

**COMMISSION MEETING AGENDA
TUESDAY, AUGUST 8TH, 2023 6:30 P.M.**

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, July 27th, 2023
2. Authorization to enter an agreement and acceptance of the Southern Star Gas Pipeline Transportation Service Agreement under Rate Schedule FTS for a period commencing November 1st, 2023 through March 31st, 2024.
3. Action to set Public Hearing to Exceed Revenue Neutral Rate for August 22nd, 2023 at 6:30 pm.
4. Action to set Public Hearing for FY 2024 Budget Approval for August 22nd, 2023 at 6:30 pm.
5. 2023 Appropriation Ordinance No. AO-23-15 \$1,190,733.80

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.

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Swear in Pam Jones to fill Commission vacancy for a term ending January 9th, 2024.
2. Select Vice Mayor to serve until January 9th, 2024.
3. Resolution R-23-46 a Resolution establishing a Water Warning for the City of Coffeyville as provided by Section 4 of Ordinance G-98-05.
4. Ordinance G-23-01 an Ordinance authorizing the declaration of a Water Watch, Warning or Emergency; establishing procedures and voluntary and mandatory conservation measures.
5. Resolution R-23-47 a Resolution to adopt a Municipal Water Plan for the City of Coffeyville Water Utility.
6. Resolution R-23-48 a Resolution to authorize an agreement with Asplundh Tree Expert Company for line clearance tree trimming services for the City of Coffeyville Electric Utility.
7. Resolution R-23-49 a Resolution to approve purchase of a set of Genesis Rescue Tools from Genesis Rescue Systems for the Coffeyville Fire Department.

**COMMISSION MEETING AGENDA
TUESDAY, AUGUST 8TH, 2023**

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8. Resolution R-23-50 a Resolution to authorize the execution of an agreement with the Kansas Department of Commerce for a CDBG Trail Project.
9. Resolution R-23-51 a Resolution to authorize the approval of the 2023 Kansas Department of Transportation CCLIP Pavement Restoration Project.
10. Resolution R-23-52 a Resolution to authorize the issuance of a Purchase Order for the Downtown Awning Removal Project.
11. Resolution R-23-53 a Resolution authorizing the calling of a Special Question Election in the City of Coffeyville for the purpose of submitting the question of imposing a one-half cent citywide Retailer's Sales Tax for the purpose of financing the costs of General Transportation Improvements throughout the City and providing for giving of notice of said election.
12. Resolution R-23-54 a Resolution to authorize the establishment of a Sales Tax Information Budget to inform the citizens of Coffeyville of the expiring ½ cent Sales Tax on December 31st, 2023 and the intended repurposing of the expiring ½ cent Sales Tax.
13. City Manager's Report
14. Comments from Commissioners and Staff

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales Tax Report – July 2023
2. Hillcrest Golf Course Report – July 2023

M. ADJOURN

**COMMISSION MEETING MINUTES
THURSDAY, JULY 27TH, 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 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 PUBLIC WORKS JIM BRADSHAW
DIRECTOR OF WASTEWATER SERVICES SHANE GEORGE

A. CALL TO ORDER – Mayor Ann Marie Vannoster

B. ROLL CALL

C. INVOCATION

D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

E. REVIEW OF AGENDA

F. CONSENT AGENDA

1. City Commission Meeting Minutes – Tuesday, July 11th, 2023
2. Action to appoint Tony Lawson as Director and Steve Pratt as Alternate to the KMGA Board of Directors serving to August 31, 2025.
3. Action to appoint Tony Lawson as Director #1 to the KMEA Board of Directors serving to April 30, 2025. Action to appoint Steve Pratt and Amy Taylor as Alternate as Director #2 to the KMEA Board of Directors serving to April 30, 2024.
4. 2023 Appropriation Ordinance No. AO-23-14 \$5,512,596.76

MOTION: Move to approve items 1-4 of the consent agenda as presented.

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

5. 2023 Appropriation Ordinance No. AO-23-14A (Isham's & Liebert's) \$127.43

MOTION: Move to approve items 5 of the consent agenda as presented.

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

COMMISSION MEETING MINUTES
THURSDAY, JULY 27TH, 2023

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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.

Jim Falkner, 1014 W. 3rd, came to the podium and asked if the Commission had formally accepted Mark Hall's resignation. Mr. Falkner was corrected by Mr. Hall that it was a retirement not a resignation. Mr. Falkner then asked if the City was actively engaged in searching. Mayor Vannoster replied that they are taking care of that.

Samantha Holler, 811 W. 9th, came to the podium with questions about City board ties with CFA. She asked if there any other than the stipends they receive from the City and how those are to be allocated. She is looking for guidance to be able to reach their board and what they can do to help correct some of the issues that have come to light. Mayor Vannoster said that they will address her concerns when they get to Commission comments.

REGULAR AGENDA ITEMS

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Discussion on filling Commission vacancy.

Mayor Vannoster stated, according to KS Statute, we have to fill this position within 60 days of the vacancy. The last time there was a vacancy, it fell within the election time frame so one of the winners was appointed to the vacancy. We don't have that option this time, if we don't fill it in 60 days we have to have a Special Election. Mayor Vannoster stated that we have a lot coming up so we need someone in tune to City practices and what is going on with our City Projects. She stated that she visited individually with the Commissioners and decided to look at past Commissioners as they have experience. Of that pool of Commissioners, some are running which would not be fair to them. Two past commissioners were asked, one respectfully declined and the other, former Commissioner Pam Jones, accepted. Pam does serve on the Planning and Zoning Board which she will resign from first. Commissioner York thanked Pam for being willing to step in.

MOTION: Move to appoint Pam Jones to fill the Commission vacancy contingent on her resignation from the Planning and Zoning Board.

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

**COMMISSION MEETING MINUTES
THURSDAY, JULY 27TH, 2023**

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2. Resolution R-23-43 a Resolution to authorize the execution of a work authorization agreement with Allgeier, Martin and Associates for the design and bidding phase of the Wastewater Treatment Plant lagoon liner replacement and improvements.
- Director of Wastewater Services Shane George stated that the existing lagoon liner was installed on or about 2001 when the current Wastewater Treatment Plant was built. The purpose of the lagoon is to hold the excess wastewater flowing to the plant during high flow conditions, such as heavy rainfall, until flows drop and the wastewater detained in the lagoon can be diverted back to the plant for proper treatment. The liner is intended to hold the wastewater in the lagoon and not allow it to soak into the lagoon berm. Thru the last 22 years, the liner has degraded due to UV degradation and dumping of wastewater in the Northeast corner. The liner has developed holes in it from the previously stated reasons, which has allowed weed growth and wind to enter under the liner and cause the liner to fail. The diversion manhole gate valve keeps the wastewater in the lagoon from entering the Wastewater Plant until the plant can accept the flow. Since this gate does not seal properly nor does it have a gauge up top so the operators can know what position it is in, the leaking gate valve allows water to enter the plant from the lagoon causing excess wear on equipment to pump the water back into the lagoon.

MOTION: Move to approve Resolutions R-23-43 as presented.

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

3. Resolution R-23-44 a Resolution to authorize the execution of a lease agreement with Coffeyville Aviation Heritage, Inc. for use of facilities at Pfister Park.
- City Clerk Melissa Carter stated that the lease agreement with Coffeyville Aviation Heritage was last updated in August of 2003. We were contacted by the Aviation Heritage Board in May of 2023, requesting that the City review the lease agreement. The lease was reviewed and the only modification made by staff was on item #2 that requires no personal items be stored if not on display. Exhibit A was amended to show a 30 x 53 section of a storage area to be demolished at a later date. The Aviation Heritage organization has already signed the agreement.

MOTION: Move to approve Resolutions R-23-44 as presented.

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

4. Resolution R-23-45 a Resolution to authorize signatures on the Kansas Municipal Investment Pool bank accounts owned by the City of Coffeyville.
- Director of Finance Stephanie Richardson stated that upon her leaving it came to her attention that we needed to update the signatures that are on the Kansas Investment Pool accounts. She contacted them, they sent the Resolution that was included in the packet which needs authorized by the Commission in order to add Mark Hall and Melissa Carter as signers.

MOTION: Move to approve Resolutions R-23-45 as presented.

ACTION: MOTION: VANNOSTER SECOND: MAPLES

**COMMISSION MEETING MINUTES
THURSDAY, JULY 27TH, 2023**

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ROLL CALL: ALL AYE

5. City Manager's Report

City Manager Mark Hall stated that Sycamore Park keeps adding equipment and there is more to come. It will be completed by December if not a little earlier. Our HR Director has been in contact with departments to give information on protecting employees from the heat. Our employees' health and safety is a top priority. The Housing Department is doing more things and have expanded. Staff is getting things done and he is proud of what they do.

6. Comments from Commissioners and Staff

Commissioner York said the Salvation Army had Christmas and July where he rang a bell at Walmart. He said the generosity of the people of Coffeyville never ceases to amaze him. Commissioner Maples mentioned that the golf carts came in. Mayor Vannoster addressed the Animal Shelter question. She stated that the Coffeyville Friends of Animals operate the shelter, the City owns the building, they do not pay rent and the City takes care of utilities and maintenance. The CFA is a private non-profit and volunteer group, the City does not appoint their board. Once a year several groups come to us asking for City funding by turning in an application. To note, no money given through this funding can be used for salaries. The City has been giving them funding since 2010. Every year they have to prove where the funding was spent. Their director and part time help is funded through private donations. They have a yearly inspection that was done this past May. The Friends of Animals are responsible for the day-to-day operations. Mayor Vannoster noted that the City and CFA are working together with the Kansas Department of Agriculture for this investigation. Jim Falkner asked whose responsibility the incinerator was. Mark Hall answered the City would assist with that. He noted we have been in contact with the Kansas State Department of Agriculture and we are following their guidelines. It was asked from the audience if the public is allowed to have the inspection done in May. It was answered that can be obtained through the Department of Ag. Amy Caulkins came to the podium and asked where the line of communication is with the ACO, PD and CFA when an animal is taken. She asked if that was documentation open to the public. Director of Public Works came to the podium and said that the ACO will fill out a form at the shelter when an animal is dropped off. There are instances if an animal is injured that they go straight to the vet for care. Once the animal is dropped off and the form filled out it is in the care of the Friends of Animals. Those documents are filed at the shelter for inspection for the Department of Ag. Ms. Caulkins feels there is a lack of communication when the Police Department picks up animals. Mr. Bradshaw stated those are logged as well but may not be completed until the ACO comes in. Mayor Vannoster noted on the automated metering project 3,500 electric meters have been installed and water meters are just starting to be installed. Billing cycles will remain the same. She gave kudos and thanked the employees from other departments that have been helping to get the meters read. When this process is through, the readings will be an automatic read. It was noted that the water meters we have now are old and turn slower and these new meters are more precise and issues can be recognized earlier. If there are any questions from citizens, they can call Customer Service. Customers are not charged for the new meters.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Building Permit Report – June 2023

COMMISSION MEETING MINUTES
THURSDAY, JULY 27TH, 2023

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M. ADJOURN

MOTION: Move to Adjourn

ACTION: MOTION: VANNOSTER SECOND: MAPLES

ROLL CALL: ALL AYE

Time the meeting was adjourned: 7:25 pm

Date the minutes were approved:

Melissa Carter, City Clerk

**Agreement and Acceptance
of Southern Star Central Gas Pipeline
Transportation Service Agreement
Under Rate Schedule FTS**

The City of Coffeyville, Kansas (the "City"), and the Kansas Municipal Gas Agency ("KMGA") are parties to a Gas Acquisition Management Project Participation Agreement (the "Gas Purchase Agreement") dated June 10, 1992. The City and KMGA are entering into this Agreement and Acceptance of the Southern Star Central Gas Pipeline Transportation Service Agreement Under Rate Schedule FTS (the "Transportation Agreement") for a period commencing on November 1, 2023 and terminating at the end of the day on March 31, 2024.

Pursuant to ARTICLE III of the Gas Purchase Agreement, KMGA is entering into Transportation Service Agreements with Southern Star Central Gas Pipeline, Inc. ("Southern Star") to transport natural gas on behalf of the City and other member cities. The Transportation Service Agreements under Rate Schedule FTS are based on the Southern Star FERC Gas Tariff, First Revised Volume No. 1, Sheet Nos. 416 through 422 for each calendar month of the term of this Agreement (collectively, the "Southern Star Agreement"). The form of the Southern Star Agreement is attached hereto and all terms are incorporated by reference.

The City agrees to pay KMGA the rates per MMBtu set forth in the Southern Star FERC Gas Tariff, Rate Schedule FTS, as modified, supplemented, superseded or replaced from time to time by Southern Star.

The City agrees that KMGA will enter into the Southern Star Agreement based on the following daily contracted volume, receipt location and delivery location for the City:

Delivery Month	Daily Volume (MMBtu)	Receipt Location	Delivery Location
Nov 2023	500	#999000 Prod to Mkt Interface	#172944 Atmos/Coffeyville
Dec 2023	500	#999000 Prod to Mkt Interface	#172944 Atmos/Coffeyville
Jan 2024	500	#999000 Prod to Mkt Interface	#172944 Atmos/Coffeyville
Feb 2024	500	#999000 Prod to Mkt Interface	#172944 Atmos/Coffeyville
Mar 2024	500	#999000 Prod to Mkt Interface	#172944 Atmos/Coffeyville

By signing below, the City consents to KMGA entering into the Southern Star Agreement, and the City accepts and agrees to the terms of this Transportation Agreement and the Southern Star Agreement entered into by KMGA on behalf of the City.

Mayor

Date

City Clerk

Date

PACKET: 04508 AO 23-15 8.08.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #			
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-00738	8TH STREET RENTAL						
I-062923		POST HOLE AUGER RENTAL	30.00				
6/29/2023	AP	DUE: 6/29/2023 DISC: 6/29/2023		1099: N			
		POST HOLE AUGER RENTAL		010 5-163-448	EQUIPMENT-RENTAL/SERVICE	30.00	
I-072423		POST HOLE AUGER RENTAL	50.00				
7/24/2023	AP	DUE: 7/24/2023 DISC: 7/24/2023		1099: N			
		POST HOLE AUGER RENTAL		010 5-163-448	EQUIPMENT-RENTAL/SERVICE	50.00	
		=== VENDOR TOTALS ===	80.00				
=====							
01-51602	ABM SUPPLY						
I-2023-096		BALLISTIC PLATE X 22	8,490.00				
7/17/2023	AP	DUE: 7/17/2023 DISC: 7/17/2023		1099: N			
		BALLISTIC PLATE X 22		420 5-525-865	SAFETY EQUIPMENT	8,490.00	
I-2023-097		BALLISTIC INSERT X 20	4,350.00				
7/20/2023	AP	DUE: 7/20/2023 DISC: 7/20/2023		1099: N			
		BALLISTIC INSERT X 20		420 5-525-865	SAFETY EQUIPMENT	4,350.00	
		=== VENDOR TOTALS ===	12,840.00				
=====							
01-00179	APEX HEAT & AIR, INC.						
I-962349		RHEEM CONDENSER, COIL, INSTAL	5,969.00				
7/15/2023	AP	DUE: 7/15/2023 DISC: 7/15/2023		1099: N			
		RHEEM CONDENSER, COIL, INSTALL		900 5-037-805	BUILDING	5,969.00	
		=== VENDOR TOTALS ===	5,969.00				
=====							
01-59760	AT&T						
I-0723316A730726		7/23 CONSOLIDATED E911	679.93				
7/25/2023	AP	DUE: 8/24/2023 DISC: 8/24/2023		1099: N			
		7/23 CONSOLIDATED E911		510 5-000-416	COMMUNICATIONS	679.93	
		=== VENDOR TOTALS ===	679.93				
=====							
01-03869	ATMOS ENERGY						
I-ATMOS-KS-0009646		6/23 EAST, WEST METERS	799.28				
7/19/2023	AP	DUE: 7/19/2023 DISC: 7/19/2023		1099: N			
		6/23 EAST, WEST METERS		800 5-030-535	FUEL-GAS PURCHASE	799.28	
I-ATMOS-KS-0009651		6/23 NEW GEN METERS A, B	25,175.09				
7/19/2023	AP	DUE: 7/19/2023 DISC: 7/19/2023		1099: N			
		6/23 NEW GEN METERS A, B		800 5-030-535	FUEL-GAS PURCHASE	25,175.09	
		=== VENDOR TOTALS ===	25,974.37				

PACKET: 04508 AO 23-15 8.08.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03870 ATMOS ENERGY						
I-202308041216 CITY FACILITY GAS CHARGES 31.28						
7/28/2023	AP	DUE: 8/27/2023 DISC: 8/27/2023		1099: N		
		312 EAST 7TH STREET		800 5-020-494	UTILITIES	83.54
		612 SPRING STREET		800 5-020-494	UTILITIES	64.42
		612 SPRING STREET		800 5-030-494	UTILITIES	96.64
		AIRPORT FBO		360 5-000-494	UTILITIES	75.40
		AIRPORT MAINTENANCE SHOP		360 5-000-494	UTILITIES	63.74
		CEMETERY SHOP		010 5-161-494	UTILITIES	78.25
		HILLCREST GOLF COURSE		370 5-000-494	UTILITIES	66.93
		POLICE IMPOUND		010 5-023-494	UTILITIES	0.00
		N RIVER ROAD - 1/2 PUBLIC SVC		010 5-161-494	UTILITIES	415.89CR
		N RIVER ROAD - 1/2 WATER		900 5-026-494	UTILITIES	415.89CR
		PUMP STATION		900 5-036-494	UTILITIES	66.93
		RON STEVENSON BUILDING		010 5-161-494	UTILITIES	69.67
		WALTER JOHNSON PARK RESTRMS		010 5-161-494	UTILITIES	75.14
		WASTEWATER TREATMENT PLANT		900 5-037-494	UTILITIES	0.00
		YOUTH ACTIVITY CENTER		140 5-134-494	UTILITIES	122.40
		=== VENDOR TOTALS ===	31.28			
=====						
01-01040 CITY OF COFFEYVILLE						
I-202308041217 ELECTRIC GENERATION UTILITIES 1,934.99						
7/15/2023	AP	DUE: 8/14/2023 DISC: 8/14/2023		1099: N		
		MACHINE SHOP		800 5-030-494	UTILITIES	468.45
		BASEMENT		800 5-030-494	UTILITIES	1,105.29
		TOWER #3		800 5-030-494	UTILITIES	159.63
		TOWER #4		800 5-030-494	UTILITIES	201.62
		=== VENDOR TOTALS ===	1,934.99			
=====						
01-00780 COFFEYVILLE COMMUNITY COLLEGE						
I-2023 2023 PAYMENT-STADIUM AGREEMEN 35,000.00						
8/04/2023	AP	DUE: 9/03/2023 DISC: 9/03/2023		1099: N		
		2023 PAYMENT-STADIUM AGREEMENT		840 5-000-424	CONTRACTUAL AGREEMENTS	35,000.00
		=== VENDOR TOTALS ===	35,000.00			
=====						
01-52888 DE LAGE LANDEN PUBLIC FINANCE						
I-80538998 PAYMENT #1-GOLF CART LEASE 2,240.00						
7/31/2023	AP	DUE: 7/31/2023 DISC: 7/31/2023		1099: N		
		PAYMENT #1-GOLF CART LEASE		370 5-000-940	TEMP NOTES-INTEREST	656.54
		PAYMENT #1-GOLF CART LEASE		370 5-000-950	TEMP NOTES-PRINCIPAL	1,583.46
		=== VENDOR TOTALS ===	2,240.00			

PACKET: 04508 AO 23-15 8.08.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-01317	ECK HEAT & A/C, INC.						
=====							
I-1088-42877		CAPACITOR, LABOR TO RPR-WJP	395.58				
8/03/2023	AP	DUE: 8/03/2023 DISC: 8/03/2023		1099: N			
		CAPACITOR, LABOR TO RPR-WJP		010 5-163-610	BUILDING MAINTENANCE	395.58	
=== VENDOR TOTALS ===			395.58				
=====							
01-50170	FLEET SERVICES						
=====							
I-90842131		7/23 PHILLIPS 66 FLEET FUEL	42.49				
7/31/2023	AP	DUE: 7/31/2023 DISC: 7/31/2023		1099: N			
		7/23 PHILLIPS 66 FLEET FUEL		010 5-163-545	MOTOR FUELS/LUBRICANTS	42.49	
=== VENDOR TOTALS ===			42.49				
=====							
01-01770	HILLCREST GOLF COURSE PETTY CA						
=====							
I-1650		7 CASES OF BEER FROM LDF SALE	195.05				
7/25/2023	AP	DUE: 8/24/2023 DISC: 8/24/2023		1099: N			
		7 CASES OF BEER FROM LDF SALES		370 5-000-506	BEER-GOLF COURSE	195.05	
=====							
I-1651		16 CASES OF BEER FROM BEST BV	378.10				
7/26/2023	AP	DUE: 8/25/2023 DISC: 8/25/2023		1099: N			
		16 CASES OF BEER FROM BEST BVG		370 5-000-506	BEER-GOLF COURSE	378.10	
=====							
I-1652		8 CASES OF BEER FROM BEST BVG	175.70				
8/02/2023	AP	DUE: 9/01/2023 DISC: 9/01/2023		1099: N			
		8 CASES OF BEER FROM BEST BVG		370 5-000-506	BEER-GOLF COURSE	175.70	
=== VENDOR TOTALS ===			748.85				
=====							
01-01867	HUNTER GLENN						
=====							
I-202308041218		WEED LOT MOWING THRU 7/20	1,920.00				
7/20/2023	AP	DUE: 7/20/2023 DISC: 7/20/2023		1099: Y			
		WEED LOT MOWING THRU 7/20		700 5-000-424	CONTRACTUAL AGREEMENTS	1,920.00	
=====							
I-202308041219		WEED LOT MOWING THRU 7/26	340.00				
7/26/2023	AP	DUE: 7/26/2023 DISC: 7/26/2023		1099: Y			
		WEED LOT MOWING THRU 7/26		700 5-000-424	CONTRACTUAL AGREEMENTS	340.00	
=====							
I-202308041220		WEED LOT MOWING THRU 8/1	2,540.00				
8/01/2023	AP	DUE: 8/01/2023 DISC: 8/01/2023		1099: Y			
		WEED LOT MOWING THRU 8/1		700 5-000-424	CONTRACTUAL AGREEMENTS	2,540.00	
=== VENDOR TOTALS ===			4,800.00				

PACKET: 04508 AO 23-15 8.08.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #			
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-01566 J. GRAHAM CONSTRUCTION, INC.							
I-202308041221		PAY #1-METAL FACADE PAINTING	40,000.00				
8/01/2023	AP	DUE: 8/01/2023 DISC: 8/01/2023		1099: N			
		PAY #1-METAL FACADE PAINTING		520 5-000-805	BUILDING	40,000.00	
=== VENDOR TOTALS ===			40,000.00				
=====							
01-00391 JESSICA SHEIK, TIMOTHY SPRUELL							
I-202308041232		4TH/NORTHEAST MVA W/EMPLOYEE	5,124.01				
6/09/2023	AP	DUE: 6/09/2023 DISC: 6/09/2023		1099: N			
		4TH/NORTHEAST MVA W/EMPLOYEE		800 5-030-484	REIMBURSEMENTS	5,124.01	
=== VENDOR TOTALS ===			5,124.01				
=====							
01-55652 KANSAS DEPARTMENT OF TRANSPORT							
I-CCLIP		63 KA-5889-01 CITY SHARE	596,000.00				
8/04/2023	AP	DUE: 8/04/2023 DISC: 8/04/2023		1099: N			
		63 KA-5889-01 CITY SHARE		520 5-220-868	STREET IMPROVEMENTS	596,000.00	
=== VENDOR TOTALS ===			596,000.00				
=====							
01-55702 KANSAS HIGHWAY PATROL TROOP F							
I-202308041222		MVE-1D FORM X 300	600.00				
8/04/2023	AP	DUE: 8/04/2023 DISC: 8/04/2023		1099: N			
		MVE-1D FORM X 300		250 5-000-424	CONTRACTUAL AGREEMENTS	600.00	
=== VENDOR TOTALS ===			600.00				
=====							
01-02295 MCCLELLAN REPAIR & SALES							
I-25944		REPLACEMENT FREEZER	938.00				
7/20/2023	AP	DUE: 8/19/2023 DISC: 8/19/2023		1099: Y			
		REPLACEMENT FREEZER		450 5-000-850	OTHER EQUIPMENT	938.00	
=== VENDOR TOTALS ===			938.00				
=====							
01-56878 MERITAIN HEALTH							
I-202308041223		8/23 HEALTH, LIFE PREMIUMS	43,073.45				
8/04/2023	AP	DUE: 8/04/2023 DISC: 8/04/2023		1099: N			
		8/23 HEALTH PREMIUMS		350 5-716-310	HEALTH INSURANCE	42,759.29	
		8/23 LIFE PREMIUMS		350 5-718-310	LIFE INSURANCE	314.16	
=== VENDOR TOTALS ===			43,073.45				

