CITY OF ARKANSAS CITY, KANSAS, PURSUANT TO THE PROVISION OF K.S.A. 14-1501 ET SEQ., AND REPEALING ORDINANCE NO. 2022-11-4568.

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

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

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

SECTION THREE: The Governing Body of the City of Arkansas City, Kansas, hereby repeals all provisions of Ordinance No. 2022-11-4568.

SECTION FOUR: The City Clerk of the City of Arkansas City, Kansas, shall cause this Ordinance, or a summary thereof, to be published one time in the official City newspaper and said Ordinance shall be in effect March 11, 2023.

PASSED AND ORDAINED by the Governing Body of the City of Arkansas City, Kansas, on this 21st day of February, 2023.

(Seal)

Diana L. Spielman, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Ordinance No. 2023-02-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on February 21, 2023, as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk

**CITY OF ARKANSAS CITY MASTER WAGE PLAN
ADOPTED BY THE GOVERNING BODY
OF THE CITY OF ARKANSAS CITY
ON FEBRUARY 21, 2023 TO BE EFFECTIVE MARCH 11, 2023**

| City Manager Department | | | | | | |
|---|----------|---------|---------|---------|----------------|--|
| Position | Range | MIN | MID | MAX | Minimum Annual | |
| City Manager** | Contract | | | | | |
| City Attorney | Contract | | | | | |
| Municipal Court Judge | Contract | | | | | |
| Finance Director/Treasurer** | CM23 | \$30.52 | \$39.35 | \$48.17 | \$63,481.60 | |
| Human Resources Director** | | | | | | |
| Building Official** | CM20 | \$26.36 | \$34.05 | \$41.75 | \$54,828.80 | |
| Information Technology (IT) Manager** | | | | | | |
| Municipal Project Manager** | CM18 | \$23.90 | \$30.93 | \$37.96 | \$49,712.00 | |
| Communications Director** | | | | | | |
| City Clerk | CM17 | \$22.76 | \$29.48 | \$36.20 | \$47,340.80 | |
| Accountant | CM16 | \$21.68 | \$28.10 | \$34.52 | \$45,094.40 | |
| Principal Planner | | | | | | |
| Combination Inspector | CM10 | \$16.18 | \$21.10 | \$26.03 | \$33,654.40 | |
| Administrative Assistant | | | | | | |
| Deputy City Clerk | CM8 | \$14.67 | \$19.19 | \$23.71 | \$30,513.60 | |
| Human Resources Assistant | | | | | | |
| Municipal Court Clerk | | | | | | |
| Animal Control/Nuisance Abatement Officer | CM6 | \$13.31 | \$17.46 | \$21.61 | \$27,684.80 | |

| Environmental Services Department | | | | | | |
|--|-------|---------|---------|---------|----------------|--|
| Position | Range | MIN | MID | MAX | Minimum Annual | |
| Environmental Services Superintendent** | ES26 | \$35.33 | \$45.47 | \$55.61 | \$73,486.40 | |
| Wastewater Treatment Plant Supervisor | | | | | | |
| Water Distribution & Collection Supervisor | ES16 | \$21.68 | \$28.10 | \$34.52 | \$45,094.40 | |
| Water Treatment Facility Supervisor | | | | | | |
| Distribution & Collection Maintenance Worker III | ES12 | \$17.83 | \$23.21 | \$28.59 | \$37,086.40 | |
| Wastewater Treatment Plant Operator | ES10 | \$16.18 | \$21.10 | \$26.03 | \$33,654.40 | |
| Water Treatment Facility Operator | | | | | | |
| Distribution & Collection Maintenance Worker II | ES9 | \$15.40 | \$20.12 | \$24.83 | \$32,032.00 | |
| Distribution & Collection Maintenance Worker I | ES7 | \$13.97 | \$18.30 | \$22.63 | \$29,057.60 | |
| Meter Technician | ES6 | \$13.31 | \$17.46 | \$21.61 | \$27,684.80 | |
| Temporary/Seasonal Hydrant Flusher | ES1 | \$10.43 | \$13.79 | \$17.16 | \$21,694.40 | |

