

**COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 13TH, 2022 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 Vannoster.

Present:

COMMISSIONER DEBORAH MAPLES
COMMISSIONER JASON SWINDELL
COMMISSIONER ANN MARIE VANNOSTER
COMMISSIONER ROBERT YORK

Absent:

COMMISSIONER JUSTIN DOANE

City Staff in attendance:

CITY MANAGER MARK HALL
CITY CLERK MELISSA CARTER
DIRECTOR OF IT CHRIS FELIX
DIRECTOR OF FINANCE STEPHANIE RICHARDSON
DIRECTOR OF ELECTRIC UTILITY MIKE SHOOK
DIRECTOR OF PUBLIC WPRKS JIM BRADSHAW
DIRECTOR OF ENGINEERING SERVICES THOMAS OSBORN
BUILDING OFFICIAL MATT CONGER

- A. CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. ROLL CALL**
- C. INVOCATION** – Pastor Joel Thompson, Coffeyville Central Nazarene
- D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. REVIEW OF AGENDA**
- F. CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, November 22nd, 2022
 - 2. Action to set the Public Hearing for the FY2022 Budget Amendments on December 27th, 2022 at 6:30pm in the Coffeyville City Commission Room.
 - 3. 2022 Appropriation Ordinance No. AO-22-23 \$3,136,612.34

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

ACTION: MOTION: VANNOSTER SECOND: YORK
ROLL CALL: ALL PRESENT 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.

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REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Discussion and action to make appointments to the Coffeyville Regional Medical Center Board of Trustees.
Applicants Daria Jerauld and Garrick Rettele were appointed to the Coffeyville Regional Medical Center Board of Trustees for terms expiring January 1st, 2027.

MOTION: Move to appoint Daria Jerauld and Garrick Rettele to the CRMC Board of Trustees for terms expiring January 1st, 2027.

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

2. Discussion and action to make appointments to the Planning Commission.
Applicant Jeff McCloud was appointed the Planning Commission for a term expiring January 1st, 2026.

MOTION: Move to appoint Jeff McCloud to the Planning Commission for term expiring January 1st, 2026.

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

3. Discussion and action to make appointments to the Parks Advisory Board.
Applicants Marci Roberts, Marcus Kastler and Lisa Brookover were appointed to the Parks Advisory Board for terms expiring January 1st, 2027.

MOTION: Move to appoint Marci Roberts, Marcus Kastler and Lisa Brookover to the Parks Advisory Board for terms expiring January 1st, 2027.

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

4. Discussion and action approve 2023 Cereal Malt Beverage Licenses.
City Clerk Melissa Carter stated the City received 16 applications for 2023 cereal malt beverage license renewals for businesses. An application for a new CMB license was also submitted for Family Dollar. The Fire Department has inspected each business location and they are all in compliance. Background checks have been completed by KBI. All renewals and the new license for Family Dollar meet the requirements set out by state statute and are eligible to be licensed for 2023.

MOTION: Move to approve 2023 Cereal Malt Beverage Licenses.

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

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5. Resolution R-22-86 a Resolution to approve the City of Coffeyville fee schedule for 2023. City Clerk Melissa Carter stated the City of Coffeyville fee schedule includes fees for services in the city which are reviewed annually. The proposed changes are outlined in the staff report and in the fee schedule provided in the Agenda packet. The recommended changes are to: Hillcrest Golf Course - Green Fees, Pass Cards, Golf/Pull Cart Rental and Trail Fees for Personal Carts. Water/Sewer Utility Fees – Water tap fees, Sewer tap and cap fee, repair for water/sewer work, temporary water service from fire hydrant and tampering with meter. Electric Utility Fee – tampering with meter.

MOTION: Move to approve Resolution R-22-86 agenda as presented.

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

6. Resolution R-22-87 a Resolution to Re-Plat lots 56 and 57 of Westmoreland Park Addition. Building Official Matt Conger stated this land was donated by the Church of Christ to help with the USDA Mutual Self-Help Housing Program. It was originally two large lots and they are re-platting it to five buildable lots for the program.

MOTION: Move to approve Resolution R-22-87 agenda as presented.