PACKET: 04508 AO 23-15 8.08.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-02606 MTB LAWN & GARDEN SERVICE						
I-202308041224		ELMWOOD MOWING THRU 7/26	1,095.00			
7/26/2023	AP	DUE: 7/26/2023 DISC: 7/26/2023		1099: Y		
		ELMWOOD MOWING THRU 7/26		010 5-163-424	CONTRACTUAL AGREEMENTS	1,095.00
=== VENDOR TOTALS ===			1,095.00			
=====						
01-03227 R & R LAWN CARE LLC						
I-202308041225		WEED LOT MOWING THRU 7/25	1,160.00			
7/25/2023	AP	DUE: 7/25/2023 DISC: 7/25/2023		1099: Y		
		WEED LOT MOWING THRU 7/25		700 5-000-424	CONTRACTUAL AGREEMENTS	1,160.00
I-202308041226		WEED LOT MOWING THRU 7/30	3,340.00			
7/30/2023	AP	DUE: 7/30/2023 DISC: 7/30/2023		1099: Y		
		WEED LOT MOWING THRU 7/30		700 5-000-424	CONTRACTUAL AGREEMENTS	3,340.00
=== VENDOR TOTALS ===			4,500.00			
=====						
01-58871 RESERVE ACCOUNT						
I-202308041227		REFILL POSTAGE ACCT 20217030	5,000.00			
8/04/2023	AP	DUE: 8/04/2023 DISC: 8/04/2023		1099: N		
		REFILL POSTAGE ACCT 20217030		700 5-000-560	POSTAGE	3,500.00
		REFILL POSTAGE ACCT 20217030		900 5-046-560	POSTAGE	800.00
		REFILL POSTAGE ACCT 20217030		900 5-047-560	POSTAGE	500.00
		REFILL POSTAGE ACCT 20217030		800 5-040-560	POSTAGE	200.00
=== VENDOR TOTALS ===			5,000.00			
=====						
01-59479 SIGNET PROCUREMENT LTD						
I-202308041228		GRANT FOR 123 W 9TH	5,000.00			
8/04/2023	AP	DUE: 8/04/2023 DISC: 8/04/2023		1099: N		
		GRANT FOR 123 W 9TH		640 5-000-455.02	CONSTRUCTION GRANT	5,000.00
=== VENDOR TOTALS ===			5,000.00			
=====						
01-60410 TOTAH COMMUNICATIONS, INC.						
I-202308041229		8/23 E911 - LIBERTY	27.84			
8/01/2023	AP	DUE: 8/31/2023 DISC: 8/31/2023		1099: N		
		8/23 E911 - LIBERTY		510 5-000-416	COMMUNICATIONS	27.84
I-202308041230		8/23 E911 - TYRO	27.84			
8/01/2023	AP	DUE: 8/31/2023 DISC: 8/31/2023		1099: N		
		8/23 E911 - TYRO		510 5-000-416	COMMUNICATIONS	27.84
=== VENDOR TOTALS ===			55.68			

PACKET: 04508 AO 23-15 8.08.23 PAYABLE

VENDOR SET: 01 CITY OF COFFEYVILLE

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-60800	U.S. BANK EQUIPMENT FINANCE					
I-507435816		ENGINEERING COPIER LEASE	142.25			
7/30/2023	AP	DUE: 7/30/2023 DISC: 7/30/2023		1099: N		
		ENGINEERING COPIER LEASE		520 5-350-805	BUILDING	142.25
I-507558336		POWER PLANT COPIER LEASE	102.06			
8/01/2023	AP	DUE: 8/01/2023 DISC: 8/01/2023		1099: N		
		POWER PLANT COPIER LEASE		800 5-030-448	EQUIPMENT-RENTAL/SERVICE	102.06
I-507558443		PLOTTER LEASE	284.80			
8/01/2023	AP	DUE: 8/01/2023 DISC: 8/01/2023		1099: N		
		PLOTTER LEASE		010 5-071-448	EQUIPMENT-RENTAL/SERVICE	284.80
I-507566081		ADMIN COPIER LEASE	307.91			
8/01/2023	AP	DUE: 8/01/2023 DISC: 8/01/2023		1099: N		
		ADMIN COPIER LEASE		010 5-131-448	EQUIPMENT-RENTAL/SERVICE	307.91
		=== VENDOR TOTALS ===	837.02			
=====						
01-61079	WAVE WIRELESS					
I-309054		7/23 RADIO TOWER COMMUNICATIO	69.00			
8/01/2023	AP	DUE: 8/01/2023 DISC: 8/01/2023		1099: N		
		7/23 RADIO TOWER COMMUNICATION		510 5-000-424	CONTRACTUAL AGREEMENTS	69.00
		=== VENDOR TOTALS ===	69.00			
		=== PACKET TOTALS ===	793,028.65			

City of Coffeyville
Payroll Distribution Summary
23-15

<u>Date</u>	<u>Amount</u>
July 23, 2023	<u>\$ 397,705.15</u>
Total Payroll	\$ 397,705.15

 CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	August 8, 2023	
RESOLUTION OR ORDINANCE NUMBER	R-23-46	
AGENDA TITLE	Declaration of a Water Warning	
REQUESTING DEPARTMENT	Water Services	
PRESENTER	Steve Smith, Director of Water Services	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	☐ Yes ☒ No
PURPOSE	To promote further water conservation due to dwindling water supplies.	

BACKGROUND	On June 27, 2022, Governor Laura Kelly approved updated drought declarations for Kansas counties with Executive Order #22-06. Montgomery County KS is currently in a Severe to Exceptional Drought status. Effective September 27, 2022, the City of Coffeyville Commission by Resolution placed the City under a Water Watch due to ongoing drought conditions in the area. Since that time, the drought has continued with water supplies from Elk City Reservoir dwindling. On July 31, 2023 the Kansas Water Office issued a Stage 1 “Water Watch” for Elk City Lake citing “The declaration of Water Watch is based on remaining Water Marketing storage in Elk City Lake. At the end of June, accounting of remaining storage in the Water Marketing pool was 77% but is estimated to have depleted below 75%. All indications are that Water Marketing storage is sufficient to provide the full contracted quantity of Water Purchase Contract No. 81-5. However, voluntary conservation measures are sensible during drought. A threshold of 75% Water Marketing storage serves as awareness that storage is somewhat depleted.”
SPECIAL NOTES	N/A
ANALYSIS	N/A
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff is recommending that a Resolution Declaring a Water Warning be approved.
REFERENCE DOCUMENTS ATTACHED	Existing Water Drought Emergency Ordinance Existing Water Conservation Plan

RESOLUTION NO. R-23-46

A RESOLUTION ESTABLISHING A WATER WATCH FOR THE CITY OF COFFEYVILLE, AS PROVIDED BY SECTION 4 OF CITY OF COFFEYVILLE ORDINANCE G-98-05.

WHEREAS, Effective June 27, 2022, Governor Laura Kelly approved updated drought declarations for Kansas counties with Executive Order #22-06. Montgomery County KS is currently in a Severe to Exceptional Drought status. Effective September 27, 2022, the City of Coffeyville Commission by Resolution placed the City under a Water Watch due to ongoing drought conditions in the area. Since that time, the drought has continued with water supplies from Elk City Reservoir dwindling.

WHEREAS, Effective July 31, 2023, the Kansas Water Office issued a Stage 1 Water Watch for Elk City Lake citing “The declaration of Water Watch is based on remaining Water Marketing storage in Elk City Lake. At the end of June, accounting of remaining storage in the Water Marketing pool was 77% but is estimated to have depleted below 75%. All indications are that Water Marketing storage is sufficient to provide the full contracted quantity of Water Purchase Contract No. 81-5. However, voluntary conservation measures are sensible during drought. A threshold of 75% Water Marketing storage serves as awareness that storage is somewhat depleted.”

WHEREAS, Section 4 of the City of Coffeyville Ordinance no G-98-05 authorizes the governing body of the city finds that conditions indicate that the a drought and other conditions exists causing a major water supply shortage is rising, and

WHEREAS, it shall be empowered to declare by resolution, that a water warning exists and that it shall take steps to inform the public and ask for voluntary reductions in water use.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF COFFEYVILLE, KANSAS:

SECTION 1. Such a warning shall be deemed to continue until it is declared by resolution of the governing body to have ended.

SECTION 2. The resolutions declaring the existence and end of a water warning shall be effective upon their publication in the official city newspaper.

ADOPTED THIS 8th DAY OF AUGUST, 2023

Anne Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

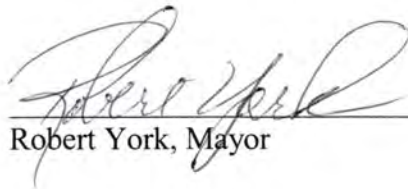
RESOLUTION NO. R-06-78

**A RESOLUTION TO ADOPT A MUNICIPAL WATER CONSERVATION
PLAN FOR THE CITY OF COFFEYVILLE WATER UTILITY.**

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas to hereby adopt a Municipal Water Conservation Plan for the City of Coffeyville Water Utility, in order to develop long-term water conservation plans and short term water emergency plans to assure Coffeyville Water Utility customers of an adequate water supply to meet their needs.

ADOPTED THIS 22ND DAY OF AUGUST 2006

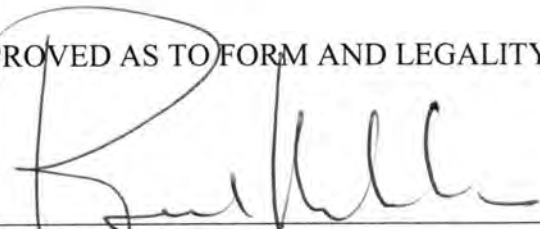



Robert York, Mayor

ATTEST:


Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:


Paul Kritz, City Attorney

August 22, 2006

ITEM #I-5

To: Mayor and Commissioners

From: Chuck Shively, Director of Public Works

Subject: Water Drought/Emergency Ordinance and Water Conservation Plan

Recommendation: Approve Modifications to City of Coffeyville Water Conservation Plan to be submitted to the Kansas Water Office for Approval.

Discussion:

One of the requirements of State funded grant or loan applications for Water Treatment or Distribution is the adoption of a Water Conservation Plan. KDHE inspections also document whether a Water Conservation Plan is in place. Although not specifically required at this time by Kansas Administrative Regulations, a Water Conservation Plan is considered by the State, and its agencies, as a sign of good management of our natural resources. It is also considered by the Water Resources Board when weighing allocation of Water Rights, etc.

The City of Coffeyville approved a Water Conservation Plan, along with a Water Drought emergency Ordinance (Ordinance No. G-98-05), on May 26, 1998. Recently the Kansas Water Office requested that the City modify our Water Conservation Plan to be compatible with a new Memorandum of Agreement (MOA) between state agencies for management of the Verdigris River Basin.

The proposed Water Conservation Plan is divided into two sections. The first section deals with long term water use efficiency. It delineates plans for public education (page 3) and plans for City management conservation practices (page 5). The second section ties directly with the ordinance. They delineate three stages of water shortage based on conditions of water supply and demand. Each stage is accompanied by a set of conditions which trigger the stage, goals to be achieved, and actions to be taken to achieve the goals. The three stages, listed from least stringent to most stringent, are Water Watch, Water Warning, and Water Emergency.

Attached are a copy of the existing emergency ordinance (which will not require modification) and a copy of the proposed modified Water Conservation Plan. The modifications involve minor changes to triggers and actions, update of information provided by the state, updated status of actions taken by the City to date, as well as acknowledgement that any supplemental water from storage needed during low flow conditions, as defined in the MOA, may be provided through a water marketing contract with the Kansas Water Office.

The original Water Conservation Plan was reviewed by the City Commission in 1998 before adopting the Ordinance, although no formal action was specifically taken to adopt the plan.

Attached is a proposed Resolution formally adopting the modified Water Conservation Plan, which remains compatible with the previously adopted ordinance.

If approved by the City Commission, the Modified Water Conservation Plan will be sent to the State for final approval.

Respectfully submitted,

Chuck Shively
Director of Public Works

ORDINANCE NO. G-98-05

AN ORDINANCE AUTHORIZING THE DECLARATION OF A WATER WATCH, WARNING OR EMERGENCY; ESTABLISHING PROCEDURES AND VOLUNTARY AND MANDATORY CONSERVATION MEASURES; AUTHORIZING THE ISSUANCE OF ADMINISTRATIVE REGULATIONS; AND PRESCRIBING CERTAIN PENALTIES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COFFEYVILLE, KANSAS:

SECTION 1. Purpose. The purpose of this ordinance is to provide for the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the City in the event such a watch, warning or emergency is declared.

SECTION 2. Definitions:

- (a) "Water," as the term is used in this ordinance, shall mean water available to the City of Coffeyville for treatment by virtue of its water rights or any treated water introduced by the City into its water distribution system, including water offered for sale at any coin-operated site.
- (b) "Customer," as the term is used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- (c) "Waste of water," as the term is used in this ordinance, includes, but is not limited to: (1) permitting water to escape down a gutter, ditch, or other surface drain; or (2) failure to repair a controllable leak of water due to defective plumbing.
- (d) The following classes of uses of water are established:

Class 1:

Water used for outdoor watering; either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial or industrial, including agricultural, purposes: except water actually necessary to maintain the health and personal hygiene of bona fide employees while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either classes 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic pets and maintain standards of hygiene and sanitation.

SECTION 3. Declaration of Water Watch. Whenever the Governing Body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is rising, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water watch shall be effective upon their publication in the official city newspaper.

SECTION 4. Declaration of Water Warning. Whenever the Governing Body of the City finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on nonessential uses during the period of warning. Such warning shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the beginning and ending of the water warning shall be effective upon their publication in the official city newspaper.

SECTION 5. Declaration of Water Emergency. Whenever the Governing Body of the City finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their publication in the official city newspaper.

SECTION 6. Voluntary Conservation Measures. Upon the declaration of a water watch or water warning as provided in Sections 3 and 4, the mayor (or the city manager) is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Sprinkling of water on lawns, shrubs or trees (including golf courses).
- (b) Washing of automobiles.
- (c) Use of water in swimming pools, fountains and evaporative air conditioning systems.
- (d) Waste of water.

SECTION 7. Mandatory Conservation Measures. Upon the declaration of a water supply emergency as provided in Section 5, the mayor (or the city manager) is also authorized to implement certain mandatory water conservation measures, including, but not limited to, the following:

- (a) Suspension of new connections to the City's water distribution system, except connections of fire hydrants and those made pursuant to agreements entered into by the City prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the uses of water in one or more classes of water use, wholly or in part;
- (c) Restrictions on the sales of water at coin-operated facilities or sites;
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restrictions;
- (e) Complete or partial bans on the waste of water; and
- (f) Any combination of the foregoing measures.

SECTION 8. Emergency Water Rates. Upon the declaration of a water supply emergency as provided in Section 5, the Governing Body of the City shall have the power to adopt emergency water rates by ordinance designed to conserve water supplies. Such emergency rates may provide for, but are not limited to: (a) higher charges for increasing usage per unit of use (increasing block rates); (b) uniform charges for water usage per unit of use (uniform unit rate); or (c) extra charges in excess of a specified level of water use (excess demand surcharge).

SECTION 9. Regulations. During the effective period of any water supply emergency as provided for in Section 5, the mayor (or city manager or water superintendent) is empowered to promulgate such regulations as may be necessary to carry out the provisions of this ordinance, any water supply emergency resolution, or emergency water rate ordinance. Such regulations shall be subject to the approval of the Governing Body at its next regular or special meeting.

SECTION 10. Violations, Disconnections and Penalties.

- (a) If the mayor, city manager, water superintendent, or other city official or officials charged with implementation and enforcement of this ordinance or a water supply emergency resolution learn of any violation of any water use restrictions imposed pursuant to Sections 7 or 9 of this ordinance, a written notice of the violation shall be affixed to the property where the violation occurred and the customer of record any other person known to the City who is responsible for the violation or its correction shall be provided with either actual or mailed notice. Said notice shall describe the violation and order that it be corrected, cured or abated immediately or within such specified time as the City determines is reasonable under the circumstances. If the order is not complied with, the City may terminate water service to the customer subject to the following procedures:

- (1) The City shall give the customer notice by mail or actual notice that water service will be discontinued within a specified time due to the violation and that the customer will have the opportunity to appeal the termination by requesting a hearing scheduled before the City Governing Body or a city official designated as a hearing officer by the Governing Body.
 - (2) If such a hearing is requested by the customer charged with the violations, he or she shall be given a full opportunity to be heard before termination is ordered; and
 - (3) The Governing Body or hearing officer shall make findings of fact and order whether service should continue or be terminated.
- (b) A fee of \$50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be \$200 for the second and \$300 for any additional reconnections.
- (c) Violations of this ordinance shall be a municipal offense and may be prosecuted in Municipal Court. Any person so charged and found guilty in Municipal Court of violating the provisions of this ordinance shall be guilty of a municipal offense. Each day's violation shall constitute a separate offense. The penalty for an initial violation shall be a mandatory fine of \$100. In addition, such customer may be required by the Court to serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days. The penalty for a second or subsequent conviction shall be mandatory fine of \$200. In addition, such customer shall serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days.

SECTION 11. Emergency Termination. Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public.

SECTION 12. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstances is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

SECTION 13. This ordinance will become effective upon its publication in the official city newspaper.

PASSED AND APPROVED THIS 26th DAY OF May, 19 98



Henry E. Schmidt
HENRY E. SCHMIDT, MAYOR

Donna Schoonover
DONNA SCHOONOVER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

Paul Kritz
PAUL KRITZ, CITY ATTORNEY

***MUNICIPAL WATER
CONSERVATION PLAN
FOR THE
CITY OF COFFEYVILLE***



MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF COFFEYVILLE

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INTRODUCTION

The City of Coffeyville has undertaken a number of steps to ensure a dependable water supply for our customers during the past 111 years. The original water supply for our City was obtained from the Verdigris River. Construction of a new 10.0 MGD water treatment plant was completed in 1972 with an upgrade of the facility completed in 2005. The raw water pump station was constructed on the Verdigris River in 1972. Our City water supply, water treatment plant and distribution system have ample capacity to meet current customers demands and future projected demands for several years, except during drought periods. The City of Coffeyville believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years. The Water Conservation Plan is intended to provide general guidance to promote water efficiency and to respond to water emergencies. Specific actions and triggers are to be determined by the City Commission and City staff in accordance with provisions of City of Coffeyville Ordinance No. G-98-05. The City of Coffeyville acknowledges that any supplemental water from storage needed during low flow conditions (as defined in the Memorandum of Agreement between the Kansas Water Office and the Kansas Department of Agriculture, Division of Water Resources) may be provided through a water marketing contract with the Kansas Water Office.

MUNICIPAL WATER CONSERVATION PLAN

The primary objectives of the Water Conservation Plan for the City of Coffeyville are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought/Emergency Contingency Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas. The Water Conservation Plan is intended to provide general guidance to promote water efficiency and to respond to water emergencies. Specific actions and triggers are to be determined by the City Commission and City staff in accordance with provisions of City of Coffeyville Ordinance No. G-98-05.

LONG-TERM WATER USE EFFICIENCY

WATER USE CONSERVATION GOALS

The City of Coffeyville used 215 gallons per person per day (GPCD) in 2003. This GPCD figure included:

- a) water sold to residential/commercial customers;
- b) water distributed for public services (parks, cemeteries, swimming pools, golf course, etc.);
- c) fire hydrant testing by fire department and water system flushing by water department;
- d) water lost by leaks in the water distribution system;
- e) water utilized in the treatment processes;
- and
- f) water wasted to facilitate construction during the water treatment plant rehabilitation project

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2003 Kansas Municipal Water Use Publication, our City is located in Region 7. From this publication it was determined that our City GPCD water use was 215, which was 43 percent above the regional average of 150 GPCD among cities in Region 7 during 2003. The City desires to set a water use conservation goal for usage not to exceed 150 GPCD based on the regional average of the last five years (1999 thru 2003). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

WATER CONSERVATION PRACTICES

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

Education

The City water bills show the total number of gallons of water used during the billing period and the amount of the bill. The City has provided water conservation literature to the local school system. Water conservation tips are not normally provided with the water bills. The City has not provided information on water conservation to the local news media on a regular basis.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
1. Water bills will show the amount of water used in gallons and the cost of the water	Implemented
2. The school system and teachers will be encouraged to become involved in water conservation through classroom lectures and incentives for children to conduct home checks.	Implemented

Management

The City of Coffeyville has water meters on each of our raw water intake pumps and water pumped into the distribution system. These meters are read on a daily basis. The accuracy of the water meters and the pumping rates of the pumps are tested at least every three years.

Water meters are installed for all residential/commercial customers. Some city government facilities remain unmetered. However, the city is working toward a goal of metering all connections. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer.

The City of Coffeyville reads each customer's water meter monthly and mails a monthly water bill to each customer. Customer water meter readings take the entire month to complete and each meter is generally read during the same week each month.

Water leaks from the City public water distribution systems are repaired when customers report significant leaks from the water mains or when identified by city personnel. Water pressure is not checked unless customers complain that their water pressure is too low.

The water rate structure for the City was passed on November 22, 2005. The minimum monthly water bill for customers inside the city limits ranges from \$3.00 to \$160.00 based on meter size, which includes no payment for water usage. Effective December 1, 2006 water use for the first 2,000 gallons is charged at \$4.70 per 1,000 gallons per month. The next 8,000 gallons is charged at \$4.06 per thousand gallons per month. The next 40,000 gallons is charged at \$3.98 per thousand gallons per month. All water use in excess of 50,000 gallons per month is charged based on a declining rate structure. The minimum sewer rate is \$10.00 for the first 2,000 gallons per month based on water usage. All usage above 2,000 gallons up to 4,000,000 is charged at \$1.92 per thousand gallons per month. Usage above 4,000,000 gallons is charged based on a declining rate structure.

The City of Coffeyville realizes that great emphasis must be placed on obtaining accurate measurement of water use at our raw water intake and at customer meters and that a water use records system must be utilized that can be used to effectively and efficiently manage the City public water distribution system. Hence, the City of Coffeyville has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All raw water intakes will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Implemented
2. Meters at raw water intakes will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within two percent of the actual volume of water passing through the meter.	Implemented
3. Meters will be installed at all residential service connections and at all other service connections whose annual water use may exceed 300,000 gallons, including separate meters for municipally operated irrigation systems which irrigate more than one acre of turf.	Implemented
4. Meters at each individual service connection will be replaced or tested for accuracy on a regular basis, the goal being at least once every 12 years, if they are one inch or less. Meters between one inch and six inches will be tested for accuracy at least once every five years and meters six inches and larger will be tested at least once every two years. Each meter will be repaired or replaced if its test measurements are not within three percent of the actual volume of water passing through the meter.	Implemented
5. All meters at raw water intakes will be read at least on a monthly basis and meters at individual service connections will be read at least once every two months.	Implemented
6. The water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total raw water intake for a four month time period.	Implemented
7. Water sales will be based on the amount of water used.	Implemented

Regulation

The City of Coffeyville does not have any water conservation regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought/Emergency Contingency section of this plan and water emergency ordinance where they constitute the primary means for conserving water during a supply emergency.

DROUGHT/EMERGENCY CONTINGENCY

The City of Coffeyville addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The Governing Body is authorized by ordinance to implement the appropriate conservation measures. Actions taken may include, but are not limited to, those specifically listed in this plan. The City of Coffeyville acknowledges that any supplemental water from storage needed during low flow conditions (as defined in the Memorandum of Agreement between the Kansas Water Office and the Kansas Department of Agriculture, Division of Water Resources) may be provided through a water marketing contract with the Kansas Water Office.

STAGE 1: WATER WATCH

Goals

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 85 percent capacity, and will not recover,
2. Water has stopped flowing over the dam,
3. Demand for three days is in excess of 6.0 million gallons per day.

Education Actions

1. The City will make occasional news releases to the local media, as necessary, describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous month summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.

Management Actions

1. Leaks will be repaired within 48 hours of detection.
2. System pressure will be maintained below 80 pounds per square inch.
3. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

Regulation Actions

1. The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e.; wash full loads, take short showers, don't let faucets run, etc.

STAGE 2: WATER WARNING

Goals

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall weekly consumption by 10 percent.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 70 percent capacity and will not recover,
2. Treatment plant operations are at 65 percent capacity or more for three consecutive days,
3. Water is 1 foot below the dam, or
4. Demand for three days is in excess of 6.5 million gallons per day.

Education Actions

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Previous month summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.
3. Water conservation articles will be provided to the local newspaper.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. System pressure will be maintained between 70 and 75 pounds per square inch.
4. The City will curtail its water usage, including operation of fountains, non-essential watering of City grounds and washing of vehicles.

Regulation Actions

1. An odd/even lawn watering system may be imposed on City residents. Residents with odd-numbered addresses will water on odd days, even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing, will be restricted to before 10 a.m. and after 9 p.m.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Refilling of swimming pools will be allowed one day a week after sunset.
5. Waste of water will be prohibited.

STAGE 3: WATER EMERGENCY

Goals

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

Triggers

This state is triggered by any one of the following conditions:

1. The City's storage has fallen below 50 percent capacity,
2. Treatment plant operations are at 70 percent capacity or more for three consecutive days,
3. Water is 3 feet below the dam,
4. Demand for three days is in excess of 7.0 million gallons per day, or
5. Emergency conditions exist related to repairs or water quality.

Education Actions

1. The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous day summaries of precipitation, temperature, water levels and storage will be made public each day.
3. The City will hold public meetings to discuss the emergency, the status of the City's supply and further action, which needs to be taken.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. System pressure will be maintained at approximately 70 pounds per square inch.
4. The City will seek additional emergency supplies from other users, the state or the federal government.

Regulation Actions

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

PLAN REVISION, MONITORING & EVALUATION

The City of Coffeyville will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial sales, water provided free-of-charge, and "unaccounted for water". Problems noted during the monthly review will be solved as soon as possible.

