COMMISSION MEETING MINUTES
TUESDAY, APRIL 23RD, 2024 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 Hendryx.

Present:

COMMISSIONER DON EDWARDS
COMMISSIONER JIM FALKNER
COMMISSIONER ALEC HENDRYX
COMMISSIONER DEBORAH MAPLES
COMMISSIONER ANN MARIE VANNOSTER

City Staff in attendance:

INTERIM CITY MANAGER TIM WILSON
CITY CLERK MELISSA CARTER
CITY ATTORNEY PAUL KRITZ
DIRECTOR OF IT CHRIS FELIX
DIRECTOR OF HOUSING CHARLA BROWN
DIRECTOR OF FINANCE MARTIN CUMINGS
DIRECTOR OF WATER SERVICES STEVE SMITH
UTILITY COMPLIANCE MANAGER KEVIN MERSBERG
SUPERINTENDENT OF ELECTRIC DISTRIBUTION STEVE PRATT
ELECTRIC UTILITY ADMINISTRATIVE ASSISTANT AMY TAYLOR

A. CALL TO ORDER – Mayor Alec Hendryx

B. ROLL CALL

C. INVOCATION – Pastor Shannon Dozier, Lifepoint Church

D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

E. REVIEW OF AGENDA

MOTION: Move to Amend the Agenda to add Resolution R-24-28 to the Consent Agenda.

ACTION: MOTION: HENDRYX SECOND: MAPLES
ROLL CALL: ALL AYE

F. CONSENT AGENDA

1. City Commission Meeting Minutes – Tuesday, April 9th, 2024.
2. Resolution R-24-23 a Resolution to amend the 2024 Fee Schedule to establish a Managed Wireless Router fee.
3. Resolution R-24-24 a Resolution to authorize the Mayor to execute a Mortgage Release in favor of J. Green Enterprises, LLC.
4. 2024 Appropriation Ordinance No. AO-24-08 $4,867,757.31
5. Resolution R-24-28 a Resolution to authorize the execution of an Investment Management Agency Agreement with Intrust Bank N.A., and authorizing signatories on certain transactions related thereto.

MOTION: Move to approve items 1-5 of the consent agenda as presented.

ACTION: MOTION: HENDRYX SECOND: VANNOSTER
ROLL CALL: ALL 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.

Marci Roberts, 1505 Cortez, came to the podium on behalf of Live Healthy Montgomery County to announce that Coffeyville will be participating in the National Drug Take Back Day this Saturday from 10:00 – 2:00. She said this is a great opportunity for people to clean out their medicine cabinets. They can take any prescription or over-the-counter medications but no needles or syringes. Mrs. Roberts then commended the City workers for the great job they have done at Sycamore Park, it is beautiful.

Gail Smith, 1451 CR 4500, came to the podium to announce the 8th Annual Coffeyville Summer Celebration is coming up. Fireworks have been purchased, they already have 22 vendors, band and DJ are paid for and they have a new water slide company this year. It is all coming together and the response has been really good this year. He thanked the City for what they have done. There will be a car show. The response from businesses has been good and he thanked everyone that is supporting them. Summer Celebration will be July 13th.

<u>REGULAR AGENDA ITEMS</u>

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-24-25 a Resolution to authorize the issuance of a purchase order to Quality Toyota of Independence for the purchase of a 2024 Toyota 4 Runner for the Electric Utility. Superintendent of Electric Distribution Steve Pratt came to the podium and said this is to replace vehicle # 1392 which is the vehicle he drives. It is scheduled to be replaced every 10 years. They feel it is unnecessary to replace it with another large truck so they are recommending replacing it with a smaller more fuel efficient SUV. It would still allow for

tool and equipment storage in the rear while providing functional versatility. Mr. Pratt said the truck he has now would go to the meter shop, which is needed for an extra vehicle. He contacted 3 Toyota dealerships and Independence had the lowest price. Delivery should be within 30 days.

MOTION: Move to approve Resolution R-24-25 as presented.

