

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 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
EXECUTIVE ADMINISTRATIVE ASSISTANT SHASTA MULKEY
EXECUTIVE DIRECTOR OF ELECTRIC CHRIS WEINER
DIRECTOR OF FINANCE MARTIN CUMINGS
DIRECTOR OF WATER STEVE SMITH
DIRECTOR OF COMMUNITY DEVELOPMENT AMBER DEAN
SUPERINTENDENT OF ELECTRIC DISTRIBUTION KURT TAYLOR

- A. **CALL TO ORDER** – Mayor Deborah Maples
- B. **ROLL CALL**
- C. **INVOCATION** – Pastor Shannon Dozier, Convergence Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**

MOTION: Move to amend the Agenda to change the Executive Session from attorney client relationship to confidential data relating to financial affairs.

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

F. CONSENT AGENDA

- 1. City Commission Meeting Minutes – Tuesday, October 14, 2025
- 2. 2025 Appropriation Ordinance No. AO-25-20 \$5,705,810.08

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

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

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 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.

Desiree West, 1105 West 14th, came to the podium and said she has a problem with all the stray dogs and nothing is being done about it. She has concerns now that Code Enforcement is running Animal Control, they only work Monday – Friday 8 -5. She feels like the issues are happening more in the evening. Ms. West stated that her dog has been attacked twice and she can't believe that they are unable to provide different shifts for animal control. City Manager Ben Brubaker said we do have three Code Enforcement Officers but one has been out on FMLA. He is aware of the situation that Desiree is referring to. There have been three dogs at large for four years and a group of people in town that have been using an abandon house to feed them. One of these dogs was caught and after evaluation from the animal shelter and a veterinarian, it was put down due to a health concern. Mr. Brubaker noted that he has visited with this group of people about the ordinances they are breaking by harboring those animals. This is a multifaceted problem and he will discuss it more in the City Manager's report.

Scott Christensen, Director of Transportation at SEKCAP, came to the podium. He said they run the MoGo's Transportation in Montgomery County. He thanked the Commission for the \$5,000 donation for the 2026-2027 year. Mr. Christensen said they have run out of money for the 2025-2026 year. Their request was for \$40,000 and they have only received \$13,000 which will run out on November 1st. They are looking at suspending the service until they can raise more funds. Discussion ensued on ridership, funding sources, other donors, and options for the program including going from five days to three days.

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

1. Second Reading of 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.

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

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

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 2025**

3

J. NEW BUSINESS

1. Resolution R-25-113 a Resolution to authorize the execution of a Quitclaim Deed for 1114 W. 10th Street to Jennifer Zapata.

Director of Community Development Amber Dean said we have a lot of properties in our Land Bank and the goal of the Housing Department is to have infill housing in these vacant lots. Jennifer Zapata is proposing to build a three-bedroom, two bath, 952 sq. foot home on this lot. Planning and Zoning has approved it and now approval is needed for the Quitclaim Deed.

MOTION: Move to approve Resolution R-25-113 as presented.

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

2. Resolution R-25-114 a Resolution to authorize the execution of a Quitclaim Deed for 1307 W. 10th Street and 1312 W. 9th Street to Homework Investments Granite Bay LLC.

Director of Community Development Amber Dean said we have a developer wanting to build two single family residences roughly 1,300 sq. ft. three-bedroom, two bath with a garage. Planning and Zoning has approved it and now approval is needed for the Quitclaim Deed.

MOTION: Move to approve Resolution R-25-114 as presented.

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

3. Resolution R-25-115 a Resolution to authorize revised matching funds for the Pfister Park Playground Equipment Project under the Gametime Grant Program.

Director of Community Development Amber Dean said we brought this item to the Commission on the 14th for a match of \$69,602. After submitting the paperwork to Gametime they came back and said there are additional charges for shipping, material surcharge and the rock wall is not covered under the grant. The new match amount to include those items is \$72,745 that will be needed to move forward with the grant.

