

## **City of Arkansas City**

#### **CITY COMMISSION MEETING AGENDA**

#### Tuesday, April 06, 2021 at 5:30 PM - 118 W Central Ave, Arkansas City, KS

#### Please join our meeting for your computer, tablet or smartphone <u>https://global.gotomeeting.com/join/503655221</u> You can also dial in using your phone: United States: +1 (872) 240-3412 Access Code: 503 655 221

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#### 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 April 6, 2021, as Mayor's Monarch Pledge Day and April 5-9, 2021, as National Wildlife 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, especially during a state of emergency. For hybrid or virtual meetings, the normal citizen comment process will be modified. Citizens who wish to address the City Commission are encouraged to contact City staff prior to this meeting to be placed on the agenda, with the consent of the Mayor. During this meeting, citizens who log into the meeting from their computer, tablet or smartphone are welcome to ask questions using the text Chat feature. Any questions will be forwarded from City staff to the Mayor, who may choose to allow further comment.

The following rules <u>must</u> 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.

<u>1.</u> Approve the March 16, 2021, regular meeting minutes as written.

2. A Resolution relocating a public meeting of the Governing Body at noon Friday, April 16, 2021, from the City Manager's Office at City Hall, located at 118 W. Central Ave., to the conference room at the Water Treatment Facility, located at 400 W. Madison Ave., Arkansas City, Kansas.

#### VI. Old Business

#### VII. New Business

#### Ordinances for Consideration

- <u>1.</u> First reading of an Ordinance adopting the budgeted pay plan for 2021 and repealing Ordinance No. 2020-10-4519. *(Roll Call Vote)*
- 2. First Reading of an Ordinance authorizing the City of Arkansas City, Kansas, in conjunction with Kansas Unified School District 470, Cowley County Community College, Arkansas City Recreation Commission, and AC Tennis Association, to enter into an Interlocal Cooperation Agreement for the use and maintenance of tennis courts throughout Arkansas City. *(Roll Call Vote)*

#### **Resolutions for Consideration**

- 1. A Resolution authorizing and directing the Manager of Strother Field Airport Industrial Park, to execute Airport Improvement Plan grant documents and other instruments thereto on behalf of the City of Arkansas City, Kansas and the City of Winfield, Kansas as the participants in an interlocal agreement for the management and operation of the Strother Field Airport/Industrial Park, by the power vested in it by article 12, section 5, of the Constitution of the State of Kansas.
- 2. Consider a Resolution authorizing the City of Arkansas City to accept a proposal from Recreation Resource, Inc., of Overland Park, to purchase a Poligon multi-rib pavilion for the Arkansas City Farm and Art Market as part of the Wilson Park Phase 1 Upgrades Project, for an amount not to exceed \$169,470.00. (Voice Vote)

#### Other Items for Consideration

#### **VIII. Staff Report Presentations**

City Manager's Report on Upcoming Activities

- 1. Traffic Safety Committee meeting
  - 2. Rotary Club housing presentation
  - 3. RISE Cowley health coalition meeting
  - 4. Cowley County Legislative Committee forum
  - 5. City Commission budget retreat
  - 6. First-ever SCKMC Healing Hands Golf Tournament
  - 7. Cowley County Bridal Fair

#### IX. Executive Session

#### X. Communications and Reports

1. City Advisory Board Reports

#### XI. Adjournment



**WHEREAS,** the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans; and

**WHEREAS,** the monarch population has declined by approximately 90 percent since the 1990s and more than 90 percent of the grassland ecosystems along the monarch's migratory corridor have been lost; and

**WHEREAS,** cities, towns and counties have a critical role to play to help to save the monarch butterfly, and the City of Arkansas City wishes to play such a leadership role; and

**WHEREAS,** every citizen of Arkansas City can make a difference for the monarch butterfly by planting native milkweed and nectar plants to provide habitat for the monarch and pollinators in locations where people live, work, learn, play, and worship; and

**WHEREAS,** on behalf of the people of Arkansas City, I am honored to be the second Mayor to lead the way by re-signing the National Wildlife Federation's Mayor's Monarch Pledge and I encourage other city officials across our great nation to take a stand with me so the monarch butterfly once again will flourish across the North American continent.

NOW, THEREFORE, I, Scott Rogers, Mayor of the City of Arkansas City, Kansas, do hereby proclaim Tuesday, April 6, 2021, as

#### MAYOR'S MONARCH PLEDGE DAY

in the City of Arkansas City, Kansas, and encourage all citizens to support efforts to help to restore milkweed and other summer breeding habitat for the monarch butterfly in the Arkansas City area, so that these magnificent butterflies once again will flourish across the North American continent.

I FURTHER call upon all citizens of Arkansas City to observe April 5-9, 2021, as

#### NATIONAL WILDLIFE WEEK

in the City of Arkansas City, Kansas, and encourage all citizens and government agencies to consider implementing conservation efforts that will protect and improve the environment for the future well-being of our children and the wildlife we treasure.

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

Name/Title: Scott Rogers, Mayor Date: April 6, 2021



<u>Meeting Date</u> 4/6/2021 Department/Division City Manager <u>Staff Contact</u> Andrew Lawson

<u>Title:</u>

Consent Agenda Item: Approve the March 16, 2021, regular meeting minutes as written.

**Description:** 

Please see attached document.

**Commission Options:** 

1. Approve with the consent agenda.

2. Remove item from consent agenda for further consideration.

Approved for Agenda by:

Randy Frazer, City Manager

## **City Commission Agenda Item**



Meeting Date: 4/6/2021

From:

Item:

Andrew Lawson

Approve the March 16, 2021, regular meeting minutes as written.

#### Purpose:

Please see attached document.

#### Background:

#### Commission Options:

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

#### Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

The Arkansas City Board of City Commissioners met in regular session at **5:30 p.m. Tuesday, March 16, 2021**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Ark City.

Mayor **Scott Rogers** called the meeting to order. Commissioners also present at roll call were Commissioners **Kanyon Gingher**, **Duane L. Oestmann**, **Jay Warren** and **Karen Welch**.

City employees present at the meeting were City Manager **Randy Frazer**, City Attorney **Larry Schwartz**, City Clerk **Lesley Shook**, Public Information Officer **Andrew Lawson** and Management Assistant **Mike Crandall**. Arkansas City Police Department personnel in attendance were Interim Police Chief **Eric Burr**, Capt. **Jim Holloway**, Lt. **Jason Legleiter**, Sgt. **Nelson Douglas**, Sgt. **Chase Hobart**, Sgt. **Travis Stroud**, Master Police Officers **Kelsey Horinek** and **Ivan Velazquez**, Police Officer **Madeline Pegorsch** and **Spencer Warren**, and Administrative Assistant **Jeni McGee**.

Beautification and Tree Advisory Board members observing via GoToMeeting were chairwoman **Robin Henderson** and vice chair **Paisley Howerton**. Ranson Financial Consultants was represented by **Rose Mary Saunders** and **Crystal Minnen**.

Citizens in attendance or observing via GoToMeeting were **Charlie Cravens**, **James Fry**, **Arty Hicks**, **Vance Hill**, **Krysta Hobart**, **Kevin Horinek**, **Kevin Lamdin**, **Gareth McGee**, **Darren Mora**, **Robert Nichols**, **Terry Nichols**, **Michael Ptaszynski**, **John Shelman** and **Harrison Taylor**.

Commissioner Warren offered the opening prayer. Mayor Rogers led the Pledge of Allegiance.

#### Agenda Approval

Commissioner Oestmann 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 Rogers declared the agenda **approved** as presented.

#### **Awards and Proclamations**

The commissioners witnessed the presentation of both local and state Officer of the Year awards from Veterans of Foreign Wars Post No. 1254 to Master Police Officer **Kelsey Horinek**. VFW officers Charlie Cravens and Vance Hill praised Horinek's accomplishments. ACPD Sgt. **Nelson Douglas** and Master Police Officer **Cori Tuxhorn** also were recognized as award nominees.

Interim Chief Burr then presented Master Police Officer **Kelsey Horinek** with the ACPD's Officer of the Year Award and Sgt. **Nelson Douglas** with the department's Supervisor of the Year Award.

The commissioners recognized and congratulated the Arkansas City Police Department's newest Sergeant, **Chase Hobart**, who was promoted in March. His wife, Krysta, pinned on his new rank.

Finally, Mayor Rogers presented the Beautification and Tree Advisory Board's **Good Neighbor Award** to **James Fry** and the **Cowley College ACES Program**, who helped to move numerous tree limbs and branches, pieces of furniture, and bags of refuse to curbs for several disabled and/or elderly residents so they could take advantage of Citywide Pickup Week in **October 2020**.

#### Consent Agenda

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

- 1. Approving the February 16, 2021, regular meeting minutes as amended.
- 2. Authorizing Mayor Rogers to sign the annual **Statement of Assurance** from the Kansas Department of Wildlife, Parks and Tourism, regarding continuing use of recreational facilities funded by **Land and Water Conservation Fund** (LWCF) grant funds.
- 3. Approving **Resolution No. 2021-03-3391**, canceling a public meeting of the Governing Body at **noon Friday, April 2, 2021**, in the city manager's office at City Hall, 118 W. Central Ave.
- 4. Ratifying Mayor Rogers' reappointment of **Bob Baker** to the **Equal Opportunity and Accessibility Advisory Board**.

Commissioner Oestmann seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the consent agenda **approved** as presented.

#### **New Business**

#### CDBG Grant Agreement Resolution No. 2021-03-3392

City Clerk Shook presented for discussion a resolution authorizing the City to enter into **State of Kansas Grant Agreement No. 21-PF-002** between the City and Kansas Department of Commerce.

Rose Mary Saunders said this was for **\$450,000** in Community Development Block Grant (CDBG) funding for the North Summit Street Resurfacing Project, for a total project cost of **\$910,000.00**.

Commissioner Welch made a motion to approve the resolution as presented. Commissioner Oestmann seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the resolution **approved** and given **Resolution No. 2021-03-3392**.

#### Knebler Pond Adoption Contract Resolution No. 2021-03-3393

City Clerk Shook presented for discussion a resolution approving a recommendation of the Arkansas City Beautification and Tree Advisory Board to initiate an adoption contract for one year with the **Walnut Valley Disc Golf Association** (WVDGA) for **Knebler Pond/Prairie Passage Recreation Area**, located at 28674 71<sup>st</sup> Road in Arkansas City.

Public Information Officer Lawson said the adopting party has already raised funds that will be used to construct 18 new disc golf baskets, with the assistance of a professional, nationally renowned course designer who will lay out the new course.

WVDGA representative Arty Hicks said it will be an 18-hole "advanced" course, maintained by WVDGA, which plans to organize and play monthly events at the park, which might attract out-of-town visitors, as well as host larger tournaments.

WVDGA will help with the clearing of the area as needed. The group also will assist with postevent cleanup. WVDGA will be responsible for removing baskets due to flooding or other events.

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 might need to assist with the initial installation of tee pads, which initially can consist of mulch, and baskets.

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 voted 4-0 during a regular meeting on **January 28** to recommend that the Commission approve the park's adoption.

Commissioner Welch raised concerns about the area's proximity to the Etzanoa historic site. Hicks and Commissioner Warren said Etzanoa will work with WVDGA to perform LIDAR scans of the area.

Robert and Terry Nichols, **28395 71**<sup>st</sup> **Road**, testified in opposition to the proposal. As owners of the house just east of the area, they are concerned about parking, traffic and trash stemming from this.

Commissioner Welch encouraged the Nicholses to contact Hicks with any issues that might arise and promised that he will work with them to be a good neighbor. Mayor Rogers said the adoption is only for one year, so if those problems do materialize, the contract can be allowed to lapse then.

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

Mayor Rogers declared the resolution **approved** and given **Resolution No. 2021-03-3393**.

#### **Mayor's Monarch Pledge**

City Clerk Shook presented for discussion a motion reauthorizing the City's participation in the **Mayor's Monarch Pledge**, and authorizing Mayor Rogers to sign any and all necessary documents.

Public Information Officer Lawson said this year, the Mayor's Monarch Pledge program – an initiative of the National Wildlife Foundation to encourage cities to create new habitat for the monarch butterfly and pollinators, as well as educate residents about how they can make a difference at home and in their community – has transitioned to an annual authorization process.

He said that following the "Monarchs & Milkweed" event in 2019, most of the Beautification and Tree Advisory Board's other plans ground to a halt last year due to COVID-19, but in anticipation of a future relaxation of restrictions, the Board is eager to reconnect with existing Pollinator Project partners, plus connect with new partners such as Cowley College and Chaplin Nature Center.

Board vice chair Paisley Howerton said the high school still has milkweed seeds. Management Assistant Crandall said Orscheln donated seeds that can be picked up at the Chamber of Commerce.

Commissioner Oestmann made a motion to reauthorize the City's participation in the Mayor's Monarch Pledge, and authorize Mayor Rogers to sign any and all documents necessary to execute.

Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Rogers declared the motion **approved**.

#### **Other Business**

Public Information Officer Lawson provided an updated on the **Wilson Park Phase 1 Upgrades**.

#### **City Manager Updates**

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

- City Hall and all other City offices will be closed **April 2** for Good Friday (*floating holiday*). (The City Commission study session previously scheduled for this day has been canceled.)
- The annual Gone Junkin' and Spring Outdoor Show will move this year from Chestnut Avenue Venue to the Agri-Business Building, located at 712 W. Washington Ave. It will be from **9 a.m. to 7 p.m. April 3** and admission is free.
- This year, due to COVID-19, the Outstanding Student Award nominees' reception will be held virtually at **6 p.m. April 5**. GoToMeeting login information will be provided to all of the commissioners. There will not be an in-person student reception or banquet this year.
- He said the City is in the early stages of developing a **Housing Assessment Tool** (HAT).
- Frazer said Capt. Eric Burr has transitioned to serving as **Interim Police Chief** of ACPD.

#### **Adjournment**

Commissioner Warren made a motion to adjourn the meeting. Commissioner Oestmann seconded the motion. A voice vote was **unanimous** in favor of the motion.

Mayor Rogers declared the meeting adjourned at 6:28 p.m.

#### THE CITY OF ARKANSAS CITY BOARD OF CITY COMMISSIONERS

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer

## **City Commission Agenda Item**



Meeting Date:April 6, 2021From:Jennifer Waggoner, Finance Director/TreasurerItem:A Resolution relocating a public meeting of the Governing Body

at noon Friday, April 16, 2021, from the City Manager's Office at City Hall, located at 118 W. Central Ave., to the conference room at the Water Treatment Facility, located at 400 W. Madison Ave., Arkansas City, Kansas.

#### Purpose:

Similarly to how the 2020 budget retreat was conducted, the **2021 budget retreat** will be held, socially distanced, in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave.

Staff expects this special study session to last from approximately **noon to 2 p.m.** Topics of discussion will include the 2022 budget and the 2022-2031 Capital Improvement Plan (CIP).

