



**City of Kingman**  
**City Commission Minutes**  
**May 9, 2024**

**Attendance:**

**Present:** Mayor Wallace, Commissioners Winsor, Wollen, Harrel, and McFarland. City staff consisted of Manager Graffman, Clerk Bieghler, Attorney Smith, Chief Lux, Chief Brand, Inspector Archer, and Operator Rick Harrison.

**Call to Order:** Mayor Wallace called the meeting to order at 7:01 pm and the opening prayer was performed by Commissioner Wollen.

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

- Motion made by Wollen, seconded by McFarland to approve the amended agenda with the following items added: Updated Bills Payable to include payment to American Pavement Solutions, Introduction of new EMS Chief Matthias Brand, Park Board Appointment, Ordinance 2127, Purchase Request for Lift Station Replacement, NRP Discussion, and Executive Session for non-elected personnel.

**Approval of Minutes (4/25/2024):** The minutes were reviewed and considered.

- Motion made by Wollen, seconded by Winsor to accept the minutes as presented. Motion carried 5-0.

**Approval of Bills Payable (\$345,828.66):** The bill payables were reviewed and considered.

- Motion made by Winsor, seconded by Harrel to approve the bills payable in the amount of \$345,828.66. Motion carried 5-0.

**Public Comment:**

- Jody Goetz provided comment on the progress of the Kingman Swimming Pool/Aquatic Center and asked the commission to give the project priority and asked why the existing pool cannot be repaired. Commissioners provided feedback and education on the matter.
- Travis Kaufman also voiced support to make the swimming pool a priority and asked why his street, which is in the center of the city, is still dirt and not paved. He said it is a street on a hill and is commonly washed out and the city must keep applying dirt because erosion is exposing water lines. Winsor said that the city should look at that street in the 2025 sealing project. Mr. Kaufman also brought up the truck traffic on Main Street and the safety of the downtown buildings.
- Cassie Smith voiced support for the pool to be a priority of the city citing that it helps bring the community together and provides education to children regarding water safety.

**Introduction to new EMS Chief:** New EMS Chief, Matthias Brand, introduced himself to the commissioners. No action was taken.

**Library Board Appointment:** The commission reviewed an application from Sandie Floyd to be appointed to the Library Board.

- Motion made by Winsor, seconded by McFarland to appoint Sandie Floyd to the Library Board. Motion carried 5-0.

**Economic Development Advisory Board:** The commission reviewed an application from Bernie Sheahan to be appointed to the Economic Development Advisory Board.

- Motion made by Wollen, seconded by Winsor to appoint Bernie Sheahan to the Economic Development Advisory Board. Motion carried 5-0.

**Park Board Appointment:** The commission reviewed an application from Kingman Recreation Commission to appoint Madison Boswell to the Park Board as their representative to the board.

- Motion made by McFarland, seconded by Wollen to appoint Madison Boswell to the Park Board. Motion carried 5-0.

**Resolution 2024-4:** A RESOLUTION BY THE GOVERNING BODY OF THE CITY OF KINGMAN, KANSAS, THAT THE REAL ESTATE SALES CONTRACT THE CITY OF KINGMAN ENTERED INTO WITH MERLIN L. MCFARLAND AND NITA A. MCFARLAND TO PURCHASE THE REAL PROPERTY [LOCATED AT 448 N MAIN ST, KINGMAN, KANSAS] IS HEREBY APPROVED, AND THE CITY MANAGER SHALL BE AUTHORIZED TO EXECUTE THE CLOSING DOCUMENTS AND DEEDS TO CONSUMMATE SAID TRANSACTION ON BEHALF OF THE CITY.

- Motion made by Harrel, seconded by Winsor to adopt Resolution 2024-4 as presented. Motion carried 4-0 with McFarland abstaining.

**Resolution 2024-5:** A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF KINGMAN, KANSAS, AT WHICH THE OWNER, HIS OR HER AGENT, LIENHOLDERS OF RECORD, OCCUPANTS AND OTHER PARTIES IN INTEREST OF STRUCTURES LOCATED WITHIN SAID CITY AND DESCRIBED HEREIN MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS AN UNSAFE OR DANGEROUS STRUCTURE.

- Motion made by Harrel, seconded by Winsor to adopt Resolution 2024-5 as presented. Motion carried 5-0.

