

**COMMISSION MEETING MINUTES  
TUESDAY, NOVEMBER 10<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 Vice Mayor Doane.

Present:

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

Absent:

COMMISSIONER PAUL BAUER

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  
DIRECTOR OF PUBLIC WORKS JIM BRADHSAW  
FIRE CHIEF BILLY COCKMAN

- A. **CALL TO ORDER** – Vice Mayor Doane
- B. **ROLL CALL** - Mayor Bauer absent, all others present
- C. **INVOCATION** – Mark Wilson
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**

MOTION: Move to approve the Amended Agenda to add New Business Item # 6, Resolution R-20-82 to the Agenda.

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

F. **CONSENT AGENDA**

- 1. City Commission Meeting Minutes – Tuesday, October 27<sup>th</sup>, 2020
- 2. Permission for the Coffeyville Police Department to apply for the S.T.O.P. VAWA grant.
- 3. 2020 Appropriation Ordinance No. AO-20-21 – \$4,386,591.32

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

ACTION: MOTION: DOANE SECOND: MAXSON  
ROLL CALL: ALL PRESENT 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.

Jacqueline Hobbs came to the podium to discuss a situation at the cemetery with a burial plot that she had purchased and someone was recently buried in that plot. She would like a fair resolution, she does not want the person moved, instead she would like to reserve plots for her family which she has been told they can't do. City Manager Mark Hall stated that there was a clerical error 18 months ago in which two deeds for that plot were issued. He said that the City has offered Ms. Hobbs a total of 4 plots (2 free in addition to moving the one she still owns and the one someone was buried in) anywhere open in the cemetery or refund her the cost of the 2 plots. Ms. Hobbs stated that when she first purchased these plots her family was trying to obtain a total of 88 plots in a new area. She noted that the deed on this was originally changed and grouped in a couple of sections. She was able to come back in and change that. Ms. Hobbs stated that she is not concerned about the number of plots but more about reserving them for her family to buy. She feels because the City made a mistake they should make an exception to let her reserve plots. Vice Mayor Doane stated that looking at the map, she sparingly has plots out of 10 different sections. Ms. Hobbs stated that is correct and all those sections are what her family is trying to buy. She said when she originally purchased these plots it was to off-set people buying in those sections. She would like to reserve all the plots in these sections for her family to come purchase. Vice Mayor Doan noted that we have to look out for the entire City and that if she comes in and buys a plot in the middle of a section like she has done, it keeps a family from going in there. He asked what her timeline for the reservations is and Ms. Hobbs stated a year or two. Commissioner York asked when she purchased the plots, Ms. Hobbs replied a couple of years ago. Commissioner York noted that was adequate time to purchase these and feels the City is being more than fair with what they are offering. Ms. Hobbs said that she didn't want to hire an attorney but if she had to she would. Commissioner York stated that was her choice. Ms. Hobbs asked if that was everyone's decision. Vice Mayor Doane stated they could not make a decision but just listen.

**REGULAR AGENDA ITEMS**

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

1. Winter Fire Safety Presentation

Fire Chief Billy Cockman gave a presentation on Winter Fire Safety that went over precautions for space heaters, the importance of smoke detectors, and the importance of not frying a frozen turkey in a fryer.

**I. OLD BUSINESS**

**J. NEW BUSINESS**

1. Discussion and action to make an appointment to the CRMC Board of Trustees.

Krystan Kuehn and Marcus Kastler stated why they wanted to apply for the CRMC Board of Trustees.

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MOTION: Move to appoint Krystan Kuehn to serve on the CRMC Board of Trustees for the vacant term expiring January 1<sup>st</sup>, 2022.

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

2. Resolution R-20-78 a Resolution to Authorize the Adoption of a City Board Vacancy Procedure.

City Clerk Melissa Carter stated this is a resolution to put a procedure in place to appoint members to vacant City Board positions. It includes the advertising process, appointment procedure, resignation expectations, and addresses the issue of those applying that are serving on other boards. It was noted that this is a first step in streamlining a process and can be improved upon in the future.

MOTION: Move to approve Resolution R-20-78 as presented.

ACTION: MOTION: MAXSON SECOND: VANOSTER  
ROLL CALL: ALL PRESENT AYE

3. Resolution R-20-79 a Resolution to Award 10<sup>th</sup> Street Sidewalk Construction contract to J. Graham Construction.

Director of Engineering Services Thomas Osborn said this is a contract for J Graham Construction for the CDBG grant for sidewalks on 10<sup>th</sup> Street from Gillham to Camden. It is a 50/50 grant in which 2 bids were received and J Graham was the low bidder. They are hoping to get this started as soon as possible.

MOTION: Move to approve Resolution R-20-79 as presented.

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

4. Resolution R-20-80 a Resolution to Approve a construction contract with J Graham Construction for the Highland Road Reconstruction Project.

