

**COMMISSION MEETING MINUTES  
TUESDAY, AUGUST 12<sup>TH</sup>, 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 ALEC HENDRYX  
COMMISSIONER JIM FALKNER  
COMMISSIONER DEBORAH MAPLES  
COMMISSIONER ANN MARIE VANNOSTER

Absent:

COMMISSIONER PAM JONES

City Staff in attendance:

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

- A. CALL TO ORDER** – Mayor Deborah Maples
- B. ROLL CALL**
- C. INVOCATION** – Pastor Doug Mund, Grace Fellowship Church
- D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. REVIEW OF AGENDA**
- F. CONSENT AGENDA**
  - 1. City Commission Meeting Minutes – Tuesday, July 22, 2025
  - 2. Ordinance G-25-02 an Ordinance repealing Chapter 2, Article VI, Division 4, of the Code of Ordinances of the City of Coffeyville, Kansas relating to the Coffeyville Regional Medical Center Board of Trustees.
  - 3. 2025 Appropriation Ordinance No. AO-25-15 \$2,052,775.74

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

ACTION:    MOTION: MAPLES    SECOND: VANNOSTER  
ROLL CALL: ALL PRESENT 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.

Linda Follett, 2019 ½ S. Walnut, came to the podium to announce and invite everyone to an event. Ms. Follett is the Executive Director of Genesis, the food pantry, in Coffeyville. She stated that in March, CVR Energy donated the building they have been in since 2000 to Genesis. CVR has been allowing them to use the building rent free and paying all the bills since then. Ms. Follett said since March they have been remodeling the building with the help of a grant from the Sunflower Foundation, switching it from a traditional food pantry to a client choice pantry. Volunteers and clients are loving the new layout. Ms. Follett announced they are having a Grand Re-opening celebration on Saturday, August 23<sup>rd</sup> from 10:00 am – 12:00 pm at Genesis.

James Hazen, 306 Gibson, came to the podium. He is the board president for the Senior Citizen Center and would like to address the proposed park in the parking lot. They would like blacktop with parking spots marked and on the south end, have a small park with flower pots, benches and trash cans. Mr. Hazen presented a petition with 80 names on it for his proposal.

Marcus Kastler, 502 Overlook, came to the podium and asked for an update on repairing the railroad crossings in town and who is holding the railroads responsible. City Manager Ben Brubaker said the crossings are horrible and it is literally an act of Congress to get the railroad to do something. He stated about six months ago we documented every railroad crossing in town and sent it to Senator Peck. He encouraged everyone to talk to their state representatives on this issue. Mr. Brubaker said they were told about some updates in early Spring on First Street and it was still bumpy. There were some other planned updates on Willow and the railroad is in the process to get that started. Mr. Kastler then asked about the selection process to replace Don Edwards on the Commission with Pam Jones. He stated it is usually a different process and wants to know why they didn't do it the way they used to. Vice Mayor Vannoster said that we are approaching budget season and need to move so they thought she was the best one as she knows and understands the budget and process. She noted that this was allowed by the League. Mr. Kastler said he felt like they should have looked at some other people and tried. Commissioner Hendryx noted that if it was a three-and-a-half-year term left, they probably would have done it that way, but there was only 6 months left on the term.

Max Williams, 3408 W 1<sup>st</sup>, came to podium to ask what they are going to do about the people who live in Kansas that have Oklahoma license plates because people are not paying their share to take care of the county. Vice Mayor Vannoster said they have been discussing this many times, in recent meetings. City Manager Ben Brubaker said at the highest level, this is the responsibility of the county attorney. He said they have looked into other options including the police changing our traffic ordinances to address it but it kept opening up other issues. They have reached out to other border communities and two have responded that their city doesn't do anything with it, it is their county. Mr. Brubaker said when they went to our county attorney, they understood that it is a concern but their docket is so full of felony crimes, that is what they are choosing to focus on. Mr. Brubaker said that the County Commission meetings are on Monday mornings in Independence and that would be the best place to vocalize those concerns.