#### Background:

A budget retreat is held each year for staff and the commission to \_\_\_\_\_\_

#### **Commission Options:**

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

Approved for Agenda by:

Randy Frazer, City Manager

#### A RESOLUTION RELOCATING A PUBLIC MEETING OF THE GOVERNING BODY AT NOON FRIDAY, APRIL 16, 2021, FROM THE CITY MANAGER'S OFFICE AT CITY HALL, LOCATED AT 118 W. CENTRAL AVE., TO THE CONFERENCE ROOM AT THE WATER TREATMENT FACILITY, LOCATED AT 400 W. MADISON AVE., ARKANSAS CITY, KANSAS.

**WHEREAS,** the Governing Body of the City of Arkansas City, Kansas, has directed that its annual budget retreat shall be scheduled on Friday, April 16, 2021; and

**WHEREAS,** topics of discussion at said budget retreat shall include the proposed 2022-31 Capital Improvement Plan and budgetary priorities for the fiscal year starting January 1, 2022; and

**WHEREAS,** to maximize social distancing, the Governing Body of the City of Arkansas City, Kansas, wishes to hold this meeting in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave. in Arkansas City; and

**WHEREAS,** in order to comply with the Kansas Open Meetings Act, the Governing Body of the City of Arkansas City, Kansas, must designate this upcoming budget retreat as a public meeting of the Governing Body.

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

**SECTION ONE:** The Governing Body of the City of Arkansas City, Kansas, hereby establishes that it shall relocate a previously scheduled study session and instead hold a City Commission budget retreat starting at noon Friday, April 16, 2021, in the conference room at the Water Treatment Facility, located at 400 W. Madison Ave., Arkansas City, Kansas. No action will be taken at said meeting, but instead members of the Governing Body shall discuss the 2022 City budget.

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

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

**PASSED AND RESOLVED** by the Governing Body of the City of Arkansas City, Kansas, on this 6<sup>th</sup> day of April, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

#### CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-04-\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 6, 2021, as the same appears of record in my office.

DATED: \_\_\_\_\_.

Lesley Shook, City Clerk

## **City Commission Agenda Item**



Meeting Date:	April 6, 2021
From:	Randy Frazer, City Manager
ltem:	First reading of an Ordinance adopting the budgeted pay plan for 2021 and repealing Ordinance No. 2020-10-4519. <b>(Roll Call</b> <b>Vote)</b>

#### Purpose:

This 2021 Pay Ordinance will set the compensation for all City employees effective April 10, 2021.

#### Background:

Due to the restructuring of the HR Department, the pay ordinance needs to be amended to add "Human Resource Analyst" to range 31.

#### **Commission Options:**

- 1. Approve the Ordinance.
- 2. Table the Ordinance for a second reading.
- 3. Disapprove the Ordinance.

#### Fiscal Impact:

Amount:			
Fund:	Departmen	t:	Expense Code:
Included in Budget	Grant	Bonds	Other (explain)

#### Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

#### ORDINANCE NO. 2021-04-

# AN ORDINANCE FIXING THE COMPENSATION OF EMPLOYEES OF THE CITY OF ARKANSAS CITY, KANSAS, PURSUANT TO THE PROVISION OF K.S.A. 14-1501 *ET SEQ.*, AND REPEALING ORDINANCE NO. 2020-10-4519.

## 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. 2020-10-4519.

**SECTION FOUR:** The City Clerk of the City of Arkansas City, Kansas, shall cause this Ordinance, or a summary thereof, to be published one time in the official City newspaper and said Ordinance shall be in effect April 10, 2021.

**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas, on this 6<sup>th</sup> day of April, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

#### CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Ordinance No. 2021-04-\_\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 6, 2021, as the same appears of record in my office.

DATED: \_\_\_\_\_.



#### CITY OF ARKANSAS CITY MASTER WAGE PLAN ADOPTED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY ON <u>APRIL 6, 2021</u>

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

Range	Minimum	Mid-Point	Maximum
10	9.37	11.02	12.67
11	9.84	11.57	13.31
12	10.33	12.15	13.97
13	10.84	12.75	14.67
14	11.39	13.40	15.41
15	11.96	14.07	16.17
16	12.55	14.76	16.98
17	13.18	15.51	17.84
18	13.84	16.28	18.72
19	14.53	17.10	19.66
20	15.26	17.95	20.64
21	16.02	18.85	21.68
22	16.83	19.80	22.76
23	17.67	20.79	23.91
24	18.55	21.83	25.10
25	19.48	22.91	26.35
26	20.45	24.06	27.67
27	21.47	25.26	29.05
28	22.55	26.53	30.51
29	23.68	27.85	32.03
30	24.86	29.25	33.63
31	26.11	30.71	35.32
32	27.41	32.25	37.09
33	28.78	33.86	38.94
34	30.22	35.55	40.89
35	31.73	37.33	42.92
36	33.32	39.20	45.08
37	34.99	41.16	47.33
38	36.74	43.22	49.70
39	38.58	45.38	52.19
40	40.50	47.65	54.80
41	42.53	50.04	57.54

	Use this chart for FD employees working 2920 hours annually (24 hour shifts)				
Range	Minimum	Mid-Point Maxin	num		
21F	11.42	13.43	15.44		
22F	11.99	14.10	16.22		
23F	12.58	14.80	17.02		
24F	13.21	15.54	17.87		
25F	13.87	16.32	18.77		
26F	14.56	17.13	19.70		
27F	15.28	17.98	20.68		
28F	16.05	18.88	21.71		
29F	16.85	19.82	22.79		

## **City Commission Agenda Item**



Meeting Date:April 6, 2021From:Randy Frazer, City ManagerItem:First Reading of an Ordinance authorizing the City of ArkansasCityKansas in conjunction with Kansas Unified School District

City, Kansas, in conjunction with Kansas Unified School District 470, Cowley County Community College, Arkansas City Recreation Commission, and AC Tennis Association, to enter into an Interlocal Cooperation Agreement for the use and maintenance of tennis courts throughout Arkansas City. *(Roll Call Vote)* 

Purpose:

**Background:** 

**Commission Options:** 

Fiscal Impact:

 Amount:
 Fund:
 Department:
 Expense Code:

 Included in Budget
 Grant
 Bonds
 Other (explain)

Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

Section 2. Item 2.

#### ORDINANCE NO. 2021-04

#### AN ORDINANCE AUTHORIZING THE CITY OF ARKANSAS CITY, KANSAS, IN CONJUNCTION WITH KANSAS UNIFIED SCHOOL DISTRICT 470, COWLEY COUNTY COMMUNITY COLLEGE, ARKANSAS CITY RECREATION COMMISSION, AND AC TENNIS ASSOCIATION, TO ENTER INTO AN INTERLOCAL COOPERATION AGREEMENT FOR THE USE AND MAINTENANCE OF TENNIS COURTS THROUGHOUT ARKANSAS CITY.

**WHEREAS**, the Interlocal Agreement Act (K.S.A. 12-2901 *et* seq.) authorizes any two or more political subdivisions to enter into agreement with one another, for the mutual benefit of the parties; and

**WHEREAS**, the Governing Body has determined that it is in the best interest of the public and the agencies it serves to enter into this interlocal agreement.

#### BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS, IN CONJUNCTION WITH OTHER PARTICIPATING GOVERNMENTAL ENTITIES:

**SECTION ONE**: The Governing Body of the City of Arkansas City hereby authorizes the Mayor and any other required officials of the City of Arkansas City to execute an Interlocal Agreement for the use and maintenance of Tennis Courts throughout Arkansas City. Such Agreement is attached hereto and incorporated by reference as if fully set forth herein.

**SECTION TWO:** That the Mayor, City Clerk, and/or City Administration of the City of Arkansas City, Cowley County, Kansas are authorized and directed to execute any and all documents necessary to consummate the purposes and intents as expressed in this Legislative Enactment and, if executed by the Mayor (or other person authorized by law to act in the event of the absence or inability of the Mayor to act), the City Clerk or Deputy City Clerk is directed to attest to and affix the official Seal of the City thereon. City Administration is authorized to submit additional information as may be required and the office of the City Manager shall act as the official representative of the City of Arkansas City, Cowley County, Kansas in this and subsequent related activities.

**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas this 6th day of April, 2021.

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. 2021-04-\_\_\_\_\_ of the City of Arkansas City, Kansas adopted by the governing body on \_\_\_\_\_\_\_, 2021 as the same appears of record in my office.

DATED: \_\_\_\_\_

Scott Rogers, Mayor

## **City Commission Agenda Item**



Meeting Date: April 6, 2021

From:

Item:

• •

: Randy Frazer, City Manager

A Resolution authorizing and directing the Manager of Strother Field Airport Industrial Park, to execute Airport Improvement Plan grant documents and other instruments thereto on behalf of the City of Arkansas City, Kansas and the City of Winfield, Kansas as the participants in an interlocal agreement for the management and operation of the Strother Field Airport/Industrial Park, by the power vested in it by article 12, section 5, of the Constitution of the State of Kansas.

Purpose:

Background:

**Commission Options:** 

Fiscal Impact:

 Amount:
 Fund:
 Department:
 Expense Code:

 Included in Budget
 Grant
 Bonds
 Other (explain)

Attachments:

Approved for Agenda by:

Randy Frazer, City Manager

#### **RESOLUTION NO. 2021-04-**

A RESOLUTION AUTHORIZING AND DIRECTING THE MANAGER OF STROTHER FIELD AIRPORT INDUSTRIAL PARK, TO EXECUTE AIRPORT IMPROVEMENT PLAN GRANT DOCUMENTS AND OTHER INSTRUMENTS THERETO ON BEHALF OF THE CITY OF ARKANSAS CITY, KANSAS AND THE CITY OF WINFIELD, KANSAS AS THE PARTICIPANTS IN AN INTERLOCAL AGREEMENT FOR THE MANAGEMENT AND OPERATION OF THE STROTHER FIELD AIRPORT/INDUSTRIAL PARK, BY THE POWER VESTED IN IT BY ARTICLE 12, SECTION 5, OF THE CONSTITUTION OF THE STATE OF KANSAS.

**WHEREAS,** City of Arkansas City, Kansas and the City of Winfield, Kansas are participants in an interlocal agreement for the management and operation of the Strother Field Airport/Industrial Park, by the power vested in it by article 12, section 5, of the Constitution of the State of Kansas; and

**WHEREAS**, the two cities desire to direct and implement an Airport Improvement Plan as a planning, regulatory and infrastructure improvement tool; and

**WHEREAS,** at times, the need arises for documents and other instruments including grant applications and awards for Airport Improvement Plan grants, to be executed on behalf of the two cities.

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

**SECTION ONE:** The Manager of Strother Field Airport Industrial Park is hereby authorized to execute Airport Improvement Plan grant documents and other instruments thereto on behalf of the City of Arkansas City, Kansas and the City of Winfield, Kansas as the participants in an interlocal agreement for the management and operation of the Strother Field Airport/Industrial Park, by the power vested in it by article 12, section 5, of the Constitution of the State of Kansas.

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

**PASSED AND RESOLVED** by the Governing Body of the City of Arkansas City, Kansas, on this 6th day of April, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

#### CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-04-\_\_\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 6, 2021, as the same appears of record in my office.

DATED: \_\_\_\_\_\_



## **Item for City Commission Action** Section VII Item 3

<u>Meeting Date</u> 4/6/2021 Department/Division City Manager / Neighborhood Services / Public Services <u>Staff Contacts</u> Andrew Lawson / Mike Bellis / Tony Tapia

#### Title:

A Resolution authorizing the City of Arkansas City to accept a proposal from Recreation Resource, Inc., of Overland Park, to purchase a Poligon multi-rib pavilion for the Arkansas City Farm and Art Market as part of the Wilson Park Phase 1 Upgrades Project, for an amount not to exceed \$169,470.00. (Voice Vote)

#### Description:

The City Commission on **November 20, 2018**, unanimously approved **Resolution No. 2018-11-3217**, entering into a professional services agreement with Wichita-based **LK Architecture** for professional architectural, electrical, plumbing, mechanical and structural engineering services for the **Wilson Park Master Plan Phase 1 Upgrades Project**, for a total amount not to exceed **\$60,500.00**.

As part of the Phase 1 improvements, the City received a quote on **February 9, 2021**, for a Poligon multirib pavilion that would be shipped in pieces and assembled on site by a contractor to form the new Arkansas City Farm and Art Market structure, south of the Wilson Park rotunda in the new parking lot.

City staff explored possible cost-cutting options, including shortening the building by 20 feet and adding guttering, but due to rapidly rising prices of steel, these measures actually *increased* the building's cost.

Thus, staff recommends accepting the original quote of \$169,470.00, which will expire on April 10, 2021.

The plans for the pavilion, parking lot and electrical improvements have been presented to the Cowley County Farm and Art Market board, which offered its enthusiastic support of this project. They plan to begin their 2021 season in the park on June 1, 2021. Staff hopes for substantial completion by that date.

Following purchase of the pavilion, the next step will be to advertise a bid package for construction.

#### **Commission Actions:**

1. Approve the Resolution.

2. Disapprove the Resolution.

#### Fiscal Impact:

Amount: \$169,470.00

Fund: **68** (Capital Improvement) Expense Code: **6214** (Other Professional Services) Department: 100 (General Government)

Included in budget

Grant

Bonds

Other (explain)

Income sources for this project include \$205,802.00 in matching funds provided through a V.J. Wilkins Foundation Challenge Grant and \$300,000 from Creekstone Farms, payable through Legacy Foundation.

As part of this contribution, Creekstone will be afforded promotional consideration on the market itself.

Approved for Agenda by:

Randy Frazer, City Manager

#### A RESOLUTION AUTHORIZING THE CITY OF ARKANSAS CITY TO ACCEPT A PROPOSAL FROM RECREATION RESOURCE, INC., OF OVERLAND PARK, TO PURCHASE A POLIGON MULTI-RIB PAVILION FOR THE ARKANSAS CITY FARM AND ART MARKET AS PART OF THE WILSON PARK PHASE 1 UPGRADES PROJECT, FOR AN AMOUNT NOT TO EXCEED \$169,470.00.

**WHEREAS,** the Governing Body of the City of Arkansas City, Kansas, on November 20, 2018, unanimously approved Resolution No. 2018-11-3217, entering into a professional services agreement with LK Architecture, of Wichita, for professional architectural, electrical, plumbing, mechanical and structural engineering services for the Wilson Park Master Plan Phase 1 Upgrades Project, for a total amount not to exceed \$60,500.00; and

**WHEREAS,** LK Architecture has recommended the purchase and assembly of a for a Poligon multi-rib pavilion that would be shipped in pieces and assembled on site by a contractor to form the new Arkansas City Farm and Art Market structure, south of the Wilson Park rotunda in the new parking lot; and

**WHEREAS,** City staff explored possible cost-cutting options, including shortening the building by 20 feet and adding guttering, but due to the rapidly rising prices of steel, these measures actually increased the building's cost; and

**WHEREAS,** the original quote of \$169,470.00 will expire on April 10, 2021, and the Governing Body of the City of Arkansas City, Kansas, wishes to proceed with ordering the structure at this price before the quote is no longer valid.

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

**SECTION ONE:** The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the City of Arkansas City, Kansas, to accept a proposal from Recreation Resource, Inc., of Overland Park, to purchase a Poligon multi-rib pavilion for the Arkansas City Farm and Art Market as part of the Wilson Park Phase 1 Upgrades Project, for an amount not to exceed \$169,470.00.

