

**COMMISSION MEETING MINUTES  
TUESDAY, APRIL 12<sup>TH</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 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 ELECTRIC UTILITY MIKE SHOOK  
DIRECTOR OF PUBLIC WORKS JIM BRADSHAW  
DIRECTOR OF ENGINEERING SERVICES THOMAS OSBORN  
BUILDING OFFICIAL MATT CONGER

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL** – Commissioner Justin Doane was absent
- C. **INVOCATION** – Pastor Keith Dodd, Lewark Church of God
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
  - 1. City Commission Meeting Minutes – Tuesday, March 22<sup>nd</sup>, 2022.
  - 2. Second Reading of Ordinance S-22-02 an Ordinance of the City of Coffeyville, KS authorizing the levy of One-Half Percent City-Wide Retailers’ Sales Tax and Related Matters.
  - 3. 2022 Appropriation Ordinance No. AO-22-07 – \$1,732,415.69

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.

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**REGULAR AGENDA ITEMS**

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

1. Proclamation to declare April Child Abuse Prevention Month.

Mayor Vannoster read and presented a proclamation declaring April Child Abuse Prevention Month in Coffeyville to Samantha Maritt with Kansas Children's Service League.

**I. OLD BUSINESS**

**J. NEW BUSINESS**

1. Discussion and action to make an appointment to the Coffeyville Public Library Board of Trustees.

Roger Gossard came to the podium and asked to be appointed to another term on the Library Board of Trustees.

MOTION: Move to appoint Roger Gossard to the Public Library Board of Trustees for a term expiring April 30<sup>th</sup>, 2026.

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

2. Ordinance S-22-03 an Ordinance to allow alcohol to be served in the area known as Union Pacific Park during the Coffeyville Area Chamber of Commerce's 'Hops Around Town – Beer Festival' Event.

City Clerk, Melissa Carter stated the Chamber has requested to allow the serving and consumption of beer and wine during an event on October 8, 2022, subject to parameters set forth in the event description submitted by Candi Westbrook. The City Code prohibits the consumption of alcohol on public property, subject to some exceptions. One exception is allowed for city-owned property, which has been exempted by the Commission, by Ordinance. This Ordinance would exempt Union Pacific Park from the restriction on consumption of alcohol during the event only. Candi Westbrook stated that this is the 3<sup>rd</sup> annual event and it has grown in size. There will be live bands, food trucks, entertainment and activities. Alcohol will be kept in defined hours and security will be staffed to make this a safe event.

MOTION: Move to approve Ordinance S-22-03 agenda as presented.

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

3. Ordinance S-22-04 an Ordinance to allow alcohol to be served at the Perkins Building during the Coffeyville Chamber of Commerce 115<sup>th</sup> Anniversary Celebration.

City Clerk Melissa Carter stated the Chamber has requested to serve alcohol at its May 26<sup>th</sup> 115<sup>th</sup> Anniversary Celebration at the Perkins Building. The event is not an open-to-the-public. The City Code prohibits the consumption of alcohol on public property, subject to some exceptions. One exception is allowed for city-owned property, which has been exempted from by the Commission, by Ordinance. This Ordinance would exempt the Perkins Building from the restriction on consumption of alcohol only for the reception on May 26<sup>th</sup>, during the specific hours shown in the Ordinance of 4:00 pm – 7:00 pm. Candi

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Westbrook stated this will be celebration with food, cocktails and a time capsule.

MOTION: Move to approve Ordinance S-22-04 agenda as presented.

ACTION: MOTION: YORK SECOND: MAPLES  
ROLL CALL: MAPLES – AYE, SVANNOSTER – AYE, DOANE –  
AYE, SWINDELL - NAY

4. Ordinance S-22-05 an Ordinance to Rezone 1014-1016 West 11<sup>th</sup> Street in Coffeyville, KS from C-3 Business Commercial District to C-4 Service Commercial District. Building Official Matt Conger stated the last week the Planning Commission met on this and unanimously voted yes on the rezone for the in-bay car wash.

MOTION: Move to approve Ordinance S-22-04 agenda as presented.

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

5. Resolution R-22-24 a Resolution to approve the lease of a 36” Multifunction Plotter through Digital Connections. Director of Engineering Services Thomas Osborn stated the current plotter was bought in 2013, due to a lightning strike a portion of the motherboard was damaged a few years later and it has now stopped working. They looked at repairing it but that was not cost effective. They have been budgeting for a replacement and have gotten price quotes. The lowest bid was from Digital Connections.

