

**CITY OF COFFEYVILLE COMMISSION MEETING MINUTES  
TUESDAY, APRIL 9, 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 CHRIS WILLIAMS

**Absent:**

COMMISSIONER JIM C. TAYLOR, JR.

**City Staff in attendance:**

CITY MANAGER MARK HALL  
CITY ATTORNEY PAUL KRITZ  
FINANCE DIRECTOR STEPHANIE RICHARDSON  
IT DIRECTOR CHRIS FELIX  
ELECTRIC UTILITY DIRECTOR MIKE SHOOK

- A. CALL TO ORDER** – Mayor Paul Bauer
- B. INVOCATION** – Pastor Kevin O’Conner, Agape 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-19-07 – \$ 983,298.70
  - 3. Ordinance No. S-19-01 – Second Reading of an Ordinance to rezone property located at 1108 W. 12h from R-1 (Single Family Residential) to I-1 (Light Industrial)

MOTION: Move to approve the consent agenda as presented.

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

**REGULAR AGENDA ITEMS**

- F. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).**
  - 1. Montgomery County Action Council Quarterly Report
    - Trisha Purdon, Montgomery County Action Council Director, provided an update on activities affecting Coffeyville. She stated they are working on a virtual tour of the Amazon building.
  - 2. Proclamation to declare the week of April 14-20, 2019 as National Public Safety Telecommunicators Week.
    - Mayor Bauer read and presented the proclamation to Police Chief Kwin Bromley.

**G. OLD BUSINESS**

**H. NEW BUSINESS**

1. Discussion and action to make an appointment to the Park Advisory Board serving to January 1, 2023.

Applicant: Marci Roberts

MOTION: Move to appoint Marci Roberts to a four-year term on the Park Advisory Board serving to January 1, 2023.

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

2. Resolution No. R-19-22 – A Resolution to purchase insurance coverage for the City of Coffeyville.

- Finance Director Stephanie Richardson introduced Peter Simonsen from Charlesworth Consulting, the firm who marketed the city's insurance program this year. Three quotes were received and after review, Charlesworth is recommending continuing coverage with Arthur J. Gallagher for the city's property (except power plant) and liability insurance plus various other coverages. Their quote is a 2.3% decrease from the premium last year.

MOTION: Move to approve Resolution No. R-19-22 for adoption.

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

3. Resolution No. R-19-23– A Resolution to A Resolution to execute an engineering services agreement with Power Engineers for air compliance reporting for the Electric Utility.

- Electric Utility Director Mike Shook stated Power Engineers, formerly Sega Engineering, has been providing engineering services to assist staff with both the KDHE and EPA Clean Air Act Compliance programs. Staff recommends executing a professional services agreement with the company for air compliance reporting services at a cost not to exceed \$25,000.

MOTION: Move to approve Resolution No. R-19-23 for adoption.

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

4. Resolution No. R-19-24 – A Resolution to adopt aesthetic standards for wireless attachment devices within the City of Coffeyville.

- Electric Utility Director Mike Shook stated the Federal Communications Commission has made revisions to their regulations requiring states to amend and/or adopt new regulations regarding small cellular wireless device attachments to utility poles. The City has engaged the services of Healy Law to assist in the development of guidelines

and standards for small cell attachments including the review of all pole attachment agreements. The guidelines establish aesthetic minimum standards and defines the rules as to what qualifications are required of telecom companies when attaching to city owned utility structures that are above the communications space on utility poles and structures.

MOTION: Move to approve Resolution No. R-19-24 for adoption.

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

5. Resolution No. R-19-25 – A Resolution to purchase lights for Phase 1 of the Historic Downtown Area Lighting Project.

- Electric Utility Director Mike Shook stated staff has developed a plan to upgrade and replace downtown lighting with new decorative light poles matching the recently installed stop signs. The lights will have LED bulbs which reduce energy costs to the city and provide better light quality. The project will be implemented in two phases. Phase 1 will encompass an area between 8<sup>th</sup> and 9<sup>th</sup> Street on Walnut and include the entire plaza area and consist of 15 poles and fixtures with the cost being \$27,701.

MOTION: Move to approve Resolution No. R-19-25 for adoption.

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

6. City Manager's Report

- City Manager Mark Hall stated staff is preparing for spring and mowing is a priority.

**I. COMMENTS**

1. Comments from Public

- Mary Wilson stated the Kiwanis is working on the FKHS senior plaque recognition.

2. Comments from Commissioners and Staff

- Sample ordinances on tobacco free parks was provided to commissioners, and Commissioner Williams stated he is interested in pursuing them for tobacco free parks and city facilities.
- Mike Shook presented to commissioners the 2018 APPA safety award.

**J. EXECUTIVE SESSION(s)**

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

1. Sales and property tax report

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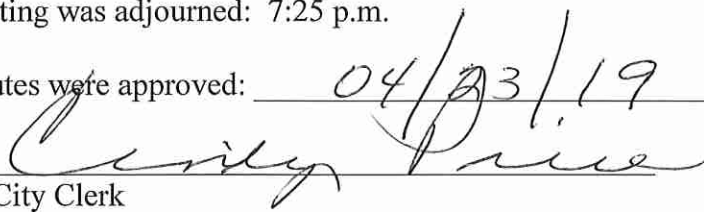
**L. ADJOURN**

MOTION: Move to adjourn.

ACTION: MOTION: BAUER SECOND: VANNOSTER  
ROLL CALL VOTE: ALL AYE EXCEPT TAYLOR WHO WAS  
ABSENT,

Time the meeting was adjourned: 7:25 p.m.

Date the minutes were approved: 04/23/19

  
Cindy Price, City Clerk