**SECTION TWO:** The Governing Body of the City of Arkansas City, Kansas, hereby authorizes the Mayor and 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 6<sup>th</sup> day of April, 2021.

(Seal)

Scott Rogers, Mayor

ATTEST:

Lesley Shook, City Clerk

APPROVED AS TO FORM:

Larry R. Schwartz, City Attorney

#### CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2021-04-\_\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on April 6, 2021, as the same appears of record in my office.

DATED: \_\_\_\_\_.

Lesley Shook, City Clerk

# poligon®

2-09-21

Mr. Jeff Best LK Architecture 345 Riverview Suite # 200 Wichita, KS. 67203 jbest@lk-architecture.com

## Wilson Park-Arkansas City, KS.

Qty: 1 CHE 122' x 28.5' MR

\$ 169,470.00 Delivered.

- Powder Coated Metal Frame, Standard Color
- Multi Rib Metal Roof, Standard Color
- 15' Center-Center Columns in Middle of Structure
- 10' Eave Height
- Gable Truss on both ends
- 20 Total Cutouts
- Anchor Bolt Covers at base of each column.
- Anchor Bolts shipped in advance.
- Freight
- Engineering Stamp, State of Kansas
- Does not include Installation or Applicable Tax
- Please make Purchase Orders to:

Recreation Resource, Inc. PO Box 23307 Overland Park, KS. 66283

John McMaster Poligon/Portercorp

#### **Andrew Lawson**

From: Sent: To: Subject: Attachments:	Jeff Best <jbest@lk-architecture.com> Tuesday, March 16, 2021 8:47 AM 'Mike Bellis'; Andrew Lawson; Randy Frazer; ttapia@arkansascityks.gov; Josh White FW: Poligon Proposals-Arkansas City, KS. Wilson Park CHE 24.5 x 122 with gutters Proposal.doc; Wilson Park CHE 28.5 x 104 Proposal.doc</jbest@lk-architecture.com>
Follow Up Flag:	Follow up
Flag Status:	Completed

#### Gentlemen,

Last Thursday I sent this information out to you all. My Poligon Rep. sent me a note this morning that he is being informed consistently that steel prices are continuing to climb. I am sorry that this has a timeline but if a Purchase Order isn't received by Poligon before **April 10<sup>th</sup>**, the original quote will be voided and the structure subject to the increase in steel pricing. He said he didn't need to have a partial payment, just a Purchase Order commitment by that date.

I believe that you have John McMaster's contact information if you would like to discuss this more with him directly. May not be a bad idea for the City to reach out to him anyway as you will be working directly with John on this structure. You will also need to make a final decision on paint and roof colors.

Please let me know if you have any questions or if I can facilitate this in any way.

#### Thank you,

Jeff Best, ASLA, RLA Director of Landscape Architecture



345 Riverview, Suite 200 Wichita, KS 67203 T 316.268.0230 Ext: 297 F 316.268.0205 jbest@lk-architecture.com http://www.lk-architecture.com

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#### From: Jeff Best

Sent: Thursday, March 11, 2021 4:14 PM

To: 'Mike Bellis' <mbellis@arkansascityks.gov>; Andrew Lawson <alawson@arkansascityks.gov>; Randy Frazer
 <rfrazer@arkansascityks.gov>; ttapia@arkansascityks.gov; Josh White <jwhite@arkansascityks.gov>
 Cc: 'John McMaster' <johnnymac1205@gmail.com>
 Subject: FW: Poligon Proposals-Arkansas City, KS.

#### Good afternoon all.

I have received the two requested quotes for variation to the original market structure. As you can see from the attached and the explanation below, steel prices are rising significantly which have impacted both of the variations (shorter structure & gutter provisions). Thankfully, the original structure was quoted prior to these price increases and this quote is good until **APRIL 10<sup>th</sup>**. After April 10<sup>th</sup>, the original structure will be repriced to current steel pricing which will be a significant increase.

I think that the decision on this is pretty obvious but I wanted to provide you will all the information so that you can make the best decision for the City.

Please let me know how you would like to proceed.

Thank you,

Jeff Best, ASLA, RLA Director of Landscape Architecture



345 Riverview, Suite 200 Wichita, KS 67203 T 316.268.0230 Ext: 297 F 316.268.0205 jbest@lk-architecture.com http://www.lk-architecture.com

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From: John McMaster <johnnymac1205@gmail.com>
Sent: Thursday, March 11, 2021 3:46 PM
To: Jeff Best <jbest@lk-architecture.com>
Subject: Poligon Proposals-Arkansas City, KS.

## Jeff,

Please find attached (2) separate proposals for the shelter for Wilson Park for the City of Arkansas City, KS.

I had earlier today sent you an email detailing the rising costs of steel across the country.

Section 2, Item 2.

This has adversely affected the cost of the buildings at Poligon. For any of the structures that I have proposed to you, you must understand that these are all steel buildings. The columns are steel, the beams & trusses are steel, along with eave beams, roof, etc. Everything on the building is steel.

With that being said, it is all about the *timing* of the quotation. Poligon has a company policy of honoring their quotations for 60 days. Since I sent you the proposals, the high costs of the existing steel was not originally incorporated into that price. That is the reason for the discrepancies now in the pricing.

You will see that it is actually now more expensive to order a shorter structure than one that is approximately 20' longer, which makes no sense. Same frame, same trusses, same design. The only thing that is different is the length of the building. Why would anyone order a structure that is exactly the same design, 20' shorter, and have to spend more money? Nobody would. And with good reason. This is the effect that the rising cost of steel has produced.

Also, by adding gutters & downspouts, the costs of the building escalated even more because of the change in design & loads that are required. The costs of the gutters are not the problem. In the big scheme of things, the gutters & downspouts are approximately only 7K dollars of the 198K cost. It is not something that you can just throw onto the frame for an additional 7K dollars. The horizontal eave beams around the entire perimeter of the structure have to be strengthened. You are adding a distance of close to 250 linear feet of added steel support.

3

When it is all said & done, you will have to add 30K dollars

That doesn't make too much sense to me. Also, it is very rare when gutters & downspouts are added to pavilions.

It is just an added cost to something that is not necessary nor needed.

As I mentioned earlier in this email, there is a date that Poligon will hold the price for until the expiration date

of the proposal. On the 2 quotes that I have attached, both of these are valid for 60 days, until May 10, 2021.

After that date, I would expect that the costs will be higher if I were to give you a proposal for the exact

same structures.

If there is a "silver lining" in all of these quotations, it is that the quote that I sent to you on Feb. 9, 2021,

for \$169,470.00 is good until April 10th, 2021, 60 days after the quotation. After that date, a new quotation

would have to be originated into the

quotation process. Realistically, you are probably looking at an increase

of anywhere between 20-30K for the exact same structure. I have spoken with Poligon Corporate & they have discussed with me in confidence that they are having to take a big bite out of the cost of the structures. After April 10, there will be no wiggle room on any costs. Any existing or potential customer must understand that after a

very good discount and Poligon honoring their price, they are ultimately getting their structure at an excellent value.

As I mentioned above, it is all about the *timing*.

One very important thing you have to fully understand. **NO CHANGES SHOULD BE MADE TO THE STRUCTURE** that was

quoted on 2-09-21 without having to incur the back loaded the price increase. If any changes were to be made, the proposal would have the current date & updated price and would be valid for 60 days from that date.

The good news is that I have already supplied to you a very detailed, preliminary drawing for that quotation.

That proposal has all the bells & whistles that you had originally requested, including extending the eave height,

gable trusses on both ends, cutouts, and also anchor bolt cover plates on all columns.

April 10 is on a Sunday, so I would need to have a P.O. in my hands no later than Thursday, April 8.

A new quotation with the revised, increased price would have to be generated before a Purchase Order could be received after that date.

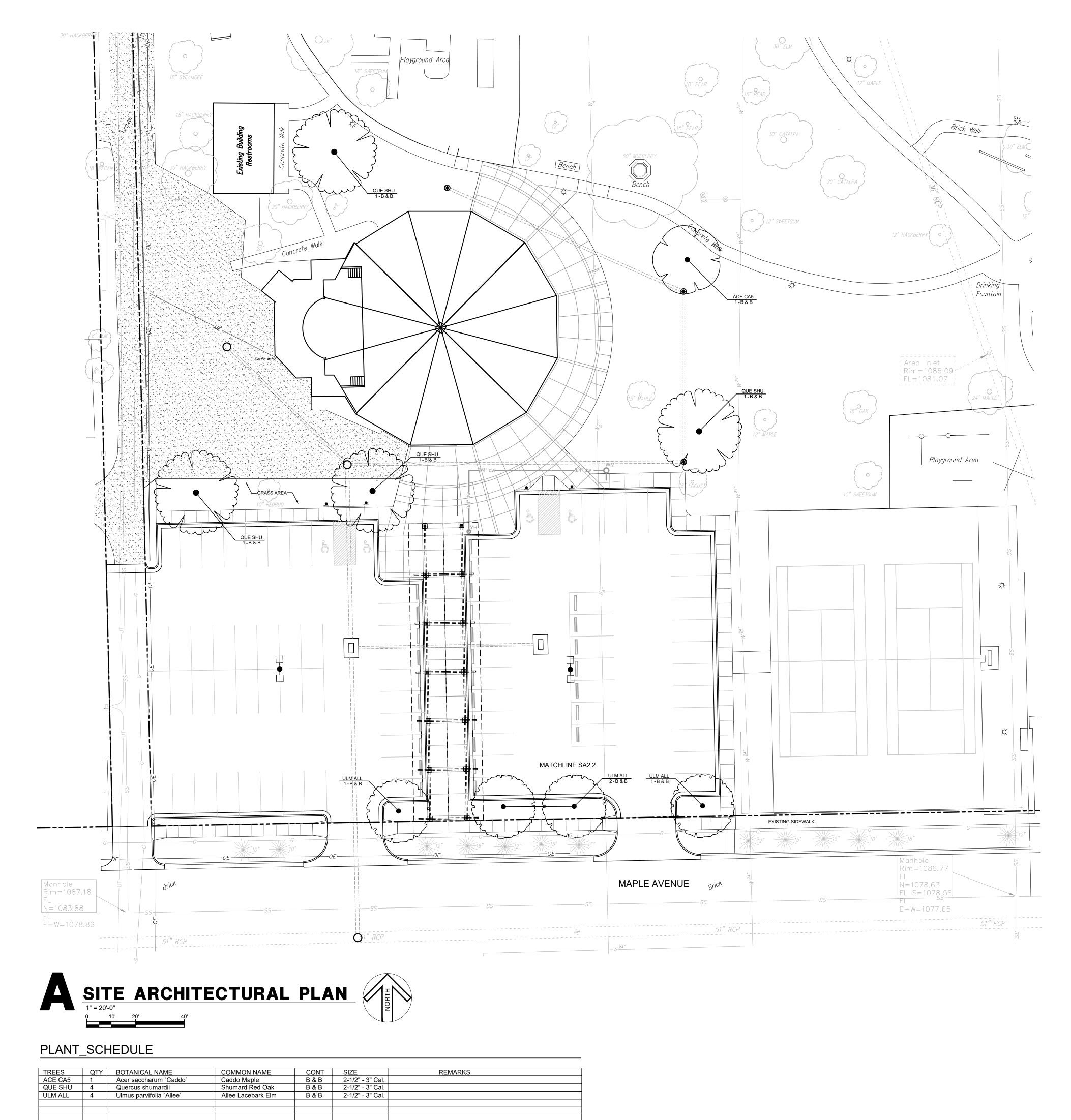
Please relay to your customer that I will need colors, a tax exempt certificate, and the P.O. needs to be made to Recreation Resource, Inc. If and when a purchase order is received, I will send out a 25% down payment invoice so that the structure can get in line for production.

Please do not hesitate to contact me with any questions that you or your customer may have.

Thanks very much Jeff.

Regards,

John McMaster Recreation Resource, Inc.



# **PLANTING NOTES**

- DETAILS.

- SPECIFICATIONS.
- SAUCERS.

UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES ARE FROM FILES FROM SITE SURVEY. THEREFORE, THE RELATIONSHIP BETWEEN PROPOSED WORK AND EXISTING FACILITIES MUST BE CONSIDERED AS APPROXIMATE AND SUBJECT TO CHANGE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION OF EXISTING FACILITIES, STRUCTURES AND UTILITIES AND ANY NOT SHOWN. NOTIFY THE PROJECT ENGINEER IMMEDIATELY OF ANY DISCREPANCIES AND VERIFY CONDITIONS PRIOR TO COMMENCING WORK.

ALL PLANTING AREAS ARE TO RECEIVE A MINIMUM OF 6" OF TOPSOIL. TOPSOIL SHALL BE A FRIABLE LOAM WITH GOOD STRUCTURE. SOLUBLE SALTS SHALL NOT EXCEED 500ppm AND ORGANIC MATTER SHALL BE NO LESS THAN 3%. The pH SHALL RANGE BETWEEN 5.5 AND 7.4.

BACKFILL: FOR PLANT EXCAVATIONS TO BE CLEAN NATURAL TOPSOIL MIXED WITH AMENDMENTS.

PLANT MATERIAL SHALL BE WELL-FORMED AND DEVELOPED IN GOOD CONDITION, HEALTHY, VIGOROUS AND FREE OF PESTS AND DISEASE.

PLANTS SHALL COMPLY IN ALL APPLICABLE RESPECTS WITH ACCEPTABLE STANDARDS AS SET FORTH IN THE AMERICAN ASSOCIATION OF NURSERYMAN'S "AMERICAN STANDARD OF NURSERY STOCK." THESE STANDARDS SHALL REPRESENT THE GUIDELINE SPECIFICATIONS ONLY AND SHALL CONSTITUTE THE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.

ALL TREES SHALL HAVE STRAIGHT TRUNKS (FOR SINGLE STEM SPECIES) AND FULL CROWN AND MEET ALL REQUIREMENTS SPECIFIED. ALL TREES MUST BE GUYED OR STAKED AS SHOWN IN THE

PLANT LOCATIONS AND QUANTITIES SHOWN ARE APPROXIMATE. ADJUST PLANT LOCATIONS AS NECESSARY TO AVOID CONFLICTS. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING INDICATED ON THE PLANS.

ALL PLANT MATERIAL SHALL BE CONTAINER GROWN OR BALLED & BURLAPPED AS INDICATED IN THE PLANT SCHEDULE. PLANTS DESIGNATED CONTAINER GROWN SHALL HAVE BEEN GROWN IN POTS, CANS, OR BOXES FOR FOR A MINIMUM OF SIX MONTHS AND UP TOO A MAXIMUM OF TWO YEARS. THESE PLANTS SHALL BE REMOVED FROM CONTAINERS BEFORE PLANTING.

