

**COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 12, 2017
SENIOR CITIZENS CENTER 6:30 P.M.**

The Board of Commissioners met in Regular Session at 6:30 p.m. at the Senior Center. The meeting was called to order by Mayor Paul Bauer.

Present:

COMMISSIONER PAUL BAUER
COMMISSIONER MARCUS KASTLER
COMMISSIONER JIM C. TAYLOR, JR
COMMISSIONER CHRIS WILLIAMS

Absent:

COMMISSIONER JUSTIN MARTIN

City Staff in attendance:

CITY MANAGER KENDAL FRANCIS
CITY CLERK CINDY PRICE
CITY ATTORNEY PAUL KRITZ
FINANCE DIRECTOR STEPHANIE RICHARDSON
IT DIRECTOR CHRIS FELIX
ELECTRIC UTILITY DIRECTOR GENE RATZLAFF
POLICE CHIEF KWIN BROMLEY
HUMAN RESOURCES OFFICER MARILYNN EVENSON

- A. CALL TO ORDER** – Mayor Paul Bauer
- B. INVOCATION** – Pastor Melvin Simpson, First Church of God in Christ
- C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- D. REVIEW OF AGENDA**
- E. CONSENT AGENDA**
1. City Commission Meeting Minutes – Tuesday, August 22, 2017
 2. 2017 Appropriation Ordinance No. AO-17-17 – \$2,098,453.90
- MOTION: Move to approve the consent agenda as presented.
- ACTION: MOTION: TAYLOR SECOND: BAUER
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS
ABSENT
- REGULAR AGENDA ITEMS**
- F. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).**
- G. OLD BUSINESS**
- H. NEW BUSINESS**
1. Action to appoint one person to the Planning Commission serving to January 1, 2021.
Applicant: Eric Jensen

MOTION: Move to appoint Eric Jensen to the Planning Commission serving to January 1, 2021.

ACTION: MOTION: WILLIAMS SECOND: KASTLER
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS ABSENT.

2. Resolution No. R-17-65 – A Resolution to execute a lease agreement with the Coffeyville Area Chamber of Commerce.

- City Manager Kendal Francis stated the lease for the Chamber of Commerce office at the Perkins Building has been in effect since 1976 and does not reflect current practices. The proposed lease corrects those issues and better defines the roles and responsibilities of both parties. It also shifts the fiscal responsibility for minor repairs from the City to the Chamber. The lease is for a three-year term effective upon the full execution and includes two 3-year extensions.

MOTION: Move to approve Resolution No. R-17-65 for adoption.

ACTION: MOTION: BAUER SECOND: TAYLOR
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS ABSENT.

3. Resolution No. R-17-66 – A Resolution to approve submitting an application for a Federal Edward Bryne Memorial Justice Assistance Grant.

- Police Chief Kwin Bromley stated with this grant the police department is applying to purchase surveillance, lighting and headset equipment.

MOTION: Move to approve Resolution No. R-17-66 for adoption.

ACTION: MOTION: TAYLOR SECOND: KASTLER
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS ABSENT.

4. **Removed from agenda** - Resolution No. R-17-67 – A Resolution to execute a water purchase contract with Rural Water District No. 6 Labette County.

5. Discussion on city employee residency requirements.

- City Manager Kendal Francis stated at the last meeting the commission sought citizen input on residency requirements for employees through social media, contacting the commissioners directly or coming to the meeting. Currently employees are required to live within the U.S.D. 445 boundaries and the union memorandums of agreement state for emergency call out employees are to respond within 30 minutes of being notified. Following discussion commissioners requested an ordinance be drafted with a 25 mile and 40-minute response time from City Hall. The city manager is to live in the city limits and department heads are to live in U.S.D. 445 boundaries.

6. Resolution No. R-17-68 – A Resolution to approve a Memorandum of Agreement with Muller Construction.

- City Manager Kendal Francis stated the city owns a parcel of property at the southeast corner of CR 5300 and Highway 166. This property adjoins property owned by Mark Muller and is only accessible through Muller's property. Previously the city had awarded Muller Construction the bid to demolish the former Walmart at 8th and Northeast, however, the city temporarily suspended the demolition. This memorandum will exchange the property on CR 5300 for the demolition of the building at the same price as previously bid.

MOTION: Move to approve Resolution No. R-17-68 for adoption.

ACTION: MOTION: WILLIAMS SECOND: TAYLOR
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS
ABSENT.

7. Resolution No. R-17-69 – A Resolution to purchase furniture from Midwest Office Supply.
- City Manager Kendal Francis stated bids were solicited for office furniture for the emergency services building and city hall. Three bids were received with Midwest Office the low bidder at \$201,751.88 installed. Funding was set aside in the budget in 2012 and 2013 to cover the cost of new furniture and fixtures for the building projects. The county will take advantage of the government pricing offered through Midwest and order furniture for the jury room and an office and then reimburse the city.

MOTION: Move to approve Resolution No. R-17-69 for adoption.

ACTION: MOTION: KASTLER SECOND: BAUER
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS
ABSENT.

8. City Manager's Report
- City Manager Kendal Francis gave an update on the building projects, the demolition of the old Walmart will begin the end of the month, the City/County collaboration group will make a presentation to the commission; the Highway 169 Coalition is meeting monthly; PD is reviewing traffic/street signs all throughout the city, east Coffeyville has been completed, and they are now working in the central part; clean up week will be October 9-15.

I. COMMENTS

1. Comments from Public

- Mary Wilson stated the Farmer' Market would be Saturday at Walter Johnson Park.
- Jason Davis thanked the commission for considering expansion of the employee residency boundries.

2. Comments from Commissioners and Staff

- Commissioner Kastler stated he is working to schedule clean up days every couple of weeks.
- Commissioner Taylor thanked the commission candidates present for attending a meeting.
- Commissioner Williams stated he wants to discuss rental standards at the next meeting.

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J. EXECUTIVE SESSION(s)

1. Non-elected personnel

MOTION: Move to recess to executive session to discuss an employee's performance evaluation pursuant to the non-elected personnel matter exception to reconvene in the commission room at 8:30 p.m.

ACTION: MOTION BY BAUER SECOND: WILLIAMS
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS ABSENT.

Time the meeting was reconvened: 8:25 p.m.

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales tax report
2. August building permit report
3. Library minutes

L. ADJOURN

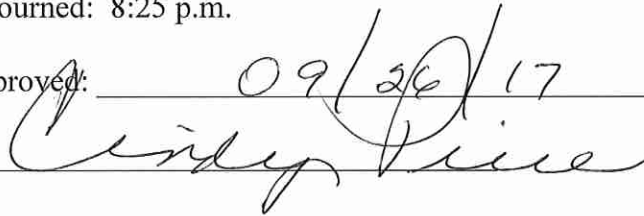
MOTION: Move to adjourn.

ACTION: MOTION BY BAUER SECOND: WILLIAMS
ROLL CALL VOTE: ALL AYE EXCEPT MARTIN WHO WAS ABSENT.

Time the meeting was adjourned: 8:25 p.m.

Date the minutes were approved: _____

09/26/17



Cindy Price, City Clerk