

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 13TH, 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 TRACY MAXSON
COMMISSIONER JUSTIN DOANE

City Staff in attendance:

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

- A. **CALL TO ORDER** – Mayor Paul Bauer
- B. **ROLL CALL**
- C. **INVOCATION** – Pastor Melvin Simpson, First Church of God in Christ
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, September 22nd, 2020
 - 2. 2020 Appropriation Ordinance No. AO-20-19 – \$1,539,847.94

MOTION: Move to approve items 1 & 2 of the consent agenda as presented.

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

- G. **COMMENTS**
 - 1. Comments from Public
Any citizen desiring to address the Commission shall be recognized, advance to the podium, state his/her name and address for the record. Comments shall be limited to 3 minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.

REGULAR AGENDA ITEMS

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

1. Public Hearing to consider a 2021 CDBG Grant Application from the Kansas Department of Commerce for a street improvement project.

Director of Engineering Services Thomas Osborn stated that this is the necessary Public Hearing to apply for a CDBG Grant and then there will be 3 Resolutions to follow. This grant project would be for street improvements between Lewark and Cline and 4th and 8th Streets. The Public Hearing was then opened by Mayor Bauer. Jim Falkner, 1014 W 3rd recommended that 4th Street between Santa Fe and Northeast is in desperate need of repair. There were no other comments from the public and Mayor Bauer closed the Public Hearing.

2. Resolution R-20-70 a Resolution to certify legal authority to apply for the 2021 Kansas Small Cities CDBG Grant.
3. Resolution R-20-71 a Resolution to assure funds will be continually provided for operation and maintenance for the CDBG financed street system improvements.
4. Resolution R-20-72 a Resolution to authorize Administrative Consulting Services with Southeast Kansas Regional Planning Commission for the 2021 Kansas Small Cities CDBG Grant for street system improvements.

Director of Engineering Thomas Osborn stated this is the formality to submit the CDBG Application for consideration and authorize administrative consulting services with the Southeast Kansas Regional Planning Commission. Mayor Bauer asked what type of fix this was going to be – milled, spot fixed and the asphalt as opposed to a complete tear out. Mr. Osborn stated that was correct but there were several curb and gutters in the project as well. Commissioner York asked if utilities ran under that area. Mr. Osborn said he did not think so. Commissioner Vannoster asked if the proposed budget was the \$1,168,000.00, our portion is half, and that the funds come from the Street Sales Tax Fund. Mr. Osborn confirmed all of these. City Manager Mark Hall pointed out that there are low income qualifications that have to be met and residents in the area have to be contacted. Mr. Osborn stated that contact has been made with the residents.

MOTION: Move to approve Resolution R-20-70, R-20-71 and R-20-72 as presented.

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-20-65 a Resolution to approve a Cooperation Agreement for participation in the Kansas Housing Assistance Program.

MOTION: Move to remove Resolution R-20-65 from the table.

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

City Manager Mark Hall stated the Kansas Housing Assistance Program has offered assistance with first mortgage amounts of 5%. Scott Riffle with Stifel whom is the Program Administrator for the Kansas Housing Assistance Program joined the meeting via Zoom. He stated the Resolution is procedural in nature and allows the program to be offered to those in our area.

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The program offers very low rates as well as down payment assistance for borrowers that qualify. Conventional Government Loans are issued through Freddie Mac at a very low rate. Mark Hall stated this is a great assistance to move forward. Commissioner York asked if someone is interested in this what will they need to do. Mr. Hall stated that we would seek their assistance and work with them through the process by connecting the parties together. Vice Mayor Doane asked how this works along with our local businesses. Mr. Hall stated they can always go to a local lender but the federal part of this does offer a little more assistance. Commissioner York asked if there are income requirements. Mr. Riffle stated that yes there is depending on the type of loan the borrower is wanting and families can go up to \$107,000 as the limit for most loan products.

MOTION: Move to approve Resolution R-20-65 as presented.

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

2. Ordinance S-20-08 an Ordinance to rezone the property commonly known as 104 W. 11th Street in Coffeyville.

Building Inspector Matt Conger stated that last Tuesday Mr. Collins representing Casey's Retail Company went before the Planning and Zoning Commission to propose a rezone of 104 W 11th from C-3 Business Commercial to C-4 Service Commercial for the purpose of operating a Casey's Convenience Store/Truck Stop. It was a unanimous yes vote from the Planning Commission. Mayor Bauer asked what area is being rezoned, Mr. Conger said it is the old hotel but not the Cox building. Mayor Bauer stated that something going in there is a good idea but had concerns street structure wise with the turning of trucks the way it is configured. Mr. Hall stated the rezone just allows additional use and the plans are still being worked out and some of these will need to be addressed by KDOT and some will be brought to the Commission. Mr. Conger stated the plans are in the review process now and this is a preliminary drawing

MOTION: Move to approve Ordinance S-20-08 as presented.

