

**CITY OF COFFEYVILLE COMMISSION MEETING MINUTES  
TUESDAY, MARCH 26, 2019  
CITY HALL, 6:30 P.M.**

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

Present:

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

City Staff in attendance:

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

**A. CALL TO ORDER** – Mayor Paul Bauer

**B. INVOCATION** – Pastor Doug Mund, Grace Fellowship Church

**C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**

**D. REVIEW OF AGENDA**

**E. CONSENT AGENDA**

1. City Commission Meeting Minutes – Tuesday, March 26, 2019

2. 2019 Appropriation Ordinance No. AO-19-06 – \$5,995,021.44

MOTION: Move to approve the consent agenda as presented.

ACTION: MOTION: TAYLOR SECOND: BAUER

ROLL CALL VOTE: ALL AYE

3. 2019 Appropriation Ordinance No. AO-19-06A (Isham's) – \$ 50.82

MOTION: Move to approve Appropriation Ordinance No. AO-19-06A for adoption.

ACTION: MOTION: TAYLOR SECOND: BAUER

ROLL CALL VOTE: ALL AYE EXCEPT VANNOSTER WHO ABSTAINED.

**REGULAR AGENDA ITEMS**

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

1. Proclamation to declare April 2 as National Day of Recognition

- Mayor Bauer read and presented a proclamation to Linda Denning, Four County Mental Health RSVP program.

2. Introduce international exchange students

- The CIEE international exchange program has placed two students in Coffeyville this year. The students, Jan Wonhofer from Germany and Natdanai Vaosook from Thailand, were introduced and provided information about their stay in Coffeyville.

**G. OLD BUSINESS**

**H. NEW BUSINESS**

1. Ordinance No. S-19-01 – First reading of an ordinance to rezone property located at 1108 W. 12<sup>th</sup> from R-1 (Single Family Residential) to I-1 (Light Industrial).

- Building Official Tyler Strickland stated Kyle Stephens applied to rezone the property from R-1, single family residential district, to I-1, light industrial district for the purpose of expanding the business to construct a pre-engineered metal building. The Planning Commission voted to approve the rezoning application.

MOTION: Move to approve Ordinance No. S-19-01 for First Reading.

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

2. Resolution No. R-19-17 – A Resolution to authorize the execution of a multi-year audit engagement letter with Jarred, Gilmore & Phillips for audit services.

- Finance Director Stephanie Richardson stated staff requested RFP's for audit proposals for 2018, 2019 and 2020. Three bids were received. Staff recommends a contract be executed with Jarred, Gilmore & Phillips who has performed the city's audit since 1988 and are familiar with how the city operates.

MOTION: Move to approve Resolution No. R-19-17 for adoption.

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

3. Resolution No. R-19-18 – A Resolution to execute a tower lease agreement with Atmos Energy.

- IT Director Chris Felix stated Atmos Energy has requested to place a 10-foot antenna near the top of the City's new communication tower for their new automated meter reading equipment. Atmos will pay \$720 per month for use of the tower.

MOTION: Move to approve Resolution No. R-19-18 for adoption.

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

4. Resolution No. R-19-19 – A Resolution to authorize the award contract and the commitment of city funds for the 2019 Safe Routes to School Grant.

- Engineering Superintendent Thomas Osborn stated KDOT received three bids for construction of the 2019 Safe Routes to School Phase 2 grant located around Community Elementary. The low bid was \$328,287 with the City committing \$78,000 in matching funds.

MOTION: Move to approve Resolution No. R-19-19 for adoption.

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

5. Resolution No. R-19-20 – A Resolution to approve Coffeyville Clean-Up Programs.

- City Manager Mark Hall stated he is working on several programs to address litter throughout the City of Coffeyville. If commission approves, each of the nine programs will have its own application. He is also requesting up to \$6,000 to implement the program.

MOTION: Move to approve Resolution No. R-19-20 for adoption.

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

6. Resolution No. R-19-21 – A Resolution to approve the purchase of downtown beautification materials.

- City Manager Mark Hall stated in an effort to make downtown economically viable once again, the City has agreed to assist the Coffeyville's Reawakening Group by purchasing 15 park benches, 12 trash containers, 1 banner, 12 plastic containers, 6 smoke stations and miscellaneous trash collection materials. The funds for this will come from the economic development portion of the one-half cent sales tax.

MOTION: Move to approve Resolution No. R-19-21 for adoption.

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

7. City Manager's Report

- City Manager Mark Hall stated staff is gearing up for spring and the State of the City presentation will be given on Wednesday, 6 p.m. at CCC.

**I. COMMENTS**

1. Comments from Public

- Bob York, 605 Highland, thanked the commission for their support in building pride in the community.

2. Comments from Commissioners and Staff

- Mayor Bauer expressed appreciation for the clean up done at Roosevelt Trail.

**J. EXECUTIVE SESSION(s)**

**K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES**

1. Police Department report
2. CRC Update

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**L. ADJOURN**

MOTION: Move to adjourn.

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

Time the meeting was adjourned: 8:15 p.m.

Date the minutes were approved: 04/09/19

Cindy Price  
Cindy Price, City Clerk