

**COMMISSION MEETING MINUTES
TUESDAY, AUGUST 11th, 2020 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 PAUL BAUER
COMMISSIONER ANN MARIE VANNOSTER
COMMISSIONER ROBERT YORK
COMMISSIONER JUSTIN DOANE

Absent:

COMMISSIONER TRACY MAXSON

City Staff in attendance:

CITY MANAGER MARK HALL
CITY CLERK MELISSA CARTER
CITY ATTORNEY PAUL KRITZ
DIRECTOR OF FINANCE STEPHANIE RICHARDSON
ELECTRIC UTILITY DIRECTOR MIKE SHOOK
BUILDING INSPECTOR MATT CONGER
IT DIRECTOR CHRIS FELIX
SUPERINTENDANT OF ENGINEERING THOMAS OSBORN

- A. **CALL TO ORDER** – Mayor Paul Bauer
- B. **ROLL CALL** – Commissioner Tracy Maxson absent, all others present
- C. **INVOCATION** – Paul Kritz
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, July 28th, 2020
 - 2. Second Reading of Ordinance G-20-01 Ordinance for Cost of Service Update - Electric Rate Adjustments.
 - 3. 2020 Appropriation Ordinance No. AO-20-15 – \$1,145,389.30

MOTION: Move to approve items 1-3 of the consent agenda as presented.

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

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.

REGULAR AGENDA ITEMS

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

1. Public Hearing for the FY 2021 budget

Director of Finance Stephanie Richardson stated the Public Hearing this evening is one of the requirements in the budget process to allow for public comments before moving on to approve the Fiscal Year 2021 budget. Included in the Notice of Public Hearing was the following information. There was a decrease in our assessed valuation of \$1,850,601.00. In order to leave our mill levy the same as this current year, it amounted to a decrease right off the top of \$98,107.00. We have also seen decreases in franchise taxes and utility revenues. The City has worked through those and figured out a way to come up with a budget to hold the mill levy the same. The City's general fund is proposed to go from 45.911 mills down to 45.868 mills. The Library fund will go from 7.111 mills to 7.145 mills. The Commissioners commented on what a great job Mrs. Richardson and the City had done putting the budget together and coming up with creative solutions to make up for the amount of money that has decreased over the last few years. The Commissioners appreciated that we were able to hold the mill levy and the City is doing more with less. Mrs. Richardson noted that this is what we submit to the County now and the final evaluation will be done in November so it might change slightly. Mayor Bauer then opened to Public Hearing There were no public comments. Mayor Bauer then closed the Public Hearing.

2. Resolution R-20-52 a Resolution to approve and to authorize the certification of the FY 2021 City of Coffeyville municipal budget with total expenditures of \$86,953,955 and authorizing \$2,511,966 to be the amount of ad valorem tax to be levied with an estimated mill levy of 53.022 mills.

Director of Finance Stephanie Richardson stated this was the Resolution that would officially approve the FY 2021 Budget and then it will be submitted to the County.

MOTION: Move to approve Resolution R-20-52 as presented.

ACTION: MOTION: YORK SECOND: DOANE
ROLL CALL: ALL PRESENT AYE

3. Peggy Steele Annual Summary Presentation.

Peggy Steele presented a video on the progress of the Ninth Street Revitalization projects.

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-20-53 a Resolution to approve a loan application for the distressed housing reinvestment program for Peggy Steele D/B/A Properties in the Ville.

Director of Finance Stephanie Richardson stated this is the Distressed Property Reinvestment Program that the City has available. The funding was provided by the City of Coffeyville and the Kansas Housing Resources Corporation several years ago. The goal of the program is to rehab distressed housing in targeted neighborhoods. Peggy had previously received a \$20,000 loan on this property at 1105 W 9th. She has come back to ask for a second loan of \$20,000 which is the max of the program to work on some additional items. If approved the loan is for 10 years at 2.75% interest and once \$15,000 of the principal has been paid the remaining \$5,000 is forgiven as part of this program. If this loan is approved the balance remaining in the Distressed Property Reinvestment Program is \$34,708.62.

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MOTION: Move to approve Resolution R-20-53 as presented.

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

2. Resolution R-20-54 a Resolution to Authorize an agreement with Asplundh Tree Expert Company for line clearance tree trimming services for the City of Coffeyville Electric Utility.

Director of Electric Utility Mike Shook stated that the Electric Distribution Department Employees a contractor to perform tree trimming services on approximately 200 miles of distribution lines in our City including 16 miles of transmission lines. Staff requested proposals on June 24th and received 3 proposals. Asplundh came in at the lowest cost for all 3 years, has the greatest experience, most manpower, and additional resources available.

MOTION: Move to approve Resolution R-20-54 as presented.

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

3. Resolution R-20-55 a Resolution to set a public hearing for consideration of Vacating several streets in and around the CVR expansion area.

Superintendent of Engineering Thomas Osborn stated that they have received a petition from CVR Energy for several street vacations. This Resolution is to set the Public Hearing for September 8th. This will also go to the Planning and Zoning Board September 1st to get their recommendation. Mr. Osborn has already started sending this information out to local utilities, police, and fire departments. Mayor Bauer commented that there will be different entities and individuals that will have several questions about these proposed vacations.

MOTION: Move to approve Resolution R-20-55 as presented.

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

4. Resolution R-20-56 a Resolution of Acceptance for KDOT City Connecting Link Improvement Program (CCLIP) 2023 Pavement Restoration grant and programming request.