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Kathy Scott came to the podium. She stated that she is 78 years old and recently dropped her phone in the bathtub. She let it dry out but her sim card did not work. She stated she does not have a car and if she falls, she can't get up. She then said her ex-husband called her because he uses her car most of the time. Ms. Scott decided to call the emergency number and when she told dispatch that she has an emergency and needs a sim card, dispatch told her that was not an emergency. Ms. Scott said that since she is 78 and can't do nothing, it is an emergency. She then put a message on Facebook asking for help. She wants everyone to know when somebody says it is an emergency and their old, it is an emergency. Ms. Scott wants dispatch to be taught and trained that as well.

**REGULAR AGENDA ITEMS**

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

**1. City of Coffeyville Audit Report for Fiscal Year 2024.**

Neil Phillips with Jarred, Gilmore and Phillips PA came to the podium to give the City of Coffeyville Audit Report for FY 2024. He stated the City follows the Kansas regulatory basis of accounting and his firm gives an unmodified opinion. Mr. Phillips stated that they performed audit procedures on all the financial information for 2024. The City of Coffeyville was in compliance with cash basis laws, state statutes and the budget laws of Kansas. The General Fund started with a cash carryover of \$4.7 million, \$11.5 million was brought in and \$10.5 million was spent so carrying into this year was \$5.8 million. Mr. Phillips then reviewed the Special Purpose, Bond and Interest, Capital Project and Business funds. He stated the City of Coffeyville started out the year with \$62.2 million of unencumbered cash, \$104 million was brought in and spent \$107 million, so the year ended with \$60,019,000. Mr. Phillips went over deposits and investments. Mr. Phillips then went over the long-term debt schedule. He stated we started out the year with \$60.9 million in long-term debt, paid some down and ended the year with \$58.5 million in long-term debt. The total budget was \$14.8 million, \$10.5 million was spent so the City of Coffeyville was under budget by \$4.3 million and all funds were under budget. Mr. Phillips went over the Property Tax collection comparison. In 2023, \$2.1 million was collected and 2024, \$2.3 million was collected. The amount levied for 2024 was \$2.6 meaning the \$253,000 difference is citizens who did not pay their property taxes. Mr. Phillips reviewed the contents of the presentation letter.

**2. Public Hearing to consider authorizing submission of a 2025 Kansas Small Cities Community Development Block Grant application for commercial rehabilitation of the Midland Theater.**

Director of Community Development Amber Dean said they are requesting permission to apply for a CDBG grant for a Midland Theater auditorium project, some fire egress and important code updates. It is a \$250,000 grant that the City is submitting on behalf of the Midland who will pay the matching funds. Jim Criswell, Vice President of the Midland Theater Foundation came to the podium and said this grant would help with necessary infrastructure in the auditorium which is the last phase to complete and open the Midland Theater. They would replace the electrical panel in the backstage, replace outdated wiring, electrical gear for the HVAC system, egress lighting, exit signs, emergency power, extend the fire alarm system and provide new power for the theater equipment. Mayor Maples opened the Public Hearing. There were no comments. Mayor Maples closed the Public Hearing.

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3. Resolution R-25-83 a Resolution certifying legal authority to apply for the 2025 Kansas Small Cities Community Development Block Grant Program from the Kansas Department of Commerce and authorizing the mayor to sign and submit such an application.

MOTION: Move to approve Resolution R-25-83 as presented.

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

4. Resolution R-25-84 a Resolution to declare a building blighted with respect to the Kansas Small Cities Community Development Block Grant Program.

MOTION: Move to approve Resolution R-25-84 as presented.

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

**I. OLD BUSINESS**

**J. NEW BUSINESS**

1. Resolution R-25-85 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 2026-2027. This would help provide General Transportation 5 days a week at no expense to the rider for one year – July 1, 2026 through June 30, 2027. The Southeast Kansas Community Action Program, Inc. (SEK-CAP) has 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% which for this year will be \$40,000. 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 which residents of Coffeyville utilize the service, the donation amount was increased to \$5,000 for July 1, 2025- June 30, 2026. Data continues to show that Coffeyville residents use this service frequently and staff is recommending a donation in the amount of \$5,000 for the July 1, 2026 – June 30, 2027. Casey Brown with the Southeast Kansas Community Action Program came to the podium and said Coffeyville makes up almost 70% of their ridership and it continues to grow. They give a lot of rides for education, grocery shopping and medical appointments. He is excited to be here and asking for financial support and a letter of support.

