

**COMMISSION MEETING MINUTES
TUESDAY, JUNE 13TH, 2023 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 MANAGER MARK HALL
CITY CLERK MELISSA CARTER
DIRECTOR OF IT CHRIS FELIX
DIRECTOR OF FINANCE STEPHANIE RICHARDSON
DIRECTOR OF ELECTRIC UTILITY MIKE SHOOK
POLICE CAPTAIN DARIN DAILY
DIRECTOR OF CPD COMMUNICATION CHAD SOLES

- A. CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. ROLL CALL**
- C. INVOCATION** – Pastor Mark Wilson, First Church of God
- D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. REVIEW OF AGENDA**
- F. CONSENT AGENDA**
 - 1. City Commission Meeting Minutes – Tuesday, May 23rd, 2023
 - 2. 2023 Appropriation Ordinance No. AO-23-11 \$1,101,674.97

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

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

**COMMISSION MEETING MINUTES
TUESDAY, JUNE 13TH, 2023**

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.

Craig Hitt, 106 N, Central Street came to the podium and said he would like to talk about the golf course. He stated he sent an e-mail six weeks ago that six weeks ago, got answered back and it was brought up in the last the Commission meeting. on the carts. He thinks the city has a great asset there. The course was done by a renowned architect that has done plenty of courses around Kansas and Oklahoma, PGA courses even. Mr. Hitt thinks the City is dropping the ball on it. He knows about the drought water restrictions but it's been ongoing further than that. One thing is the clover out on the golf course now and first of spring, you hit a golf ball you can't find it anywhere, it goes into that and you can't find it. He knows that they were short on help. It is looking better now he's got people out there and it is getting mowed to the best of their ability minus breakdowns and things like that. On the carts, Mr Hall said they are way past due they were 21 - 22 years old Mr. Hitt stated Sunday they have a bi-weekly where a bunch of guys come out and play. When he got there at nine o'clock to get everything going, there were three people from out of town turned away because they were already out of golf carts and they were out of pull carts too. Those three people were almost \$150 of lost revenue and he doesn't know how many other ones after that got turned away. Mr. Hitt belongs to the southeast Kansas Senior Golf Association and has not had it here last year because of the cart situation. He didn't know if they would have enough carts and this year it will be the cart situation for sure. He usually needs about 20 carts to supply for his association, it is upwards of 75 golfers and brings in \$2,000 to \$2,500. He thinks the City has a great asset there that can bring people in.

City Manager Mark Hall responded that they have spoken to Clear Creek for purchase of 32 carts, they said they felt they could ship immediately. It will go for Commission approval. You can't put a price on a golf course because what it does for the City. It is a great cost, it is budget time again and we've had to go without a lot of things. The idea is to improve the course, we do have equipment costs but the carts are a long overdue. It will be a 66 month lease, we will own those at the end of 66 months. We will then sell those back to them and get another fleet of 32 golf carts. So it is starting the city down the road that our golf carts will cycle out every six years. The company is sending us the paperwork for review and it will go to the Commission for approval. They will be gas and will have a fuel farm. Scott operates with just two employees throughout the year until the season comes and then relies on summer seasonal help. Mr. Hall stated it is given that they lose money on the golf course but it's a quality of life. What it generates is not in dollars and cents we see on our budget, it's the reputation. Anybody that flies into the City Airport is offered free green fees. The goal is that they spread the news that things are coming things are going to get better. As far as the mowing equipment issues, he stated we're in the process of budget and mowers are extremely expensive. We do get demo models, it's been quite a while since we bought brand new. The golf course is being looked at and do the best with what we have. The customers have been by and large a very understanding and he appreciates that. They will see improvements coming to the golf course.

**COMMISSION MEETING MINUTES
TUESDAY, JUNE 13TH, 2023**

3

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-23-29 a Resolution to approve purchase of patrol and tactical body armor for the Coffeyville Police Department.

Police Captain Darin Daily came to the podium and said that this is the replacement for the patrol and tactical body armor as it expires every five years. That was budgeted for this year, however, they are asking that ARPA funds be used for this purchase. Once the body armor is purchased, they will apply for the bulletproof vest partnership grant through the justice department. They will pay up to 50% of the cost. Captain Daily said in reviewing his staff report he did realize that replacement pouches for the patrol body armor did not get included. That will be an additional cost \$1,386 which brings the grand total for the patrol body armor to \$31, 936.

