

COMMISSION MEETING MINUTES
TUESDAY, AUGUST 26TH, 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

- 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, August 12, 2025
 - 2. 2025 Appropriation Ordinance No. AO-25-16 \$5,531,286.37

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

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

- 3. 2025 Appropriation Ordinance No. AO-25-16A (Ishams/Lieberts) \$19.99

MOTION: Move to approve item 3 of the consent agenda as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, AUGUST 26TH, 2025**

2

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.

Alicia Melton with Touch of Life Ministries at 501 E 9th came to the podium. She thanked the Commission for their support and wanted to give them an update. Mrs. Melton said they went through some hardships as she lost her husband earlier this year. Normally, she can pick up the financial slack of the ministry but is now not able to do that anymore. Mrs. Melton said they are needing some further assistance with utilities at the Warming Center. They continue to have services and feed people on Friday nights, launched recovery classes once a week and are putting a financial program in place. With these activities, their utility bill was higher than normal in the summer. They just completed their back to school program which provided shoes, socks and haircuts for students and are getting ready to do their yearly Christmas baskets. As far as improvements, they are hoping to get a shower put in, heat/air units, and making rooms more accessible. Mrs. Melton said they are requesting an additional \$1,000 credit towards their utility bill. City Manager Ben Brubaker said he will set a meeting up with Mrs. Melton to go over some options.

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

- 1. Second Reading of 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.**

MOTION: Move to approve Second Reading of Ordinance G-25-02 as presented.

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

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

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

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

**COMMISSION MEETING MINUTES
TUESDAY, AUGUST 26TH, 2025**

3

3. Second Reading of Ordinance G-25-04 an Ordinance amending Chapter 8 of the Code of Ordinances of the City of Coffeyville by adding new sections 8-2 through 8-8, for the purpose of regulating abandoned and vacant commercial buildings within the city.

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

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

J. NEW BUSINESS

1. Ordinance G-25-03 an Ordinance amending the Model Zoning Ordinance of the City of Coffeyville by amending Section 29.05.010, to add a definition for Tiny Homes, and adding new sections to Chapter 29.010, to create a Zoning Overlay District for Tiny Homes. Director of Community Development Amber Dean said the only thing that has changed since the last discussion is the overlay zone. They have included Overlook to the West to Inglewood, the 1400 block of W. 1st and W. 2nd between Buckeye and Wilkie Way.

MOTION: Move to approve First Reading of Ordinance G-25-03 as presented.

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

2. Action to approve the Environmental Review Certification and authorize the posting of the Notice of Intent to Request Release of Funds for the Brown Street Sanitary Sewer Renovation Project. Director of Community Development Amber Dean said they were awarded the CDBG Grant for the Brown Street sewer and the Environmental Review is part of the process of getting the funding. The Environmental Review came back with no major impacts identified. Then they need to post the intent to request funds for 15 days.

MOTION: Move to approve the Environmental Review Certification and authorize the posting of the Notice of Intent to Request Release of Funds for the Brown Street Sanitary Sewer Renovation Project.

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

3. Ordinance G-25-05 an Ordinance amending Chapter 2, Article IV, Division 2, Section 2-154 of the Code of Ordinances of the City of Coffeyville, Kansas, relating to the investment of idle funds. Director of Finance Martin Cumings said they are wanting to amend the language of this ordinance to allow City Management and City Commission to make determinations regarding the budgeting of these idle funds and how they are invested. Mr. Cumings read from the section of the ordinance and pointed out (highlighted in yellow) what was being added "Regarding the interest or earnings of investments made pursuant to this division, city administration, at its discretion and in accordance with annual budgets, shall credit pro rata to the funds of the city from which the investments were made, or to the general fund as deemed necessary, or to such other funds as are permitted by statute or ordinance, except 7.5% of such earnings may be credited to the general fund as an administrative fee for the

**COMMISSION MEETING MINUTES
TUESDAY, AUGUST 26TH, 2025**

4

handling of said investments and earnings, provided that earnings are not already to be credited to the general fund in excess of such an amount.” He noted that they did consult with the City Attorney and Auditor and both agreed that the state statute permits this. Commissioner Falkner asked how much he is talking about in “idle funds”. Mr. Cumings replied in our local bank account it is around \$31 million and in the investment accounts it is around \$24 million. Discussion ensued on idle funds, access to funds, how they are budgeted, reserve funds, reserve policy (25% budgeted expenditures) investments and interests.