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MOTION: Move to approve Resolution R-25-85 as presented.

ACTION: MOTION: FALKNER SECOND: MAPLES  
ROLL CALL: ALL PRESENT AYE

2. Action to approve a time extension from the Kansas Department of Commerce for Community Development Block Grant Project 23-PF-020 - Multi-Use Trail Project. Executive Director of Public Works Jim Wright said the City of Coffeyville is in the final stages of completing its multi-use trails project funded through the Community Development Block Grant program. However, along Woodland and Buckeye they have decided they need to add some guard rail at that intersection. Therefore, they would like to apply for a 4-month time extension for engineers to design and contractors to install the rail.

MOTION: Move to approve a time extension from the Kansas Department of Commerce for Community Development Block Grant Project 23-PF-020 - Multi-Use Trail Project.

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

3. Resolution R-25-86 a Resolution to accept the Kansas Department of Transportation FY 2028 Highway Safety Improvement Plan Grant for the 8<sup>th</sup> Street and Buckeye Intersection. Executive Director of Public Works Jim Wright said the intersection of 8<sup>th</sup> and Buckeye has several obstructions right at the intersection. This project would redesign the intersection allowing for traffic to safely pass the obstruction and not be entering the cross-traffic area. Currently, there is a traffic signal at this intersection and costs associated with it are not included. KDOT will perform a traffic engineering study with a warrant analysis. If a traffic signal is warranted, additional funding will be provided.

MOTION: Move to approve Resolution R-25-86 as presented.

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

4. Resolution R-25-87 a Resolution to approve a construction contract with A-Lert Roof Systems for three roof replacements - Hillcrest Pro Shop, South Airport Hangar and the Raw Water Pump House at Water Treatment Plant. Executive Director of Public Works Jim Wright said the City of Coffeyville has several buildings with failing roofs that need to be replaced. Three of the worst are included in this combined roof replacement proposal. Pricing was requested for replacement of the following roofs in this package: Golf Course Pro Shop \$95,435.00, Water Treatment Raw Water Pump House \$51,930.00, Airport Hangar (Paint Shop) \$185,230.00. All roofs come with a 20-year water tight material and workmanship warranty. By awarding this as a combined project, A-lert has given a discount of \$7,400.00. Discussion ensued on the condition of the roofs.

MOTION: Move to approve Resolution R-25-87 as presented.

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

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5. Ordinance S-25-07 an Ordinance to vacate an easement within the City of Coffeyville, Kansas at Patterson Square.

Executive Director of Public Works Jim Wright said the City received a request to vacate a public easement through Patterson Square in order to facilitate future development of the site. City staff have reviewed the request and determined the easement is no longer necessary for public access or utility routing, with the exception of a 7' x 7' utility easement being retained.

MOTION: Move to approve First Reading of Ordinance S-25-07 as presented.

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

6. Discussion on amending the Model Zoning Ordinance of the City of Coffeyville to add definitions and regulations for tiny homes and establishing a Tiny Home Overlay District. Director of Community Development Amber Dean came to the podium and said over the past several weeks they have had a lot of people coming in asking if tiny homes were allowed in Coffeyville. The current Planning and Zoning Model Ordinance does not allow it so they have been working with Planning and Zoning to develop this Ordinance. Minimum square footage is 400 square feet. As far as maximum square feet, if you are in R1, once you reach 1,100 ft. you are at a standard size house so that would be the max. Mrs. Dean said they will be required to submit an application and blueprints of the design aesthetics of the exterior. The design aesthetics will need to match the neighborhood the tiny home will be going into. She stated they are not trying to make it difficult but want to make sure they are not putting in a shed, trailer or container house. Ms. Dean said the reason they did an overlay district is to prevent them from going in the nicer, newer neighborhoods. They are required to be on a permanent foundation and can be built on or off site. The tiny homes will have to meet all code and standard lot setback requirements. If the lot is zoned R-2 or R-4, they can have two tiny homes but that is the limit and you can't split the lots. Parking would be a standard driveway or get a permit for a carport. Discussion ensued on tiny homes.

