

**SPECIAL COMMISSION MEETING MINUTES
TUESDAY, APRIL 26, 2011
5:30 P.M.**

The Board of Commissioners met in Special Session at 6:30 p.m. with Mayor Pam Jones presiding.

Present:

MAYOR PAM JONES
COMMISSIONER DON EDWARDS
COMMISSIONER DAVID GEORGE
COMMISSIONER RICHARD GONZALES

City Staff in attendance were:

CITY MANAGER JEFF MORRIS
CITY CLERK CINDY PRICE
FINANCE DIRECTOR STEPHANIE RICHARDSON
CITY ATTORNEY PAUL KRITZ

The purpose of the meeting was to interview applicants for the vacant Commission seat. Those applicants interviewed:

Peter Berick
Virgil O. Horn, Jr.
Marcus Kastler
Charles Weed

**REGULAR COMMISSION MEETING MINUTES
TUESDAY, APRIL 26, 2011
6:30 P.M.**

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

Present:

MAYOR PAM JONES
COMMISSIONER DON EDWARDS
COMMISSIONER DAVID GEORGE
COMMISSIONER RICHARD GONZALES

City Staff in attendance were:

CITY MANAGER JEFF MORRIS
CITY CLERK CINDY PRICE
FINANCE DIRECTOR STEPHANIE RICHARDSON
CITY ATTORNEY PAUL KRITZ
PUBLIC WORKS DIRECTOR CHUCK SHIVELY
PUBLIC WORKS DEPUTY DIRECTOR JIM BRADSHAW
CODE ENFORCEMENT OFFICER JOHN HUFFERD

- A. CALL TO ORDER** – Mayor Pam Jones
- B. INVOCATION** – Margie Miller, Crossroads Community of Christ

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

D. REVIEW OF AGENDA

E. CONSENT AGENDA ITEMS

1. Regular City Commission Meeting Minutes – Tuesday, April 8, 2011
2. 2011 Appropriation Ordinance No. AO-11-08 – \$3,841,369.26
MOTION: Move to approve the consent agenda as presented.

ACTION: THE MOTION WAS MADE BY COMMISSIONER GONZALES AND
SECONDED BY COMMISSIONER GEORGE. ROLL CALL VOTE –
ALL AYE

REGULAR AGENDA ITEMS

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

1. Downtown Coffeyville Presentation – Shelley Paasch
 - Shelley Paasch, Executive Director of Downtown Coffeyville gave a Powerpoint presentation to update the Commissioners on activities and accomplishments of DCI over the past year.
2. Retail Attractions Presentation – Rickey Hayes
 - Rickey Hayes, Retail Attractions, discussed with Commissioners what his company does to attract retail businesses to a community. He indicated his company will compile, analyze and market Coffeyville's retail potential to national retailers at the International Council of Shopping Centers in May; in June he will be back to Coffeyville to present the data to Commissioners.
3. Resolution No. R-11-41 – A Resolution to execute an agreement with Retail Attractions.

MOTION: Move to approve Resolution No. R-11-41 for adoption.

ACTION: THE MOTION WAS MADE BY COMMISSIONER EDWARDS AND
SECONDED BY COMMISSIONER GEORGE. ROLL CALL VOTE –
ALL AYE.

G. COMMENTS FROM THE PUBLIC - none

H. OLD BUSINESS - none

I. NEW BUSINESS

1. Resolution No. R-11-42 – A Resolution to purchase insurance for the City of Coffeyville.
 - Finance Director Stephanie Richardson addressed the Commission stating the renewal quote for various property and liability insurance policies was received; the City goes through the full bid process every three years; this renewal will be for year two. Last year, OneBeacon offered a three-year rate guarantee endorsement with their proposal. This guaranteed the rate to remain the same as long as the overall loss ratio was 50% or less; it did not mean the premium would remain unchanged, but the rate for every dollar of coverage would remain constant. Their proposal was honored and this year's renewal rate remained unchanged from last year. The \$400 increase is due to the

increase in coverage for building and contents and automobile coverage. The total premium this year with OneBeacon is \$212,879; Arthur J. Gallagher & Co. is the agent.

MOTION: Move to approve Resolution No. R-11-42 for adoption.

ACTION: THE MOTION WAS MADE BY COMMISSIONER GONZALES AND SECONDED BY MAYOR JONES. ROLL CALL VOTE – ALL AYE.

2. Resolution No. R-11-43 – A Resolution to execute a contract with Huff Sealing for street crack sealing.

- Public Works Director Chuck Shively addressed the Commission stating one bid was received for the street crack sealing project. The lone bidder was Huff Sealing, Inc.; the subcontractor is Tom Beachner. While Huff Sealing has not done a project for the City, Beachner has and his crews were good to work with and the work quality was good. This project was bid on a per pound basis; therefore, the bid will be awarded and the contractor will be paid based on the unit prices bid times the actual work performed. This project will be funded through the one-half cent sales tax being collected for streets. Currently there is close to \$500,000 available for the project; therefore, the bid will be in an amount not to exceed \$600,000. Staff plans to seal the cracks in as many streets as the available funds will allow.

MOTION: Move to approve Resolution No. R-11-43 for adoption.

ACTION: THE MOTION WAS MADE BY COMMISSIONER GONZALES AND SECONDED BY COMMISSIONER EDWARDS. ROLL CALL VOTE – ALL AYE.

3. Resolution No. R-11-44 – A Resolution to purchase four mowers from the Grasshopper Co.

- Deputy Public Works Director Jim Bradshaw addressed the Commission stating bids were received for four mowers from four vendors; only two met all the specifications. Staff recommends purchasing four mowers from the Grasshopper Company. The two front mount mowers will be used in the parks and on the right of ways; the two mid mount mowers will be used at the cemeteries.