ANY PLANT MATERIAL WHICH IS DISEASED, DISTRESSED, DEAD, OR REJECTED (PRIOR TO SUBSTANTIAL COMPLETION) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPÉCIES, QUANTITY, AND SIZE THAT MEETING ALL PLANT LIST

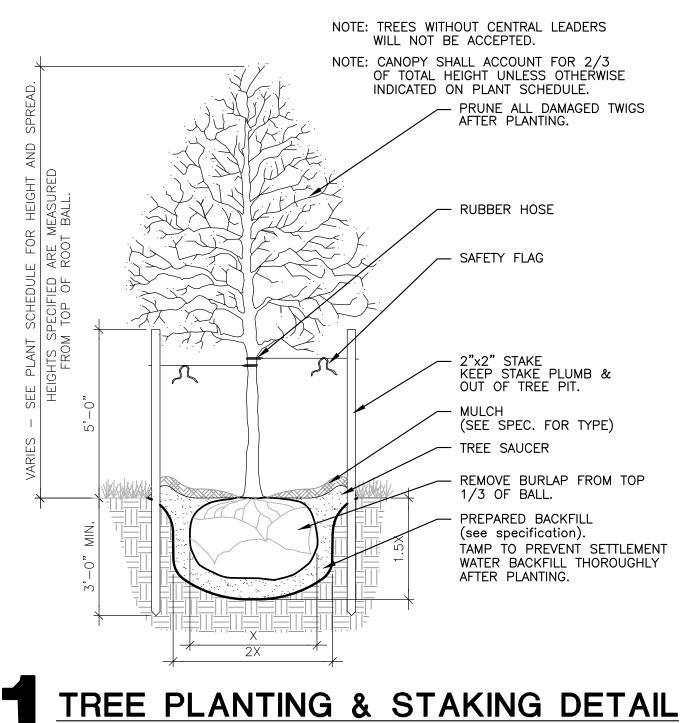
ALL PLANTING AREAS SHALL BE COMPLETELY MULCHED AS SPECIFIED. PLACE 4" OF SHREADED CYPRESS MULCH IN ALL SHRUB BEDS, PLACE 4" OF SHREADED CYPRESS MULCH IN ALL TREE

PLANTING BEDS RECEIVING MULCH ARE TO BE FREE OF WEEDS AND GRASS. TREAT BEDS WITH A PRE-EMERGENT HERBICIDE PRIOR TO PLANTING AND MULCH PLACEMENT. APPLY IN ACCORDANCE WITH STANDARD TRADE PRACTICE.

ALL PLANTING BEDS SHALL BE SEPARATED FROM TURF AREAS WITH STEEL EDGING. EDGING SHALL BE  $\frac{1}{8}$ " X 4" INTERLOCKING STEEL EDGING WITH METAL STAKES SUFFICIENT TO HOLD EDGING IN PLACE. EDGING SHALL NOT EXTEND ABOVE ANY ADJACENT SIDEWALKS.

LIMIT AMOUNT OF PRUNING TO A MINIMUM NECESSARY TO REMOVE DEAD OR INJURED TWIGS AND BRANCHES. PRUNE IN SUCH A MANNER AS NOT TO CHANGE NATURAL HABIT OR SHAPE OF PLANT. MAKE CUTS FLUSH, LEAVING NO STUBS. CENTRAL LEADERS SHALL NOT BE REMOVED.

LANDSCAPE CONTRACTOR TO REMOVE TREE STAKES, GUYS, AND ALL DEAD WOOD ON TREES AND SHRUBS ONE YEAR AFTER PROVISIONAL ACCEPTANCE.



3/8" = 1'-0"

03/26/21 OWNER REVIEW OVEN E E ILSON PARK ARKANSAS (

**PRINTS ISSUED** 

PURPOSE

02/12/21 OWNER REVIEW

DATE

Section 2, Item 2.

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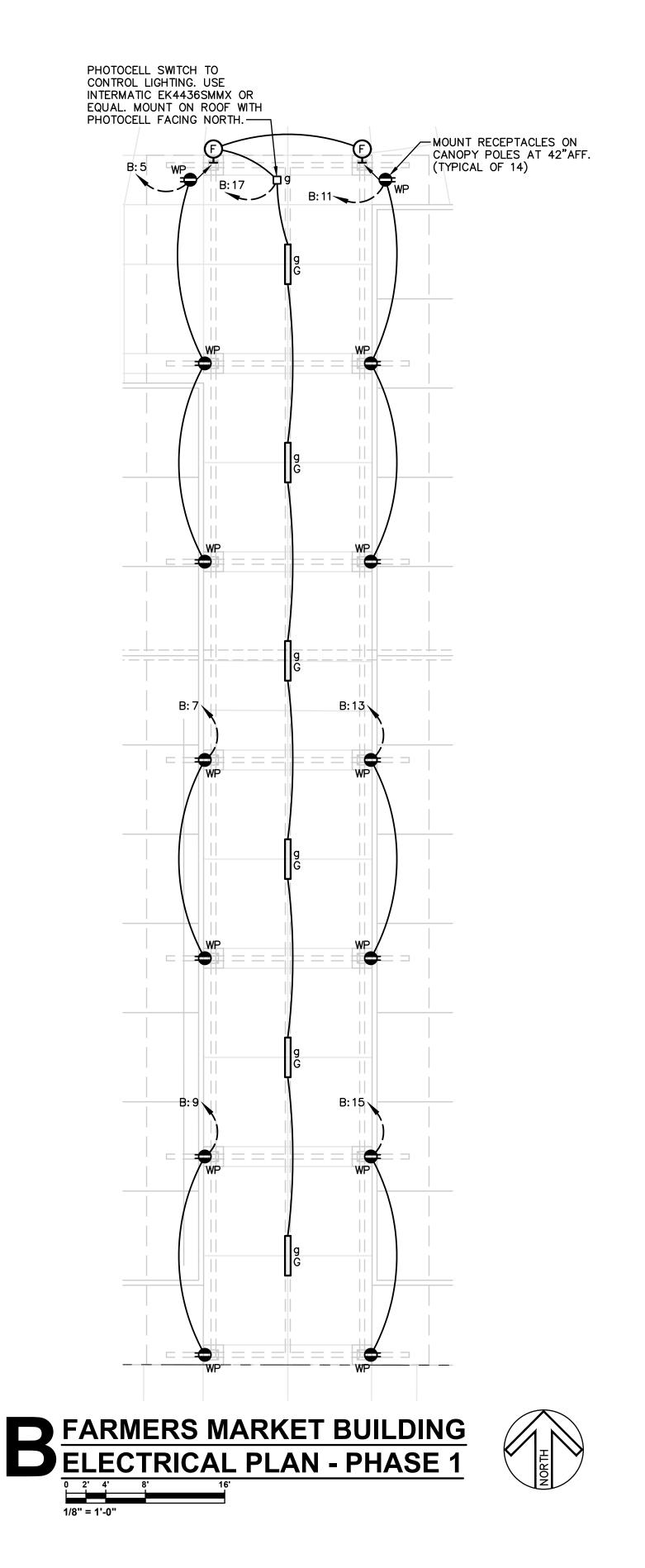
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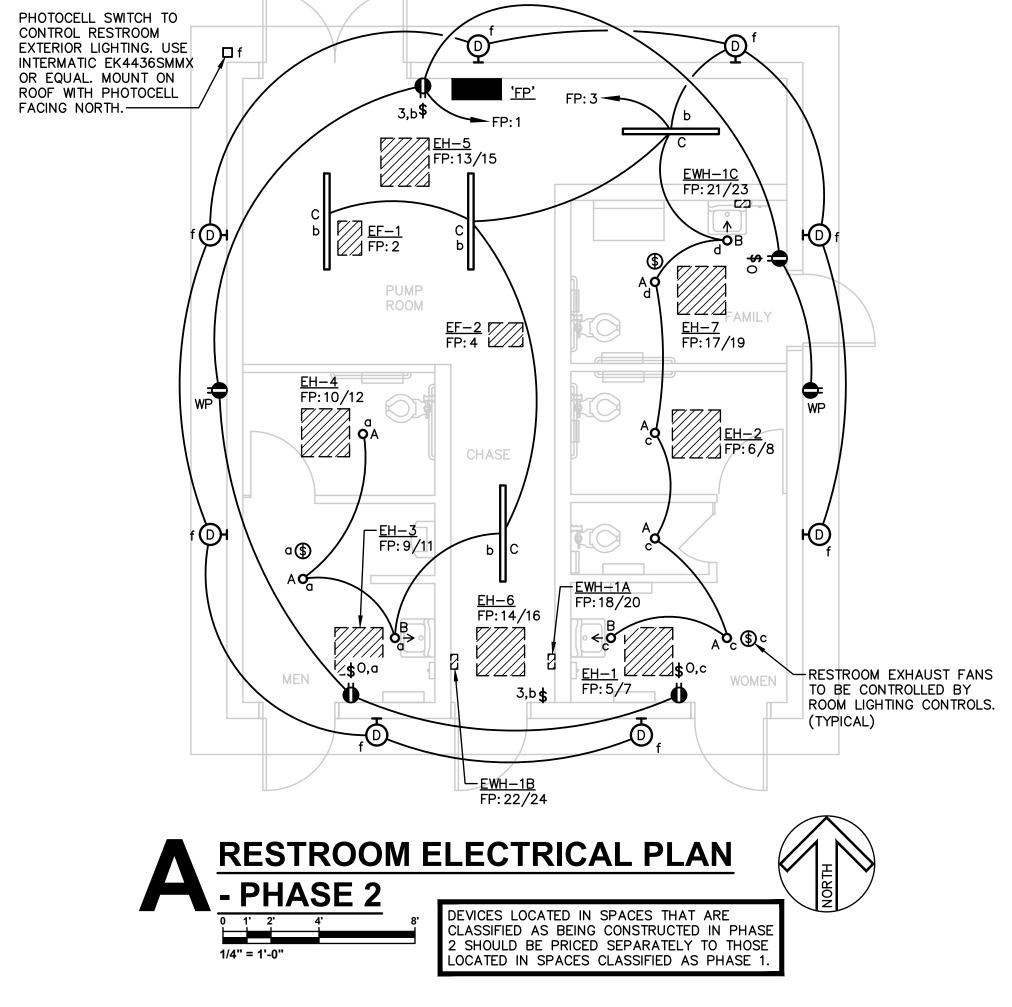
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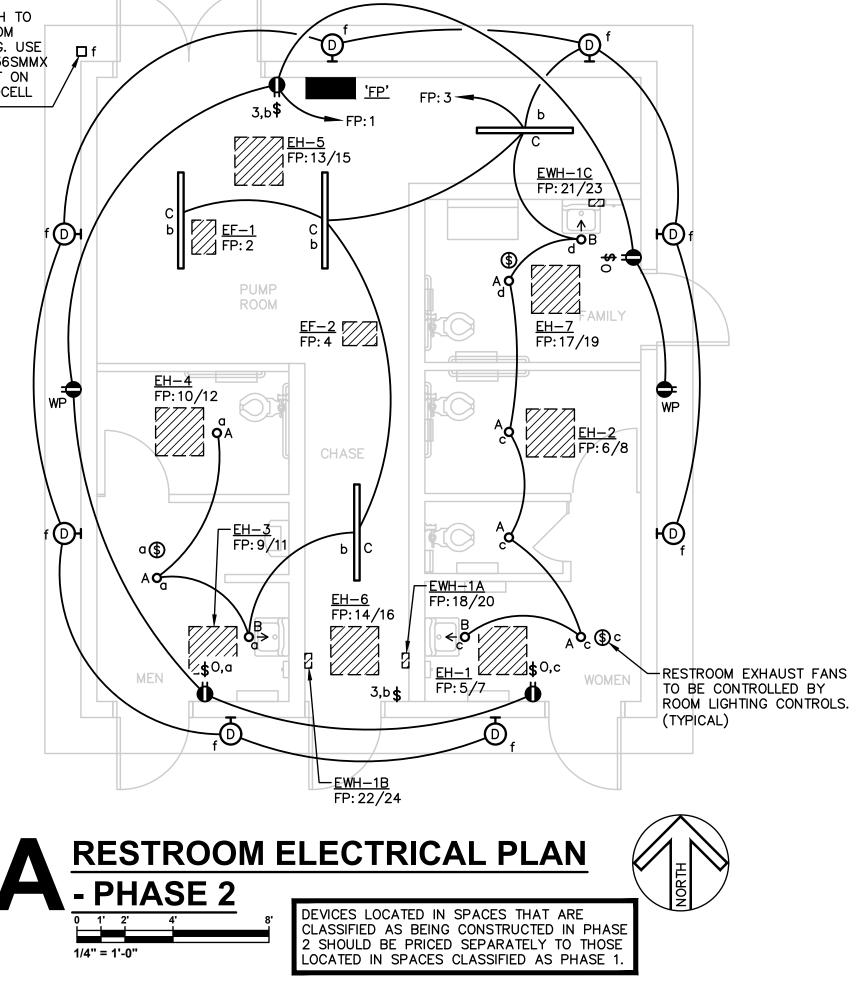
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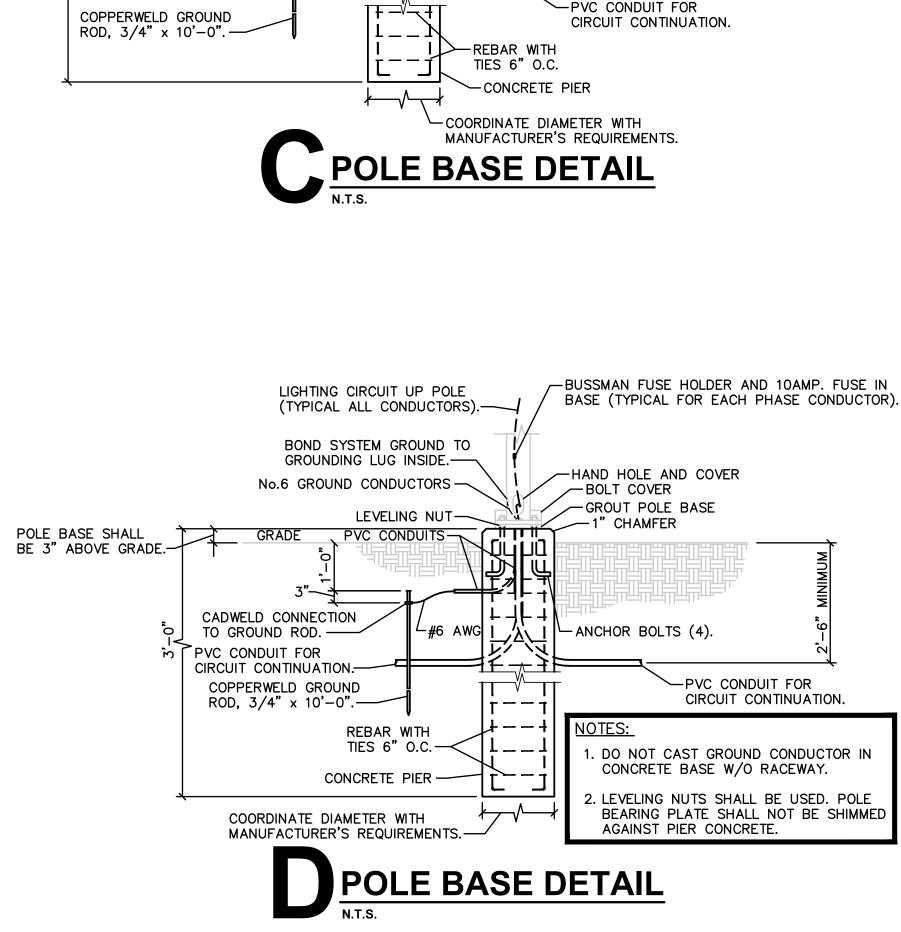
**LK** Architecture, Inc.<sup>©</sup> 345 Riverview Wichita, KS 67203 **T** 316.268.0230 **F** 316.268.0205 CONTACT: J. BEST DRAWN: J. BEST CHECKED: J. BEST **PROJECT NUMBER:** 18595 SHEET TITLE: LANDSCAPE PLAN SHEET NUMBER: LP1.1 

