



City of Arkansas City

CITY COMMISSION MEETING AGENDA

Tuesday, March 01, 2022 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

Please join our meeting from your computer, tablet or smartphone:
<https://meet.goto.com/946149485>

You can also dial in using your phone: (872) 240-3412

Access Code: 946-149-485

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 2022 as Intellectual and Developmental Disabilities Awareness Month in Arkansas City.
2. Proclaim March 7-11, 2022, as Severe Weather Awareness Week in Arkansas City.

III. Recognition of Visitors

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

Per the Kansas Open Meetings Act, the City Commission is not required to entertain any comments from the public during any meeting.

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

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

V. Consent Agenda (Voice Vote)

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

1. Approve the February 15, 2022, regular meeting minutes as written.

VI. New Business

Resolutions for Consideration

1. Consider a Resolution authorizing the City of Arkansas City to purchase a 2021 Ravo Vac Sweeper (Street Sweeper) from RED Equipment, Independence, Missouri, for an amount not to exceed \$255,000.00. (**Voice Vote**)

VII. Staff Report Presentations

City Manager's Report on Upcoming Activities

1. Statewide tornado drill March 8
2. RISE Cowley coalition meeting
3. Legislative committee meeting
4. Lunch Bites: State of Public Safety
5. City Commission study session
6. Land Bank Board of Trustees meeting
7. Chamber banquet rescheduled

VIII. Communications and Reports

1. City Advisory Board Reports

IX. Adjournment

Office of the Mayor

Arkansas City, Kansas
Proclamation

WHEREAS, the month of March 2022 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, I, Kanyon Gingher, Mayor of the City of Arkansas City, Kansas, do hereby proclaim the month of **March 2022** 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. Furthermore, I 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: *Kanyon Gingher, Mayor*
 Date: *March 1, 2022*

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 7-11**.

NOW, THEREFORE, I, Kanyon Gingher, Mayor of the City of Arkansas City, Kansas, do hereby proclaim and recognize **March 7-11, 2022**, 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. I further call upon and urge all citizens to consider becoming more educated about severe weather threats by taking part in one of the annual sessions of “**Storm Fury on the Plains**” that will be offered virtually this year, online, by the National Weather Service in Wichita.

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

 Name/Title: *Kanyon Gingher, Mayor*
 Date: *March 1, 2022*



City Commission Agenda Item

Meeting Date: March 1, 2022
From: Andrew Lawson, Public Information Officer
Item: Approving February 15, 2022 Minutes

Purpose: Consent Agenda Item: Approve the February 15, 2022, regular meeting minutes as written.

Background:

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

Commission Options:

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

Attachments:

1. February 15, 2022 Regular Minutes

Approved for Agenda by:

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

Randy Frazer, City Manager

City Commission of Arkansas City - Regular Meeting Minutes

The Arkansas City Board of City Commissioners met in regular session at **5:30 p.m. Tuesday, February 15, 2022**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Ark City.

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

City employees present were City Manager **Randy Frazer**, City Clerk **Lesley Shook**, Deputy City Clerk **Tiffany Parsons**, Public Information Officer **Andrew Lawson**, Environmental Services Superintendent **Rod Philo** and Principal Planner **Josh White**.

Arkansas City Police Department personnel in attendance included Police Chief **Eric Burr**, Operations Division Capt. **Jim Holloway**, Support Services Capt. **Anthony Rider**, Lt. **Nelson Douglas**, Master Police Officer **Matt Mayo**, Police Officer **Lucas Lyons**, Public Service Officer **Eric Gross** and Administrative Assistant **Jeni McGee**.

The Community Health Center in Cowley County was represented by director **David Brazil** (via **GoToMeeting**). Dr. **Ron Ballard** and **Will Pfannenstiel** represented the Arkansas City Public School District. Ranson Financial Consultants was represented by **Rose Mary Saunders**.

Citizens observing in person or via GoToMeeting included **Madisyn Conrad, Ken Harader, Jill Hunter, Terry Lyons, Bob Mathews, Emily Talbert, Mike Talbert, Nancy Talbert, Karen Welch, Tom Wheatley** and Cowley CourierTraveler reporter **John Shelman**.

Commissioner Jennings offered the opening prayer. Mayor Gingher led the Pledge of Allegiance.

Approval of the Agenda

Commissioner Rogers made a motion to approve the agenda as presented. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion.

Mayor Gingher declared the agenda **approved** as presented.

Recognition of Visitors

Police Chief Burr introduced the newest member of the Arkansas City Police Department, Police Officer **Lucas Lyons**, who then was administered his Oath of Office by City Clerk Shook.

