

COMMISSION MEETING MINUTES
TUESDAY, DECEMBER 27TH, 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 JUSTIN DOANE
COMMISSIONER DEBORAH MAPLES
COMMISSIONER JASON SWINDELL
COMMISSIONER ANN MARIE VANNOSTER
COMMISSIONER ROBERT YORK

City Staff in attendance:

CITY ATTORNEY PAUL KRITZ
CITY MANAGER MARK HALL
CITY CLERK MELISSA CARTER
DIRECTOR OF IT CHRIS FELIX
DIRECTOR OF FINANCE STEPHANIE RICHARDSON
DIRECTOR OF HUMAN RESOURCES ALLISON PRYOR
CHIEF OF POLICE KWIN BROMLEY

- A. CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. ROLL CALL**
- C. INVOCATION** – Pastor Mark Waits, Solid Rock United Pentecostal Church
- D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. REVIEW OF AGENDA**
- F. CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, December 13th, 2022
 - 2. 2022 Appropriation Ordinance No. AO-22-24 \$5,654,500.88

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

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

- 3. 2022 Appropriation Ordinance No. AO-22-24A (Isham's) \$102.67

MOTION: Move to approve item 3 of the consent agenda as presented.

ACTION: MOTION: YORK SECOND: DOANE
ROLL CALL: MAPLES – AYE, DOANE – AYE, YORK – AYE, SWINDELL – AYE,
VANNOSTER - ABSTAIN

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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.

Rachel Kozalk came to the podium and introduced herself as the new Director at the Coffeyville Public Library.

REGULAR AGENDA ITEMS

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

1. Swearing in of Coffeyville Police Officers Taylor Adamson and Abby Worlein.

Chief of Police Kwin Bromley introduced Officers Adamson and Worlein. Mayor Vannoster gave them the Law Enforcement Oath.

2. Public Hearing for FY 2022 Budget Amendment.

Director of Finance Stephanie Richardson stated at the end of the year we look at the budget that was put together for FY 2022 and make any necessary amendments in order to follow the state statutes. There were 11 different funds that needed budget amendments this year: Airport, Aquatic Center, CRMC Sales Tax, CID Sales Tax, Housing and Economic Development Sales Tax, Parks and Community Improvement Sales Tax, Downtown Economic Development Sales Tax, Refuse/Trash Utility, Internet Utility, Electric Utility and Water/Wastewater Utility Funds. Mrs. Richardson detailed what the amendments for each of these funds are. These budget amendments are required to be delivered to the County Clerk by December 31st and the Public Hearing is required by Kansas State Budget Laws. Mayor Vannoster opened the Public Hearing. There were no comments made on the FY2022 Budget Amendments. Mayor Vannoster closed the Public Hearing.

3. Resolution R-22-91 a Resolution to authorize the certification of the 2022 budget amendment for the Airport, Aquatic Center, CRMC Sales Tax, CID Sales Tax, Housing and Economic Development Sales Tax, Parks and Community Improvement Sales Tax, Downtown Economic Development Sales Tax, Refuse/Trash Utility, Internet Utility, Electric Utility and Water/Wastewater Utility Funds of the City of Coffeyville for total expenditures of \$78,196,185.

MOTION: Move to approve Resolution R-22-91 agenda as presented.

ACTION: MOTION: DOANE SECOND: MAPLES
ROLL CALL: ALL AYE

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I. OLD BUSINESS

1. Second Reading of Ordinance G-22-07 an Ordinance regarding the location and use of recreational equipment within the City of Coffeyville.

MOTION: Move to approve Second Reading of Ordinance G-22-07 as presented.

