

**COMMISSION MEETING AGENDA  
TUESDAY, APRIL 28<sup>th</sup>, 2020  
6:30 P.M.**

The Board of Commissioners met in Regular Session at 6:30 p.m.. Mark Hall was in the Commission Room. The meeting was held via Zoom due to the COVID-19 situation. The meeting was called to order by Mayor Bauer.

Present:

COMMISSIONER PAUL BAUER  
COMMISSIONER ANN MARIE VANNOSTER  
COMMISSIONER ROBERT YORK  
COMMISSIONER TRACY MAXSON  
COMMISSIONER JUSTIN DOANE

City Staff in attendance:

CITY MANAGER MARK HALL  
CITY CLERK MELISSA CARTER  
IT DIRECTOR CHRIS FELIX  
DIRECTOR OF FINANCE STEPHANIE RICHARDSON  
ELECTRIC UTILITY DIRECTOR MIKE SHOOK  
FIRE CHIEF BILLY COCKMAN

- A. **CALL TO ORDER** – Mayor Paul Bauer
- B. **ROLL CALL** – All Present
- C. **INVOCATION**
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
  - 1. City Commission Meeting Minutes – Tuesday, April 14, 2020
  - 2. Resolution R-20-31 to Authorize the Water Purchase Contract between the City and Montgomery County Rural Water District 14.
  - 3. 2020 Appropriation Ordinance No. AO-20-08 - \$3,309,990.50

MOTION: Move to approve item 1,2, and 3 of the consent agenda as presented.

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

- 4. 2020 Appropriation Ordinance No. AO-20-08A - \$193.72

MOTION: Move to approve item 4 of the consent agenda as presented.

ACTION: MOTION: YORK SECOND: BAUER  
ROLL CALL: BAUER, MAXSON, YORK , DOANE – AYE; VANNOSTER –  
ABSTAIN

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**G. COMMENTS**

1. Comments from Public

The public is free to comment on items not listed on the agenda. Please address comments to the Commission as a body, and be mindful of others who may also wish to speak by limiting comments to 3 minutes.

No members from the public were in the Commission Room.

**REGULAR AGENDA ITEMS**

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

1. A Public Hearing to close-out the 10<sup>th</sup> Street CDBG Grant No. 18-PF-019 street improvement project.

Director of Public Works Chuck Shively spoke to the necessity of a public hearing to close out the 10<sup>th</sup> street CDBG Grant. With the COVID-19 situation he stated that a public notice was issued that questions could be e-mailed and they would then become part of the documentation on the public hearing. Mr. Shively stated that all activities for this project have been completed.

MOTION: Move to accept the public hearing to close out the 10<sup>th</sup> Street CDBG Grant.

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

**I. OLD BUSINESS**

1. Resolution R-20-23 a Resolution to Approve the waiver of certain building permit and inspection fees.
2. Resolution R-20-24 a Resolution to Amend the City of Coffeyville fee schedule for 2020. Mayor Bauer stated that this is something that was talked about at the last meeting and it requires further discussion.

MOTION: Move to table Resolutions R-20-23 and R-20-24 until further notice

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

**J. NEW BUSINESS**

1. Ordinance S-20-02 an Ordinance to Authorize a loan agreement through KDHE for the purpose of obtaining a loan from the Kansas Public Water Supply Loan Fund for the purpose of financing a public water supply project.

Director of Public Works Chuck Shively stated that the water and electric departments have been working on a project for installation of an advanced metering infrastructure. The Water and Wastewater utilities have also been working on a project for installation of the supervisory control and data acquisition system. His proposition is to fund the water portion for the two projects with a loan from the Kansas Public Water Loan Supply Fund administered by KDHE. The proposed loan agreement has been received in an amount not to exceed \$2,700,000 with a proposed interest rate of 1.5% and a term of 20 years. The ordinance requires two readings and publication in the newspaper. Mayor Bauer stated that

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this project has been worked on for several years. Commissioner York asked what the funding source for this would be. Mr. Shively stated that it runs through the Water and Wastewater Capital Improvement Fund. Commissioner York also inquired about the steps for the bond rating in which Mr. Shively stated those were complete.

