

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 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 ATTORNEY PAUL KRITZ
CITY MANAGER BEN BRUBAKER
CITY CLERK MELISSA CARTER
EXECUTIVE DIRECTOR OF PUBLIC WORKS JIM WRIGHT
DEPUTY DIRECTOR OF PUBLIC WORKS THOMAS OSBORN
DIRECTOR OF WATER STEVE SMITH
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 Tendresse Kinangwa, Trinity United Methodist Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**
- F. **CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, November 25, 2025
 - 2. 2025 Appropriation Ordinance No. AO-25-23 \$2,968,520.21

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

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

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 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.

Mike Hassenplug, 112 W 8th, came to the podium and said he owns 6 or 7 buildings downtown. He has a concern with the graduated \$500 charge for vacant buildings. He doesn't know why owners of vacant buildings are being targeted. Mr. Hassenplug went on to explain what he uses his various buildings for. He doesn't even know if this is legal and thinks the City is foolish to do a blanket assessment on it. Mr. Hassenplug states he takes care of his Buildings and thinks this is unfair.

Jim Taylor, lives in Tulsa, came to the podium and said he just got to read the vacant building ordinance today. He had previously talked to the City Manager about it and told him he had no problem with it. Mr. Taylor asked what the definition of vacancy is. He states he wants to do something with the Terminal Building.

REGULAR AGENDA ITEMS

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

1. Public Hearing for the FY 2025 Budget Amendments

Director of Finance Martin Cumings said there are a few funds for the Budget Amendments but will focus on the three largest. Parks and Community Development had a number of deferred projects that were taken care of this year which set them over the budget.

Concerning the Electric Debt Service Fund, there was an error in the original 2025 Budget Certificate that understated what that fund budget was and this amendment will fix it. For the Internet Utility Fund, they have revised how they have approached that utility. When the budget was set, they did not have the staff they currently have.

Mayor Maples opened the Public Hearing. There were no public comments. Mayor Maples closed the Public Hearing.

2. Resolution R-25-132 a Resolution to authorize the certification of FY 2025 Budget Amendments for various budgeted City Funds.

MOTION: Move to approve Resolution R-25-132 as presented.

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

I. OLD BUSINESS

1. Second Reading of Ordinance G-25-09 an Ordinance to amend Chapters 8 and 20 of the Code of Ordinances to Adopt the 2024 Building & Construction Codes and the 2024 International Fire Code.

MOTION: Move to approve Second Reading of Ordinance G-25-09 as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 2025**

3

J. NEW BUSINESS

1. Discussion and action to make an appointment to the Coffeyville Public Library Board of Trustees.

Applicant Karen Bone came to the podium to express why she would like to be on the Public Library Board.

MOTION: Move to appoint Karen Bone to the Coffeyville Public Library Board of Trustees for a term expiring April 30, 2026.

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

2. Discussion and action to make appointments to the Planning Commission.

Wyatt Starnes came to the podium to express why he would like to serve on the Planning Commission.

MOTION: Move to appoint Max William and Wyatt Starnes to the Planning Commission for terms from January 1, 2026 through January 1, 2029.