| Fire/EMS Department | | | | | | |
|---|--------|---------|---------|---------|----------------|--|
| Position | Range | MIN | MID | MAX | Minimum Annual | |
| Fire/Emergency Medical Services (EMS) Chief** | FD26 | \$35.33 | \$45.47 | \$55.61 | \$73,486.40 | |
| Division Chief of EMS** | | | | | | |
| Division Chief of Fire Prevention** | FD19 | \$25.10 | \$32.45 | \$39.81 | \$52,208.00 | |
| Division Chief of Training** | | | | | | |
| Administrative Assistant | FD8 | \$14.67 | \$19.19 | \$23.71 | \$30,513.60 | |
| Fire/Emergency Medical Services (EMS) Captain* | FD1700 | \$17.88 | \$23.28 | \$28.67 | \$52,209.60 | |
| Fire/Emergency Medical Services (EMS) Lieutenant* | FD1600 | \$17.03 | \$22.19 | \$27.35 | \$49,727.60 | |
| Engineer/Paramedic* | FD1500 | \$16.23 | \$21.17 | \$26.10 | \$47,391.60 | |
| Firefighter/Paramedic* | FD1400 | \$15.45 | \$20.19 | \$24.92 | \$45,114.00 | |
| Firefighter/Paramedic - PT | Varies | | | | | |
| Paramedic - PT | FD1300 | \$14.71 | \$19.24 | \$23.77 | Varies | |
| Engineer/Advanced Emergency Medical Technician (AEMT)* | FD1200 | \$14.02 | \$18.36 | \$22.69 | \$40,938.40 | |
| Engineer/Emergency Medical Technician (EMT)* | FD1100 | \$13.35 | \$17.51 | \$21.66 | \$38,982.00 | |
| Firefighter/Advanced Emergency Medical Technician (AEMT)* | | | | | | |
| Firefighter/Emergency Medical Technician (EMT)* | FD1000 | 12.71 | 16.69 | 20.67 | \$37,113.20 | |
| Firefighter/Emergency Medical Technician (EMT) - PT | Varies | | | | | |

| Police Department | | | | | | |
|----------------------------------|-------|---------|---------|---------|----------------|--|
| Position | Range | MIN | MID | MAX | Minimum Annual | |
| Police Chief** | PD26 | \$35.33 | \$45.47 | \$55.61 | \$73,486.40 | |
| Police Captain** | PD20 | \$26.36 | \$34.05 | \$41.75 | \$54,828.80 | |
| Lieutenant Detective | PD17 | \$22.76 | \$29.48 | \$36.20 | \$47,340.80 | |
| Police Lieutenant | | | | | | |
| Police Sergeant | PD15 | \$20.65 | \$26.79 | \$32.93 | \$42,952.00 | |
| Sergeant Detective | | | | | | |
| Master Police Officer (MPO) | PD13 | \$18.73 | \$24.35 | \$29.97 | \$38,958.40 | |
| Emergency Management Coordinator | PD12 | \$17.83 | \$23.21 | \$28.59 | Varies | |
| Police Officer | | | | | | |
| Administrative Assistant | | | | | | |
| Public Service Officer (PSO) | PD8 | \$14.67 | \$19.19 | \$23.71 | \$30,513.60 | |
| Records Specialist | | | | | | |
| Clerk | PD1 | \$10.43 | \$13.79 | \$17.16 | \$21,694.40 | |

| Public Services Department | | | | | | |
|--|-------|---------|---------|---------|----------------|--|
| Position | Range | MIN | MID | MAX | Minimum Annual | |
| Public Services Superintendent** | PS26 | \$35.33 | \$45.47 | \$55.61 | \$73,486.40 | |
| Director of Senior Services | | | | | | |
| Parks & Facilities Supervisor | PS13 | \$18.73 | \$24.35 | \$29.97 | \$38,958.40 | |
| Sanitation Supervisor | | | | | | |
| Street & Stormwater Supervisor | | | | | | |
| Parks & Facilities Lead | PS11 | \$16.98 | \$22.13 | \$27.28 | \$35,318.40 | |
| Street & Stormwater Maintenance Worker III | | | | | | |
| Sexton | PS10 | \$16.18 | \$21.10 | \$26.03 | \$33,654.40 | |
| Sanitation Driver | PS9 | \$15.40 | \$20.12 | \$24.83 | \$32,032.00 | |
| Street & Stormwater Maintenance Worker II | | | | | | |
| Administrative Assistant | PS8 | \$14.67 | \$19.19 | \$23.71 | \$30,513.60 | |
| Parks & Facilities Maintenance Worker | PS7 | \$13.97 | \$18.30 | \$22.63 | \$29,057.60 | |
| Street & Stormwater Maintenance Worker I | | | | | | |
| Sanitation Collector | PS6 | \$13.31 | \$17.46 | \$21.61 | \$27,684.80 | |
| Head Cook | PS4 | \$12.07 | \$15.88 | \$19.69 | \$25,105.60 | |
| Horticulturalist | | | | | | |
| Cook/Driver | PS3 | \$11.49 | \$15.14 | \$18.80 | \$23,899.20 | |
| Director of Northwest Community Center & Hogan | | | | | | |
| Temporary/Seasonal Grounds Maintenance Worker | | | | | | |
| Temporary/Seasonal Horticulturalist | PS1 | \$10.43 | \$13.79 | \$17.16 | Varies | |
| Burn Pit Attendant | | | | | | |

