

**COMMISSION MEETING MINUTES
TUESDAY, AUGUST 24TH, 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 JUSTIN DOANE
COMMISSIONER TRACY MAXSON
COMMISSIONER ANN MARIE VANNOSTER
COMMISSIONER ROBERT YORK

Absent:

COMMISSIONER PAUL BAUER

City Staff in attendance:

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

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL** – Commissioner Paul Bauer was absent
- C. **INVOCATION** – Pastor Randy DePriest, First Assembly of God
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, August 10th, 2021
 - 2. 2021 Appropriation Ordinance No. AO-21-16 - \$4,233,290.20

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

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

- 3. 2021 Appropriation Ordinance No. AO-21-16A (Isham's) - \$268.74

MOTION: Move to approve item 3 of the consent agenda as presented.

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

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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.

Adam Vander Linden, 1429 CR 4500, came to the podium to bring some of the positive things going on in Coffeyville to light. Some things he noted: Keith Caulkins has been working to uncover the brick sidewalks in the community, Cruising Coffeyville is an event that is coming up, Nichols Hitching Post and Sunflower Soda Shop have fixed up the blocks their businesses are on. Mr. Vander Linden stated that these positive acts are contagious and encourages more of the city to get involved - whether it is physically, monetarily, or a positive attitude - it all helps. He applauds everyone who is getting things done but knows that there is more to do and wants a way to encourage more businesses to come to Coffeyville. Commissioner York mentioned that there are a lot of different groups to get involved in and encourages citizens to volunteer. Mayor Vannoster stated we all have to work together to make things better for Coffeyville.

Bob Johnson, 1220 W 6th, stated that on Ellis Street between 6th and 8th cars are parking on both sides of the street which has made it impossible for 2 cars to get by. He stated there are is a lot of traffic and kids in that area and is concerned an accident will happen. City Manager Mark Hall stated that the City would address that.

REGULAR AGENDA ITEMS

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

1. Public Hearing to Exceed Revenue Neutral Director of Finance Stephanie Richardson stated there have been only a few changes to budget this year. She noted that the Kansas Legislature passed SB 13 and the trailer bill, HB 2104, establishing a Revenue Neutral Rate for the purpose of increased transparency regarding the amount of property tax levied. This is a rate the taxing entity cannot exceed without holding a hearing and passing a resolution reflecting the intent to do so. The steps to do this is to first give notice of intent to exceed the RNR. Coffeyville's Revenue Neutral Rate for this year is 52.602 mills which was established in order for us to levy the same amount of tax dollars as last year using this years estimated assessed valuation. It is the intent, as it has been the last two years, to hold the mill levy the same at 53.129 mills. This does exceed the RNR that the County provided us so this process must be followed. Notification of our intent to exceed the RNR was provided to the County Clerk's office in July after budget meetings. Notice of a Public Hearing was published to let citizens express any concerns or give comment. Last is to pass a resolution to exceed the Revenue Neutral Rate before adopting the 2022 Budget. Mayor Vannoster opened the Public Hearing. No public comments were made. Mayor Vannoster closed the Public Hearing.
2. Resolution R-21-52 a Resolution of the City of Coffeyville, Kansas, to levy a property tax rate exceeding the Revenue Neutral Rate.

MOTION: Move to approve Resolution R-21-52 as presented.

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

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3. Public Hearing for the FY 2022 Budget Approval.

Director of Finance Stephanie Richardson reviewed that our Assessed Valuation this year was \$47,809,085 and last year was \$47,280,439 so there was a slight increase. It is proposed to levy taxes of \$2,540,082.00 last year was \$2,511,966.00. This maintains our mill levy at 53.129 mills which will adjust slightly in November. It is an increase of \$28,116 in the amount of taxes that are levied. Mayor Vannoster opened the Public Hearing. No public comments were made. Mayor Vannoster closed the Public Hearing.

4. Resolution R-21-53 a Resolution to approve and to authorize the certification of the FY 2022 City of Coffeyville municipal budget with total expenditures of \$89,757,305 and authorizing \$2,540,082 to be the amount of ad valorem tax to be levied with an estimated mill levy of 53.129 mills.

MOTION: Move to approve Resolution R-21-53 as presented.

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-21-54 a Resolution authorizing the execution of a real estate contract for the Electric Department.

