

**COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 28TH, 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 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 HOUSING CHARLA BROWN
DIRECTOR OF PUBLIC WORKS JIM BRADSHAW

- 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, September 14th, 2021
 - 2. Second Reading of Ordinance S-21-05 an Ordinance to Rezone 413 North Willow Street.
 - 3. 2021 Appropriation Ordinance No. AO-21-18 - \$5,320,660.00

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

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

- 4. 2021 Appropriation Ordinance No. AO-21-18A (Isham's & Liebert Brothers) \$5,598.55

MOTION: Move to approve item 4 of the consent agenda as presented.

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-21-61 a Resolution to execute an agreement for the purchase and installation of an Advanced Meter Infrastructure for the City of Coffeyville Director of Electric Utility Mike Shook stated the City of Coffeyville has investigated the benefits of an AMI system for our utility services, both water and electric, for several years from multiple vendors and firms. A public Request for Proposals was issued on September 2nd, 2020 seeking proposals for pricing, meter types, meter brands, network equipment and customer service software to support an integrated AMI system, including full installation services, receiving qualified proposals from four (4) vendors. Mr. Shook said the Water, Electric, Finance, Legal and IT staff collectively evaluated proposals received, including Allgeier, Martin & Associates, acting as Owner's Engineer for the City, selecting Tantalus as the preferred vendor based on costs, warranty, metering equipment, network solutions, both front-end and back-end software systems to merge with the City's customer service billing software, including customer access portals. The City's desired intent is to implement a non-proprietary AMI system that merges with our current billing system, provides accurate meter readings on a timely basis, while allowing for instantaneous reads, as needed. The system will also collect additional data to be used directly by each respective utility to help better manage, track, and evaluate both past and real-time usages. This will ultimately provide a better product to our residents and customers through transparent access to their utility accounts through the customer access portal. Mr. Shook stated that the Tantalus system met all of the city's requirements while also providing system warranties, including vendor warranties for 3rd party supplied equipment. As presented, the turnkey system will include all network equipment, meters (both water & electric), including 100 remote shut-off meters (electric only), Meter Data Management (MDM) system and training for staff to be able to operate the system. Financing for this project would come from two sources; left-over proceeds from the 2015 Electric Revenue Bonds used to construct Generation Facility #2, for the electric related portions of this project, while water components would be financed through the State of Kansas Revolving Water Loan Fund. Tantalus has provided the City of Coffeyville with a project timeline with the project to be completed within one year after the project start.

MOTION: Move to approve Resolution R-21-61 as presented.

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

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2. Resolution R-21-62 a Resolution to approve Change Order #1 to J. Graham Construction. for the 10th Street Sidewalk Grant Project.

Director of Public Works Jim Bradshaw stated on November 10, 2020 the commission approved a construction contract with J. Graham Construction to construct sidewalks along 10th street from Gillam to Camden. The bid received was based on unit prices for estimated quantiles to be installed. Mr. Bradshaw said that staff performed a final walk thru on June 23, 2021 - final quantiles installed were calculated and confirmed by Tran Systems, a change order was submitted to Southeast Kansas Regional Planning Commission for review and approval. The original contract sum approved was \$221,571.00 the amount for change order #1 is \$10,702.00, new contract sum \$232,273.00. CDBG Grant 50/50, Funding for the City's share comes from the transportation sales tax. Mr. Bradshaw stated that staff recommends approval of change order #1 to J. Graham Construction Inc. in the amount of \$10,702.00. It was noted that the project is complete and we are in the final phases of closing out the grant.

MOTION: Move to approve Resolution R-21-62 as presented.

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

3. Resolution R-21-63 a Resolution to approve a Work Authorization for the 2021/2022 Intersection and Drainage Improvement Project.

