

**COMMISSION MEETING MINUTES  
TUESDAY, JUNE 28<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 JUSTIN DOANE  
COMMISSIONER DEBORAH MAPLES  
COMMISSIONER ANN MARIE VANNOSTER  
COMMISSIONER ROBERT YORK

Absent:

COMMISSIONER JASON SWINDELL

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

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL**
- C. **INVOCATION** – Joe Brooks, Salvation Army
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
  - 1. City Commission Meeting Minutes – Tuesday, June 14<sup>th</sup>, 2022
  - 2. 2022 Appropriation Ordinance No. AO-22-12 – \$4,992,934.04

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

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

- 3. 2022 Appropriation Ordinance No. AO-22-12A – (Isham’s) \$208.53

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

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

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**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.

Max Williams, 3408 W. 1<sup>st</sup> Street, came to the podium to ask why the excavator that was previously purchased was a CAT and not a John Deere. It was answered that it was a used excavator that was a really good price and it was bought from a local plumber. Mr. Williams stated that he believes that all equipment the city uses should be John Deere. He then asked about when the crosswalks would be fixed as they are in disrepair. It was answered that it is on the radar to do a stamp concrete.

**REGULAR AGENDA ITEMS**

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

**I. OLD BUSINESS**

**J. NEW BUSINESS**

1. Resolution R-22-42 a Resolution to execute a Real Estate Agreement between the Church of Christ and the City of Coffeyville to purchase property for the USDA 523 Mutual Self- Help Housing Program.

Director of Housing Charla Brown stated this is for the USDA Self-Help Housing grant to purchase to properties from the Church of Christ at 2409 and 2317 Morgan Avenue. If approved, these two properties can be divided into 5 lots which is enough for on phase of the program. Ms. Brown noted that the cost of the lots will be divided into the 5 applicants loans so it will be coming back to the city.

MOTION: Move to approve Resolution R-22-42 agenda as presented.

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

2. Resolution R-22-43 a Resolution to authorize Cornerstone Regional Surveying to survey certain real estate for new home construction under the USDA 523 Mutual Self- Help Housing Program.

Director of Housing Charla Brown stated that this survey from Cornerstone Regional Surveying will divide the property at 2409 Morgan into 4 lots for the USDA 523 Mutual Self- Help Housing Program. It was noted that it will take about 5 weeks from the time Cornerstone receives the approval and the cost is \$4,800.

MOTION: Move to approve Resolution R-22-43 agenda as presented.

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

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3. Resolution R-22-44 a Resolution to enter into an Electrical Engineering Services Agreement with Cross Discipline Engineering for the North Industrial Park Station upgrade. Director of Electric Utility stated the North Industrial Substation supports some of Coffeyville's larger industrial customers such as John Deere, Ranew's, Phoenix & Array Technologies including our Coffeyville Municipal Airport. This station was originally constructed in the 1970's, having minimal upgrades since that time. Due to age, the existing medium voltage switchgear is proving difficult to source parts for and offering limited safety protection to personnel when working in or on the station equipment. Utility staff has met with several engineering firms to discuss their ability to support a limited station upgrade such as this, evaluating each, determining that Cross Discipline provided the resources and expertise to cover not only the electrical engineering, the civil engineering aspects as well. Cross Discipline has submitted a proposal to serve as engineer for this project at a cost of \$186,450 with an option to add construction inspection/observation services estimated at an additional \$31,400 plus contingency of 15% or \$32,677.50. Overall station upgrade costs are estimated at just under \$2.5 Million, which staff intends to fund through electric reserves.

MOTION: Move to approve Resolution R-22-44 agenda as presented.

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

4. Resolution R-22-45 a Resolution establishing policies for the Municipal Financing of certain public improvements and levying of Special Assessments within the City of Coffeyville. City Manager Mark Hall stated this is development tool for the City of Coffeyville for new property. This special assessment will be for property and work with developers. This is also a protection for the tax payers as a letter of credit is required.

MOTION: Move to approve Resolution R-22-45 agenda as presented.

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

5. Resolution R-22-46 a Resolution to transfer ownership of the baseball and softball fields at Walter Johnson Park to Coffeyville Community College. City Manager Mark Hall stated that these sports turfs were part of the interest during the transfer of Veteran's Stadium to Coffeyville Community College. The delay was due to time it took to get the legal description on the softball and baseball fields. This will be the college's area to now maintain.

MOTION: Move to approve Resolution R-22-46 agenda as presented.

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

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6. Ordinance G-22-02 an Ordinance to amend the Code of Ordinances to update the Residency Requirements of Employees Policy for the City of Coffeyville.  
City Manager Mark Hall stated the residency policy is more specific to administrative positions. As we have reorganized, there are more director positions in the city now. Directors are required to live within USD 445 and what this update would do is allow an employee who was promoted to a director's position remain in their current residence. If that employee were to move, they would have to comply with the USD 445 residency requirement.

MOTION: Move to approve Ordinance G-22-02 agenda as presented.

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

7. Ordinance G-22-03 an Ordinance to establish a Noise Ordinance in the City of Coffeyville.  
City Manager Mark Hall stated the City of Coffeyville currently does not have a noise ordinance. This addresses noise that is disturbing in nature, repetitive and loud. If a complaint is filed, the Police Department will first give a warning in an attempt to stop the noise. If the Police Department has to return, a NTA will be issued which will then be turned over to Municipal Court.

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

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

8. City Manager's Report  
City Manager Mark Hall stated 4<sup>th</sup> of July is coming up and there are a lot of events going on. He stated the offices downstairs and the Emergency Services building are coming along. Mr. Hall noted that budget time is coming up and always we will try to hold the mill levy.

9. Comments from Commissioners and Staff  
Commissioner Maples announced that Friday night the 35<sup>th</sup> Infantry band will be performing at 7:00 pm at the Spencer Rounds Theater along with the Coffeyville Municipal Band and encouraged everyone to come out and watch. She noted the Municipal Band will also be playing at 10:00 am on July 9<sup>th</sup> at Summer Celebration. Commissioner York asked about Appraised Value this year. Director of Finance Stephanie Richardson stated that last year our final Assessed Valuation was \$47,716,000.00, this year the total valuation is \$51,264,000.00. Commissioner York noted that Summer Celebration is coming up Saturday, July 9<sup>th</sup>. They are going to have about 70 vendors, a car show, many activities and a fantastic fireworks show. Commissioner York asked if there was a possibility of establishing a dark space for star gazing and such activities. Mark Hall said that we could look into that. Melissa Carter announced the Aquatic Center 20 Year Anniversary Celebration will be Monday, July 4<sup>th</sup>. The announcing of the new name will be at 12:45 pm. Mayor Vannoster commended Jim Bradshaw and his crew for the cooperation on the swim lessons that have been held at the Aquatic Center the last couple weeks.

**K. EXECUTIVE SESSION(s)**

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L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Property Tax Distribution

M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7: 42 pm

Date the minutes were approved:

7/12/2022



Melissa Carter, City Clerk

