

**COMMISSION MEETING MINUTES
TUESDAY, JULY 13TH, 2021 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 Vannoster.

Present:

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

City Staff in attendance:

CITY CLERK MELISSA CARTER
CITY MANAGER MARK HALL
IT TECH RAY HEINZ
DIRECTOR OF FINANCE STEPHANIE RICHARDSON
DIRECTOR OF ELECTRIC UTILITY MIKE SHOOK
DIRECTOR OF PUBLIC WORKS JIM BRADSHAW
DIRECTOR OF HOUSING CHARLA BROWN
DIRECTOR OF ENGINEERING THOMAS OSBORN
SPECIAL EVENTS COORDINATOR CHUCK SHIVELY

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL** – all present
- C. **INVOCATION** – Pastor Shannon Dozier, Lifepoint Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, June 22nd, 2021
 - 2. 2021 Appropriation Ordinance No. AO-21-13 – \$ 1,352,823.21

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

ACTION: MOTION: VANNOSTER SECOND: MAXSON
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.

Candi Westbrook, Director of the Coffeyville Chamber of Commerce came to the podium to thank the planners, sponsors and supporters of Summer Celebration as it was a great event.

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REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-21-36 a Resolution to authorize execution of an agreement with the Southeast Kansas Regional Planning Commission for administration services for the 2021 Kansas Rural Preservation Grant project from the Kansas State Historical Society. Special Projects Coordinator Chuck Shively stated in February 21, 2021 the City Commission authorized submittal of an application for a Kansas Rural Preservation Grant from the Kansas State Historical Society for repairs to the old Condon National Bank Building (aka: the Perkins Building). On May 10, 2021 we were notified that our application was selected for funding, pending approval by the National Park service which has now approved it. The grant is for \$50,000.00. The required City match is \$5,000.00. This agenda item is for an Agreement for Administrative Consulting Services for the project by the Southeast Kansas Regional Planning Commission. The proposed fee for services is \$4,500.00.

MOTION: Move to approve Resolution R-21-36 as presented.

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

2. Resolution R-21-37 a Resolution to authorize execution of a Work Authorization for design and construction engineering services for the 2021 Kansas Rural Preservation Grant project from the Kansas State Historical Society. Special Projects Coordinator Chuck Shively stated this is for design and construction engineering for the same grant project. He stated we have an existing agreement with Transystems for general engineering services and this item is for a Work Authorization under that agreement. Their proposed fee is for their standard hourly rate not to exceed \$4,900.00.

MOTION: Move to approve Resolution R-21-37 as presented.

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

3. Resolution R-21-38 a Resolution to approve repairs for a high voltage bank breaker for the Electric Utility. Director of Electric Utility Mike Shook stated Coffeyville Electric Utility's 'Substation B' serves as the delivery point for the City of Coffeyville's power delivery interconnect between the Southwest Power Pool (SPP), American Electric Power (AEP), Evergy and ultimately Grand River Dam Authority (GRDA), our wholesale power supply partner. Substation B also serves as our transmission level voltage station, with incoming voltage at 138,000 volts. As part of the design of 'Substation B', a series of high voltage capacitors were installed to provide voltage support to the Coffeyville system, Coffeyville Resources Nitrogen Fertilizers facility, and bolster voltage on the regional grid as needed. The capacitor bank breaker is now 20 years old, requiring maintenance due to a hydraulic oil leak. Mr.

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Shook said that staff has been working with our consulting substation engineer, have reached out to ABB, the original equipment manufacturer, and their regional partner, Rauckman High Voltage Sales, to obtain pricing for parts, field analysis recommendations, and on-site technical service to facilitate repairs to the breaker. ABB has provided a scope of services proposal to assist Coffeyville Utility staff in making on-site repairs including providing additional preventive maintenance recommendations and testing measures to ensure an extended life of the breaker. Mr. Shook noted that the staff report pricing includes a contingency fee in the amount of 15%, or \$8,809.00, to allow for spending authority, if needed. The capacitor banks are equipped with a load-breaking device, or breaker, designed to operate at 138 kV, in front of the capacitor banks, allowing system operators to place in or remove from service as needed.