MOTION: Move to approve Resolution R-22-24 agenda as presented.

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

6. Resolution R-22-25 a Resolution to authorize approval of a contract with Decker Construction for erection of a Red Iron Building for Emergency Services. Director of Engineering Services Thomas Osborn stated they have been working on this project for about a year and there has been delays with manufacturing and the price estimates on materials and labor have gone up. Decker Construction has the low bid for putting up the Red Iron Building.

MOTION: Move to approve Resolution R-22-25 agenda as presented.

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

7. Resolution R-22-26 a Resolution to authorize approval of a contract with Logan and Company for construction of an approach for the new Red Iron Building for Emergency Services. Director of Engineering Services Thomas Osborn stated Logan and Company was the low bid for the slab on the building.

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MOTION: Move to approve Resolution R-22-26 agenda as presented.

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

8. Resolution R-22-27 a Resolution to authorize approval of a contract with Independence Overhead Door for installation of bay doors on the new Red Iron Building for Emergency Services.

Director of Engineering Services Thomas Osborn stated they needed someone to install these doors to make sure they are in correct alignment, Independence Overhead Door is able to do the work.

MOTION: Move to approve Resolution R-22-27 agenda as presented.

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

9. Resolution R-22-28 a Resolution authorizing the execution of a 2022 Memorandum of Agreement between the City of Coffeyville and the Montgomery County Fair Association. Director of Public Works Jim Bradshaw stated in 2008, members of the Montgomery County Fair Association and City staff developed a Memorandum of Agreement regarding the use of Walter Johnson Park for the annual Inter-State Fair & Rodeo. The MOA established fees for the use of the campground as well as cleaning deposits required and associated fines for any dumping of recreational vehicle tanks in unauthorized areas. It was determined the MOA would be reviewed and updated annually by City Staff and Fair Association members and presented to the City Commission for approval. In 2011, it was determined the Memorandum of Agreement between the City of Coffeyville and the Montgomery County Fair Association would be automatically renewed annually unless either party has changes to make as there had been relatively few changes to the agreement between 2008 and 2011. The Memorandum of Agreement with the Montgomery County Fair Association has not been updated since 2011. There are only a few minor changes in this agreement for 2022. The charge of \$5 per night for all other recreational vehicles (Section 2b) has been updated to define those as parked in the Woods Camp Ground at Walter Johnson Park. A cut-off date for reservations for RV camping during Fair Week was established (Section 2c). Section 2i has been updated to define the Fair Associations window of use for facilities, noting: MCFA shall have use of the stadium/rodeo arena, east concession area, livestock barn and show arena free of charge from June 1<sup>st</sup> through September 30<sup>th</sup>. Those facilities may be used by other entities during said period only with consent of MCFA with the exception of Coffeyville's yearly Summer Celebration event. The term of this agreement shall be one year, beginning as of July 1<sup>st</sup>, 2022, and ending on June 30<sup>th</sup>, 2023, regardless of the date this Agreement is executed, and subject to the remaining terms and conditions of this Agreement. Thereafter, this agreement shall be automatically extended for additional one year periods, commencing as of July 1<sup>st</sup> of each successive year, unless either party gives written notice at least (30) days prior to the next renewal period of that party's desire to terminate the agreement.

MOTION: Move to approve Resolution R-22-28 agenda as presented.

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

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10. City Manager's Report

City Manager Mark Hall stated the season of change is upon us. He noted all departments have done preventative maintenance going in to the new season. Mr. Hall said the USDA and LYFT will be here this week to meet with staff on the USDA 523 Mutual Self-Help Assistance grant.

11. Comments from Commissioners and Staff

Commissioner York announced the ribbon cutting ceremony April 30<sup>th</sup> for the Union Pacific Pocket Park.

**K. EXECUTIVE SESSION(s)**

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

1. Building Permit Report – March 2022
2. Coffeyville Police Department Crime Stats – March 2022
3. Comparative Property Tax Report – March 2022

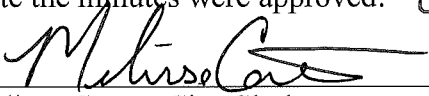
**M. ADJOURN**

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:17 pm

Date the minutes were approved: 4/26/2022

  
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Melissa Carter, City Clerk

