

COMMISSION MEETING MINUTES
TUESDAY, JANUARY 14TH, 2025 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:

CITY MANAGER BEN BRUBAKER
CITY CLERK MELISSA CARTER
CITY ATTORNEY PAUL KRITZ
DEPUTY DIRECTOR OF ELECTRIC KEVIN MERSBERG
DIRECTOR OF FINANCE MARTIN CUMINGS
DIRECTOR OF COMMUNITY DEVELOPMENT AMBER DEAN
EXECUTIVE DIRECTOR OF PUBLIC WORKS JIM WRIGHT
EXECUTIVE DIRECTOR OF ELECTRIC CHRIS WEINER
DIRECTOR OF PUBLIC SERVICE BOBBY JOE PAASCH
DIRECTOR OF WATER SERVICES STEVE SMITH

- A. CALL TO ORDER** – Mayor Alec Hendryx
- B. ROLL CALL**
- C. INVOCATION** – Pastor Melvin Simpson, First Church of God in Christ
- D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. REVIEW OF AGENDA**
- F. CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Thursday, December 19, 2024
 - 2. Resolution R-25-01 a Resolution to amend the 2025 Fee Schedule.
 - 3. 2025 Appropriation Ordinance No. AO-25-01 \$6,017,339.48

MOTION: Move to approve items 1 - 3 of the consent agenda as presented.

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

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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.

Emily Lewis, 3529 CR 1250, with Live Healthy Montgomery County came to the podium. She said they were grateful for the opioid funds received by the City of Coffeyville and one of the first actions they are taking with those funds will be an Opioid Awareness Town Hall on January 21st at the Best Western from 6:30 pm – 8:00 pm.

REGULAR AGENDA ITEMS

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

1. City of Coffeyville Years of Service Awards.

Director of Human Resources Allison Pryor presented awards to employees with milestone anniversaries in 2024.

I. OLD BUSINESS

J. COMMISSION BUSINESS

1. Select Mayor to serve until January 13th, 2026.

MOTION: Move to nominate Deborah Maples as Mayor of the City of Coffeyville to January 13th, 2026.

ACTION: MOTION: EDWARDS
ROLL CALL: ALL AYE

2. Select Vice Mayor to serve until January 13th, 2026.

MOTION: Move to nominate Ann Marie Vannoster as Vice Mayor of the City of Coffeyville to January 13th, 2026.

ACTION: MOTION: EDWARDS
ROLL CALL: MAPLES – AYE, EDWARDS - AYE,
VANNOSTER – AYE, FALKNER– AYE, HENDRYX - NAY

K. NEW BUSINESS

1. Discussion and Action to make an appointment to the Planning Board.

Applicant Rick Stevens came to the podium to say why he would like to serve on the Planning Commission.

MOTION: Move to appoint Rick Stevens to the Planning Commission for a term expiring January 1, 2028.

