



# City of Arkansas City

## BEAUTIFICATION AND TREE ADVISORY BOARD MEETING AGENDA

Thursday, March 24, 2022 at 1:00 PM – Water Treatment Facility, 400 W. Madison Ave.

### I. Roll Call

#### Board Members

Robin Henderson   
Candace Hendricks   
Nancy Holman   
Paisley Howerton   
Harrison Taylor

#### Staff Liaisons

Mike Bellis   
Randy Frazer   
Evan Haney   
Connie Moore   
Terice Watts   
Josh White

### II. Consent Agenda (*Voice Vote*)

1. Approve minutes of the February 24, 2022, regular meeting.
2. Approve minutes of the March 10, 2022, special meeting.

### III. Old Business

1. **Adoption Update:** *Lovie Watson Park* (ACPL StoryWalk)
2. **Adoption Update:** *Wilson Park* (Docking Garden)
3. Continue discussing future of Beautification and Tree Advisory Board.
  - a. Designate new Secretary for 2022.
4. Continue discussing beautification of City entrances.
5. Continue discussing prioritization of improvements and changes to existing park inventory.
6. Continue discussing possible location for a new dog park.
7. Discuss Spring Cleanup Day plans.
8. Review amended Tacolalah Festival bylaws.

### IV. New Business

1. Consider approving a recommendation that the City Commission renew an adoption contract for two years with the Walnut Valley Disc Golf Association (WVDGA) Knebler Pond/Prairie Passage Recreation Area, located at 28674 71<sup>st</sup> Road in Arkansas City.
2. **Update:** Discuss next steps for downtown visioning study and Main Street process (March 31 event)

### V. Other Miscellaneous Items

1. Next 2022 Tacolalah Executive Committee meeting will be at **noon April 7** at 400 W. Madison Ave.

### VI. Adjourn

**NEXT MEETING: 1:00 PM Thursday, April 28, 2022** at the Water Treatment Facility, 400 W. Madison Ave.

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

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

**I. Roll Call:**

**Board Members**

- Robin Henderson (via GoToMeeting)
- Candace Hendricks
- Nancy Holman
- Paisley Howerton (via GoToMeeting)
- Harrison Taylor

**Staff Liaisons**

- Mike Bellis
- Randy Frazer
- Evan Haney (via GoToMeeting)
- Andrew Lawson
- Connie Moore
- Josh White (via GoToMeeting)

**II. Consent Agenda:**

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

**III. Old Business:**

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

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

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

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

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

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

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

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

**IV. New Business:**

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

**V. Other Miscellaneous Items:**

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

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

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

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

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

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

**I. Roll Call:**

**Board Members**

- Robin Henderson
- Candace Hendricks
- Nancy Holman
- Paisley Howerton
- Harrison Taylor

**Staff Liaisons**

- Mike Bellis
- Randy Frazer
- Evan Haney
- Andrew Lawson
- Connie Moore
- Josh White

**II. Business:**

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

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

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

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

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

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

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

**III. Other Miscellaneous Items:**

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

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

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



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

For Office Use Only:

Adoption # _____	Section III, Item 1.
Adoption Year _____	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>

**APPLICATION FOR PUBLIC LAND ADOPTION**

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

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

Applicant Name: Mendy Pfannenstiel

Applicant Address: 120 E 5th Avenue, Arkansas City, KS 67005  
City State Zip

Telephone Number(s): (620) 442-1280

Email Address: arkcitypl@acpl.org

Non-Profit Affiliation: \_\_\_\_\_  
Organization Name Address Contact Name Phone Number

Government For-Profit Affiliation: Arkansas City Public Library 120 E 5th Ave, Arkansas City, KS 67005, 442-1280  
Organization Name Address Contact Name Phone Number

Public Land Desired to Adopt: Lovie-Watson Park

Basic Outline of Activities Proposed as Part of Adoption (Note: **Written proposal also required**): Install a StoryWalk similar to Poplar Walking Trail's around the perimeter of Lovie-Watson.