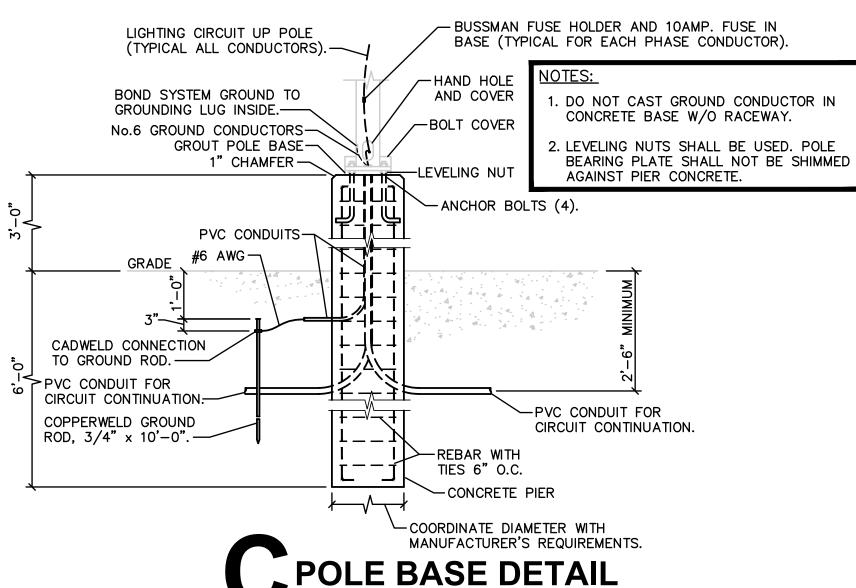


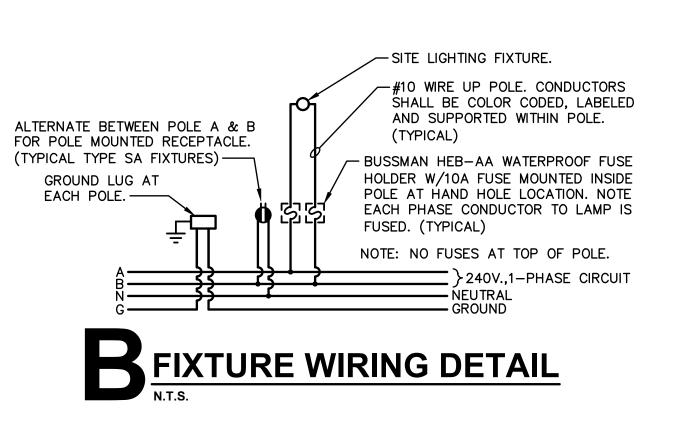




	PRINTS ISSUED Section 2, Ite	em 2.
	3/26/21 OWNER REVIEW	
	WILSON PARK IMPROVEMENTS ARKANSAS CITY - KANSAS	
	LKArchitecture	Architecture • Engineering • Planning • Interior Design • Landscape Architecture
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ANS OLS.	DATE MAR 26, 2021 LK Architecture, Inc. © 345 Riverview Wichita, KS 672 T 316.268.0230 F 316.268.02 CONTACT: J. BEST DRAWN: SW CHECKED: TL PROJECT NUMBER: 18595 SHEET TITLE: ELECTRICAL ENLARGED PLANS SHEET NUMBEP:	
	SHEET NUMBER: E2.0	
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	SITE LIGHTING FIXTURE SCHEDULE								
LETTER     MANUFACTURER     CATALOG NUMBER     VOLTAGE     LAMPS     MOUNTING     FINISH TRIM     TOTAL     REMARKS					REMARKS				
SA4	STERNBERG LIGHTING	PT-D650-5P-VCOB-4L40TA-MDL05-A-PEC-BKT	240	_		POLE - 12'-0"	BLACK	75	SEE DETAIL B & D/SE1.0
SA5	STERNBERG LIGHTING	PT-D650-5P-VCOB-4L40TS-MDL05-A-PEC-BKT	240	_	LED W/UNIT	POLE - 12'-0"	BLACK	75	SEE DETAIL B & D/SE1.0
SB	WILLIAMS	VA1-L220/740-T4-F-S-BLK-PCR-DIM-UNV	240	_	LED W/UNIT	POLE - 30'-0"	BLACK	213	SEE DETAIL B & C/SE1.0
SC	KIM LIGHTING	LTV83EB-WW-8L-4K-UV-PL	240	_	LED W/UNIT	FLUSH IN GRADE	BRONZE	10	
			210				BRONZE		

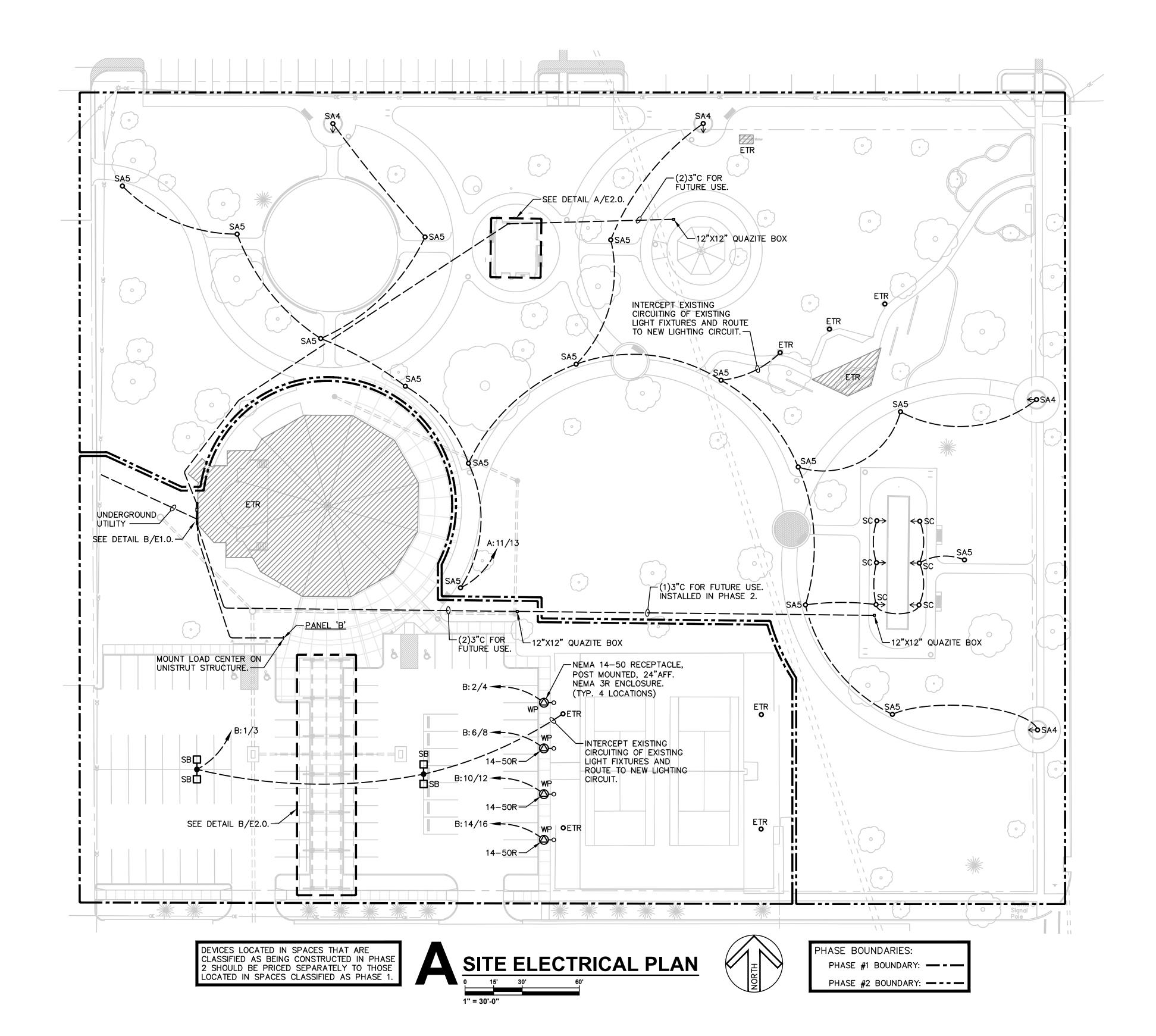
NOTE:

1 FIELD COORDINATE MOUNTING HEIGHT WITH ARCHITECT PRIOR TO ROUGH-IN.

2 IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO VERIFY FIXTURE SUBMITTAL (BY VENDOR) PRIOR TO SUBMITTING SHOP DRAWINGS FOR ENGINEER'S REVIEW.

3 ALL KNOWN INFORMATION ON LIGHT FIXTURES ARE IN SCHEDULE, FOR ANY ADDITIONAL FIXTURE INFORMATION CONTACT ARCHITECT.

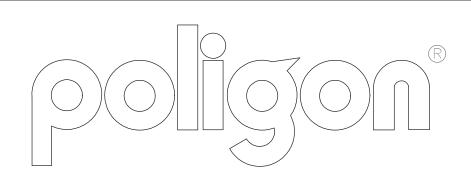
(4) POLE TO BE STERNBERG LIGHTING 3912T4/GFI/BKT. POLE TO HAVE FACTORY INSTALLED GFI RECEPTACLE.



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**T** 316.268.0230 **F** 316.268.0205 CONTACT: J. BEST DRAWN: SW CHECKED: TL **PROJECT NUMBER:** 18595 SHEET TITLE: SITE ELECTRICAL PLAN SHEET NUMBER: SE1.0

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#### **WILSON PARK-KS PROJECT:**

LOCATION: ARKANSAS CITY, KS

BUILDING TYPE: CHE 28.5' X 122'

**ROOF TYPE:** MULTI-RIB

BUILDING NUMBER: P12524

ORDER NUMBER: 69503

#### DRAWING LIST:

STOP!!

NOT FOR CONSTRUCTION

**USE FOR PRELIMINARY** 

PLANNING AND ESTIMATING

ONLY

SHEET NUMBER	DRAWING DESCRIPTION
CS	COVER SHEET
1	ARCHITECTURAL ELEVATIONS
2	STRUCTURAL FRAMING PLAN
3	COLUMN LAYOUT

FABRICATOR APPROVALS: CITY OF PHOENIX, AZ APPROVED FABRICATOR #C08-2010 CITY OF LOS ANGELES. CA APPROVED FABRICATOR #1596 CITY OF RIVERSIDE, CA APPROVED FABRICATOR #SP06-0033 CITY OF HOUSTON, TX APPROVED FABRICATOR #470 CLARK COUNTY, NV APPROVED FABRICATOR #264 STATE OF UTAH APPROVED FABRICATOR 02008-14

CERTIFICATES: MIAMI-DADE COUNTY CERTIFICATE OF COMPETENCY NO. 19-0806.05 PCI (POWDER COATING INSTITUTE) 4000 CERTIFIED

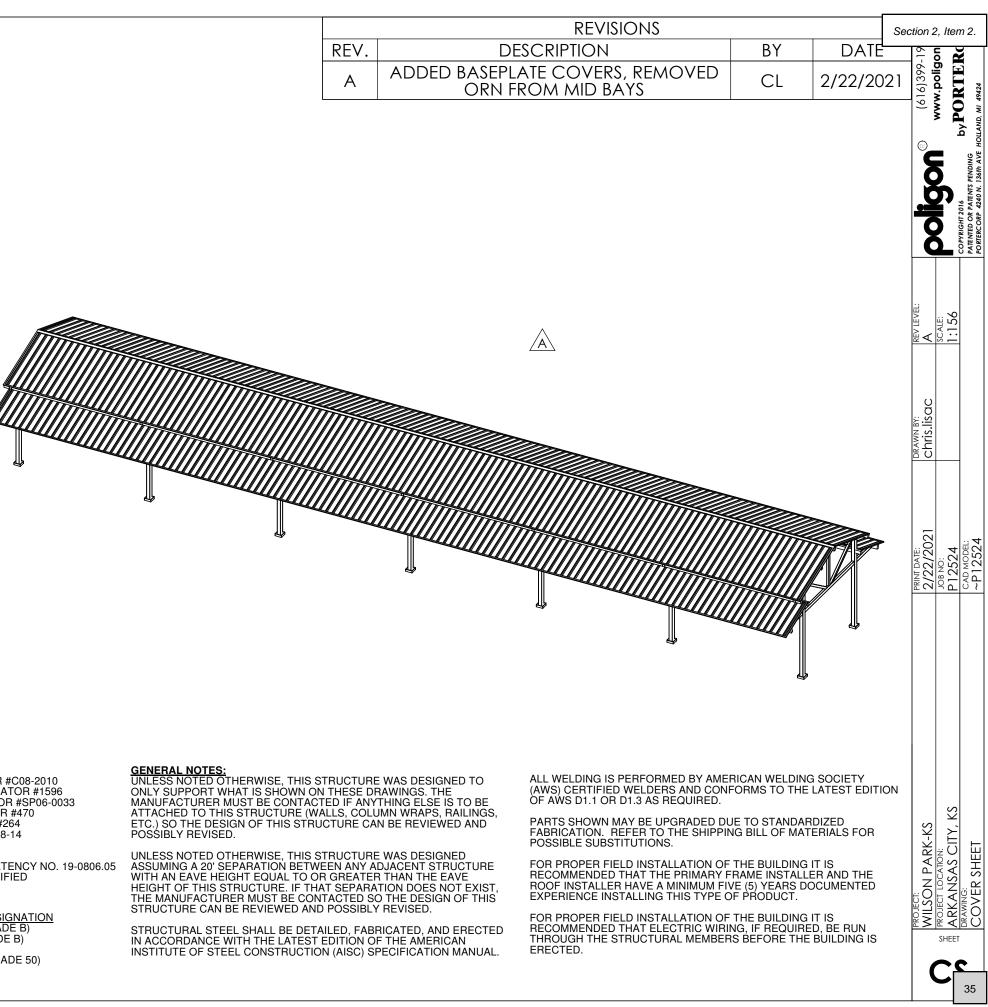
#### MATERIALS:

