

**COMMISSION MEETING MINUTES
THURSDAY, DECEMBER 21, 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 JUSTIN DOANE
COMMISSIONER MARCUS KASTLER
COMMISSIONER JIM C. TAYLOR, JR
COMMISSIONER CHRIS WILLIAMS

City Staff in attendance:

CITY MANAGER KENDAL FRANCIS
CITY CLERK CINDY PRICE
CITY ATTORNEY PAUL KRITZ
IT DIRECTOR CHRIS FELIX
FINANCE DIRECTOR STEPHANIE RICHARDSON
PUBLIC WORKS DEPUTY DIRECTOR JIM BRADSHAW
ELECTRIC UTILITY DEPUTY DIRECTOR MIKE SHOOK
FIRE CHIEF BOB ROESKY
ENGINEERING SUPERINTENDENT THOMAS OSBORN
POLICE CHIEF KWIN BROMLEY
DISPATCHER CHAD SOLES

- A. **CALL TO ORDER** – Mayor Paul Bauer
- B. **INVOCATION** – Pastor Daniel Knight, Bible Baptist Church
- C. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- D. **REVIEW OF AGENDA**
- E. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, December 12, 2017
 - 2. 2017 Appropriation Ordinance No. AO-17-24 – \$4,565,775.56

MOTION: Move to approve the consent agenda as presented.

ACTION: MOTION: TAYLOR SECOND: DOANE
ROLL CALL VOTE: ALL AYE

REGULAR AGENDA ITEMS

- F. **PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).**
 - 1. Public Hearing for the purpose of issuing industrial revenue bonds for the Ranew's Paint Project. - postponed
 - 2. Resolution No. R-17-97 – A Resolution to issue industrial revenue bonds for the Ranew's Paint Project. – Removed from agenda

3. Public Hearing to amend the 2017 budget.
 - Finance Director Stephanie Richardson stated the only amendment is for the Business Development Training Center Fund. When the budget was established in the summer of 2016, the City had a letter of intent on the structure located at 900 E. 8th Street, however, the structure has since been demolished. The funds remaining in the BDTC fund were used for the demolition.
 - The Mayor opened the public hearing.
 - There were no comments; the Mayor closed the public hearing.
4. Resolution No. R-17-98 – A Resolution to certify the 2017 budget amendments.

MOTION: Move to approve Resolution No. R-17-98 for adoption.

ACTION: MOTION: BAUER SECOND: TAYLOR
ROLL CALL VOTE: ALL AYE

5. Parks Board report
 - Alec Hendryx provided a review of the Park Advisory Board activities and recommendations for improvements to the parks including new playground equipment, refurbishing the tennis courts and requesting funding be earmarked in the budget specifically for park improvements.

G. OLD BUSINESS

1. Ordinance No. S-17-04 – Second Reading of an ordinance to provide for the acquisition of an interest in certain real property necessary for the construction of the 11th and Willow intersection project.

MOTION: Move to approve Ordinance No. S-17-04 for adoption.

ACTION: MOTION: KASTLER SECOND: BAUER
ROLL CALL VOTE: ALL AYE

H. NEW BUSINESS

1. Resolution No. R-17-99– A Resolution to approve the City of Coffeyville fee schedule.
 - City Clerk Cindy Price stated the fee schedule includes fees for licenses and permits, cemetery services, utility fees, admissions, golf course, t-hangars, building permits and miscellaneous other services. When the ordinances were codified, fees were removed from the ordinances and wording included to state fees would be adopted by a fee schedule.

MOTION: Move to approve Resolution No. R-17-99 for adoption.

ACTION: MOTION: BAUER SECOND: KASTLER
ROLL CALL VOTE: ALL AYE

2. Resolution No. R-17-100 – A Resolution to purchase work comp insurance.
 - Finance Director Stephanie Richardson stated the City's experience modification factor decreased from 1.37 in 2017 to 1.26 for 2018. This is calculated on frequency, severity

and costs over the previous three years. The renewal quote is \$183,224 which is \$40,564 lower than 2017.

MOTION: Move to approve Resolution No. R-17-100 for adoption.

ACTION: MOTION: TAYLOR SECOND: DOANE
ROLL CALL VOTE: ALL AYE

3. Resolution No. R-17-101 – A Resolution to execute a Memorandum of Agreement with the Fraternal Order of Police.

- City Manager Kendal Francis reviewed the memorandum of agreement with the FOP stating this is a three-year agreement. Commissioner Williams expressed concern the Police Department continues to be unable to fill open positions and adequately staff the department.

MOTION: Move to approve Resolution No. R-17-101 for adoption.

