

**COMMISSION MEETING MINUTES  
TUESDAY, OCTOBER 27<sup>TH</sup>, 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  
FIRE CHIEF BILLY COCKMAN

- A. **CALL TO ORDER** – Mayor Paul Bauer
- B. **ROLL CALL** - All Present
- C. **INVOCATION** – Pastor Kevin O’Connor, Agape Fellowship Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
  - 1. City Commission Meeting Minutes – Tuesday, October 13<sup>th</sup>, 2020
  - 2. Second Reading of Ordinance S-20-08 an Ordinance to rezone the property commonly known as 104 W. 11<sup>th</sup> Street in Coffeyville.
  - 3. Consent for disposal by Auction of 1980 GMC 2500 4x4 Fire Brush Truck.
  - 4. Settlement Agreement and Mutual Release with Hudson Insurance.
  - 5. 2020 Appropriation Ordinance No. AO-20-20 – \$3,704,748.03  
Commissioner Maxson asked if the money from the auction of the Fire Brush truck would go back to the Fire Department budget. Mark Hall replied that it would. It was asked what auction site they would be using and Chief Cockman stated that was not decided yet. Commissioner York asked about the AMI Design in the budget report. Director of Finance Stephanie Richardson stated this was for the Advanced Metering Infrastructure to replace current meters with those that take readings electronically. Commissioner York asked about the payment to Asplundh Tree Trimming for the Electric Service in the amount of \$10,996.50 and wanted to know who determines what areas get that service. It was answered that is handled through the Electric Department that meets daily to make plans where there work will happen that day. Director of Electric Utilities Mike Shook replied that they make a cycle to meet each circuit. If there are problems areas that are brought up in the daily meeting then those are addressed.

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MOTION: Move to approve items 1 -5 of the consent agenda as presented.

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

6. 2020 Appropriation Ordinance No. AO-20-20A (Isham's) – \$178.84

MOTION: Move to approve item 6 of the consent agenda as presented.

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

**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. Proclamation declaring Saturday, November 7<sup>th</sup>, 2020 as Buddy Poppy Day

Mayor Bauer read the proclamation and presented it to Charlene Wilkinson of the VFW Auxiliary declaring Saturday, November 7<sup>th</sup>, 2020 Buddy Poppy Day in Coffeyville.

**I. OLD BUSINESS**

**J. NEW BUSINESS**

1. Resolution R-20-76 a Resolution Authorizing application for a Safe Routes to School grant from the Kansas Department of Transportation Alternatives Program.

Director of Engineering Services Thomas Osborn stated this is a Resolution to apply for a Safe Routes to School Grant for the area around Community Elementary School. This is an 80/20 grant with \$403,200 of KDOT funds and \$100,800 share from the City. Mayor Bauer asked which area this would cover. Mr. Osborn replied that it would be Norwood, part of Highland, Edgewood, Northfield and Ohio Street. Commissioner Vannoster stated this is great and the last Safe Routes to School project was very good.

MOTION: Move to approve Resolution R-20-76 as presented.

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

2. Resolution R-20-77 a Resolution Authorizing the waiver of certain building permit and inspection fees to encourage housing construction and business development.

City Manager Mark Hall stated this was a building permit fee waiver policy with the purpose of encouraging responsible development in the City. It is designed to generate economic

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growth, construction, and rehabilitation. This will benefit the new Housing Department and Building Inspection. Mr. Hall stated that the sole purpose is to have these permits to inspect for safety. There are certain limitations and that is a high mark on construction of \$10,000 credit. Mr. Hall noted that going the Commission can draw this back in the future if need be.

MOTION: Move to approve Resolution R-20-77 as presented.

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

3. City Manager's Report

City Manager Mark Hall said that crews are working the storm and noted that some braches are being lost. The City will remove those if it falls into the streets or is a safety issue. Crews will be out if it is a large quantity to remove those. Mr. Hall stated that the Tree Dump is free to take those to and if this becomes more severe they would extend those hours. Mr. Hall then asked the Commission with the CVR expansion if one or two of them would serve as representatives to sit in on Engineering meetings as we move forward. He also asked that a representative or two from the Commission also sit in on meetings for construction and review of the international property maintenance and ICC building codes as well. Mr. Hall then complimented the Fire Department for the handling of the fire downtown and then a structure fire a few days later. He then stated departments are preparing for next spring and there are improvements going on at the golf course. He noted staff is working hard all the time and recently had a meeting about the financial situation of the City that will be going to the departments. He said that they are great group of people and appreciate all that they are doing.

4. Comments from Commissioners and Staff

Mayor Bauer asked how Cleanup Week went. City Clerk Melissa Carter stated it was a little slower than previous years but they did a total of 222 loads, filled 3- 40 yard and 3 -30 yard dumpsters. Saturday was the busiest day with 60 loads and the average during the week was 30 loads. Commissioner York stated that they did a great job out there and were very helpful. Director of Finance Stephanie Richardson came to the podium to discuss the Final Assessed Valuation for the City. Unfortunately it dropped another \$95,457.00 which caused our mill levy to slightly increase by .107 mills. Mrs. Richardson stated that we will have a mill levy of 53.129. The last three years through the budget process we've tried to keep that the same and we are currently at 53.130 so we will be going back up to that level. Commissioner York stated that the number we initially get is an estimate and this is the final number. He thanked Mrs. Richardson for the Sales Tax Report today and noted that was over 9% and thanked the citizens for shopping locally. Commissioner Vannoster asked Director of Electric Utility Mike Shook to come up and talk about the work of the department with the weather today. Mr. Shook stated that the first report of a line down came at 10:30 am this morning on CR 1250 about 1 mile west of CR 3900. There were also outages out in the area of the Country Club and reports of other lines down. He stated crews are still out and hoping to wrap it up. Mayor Bauer thanked him and the crews for working hard to keep the lights on and everyone warm. Mark Hall then announced that the Coffeyville Resources Refining and Marketing is hosting a community meeting on Wednesday, October 28<sup>th</sup> at 6:00 pm at the Coffeyville Resources firehouse which is adjacent to the administrative offices at 808 East New Street. The meeting will include a presentation on recent developments for proposed facilities relocation project and a time for question and answers. Mr. Hall wanted to make it

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known that although the meeting is not a meeting of the Coffeyville City Commission as defined by the Kansas Open Meetings Act (since the business or affairs of the City will not be discussed), this notice is being sent in abundance of caution, as a majority of the Commission may attend this community event. Commissioner York thanked Chief Cockman and the Fire Department as one of his buildings downtown received a lot of the smoke from the fire downtown and he appreciated the cooperation between all the different departments. He noted that they did a wonderful job of working together and getting the fire out very quickly. Mayor Bauer reminded everyone to go vote next Tuesday. Vice Mayor Doane asked Fire Chief Cockman if he could present something at the next meeting about safe practices with the weather changing to get some information out there. Chief Cockman replied that he would absolutely take care of it.

**K. EXECUTIVE SESSION(s)**

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

1. Final Assessed Valuation
2. Coffeyville Police Department Crime Statistics – September 2020
3. Coffeyville Recreation Commission Update – October 2020

**M. ADJOURN**

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:04 pm

Date the minutes were approved:

11/10/2020

*Melissa Carter*

Melissa Carter, City Clerk