The City of Coffeyville Municipal Water Conservation Plan will be reviewed during the month of April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and, if requested, will provide a status report to the Kansas Department of Agriculture, Division of Water Resources which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.

 CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	August 8, 2023	
RESOLUTION OR ORDINANCE NUMBER	G-23-02	
AGENDA TITLE	Water Conservation Ordinance	
REQUESTING DEPARTMENT	Water Services	
PRESENTER	Steve Smith, Director of Water Services	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	☐ Yes ☒ No
PURPOSE	Due to limited water resources available within the state, the Kansas Water Office (KWO) requires water suppliers within the state to update their Water Conservation Ordinance as needed. Coffeyville's current ordinance (G-98-05) was adopted on May 26, 1998. Staff has drafted changes to this ordinance and sought review and direction from the Kansas Water Office and the Kansas Department of Water Resources prior to bringing it before this commission.	

BACKGROUND	On May 26, 1998 the City of Coffeyville approved a Water Drought Emergency Ordinance (Ordinance No. G-98-05) in which recently the Kansas Water Office requested that the City update our Water Conservation Ordinance prior to beginning discussions on the City's Water Purchase Contract with the Kansas Water Office for releases from Elk City Lake during times of needs. The proposed Water Drought Emergency Ordinance outlines the different stages along with voluntary as well as mandatory conservation measures to be taken during a water shortage emergency. Attached is a copy of the proposed Water Drought Emergency Ordinance which goes hand in hand with the City's Water Conservation Plan. The proposed Water Drought Emergency Ordinance was sent to and reviewed by the State which gave their approval to proceed with seeking Commission approval of the ordinance.
SPECIAL NOTES	N/A
ANALYSIS	N/A
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff is recommending that the Proposed Water Drought Emergency Ordinance be approved.
REFERENCE DOCUMENTS ATTACHED	Existing Water Drought Emergency Ordinance Proposed Water Drought Emergency Ordinance Email from Kirk Tjelmeland (Kansas Water Office)

ORDINANCE NO. G-23-02

AN ORDINANCE AUTHORIZING THE DECLARATION OF A WATER WATCH, WARNING OR EMERGENCY; ESTABLISHING PROCEDURES AND VOLUNTARY AND MANDATORY CONSERVATION MEASURES; AUTHORIZING THE ISSUANCE OF ADMINISTRATIVE REGULATIONS; AND PRESCRIBING CERTAIN PENALTIES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COFFEYVILLE, KANSAS:

SECTION 1. Purpose. The purpose of this ordinance is to provide for the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the City in the event such a watch, warning or emergency is declared.

SECTION 2. Definitions:

- (a) "Water" as the term is used in this ordinance, shall mean water available to the City of Coffeyville for treatment by virtue of its water rights or any treated water introduced by the City into its water distribution system, including water offered for sale at any coin operated site.
- (b) "Customer" as the term is used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- (c) "Waste of Water" as the term is used in this ordinance, includes, but is not limited to: (1) permitting water to escape down a gutter, ditch, or other surface drain; or (2) failure to repair a controllable leak of water due to defective plumbing.
- (d) The following classes of uses of water are established:

Class 1:

Water used for outdoor watering; either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial or industrial, including agricultural, purposes: except water actually necessary to maintain the health and personal hygiene of bona fide employees while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either classes 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic pets and maintain standards of hygiene and sanitation.

SECTION 3. Declaration of Water Watch. Whenever the Governing Body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is increasing, it shall be empowered to declare, by resolution, that a Water Watch exists and that it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions

declaring the existence and end of a Water Watch shall be effective upon approval and public notification through the City's normal media outlets.

- (a) **Voluntary Conservation Measures.** Upon the declaration of a Water Watch as provided in Section 3, the Mayor and City Manager are authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate non-essential water uses including, but not limited to, limitations on the following uses:
- (1) Sprinkling of water on lawns, shrubs or trees (including golf courses).
 - (2) Washing of automobiles.
 - (3) Use of water in swimming pools, fountains and evaporative air conditioning systems.
 - (4) Waste of Water.

SECTION 4. Declaration of Water Warning. Whenever the Governing Body of the City finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on non-essential uses as well as mandatory restrictions on water use as described in Section 5(a) through Section 8 during the period of warning. Such warning shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the beginning and ending of the water warning shall be effective upon Governing Body approval and public notification through the City's normal media outlets.

- (a) **Mandatory Conservation Measures.** Upon the declaration of a Water Warning as provided in Section 4, the Mayor and City Manager are authorized to implement certain mandatory water conservation measures, including, but not limited to the following:
- (1) An odd/even lawn watering system will be imposed on City residents. Residents with odd numbered addresses will water on odd days, even addresses will water on even days.
 - (2) Residential outdoor water use, including lawn watering and car washing will be restricted to before 10:00 am and after 9:00 pm.
 - (3) Golf courses will be restricted to hand watering tees and greens.
 - (4) Refilling of residential swimming pools will be allowed one day a week after sunset.
 - (5) Businesses and Industries may be requested to cut water use by up to 30% of their normal use.

SECTION 5. Declaration of Water Emergency. Whenever the Governing Body of the City determines an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on water use as described in Section 5(a) through Section 8 during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon Governing Body approval and public notification through the City's normal media outlets.

- (a) **Mandatory Conservation Measures.** Upon the declaration of a Water Warning or Water Emergency as provided in Sections 4 and 5, the Mayor and City Manager are authorized to implement certain mandatory water conservation measures, including, but not limited to the following:
- (1) Outdoor water use will be banned.
 - (2) Waste of water will be prohibited.

- (3) Business and industries will be requested to cut water use by up to 50% of their normal use.
- (4) Excess water use charges for usage of water over the amount used in the winter will be implemented.
- (5) Restrictions on the uses of water in one or more classes of water use, wholly or in part;
- (6) Restrictions on the sales of water at coin-operated facilities or sites;
- (7) Complete or partial bans on the waste of water; and
- (8) Any combination of the foregoing measures.

SECTION 6. Emergency Water Rates. Upon the declaration of a Water Warning or Water Emergency as provided in Sections 4 and 5, the Governing Body of the City have adopted emergency water rates as laid out in the chart below to conserve water supplies.

The rates for all water metered through a permanent service is according to the quantities used, as follows:

- (1) the city limits:

↓------(Rates per 1000 gallons used)-----↓

Amount of water used	Normal Rates	Water Warning Rates	% Increase from Normal	Water Emergency Rates	% Increase from Normal
First 2,000 gallons a month	\$6.85	\$7.19	5%	\$7.54	10%
Next 8,000 gallons a month	\$5.93	\$6.23	5%	\$6.52	10%
Next 40,000 gallons a month	\$5.80	\$6.09	5%	\$6.38	10%
Next 50,000 gallons a month	\$4.66	\$4.89	5%	\$5.13	10%
Next 400,000 gallons a month	\$4.26	\$4.47	5%	\$5.69	10%
Next 500,000 gallons a month	\$3.76	\$3.95	5%	\$4.14	10%
Over 1,000,000 gallons a month	\$2.48	\$2.60	5%	\$2.73	10%

- (2) For water consumed outside the city limits:

↓------(Rates per 1000 gallons used)-----↓

Amount of water used	Normal Rates	Water Warning Rates	% Increase from Normal	Water Emergency Rates	% Increase from Normal
First 2,000 gallons a month	\$10.09	\$10.59	5%	\$11.12	10%
Next 8,000 gallons a month	\$6.59	\$6.91	5%	\$7.26	10%
Next 40,000 gallons a month	\$6.46	\$6.78	5%	\$7.12	10%
Next 50,000 gallons a month	\$5.18	\$5.44	5%	\$5.71	10%
Next 400,000 gallons a month	\$4.66	\$4.89	5%	\$5.14	10%
Next 500,000 gallons a month	\$3.76	\$3.95	5%	\$4.15	10%
Over 1,000,000 gallons a month	\$2.48	\$2.60	5%	\$2.73	10%

SECTION 7. Violations, Disconnections and Penalties.

- (a) If the Mayor, City Manager, or other city official or officials charged with implementation and enforcement of this ordinance or a water supply warning or emergency resolution learn of any violation of any water use restrictions imposed pursuant to Sections 7 or 8 of this ordinance, a written notice of the violation shall be affixed to the property where the violation occurred and the customer of record any other person known to the City who is responsible for the violation or its correction shall be provided with either actual or mailed notice. Said notice shall describe the violation and order that it be corrected, cured or abated immediately or within such specified time as the City determines is reasonable under the circumstances. If the order is not complied with, the City may terminate water service to the customer without further notice.
- (b) A fee of \$100 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the meter will be removed until the end of the emergency declaration period, as referenced in Section 10.

SECTION 8. Emergency Termination. Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public.

SECTION 9. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstances is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

SECTION 10. This ordinance will become effective upon its publication in the official city newspaper.

PASSED AND APPROVED THIS 22ND DAY OF AUGUST, 2023.

Ann Marie Vannoster, Mayor

Melissa Carter, City Clerk

ORDINANCE NO. G-98-05

AN ORDINANCE AUTHORIZING THE DECLARATION OF A WATER WATCH, WARNING OR EMERGENCY; ESTABLISHING PROCEDURES AND VOLUNTARY AND MANDATORY CONSERVATION MEASURES; AUTHORIZING THE ISSUANCE OF ADMINISTRATIVE REGULATIONS; AND PRESCRIBING CERTAIN PENALTIES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COFFEYVILLE, KANSAS:

SECTION 1. Purpose. The purpose of this ordinance is to provide for the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the City in the event such a watch, warning or emergency is declared.

SECTION 2. Definitions:

- (a) "Water," as the term is used in this ordinance, shall mean water available to the City of Coffeyville for treatment by virtue of its water rights or any treated water introduced by the City into its water distribution system, including water offered for sale at any coin-operated site.
- (b) "Customer," as the term is used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- (c) "Waste of water," as the term is used in this ordinance, includes, but is not limited to: (1) permitting water to escape down a gutter, ditch, or other surface drain; or (2) failure to repair a controllable leak of water due to defective plumbing.
- (d) The following classes of uses of water are established:

Class 1:

Water used for outdoor watering; either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial or industrial, including agricultural, purposes: except water actually necessary to maintain the health and personal hygiene of bona fide employees while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either classes 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic pets and maintain standards of hygiene and sanitation.

SECTION 3. Declaration of Water Watch. Whenever the Governing Body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is rising, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water watch shall be effective upon their publication in the official city newspaper.

SECTION 4. Declaration of Water Warning. Whenever the Governing Body of the City finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on nonessential uses during the period of warning. Such warning shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the beginning and ending of the water warning shall be effective upon their publication in the official city newspaper.

SECTION 5. Declaration of Water Emergency. Whenever the Governing Body of the City finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their publication in the official city newspaper.

SECTION 6. Voluntary Conservation Measures. Upon the declaration of a water watch or water warning as provided in Sections 3 and 4, the mayor (or the city manager) is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Sprinkling of water on lawns, shrubs or trees (including golf courses).
- (b) Washing of automobiles.
- (c) Use of water in swimming pools, fountains and evaporative air conditioning systems.
- (d) Waste of water.

SECTION 7. Mandatory Conservation Measures. Upon the declaration of a water supply emergency as provided in Section 5, the mayor (or the city manager) is also authorized to implement certain mandatory water conservation measures, including, but not limited to, the following:

- (a) Suspension of new connections to the City's water distribution system, except connections of fire hydrants and those made pursuant to agreements entered into by the City prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the uses of water in one or more classes of water use, wholly or in part;
- (c) Restrictions on the sales of water at coin-operated facilities or sites;
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restrictions;
- (e) Complete or partial bans on the waste of water; and
- (f) Any combination of the foregoing measures.

SECTION 8. Emergency Water Rates. Upon the declaration of a water supply emergency as provided in Section 5, the Governing Body of the City shall have the power to adopt emergency water rates by ordinance designed to conserve water supplies. Such emergency rates may provide for, but are not limited to: (a) higher charges for increasing usage per unit of use (increasing block rates); (b) uniform charges for water usage per unit of use (uniform unit rate); or (c) extra charges in excess of a specified level of water use (excess demand surcharge).

SECTION 9. Regulations. During the effective period of any water supply emergency as provided for in Section 5, the mayor (or city manager or water superintendent) is empowered to promulgate such regulations as may be necessary to carry out the provisions of this ordinance, any water supply emergency resolution, or emergency water rate ordinance. Such regulations shall be subject to the approval of the Governing Body at its next regular or special meeting.

SECTION 10. Violations, Disconnections and Penalties.

- (a) If the mayor, city manager, water superintendent, or other city official or officials charged with implementation and enforcement of this ordinance or a water supply emergency resolution learn of any violation of any water use restrictions imposed pursuant to Sections 7 or 9 of this ordinance, a written notice of the violation shall be affixed to the property where the violation occurred and the customer of record any other person known to the City who is responsible for the violation or its correction shall be provided with either actual or mailed notice. Said notice shall describe the violation and order that it be corrected, cured or abated immediately or within such specified time as the City determines is reasonable under the circumstances. If the order is not complied with, the City may terminate water service to the customer subject to the following procedures:

- (1) The City shall give the customer notice by mail or actual notice that water service will be discontinued within a specified time due to the violation and that the customer will have the opportunity to appeal the termination by requesting a hearing scheduled before the City Governing Body or a city official designated as a hearing officer by the Governing Body.
 - (2) If such a hearing is requested by the customer charged with the violations, he or she shall be given a full opportunity to be heard before termination is ordered; and
 - (3) The Governing Body or hearing officer shall make findings of fact and order whether service should continue or be terminated.
- (b) A fee of \$50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be \$200 for the second and \$300 for any additional reconnections.
- (c) Violations of this ordinance shall be a municipal offense and may be prosecuted in Municipal Court. Any person so charged and found guilty in Municipal Court of violating the provisions of this ordinance shall be guilty of a municipal offense. Each day's violation shall constitute a separate offense. The penalty for an initial violation shall be a mandatory fine of \$100. In addition, such customer may be required by the Court to serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days. The penalty for a second or subsequent conviction shall be mandatory fine of \$200. In addition, such customer shall serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days.

SECTION 11. Emergency Termination. Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public.

SECTION 12. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstances is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

SECTION 13. This ordinance will become effective upon its publication in the official city newspaper.

PASSED AND APPROVED THIS 26th DAY OF May, 19 98



Henry E. Schmidt
HENRY E. SCHMIDT, MAYOR

Donna Schoonover
DONNA SCHOONOVER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

Paul Kritz
PAUL KRITZ, CITY ATTORNEY

From: [Tjelmeland, Kirk](#)
To: [Steve Smith](#)
Cc: [Goff, Katie](#)
Subject: [External] Updating your wcp
Date: Thursday, July 6, 2023 12:56:45 PM
Attachments: [Coffeyville Water Conservation Plan 2023_62023.docx](#)
[G-23-XX Water Conservation Ordinance \(6.16.23\) - Final Draft.docx](#)

CAUTION: This e-mail originated from outside of the City of Coffeyville organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Steve,

We reviewed the draft water conservation plan (wcp) and found a few items that need to be adjusted before finalizing the plan:

- Change page numbering so that the cover page starts as 1, Table of Contents 2 and Introduction page 3. Correct page numbers in Table of contents to reflect this
- Page 3 – Under Long Term Efficiency, GPCD should be 117 and should be 2% below Region average
- Page 4 – Education Table change “March” to Implemented or date to be implemented 07/2023 and possibly add, “1. Water bills will show the amount of water used in gallons and the cost of the water.” From the guidance document
- Page 5 – Management Table add, “9. A water rate structure designed to curb excessive use of water will be evaluated.” From guidance document
- Page 7 – Remove some spaces so that Stage 1 fits on single page
- Page 7 – Under Stage 1: Water Watch Triggers, the plan would just have the 4 triggers (first three remain the same) with #4 stating - The Kansas Water Office has issued a Stage 1 Water Watch based on the remaining water marketing storage in Elk City Lake.
- Page 8 – Move Stage 2 up and remove spaces so it fits on a single page
- Page 8 – Under Stage 2: Water Warning Triggers, the plan would just have 4 triggers (first three remain the same) with #4 stating - The Kansas Water Office has issued a Stage 2 Water Warning based on the remaining water marketing storage in Elk City Lake.
- Page 9 – Move Stage 3 up and remove spaces so it fits on a single page
- Page 9 – Under Stage 3: Water Emergency Triggers, the plan would just have 4 triggers (first three remain the same) with #4 stating - The Kansas Water Office has issued a Stage 3 Water Emergency based on the remaining water marketing storage in Elk City Lake.
- Page 10 – Move Plan Revision to this page and add signature lines received the comments back today from the Division of Water Resources.

We also received comments back from the Division of Water Resources (DWR) see below:

The City of Coffeyville: Water Conservation Plan Comments

Here are DWR's comments and thoughts after we examined the plan for the City of Coffeyville a couple of times. [Municipal Water Use in Kansas, 2017](#) data are used to verify their numbers. All

numbers and values are right. We also use WRIS to determine water right information for the City of Coffeyville, especially Legal Action Trail under Action Trail tab. No legal issues are unresolved.

Page 1. Table of Contents

Page numbers need to be adjusted.

Page 2-3. – Please merge INTRODUCTION section and MUNICIPAL WATER CONSERVATION PLAN section. Don't need the MUNICIPAL WATER CONSERVATION PLAN section.

Page 3. Water Use Conservation Goals

Please follow "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)" to make some changes. The City of Coffeyville used 117 gallons per person per day (GPCD) in 2017. And other places in the paragraph of "However, the GPCD in our plan."

Page 4. – Education -- Table:

Complete Education Conservation Practices Table and Target Date column if applicable following "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)".

Target Date: Use "Implemented" for past dates or mm yyyy for future dates (such as August 2023)

Page 5. – Management -- Table:

Complete Management Conservation Practices Table and Target Date column if applicable following "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)".

Target Date: "Implemented" for past dates or mm yyyy for future dates (such as August 2023)

Page 6. – Regulation

Please follow "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)".

DROUGHT RESPONSE section looks fine.

Goals go first, then Triggers and Actions.

Page 11. PLAN REVISION, MONITORING & EVALUATION section is Ok.

The next step in the process is to make the necessary changes then have the City Council review, approve and sign both the wcp and ordinance and send those back to me. Once I have those two document I'll forward them to DWR for one final signature at which time I send you a copy. I will give you a call and we can walk through these adjustments to you draft plan. Please let me know if you have any question.

Enjoy your Thursday afternoon,

Kirk "Tj" Tjelmeland

Field Services Coordinator

[Kansas Water Office](#)

P: 785-368-8149

C: 785-249-7535

 CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	August 8, 2023	
RESOLUTION OR ORDINANCE NUMBER	R-23-47	
AGENDA TITLE	Water Conservation Plan	
REQUESTING DEPARTMENT	Water Services	
PRESENTER	Steve Smith, Director of Water Services	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	☐ Yes ☒ No
PURPOSE	Due to limited water resources available within the state, the Kansas Water Office (KWO) requires water suppliers within the state to update their Water Conservation and Drought Contingency Plans as needed. Coffeyville's plan was last updated in 2006 and adopted by way of Resolution R-06-75. Staff has drafted changes to this plan and sought review and direction from the Kansas Water Office and the Kansas Department of Water Resources prior to bringing it before this commission.	

BACKGROUND	The City of Coffeyville approved a revised Water Conservation Plan on August 22, 2006. Recently the Kansas Water Office requested that the City update our Water Conservation Plan prior to beginning discussions on the City's Water Purchase Contract with the Kansas Water Office for releases from Elk City Lake during times of needs. The proposed Water Conservation Plan is divided into two sections. The first section deals with long term water use efficiency. It delineates plans for public education (page 5) and plans for City management conservation practices (pages 5-6). The second section ties directly with the ordinance (pages 9-11). They delineate three stages of water shortage based on conditions of water supply and demand. Each stage is accompanied by a set of conditions which trigger the stage, goals to be achieved, and actions to be taken to achieve the goals. The three stages, listed from least stringent to most stringent, are Water Watch, Water Warning, and Water Emergency. Attached is a copy of the proposed Water Conservation Plan. The updates include changes to triggers and actions, updated status of actions taken by the City to date or to be implemented in the near future. Also attached is a proposed Resolution formally adopting the Water Conservation Plan. The proposed Water Conservation Plan was sent to and reviewed by the State which after a few minor recommended changes gave their approval to proceed with adoption of the plan.
SPECIAL NOTES	N/A
ANALYSIS	N/A
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff is recommending that the Proposed Water Conservation Plan be approved and adopted.

REFERENCE DOCUMENTS ATTACHED	Existing Water Conservation Plan Proposed Water Conservation Plan Email from Kirk Tjelmeland (Kansas Water Office)
---	--

RESOLUTION NO. R-23-47

**A RESOLUTION TO ADOPT A MUNICIPAL WATER CONSERVATION
PLAN FOR THE CITY OF COFFEYVILLE WATER UTILITY.**

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas to hereby adopt a Municipal Water Conservation Plan for the City of Coffeyville Water Utility, in order to develop long-term water conservation plans and short term water emergency plans to assure Coffeyville Water Utility customers of an adequate water supply to meet their needs.

ADOPTED THIS 8TH DAY OF AUGUST 2023

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

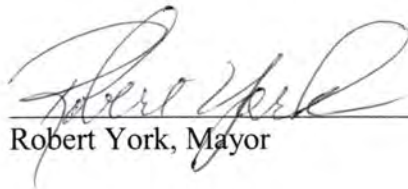
RESOLUTION NO. R-06-78

A RESOLUTION TO ADOPT A MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF COFFEYVILLE WATER UTILITY.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas to hereby adopt a Municipal Water Conservation Plan for the City of Coffeyville Water Utility, in order to develop long-term water conservation plans and short term water emergency plans to assure Coffeyville Water Utility customers of an adequate water supply to meet their needs.

ADOPTED THIS 22ND DAY OF AUGUST 2006

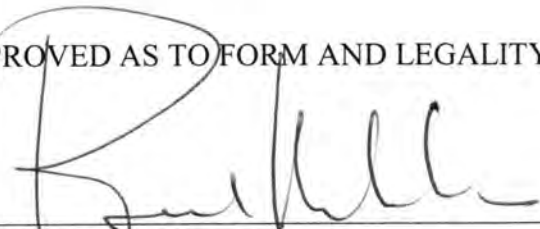



Robert York, Mayor

ATTEST:


Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:


Paul Kritz, City Attorney

August 22, 2006

ITEM #I-5

To: Mayor and Commissioners

From: Chuck Shively, Director of Public Works

Subject: Water Drought/Emergency Ordinance and Water Conservation Plan

Recommendation: Approve Modifications to City of Coffeyville Water Conservation Plan to be submitted to the Kansas Water Office for Approval.

Discussion:

One of the requirements of State funded grant or loan applications for Water Treatment or Distribution is the adoption of a Water Conservation Plan. KDHE inspections also document whether a Water Conservation Plan is in place. Although not specifically required at this time by Kansas Administrative Regulations, a Water Conservation Plan is considered by the State, and its agencies, as a sign of good management of our natural resources. It is also considered by the Water Resources Board when weighing allocation of Water Rights, etc.

The City of Coffeyville approved a Water Conservation Plan, along with a Water Drought emergency Ordinance (Ordinance No. G-98-05), on May 26, 1998. Recently the Kansas Water Office requested that the City modify our Water Conservation Plan to be compatible with a new Memorandum of Agreement (MOA) between state agencies for management of the Verdigris River Basin.

The proposed Water Conservation Plan is divided into two sections. The first section deals with long term water use efficiency. It delineates plans for public education (page 3) and plans for City management conservation practices (page 5). The second section ties directly with the ordinance. They delineate three stages of water shortage based on conditions of water supply and demand. Each stage is accompanied by a set of conditions which trigger the stage, goals to be achieved, and actions to be taken to achieve the goals. The three stages, listed from least stringent to most stringent, are Water Watch, Water Warning, and Water Emergency.

Attached are a copy of the existing emergency ordinance (which will not require modification) and a copy of the proposed modified Water Conservation Plan. The modifications involve minor changes to triggers and actions, update of information provided by the state, updated status of actions taken by the City to date, as well as acknowledgement that any supplemental water from storage needed during low flow conditions, as defined in the MOA, may be provided through a water marketing contract with the Kansas Water Office.

The original Water Conservation Plan was reviewed by the City Commission in 1998 before adopting the Ordinance, although no formal action was specifically taken to adopt the plan.

Attached is a proposed Resolution formally adopting the modified Water Conservation Plan, which remains compatible with the previously adopted ordinance.

If approved by the City Commission, the Modified Water Conservation Plan will be sent to the State for final approval.

Respectfully submitted,

Chuck Shively
Director of Public Works

ORDINANCE NO. G-98-05

AN ORDINANCE AUTHORIZING THE DECLARATION OF A WATER WATCH, WARNING OR EMERGENCY; ESTABLISHING PROCEDURES AND VOLUNTARY AND MANDATORY CONSERVATION MEASURES; AUTHORIZING THE ISSUANCE OF ADMINISTRATIVE REGULATIONS; AND PRESCRIBING CERTAIN PENALTIES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COFFEYVILLE, KANSAS:

SECTION 1. Purpose. The purpose of this ordinance is to provide for the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the City in the event such a watch, warning or emergency is declared.

