

COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 10TH, 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:

CITY MANAGER BEN BRUBAKER
CITY CLERK MELISSA CARTER
CITY ATTORNEY PAUL KRITZ
EXECUTIVE DIRECTOR OF PUBLIC WORKS JIM WRIGHT
EXECUTIVE DIRECTOR OF ELECTRIC CHRIS WEINER
DEPUTY DIRECTOR OF ELECTRIC KEVIN MERSBERG
DIRECTOR OF FINANCE MARTIN CUMINGS
DIRECTOR OF COMMUNITY DEVELOPMENT AMBER DEAN

- A. **CALL TO ORDER** – Mayor Alec Hendryx
- B. **ROLL CALL**
- C. **INVOCATION** – Pastor Joel Thompson, Coffeyville Central Nazarene
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, November 26, 2024
 - 2. 2024 Appropriation Ordinance No. AO-24-23 \$4,132,587.32

MOTION: Move to approve items 1 & 2 of the consent agenda as presented.

ACTION: MOTION: VANNOSTER SECOND: MAPLES
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.

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REGULAR AGENDA ITEMS

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

1. Public Hearing for the FY2024 Budget Amendments.

Director of Finance Martin Cumings said they are bringing finance to a close for the year and with that there are amendments to the budget. Budget amendments are required to be delivered to the County Clerk on or before December 31, 2024. These amendments are necessary to comply with the State of Kansas budget law. Regarding the amended funds, total expenditure authority is increased from \$5,077,888 to \$8,822,520, an increase of \$3,744,632. Mr. Cumings went through the funds that are being amended: Youth Activity & Development– An un-anticipated installation of a new fire alarm system was required for State safety compliance. USD #445 Sales Tax– An incomplete payment from 2023 that was not made until the 2024 fiscal year. Debt Service and Sales Tax Bond Debt Service– Total debt service values had been underestimated for 2024. Economic Development– The Commission authorized an acquisition of land for housing development, the funds of which were sourced from the Economic Development Fund. There was also a special circumstance in which the Coffeyville Regional Medical Center was awarded a loan. This was also sourced from this Fund. Police VIN– Due to changes in staffing and other Police Department developments, additional expenditures were required. Hillcrest Golf Course and Aquatic Center– Additional staffing was required during the summer months and there was an un-anticipated level of inflation in materials and supplies along with maintenance issues that could no longer be deferred. CRMC and CID Sales Tax– Due to increased levels of Tax collection, greater spending authority is needed for the associated expenditure. Housing/Economic Development– Increased spending was required to facilitate the acquisition of the land for housing development and the construction of two new houses by the City. Parks/Community Development– In an effort to expedite, and ultimately save money, the construction of new tennis courts was authorized for 2024 instead of the anticipated 2025. Refuse Utility– Due to the accelerated demolition schedule for condemned buildings. Internet Utility– Due to un-anticipated need for infrastructure repair and development. Notice of Budget Hearing was published in the Coffeyville Journal on November 30, 2024 meeting the 10-day notice period required by K.S.A. 79-2929. Mayor Hendryx opened the Public Hearing. There were no comments. Mayor Hendryx closed the Public Hearing.

2. Resolution R-24-102 a Resolution to authorize the certification of the 2024 Budget Amendments.

MOTION: Move to approve Resolution R-24-102 as presented.

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

I. OLD BUSINESS

1. Second Reading Ordinance S-24-06 an Ordinance vacating certain easements in the area north of Wilcox and east of Union.

MOTION: Move to approve Second Reading of Ordinance S-24-06 as presented.

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

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2. Second Reading of Ordinance S-24-07 an Ordinance of the City of Coffeyville, Kansas authorizing the levy of a one-half percent citywide retailers' sales tax and related matters.

MOTION: Move to approve Second Reading of Ordinance S-24-07 as presented.

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

J. NEW BUSINESS

1. Resolution R-24-103 a Resolution to approve the cancellation of up to \$4,000 in utility bills incurred by the Warming Center in Coffeyville, Ks. for the period beginning December 1, 2024 through December 31, 2025.

City Clerk Melissa Carter said the Warming Center at 501 E. 9th in Coffeyville opened in November of 2023. Touch of Life Ministries turned the old Lowell Elementary School into a place where people can stay if they don't have a warm place to go when temperatures drop to freezing or below. They serve breakfast, lunch, dinner and provide snacks, drinks and toiletries. The Warming Center is operated solely on donations and run by volunteers. This center provides an invaluable service to the Coffeyville community and is the only service of this type in the city limits. In January this year, the Commission approved the cancellation of \$2,500 of utility bills. This was close to getting to the end of the year but they need a little more to get through December. With that, it is being proposed that \$4,000 of cancellations be given for the remainder of this year and 2025. Alicia Melton with the Warming Center came to the podium to thank Coffeyville for all of the support with volunteers and donations. She thanked the city for the assistance with the utilities. Mrs. Melton said they are already open for the year. She said they were able to do some improvements to the building this year but it still needs a lot of work. She went through some of the services they offer and said they will be out delivering Christmas dinner boxes to families in need.

