

**COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 23, 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 – joined by phone
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
EXECUTIVE DIRECTOR OF PUBLIC WORKS JIM WRIGHT
EXECUTIVE DIRECTOR OF ELECTRIC CHRIS WEINER

- A. **CALL TO ORDER** – Mayor Deborah Maples
- B. **ROLL CALL**
- C. **INVOCATION** – Pastor Dick Smith, First Baptist Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, September 9, 2025
 - 2. City Commission Special Meeting Minutes – Thursday, September 18, 2025
 - 3. 2025 Appropriation Ordinance No. AO-25-18 \$5,859,324.54

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

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

- 4. 2025 Appropriation Ordinance No. AO-25-18A (Ishams/Liebarts) \$40.98

MOTION: Move to approve item 4 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, SEPTEMBER 23, 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.

REGULAR AGENDA ITEMS

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

1. Presentation from Live Healthy Montgomery County.

Marci Roberts and Lindsey Caldwell with Live Healthy Montgomery County came to the podium. Marci, Executive Director, introduced Lindsey as their Opioid Prevention Specialist. They serve the entire county and are totally grant funded including funds from Blue Cross Blue Shield Pathways Grant. They gave updates on what they have been doing recently including the USD 445 Farm to School Program. They are putting together a steering committee to get that going. Mrs. Roberts said they are also working with Caney Valley Agape Network Food Program to develop a raised bed, handicap accessible community garden. Mrs. Roberts said she has been collaborating with Amber Dean on a downtown placemaking project. She said they also work in youth substance prevention and are excited to bring Catch My Breath curriculum to 120 Coffeyville 6th grade students next month. Lindsey Caldwell said that last year they received a grant from the City of Coffeyville Opioid Settlement funds and they have been tasked with assuring funds are used for prevention and education. She stated they have done two opioid awareness town halls – one in Coffeyville and one in Independence. Ms. Caldwell stated that the Coffeyville community has recently lost 2 young men to overdose. Her first priority is to get Narcan into the hands of the public. They have attended numerous community events where they have distributed Narcan and educational material. They promoted a drug takeback day and permanent drug takeback locations. Ms. Caldwell stated they have distributed boxes around the county giving out about 180 boxes since February. Looking ahead they would like to continue distributing, plan more town halls and awareness campaigns.

2. Public Hearing for FY2026 Revenue Neutral Rate.

Mayor Deborah Maples opened the Public Hearing. Director of Finance Martin Cumings said they are proposing that the City not exceed Revenue Neutral Rate this year. They had contemplated going up to 28 mills but are going to keep it at the Revenue Neutral Rate of 25.4 mills. A question was asked by a member of the public, Michael Hassenplug, that his taxes wouldn't go up for 2026. He said he got a notice in the mail about raising property tax and knows it is the County, not the City but it affects the City because there are real estate owners that don't pay their taxes. He said this bothers him as he owns property downtown, which the buildings are reasonable but the insurance and taxes are too high. He stated this is due to high valuation from the County and asked how to get around that. Mr. Cumings clarified that the City of Coffeyville is not levying any new property tax over what they did last year. Commissioner Falkner asked Mr. Cumings to list the other taxing entities that may raise their mill levy rate which would impact property tax. Mr. Cumings answered with the County, school district, college, and State. The mill levy discussion would need to be brought to those jurisdictions boards to help affect change. Discussion ensued. City Manager Ben Brubaker reiterated that the City of Coffeyville is not exceeding Revenue Neutral Rate.

**COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2025**

3

He said at the time when they needed to notify the County of their intent, they were still going through Budget Work Sessions and submitted that they may go up to a 28-mill levy. This means residents will see on the County documents that there was going to be an increase. Discussion continued on the Revenue Neutral Rate and what the different rates on the mill levy would look like and what the assessed valuation is and how that affects property taxes. Commission agreed there was no desire to raise the Revenue Neutral Rate so Mayor Maples closed the Public Hearing.

