

**COMMISSION MEETING MINUTES
TUESDAY, MARCH 11TH, 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 Maples

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
DIRECTOR OF PARKS JARROD POWERS
DIRECTOR OF FINANCE MARTIN CUMINGS
EXECUTIVE DIRECTOR OF ELECTRIC CHRIS WEINER
DEPUTY DIRECTOR OF ELECTRIC KEVIN MERSBERG
ELECTRIC ADMINISTRATIVE ASSISTANT AMY TAYLOR
EXECUTIVE DIRECTOR OF PUBLIC WORKS JIM WRIGHT

- A. CALL TO ORDER** – Mayor Deborah Maples
- B. ROLL CALL**
- C. INVOCATION** – Pastor Jon Franson, St. Paul Lutheran Church
- D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. REVIEW OF AGENDA**

MOTION: Move to Amend the Agenda to add an Executive Session to discuss matters deemed privileged in the attorney-client relationship.

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

F. CONSENT AGENDA

- 1. City Commission Meeting Minutes – Tuesday, February 25, 2025.
- 2. Resolution R-25-21 a Resolution to authorize the execution of a Special Warranty Deed from the City of Coffeyville to Sterling of Pittsburg County, LLC. for the conveyance of 1102 and 1104 W. 10th Street
- 3. 2025 Appropriation Ordinance No. AO-25-05 \$5,037,094.65

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

ACTION: MOTION: MAPLES SECOND: FALKNER
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.

Omari Devol, Mill Supply Apartments, came to the podium with concerns about the apartments being condemned. She said those apartments are historical, based on the flour mill and said the Cleveland Apartments are as well. She referenced a plaque on the corner. The Commission said the apartments are a relatively new building and that there was a building there called the Mill Supply which was a hardware store, it had nothing to do with the flour mill. She then asked about the Cleveland Apartments having something to do with Cleveland stating they are historical. The Commission noted that buildings can be named with a historical name but that does not necessarily make the building historical. The Commission asked what her concern was. She stated it was Code Enforcement because they told her they were going to condemn them. City Manager Ben Brubaker said that Code Enforcement did do some condemning. They had to remove some residents out of the top two floors as the stairways up to that fourth floor were rotting away from the building. The owner has come in and replaced those. He said they can send Code Enforcement out to check again if there is a concern.

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

- 1. Second Reading of Ordinance S-25-02 a Home Rule Ordinance of the City Coffeyville, Kansas relating to Coffeyville Regional Medical Center.**

MOTION: Move to table Ordinance S-25-02.

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

- 2. Second Reading of Ordinance S-25-03 an Ordinance Rezoning 1102 and 1104 W. 10th Street from R-1 Single Family Residential to R-2 Two-Family Residential.**

MOTION: Move to approve Second Reading of Ordinance S-25-03 as presented.

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

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J. NEW BUSINESS

1. Resolution R-25-22 a Resolution to authorize a proposal with Muller Construction for tree removal at North Park.

Director of Parks Jarrod Powers came to the podium to ask for approval of a contract with Muller Construction for work at North Park. There are trees and a small shelter that needs to be removed along with grading, ditching and reseeding. City staff does not have the equipment or manpower to do this job.

MOTION: Move to approve Resolution R-25-22 as presented.

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

2. Resolution R-25-23 a Resolution to authorize the submission of a KDOT Cost Share Grant application for reconstruction of hangar approaches at the Coffeyville Municipal Airport. Director of Parks Jarrod Powers asked to apply for a Cost Share Grant with KDOT for reconstruction of hangar approaches at the airport. It is a 85/15 grant, however we are going for 84/16 to be competitive and give us more points. The hangar approaches are 42 and 83 years old. Mr. Powers noted the match was high with the engineers cost so the engineer is supplying us that cost for free which will lower our match.

MOTION: Move to approve Resolution R-25-23 as presented.

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

3. Resolution R-25-24 a Resolution to establish solid waste collection and disposal rates for residential trash customers.

Director of Finance Martin Cumings said we recently approved a new trash service contract with Waste Connections. The first 3 years of the contract are a fixed price and we are able to maintain the current rate of \$15.30 for residential, \$14.30 for seniors and additional polycart for \$8.13 for customers for the next 3 years. City Clerk Melissa Carter then went over the changes for the new trash service provider. Waste Connections will be our provider starting April 1st. Republic Service will be picking up trash and bulk items through Monday, March 31st. Beginning April 4th all residential trash will be picked up on Friday. Waste Connections will begin delivering polycarts Monday, March 17th, they will receive the amount of carts they pay for now. Starting Tuesday, March 25th residents should leave their Republic polycart out for pick-up. As far as Bulk Item pick-up, Waste Connections has given a few options: divide into 4 quadrants and run the entire route, divide the city into 2 sections and residents call for pick-up or one Saturday a month they would set up for bulk drop-off and also pick-up anyone that called in and scheduled. The reason for the different options is to help alleviate some heavy truck traffic on our city streets. Discussion ensued on the different options and they decided to go with splitting the city into two with residents calling to schedule pick-up.