Consent Agenda

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

- 1. Approving the **February 1, 2022**, regular meeting minutes as written.

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

City Commission of Arkansas City - Regular Meeting Minutes

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

Old Business

Rezoning 600 South B Street Ordinance No. 2022-02-4548

City Clerk Shook presented for discussion a second reading of an ordinance authorizing the rezoning of **600 South B St.** from **P** (Public Use District) to **C-1** (Office & Service Business District).

Bob Mathews, 900 North D St., spoke in objection to the proposed ordinance, questioned the finances of the Community Health Center in Cowley County, and said the proposed clinic would be in direct competition with SCK Health clinics and the City-Cowley County Health Department.

City Manager Frazer reminded the commission that the City was not the petitioner for this request.

Mayor Gingher asked if there was a reason the property never was offered for public sale. USD 470 Superintendent **Ron Ballard** said the Board of Education wanted the building to stay in public use.

Commissioner Warren said he shared some of Mathews' concerns, but those are not criteria the City Commission can use to overturn a Planning Commission zoning recommendation. Failure to approve the requested zoning change for invalid reasons could lead to legal liability for the City.

Commissioner Jennings pointed out that the property would need to be rezoned to **C-1** for any new purpose, because the school district, City, Cowley College and Cowley County do not want to own it.

Principal Planner White reviewed the criteria he and the planning commissioners used in making their decision **January 11**, adding the only concern they expressed was about parking availability.

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

Commissioner Warren seconded the motion. A roll call vote was **unanimous** in favor of the motion. Mayor Gingher declared the motion **approved** and given **Ordinance No. 2022-02-4548**.

New Business

North Summit Street Project Resolution No. 2022-02-3463

City Clerk Shook presented for discussion a resolution authorizing the City to approve a bid submitted by **Pearson Construction, LLC**, of Wichita, to construct the **North Summit Street Resurfacing Project**, for an amount not to exceed **\$711,981.00**.

City Commission of Arkansas City - Regular Meeting Minutes

Rose Mary Saunders, with Ranson Consultants, said the City received sealed bids from both Pearson and APAC Shears, Inc., also of Wichita, but Pearson's bid was considerably lower. She reminded the commissioners that **50 percent** of the project cost will be reimbursable through the Community Development Block Grant she is administering, and **25 percent** through Cost Share.

Commissioner Rogers commended City staff for working to obtain these grants to reduce a project originally estimated at **\$910,000** to a local tax burden of around just **\$200,000**. Mayor Gingher thanked Saunders for her help with the project, the first-ever CDBG/KDOT Cost Share joint project.

Commissioner Rogers made a motion to approve the resolution as presented. Commissioner Jennings seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Gingher declared the motion **approved** and given **Resolution No. 2022-02-3463**.

City Manager's Report on Upcoming Activities

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

- City Hall and all other City offices will be closed **February 21** in observance of **Presidents Day**. There also will be no recycling offered at Strother Field on **February 19**.
- There will be a "**KOMA for Elected Officials**" training, highly recommended for new elected officials, offered virtually by the League of Kansas Municipalities (LKM) on **February 23**.
- The next **City Commission** study session will be at **noon February 25** in Frazer's office.
- He said the City can now officially announce it has received another **Community Development Block Grant**, this one for housing rehabilitation, in the amount of **\$300,000**.
- Frazer said he will be out of the office **February 16-17** for a Kansas Municipal Utilities event and again on **February 22** for a CDBG training workshop for the new housing rehab grant.
- There will be a **preconstruction meeting** for the Wastewater Treatment Plant at **10 a.m. February 28** in the conference room at the Water Treatment Facility, 400 W. Madison Ave.

Other Business

Police Chief Burr invited the commissioners to attend a "**Community Impact Night**" from **4 to 8 p.m. February 17** at Pizza Ranch. Ten percent of total sales go to help a local student with cancer.

Adjournment

Commissioner Warren made a motion to adjourn the meeting. Commissioner Rogers seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Gingher declared the meeting adjourned at **6:05 p.m.**

City Commission of Arkansas City - Regular Meeting Minutes

THE CITY OF ARKANSAS CITY BOARD OF CITY COMMISSIONERS

Kanyon Gingher, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer

DRAFT



City Commission Agenda Item

Meeting Date: March 1, 2022
From: Tony Tapia, Public Services Superintendent
Item: Purchase a 2021 Ravo Vac Sweeper

Purpose: Consider a Resolution authorizing the City of Arkansas City to purchase a 2021 Ravo Vac Sweeper (Street Sweeper) from RED Equipment, Independence, Missouri, for an amount not to exceed \$255,000.00. **(Voice Vote)**

Background:

The City would like to purchase a New 2021 Ravo Vac Sweeper (Street Sweeper) from RED Equipment, Independence, Missouri. This will replace the existing 2004 Pelican Street Sweeper auctioned off last year.