**Ordinance 2127:** AN ORDINANCE ANNEXING LAND TO THE CITY OF KINGMAN, KANSAS was read and considered.

- Motion made by Harrel, seconded by McFarland to adopt Ordinance 2127 as written. A vote was called with the following results:
  - AYE: Harrel, Winsor, Wallace, McFarland, and Wollen
  - NAY: None

Motion declared carried and ordered signed by the mayor, attested by the city clerk, and to be published in the official newspaper.

**Recess for Land Bank Meeting:**

- At 7:38pm, motion made by Winsor, seconded by McFarland to recess the commission meeting for the Land Bank Meeting. Motion carried 5-0. The commission meeting reconvened at 7:50pm

**Health Insurance Renewal:** Mike Minton with Gallagher Benefit Services presented some different options for the commission to consider regarding the renewal of employee health insurance. Manager Graffman informed the commission that the City has experienced a decline in customer service with the current administrator, BMI, and asked Mr. Minton to find some other options. Mr. Minton presented four options: 1) BMI with Rockport as stop-loss carrier; 2) BMI with Excess Re as stop-loss carrier; 3) Freedom Claims with Rockport as Stop-loss carrier; 4) Freedom Claims with Excess Re as stop-loss carrier. Mr. Minton provided different funding levels for each option, as well as an optional dental plan that employees may opt for instead of the standard dental plan. The optional dental plan includes orthodontia with an increased cost to the employee. Manager Graffman stated that the new dental plan is completely optional and employees may opt to keep the existing plan.

- Motion made by McFarland, seconded by Wollen to approve moving the City to Freedom Claims as plan administrator and Rockport as the stop-loss carrier with 85% funding. Motion carried 4-0 with Winsor abstaining.
- Motion made by Wollen, seconded by Harrel to approve the new dental plan insurance schedule. Motion carried 4-0 with Winsor abstaining.

**Fairground Drainage:** Mayor Wallace provided an update on the joint county-city drainage project at the fairgrounds. The county plans to put out an RFP to pour an 8' wide concrete slab down the center of the main drive (First St). Wallace stated that he made it clear to County Commissioner Thimesch that the city is not committing to anything yet but agreed that it was worth reviewing the RFPs to analyze the potential cost. No action taken.

**Water Discussion:** Inspector/Operator Archer provided a report on some water testing from the city wells. On an initial test, the nitrate levels tested at the maximum threshold but were still within the safe drinking parameters. A second test showed a slightly reduced level of nitrates. The City is now conducting more tests to identify the root of the nitrate levels to see if a solution can be developed to mitigate the nitrate levels. Manager Graffman also reported that the water line survey is ready for customers and will be going out in the next utility billing.

**City Website Discussion – Apptegy Proposal:** Manager Graffman presented a proposal from Apptegy, which is a service that would update the City Website and provide Citizens with an app for the City. City officials can communicate with the citizens or app users via push notifications and announcements. Graffman pointed out that Facebook is currently a primary means of communication with city citizens and is not the best tool to use due to Facebook algorithms not showing posts in some follower's news feeds. This app would allow the city to push out important notifications to the citizens regarding important updates, emergency notifications, and other safety announcements.

- Motion made by Harrel, seconded by Winsor to move forward with the Apptegy proposal with the initial set-up cost of \$14,600 and an annual subscription cost of \$7,300. Motion carried 5-0.

**Nuisance Lawn Mowing Contract:** Manager Graffman reported that no bids were received for nuisance lawn mowing and the City reached out to Brent Waltner. Mr. Waltner agreed to provide the service for the same cost as the previous contractor. A contract was presented to the Commission for Mr. Waltner to provide the lawn mowing service for \$100 per yard with provisions for increased compensation for yards with debris or those requiring additional labor.

- Motion made by Wollen, seconded by Harrel to approve the contract with Brent Waltner for nuisance lawn mowing. Motion carried 5-0.

**City-County KDOT Letter:** Manager Graffman presented a county-drafted letter from both the County and City Commissions that the county would like to send to KDOT in support of the US 54 Bypass.

- Motion made by Harrel, seconded by Winsor to sign the letter to KDOT. Motion carried 5-0.

**Public Parking Signs:** Manager Graffman provides the proof of a proposed public parking sign, two of which would be put up on Main Street directing drivers to the public parking (red barn) at B Ave and Cedar St.

- Motion made by Wollen, seconded by Harrel to approve the signs and to mount them on Main Street. Motion carried 5-0.

**Event Permit Application:** Manager Graffman presented a draft of the special event permit application to support Ordinance 2126. Graffman reported the Park Board already reviewed the application and approved the draft. The commission reviewed the draft and gave general approval. No action was taken.