Director of Engineering Services Thomas Osborn stated that last November we contracted with Olsson and Associates to design a fix to the deterioration on Highland Road between 1st and Norwood. The project was slowed due to Covid but it went out to bid on October 29<sup>th</sup>. There were 3 bidders with J Graham Construction having the lowest bid in the amount of \$881,779.60. This is 100 percent City funds out of the Sales Tax fund. Mr. Osborn stated Highland is one of the worst streets as it is highly populated, that is why it was selected. A complete redesign of the intersection is being looked at for the safety of vehicle and pedestrian traffic. This will tie in with the 2023 Safe Routes to School grant that has been applied for. It would put a sidewalk on the East side. Construction time frame would be about 190 days to maintain access to all residents. A meeting for residents in the area will take place before construction begins

MOTION: Move to approve Resolution R-20-80 as presented.

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

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5. Resolution R-20-81 a Resolution to Authorize Amendment #1 with Olsson for engineering services on the Highland Road Reconstruction Project.  
Director of Engineering Services Thomas Osborn stated that it was last November that Olsson was contracted to design the Highland Road project. At that time it was estimated 90 days for construction, and they are now looking at 190 days. This resolution would cover that change as well as switching from asphalt to concrete which has more testing requirements and material costs.

MOTION: Move to approve Resolution R-20-81 as presented.

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

6. Resolution R-20-82 a Resolution to Authorize the Execution of an Engagement Letter with Gilmore & Bell in connection with Casey's General Store project to rehabilitate commercial properties in Coffeyville.  
City Manager Mark Hall stated this is to streamline the process and speed it up to the interested parties in Coffeyville. This is engagement allows Gilmore & Bell to directly represent the Commission to the party to start that process. They understand the state requirements and will confer with the Commission and let their interests be known. Before any offer is reached they will come back to the Commission and discuss those.  
Commissioner York asked if we have heard a timeline from Casey's. Mr. Hall stated that no we are still in the due diligence process and decisions are still being made.

MOTION: Move to approve Resolution R-20-82 as presented.

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

7. City Manager's Report

City Manager Mark Hall thanked all of the staff. They are getting ready for winter. He thanked Public Service, Electric, and the Chamber for putting up the tree in the plaza. His staff believes in what they are doing to make Coffeyville the City of choice.

8. Comments from Commissioners and Staff

Vice Mayor Doane noted that we are making progress on North Park and asked how we are looking on that. Jim Bradshaw stated that they have based up the parking lot and ordered the border for that as that was an area of concern where cars are parking. The uprights for the playground equipment have been sorted out and they are working with engineering to see where those will go. Mr. Hall commended the Parks Department for what they have been out and doing with all the upcoming projects. Candi Westbrook from the Chamber of Commerce came to the podium to announce that the Christmas parade will move forward this year. They are implementing a few things to help encourage safety protocols such as not congregating on the plaza, spreading out along the route, and encouraging the float entries to have limited participants. Mrs. Westbrook noted that the Open House is this Sunday. She mentioned the upcoming Christmas on the Plaza event which is to encourage those who go to the Brown Mansion tours to stay in town to shop and eat and be part of local activities. Commissioner York thanked Public Works and the Electric Department on getting the tree up and noted that through donations they were able to add another 2 foot to it this year so

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now it is 22 foot tree. Commissioner Maxson asked that with all the upcoming events if it was possible to get the street sweeper downtown. Commissioner Maxson asked if the City has a breakdown in communication with Montgomery County Action Council. He asked Trisha Purden to come up to the podium to discuss upcoming opportunities and projects that are coming to the area. Ms. Purden stated that communication wise we do need to get more out there. She stated that they are doing a hard push to get young professionals to move to Montgomery County. She noted that this trend has been picking up over the last few years. Ms. Purden then gave a summary of all the work that Montgomery County Action Council has been doing to help businesses with the pandemic. She noted that Coffeyville has received \$3,383,529 in various funds. She stressed how busy they have been in working with local businesses. Commissioner Vannoster announced that the Coffeyville Area Community Foundation Match Day is Thursday, November 19<sup>th</sup>. We usually have 22 city area non-profit groups participate in that. This year you can mail in donations to the Foundation office or on that day from 7 am to 6 pm donations can be taken at the Community State Bank Drive through at 8<sup>th</sup> and Beech. There is also a link online on the Coffeyville Area Community Foundation website. Commissioner York then noted that the Sales Tax numbers are looking strong and thanked the citizens for shopping local.

**K. EXECUTIVE SESSION(s)**

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

1. Building Permit Report – October 2020
2. Coffeyville Police Department Crime Statistics – October 2020
3. Sales Tax Report – October 2020

**M. ADJOURN**

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:49 pm

Date the minutes were approved:

11/24/2020

*Melissa Carter*

Melissa Carter, City Clerk

