



# City of Kingman

## City Commission Minutes

### February 8, 2024

#### **Attendance:**

**Present:** Mayor Wallace, Commissioners Winsor, Wollen, Harrel, and McFarland. City staff consisted of Manager Graffman, Clerk Bieghler, Attorney Smith, Chief Lux, Director Schrag, Foreman Thimesch.

**Call to Order:** Mayor Wallace called the meeting to order at 7:00pm.

**Approval of Agenda:** The agenda was reviewed and considered.

- Motion made by Harrel, seconded by McFarland to approve the amended agenda with added item, 12-A: Executive Session. Motion carried by unanimous vote.

**Approval of Minutes (1/25/2024):** The minutes for 1/25/2024 was reviewed and considered.

- Motion made by Wollen, seconded by Winsor to approve the minutes for 1/25/2024. Motion carried by unanimous vote with Harrel abstaining.

**Approval of Bills Payable:** The bills payable was reviewed and considered.

- Motion made by Harrel, seconded by Wollen to approve the bills payable in the amount of \$269,473.02. Motion carried by unanimous vote.

**Public Comment:** Foremen of Outdoor Facility and Parks, Gregg Thimesch, spoke to the commission regarding some county commissioner comments that he heard regarding the concrete slab outside of the saddle and ropers club building at the outdoor arena. Mr. Thimesch had heard that the county wanted to remove the large slab and re-work the area for drainage. Thimesch shared that he had surveyed the area and found that there was currently enough slope for drainage and suggested getting a second opinion before authorizing any work. The commission agreed that they need to look at getting another opinion.

**Economic Development:** Director Schrag presented a revised copy of the Kingman Economic Incentive Program with a name change to the Kingman Economic Enrichment Program (KEEP). Applicants will now be required to attend the commission meeting and a checklist was also included for the applicant. The project also adds a requirement for the recipient of a grant to display a KEEP Project sign.

- Motion made by Harrel, seconded by Winsor to approve the KEEP program as presented. Motion carried by unanimous vote.

**Economic Development Advisory Committee Appointments:** Director Schrag presented a brief update on the committee as restructuring continues as the department is now a 100% funded department by the city and now excludes the county. Schrag has three people that were serving on the committee at the time of restructuring that would like to remain on the committee and who need to be re-appointed. Schrag said that she will be working on finding additional volunteers to fill the other positions.

- Motion made by Wollen, seconded by Harrel to appoint Greg Shriner to the Economic Advisory Committee. Motion carried by unanimous vote.

- Motion made by Harrel, seconded by Wollen to appoint Diana Kirk to the Economic Advisory Committee. Motion carried by unanimous vote.
- Motion made by McFarland, seconded by Winsor to appoint Mitzy Bailey to the Economic Advisory Committee. Motion carried by unanimous vote.

**Ordinance 2122 – Yield Signs:** AN ORDINANCE AMENDING SECTION 14-207 OF THE CODE OF THE CITY OF KINGMAN TO REMOVE YIELD INTERSECTIONS AT CHARITON AND “E” AVENUE AND CHARITON AND “F” AVENUE WITHIN THE CITY OF KINGMAN, KANSAS, TO REPLACE THE YIELD SIGNS AT SAME LOCATIONS WITH STOP SIGNS, AND TO REMOVE WASHINGTON AND PINE YIELDS SIGNS FROM THE ORDINANCE AS THEY WERE REPLACED WITH STOP SIGNS was presented and considered. Following discussion, a motion was made by Wollen, seconded by Harrel to adopt Ordinance 2122, and was voted upon with the following results:

- Aye: Wallace, Harrel, McFarland, Wollen, and Winsor
- Nay: None
- A majority of the commission voted in favor of Ordinance 2122, it was ordered to be signed by the Mayor, attested by the City Clerk and to be published in the official newspaper.

**Ordinance 2123 – Stop Signs:** AN ORDINANCE AMENDING SECTION 14-206 OF THE CODE OF THE CITY OF KINGMAN TO DESIGNATE ADDITIONAL STOP INTERSECTIONS AT CHARITON AND “E” AVENUE AND CHARITON AND “F” AVENUE AND WASHINGTON AND PINE, WITHIN THE CITY OF KINGMAN, KANSAS was presented and considered. Following discussion, a motion was made by Wollen, seconded by Harrel to adopt Ordinance 2123, and was voted upon with the following results:

- Aye: Wallace, Harrel, McFarland, Wollen, and Winsor
- Nay: None
- A majority of the commission voted in favor of Ordinance 2123, it was ordered to be signed by the Mayor, attested by the City Clerk and to be published in the official newspaper.

**Seized Property Report:** Chief Lux presented the annual seized property report. With the purchase of some shotguns in 2023, the seized property fund now has a balance of \$0 with no recent seizures contributing to the fund. Chief Lux as well as Attorney Smith talked about how difficult the process can be at times to retain some seized property and that sometimes the cost to properly seize the property can be more than what the property is worth. No action was taken.

**Residential Improvement Program:** Manager Graffman presented the 2024 residential improvement program, which he states is the same version as 2023’s. Graffman explains that there is less money in the 2024 fund due to necessary budget cuts to compensate for 2024 dispatch fees.

- Motion made by Harrel, seconded by Wollen to approve the 2024 Residential Improvement Program. Motion carried by unanimous vote.