ACTION: MOTION: WILLIAMS SECOND: KASTLER
ROLL CALL VOTE: ALL AYE

4. Resolution No. R-17-102– A Resolution to adopt the 2018 compensation plan for non-represented employees.

- City Manager Kendal Francis stated the compensation plan allows for a 1.5% wage increase for all non-represented employees.

MOTION: Move to approve Resolution No. R-17-102 for adoption.

ACTION: MOTION: BAUER SECOND: DOANE
ROLL CALL VOTE: ALL AYE

5. Ordinance No. G-18-01 – First Reading of an Ordinance to approve electric rate schedule LEP-17 (line extension policy).

- Electric Utility Deputy Director Mike Shook stated this ordinance will amend the electric rate schedule and include a policy for electric service line and facilities extensions within the retail service area. This policy is being implemented to assist with covering costs of services. An analysis was done defining the maximum contribution the city should make to connect a customer to the electric system facilities. Adopting this policy will provide staff with a more accurate, fair and defined method to assess costs to extend utility services.

MOTION: Move to approve Ordinance No. G-18-01 for First Reading.

ACTION: MOTION: BAUER SECOND: TAYLOR
ROLL CALL VOTE: ALL AYE

6. Ordinance No. G-18-02 – First Reading of an Ordinance to adopt minimum standards for rental properties.

- City Manager Kendal Francis stated the commission held a work session to discuss the need for minimum housing standards for rental properties to protect the public health,

safety and general welfare of the residents. The standards were devised based on Section 8 standards and will require an initial inspection on anything registered after July 1, 2018, and any changes to renewal in later years. The inspections will be complaint driven and requires properties to be vacated if in violation of the ordinance. Since the city currently does not have a building official, Independence has been contacted to see if they can help with inspections. Prior to performing a non-emergency inspection, the enforcement officer will notify the owner and tenant at least 10 days and not to exceed 14 days in advance unless all parties mutually agree to another date and time.

MOTION: Move to approve Ordinance No. G-18-02 for First Reading.

ACTION: MOTION: KASTLER SECOND: WILLIAMS
ROLL CALL VOTE: ALL AYE

7. Resolution No. R-17-103 – A Resolution to authorize street repair on South Walnut.
- Engineering Superintendent Thomas Osborn stated street repair can be done between the rail crossings on South Walnut in conjunction with the work the railroad is doing. An estimate was received from Graham Construction of approximately \$33,000 to repair the broken panels; for an additional \$20,000 the panels will be replaced. Commissioners agreed they wanted the panels fixed and not just repaired.

MOTION: Move to approve Resolution No. R-17-103 for adoption.

ACTION: MOTION: WILLIAMS SECOND: BAUER
ROLL CALL VOTE: ALL AYE

8. Resolution No. R-17-91 – A Resolution to execute a contract with Action Communication for replacement of the Pfister Park tower.
- Police Chief Kwin Bromley stated bids were solicited to replace the radio tower at Pfister Park. He is recommending a 180' free-standing self-support radio tower be constructed. The self-support tower would enable radio reception to reach dead spots in areas not currently covered by the existing radio tower. It was also carry up to four times the weight load which will allow for additional equipment to be added. Action Communication submitted the low bid at \$88,130.50.

MOTION: Move to approve Resolution No. R-17-91 for adoption.

ACTION: MOTION: KASTLER SECOND: WILLIAMS
ROLL CALL VOTE: ALL AYE

9. City Manager's Report
- KDOT is currently gathering data and performing a gap analysis on installation of a traffic warning device at the emergency services building, and a decision is expected soon. Ribbon cutting and open house for emergency services will be January 5, 2018, at 2 p.m. and at City Hall on January 11, 2018, at 2 p.m. Both buildings will be open until 6 p.m. for tours. There will be a walk through at City Hall for commissioners on January 9, at 5:30 p.m. Public Service is working to put concrete in the 25 worst utility cuts; the fence enclosure for trash dumpsters in the 10th Street parking lot has been completed.

BG Consultants will be surveying for the Safe Routes to Schools project December 26-29.

H. COMMENTS

1. Comments from Public
 - Stephanie Richardson thanked the commission for all the assistance the Historical Society has received from the City and reminded them about the candlelit tour.
2. Comments from Commissioners and Staff
 - Commissioner Kastler thanked the public for voting him in as a commissioner.

I. EXECUTIVE SESSION(s)

J. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. City Rec report

L. ADJOURN

MOTION: Move to adjourn.

ACTION: MOTION BY WILLIAMS SECOND: KASTLER
ROLL CALL VOTE: ALL AYE

Time the meeting was adjourned: 8:43 p.m.

Date the minutes were approved: 01/09/18

Cindy Price
Cindy Price, City Clerk