MOTION: Move to approve Ordinance S-20-02 as presented.

ACTION: MOTION: DOANE SECOND: MAXSON  
ROLL CALL: ALL AYE

2. Resolution R-20-25 a Resolution to Authorize the Mayor and City Clerk to execute an Inducement Agreement by and between the City of Coffeyville, Montgomery County, and Prosperiti Builders, L.L.C.

City Manager Mark Hall stated that this is an agreement to approve an incentive agreement for Prosperiti Builders based on a 5 year employment of 119 employees to make an initial payment of \$46,500. After the initial 62 employees they will receive an additional \$750 for employees hired with an additional \$500 for those living in Coffeyville. It would be a total maximum payment after 5 years if not completed earlier of \$148,750. Montgomery County is matching this incentive. Mayor Bauer asked if this came from the Economic Development Funds. Mr. Hall said yes it does. Commissioner York stated that Prosperiti will be a good corporate system for Coffeyville.

MOTION: Move to approve Resolution R-20-25 as presented.

ACTION: MOTION: YORK SECOND: VANNOSTER  
ROLL CALL: ALL AYE

3. Resolution R-20-26 a Resolution to Approve adjustments to the unit prices paid to Republic Services of Cherryvale for Residential and City related service.

City Attorney Paul Kritz stated the next two agenda items are tied together. The City has two 3 year contracts with Republic Services – one for residential and one for city facilities trash pick-up services. Both of those contracts allow Republic to request a price increase of up to 3% per contract year and we are in the second year of the contract. They are asking for the maximum increase of 3% which they are required to justify to City Administration. Their request is based on increases in maintenance, wages and insurance increase, disposal, and equipment. Staff believes the adjustments are reasonable and fairly modest. It will increase each residential unit for \$9.25 to \$9.53, senior units for \$9.00 to \$9.27 and each additional polycarts from \$6.10 to \$6.28. Mr. Kritz stated that we have had a good working relationship with Republic and when initially bid they were substantially less in cost the other bidder. Commissioner York confirmed the increase rates and Mr. Kritz stated that if this is approved and the next resolution is adopted the increases will be passed on to residential customers. Mayor Bauer commented that one thing we have learned over the past 6 weeks is how important that trash pick-up is.

MOTION: Move to approve Resolution R-20-26 as presented.

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

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4. Resolution R-20-27 a Resolution to Establish solid waste collection and disposal rates for customers that are subject to the provisions of the City of Coffeyville Ordinance G-04-02. Finance Director Stephanie Richardson stated that this will pass the increase on to the citizens of Coffeyville using Republic. It would make the regular rate \$13.53 per dwelling unit, if they need an additional polycart it would be \$7.32 and the senior rate would be \$12.53. Passing along this increase allows us to keep funding the nuisance clean-up the weed lot mowing and those type of things.

MOTION: Move to approve Resolution R-20-27 as presented.

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

5. Resolution R-20-28 a Resolution to Authorize the issuance of a purchase order to Arthur J. Gallagher for various types of insurance coverage for the City of Coffeyville to be effective May 1, 2020 through May 1, 2021. Finance Director Stephanie Richardson stated that we recently received our renewal for our Property and Liability Insurance. It has gone out to bid every three years and this is the second year of the three year term. We received the renewal from Arthur J. Gallagher and it does not include the electric department facilities, airport liability policy, worker's compensation, flood zone A coverage, or cyber liability coverage. Our renewal this year is \$261, 125 and is an 8.4% increase over last year. Our insurance agents were very pleased with this insurance renewal as many in the markets they are getting now are between 10% and 15% increases with much larger deductibles. They did hold our deductibles where they currently are. Mrs. Richardson stated that we do budget for a 10% increase in the insurance cost every year so this does fall within that. Mayor Bauer asked if they gave any reason of why the cost had increased that percentage. Mrs. Richardson replied that a lot of it was the hardening of the insurance market. Prices and claims are going up and it was good timing that we got this in before any of the COVID claims have come in.