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

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2. Resolution R-25-02 a Resolution to authorize the issuance of a purchase order to Kansas Eastern Region Insurance Trust for workers' compensation insurance coverage the City of Coffeyville to be effective January 1, 2025 through December 31, 2025.
- Director of Human Resources Allison Pryor said the City has been a member of the Kansas Eastern Region Insurance Trust (KERIT) for workers' compensation coverage since 2013. KERIT provides comprehensive risk management services, including in-person and virtual safety training and on-site risk assessments. City staff regularly complete online safety training through KERIT's partner, Safety National, as well as in-person sessions. In December, KERIT representatives conducted on-site training, including Forklift Train-the-Trainer Certification, Silica Exposure Awareness, and Excavation & Confined Space Training. Additionally, KERIT Loss Control staff performed safety assessments across all City facilities in April, identifying loss control measures that were implemented to mitigate risks. The City's workers' compensation premium structure is based on standard industry workers' compensation codes, which classify jobs based on risk levels. While higher-risk classifications result in higher base rates, the City has successfully offset these costs through premium discounts earned via participation in KERIT PLUS and safety program initiatives. The KERIT PLUS program rewards members for best practices such as timely claims reporting, pre-employment physical assessments, wellness programs, public safety personnel evaluations, facility inspections and safety committees. Our staff secured a 5% discount on premiums as a result of our annual safety review. KERIT also provides targeted training to reduce the frequency and severity of high-risk. Since 2014, the City has been eligible to receive dividends based on the group's performance. This year, we received a dividend of \$18,067, which has been applied as a credit to reduce our overall premium. In the coming years, we will continue to emphasize training in high-risk areas and conduct additional on-the-job safety inspections through our safety committee to enhance workplace safety and maximize our premium savings. The renewal quote for workers' compensation coverage from KERIT for 2025 is \$260,663, an increase of \$42,093 compared to 2024. Factors contributing to this increase include: Although the City's experience modification factor decreased from 1.38 in 2024 to 1.27 in 2025, the savings from this reduction are offset by increased payroll costs driven by wage adjustments and the addition of new personnel; Medical inflation, estimated at 6-10% annually, increasing the cost of even minor claims; Large claims within the pool, resulting in across-the-board premium adjustments to maintain the insurance trust's funding. After applying the \$18,067 dividend credit, the City's adjusted premium for 2025 is \$242,596. Our continued focus on safety initiatives and risk reduction strategies will remain critical to controlling costs under the workers' compensation code structure. Discussion on the modification factor, the pool of the 18 member cities/counties, how the discounts are applied, years claims are included, amount of claims and reporting of claims and rates.

MOTION: Move to approve Resolution R-25-02 as presented.

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

3. Ordinance S-25-01 an Ordinance rezoning 3408 W. 8th Street in the City of Coffeyville, KS from R-1 Single Family Residential to R-4 Multi-Family Residential.
- Director of Facility Services Matt Conger said the Planning Commission met about 3408 W. 8th Street last week and it was approved by majority vote to rezone it to R-4. The property will be used as a Multi-Family residence; it has four living spaces and one common area.

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Mr. Conger noted that it was a church and a church can go in any zoning district with a Special Use Permit. The applicant, Christy Tarver, came to the podium to talk about the remodeling project and what her plans are for the location.

MOTION: Move to approve First Reading of Ordinance S-25-01 as presented.

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

4. Resolution R-25-03 a Resolution to approve the Final Plat of Replat of Lots 1 and 2 of Block 3, and Lots 23 and 24 of Block 6, Cline's Westwood Addition to the City of Coffeyville, KS. Director of Facility Services Matt Conger said the original plat for these blocks have them facing Grandview Street. This replat will rotate the lots to be adjacent to Edgewood Street like the rest of the block. The reason for the change is due to utility issues of running through other backyards.

MOTION: Move to approve Resolution R-25-03 as presented.

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

5. Resolution R-25-04 a Resolution to authorize the transfer and expenditure of Economic Funds to the Housing Fund for the New Developer Incentive Program. Director of Community Development Amber Dean said this is to approve a transfer of \$106,926 from Economic Funds to the Housing Fund for the New Developer Incentive Program. Mr. Brubaker said this is not to approve the program but to authorize the expenditure from the Economic Fund to the Housing Fund. Discussion ensued on how the transfer will be handled, sales tax funds and use of those funds.

MOTION: Move to approve Resolution R-25-04 as presented.

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

6. Resolution R-25-05 a Resolution to approve the purchase of approximately 5 acres of land north of Gibson Street. City Manager Ben Brubaker said when he started at the City we were building two homes, those have been completed and we are closing on one in January. Initially, the building of these two homes were a test and the next year we would build four. This was being done since developers were not building here and we needed affordable homes. Mr. Brubaker said we now have developers wanting to build homes here. This resolution would purchase approximately 5 acres which is about 16 lots north of Gibson Street. This site was being designated for some senior living but it has come back up for sale. This area has already been platted. It was confirmed that these would be for R1 market rate houses not income based.

