



City of Kingman
City Commission Minutes
December 14, 2023

CALL TO ORDER: Mayor Harrel called the meeting to order at 7:00pm. Commissioners Hacker, Wollen, Wallace, and McFarland were present as well. Manager Graffman, Clerk Bieghler, Chief Lux, and Attorney Smith were also present. New commissioner Tracy Winsor was also present. Commissioner Hacker conducted the opening prayer.

APPROVAL OF MINUTES 11/9/2023: Wollen made the motion to approve the minutes for 11/9/2023, seconded by Hacker. Motion carried by Wallace, McFarland, Wollen, and Hacker with Harrel abstaining.

APPROVAL OF MINUTES 11/21/2023: Motion made by Hacker to approve the minutes for 11/21/2023, seconded by McFarland. Motion carried by Harrel, McFarland, Wollen, and Hacker with Wallace abstaining.

APPROVAL OF MINUTES 11/30/2023: Motion made by Hacker to approve the minutes for 11/30/2023, seconded by Wallace. Motion carried by Harrel, Wallace, Wollen, and Hacker with McFarland abstaining.

HACKER RECOGNITION: Mayor Harrel presented outgoing commissioner Hacker with a plaque of appreciation for his years of dedicated service to the City of Kingman.

OATH OF OFFICE: Clerk Bieghler swore in reelected commissioners McFarland and Wollen as well as newly elected commissioner Tracy Winsor.

COMMISSION REORGANIZATION: Mayor Harrel expresses his appreciation for the support he has received over the last two years serving as the mayor. Harrel opens nominations for the position of Mayor. Commissioner McFarland nominates commissioner Wallace, seconded by Wollen. Harrel closes nominations and the vote is as follows:

AYE: Harrel, McFarland, Wollen, Winsor

NAY: None

Abstain: Wallace

Motion declared carried and Commissioner Wallace becomes the mayor for the City of Kingman

Mayor Wallace opens nominations for vice mayor. Wollen nominates commissioner McFarland, seconded by Harrel. Wallace closes nominations and the vote is as follows:

AYE: Harrel, Wallace, Wollen, Winsor

Nay: None

Abstain: McFarland

Motion declared carried and Commissioner McFarland becomes the vice mayor for the City of Kingman.

APPROVAL OF AGENDA: Motion made by Wollen to approve the amended agenda for 12/14/2023, seconded by McFarland. Motion carried by unanimous vote.

APPROVAL OF BILLS PAYABLE: Motion made by Harrel to approve the bills payable in the amount of \$638,891.16, seconded by Winsor. Motion carried by unanimous vote.

PUBLIC COMMENT: County Commissioner Jack Thimesch spoke to seek confirmation that the City had received the letter from the county regarding the desire to enter negotiations to take over the EMS and Rescue department. Mr. Thimesch also spoke of the fence around the outdoor rodeo arena. The city director for parks and outside facilities, Gregg Thimesch, is present and states that he has consulted with the Kingman Fair Board and they approved the plans to remove the fencing material. The city commissioners give Jack Thimesch permission to move forward with removing the fence as previously discussed in past meetings.

Land Bank Meeting: Mayor Wallace recesses the regular commission meeting at 7:27pm for the Kingman Land Bank Meeting. The regular commission meeting resumes at 7:31pm.

NATIONAL FISH PASSAGE PROGRAM: Trevor with the Kansas Department of Wildlife and Parks presented a grant program to allow better fish passage through the city river system. Trevor states that the federal government is granting \$40 million dollar towards fish passage programs and few projects exist in the interior United States. The grant program does not require any matching funds from the city. The deadline for grant submission is January 4, 2024.

The proposal is to acquire grant funding to install a sheet piling wall on the “sand island” on the north river, which would help prevent erosion as well as upgrade the rocky area into a “rock ramp,” which would extend the rocky area of the river north of the pond by 10-20 yards. Trevor states that the ongoing maintenance would be performed by the city but would be minimal and consist of occasionally moving rock after a flooding event but there would not be any required maintenance or upkeep. Trevor states that the structures are built to withstand a 50-100 year flood.

Motion made by Wollen, seconded by McFarland to support the Fish Passage Program and to have Trevor move forward with the grant process. Motion 50–100-yearby unanimous vote.

PRAIRIE LAND PARTNERS GRANT: Drue from Prairie Land Partners joined the commission meeting via Zoom and presented a grant opportunity that would benefit both the City and Prairie Land Partners. The grant would cover some of the costs for street and infrastructure improvement for their newly proposed location just west of town. The total grant project is for \$1.5 million and Prairie Land Partners must come up with a 25% match. Therefore, Prairie Land Partners is seeking \$25,000 from the City to go towards their matching funds.

Motion made by McFarland, seconded by Wollen to commit \$25,000 of 2024 Economic Development Funds for a city contribution to the matching funds. Motion is carried by unanimous vote.

LOYD GROUP ACKNOWLEDGEMENT: Manager Graffman presented an acknowledgement letter from the city’s auditing firm, Loyd Group, for the 2024 audit. Manager Graffman states that the city is still under contract with the firm, but they require an acknowledgement each year.

Motion made by Harrel, seconded by Wollen to authorize the mayor to sign the Loyd Group Confirmation letter. Motion is carried by unanimous vote.

CHAMBER OF COMMERCE AGREEMENT: Manager Graffman presented an agreement for the Kingman Area Chamber of Commerce to continue using the Armory building for their base operations. Manager Graffman states that the contract addresses practices that have already been practiced and the contract formally puts those practices into writing.

Motion made by Harrel, seconded by Winsor to approve the Chamber Agreement as written. Motion is carried by unanimous vote.

