



City of Kingman
City Commission Minutes
May 23, 2024

Attendance:

Present: Mayor Wallace, Commissioners Winsor, Wollen, McFarland, and Harrel (via Zoom). City staff consisted of Manager Graffman, Clerk Bieghler, Attorney Smith, Chief Lux, Director Schrag, and Director Goldston.

Call to Order: Mayor Wallace called the meeting to order at 7:00 pm and the opening prayer was lead by Ken McGinnis.

Approval of Agenda: The agenda was reviewed and considered.

- Motion made by Wollen, seconded Winsor to approve the amended agenda with the following items added: Updated Bills Payable to include payment to American Pavement Solutions and an adjusted payment to Lochner, a Wilson & Company task order, and an update on the Lead/Copper inventory. Motion carried 5-0.

Approval of Minutes (5/9/2024): 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 (\$634,729.82): The bill payables were reviewed and considered.

- Motion made by Winsor, seconded by McFarland to approve the bills payable in the amount of \$634,729.82. Motion carried 5-0.

Public Comment: There was no public comment at this meeting.

Economic Development Report: Director Schrag asked that for future MIH payments, that she have authorization pay those out as they come in as the City is only serving as a pass-through for the grant.

- Motion made by Winsor, seconded by McFarland to approve MIH payments as they come in instead of waiting for the regular commission meetings for approval. Motion carried 5-0.

Director Schrag also reviewed the First Impressions assessment report and stated that the City is already addressing some of the issues identified in the report. She hopes to investigate better signage throughout the city, which would point visitors to attractions, important buildings, and other key areas of the city like the industrial park. In the report, the Kingman Historic Theatre got high marks as well as the Music on Main Street.

The city received a Waste Tire Grant, which provides recycled tire shavings to be placed around playground equipment. Schrag also mentioned that the Sales Tax Election passed the sales tax and noted that there was a 9% voter turnout. Lastly, Schrag quickly reviewed the housing action plan and noted that it identified the need for more three-bedroom/two-bathroom homes in Kingman and noted that there are some programs still available to rehabilitate homes.

Ordinance 2128: AN ORDINANCE AMENDING SECTION 14-206 OF THE CODE OF THE CITY OF KINGMAN TO DESIGNATE AN ADDITIONAL STOP INTERSECTION AT SUGAR AND "G" AVENUE WITHIN THE CITY OF KINGMAN, KANSAS was read and considered.

- Motion made by Wollen, seconded by McFarland to adopt Ordinance 2128 as written. A vote was called with the following results:
 - AYE: Wallace, McFarland, Wollen, Winsor, and Harrel.
 - NAY: None

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

Ordinance 2129: AN ORDINANCE OF THE CITY OF KINGMAN, KANSAS, ESTABLISHING AN ANNUAL TAX LEVY FOR THE OPERATION AND MAINTENANCE OF EMERGENCY MEDICAL SERVICES was read and considered.

- Motion Made by Wollen, seconded by McFarland to adopt Ordinance 2129 as written. A vote was called with the following results:
 - AYE: Wallace, McFarland, Wollen, Winsor, and Harrel.
 - NAY: None

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

Resolution 2024-6: 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 Wollen, seconded by Winsor to adopt Resolution 2024-6 as written. Motion carried 5-0.

Loyd Group Audit: Christina Henson from the Loyd Group presented the City of Kingman 2023 Financial Audit. Ms. Henson noted that the City did not have any violations and that it was a pleasure working with the City staff.

- Motion made by Wollen, seconded by Winsor to accept the 2023 Financial Audit conducted by Loyd Group. Motion carried 5-0.

Laserfiche: Clerk Bieghler presented a quote as well as a brief demonstration of the record retention software that could be implemented at City Hall. The commissioners liked the upgrade but had some questions regarding the cloud storage component that Bieghler will need to further research.

- Motion made by McFarland, seconded by Winsor to table the quote until the next meeting. Motion carried 5-0.

Record Destruction: Clerk Bieghler presents the 2018 list of records needing to be destroyed as authorized by K.S.A. 12-120.

- Motion made by McFarland, seconded by Winsor to approve the destruction of the listed 2018 records. Motion carried 5-0.

