REGULAR COMMISSION MEETING MINUTES
TUESDAY, JUNE 11, 2013
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 MARCUS KASTLER
COMMISSIONER CHRIS WILLIAMS

City Staff in attendance were:
CITY MANAGER GARY BRADLEY
CITY CLERK CINDY PRICE
FINANCE DIRECTOR STEPHANIE RICHARDSON
CITY ATTORNEY PAUL KRITZ
IT DIRECTOR CHRIS FELIX
FIRE CHIEF JAMES GRIMMETT
POLICE CHIEF TONY CELESTE
PUBLIC WORKS DIRECTOR CHUCK SHIVELY
PUBLIC WORKS DEPUTY DIRECTOR JIM BRADSHAW
ELECTRIC UTILITY DIRECTOR GENE RATZLAFF
CODE ENFORCEMENT OFFICER TAMMY DIXON

A. CALL TO ORDER – Mayor David George

B. INVOCATION – Rev. Melvin Simpson, Church of God in Christ

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

D. REVIEW OF AGENDA

E. CONSENT AGENDA ITEMS

1. Regular City Commission Meeting Minutes – Tuesday, May 28, 2013

2. 2013 Appropriation Ordinance No. AO-13-10 – $1,081.326.67

MOTION: Move to approve the consent agenda as presented.

ACTION: MOTION: EDWARDS SECOND: FALKNER
ALL AYE

<u>REGULAR AGENDA ITEMS</u>

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

1. Presentation by SFS Architecture on building renovations.
   - Terry Newman and Mike Christianer, architects with SFS Architecture, discussed the renovation plans for first and second floors of City Hall, the Fire Department, Library, Youth Activities Center and Perkins Building. They are recommending employees move out of City Hall and the Fire Department during renovation; trailers will be brought in for the Fire Department. The Library, Youth Activities Center and Perkins Building will be completed first. They stated the renovation costs will total approximately $9.8 million.

G. COMMENTS FROM THE PUBLIC

The public is free to comment on items not listed on the agenda. Public participation is welcome and encouraged for all items on the agenda as the topics are discussed.

- Ivan Smith, 1269 CR 5300, stated he owns several rental houses in Coffeyville and is having problems complying with the City's mowing and nuisance requirements. Commissioner Edwards took exception to his comments stating the citizens in Coffeyville have clearly indicated their desire to see the City enforce mowing and nuisance ordinances in order to beautify the community.

H. OLD BUSINESS

1. Resolution No. R-13-49 – A Resolution to approve a procurement policy for the City of Coffeyville.
   - Finance Director Stephanie Richardson stated two changes requested by Commissioners in the procurement have been made. The first adds the requirement for commission approval prior to work beginning for change orders accumulating to an amount in excess of $25,000. The second adds limitations for single expenditures that exceed approved budgeted amounts of divisions or departments. The City Manager may approve an amount not to exceed $5,000; for anything over $5,000 Commission approval is needed.

   MOTION: Move to approve Resolution No. R-13-49 for adoption.

   ACTION: MOTION: GEORGE SECOND: FALKNER
   ALL AYE

I. NEW BUSINESS

1. Ordinance No. G-13-03 – First Reading of an Ordinance to amend Chapter 2 relating to the signing of contracts.
   - City Attorney Paul Kritz stated as a result of the adoption of the procurement policy, the ordinance needs to be changed allowing the City Manager to sign contracts as allowed by the policy.

   MOTION: Move to approve Ordinance No. G-13-03 for First Reading.

   ACTION: MOTION: EDWARDS SECOND: FALKNER
   ALL AYE

2. Resolution No. R-13-51 – A Resolution to purchase an air compressor for the Water/Wastewater Department.

   - Deputy Public Works Director Jim Bradshaw stated three bids were received for the purchase of an air compressor with air hammers and drill for the Water/Wastewater Departments. Staff recommended the purchase of one new 2013 Sullivan Air Compressor in an amount not to exceed $20,238.

   MOTION: Move to approve Resolution No. R-13-51 for adoption.

   ACTION: MOTION: GEORGE SECOND: WILLIAMS
   ALL AYE

3. Resolution No. R-13-52 – A Resolution to purchase a backhoe loader for the Water/Wastewater Department.
   - Deputy Public Works Director Jim Bradshaw stated three bids were received for a backhoe loader. Staff recommends the backhoe be purchased from Murphy Tractor & Equipment in an amount not to exceed $62,343.

   MOTION: Move to approve Resolution No. R-13-52 for adoption.

   ACTION: MOTION: WILLIAMS SECOND: KASTLER
   ALL AYE

4. Resolution No. R-13-53 – A Resolution to purchase GPS handhelds and GPS reference station.
   - IT Director Chris Felix stated the City has been updating GIS information using paper forms, however, for items such as new underground electric, water and sewer, these items require a reference station and decimeter accurate handheld units. Staff recommends purchasing two handhelds and one reference station; the handheld units would go to the Electric and Water/Wastewater Departments

   MOTION: Move to approve Resolution No. R-13-53 for adoption.

   ACTION: MOTION: GEORGE SECOND: EDWARDS
   ALL AYE

5. Comments from Commissioners and Staff
   - Police Chief Tony Celeste reported National Night Out would be Tuesday, August 6. He has researched utilizing cell phones to push out notifications in the event of a storm or other need. The cost would be approximately $1,400 per year.
   - Fire Chief James Grimmett reported the Fire Department has been training with the Kansas Civil Support Team.
   - Electric Utility Director Gene Ratzlaff reported the Electric Utility was recently presented an award for reliability. Coffeyville belongs to MESO, Municipal Electric Systems of Oklahoma, with members in Kansas, Oklahoma and Arkansas. Out of all 80 members, Coffeyville has the highest electric reliability. In 2012, customers had power 99.9970% of the time. Ratzlaff also reported on a recent system wide power outage on May 31.
   - Police Chief Tony Celeste reported the Animal Control Officer does not currently keep track of dog bites by breed, therefore, no accurate statistics are available. This, however, has changed, and more specific information will be obtained on dog bites. He also reported there are 39 properly registered pit bulls in the City.
   - Stephanie Richardson reported effective August 1, staff will no longer send out pink door hangers to notify customers utilities will be cutoff. Information is going out in utility bills in June and July to notify customers of this change.
   - Chuck Shively reported the annual water quality report will be mailed out to all employees in the utility bill. He also reported there have been no violations of drinking water standards in year 20132.
   - Commissioner Falkner reported he and the City Manager attended Fire Ops 101 in Topeka hosted by the Topeka Fire Department.

- Commissioners held a discussion on the animal ordinances. The City Attorney was requested to look at ordinances dealing with vicious animals, fencing and insurance requirements. Further discussion will be held during the July 9 meeting.

J. EXECUTIVE SESSION(s)

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales and property tax reports
2. Police Department reports

L. ADJOURN

MOTION: Move to adjourn.

ACTION: MOTION: FALKNER SECOND: WILLIAMS
ALL AYE

Time the meeting was adjourned: 9:22 p.m.

Date the minutes were approved: _____

_____
Cindy Price, City Clerk