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

3. Discussion on Water Rates.

City Manager Ben Brubaker said we have been in discussions about our Water Plant and water infrastructure. There have been Work Sessions and individual conversations with Commissioners. Mr. Brubaker said they are preparing to present water rates and wanted to give a timeline of where they are at today and where they intend to move forward. Mr. Brubaker said they are expecting to have a presentation on what they believe the water rates should increase to at the second meeting in January. He noted that the first increase in twelve years happened the beginning of this year. Executive Director of Public Works Jim Wright, Deputy Director of Public Works Tomas Osborn and Director of Water Steve Smith came to the podium. Mr. Wright said the Water Plant was designed in 1971 as a lime softening plant and went on line in 1973. Over the years, it has changed to a turbidity removal system and the last renovations were in 2003. The current maximum capacity is 8.7 million gallons per day with a firm capacity of 5.5 million. In 2022 they had an average of 3.99 million gallons per day with a maximum of 7.1 million. Mr. Wright said we supply water to the City of Coffeyville, five rural water districts, City of Dearing, City of South Coffeyville and are contracted to supply water to the City of Caney in approximately 2027. It is delivered to 18,000 customers. In 2022, the City requested an engineering report on the Water Treatment Plant, mostly looking at the ability to expand the capacity. Results of that report, for a total rehab of the existing Water Treatment Plant would be \$43 million with a firm capacity of 14.4 million gallons per day with a life expectancy of 20 years. A new Water Treatment Plant would be \$77 million with a firm capacity of 17.7 million gallons per day and a life expectancy of 50 years. Mr. Wright feels some rehab of certain portions of the facility and adding capacity when it's needed, would extend the life of the Water Treatment Plant by 20 years. To get started, they will need to invest \$5.6 million in the next 36 months with the first thing being the transmission lines which will be started in the next year. They will have an Engineer's report on the structural integrity of all the plant. The next things would be to update the Pump House and electrical upgrades. The water distribution system will be

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 2025**

4

addressed as we have only replaced about 5 miles of lines in the last 25 years. The current estimate for the water distribution network is between 140 and 180 miles. Mr. Wright went over the various types of lines that are currently in the City and how long they have been here. Mr. Brubaker said looking at the numbers to rehab or replace the plant, there are not grants that would cover it so we have to be prepared for its end of life. The City would essentially get a bond. They would like the current plant to last another 25 years. Mr. Brubaker went over the expenses and revenues from the past few years and it shows revenues are lower than our totals. He said they will be bringing rate comparisons from other communities as we are significantly lower. Mr. Brubaker stated they have been working with Waterworth to go over the data and will bring the recommendation to the second meeting in January. Discussion continued on water rates and the future of the water plant.

4. Resolution R-25-134 a Resolution to approve unit price bids for the purchase of chemicals in 2026.

Director of Water Steve Smith said every year they bid out for various chemicals for the Water Plant and Aquatic Center. Chemicals are purchased throughout the year with the total approximate cost not to exceed \$375,000 next year. They requested unit cost bids that will be honored for the entire year so they may purchase these chemicals as needed at the lowest cost to the City. Mr. Smith noted that they did remove the fluoride from the bid as they are no longer using it.

MOTION: Move to approve Resolution R-25-134 as presented.

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

5. Resolution R-25-135 a Resolution to approve the 8th amendment to the contract with Olsson & Associates for engineering services for the B-Sub Transformer Upgrade Project for the City of Coffeyville Electric Utility.

Executive Director of Electric Chris Weiner said this is a project that has been in the works for a few years where we are upgrading transformers for CRNF. They are expanding their operations and this would be to replace two transformers. The contract that is being amended is for the engineering work and will be looking at cost savings for the project. Mr. Weiner went over what the cost saving efforts the engineers will be looking at will be. CRNF is reimbursing the City for the project.

MOTION: Move to approve Resolution R-25-135 as presented.

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

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 2025**

5

6. Resolution R-25-136 a Resolution to authorize the execution of a Joint Use Pole Agreement between the City of Coffeyville and AT&T.

Executive Director of Electric Chris Weiner said this agreement is the renewal of an agreement with AT&T as they are on a decent number of poles. They have their phone lines attached to the electric utility poles. There have been some changes in the law that they are updating this with. The primary change is in the price, increasing from \$5 a year to \$14 a year per pole which is the same rate we are charging other companies.

MOTION: Move to approve Resolution R-25-136 as presented.

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

7. Resolution R-25-137 a Resolution to authorize the issuance of a purchase order to J Graham Construction for the replacement of three steam plant roof sections at 605 S. Santa Fe for the City of Coffeyville Electric Utility.