MOTION: Move to approve Resolution R-24-103 as presented.

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

2. Resolution R-24-104 a Resolution to authorize a grant in favor of Southeast Kansas Community Action Program to support the Montgomery County General Transportation Initiative.

City Clerk Melissa Carter said The Southeast Kansas Community Action Program has requested funds for their General Transportation Initiative for the fiscal year 2025-2026. This would provide General Transportation 5 days a week at no expense to the rider for one year – July 1, 2025 through June 30, 2026. They been providing general public transportation throughout Southeast Kansas for over 40 years. Many residents benefit from public transportation to access rides to places of employment, medical appointments, grocery and retail stores, restaurants, etc. SEK-CAP has access to a program to provide increased transportation services to residents of Montgomery County, with 70% of the program costs covered through Federal and State grant programs. The grant program requires a local match of 30%. The City of Coffeyville awarded a grant of \$3,000 in April 2024, for the first year of the transportation program. Initially, the program was going to run 3 days a week but through donations, SEK-CAP was able to offer the transportation services 5 days a week. With the increased number of service days and data showing the frequency in

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which residents of Coffeyville utilize the service, staff is recommending an increased donation in the amount of \$5,000. Casey Brown and Scott Christiansen from SEK-CAP Transportation came to the podium and thanked the Commission for the support they have already given and they could not have done this without the support of the Local Health Equity Action Team. They are excited about the potential for growing next year and are steadily gaining riders.

MOTION: Move to approve Resolution R-24-104 as presented.

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

3. Resolution R-24-105 a Resolution to authorize payment for the annual maintenance premiums and fees for the TUNet software and related support. Director of Finance Martin Cumings and Executive Director of Electric Chris Weiner came to the podium. On September 28th, 2021, the City Commission approved the Advanced Metering Infrastructure (AMI) project (R-21-61). As that project nears completion, TUNet, the software needed to manage and maintain the metering data, is now in full use and requires annual maintenance premiums. TUNet is provided by Tantalus Systems Inc. which is the contractor awarded the project by R-21-61. This is essentially for the service package that they have with the provider for the software, which we have to pay for annually.

MOTION: Move to approve Resolution R-24-105 as presented.

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

4. Resolution R-24-106 a Resolution to authorize an agreement between the City of Coffeyville Electric Utility and B & L Electric to complete the switchgear replacement and upgrades at the North Industrial Park Substation. Deputy Director of Electric Kevin Mersberg in June of 2022, The City entered into an agreement with Cross Discipline Engineering for North Industrial Park Substation improvements. On November 1, 2024, the City published a request for proposals for a Construction Bid Package. With a deadline of December 3, 2024, we received bids from 3 contractors. Upon review of the bids, the lowest bid came from B&L Electric, for \$367,122.00.

MOTION: Move to approve Resolution R-24-106 as presented.

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

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5. Discussion and action to make appointments to the Park Advisory Board.

City Clerk Melissa Carter said the five-member Park Advisory Board has two positions available for four-year terms from January 1st, 2025 to January 1st, 2029. Notice of the board openings were placed on the City's website, Facebook page, Channel 13 and published in the Coffeyville Journal for two weeks. Two applications were received – Frank Hull and Bob Kriebel who both currently serve on the board and are applying for second terms. They were not able to be here this evening.

MOTION: Move to appoint Frank Hull and Bob Kriebel to the Park Advisory Board for a term January 1, 2025 through January 1, 2029.

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

6. Discussion and action to make an appointment to the Planning Commission.

City Clerk Melissa Carter said the seven-member Planning Commission has three positions available for terms from January 1st, 2025 to January 1st, 2028. One of those positions is for applicants outside, but within 3 miles of the city limits. Notice of the board openings were placed on the City's website, Facebook page, Channel 13 and published in the Coffeyville Journal for two weeks. One application was received from Amy Heinz who is currently on the board and applying for her 2nd term. She was unable to be here this evening,

MOTION: Move to appoint Amy Heinz to the Planning Commission for a term January 1, 2025 through January 1, 2028.