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

**Copies of the following items must accompany this application:**

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

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

Signature of Applicant

Date

# Lovie-Watson StoryWalk Proposal

**Date:** 02/02/2022

**Organizations requesting:** Arkansas City Public Library & LoveNJoy Girls Club

**Contact names:** Mendy Pfannenstiel (ACPL) & Robin Henderson (LoveNJoy Girls Club)

**Contact email:** [mendy@acpl.org](mailto:mendy@acpl.org) (ACPL); [rmhenderson01@gmail.com](mailto:rmhenderson01@gmail.com) (LoveNJoy Girls Club)

**Contact phone:** (620) 442-1280 (ACPL)

## **Proposed Project:**

Arkansas City Public Library, in partnership with LoveNJoy Girls Club, is seeking to install displays and books for a StoryWalk at Lovie-Watson Park. A StoryWalk is an outdoor reading experience where a children’s book is deconstructed and the pages of the book are laminated and placed in a permanent display along a walking trail. It would consist of 25 steel posts with an 18” x 24” Plexiglass display panel. Books would be featured monthly.

Arkansas City Public Library, in partnership with the USD 470 Early Literacy Initiative, installed Ark City’s first StoryWalk at the Poplar Walking Trail in January 2021. It has been a successful project, and we are hoping to install another in town at a local park that might better accommodate families and be more accessible.

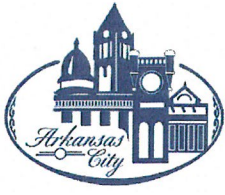
StoryWalks are popular community projects that promote healthy living through exercise as well as literacy. Not only are there physical health benefits to walking, but there are mental health benefits to being outside, as well. Reading aloud 20 minutes a day to babies, toddlers and preschoolers exposes them to millions of words each year and helps build strong literacy and language skills. Early literacy skills develop most effectively in real-life settings through positive interactions with literacy materials and other people. Too many children – especially those from low-income families – often aren’t exposed to consistent interactions that foster language development. Participating in a StoryWalk with a parent or caregiver gives children the opportunity to learn new words, describe things and events, enjoy and tell stories, learn how to follow a sequence and hear and play with sounds and letters in words.

## **Costs & Funding:**

The cost of the displays (purchased from Cardinal Signs in Winfield) is \$4,620. We have already secured a \$2,500 grant from Power of the Purse and hope to secure another grant for \$1,000. The remaining balance will be paid for by ACPL. Our hope is that the Parks & Facilities department will consider physically installing the displays; however, Cardinal Signs could do this work if needed.

## **Maintenance:**

ACPL & LoveNJoy Girls Club will maintain the displays.



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

For Office Use Only:

Adoption # _____	Section III, Item 2.
Adoption Year <u>2022</u>	
New <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>

**APPLICATION FOR PUBLIC LAND ADOPTION**

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

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

Applicant Name: Friends of Wilson Park

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

Telephone Number(s): (620) 442-0230 | (620) 441-4065

Email Address: ceo@arkcitychamber.org | kayleigh.d.lawson@gmail.com

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

For-Profit Affiliation: _____	_____	_____	_____
<small>Organization Name</small>	<small>Address</small>	<small>Contact Name</small>	<small>Phone Number</small>

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

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

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

**Copies of the following items must accompany this application:**

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

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

Paisley Howerton 12/21/21  
 Signature of Applicant Date

Dear Members of the City Commission of Arkansas City,

The non-functional fountain that resides in the Docking Garden is a centerpiece of Wilson Park.

Unfortunately, it's now filled with sterilized dirt (and possibly sand) and has become something of an eyesore in this beautiful section of our city's most popular park.

We, the Friends of Wilson Park, would like to turn it into a pollinator garden, which would make it more visually appealing while also helping these vital insects to thrive.

If this adoption proposal is approved, we would plant a wide variety of pollinator-friendly plants that will provide pollen to various species of insects throughout the year.

After discussion with the Parks and Facilities Division of the Public Services Department, City staff has agreed to provide non-sterilized replacement soil and access to water.