*Positions working 2920 hours annually

**Positions Salaried, Exempt



City Commission Agenda Item

Meeting Date: February 21, 2023
From: Randy Frazer, City Manager
Item: Wastewater Treatment Plant Project Update

Purpose: Progress update on the Wastewater Treatment Plant Upgrade Project encompassing construction and budget.

Background: On August 17, 2021, the City of Arkansas City entered into a contract agreement with Burns & McDonnell/CAS Constructors for Design-Builder for the 2021 Wastewater Treatment Plant Improvement Project to perform existing repairs.

Commission Options:

Fiscal Impact:

Amount:

Fund: Department: Expense Code:

Included in budget Grant Bonds Other Not Budgeted

Approved for Agenda by:

Randy Frazer, City Manager



Arkansas City Wastewater Treatment Plant Upgrade

PROJECT UPDATE

February 21, 2023

PROJECT GOALS



**Address life/
safety risks**



**Address age, condition
and reliability risks**



**Recognize affordability
as a critical factor**

PURPOSE & NEED

- ▶ Original plant built in **1957**
- ▶ Modifications in **1980** and **1999**
- ▶ Much of the original facility is more than **60** years old
- ▶ Age, condition, and obsolescence creates risk



PROJECT AS SCOPED

-  Replace/Rehab
-  New



PROGRESS UPDATE

-  Work Complete
-  Ongoing Work
-  Upcoming Work



75% Complete

PROGRESS PHOTOS

NEW SCREENINGS CONVEYOR SYSTEM



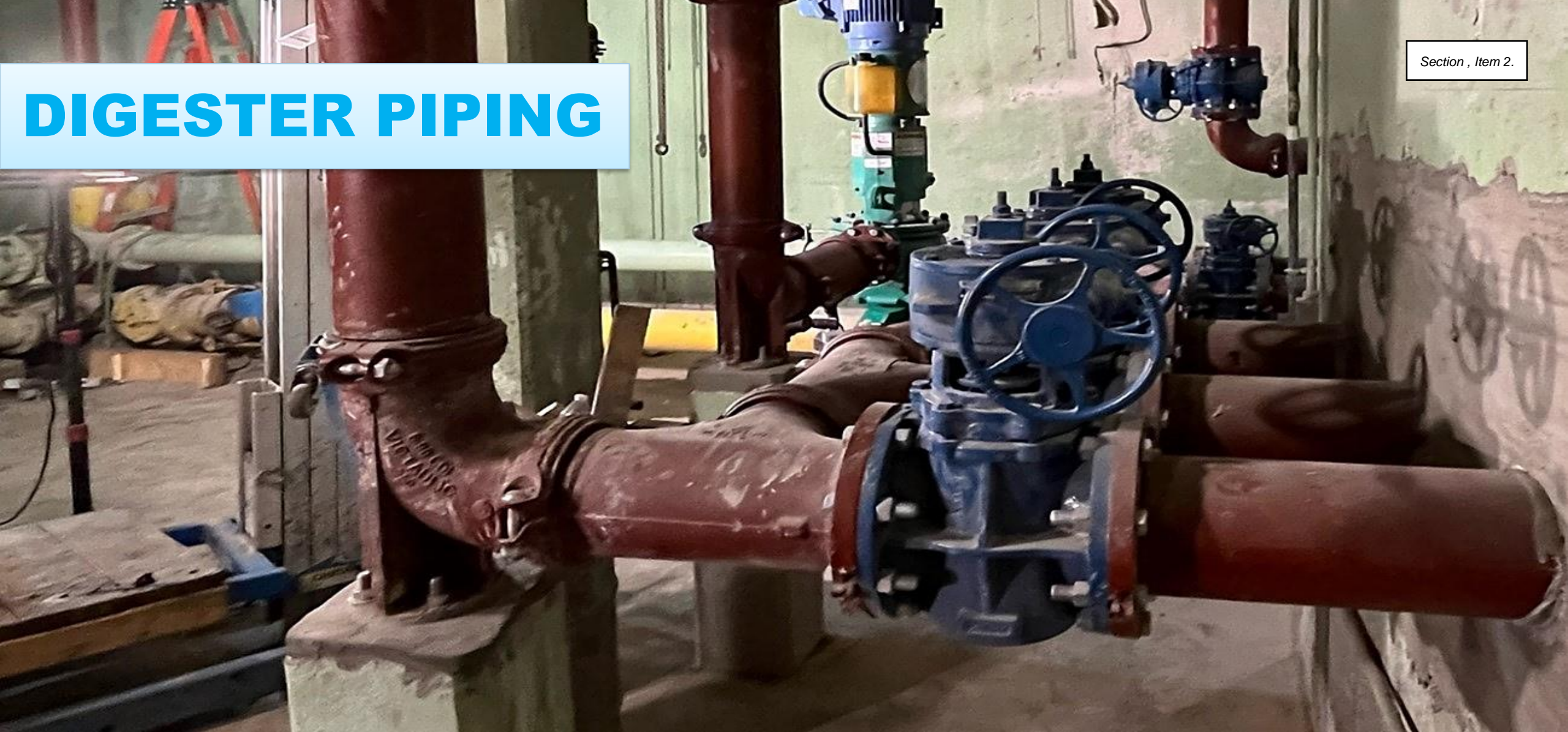
DIGESTER LID INSTALLATION



DIGESTER INTERIOR REPAIR



DIGESTER PIPING



FINAL CLARIFIER MECHANISM



AERATION BLOWERS



TRICKLING FILTERS



PRE-FAB ELECTRICAL BUILDING



FINANCIAL & SCHEDULE UPDATE

FINANCIAL OVERVIEW

- ▶ Total contract amount | \$12,085,118
- ▶ Status of allowances:
 - Owner controlled contingency
Original - \$409,799 Current balance - \$179,977
 - Digester piping allowance
Original - \$511,971 Current balance - \$41,391
 - Third Party Testing
Original - \$15,000 Current balance - \$14,030

2023 SCHEDULE UPDATE

| ARKANSAS CITY WASTEWATER RENOVATIONS PROJECT | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|
| DESCRIPTION | Jan | Feb | Mar | Apr | May | Jun | Jul |
| Final Clarifier #1 | | | | | | | |
| Grit Removal | | | | | | | |
| Digester Complex | | | | | | | |
| East Digester | | | | | | | |
| Flare | | | | | | | |
| UV Disinfection | | | | | | | |
| Electrical | | | | | | | |
| Instrumentation | | | | | | | |



QUESTIONS?



