

**REGULAR COMMISSION MEETING MINUTES
TUESDAY, NOVEMBER 13, 2012
6:30 P.M.**

The Board of Commissioners met in Regular Session at 6:30 p.m. with Mayor David George presiding.

Present:

MAYOR DAVID GEORGE
COMMISSIONER DON EDWARDS
COMMISSIONER JIM FALKNER
COMMISSIONER VIRGIL O. HORN, JR.
COMMISSIONER PAM JONES

City Staff in attendance were:

CITY MANAGER GARY BRADLEY
CITY CLERK CINDY PRICE
FINANCE DIRECTOR STEPHANIE RICHARDSON
CITY ATTORNEY PAUL KRITZ
PUBLIC WORKS DIRECTOR CHUCK SHIVELY
FIRE CHIEF JAMES GRIMMETT
POLICE CHIEF TONY CELESTE
ELECTRIC UTILITY DIRECTOR GENE RATZLAFF
ELECTRIC UTILITY DEPUTY DIRECTOR MIKE SHOOK
ENGINEERING SUPERINTENDENT SCOTT MASSMAN
ENGINEERING TECH THOMAS OSBORN

- A. CALL TO ORDER** – Mayor David George
- B. INVOCATION** – Vice Mayor Virgil Horn
- C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- D. REVIEW OF AGENDA**
- E. CONSENT AGENDA ITEMS**
1. Regular City Commission Meeting Minutes – Tuesday, October 23, 2012
 2. 2012 Appropriation Ordinance No. AO-12-20 – \$1,042,656.73
- MOTION: Move to approve the consent agenda as presented.
- ACTION: MOTION MADE BY FALKNER AND SECONDED BY JONES.
ROLL CALL VOTE – ALL AYE
- REGULAR AGENDA ITEMS**
- F. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).**
1. Presentation of City of Coffeyville Service Awards
 - Mayor George presented service awards to those employees in attendance.
 2. Proclamation to declare November as National American Indian Heritage Month at the request of the Daughters of the American Revolution.
 - Mayor George read and presented a proclamation to Frances Welsh representing the Daughters of the American Revolution.

G. COMMENTS FROM THE PUBLIC

- Neil Malone, 2406 Northfield, expressed appreciation for new signage the City has recently installed.
- Tosha Williams, 2203 West Second, discussed the need for better safety measures for children crossing the streets around Community Elementary. Commissioners requested Police Chief Celeste meet with the School District to discuss the issue and report back at the next meeting.

H. OLD BUSINESS

I. NEW BUSINESS

1. Resolution No. R-12-102 – A Resolution to submit an agreement to Kansas Department of Transportation for the 2014 Geometric Improvement Project at 4th and Northeast.
 - Engineering Superintendent Scott Massman stated Coffeyville was awarded a Geometric Improvement Project for the intersection of East Fourth and Northeast Street. The intersection will be widened and better aligned to accommodate the heavy truck traffic. This is a 90/10 project with KDOT funding 90% and the City responsible for 10% up to a total project cost of \$500,000. This does not include construction engineering which is all City funded. The project has not been bid yet but current construction estimates are approximately \$514,000. The Engineering Department is in contact with KDOT regarding the increase in costs to make them aware the scope of the project has increased. This is a 2014 project; KDOT's fiscal year begins July 1 so this could begin next summer.

MOTION: Move to approve Resolution No. R-12-102 for adoption.

ACTION: MOTION MADE BY EDWARDS AND SECONDED BY JONES.
ROLL CALL VOTE – ALL AYE

2. Resolution No. R-12-103 – A Resolution to execute a quitclaim deed conveying property located at 413 East First, 1012 East Fourth and 904 East Fifth Street to Coffeyville Resources.
 - City Attorney Paul Kritz stated in order to proceed with the Fourth and Northeast Geometric Improvement project, the City needs to acquire property in the southwest quadrant which is owned by CVR. This is property where the former Dairy Lane was located. The City has three parcels of property, all vacant lots, the refinery is interested in obtaining, and they proposed a property swap. The City's three parcels are located at 413 East First, 1012 East Fourth and 904 East Fifth Street.

MOTION: Move to approve Resolution No. R-12-103 for adoption.

ACTION: MOTION MADE BY EDWARDS AND SECONDED BY JONES.
ROLL CALL VOTE – ALL AYE

3. Ordinance No. S-12-11 – First Reading of an Ordinance to grant a non-exclusive franchise agreement to Chaparral CO2.
 - City Attorney Paul Kritz stated as Chaparral Energy begins construction of their CO2 pipeline, they are requiring some additional right of way easement. They have previously been granted an easement in Walter Johnson Park, however, there are additional areas needed which are located in road rights of ways. Rather than grant them a permanent

easement, it was determined the best avenue would be to enter into a franchise agreement. An annual payment to the City will be associated with this agreement; the first ten years it will be \$1,751.50 with an increase of 5% every ten years after.

- Brett Biesemeyer, project manager for the Chaparral CO2 pipeline, stated 55 miles out of the 68 miles have been installed. Three full time employees have been hired, and they are anticipating beginning to pipe the CO2 in February.

MOTION: Move to approve Ordinance No. S-12-11 for First Reading.

ACTION: MOTION MADE BY HORN AND SECONDED BY GEORGE. ROLL CALL VOTE – ALL AYE

4. Resolution No. R-12-104 – A Resolution to execute a quitclaim deed conveying property at 907 West Ninth Street to Steve Lucas and Patricia Lucas.