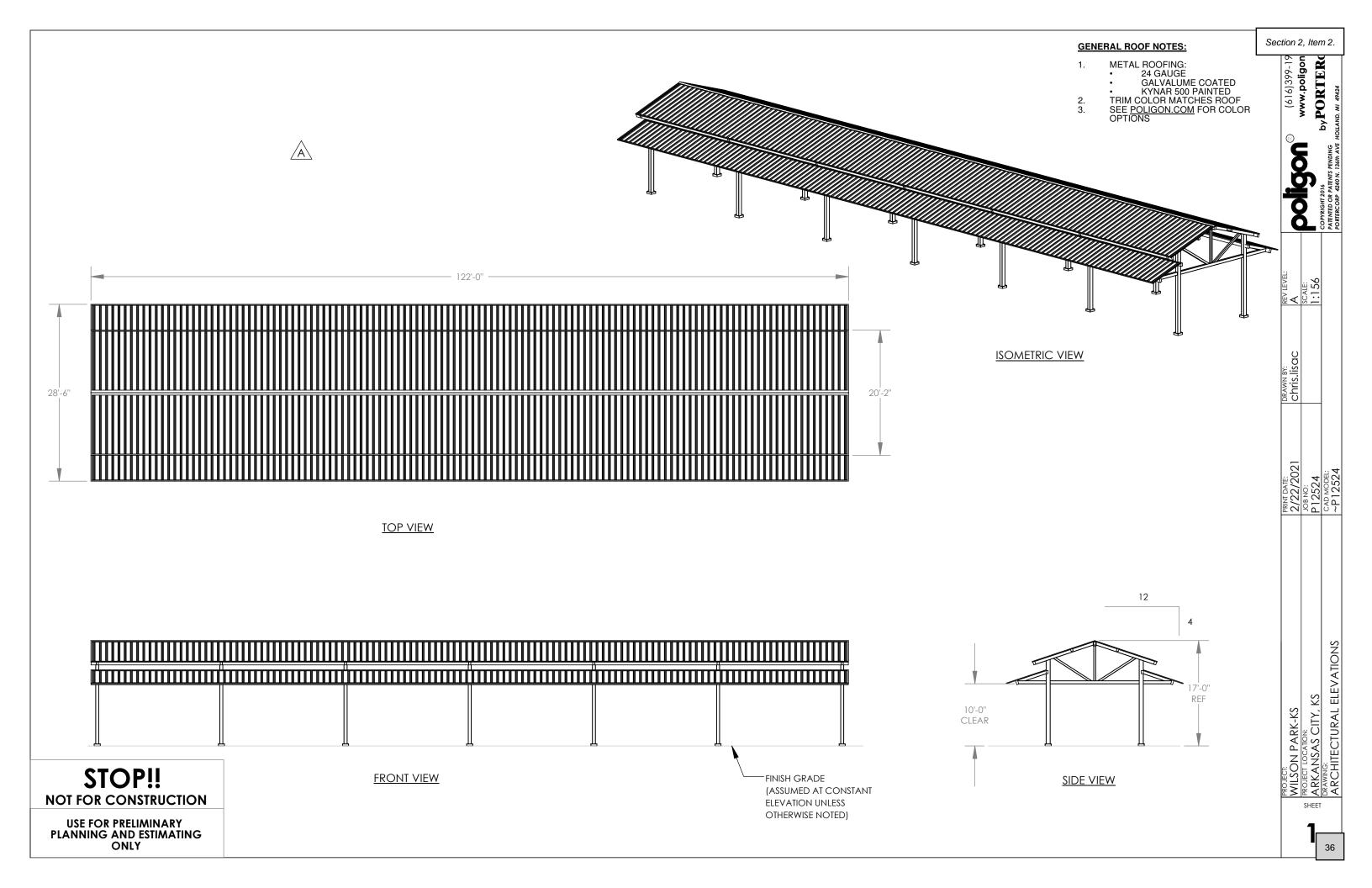
#### DESCRIPTION TUBE STEEL SCHEDULE PIPE RMT PIPE

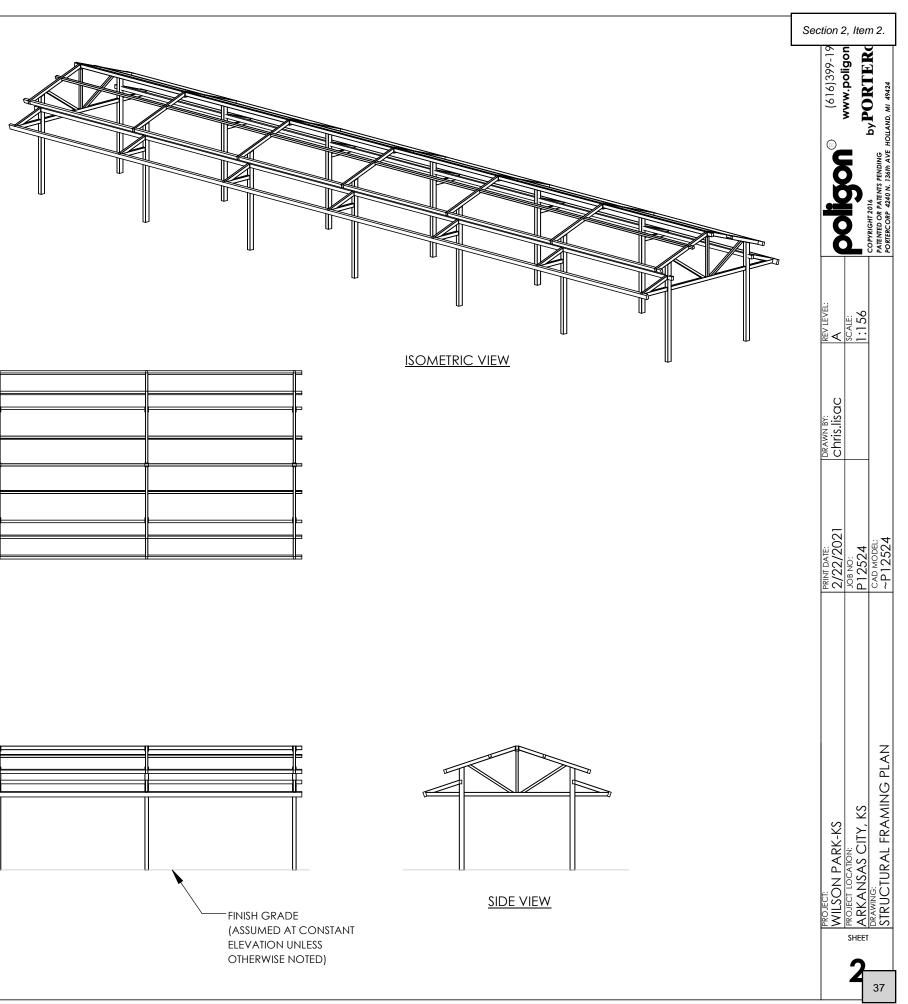
LIGHT GAGE COLD FORMED STRUCTURAL STEEL PLATE ROOF PANELS (STEEL)

#### ASTM DESIGNATION A500 (GRADE B) A53 (GRADE B) A519 A1003 (GRADE 50) A36 A653

ONLY SUPPORT WHAT IS SHOWN ON THESE DRAWINGS. THE MANUFACTURER MUST BE CONTACTED IF ANYTHING ELSE IS TO BE ATTACHED TO THIS STRUCTURE (WALLS, COLUMN WRAPS, RAILINGS, ETC.) SO THE DESIGN OF THIS STRUCTURE CAN BE REVIEWED AND

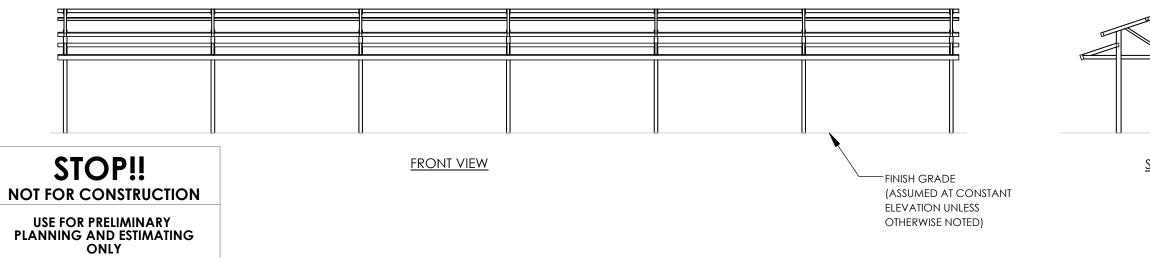






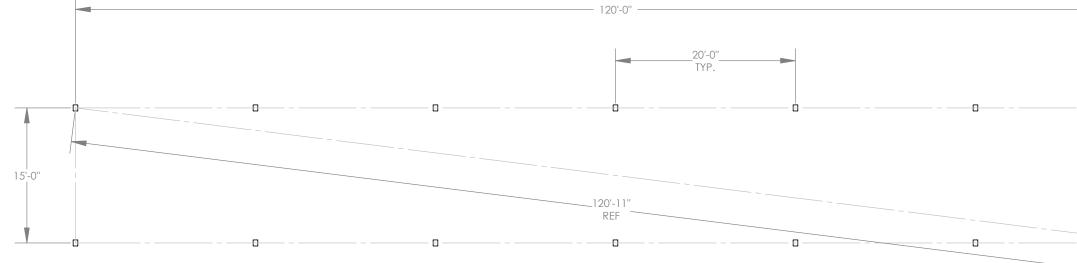
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TOP VIEW



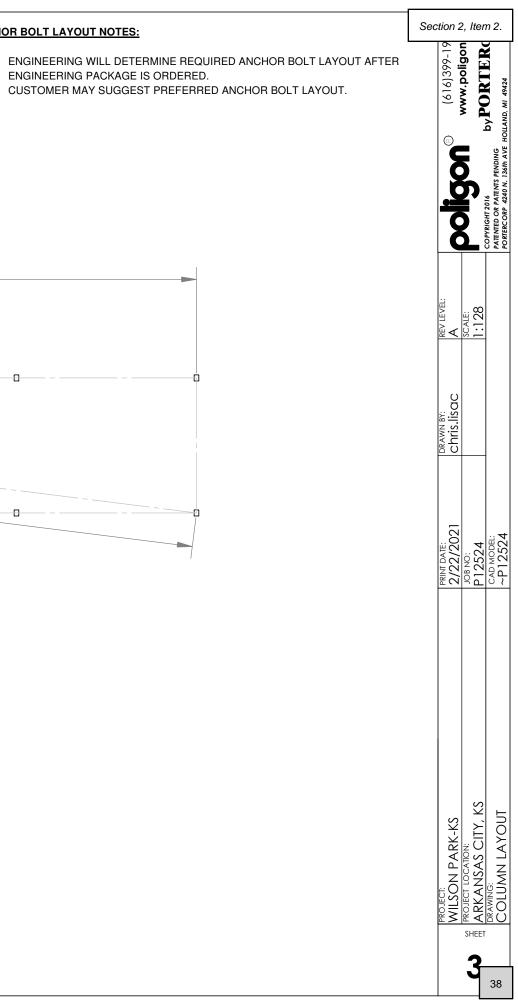
#### ANCHOR BOLT LAYOUT NOTES:

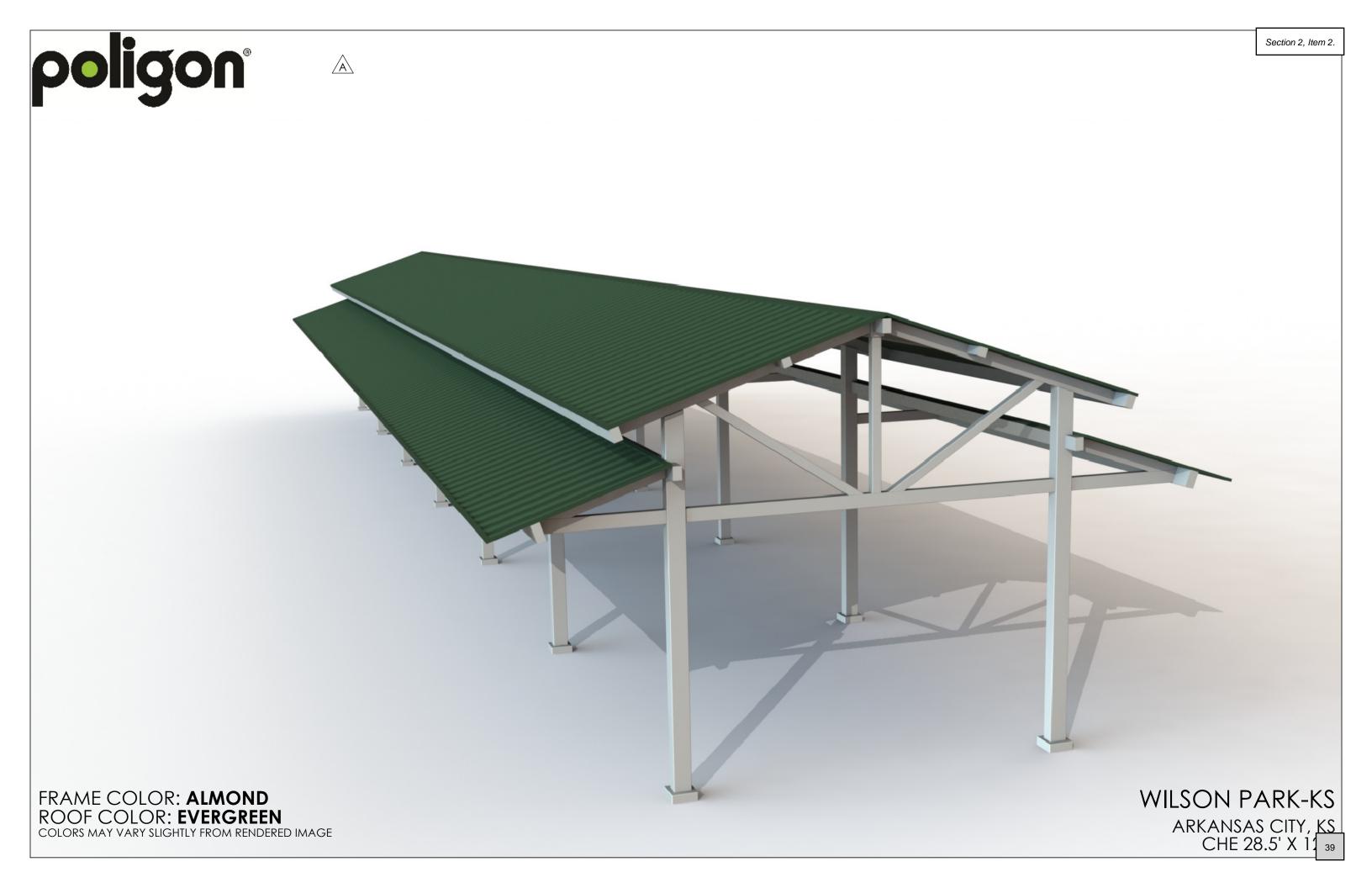
- 1.
- 2.





USE FOR PRELIMINARY PLANNING AND ESTIMATING ONLY







# Frame & Roof COLORS













# Frame Colors (Poli-5000 ® Certified)

#### The most durable frame finish available in the industry.

The Poli-5000<sup>®</sup> Super-Durable TGIC powder coat offers excellent outdoor durability and fade resistance to our steel shelter frames. It is tough, resilient, and will withstand harsh environments while retaining its smooth, high-gloss or matte finish for years to come.