MOTION: Move to approve Resolution R-25-05 as presented.

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

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7. Resolution R-25-06 a Resolution to authorize a purchase order to Muller Construction for construction of soccer fields in Pfister Park.

Director of Parks Jarrod Powers said that City Rec has seven soccer fields on the property that the City just purchased. They have found a suitable location north of the Aviation Museum in Pfister Park to relocate the fields. The terrain is rough and they have received a quote from Muller Construction for \$29,885 to put a four inch cap of dirt on it, remove some trees and plant some seed. Mr. Powers said the City Rec has agreed to maintain the property and mow it.

MOTION: Move to approve Resolution R-25-06 as presented.

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

8. Resolution R-25-07 a Resolution to approve Task Order No. 6 with Lochner for Runway 17-35 pavement investigation analysis and report.

Director of Parks Jarrod Powers said Runway 17-35 is scheduled to be milled and overlaid in 2027 as a 95% FAA and 5% sponsor grant for design and construction. This pavement investigation is a requirement of FAA. If approved the match would be \$4,900.

MOTION: Move to approve Resolution R-25-07 as presented.

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

9. Resolution R-25-08 a Resolution to approve a contract with T.C. Underground for a water line replacement at Woodland and Buckeye.

Executive Director of Public Works Jim Wright said the City of Coffeyville is in the process of improving the streets around Coffeyville. As part of this process, it is recommended to relocate and replace water lines that are located under the city streets to ensure the street projects are not impacted by water main leaks during or after construction. These relocations will also help both the water and street departments maintain the infrastructure within the City. This project is replacing a leaking 16 inch water main along the west side of Buckeye that ties into a 10 inch line that goes west under the Woodland and Buckeye intersection. Mr. Wright mentioned the Rails to Trails project that will be going through that will add a trail along the west side of Buckeye and up Woodland. It was noted that only 5 miles of the City's 100 plus miles of water line have been replaced since 1999.

MOTION: Move to approve Resolution R-25-08 as presented.

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

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10. Resolution R-25-09 a Resolution to approve a contract with T.C. Underground for a water line replacement at Woodland and Cline.

Executive Director of Public Works Jim Wright said Woodland is being overlaid at the west end of Woodland just east of Cline. A 10 inch waterline crosses there that needs to be replaced. There is also future work going west of Cline on Woodland and on Cline itself. Discussion ensued on the condition of aging water lines.

MOTION: Move to approve Resolution R-25-09 as presented.

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

11. Resolution R-25-10 a Resolution to approve a variable frequency drive for the Water Treatment Plant.

Executive Director of Public Works Jim Wright said the Variable Frequency Drive at the Water Treatment Plant works in conjunction with the high surface pumps to move water from the treatment plant to the reservoir up the hill. The VFD we will be replacing is obsolete. It has already failed once. They were able to get it repaired in the short term but it is unreliable.

MOTION: Move to approve Resolution R-25-10 as presented.

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

12. Resolution R-25-11 a Resolution to authorize the Public Works Department to purchase equipment and vehicles for multiple City Departments.

City Manager Ben Brubaker said one of the things he has asked Executive Director of Public Works Jim Wright to do is be the owner of the City's fleet as opposed to having each department present their needs. They are coming up with a policy procedure for purchasing so the Commissioners see things consistent each time. Parks and Facilities are new departments and due to the shift in work that will happen, vehicles will be needed. Mr. Wright said this will be a blanket approval with a costs not to exceed the amounts listed on the proposed vehicle and equipment purchase request forms. He went through the various departments – Public Works, Parks, Facilities and Emergency Services – that he is requesting vehicles or equipment for, what those vehicles are, the cost and where current vehicles will be transferred to or sold. Discussion continued on the condition of current vehicles/equipment, funds that will be used to purchase and plan for future replacements.