This unit has specific features that will accommodate the bump-outs on the downtown Summit Street corridor, as well as leaf pickup. For this reason, only one bid was sought. The amount budgeted for this item is \$180,000. Staff recommends putting \$127,500 (half) down it, and lease the other half (\$127,500) through a local bank, to be chosen through a bid process.

Commission Options:

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

Fiscal Impact:

Amount: \$255,000.00

Fund: **21 (Special Highway)** Department: **542 (Street)** Expense Code: **7405 (Machinery/Equipment)**

Included in budget Grant Bonds Other Not Budgeted

Approved for Agenda by:

Randy Frazer, City Manager

RESOLUTION NO. 2022-03-

RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO PURCHASE A NEW 2021 RAVO VAC SWEEPER (STREET SWEEPER) FROM RED EQUIPMENT, INDEPENDENCE, MISSOURI, FOR AN AMOUNT NOT TO EXCEED \$255,000.00.

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

SECTION ONE: The Governing Body of the City of Arkansas City hereby authorizes the City to purchase a New 2021 Ravo Vac Sweeper (Street Sweeper) from RED Equipment, Independence, Missouri, for an amount not to exceed \$255,000.00.

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 1st day of March, 2022.

(Seal)

Kanyon Gingher, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2022-03-____ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on March 1, 2022 as the same appears of record in my office.

DATED: _____.

Lesley Shook, City Clerk



RAVO B.V.
TERMS OF FACTORY WARRANTY

CONTENTS:

01. INTRODCUTION

02. DEFINITIONS

03. SCOPE OF THE WARRANTY

04. OBLIGATIONS OF THE BENEFICIARY

05. PERIOD OF WARRANTY

06. EXCLUSIONS

1. Introduction

The Fayat Group, of which Ravo is part, develops, produces and sells high-quality products throughout the world. We strive to provide optimal service and competitive prices for our clients.

This is supported by the factory warranty provided with each new machine with which we express our confidence in the quality of our products. These conditions describe the scope of the procedures related to the factory warranty. All sales and service employees of Ravo are expected to be aware of the policy and procedures established in these warranty conditions. We call your attention to the fact that the procedures are not the same for all companies within the Fayat group.

The warranty conditions are part of the Ravo dealer and/or service dealer contract, and offers prepared by Ravo and are exclusively intended for use by Ravo (service) dealers. End users are not entitled to make claims against Ravo on the basis of these conditions; all requests must be directed to a recognized service point of the Ravo dealer network.

In addition to the Ravo warranty conditions, the FME conditions apply to all offers made by Ravo and agreements made with Ravo, with the exception of art. XI ("Warranty") of the FME conditions. These Ravo warranty conditions take the place of the warranty provision in the FME conditions.

Important: Warranty claims are only valid when the conditions established in article 4 of these warranty conditions have been satisfied.

2. Definitions

-Ravo:

the private limited company Ravo B.V. established according to the laws of the Netherlands, established in Alkmaar, The Netherlands, registered with the Chamber of Commerce in Alkmaar under no. 37045872.

-Manufacturing defect:

a deficiency that was not detectable at the time of inspection or delivery that the dealer proves to have been entirely or primarily a direct result of incorrect construction by Ravo, poor workmanship and/or the use of poor-quality materials.

- End user:

a person that purchases Ravo products for his/her own use.

- Dealer:

(re)seller of Ravo end products and/or provider of maintenance service.

- Form SF330.07:

Form concerning delivery, installation and warranty registration that must be filled in by the dealer and end user at the time of sale.

3. Scope of the warranty

3.1

Ravo guarantees the machines and parts that it produces and sells against defects that occur during the period established in article 5 that are entirely or primarily the result of a manufacturing defect. The obligations of Ravo resulting from (defects in) (portions of) machines and parts it sells are limited by the conditions of this warranty.

3.2*Machines*

The warranty on machines establishes the right to compensation of the cost of replaced parts and the directly related labour costs, to the extent these costs were necessary to restore a factory defect.

Parts

The warranty on parts exclusively provides the right to compensation of the cost of the replaced part, to the extent these costs were required to restore a factory defect of the replaced part. There is no right to compensation for the related labour costs.

3.3

The warranty provides no right to compensation for costs not explicitly mentioned in article 3.2, such as costs for replacement machines, regular maintenance, transport (incl. government taxes), lubrication and cleaning agents, towing, administration, fuel and additional costs. Furthermore, the warranty provides no right to compensation for the cost of temporary or repeat repairs. Costs included under "temporary repairs" include all costs for work that will not result in the permanent repair of a defect.