SECTION 2. Definitions:

- (a) "Water," as the term is used in this ordinance, shall mean water available to the City of Coffeyville for treatment by virtue of its water rights or any treated water introduced by the City into its water distribution system, including water offered for sale at any coin-operated site.
- (b) "Customer," as the term is used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- (c) "Waste of water," as the term is used in this ordinance, includes, but is not limited to: (1) permitting water to escape down a gutter, ditch, or other surface drain; or (2) failure to repair a controllable leak of water due to defective plumbing.
- (d) The following classes of uses of water are established:

Class 1:

Water used for outdoor watering; either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial or industrial, including agricultural, purposes: except water actually necessary to maintain the health and personal hygiene of bona fide employees while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either classes 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic pets and maintain standards of hygiene and sanitation.

SECTION 3. Declaration of Water Watch. Whenever the Governing Body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is rising, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water watch shall be effective upon their publication in the official city newspaper.

SECTION 4. Declaration of Water Warning. Whenever the Governing Body of the City finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on nonessential uses during the period of warning. Such warning shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the beginning and ending of the water warning shall be effective upon their publication in the official city newspaper.

SECTION 5. Declaration of Water Emergency. Whenever the Governing Body of the City finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their publication in the official city newspaper.

SECTION 6. Voluntary Conservation Measures. Upon the declaration of a water watch or water warning as provided in Sections 3 and 4, the mayor (or the city manager) is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Sprinkling of water on lawns, shrubs or trees (including golf courses).
- (b) Washing of automobiles.
- (c) Use of water in swimming pools, fountains and evaporative air conditioning systems.
- (d) Waste of water.

SECTION 7. Mandatory Conservation Measures. Upon the declaration of a water supply emergency as provided in Section 5, the mayor (or the city manager) is also authorized to implement certain mandatory water conservation measures, including, but not limited to, the following:

- (a) Suspension of new connections to the City's water distribution system, except connections of fire hydrants and those made pursuant to agreements entered into by the City prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the uses of water in one or more classes of water use, wholly or in part;
- (c) Restrictions on the sales of water at coin-operated facilities or sites;
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restrictions;
- (e) Complete or partial bans on the waste of water; and
- (f) Any combination of the foregoing measures.

SECTION 8. Emergency Water Rates. Upon the declaration of a water supply emergency as provided in Section 5, the Governing Body of the City shall have the power to adopt emergency water rates by ordinance designed to conserve water supplies. Such emergency rates may provide for, but are not limited to: (a) higher charges for increasing usage per unit of use (increasing block rates); (b) uniform charges for water usage per unit of use (uniform unit rate); or (c) extra charges in excess of a specified level of water use (excess demand surcharge).

SECTION 9. Regulations. During the effective period of any water supply emergency as provided for in Section 5, the mayor (or city manager or water superintendent) is empowered to promulgate such regulations as may be necessary to carry out the provisions of this ordinance, any water supply emergency resolution, or emergency water rate ordinance. Such regulations shall be subject to the approval of the Governing Body at its next regular or special meeting.

SECTION 10. Violations, Disconnections and Penalties.

- (a) If the mayor, city manager, water superintendent, or other city official or officials charged with implementation and enforcement of this ordinance or a water supply emergency resolution learn of any violation of any water use restrictions imposed pursuant to Sections 7 or 9 of this ordinance, a written notice of the violation shall be affixed to the property where the violation occurred and the customer of record any other person known to the City who is responsible for the violation or its correction shall be provided with either actual or mailed notice. Said notice shall describe the violation and order that it be corrected, cured or abated immediately or within such specified time as the City determines is reasonable under the circumstances. If the order is not complied with, the City may terminate water service to the customer subject to the following procedures:

- (1) The City shall give the customer notice by mail or actual notice that water service will be discontinued within a specified time due to the violation and that the customer will have the opportunity to appeal the termination by requesting a hearing scheduled before the City Governing Body or a city official designated as a hearing officer by the Governing Body.
 - (2) If such a hearing is requested by the customer charged with the violations, he or she shall be given a full opportunity to be heard before termination is ordered; and
 - (3) The Governing Body or hearing officer shall make findings of fact and order whether service should continue or be terminated.
- (b) A fee of \$50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be \$200 for the second and \$300 for any additional reconnections.
- (c) Violations of this ordinance shall be a municipal offense and may be prosecuted in Municipal Court. Any person so charged and found guilty in Municipal Court of violating the provisions of this ordinance shall be guilty of a municipal offense. Each day's violation shall constitute a separate offense. The penalty for an initial violation shall be a mandatory fine of \$100. In addition, such customer may be required by the Court to serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days. The penalty for a second or subsequent conviction shall be mandatory fine of \$200. In addition, such customer shall serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days.

SECTION 11. Emergency Termination. Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public.

SECTION 12. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstances is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

SECTION 13. This ordinance will become effective upon its publication in the official city newspaper.

PASSED AND APPROVED THIS 26th DAY OF May, 19 98



Henry E. Schmidt
HENRY E. SCHMIDT, MAYOR

Donna Schoonover
DONNA SCHOONOVER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

Paul Krutz
PAUL KRITZ, CITY ATTORNEY

***MUNICIPAL WATER
CONSERVATION PLAN
FOR THE
CITY OF COFFEYVILLE***



MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF COFFEYVILLE

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INTRODUCTION

The City of Coffeyville has undertaken a number of steps to ensure a dependable water supply for our customers during the past 111 years. The original water supply for our City was obtained from the Verdigris River. Construction of a new 10.0 MGD water treatment plant was completed in 1972 with an upgrade of the facility completed in 2005. The raw water pump station was constructed on the Verdigris River in 1972. Our City water supply, water treatment plant and distribution system have ample capacity to meet current customers demands and future projected demands for several years, except during drought periods. The City of Coffeyville believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years. The Water Conservation Plan is intended to provide general guidance to promote water efficiency and to respond to water emergencies. Specific actions and triggers are to be determined by the City Commission and City staff in accordance with provisions of City of Coffeyville Ordinance No. G-98-05. The City of Coffeyville acknowledges that any supplemental water from storage needed during low flow conditions (as defined in the Memorandum of Agreement between the Kansas Water Office and the Kansas Department of Agriculture, Division of Water Resources) may be provided through a water marketing contract with the Kansas Water Office.

MUNICIPAL WATER CONSERVATION PLAN

The primary objectives of the Water Conservation Plan for the City of Coffeyville are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought/Emergency Contingency Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas. The Water Conservation Plan is intended to provide general guidance to promote water efficiency and to respond to water emergencies. Specific actions and triggers are to be determined by the City Commission and City staff in accordance with provisions of City of Coffeyville Ordinance No. G-98-05.

LONG-TERM WATER USE EFFICIENCY

WATER USE CONSERVATION GOALS

The City of Coffeyville used 215 gallons per person per day (GPCD) in 2003. This GPCD figure included:

- a) water sold to residential/commercial customers;
- b) water distributed for public services (parks, cemeteries, swimming pools, golf course, etc.);
- c) fire hydrant testing by fire department and water system flushing by water department;
- d) water lost by leaks in the water distribution system;
- e) water utilized in the treatment processes;
- and
- f) water wasted to facilitate construction during the water treatment plant rehabilitation project

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2003 Kansas Municipal Water Use Publication, our City is located in Region 7. From this publication it was determined that our City GPCD water use was 215, which was 43 percent above the regional average of 150 GPCD among cities in Region 7 during 2003. The City desires to set a water use conservation goal for usage not to exceed 150 GPCD based on the regional average of the last five years (1999 thru 2003). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

WATER CONSERVATION PRACTICES

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

Education

The City water bills show the total number of gallons of water used during the billing period and the amount of the bill. The City has provided water conservation literature to the local school system. Water conservation tips are not normally provided with the water bills. The City has not provided information on water conservation to the local news media on a regular basis.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
1. Water bills will show the amount of water used in gallons and the cost of the water	Implemented
2. The school system and teachers will be encouraged to become involved in water conservation through classroom lectures and incentives for children to conduct home checks.	Implemented

Management

The City of Coffeyville has water meters on each of our raw water intake pumps and water pumped into the distribution system. These meters are read on a daily basis. The accuracy of the water meters and the pumping rates of the pumps are tested at least every three years.

Water meters are installed for all residential/commercial customers. Some city government facilities remain unmetered. However, the city is working toward a goal of metering all connections. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer.

The City of Coffeyville reads each customer's water meter monthly and mails a monthly water bill to each customer. Customer water meter readings take the entire month to complete and each meter is generally read during the same week each month.

Water leaks from the City public water distribution systems are repaired when customers report significant leaks from the water mains or when identified by city personnel. Water pressure is not checked unless customers complain that their water pressure is too low.

The water rate structure for the City was passed on November 22, 2005. The minimum monthly water bill for customers inside the city limits ranges from \$3.00 to \$160.00 based on meter size, which includes no payment for water usage. Effective December 1, 2006 water use for the first 2,000 gallons is charged at \$4.70 per 1,000 gallons per month. The next 8,000 gallons is charged at \$4.06 per thousand gallons per month. The next 40,000 gallons is charged at \$3.98 per thousand gallons per month. All water use in excess of 50,000 gallons per month is charged based on a declining rate structure. The minimum sewer rate is \$10.00 for the first 2,000 gallons per month based on water usage. All usage above 2,000 gallons up to 4,000,000 is charged at \$1.92 per thousand gallons per month. Usage above 4,000,000 gallons is charged based on a declining rate structure.

The City of Coffeyville realizes that great emphasis must be placed on obtaining accurate measurement of water use at our raw water intake and at customer meters and that a water use records system must be utilized that can be used to effectively and efficiently manage the City public water distribution system. Hence, the City of Coffeyville has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All raw water intakes will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Implemented
2. Meters at raw water intakes will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within two percent of the actual volume of water passing through the meter.	Implemented
3. Meters will be installed at all residential service connections and at all other service connections whose annual water use may exceed 300,000 gallons, including separate meters for municipally operated irrigation systems which irrigate more than one acre of turf.	Implemented
4. Meters at each individual service connection will be replaced or tested for accuracy on a regular basis, the goal being at least once every 12 years, if they are one inch or less. Meters between one inch and six inches will be tested for accuracy at least once every five years and meters six inches and larger will be tested at least once every two years. Each meter will be repaired or replaced if its test measurements are not within three percent of the actual volume of water passing through the meter.	Implemented
5. All meters at raw water intakes will be read at least on a monthly basis and meters at individual service connections will be read at least once every two months.	Implemented
6. The water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total raw water intake for a four month time period.	Implemented
7. Water sales will be based on the amount of water used.	Implemented

Regulation

The City of Coffeyville does not have any water conservation regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought/Emergency Contingency section of this plan and water emergency ordinance where they constitute the primary means for conserving water during a supply emergency.

DROUGHT/EMERGENCY CONTINGENCY

The City of Coffeyville addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The Governing Body is authorized by ordinance to implement the appropriate conservation measures. Actions taken may include, but are not limited to, those specifically listed in this plan. The City of Coffeyville acknowledges that any supplemental water from storage needed during low flow conditions (as defined in the Memorandum of Agreement between the Kansas Water Office and the Kansas Department of Agriculture, Division of Water Resources) may be provided through a water marketing contract with the Kansas Water Office.

STAGE 1: WATER WATCH

Goals

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 85 percent capacity, and will not recover,
2. Water has stopped flowing over the dam,
3. Demand for three days is in excess of 6.0 million gallons per day.

Education Actions

1. The City will make occasional news releases to the local media, as necessary, describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous month summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.

Management Actions

1. Leaks will be repaired within 48 hours of detection.
2. System pressure will be maintained below 80 pounds per square inch.
3. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

Regulation Actions

1. The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e.; wash full loads, take short showers, don't let faucets run, etc.

STAGE 2: WATER WARNING

Goals

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall weekly consumption by 10 percent.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 70 percent capacity and will not recover,
2. Treatment plant operations are at 65 percent capacity or more for three consecutive days,
3. Water is 1 foot below the dam, or
4. Demand for three days is in excess of 6.5 million gallons per day.

Education Actions

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Previous month summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.
3. Water conservation articles will be provided to the local newspaper.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. System pressure will be maintained between 70 and 75 pounds per square inch.
4. The City will curtail its water usage, including operation of fountains, non-essential watering of City grounds and washing of vehicles.

Regulation Actions

1. An odd/even lawn watering system may be imposed on City residents. Residents with odd-numbered addresses will water on odd days, even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing, will be restricted to before 10 a.m. and after 9 p.m.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Refilling of swimming pools will be allowed one day a week after sunset.
5. Waste of water will be prohibited.

STAGE 3: WATER EMERGENCY

Goals

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

Triggers

This state is triggered by any one of the following conditions:

1. The City's storage has fallen below 50 percent capacity,
2. Treatment plant operations are at 70 percent capacity or more for three consecutive days,
3. Water is 3 feet below the dam,
4. Demand for three days is in excess of 7.0 million gallons per day, or
5. Emergency conditions exist related to repairs or water quality.

Education Actions

1. The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous day summaries of precipitation, temperature, water levels and storage will be made public each day.
3. The City will hold public meetings to discuss the emergency, the status of the City's supply and further action, which needs to be taken.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. System pressure will be maintained at approximately 70 pounds per square inch.
4. The City will seek additional emergency supplies from other users, the state or the federal government.

Regulation Actions

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

PLAN REVISION, MONITORING & EVALUATION

The City of Coffeyville will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial sales, water provided free-of-charge, and "unaccounted for water". Problems noted during the monthly review will be solved as soon as possible.

The City of Coffeyville Municipal Water Conservation Plan will be reviewed during the month of April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and, if requested, will provide a status report to the Kansas Department of Agriculture, Division of Water Resources which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.



Steve Smith

Director of Water Services

620.252.6132

1702 River Road

P.O. Box 1629

Coffeyville, KS 67337

Rev. 7/20/2023

**MUNICIPAL WATER CONSERVATION PLAN
FOR THE CITY OF COFFEYVILLE**

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INTRODUCTION

The City of Coffeyville has continually tried to provide and ensure a high quality of life for its residents, businesses and industries. A plentiful and good quality water supply is one of the most important elements in maintaining that quality of life. The City of Coffeyville has undertaken a number of steps to ensure a dependable water supply for our customers. The area served by the City of Coffeyville's water supply and treatment plant consists of an area within the city limits and immediate vicinity, as well as Rural Water District's No. 2C & 14 in Montgomery County, Rural Water District No. 6 Labette County, and Oklahoma Nowata District No. 7. The cities of Dearing, Kansas and South Coffeyville, Oklahoma are also served by the City of Coffeyville Municipal Water System. The population within the City is approximately 8,826 with 4,300 plus active water accounts. Construction of a 10,000,000 MGD water treatment plant was completed in 1972 along with a raw water pump station on the Verdigris River. City of Coffeyville water supply, water treatment plant and distribution system have sufficient capacity to meet current customer demands and future projected demands for several years, except during drought periods. The City of Coffeyville believes that our Municipal Water Conservation Plan represents an additional and important step in ensuring our ability to serve our residents, businesses and industries in future years.

MUNICIPAL WATER CONSERVATION PLAN

The primary objectives of the Water Conservation Plan for the City of Coffeyville is to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought/Emergency Contingency Section) to ensure the City has an adequate water supply to meet customer needs.

LONG TERM WATER USE EFFICIENCY

WATER USE CONSERVATION GOALS

The City of Coffeyville used an average of 117 gallons per capita per day (GPCD) in 2017. This GPCD figure included:

- a) water sold to residential/commercial customers;
- b) water distributed for free public services (parks, cemeteries, swimming pools etc.); and
- c) water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for sales to other suppliers, industries, bulk users or farmsteads using over 200,000 gallons per year. According to Figure 3, shown in the 2017 Kansas Municipalities Water Use Publication, our City is located in Region 7L. From this publication it was determined that our City GPCD water use was 117 GPD, which was 2 percent below the region average of 121 GPCD among cities in Region 7L between 2013 and 2017. The City desires to set a water use conservation goal for usage not to exceed 150 GPCD based on the regional average of the five-year span of (2013 thru 2017). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

WATER CONSERVATION PRACTICES

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be taken to conserve water are listed along with a target date to begin each practice.

EDUCATION

Customer monthly billing statements show the total number of gallons of water used during the billing period. Water conservation tips are not normally provided with the water bills. The City has not provided information on water conservation to the local news media on a regular basis.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

	Education Conservation Practices to be Taken	Timeline
1.	Water bills will show the amount of water used in gallons and the cost of the water.	Implemented
2.	Make available information on water conserving landscape practices through the city website, city government Cox channel 13, radio, and the City Facebook page.	September 2023
3.	At least one water conservation article will be prepared each year during the summer and provided to the local newspaper for possible publication as a public service announcement.	September 2023
4.	Each year public awareness of the need to conserve water will be increased through distribution of a water conservation insert included in the City's monthly billing statements.	September 2023

MANAGEMENT

The City of Coffeyville meters all water pumped and consumed through the distribution system. All customer connections must be a metered connection.

Water leaks from the City public water distribution systems are repaired upon notification of leaks from the water mains by customers, detected by the city's Automated Meter Infrastructure (AMI) system, or when located by City personnel. Water pressure is checked whenever a customer reports low water pressure. The City of Coffeyville reads customer water meters on a monthly basis generating a monthly statement.

The water rate structure for the City of Coffeyville is reviewed and approved by the City Commission as required. The rate structure in effect can be obtained from City Clerk's office. The current water rate structure was passed on August 14, 2012.

The rates for all water metered through a permanent service is according to the quantities used, as follows:

(1) the city limits:

Quantity	Rates per 1,000 gallons used
First	2,000 gallons a month @.....\$6.85
Next	8,000 gallons a month @.....\$5.93
Next	40,000 gallons a month @.....\$5.80
Next	50,000 gallons a month @.....\$4.66
Next	400,000 gallons a month @.....\$4.26
Next	500,000 gallons a month @.....\$3.76
Over	1,000,000 gallons a month @.....\$2.48

(2) For water consumed outside the city limits:

Quantity	Rates per 1,000 gallons used
First	2,000 gallons a month @.....\$10.09
Next	8,000 gallons a month @.....\$6.59
Next	40,000 gallons a month @.....\$6.46
Next	50,000 gallons a month @.....\$5.18
Next	400,000 gallons a month @.....\$4.66
Next	500,000 gallons a month @.....\$3.76
Next	1,000,000 gallons a month @.....\$2.48

The City of Coffeyville has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

	Management Conservation Practices to be Taken	Timeline
1.	A water rate structure designed to curb excessive use of water will be evaluated.	August 2024
2.	Meters at raw water intakes will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within two percent of the actual volume of water passing through the meter.	Implemented
3.	Replace all existing water meters with AMI ready Smart meters for better accuracy.	Implemented
4.	Meters at each individual service connection will be replaced or tested for accuracy on a regular basis, at least once every 15-20 years, if they are one inch or less.	Implemented
5.	The water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total raw water intake for a four month time period.	Implemented
6.	Water sales will be based on the amount of water used.	Implemented
7.	All leaks will be repaired within 48 hours of learning about their existence and large leaks will be repaired immediately.	Implemented

REGULATION

The City of Coffeyville does not have any water conservation regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance where they constitute the primary means for conserving water during a supply shortage.

Coffeyville does have a plumbing code, but has not felt the need to incorporate mandatory use of water conservation units in the plumbing code. The enforcement of any regulations to require use of any water conservation plumbing measures would be very difficult. Most new homes and/or remodeling projects do include the use of water conservation toilets and faucets.

DROUGHT EMERGENCY CONTINGENCY

This Water Conservation Plan and Ordinance applies to all metered connections served by the City of Coffeyville. All entities that purchase water from the City of Coffeyville will be required to follow the same reductions in water use as the City of Coffeyville. The City of Coffeyville addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The Mayor and City Manager are authorized by ordinance and resolution to implement the appropriate conservation measures as needed.

STAGE 1: WATER WATCH

Goals

The goals of this stage are to heighten public awareness on current water conditions, helping to maintain the integrity of the water supply system.

Triggers

This stage is triggered by any one of the following conditions:

1. The City storage has fallen below 85 percent of normal operating capacity.
2. Emergency conditions related to water system repairs or water quality.
3. Demand for 3 consecutive days is in excess of 6.0 million gallons per day.
4. Whenever conditions exist that require the City to request from the Kansas Water Office to begin utilizing the first 150 million gallons out of the 300 million gallons of contracted water from Elk City Reservoir under the Water Purchase Agreement with the Kansas Water Office.
5. The Kansas Water Office has issued a Stage 1 Water Watch based on the remaining water marketing storage in Elk City Lake.

Education Actions

1. The City will make public information releases through the City's normal media outlets describing present conditions, indicating the current water supply outlook for the area.

Management Actions

1. Leaks will be repaired within 48 hours of detection.
2. System pressure will be maintained below 80 pounds per square inch.
3. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

Regulation Actions

The public will be asked to reduce some unnecessary outdoor water use and to make efficient use of indoor water needs, as well as other measures as listed in the Water Conservation Ordinance No. G-23-XX dated XXX XX, 2023.

Voluntary Conservation Measures. Upon the declaration of a Water Watch, consumers will be asked to employ voluntary water conservation measures to limit or eliminate non-essential water uses including, but not limited to, limitations on the following uses:

- (a) Sprinkling of water on lawns, shrubs or trees (including golf courses)
- (b) Washing of automobiles
- (c) Use of water in swimming pools, fountains and evaporative air conditioning systems
- (d) Waste of water

STAGE 2: WATER WARNING

Goals

The goals of this stage are to reduce peak demands by 20% and to reduce overall weekly consumption by 10%.

Triggers

This stage is triggered by any one of the following conditions:

1. The City storage has fallen below 70 percent of normal operating capacity.
2. Emergency conditions related to water system repairs or water quality.
3. Treatment operations are operating at 65 percent or more of total operating capacity for 3 consecutive days.
4. Demand for 3 consecutive days is in excess of 6.5 million gallons per day.
5. Whenever conditions exist that require the City to request from the Kansas Water Office to begin utilizing the remaining 150 million gallons of water out of the 300 million gallons of contracted water from Elk City Reservoir under the Water Purchase Agreement with the Kansas Water Office.
6. Elk City Reservoir storage capacity has to 70% of the conservation pool.
7. The Kansas Water Office has issued a Stage 2 Water Watch based on the remaining water marketing storage in Elk City Lake.

Education Actions

1. The City will make public information releases through the City's normal media outlets describing present conditions, indicating the current water supply outlook for the area.

Management Actions

1. City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection, if possible.
3. System pressure will be maintained between 67-75 pounds per square inch.
4. City will curtail its water usage, including operation of fountains, watering of City grounds and washing of vehicles.

Regulation Actions

1. An odd/even lawn watering system will be imposed on City residents. Residents with odd numbered addresses will water on odd days, even addresses will water on even days.
2. Residential outdoor water use, including lawn watering and car washing will be restricted to before 10:00 am and after 9:00 pm.
3. Golf courses will be restricted to hand watering tees and greens.
4. Refilling of residential swimming pools will be allowed one day a week after sunset.
5. Businesses and Industries may be requested to cut water use by up to 30% of their normal use.
6. Other measures as listed in the Water Conservation Ordinance No. G-23-XX dated XXX XX, 2023.

STAGE 3: WATER EMERGENCY

Goals

The goals of this stage are to reduce peak demands by 50% and to reduce overall weekly consumption by 25%.

Triggers

This stage is triggered by any of the following conditions:

1. City storage has fallen below 50 percent of normal operating capacity.
2. Emergency conditions related to water system repairs or water quality.
3. Treatment operations are operating at 70 percent or more of total operating capacity for 3 consecutive days.
4. Demand for 3 consecutive days is in excess of 7.0 million gallons per day.
5. All of the available water contracted through the Water Purchase Agreement with the Kansas Water Office has been depleted.
6. Elk City Reservoir storage capacity has to 60% of the conservation pool.
7. The Kansas Water Office has issued a Stage 3 Water Watch based on the remaining water marketing storage in Elk City Lake.

Education Actions

1. The City will make public information releases through the City's normal media outlets describing present conditions, indicating the current water supply outlook for the area.

Management Actions

City water supplies will be monitored daily.

1. Leaks will be repaired within 24 hours of detection.
2. System pressure will be maintained at 60 pounds per square inch.
3. The City will seek additional emergency supplies or support from other sources if necessary, including the state and the federal government.

Regulation Actions

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.
3. Business and Industries will be requested to cut water use by up to 50% of their normal use.
4. Excess water use charges for usage of water over the amount used in the winter will be considered.
5. Restrictions on the uses of water in one or more classes of water use, wholly or in part;
6. Restrictions on the sales of water at coin-operated facilities or sites;
7. Complete or partial bans on the waste of water; and
8. Any combination of the foregoing measures.

PLAN REVISION MONITORING & EVALUATION

The City of Coffeyville will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial/industrial sales, water provided free-of-charge, and "unaccounted for water". Variances noted during the monthly review will be solved as soon as possible.

The City of Coffeyville Municipal Water Conservation Plan will be reviewed during the month of February each year and as required during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and will provide a status report to the Kansas Water Office which will also include any additional water conservation practices that may need to be taken in order for the City to achieve and maintain its water use conservation GPCD goals.