Director of Public Works Jim Bradshaw stated that for the past several years the city has worked to repair and reestablish drainage at intersections throughout the City. For this project they are redesigning the following intersection and swales:

- 1st & Ellis – South Side
- 2nd & Ellis – South Side
- 8th & Ellis – North Side
- 8th & Beech – North & South Side
- 12th & Gillam – North Side
- 3rd & Elm - Full intersection

Mr. Bradshaw said staff recommends approval of the work Authorization Agreement with AMA for the design of the 2021/2022 Intersection and Drainage Improvements. It was noted this comes out of the Transportation Funds.

MOTION: Move to approve Resolution R-21-63 as presented.

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

4. Resolution R-21-64 a Resolution to approve a construction contract with B & B Bridge Company for the North Overlook Culvert Replacement Project.

Director of Public Works Jim Bradshaw stated that on September 7, 2021 the city along with our consulting engineer opened bids for the North Overlook culvert replacement project, two bids were received. Bids were reviewed by our consulting engineering firm and contact was made to both contractors as it pertained to start date as well as construction time frame. Mr. Bradshaw said that attached to his staff report is the recommendation letter from the

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consulting engineer which goes into more detail. The project has 45 calendar days to complete barring any weather delays after notice to proceed is issued. Staff is concurring with our consulting engineer and recommending that the Mayor be authorized to direct the Finance Director to issue a purchase order in the amount of \$269,963.00 to B & B Bridge Company for the North Overlook Culvert replacement project. Mr. Bradshaw stated this project is funded 100% out of the Transportation fund. It was noted that the road will be completely closed and traffic will be detoured.

MOTION: Move to approve Resolution R-21-64 as presented.

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

5. Resolution R-21-65 a Resolution to approve a Work Authorization for the Construction Inspection Services for the North Overlook Culvert Replacement Project. Director of Public Works Jim Bradshaw stated that the work authorization is for the inspection services for the North Overlook culvert replacement project. He noted that attached to his staff report is the work authorization agreement that details the services we will receive. Mr. Bradshaw said that staff recommends approval of the work Authorization Agreement with AMA for the construction inspection for the North Overlook culvert replacement project.

MOTION: Move to approve Resolution R-21-65 as presented.

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

6. City Manager's Report

City Manager Mark Hall commended staff has caught up on a lot of things and are moving towards the winter season. He thanked Public Service for preparing downtown for the upcoming Dalton Defender Days.

7. Comments from Commissioners and Staff

Director of Finance Stephanie Richardson came to the podium to announce that there has been a bill format change to utility bills. The goal is to break out the charges to match what the rate structures are and be more transparent for the customer. Mrs. Richardson noted that if customers see things that are unfamiliar and have questions to call Customer Service. It was noted that they are also upgrading the look of the online bill pay system in October. Mayor Vannoster noted that they just had the ribbon cutting at Pfister Park for the new playground equipment that was purchased through a \$25,000 grant from GRDA. Commissioner York thanked the Parks Board for their efforts in that as well. He also announced the Dalton Defender's Days this weekend and the Brewfest next week. He thanked Public works for power washing the sidewalks in preparation for the event. Jim Bradshaw announced that the contractors for Cheyenne Road would be there Monday. He noted that door hangers will go up later this week and signage will be placed before the excavating begins. Mr. Bradshaw stated on the Highland Project there was quite a bit of concrete poured last week and the East side of Midland has been dug up and forms set for curb and gutter. The flat work will start on the East. He said approximately 43.5% of the project has been complete and he is at 125 working days.

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Candi Westbrook, Director of the Coffeyville Area Chamber of Commerce, came to the podium to announce the Dalton Defender's Days event this weekend and Brewfest the following weekend. Mrs. Westbrook announce the Candidate forums next week for the local election. Tuesday will be the Commission Forum and Thursday will be the USD #445 and Coffeyville Community College Forum. Commissioner Maxson thanked crews for cleaning up downtown and also running the street sweeper down the alley.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

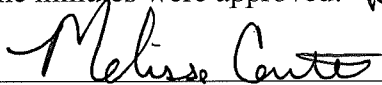
M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:20 pm

Date the minutes were approved: 10/12/2021



Melissa Carter, City Clerk