MOTION: Move to approve Resolution R-20-28 as presented.

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

6. Resolution R-20-29 a Resolution to Authorize the extension of fiber optic Internet to Cedarbrook and Northbrook neighborhoods. IT Director Chris Felix stated that this was a proposal to extend our fiber optic network out to the new housing development west of town and it is about 11,000 feet of fiber. The developer is excited about moving forward with that. In addition Mr. Felix has talked to several homeowners in Northbrook about extending fiber optic service to them. That is a little under 4,000 feet for that. The first extension to Cedarbrook would be an estimate of \$6,400 and to Northbrook would be just under \$2,000. Mr. Felix stated the purchase of this fiber would be reimbursed by the developments so it would be no cost to the utility. Commissioner York asked how many customers were served in Northbrook, Mr. Felix answered 16 and that at this time they were not planning on doing any fiber to the homes it would be upgrading the tower with new equipment that would give them faster service. Commissioner York asked if it would still be reliant on line of sight and Mr. Felix answered yes and that every home there has a line of sight except for one in which they are working on

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a solution. Mayor Bauer stated that he is fine with Cedarbrook but he has an issue with having Northbrook have to pay the \$2, 000. He inquired that when we extend fiber to all of Coffeyville were we going to make all residents pay that. Mr. Felix replied no. Mayor Bauer stated that they are in the city limits and it should be no different than if it is extended anywhere else in town. Mr. Felix replied there would be the standard install of \$125. Mayor Bauer replied that we were not installing anything new to Northbrook just improving what is already there. Mr. Felix stated that the only reason this was brought before them is that Northbrook was fine with it, but if the Commission was not then the Internet Utility could eat that cost and still do it.

MOTION: Move to approve Resolution R-20-29 with the change that the \$2,000 be incurred by the City.

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

7. Resolution R-20-30 a Resolution to Accept a Firehouse Subs Grant and purchase a 2020 Dodge 3500 brush/grass track with grant funds.

Fire Chief Billy Cockman stated that one of the he was asked to do when he first started here was to up the grants in the Fire Department and wanted to thank the City Manager for putting him on that path. He said that he has put a great grant writing team together. He stated that if the this grant was accepted it would be a total of about \$65,000 in the 8 months he has been here and there is 1.8 million out in asking. The Fire Department was approved for \$36,200 from Firehouse Subs for a 2020 Ram 3500 4x4 which will replace the 1980 GMC truck that has been used on grass and brush and hazmat calls. Fire Chief Cockman called Quality Motors to inquire about a Crew Cab model and how much extra that would cost. The Crew Cab would be tremendous because it would hold 2 more firefighters plus gear and it has man-wells. It will be an additional cost of \$1600 which would be paid out of the Fire Department hazmat budget. The only cost to the City would be new lights and sirens. Mayor Bauer thanked Fire Chief Cockman for the hard work on grants. Commissioner York asked what would become of the 1980 truck. Fire Chief Cockman replied that it would be put it out on a bid and then those funds would be put back into the budget.

MOTION: Move to approve Resolution R-20-30 with the option of the Crew Cab using an addition \$1600 in hazmat funds to cover the difference

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

8. City Managers Report

City Manager Mark Hall thanked Fire Chief Billy Cockman and his grant writing team for their efforts in getting grants. He stated the City is still in operation and preparing for Spring. Staff has been practicing Social Distancing and working safe. Mr. Hall mentioned that the bulk item pick-up has resumed. He thanked staff for all their hard work and stated that they are maintaining and watching the budget. Commissioner York mentioned the Sales Tax Report that was included in the Agenda and noted that we are trending a little less this year compared to prior year. He asked if we have any indication from the state yet as to what the April numbers are going to look like with the COVID-19 situation. Mr. Hall replied that they