In return, we will provide the plants, install them and regularly maintain the beds (including watering, weeding, etc.) with volunteer labor. We also propose to use the existing Friends of Wilson Park Facebook page to help the City to raise pollinator awareness as part of its pledge.

We've already had one business express interest in helping to provide plants for this project, which shows there is community support for this endeavor.

Thank you very much for your time and consideration,

**The Friends of Wilson Park:**

Robin Henderson, Nancy Holman, Paisley Howerton, Anita Judd-Jenkins, Tammy Lanman-Henderson, Kayleigh Lawson, Rags Smith

**Plants by Season and Pollinator**

**Winter**

**Heather** (Attracts bees and other insects)

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

**Spring**

**Columbine** (Attracts multiple families of bees; blooms through the summer)

**Lavender** (Attracts bees and butterflies; blooms from the spring through the summer)

**Mexican Heather** (Attracts bees and butterflies; this blooms from the spring to the fall and, depending on the weather, can bloom through the winter as well)

**Summer**

**Anise Hyssop** (Attracts bees, butterflies and hummingbirds)

**Bee Balm** (Attracts bees and butterflies)

**Bellflower** (Attracts bees, butterflies and hummingbirds)

**Betony** (Attracts bees and butterflies)

**Black-eyed Susan** (Attracts bees, butterflies and hummingbirds)

**Echinacea** (Attracts multiple families of bees; blooms through the summer)

**Garden Speedwell** (Attracts bees and butterflies)

**Stokes Aster** (Attracts bees and butterflies)

**Yarrow** (Attracts bees, butterflies and other insects)

**Fall**

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

**Sweet Asylum** (Attracts bees, butterflies and hummingbirds; blooms summer to fall)

# Pollinator Bed



## Potential Plants

Anise Hyssop

*Multiple Families of Bees*

Bee Balm

*Bees & Butterflies*



Garden Speedwell

*Bees & Butterflies*

Mexican Heather

*Bees & Butterflies*

Bellflower

*Bees, Butterflies & Hummingbirds*

Lavender

Betony

*Multiple Families of Bees & Butterflies*

*Bees & Butterflies*

Sea Holly

Black-eyed Susan *Bees, Butterflies & Hummingbirds*

*Bees, Butterflies & Hummingbirds*

Stokes Aster

*Bees & Butterflies*

Columbine

*Multiple Families of Bees*



Sweet Alyssum

*Bees, Butterflies & Hummingbirds*

Echinacea

*Multiple Families of Bees & Butterflies*

Yarrow

*Bees, Butterflies & other Insects*





		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030+
189.81	McFarland Pond	U.S. 77 Bypass										Develop?
166.53	Knebler Pond	28674 71st Road	Disc Golf									ADA
102.24	Hike-Bike Trail	102 N. Eighth St.		Phase 2				Phase 3?				Phase 4?
	Central Trail	Sixth Street			Phase 1A	Phase 1B		Phase 2		Phase 3		Phase 4?
83.63	Veterans Memorial Lake	803 W. Taylor Ave.		ADA		Playground						
37.52	Poplar Walking Trail	925 E. Poplar Ave.									ADA	Restrooms?
19.60	Chestnut Park	1401 W. Chestnut Ave.			ADA?							
15.04	Newman Park	111 W. Lincoln Ave.			Campers							
13.16	Walnut Park	1100 E. Madison Ave.		ADA				Playground				
7.90	Wilson Park	701 N. Summit St.	Train	Phase 1 (Pavilion)	Phase 2	Phase 3		Phase 4		Phase 5		Phase 6?
7.87	Sleeth Ball Park	1501 South M St.										
4.77	Mills Park	614 Highland Drive										
4.67	Carver Park	100 N. Eighth St.					Rec?					
3.30	Paris Park	210 S. Sixth St.		Fitness	ADA		Playground					
3.10	Cherokee Park	31333 61st Lane										
2.40	Ranney Park	300 E. Poplar Ave.					ADA		Playground			
1.71	Pershing Park	1100 N. Second St.			Restrooms	ADA						
1.70	Robert Cox Memorial Park	1201 N. Fifth St.	Disc Golf					ADA		Playground		
0.98	Lovie Watson Park	614 W. Birch Ave.			Restrooms				ADA		Playground	
0.94	Skate Park	600 W. Fifth Ave.										
0.91	Winton Park	1200 South G St.								ADA		Playground
0.46	Catalpa Park	1824 N. 11th St.										
0.23	Ben Givens Center City Park	101 N. Summit St.										