**Nuisance Property Lawn Mowing Bids:** Manager Graffman presented a bid packet for mowing nuisance properties. He states that Shawn Bledsoe has provided the service for the last four years and has done a good job, but wanted to open bidding up for others who may be interested in providing the services. The city pays the contracted person(s) or business a fee per mowed lawn, and at times, may add a little more if the lawn is more demanding on time than other typical lawns.

- Motion made by Harrel, seconded by Winsor to approve the bid packet for Nuisance Property Lawn Mowing and to publish bid requests in the official newspaper. Motion carried by unanimous vote.

**Haying of City Property Bids:** Manager Graffman presented a haying bid packet and discusses the properties throughout the city that typically require haying.

- Motion made by Harrel, seconded by McFarland to approve the Haying bid packet and to publish a request for bids in the official newspaper. Motion carried by unanimous vote.

**Bulb-Out and Clock Tower Landscaping Bids:** Manager Graffman presented a bid packet for the maintenance of the landscaping in the bulb-outs and clock tower. Graffman said that Babson's has maintained the landscaping for these areas for the last several years and wants to just give others an opportunity to bid on the project who may be interested.

- Motion made by Harrel, seconded by McFarland to approve the Bulb-Out and Clock Tower bid packet and to publish a request for bids in the official newspaper. Motion carried by unanimous vote.

**Social Media Policies:** Manager Graffman presented two policies for the commission to consider. The first was a policy for staff to follow when managing official city social media sites, and the second policy was for staff to follow regarding interactions within social media when representing the city. The commission provided feedback and recommended that revisions be made to both policies.

- Motion made by Winsor, seconded by McFarland to table both policies until further notice to allow for revisions. Motion carried by unanimous vote.

**Commission E-Packets:** Clerk Bieghler presented a plan to transition commission packets to a digital E-Packet. Bieghler shared that printing and assembling the hard copies takes a lot of time and uses a lot of office supplies. Examples of tablets for the commission to consider is shared as well as a simple physical note sheet that could be provided to the commissioners who would prefer to take notes during the commission meeting on paper. The Commission provided some feedback and agreed to move forward with transitioning to digital E-Packets. No action taken.

**Schedule Power Plant Tour:** Manager Graffman would like the commission to visit and tour the Kingman Power Plant to see its operation to help add some context when discussing the power plant in the future. The commission scheduled the tour for March 21<sup>st</sup> at 6pm.

**Executive Session:** An executive session for attorney-client privileges.

- Motion made by Wollen, seconded by Harrel to recess the City Commission meeting into an executive session with the City Manager and the City Attorney for consultation regarding a matter which would be deemed privileged in the attorney-client relationship pursuant to the attorney-client privilege exception in K.S.A. 75-4319 (b) (2). a 15-minute recess for an executive session at 8:30pm. Motion carried by unanimous vote.
  - The meeting recessed at 8:30pm and resumed at 8:45.

**Administrative Report:** Manager Graffman shared that the January Sales Tax was strong. Attorney Smith will be conducting a sales tax walk-through at the February 22<sup>nd</sup> meeting as the City must have an election to renew the sales tax this year. The Park Board met on February 6<sup>th</sup>, and they are working to redesign phase 1 of Walker Park to include a dog park. There are multiple construction projects

throughout town that are in progress and doing well. Framework has begun on the Eagle Acres apartment rebuild. Convention and Tourism met and issued a \$3,000 grant for an upcoming rodeo of the Kansas High School Rodeo Association.

**Commissioner Comments:** **[HARREL]:** No comments. **[WINSOR]:** Asked whether utility bills could come out a little sooner. Graffman and Bieghler explained that there are some inter-office duties with utility billing that do not make that possible. While the bill states that it is due the 10<sup>th</sup> of the month, customers really have until the end of the month until penalties are added. Winsor also asked about the possibility of a level-pay program for utilities. Bieghler advises that would be difficult and create more work on staff to track, but customers are more than welcome to pay more of their bill in lower need months to build a credit, essentially building their own program, as some residents do currently. Bieghler adds that customers may call city hall and ask for an average amount of their utility bills if they would like to start building credit. She also asked about the possibility of fillable forms on the city website, city staff will be looking into some options. **[WOLLEN]:** Asked if music needs to be played on Main Street every day. Graffman shared that other cities have been asking about our system because it is such a well-liked feature of downtown that they want to incorporate music into their downtowns. **[McFARLAND]:** Would like to see links to the commissioner's city email address on the website to allow the public to communicate with them. Graffman stated that he would get that done. Wanted to point out that the City of Lawrence recently banned plastics and the state is trying to make a state law that cities cannot make such bans and is concerned about the state overstepping into city governments and wanted to see if the League of Kansas Municipalities is involved and lobbying for the rights of cities. Graffman said that the League is aware and is actively engaged and lobbying regarding this issue. **[WALLACE]:** Noted that the bills came out late this month. Graffman explained that there was an issue with our email vendor and some updates with Google and Yahoo. Those problems have been resolved.

#### Adjourn

- Motion made by Harrel, seconded by McFarland at 9:00pm to adjourn the meeting. Motion carried by unanimous vote.

BOARD OF COMMISSIONERS



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Sean Wallace, Mayor



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Zachary Bieghler, City Clerk