JOURNEYMAN EDUCATION CONTRACT: Manager Graffman presented an educational contract to send Wade Goldston to a 4-year Journeyman Program in the amount of \$4,100.

Motion made by Wollen, seconded by Harrel to sign the contract as presented. Motion is carried by unanimous vote.

800MHZ RADIOS: Chief Lux states that since the city bought new 800mhz radios for the police, EMS, and Fire departments, the city is now in possession of some older radios that would be useful to some of the county fire departments, of which do not currently have the budget to upgrade radios. Lux suggest declaring 7 mobile radios and 2 portable radios from the police department, as well as 5 portable radios from EMS as surplus and disposing of them via donation to the Kingman County Emergency Manager to distribute to county fire departments in need.

Motion made by Harrel, seconded by Winsor to declare the 14 radios as surplus and dispose of them via donation to the Kingman County Emergency Manager to distribute as he saw fit to county fire departments. Motion carried by unanimous vote.

CORE PROGRAM DONATION: Manager Graffman presented a request for a \$250 donation to the Kingman CORE Program. After discussion, the commissioners shared their appreciation for the service the program is doing to the Kingman Community and stated that there has been a noticeable difference thanks to the work of the program.

Motion made by Harrel, seconded by McFarland, to approve the requested donation in the amount of \$250 to the Kingman CORE Community Program. Motion carried by unanimous vote.

EMS DISCUSSION: The Commission discussed the letter submitted by the Kingman County Commissioners requesting that city enter negotiations for the county to take over the EMS and Rescue department. The letter requests a response from the City Commission by the end of January 2024. The Commission holds debate with all commissioners making comments regarding the proposal. Manager Graffman also adds to the discussion. Clerk Bieghler, the previous EMS Chief answers some questions from the commissioners. The commission comes to a consensus that further thought and discussion needs to be held on the topic.

Motion made by Harrel, seconded by Wollen to table the EMS discussion until the first city commission meeting in February. A vote is called:

AYE: Harrel, Wollen

NAY: Wallace, McFarland, Winsor

The motion fails.

Motion made by McFarland, seconded by Winsor to table the EMS discussion until the first city commission meeting in January. A vote is called:

AYE: Wallace, Winsor, McFarland, Wollen, Harrel

NAY: None

Motion declared carried, and the EMS Discussion is tabled until the first meeting in January 2024.

2024 HOLIDAY SCHEDULE: Manager Graffman presented a proposed holiday schedule for the calendar year 2024.

Motion made by Winsor, seconded by Harrel to approve the schedule as presented. The motion is carried by Winsor, Harrel, McFarland, and Wallace with Wollen abstaining.

UTILITY WRITE-OFF: The commission considers the annual city utility write-offs generated by utility clerk Waltner.

Motion made by Harrel, seconded by Wollen to approve the utility write-offs in the amount of \$17,151.92. Motion is carried by unanimous vote.

CMB CASEY'S: Motion made by Harrel, seconded by Wollen to approve the presented CMB License to Casey's General Store. Motion is carried by unanimous vote.

CMB DOLLAR GENERAL: Motion is made by Wollen, seconded by Harrel to approve the CMB License to Dollar General pending full payment. Motion is carried by unanimous vote.

CMB HOUDINI'S: The Commission reviewed the CMB license for Houdini's Pizza and found that the wrong application was used. Motion made by McFarland, seconded by Harrel to table the CMB License until the December 28th meeting to allow for corrections. Motion is carried by unanimous vote.

CMB DAK'S MARKET: The Commission reviewed the CMB license for DAK's Market and found an error as the resident agent listed did not reside in Kansas and a section was incomplete. Motion made by Wollen, seconded by McFarland to table the CMB License until the December 28th meeting to allow for correction. Motion is carried by unanimous vote.

CMB JERI'S KITCHEN: Motion is made by Harrel, seconded by McFarland to approve the CMB License to Jeri's Kitchen. Motion is carried by unanimous vote.

ADMINISTRATOR'S REPORT: Graffman reported that a sewer line required some maintenance on east G Ave. There will be a Soup and Chili feed for city employees on December 21st at noon and commissioners

are welcome to attend. Graffman would like to have a work session on January 18th with the city commission to prioritize a number of upcoming projects that the city is involved with. Graffman states that he is going to be gone the week of Christmas and will not be attending the next city commission meeting on December 28th. Mr. Graffman also states that he would like to pay off the state's low interest loan from Winter Storm Eurie, which is approximately \$300,000 if the funding exists to avoid an interest hike projected in 2024.

Motion made by Harrel, seconded by McFarland to allow the city manager to pay off the Kansas low interest loan for Winter Storm Eurie in the amount of approximately \$300,000 with funds from Light Surplus as long as the budget authority exists. Motion is carried by unanimous vote.


COMMISSIONER COMMENTS: **[HARREL]:** Expresses appreciation for outgoing commissioner Hacker and he congratulated new commissioner Winsor for winning a write-in campaign. **[WINSOR]:** Thanked the commission for the welcome and states that she looks forward to working with the commission and serving the city. **[MCFARLAND]:** Noted that some streetlights that need repairs and welcomed commissioner Winsor and congratulates her on successfully winning a write-in campaign. **[WOLLEN]:** Acknowledged Mr. Graffman's years of service at the City Commission meeting as both the previous city attorney and the current city manager and looks forward to his continued service. Wollen also thanked Graffman for the passion that he has for the city. **[WALLACE]:** States that he is going to continue to learn more about EMS and voices his appreciation for the EMS department.

ADJOURN: Motion made by Harrel, seconded by Winsor to adjourn the meeting at 9:42pm. Motion carried by unanimous vote.

BOARD OF COMMISSIONERS



Sean Wallace, Mayor


Zachary Bieghler, City Clerk