Executive Director of Electric Chris Weiner said these sections of the roof were not replaced when it was last worked on in 2021 when Graham did the work. These sections have had further deterioration with water infiltration getting in and need to be replaced. There is a cost saving to get them all replaced at once and they are all interconnected. There is a fourth section that still needs to be replaced but it's not connected to these and is not in as bad of shape.

MOTION: Move to approve Resolution R-25-137 as presented.

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

8. Discussion to consider the Planning & Zoning Commission's recommendation to deny the request to rezone 912 W. 8th Street from C-4 Service Commercial to R-1 Single-Family Residential.

Director of Community Development Amber Dean said Planning and Zoning denied the rezoning application for 912 W 8th as residential is already allowed in C4 as long as it meets R4 standards and this property meets those standards. The Commission agreed with the rezoning denial from Planning and Zoning.

9. Ordinance G-25-10 an Ordinance amending Chapter 36, Article II, of the Code of Ordinances of the City of Coffeyville, Kansas, by repealing Division 3 (Sidewalk Dining License) and replacing it with a new Division 3 (Outdoor and Sidewalk Dining).
Director of Community Development Amber Dean said they made a lot of changes with this Ordinance. They included parklet dining which would allow businesses to convert up to three parking spaces into an outdoor dining option. This would all be downtown and would allow those that do not have the proper sidewalk space for ADA regulations to have outdoor dining. Mrs. Dean said this would be able to operate from April 1st to October 1st and all parklet structures must be removed by November 1st to accommodate snow removal. She noted that they removed the engineering design requirement, they will submit a site plan to the building official and it will be reviewed. Included is a design and materials standards for the fencing. It will need to be black metal fencing, commercial grade outdoor furniture, umbrellas must be flame resistant, and reflectors on the traffic facing sides of fencing. Mrs.

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 2025**

6

Dean said they also included operational standards. Sidewalk dining is allowed year-round, parklet dining will be seasonal. All outdoor dining must maintain a four-foot pedestrian path and they must close by 10:00 pm daily. There are also insurance, cleanliness and maintenance requirements.

MOTION: Move to approve First Reading of Ordinance G-25-10 as presented.

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

10. Ordinance G-25-11 an Ordinance repealing Chapter 10, Article I, Section 10-1, of the Code of Ordinances of the City of Coffeyville, Kansas, relating to home, garage and rummage sales.

City Clerk Melissa Carter said the purpose of this ordinance amendment is to request the Commission consider the elimination of the current rummage sale permit requirement. Requiring rummage sale permits for residents to conduct a home, garage or rummage sale at their residence has been in effect in the City of Coffeyville since 1970. After reviewing the purpose, impact, and practical function of this rule, it is clear that the permit process is both arbitrary in application and unnecessary for achieving any legitimate public objective. Rummage sales are informal, household events. They involve residents selling their own used items for modest amounts of money. They do not create the types of risks—such as significant traffic congestion, noise, or safety hazards—that typically justify a regulatory permit. A regulation should provide a clear, practical benefit, such as improving safety, reducing conflict, or protecting public resources. The rummage sale permit does not accomplish any of these. The rummage sale permit is a well-intended but outdated and disproportionate form of regulation. Eliminating the requirement would simplify city policy, reduce burdens on residents, and promote a more community-friendly environment. Discussion ensued on what possible downsides of eliminating rummage sales would be.

MOTION: Move to approve First Reading of Ordinance G-25-11 as presented.

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

11. Resolution R-25-138 a Resolution to approve the City of Coffeyville Fee Schedule for 2026. City Clerk Melissa Carter said the City of Coffeyville fee schedule includes fees for licenses and permits, cemetery services, amenities and miscellaneous other services in the city. When our ordinances were codified, fees were removed from the ordinances and wording included to state fees would be adopted by a fee schedule. There are a number of changes to the schedule, a copy was included in the Agenda Packet. One change to that schedule is after some conversation, they are removing the Wireless/Fiber Internet Services portion of the fee schedule and will bring that back as an ordinance like the other utility fees. Some of the changes you see revolve around Ordinance Amendments including removing utility deposit, adding initial utility connection fees and service reconnections. Also changed due to amended ordinances are a new Landlord License structure, increased fee for Sidewalk Dining and removal of the Rummage Sale Permit. She also proposes removing the monthly rate for the partial service side of the Walter Johnson RV Park. She had requested that be added last year due to the CVR turnaround to give additional spaces a better pricing option.