Sanitation shifts to 4-day schedule Jan. 17-21 due to MLK Jr. Day



# CITY OF ARKANSAS CITY Kansas

Search



## Create Page

- Customize Your Page
- Select a Page Type
- Advanced Features

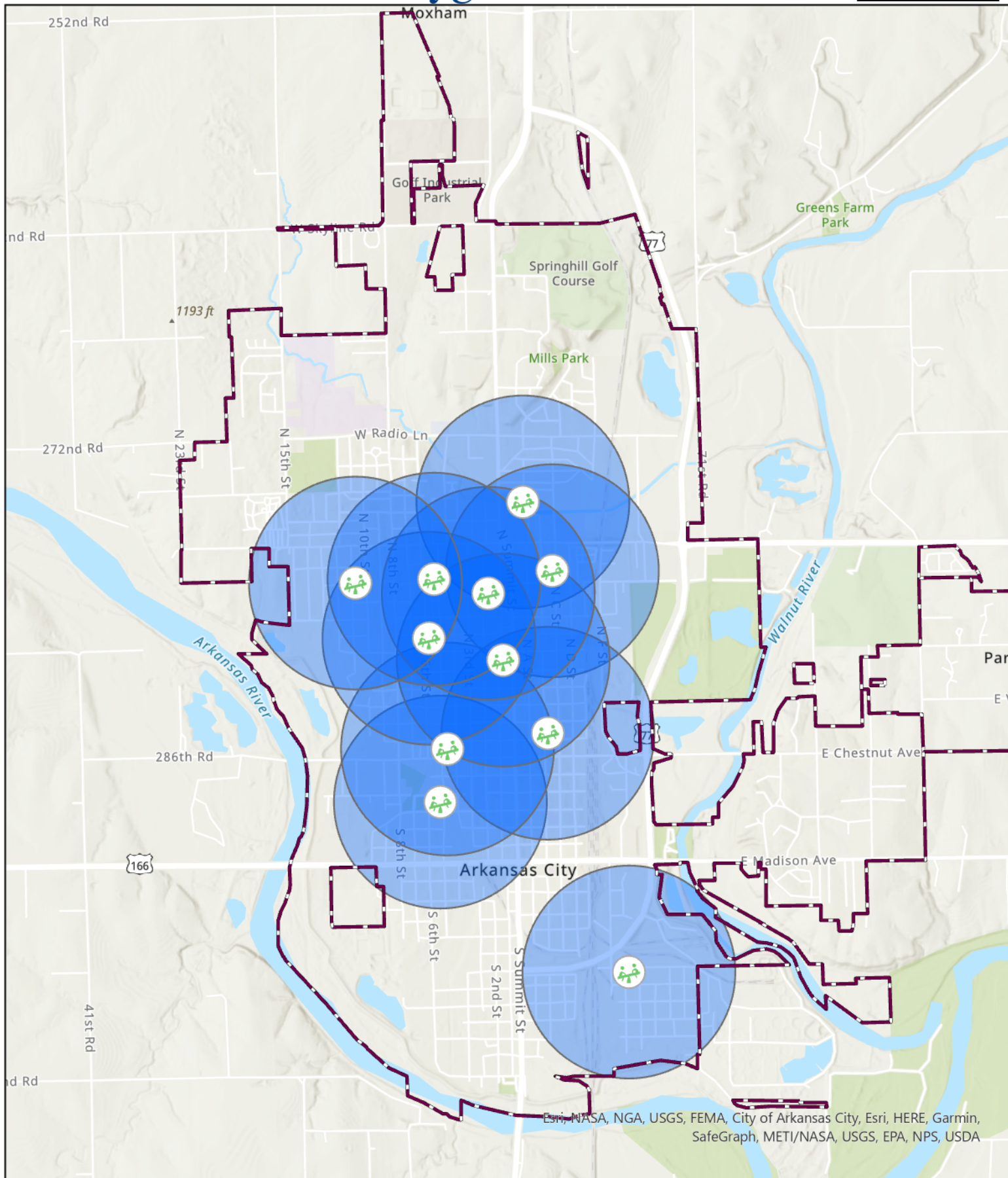
<b>Title and Body *</b>	<input type="checkbox"/> This is a park page
<b>Files</b>	<b>Park Amenities</b>
<b>Images</b>	<input type="checkbox"/> Baseball Diamond
<b>Parks</b>	<input type="checkbox"/> Basketball Court
<b>Menu settings</b> Not in menu	<input type="checkbox"/> Boat Ramp
<b>Publishing options</b> Published	<input type="checkbox"/> Camping
	<input type="checkbox"/> Disc Golf
	<input type="checkbox"/> Fishing
	<input type="checkbox"/> Football/ Soccer
	<input type="checkbox"/> Horse Shoes
	<input type="checkbox"/> Pickle Ball
	<input type="checkbox"/> Picnic Tables
	<input type="checkbox"/> Play Ground
	<input type="checkbox"/> Racketball Court
	<input type="checkbox"/> Rental Facility