7. Ordinance G-25-04 an Ordinance regulating abandoned commercial buildings and vacant commercial buildings; requiring registration and maintenance.

Director of Community Development Amber Dean said we have over 100 vacant commercial buildings in Coffeyville and it is an issue. A Vacant Building Registry would require owners of vacant or abandoned buildings to register and pay a fee. If a building is vacant for more than 6 months it would meet this requirement. The fee is \$500 a year and every year it is vacant, it increases \$500. If owners are actively rehabilitating or actively selling it, they won't have to register and pay the fee. Discussion ensued on the process, standards, fees, out of state owners, etc..

MOTION: Move to approve First Reading of Ordinance G-25-04 as presented.

ACTION: MOTION: MAPLES SECOND: FALKNER  
ROLL CALL: ALL PRESENT AYE

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8. Resolution R-25-88 a Resolution to authorize a real estate purchase agreement between the City of Coffeyville and Kimberly Calloway & Morgan Barbee for the property located at 1309 W 10<sup>th</sup> Street.

Director of Community Development Amber Dean said we have a developer out of Wichita that wants to build in Coffeyville. She would like to build on multiple lots but is starting with one to see how it goes. It will be a single-family residence with an appraised value of \$100,000. This proposal has already passed through the Planning Commission. This lot is in the Land Bank and they are going to give it to her for free with the contingency that she has to complete the project or pay \$10,000. They will be required to start construction in 6 months and have it complete in 18 months.

MOTION: Move to approve Resolution R-25-88 as presented.

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

9. Resolution R-25-89 a Resolution to authorize the city manager to execute an agreement with TLC Nursery & Outdoor Living for the purchase, installation, and maintenance of trees as part of the downtown tree planting project.

Director of Community Development Amber Dean said they are wanting to put 20 trees downtown. They have spoken to the businesses and property owners downtown except two and everyone is in favor of it. Some did not want it in front of their business, which we will honor. Mrs. Dean said the 15 of the spots are already green areas and 5 spots will need to have concrete pilled out. They will be Oklahoma Redbud Trees which are about 10-12 feet and there is 5-year warranty. The money for this project comes from sales tax. Discussion ensued on what downtown businesses are wanting, the type of tree, and the plan for watering – TLC vs. Parks Department handling that.

MOTION: Move to approve Resolution R-25-89 as presented.

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

10. Resolution R-25-90 a Resolution to authorize the city manager to execute an agreement for the installation of fencing and the development of dog parks at three city-owned locations – Downtown, Sycamore Park, and Walter Johnson Park.

Director of Community Development Amber Dean said this started as we have people who live and work downtown with dogs that are walking them in alleys, etc. She said we have a perfect location already downtown that has a pet waste station. When she took this to the City Manager he suggested we explore more locations. It was decided Sycamore Park and Walter Johnson Park would be good locations to spread them out across town. Downtown will cost \$6,000, Sycamore Park \$8,250 and Walter Johnson Park \$11,000. Mrs. Dean said there will be rules posted at the dog parks including the necessity for the dogs to be licensed.

MOTION: Move to approve Resolution R-25-90 as presented.

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

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11. Resolution R-25-91 a Resolution to authorize the issuance of a purchase order to Siemens, Inc. to provide circuit breakers and associated parts for the B-Substation transformer upgrade project.

Executive Director of Electric Chris Weiner said this is for the CRMF Transformer project. They are needing larger circuit breakers for the new transformers to work. This will be reimbursed by CRNF through the bond process.

MOTION: Move to approve Resolution R-25-91 as presented.

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

12. Resolution R-25-92 a Resolution to authorize the issuance of a purchase order to J. Graham Construction to demo and replace the steps at the steam plant for the Electric Utility. Executive Director of Electric Chris Weiner introduced John Carson who is the new Superintendent of Electric Generation. Mr. Carson said the stairs on the Southwest entrance of the Steam Plant are in bad shape. This is also the entrance to the clean air tunnel for the basement. The infrastructure is leaking and will flood the basement. They received quotes from Muller Construction, Decker Construction and J Graham which was the lowest.

MOTION: Move to approve Resolution R-25-92 as presented.

