

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, March 3, 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 were City Manager **Nick Hernandez**, City Attorney **Larry Schwartz**, City Clerk **Lesley Shook**, Public Information Officer **Andrew Lawson**, Management Assistant **Mike Crandall**, Finance Director **Kathy Cornwell**, Police Chief **Dan Ward**, Environmental Services Superintendent **Rod Philo**, Public Services Superintendent **Tony Tapia**, Human Resources Manager **Marla McFarland**, Building Official **Mike Bellis**, City Treasurer **Jennifer Waggoner**, City Accountant **Amy Roberts**, and Administrative Assistants **Jeni McGee** and **Terice Watts**.

Arkansas City Fire-EMS Department personnel in attendance were Fire Chief **Bobby Wolfe**, EMS Director **Jeri Smith**, Lt. **Justin Parks**, Firefighter-Paramedic **Brandy Rice**, Firefighter-EMT **Grady Jordan** and Paramedic **Luke Steele**.

Citizens attending were **Duane Clark, Brandon Every, Ken Harader, Shari Jenkins, Chris Meinen, Diane Sparks, Roger Sparks, Rudy Steiner** and Cowley CourierTraveler reporter **John Shelman**.

Members of the Arkansas City Equal Opportunity and Accessibility Advisory Board (EOAAB) in attendance were **Bob Baker**, chairwoman **Tammy Lanman-Henderson** and **Frances "Rags" Smith**.

Capper Foundation was represented by **Don Ziegler**. Mosaic of South Central Kansas was represented by executive director **Jenny Foster-Farquhar** and community relations manager **Nancy Maier**. Twin Rivers Developmental Supports was represented by executive director **Lara McGrew**.

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

Agenda Approval

At City Manager Hernandez's request, Commissioner Warren made a motion to amend the agenda by adding the purchase of a used 2014 Chevrolet Camaro for the Arkansas City Police Department using asset forfeiture funds, for an amount not to exceed \$15,209.00, as **Item 3** under **New Business**.

Commissioner Oestmann seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Welch declared the agenda approved as amended.

Awards and Proclamations

Mayor Welch issued a proclamation that **March 2020** is **Intellectual and Developmental Disabilities Awareness Month** in Arkansas City. Copies of the proclamation were given to Capper Foundation, Mosaic and Twin Rivers. A photo was taken with them and the EOAAB members.

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Recognition of Visitors

Roger Sparks, owner of Sparks Music at **315 S. Summit St.**, addressed the commissioners about the downtown alley west of his store. City Manager Hernandez updated him and the commission on the progress of a project to repair the entire area, which is nearing completion of design.

Sparks also stated that the recent renovations to the Agri-Business Building have had a negative impact on the quality of the sound from the new speakers and equipment he had installed. He made some recommendations for further sound-absorbing material. No action was taken on this.

Consent Agenda

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

1. Approving the **February 18, 2020**, regular meeting minutes as written.
2. Approving **Resolution No. 2020-03-3316**, authorizing the City to purchase a tractor and scraper blade, ZD121R-60R mower, and TS10 brush cutter from Wichita Tractor Co., through the Sourcewell Government Discount Program, for an amount not to exceed **\$43,730.16**.
3. Approving **Resolution No. 2020-03-3317**, authorizing the City to purchase two tractors and a TS10 brush cutter from Wichita Tractor Co., of Wichita, through the Sourcewell Government Discount Program, for an amount not to exceed **\$65,744.52**.

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

Mayor Welch declared the consent agenda approved as presented.

New Business

Personnel Policy Updates

City Clerk Shook presented for discussion nine personnel policy updates – **Group Health Care Coverage for Local Government Retirees (14.13)**, **Uniforms (14.14)**, **Cell Phone Allowance (14.15)**, **Employee Assistance Program (14.16)**, **Firefighter/EMT Paramedic Program Benefit (14.30)**, **Vacation Leave (16.1)**, **Sick Leave (16.2)**, **Official City Holidays (16.3)** and **Separation from City Employment (19.1)**.

Human Resources Manager McFarland said the first five policy updates did not contain any substantial changes and she outlined the few minor adjustments that were made to these policies.

Significant changes were made to tiers and rates in the Vacation Leave and Sick Leave policies, however. Holiday Pay definitions and rates were tweaked, and one policy suggests adding three new official City holidays – **Martin Luther King Jr. Day**, **Presidents Day** and **Columbus Day**.