Director of Electric Utility Mike Shook stated the Electric Utility owns the property directly east of the former Alter Animal Clinic, operating an electrical substation on the property. The City and utility has interest in the former Alter Animal Clinic property due to the limited available access to the west and north sides of the substation. Additionally, the City has acquired the property directly west of the animal clinic, installing a walking trail. Mr. Shook stated this property is currently for sale and staff feels that acquisition of this property would allow for better access and provide room for expansion of the substation if needed in the future, also allowing for additional land for access to the walking trail.

MOTION: Move to approve Resolution R-21-54 as presented.

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

2. Resolution R-21-55 a Resolution authorizing renewal of property insurance for the Electric Utility System.

Director of Electric Utility stated that staff worked with Charlesworth Consulting on an RFP to receive competitive pricing proposals for renewal of the property insurance coverage for the electric system, which is performed on a 3 year cycle. This year, two quotes for coverage were received, Chubb Group of Insurance Co., our current provider, through Coffeyville Insurance Associates, and Midwest Public Risk of Kansas, a member owned risk pool. Staff and Charlesworth are recommending continuing coverage supplied by Coffeyville Insurance Associates and Chubb Group of Insurance Companies. Mr. Shook noted that Chubb Insurance Group has worked well with the City on previous claims filed, including providing inspections and preventive maintenance services for the utility, which have proven to be beneficial. The Chubb premium quote is a 1.5% increase over the

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previous year, while the market is seeing 15 – 20% increases on average. In the packet, Charlesworth’s attached letter details the process used, analysis, executive summary including recommendation to continue coverage with our current carrier, Chubb Insurance Group.

MOTION: Move to approve Resolution R-21-55 as presented.

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

3. Resolution R-21-56 a Resolution to approve repairs to a hangar wall at the Coffeyville Municipal Airport.

Director of Engineering Thomas Osborn stated that in June the City took over operations at the airport including the hangar which houses the FBO office as well as the paint shop hangar. He noted that there was a lean-to on the wall on the paint shop hangar that was falling down and Muller Construction was able to remove that which exposed the inadequacy of the wall beams which are in need of repair. Two quotes for labor and material were received with the low quote from Jeff Graham Construction coming in at \$24,850.

MOTION: Move to approve Resolution R-21-56 as presented.

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

4. Resolution R-21-57 a Resolution to establish a sales tax public information budget.

City Manager Mark Hall stated this is for establishment of a sales tax public information budget which would come out of our economic development sales tax portion. This would be to inform the public about the sales tax question that will be on the ballot November 2nd. It is for information purposes on what the question considers and not to tell voters which way to vote. Information that would be given is that it is an expiring tax and what the tax will be used for – parks, housing and historic downtown. Mr. Hall stated this half cent sales tax will give back to Coffeyville residents.

MOTION: Move to approve Resolution R-21-57 as presented.

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

5. City Manager’s Report

City Manager Mark Hall thanked everyone for their work on the budget especially Stephanie Richardson. He thanked departments for being smart working in the heat. Projects are being completed. He noted that they got word that work on Cheyenne will begin on September 20th. First Street has the final concrete break test tomorrow. He thanked Adam Vander Linden for stepping forward with his comments.

6. Comments from Commissioners and Staff

Mayor Vannoster noted that the Bike Share has been a long time coming and that though the City helped with where the areas were going to go, it is not a City initiative. It was collaboration grant from BlueCross BlueShield of Kansas, Visit Coffeyville and The

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Coffeyville Area Community Foundation. Commissioner York noted that he went to the Town Hall meeting with Congressman Jake LaTurner and he visited with him after. Vice Mayor Doane brought up issues with streets. It was noted that 1st Street is waiting on the concrete break test this Thursday. A progress meeting with the contractor of the Highland Road Project was held. They are approximately halfway through their number of work days.

K. EXECUTIVE SESSION(s)

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

MOTION: Move to recess to Executive Session for the purpose of discussing the City Manager's annual employment evaluation, as permitted by the non-elected personnel matter exception to the Open Meetings Act, as set forth in K.S.A. 75-4319(b)(1), to include the City Commission and, when summoned, the City Manager, to reconvene in the Commission Room at 8:20 p.m.

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

MOTION: Move to approve Resolution R-21-58 as presented.

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

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 8:21 pm
Date the minutes were approved:

Melissa Carter, City Clerk