MOTION: Move to approve Resolution R-25-115 as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 2025**

4

4. Resolution R-25-116 a Resolution to approve a construction contract with Goins Enterprises for the replacement of the water transmission lines at the Water Treatment Plant. Director of Water Steve Smith said currently the city has 5 water transmission lines that moves finished water from the Water Plant to the storage reservoirs at Pfister Park. The lines are currently leaking and have lead joints. With this contract, we will replace the current lines with 2 larger 24" poly lines. \$1,000,000 of the cost for this project has been awarded to the city for completion of this project by CVR with approval from the state. There were five bids received with Goins being the lowest bidder.

MOTION: Move to approve Resolution R-25-116 as presented.

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

5. Resolution R-25-117 a Resolution to authorize issuance of a purchase order to Altec for the purchase of a Backyard Machine for the Electric Utility. Executive Director of Electric Chris Weiner and Superintendent of Electric Distribution Kurt Taylor came to the podium. Mr. Weiner said their current backyard machine is not capable of lifting poles and does not have the height they need. If they were to have a significant storm, ice storm or wind storm it would be difficult to get into many locations, especially on the west side, to fix power issues. This backyard machine will allow them to be more effective in their response efforts. They would utilize the current backyard machine in the Fiber Department. Mr. Weiner said this is \$45,000 over the anticipated budget so some other planned purchases will be deferred.

MOTION: Move to approve Resolution R-25-117 as presented.

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

6. Resolution R-25-118 a Resolution to authorize issuance of a purchase order to No Limit Powersports for the purchase of a dump trailer for the Electric Utility. Executive Director of Electric Chris Weiner and Superintendent of Electric Distribution Kurt Taylor came to the podium. Mr. Weiner said this is to replace the worn-out dump truck that they have. In looking for replacement options, they feel the dump trailer will better meet their operational needs as well as it is cheaper than a dump truck.

MOTION: Move to approve Resolution R-25-118 as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 2025**

5

7. Resolution R-25-119 a Resolution to authorize the purchase of a Lanier IMC6010 Full Color Digital Imaging System for Utility Billing.

Director of Finance Martin Cumings said the copier in Utility Billing is about 10 years old and is very slow. It is impractical when bulk printing and they are looking at doing more printing of their utility billing information as well as other community information. The current quote from Digital Connections is \$14,995. It is a brand-new machine and does have a manufacture warranty.

MOTION: Move to approve Resolution R-25-119 as presented.

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

8. Discussion and review of Financial Audit Services Request for Proposals.

Director of Finance Martin Cumings said on September 1st we released an RFP for the City's audit services. We received eight responses to the RFP. The primary purpose of the audit is to review the City's finances annually and produce financial summaries that accurately represent the finances to the public. They also verify there are no materials misrepresented or misstatements of fact in the City's accounting. The audit also verifies the City follows state law pertaining to municipal finance including publication of the quarterly treasurer's report, comply with cash basis requirements and are in compliance with our approved budgets. Mr. Cumings went over the eight responses that were received from the RFP including the companies and what the fees for the various services are. The two most cost effective are from Jarred, Gilmore and Phillips and Varney and Associates CPAs. Mr. Cumings said the reason he is bringing this to Commission as a discussion instead of moving forward with a recommendation is that Jarred, Gilmore and Phillips and Varney and Associates ate very comparable and there is a marginal difference between the two. In addition to the RFP, they are also sent a scoring criteria. Based on that criteria, Varney and Associates comes in as the lowest total overall auditor with Jarred, Gilmore and Phillips the next lowest with only a \$7,800 difference. Discussion ensued on the scorecard, companies, audit process, various fees and the pros and cons of having a new company performing auditing services.