Mayor - Print

Mayor - Signature

City Clerk - Signature

Date

From: [Tjelmeland, Kirk](#)
To: [Steve Smith](#)
Cc: [Goff, Katie](#)
Subject: [External] Updating your wcp
Date: Thursday, July 6, 2023 12:56:45 PM
Attachments: [Coffeyville Water Conservation Plan 2023_62023.docx](#)
[G-23-XX Water Conservation Ordinance \(6.16.23\) - Final Draft.docx](#)

CAUTION: This e-mail originated from outside of the City of Coffeyville organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Steve,

We reviewed the draft water conservation plan (wcp) and found a few items that need to be adjusted before finalizing the plan:

- Change page numbering so that the cover page starts as 1, Table of Contents 2 and Introduction page 3. Correct page numbers in Table of contents to reflect this
- Page 3 – Under Long Term Efficiency, GPCD should be 117 and should be 2% below Region average
- Page 4 – Education Table change “March” to Implemented or date to be implemented 07/2023 and possibly add, “1. Water bills will show the amount of water used in gallons and the cost of the water.” From the guidance document
- Page 5 – Management Table add, “9. A water rate structure designed to curb excessive use of water will be evaluated.” From guidance document
- Page 7 – Remove some spaces so that Stage 1 fits on single page
- Page 7 – Under Stage 1: Water Watch Triggers, the plan would just have the 4 triggers (first three remain the same) with #4 stating - The Kansas Water Office has issued a Stage 1 Water Watch based on the remaining water marketing storage in Elk City Lake.
- Page 8 – Move Stage 2 up and remove spaces so it fits on a single page
- Page 8 – Under Stage 2: Water Warning Triggers, the plan would just have 4 triggers (first three remain the same) with #4 stating - The Kansas Water Office has issued a Stage 2 Water Warning based on the remaining water marketing storage in Elk City Lake.
- Page 9 – Move Stage 3 up and remove spaces so it fits on a single page
- Page 9 – Under Stage 3: Water Emergency Triggers, the plan would just have 4 triggers (first three remain the same) with #4 stating - The Kansas Water Office has issued a Stage 3 Water Emergency based on the remaining water marketing storage in Elk City Lake.
- Page 10 – Move Plan Revision to this page and add signature lines received the comments back today from the Division of Water Resources.

We also received comments back from the Division of Water Resources (DWR) see below:

The City of Coffeyville: Water Conservation Plan Comments

Here are DWR's comments and thoughts after we examined the plan for the City of Coffeyville a couple of times. [Municipal Water Use in Kansas, 2017](#) data are used to verify their numbers. All

numbers and values are right. We also use WRIS to determine water right information for the City of Coffeyville, especially Legal Action Trail under Action Trail tab. No legal issues are unresolved.

Page 1. Table of Contents

Page numbers need to be adjusted.

Page 2-3. – Please merge INTRODUCTION section and MUNICIPAL WATER CONSERVATION PLAN section. Don't need the MUNICIPAL WATER CONSERVATION PLAN section.

Page 3. Water Use Conservation Goals

Please follow "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)" to make some changes. The City of Coffeyville used 117 gallons per person per day (GPCD) in 2017. And other places in the paragraph of "However, the GPCD in our plan."

Page 4. – Education -- Table:

Complete Education Conservation Practices Table and Target Date column if applicable following "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)".

Target Date: Use "Implemented" for past dates or mm yyyy for future dates (such as August 2023)

Page 5. – Management -- Table:

Complete Management Conservation Practices Table and Target Date column if applicable following "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)".

Target Date: "Implemented" for past dates or mm yyyy for future dates (such as August 2023)

Page 6. – Regulation

Please follow "[2007 Kansas Municipal Water Conservation Plan Guidelines](#)".

DROUGHT RESPONSE section looks fine.

Goals go first, then Triggers and Actions.

Page 11. PLAN REVISION, MONITORING & EVALUATION section is Ok.

The next step in the process is to make the necessary changes then have the City Council review, approve and sign both the wcp and ordinance and send those back to me. Once I have those two document I'll forward them to DWR for one final signature at which time I send you a copy. I will give you a call and we can walk through these adjustments to you draft plan. Please let me know if you have any question.

Enjoy your Thursday afternoon,

Kirk "Tj" Tjelmeland

Field Services Coordinator

[Kansas Water Office](#)

P: 785-368-8149

C: 785-249-7535



**CITY OF COFFEYVILLE
BOARD OF COMMISSIONERS AGENDA ITEM**

MEETING DATE	August 8 th , 2023	
RESOLUTION OR ORDINANCE NUMBER	R-23-48	
AGENDA TITLE	Electric Line Clearance - Tree Trimming	
REQUESTING DEPARTMENT	Electric	
PRESENTER	Steve Pratt, Electric Distribution Superintendent	
FISCAL INFORMATION	Cost as recommended:	
	Budget Line Item:	800-5-020-424
	Balance Available	
	New Appropriation Required:	☐ Yes ☒ No
PURPOSE	Authorizes the Mayor to execute an agreement for Contractual services	
BACKGROUND	The Electric Distribution Department employs a contractor to perform tree trimming services on approximately 200 miles of distribution lines and 16 miles of transmission lines. A Request for Proposals was issued on June 2, 2023, for hourly rates for a three-man crew plus bucket truck, chipper and hand tools. Two responses were received.	
SPECIAL NOTES		

ANALYSIS	The RFP requested information concerning qualifications and experience, safety, training and a 3-year hourly rate as described above. The rates are as follows: <table><tr><td><u>Company</u></td><td><u>2023/2024</u></td><td><u>2024/2025</u></td><td><u>2025/2026</u></td></tr><tr><td>Asplundh</td><td>\$166.74</td><td>\$171.95</td><td>\$178.48</td></tr><tr><td>Wright</td><td>\$174.27</td><td>\$178.68</td><td>\$183.22</td></tr></table> Asplundh by far has the experience, equipment, manpower and additional resources available in southeast Kansas, less than 30 minutes away, should it be needed for storm restoration efforts or additional trimming.	<u>Company</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	Asplundh	\$166.74	\$171.95	\$178.48	Wright	\$174.27	\$178.68	\$183.22
<u>Company</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>										
Asplundh	\$166.74	\$171.95	\$178.48										
Wright	\$174.27	\$178.68	\$183.22										
BOARD OR COMMISSION RECOMMENDATION													
STAFF RECOMMENDATION	Based on the proposals received, pricing and satisfaction with Asplundh’s performance over the last three years, staff recommends the Mayor be authorized to execute an agreement with Asplundh Tree Expert Company to provide line clearance tree trimming services at the rates proposed.												
REFERENCE DOCUMENTS ATTACHED	• RFP Tab • Asplundh Proposal Letter • Asplundh 3 Year Cost Proposal • Line Clearance Agreement												

RESOLUTION NO. R-23-48

A RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ASPLUNDH TREE EXPERT COMPANY FOR LINE CLEARANCE TREE TRIMMING SERVICES FOR THE CITY OF COFFEYVILLE ELECTRIC UTILITY.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Mayor be authorized to enter into an agreement with Asplundh Tree Expert Company in the amount not to exceed \$346,819 annually for Line Clearance Tree Trimming Services for the Electric Utility.

ADOPTED THIS 8th DAY OF AUGUST, 2023

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

Proposal Summary Sheet

	Asplundh				Wright		
	2023/2024	2024/2025	2025/2026		2023/2024	2024/2025	2025/2026
Foreman	\$50.61	\$52.15	\$54.14		\$49.76	\$51.37	\$53.02
Journeyman Trimmer	\$45.93	\$47.31	\$49.13		\$46.07	\$47.54	\$49.06
Trimmer/Operator	\$43.16	\$44.45	\$46.17		\$41.91	\$43.24	\$44.61
70' Bucket	\$22.04	\$22.04	\$23.04		\$29.31	\$29.31	\$29.31
Chip Truck	\$5.00	\$6.00	\$6.00		\$7.22	\$7.22	\$7.22
	\$166.74	\$171.95	\$178.48		\$174.27	\$178.68	\$183.22

Summary

Company	2023/2024	2024/2025	2025/2026	Ranking
Asplundh	\$166.74	\$171.95	\$178.48	1
Wright	\$174.27	\$178.68	\$183.22	2

ASPLUNDH

ASPLUNDH TREE EXPERT, LLC

11056 S GREEN RD, OLATHE KS 66061 OFFICE: 913-469-5440 FAX: 913-469-5507

Ms Melissa Carter
City of Coffeyville
102 W. 7th St.
PO Box 1629
Coffeyville, KS 67337
(620) 252-6108

Ms. Carter:

Asplundh Tree Expert, LLC. would like to thank you for the opportunity to submit a proposal for your Vegetation needs. Coffeyville and Asplundh have always had a great working relationship in the past, and we hope, in the future.

If you have any questions, please do not hesitate to call.

Proposal,

1. Asplundh approaches Vegetation Management using industry best practices. Safety, service reliability, cost and good public relations are all critical components. Asplundh recognizes the value of providing a well-maintained fleet of equipment, and the positive impact that equipment innovations can have on productive operations. Asplundh works closely with its customers to develop customized quality assurance and control procedures to meet their performance expectations. We welcome the opportunity to introduce new ideas, techniques and equipment when we believe such initiatives will result in improved performance.

As a full-service utility contractor, Asplundh currently aids many municipals concerning: Emergency Storm Response Capability, Construction Line Building, Maintenance, Technical Consulting/Vegetation Planning and Data Entry, Herbicide Application, Emerald Ash Borer, Tree Removal and Stump Grinding, Street and Park Tree Pruning, Fence/culvert/rock installation and removal.

Asplundh has a local team based in Kansas, and ready to handle any vegetation needs you have. Supervisor, Mike Edgecomb 28 Yrs., General Foreperson, Shawn Pollman 23 Yrs., Foreperson, Jason Baker 23 Yrs., Trimmer, Robert Brown, 28 Yrs., Trimmer Rodney Locke 4 Yrs.

Asplundh rates may look like premium rates, but we feel paying our employees good Wage/benefits keeps them around longer and keeps them happier. Using proper equipment and keeping good employees longer, saves our customers money with increased productivity.

2. Asplundh has been in business since 1928, completing various types of Line Clearance and Herbicide Services on distribution, sub-transmission, transmission, and substation systems. Some local projects and contacts include:

- A. City of Winfield, Jerry Crow (620) 262-1432
- B. City of Independence, Andrew Dodson (816) 564-3377
- C. City of Gardner, Bruce Baldwin (913) 207-6026
- D. KC Board of Public Utilities, Scott Paulsen (913) 645-1490
- E. Evergy, Doug Lehmann (785) 865-4884

3. Certificate of insurance attached.

4. Experienced 3 person crew currently staffed and working on property. Rate sheets attached. Asplundh Tree Expert, LLC currently has a full crew successfully working on CMLP and we hope to continue. Also, we have many crews available should we have an emergency due to storms.

Regards,

Scott Leonard
Scott Leonard
Manager
Asplundh Tree Expert LLC.
913-915-0182

Asplundh Tree Expert LLC

8-14-2025 - 8-13-2026 LABOR & EQUIPMENT RATES

Hourly Billing Rates

Class	S/T	O/T	D/T
Labor Type 2- Foreperson	\$54.14	\$75.80	\$97.45
Labor Type 3- Top Trimmer/Equip. Operator	\$49.13	\$68.78	\$88.43
Labor Type 4 - Trimmer /Equip. Operator	\$46.17	\$64.64	\$83.11
Labor Type 5- Groundperson	\$40.85	\$57.19	\$73.53
55' Aerial Lift Truck with Chip Box	\$18.50	\$18.50	\$18.50
Self Feed chipper 12"	\$6.00	\$6.00	\$6.00

Equipment Options

Will only be used/billed upon Utility request	Hourly billing Rates	
151-300 hp Tree Mower	\$95.00	
121-150 hp Tree Mower	\$65.00	
99-120 hp Tree Mower	\$48.00	
Back Yard Lift	\$20.00	
75' Mechanical Side Trimmer	\$65.00	
55' Aerial Lift Truck with Chip Box	\$18.50	
70' Aerial Lift Truck	\$23.04	
Chip Truck(14 cubic yard)	\$12.00	
Self Feed chipper 12"	\$6.00	
Service / Support Truck	\$21.00	
4x4 Pickup	\$16.00	
Semi,lowboy/drop deck trailer	\$45.00	
RTV/UTV w/trailer	\$11.00	
RTV/UTV spray unit with trailer	\$13.23	
Spray Rig 4X4 300 gal	\$24.40	
Trailer	\$5.03	
Motels billed back at actual cost		per/day
Per Diem (meals per day)	\$45.00	
Garlon 4 PM	\$47.10	per/gal
Note:		

All prices shall be inclusive of all state, use, federal, and local taxes, management, supervision, overhead, tools, and insurance.

Asplundh Tree Expert LLC

8-14-2024 - 8-13-2025 LABOR & EQUIPMENT RATES

Hourly Billing Rates

Class	S/T	O/T	D/T
Labor Type 2- Foreperson	\$52.15	\$73.01	\$93.87
Labor Type 3- Top Trimmer/Equip. Operator	\$47.31	\$66.23	\$85.16
Labor Type 4 - Trimmer /Equip. Operator	\$44.45	\$62.23	\$80.01
Labor Type 5- Groundperson	\$39.37	\$55.12	\$70.87
55' Aerial Lift Truck with Chip Box	\$17.50	\$17.50	\$17.50
Self Feed chipper 12"	\$6.00	\$6.00	\$6.00

Equipment Options

Will only be used/billed upon Utility request	Hourly billing Rates	
151-300 hp Tree Mower	\$95.00	
121-150 hp Tree Mower	\$65.00	
99-120 hp Tree Mower	\$48.00	
Back Yard Lift	\$20.00	
75' Mechanical Side Trimmer	\$65.00	
55' Aerial Lift Truck with Chip Box	\$17.50	
70' Aerial Lift Truck	\$22.04	
Chip Truck(14 cubic yard)	\$12.00	
Self Feed chipper 12"	\$6.00	
Service / Support Truck	\$21.00	
4x4 Pickup	\$16.00	
Semi,lowboy/drop deck trailer	\$45.00	
RTV/UTV w/trailer	\$11.00	
RTV/UTV spray unit with trailer	\$13.23	
Spray Rig 4X4 300 gal	\$24.40	
Trailer	\$5.03	
Motels billed back at actual cost		per/day
Per Diem (meals per day)	\$45.00	
Garlon 4 PM	\$47.10	per/gal
Note:		

All prices shall be inclusive of all state, use, federal, and local taxes, management, supervision, overhead, tools, and insurance.

Asplundh Tree Expert LLC

8-14-2023 - 8-13-2024 LABOR & EQUIPMENT RATES

Hourly Billing Rates

Class	S/T	O/T	D/T
Labor Type 2- Foreperson	\$50.61	\$70.85	\$91.10
Labor Type 3- Top Trimmer/Equip. Operator	\$45.93	\$64.30	\$82.67
Labor Type 4 - Trimmer /Equip. Operator	\$43.16	\$60.42	\$77.69
Labor Type 5- Groundperson	\$38.21	\$53.49	\$68.78
55' Aerial Lift Truck with Chip Box	\$17.50	\$17.50	\$17.50
Self Feed chipper 12"	\$5.00	\$5.00	\$5.00

Equipment Options

Will only be used/billed upon Utility request	Hourly billing Rates	
151-300 hp Tree Mower	\$95.00	
121-150 hp Tree Mower	\$65.00	
99-120 hp Tree Mower	\$48.00	
Back Yard Lift	\$20.00	
75' Mechanical Side Trimmer	\$65.00	
55' Aerial Lift Truck with Chip Box	\$17.50	
70' Aerial Lift Truck	\$22.04	
Chip Truck(14 cubic yard)	\$12.00	
Self Feed chipper 12"	\$5.00	
Service / Support Truck	\$21.00	
4x4 Pickup	\$16.00	
Semi,lowboy/drop deck trailer	\$45.00	
RTV/UTV w/trailer	\$11.00	
RTV/UTV spray unit with trailer	\$13.23	
Spray Rig 4X4 300 gal	\$24.40	
Trailer	\$5.03	
Motels billed back at actual cost		per/day
Per Diem (meals per day)	\$45.00	
Garlon 4 PM	\$47.10	per/gal
Note:		

All prices shall be inclusive of all state, use, federal, and local taxes, management, supervision, overhead, tools, and insurance.

TREE TRIMMING AGREEMENT

THIS AGREEMENT, made as of this 8th day of August, 2023, between the City of Coffeyville, Kansas, P.O. Box 1629, Coffeyville, Kansas 67337 (hereinafter called "City") and Asplundh Tree Expert, LLC, 11056 S. Green Rd, Olathe, Kansas 66061 (hereinafter called "Contractor").

1. Contractor agrees to furnish all supervision, labor, tools, transportation, equipment and materials for the purpose of trimming and/or removing trees and vegetation on behalf of City pursuant to and in accordance with City's line clearance policies and this Agreement.
2. Contractor agrees to secure all permits and licenses of a temporary nature necessary for the prosecution of the work to be performed hereunder and to pay all charges and fees required for such permits and licenses. Permits, licenses and easements of a permanent nature shall be obtained and paid for by the City. Contractor further agrees to make reasonable efforts to notify the property owner, authorized agent, or public authority having ownership or control over each tree to be trimmed or removed and/or all property to be cleared or sprayed. In cases where the owner or agent cannot be located with reasonable efforts, and in cases where the owner or agent objects to the Contractor's proposed activities, Contractor shall notify City and obtain permission to proceed.
3. Contractor agrees to perform all work in accordance with all federal, state and local laws, ordinances and regulations applicable to said work.
4. Contractor agrees that its personnel and equipment shall at all times present a neat appearance, and all work shall be done, and all complaints shall be handled by Contractor with due regard for the City's public relations.
5. (a) In the event of bodily injury or damage to property caused by Contractor's operations, the City shall, upon receipt of notice of such claim, demand or action, promptly transmit to Contractor the name and address of the claimant, the nature of the claim, the date of the occurrence, and other information in possession of the City, which is applicable to each such claim.

(b) City agrees to cooperate with Contractor, its agents, representatives, employees and defense counsel in the investigation and defense of such claims.

(c) Contractor agrees that complaints for which it has liability and of which it receives timely notice, whether through City, or directly from claimants or their agents or representatives, or from other authorities, shall be addressed punctually, and that all reasonable efforts shall be made for a prompt resolution of such complaints.

- (d) It is understood that Contractor is an independent contractor under the terms of this Agreement, and each of the parties shall perform its obligations hereunder as an independent contractor and not as the agent, employee, or servant of the other party.
6. Contractor agrees to install and maintain the necessary guards and protective devices at locations where work is being performed to prevent accidents to the general public or damage to the property and personnel of the City or the general public.
 7. Contractor agrees to indemnify, hold harmless and defend the City from and against any and all loss, damage, or expense which the City may suffer or for which the City may be held liable by reason of any injury (including death) or damage to any property arising out of negligence on the part of the Contractor in the execution of the work to be performed hereunder.
 8. Contractor agrees to provide Workers' Compensation, Property Damage, and Public Liability Insurance in terms and amounts set out in the Request for Proposals. Certificates showing that Contractor has and continues to protect itself and the City by means of such insurance shall be provided to the City.
 9. Contractor agrees to furnish to the City, or its representatives, daily time sheets and other required reports, showing the nature, amount and location of work performed, together with the number of man hours and equipment hours involved, the quantities of material used, and the number of trees trimmed and/or removed.
 10. (a) Contractor agrees to submit to the City weekly invoices based upon the information contained in the daily time sheets and prepared in accordance with the applicable rate schedule.

(b) City agrees to pay for the work provided herein in accordance with the applicable rate schedule. Invoices received by the City shall be paid within thirty (30) days of receipt.
 11. This Agreement shall be binding upon the parties hereto and their heirs, successors, executors, administrators, and assigns. Contractor shall not assign any of its rights or duties under this Agreement, or subcontract the whole or any part of the work to be performed hereunder without first having obtained the written consent of the City authorizing such transfer of rights or duties.
 12. This Agreement is not intended to constitute an agreement of hiring under the provisions of any workers' compensation or unemployment compensation law and it shall not be so construed. Contractor agrees to accept full and exclusive liability for the payment of contributions or taxes imposed under such laws by the federal and/or state government which are measured by remuneration paid to Contractor's employees.

13. Whenever due to special circumstances such as, but not limited to, storm emergency work, an employee of the City is assigned to work directly with Contractor's employees, it is understood that such employee shall at all times remain in the employ of the City and that City shall be responsible for all wages and payroll taxes and shall provide Workers' Compensation coverage for such employee.

14. (a) Subject to the provisions of subsection (b) hereof, this agreement shall be for a term of three (3) years, commencing as of September 1, 2023 and ending August 31, 2026, subject to annual appropriations by City. In the event City fails to make such appropriations, this Agreement shall be terminated as of the date appropriations have been ended and Contractor shall be relieved of any further obligations to provide services hereunder.

(b) Should either party fail to comply with any of the provisions of this Agreement, the other party may terminate this Agreement upon fourteen (14) days written notice to the other; provided, however, the party not in compliance shall have a reasonable time, not to exceed seven (7) calendar days, to cure. Notice of the violation shall be given to the defaulting party by regular mail at the address first above written.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their proper officers thereunto duly authorized, the day and year first hereinabove written.

CITY OF COFFEYVILLE

Ann Marie Vannoster, Mayor

Attest:

Melissa Carter, City Clerk

ASPLUNDH TREE EXPERT, LLC

By Edward D Bradshaw
Title Area Vice-President

Attest:



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

2/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. Philadelphia PA Office One Liberty Place, Suite 1000 Philadelphia, PA 19103	Aon Risk Services Central, Inc. 4 Overlook Point Lincolnshire, IL 60069	CONTACT NAME: PHONE (A/C, No, Ext): 215-255-2000 FAX (A/C, No): E-MAIL ADDRESS:
		INSURER(S) AFFORDING COVERAGE
		INSURER A: Greenwich Insurance Company
		INSURER B: XL Insurance America, Inc.
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 2145106199 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICYNUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			RGD300136205	8/1/2022	8/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ \$10,000 Med Pa ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			RAD943783705 (AOS) RAD943786805 (VI)	8/1/2022	8/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	RWD300135805 (AOS) RWR300135905	8/1/2022	8/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Coffeyville Municipal Power & Light
616 Spring St
P.O. Box 1629
Coffeyville, KS 67337

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

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 CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	8/8/2023	
RESOLUTION OR ORDINANCE NUMBER	R-23-49	
AGENDA TITLE	Vehicle Extrication Equipment	
REQUESTING DEPARTMENT	Coffeyville Fire Department	
PRESENTER	Mike O'Connor, Captain	
FISCAL INFORMATION	Cost as recommended:	\$49,612
	Budget Line Item:	
	Balance Available	
	New Appropriation Required:	☒ Yes ☐ No
PURPOSE	Purchase of a new set of Genesis Battery-Powered Rescue Tools. This new set will replace a 19 year old set of Holmatro Tools. The set of tools consists of a Cutter, Spreader, Ram, and Combi-Tool. Also included are spare batteries, a charger and tips for the tools.	

BACKGROUND	The Coffeyville Fire Department provides Auto Extrication for the City of Coffeyville as well as the Southern Portion of Montgomery County. We average approximately 10-15 extrication incidents on average, per year. We currently have 2 sets that are both approaching 20 years in age, recently on an extrication the blade on the cutters was broken. We are currently using a loaned cutter and power unit for this particular set, which serves as our primary set of tools. Finding replacement parts are becoming near impossible due to the age of the tools. We are requesting to replace the current set of tools with a new battery-powered set. Battery tools have become the industry standard in the last 5 years. This is due to the weight, reliability and ease of movement with the tools. We are requesting approval to move forward with the set of Genesis tools. This is due to this particular set using the Milwaukee Battery, which is also the same battery that our PPV fans and new saws use. This would allow for interoperability of power sources. The latter was both purchased utilizing grant funding, we have tried to secure grant funds for new Extrication Tools for 4 years but have been unsuccessful. The Hurst and Holmatro tools use a proprietary battery, they are more expensive and harder to replace in the event we need a new battery.
SPECIAL NOTES	Delivery will be 60-75 days from order
ANALYSIS	
PUBLIC INFORMATION PROCESS	

BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff recommends purchase of Genesis Extrication Rescue tools from Genesis Rescue Systems for \$49,612.
REFERENCE DOCUMENTS ATTACHED	Please see attached quotes for Extrication Tools. Also attached is the broken cutter blade.

RESOLUTION NO. R-23-49

A RESOLUTION APPROVING PURCHASE OF A SET OF GENESIS RESCUE TOOLS FROM GENESIS RESCUE SYSTEMS FOR \$49,612. THE SET OF TOOLS CONSISTS OF A NEW BATTERY-POWERED CUTTER, SPREADER, RAM, AND COMBI-TOOL FOR THE COFFEYVILLE FIRE DEPARTMENT

NOW, THEREFORE, BE IT RESOLVED by the Coffeyville City Commission that the Mayor and City Clerk be and are hereby authorized and directed to issue a purchase order to Genesis Rescue Systems in an amount not to exceed \$49,612 for the purchase of a set of Genesis Rescue Tools for the Coffeyville Fire Department.

Adopted this 8th day of August, 2023.