MOTION: Move to approve Resolutions R-23-29 with changes

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

2. Resolution R-23-30 a Resolution to approve submission of the Local Safety & Security Equipment Grant for the purpose of purchasing first responder equipment.
- Coffeyville Police Department Communication Director Chad Soles stated in February 2022, the Strengthening People & Revitalizing Kansas (SPARK) Task Force had sent out an email to agencies in regards to the coronavirus. The committee had set aside money for four categories: Connectivity, Efficiency & Modernization, Health & Education and Economic Revitalization. During several months of meeting the SPARK Task Force then broke the money down into several sub-categories at which time the police department is applying for the Safety & Security Equipment Grant. The LSSE funds require a local match of 10%. The PD has determined we have sufficient funds to cover the local match. The LSSE would fund the purchase of six (6) Kenwood NX5900K mobile 800 MHz radios and accessories for the communication center radio consoles. It would also allow us to purchase three (3) Kenwood Tri-Band Radios (NX5700BK VHF, NX5800K2 UHF & NX5900BK 800 MHz) and accessories to use as a backup system if the communication center had a disruption to service. One (1) repeater will be placed inside Coffeyville Regional Medical Center. By applying for the LSSE funds, this would allow our communication center to have interoperability with many other agencies on the State of Kansas 800 MHz system, and the capabilities to place our radio frequency and another agency frequency together to make one radio system, all while providing a quick response for all first responders' mutual aid setting. Also during a potential evacuation of the facility, down consoles or mobilization the backup tri-band radios and patch boxes would provide communication staff the same abilities as if they were actually sitting in the communications center by continuing to dispatch from an offsite location and perform their jobs without any disruption of radio communication with first responders. Last, by placing an in building repeater, it would allow first responders the ability to continue radio communication without any dead spots and in no service, which is very critical in any high stress incident. Having communications with our partner first responders' allows for better interoperability and efficiency which directly benefits the

**COMMISSION MEETING MINUTES
TUESDAY, JUNE 13TH, 2023**

4

Citizens of Coffeyville.

MOTION: Move to approve Resolutions R-23-30 with changes

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

3. Resolution R-23-31 a Resolution to approve submission of the Gary Sinise Foundation application for the purpose of purchasing seven Zebra Rugged Tablets and accessories. Coffeyville Police Department Communication Director Chad Soles stated the Gary Sinise Foundation was established after 9/11. To serve the nation by honoring our defenders, veterans, first responders, their families and those in need. Through the foundation the grant helps provide critical funding for emergency relief, training and essential equipment for first responders to ensure they can perform to the best of their abilities. The Gary Sinise Foundation would fund the purchase of seven (7) Zebra Rugged Tablets and all accessories (keyboard and cables) along with securable docking station and mounting brackets for inside the patrol fleet. The ability to purchase the rugged tablets would provide at fingertip investigative tool to both patrol and detectives. It would allow them the capability to see CAD incident in real time or make notes that is sensitivity from radio traffic that would need to be added to CAD incidents. This also provides staff the ability to look up warrants, reports, incident history and view our Flock license plate readers (LPR) while out in the field. Another benefit is the quickness of pulling up information without the delay from the communication center, when comm center is being overwhelmed with incidents. It would all both patrol and detective staff to have essentially everything in their patrol unit without having to always respond to the station to complete an investigative task. Having this type of technology would provide law enforcement a better work flow and directly benefit the Citizens of Coffeyville with an even faster response time.

MOTION: Move to approve Resolutions R-23-31 as presented.

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

4. Ordinance G-23-02 an Ordinance amending certain Electric Rate Schedules pursuant to Section 42-6 of the Code of Ordinances of the City of Coffeyville to adjust electric rates to reflect the cost of the service study update. Director of Electric Services Mike Shook stated The City of Coffeyville has had an electric cost of service study performed approximately every two years since 2015 by Utility Financial Solutions which includes rate design. The plan was, and remains today, to slowly adjust electric rates to meet cost of service. The recently completed Cost of Service study by Utility Financial Solutions has determined and recommends adjusting rates slightly to bring rates closer to actual cost of service for each individual rate class, as explained in the UFS Rate Design Report dated at the 3/9/2023 and included in the staff report. The process to move each customer rate class to their respective 'cost of service' has involved adjusting rates slightly each year, including instituting a monthly customer charge for each class of service. The design of the rates is to move the utility's fixed costs into the monthly customer charge while making the actual energy charge a pass-thru. Based on this most recent rate design, customers in most rate classes should realize a decrease in cost per kilowatt hour consumption, with \$1.00 per month increases to their respective customer charge.