\*represents frame colors also available in matte finish \*\*represents frame colors available with a slight upchar

Due to the nature of printed materials, colors may vary slightly from the swatches shown. Please request actual color sample before making final selection.

# Roof Colors (Kynar-500® Certified)

#### Providing protection against weathering to extend the life of your roof.

Kynar-500<sup>®</sup> PVDF resin-based coatings offer excellent protection to our metal roofs. The high-performance fluoropolymer resin, with its extraordinary capability to retain color and gloss, keeps your painted metal roof looking vibrant and appealing.



\*represents roof colors available with a slight upcharge

Due to the nature of printed materials, colors may vary slightly from the swatches shown. Please request actual color sample before making final selection.

# Frame & Roof Finish Technical Data



We are certified by the Powder Coating Institute as PCI-4000. This means that we ensure all of our products are produced with a high quality powder coated frame. As a certified coater, we have developed a methodology to continually improve and enhance our power coating process, giving you the best product available on the market.

# Poli-5000<sup>®</sup> Durability & Longevity Testing

Test Description	Test Method	Poli-5000® Results		
Salt Spray Resistance	ASTM B 117 / ASTM D 1654 Method 2 (No scraping)	10,000 hours, no creep from scribe line, rating of 10		
Humidity	ASTM D2247-02	5,000 hours with no loss of adhesion or blistering		
UV Light Resistance	ASTM G154-04 - 2,000 hours of exposure. Alternate cycles (4 hours UVA and 4 hours condensation)	nate cycles A) No chalking B) 75% color retention C) Color variation - max 3.0 E variation CIE formula (before and after 2,000 hours of exposure)		
Stain Resistance	ASTM D1308 - 2e1 24 hours exposure with 10% concentration	No stain from the following: Mustard, Tannic Acid, Ketchup, Citric Acid, Coffee, Tartaric Acid, Cola, Oleic Acid, Lactic Acid, Orange Juice		
Scratch Resistance	Hoffman Scratch Hardness Tester	No substrate appearance with 1,000 gram load		
Adhesion	ASTM D3359-02	ASTM Class 4B rating or better		
Impact Resistance	ASTM D2794-93	100 in lbs. without cracking		
Hardness	ASTM D6636-92a	2H min no indentation		
Flexibility	ASTM D522-93a	1/8" no cracking or loss of adhesion at bend		
Abrasion	Taber abraser CS10 Wheel (1,000 mg. load)	14 mg. max weight loss per cycle		
Solvent Resistance	50+ MEK rubs	Minimal to no dulling or color removal		

# Poli-5000<sup>®</sup> Frame Finish

#### **Excellent Durability**

- Higher surface hardness / scratch resistance
- Reduced chance of damage to coating during installation
- High resistance to cleaners and chemicals
- · High resistance to wind borne abrasives
- Superior Exterior Performance
- High resistance to salt spray
- High resistance to chalking
- High resistance to film coating erosion
- Excellent color and gloss retention

## **Connect with Poligon**

## Kynar-500<sup>®</sup> Roof Finish

This high-performance fluoropolymer resin withstands the rigors of nature and time with its extraordinary capability to retain color and gloss. Noted by architects around the world, our Kynar-500<sup>®</sup> coated roofs will keep your shelter looking its best for years to come.

### **Technical Notes**

Custom colors are available for frames and roofs. Such colors may incur an up charge, require extended lead times, and have minimum order requirements. Custom roof colors may not be Kynar-500<sup>®</sup>. Consult with Poligon for details.

Our knowledgeable sales staff will answer your questions, forward materials, or refer you to a representative in your area.





<u>Meeting Date</u> 4/6/2021 Department/Division City Manager <u>Staff Contact</u> Randy Frazer

Title:

**City Manager Updates** 

#### **Description:**

- The next quarterly Traffic Safety Committee meeting is at 10 a.m. Friday, April 9 at the Water Treatment Facility, located at 400 W. Madison Ave. Face coverings will be required! (Or you can participate remotely instead via GoToMeeting: <u>https://global.gotomeeting.com/join/247788485</u>)
- 2. City Manager Frazer and City staff will give a presentation about housing and the Housing Assessment Tool (HAT) at the **Arkansas City Rotary Club** meeting at **noon Monday, April 12**.
- 3. The next **RISE Cowley** health coalition meeting will be at **10** a.m. Tuesday, April **13** via Zoom. (This is a quarterly coalition meeting that is open to all Pathways to a Healthy Kansas partners.)
- 4. The **Cowley County Legislative Committee** will sponsor a legislative forum with area legislators at **6 p.m. Tuesday, April 13** at the Baden Square Community Center, 700 Gary St., in Winfield.
- The next City Commission study session will be the budget retreat from noon to 2 p.m. Friday, April 16 in the conference room at the Water Treatment Facility, 400 W. Madison Ave. Topics of discussion will include the 2022 budget and the 2022-2031 Capital Improvement Plan (CIP).
- Registration for the first-ever SCKMC Healing Hands Golf Tournament will begin at 8 a.m. Saturday, April 17 at Great Life Golf & Fitness, located east of Arkansas City at 8731 U.S. 166.
- 7. The annual **Cowley County Bridal Fair** will return from **10 a.m. to 2 p.m. Sunday, April 18** at its new location at Burford Theatre Arts, located at 118 S. Summit St. in downtown Arkansas City.

Approved for Agenda by:

Randy Frazer, City Manager



<u>Meeting Date</u> 4/6/2021 Department/Division City Manager <u>Staff Contact</u> Andrew Lawson

Title:

**City Advisory Board Reports** 

#### **Description:**

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

- November 19, 2020 Building Trades Board
- February 15, 2021 Historic Preservation Board
- February 18, 2021 Arkansas City Recreation Commission
- February 18, 2021 2021 Tacolalah Executive Committee
- February 25, 2021 Beautification and Tree Advisory Board
- March 4, 2021 Beautification and Tree Advisory Board (special meeting)

#### **Commission Options:**

1. No action needed.

#### Approved for Agenda by:

Randy Frazer, City Manager

#### City of Arkansas City Building Trades Board Minutes

Regular meeting held Thursday, November 19, 2020 at 5:15 PM at the Water Treatment Plant Conference Room.

Mark Bartlett called the meeting to order at 5:15 PM.

Roll Call:

Mark Bartlett	$\boxtimes$	Michael Kuhn	$\boxtimes$	John Bahruth	$\boxtimes$
Randy Smith		Chris Rains		Jace Kennedy	$\boxtimes$
Ken Miller	$\bowtie$	Jamie Terrill	$\boxtimes$	Michael Hunt	$\boxtimes$

Jace Kennedy made a motion to approve the minutes from September 3, 2020, and Ken Miller made the second. Voice vote carried the motion.

1. Signs on Vehicles

Mark asked the board if there were any discussions. Jace Kennedy and Ken Miller asked if it was any vehicle. Mike Bellis confirmed								
that it was any vehicle. Jace asked about the contractors that don't do a lot of work in town. Mike told the board that he could do more								
research on the verbiage for part-time work. Ken Miller agreed that there should be some clause for part-time work. Ken asked, if a								
contractor was just doing service, a permit wasn't required. Mike Bellis confirmed that if someone was doing a repair or just doing								
service work, a permit is not required. Michael Hunt asked how the board could help the city to catch contractors who were not								
licensed doing work in town. Mike explained he could not stop and ask someone what they were doing at the residence without seeing								
them carry equipment or tools into the residence. After discussion, Michael Hunt made the motion to approve the signage for vehicles								
and John Bahruth made the second. Jace Kennedy asked that verbiage be added for magnetic signs to be allowed. The motion passed								
with a 6 to 1 vote, with Ken Miller opposed.								
Mark BartlettImage: Michael KuhnImage: John BahruthImage: Randy SmithImage: Chris RainsJace KennedyImage: Ken MillerImage: Jamie TerrillImage: Michael HuntImage: Chris RainsJace KennedyImage: Ken MillerImage: Jamie TerrillImage: Michael HuntImage: Ken Miller								
2. Miscellaneous								
Mike talked about board re-appointments. Michael Hunt asked for Mike Bellis to get back with the board when he catches unlicensed								
contractors without signage on their vehicles.								

Jace Kennedy made the motion to adjourn the meeting at 5:35 PM and Jamie Terrill made the second. Voice vote carried the motion.

February 15, 2021 5:30 pm

#### NOTE: This meeting was conducted via internet video conference platform GoToMeeting

#### Call to Order:

Roll Call: Kevin Cox [x] Foss Farrar [x] Charles Jennings [] Kayleigh Lawson [x] JW Lozano []

#### 1. Consent Agenda

Cox made a motion to approve the January 25, 2021 minutes as written. K. Lawson seconded the motion. Voice vote carried the motion.

#### 2. Walking Tour Update

Farrar updated the board on his research. He noted there were several fires that destroyed older buildings. White shared his progress on the web map. Jennings joined the meeting in progress. A. Lawson updated the board on the status of the brochure. Cox talked about the historical names of the buildings and that there can be some discrepancies. Farrar will work on a property title for each building based on his research.

#### 3. Other Items

White briefly talked about Kansas Senate Bill 90 which would encourage development of upper story housing in downtowns.

#### Adjournment:

K. Lawson made a motion to adjourn. Cox seconded the motion. Voice vote carried the motion. Meeting adjourned at 6:00 p.m.

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

February 18, 2021 @ 7:00 a.m.

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

Board Members Present:	Mr. Jason O'Toole Mr. Andy Paton Mr. Dave Pontious
Board Members Absent:	Mrs. Sandra Davis Mr. Dustin Quint
Staff Members Present:	Mr. Landon West Mrs. Anna Davidson
Guests/Registrants Present:	None

- 1) <u>Call to Order: Approve the Agenda for Regular Meeting:</u> Andy Paton called the meeting to order at 7:00 a.m. Dave Pontious moved to approve the agenda and Jason O'Toole seconded, motion passed.
- 2) <u>Approve the Minutes of the Previous Meeting</u>: Motion was made by Jason O'Toole to approve the minutes of the December meeting as submitted, seconded by Dave Pontious, motion passed.
- 3) Public Comment: None
- Financial Reports: Review YTD Budget Expenditures and Consider Approval of Purchase Order from January <u>13 – February 15</u>: Motion was made by Dave Pontious and seconded by Jason O'Toole to approve the purchase orders and expenditures from January 13 – February 15.
- 5) Consider Proposals & Bids

Partnering with the City of Arkansas City – Construction Costs: The cost of repair for the ACRC facility are more than what I feel comfortable expensing where it would largely deplete our funds. I met with the City of Arkansas City's City Manger and Andrew Lawson, to see about opportunities to lease against the City. Three options; General Obligation Bonds, Lease Purchase Agreement, Public Building Commission Bond Issues. Of the three General Obligation Bonds are the best option for our smaller construction costs as well as they are not subject to notice and protest. The bonds could be paid back over 10 years to the City without penalty for early payoff. If we used \$400,000 for repairs over ten years would be \$3,333 a month. ACRC is comfortable with \$5,000 a month pending no additional pandemics. There is concern with the South Wall of ACRC as we do not know the extent of work until construction begins. Jason O'Toole moved to approve the Partnering with the City of Arkansas City – Construction Costs, Dave Pontious seconded, motion passed.

<u>Auditor for FY ending June 30, 2021</u>: Seeking to secure an auditor for the fiscal year, we have two letters of engagement; Chad A. Andra LLC., Edw. B. Stephenson & Co. CPAs, Chartered. Working with Chad A. Andra this year seemed quite simple, and ACRC did not have any problems or concerns with their work. Landon received concerns with Edw. B. Stephenson group, stating late audits and needing prompting to complete. Landon recommends staying with Chad. A. Andra for the next year. This would also include additional work and cost to our accountant to provide the summary, schedule of receipts and expenditures for actual and budgeted items at a rate of \$1,200 annual. It is the request of the board to approve working with Chad A. Andra but request a lower bid due to the additional costs incurred with the accounting requirements. No action was taken.

6) Review Superintendent report: Landon's report to the board included the following:

Aquatic Director is open to the public before and after school and on weekends. ACHS PE programs are on the schedule and awaiting the time when school goes back to face to face. Water Aerobic classes are continuing to hold good numbers. Feeding program has been hit with the cold as well but adjusting times and pickup opportunities continue to allow our community access. Paris Park Pool and IYQ planning has begun, we have received approval to move forward with the Ag building usage. With the new system online registrations, the day of is an item we are discussing. Since we need internet, we are looking for hotspots or other options. ACRC will be participating in the County Health Fair on May 1 as well.

The Physical Fitness Center has continued steady with the start of the year. Jenny is continually looking for opportunities to improve the PFC and will be looking into a row machine, as it is a desire of the patrons.

Sports programing has provided a 2-day basketball camp partnering with Coach Washington in the south gym during teacher in-service days; 25/26. Soccer registration is continuing and gaining in numbers. Without inperson school it has hindered our marketing of delivering to each student our activities. We have ordered a few sets of cornhole boards with the hope to begin a program in the summer or early fall for adults, off-setting with Winfield so they do not overlap. The travel basketball group ETP will be hosting the Jr. Bulldog camp this year on Mondays for kinds in K-2 grades.

The ACRC was awarded a grant for lost revenue from the CARES Act for \$15,120.72, as well as received some additional PPE and disinfectant and sanitizer through the same program. This was for August-November of 2020. The AC Tennis Association also received the reimbursed grant for the resurfacing of the ACHS courts (10) for \$14,000. The courts have been completed and look great. The Interlocal Tennis Agreement is still being signed by all parties. ACRC does have two baseball tournaments scheduled Mid-May and Mid-June. We hope to have greater number of age divisions make utilizing all the fields. We do have 6 portable mounds but there are a few that may need replaced. I have also been told the district will be replacing the sun canopies for the seating areas at Sports Complex. The Office Manger position is in the paper until 2/20 with plans to interview next week.

Adjournment: Dave Pontious made a motion to adjourn at 7:36am, seconded by Jason O'Toole; motion passed. 7)

Approved Approved

Date: <u>3/18/21</u> Date: <u>3/18/21</u>



# **2021 TACOLALAH COMMITTEE**

#### VIRTUAL MEETING: 4:03 P.M. THURSDAY, FEB. 18, 2021 VIA GOTOMEETING

Roll Call:	<b>Executive Committee Members</b>		<b>Executive Committee Altern</b>	ates
Visit Ark City	Liz Shepard, Chairwoman	$\boxtimes$	Dena Ward	
Beautification	Candace Hendricks, Vice Chair	$\boxtimes$	Nancy Holman	
Community Spirit	Charles Tweedy, Treasurer	$\boxtimes$	Kim Hager	
Equal Opportunity	JoAnn Bierle	$\boxtimes$	Anita Judd-Jenkins	$\boxtimes$
NWCC	Gary Hale, Volunteer Coordinator	$\boxtimes$	Ruben Garcia	
Outdoor Market	Kelly Dillner, Market Coordinator	$\boxtimes$	Non-Voting Advisors	
At-Large Member	Vacancy		Pam Crain, Fiscal Agent	$\boxtimes$
			Andrew Lawson, Secretary	$\square$

#### 1. Approve minutes of the January 21, 2021, executive committee meeting.

Motion: Candace Hendricks Second: Kelly Dillner Vote: 5-0

#### 2. Approve Tacolalah Festival financial report as of January 31, 2021:

The only new transaction since the last report was for a three-year website domain name renewal charge, which occurred on **January 12, 2021**. The current account balance is **\$3,814.14**.

