

**COMMISSION MEETING MINUTES
TUESDAY, FEBRUARY 8TH, 2022 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 DEBORAH MAPLES
COMMISSIONER JASON SWINDELL
COMMISSIONER ANN MARIE VANNOSTER
COMMISSIONER ROBERT YORK

Absent:

COMMISSIONER JUSTIN DOANE

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 PUBLIC WORKS JIM BRADSHAW

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL** – Commissioner Doane was absent
- C. **INVOCATION** – Pastor Mark Waits, Solid Rock United Pentecostal Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, January 25th, 2022.
 - 2. Resolution R-22-04 a Resolution to set a Public Hearing for the consideration of a petition for the vacation for certain right-of-way and/or public utility easements.
 - 3. 2022 Appropriation Ordinance No. AO-22-03 – \$ 1,094,705.38

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

ACTION: MOTION: VANNOSTER SECOND: YORK
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.

Mark Waits, 503 Wilshire Boulevard, came to the podium to inquire about the missed trash

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days last week due to the weather. City Clerk Melissa Carter replied that they will pick up all trash put out this week on citizens regular trash days.

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-22-05 a Resolution to authorize the purchase of a 2022 Aerial Bucket Truck for the Electric Utility.

Director of Electric Utility Mike Shook stated the Electric Utility Department operates with a Capital Equipment Replacement plan whereas their main fleet of aerial bucket and digger trucks are replaced on a 15 year cycle. The electric utility has generally sought sealed bid pricing when purchasing both aerial and digger trucks. Mr. Shook stated the majority of the current fleet are Altec trucks, as they have proven to provide a combination of competitive price along with quality equipment, including repair and technical service that has been second to none. Mr. Shook said they have experienced warranty repair and support problems with the non-Altec trucks, ultimately costing the department in productivity and more expensive repairs. Based on their experience with Altec trucks and equipment, they have sought pricing for a 55' 2-man aerial bucket truck equipped with a Ford F-750 Super Cab Chassis as a replacement for the 2007 Model Terex Unit #1052 aerial bucket. Mr. Shook noted that the Unit #1052 would be rotated to use as a spare aerial bucket, with Unit # 863, a 1998 Altec Aerial Truck, to be rotated out as a spare and sold as surplus. Staff recommends authorization of a Purchase Order in the amount of \$235,242.00 to Altec Industries, for the purchase of a 2022 Altec Ford Model AM-55-E Aerial Bucket Truck, for the Electric Utility.

MOTION: Move to approve Resolution R-22-05 as presented.

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

2. Resolution R-22-06 a Resolution to authorize the purchase of a 2021 F-150 Crew Cab for the Electric Utility.

Director of Electric Utility Mike Shook stated that Unit #1453 would be rotated for use in the Electric Generation Division as a Supervisor Vehicle, replacing Unit #1078, a 2008 Ford F-150 4x4 Ext. Cab. Mr. Shook said Unit # 1078 would be transferred to the Housing Department for use by their Construction Services Division. The City's overall fleet plan is for utility departments to pass down available vehicles in good condition to General Fund departments, reducing the burden on the General Fund while providing reliable vehicles to departments that generally do not have adequate funding to acquire newer vehicles. Mr. Shook noted that the electric utility has sought to match State of Kansas Vehicle Contract pricing from dealers in the region. New vehicles orders have been typically delayed by 12 – 24 weeks for delivery. Staff has searched for suitable available replacement vehicles on lots from regional dealerships, again at competitive pricing. Mr. Shook stated a new 2021 Ford F-150 Crew is available at a Tulsa Dealership at the lowest cost pricing received to date therefore staff is recommending authorization of a Purchase Order in the amount of \$39,185.00 to Bill Knight Ford for the purchase of a 2021 Ford F-150 Crew Cab for the Electric Utility.

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MOTION: Move to approve Resolution R-22-06 as presented.

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

3. Resolution R-22-07 a Resolution to request a time extension for CDBG Grant # 21-PF-003 for the street improvement project.

Director of Public Works Jim Bradshaw stated that in October 2020, the City applied for a Community Development Block Grant for reconstruction of the streets between 4th and 8th and Cline to Lewark. In March 2021, the Commission accepted the Grant offer and dedicated the city's portion of funding to the project (\$574,320 KDOC / \$574,320 City). The City of Coffeyville has an existing Engineering Services Agreement with Transystems Corporation who were given the Engineering Work Authorization for the design of this project. Per the grant conditions letter received from the Kansas Department of Commerce, the projects construction contract must be awarded within one year from the contract start date of March 1st, 2021. Mr. Bradshaw said that the final design of the project has been unexpectedly stalled due to the impacts of COVID-19 on TranSystems' staff. Specifically, delays in delivery due to staff illness, loss of staff due to vaccine mandates, inefficiencies in production due to shutdowns and working from home. Mr. Bradshaw noted that at this time, the firm continues to work toward completing the final design and anticipates advertising for bids in late June or early July, with a Notice of Award issued by the end of August 2022. For these reasons, the City of Coffeyville is requesting a 6-month time extension to allow time for design completion, advertising for bids and awarding of the construction contract. Staff recommends requesting a Time Extension from the Kansas Department of Commerce for the CDBG Grant 21-PF-003 for the street improvement project.

MOTION: Move to approve Resolution R-22-07 as presented.

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

4. City Manager's Report

City Manager Mark Hall thanked staff for all they are doing and said they are completing projects. He noted that the offices on the ground floor of City Hall and the storage building at Emergency Services are being taken on in-house to hold down costs. He thanked Jim Bradshaw and his department for their work on the CDBG grants.

5. Comments from Commissioners and Staff

Director of Finance Stephanie Richardson gave an update on the American Rescue Act funds that were signed into law on March 11, 2021. These funds were for direct relief for cities and Coffeyville received its first tranche of money in July of 2021 and will receive its second in July of 2022 for a total of \$1,415,449.90. Mrs. Richardson noted that the city has taken some time to research the funding mechanisms and the league has recommended not hurrying to spend those funds as other funding opportunities would be coming and can be used to match those dollars. It was noted that projects have to be completed by December 31, 2026. Mrs. Richardson stated that we were notified by the county this week that out of the federal funds they have received, in which the city applied for a variety of projects out of, that they selected our airport project to fund. The city was awarded \$225,000 to help with those airport projects. Commissioner York noted that our sales tax for January looked great again and thanked everyone for shopping local. Mayor Vannoster thanked Jim Bradshaw and the Public Service Department for their work last week during the winter storm. She noted they were out working all the time and did a great job.

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K. EXECUTIVE SESSION(s)

1. Executive Session for preliminary discussion of the acquisition of real property.

MOTION: Move to recess to Executive Session for the purpose of engaging in preliminary discussions regarding the acquisition of real estate, as permitted by the exception to the Open Meetings Act set forth in K.S.A. 75-4319(b)(6), to include the Commissioners, City Manager, Director of Finance, and the City Attorney, to reconvene in the Commission Room at 7:15 P.M.

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

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Building Permit Report– January 2022
2. Hillcrest Golf Course Report – January 2022
3. Sales Tax Report – January 2022
4. CRS Activity 510 Progress Report
5. Coffeyville Police Department Crime Stats – January 2022

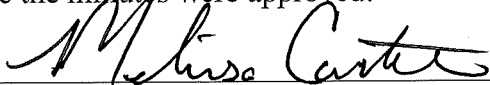
M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:16 pm

Date the minutes were approved:



Melissa Carter, City Clerk