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were looking at the percentage of total revenue sales tax revenue collected being down 25% with those effects being around in June which they are watching. Commissioner York asked if they are establishing contingencies for that. Stephanie Richardson replied that she did receive the Sales Tax Report for the taxing month of February - it showed January was down, February was up and hope to see that continues with the turnaround and so many people in town. Mark Hall replied that the staff is having meetings with the mission to make choices now instead of waiting for things to happen. Mr. Hall then gave an update on 11<sup>th</sup> street. He stated it is slowly progressing. The contractor has finished the water line and the storm sewer and are starting to work on grating and compaction before bringing the rock to the final grate. The Contractor is waiting on the Sub-Contractor for the signal install. Mr. Hall informed that they have 20 working days left on the contract plus clean-up which is 30 days. There will be a penalty if that does not happen. The City has monitored working days. Mayor Bauer noted that June 1<sup>st</sup> will be a year on this project and stated that if he were this Contractor he would be embarrassed to have gone 11 months and only have half of the project done. He stated that in the future attention needs to be paid on who gets awarded contracts – he knows that was not our project but we had to have some participation in it. Mayor Bauer said that if we hit the year mark that Contractor needs to come to a Commission meeting and explain some of the reasons why it has taken so long. Commissioner York stated that the quality of work is something he would not be proud to call his own. The Commissioners conveyed their frustrations with the project along with those of the community.

9. Comments from Commissioners and Staff

Vice Mayor Doane asked about Highland Street by 1<sup>st</sup> Street where the holes and cones are and what the plan for that is. Chuck Shively stated that he believed that was in design now and will just have to be patched until then. Vice Mayor Doane said the holes were too deep for patching. Mayor Bauer then stated that many people feel like our roads are getting destroyed by the trash trucks and that a few years ago we increased the capacity of these trucks to haul more waste and the stopping and going is increasing the deterioration of the streets, especially on the sides. Chuck Shively also noted that when they use the mechanical arm, it rocks the truck side to side pounding the streets. Mayor Bauer asked if that is something we need to address with Republic that they need to go back to a smaller size truck. Commissioner York noted that we would pay for that in rates since they would be making more trips. Chuck Shively agreed that our residential streets were never designed for that capacity. Mayor Bauer stated that one of the things he hears most often is how we need to fix our streets. Commissioner York recalled a study done from Allgeier Martin that graded our streets back in 2005 or 2006 with a priority list of where priority needs to go first. Mr. Shively did recall that they used that as a guide in the beginning but within a few years the conditions of streets changed so much it really wasn't that much help. Mayor Bauer commented that something needs to be done because there are more streets that needs to be fixed than money we have to do it. Mr. Shively noted that this is the discussion in almost every city and the trash trucks play a part in it. Commissioner York then asked about a house on 2<sup>nd</sup> and Central that was involved in a fire and wanting to know if that was happening with getting that cleaned up. Mark Hall stated that there is still a property owner and that is their responsibility but what we can do is for safety to go ahead and remove it and bill the property owner, which if not paid will come out of our demolition budget. Caution tape has been put up and notifications have been sent, the principal owners are deceased and the daughter has control of the property. Commissioner Maxson brought up LeClere Park and that the weeds and moss were thick and asked if there was a treatment that could be done to

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help that. Mark Hall stated he would get that checked out. Commissioner Vannoster brought up that the Coffeyville Area Community Foundation has launched a program to help local small business called Coffeyville Together in which 28 businesses are involved. It allows people of the community to go to that website and shop local by purchasing a gift card and then the foundation will match those funds with a donation to charitable organizations.

**K. EXECUTIVE SESSION(s)**

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

1. March 2020 Sales Tax Report

**M. ADJOURN**

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:41 pm

Date the minutes were approved:

5/12/2020

*Melissa Carter*

Melissa Carter, City Clerk