3. Public Hearing for FY2026 Budget Approval.

Mayor Deborah Maples opened the Public Hearing. Director of Finance Martin Cumings went over the proposed budget for 2026 with total budget authority being \$103,800,692. He noted that last years budget authority was higher and that is contributed to expenditures that are transferred between City funds that are not included in this year's budget, as they have been in the past. This includes the allocation of sales tax that, in the past, were receipted into the general fund and then transferred out to the proper allocated fund. They are now receipted directly into the allocated funds, bypassing the need to record that expenditure in the general fund which accounts for about \$5 million of this year's reduction. The other part of the reduction is due to a decision made in the budgeting process to show more capital expenditures in the general fund than we have in the past. Mr. Cumings went over the year over year comparison of expenditures by various categories. He then went through the expenditures for 2026 by category, noting that our largest expense is for power purchases for CRNF which is also a continual source of revenue. Another large component of budget expenditures is for personnel which is typical in most organizations. Moving on to revenues, Mr. Cumings went over sales tax collections noting that Coffeyville has 3 cents on most transactions though 6 half-cent sales taxes. The projection for 2026 would be a collection of \$1,100,000 per half-cent sales tax for a total of \$6,600,000. Mr. Cumings went through each of the half-cent sales tax which include: general fund, street/highway improvements, street/non-highway, capital improvements, community improvement (housing, parks and downtown improvements) and CRMC for their ambulance services. Mr. Cumings noted that our enterprise funds contribute about \$5 million to the general fund. Regarding enterprise funds, there are two major funds – electric and water/wastewater. Discussion ensued on enterprise funds. Mr. Cumings then made the following statement: Historically, the City conducts two readings of ordinances. The law technically no longer requires two formal readings, with some exceptions; however, City administration has continued the time-honored tradition of having two readings of ordinances in most cases, and that process has served the City well. In this particular instance, City administration is requesting the Commission to approve the ordinance for final passage upon a single reading, as permitted by law, based on the time sensitive nature of the ordinance provisions. Mr. Cumings stated the reason we are wanting to approve the budget by ordinance as opposed to a resolution is there is an appropriation component to the ordinance. This component will allow the City to pay its obligations at more frequent intervals than the Commission meetings. As far as reviewing City expenditures with the Commission, he is proposing to do it the same as they are doing now with the difference being it will be a register of payments made since the last meeting. Mayor Maples called for any comments from the public. There were none, so Mayor Maples closed the Public Hearing.

**COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2025**

4

4. Ordinance S-25-08 an Ordinance adopting the Fiscal Year 2026 Annual Budget for the City of Coffeyville, Kansas, without exceeding the Revenue Neutral Rate and appropriating the amounts in each fund in the budget for Fiscal Year 2026, providing for the payment of all claims and charges against the accounts provided for therein; and approving and ratifying the payment of all claims against said accounts.

MOTION: Move to approve Ordinance S-25-08 as presented.

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-25-100 a Resolution to authorize the City of Coffeyville to enter into a Land and Water Conservation Fund Project Agreement with the Kansas Department of Wildlife and Parks for upgrades to the Hillcrest Golf Course Driving Range.
Executive Director of Public Works Jim Wright said the City of Coffeyville has been awarded federal grant assistance in the amount of \$122,353 through the LWCF program. This funding will be matched locally with an equal share of \$122,353. The project scope includes installation of poles and a net system around the driving range. Installation of turf at the driving range tee box. The project has a period of performance from September 15, 2025 through September 14, 2028.

MOTION: Move to approve Resolution R-25-100 as presented.