- Rest Rooms
- Shelter
- Sidewalk
- Soft Ball
- Splash Pad
- Swimming
- Tennis
- Turf
- Walking Trail

Save

[Home](#) [Contact Us](#) [Logout](#) [Accessibility](#) [Dashboard](#)  
118 W. Central Ave., Arkansas City, KS 67005 | (620) 441-4400  
[Select Language](#)

# Playgrounds



Esri, NASA, NGA, USGS, FEMA, City of Arkansas City, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA

Produced by the City of Arkansas City GIS using the best available data to date. The City makes no warranty or representation, expressed or implied, with respect to the data displayed. January 24, 2022



-  Playgrounds
-  Playgrounds 1/2 mile Ring

JOIN US FOR...

Section III, Item 7.

# SPRING CLEANUP DAY!



**Help Clean Up Chestnut Avenue Underpass  
8 A.M. to Noon  
Saturday, April 23, 2022**

We're looking for volunteers to help clean up the Chestnut Avenue underpass. Chestnut will be blocked at its intersections with D and F Street for safety. Volunteers should park in the grassy area southwest of the intersection of Chestnut Avenue and F Street.

It's recommended that participants bring a flashlight and gloves. Have questions? Contact Neighborhood Services at (620) 441-4420.



## **Tacolalah Festival Bylaws**

### **Mission Statement**

The mission of the **Tacolalah Festival** is to help to preserve and further the good name of the City of Arkansas City, Kansas, by fostering and promoting amicable relations among individual citizens and various groups. This will be accomplished by enlisting the resources of individuals and groups toward the improvement of intergroup relations through the means of entertainment, food, games and music.

### **ARTICLE I**

#### **Name and Purpose**

##### **Section 1**

The name of this event shall be the **Tacolalah Festival**.

##### **Section 2**

The purpose of this event is to expose Arkansas City residents to different cultures, food and ways of life. It also shall function as a method of community integration and outreach to the Hispanic and Latino community in Arkansas City, Kansas, although all ethnic groups are equally welcome to participate in it.

##### **Section 3**

This event shall be held annually on the **first Saturday in May**, unless some unforeseen cause creates a need to reschedule the event until a later date, upon a majority vote of the Executive Committee.

##### **Section 4**

Unless otherwise unavailable, this event shall be held in **Wilson Park**, located at 701 N. Summit St. in Arkansas City, Kansas.



**ARTICLE II**  
**Composition**

**Section 1**

The Tacolah Festival is an independent event supported by the City of Arkansas City, Visit Ark City and the V.J. Wilkins Foundation.

