

COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 14, 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
EXECUTIVE DIRECTOR OF PUBLIC WORKS JIM WRIGHT
EXECUTIVE DIRECTOR OF ELECTRIC CHRIS WEINER
DIRECTOR OF FINANCE MARTIN CUMINGS
DIRECTOR OF IT RAY HEINZ
SUPERINTENDENT OF ELECTRIC DISTRIBUTION

- A. **CALL TO ORDER** – Mayor Deborah Maples
- B. **ROLL CALL**
- C. **INVOCATION** – Pastor Judy Mustain, Life Point Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, September 23, 2025
 - 2. Authorization to enter an agreement and acceptance of the Southern Star Gas Pipeline Transportation Service Agreement under Rate Schedule FTS for a period commencing November 1st, 2025 through March 31st, 2026.
 - 3. Action to appoint Ben Brubaker as Director-2 to the KMEA Board of Directors serving to April 30th, 2026.
 - 4. 2025 Appropriation Ordinance No. AO-25-19 \$2,387,678.52

MOTION: Move to approve items 1-4 of the consent agenda as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 14, 2025**

2

5. 2025 Appropriation Ordinance No. AO-25-19A (Ishams/Liebarts) \$27.30

MOTION: Move to approve item 5 of the consent agenda as presented.

ACTION: MOTION: MAPLES SECOND: FALKNER

ROLL CALL: MAPLES – AYE, VANNOSTER – ABSTAIN, FALKNER- AYE,
HENDRYX - 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.

Linda Follett, 2019 ½ S. Walnut, came to the podium on behalf of Montgomery County LHEAT which is a grant group that started during COVID. The grants have stopped but Ms. Follett said they have some money left from a grant to be used for lead prevention. Next week is the National Lead Poisoning Awareness Week so they are holding some events this week. Ms. Follett said they are partnering with KDHE and the Montgomery County Health Department. They are going to have four events all starting at 6:00 pm: 10/21 Caney Rec Center, 10/23 Coffeyville Rec Center, 10/28 – Independence Civic Center and 10/30 Cherryale Community Center. They will have a speaker from KDHE, the Health Department will be giving free lead testing, door prizes and food.

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Ordinance G-25-07 an Ordinance amending Chapter 20, Article III, of the Code of Ordinances of the City of Coffeyville, by adding new Division 4, thereby implementing mitigation rates for the deployment of certain emergency and non-emergency services by the Coffeyville Fire Department.

Fire Chief Mike O'Connor said this is new to the Coffeyville Fire Department and they are wanting to implement mitigation rates for certain incidents that they respond to. They are wanting to use FireRecovery company which has about 2,000 departments that use it. They have seen a drastic rise in equipment costs since COVID and this will help offset some of the smaller purchases they make. This will mainly be for motor vehicle accidents, some fires, and hazmat incidents that don't involve a Fire Marshall's office response. Chief O'Connor said officers will enter information from incidents and FireRecovery will do all the billing. There is no fee to CFD, the company will take 22% of whatever is collected. They have opted to not bill insurance if they have a 67337-zip code attached to their vehicle registration. The bills will not be sent to individuals, it will get sent to the insurance company. If they don't have insurance, they are not going to go after them. Chief O'Connor noted that there's already cost recovery built into most policies and it's not going to raise their insurance rates anymore than they already would filing the claim. Discussion ensued.

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 14, 2025**

3

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

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

2. Resolution R-25-105 a Resolution to approve a quote from Huber & Associates to replace the City of Coffeyville Firewall.
Director if IT Ray Heinz said our current firewall is over 5 years old, is hard to program and needs to be replaced. A large portion of the quote is the statement of work which includes mapping the network and devices, verifying the connectivity and making sure no ISP traffic gets through.

MOTION: Move to approve Resolution R-25-105 as presented.

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

3. Resolution R-25-106 a Resolution to authorize a purchase order to Carmax for the purchase of a 2024 Ford F-250 Super Duty truck for the Superintendent of Electric Distribution.
Executive Director of Electric Chris Weiner came to the podium and introduced Kurt Taylor as the new Superintendent of Electric Distribution. Mr. Weiner said this item and the next item are both on the Capital Improvement Plan that was presented a few months. This is the truck for the Superintendent of Distribution and is an F250 Superduty truck which will be able to haul trailers and equipment. It has around 50,000 miles and looks to be in decent shape. The warranty was discussed. The Commission expressed their appreciation for our linemen.