9. Discussion on Utility Deposits.

Director of Finance Martin Cumings said utility deposits are common in the utility work and in Kansas are problematic. The point of utility deposits are to secure payments for utility services and protect the utility provider against loss if a customer fails to pay their bill. The City of Coffeyville currently has an electric and water deposits with various prices for commercial and residential. State Statute in Kansas requires the payment of interest in amount of 4.3% on these deposits. Mr. Cumings went over the financial burden due to refunding of the deposits noting that for new deposits in 2025, the City will lose \$3.12 based on \$120 per depositor. Although that does not sound like a lot, it adds up when there are a multitude of deposits. He also noted there are legacy administrative concerns regarding past policies of how and when deposit refunds are given. Mr. Cumings said an alternative to the deposits would be to do an initial connect fee. It would be non-refundable but would be less than the deposit. He does not have dollar amounts at this time but that would be brought as part of the annual fee schedule. The connect fee would essentially do all the things a deposit would without the liability to the City. A supplemental effort that we could do is a graduated reconnect fee schedule. This would be a fee for reconnections due to non-payment which

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 2025**

6

would go up every time a reconnect is done due to non-payment. Mr. Cumings noted that they do try to work with customers before they get cut off. He is looking to start this January 1st and they will retire the entirety of the utility deposits and there will be more outstanding deposits going forward. Customers will get a credit on their account for their deposits and this year's interest.

10. City Manager's Report

City Manager Ben Brubaker said we have a team that is trying to correct deficiencies and understand decisions that were made several years ago. Internal debates are happening on how to fix, what to clean up, what to change and why. A lot of the solutions that they are hearing include the inspection of fees and costs. From the outside looking in you could say that the City Manager and staff are just looking to raise costs but from our evaluation, on a variety of areas the city has subsidized to their detriment of the asset. Mr. Brubaker said regarding animal control and the situation brought by Desiree, there are those two digs still at large. We are trying to do things better in animal control but there is cost associated with that. Last year through funding request, the city gave \$46,000 to fund the shelter which is about half of their operating budget. The facility belongs to the City. When talking about the inability of staff to get things done, there are major issues with state law and city ordinance. For example, a vicious dog within a fence and now there's property rights of the owner. City Attorney Paul Kritz has been working with staff to update our animal codes. Mr. Brubaker noted that they had a group come in and do training as animal control has moved under code enforcement. Another issue is that the shelter has only 25 kennels and that will not hold the number of animals on the loose. Mr. Brubaker said they are learning, getting better and since August they have moved 32 animals though the shelter. They are also issuing more citations for those not following the ordinance. Mr. Brubaker said they are getting closer on an MOU with the shelter and it is time for the city to support the shelter more than we have been. There are several facility things we can be doing to make it better. The city is also taking over animal licensing to better manage the population, encourage rabies vaccinations and help spay and neuter. It has been asked why the city does not require spay and neuter and there is question if we have the right to do that. Mr. Brubaker noted they have four litters of puppies at the shelter. This is a complex problem and a very divisive issue with no simple resolution. They are putting together an SOP with de-escalation procedures. Mr. Brubaker said the bids for the tennis courts walkways close October 30th which should come to the next meeting. He noted they are beginning union negotiations and three of the unions met together for the first meeting. They are waiting on the wage study to analyze where we are at from a market perspective. Mr. Brubaker said he went to a meeting with the League of Kansas Municipalities a few weeks ago and one of the key addresses was about nuisance abatement and yard maintenance. He has a conversation with Sedgwick County and what they do for nuisance abatement. They rely heavily on voluntary compliance. Mr. Brubaker reminded Commission about the invitation for the drone performance and to let him know if anyone is interested.

11. Comments from Commissioners and Staff

Commissioner Falkner said if we end up with an increase for wages and we do not increase the mill levy or rates, then it has to come from somewhere and we need to address that. Mr. Brubaker said that is on our mind and is hopeful that is already covered by the increase we put in the budget. There are also general fund reserves set aside for things like this. Mayor Maples thanked Mr. Brubaker and staff for analyzing these processes as it is a lot of work.

**COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 2025**

7

K. EXECUTIVE SESSION(s)

1. Executive Session to discuss financial affairs or trade secrets of corporations, partnerships and individual proprietorships.

MOTION: Move to recess to Executive Session 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 10 minutes; to reconvene in the Commission Room at 9:00 p.m.

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

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. City Recreation Commission Meeting Minutes – September 2025

L. ADJOURN

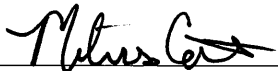
MOTION: Move to Adjourn

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

Time the meeting was adjourned: 9:01 pm

Date the minutes were approved:

11/13/25



Melissa Carter, City Clerk