

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 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 HUMAN RESOURCES ALLISON PRYOR

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL** – All Present
- C. **INVOCATION** – Jason Swindell, New Vision World Ministries
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**

MOTION: Move to Amend the Agenda to add an Executive Session.

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

F. CONSENT AGENDA

1. City Commission Meeting Minutes – Tuesday, December 14th, 2021.
2. Second Reading of Ordinance G-21-07 an Ordinance to add a section to the City of Coffeyville Code of Ordinances to allow the assessment of costs to the collection of debts owed to the city.
3. 2021 Appropriation Ordinance No. AO-21-24 – \$4,226,377.60

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

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

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4. 2021 Appropriation Ordinance No. AO-21-24A (Isham's) – \$162.82

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

ACTION: MOTION: YORK 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).

1. Public Hearing for FY 2021 Budget Amendment.

Director of Finance Stephanie Richardson stated this is the time of year that the budget is reviewed and there are a few funds that need amendments. Amendments were published in the newspaper, the public hearing is this evening, and if approved the amendments will be delivered to the County tomorrow. Mrs. Richardson went through each fund and explained why it was being amended. Mayor Vannoster opened the Public Hearing, there were no public comments, Mayor Vannoster closed the Public Hearing,

2. Resolution R-21-90 a Resolution to Authorize the certification of the 2021 Budget amendment for the Local Alcohol Liquor, Economic Development, Airport, Aquatic Center, CRMC Sales Tax, CID Sales Tax, Internet Utility and Water/Wastewater Utility Funds of the City of Coffeyville, for total expenditures of \$8,882,051.

MOTION: Move to approve Resolution R-21-90 as presented.

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-21-91 a Resolution to authorize the issuance of a purchase order to Kansas Eastern Region Insurance Trust for workers compensation insurance coverage for the City of Coffeyville to be effective January 1, 2022 through December 31, 2022. Director of Human Resources Allison Pryor said that in 2013, the city joined Kansas Eastern Region Insurance Trust (KERIT) for workers compensation coverage. As part of this Trust, the City has a membership agreement for three years. Staff recently received the renewal quote for workers compensation coverage from KERIT. The quoted premium of \$144,130 is \$18,449 higher than 2021. Ms. Pryor stated that factors affecting the increase are as follows. The City's experience modification factor increased from a .99 in 2021 to 1.10 for 2022.

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The experience modification factor is calculated on frequency, severity and costs over the previous three years. Changes to premium rates set by NCCI and adopted by State of Kansas for payroll classifications in City also have an effect on our overall premium. Ms. Pryor said they have more closely projected the 2022 estimated net payroll (gross wages less vacation, sick, holiday, overtime, etc.) to reflect an increase of 2.84%. The final result is a quoted premium rate of \$1.87/\$100 of payroll.

MOTION: Move to approve Resolution R-21-91 as presented.

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

2. Ordinance G-22-01 an Ordinance to allow kennels as a conditional use in C-4 Service Commercial Districts.

City Attorney Paul Kritz stated on November 23rd Gina Holland came to the podium to and stated that she owns a vet clinic and would like to grow her business and offer boarding services as Coffeyville does not have any. Ms. Holland has found a location but under current zoning rules she was not able to use it for her intended purpose. Mr. Kritz said that under this change to the model zoning code it would allow a kennel in a c4 commercial service district subject to reasonable conditions determined by the Planning and Zoning Commission. Previously kennels have only been allowed in agricultural districts on the outskirts of town. Mr. Kritz stated that he wrote the ordinance to say animal hospital and adjacent kennel owned and operated by a licensed veterinarian but after reviewing minutes from Ms. Holland's comments to the commission he is not sure if it will be in the same location or off site from the animal hospital. He said if it is off site then the wording will need to be changed to fit that situation. The Commission agreed that it needed to be "or".

MOTION: Move to approve Ordinance G-22-01 with the changes prescribed.

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

3. Review of Resolution R-6-11 a Resolution establishing a policy for the use by city employees of city equipment or supplies for non-city activities – Commissioner Maxson. Commissioner Maxson stated he wanted to see the Resolution again as it has been brought up in recent discussions. This is what is referred to in situations when employees from various departments are out with city vehicles. Commissioner Maxson brought up the part that states "without authorization" and that with a growing community it would be nice to have city personnel at community events when staffing allows and resources are available. Discussion about the topic by the commissioners ensued.

4. City Manager's Report

City Manager Mark Hall stated this is the final meeting of 2021 and there will be a change in commissioners at the first meeting of 2022. Mr. Hall thanked the commission for their service to the community. He said that city staff is closing out the year and getting ready for next year. He thanked staff for another great year.

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5. Comments from Commissioners and Staff

Commissioner York thanked Commissioner Bauer and Commissioner Maxson for their Service and volunteering their time and effort to improve Coffeyville. Commissioner Bauer congratulated the new commissioners on their new journey. He said that he was humbled and thanked everyone for giving him this five and a half year opportunity and encouraged everyone to keep moving forward. Commissioner Maxson said he appreciated the opportunity to serve as a commissioner and has learned a lot about how the city works and it is good to be a part of the community.

K. EXECUTIVE SESSION(s)

1. Executive Session to discuss confidential data relating to financial affairs and/or trade secrets of a third party business entity.

MOTION: Move to recess to Executive Session for the purpose of discussing certain confidential data relating to the financial affairs and/or trade secrets of a third party business entity, as permitted by the exception to the Open Meetings Act set forth in K.S.A. 75-4319(b)(4), to include the Commissioners, City Manager, Assistant City Managers, City Attorney to reconvene in the Commission Room at 7:25 P.M.

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

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: 7:26 pm

Date the minutes were approved:



Melissa Carter, City Clerk