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

7. Discussion and action to approve 2025 Cereal Malt Beverage Licenses.

City Clerk Melissa Carter said the City received 17 applications for 2025 cereal malt beverage license renewals for businesses. Petro Mart at 1610 W. 8th is a new application as that business changed owners. The Fire Department has inspected each business location and they are all in compliance. Background checks have been completed. All renewals and the one new application meet the requirements set out by state statute and are eligible to be licensed for 2025. Therefore, they are requesting approval of the licenses.

MOTION: Move to approve 2025 Cereal Malt Beverage Licenses.

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

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8. Resolution R-24-107 a Resolution to approve the Montgomery County Fair Association's 2025 Cereal Malt Beverage License and authorization to sell Cereal Malt Beverages in Walter Johnson Park during Special Events sponsored by the Fair Association. City Clerk Melissa Carter said the Montgomery County Fair Association cereal malt beverage license renewal is acted upon separately and approved by resolution as this exempts them from the City ordinances prohibiting the sale of alcohol in public places. The resolution for the Fair allows beer sales only in the arena at Walter Johnson Park during Special Events. This renewal meets the requirements set out by state statute and is eligible to be licensed for 2025.

MOTION: Move to approve Resolution R-24-107 as presented.

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

9. Resolution R-24-108 a Resolution to approve the sale of 908 W. 9th Street Coffeyville, Ks. as part of the New Construction Program. Director of Community Development Amber Dean said they had an offer on 908 W. 9th so they are asking for approval to sell that property and have the City Manager sign the closing documents. The asking price and offer is \$165,000.

MOTION: Move to approve Resolution R-24-108 as presented.

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

10. City Manager's Report

City Manager Ben Brubaker said the overlay project on Sunflower and 4th is complete. He reminded everyone that this is a temporary fix, grants to address the truck routes are being applied for and we are getting letter of recommendation from representatives and businesses. Mr. Brubaker reminded the Commission of the Work Session tomorrow to review the Electric Rate Study and Fee Schedule. He said the homes on 9th Street are not complete but should be by the end of the month. They will continue to advertise for the three bedroom home. He hopes that in January we can bring back how we are going to address housing going forward. It was initially planned that next year the city would build four more but since that time a lot of contractors have contacted them about building homes in Coffeyville. Mr. Brubaker then addressed the elephant in the room with all of the people in attendance. He said that he spoke with Union representatives today as well as sending a letter to employees about his recommendation that he will bringing to the meeting on the 19th.

11. Comments from Commissioners and Staff

Commissioner Maples said the Christmas Parade was great. Vice Mayor Falkner asked if it was legal to require subcontractors to have random drug screenings in the contract for those performing tasks for the city in the city limits. He wanted to know if there was an issue with one of the subcontractor employees, could that come back on the city. It was clarified that he was not talking about city employees but having something in the contract with contractors the city hires to require them to do random testing on their own employees. City Attorney Paul Kritz said possibly, there are a lot of laws governing drug testing standards,

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he said he could look into that. Mr. Brubaker commented that he would think that the general liability insurances that we already have in most contracts should cover us but he would look into that. Mayor Hendryx encouraged everyone to visit the Brown Mansion Candlelit tours and also to shop local for Christmas. Commissioner Edwards thanked everyone for being there, there is tension in the room and he is sorry that they felt like they had to be there. He told city employees that they have thankless jobs and he appreciates them. Commissioner Edwards said if they would like to talk to him, his information is on the city website, they should feel free to call, text or email him. He told city staff they should have anticipated the number of people there, he does not want people standing, they need to get more chairs for the next meeting. Commissioner Edwards said he drove the streets by the refinery and it is a big improvement. He apologized to those that have had to drive it for years and said it was due to the City Commission not putting up the money to get the project done. He said they will continue to fix streets throughout town. He mentioned seeing the Water Crew on Facebook on Thanksgiving having to dig up another line and hates seeing that. He wanted to let them know that they are putting forth many millions over dollars over the next couple years to try and modernize our water distribution system. Vice Mayor Falkner said in terms of their appreciation of what employees do, he feels like the organizational chart should be turned upside down and the ones at the bottom should be at the top as the most important people as that is where the work gets done. He said those are the people in contact with the public and they really do appreciate what they do and how they do it.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

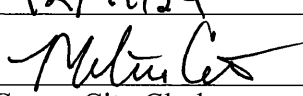
1. Coffeyville Police Department Crime Statistics – November 2024
2. Hillcrest Golf Course Report – November 2024
3. Coffeyville Recreation Commission Minutes – October 2024

M. ADJOURN

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

Time the meeting was adjourned: 7:25 pm

Date the minutes were approved:

12/12/24


Melissa Carter, City Clerk