**Canopy RFP:** Manager Graffman presented a draft of an RFP to remove the large metal canopy located at the City's newly acquired property located at 448 N Main St.

- Motion made by Harrel, seconded by Winsor to approve the RFP for Canopy Removal. Motion carried 5-0.

**Purchase Request – Disposal Utility Lift Station:** Operator Rick Harrison presented a quote to replace an entire lift station located on the south side of town. The current lift station is failing and breaks down 3-4 times per week requiring city maintenance and repair. The existing lift station is 45 years old and parts are difficult to find and will soon be obsolete. The quote is for a brand-new lift station and is heavily discounted by \$22,000 due to the company going out of business. The lift station is the same brand as the City's other lift stations. The price does not include installation, but Manager Graffman points out that the discount makes up for installation costs.

- Motion made by Harrel, seconded by Wollen to approve the purchase of a new lift station from Smith and Loveless in the amount of \$79,996. Motion carried 5-0.

**NRP Program Discussion:** Commissioner Wollen requested discussion on the topic following the news that the county was considering not supporting the continuation of the NRP despite support from the cities of Kingman, Cunningham, and Norwich. The city commissioners still want to support the program and planned to have representation at the county commission meeting on May 13<sup>th</sup>. No action was taken.

**Wilson & Company – B Ave Box Culvert Project:** Jeff Holste of Wilson & Company was present via Zoom and presented a contract for the design of a replacement box culvert in the amount of \$225,216.52.

- Motion made by Wollen, seconded by Winsor to approve the contract with Wilson & Company to design a new box culvert for B Ave. Motion carried 5-0.

**Executive Session – Non-Elected Personnel**

- Motion made by McFarland, seconded by Wollen to recess into executive session with the City Manager and City Attorney for five minutes to discuss matters related to an employment position with the City pursuant to the non-elected personnel exception in K.S.A. 75-4319(b)(1). Motion carried 5-0. The commission recessed at 9:28pm and reconvened at 9:33 with no action taken.

**Administrative Report:** Manager Graffman said that the Convention and Tourism Board met and gave grants to HYRA and the High School Rodeo. Graffman wanted to reiterate the importance of the NRP program and wanted to urge the County to continue the program. The City ordered and installed “Children at Play” signs on Broadway by Rotary Park. Chief Lux provided a report generated by the speed trailer that was put on Broadway by Rotary Park. The sales tax election is approaching, and Leslie Schrag is working on pushing information out about the election. Graffman showed the commissioners the yard signs that arrived, which state that fireworks are prohibited in the city parks.

**Commissioner Comments:** [HARREL] The community is split on the support for a swimming pool and funding is a challenge. While the city has attempted grants for a new pool and will continue to do so, he believes that the pool would have to be funded by a private donor or the citizens voting for a tax increase. He addressed those still in attendance from public comment and provided education and background as to why the old pool is not possible to repair. He also addressed the public comment regarding Main Street truck traffic. [WINSOR] Thanked those who provided public comment at the meeting and would like to see the bricks come out of Main Street. She also felt that tree trimming has been neglected and felt that the storm drains need better maintenance and wondered if the street sweeping is getting done properly. She also voiced that there are weeds on Main Street that need taken care of and she had a complaint from a constituent about park bathrooms being locked during regular park hours. She had also heard concerns from citizens regarding the proposed dog park and has concerns about vicious dogs, maintenance, and pet waste. [WOLLEN] He had heard that there are drivers in the SE part of town who constantly run stop signs. He likes and appreciates the “Children at Play” signs that went up on Broadway by Rotary Park. He wanted to invite those interested to attend the adult spelling bee on June 15<sup>th</sup>. He also addressed the public comments regarding the pool and just wanted to clarify that the City never put the pool project on a “back burner,” there just has not been any new developments on the project. [McFARLAND] Appreciated the public comments on the pool and thanked those who attended for being present. [WALLACE] Had no comments.

**Adjourn:** 10:10pm

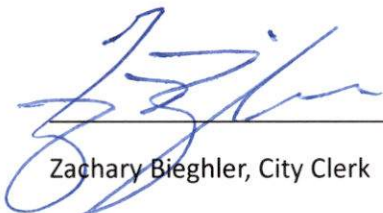
- Motion made by Harrel, seconded by Winsor to adjourn the meeting. Motion carried 5-0.

BOARD OF COMMISSIONERS



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Sean Wallace, Mayor



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Zachary Bieghler, City Clerk