3.4

If the dealer does not satisfy all of the obligations of the dealer agreement, the sales agreement or any related agreement with Ravo or does not do so adequately or within the established time frame, Ravo is exempted from all warranties related to these agreements.

3.5

Ravo extends warranties exclusively to Ravo dealers that have purchased Ravo machines and/or parts directly from Ravo. The warranty cannot be transferred to, nor in any other way benefit, a third party.

3.6

Warranty is provided exclusively for machines and parts produced by Ravo. No warranty is given on machines and/or parts sold but not manufactured by Ravo unless Ravo has rights to compensation established by a warranty from the manufacturer. The term and coverage of this warranty is established by the manufacturer's warranty conditions.

3.7

At the request of the dealer, Ravo can mediate warranty claims for machines and/or parts that are provided directly from the manufacturer to the end user, however only after the dealer has first contacted the manufacturer and under the condition that Ravo is under no obligation to provide a warranty for the concerned machine and/or part.

4. Obligations of the beneficiary**4.1**

Machines must be registered by the end user within 14 days following the date of delivery by sending the completed and signed form SF330.07.

4.2

Ravo must be informed in writing, not later than 4 weeks following commencement of the work under warranty, of the nature and scope of the deficiency and the (budgeted) repair costs. Failure to comply with this requirement results in annulment of the warranty coverage for this incident. Under penalty of nullity, legal claims related to warranty procedures must be initiated within 1 year of the timely notification of the deficiency.

4.3

The dealer is required to use original Ravo parts and accessories, obtained from Ravo, for warranty repairs. The cost of parts obtained from third parties and/or repairs carried out by third parties will not be reimbursed, except with advance, written approval from Ravo.

5. Period of warranty

5.1

A right to coverage under warranty only exists when the beneficiary proves that the deficiency occurred within the period mentioned hereafter.

5.2

The start date of the warranty period is the date of delivery to the end user or at most 30 days from the date of departure from the Ravo manufacturing facility in Alkmaar, whichever is reached first.

5.3

Deferral of the warranty start date, to a total of maximum 6 months, can be established if the machine is delivered prior to the in-service date. This must be supported through submission of a request for "delayed warranty start date," including the date of delivery and the planned in-service date as well as a signed copy of form SF330.07. Ravo can deny the request.

If the machine is used before the delayed warranty start date, the start date indicated in 5.2 applies.

5.4

The period of warranty:

Compact sweepers:

- 2 years or 2000 engine hours. The first value that is reached shall apply with binding effect.
- 5 years on chassis and container module

Tanker modules (gulley emptier, vacuum trucks and combinations):

- 1 year or 1000 hours of vacuum pump operation. The first value that is reached shall apply with binding effect.
- 5 years for the tank

Parts sold and produced by Ravo:

- 1 year.

Demo-machines

- 1 year or 1000 engine hours. The first value that is reached shall apply with binding effect.



6. Exclusions

6.1

There is no right to warranty coverage if the dealer cannot prove that:

- the failure is the result of a factory defect
- the regular maintenance inspections, and possible associated repairs, indicated in the maintenance booklet have been performed adequately and according to schedule
- the machine and the part in question have been used in accordance with the intended use as defined in the Ravo use, maintenance and operating guidelines
- repairs have been performed in accordance with the service manual for the machine
- the defect is not the result of normal wear, such as wear of tires, wheels and components that are exposed to and/or related to the stream of contaminants, such as the suction nozzle and suction tube including connections, extensions, elbows and other components, brushes and fan, fan cone and housing with fan tunnel
- the machine and the part in question is adjusted (or has been) according to Ravo-established specifications
- the failure is not the result of replacement or use of any part in the machine that was not provided by Ravo or does not meet the specifications established by Ravo
- no change has been made to the machine that was not approved by Ravo.

Dealer:

Name of Dealer's representative:

Name of Ravo B.V.'s representative

Signature:

Signature:

Dated: _____ - _____ - _____

New 2021 Ravo 51 Series Street Sweeper For The City Of Arkansas City, KS:

Total Price: \$255,000.00

*This Quote Includes Delivery & Training of Equipment

*Price good for 30 days

ALL APPLICABLE SALES TAX AND FEES ARE NOT INCLUDED IN THE QUOTE

Purchase Order Number: _____

Customer Representative (Print): _____

Customer Representative Signature: _____

Red Equipment, LLC Representative (Print): _____

Red Equipment, LLC Representative Signature: _____



CrewPlex
RC-MOWERS



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Municipal & Industrial Equipment Co



