

City Commission of Arkansas City - Regular Meeting Minutes

The Arkansas City Board of City Commissioners met in regular session at **5:30 p.m. Tuesday, October 6, 2020**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Ark City.

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

City employees present at the meeting were City Manager **Randy Frazer**, City Attorney **Larry Schwartz**, City Clerk **Lesley Shook**, Public Information Officer **Andrew Lawson**, Management Assistant **Mike Crandall**, Finance Director **Kathy Cornwell**, Interim Fire Chief **Les Parks**, Public Services Superintendent **Tony Tapia**, Human Resources Manager **Marla McFarland** and Building Official **Mike Bellis**. Ranson Financial Group was represented by consultant **Rose Mary Saunders**.

Citizens in attendance were **Harrison Taylor** and Cowley CourierTraveler reporter **John Shelman**.

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

Agenda Approval

Commissioner Warren made a motion to approve the agenda as presented. Commissioner Oestmann seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Welch declared the agenda **approved** as presented.

Recognition of Visitors

Harrison Taylor, 525 N. Fourth St., again addressed the commissioners about speeding on residential streets, particularly the north-south streets in his neighborhood such as Fourth Street.

Mayor Welch again referred Taylor to the next quarterly **Traffic Safety Committee** meeting, which will be at **10 a.m. October 9** at USD 470's Avery Learning Center, located at 2500 N. 15th St.

Consent Agenda

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

1. Approving the **September 15, 2020**, regular meeting minutes and **September 22, 2020**, special meeting minutes as written.
2. Approving **Resolution No. 2020-10-3356**, authorizing **City Manager Frazer** and **City Treasurer Jennifer Waggoner** to act as authorized signers on City bank accounts.
3. Approving **Resolution No. 2020-10-3357**, authorizing the City to purchase a skid unit for the Fire-EMS Department from Unruh Fire, of Sedgwick, for an amount not to exceed **\$16,230.23**.

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

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Old Business

CDBG Hearing & Application Resolution No. 2020-10-3358

Mayor Welch presented for discussion a public hearing and a resolution authorizing the City to apply for a **Community Development Block Grant** (CDBG) to mill and overlay North Summit Street from Kansas Avenue to Radio Lane.

Mayor Welch opened the public hearing. Public Information Officer Lawson provided a brief overview of the proposed project. Commissioner Oestmann asked if the project would include the intersection of Kansas Avenue and Summit Street. Management Assistant Crandall said it would not repave the intersection, which is concrete, but the project would add new pavement markings.

No one else from the public spoke. Mayor Welch closed the public hearing. Rose Mary Saunders, with Ranson, took over at the podium to guide the commissioners through the rest of the process.

Mayor Welch 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 Welch declared the motion **approved** and given **Resolution No. 2020-10-3358**.

Certifying Legal Authority Resolution No. 2020-10-3359

Rose Mary Saunders presented for discussion a resolution certifying legal authority to apply for the 2021 Kansas Small Cities **Community Development Block Grant** (CDBG) Program from the Kansas Department of Commerce, and authorizing **Mayor Welch** to sign and submit such an application.

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

Mayor Welch declared the motion **approved** and given **Resolution No. 2020-10-3359**.

Operation and Maintenance Resolution No. 2020-10-3360

Rose Mary Saunders presented for discussion a resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements of the Arkansas City street system to be financed with **Community Development Block Grant** (CDBG) funds.

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Commissioner Rogers 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 Welch declared the motion **approved** and given **Resolution No. 2020-10-3360**.

Contingent Contract with S&O **Resolution No. 2020-10-3361**

Rose Mary Saunders presented for discussion a resolution authorizing the City to enter into a contingent engineering design, bidding, construction administration and inspection services contract with **Smith & Oakes, Inc.**, of Arkansas City, for the Community Development Block Grant (CDBG) North Summit Street Resurfacing Project, for an amount not to exceed **\$127,090.00**.

Saunders and Public Information Officer Lawson said the contract is invalid if no grant is awarded.