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

2. Resolution R-25-101 a Resolution to approve a construction contract with Mongan Painting for the 2025 Pool Painting and Rehabilitation Project.
Executive Director of Public Works Jim Wright said the City of Coffeyville Aquatic Center pool needs to be sandblasted and repainted to ensure continued operations. Bids were opened on September 4th, 2025 with a total of 4 bidders. One bidder did not provide a bid bond. Mr. Wright said their recommendation is to go with the low bidder that provided a bid bond which would be Mongan Painting. This project will consist of sandblasting all loose material off the pool, slide pit and wet well.

MOTION: Move to approve Resolution R-25-101 as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2025**

5

3. Resolution R-25-102 a Resolution to approve a Work Authorization Agreement with Allgeier Martin and Associates for construction engineering services on the Water Treatment Plant's Raw Water Pump House Project.

Executive Director of Public Works Jim Wright said the City of Coffeyville is working on plans for needed improvements to the Raw Water Pump House. Currently they are putting a roof on that building. This project has not gone out to bid yet. This Work Authorization will provide the city with construction engineering services including project submittals and onsite inspection as needed.

MOTION: Move to approve Resolution R-25-102 as presented.

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

4. Resolution R-25-103 a Resolution to approve a Work Authorization Agreement with Allgeier Martin and Associates for construction engineering services on the Water Treatment Plant's Water Transmission Line Replacement Project.

Executive Director of Public Works Jim Wright said the City of Coffeyville has received funding from a settlement between CVR and the EPA to construct new transmission lines up the hill to the city reservoirs. This project is currently out for bid with bid opening set for September 30th, 2025. This Work Authorization will provide the city with construction engineering services including project submittals and onsite inspection as needed.

MOTION: Move to approve Resolution R-25-103 as presented.

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

5. Resolution R-25-104 a Resolution to execute an Easement and Encroachment Agreement with Coffeyville Resources Nitrogen Fertilizers for the purpose of accommodating the company's plan to construct a water line.

City Attorney Paul Kritz said CVR asked for the City to approve an encroachment and easement agreement in order to construct a pipeline that will cross the City's property. Essentially, it is an accommodation request in which they have agreed that if the facility would ever need moved, they would do it at their expense. This agreement also provides that they will hold us harmless from any incidents that arise out of use of the City's property. Mr. Kritz stated it is a standard form to protect the City.

MOTION: Move to approve Resolution R-25-104 as presented.

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

6. City Manager's Report

City Manager Ben Brubaker said the bids for the parking lots will close soon so we are still that process.

**COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2025**

6

7. Comments from Commissioners and Staff

Mayor Maples brought up a concern about residents leaving trash cans, trash and bulk items in the street and wants to know how we enforce and encourage that to stop. Mr. Brubaker said on the bulk pick-up we went with the option of dividing the town in two sections with pick-up on the first and third Friday's of the month. The information is out there for people access but we can adjust part of that contract. Mayor Maples asked if we could put something in the electric bills to remind people of the process. Mr. Brubaker said we can do that and use our communication tools to get the word out.

K. EXECUTIVE SESSION(s)

1. Executive Session to discuss matters deemed privileged in the attorney-client relationship.
2. Executive Session to discuss matters relating to security measures.

MOTION: Move to recess to Executive Session for two purposes. First, to discuss matters deemed privileged in the attorney-client relationship as permitted by K.S.A. 75-4319(b)(2) of the Open Meetings Act, to include the City Attorney, City Manager, Director of Finance and Director of Community Development for a period of 15 minutes; second, to discuss matters relating to security measures, as permitted by K.S.A. 75-4319(b)(12) of the Open Meetings Act, to include the City Attorney, City Manager, Director of Finance, Chief of Police, and Deputy Director of Public Works for a period of 30 minutes to reconvene in the Commission Room at 8:50 pm.

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

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Coffeyville Police Department Crime Statistics – August 2025
2. City Recreation Board Minutes – July 2025

L. ADJOURN

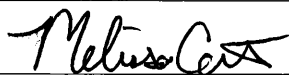
MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:31 pm

Date the minutes were approved:

10/14/25



Melissa Carter, City Clerk