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RAVO
PAYAT GROUP



City Commission Agenda Item

Meeting Date: March 1, 2022
From: Randy Frazer, City Manager
Item: City Manager Updates

Purpose: City Manager's Report on Upcoming Activities

Background:

1. The **statewide tornado drill** will be held at **10 a.m. Tuesday, March 8** as part of **Severe Weather Awareness Week**. Following this test, future outdoor warning siren tests will be at **noon on Tuesdays**.
2. The next **RISE Cowley** quarterly coalition meeting will be at **10 a.m. Tuesday, March 8** at Four County Mental Health, located at 22214 D St. in Strother Field. (This meeting also is available via [Zoom](#).)
3. The next monthly **Cowley County Legislative Committee** meeting will be at **noon Tuesday, March 8** at the Winfield Area Chamber of Commerce office, located at 123 E. Ninth Ave. in downtown Winfield.
4. **Police Chief Eric Burr** will be the featured presenter at the Arkansas City Area Chamber of Commerce's "**Lunch Bites: State of Public Safety**" luncheon from **noon to 1 p.m. Wednesday, March 9** in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave. There is a small fee to attend, with lunch included. Please let me or Lesley Shook know if you are interested in attending!
5. The next **City Commission** study session will be at **noon Friday, March 11** in my office here at City Hall.
6. The City Commission will convene as the **Land Bank Board of Trustees** at **5 p.m. Tuesday, March 15** in the commission room at City Hall, prior to its next regular meeting at **5:30 p.m. Tuesday, March 15**.
7. The annual **Arkansas City Area Chamber of Commerce banquet** has been rescheduled for **5 to 10 p.m. Saturday, March 19** at the historic Burford Theatre, located at 118 S. Summit St. in downtown Arkansas City. The City likely will reserve a table, so please let me or Lesley Shook know if you want to attend!

Approved for Agenda by:

Randy Frazer, City Manager



*Arkansas City Area
Chamber of Commerce*

ANNUAL BANQUET

Masquerade Ball

SATURDAY, MARCH 19TH, 2022

HAPPY HOUR. DINNER. LIBATIONS.
ENTERTAINMENT. BUSINESS AWARDS.
SILENT AUCTION.

TAKING RESERVATIONS NOW



City Commission Agenda Item

Meeting Date: March 1, 2022
From: Andrew Lawson, Public Information Officer
Item: City Advisory Board Reports

Purpose: City Advisory Board Reports

Background:

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

Commission Options:

1. No action needed.

Attachments:

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

- **December 16, 2021** — Northwest Community Center Advisory Board
- **January 13, 2022** — Visit Ark City Board of Trustees
- **January 13, 2022** — Equal Opportunity and Accessibility Advisory Board
- **January 20, 2022** — Arkansas City Recreation Commission
- **February 3, 2022** — 2022 Tacolalah Executive Committee

Approved for Agenda by:

Randy Frazer, City Manager

NORTHWEST COMMUNITY CENTER ADVISORY BOARD MINUTES FOR DECEMBER 16TH, 2021.

BOARD MEMBERS PRESENT: JACKIE BARNETT, FELIPE ESCALANTE AND GARY HALE. CINDY BENNETT, DIRECTOR, ALSO WAS IN ATTENDANCE. ANDREW LAWSON ALSO WAS A GUEST.

AFFTER READING THE MINUTES, THEY WERE ACCEPTED AS WRITTEN BY GARY HALE, WITH JACKIE BARNETT SECONDDING.

CINDY REPORTED:

- 1. EVERYONE KNOWS OF RUBEN GARCIA’S PASSING. A PLANT WAS SENT WITH OUR CONDOLENCES. WE RECEIVED A “THANK YOU” NOTE FROM HIS SISTER, TERESA KRUSOR.**
- 2. THE NORTHWEST COMMUNITY CENTER AND THE HOGAN WERE BOOKED UP THROUGH THE MONTH OF DECEMBER.**
- 3. A DINNER WAS HELD HERE IN NOVEMBER, HOSTED BY VISIT ARK CITY. THEY WERE HONORING THE WORKERS OF ARK CITY FOR ALL THE WORK THEY DO, ESPECIALLY DURING ARKALALAH. JILL HUNTER AND PAM CRAIN ASKED FOR A TABLE COUNT THAT MIGHT BE NEEDED HERE AT NWCC. THEY WOULD LIKE TO DONATE TO PUCHASING NEW TABLES FOR THE CENTER. OUR TABLES HAVE BEEN USED QUITE A BIT, AND ARE BEGINNING TO SHOW WEAR AND DAMAGE TO CORNERS.**

CINDY WILL:

- 1. CONTACT VISIT ARK CITY AND LET JILL HUNTER KNOW WHAT IS NEEDED TO REPLACE THE DAMAGED TABLES.**

ANDREW LAWSON PRESENTED RESOLUTION NO. 665, concerning the composition of the Northwest Community Center (NWCC) Advisory Board. There were two vacancies because of Tyler Henderson’s resignation and the death of Ruben Garcia, so this is a

recommendation of downsizing to three board members, which we would then only need a quorum of two to complete needed business.