**COMMISSION MEETING MINUTES
TUESDAY, JUNE 13TH, 2023**

5

Customers in the General Service with Demand Rate Class will see a minimal increase (\$0.0004) to their cost per kilowatt hour charge with no increase to their monthly customer charge. As designed this should be cost neutral or even a slight decrease to most customers.

MOTION: Move to approve Ordinance G-23-02 as presented.

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

5. Discussion and action to approve a Cereal Malt Beverage License for Vapor 69 pending inspection from the Coffeyville Fire Department.
City Clerk Melissa Carter stated Vapor 69 at 1418 S. Walnut has requested a Cereal Malt Beverage license. They submitted their Application, Affidavit and the KBI background check is complete. Inspection from the Coffeyville Fire Department is pending as this is a new business and they are in the final stages of getting set-up before opening.

MOTION: Move to approve a Cereal Malt Beverage License for Vapor 69 pending inspection from the Coffeyville Fire Department.

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

6. City Manager's Report

City Manager Mark Hall reported that all departments are looking for grants due to the financial situation of Coffeyville in losing population. Every time we receive a grant, we save taxpayers money. He stated we are into the summer and so far things are going very well. We have received some of the playground equipment for Sycamore Park and it will be put out to departments that they can help with the installation of the playground. Coffeyville is moving forward this year for success in the future. Coffeyville deserves that, the citizens are great and they deserve to win. Commissioner York asked for an update on the USDA Program. Director of Housing Charla Brown came to the podium and stated that USDA has asked them to update all of their information because they are close to starting. They now have two formally approved by USDA and one that they are waiting to hear approval on. They need four to start and Malachi and Rebecca are ready to go. The Code Enforcement and Engineering Departments have been a big help to them. She then thanked the Commission for all they have done. Mark Hall said that we are getting more inquiries about housing programs. As far as the issue with the pigeons downtown, he stated their intent is to remove the awning downtown, they will still have pigeons due to the grain elevators, but that will take away a nesting place for them. Mayor Vannoster noted that this is not something that has just been started on, they have been working on this for several months. Mr. Hall replied that is correct and also, the pigeons just didn't happen overnight.

7. Comments from Commissioners and Staff

Commissioner Maples announced Saturday is Cedar Bluff Camp's 100th Anniversary Celebration from 10:00 am – 2:00 pm. Commissioner Swindell announced the breakfast this Saturday from 7:00 am – 10:00 am at Vanguard Christian Academy with all proceeds going to the scholarship fund for the students. Mayor Vannoster brought up the amenities in Coffeyville such as the golf course and the aquatic center. She noted that admission to the

**COMMISSION MEETING MINUTES
TUESDAY, JUNE 13TH, 2023**

6

Aquatic Center will be \$1 this Sunday for Father's Day. She mentioned the parks and walking trails are very nice and really great for Coffeyville. Mr. Hall apologized to the community for the inconvenience from the Safe Routes to School Project on the cleanup process but we have contacted the state about it. Commissioner York mentioned the 48n48 event that was at the Coffeyville Municipal Airport last week. A couple of pilots and a mechanic out of Michigan were setting a new Guinness Book of World Record for touching down in 48 states in 48 hours. He noted that Jared Powers, Director of the Airport has done a great job in getting the airport fixed up and operating well. He said the City Rec Commission has their Ribbon Cutting on Friday the 30th at 10:00 am at Sherwin Williams Park and congratulated them on getting that project complete. Vice Mayor Doane brought up the Sales Tax, looking back from 2016 he noted that it is a steady increase. It is a benefit to our citizens if they buy local and he is excited to see what it is going to be at the end of the year. He then mentioned the City Funding Requests and it was noted that the deadline to submit those is June 30th and those have been sent out.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales Tax Report – May 2023
2. Hillcrest Golf Course Report – May 2023
3. Building Permit Report – May 2023

M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 7:30 pm

Date the minutes were approved:

6/27/23
Melissa Carter
Melissa Carter, City Clerk