Schedule Special Meeting: Graffman pointed out that the next commission meeting is landing on a rare three-week period between the current meeting and the next. He has some business that will need to be taken care of before the next regular meeting, which he plans to be absent due to a conference. Graffman requests a special meeting the first week of June.

- Motion made by Winsor, seconded by McFarland to schedule a special meeting on June 5, 2024, at 6:00pm at City Hall. Motion carried 5-0.

Lead & Copper Inventory: Manager Graffman provided the commission with an update on the inventory progress and shared that the City has received to date 126 paper surveys and 108 digital surveys. Progress on the City's side of the inventory has been slow, but a plan has been developed to hopefully move the project a little faster, which dedicates two teams per day to collect data over a total span of seven hours per day. No action was taken.

County Communications: County Commissioner Jack Thimesch presented some quotes to the city commissioners regarding the placement of a concrete slab down First Street at the Expo Center to help improve drainage. The commissioners reviewed those quotes and Mr. Thimesch stated that the County would be taking on the project in and around the Saddle & Ropers building and asked that the City be willing to help with First Street. During Commissioner Comments, the city commissioners unanimously decided that they would agree to fund 50% of the First Street Concrete Slab Project and directed Clerk Bieghler to notify the County. There was no official action taken on the matter.

Administrative Reports: The first Residential Improvement Project for 2024 has been completed and payment will go out in June. The Line Crew provided mutual aid to the City of Haven following a destructive storm, which caused massive damage to their electrical utility infrastructure. City Administration has selected another residence for condemnation, but it will require a determination of descent to identify the heirs. The city received the budget workbook from the state and the budgeting process has begun. Revalidation with Medicare for EMS payments is complete. The splash pad opens May 24th and will operate be operational from 10a-9p daily. The cemetery is ready for Memorial Day, and it looks nice.

Commissioner Comments: [HARREL] There are red stall mats laying on the ground that need to be picked up at the outdoor arena. Would like a follow-up on amendments to ordinances on sales conducted on city property – Attorney Smith will be looking into this. Asked if there are any updates on Riverside Park use agreements between the Park Board and the Recreation Commission. Graffman noted that the Rec Commission just appointed a representative to the Park Board. [WINSOR] Noted that there is a semi-truck that is parking on Sherman Street across the street from the Jail and believes it to be damaging the street gutter. Chief Lux noted that truck parking is legal in that area, and at times, officers even direct trucks to the area to park. She would like the city to consider switching the commissioner microphones used in the meetings to a necklace style mic to better capture the commissioner's speech. She would like to see updated commission packets go out when items are added/removed. The trees at Main & C are clocking stop signs and asked if Babson's was going to trim the trees to help resolve the problem. Graffman said that Babson's was at the TIF Board Meeting and shared their plan to trim the trees up to help with visibility. She also asked about general tree trimming along city streets and utility

lines. Graffman pointed out that ultimate responsibility is on the homeowner. Commissioner Wollen suggested that the City Consider tree trimming in next year's Operation Clean Sweep. [McFARLAND] Like the "Children at Play" signs that went up on Broadway Street by Rotary Park and asks whether we should change the speed limit on that stretch of road to 20mph. [WOLLEN] Pointed out that code enforcement is an important duty of the City as it helps property values. He also thanked the City line crews for assisting the City of Haven in their time of need. Mr. Wollen also requested further discussion on the County's proposed First Street Concrete Slab Project (see "County Communications" above for more information). [WALLACE] Was happy to see that the city opened a tree limb drop-off area following the storm. Noted that there are a lot of rental homes that are problem properties regarding filth and debris. Harrel suggested requiring rental residences to have a dumpster. [HARREL] The fence on the property at Annadale and Walnut is a problem and is causing visibility problems for drivers. Graffman noted that Mr. Archer has already been notified of the issue and found that homeowner erected the fence without a permit. Mr. Archer is continuing to work on the complaint.

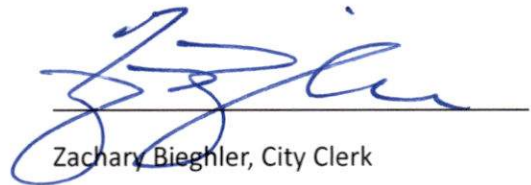
Adjourn: @ 9:17pm

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

BOARD OF COMMISSIONERS



Sean Wallace, Mayor


Zachary Bieghler, City Clerk