

**CITY OF COFFEYVILLE COMMISSION MEETING MINUTES  
TUESDAY, MARCH 27, 2018  
CITY HALL, 6:30 P.M.**

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

Present:

COMMISSIONER PAUL BAUER  
COMMISSIONER JUSTIN DOANE  
COMMISSIONER JIM C. TAYLOR, JR  
COMMISSIONER ANN MARIE VANNOSTER  
COMMISSIONER CHRIS WILLIAMS

City Staff in attendance:

INTERIM CITY MANAGER MIKE SHOOK  
CITY CLERK CINDY PRICE  
CITY ATTORNEY PAUL KRITZ  
IT DIRECTOR CHRIS FELIX  
FINANCE DIRECTOR STEPHANIE RICHARDSON  
ENGINEERING SUPERINTENDENT THOMAS OSBORN

- A. **CALL TO ORDER** – Mayor Paul Bauer
- B. **INVOCATION** – Rev. Dean McNamara, First Baptist Church
- C. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- D. **REVIEW OF AGENDA**
- E. **CONSENT AGENDA**
  - 1. City Commission Meeting Minutes – Tuesday, March 13, 2018
  - 2. 2018 Appropriation Ordinance No. AO-18-06 – \$5,018,177.87
  - 3. Resolution No. R-18-17 – A Resolution to approve the resignation of Kendal Francis as City Manager effective March 14, 2018.
  - 4. Resolution No. R-18-18 – A Resolution to approve the appointment of Mike Shook as Interim City Manager effective March 14, 2018.
  - 5. Resolution No. R-18-19 – A Resolution to adopt the recommendation of the Health Insurance Committee and Benefit Health Providers to discontinue retiree health insurance coverage.

MOTION: Move to approve the consent agenda as presented.

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

- 6. 2018 Appropriation Ordinance No. AO-18-06A (Isham) – \$ 276.91

MOTION: Move to approve 2018 Appropriation Ordinance No. AO-18-06A for adoption.

ACTION: MOTION: BAUER SECOND: TAYLOR  
ROLL CALL VOTE: ALL AYE EXCEPT COMMISSIONER  
VANNOSTER WHO ABSTAINED.

**REGULAR AGENDA ITEMS**

**F. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).**

1. Proclamation to declare April as Fair Housing Month.
  - Proclamation sent to the Kansas Department of Commerce.
2. Proclamation to declare April 3 as National Service Recognition Day.
  - Proclamation read and presented to Christina Tinsley with Four County.
3. Proclamation to declare April 9-13 as Boys & Girls Club of Coffeyville Week.
  - Proclamation read and presented to the Boys & Girls Club Board. Griffin Walker introduced the board and provided an update on the Boys & Girls Club.
4. Montgomery County Action Council Update
  - Trisha Purdon, Executive Director, gave an update on the Montgomery County Action Council stating they have a newly designed website, they are working with the US 169 Coalition for improvements to Highway 169 and will be involved with the Federal Opportunity Zones which will include Coffeyville. She also provided an update on the Tyson project stating it is in the very early stages but a very active project. There will be a Chicken Chat held on April 11, 9:30 a.m., at Utopia, to discuss the natural resources.

**G. OLD BUSINESS**

1. Resolution No. R-18-15 – A Resolution to approve an agreement with Austin Peters Group for strategic planning services.
  - This resolution was tabled at the March 13 meeting. There was no action to remove it from the table.

**NEW BUSINESS**

2. Resolution No. R-18-20 – A Resolution to issue a purchase order to Mid American Signal and Phillips Southern for a traffic control system.
  - Mike Shook, Interim City Manager, stated the intersection at 11<sup>th</sup> & Walnut uses an inductive loops system which are embedded into the concrete for traffic control. The intersection has four failed loops with the only loops currently working are the left turn lanes for both north and southbound traffic. This causes the traffic controller to cycle completely and not detect when there is no traffic in opposing lanes. To repair the broken loops the concrete would need to be saw cut and new loops installed. Staff recommends installing radar technology which has been used successfully at 11<sup>th</sup> & Buckeye.

MOTION: Move to approve Resolution No. R-18-20 for adoption.

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

3. Resolution No. R-18-21 – A Resolution to approve a request for conditional right of way for the 11<sup>th</sup> & Willow geometric improvement project.
  - The city is working through the eminent domain process to acquire right of way and construction easements to complete the 11<sup>th</sup> and Willow intersection improvements. This conditional clearance will allow KDOT to move forward with plan review and preparation of bid documents which will move up the letting schedule for the project.

MOTION: Move to approve Resolution No. R-18-21 for adoption.

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

4. Discussion on city manager search.
  - City Manager Paul Kritz provided options for the city manager search. The League of Kansas Municipalities has the city manager search program, LEAPS. They provide a survey, salary comparison, interview questions and background check. A recruiting firm will provide public sector recruitment; we would need to conduct due diligence on the company. Other options would be using a head hunter; some cities do requests for proposals. The city could also do individual recruitment by identifying someone and going after them. Commissioners are interested in doing a nationwide search. Kritz will contact the league as well as pursue getting information from career recruitment websites.
5. City Manager's Report
  - Interim City Manager Mike Shook reported staff is working on due diligence for the JCI automated metering infrastructure project; a recommendation should be ready to present to commissioners in mid May. A new camera has been installed in the commission room; it will be able to broadcast in high definition by the next meeting; a reception is planned for Gene Ratzlaff on March 29, and commission orientation will be April 3 at 6 p.m.

## **H. COMMENTS**

1. Comments from Public
  - Lisa Brookover and Hayley Bagwell spoke on behalf of the Midland Theater Foundation Board. The board has a new business plan for the renovation of the theater and the Alamo Building. There will be a fundraiser on May 19 from 6 to 9 p.m. featuring live music, dinner and tours. The board will present their business plan at the next commission meeting.
  - Jim C. Taylor, Sr., asked for a list of people who had paid fines for trucks with sign violations. He asked who he should contact to see if his red truck, which he is planning to drive again, is in violation. Paul Kritz will send Taylor a copy of the ordinance.
2. Comments from Commissioners and Staff
  - Commissioner Doane asked about the League Governing Body conference which will be held April 20. Additional information will be provided to all commissioners.

## **I. EXECUTIVE SESSION(s)**

**COMMISSION MEETING MINUTES  
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**J. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES**

1. Police Department report
2. City Rec Report

**L. ADJOURN**

MOTION: Move to adjourn.

ACTION: MOTION BY BAUER  
ROLL CALL VOTE: ALL AYE

SECOND: TAYLOR

Time the meeting was adjourned: 7:58 p.m.

Date the minutes were approved: \_\_\_\_\_

*04/10/18*

*Cindy Price*

Cindy Price, City Clerk