**CITY OF ARKANSAS CITY, KANSAS
FINANCIAL SUMMARY
Year-To-Date January 31, 2023**

| Fund | Cash Summary | | | | | | Budget Summary | | | |
|--|---------------------------------------|--|------------------------|------------------------|---------------------------------|--------------------------------------|-------------------------|---------------|-------------------------------------|-------------------------|
| | 1/1/2023
Beginning Cash
Balance | Prior Year
Encumbrances/
Adjusting Entries | Receipts | Disbursements | Change in
Assets/Liabilities | 01/31/2023
Ending Cash
Balance | Budget | Encumbrances | Budget
Variance
(Unfavorable) | %
Remaining
(92%) |
| 01 - GENERAL FUND | \$ 2,560,204.56 | \$ - | \$ 2,960,030.47 | \$ 1,220,818.86 | \$ (50,070.66) | \$ 4,249,345.51 | \$ 13,389,936 | \$ 3,424.10 | \$ 12,165,693 | 91% |
| 15 - STORMWATER FUND | \$ 433,493.55 | \$ - | \$ 16,325.07 | \$ 7,196.16 | \$ 492.43 | \$ 443,114.89 | \$ 346,287 | \$ - | \$ 339,091 | 98% |
| 16 - WATER FUND | \$ 3,709,368.03 | \$ - | \$ 403,721.69 | \$ 1,647,482.19 | \$ (66,396.79) | \$ 2,399,210.74 | \$ 5,626,946 | \$ 545,034.00 | \$ 3,434,430 | 61% |
| 18 - SEWER FUND | \$ 5,798,545.18 | \$ - | \$ 214,404.35 | \$ 1,007,989.70 | \$ (2,271,485.49) | \$ 2,733,474.34 | \$ 4,659,731 | \$ 14,836.72 | \$ 3,636,905 | 78% |
| 19 - SANITATION FUND | \$ 1,414,024.56 | \$ - | \$ 133,848.04 | \$ 89,245.32 | \$ (6,864.65) | \$ 1,451,762.63 | \$ 1,933,112 | \$ 9,891.14 | \$ 1,833,976 | 95% |
| 20 - SPECIAL RECREATION FUND | \$ 41,151.85 | \$ - | \$ - | \$ - | \$ - | \$ 41,151.85 | \$ 57,041 | \$ - | \$ 57,041 | 100% |
| 21 - SPECIAL STREET FUND | \$ 501,383.18 | \$ - | \$ 281,227.59 | \$ 49,719.34 | \$ (101.04) | \$ 732,790.39 | \$ 1,289,108 | \$ - | \$ 1,239,389 | 96% |
| 23 - TOURISM/CONVENTION FUND | \$ 58,921.39 | \$ - | \$ - | \$ - | \$ - | \$ 58,921.39 | \$ 200,398 | \$ - | \$ 200,398 | 100% |
| 26 - SPECIAL ALCOHOL FUND | \$ 82,849.19 | \$ - | \$ - | \$ - | \$ - | \$ 82,849.19 | \$ 103,678 | \$ - | \$ 103,678 | 100% |