MOTION: Move to approve First Reading of Ordinance G-25-05 as presented.

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

4. Ordinance G-25-06 an Ordinance adopting Electric Rate Schedule SUP-25 pursuant to Chapter 42, Article 1, Section 42-6, and repealing the Line Extension Policy of the Code of Ordinances of the City of Coffeyville, Kansas.

Executive Director of Electric Chris Weiner said this is to update the current line extension policy. He stated they have been applying the current policy as more of a new service connection regardless if new lines or poles need to be set so it is basically being offered to all customers. Mr. Weiner said that is not a true Line Extension Policy so that is why is looking at modifying the name to a Service Upgrade Policy. When this policy was set in 2018, it had static dollar figures for each rate class and he feels those are outdated and arbitrary. Mr. Weiner feels that they should be on a percentage basis rather than a pure credit up to amount. He set it at 20% for whatever work is going to be required.

MOTION: Move to approve First Reading of Ordinance G-25-06 as presented.

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

5. Resolution R-25-94 a Resolution to authorize the purchase of a new skid steer loader and implements for the City of Coffeyville Electric Utility.

Executive Director of Electric Chris Weiner said this is part of their CIP plan for a new skid steer. This will help in a number of situations as it will be capable of high flow attachments making sure they can utilize any of the implements they may need. It will allow them to get into some areas they currently aren’t able to such as the west side of town that have poles in easements that are in tight spaces. Mr. Weiner is looking to get the attachments to go along with the skid steer including an 84-inch smooth edge bucket, pallet fork, double cylinder pole claw, and an auger attachment with extensions. It comes with a 3-year warranty.

MOTION: Move to approve Resolution R-25-94 as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, AUGUST 26TH, 2025**

5

6. Resolution R-25-95 a Resolution to authorize a purchase order to Muller Construction for the demolition of Cooling Tower 3 for the City of Coffeyville Electric Utility.

Executive Director of Electric Chris Weiner said this is for the north cooling tower on the east side of the steam plant. The cooling tower has not been in operation for a number of years. It is deteriorating and has sheet metal falling off of it. It needs to be demolished and has been in the plan for the utility for a number of years but has been pushed off due to the cost. Mr. Weiner has a severe concern that if it is not demolished, at some point they will be liable for a tragic incident where someone gets hurt.

MOTION: Move to approve Resolution R-25-95 as presented.

