

**COMMISSION MEETING MINUTES  
TUESDAY, FEBRUARY 22<sup>ND</sup>, 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 JUSTIN DOANE  
COMMISSIONER DEBORAH MAPLES  
COMMISSIONER JASON SWINDELL  
COMMISSIONER ANN MARIE VANNOSTER  
COMMISSIONER ROBERT YORK

City Staff in attendance:

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  
DIRECTOR OF ENGINEERING SERVICES THOMAS OSBORN  
DIRECTOR OF HUMAN RESOURCES ALLISON PRYOR

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL**
- C. **INVOCATION** – Michael Talbott, 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, February 8<sup>th</sup>, 2022.
  - 2. 2022 Appropriation Ordinance No. AO-22-04 – \$5,264,553.20

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

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

- 3. 2022 Appropriation Ordinance No. AO-22-04A (Isam's) – \$48.32

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

ACTION: MOTION: YORK SECOND: SWINDELL  
ROLL CALL: MAPLES – AYE, DOANE – AYE, SWINDELL – AYE, DOANE –  
AYE, VANNOSTER - ABSTAIN

**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

**COMMISSION MEETING MINUTES  
TUESDAY, FEBRUARY 22<sup>ND</sup>, 2022**

2

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-22-08 a Resolution to execute a contract with Neogov for purchase of a Software-as-a-Service Solutions for job postings, applicant tracking, hiring and onboarding. Director of Human Resources Allison Pryor stated in early 2020, the HREPartners digital platform used by the City of Coffeyville to post job openings and accept applications permanently sunsetted. The City of Coffeyville then moved to the platform they recommended, called Ksgovjobs.com. Whereas in years past, the City of Coffeyville has had ample applicants for every available position, the City's hiring efforts, like most other businesses, have been hard-hit by the pandemic and 'Great Resignation', resulting in limited applicants for open positions. Some open positions have had no applicants despite offering competitive wages. The City cannot afford to continue to miss out on qualified perspective employees. Uninterrupted services to our citizens hinge on timely hiring of qualified applicants. While being a very economical solution, the City has experienced difficulties with the Ksgovjobs.com platform working effectively. With limited tech support available and an increasing number of perspective applicants reporting issues using the platform, staff began researching alternatives. The Director of Finance, Director of Internet Services, and Director of Human Resources reviewed proposals for three separate digital platforms. Neogov, the software solution we chose, appears to integrate well with other established digital solutions currently in use. Additionally, Neogov offers the option of incorporating various modules a la carte. Therefore, as our needs change, we have the option of adding or dropping segments of their platform to best fit our needs. This request is to purchase Neogov Software-as-a-service modules 'Insight' and 'Onboard'. Subscribing to Neogov will allow us to: track requisitions for adding or replacing personnel, create a digital repository for all job descriptions, streamline posting of open positions to the City of Coffeyville website via Neogov link, post open positions to governmentjobs.com for additional exposure of our open positions. Once an applicant begins their application, users can view partially completed applications as well as those completed and submitted. The platform maintains a time stamp record of all activities within the platform in a format consistent with fair hiring practices. Once an applicant has been selected for hire, the platform manages required new hire documents and segues from 'Insight' (applicant tracking) to 'Onboard' the new hire as an employee. Neogov offered the City of Coffeyville a discounted bundle for the first three years of service. For year one, our commitment is \$4,500 to provide setup and training. Year two pricing is \$11,058 and year three is \$11,664. Commissioners asked several questions of Ms. Pryor and discussion continued.

MOTION: Move to approve Resolution R-22-08 as presented.