MOTION: Move to approve Resolution R-25-106 as presented.

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

4. Resolution R-25-107 a Resolution to authorize a purchase order to Altec to replace trouble truck #1511 for the City of Coffeyville Electric Utility.
Executive Director of Electric Chris Weiner said this is part of the Capital Improvement Plan. They have had issues with their current trouble truck with the bucket. It is used daily to go out on trouble calls. Mr. Weiner said this is the truck that needs to be in the best shape as it is utilized most frequently. Originally, they had planned for \$225,000 but with costs continuing to climb, it is coming it at \$265,000. This is a brand-new truck. As far as the current truck, Mr. Weiner said they are looking into the possibility of trying to repair or replace the bucket and use it as a backup and for the Fiber Utility.

MOTION: Move to approve Resolution R-25-107 as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 14, 2025**

4

5. Resolution R-25-108 a Resolution to authorize the submission of a grant application to the United States Environmental Protection Agency and commit matching funds for the Coffeyville Water Treatment Plant Electrical Service Replacement and Resiliency Project Executive Director of Public Works Jim Wright said this is to request approval to apply for an EPA grant to replace outdated electrical service equipment at the Coffeyville Water Treatment Plant. This includes replacing two transformers, switchgear, and adding a standby generator to make sure the plant can operate through storms and power outages. The total project cost is \$954,500. The City requested \$763,600 through the EPA program, with a \$190,900 local match commitment. This will replace two pad-mounted transformers, install modern switchgear with automatic transfer, add standby generator and transfer switch, update operating procedures and train plant operators. The system they have now is 52 years old, unsafe to use the switchgear and does not have a standby generator.

MOTION: Move to approve Resolution R-25-108 as presented.

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

6. Resolution R-25-109 a Resolution to authorize submission of a GameTime Playground Grant application and approve the City's commitment to provide matching funds for the purchase and installation of new playground equipment at Pfister Park. Executive Director of Public Works Jim Wright noted that because of time constraints, they submitted they already submitted the application and were notified earlier this week that they were approved. The Parks Advisory Board reviewed playground concepts and equipment options and voted to recommend the City apply for the GameTime Playground Grant. After reviewing several play systems, the Board selected the "Chase Creek" playground design for Pfister Park. This design measures 47' x 63' and is intended for children ages 5–12. This will be replacing some playground equipment that has been damaged and fallen into disrepair. The total project cost is estimated at \$139,204, with \$69,602 in matching funds to be provided by the Parks Fund.

MOTION: Move to approve Resolution R-25-109 as presented.

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

7. Resolution R-25-110 a Resolution to approve a construction contract with J Graham Construction for the Parks Parking Lot Improvement Project Executive Director of Public Works Jim Wright said as part of the City's Parks Improvement Plan, parking lots were to be built at Sycamore and North Parks. Bids were received on October 2nd with 4 bidders responding. In addition to the two parking lots, several additive bids were included in the bid process including: shelter pads for 5 shade structures in North Park and a half-court basketball court in North Park. The cost is \$293,244. They are recommending going with the 2 parking lots and additives 1 and 2. Mr. Wright noted that they also received bids on additive 3 for the parking lot at 11th and Walnut and they are not recommending they do that. Mr. Brubaker said the low bid for just that parking lot is \$186,000. Although this is not a park, they wanted to include it in the bid packet to see if they would get lower costs. Discussion ensued and it was decided to accept the bid without additive 3 for the parking lot at 11th and Walnut.

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 14, 2025**

5

MOTION: Move to approve Resolution R-25-110 as presented.

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

8. Resolution R-25-111 a Resolution to approve a change order with T.C. Underground for the Water Main Replacement Project at Buckeye and Woodland.
Executive Director of Public Works Jim Wright said in January, the Commission approved the Public Works Department to contract with T.C. Underground for a project at Buckeye and Woodland to replace/relocate a 10” and 16” water main for the quoted cost of \$337,352.00. The T.C. Underground quote was the only one received for this project. There are a few decreases but several increases in the change order as the actual footage of the bore and actual footage of the pipe was changed. The total of the change order is \$47,766.50.

MOTION: Move to approve Resolution R-25-111 as presented.