Commissioner Warren 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 Welch declared the motion **approved** and given **Resolution No. 2020-10-3361**.

New Business

City Reorganization Ordinance **Ordinance No. 2020-10-4518**

City Clerk Shook presented for discussion a first reading of an ordinance amending **Arkansas City Municipal Code Sec. 2-278**, concerning City administrative departments, by deleting the **Finance Department**, replacing it with the **Finance Division**, and modifying Municipal Code to so reflect.

Human Resources Manager McFarland said this ordinance simply deletes the Finance Department.

Commissioner Oestmann made a motion to approve the ordinance as presented. Commissioner Warren seconded the motion. A roll call vote was **unanimous** in favor of the motion.

Mayor Welch declared the motion **approved** and given **Ordinance No. 2020-10-4518**.

Budgeted Pay Plan for 2020 **Ordinance No. 2020-10-4519**

City Clerk Shook presented for discussion a first reading of an ordinance adopting the budgeted pay plan for **2020** and repealing **Ordinance No. 2020-03-4508**.

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Human Resources Manager McFarland said the revised pay ordinance changes some positions' ranges, replaces the Finance Director and City Treasurer with a single **Finance Director/Treasurer**, adds a new **Deputy City Clerk** position, and changes her job title to **Human Resources Director** and that of her administrative assistant to **Human Resources Assistant**.

Mayor Welch made a motion to approve the ordinance as presented. Commissioner Oestmann seconded the motion. A roll call vote was **unanimous** in favor of the motion. Mayor Welch declared the motion **approved** and given **Ordinance No. 2020-10-4519**.

Personnel Policy Updates

City Clerk Shook presented for discussion two personnel policy updates – **Employee Council (1.12)** and **Organizational Structure (2.1)**.

Human Resources Manager McFarland said the **Employee Council** needs to be updated to replace the Finance Department representative with a **City Manager Department** representative, while the **Organizational Structure** updates include deleting the **Finance Department**, creating three new divisions under the Environmental Services Department and creating three new divisions under the City Manager Department, including **Finance Division** and **Information Technology Division**.

Commissioner Warren made a motion to approve the policy updates as presented. Commissioner Rogers seconded the motion.

A voice vote was **unanimous** in favor of the motion. Mayor Welch declared the motion **approved**.

Mowing Special Assessments Ordinance No. 2020-10-4520

City Clerk Shook presented for discussion a first reading of an ordinance levying special assessments for code enforcement activities related to unpaid **weed mowing** charges.

Commissioner Warren made a motion to approve the ordinance as presented. Commissioner Gingher seconded the motion. A roll call vote was **unanimous** in favor of the motion. Mayor Welch declared the motion **approved** and given **Ordinance No. 2020-10-4520**.

Refuse Special Assessments Ordinance No. 2020-10-4521

City Clerk Shook presented for discussion a first reading of an ordinance levying special assessments for code enforcement activities related to unpaid **refuse abatement** charges.

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Building Official Bellis explained how the nuisance abatement process currently works, with the Neighborhood Services Division mailing multiple certified letters to both owners and tenants.

Commissioner Gingher made a motion to approve the ordinance as presented. Commissioner Rogers seconded the motion. A roll call vote was **unanimous** in favor of the motion.

Mayor Welch declared the motion **approved** and given **Ordinance No. 2020-10-4521**.

Certificate of Special Assessment

City Clerk Shook presented for discussion possible approval of a **Certificate of Special Assessment** for dangerous structure demolitions.

Building Official Bellis said the certificate will assess six properties with dangerous structures that were demolished by the City – **309 N. Second St., 514 E. Van Buren Ave., 813 South B St., 817 South A St., 1011 South C St.** and **1124 S. Third St.**

Commissioner Oestmann made a motion to approve the Certificate of Special Assessment as presented. Commissioner Rogers seconded the motion. A voice vote was **unanimous** in favor of the motion. Mayor Welch declared the Certificate of Special Assessment **approved**.