**Section 2**

City advisory boards that shall retain a supporting stake in the ongoing Tacolah mission are the:

1. Beautification and Tree Advisory Board
2. Equal Opportunity and Accessibility Advisory Board
3. Visit Ark City Board of Trustees

**Section 3**

Tacolah is a volunteer-run event. However, owing to its unique status as an event supported by many City boards, it is understood that some City property, labor and equipment will be required to allow for the event to proceed each year. Tacolah will attempt to minimize the costs of such and, when financially feasible, may reimburse the City for certain expenses as agreed upon prior.

**Section 4**

As the Tacolah Festival grows, it is anticipated that additional community businesses, clubs, groups and nonprofit organizations may wish to become part of the Tacolah family. Each shall have appropriate input into the governance of the event as deemed acceptable by the Executive Committee, but final decision-making power shall rest with the Executive Committee.

**ARTICLE III**  
**Executive Committee**

**Section 1**

The Tacolah Festival shall be organized and governed by an Executive Committee, which shall comprise seven (7) members, representing organizations with a stake in this event's ongoing success.

**Section 2**

The Executive Committee's responsibilities include, but are not limited to:



1. Identification of Tacolalah Festival needs and growth opportunities;
2. Development of Tacolalah Festival goals and measurement of outcomes;
3. Establishing Tacolalah Festival policies and procedures;
4. Encouraging, tracking, and publicizing the recruitment of vendors and volunteers;
5. Serving as a link to other agencies, boards, committees or organizations;
6. Administration of the Tacolalah Festival’s fiscal responsibilities and obligations.

**Section 3**

The Executive Committee shall consist of the following voting representatives:

1. One (1) member representing the interests of Wilson Park, preferably a member of the **Arkansas City Beautification and Tree Advisory Board** or the **Friends of Wilson Park**;
2. One (1) member of the **Arkansas City Equal Opportunity and Accessibility Advisory Board**;
3. One (1) representative of **Visit Ark City**;
4. One (1) representative of the **Cowley Outdoor Market**; and
5. Three (3) at-large representatives, selected by the other four (4) members on an annual basis.

**Section 4**

Members of the Executive Committee shall commence their terms in **July**. Members shall be appointed by a majority vote of the originating entity or board. These votes should be held no later than during the **June** meetings of these entities or boards. Voting results should be reported immediately to the Secretary to allow sufficient time for contact list updates.

**Section 5**

*Ad hoc* committee members may be appointed as necessary, but shall have no voting privileges.

**Section 6**

The Executive Committee shall meet at least once per month and may meet more often as needed. Meetings may be canceled by the Chairperson or upon a majority vote of the entire Executive Committee. Four (4) members, including a presiding officer, shall constitute a quorum of the Executive Committee. Members may attend meetings and vote electronically or virtually, if necessary.

**Section 7**

The Executive Committee shall be exempt from the provisions of the Kansas Open Meetings Act.





**ARTICLE IV**  
**Officers**

**Section 1**

Officers of the Executive Committee shall include:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer

**Section 2**

Officers of the Executive Committee shall be elected and/or appointed at the first meeting in **July**. Terms shall be one year and no officer may serve for more than two consecutive years in said office, with the exception of the Treasurer. This limit may be waived at the discretion of the Executive Committee with a majority vote. Officer vacancies that occur shall be filled from the Executive Committee membership.

**Section 3**

The duty of the **Chairperson** is to preside over all Executive Committee meetings and to facilitate all communications of the Tacolalah Festival. The Chairperson may appoint special committees, and shall be responsible for determining the time and location of all regular and special committee meetings.

**Section 4**

The duty of the **Vice Chairperson** is to preside over all Executive Committee meetings, in the absence of the Chairperson. Additional supervisory duties may be assigned by the Chairperson as needed.

**Section 5**

The duty of the **Secretary** is to record minutes at all Executive Committee meetings and ensure that copies of those minutes are distributed to all Executive Committee members in a timely manner. The maintenance of minutes from all Executive Committee meetings is the responsibility of the Secretary.