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

7. Ordinance G-22-07 an Ordinance regarding the location and use of recreational equipment within the City of Coffeyville. Building Official Matt Conger stated this ordinance will allow staff to enforce certain rules and regulations for the location and use of certain Recreational Equipment. There has been a growing issue with citizens using Recreational Vehicles as primary residences with no utilities and a lot of complaints have been received. Commissioner York has issues with line two of the ordinance that states that Recreation Equipment shall be stored in an enclosed building, a side or rear yard of a residence or on a commercial lot if located at a permitted sales or storage facility. The issue is that not everyone has the capability of those enclosures and it is not a blight or safety issue to have a camper in your driveway. Commissioner York proposed the verbiage be changed to state that it is parked in an area designed for parking – a driveway or approved surface. Commissioner York also asked that line three be changed to allow a Recreational Vehicle to be parked in front of a residence. It was agreed that these changes would be made.

MOTION: Move to approve Ordinance G-22-07 with changes proposed.

ACTION: MOTION: YORK SECOND: SWINDELL
ROLL CALL: ALL PRESENT AYE

8. Resolution R-22-88 a Resolution to approve Change Orders #3 and #4 for the Electric Generation Roof Replacement Project. Director of Electric Utility Mike Shook stated this is for the final change orders for the Electric Department roofing projects. Change Order #3 is the increased materials cost for the two power plant roofing projects which include sales tax and bond increase with a total of

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\$35,964.05. Change Order #4 is the cost to replace the decking material over unit 7 the lower level with a total of \$39,484.00. For a total of the two change orders of \$65,448.05.

MOTION: Move to approve Resolution R-22-88 agenda as presented.

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

9. Resolution R-22-89 a Resolution to approve purchase of playground equipment for the Pfister Park Stone Shelter area from the Parks Improvement Fund.
City Manager Mark Hall stated the Parks Board did some maintenance on this shelter this summer and want to improve the playground equipment in this area. The funds for this equipment will come out of their Parks Improvement Fund.

MOTION: Move to approve Resolution R-22-89 agenda as presented.

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

10. City Manager's Report

City Manager Mark Hall stated staff is closing out the end of the year and moving into the holiday season. He thanked the public for allowing us to do what we do. He said that 2023 is the start of Coffeyville moving forward and there are a lot of exciting things that will be happening. He mentioned the upcoming Sales Tax renewal for the highway that will be in the 2023 Election. He wished the citizens of Coffeyville a safe and Merry Christmas.

11. Comments from Commissioners and Staff

Director of Finance Stephanie Richardson went over the Sales Tax report stating that we have had another great month. In total we are up 12.46% over last year. Sales tax alone is up 10.8% and Comp use is up 20.63%. Mrs. Richardson said that we did receive the Final Mill Levy information from the County. Our Estimated Assessed Valuation was \$51,264,825.00. The Final Assessed Valuation was \$51,594,039.00 making it an increase of \$329,214.00. The budget was submitted with a Mill Levy of 53.129 which was matched to last year's budget which brought this year's Mill Levy down to 52.791 for a 0.338 Mill Levy decrease for this year. Commissioner Swindell announced the Community Breakfast at New Vision World Ministries (906 Elm Street) this Saturday from 7 am to 10:30 am that supports the Vanguard Christian School. Commissioner Maples noted that there are Boards and Commissions and a lot of options to volunteer to help the City. Commissioner York said that in the last couple months we have lost a couple of vital members of our community – Lou Barndollar and David Bumgarner. Mayor Vannoster reminded everyone that the Coffeyville Historical Society Candlelight Tours at the Brown Mansion are still going on this Friday, Saturday and Sunday and Friday, December 23rd. She noted how great the Christmas parade was this year. On behalf of the Commission, she wished everyone a Merry and blessed Christmas.

K. EXECUTIVE SESSION(s)

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L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Coffeyville Police Department Crime Statistics – October/November 2022
2. Sales Tax Report – October 2022
3. Final Mill Levy Report

M. ADJOURN

MOTION: Move to Adjourn

ACTION: MOTION: VANNOSTER SECOND: MAPLES

ROLL CALL: ALL PRESENT AYE

Time the meeting was adjourned: 7:25 pm

Date the minutes were approved:

12/27/2022

Melissa Carter

Melissa Carter, City Clerk