- City Clerk Cindy Price stated the City of Coffeyville owns a vacant lot located at 907 West Ninth. This lot has been in the City's Free Land Program for many years, however, there has never been any interest in the lot to build a house. Approximately a year ago, Steve Lucas approached the City expressing an interest in obtaining the property to enlarge his yard. It was proposed to him if he would mow and maintain the property through the mowing season, the property would be deeded to him. He has successfully taken care of the property. This will put the property back on the tax rolls and alleviate the City of having to mow and maintain it.

MOTION: Move to approve Resolution No. R-12-104 for adoption.

ACTION: MOTION MADE BY JONES AND SECONDED BY HORN. ROLL CALL VOTE – ALL AYE

5. Discussion and action to approve a Cereal Malt Beverage license for FYC, 1401 West 11th Street.

- City Clerk Cindy Price stated this property has recently changed ownership and requires a new cereal malt beverage license. They meet all the requirements as set out by state statute.

MOTION: Move to approve a 2012 Cereal Malt Beverage license for FYC.

ACTION: MOTION MADE BY FALKNER AND SECONDED BY EDWARDS. ROLL CALL VOTE – ALL AYE EXCEPT COMMISSIONER HORN WHO ABSTAINED.

6. Resolution No. R-12-105 – A Resolution to establish and adopt goals for 2012 – 2015 for the City of Coffeyville.

- City Manager Gary Bradley presented a list of five goals for adoption as discussed with Commissioners in a previous work session. These goals will give guidance to the staff for the next three years and will be reviewed quarterly with Commissioners. The goals are:

Goal: Develop and implement plans and policies for organizational structure, staffing, and culture that enhance service delivery and improve efficiency, effectiveness, and the stewardship of public funds.

Goal: Develop and implement Economic Development and Community Development plans and policies to strengthen the local economic climate and ensure the viability and sustainability of the community's residential neighborhoods and commercial areas.

Goal: Improve the City's infrastructure and facilities to enhance levels of service and provide for managed future growth.

Goal: Develop and implement plans, policies, and practices to ensure the good stewardship of public funds.

Goal: Develop an operational approach and organizational culture that establishes customer service as the City's top priority.

MOTION: Move to approve Resolution No. R-12-105 for adoption.

ACTION: MOTION MADE BY JONES AND SECONDED BY FALKNER. ROLL CALL VOTE – ALL AYE

7. Discussion on city owned property located at 1109 West First Street.

- Public Works Director Chuck Shively stated the City has purchased and rehabbed 1109 West First through the KHRC grant program. The property has been on the market for the past six months, and the property listing with American Homes Realty has expired. The current listed price is \$52,500, and the agent is recommending the price be reduced. The property has been shown three times. Commissioners agreed to lower the price to \$48,000 and requested the listing agent hold an open house.

8. Resolution No. R-12-106 – A Resolution to authorize the Mayor to submit a Nighttime Seatbelt Enforcement Project application to the Kansas Department of Transportation.

- Police Chief Tony Celeste stated the Police Department participates in seatbelt and DUI enforcement projects with KDOT in a joint effort to promote traffic safety. With the Nighttime Seatbelt Enforcement Project, the Police Department provides the overtime for seatbelt enforcement and the officer wages are reimbursed by KDOT. The agreement for the Nighttime Seatbelt Enforcement Project will be for two years and will provide up to \$10,109.88 in reimbursement.

MOTION: Move to approve Resolution No. R-12-106 for adoption.

ACTION: MOTION MADE BY JONES AND SECONDED BY GEORGE. ROLL CALL VOTE – ALL AYE

9. Discussion on a citizen survey.

- City Manager Gary Bradley stated in keeping with the City's goals, the City needs to be able to measure the current level of customer satisfaction. It is more beneficial to utilize a third party to conduct the survey rather than having staff do it. ETC Institute from the Kansas City area has done many municipality surveys. Commissioners agreed with the need to conduct a survey; a contract with ETC will be presented at the next meeting.

10. Comments from Commissioners and Staff

- Price reported LeClere Lake had been stocked and trout season opens November 15.
- Richardson reported Customer Service will be extending their hours beginning November 26 with the office open Monday through Friday from 7:30 a.m. to 5:30 p.m.

- Commissioner Horn asked what can be done about relocating the residents of the apartments near the refinery stating industry and residential should not co-exist. Mayor George stated it would be beneficial for Horn to attend the refinery's next CAP meeting.
- Commissioner Edwards stated there are parking concerns around Exner ballpark during the summer; he asked about the pond on the golf course being cleaned out and stocked with fish; and stated he was recently contacted by an individual who was unable to obtain a building permit during the noon hour.
- Mayor George reported he, Commissioner Falkner and City Manager Bradley had attended the League's Regional Supper in Neodesha.

J. EXECUTIVE SESSION(s)

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales Tax Report
2. Police Department Report
3. Hillcrest Golf Course Report
4. Library Minutes

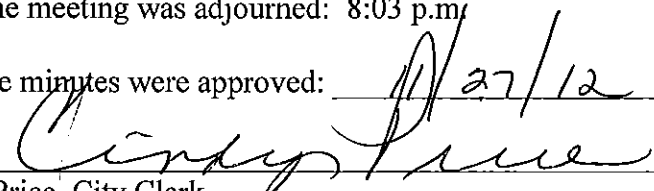
L. ADJOURN

MOTION: Move to adjourn.

ACTION: MOTION MADE BY JONES AND SECONDED BY FALKNER.
ROLL CALL VOTE – ALL AYE.

Time the meeting was adjourned: 8:03 p.m.

Date the minutes were approved: _____


Cindy Price, City Clerk