MOTION: Move to approve Resolution R-25-11 as presented.

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

13. City Managers Report

City Manager Ben Brubaker said before he came here, Interim City Manager Tim Wilson was trying to schedule a meeting with the lieutenant governor. This meeting has finally been scheduled in February. It was noted that the previous mayor was on the initial paperwork so he will be the one attending in an effort to not have to start the process over.

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Mr. Brubaker said the consultants regarding the Electric Rate Study have come back with recommendation to increase electric rates. This is an impactful decision and asked Commissioners if they would like to hold a special session to review that again or go over it in a commission meeting. Discussion ensued on the best way to review the information. It was decided a Work Session would be ideal. Commissioner Edwards asked that Special Meetings and Work Sessions now be broadcast. Mr. Brubaker said that we can do that and will look at calendars to get a date picked. Mr. Brubaker went over some accomplishments for 2024 including:

- FBI Uniformed Crime Report published by KBI indicated Coffeyville's part one crime over rate decreased to 39.6 crimes per 1,000 people. This is the lowest crime rate for Coffeyville since the report started.
- Coffeyville Police Department received the Platinum level KDOT Community Traffic Safety Award. This is the highest level of recognition given by KDOT for transportation given to law enforcement.
- 835 million gallons of water was treated in 2024 at the Wastewater plant.
- The Wastewater/Stormwater Department responded to 114 trouble calls.
- The Water Plant assessment and feasibility report was completed.
- 4,169 water meters were replaced with the new AMI meters.
- 72 service leaks were repaired and 129 mainline breaks were repaired.
- 1.39 billion gallons of raw water was drawn from the river.
- In Public Service 1,400 tons of rock were hauled for street repairs.
- 1,155 cubic yards of concrete and 225 tons of asphalt were used in curb, gutter and street repairs.
- There were 112 burials in city owned cemeteries
- The Coffeyville Fire Department responded to 1,468 emergency calls – 936 were EMS, 505 were fire related, 42 building fires and 31 grass fires.
- Reconstruction of the tennis courts was approved in 2024.
- As of the end of October 2024 we have collected \$1.77 million in interest income.
- Code Enforcement department - 33 contracted demolitions, 115 contracted lot cleanups and about 2,00 lots that were mowed due to property owners not taking care of it.
- Community Development – \$7.22 million in grants were awarded to the City of Coffeyville in 2024. 43 grants were submitted in the total amount of \$19,215,000. 35 projects were done through the Emergency Repair Program, 36 homes qualified for the Paint the Town Program and one family became first time homebuyers with help from the Down Payment Assistance Program.

14. Comments from Commissioners and Staff

Mayor Maples wished everyone a Happy New Year. Vice Mayor Vannoster said Public Service did a great job with the latest snow and kudos to the crews repairing the water leaks on the frigid nights. It was noted how great our streets were cleared.

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L. EXECUTIVE SESSION(s)

1. Executive Session to discuss personnel matters of non-elected personnel.

MOTION: Move to recess to Executive Session for the purpose of discussing personnel matters of non-elected personnel as permitted by the non-elected personnel matter exception to the Open Meetings Act, as set forth in K.S.A. 75-4319(b)(1), to include the City Attorney and City Manager (if needed) to reconvene in the Commission Room at 9:05 p.m.

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

M. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

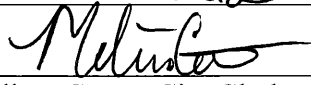
1. Sales Tax Report – December 2024
2. Hillcrest Golf Course Report – December 2024
3. Library Board Minutes and Annual Report
4. Coffeyville Recreation Commission Minutes and Audit Report
5. 2024 Code Enforcement Year End Review
6. 2024 Housing Department Highlights
7. 2024 Grant Recap

N. ADJOURN

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

Time the meeting was adjourned: 9:07 pm

Date the minutes were approved:

1/28/25


Melissa Carter, City Clerk