ACTION: MOTION: EDWARDS SECOND: FALKNER
ROLL CALL: ALL AYE

2. Resolution R-24-26 a Resolution to authorize the issuance of a purchase order to Utility Financial Solutions to provide an update to the Electric Cost of Service Study for the Electric Utility.
Electric Utility Administrative Assistant Amy Taylor stated the City of Coffeyville Electric Utility contracted with Utility Financial Solutions in 2020 to look at the electric utility's rates and rate structures to make certain that the City and the Utility were meeting cost of service requirements. Through that process, a new rate design was also brought forward whereas energy and demand rates were set up to be a pass-through, allowing the utility and the City to capture our cost of service through a customer charge .It was recommended at that time, that the City and the Utility perform a Cost of Service update, reviewing our rates and rate structures, to make certain that we are recovering our cost of service every 3 to 5 years. Staff has again reached out to Utility Financial Solutions, as they are already familiar with the dynamic of the utility, to assist in providing financial projections, and an updated cost of service study as most economic factors affecting electric services have changed over the past 4 years.

MOTION: Move to approve Resolution R-24-26 as presented.

ACTION: MOTION: VANNOSTER SECOND: HENDRYX
ROLL CALL: ALL AYE

3. Resolution R-24-27 a Resolution to authorize a grant in favor of Southeast Kansas Community Action Program to support the Montgomery County General Transportation Initiative.
Director of Housing Charla Brown said the local LHEAT team is here and they're asking for funds for the Southeast Kansas Community Action Program for the Kansas Department of Transportation Grant. Linda Follett with LHEAT came to the podium and said she is the lead for the LHEAT Grant. LHEAT has been working for about 2 ½ years and spent about \$50,000 on projects in Montgomery County. This project just came to their attention two weeks ago and it is about to end. She introduced Scott Christensen with SEK-CAP who came to the podium. He said he is the Director of Transportation at SEK-CAP and they serve 12 counties in Southeast Kansas. For their General Public Transportation they have several routes in different communities and are trying to bring it to this area. It is a free service available to anyone in the County and is wheelchair accessible. Rides are for everyone in the county to any destination. They offer a 3 or 5 day a week service depending on the matching funds. 70% of their operating cost comes through the 5311 Grant. 3 day a week costs a little over \$37,000 and 30% of that comes from local matches which is a total of \$9,826. The 5-day a week costs about \$16,300. The matches can come from anyone that wants to donate. They are looking at a July 1st start date. They use wheelchair accessible vans and buses.

They are looking to start with the three-day a week service and then go to five if the funds are there. Transportation is county wide and can leave the county if the funders deem that appropriate but they cannot leave the state of Kansas. The funders will choose which 3 days of the week they want. The funds they are asking the City for is $3,000. This program can be adjusted and named by the funders. The program was discussed further and Charla Brown will report the back to the Commission with the progress of the program.

MOTION: Move to approve Resolution R-24-27 as presented.

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

4. Discussion and action to make an appointment to the Coffeyville Recreation Commission. City Clerk Melissa Carter said there is one position available on the Coffeyville Recreation Commission for an unfinished term expiring March 10th, 2028. The applicant recently appointed to this term is moving and therefore resigned from the board. Mike O'Connor was an applicant for this position and is still interested in serving on the Rec Commission.

MOTION: Move to appoint Mike O'Connor to the Coffeyville Recreation Commission for a term expiring March 10th, 2028.

ACTION: MOTION: VANNOSTER SECOND: FALKNER
ROLL CALL: ALL AYE

5. City Manager's Report
Interim City Manager Tim Wilson said they will be presenting a housing item next Commission Meeting. He stated we are starting our budget process and went through what that will entail. Regarding fiber, we have always been an outside service but now have made the decision to offer modems to go inside because we were excluding people that didn't have the ability to set it up. There is still some more work to do but it will be profitable for us and offer an affordable price to residents. Mr. Wilson said it is springtime and we've got a lot going on with road projects and house demolitions. The Paint the Town Program is going well and we have spent about half that budget. Mr. Falkner asked who are portfolio manager for Intrust will be and Mr. Wilson replied it would be him or Martin Cumings.

6. Comments from Commissioners and Staff

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Building Permit Report – March 2024

M. ADJOURN

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

Time the meeting was adjourned: 7:25 pm

Date the minutes were approved:

5/14/24

Melissa Carter, City Clerk

CITY OF COFFEYVILLE
SEAL
MONTGOMERY COUNTY, KANSAS