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Commissioner Oestmann asked about uniform cleaning. Fire Chief Wolfe and Police Chief Ward discussed their respective departments' policies regarding the cleaning of uniforms and equipment.

City Manager Hernandez said he did not think all three proposed holidays need to be adopted. He recommended just adding Martin Luther King Jr. Day (and perhaps Presidents Day as well).

Ward and Public Services Superintendent Tapia explained their reasoning for adding the holidays.

Commissioner Warren made a motion to approve the policy updates as presented, with the exception of omitting **Presidents Day** and **Columbus Day** as new official City holidays.

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

Budgeted Pay Plan for 2020 **Ordinance No. 2020-03-4508**

City Clerk Shook presented for discussion a first reading of an ordinance adopting the budgeted pay plan for **2020** and repealing **Ordinance No. 2019-12-4503**.

Human Resources Manager McFarland handed out a new version and said there was a last-minute change. She said the higher pay ranges will help to reward, recognize, retain and recruit employees.

Commissioner Oestmann made a motion to approve the ordinance. Mayor Welch seconded the motion. A roll call vote was unanimous in favor of the motion.

Mayor Welch declared the ordinance approved and given **Ordinance No. 2020-03-4508**.

Purchase 2014 Chevy Camaro **Resolution No. 2020-03-3318**

City Clerk Shook presented for discussion a resolution authorizing the City to purchase a used 2014 Chevrolet Camaro for the Arkansas City Police Department from Bob Howard Chevrolet, of Oklahoma City, for an amount not to exceed **\$15,209.00**, using police asset forfeiture funds.

Police Chief Ward said this vehicle will be used by the school resource officer at the middle school.

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

Mayor Welch declared the resolution approved and given **Resolution No. 2020-03-3318**.

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City Manager Updates

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

- The Cowley County Job Fair will be from **3 to 5:30 p.m. March 4** at the Agri-Business Building, located at 712 W. Washington Ave. Several City departments plan to participate.
- The next meeting of the Arkansas City Area Complete Count Committee will be at **1:30 p.m. March 5** at the Water Treatment Facility, located at 400 W. Madison Ave.
- The next RISE Cowley coalition meeting is at **10 a.m. March 10** at the county courthouse.
- The next monthly Cowley County Legislative Committee meeting will be at **noon March 10** at the Winfield Area Chamber of Commerce office. (*Note: This meeting was later canceled.*)
- The Kansas Rural Water Association will be at the Wastewater Treatment Plant at **9 a.m. March 11** to look over the site and offer input on the design of a new treatment process.
- The Arkansas City Police Department will be the next recipient of the RCB Bank Community Builder Award at **10 a.m. March 11** at the downtown branch, 125 N. Summit St.
- The Arkansas City Historic Preservation Board will be host to a special meet-and-greet for Downtown Historic District business and property owners from **5:30 to 7:30 p.m. March 11** at the V.J. Wilkins Family Center for the Arts in the Burford Theatre, 118 S. Summit St.
- There is an employee appreciation breakfast from **6 to 8:30 a.m. March 13** at the Northwest Community Center, located at 615 W. Birch Ave. Commissioners are invited to assist.
- The next study session will be at **noon March 13** in the city manager's office at City Hall.
- Hernandez said the commission needs to discuss the Kansas Gas Service agreement soon.
- He notified the commissioners that he will be out of town for a cruise from **March 6** through **March 16**. Police Chief Ward will serve as acting city manager during this time period.
- Hernandez said the 2020 budget retreat likely will be scheduled for **9 a.m. to 1 p.m. May 9**.

Other Business

Commissioner Oestmann asked about the progress of an ordinance to revise the composition of the **South Central Kansas Medical Center Board of Trustees**. City Manager Hernandez said it is still in development, but added that the commission can appoint new trustees at any point in time.

Commissioner Oestmann asked about finding a new **city attorney**. Hernandez said Larry Schwartz will continue in that role indefinitely and the new city manager will have to tackle that issue.

Commissioner Oestmann asked about the progress of the project to replace water lines in the **Brad Meek and Hillside Additions**. Hernandez said Smith & Oakes is working on finishing the design.

Commissioner Warren asked about the city manager search process. Human Resources Manager McFarland said 25 or 26 applications had been received through Indeed, with 20 more sent to her.

Applications will be reviewed during an executive session at the **March 17** commission meeting.

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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 Welch declared the meeting adjourned at **6:49 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