ACTION: MOTION: YORK SECOND: Swindell
ROLL CALL: ALL AYE

J. NEW BUSINESS

1. Resolution R-22-92 a Resolution to authorize the issuance of a purchase order to Kansas Eastern Region Insurance Trust (KERIT) for workers compensation insurance coverage for the City of Coffeyville to be effective January 1, 2023 through December 31, 2023.
Director of Human Resources Allison Pryor stated there are currently 18 members who each have a representative on the KERIT Board of Trustees. Each member is required to attend quarterly board meetings to allow for frequent review of claims and financials, involvement in claims management and communication of program goals. KERIT offers an average of 50 hours of safety training per year to each member. City staff are working to schedule on-site OSHA 10 hour training for early 2023. Premium discounts are offered through KERIT PLUS which benchmarks improvements of each member organization. The KERIT PLUS program advocates timely reporting of claims, post offer physical assessments, wellness programs, physical assessments of public safety personnel, facility inspections, safety committees, accident investigations, and safety training/orientation programs. In 2022, KERIT PLUS instituted mandatory defensive driver training for all employees. Currently, city employees are 75% complete in training. All employees will take defensive driving every other year in an effort to reduce injury incidents behind the wheel. Additionally, for 2023, KERIT PLUS has instituted a requirement for public safety personnel to have access to mental health care. City staff are working on details to provide this benefit to all our employees. Since 2014, we have had the opportunity to receive dividends in future years based on the group's performance. We received our fifth annual dividend this year in the amount of \$13,189. We will continue to focus on maximizing our KERIT PLUS discount by maintaining our current training efforts along with an emphasis in our highest incident areas (slips, trips & falls and sprains & strains). This year, our staff earned the full 5% discount following our annual review. Our safety committee also plans to perform more on the job safety inspections to ensure a safe workplace for our employees. Staff recently received the renewal quote for workers compensation coverage from KERIT. The quoted premium of \$169,835 is \$25,705 higher than 2022. Factors affecting the increase are as follows: *The City's experience modification factor increased from a .99 in 2021 to 1.10 for 2022, and 1.14 for 2023. The experience modification factor is calculated on frequency, severity and costs over the previous three years.*Changes to premium rates set by NCCI and adopted by State of Kansas for payroll classifications in City also have an effect on our overall premium. *We have closely projected our 2023 estimated net payroll (gross wages less vacation, sick, holiday, overtime, etc.) which includes wage increases projected for the coming year. The final result is a quoted premium rate of \$2.14/\$100 of payroll.

MOTION: Move to approve Resolution R-22-92 agenda as presented.

ACTION: MOTION: VANNOSTER SECOND: DOANE
ROLL CALL: ALL AYE

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2. Resolution R-22-93 a Resolution to Amend the 2023 Fee Schedule.

City Clerk Melissa Carter stated that the fee schedule is reviewed annually and was approved at the Commission Meeting on December 13, 2022 for 2023. The Director of Airport Services had additional fees that he would like added to the fee schedule since that approval. The additions are for: Airplane Deicer, Deicing Services and Jet Tire Inflation with Nitrogen.

MOTION: Move to approve Resolution R-22-93 agenda as presented.

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

3. City Manager's Report

City Manager Mark Hall thanked staff for a great year and they are prepared for next year. He thanked the Commission for what they do for the City of Coffeyville as it could not move forward without them. Commissioner York asked about the AMI Project. Director of Finance Stephanie Richardson came to the podium and gave an update stating that the infrastructure has been installed and all but three are communicating. We are still waiting on 3,485 residential electric meters and some of the large commercial water meters but have all the residential water meters in. Installation will begin with the electric meters when those are in. The project has been slow but is moving forward.

4. Comments from Commissioners and Staff

Commissioner York stated we had another successful year for Coffeyville's Christmas on the Plaza. He said there are good things in the works for Coffeyville in 2023. Mayor Vannoster said there are great things coming in 2023 like our sales tax for parks, housing and downtown. Vice Mayor Doane asked Mark Hall to look into the street condition in front of 805 Hibbard.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Building Permit Report – November 2022

M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:07 pm

Date the minutes were approved:

11/10/23

Melissa Carter

Melissa Carter, City Clerk