| 27 - PUBLIC LIBRARY FUND | \$ - | \$ - | \$ 230,720.85 | \$ 230,720.85 | \$ - | \$ - | \$ 457,400 | \$ - | \$ 226,679 | 50% |
| 29 - SPECIAL LAW ENF TRUST FUND | \$ 3,540.14 | \$ - | \$ - | \$ - | \$ - | \$ 3,540.14 | Not a Budgeted Fund | | | |
| 31 - LAND BANK FUND | \$ 16,950.90 | \$ - | \$ - | \$ - | \$ - | \$ 16,950.90 | \$ 11,211 | \$ - | \$ 11,211 | 100% |
| 32 - MUNICIPALITIES FIGHT ADDICTION FUND | \$ 2,852.63 | \$ - | \$ - | \$ - | \$ - | \$ 2,852.63 | \$ - | \$ - | \$ - | 0% |
| 43 - BOND & INTEREST FUND | \$ 108,383.41 | \$ - | \$ 1,786,213.40 | \$ 1,042,500.00 | \$ - | \$ 852,096.81 | \$ 2,615,798 | \$ - | \$ 1,573,298 | 60% |
| 44 - HEALTHCARE SALES TAX FUND | \$ 178,275.32 | \$ - | \$ 174,500.00 | \$ 178,275.32 | \$ - | \$ 174,500.00 | \$ 2,120,000 | \$ - | \$ 1,941,725 | 92% |
| 45 - UNPLEDGED HEALTHCARE SALES TAX FUND | \$ - | \$ - | \$ 14,945.64 | \$ - | \$ - | \$ 14,945.64 | \$ 441,285 | \$ - | \$ 441,285 | 100% |
| 53 - MUNICIPAL COURT FUND | \$ 21,152.55 | \$ - | \$ 1,127.17 | \$ - | \$ - | \$ 22,279.72 | Not a Budgeted Fund | | | |
| 54 - EQUIPMENT RESERVE FUND | \$ 184,746.02 | \$ - | \$ - | \$ - | \$ - | \$ 184,746.02 | Not a Budgeted Fund | | | |
| 57 - CID SALES TAX FUND | \$ - | \$ - | \$ 5,772.37 | \$ - | \$ - | \$ 5,772.37 | \$ 70,000 | \$ - | \$ 70,000 | 100% |
| 68 - CAPITAL IMPROVEMENT FUND | \$ 3,183,124.40 | \$ - | \$ 2,869.16 | \$ - | \$ (360,000.00) | \$ 2,825,993.56 | Not a Budgeted Fund | | | |
| TOTALS | \$ 18,298,966.86 | \$ - | \$ 6,225,705.80 | \$ 5,473,947.74 | \$ (2,754,426.20) | \$ 16,296,298.72 | \$ 33,321,931.00 | | | |

INDEBTEDNESS:

| | |
|--------------------------------------|----------------------|
| 2019 PBC | \$ 16,415,000 |
| GO 2020 REFUNDING & IMPROVEMENT BOND | \$ 17,785,000 |
| GO 2022 TAXABLE STROTHER FIELD | \$ 4,470,000 |
| 2013 PUMPER FIRE TRUCK LEASE | \$ - |
| 2019 FERRARA PUMPER TRUCK LEASE | \$ 362,095 |
| 2021 RAVO STREET SWEEPER | \$ 85,785 |
| 2023 WWTP SRF LOAN | \$ 9,500,000 |
| TOTAL | \$ 48,617,880 |

Note: Information is Unaudited