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

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

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4. Resolution R-25-25 a Resolution to authorize the issuance of a purchase order to Advanced Steel, Inc. to provide structural steel for the City of Coffeyville Electric Utility. Executive Director of Electric Chris Weiner said this is for the Substation B Project which is replacing the existing CRNF transformers. This purchase is for the structural steel for the project. The steel is more expensive than expected but CRNF will be reimbursing the city for the project.

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

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

5. Discussion on Production Cost Adjustment and Electric Rates.

City Manager Ben Brubaker said this is a discussion item only, there will not be a decision made tonight on Electric Utility rates. Executive Director of Electric Chris Weiner and Jill Jurczyk with Utility Financial Solutions (joined by phone) had a presentation going over the proposed changes. Mr. Weiner stated that our wholesale rate did increase 4% last October and will increase another 4% this October and another 4% the following October. Therefore, we need to increase our rates to keep revenues in line. The first proposed change will be to the Power Cost Adjustment (PCA) as the adjustment factor previously used was based on older data that is no longer consistent with the actual adjustment factor. The proposed change would update the loss factor from 7.0% to 14.0%. Ms. Jurczyk went over the way the rolling 6 month PCA works which will make the proposed change be a gradual increase on utility bills. She then moved into the financial projection, which is historically looking back at the budget so that we can look out five years and apply inflation, expected changes in power supply costs, and capital plans. This gives us a financial picture to help us see where we are going in the future and in order to get an idea about what type of rate adjustments we might need to financially support the system. They look at debt coverage ratio, cash balances and operating income to help inform what our rate track should be over the five years to maintain our financial health. The presentation and slide show continued giving three different scenarios of rate increases – 4.5% increase over 3 years including a \$3 million bond, 4.5% increase over 3 years with no bond and a 7.0% increase over 2 years. Discussion ensued on the 3 scenarios, mill levy decrease impact, operating income and cash balances.

6. Discussion on Coffeyville Parks Plan.

City Manager Ben Brubaker went over a presentation for the Coffeyville Parks Plan that was given at the last Parks Advisory Board meeting. They went over roles and responsibilities of the board, the format of meetings, budgets, etc..Mr. Brubaker then went over the plan with the park improvements with sales tax funds. Sycamore Park and North Park will be completed in 2025.

7. City Manager's Report

Mr. Brubaker gave the Commission a current yard clean-up packet that Code Enforcement is working on. He said the second house we built is done and they will be having an open house for realtors soon. As far as out-of-state plates is concerned, if they are still wanting a focus on that we need to make some changes to that ordinance. Paul is working on those changes and we will bring it to Commission. He noted that about 30-40 days ago Code Enforcement started working on Walnut street and they are going back to check now. Notices were given not to park in the vacant lot on Walnut and 11th. Initially, we were

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looking to do something unique with that lot but businesses in the area depend on that lot to park so they will now be fixing it up as a parking lot. Mr. Brubaker said we are at 14 citations for parking in the yard so far this year. They are working to move Animal Control under Code Enforcement. Code Enforcement will be looking at a tier system for high grass and weeds to help decrease the letters - discussion ensued. He noted the Sales Tax report was in the packet and there will be changes to the general ledger code for the 2026 budget. Mr. Brubaker will be sending an e-mail to coordinate a Work Session the first week of April for 2025 Budget Amendments and a session for the end of April for setting expectations. The Community Development Director has found a grant for a mural. They are wanting to talk to Union Pacific Railroad to get both bridges on 12th and 11th painted. Mr. Brubaker said the first or second week of April they should be starting on the tennis courts. He is having meeting with the Fair Board and engineers on a project at the Fairgrounds. The deadline for the Downtown Grants is a few days away and they have received 7 applications. Mr. Brubaker said members of the Electric Department met with the Chanute Electric Department as we were having an issue with a transformer. Chanute had some equipment to help check the oil in transformers and let us use it for a week. They are hoping to keep that relationship strong. Mr. Brubaker said they are still addressing the issue with the broken springs in the engines and have reached out to Wartsilla. Mr. Brubaker said he took a tour of GRDA with Chris and they have now implemented that PPE be worn at our electric plants as that is the procedure at GRDA.

8. Comments from Commissioners and Staff

Vice Mayor Vannoster asked with the new streetsweeper if we have the capability to pick-up leaves. It was answered yes. She suggested we do a town pick-up for leaves. Mr. Brubaker said he would get back to them.

K. EXECUTIVE SESSION(s)

1. Executive Session to discuss matters deemed privileged in the attorney-client relationship.

MOTION: Move to recess to Executive Session for consultation with the City Attorney regarding matters that would be deemed privileged in the attorney-client relationship as permitted by K.S.A. 75-4319(b)(2) to include the City Manager and City Attorney for a period of 15 minutes to reconvene in the Commission Room at 9:00 p.m.

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

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales Tax Report – February 2025
2. Property Tax Comparative Report
3. Coffeyville Police Department Crime Stats – February 2025
4. Hillcrest Golf Course Report – February 2025
5. Street Sweeper Map

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N. **ADJOURN**

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 9:01 pm

Date the minutes were approved:

3/25/25



Melissa Carter, City Clerk