New City Attorney Agreement **Resolution No. 2020-10-3362**

City Clerk Shook presented for discussion a resolution authorizing the City to execute a Professional Services Agreement with **Larry R. Schwartz** as the permanent **City Attorney**.

Mayor Welch 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 Welch declared the motion **approved** and given **Resolution No. 2020-10-3362**.

Medical Director Agreement **Resolution No. 2020-10-3363**

City Clerk Shook presented for discussion a resolution authorizing the City to execute a Professional Services Agreement with **Patrick T. Blatchford** as the City EMS' **Medical Director**.

Interim Fire Chief Parks said it is an essential position. Commissioner Gingher said Blatchford had donated his services for years, but recent changes at the state level will demand more of his time.

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

Mayor Welch declared the motion **approved** and given **Resolution No. 2020-10-3363**.

Coronavirus Relief Fund MOA **Resolution No. 2020-10-3364**

City Clerk Shook presented for discussion a resolution approving a **Coronavirus Relief Fund (CRF)** Memorandum of Agreement (MOA) by and between the City and Cowley County.

Public Information Officer Lawson said the City must enter into the MOA in order to be able to receive **\$9,568.56** in approved reimbursement of City expenses related to the COVID-19 pandemic.

A second round of funding is ongoing and he anticipates another of these agreements in the future.

Commissioner Rogers 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 Welch declared the motion **approved** and given **Resolution No. 2020-10-3364**.

City Manager Updates

Public Information Officer Lawson informed the commissioners of an effort among the downtown businesses to organize a Trick or Treat event from **6 to 9 p.m. October 31**. He also handed out the latest Kansas Department of Health and Environment guidelines for safe Halloween practices.

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

- The City-Cowley County Health Department will offer a drive-through flu shot clinic from **10 a.m. to 6 p.m. October 7** at the Agri-Business Building, located at 712 W. Washington.
- The next quarterly Traffic Safety Committee meeting will be at **10 a.m. October 9** at USD 470's Avery Learning Center, located at 2500 N. 15th St. Face coverings will be required.
- The next RISE Cowley health coalition meeting will be at **10 a.m. October 13** via Zoom. The coalition will continue revising its bylaws and reorganizing itself for Pathways Phase 2.
- The next monthly Cowley County Legislative Committee meeting will be at **noon October 13** at the Winfield Area Chamber of Commerce office, located at 123 E. Ninth Ave.
- The League of Kansas Municipalities annual conference is **October 13-16**. Commissioners who registered should receive an email with details about how to download the conference app and log in to view sessions. The business meeting will be from **9:30 to 10:30 a.m. October 16**. An updated schedule may be found at www.lkm.org/page/conferenceschedule.

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- The next City Commission study session is at **noon October 16** in the Commission Room.
- Fall Cleanup Day is from **8 a.m. to noon October 17**, weather permitting. Volunteer groups will register with the City and be assigned to locations. 31st Century Techsupport will offer e-waste recycling services (again, weather permitting) from **8 a.m. to noon** at Wilson Park.
- Citywide Pickup Week is now scheduled for **October 19-23**, coinciding with trash pickup.

Other Business

City Manager Frazer acknowledged Finance Director Cornwell on the eve of her retirement, effective October 9, and said there would be a farewell reception for her from **1 to 3 p.m. October 8**.

Commissioner Oestmann thanked Cornwell for all of her service over the past 8 ½ years. He then asked about the Brad Meek and Hillside water line replacement project. Management Assistant Crandall said the project was nearing completion of its design and should be let for bids soon.

Adjournment

Mayor Welch made a motion to adjourn the meeting. Commissioner Warren seconded the motion. A voice vote was **unanimous** in favor. Mayor Welch declared the meeting adjourned at **6:30 p.m.**

THE CITY OF ARKANSAS CITY BOARD OF CITY COMMISSIONERS

Karen Welch, Mayor

ATTEST:

Lesley Shook, City Clerk

Prepared by:

Andrew Lawson, Public Information Officer