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

3. Resolution R-20-73 a Resolution to approve the purchase of a new forklift for the Electric Utility.

Director of Electric Utility Mike Shook stated that the Electric Department purchase a caterpillar model GP 25 Forklift in the late 1990s which has served both electric distribution and generation as well as other City department in emergency operations. The lifting capacity of the current forklift is often insufficient to load and unload transformers and associated equipment. Therefore, they have sought pricing for forklifts with a larger lifting capacity seven to eight thousand pounds to accommodate their needs. Mr. Shook noted that the current forklift would be moved out to plant number two to be used out there. Commissioner York asked if it was included in there Capital Budget to which Mr. Shook replied that it was.

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MOTION: Move to approve Resolution R-20-73 as presented.

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

4. Resolution R-20-74 a Resolution to authorize a contract to sell five vacant lots to Coffeyville Resources and authorize related closing documents.

City Manager Mark Hall stated that Coffeyville Resources approached the City that they were interested in 5 Vacant Lots that we have and currently mow. They have given us a very good lot price with the understanding that we utilize the proceeds to go to playground equipment. The location of the playground equipment will be determined by the Parks Board. Commissioner York asked if all the surrounding properties were vacant lots and Mr. Hall stated yes they are.

MOTION: Move to approve Resolution R-20-74 as presented.

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

5. Resolution R-20-75 a Resolution to authorize a contract to sell a vacant lot to Coffeyville Resources and authorize related closing documents.

City Manager Mark Hall stated this is the same process for a triangle lot and the reason this was separated is that it is from the nitrogen side of Coffeyville Resources. This is in the amount of \$1,570 and that would also go to proceeds for playground equipment.

MOTION: Move to approve Resolution R-20-75 as presented.

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

6. City Manager's Report

City Manager Mark Hall thanked City Staff and that we are in Fall mode and getting things done. There will be playground equipment erected in North Park. Representatives from each department will assist in putting that up. He commended Staff for getting through another growing season. He thanked the community for staying up on their yards. Mr. Hall stated that they have had a discussion with the hospital that there is an uptick of cases. He noted that Montgomery County was one of the counties that agreed with the mask Executive Order and that is a good thing. He sked that people wear their masks, social distance and wash their hands. If we can keep working together to not let our guard down then we can prevent our hospital from coming to capacity. Commissioner Vannoster asked about Cleanup Week. Melissa Carter stated that it is next week October 19th – 25th and that the Tree Dump will be open through the week to accept bulk item trash and that there will be a drug take back day that Saturday.

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7. Comments from Commissioners and Staff

Vice Mayor Doane asked about North Park Playground and what the timeline on that was. Mr. Hall stated that we had taken advantage of a discounting of playground and that is why we got it in so quick. It is the plan to get that done as soon as possible with as many employees helping as possible. Weather is being factored in. Commissioner York asked about the Neighborhood Revitalization Project and where we were with that. Mr. Hall stated that should be on the next Agenda. Commissioner York asked if that was currently in existence and Mr. Hall replied that it had technically expired. Commissioner York then asked about some CDBG projects on streets South of 14th by Kansas Streets and stated he knows there is not a large population there. Mr. Hall stated that with the CDBG there are certain requirements that need to be met with income and population guidelines but we could see what we could do. Vice Mayor Doane asked of there was any way to capitalize that are being in the opportunity zone. Mr. Hall stated that probably in investments terms but not necessary the streets. Mr. Hall stated that the Sales Tax is a great gift to be used for streets. Mr. Hall then reviewed the Special Assessment procedures. Commissioner York stated that it has been a really good year for Sales Tax and thanked the citizens. Mr. Hall stated that we were up 11% and we appreciate those that are buying local and that stays local to help our citizens. Commissioner Maxson requested that with all the tax incentives for businesses that there be a roundtable meeting with local businesses, bankers, commissioner, MAC, and the Chamber to get everyone on the same page with the same information. Mr. Hall said that there were strategic and economic plans coming up and that is possible. Commissioner York thanked Jim Falkner for his services on the CRMC Hospital Board of Trustees. Commissioner Vannoster noted that this is the end of his 2nd year here. She said that he has been doing a wonderful job and brought a lot of new programs that were needed and that is appreciated. Mrs. Vannoster stated that he has a good relationship with staff and it shows. She then said that it is his birthday and hoped he had a wonderful birthday. Mr. Hall said thank you that it is a privilege and there are great people that work here and they believe in Coffeyville.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Building Permit Report – September 2020
2. Sales Tax Report – September 2020

M. ADJOURN

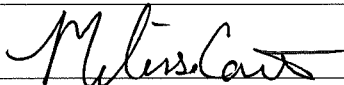
MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:36 pm

Date the minutes were approved:

10/27/2020



Melissa Carter, City Clerk