The City Commission can always restore the NWCC Board to its original five-member status by simply repealing the resolution, putting Resolution No. 665 back into legal effect.

After consulting with Cindy Bennett, director, and the current three board members, staff and mayor, all are comfortable recommending passage of this resolution to address the quorum issue for the short term.

THE BOARD:

- 1. GARY HALE MADE A MOTION TO ADJOURN, WITH FELIPE ESCALANTE SECONDING.**

NEXT MEETING IS THURSDAY, FEBRUARY 17TH, 2022 AT 4 P.M.

Visit Ark City Board of Trustees

1/13/2022

Section VIII, Item 1.

The Visit Ark City Board of Trustees met in virtual session at noon Thursday, **January 13, 2022**. Those present were Shawn Silliman, Kanyon Gingham, Liz Shepard, Shannon Martin, Arty Hicks, Charles Tweedy and Jill Hunter - VAC Director. Absent: Carlla Pike and Jynda Murray.

Arty Hicks called the meeting to order.

Minutes from December 9 Meeting

Minutes of the previous meeting were reviewed. Liz Shepard moved to accept the minutes. It was seconded by Shawn Silliman. A unanimous voice vote declared the minutes accepted.

Treasurer's Report

Jill Hunter presented the December financials and monthly expenses. Current balance in the checking account is \$541.08. Expenses included \$13,139.97 for payroll; \$1,006.90 for 150th Anniversary Celebration; and \$2,393.23 for VAC visitor gift bags. Income from transient guest taxes is expected in January. Liz Shepard moved to accept the report as presented. Shawn Silliman seconded, and a unanimous voice vote declared the motion approved.

New Business

VAC Domain Renewals

Jill Hunter reported that payment for the three VAC website domain names is due in March. The board agreed to renew the three domain names for 9 years, at a cost of \$494.91.

Cole Camp and Warsaw (MO) Visit

Jill Hunter reported that eight participants toured the downtown businesses of two towns to learn how to help revitalize the Ark City downtown businesses. The visit was enlightening, and Jill has new ideas that can be incorporated in Ark City.

Way to Represent Award

Jill Hunter reported Meg Smith was given the Way to Represent Award in January.

Cowley Markets

Jill Hunter reported the outdoor markets will occur on April 16, May 7 and November 19.

Boutique Crawl

Jill Hunter reported one of the ideas from the Cole Camp and Warsaw, MO, visit — a Boutique Crawl — will be implemented in the spring.

Burford Bison Film Festival at the Burford

Jill Hunter reported VAC will support this event by supplying visitor gift bags.

Destination Statehouse

Jill Hunter will attend this event on February 9.

Celebrate Agriculture Day

Shannon Martin explained this event is presented by the Farm Bureau and NRCS. The event will take place at the Winfield Fairgrounds on May 21, 2022. Attendance is expected to be between 300 and 500. It is a countywide event and there is a possibility of it being held in Ark City next year. Liz Shepard moved that VAC sponsor the “Celebrate Agriculture Day” in the amount of \$100 and a booth for VAC. Kanyon Gingher seconded, and a unanimous voice vote declared the motion approved.

Liz Shepard made a motion to adjourn, which was seconded and approved.

The next regular meeting is scheduled for noon on February 10, 2022.

A regular meeting was held **Thursday, January 13, 2022**, via GoToMeeting due to a pandemic. Meeting called to order at **4:05 p.m.**

I. Roll Call:

Board Members

Bob Baker
JoAnn Bierle
James Fry
Anita Judd-Jenkins
Tammy Lanman-Henderson
Frances "Rags" Smith

Staff Liaisons

Mike Bellis
Randy Frazer
Andrew Lawson
Marla McFarland
Larry Schwartz
Josh White

II. Consent Agenda:

JoAnn made a motion to approve the consent agenda, consisting of the minutes of the **November 18, 2021**, regular meeting as written and the calendar of regular Board meetings for **2022**. Rags seconded the motion, which was approved **5-0** on a voice vote. Meetings will be **Feb. 10, March 10, April 14, May 12, June 9, July 14, Aug. 11, Sept. 8, Oct. 13, Nov. 10 and Dec. 8.**

III. Committee Updates:

The next regular 2022 Tacolalah Executive Committee meeting is at **noon January 20** at the Water Treatment Facility.