MOTION: Move to approve Resolution No. R-11-44 for adoption.

ACTION: THE MOTION WAS MADE BY COMMISSIONER GONZALES AND SECONDED BY COMMISSIONER GEORGE. ROLL CALL VOTE – ALL AYE.

4. Resolution No. R-11-45 – A Resolution to purchase online billing and bill pay modules from Tyler Technologies.

- Finance Director Stephanie Richardson addressed the Commission stating numerous requests have been received to provide online bill pay for utility customers. Incode, which provides the software for our existing billing, offers Utility Billing Online. This software integrates seamlessly with the existing software and provides customers with access to certain utility account information in addition to online paying. A second module is a productivity tool that streamlines document distribution and access and will allow bills to be e-mailed to customers. Customers could opt out of receiving paper

bills which will save the City the cost to print and mail. To encourage customers to use the online bill pay, staff proposed the City absorb all costs related to the use of credit or debit cards for utility payment transactions. The Online Bill Pay will be rolled out at the same time as the City's new website in the middle of June.

MOTION: Move to approve Resolution No. R-11-45 for adoption.

ACTION: THE MOTION WAS MADE BY COMMISSIONER GEORGE AND SECONDED BY COMMISSIONER EDWARDS. ROLL CALL VOTE -- ALL AYE.

5. Resolution No. R-11-46 – A Resolution to execute a contract with G & G Dozer to demolish five properties.

■ Code Enforcement Officer John Hufferd addressed the Commission stating a demolition bid for five properties had previously been awarded to Scott Construction, however, he failed to show up to begin the project. The demolition of the properties was rebid with G&G Dozer submitting the low bid at \$20,710 for the five properties.

MOTION: Move to approve Resolution No. R-11-46 for adoption.

ACTION: THE MOTION WAS MADE BY COMMISSIONER GONZALES AND SECONDED BY MAYOR JONES. ROLL CALL VOTE – ALL AYE.

6. Resolution No. R-11-47 – A Resolution to execute a contract with ACM Removal for asbestos removal at six properties.

■ Code Enforcement Officer John Hufferd addressed the Commission stating two bids were received for asbestos removal of six properties. ACM Removal was the low bidder at \$11,420.

MOTION: Move to approve Resolution No. R-11-47 for adoption.

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

7. Discussion on parking in parking lot at 9th & Maple.

■ City Manager Jeff Morris addressed the Commission stating after the Commission originally discussed the request by Haymakers to add a loading zone parking designation plus five one-hour parking adjacent to their building in the 200 block of West Ninth, staff was instructed to get Downtown Coffeyville's recommendation. DCI has chosen to not take a stand on the issue, therefore, staff recommended, and the Commission concurred, the existing handicapped parking space be moved one stall south and the parking space closest to the street be designated as a loading zone, both for load-ins by Haymakers and load-outs by customers. The area requested for one-hour parking stalls will be monitored. A resolution designating this will be prepared for the next Commission meeting.

8. Discussion and action to appoint a person to fill the unexpired commission term serving to April 9, 2013.

ACTION: Don Edwards nominated Marcus Kastler to serve the unexpired term; Richard Gonzales nominated Virgil Horn. Edwards voted for Kastler; Commissioners George, Gonzales and Mayor Jones voted for Horn.

- City Clerk Cindy Price swore in Virgil Horn.

9. Comments from Commissioners and Staff

- City Manager Jeff Morris stated a three-year agreement with Coffeyville Community College for operations of Veterans Memorial Stadium will be presented to Commissioners at the May 10 meeting. Georgianna Rail, County Appraiser, will attend the May 10 meeting to discuss County appraisals. Facility tours for Commissioners will be held May 2 and 3 from 8 a.m. to 5 p.m. each day, and maintenance work is underway on the Electric utility smoke stack including painting.
- Commissioner George asked about the City's participating in Celebrate Nostalgic Coffeyville events. Staff reported on the City's involvement.
- Commissioners Gonzales and Edwards questioned the condition of the railroad crossings suggesting a representative from the railroad be invited to attend a Commission meeting.
- Commissioner Edwards asked about the weeds and potholes in the parking lots downtown. Staff reported crews have begun weedeating the parking lots and the potholes will be repaired shortly.
- Commissioner Horn stated he is looking forward to serving the community.

J. EXECUTIVE SESSION(s)

1. Attorney-Client privilege

MOTION: Move to adjourn to executive session for consultation on matters that would be deemed privileged in attorney-client relationship to reconvene on or before 8:50 p.m.

ACTION: THE MOTION WAS MADE BY MAYOR JONES AND SECONDED BY COMMISSIONER GONZALES. ROLL CALL VOTE – ALL AYE

Time the meeting was reconvened: 8:50 p.m.

Mayor Jones stated there would be no action taken as a result of the Executive Session.

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Hillcrest Golf Course Report
2. Coffeyville Public Library Minutes
3. City Recreation Commission Board resignation

L. ADJOURN

MOTION: Move to adjourn.

ACTION: THE MOTION WAS MADE BY MAYOR JONES AND SECONDED BY COMMISSIONER GONZALES. ROLL CALL VOTE – ALL AYE

Time the meeting was adjourned: 8:50 p.m.

**REGULAR COMMISSION MEETING MINUTES
TUESDAY, APRIL 26, 2011**

Date the minutes were approved: 05/10/11

Cindy Price
Cindy Price, City Clerk