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

7. City Manager's Report

City Manager Ben Brubaker said 4th Street is done but there are some bumps on it. The inspector will be here Thursday to inspect it. Worst case scenario it is within the acceptable limit and we have to deal with it. Concerning the log jam in Sycamore Creek, as of yesterday they had approval from one of the residents to access their property to get to the jam, they are waiting on the other. They have reached out to the County and anticipated them coming out this week but with the weather it might get delayed. Mr. Brubaker brought up the Veterans Memorial Park Association that have been permission to build a new veterans memorial at the cemetery. They would like to put up a sin at the corner of Woodland and Cline announcing the project. He also noted that they have been working on a Veteran's Advisory Board to add to our City Boards. Mr. Brubaker said today they had a semi-truck going west under the railroad bridge on 11th Street, it was about 6 inches too tall and it hit the bridge and moved it about 6 inches. It took a while to get it moved and there was significant damage. There is detour going up Patterson and on 8th that will remain for a few days. The railroad has told them it will be fixed in about 3 days. Director of Finance Martin Cumings came to the podium to discuss a new format to the Appropriation Ordinance in the agenda packets. He said they are trying to improve on the current appropriations register as it is sprawling and looks outdated. They are at the point now that they can export the information into an Excel format which will hopefully be easier for them to review in depth or at a quick glance. Commissioners were sent a potential version of the new format to review and give feedback. City Clerk Melissa Carter addressed changes coming September 1st to the CMB license procedure. Applicants will now send the application to the Kansas Department of Revenue Alcohol and Beverage Control first. The ABC will check to see if the application is complete, if so they will send the application and the CMB stamps back to the applicant. Then the applicant will bring the application and stamps to the clerk's office to complete the application process including the Background Checks, Inspections and approval by the Commission. To note there is House Bill 2376 that is currently in the state legislature that would transfer the CMB licensure from cities and counties to the KDOR ABC, like the Liquor Licenses are now. It has not passed the House or Senate yet so we will see if there is any movement on the bill when they reconvene in January. Mr. Brubaker announced that this Friday at 11:00 am will be the grand re-opening of the Sunken Garden Fountain at Pfister Park. He noted that the Commission Meeting in November falls on Veteran's Day when City offices will be closed. It was decided to move that meeting to Thursday, November 13th. Mr. Brubaker said two Fridays ago Coffeyville Proud was a major success with lots of people reaching out wanting to be a part of it. That is continuing with the

**COMMISSION MEETING MINUTES
TUESDAY, AUGUST 26TH, 2025**

6

plan for the next one in November and they are looking for more project submissions. Mr. Brubaker said that we had two ordinances that were brought to this meeting for changes and they are going to continue to see that. There is a long list of ordinances that staff have been reviewing to see if they still apply to what we are doing today as some are decades old. All of the Ordinance changes get sent to Municode who goes in and updates our Code of Ordinances on the website link. Commissioner Falkner asked what type of burden will the new Vacant Building registry put on our Code Enforcement department and when that Ordinance will be put into operation. Mr. Brubaker answered there are a lot of components to Code Enforcement and Animal Control. Community Development is taking the strategic focus on what departments are handling various aspects of situations. Code Enforcement will not have an immediate role in the Vacant Building procedure. Letters will be sent to property owners of the vacant buildings about the new Ordinance. With Code Enforcement, a lot of it has to do with the budget which is typically \$150,000 - \$180,000 a year and some out of the general fund. Discussion continued on aspects of Code Enforcement.

8. Comments from Commissioners and Staff

Vice Mayor Vannoster asked about 4th Street and what part of the street it is. Mr. Brubaker said it is nearly the whole area. She then asked about the cones from Edgewood to Ohio and what those were for. Mr. Brubaker wasn't sure but will go look and see. She then asked about when the street project for the area around the hospital will start. Mr. Brubaker said they started with 4th Street, are on Lee Street now and will move around being that we are using the same contractor. Regarding 6th and 7th Street, Atmos should have their lines moved by the end of the week. BG Consultants have been surveying 8th Street and Lewark Street. Commissioner Falkner asked where were with the lot next to the Senior Citizen Center and also the parking lot on the corner of 11th and Walnut. Mr. Brubaker said the bids should be out for 11th and Walnut by the end of next week and will come to Commission soon. The lot across the street is challenging and Mr. Brubaker did meet with a representative from the Senior Center after the last meeting to talk about their proposal. If it were to be turned into a parking lot it would cost around \$250,000. He noted that the whole intent of that was to use a grant for the gravel area to make it look nicer. They are getting quotes to see what it would cost to put in street and alley parking. Vice Mayor Vannoster said she continues to see mowers downtown and it looks great. She mentioned the cemetery looks great also.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Coffeyville Police Department Crime Statistics – July 2025
2. Parks Board Minutes – August 2025
3. Coffeyville Public Library Board of Trustees Minutes – July 2025

COMMISSION MEETING MINUTES
TUESDAY, AUGUST 26TH, 2025

7

L. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:45 pm

Date the minutes were approved:

9/9/25

Melissa Carter

Melissa Carter, City Clerk