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

COMMISSION MEETING MINUTES  
TUESDAY, FEBRUARY 22<sup>ND</sup>, 2022

3

2. Resolution R-22-09 a Resolution to enter into an agreement with Exponential Engineering Company for Electrical Engineering Services for the Electric Utility.  
Director of Electric Utility Mike Shook stated the Electric Utility has been approached by a neighboring investor owned electric utility requesting potential interconnections at a 69 kV voltage level to help bolster voltage levels to their system in southeast Kansas, while aiding in increasing reliability to both systems with additional interconnects. Mr. Shook said that adding additional interconnections to our system would require in-depth studies to evaluate any potential negative impacts to our system, including identifying possible upgrades needed to support such an endeavor, while also determining the financial benefit to each utility to define appropriate cost allocations and development of any associated revenue streams that could potentially result from additional interconnections. Working with our legal counsel in Washington, D.C., Exponential Engineering based in Fort Collins, CO was recommended as having extensive experience working with municipal utilities on transmission level interconnection studies and planning. Reviewing the qualifications and speaking with Tom Ghidossi, President of Exponential Engineering, their experience in working in the SPP footprint on similar studies and interconnections is extensive and are definitely qualified to represent and support the City in this effort.

MOTION: Move to approve Resolution R-22-09 as presented.

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

3. Resolution R-22-10 a Resolution to authorize purchase of Carpet Tile for remodel of the ground floor at City Hall.  
Director of Engineering Services Thomas Osborn stated that this is for the remodel of the downstairs offices at City Hall. They reached out to Georgia Carpets Direct, straight to the mill to get a cost savings and it will be installed by city employees. The cost is \$4,713.37.

MOTION: Move to approve Resolution R-22-10 as presented.

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

4. Resolution R-22-11 a Resolution to authorize purchase of three 2022 Dodge 1-Ton Service Trucks for the Water/Wastewater Utility.  
Director of Public Works Jim Bradshaw stated the Public Works Department has sought to match State of Kansas Vehicle Contract pricing from dealers in the region. Staff submitted spec sheets to (4) area dealerships going back to March of 2021, July of 2021, and again in late 2021 and early 2022 requesting quotes for 3 – new 1-ton service trucks complete with service bodies. A total of (1) quote was received from Quality Motors of Independence, Kansas. Romans Motors of Independence, Kansas, Shields Motors of Chanute, Kansas, and Patriot Motors of Bartlesville, Oklahoma were unable to secure pricing nor could they secure an order, staff reviewed the quote from Quality Motors and found it met the specs that were submitted. Mr. Bradshaw noted that the vehicles that are being replaced will be further utilized by other departments. The total cost is \$218,076.00.

MOTION: Move to approve Resolution R-22-11 as presented.

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

COMMISSION MEETING MINUTES  
TUESDAY, FEBRUARY 22<sup>ND</sup>, 2022

4

5. City Manager's Report

City Manager Mark Hall thanked Public Works and First Responders for their work through the winter weather events. He noted that the city is trying to stay open to the public as much as possible through those events. They are ready and will keep the public updated for the weather moving in later this week. Departments are making plans for spring projects. He commended the Housing Department as they just completed and passed USDA training for the new program which is getting ready to launch. He noted that discussions are being had about the new BASE grants that are becoming available.

6. Comments from Commissioners and Staff

Mayor Vannoster thanked the Electric Department for their response to the issue early Sunday morning with an electrical outage. Director of Public Works Jim Bradshaw gave an update that Highland Road was now open and substantially completed. Commissioner York thanked Public Service for their work on the roads through the winter weather. He congratulated Charla and Amber on passing the USDA test. He asked about the firefighters that were injured in the house fire and Mr. Hall reported they were ok. He thanked Stephanie Richardson for the Property Tax Report.

**K. EXECUTIVE SESSION(s)**

**L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES**

1. Property Tax Distribution Comparison Report

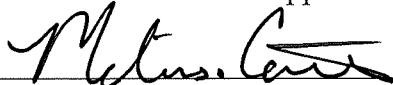
**M. ADJOURN**

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:27 pm

Date the minutes were approved:

  
\_\_\_\_\_  
Melissa Carter, City Clerk