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

13. Resolution R-25-93 a Resolution to authorize the issuance of a purchase order to Chandler Oil for the purchase of 6,500 gallons of Shell Mysella S3 N 40 bulk oil for the Electric Utility. Superintendent of Electric Generation John Carson said this is for oil for the engines as when they get to a certain number of hours, it needs to be changed. It takes 6,500 gallons to fill up their outside tank and when it gets to the minimum line of 4 ft., it needs filled.

MOTION: Move to approve Resolution R-25-93 as presented.

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

14. City Manager's Report

City Manager Ben Brubaker brought up the log jam in the Sycamore Creek as residents have been reaching out about it. Around April, we were notified of some trees that had come down by the creek and trees on private property are the responsibility of the property owner. The trees made it in to the creek and has created a significant log jam. Mr. Brubaker went out on Monday and got permission from the property owners to look at it. There are more trees that have come down on the back end of the log jam and other that are a matter of time before they come down. As the creek fills up, it encroaches on the resident's properties. In this area, one property owner has the creek as part of their property. Another area, the property lines meet in the center of the creek. Mr. Brubaker talked to the Army Corp of Engineers who manage the waterways in April and got an unofficial response that they are not coming to do anything. The question is where does the City step in and is this a



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responsibility of the property owner. It was brought to Mr. Brubaker's attention that most everything west of Cline drains into Sycamore Creek so the City does have a vested interest if this creek floods. If the City was to take the responsibility, staff would need direction to figure out the responsibility of the trees for all the other properties that touch water embankments. This is something that is not budgeted for the City to maintain those trees. Mr. Brubaker stated that they did have the Fire Department go out but the concern in burning it is the amount diesel that would be needed could flow into the creek. Executive Director of Public Works Jim Wright came to the podium and said someone can go in there with an excavator and pull everything out and haul it off. Someone could also get in there with a chain saw and cut them up and let nature take its course. Mr. Wright talked to the County and they do have a large excavator with mulching head and they can come in and mulch those up. The Corps initially thought that might add fill to the creek but he got clarification that it would not be considered fill. So, they have a few options or they can leave it up to the property owners. Either way, the ground that is disturbed will need to be fixed. Mr. Brubaker went over the options for the current situation and then went over what some of the long term options could be for these situations. Discussion ensued on the situation and options to address it now and in the future.

MOTION: Move to approve the City Manager to engage the County to help remove the log jam in Sycamore Creek and restore the effected properties.

ACTION: MOTION: FALKNER SECOND: MAPLES  
ROLL CALL: ALL PRESENT AYE

Mr. Brubaker said that Coffeyville Proud is this Friday and they have staff and over 50 volunteers to help. Customer Service and Utility Billing will be open. He said he is so happy that representatives from the Senior Center came to the meeting and he will reach out to James Hazen. 4<sup>th</sup> Street is done, however it's a little bumpy and they have contacted the inspector for clarification on a resolution. By the end of September, Mid America should be done with their part of the tennis courts. The remainder of the project for the parking lot and sidewalks should be done by the end of fall. City Clerk Melissa Carter said they were notified by the Kansas Department of Revenue last week of changes for the Cereal Malt Beverage Licensing process. She noted that the City Clerk's group has a call scheduled with KDOR and will bring back more clarification on the changes.

15. Comments from Commissioners and Staff

Vice Mayor Vannoster encouraged the community to go to the Inter-State Fair and Rodeo this week and the parade tomorrow. She said she is seeing people asking about 8<sup>th</sup> Street. The water lines have to be moved from under 8<sup>th</sup> Street to the south side which is a large \$3 million project but it is being worked on. Vice Mayor Vannoster said our sales tax collections are very good.

**K. EXECUTIVE SESSION(s)**

**L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES**

1. Sales Tax Report – July 2025
2. Hillcrest Golf Course Report – July 2025

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L. ADJOURN

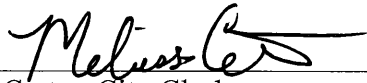
MOTION: Move to Adjourn

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

Time the meeting was adjourned: 9:21 pm

Date the minutes were approved:

8/26/25



Melissa Carter, City Clerk