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

9. Resolution R-25-112 a Resolution to approve the licensing fee portion of the City of Coffeyville fee schedule for 2026.
City Clerk Melissa Carter said the City of Coffeyville fee schedule includes fees for various services in the city. To ensure timely distribution of license renewal notifications in November, the License Fee portion of the 2026 Fee Schedule must be adopted. They are recommending an increase in the annual license fee for both General Contractors and Trade Contractors (Electrical, Plumbing, Mechanical, and Gasfitting) from \$50 to \$100. These fees have not been adjusted since 2012, despite increasing administrative and inspection-related costs. To note - Coffeyville does not—and will continue not to—charge permit fees to contractors. This proposed license fee increase will help offset the administrative time involved in processing permits and support the Building Official’s time spent conducting inspections. It allows us to maintain the quality of service expected by our community without passing costs on to permit applicants. Our Building Official surveyed comparable communities and found that contractor license fees typically range from \$100 to \$400. Additionally, outreach to local contractors regarding the proposed increase has resulted in no objections or concerns. In addition to the General Contractor and Trade Contractors fee adjustment, we are proposing the following updates to the licensing portion of the Fee Schedule: Removal of the Sign Business License, as this work is already covered under a General Contractor License. Removal of the Residential Wireman License, which is no longer in use. Elimination of the Master/Contractor License (also known as a one-person operation license). Our inspectors have found that individuals holding this license often have additional employees working under them who are not individually licensed. In 2025, there were 13 active Master/Contractor Licenses. Under this change, those businesses would be required to obtain a Trades Contractor License and ensure that all individuals performing work in Coffeyville are properly licensed. Removal of the \$25 State Stamp Fee for Cereal Malt Beverage Licenses, with the new process from the Kansas Department of Revenue, applicants now send the stamp fee directly to the State with their application.

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 14, 2025**

6

MOTION: Move to approve Resolution R-25-112 as presented.

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

10. City Manager's Report

City Clerk Melissa Carter noted that in the Agenda Packet there was a letter from SEK-CAP on their General Transportation. They are suspending services as of November 1st due to lack of funding. To continue through June 30, 2026, they are needing \$27,000. Mrs. Carter noted that we recently approved \$5,000 for the 2026-2027 year and so far, are the only ones who contributed, leaving \$35,000 for them to come up with. She said that Coffeyville does make up 61.5% of the ridership. Casey Brown will with SEK-CAP General Transportation will be at the next Commission Meeting to speak during public comments. City Manager Ben Brubaker said they are looking into the grant regarding train crossings that Commissioner Falkner brought to their attention. He noted we had to have Wartsila come out again and we continue to have issues due to have not going with the initial maintenance contract. Mr. Brubaker said our emergency personnel responded to the incident that happened at CRNF over the weekend. Anyone needing additional information about the incident should reach out to CRNF.

11. Comments from Commissioners and Staff

Commissioner Falkner asked City Cleanup week. City Clerk Melissa Carter went over the hours and items you can take. Commissioner Hendryx asked about planned maintenance at the Aquatic Center. The painting and repairs are scheduled and the pump has been replaced. Commissioner Hendryx asked for an update on street projects. Executive Director of Public Works Jim Wright said the contractor said he would be starting the remaining roads around the hospital the week of the 27th. Mr. Brubaker said regarding the tennis courts, they are out to bid for the sidewalks and those open on October 30th. He noted there was a publication going around about a pickleball tournament there on November 1st and had to reach out to let them know they will not be ready by then with all the construction still going on. Mayor Maples thanked the Salvation Army for the great soup luncheon today.

K. EXECUTIVE SESSION(s)

1. Executive Session to discuss confidential data relating to financial affairs or trade secrets of corporations, partnerships and individual proprietorships.
2. Executive Session to discuss matters deemed privileged in the attorney-client relationship.

MOTION: Move to recess to Executive Session for two purposes. First, to discuss confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships, as permitted by K.S.A. 75- 4319(b)(4) of the Open Meetings Act, to include the City Attorney, City Manager and Director of Finance, for a period of 30 minutes; second, 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) of the Open Meetings Act, to include the City Attorney and City Manager for a period of 10 minutes to reconvene in the Commission Room at 8:35 p.m.

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

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 14, 2025**

7

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. PSA - Montgomery County Transportation Suspension
2. Sales Tax Report – September 2025
3. Property Tax Comparative Report – September 2025
4. Building Permit Reports – July – August 2025
5. Park Advisory Board Minutes – September 2025
6. Hillcrest Golf Course Report – September 2025
7. Coffeyville Police Department Crime Statistics – September 2025

L. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 8:37 pm

Date the minutes were approved:

10/28/25

Melissa Carter

Melissa Carter, City Clerk