Ann Marie Vannoster, Mayor

Attest:

Melissa Carter, City Clerk

**Danko Emergency Equipment**

PO Box 218
302 E 4th Street
Snyder, NE 68664-0218 USA
Phone: 402-568-2200
sales@danko.net
www.danko.net

Estimate No: 29767**Thursday, July 20, 2023**

Page 1 of 1

Account Address:

Attention: MIKE OCONNER
COFFEYVILLE FIRE DEPT
1206 W 11TH ST
COFFEYVILLE, KS 67337
Phone: 785-263-1121

Shipping Address:

COFFEYVILLE FIRE DEPT
1206 W 11TH ST
COFFEYVILLE, KS 67337

Ship Via	Shipping Terms	Prices are Valid Until	
SALESMEN DELIVERY	Freight Included	Thursday, July 27, 2023	

Line #	Part ID:	Description	Qty	Price	Extended
		Freight Included			
1	HUR271877000-9	HURST SP 777 E3 SPREADER 9AH PACKAGE - (INCLUDES SP 777 E3 SPREADER, (2) 9AH BATTERIES, (1) 110V CHARGER)	1.00	12,350.00	12,350.00
2	HUR272889000-9	HURST S 789 E3 CUTTER 9AH PACKAGE- (INCLUDES S 789 E3 CUTTER, (2) 9AH BATTERIES, (1) 110V CHARGER)	1.00	11,000.00	11,000.00
3	HUR274886000-9	HURST R 522 E3 RAM 9AH PACKAGE- (INCLUDES R 522 E3 RAM, (2) 9AH BATTERIES, (1) 110V CHARGER)	1.00	8,725.00	8,725.00
4	HUR273849000-9	HURST SC 758 E3 COMBI 9AH PACKAGE - (INCLUDES SC 758 E3 COMBI, (2) 9AH BATTERIES, (1) 110V CHARGER)	1.00	12,300.00	12,300.00
5	HUR90-53-15	HURST EWXT/ E3 9 AH BATTERY	4.00	775.00	3,100.00
Contact Salesperson: Jordan Young Contact Phone: Email: jyoung@danko.net			Sub Total \$47,475.00 Tax \$0.00 Total Price \$47,475.00		

19922 W 162nd Street Olathe, KS 66062
www.CONRADFIRE.com
(913) 780-5521
(913) 780-5251 Fax

CUSTOMER NO.
1131

COFFEYVILLE FIRE DEPT
1206 WEST 11TH ST
P.O. BOX 1629
COFFEYVILLE, KS 67337

PAGE 1

DATE	SHIP VIA	F.O.B.	TERMS			
06/06/23	GROUND		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
HOLMATRO NEW SET	06/06/23	170 170	147903			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
1		HOL.159.000.063 PCU50 - PENTHEON CUTTER	11,743.88	11,743.88		
1		HOL.159.000.064 PSP40 - PENTHEON SPREADER	12,118.06	12,118.06		
1		HOL.159.000.207 PTR50- PENTHEON TELESCOPIC RAM	9,839.88	9,839.88		
6		HOL.151.000.583 PBPA287 - PENTHEON BATTERY	804.36	4,826.16		
1		HOL.151.000.742 PBCH2 - BATTERY CHARGER (AC)	532.85	532.85		
1		HOL.159.000.118 PCT50 - PENTHEON COMBI TOOL	12,446.34	12,446.34		
This quote expires thirty (30) days after the date appearing on this quotation unless CFE receives and accepts Buyer's order within that period. Prior to the referenced expiration date, this quote may be changed by CFE at any time upon CFE providing such written notice to Buyer prior to CFE receiving and accepting Buyer's order within the aforementioned thirty (30) day period. Please note: A 3% credit card service fee will be assessed on all credit card payments in excess of \$3,000. Orders may not be broken into smaller dollar amounts to avoid this service charge. Cash, check, ACH, and wire transfer payments will not be subject to a service charge.						
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL
51,507.17	0.00		51,507.17	0.00		51,507.17
"WE APPRECIATE YOUR BUSINESS" RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.						



GENESIS
RESCUE SYSTEMS



GENESIS RESCUE SYSTEMS

Quote

Estimate No: 2704 Date: 11/16/2022	Equipment Management Company Company 22824 W Winchester Dr, Channahon, IL, United States 405-642-3731 rwilliams@genesissrescue.com www.genesissrescue.com Randy Williams
For: Equipment Management Company	

Ship To:	Tracking No: Ship Via: Free Shipping
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Fire Department	Coffeyville Kansas Fire Dept
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Code	Description	Quantity	Rate	Amount
ART.109.173.5	S54 SL3 eForce	1	\$16,180.00	\$16,180.00*
ART.110.215.1	SC240 SL3 NXT GEN SMOOTH CUT BLADES 28V	1	\$14,050.00	\$14,050.00*
ART.107.834.2	22-54 Telescopic Ram eForce	1	\$12,175.00	\$12,175.00*
ART.109.261.1	17C SL3 eForce (Tips ordered a la carte)	1	\$14,830.00	\$14,830.00*
ART.386.732.3	Brute Tip (EACH)	2	\$575.00	\$1,150.00*
ART.109.685.9	RIT Tip (EACH)	2	\$555.00	\$1,110.00*
ART.105.410.9	Genesis 3 Bay Charger 120V	1	\$520.00	\$520.00*
ART.105.375.5	M28 Milwaukee 28V 5ah Battery	4	\$500.00	\$2,000.00*

*Indicates non-taxable item

Subtotal	\$62,015.00
Discount	-\$12,403.00
Shipping	\$0.00
Total	\$49,612.00

TOTAL	\$49,612.00
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		CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM	
MEETING DATE	08/08/2023		
RESOLUTION OR ORDINANCE NUMBER	R-23-50		
AGENDA TITLE	Approve Grant agreement with Kansas Department of Commerce		
REQUESTING DEPARTMENT	Engineering		
PRESENTER	Thomas Osborn – Director of Engineering Services		
FISCAL INFORMATION	Cost as recommended:	\$500,000.00	
	Budget Line Item:	520-5-220-842	
	Balance Available	N/A	
	New Appropriation Required:	☒ Yes ☐ No	
PURPOSE	To Approve a CDBG Grant agreement with the Kansas Department of Commerce for construction of a walking biking trail.		

BACKGROUND	In May of this year the City applied for a CDBG to extend the walking and biking trail from its current end just north of 1st street to LeClare park. I am pleased to formally announce locally that we received the applied for grant. The grant is a 50/50 matching grant. Currently we are working on two possible routes each with their own advantages and disadvantages. We are also working with new owners of the property adjacent to this project. Future phases could include extending the trail from Leclere park to the golf course, the aquatic center, two park areas with playground equipment, Roosevelt Scenic Trail, and Veterans Memorial Stadium, and Exner Park. Previous completed phases include sidewalks on 9th Street from CCC to the Westside Shopping Center passing within 1 block of FKHS & RMS (funded by City and KDOC CDBG grant funds), sidewalks in the area north and west of Community Elementary School (funded by City and KDOT Safe Routes to Schools grant funds), Rail spur east of Sherwin Williams plant from 4th street to north of first Street (funded by City and EPA Brownfields grant funds), same rail spur from 8th Street to 11th Street and then west to Cline Road and connecting to the 9th Street sidewalks (funded with City and KDOT Transportation Alternatives grant funds).
SPECIAL NOTES	Acceptance of the grant also triggers the agreements with South East Kansas Regional Planning and BG Consultants for grant administration and engineering respectively.
ANALYSIS	
PUBLIC INFORMATION PROCESS	
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff recommends approval of the Grant agreement with Kansas Department of Commerce for the Trail Extension project.
REFERENCE DOCUMENTS ATTACHED	Res-KDC CDBG Agreement.doc; CDBG Agreement.PDF; CDBG Trail Routes.pdf

RESOLUTION NO. R-23-50

A RESOLUTION TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH KANSAS DEPARTMENT OF COMMERCE FOR A CDBG TRAIL PROJECT.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Mayor and City Clerk be and are hereby authorized and directed to execute the Gant Agreement with Kansas Department of Commerce for a Trail project in the amount NTE 500,000 of CDBG funds.

ADOPTED THIS 8TH DAY OF AUGUST 2023.

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

STATE OF KANSAS
GRANT AGREEMENT NO. 23-PF-020
between the

STATE OF KANSAS
DEPARTMENT OF COMMERCE

and the

CITY OF COFFEYVILLE

I. Grant Agreement

- A. This Grant Agreement, hereinafter called "Agreement," is between the State of Kansas, Department of Commerce, and its representative, hereinafter called "Department" and the **CITY OF COFFEYVILLE**, Kansas, hereinafter called the "Grantee." This Agreement consists of the body and the following: CONDITION LETTER (attached hereto as Attachment A), SPECIAL CONDITIONS (attached hereto as Attachment B), and the Grantee's APPROVED PROJECT APPLICATION dated **JULY 6, 2023**, (attached and incorporated by reference as Attachment C, a copy of which shall be maintained and available in the Department's files) and the GRANTEE HANDBOOK (which is attached and incorporated by reference as Attachment D).

II. Authority

- A. This Agreement is financed in part through a grant provided to the Department by the United States Department of Housing and Urban Development (HUD) under Title I of the Federal Housing and Community Development Act of 1974, as amended (42 USC 5301 et. seq.), hereinafter called "the Federal Act." As provided in the Federal Act, the State of Kansas, through the Department, has elected to administer the federal program of Small Cities Community Development Block Grants.
- B. The Department, in accordance with the provisions of K.S.A. 74-5001 et. seq., hereinafter called "the State Act," has approved the application of the Grantee and awarded funds for the purpose of supporting the Grantee's Community Development Program.
- C. In the event of changes in any applicable Federal regulations and/or law, this Agreement shall be deemed to be amended when required to comply with any law so amended.
- D. Federal Program – Community Development Block Grant Cluster (CDBG) (CFDA No. 14.228).

III. Description of Activities

Grantee agrees to perform, or cause to be performed, the work specified in the APPROVED PROJECT APPLICATION.

IV. Period of Performance

The period of performance for all activities assisted by this Agreement shall commence on **AUGUST 1, 2023**, hereinafter called the "Commencement Date," and shall be complete on **JULY 31, 2025**, hereinafter called the "Completion Date," except those activities required for close-out and final audit.

V. Compensation

- A. In consideration of the Grantee's satisfactory performance of the work required under this Agreement and the Grantee's compliance with the terms of this Agreement, the Department shall provide the Grantee the total sum of **\$500,000** in Community Development Block Grant funds. Such funds shall be used by the Grantee in accordance with the Activities listed and budgeted on the APPROVED PROJECT APPLICATION and the CONTRACT PROJECT BUDGET FORM.
- B. In addition, the Grantee shall provide **\$500,000** in other sources of funds to this Community Development Program and such funds shall be used by the Grantee in accordance with the Activities and budget on the APPROVED PROJECT APPLICATION.
- C. It is expressly understood and agreed that in no event will the total program funds provided by the Department exceed the sum of **\$500,000**. Any additional funds required to complete the program activities set forth in this Agreement will be the sole responsibility of the Grantee, and not the responsibility of the Department.

- D. The Grantee understands that this Agreement is funded in whole or in part by federal funds. In the unlikely event the federal funds supporting this Agreement become unavailable or are reduced, the Department may terminate or amend this Agreement and will not be obligated to pay the Grantee from State revenues.
- E. It is hereby agreed that funds committed to be provided by the Department are conditioned upon the availability and use of funds to be provided by the Grantee from other sources. In the event any portion of the funds required to be provided by the Grantee pursuant to subsection (B) of paragraph V. are not made available or used for activities as listed and budgeted, the Department may, in its discretion, withdraw or reduce proportionately the funds to be provided to the Grantee pursuant to subsection (A) of paragraph V.
- F. The Grantee shall not anticipate future funding from the Department beyond the duration of this Agreement and in no event shall this Agreement be construed as a commitment by the Department to expend funds beyond the termination of this Agreement.

VI. Indemnification

The Grantee shall indemnify, defend, and hold harmless the State and its officers and employees from any liabilities, claims, suits, judgments, and damages arising as a result of the performance of the obligations under this Agreement by the Grantee or any subgrantee, contractor, subcontractor, or person. The liability of the Grantee under this Agreement shall continue after the termination of the Agreement with respect to any liabilities, claims, suits, judgments, and damages resulting from acts occurring prior to termination of this Agreement.

VII. Obligations of Grantee

- A. All of the activities required by this Agreement shall be performed by personnel of the Grantee or by third parties (subgrantees, contractors, or subcontractors) under the direct supervision of the Grantee and in accordance with the terms of written contracts. Any such contracts may be made subject to approval by the Department.
- B. Except as may otherwise be provided in the SPECIAL CONDITIONS, the Grantee may subgrant, contract, or subcontract any of the work or services covered by this Agreement.
- C. The Grantee shall remain fully obligated and liable under the provisions of this Agreement, notwithstanding its designation of any third party or parties for the undertaking of all or any of the program being assisted under this grant.
- D. The Grantee shall require any third party to comply with all lawful requirements necessary to insure that the program is carried out in accordance with this Agreement.
- E. The Grantee shall comply with all timelines for completion of Grantee's Environmental Review and contracting responsibilities as established by the Department in the CONDITION LETTER.

VIII. Environmental Review Compliance

- A. The obligation and utilization of the funding assistance is subject to the requirements for a release of funds by the State under the Environmental Review procedures at 24 CFR Part 58 for any activities requiring such release.
- B. The Grantee agrees to assume all of the responsibilities for Environmental Review, decision making and action, as specified and required in Section 104(g) of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended. The Grantee shall not allow any subrecipient to assume the grantee's Environmental Review responsibilities.

IX. Program Costs

- A. The Grantee may only incur such costs as are reasonable and necessary to the Grantee's Program and as are allowable under the Department's Procedures (2 CFR Part 200). Cost items not specifically authorized may only be incurred after written approval by the Department.
- B. Cash and in-kind contributions made by the Grantee shall follow the criteria established by the Department's Procedures.

- C. The total "Small Cities CDBG Funds" expended for "Administration" shown in the Contract Project Budget Form shall not exceed the approved amount unless amended by all parties to this contract.
- D. The Grantee shall not incur costs on any program activity until the Environmental Review required by 24 CFR 58 has been completed and the Department has issued the "Notice of Release of Funds."
- E. Any program activities performed by the Grantee in the period between notification of award and execution of this Agreement shall be performed at the sole risk of the Grantee. In the event this agreement should not become effective, the Department shall be under no obligation to pay the Grantee for any costs incurred or monies spent in connection with program activities, or to otherwise pay for any activities performed during such period. However, upon execution of this Agreement, all Program Costs incurred in connection with approved activities performed during this period shall be reimbursed in accordance with the terms and conditions of this Agreement.
- F. Grant funds may not, without advance written approval by the Department, be obligated after the Completion Date except for those activities required for close-out. Obligations incurred prior to and still outstanding as of the Completion Date shall be liquidated within ninety (90) days.
- G. At any time during the period of performance under this Agreement, and upon receipt of the progress and financial reports, Final Program Report or Final Audit Report, the Department may review all Program Costs incurred by the Grantee and all payments made to date. Upon such review the Department shall disallow any items of expense which are not determined to be allowable or are determined to be in excess of approved expenditures; and shall, by written notice specifying the disallowed expenditures, inform the Grantee of any such disallowance.
- H. If the Department disallows costs for which payment has not yet been made, it shall refuse to pay such costs. If payment has been made with respect to costs which are subsequently disallowed, the Department may deduct the amount of disallowed costs from any future payments under this Agreement or require that the Grantee refund the amount of the disallowed costs.

X. Requisition of Grant Funds

- A. Requisitions for cash advances shall be made on the established forms and shall not ordinarily be made more frequently than twice a month or in amounts less than \$3,000 and in no cases more than \$200,000.
- B. The Grantee shall establish procedures to insure that any amounts of cash in excess of the limits set forth in (A) above shall be expended within three (3) days of receipt of the funds in the depository account.
- C. Cash advances made by the Grantee to subgrantees shall conform substantially to the same standards of timing and amount as apply to the Grantee under this Agreement.
- D. Amounts withheld from contractor to assure satisfactory completion of work shall not be paid until the Grantee has received a final payment request from the contractor and has certified the work is complete and satisfactory.
- E. The Department may terminate advance financing and require the Grantee to finance its operations with its own working capital should it be determined that the Grantee is unwilling or unable to establish procedures to minimize the time lapsing between cash advances and disbursement. Payments to the Grantee would then be made only as reimbursement for actual cash disbursements.

XI. Depositories for Program Funds

- A. The Grantee shall maintain a separate record for money received under the Community Development Program. Into this fund shall be deposited:
 - 1. Moneys received from the Department.
 - 2. Program income earned through program activities.
- B. Any interest earned, prior to disbursement, on advances of grant funds shall be remitted to the State for subsequent return to the United States Treasury.

XII. Financial Management

- A. Grantees shall establish and maintain a system which assures effective control over and accountability for all funds, property and other assets used in the Community Development Program.
- B. Grantees shall either adopt the system recommended by the Department or certify to the Department, in writing, prior to making the first requisition of funds that the alternative system proposed for use shall meet the following standards:
 - 1. Maintenance of separate accounting records and source documentation for the Community Development Program;
 - 2. Provision for accurate, current and complete disclosure of the financial status of the Program;
 - 3. Establishment of records of budgets and expenditures for each approved activity;
 - 4. Demonstration of the sequence and status of receipts, obligations, disbursements and fund balance;
 - 5. Provision of financial status reports in the form specified by the Department;
 - 6. Compliance with the Department's audit requirements (2 CFR Part 200); and
 - 7. Consistency with generally accepted accounting principles as specified by the Kansas Department of Administration, unless a waiver of GAAP has been received by the Grantee from the Kansas Director of Accounts and Reports.

XIII. Monitoring and Reporting

- A. The Grantee shall monitor the activities of the Community Development Program, including those of contractors and subcontractors, to assure that all program requirements are being met.
- B. The Grantee shall submit progress and financial reports to the Department in accordance with the schedule set forth in the SPECIAL CONDITIONS. These reports shall be in a format prescribed by the Department.
- C. The Grantee shall submit a Final Program Report with the close-out no later than ninety (90) days following the Completion Date.
- D. From time to time, as requested in writing by the Department, the Grantee shall submit such data and other information as the Department may require.
- E. Failure to report as required or respond to requests for data or information in a timely manner may be grounds for suspension or termination of the Grant.

XIV. Procurement Procedures

- A. The Grantee shall use established procurement procedures which reflect applicable State and local laws and regulations and the Department's Procedures for the establishment of procurement systems.
- B. These standards do not relieve the Grantee of any contractual responsibilities under its contracts. The Grantee is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements entered into support of a grant. These include but are not limited to source evaluation, protests, disputes, and claims.

XV. Bonding Requirements

- A. When administering federal grants and subgrants, a Grantee may follow its own requirements and practices with respect to: (1) bonding of employees and contractors, and (2) insurance. Federal grantor agencies are not permitted to impose requirements beyond those listed below. The government-wide grants management common rule, "Uniform Administrative Requirements for Grants to State and Local Governments," contains bonding requirements only for circumstances when a grantee contracts for construction or facility improvement (including alteration and renovation) and the bids and contracts exceed \$25,000. The following types of bonds are required in the "Procurement" section of the common rule:

- A 100 percent “performance bond” on the part of the contractor to secure fulfillment of all the contractor’s obligations under the contract; and
 - A 100 percent “payment bond” on the part of the contractor to assure payment, as required by law, of all persons supplying labor and materials as part of work provided under the contract.
- B. The Department reserves the right to promulgate and enforce bonding procedures and requirements applicable to any project.
- C. All bonds shall be procured from a surety company registered and licensed to do business in the State of Kansas and countersigned by its Kansas resident agent.

XVI. Program Income

- A. Program Income, as defined in the Final Statement, means gross income earned by the Grantee from activities supported by grants made by the Department under the provisions of the Federal Act, or as otherwise defined by the Department.
- B. All Program Income from a project funded by this Agreement may be retained by the Grantee (unless specified as a Special Condition to this agreement) and shall be added to funds committed to the support of the program established by this Agreement or for such eligible program activities as may be authorized by the Department. This income shall be disbursed to the maximum extent feasible prior to requisitioning additional funds under this agreement.

XVII. Program Close-out Procedures

- A. Program close-out is the process by which the Department determines that all applicable administrative and financial actions and all required work of the program including audit and resolution of audit findings have been completed or that there are no additional benefits likely to occur by continuation of program activities or costs. All findings from Department monitoring visits must be cleared prior to close-out.
- B. The Completion Date is the date specified in Section IV., Period of Performance, of this Agreement or amendment thereto, on which assistance ends for all program activities except those required to complete the close-out or the date on which the grant is suspended or terminated.
- C. The Grantee shall submit to the Department close-out documents covering the entire program within ninety (90) days of completion date. Additionally, one copy must be placed where other program documents are available for public review, and at least one copy must remain in the Grantee’s files. The Department may grant extensions to the time for submission of these documents when so requested by the Grantee in writing.
- D. The Department retains the right to recover any appropriate amount of unobligated program funds.
- E. The Grantee shall account for any property acquired with grant funds, or received from the federal or state government in accordance with the Department’s property management procedures.

XVIII. Termination for Convenience

- A. The Department or Grantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds.
- B. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated.
- C. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Grantee shall be allowed full credit for noncancelable obligations, property incurred prior to termination.

XIX. Suspension or Termination-for-Cause

- A. The Department may suspend the grant, in whole or in part, at any time during the Grant Period, and upon reasonable notice to the Grantee withhold further payments or prohibit the Grantee from incurring additional obligations of grant funds when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. This will be done pending corrective action by the Grantee or a decision by the Department to terminate the grant. The Department shall allow all necessary and proper costs which the Grantee could not reasonably avoid during the period of suspension.
- B. The Department, after reasonable notice following procedures pursuant to Final Statement may terminate the grant, in whole or in part, at any time during the Grant Period when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. The Department shall promptly notify the Grantee in writing, of the determination and the reasons for the termination, together with the effective date and may initiate procedures to recapture all funds advanced to Grantee.
- C. Payments made to the Grantee or recoveries by the Department under grants which have been suspended or terminated for cause shall be in accord with the legal rights and liabilities of the parties.

XX. Audit Requirements

- A. The Grantee shall arrange for the performance of annual financial/compliance audits of the grant project. All audits must be performed by an independent qualified auditor. The audit period is identical with the Grantee's regular fiscal year. The audit(s) will be conducted in accordance with the requirements set forth in the audit section of the Kansas CDBG Handbook, which are based on 2 CFR Part 200.
 - 1. If the local government expends \$750,000 or more of Federal grant assistance from all programs, it must have an annual audit performed in accordance with 2 CFR Part 200. An audit is a financial and compliance audit that covers the entire operations of the local government, rather than being limited to the CDBG project or other Federal grants.
 - 2. If the local government expends less than \$750,000 in a fiscal year, it will be the option of the Department of Commerce to determine if a project specific audit will be required. If such audit is required, it will be procured and paid for by the Department.
 - 3. Grantee's will be required to submit the "audit information form" to the Department of Commerce each fiscal year. This form must be submitted to the Department by or before May 15th of each fiscal year.
- B. Grantees are required to submit one copy of a fiscal year audit report covering the program. The audit reports shall be sent within 30 days after the completion of the audit, but no later than the nine months after the end of the audit period unless agreed to by the Department.
- C. If any expenditures are disallowed as a result of the Final Audit Report, the obligation for reimbursement to the Kansas Small Cities Community Development Block Grant Program shall rest with the Grantee.

XXI. Retention of and Access to Records

- A. Financial records, supporting documents, statistical records, and all other records pertinent to this program shall be retained in accordance with the Department's Procedures.
- B. Authorized representatives of the Department, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belonging to, or in use by, the Grantee pertaining to the administration of these grants and the receipt of assistance under the Small Cities CDBG program as may be necessary to make audits, examinations, excerpts, and transcripts for a period of three years after the entire State CDBG grant year you were awarded from has been closed out by HUD.
- C. Any contract or agreement entered into by the Grantee shall contain language comparable to subsection (B) so as to assure access by authorized parties to the pertinent records of any subgrantee, contractor, or subcontractor.

XXII. Conflict of Interest

- A. In the procurement of supplies, equipment, construction and services by Grantees and subgrantees, the conflict of interest provisions of the Kansas Department of Commerce as provided at 2 CFR Part 200 shall apply.
- B. No member of the Governing Body, officer or employee of the Grantee, or its designees or agents, or any other person who exercises any functions or responsibilities with respect to the program assisted by this Agreement during his tenure or for one year thereafter, shall have any direct interest in any contract or subcontract, or the proceeds thereof, for the work to be performed in connection with the program.
- C. The Grantee shall incorporate, or cause to be incorporated, in all third party agreements, a provision prohibiting such interest pursuant to the purpose of this Section.
- D. The Grantee shall not employ, nor shall permit any third party to employ any employee of the Department.

XXIII. Equal Opportunity

In addition to all equal opportunity provisions and the Assurances incorporated by reference herein, the Grantee agrees to comply with all of the requirements of the Kansas Acts Against Discrimination relating to fair employment practices, to the extent applicable and shall cause the foregoing provisions to be inserted in all contracts with third parties for any work covered by this Agreement so that such provisions will be binding upon such third parties.

Grantee will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq., as amended) and the Fair Housing Act (42 USC 3601-20) and will affirmatively further fair housing.

XXIV. Waiver of Enforcement

A waiver by the Department of the right to enforce any provision of this Agreement shall not be deemed a waiver of the right to enforce each and all of the provisions herein.

XXV. Reversion of Assets

- A. Consistent with the provisions at 24 CFR 570.703, the Grantee shall transfer any CDBG funds on hand at the time of expiration of the Agreement and any accounts receivable attributable to the use of CDBG funds to the Department.
- B. Any real property under the Grantee's control that was acquired or improved in whole or in part with CDBG funds in excess of \$25,000 shall be used for its original intended purpose for five years after expiration of the agreement. Should the Grantee fail to utilize said property for its intended purpose, the Grantee shall pay the Department an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property.