IV. Old Business:

Andrew said all the City's current **Title VI** documents, which are also available online, were included in the packet for review. Andrew showed the Board an online web form Josh developed with which people can report **sidewalk problems** or needs. This looks like more of a springtime effort at this point, but Andrew encouraged Board members to start planning for it now. He also shared the City's **sidewalk repair specifications** with the Board to share with residents who want to make repairs. Carina talked to the Board again about her ideas for **heritage recognition events** in 2022. No progress has been made on this since the July conversation due to confusion about who is responsible for what. After extended discussion, it was decided to start publishing recognitions using various media in **2022** and plan for more detailed, committee-run events starting in **2023**. Andrew and several Board members expressed concern about the ability to generate interest in many new committees, given how hard it has been to find Board members in general. He thinks it will take more time than anticipated to find volunteers. Rags said she wants to try to highlight local individuals and not just national ones during these heritage recognition events.

V. New Business:

Andrew said he would like the Board to designate one or two members to serve as representative(s) to the **Cowley County Council on Aging**, to replace Mike Crandall and Larry Gilmore. **Rags** was nominated but not yet ready to commit to joining. He said Robin Henderson had planned to attend this meeting to discuss her **Juneteenth 2022** event, but was not able to do so.

VI. Reports:

Marla gave an overview of the EEO-4 report she filed recently. There has been minor progress since the 2019 EEO-4 report.

VII. Other Miscellaneous Items:

Andrew provided a brief ADA parking update to the Board and said Mike would have more information for them next month.

Rags made a motion to adjourn the meeting. Anita seconded the motion, which was approved **5-0** on a voice vote. The meeting was adjourned at **5:16 p.m.** The next meeting of the Equal Opportunity and Accessibility Advisory Board will be at **4 p.m. Feb. 10, 2022.**

Arkansas City Recreation Commission
MINUTES OF REGULAR MEETING

January 20, 2022 7:00am

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

Board Members Present: Mr. Dustin Quint
Mr. Dave Pontious
Mrs. Sandra Davis
Mr. Jason O’Toole

Board Members Absent: None

Staff Members Present: Mr. Landon West

Guests/Registrants Present: None

- 1) Call to Order: Approve the Agenda for Regular Meeting: Dave Pontious called the meeting to order at 7:00a.m. Jason O’Toole made a motion to approve the agenda as posted; seconded by Dustin Quint; motion passed.
- 2) Approve the Minutes of the Previous Meeting: Motion was made by Dustin Quint to approve the minutes of the December meeting, seconded by Sandra Davis; motion passed.
- 3) Public Comment: None
- 4) Financial Reports: Dustin Quint made a motion to approve the financial report. Sandra Davis seconded; Motion passed.
- 5) Proposals & Bids: ACRC is proposing to add one portable mound to the sports complex. This was discussed a year prior that we would purchase another for this year. This new mound continues to help with providing quality equipment for tournaments and league play. Landon also noted that he had a 10% discount code from Aaron Bucher attending the ABCA Conference. Sandra Davis made a motion to approve the purchase of the Baseball Complex Mound. Dustin Quint seconded; motion passed.

Blue Cross Blue Shield of Kansas Health Insurance Renewal. The renewal for ACRC employees includes premium increases of 2-4.5% dependent upon each full-time employee. BCBS provides ACRC a choice plan for everyone to select the option to best fit them. I propose that we continue with this selection option for the employees through BCBS. Sandra Davis motioned to approve the Blue Cross Blue Shield of Kansas Health Insurance Renewal. Dustin Quint seconded; motion passed.

- 6) Review Superintendent report: Landon’s report to the board included the following: The FAC is looking towards the summer and PPP season. Kuhn Mechanical has recently been hired by the City to complete another evaluation of the basin and lines which run water through filtration and pump. Daddy Daughter Dance is scheduled for March 5 and the theme is Alice in Wonderland. Feeding program has continued to grow and have been pushing out crazy large numbers. Last Monday over 400 people picked up meals which totals over 4000 combined lunches and snacks.

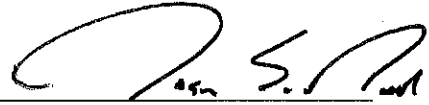
The PFC has been going well with machines working as expected. A hope to add a new machine called a Smith Machine is something the patrons could use. A smith machine is a squat rack but allows for self-spotting on a tract to prevent falling. We are currently pricing a few different options.