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 2025**

7

If we have campers staying at the RV park past two weeks, we do ask that they move to the full service side so that monthly fee will remain in effect. Also added was a section for Domesticated Animals now that the City is playing a larger role in the Animal Shelter and those funds from licensing etc. will be receipted through the City.

MOTION: Move to approve Resolution R-25-138 as presented.

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

12. Discussion and action to approve 2026 Cereal Malt Beverage licenses.

City Clerk Melissa Carter said the City has received 15 applications for 2026 cereal malt beverage license renewals for businesses. The Fire Department has inspected each business location and they are all in compliance. Background checks have been completed by KBI. All renewals meet the requirements set out by state statute and are eligible to be licensed for 2026. Therefore, we are requesting approval of the licenses. Mrs. Carter noted there are 2 applications for 2026 Cereal Malt Beverage Licenses (Jumpstart and Speedy Shop) that have been sent to the State by applicants but have not been returned to the applicants yet (new process this year). Both locations have been inspected by the Fire Department and are all in compliance. Background checks have also been completed. She is requesting these 2 cereal malt beverage licenses be approved, pending the submittal of their applications. With the licenses expiring at the end of December, it is a bit of a time issue. Mrs. Carter said typically, the next item she would present is a Resolution to approve the CMB for the Montgomery County Fair Association and exempt them from the City ordinances prohibiting the sale of alcohol in public places to allow beer sales only in the arena for Fair Board sponsored events. She had not received any renewal information from them although she has been in contact with them and they are working on it. Being that she has not received payment, the Affidavit for Background checks, there is a Resolution tied to it and this is not a time sensitive matter, she will be bringing that to you at a later meeting.

MOTION: Move to approve 2026 Cereal Malt Beverage Licenses as presented.

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

13. City Manager's Report

City Manager Ben Brubaker said they have been considering the City getting into the commercial trash business. It is going out to bid and will be brought before Commission. Mr. Brubaker stated that we now have two certified sites in Coffeyville. Being certified means that the state commerce has it on their website. Both sites are just past the airport by the armory. Montgomery County Action Council was in contact and said they already have inquiries about one of the sites. Mr. Brubaker thanked Community Development, Thomas, Matt and others who did the work internally and Montgomery County Action Council for getting that work complete. Mr. Brubaker said taking over operations of the Animal Shelter have been going fairly smooth. Regarding dog parks, fences have started going up and we still need to get the rules posted. He said the City has an Angel Tree for the animals at the shelter with some of their needs. Mr. Brubaker said he just got the definition for vacancy and will get that to Mr. Taylor.

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 9, 2025**

8

14. Comments from Commissioners and Staff

Commissioner Falkner said in the 900 block of West 4th there is a box spring and mattress that has been out for over two months and he would like to see that gone. Mr. Brubaker said we have talked about personal responsibility in trash. We will call the trash company for this matter. Vice Mayor Vannoster thanked the City for extending the leaf removal program. She appreciated the City crew out weed eating and making the downtown look nice before the parade. Mr. Brubaker said we had a new Santa in the parade this year. City Clerk Melissa Carter said Pete Olson was our new Santa and did an amazing job. She gave thanks to the Chamber of Commerce for the work they do to put on the parade.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales Tax Report – November 2025
2. Coffeyville Police Department Crime Statistics – November 2025

L. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 8:07 pm

Date the minutes were approved:

12/23/25

Melissa Carter

Melissa Carter, City Clerk