XXVI. Budget Amendments and Other Changes

- A. During the implementation of the grant project, the Grantee may revise the CDBG activities amounts in the CONTRACT PROJECT BUDGET FORM; provided that:
 - 1. The cumulative effect of the revision is to not make line item budget transfers which exceed ten percent of the total grant or \$10,000 cumulative of CDBG monies, whichever is less.
 - 2. The change does not increase any professional services of the CDBG approved budget;
 - 3. The change will not significantly change the scope, location or objectives of the approved activities; and
 - 4. The change does not add or eliminate any activity.
- B. Any such changes to this Agreement shall constitute an amendment, including time extension of the completion date.

- C. The Grantee shall notify the Department if, through the use of other funds, there is an intention to expand, enhance or add to the scope of the program covered by the Agreement, or there is a proposal to undertake activities that will have an impact upon the buildings, areas or activities of this program. The Department reserves the right to require an amendment to this Agreement if such is deemed necessary.
- D. Amendments to the terms and conditions of this Agreement shall not become effective unless reduced to writing, applicable standard forms submitted in duplicate, passed by Resolution of the governing body, and signed by the duly authorized representative of the Grantee, and signed by the Department.
- E. I hereby certify that I have knowledge of all activities in the above-referenced grant. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. By accepting the above-referenced grant award, I certify that no portion of the above grant award violates this regulation.

Copies or originals of all CDBG recipient files and documentation must be maintained at the recipient's principal place of business.

We, the undersigned, have read and understood the above document and hereby agree to the terms and conditions contained herein.

DATED BY THE DEPARTMENT OF COMMERCE THIS _____ DAY OF _____, 20____.

STATE OF KANSAS
DEPARTMENT OF COMMERCE

By: _____
CDBG Program
Kansas Department of Commerce

By: _____
Notary Public, State of Kansas

CITY OF COFFEYVILLE Kansas
(Grantee)

By: _____
(Name) (Title)

(SEAL)

ATTEST: _____
(For the Grantee)

SPECIAL CONDITIONS

In addition to the general terms and conditions of this Agreement, the Grantee and the Department hereby agree to the following Special Conditions:

1. As provided in Section IX., Program Costs, F., the Notification of Award for the grant under this Agreement is dated **JULY 6, 2023**.
2. As provided in Section XIII., Monitoring and Reporting, B., the Grantee shall submit Quarterly Progress Reports to the Department. The reporting periods consist of January/February/March, April/May/June, July/August/September and October/November/December. Quarterly Progress Reports are to be submitted to the Department on or before ten (10) days after the end of each quarter. A Quarterly Progress Report shall be submitted for each quarter, or portion thereof, during the Period of Performance as provided in Section IV. Any extension of time approved by the Department will require additional Quarterly Progress and Financial Reports to be submitted in accordance with the above-referenced schedule.
3. As provided in Section IV., Period of Performance, all activities assisted by this Agreement shall be completed on **JULY 31, 2025** except for those activities required to close out the program, such as the Final Program Report and the Final Audit Report.
4. As provided in Section XIII., Monitoring and Reporting, C., the Grantee shall submit a Final Program Report to the Department on or before **OCTOBER 31, 2025**.
5. The Grantee shall not use funds that have been granted by HUD under the Federal Act, or which may have been accrued as a consequence of activities supported with such grant funds (program income), in whole or in part for the support of the Activities covered by this Grant Agreement without first having secured the express written approval of HUD.
6. The Grantee shall be permitted to satisfy the program audit requirements of Section XX., Audit Requirements, by conducting a single municipal government-wide financial audit at the time of an annual audit provided for by Kansas law. Said audit will be completed on or before September 30 of each year the grant is open and one year after the grant is closed. Grantees receiving federal assistance in any fiscal year must have an audit made in accordance with 2 CFR Part 200 for such fiscal year unless exempted under 2 CFR Part 200. Those Grantees having expended \$750,000 or more of total federal funds from all sources must have an annual audit.
7. Will require each unit of local government to be distributed Title I funds to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act) and prohibiting the barring of entrance or exit to any facility or location which is the subject of such demonstration (Cranston-Gonzales National Affordable Housing Act).
8. In addition to the above certifications, the undersigned also makes the certification required which is attached regarding Lobbying.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date

Official

Grantees are required to keep records until three years after the entire CDBG grant year from HUD has been closed out.

GRANTEE: City of Coffeyville

GRANT NUMBER: 23-PF-020

ACTIVITY	CDBG FUNDS	OTHER FUNDS	SOURCE OF OTHER FUNDS	TOTAL COST
Construction of Trail				
a. Construction	\$ 477,000	\$ 320,500	City Funds	\$ 797,500
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
h. Engineering Design		\$ 96,000	City Funds	\$ 96,000
i. Construction Inspection		\$ 75,000	City Funds	\$ 75,000
j. Architectural Services				\$ -
k. Other Professional Services*		\$ 6,500	City Funds	\$ 6,500
Public Facility Activities Total	\$ 477,000	\$ 498,000	City Funds	\$ 975,000
2. Housing Activities				
a. Housing Rehabilitation				\$ -
b. Lead-Based Paint Activities				\$ -
c. Demolition				\$ -
d. Acquisition				\$ -
e. Relocation				\$ -
f. New Construction				\$ -
g. Housing Inspection				\$ -
Housing Activities Total	\$ -	\$ -		\$ -
3. Administration				\$ -
a. Administrative Activities	\$ 23,000	\$ 2,000	City Funds	\$ 25,000
b. Legal				\$ -
c. Audit				\$ -
Administration Total	\$ 23,000	\$ 2,000	City Funds	\$ 25,000
ALL ACTIVITIES TOTAL	\$ 500,000	\$ 500,000	City Funds	\$ 1,000,000

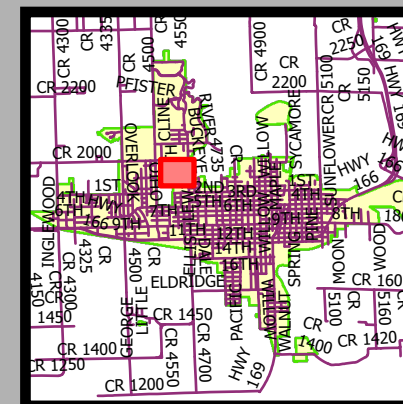


Engineering Department
102 W 7th
COFFEYVILLE, KS 67337
VOICE: 620-252-6100
FAX: 620-252-6175
www.coffeyville.com

GIS System By: Midland GIS

CDBG Trail Routes

-  Line Notes
-  Centerline
-  Corporate Limit Line
-  Parcel
-  Addresses



		CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM	
MEETING DATE		08/08/2023	
RESOLUTION OR ORDINANCE NUMBER		R-23-51	
AGENDA TITLE		Authorization to approve and sign the Authority to Award Agreement with KDOT City Connecting Link Improvement Program (CCLIP) for the 2023 Pavement Restoration Project (HWY 169)	
REQUESTING DEPARTMENT		Public Works	
PRESENTER		Jim Bradshaw – Director of Public Works	
FISCAL INFORMATION		Cost as recommended:	Total: \$1,595,478.00 City Cost: \$596,000.00 KDOT Cost: \$1,000,000.00
		Budget Line Item:	520-5-220-868
		Balance Available	\$850,000.00
		New Appropriation Required:	☒ Yes ☐ No
PURPOSE		To approve and enter into an agreement with for the KDOT CCLIP Pavement Restoration program for 2023 (HWY 169 project)	

BACKGROUND	On February 25, 2020 the commission approved the submittal application and engineer estimate for the 2023 pavement restoration program through K.D.O.T. the city's project was accepted and design agreements were put in place, once design was submitted and approved K.D.O.T. set the bid opening date for July 19, 2023, K.D.O.T notified the city that 3 bids were received and reviewed, the city was notified of the low bidder for this project and we received our documents requiring the city to commit the funds required to move forward with this project. The pavement restoration project is for replacement of approximately 950' ft. of HWY. 169 beginning approximately 563 ft. South of the center line of 15 th street where the concrete surface transitions to asphalt. US 169 (South Walnut)
SPECIAL NOTES	Dead line for acceptance of the agreement is August 11, 2023
ANALYSIS	
PUBLIC INFORMATION PROCESS	
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff recommends approving the agreement for the FY2023 KDOT CCLIP for Pavement Restoration on approximately 950' Ft. of HWY 169.
REFERENCE DOCUMENTS ATTACHED	Authority to Award Contract. Construction and Engineering Work sheet. Pavement restoration phase 1 S Walnut.pdf

RESOLUTION NO. R-23-51

**A RESOLUTION TO AUTHORIZE THE APPROVAL OF THE 2023 KDOT
CCLIP PAVEMENT RESTORATION PROJECT.**

Be it resolved, by the board of commissioners of the City of Coffeyville, Kansas, that the mayor and the city clerk be AND are hereby authorized to and directed to execute and submit the 2023 Pavement Restoration authority to award agreement to the Kansas Department of Transportation (KDOT) for an amount not to exceed \$596,000.00

ADOPTED THIS 8th DAY OF AUGUST 2023.

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745
Julie L. Lorenz, Secretary
Tod L. Salfrank, Chief



Phone: 785-296-3861
Fax: 785-296-6946
kdot#publicinfo@ks.gov
<http://www.ksdot.org>
Laura Kelly, Governor

7/21/2023

**Project Number: 063 KA-5989-01
ACNHP-A598(901)**

City of Coffeyville
Mr. Jim Bradshaw
Director of Public Works
11 E. 2nd Street
Coffeyville, KS 67337
Dear
Mr. Bradshaw:

We are listing below the bidder and the low bid received at Topeka, Kansas on 07/19/2023 for the above numbered project.

CONTRACTOR	TYPE OF WORK	AMOUNT
J GRAHAM CONSTRUCTION INC COFFEYVILLE, KS	Coffeyville CCLIP-PR: US-169 between 15th and Eldridge	\$1,241,166

This is considered satisfactory when compared with the engineer's estimate, and we believe that contracts should be awarded to the low bidder. If this bid is acceptable to the City, please sign the enclosed resolution and return it to this office. In order to guarantee the low bid, we must receive the expected resolution on or before 08/11/2023. Upon receipt of the signed resolution and approval by the Secretary of Transportation the contract will be awarded.

A combination of bid items and construction engineering less a maximum of \$1,000,000 State funds will require City matching funds in the amount of \$596,000 for the BASE BID. The City remittance should be made on or before
Sincerely,

for Tod L. Salfrank, Chief
Bureau of Local Projects

tls/lmr
Enclosures
c Mayor/City Manager
Ms. Pam Anderson, Chief of Fiscal Services
Mr. Wayne Gudmonson, P.E., District Four Engineer

**AUTHORITY TO AWARD CONTRACT
COMMITMENT OF CITY FUNDS**

7/21/2023

2 Copies to City
Project Number: 063 KA-5989-01
ACNHP-A598(901)

WHEREAS bids were received at Topeka, Kansas on 07/19/2023 for the performance of work covered by plans on the above numbered project, and

WHEREAS the bidder and the low bid or bids on work covered by this project were:

CONTRACTOR	TYPE OF WORK	AMOUNT
J GRAHAM CONSTRUCTION INC COFFEYVILLE, KS	Coffeyville CCLIP-PR: US-169 between 15th and Eldridge	\$1,241,166

WHEREAS bids are considered satisfactory and have been recommended by the Secretary of Transportation of the State of Kansas, hereinafter referred to as the SECRETARY, for consideration and acceptance of the work on this project as covered by such bid or bids.

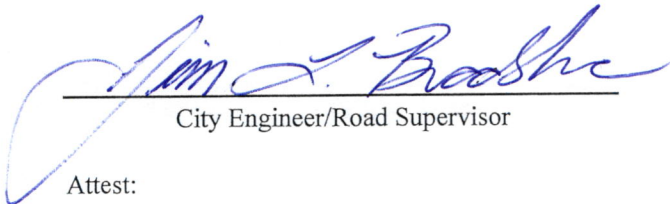
A combination of bid items and construction engineering less a maximum of \$1,000,000 State funds will require City matching funds in the amount of \$596,000 for the BASE BID.

BE IT FURTHER RESOLVED that City funds in the amount of \$596,000 which are required for the matching of Maximum State Funds are hereby pledged by the City to be remitted to the Chief of Fiscal Services of the Department of Transportation of the State of Kansas on or before 09/07/2023 for use by the SECRETARY in making payments for construction work and engineering on the above designated project with final cost being determined upon completion and audit of the project.

The City certifies that no known or foreseeable legal impediments exist that would prohibit completion of the project and that the project complies with all applicable codes, standards and/or regulations required for completion.

Adopted this _____ day of _____, 20_____, at _____, Kansas.

Recommended for Approval:



City Engineer/Road Supervisor

Attest:

(Seal)

_____, Mayor

_____, Member

_____, Member

City Clerk

Base Bid

INVOICE

Keep for your Records

Due on or before 09/07/2023

PRELIMINARY STATEMENT OF COSTS

063 KA-5989-01

ACNHP-A598(901)

Coffeyville CCLIP-PR: US-169 between 15th and Eldridge

Construction and CE Breakdown	
Actual Bid	\$1,241,166
Water (for grading)	\$0
Sub-Total Actual Bid Amount	\$1,241,166
LPA CE Contract	\$257,810
Sub-Total Construction and CE	\$1,498,976
State-aid Non-Participating Const. Costs	\$0
State-aid Non-Participating CE	\$0
Participating PE Costs	\$96,502
Participating Railroad Costs	\$0
Participating ROW Costs	\$0
Participating Utility Costs	\$0
State Participating Project Costs	\$1,595,478
Total Project Costs	\$1,595,478

State/City Funding Summary	
Total Project Costs	\$1,595,478
100% City Funds Due to Non-Participating	\$0
State Participating Project Costs	\$1,595,478
CE Paid by KDOT	N/A
Fund 1- Available Funding	\$1,111,111
90% State Funds	\$1,000,000
10% City Funds	\$111,111
100% City Funds Due to Max Funding	\$484,367

Amount: 596,000.⁰⁰

Description: Construction + Construction Engineering

Coding: 520-5-220-868

Project: 068-KA - Approval
5889-01

Amount to Bill City (Rounded Up)	\$596,000
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CE Breakdown	
Total LPA CE	\$257,810
State Non-Participating CE	\$0
State Participating CE	\$257,810

Fund 1- Maximum State Funds 90/10	\$1,000,000
--	--------------------

Key	
KDOT	Kansas Department of Transportation
LPA	Local Public Authority
CE	Construction Engineering (Inspection)
Const,	Construction

Totals				
	City Funds	Federal Funds	State Funds	Total Funds
State Non-Participating Construction				\$0
State Non-Participating CE				\$0
CE Paid by KDOT				\$0
Fund 1- 90% State Funds			\$1,000,000	\$1,000,000
Fund 1- 10% City Funds	\$111,111			\$111,111
City Funds Due to Max Funding	\$484,367			\$484,367
Total	\$595,478	\$0	\$1,000,000	\$1,595,478



 CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	8-8-2023	
RESOLUTION OR ORDINANCE NUMBER	R-23-52	
AGENDA TITLE	Downtown Awning Removal Project	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Mark Hall	
FISCAL INFORMATION	Cost as recommended:	\$140,000.00
	Budget Line Item:	Economic Development Fund
	Balance Available	
	New Appropriation Required:	☐ Yes ☒ No
PURPOSE	To remove the awning and materials on 9 th Street south side between Maple Street and Walnut Street. To remove the awning and materials on Maple Street east side between 10 th Street and 9 th Street. To remove the awning and material on Walnut Street west side between 10 th Street and 9 th Street	
BACKGROUND	As you are aware, the subject awning was place during Urban Renewal. There has always been a question of who is responsible for the upkeep of the awning. Over the years tiles have been removed and currently tiles are falling off. From a safety point, the falling tiles pose a great safety risk to the public. Pigeons nesting and pigeon waste in the awning and on the sidewalk pose a health risk to the public. All said and done, the awning must be removed.	
SPECIAL NOTES		
ANALYSIS		
PUBLIC INFORMATION PROCESS	Downtown businesses will be notified 3-4 weeks before the awning removal date.	

BOARD OR COMMISSION RECOMMENDATION	For City Commission consideration, the approval of \$140,000.00 awning removal budget. The awning removal budget will include removal of the awning, concrete fill, beautification, concrete crosswalk replacement and misc. improvements. The awning removal project will be from the economic development fund. All unutilized funds will be returned to the Economic Development Fund.
STAFF RECOMMENDATION	Approval of \$140,000.00 for Awning Removal Project from the Economic Development Fund. All unutilized funds will be returned to the Economic Development Fund.
REFERENCE DOCUMENTS ATTACHED	

RESOLUTION NO. R-23-52

**A RESOLUTION TO AUTHORIZE THE ISSUANCE OF PURCHASE ORDERS
IN THE AMOUNT OF \$140,000.00 FOR THE DOWNTOWN AWNING REMOVAL
PROJECT FROM THE ECONOMIC DEVELOPMENT FUND.**

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Director of Finance be and is hereby authorized and directed to issue purchase orders for the Downtown Awning Removal Project from the Economic Development fund.

ADOPTED THIS 8TH DAY OF AUGUST 2023.

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

 CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	8-8-2023	
RESOLUTION OR ORDINANCE NUMBER	R-23-53	
AGENDA TITLE	SPECIAL QUESTION ELECTION	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Mark Hall	
FISCAL INFORMATION	Cost as recommended:	
	Budget Line Item:	
	Balance Available	
	New Appropriation Required:	☐ Yes ☐ No
PURPOSE	Shall the City of Coffeyville, Kansas, be authorized, pursuant to the authority of K.S.A. 12-187 <i>et seq.</i>, to impose a one-half percent (0.5%) Citywide retailers' sales tax (the "Sales Tax"), the proceeds of which shall be used to finance the costs of general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks; provided that the collection of the Sales Tax shall commence on April 1, 2024, or as soon thereafter as permitted by law, and shall expire ten (10) years after its commencement? Passage of this ballot proposition would authorize the City to collect the sales tax starting April 1, 2024.	

BACKGROUND	The City currently imposes a one-half percent (0.5%) (0.5%) Citywide retailers' sales tax (the "Sales Tax"), the proceeds of which shall be used to finance the costs of general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks. The net effect of passage of the ½-cent ballot proposition would be to continue the imposition of a one-half percent (0.5%) City-wide retailers' sales tax for an additional time period of ten (10) years. If approved, the amount of City-wide retailers' sales taxes levied by the City would remain at the aggregate rate of 3%.
SPECIAL NOTES	• This is not a new sales tax, but repurposing of a sales tax the will expire on December 31, 2023 for general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks • If passed by the voters, there will not be any difference at the cash register. • This a fair tax. Property owners are relieved of some of the tax responsibility to provide Coffeyville enhancements for our growing city. • Estimated that over 33 percent of the sales tax collected locally are paid by visitors. Therefore, visitors will pay for 33 percent of all the improvements to Coffeyville. • 100% of the sales tax collection stays in Coffeyville. • 100% of the sales tax collection will be used for general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks • Sales tax revenue will be leveraged for KDOT participation to increase improvements and the power of the sales tax. • 10-year budget has been prepared for transparency.
ANALYSIS	
PUBLIC INFORMATION PROCESS	
BOARD OR COMMISSION RECOMMENDATION	

STAFF RECOMMENDATION	For City Commission consideration, staff recommends it necessary and advisable to call an election pursuant to authority of the Act to impose the 2024 Transportation Sales Tax, the proceeds of which shall be used to finance the costs of general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks. Collection of the 2024 Transportation Sales Tax, if approved by the electors of the City, shall commence on April 1, 2024, or as soon thereafter as permitted by law, and shall expire ten (10) years after its commencement.
REFERENCE DOCUMENTS ATTACHED	Resolution attached

RESOLUTION NO. R-23-53

A RESOLUTION AUTHORIZING AND PROVIDING FOR THE CALLING OF A SPECIAL QUESTION ELECTION IN THE CITY OF COFFEYVILLE, KANSAS, FOR THE PURPOSE OF SUBMITTING TO THE ELECTORS OF THE CITY THE QUESTION OF IMPOSING A ONE-HALF PERCENT (0.5%) CITYWIDE RETAILERS' SALES TAX FOR THE PURPOSE OF FINANCING THE COSTS OF GENERAL TRANSPORTATION IMPROVEMENTS THROUGHOUT THE CITY; AND PROVIDING FOR THE GIVING OF NOTICE OF SAID ELECTION.

WHEREAS, K.S.A. 12-187 *et seq.*, as amended (the "Act") authorizes the governing body (the "Governing Body") of the City of Coffeyville, Kansas (the "City") to submit to the electors of the City the question of imposing a Citywide retailers' sales tax, which in the aggregate may be in amounts not to exceed two percent (2%) for general purposes and not to exceed one percent (1%) for special purposes, provided sales taxes for special purposes shall expire not later than ten (10) years from the initial date of collection thereof; and

WHEREAS, pursuant to the Act, the electors of the City have heretofore approved propositions to authorize the levy of City-wide retailers' sales taxes described as follows:

- (a) A general purpose 0.5% sales tax (the "General Purpose Sales Tax");
- (b) a general purpose 0.5% sales tax for capital improvements (including, but not limited to improvements to public buildings), capital equipment and economic development initiatives, commencing on July 1, 2014, and ending on June 30, 2029 (the "2014 Capital Improvements Sales Tax");
- (c) a general purpose 0.5% sales tax for general transportation improvements, commencing on January 1, 2014 and ending on December 31, 2023 (the "2014 Transportation Sales Tax");
- (d) a general purpose 0.5% sales tax for general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks; commencing on April 1, 2015, and ending on the earlier of (a) ten (10) years after its commencement, or (b) when all costs associated with the financing of the improvements, including the repayment of any sales tax revenue or general obligation bonds issued to pay such costs, shall have been paid (the "2015 Transportation Sales Tax");
- (e) a special purpose 0.5% sales tax for the purpose of assisting Coffeyville Regional Medical Center ("CRMC") in payment of the costs of CRMC providing health care and emergency services, commencing on January 1, 2017, and ending on December 31, 2026 (the "2016 Health Care Sales Tax");
- (f) a special purpose 0.5% sales tax for the following purposes, including the payment of financing costs related thereto: (1) 40% of the proceeds to finance housing and economic development purposes of the City, (2) 40% of the proceeds to finance the development and improvement of public parks and related community improvements, and (3) 20% of the proceeds to finance improvements and economic development purposes related to the City's historic downtown, commencing on October 1, 2022, and ending on September 30, 2032 (the "2022 Sales Tax"); and

WHEREAS, the Governing Body deems it advisable that additional funds, other than from ad valorem property taxation, be derived from a City-wide sales tax for the purpose of financing the costs of general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks; and

WHEREAS, the Governing Body deems it advisable that funds to finance such purposes be derived by the imposition of a one-half percent (0.5%) City-wide retailers' sales tax (the "2024 Transportation Sales Tax"), in order to authorize the 2024 Transportation Sales Tax, it is deemed advisable to call a special question election in the City on November 7, 2023; and

WHEREAS, if approved, the 2024 Transportation Sales Tax will constitute a sales tax imposed for general purposes, as said term is described in K.S.A. 12-189, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COFFEYVILLE, KANSAS:

SECTION 1. Public Purpose. It is hereby deemed necessary and advisable to call an election pursuant to authority of the Act to impose the 2024 Transportation Sales Tax, the proceeds of which shall be used to finance the costs of general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks. Collection of the 2024 Transportation Sales Tax, if approved by the electors of the City, shall commence on April 1, 2024, or as soon thereafter as permitted by law, and shall expire ten (10) years after its commencement.

SECTION 2. Special Question Election. It is hereby authorized, ordered and directed that a special question election shall be and is hereby called to be held in the City on November 7, 2023, at which time there shall be submitted to the qualified electors of the City the following proposition:

Shall the following be adopted?

Shall the City of Coffeyville, Kansas, be authorized, pursuant to the authority of K.S.A. 12-187 *et seq.*, to impose a one-half percent (0.5%) Citywide retailers' sales tax (the "Sales Tax"), the proceeds of which shall be used to finance the costs of general transportation improvements throughout the City including, but not limited to streets, curbing, and sidewalks; provided that the collection of the Sales Tax shall commence on April 1, 2024, or as soon thereafter as permitted by law, and shall expire ten (10) years after its commencement?

If the proposition set forth above is approved by the electors of the City, all proceeds of the 2024 Transportation Sales Tax shall be applied for the purposes set forth therein; provided, however, in the event that other City funds are required to be utilized for such purposes, such City funds may be reimbursed from the proceeds of the 2024 Transportation Sales Tax.

SECTION 3. Special Question Election Procedures. The vote at said special question election shall be by ballot, and the proposition stated above shall be printed on the ballot, together with voting instructions as provided by law. The City Clerk shall transmit a copy of this Resolution to the Montgomery County Clerk to give notice of the special question election as provided by law by publishing a Notice of Special Question Election in substantially the form attached hereto as ***Exhibit A*** once each week for two (2) consecutive weeks in a newspaper of general circulation in the City, with the first publication to be not less than twenty-one (21) days prior to the date of the special question election, and the last publication shall be not more than ninety (90) days prior to the date of the special question election.

SECTION 4. Effective Date. This Resolution shall be effective from and after its adoption by the Governing Body.

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ADOPTED AND APPROVED by the Governing Body of the City of Coffeyville, Kansas, on August 8, 2023.