MOTION: Move to approve Resolution R-21-38 as presented.

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

4. Resolution R-21-39 a Resolution to approve roof repair projects for the Electric Department. Director of Electric Utility Mike Shook stated that the current roofing material or roofing membranes on the electric distribution building and steam power plant on Santa Fe St. are well beyond life cycle and currently have leak issues. The utility staff has worked with an industrial roofing consultant to evaluate condition and estimate repairs and/or replacement for these roofs or roof sections. The current applied roofs are a membrane (EPDM or synthetic) and rock ballast type of construction whereas the membrane is applied over insulation blocks, membrane being applied and bonded, with a washed rock material then applied for protection of the membrane. Mr. Shook noted that these types of applications generally have a 15 to 25 year life cycle, with all of our current EPDM roofs being older than 25 years. Staff had sought pricing for replacement EPDM roofing, however, has proven difficult since no area contractors provide this type of roofing product and supply chain for EPDM is 6-8 months lead time. Visiting with other City staff, Public Works Director Jim Bradshaw and Engineering Director Thomas Osborn, it was noted that City Hall had a new roof applied in 2016 using a roofing product named TPO, or Thermoplastic Polyolefin, which was also applied on the Perkins Building, and has performed well since application. Pricing was sought from Jeff Graham Construction, which the City contracted with for the earlier roofing projects, to obtain pricing. Based on previous estimates as provided by the roofing consultants, the TPO membrane costs are 40-50% less than the standard EPDM application, while offering similar warranties. Mr. Shook said staff is recommending that the Mayor be authorized to execute a construction agreement with Jeff Graham Construction for (3) roofing projects with the Electric Utility, totaling \$245,669.55.

MOTION: Move to approve Resolution R-21-39 as presented.

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

5. Resolution R-21-40 a Resolution to approve the asphalt overlay project for Cheyenne Street. Director of Public Works Jim Bradshaw stated in February of this year during the extreme winter conditions we had a section of Cheyenne Street fail in the area between 2nd and 3rd. city crews excavated the unstable base which varied between 24” to 32” in depth crews then

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rebased with base rock to allow traffic to flow, crews had two asphalt contractors visit the site and submit cost to overlay, the section that was removed and rebased will need to be excavated to allow for a 4" asphalt base material, the removal of this section of base rock will be completed by city crews once a schedule is put in place by the contractor. Mr. Bradshaw said that staff is recommending that the Mayor be authorized to direct the Finance Director to execute a construction contract in the amount of \$98,560.00 to Brent Bell Construction for asphalt overlay project on Cheyenne Street as well as West 4th East of Cheyenne.

MOTION: Move to approve Resolution R-21-40 as presented.

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

6. Resolution R-21-41 a Resolution to fund the Coffeyville Airport operation acquisition. City Manager Mark Hall stated that the City took over the operation of the airport June 1st. The costs for this were not factored in the 2021 budget therefore they have been putting together available funds to keep the airport going. Mr. Hall stated the City needs an airport and there are things that need to be repaired and purchased. Mr. Hall is asking the Commission to consider these funds come from the Economic Development Fund. He noted that they are in the process of applying and receiving multiple grants and any funds received from grants would go back into the Economic Development Fund. The intention is to keep a viable airport for the future growth of Coffeyville and many things are in the works to accomplish that.

MOTION: Move to approve Resolution R-21-41 as presented.

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

7. Resolution R-21-42 a Resolution to fund new construction of offices at City Hall. City Manager Mark Hall noted that the 1st floor of City Hall is not finished. He stated that as our Housing Department grows we will need more office space. The intention is to move Engineering, Code Enforcement, Building Inspection and Housing all grouped together on the 1st floor. Another piece of this construction is offices that will be offered to the Juvenile Justice Department. If they do not take the space, the construction will not be done. The City will take the Contractor's position in this project. The estimated cost is \$170,000.00 which will come from the Capital Improvement Sales Tax Fund.