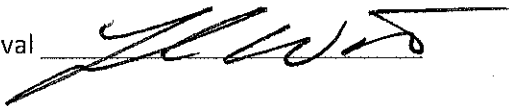
Sports are still rolling with boys basketball, wrestling, and planning for k-2 bulldog basketball with Kevin Washington. Kevin has been running a few campus for us and will be putting this on. He excels with fundamentals of basketball and we feel this will be a great camp for youth since we don’t run a league for this age. Scheduling out the next cornhole tournament in March and hoping for the competition to continue to grow

in numbers. We also have registrations open for adult volleyball. Transitioning to a new text alert system, TalkingPoints. It's the same communication system as the district uses and we hope to streamline all of these to simplify the use for families.

There have been no new updates on the Paris Park Pool or subcommittee that was established in the fall.

- 7) Adjournment: Dave Pontious made a motion to adjourn at 7:50am, seconded by Dustin Quint, motion passed. Meeting Adjourned.

Approval  2/17/22

Approval  2/17/22



2022 TACOLALAH COMMITTEE

VIRTUAL MEETING: 12:01 PM THURSDAY, FEB. 3, 2022 VIA GOTOMEETING

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

1. Approve minutes of the January 20, 2022, executive committee meeting.

Motion: **Candace Hendricks** Second: **Debbie Savala** Vote: **5-0**

2. OLD BUSINESS: Possible Arkalalah Executive Committee partnership opportunities

Andrew has not heard back from Arkalalah yet. They are supposed to meet in the next week or two.

3. OLD BUSINESS: V.J. Wilkins Foundation Late Application for 2022 Grant Funding

The Foundation has generously agreed to fund our event again this year at the **\$2,500** Presenting Sponsor level. The Committee members were very grateful for the Foundation’s continued support.

Candace said United Agency does not really want to be the Color Run Sponsor and would rather be a second \$2,500 level sponsor or drop down to a lower funding level. After discussion, the Committee directed Candace to ask if United would be interested in a \$2,500 Event Sponsorship.

4. OLD BUSINESS: Financial Items to Discuss for 2022

Andrew presented an updated draft budget for the 2022 festival. Debbie provided some updates for various entertainers and said she might be looking for a replacement Saturday evening band.

5. NEW BUSINESS: Advertising and Marketing Plan

The goal is to obtain more “free” radio and newspaper advertising through in-kind sponsorships.



6. Subcommittee Reports:

- **Arts and Crafts** — Nancy Holman, Paisley Howerton, Amy Lawson
 - No update
- **Beer and Margarita Garden** — Arkalalah Executive Committee? (*pending*)
 - No update
- **Color Run** — Candace Hendricks, Gage Musson, Landon West
 - Candace suggested possibly purchasing our own inflatable arch for future use
- **Cultural/Dancing/Entertainment/Music (CDEM)** — Bobie Baker, Debbie Savala
 - Debbie provided some updates for various entertainers and possible replacements
 - A final decision will be made on event DJ services at the **February 17** meeting
 - Gary suggested letting one handle the Color Run and the other all the stage events
- **Games and Activities** — Arkalalah Executive Committee? (*pending*)
 - No update
- **Merchandise** — Jill Hunter, Andrew Lawson, Visit Ark City Board of Trustees
 - Andrew and Jill discussed reaching out to various vendors and seeking more bids
 - The “fusion style” will let us use as many colors as we want, but is more expensive
- **Outdoor Market** — Kelly Dillner, Cowley Outdoor Markets
 - No update
- **Social Media Marketing and Web** — Andrew Lawson, Kayleigh Lawson, Liz Shepard
 - Committee requested to review banners early and get them in the park by **April**
- **Sponsorships** — Licia Baker, Mairi Baker, Candace Hendricks, Andrew Lawson
 - *1 \$2,500 Presenting Sponsor Secured:* V.J. Wilkins Foundation
 - *Remaining Sponsorship Targets:* too numerous to list here
- **Tokens and Arkalalah Float** — Charles Tweedy
 - No update
- **Vendors** — Kelly Dillner (Outdoor Market), Tammy Lanman-Henderson, Andrew Lawson
 - Tammy is reaching out to former vendors and providing them with the paperwork
- **Volunteers** — Gary Hale, Andrew Lawson
 - Gary is still pricing various options for changing tents for dancers and entertainers

Debbie left the meeting in progress at **12:29 p.m.** A quorum was maintained with **four** members.

7. Other Miscellaneous Items:

Andrew said the Creekstone Farms Pavilion construction project remains on schedule, pending weather.

8. Adjourned at 12:47 p.m. Motion: **Tammy Lanman-Henderson** Second: **Candace Hendricks** Vote: **4-0**

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