(Seal)

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution of the City adopted by the Governing Body on August 8, 2023, as the same appears of record in my office.

DATED: August 8, 2023.

City Clerk

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 CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	8-8-2023	
RESOLUTION OR ORDINANCE NUMBER	R-23-54	
AGENDA TITLE	Sale Tax Public Information Budget	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Mark Hall	
FISCAL INFORMATION	Cost as recommended:	\$10,000.00
	Budget Line Item:	Economic Fund Sales Tax
	Balance Available	
	New Appropriation Required:	☒ Yes ☐ No
PURPOSE	The establishment of a sales tax public information budget. Costs associated with informing the public of the ½-cent sales tax expiring on December 31, 2023 and renewal of the ½-cent sales tax if approved by voters on November 7, 2023.	

BACKGROUND	To provide information that this is not a new sales tax, but repurposing of a sales tax that will expire in September 30, 2022. The sales tax repurposing will be used for housing and economic purposes, development and improvement of public parks and economic development of Historic Downtown. If passed by the voters, there will not be any difference at the cash register. This is a fair tax. Property owners are relieved of some of the tax responsibility to provide Coffeyville enhancements for our growing city. Estimated that over 33 percent of the sales tax collected locally are paid by visitors. Therefore, visitors will pay for 33 percent of all the improvements to Coffeyville. 100% of the sales tax collection stays in Coffeyville. 100% of the sales tax collection will be used for housing, parks and Historic Downtown. Sales tax revenue will be leveraged for grants and donations to increase improvements and the power of the sales tax. 10-year plans have been parks improvement plan and budget for transparency, providing each year the park will be improved. The citizens and visitors of Coffeyville will see, touch and experience all improvements to Coffeyville.
SPECIAL NOTES	
ANALYSIS	
PUBLIC INFORMATION PROCESS	The use of media and printed material to inform the public of the expiring and repurposing of the ½-cent sales tax
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Consideration of approval of the Sales Tax Informational Budget to inform the public on the November 2, 2021 ballot question regarding the repurposing of the expiring ½-cent sales tax.
REFERENCE DOCUMENTS ATTACHED	

RESOLUTION NO. R-23-54

A RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A SALES TAX INFORMATION BUDGET IN THE AMOUNT OF \$10,000.00 TO INFORM THE CITIZENS OF COFFEYVILLE OF THE EXPIRING 1/2-CENT SALES TAX ON DECEMBER 31, 2023 AND THE INTENDED REPURPOSING OF THE EXPIRING ½-CENT SALES TAX.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Director of Finance be and is hereby authorized and directed to establish a sale tax information budget from the sales tax portion of the Economic Development Fund.

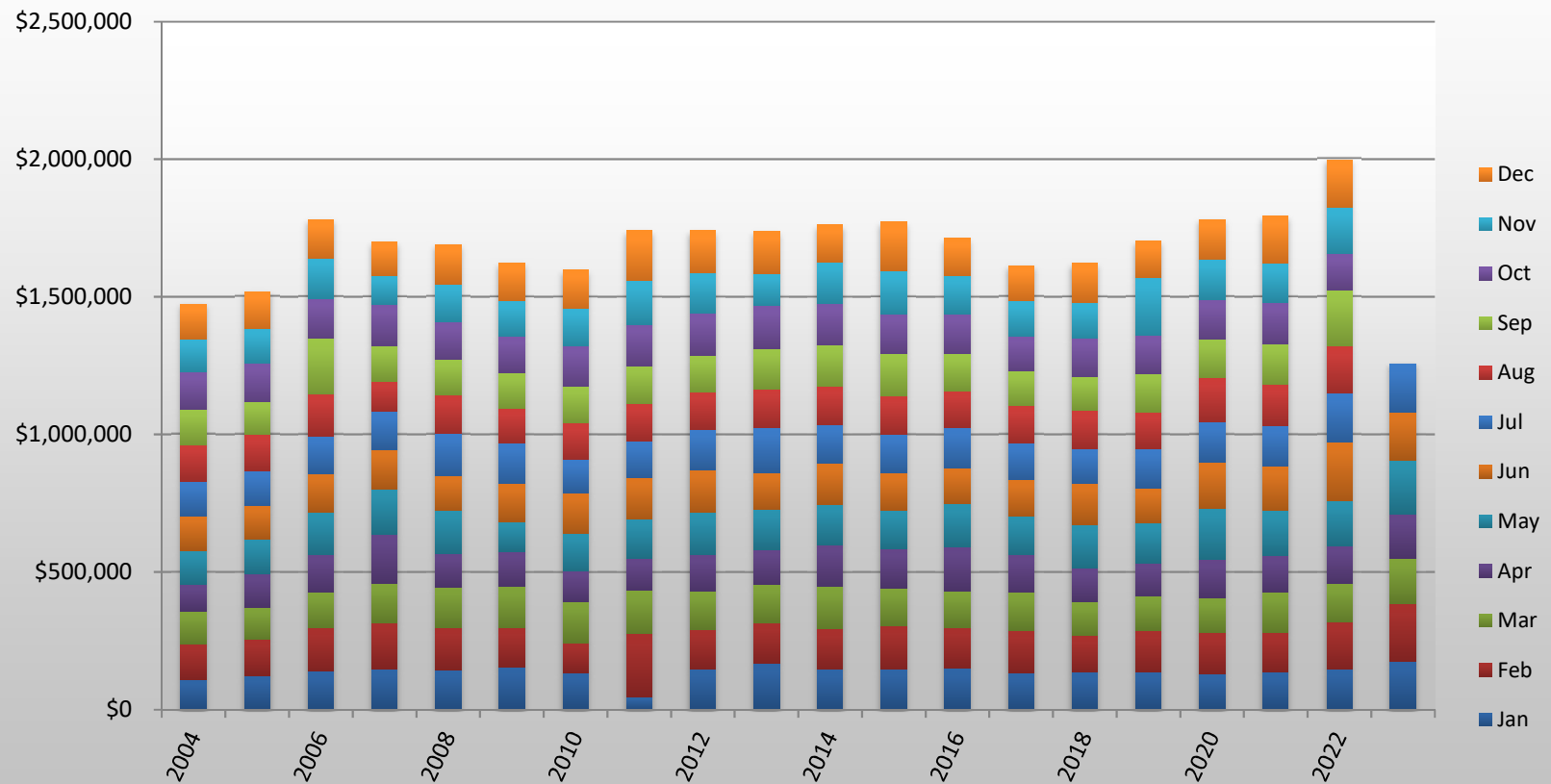
ADOPTED THIS 8TH DAY OF AUGUST 2023.

Ann Marie Vannoster, Mayor

ATTEST:

Melissa Carter, City Clerk

City 1 Cent Sales Tax Revenue



2023 LOCAL RETAIL SALES TAX COLLECTION
1 CENT SALES/COMP USE TAX REVENUE COMBINED

<u>TAXING MONTH</u>	<u>COLLECTION MONTH</u>	<u>MONTH RECEIVED</u>	<u>2020 ACTUAL .01 TAX</u>	<u>2021 ACTUAL .01 TAX</u>	<u>2021/2020 PERCENTAGE INC OR DEC .01 TAX</u>	<u>2022 ACTUAL .01 TAX</u>	<u>2022/2021 PERCENTAGE INC OR DEC .01 TAX</u>	<u>2023 ACTUAL .01 TAX</u>	<u>2023/2022 PERCENTAGE INC OR DEC .01 TAX</u>
NOVEMBER	DECEMBER	JANUARY	\$129,478.86	\$136,725.42	5.60%	\$147,506.97	7.89%	\$175,968.68	19.30%
			\$129,478.86	\$136,725.42	5.60%	\$147,506.97	7.89%	\$175,968.68	19.30%
DECEMBER	JANUARY	FEBRUARY	149,748.48	142,796.46	-4.64%	170,426.85	19.35%	211,415.71	24.05%
			\$279,227.34	\$279,521.88	0.11%	\$317,933.82	13.74%	\$387,384.40	21.84%
JANUARY	FEBRUARY	MARCH	126,811.64	148,210.61	16.87%	139,524.88	-5.86%	161,666.77	15.87%
			\$406,038.98	\$427,732.49	5.34%	\$457,458.71	6.95%	\$549,051.16	20.02%
FEBRUARY	MARCH	APRIL	\$138,057.94	\$131,093.37	-5.04%	138,352.90	5.54%	161,819.45	16.96%
			\$544,096.92	\$558,825.86	2.71%	\$595,811.61	6.62%	\$710,870.61	19.31%
MARCH	APRIL	MAY	\$187,126.75	\$164,400.68	-12.14%	163,375.04	-0.62%	196,216.25	20.10%
			\$731,223.67	\$723,226.54	-1.09%	\$759,186.65	4.97%	\$907,086.86	19.48%
APRIL	MAY	JUNE	\$169,394.62	\$161,617.73	-4.59%	214,935.29	32.99%	171,935.96	-20.01%
			\$900,618.29	\$884,844.27	-1.75%	\$974,121.94	10.09%	\$1,079,022.81	10.77%
MAY	JUNE	JULY	\$143,931.92	\$148,162.58	2.94%	175,792.16	18.65%	176,398.89	0.35%
			\$1,044,550.20	\$1,033,006.85	-1.11%	\$1,149,914.10	11.32%	\$1,255,421.70	9.18%
JUNE	JULY	AUGUST	\$161,989.65	\$148,629.71	-8.25%	171,028.69	15.07%		
			\$1,206,539.85	\$1,181,636.57	-2.06%	\$1,320,942.79	11.79%		
JULY	AUGUST	SEPTEMBER	\$139,219.54	\$148,063.75	6.35%	201,970.83	36.41%		
			\$1,345,759.39	\$1,329,700.32	-1.19%	\$1,522,913.62	14.53%		
AUGUST	SEPTEMBER	OCTOBER	\$143,576.03	\$150,613.57	4.90%	133,286.06	-11.50%		
			\$1,489,335.42	\$1,480,313.89	-0.61%	\$1,656,199.69	11.88%		
SEPTEMBER	OCTOBER	NOVEMBER	\$147,038.62	\$141,725.96	-3.61%	167,880.21	18.45%		
			\$1,636,374.04	\$1,622,039.85	-0.88%	\$1,824,079.90	12.46%		
OCTOBER	NOVEMBER	DECEMBER	\$144,568.85	\$172,211.06	19.12%	174,110.77	1.10%		
			\$1,780,942.89	\$1,794,250.91	0.75%	\$1,998,190.67	11.37%		

**2023 LOCAL RETAIL SALES TAX COLLECTION
1 CENT SALES TAX REVENUE**

<u>TAXING MONTH</u>	<u>COLLECTION MONTH</u>	<u>MONTH RECEIVED</u>	<u>2020 ACTUAL .01 TAX</u>	<u>2021 ACTUAL .01 TAX</u>	<u>2021/2020 PERCENTAGE INC OR DEC .01 TAX</u>	<u>2022 ACTUAL .01 TAX</u>	<u>2022/2021 PERCENTAGE INC OR DEC .01 TAX</u>	<u>2023 ACTUAL .01 TAX</u>	<u>2023/2022 PERCENTAGE INC OR DEC .01 TAX</u>
NOVEMBER	DECEMBER	JANUARY	\$108,954.04	\$115,445.61	5.96%	\$118,241.78	2.42%	\$140,310.40	18.66%
			\$108,954.04	\$115,445.61	5.96%	\$118,241.78	2.42%	\$140,310.40	18.66%
DECEMBER	JANUARY	FEBRUARY	\$123,592.36	\$121,040.66	-2.06%	\$138,315.66	14.27%	\$168,665.31	21.94%
			\$232,546.40	\$236,486.27	1.69%	\$256,557.44	8.49%	\$308,975.71	20.43%
JANUARY	FEBRUARY	MARCH	\$107,636.90	\$120,769.78	12.20%	\$114,818.42	-4.93%	\$135,214.15	17.76%
			\$340,183.30	\$357,256.05	5.02%	\$371,375.87	3.95%	\$444,189.86	19.61%
FEBRUARY	MARCH	APRIL	\$115,379.16	\$113,437.35	-1.68%	\$107,049.79	-5.63%	\$130,136.19	21.57%
			\$455,562.46	\$470,693.40	3.32%	\$478,425.65	1.64%	\$574,326.05	20.04%
MARCH	APRIL	MAY	\$157,873.37	\$132,384.05	-16.15%	\$134,608.66	1.68%	\$160,308.71	19.09%
			\$613,435.83	\$603,077.45	-1.69%	\$613,034.31	1.65%	\$734,634.76	19.84%
APRIL	MAY	JUNE	\$145,644.73	\$136,336.73	-6.39%	\$183,279.12	34.43%	\$143,743.12	-21.57%
			\$759,080.56	\$739,414.18	-2.59%	\$796,313.43	7.70%	\$878,377.88	10.31%
MAY	JUNE	JULY	\$126,234.49	\$125,737.71	-0.39%	\$145,258.75	15.53%	\$143,825.41	-0.99%
			\$885,315.05	\$865,151.89	-2.28%	\$941,572.18	8.83%	\$1,022,203.29	8.56%
JUNE	JULY	AUGUST	\$128,162.66	\$117,920.34	-7.99%	\$136,205.10	15.51%		
			\$1,013,477.71	\$983,072.24	-3.00%	\$1,077,777.29	9.63%		
JULY	AUGUST	SEPTEMBER	\$114,552.90	\$121,720.66	6.26%	\$165,153.55	35.68%		
			\$1,128,030.61	\$1,104,792.89	-2.06%	\$1,242,930.84	12.50%		
AUGUST	SEPTEMBER	OCTOBER	\$119,033.30	\$125,739.19	5.63%	\$115,192.01	-8.39%		
			\$1,247,063.91	\$1,230,532.08	-1.33%	\$1,358,122.85	10.37%		
SEPTEMBER	OCTOBER	NOVEMBER	\$119,658.30	\$118,273.53	-1.16%	\$136,349.66	15.28%		
			\$1,366,722.21	\$1,348,805.61	-1.31%	\$1,494,472.51	10.80%		
OCTOBER	NOVEMBER	DECEMBER	\$117,483.82	\$132,495.85	12.78%	\$144,089.84	8.75%		
			\$1,484,206.04	\$1,481,301.46	-0.20%	\$1,638,562.35	10.62%		

**2023 LOCAL RETAIL SALES TAX COLLECTION
1 CENT COMPENSATING USE TAX REVENUE**

<u>TAXING MONTH</u>	<u>COLLECTION MONTH</u>	<u>MONTH RECEIVED</u>	<u>2020 ACTUAL .01 TAX</u>	<u>2021 ACTUAL .01 TAX</u>	<u>2021/2020 PERCENTAGE INC OR DEC .01 TAX</u>	<u>2022 ACTUAL .01 TAX</u>	<u>2022/2021 PERCENTAGE INC OR DEC .01 TAX</u>	<u>2023 ACTUAL .01 TAX</u>	<u>2023/2022 PERCENTAGE INC OR DEC .01 TAX</u>
NOVEMBER	DECEMBER	JANUARY	<u>\$20,524.82</u>	<u>\$21,279.81</u>	<u>3.68%</u>	<u>\$29,265.19</u>	<u>37.53%</u>	<u>\$35,658.28</u>	<u>21.85%</u>
			\$20,524.82	\$21,279.81	3.68%	\$29,265.19	37.53%	\$35,658.28	21.85%
DECEMBER	JANUARY	FEBRUARY	<u>\$26,156.12</u>	<u>\$21,755.80</u>	<u>-16.82%</u>	<u>\$32,111.19</u>	<u>47.60%</u>	<u>\$42,750.41</u>	<u>33.13%</u>
			\$46,680.94	\$43,035.61	-7.81%	\$61,376.38	42.62%	\$78,408.69	27.75%
JANUARY	FEBRUARY	MARCH	<u>\$19,174.74</u>	<u>\$27,440.83</u>	<u>43.11%</u>	<u>\$24,706.46</u>	<u>-9.96%</u>	<u>\$26,452.61</u>	<u>7.07%</u>
			\$65,855.68	\$70,476.44	7.02%	\$86,082.84	22.14%	\$104,861.30	21.81%
FEBRUARY	MARCH	APRIL	<u>\$22,678.78</u>	<u>\$17,656.02</u>	<u>-22.15%</u>	<u>\$31,303.11</u>	<u>77.29%</u>	<u>\$31,683.26</u>	<u>1.21%</u>
			\$88,534.46	\$88,132.46	-0.45%	\$117,385.95	33.19%	\$136,544.56	16.32%
MARCH	APRIL	MAY	<u>\$29,253.38</u>	<u>\$32,016.64</u>	<u>9.45%</u>	<u>\$28,766.38</u>	<u>-10.15%</u>	<u>\$35,907.54</u>	<u>24.82%</u>
			\$117,787.84	\$120,149.09	2.00%	\$146,152.34	21.64%	\$172,452.10	17.99%
APRIL	MAY	JUNE	<u>\$23,749.89</u>	<u>\$25,281.00</u>	<u>6.45%</u>	<u>\$31,656.17</u>	<u>25.22%</u>	<u>\$28,192.84</u>	<u>-10.94%</u>
			\$141,537.73	\$145,430.09	2.75%	\$177,808.51	22.26%	\$200,644.94	12.84%
MAY	JUNE	JULY	<u>\$17,697.43</u>	<u>\$22,424.87</u>	<u>26.71%</u>	<u>\$30,533.41</u>	<u>36.16%</u>	<u>\$32,573.48</u>	<u>6.68%</u>
			\$159,235.16	\$167,854.96	5.41%	\$208,341.92	24.12%	\$233,218.42	11.94%
JUNE	JULY	AUGUST	<u>\$33,826.99</u>	<u>\$30,709.37</u>	<u>-9.22%</u>	<u>\$34,823.59</u>	<u>13.40%</u>		
			\$193,062.14	\$198,564.33	2.85%	\$243,165.51	22.46%		
JULY	AUGUST	SEPTEMBER	<u>\$24,666.64</u>	<u>\$26,343.09</u>	<u>6.80%</u>	<u>\$36,817.28</u>	<u>39.76%</u>		
			\$217,728.78	\$224,907.42	3.30%	\$279,982.78	24.49%		
AUGUST	SEPTEMBER	OCTOBER	<u>\$24,542.72</u>	<u>\$24,874.38</u>	<u>1.35%</u>	<u>\$18,094.06</u>	<u>-27.26%</u>		
			\$242,271.51	\$249,781.80	3.10%	\$298,076.84	19.33%		
SEPTEMBER	OCTOBER	NOVEMBER	<u>\$27,380.32</u>	<u>\$23,452.44</u>	<u>-14.35%</u>	<u>\$31,530.55</u>	<u>34.44%</u>		
			\$269,651.83	\$273,234.24	1.33%	\$329,607.39	20.63%		
OCTOBER	NOVEMBER	DECEMBER	<u>\$27,085.03</u>	<u>\$39,715.21</u>	<u>46.63%</u>	<u>\$30,020.93</u>	<u>-24.41%</u>		
			\$296,736.86	\$312,949.45	5.46%	\$359,628.32	14.92%		

2023 SALES TAX ALLOCATION

	Sales & Use Tax	General Fund	Street (Hwy) Improvement	Street (Non-Hwy) Improvements	Capital Improvements	Community Improvements	CRMC		
		(1/2 Cent)	(1/2 Cent)	(1/2 Cent Eff 4/1/10)	(1/2 Cent)	Sales Tax Fund	Sales Tax Fund		TOTAL
Month	Collected	010-4-000-029	520-4-220-195	520-4-220-195	(See Below)	(See Below)	560-4-000-195		COLLECTIONS
January	\$ 527,906.05	\$ 87,984.34	\$ 87,984.34	\$ 87,984.34	\$ 87,984.34	\$ 87,984.34	\$ 87,984.34	\$	527,906.05
February	634,247.14	105,707.86	105,707.86	105,707.86	105,707.86	105,707.86	105,707.86		634,247.14
March	485,000.30	80,833.38	80,833.38	80,833.38	80,833.38	80,833.38	80,833.38		485,000.30
April	485,458.34	80,909.72	80,909.72	80,909.72	80,909.72	80,909.72	80,909.72		485,458.34
May	588,648.74	98,108.12	98,108.12	98,108.12	98,108.12	98,108.12	98,108.12		588,648.74
June	515,807.87	85,967.98	85,967.98	85,967.98	85,967.98	85,967.98	85,967.98		515,807.87
July	529,196.67	88,199.45	88,199.45	88,199.45	88,199.45	88,199.45	88,199.45		529,196.67
August	-	-	-	-	-	-	-		-
September	-	-	-	-	-	-	-		-
October	-	-	-	-	-	-	-		-
November	-	-	-	-	-	-	-		-
December	-	-	-	-	-	-	-		-
	\$ 3,766,265.11	\$ 627,710.85	\$ 627,710.85	\$ 627,710.85	\$ 627,710.85	\$ 627,710.85	\$ 627,710.85	\$	3,766,265.11
Allocation of Capital Improvements Sales Tax Portion						Allocation of Community Improvements Sales Tax Portion			
	Capital Equipment (20%)	Economic Development (10%)	Capital Improv. - Municipal Building Renovation Project	Sales Tax Bond Debt Service	Total Capital Improvements (1/2 Cent)	Housing & Economic Development	Parks & Community Improvement	Downtown Economic Development	Total Community Improvements
Month	500-4-000-199	180-4-000-195	520-4-350-195	530-4-000-195	(See Above)	Sales Tax Fund 620-4-000-195	Sales Tax Fund 630-4-000-195	Sales Tax Fund 640-4-000-195	(1/2 Cent) (See Above)
January	\$ 17,596.87	\$ 8,798.43	-	61,589.04	\$ 87,984.34	\$ 35,193.74	\$ 35,193.74	\$ 17,596.87	87,984.34
February	21,141.57	10,570.79	-	73,995.50	105,707.86	42,283.14	42,283.14	21,141.57	105,707.86
March	16,166.68	8,083.34	-	56,583.37	80,833.38	32,333.35	32,333.35	16,166.68	80,833.38
April	16,181.94	8,090.97	-	56,636.81	80,909.72	32,363.89	32,363.89	16,181.94	80,909.72
May	19,621.62	9,810.81	-	68,675.69	98,108.12	39,243.25	39,243.25	19,621.62	98,108.12
June	17,193.60	8,596.80	-	60,177.58	85,967.98	34,387.19	34,387.19	17,193.60	85,967.98
July	17,639.89	8,819.94	-	61,739.61	88,199.45	35,279.78	35,279.78	17,639.89	88,199.45
August	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-
	\$ 125,542.17	\$ 62,771.09	\$ -	\$ 439,397.60	\$ 627,710.85	\$ 251,084.34	\$ 251,084.34	\$ 125,542.17	627,710.85

City of Coffeyville
Hillcrest Golf Course
Monthly Reporting

																							YTD					
	Jan-23	Jan-22	Feb-23	Feb-22	Mar-23	Mar-22	Apr-23	Apr-22	May-23	May-22	Jun-23	Jun-22	Jul-23	Jul-22	Aug-23	Aug-22	Sep-23	Sep-22	Oct-23	Oct-22	Nov-23	Nov-22	Dec-23	Dec-22	Totals	2023	2022	Increase/ (Decrease)
# of Rounds Played:																												
9-Hole:																												
Annual Pass Hold	235	159	283	175	282	249	366	350	398	258	492	384	378	354	421	369		369		333		221		129	2,434	3,402		
Green Fee Rounds	93	75	125	67	184	209	302	305	392	310	406	504	299	440	501	463		463		346		124		73	1,801	3,417		
18-Hole:																												
Annual Pass Hold	114	85	130	77	168	175	327	155	278	117	347	184	315	205	200			191		195		106		50	1,679	1,740		
Green Fee Rounds	67	43	88	45	168	141	321	203	323	292	230	305	238	348	323			446		260		78		26	1,435	2,510		
Total Rounds Played	509	362	626	364	802	774	1316	1013	1391	977	1475	1377	1230	1347	1445			1469		1134		529		278	7,349	11,069		
# of Annual Passes:																												
Paid in Full	67	54	76	57	82	64	89	68	75	69	81	74	76	74	74			74		74		74		74	-	74		
Making Payments	4	1	2	3	-	-	-	-	-	-	-	-	-	-	-			-		-		-		-	-	-		
Total Annual Passes	71	55	78	60	82	64	89	68	75	69	81	74	76	74	74			74		74		74		74	-	74		
# of New Annual Passes	15	1	6	6	6	4	5	4	7	1	6	5	2	0	0			0		0		0		0	-	0		
# 1/2 Cart Rentals	157	95	169	85	298	319	595	440	592	559	564	695	492	670	641			718		535		164		31	-	4,952		
Range Balls Sold	\$189.00	\$206.00	\$312.00	\$211.00	\$526.00	\$470.00	\$697.50	\$766.00	\$901.00	\$510.00	\$872.00	\$799.00	\$833.00	\$1,005.25	\$848.00			\$844.00		\$572.00		\$106.00		\$53.75	-	\$6,391.00		
Cart Sheds:																												
Paid in Full	68	62	70	63	73	66	76	68	70	70	71	71	71	71	71			71		71		71		71	-	71		
Vacant	45	51	43	50	40	47	37	45	35	43	42	42	42	42	42			42		42		42		42	-	42		
City used cart shed	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27			27		27		27		27	-	27		
Total Cart Sheds	140	140	140	140	140	140	140	140	140	140	140	140	140	140	140			140		140		140		140	-	140		