MOTION: Move to approve Resolution R-21-42 as presented.

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

8. Resolution R-21-43 a Resolution to fund the Emergency Services construction project. City Manager Mark Hall stated that Emergency Services equipment is stored in the old fire station that has roof leaks. Staff got bids for a roof replacement and it would cost approximately \$113,000.00. Storage is needed for that equipment so a storage building will be purchased and installed out of the Capital Improvement Fund that is not out of the Sales

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Tax. The building is 50 by 100, will be heated and have a drain. The building will be placed by the Emergency Services building so everything is in the same location.

MOTION: Move to approve Resolution R-21-43 as presented.

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

9. Resolution R-21-44 a Resolution to approve an Interlocal Cooperation Agreement between the City and USD 445.

City Manager Mark Hall stated The City of Coffeyville is required to perform building inspection within the City limits as per Kansas Statute. The execution of an Interlocal Agreement would transfer inspections to USD 445 by an engineering firm of their choice for the USD 445 building and construction project.

MOTION: Move to approve Resolution R-21-44 as presented.

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

10. Ordinance G-21-05 an Ordinance to establish licensing and operation requirements for mobile food vendors.

City Manager Mark Hall stated that this is new for Coffeyville and is the first attempt to get something established. The general purpose of this ordinance is to promote the health, safety, and general welfare of the citizens of Coffeyville, Kansas by requiring that new and existing mobile and temporary food establishments provide residents and customers with a consistent level of cleanliness, quality and safety. It is also the intent to establish reasonable guidelines for mobile and temporary food establishments in relationship to established restaurant businesses and ensure the safe and convenient use of the public rights-of-way. They would be inspected, have a Sales Tax ID, and be on private property. Commissioner York pointed out that we do not require other businesses in Coffeyville to have a license to operate and also there are other exceptions in this that need to be addressed. It was discussed that tweaks need to be made to this ordinance and it needs to be worked on.

MOTION: Move to table Ordinance G-21-05.

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

11. City of Coffeyville Housing Presentation.

City Manager Mark made a presentation giving an update on the new Housing Department. The 2030 Coffeyville Housing Strategic Plan went over past and current conditions including population, poverty rates, employment, income, and state of housing. The presentation included local, state, and federal programs and incentive's that Coffeyville is pursuing. Mr. Hall asked for the Commission's consideration on putting half of the half cent expiring 2022 Sales Tax to be put on the ballot in November to go to housing in Coffeyville.

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12. City Manager's Report

City Manager Mark Hall thanked all of the departments for working through the heat and moving ahead. He noted that the playground equipment at Pfister will be installed soon. He thanked the Electric Department. He thanked the Finance Director for all of her work on budget. He thanked the Public Works Department.

13. Comments from Commissioners and Staff

Commissioner York thanked the Public Service staff and water department for the work they did at Summer Celebration. He thanked Jim Bradshaw for cleaning up the issues at the RV campgrounds. He thanked all the organizers at Summer Celebration for all the work to make it a fun event and great community weekend.

K. EXECUTIVE SESSION(s)

1. Executive Session to discuss personnel matters of nonelected personnel.

MOTION: Move to recess to Executive Session to discuss personnel matters of nonelected personnel pursuant to the open meetings exception set forth in K.S.A. 75-4319(b)(1) to reconvene in the commission room at 8:50 pm.

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

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

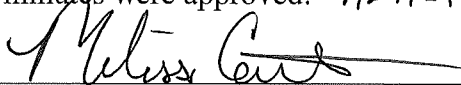
1. Sales Tax Report – June 2021
2. Building Permit Report – June 2021
3. Hillcrest Golf Course Report

M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 8:50 pm
Date the minutes were approved: 7/27/21



Melissa Carter, City Clerk