Motion: Kelly Dillner Second: Charles Tweedy Vote: 5-0

#### 3. OLD BUSINESS: Nominate At-Large Member for Tacolalah Executive Committee

This item was tabled again to March so we can continue to visit with more people about the role.

Andrew asked for help from the committee members to assist him and Anita with recruiting.

Anita said she has talked to many people, but they keep falling through. She is going to approach Father Sam Brand next as he is bilingual and serves as the pastor at Sacred Heart Catholic Church.

Rags Smith and Joan Caldwell also are helping to recruit people. Liz said the right person will come along at the right time. Andrew said he thinks the pandemic is a major contributing factor.

Anita said the noon meeting time is a deterrent, but Andrew said that can be changed at any time.

JoAnn joined the meeting in progress at 4:08 p.m.



#### 4. OLD BUSINESS: Discuss Establishing Subcommittees

After extended discussion, the committee members committed to working in the following areas:

- Arts and Crafts Amy Lawson, Nancy Holman, Rags Smith
  - o Tasks: Purchase supplies and plan activities
- Beer Garden Andrew, Liz
  - *Tasks:* Secure Bottle Service LLC; visit with Frank Arnold about security options
- Cultural/Dancing/Entertainment/Music Jose Esparza, Candace, Debbie Savala
  - $\circ$  Task: Call performers and get them re-booked during the 150<sup>th</sup> celebration week
- Games/Activities Doug Darst, Gage Musson, Kim Hager, Landon West, Liz, Zach Stoy
  - o Tasks: Brainstorm, select and plan possible activities; recruit volunteers to run them
- Merchandise Pam, Visit Ark City Board of Trustees
  - o Task: Select types/amounts of merchandise and place orders
- Vendors Andrew, JoAnn, Kelly (Outdoor Market), Tammy Lanman-Henderson
  - *Task:* Continue to reach out to and sign up food and Outdoor Market vendors
- Volunteers Gary, James Fry, Liz, Pam (training event at Burford), Patti Morgan
  - o Tasks: Continue to recruit volunteers and send link to web form; schedule training

#### 5. OLD BUSINESS: Set Dates/Times for Future Meetings

Andrew said this can be finalized in March so as to accommodate the seventh member's schedule.

#### 6. Other Miscellaneous Items:

Andrew showed the committee the website, <u>www.tacolalah.com</u>, which is now live. There are still a few glitches to iron out and Kelly will send information to add a section for the Outdoor Market.

He showed the committee where to click on the main page to fill out the Google volunteer form.

Inside webpages will be added for entertainers and vendors as their participation is confirmed.

Andrew provided an update on Wilson Park Master Plan Phase 1 Upgrades, which start in March.

7. Adjourned at 4:46 p.m. Motion: Liz Shepard Second: Gary Hale Vote: 6-0

#### NEXT MEETING: NOON THURSDAY, MARCH 18, 2021 VIA GOTOMEETING

#### Arkansas City Beautification and Tree Advisory Board 2/25/21 Minutes

A regular meeting was held Thursday, February 25, 2021, via GoToMeeting due to a pandemic. Meeting called to order at 4:03 p.m.

Roll Call:	<b>Board Members</b>		<u>Staff Liaisons</u>	
	Robin Henderson	$\boxtimes$	Mike Bellis	$\boxtimes$
	Candace Hendricks	$\boxtimes$	Randy Frazer	$\boxtimes$
	Nancy Holman		Evan Haney	$\boxtimes$
	Paisley Howerton	$\boxtimes$	Andrew Lawson	$\boxtimes$
	Harrison Taylor	$\boxtimes$	Josh White	$\boxtimes$

#### 1. Approve January Meeting Minutes:

Paisley made a motion to approve the minutes of the **January 28, 2021**, regular meeting as presented. Robin seconded the motion. The motion was approved **4-0** on a voice vote.

#### 2. Adoption Request: Knebler Pond (WVDGA)

Although the Board already voted in **January** to recommend this adoption request, Andrew wanted to present the final paperwork to make sure there are no further questions or concerns before taking this to the City Commission on **March 16**.

Arty said a 2010 world-champion course designer is willing to lay out the course at no charge to the Walnut Valley Disc Golf Association, which is a great honor. It will be a more championship-caliber course than the one at Robert Cox Memorial Park. Fundraising continues apace, Arty said, and some equipment also will be donated for volunteer use to cut down City burdens.

Harrison commented on how close some of the baskets in Cox Park are to Fifth Street. He is concerned about safety. Arty said they always watch for oncoming vehicles before throwing discs or entering the street to retrieve discs that leave the park.

Andrew pointed out that the course is still a work in progress and can be adjusted. Arty agreed and said they will monitor it.

Robin said the potential problems are less those of course design and more lack of parental supervision of kids who play it.

#### 3. Comprehensive Plan Discussion:

Josh said the Planning Commission just finished its discussion of **Chapter 3**, "Housing and Neighborhoods," on **February 9**. Following that will be a discussion in **March** regarding **Chapter 4**, "Economic Development," which he briefly overviewed. There is not a lot in Chapter 4 that crosses this Board's duties, but there is a small discussion of livability and small-town character in regard to the survey questions that were asked in 2013 and how they relate to economic development overall. Josh said the City doesn't currently have any landscaping rules for new developments, but the Board could recommend that. Andrew presented the results of the first FlashVote survey and said there were no real surprises to City staff. Several of the comments related to beautification and code enforcement, housing, sidewalks, public safety, and economic development.

#### 4. Good Neighbor Award: James Fry and ACES

A Good Neighbor Award will be presented to James Fry and the ACES students at the City Commission meeting March 16.

#### 5. Mayor's Monarch Pledge / The Pollinator Project:

Andrew suggested scheduling a special meeting at **noon March 4** to focus on this item specifically, which will allow for more City staff to participate, or the Board can just delegate it to staff. The Board members requested the special meeting.

He thinks a face-to-face discussion will be more productive, but a virtual option will still be available. Decisions will need to be made the following week in order to bring this before the City Commission on **March 16**, prior to the pledge deadline.

Robin made a motion to schedule a special Board meeting at **noon March 4** in the city manager's office at C Section 1, Item 1. discuss the Mayor's Monarch Pledge items. Paisley seconded the motion. The motion was approved **4-0** on a voice vote.

#### 6. Tacolalah Executive Committee Report:

The next Tacolalah Executive Committee meeting will be at **noon March 18** at the Water Treatment Facility. The Committee is still looking for its seventh and final member. Andrew showed the Board the new website, <u>www.tacolalah.com</u>.

#### 7. Poplar Walking Trail Lighting/StoryWalk:

Andrew said the Poplar Walking Trail area already is designated as an area for wild grasses and habitat.

#### 8. Other Miscellaneous Items:

Andrew shared the flyer for Spring Cleanup Day, which will be April 24. Citywide Pickup Week will follow on April 26-30.

The City did not receive Transportation Alternatives grant funding for **Central Trail (Phase 1)**, but some Recreational Trails Program funding is still a possibility. Andrew recently presented it to the Kansas Department of Wildlife, Parks and Tourism.

The final plans for the Hike-Bike Trail Phase 2 Extension project have been submitted and bids will be let around **September**.

The design of Wilson Park Phase 1 is still proceeding, but demolition of the tennis courts is expected to commence in March.

Harrison made a motion to adjourn the meeting. Robin seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **5:08 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. March 25**.

#### Arkansas City Beautification and Tree Advisory Board 3/4/21 Minutes

A special meeting was held Thursday, March 4, 2021, in the City Manager's Office at City Hall. Meeting called to order at 12 p.m.

Roll Call:	Board Members		Staff Liaisons	
	Robin Henderson	$\bowtie$	Mike Bellis	$\boxtimes$
	Candace Hendricks		Mike Crandall	$\boxtimes$
	Nancy Holman	$\bowtie$	Brian Edwards	$\boxtimes$
	Paisley Howerton	$\bowtie$	Randy Frazer	$\boxtimes$
	Harrison Taylor ( <i>participated via GoToMeeting</i> )	$\boxtimes$	Evan Haney	$\boxtimes$
			Andrew Lawson	$\square$

#### 1. Mayor's Monarch Pledge / The Pollinator Project:

The Board and staff discussed the Mayor's Monarch Pledge "Action Item Selections" and highlighted some to present to the City Commission (the City must select at least three items and at least one must be in "Program & Demonstration Gardens").

#### **Communications and Convening:**

- 1. Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat.
  - The City can issue a new Monarch Day Pledge proclamation following reapplying to the program.

Connie Moore

- The Board will incorporate monarchs into its Earth Day, Pollinator Week or other proclamations.
- 2. Launch a public communication effort to encourage citizens to plant monarch gardens at home or in neighborhoods.
  - Andrew and Paisley will continue to work on creating a local Mayor's Monarch Pledge page on Facebook.
    - Engage with community garden groups, and urge them to plant native milkweeds and nectar producing plants.
  - We have not been able to identify these groups at this point in time in Arkansas City. Winfield has some...
- Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
- This special meeting represents the first step to achieving this action item. More discussions will be needed. 5. Engage with gardening leaders and partners to support monarch butterfly conservation.
  - The Board will host programming and other activities with Chaplin Nature Center / The Pollinator Project.
  - We can coordinate and collaborate with local gardening groups at the high school or Cowley College.
- 6. Engage with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.
  - We have not been able to identify these groups at this point in time in Arkansas City, other than Crestwood.
- 7. Engage with developers, planners, and landscape architects to identify opportunities to create monarch habitat.
  - These pledge goals and actions will be incorporated into the City's revised Comprehensive Plan document.
- 8. Create a community-driven educational conservation strategy that focuses on and benefits underserved residents.
   The Board can work with the Equal Opportunity Board to develop future brochures in different languages.
- 9. Create a community art project to promote monarch and pollinator conservation, cultural awareness and recognition.
  - Nancy and Paisley are interested in promoting photo contests, murals, films and documentaries.
  - We can collaborate with Burford Theatre Arts and school art departments to create community-wide art.
  - The goal of supporting public art institutions could be achieved in future Wilson Park Master Plan phases.

#### **Program and Demonstration Gardens:**

#### 10. Host or support a native seed or plant sale or milkweed sale, giveaway, or swap.

- Due to the ongoing COVID-19 pandemic, the Board wants to put off trying to do this again until 2022.
- In the meantime, Mike Crandall provided seeds to the Chamber of Commerce to be distributed to residents.
- 11. Facilitate or support a milkweed seed collection and propagation effort.
  - Due to the ongoing COVID-19 pandemic, the Board wants to put off trying to do this until at least 2022.
- 12. Plant or maintain a monarch- and pollinator-friendly demonstration garden at City Hall or other prominent location.
- Connie said Parks can do some planting in the "triangle gardens" at Kansas Avenue and Summit Street, as well as Cherokee Park. Other possible plants, besides milkweed, include Echinacea and black-eyed Susans.
   13. Convert abandoned lots to monarch habitat.
  - *Mike C. passed out GIS maps of the vacant 6.7-acres property north of Poplar Walking Trail and east of J Street. It is owned by Cowley County and leased to the City, so we need to investigate legality of planting.*
  - *Mike B. said this is a good location because it keeps milkweed plants, which can be toxic to some people and animals, away from pedestrians on the trail, but still in the general vicinity of the recreation area.*
  - There is water available at the location. The Street Division mows it now. Signage is a possibility in the lot.
- 14. Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.

- See discussion above regarding "triangle gardens" at Kansas Avenue and Summit Street.
- 15. Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat by engaging students, teachers, and community in planting native milkweed and pollinator-friendly native nectar plants.
  - Pollinator Project will coordinate with local schools to research Eco-Schools USA Schoolyard Habitats, PK-12 Monarch Mission Curriculum and/or National Wildlife Federation Campus Pollinator Pledge.
- 16. Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (e.g., National Wildlife Foundation's Community Wildlife Habitat program).
- Due to the ongoing COVID-19 pandemic, the Board wants to put off trying to do this until at least 2022.
  17. Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness and/or create habitat for the monarch butterfly.
  - This is something we could organize once the Facebook page is up and running to generate participation.
  - We could host photo challenges, create property certification challenges and collaborate with local schools.
- 18. Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health.
  - Chaplin Nature Center has a tagging program we could use the Facebook page to highlight and feature.
  - Pollinator Project will coordinate with Chaplin to research Citizen Science Opportunities (Monarch Joint Venture) and NWF's Monarch Stewards Program Certification, plus engage with local science departments.
- 19. Add or maintain native milkweed and nectar-producing plants in public community gardens.
- We do not have any community gardens at this time. This could be a priority for Wilson Park Master Plan.
   20. Launch, expand or continue an invasive species removal program that will support the re-establishment of native habitats for monarch butterflies and other pollinators.
  - More research will be needed into local invasive species. Johnson grass was mentioned as one possibility.
- 21. Host or support a city monarch butterfly festival to promote monarch and pollinator conservation, as well as cultural awareness and recognition.
  - Due to the ongoing COVID-19 pandemic, the Board wants to put off trying to do this until at least 2022.
- 22. Display educational signage at monarch gardens and pollinator habitat beyond monarch demonstration gardens.
  - See discussion above regarding possible signage in the lot north of Poplar Walking Trail.
  - Neighborhood Garden Signs can be produced at Central Shop or donated by Victory Garden of Tomorrow.
  - We can create plant labels or interpretive language for parks, prairie habitat, rights-of-way, trails, etc.

#### Systems Change:

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- 23. Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).
- 24. Change weed or mowing ordinances to allow for native prairie and plant habitats.
  - We will investigate the International Property Maintenance Code restrictions at a future Board meeting.
- 25. Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
  - There are no such current ordinances, but the Board can recommend them in the Comprehensive Plan.
- 26. Direct property managers to consider use of native milkweed and nectar plants at city properties, where appropriate.
   This special meeting represents the first step to achieving this action item. More discussions will be needed.
- Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
- These pledge goals and actions will be incorporated into the City's revised Comprehensive Plan document. 28. Change ordinances so pesticide, herbicide, insecticide or other chemicals used in the community are not harmful.
  - Pollinator Project can work with the local school district to eliminate or minimize the use of pesticides, herbicides and insecticides on school properties, as well as adopt Integrated Pest Management practices.
- 29. Adopt ordinances that support reducing light pollution.
- 30. California Specific: Pass a resolution to protect over wintering monarch butterfly habitat on public / private lands.

Paisley made a motion to adjourn the meeting. Robin seconded the motion, which was approved **4-0** on a voice vote. The meeting was adjourned at **1:11 p.m.** The next regular meeting of the Beautification and Tree Advisory Board will be at **4 p.m. March 25, 2021**.