Superintendent of Engineering Thomas Osborn stated that every year KDOT issues a call for projects for their CCLIP Program. The one the City is applying for is for pavement replacement. Mr. Osborn stated that they submitted for the maximum grant allowance and it is a 90/10 project. This would be a complete tear out with concrete going in and would start at 169 South where the previous project ended and go for roughly 1,000 feet. Mayor Bauer expressed his concern about access to the businesses along that route. Mr. Osborn stated that part of this is the requirement to maintain access to those businesses. The City's portion of this would be \$196,267.19. The approximate start of this project would be early 2023.

MOTION: Move to approve Resolution R-20-56 as presented.

ACTION: MOTION: YORK SECOND: BAUER
ROLL CALL: ALL PRESENT AYE

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5. Resolution R-20-57 a Resolution to Approve Supplemental request from KDOT for third party engineering services on the Safe Routes to School project (SRTS).
Superintendent of Engineering Thomas Osborn stated this is for the Safe Routes to School Project that was completed earlier this year. This would be to cover the additional work that was required by the inspector to be onsite during that project. This is still going through KDOT - 80/20 was the grant with total cost being \$21,332.07 which just covered cost, no profit. Commissioner York asked about the column for summary total direct payroll cost and what the numbers listed meant. Mr. Osborn was not sure but said he would find out from KDOT and let him know. Mayor Bauer asked if we were still under the 80/20 agreement with KDOT for this project for this additional cost. Mr. Osborn stated yes and this Resolution is just to approve the Supplemental Agreement since it is a 3 party agreement.

MOTION: Move to approve Resolution R-20-57 as presented.

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

6. Ordinance S-20-04 First Reading of an Ordinance Rezoning 901 South Lewark Street in the City of Coffeyville, Ks and amending the official zoning map in accordance.
Building Official Matt Conger stated that last Tuesday, August 4th Mr. Ervin went before the Planning and Zoning Commission to request rezone for 901 South Lewark from C-3 commercial business district to C-4 for service commercial business to operate a warehouse to store and ship aluminum extrusion products. The Planning Commission was fine with it and he did get a conditional use that was also approved pending the City's approval on the rezone. They will be using the existing building that is there with no alterations. Commissioner York asked if there was any feedback from the residents on Lewark and Mr. Conger stated no. There will only be 1 or 2 trucks in and out of there per day.

MOTION: Move to approve Ordinance S-20-04 as presented.

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

7. Resolution R-20-58 a Resolution to Authorize issuance of a Purchase order in the sum of \$477,024 for property insurance coverage on the Electric Utility System and for boiler and machinery insurance on the power plant.
Director of Electric Utility Mike Shook stated that staff previously worked with Charlesworth Consulting to receive competitive pricing proposals on the renewal of the property insurance coverage for the electric system. This is done on a 3 year cycle in 2018 and Coffeyville Insurance and Chubb were the recommended providers. We are in the final year of that cycle so it will go out for competitive bid again. This year Coffeyville Insurance and Chubb have offered quotes. Quotes one and two are not included but quote number three the annual premium is \$433,381.00 with an additional \$16,234.00 for the terrorism coverage bringing a total of \$449,615.00. In the past the Commission has decided to reject the tourism coverage. Quote number three would increase our flood, wind and hail deductibles to \$250,000.00 minimum. Quote number four came in at \$477,024.00 annual premium with the additional \$17,129.00 for the terrorism coverage. Staff recommends continuing coverage with Coffeyville Insurance and Chubb Group of Insurance Companies as specified in Quote

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Number four rejecting the terrorism coverage bringing an annual cost of \$477,024.00 which will maintain the same coverage as the previous two years. This is 3.9% overall increase in premium and Coffeyville Insurance did decrease their commission from 10% to 5% this year.

MOTION: Move to approve Resolution R-20-58 as presented.

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

8. City Manager's Report

City Manager Mark Hall asked Debbie Sharpe to come up to the podium to speak about a flyer she had given the Staff and Commissioners. Debbie stated that she and her husband are hosting a cook out to show their appreciation to First Responders and City officials.

Mr. Hall thanked the Commissioners for the budget and he appreciates their guidance. He thanked Staff also for their work on it. The City will continue to focus on grants to save tax payers money. Mr. Hall stated we had a little weather last night with some limbs down. The Electric Department does a great job in these situations. He noted that Chuck Shively will be retiring.

9. Comments from Commissioners and Staff

Mayor Bauer noted that he received compliments about the Electric Department for work they had done over the week-end to get some electric back up and running. He stated the professionalism our group shows is fantastic. Mayor Bauer then noted that our Sales Tax is doing very good and we are on pace with 2015's level. Commissioner York asked how we were doing on the Census as he saw a Census worker out in his neighborhood. Mr. Hall stated that they are still working on completing the Census but are nearing the end. Vice Mayor Doane asked Stephanie Richardson for an update on the CDBG-CV Grant. Mrs. Richardson stated that the applications have been received, MCAC has reviewed those and they have now been sent to the Southeast Kansas Regional Planning Commission. They are actively contacting each applicant because there is some additional information needed in order to determine if they qualify. There were nineteen different businesses that applied. Discussions have been started on the meal program. Mrs. Richardson is hoping the information will be put together in time for approval at the next Commission Meeting. Commissioner York asked who the contact for businesses is if they have questions. Mrs. Richardson said they can contact her at 252-6103 and she can answer their questions or direct them to the administrator of the program. Mayor Bauer asked Mr. Hall for an update at the next meeting about Prosperiti Builders. Mr. hall said that he would reach out to them.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales Tax Report – July 2020

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M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:28 pm

Date the minutes were approved: 8/25/2020

Melissa Carter
Melissa Carter, City Clerk