**Section 6**

The duty of the **Treasurer** is to provide accurate and complete information about the fiscal resources of the Tacolalah Festival to the Executive Committee. It is the responsibility of the Treasurer to work with the fiscal agent(s) of the Tacolalah Festival to ensure that all receipts and expenditures are promptly and correctly recorded in accordance with generally accepted accounting principles. The Treasurer shall work with the fiscal agent(s) to ensure all payments are made, and all incomes collected and deposited, in a timely manner. The Treasurer shall be responsible for ensuring all vendor payment distributions are



made accurately. The Treasurer also shall present financial reports at each regular Executive Committee meeting and maintain copies of all financial records for the Tacolalah Festival. These records shall be passed along to the new Treasurer (or, if one is not yet appointed, the Chairperson) upon leaving office.

**Section 7**

The **Director of Visit Ark City** and a representative of the **City of Arkansas City** shall serve as nonvoting *ex officio* members and advisors of the Executive Committee. The Director of Visit Ark City also shall serve as the **fiscal agent** of the Tacolalah Festival, unless otherwise replaced by a majority vote of the Executive Committee. (This term is not subject to normal term limits.)

**ARTICLE V**

**Adoption and Amendments**

**Section 1**

These bylaws shall become effective upon a majority vote of the original five (5) parent boards.

**Section 2**

Any amendment, alteration or revision of these bylaws shall occur only after a recommendation by the Executive Committee, upon a majority vote, to the Equal Opportunity and Accessibility Advisory Board and the Visit Ark City Board of Trustees for approval. Any such changes shall become effective upon a majority vote of the Equal Opportunity and Accessibility Advisory Board, the Tacolalah Executive Committee, and the Visit Ark City Board of Trustees.

**ARTICLE VI**

**Rules of Order**

**Section 1**

All questions of order shall be decided by the Chairperson (or Vice Chairperson, if the Chairperson is absent). The general guide for conduct of Executive Committee meetings shall be **Robert’s Rules of Order**.



Adoption of these bylaws occurred through a majority vote of these qualified voting board members:

*Robin Henderson*

**Robin Henderson**, Chairwoman  
*Beautification and Tree Advisory Board*

Date: *3/10/22*

*Charles Tweedy*

**Charles Tweedy**, Chairman  
*Community Spirit Award Committee*

Date: *3-16-2022*

*Tammy Lanman-Henderson*

**Tammy Lanman-Henderson**, Chairwoman  
*Equal Opportunity and Accessibility Advisory Board*

Date: *3/10/22*

*Gary Hale*

**Gary Hale**, Chairman  
*Northwest Community Center Advisory Board*

Date: *3-17-2022*

*Arty Hicks*

**Arty Hicks**, Chairman  
*Visit Ark City Board of Trustees*

Date: *3/10/22*

*Kelly Dillner*

**Kelly Dillner**, Director  
*Cowley Outdoor Market*

Date: *3/21/2022*

ATTEST:

*Jill Hunter*

**Jill Hunter**, Director  
*Visit Ark City  
Convention and Visitors Bureau*

Date: *3/22-2022*

*Andrew Lawson*

**Andrew Lawson**, Public Information Officer/  
Special Projects Coordinator  
*City of Arkansas City, Kansas*

Date: *3-22-2022*

These bylaws became effective July 1, 2022, upon ratification by qualified voting board members.



# City Commission Agenda Item

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

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

**Background:**

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

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

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

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

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

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

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

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

**Commission Options:**

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

**Fiscal Impact:**

Amount: Minimal cost to City  
Fund: \_\_\_\_\_ Department: \_\_\_\_\_ Expense Code: \_\_\_\_\_  
X Included in Budget \_\_\_\_\_ Grant \_\_\_\_\_ Bonds \_\_\_\_\_ Other (explain): \_\_\_\_\_

**Approved for Agenda by:**

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

Randy Frazer, City Manager

*Section IV, Item 2.*

