

COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 12TH, 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 PAM JONES
COMMISSIONER DEBORAH MAPLES
COMMISSIONER JASON SWINDELL
COMMISSIONER ANN MARIE VANNOSTER
COMMISSIONER ROBERT YORK

City Staff in attendance:

CITY MANAGER MARK HALL
HUMAN RESOURCES DIRECTOR ALLISON PRYOR
DIRECTOR OF IT CHRIS FELIX
DIRECTOR OF WATER SERVICES STEVE SMITH
DIRECTOR OF ENGINEERING SERVICES THOMAS OSBORN
SUPERINTENDENT OF ELECTRIC DISTRIBUTION STEVE PRATT
CHIEF OF POLICE KWIN BROMLEY
DIRECTOR OF HOUSING CHARLA BROWN

A. CALL TO ORDER – Mayor Ann Marie Vannoster

B. ROLL CALL

C. INVOCATION – Jason Swindell

D. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

E. REVIEW OF AGENDA

F. CONSENT AGENDA

1. City Commission Meeting Minutes – Tuesday, August 22nd, 2023

2. 2023 Appropriation Ordinance No. AO-23-17

\$5,673,235.11

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

ACTION: MOTION: VANNOSTER SECOND: YORK

ROLL CALL: ALL AYE

G. COMMENTS

1. Comments from Public

Any citizen desiring to address the Commission shall be recognized, advance to the podium, state his/her name and address for the record. Comments shall be limited to 3 minutes unless extended by a vote of the majority of the Commission. The Commission does not hear matters involving litigation or City Personnel. The Commission does not take action on subjects not on the agenda unless unusual or hardship conditions exist. Citizens may address the Commission on agenda items as they are brought to the floor.

Eric , 704 Spruce, came to the podium with a few questions about electric bills. He has three buildings and the one where the meter was swapped was five times on it. He stated he purchased the Wesco building in April and looked at past bills showing it ran about \$500-\$600 a month but there last bill was almost \$1,500. He stated the HVAC units are under

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capacity so there is no way they used that much electricity. It appears most of the town did not know they were getting new meters and asked what the advantage was. Mark Hall said in the AMI both water and electric meters are being changed. He stated the meters will be read automatically as opposed to a meter reader. Some of the current meters are old and do not show consumption accurately. The readings with the new meters will be more accurate and efficient. Vice Mayor York asked him to check his rate class on the buildings that may be what the difference in billing is. Vice Mayor York stated that it is not the new meters. Mayor Vannoster asked to look at the bill, she then said there was an "e" by it meaning it was estimated so if it was overestimated it will correct when the meter is read next month. Jim Falkner, 1014 W 3rd, said it appears to be a systemic issue with people complaining about their electric bills. He thinks there are two possibilities, one being that the old meters had deteriorated to the point they weren't accurate. Or the new meters are flawed. He said the Electric Department needs to provide a solution. Chris Freund, 127 W 9th, came to the podium and thanked the Commission for the Do Not Enter sign by the Brown's building and it appears to actually be working. He said the removal of the awnings has been very quick and efficient.

REGULAR AGENDA ITEMS

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

1. City of Coffeyville Audit Report for Fiscal Year 2022.

Kyle Spielbusch, CPA with Jared, Gilmore & Phillips gave a presentation on the Audit Report for the City of Coffeyville for FY 2022. He gave an overview on what was audited, responsibilities, single audit process, receipt & expenditures checklists, agency funds, cash balance, Revenue Neutral Rate, bond covenants, reserves, deposits and investments, pure cash, finance leases, debt instruments, future payments, long term debt, right to use contracts, Industrial Revenue Bonds, KPERs, KPNF, net pension liability, long term obligations, capital projects, loans receivable, economic dependencies, risk management, commitments and contingencies, inner fund transfers, subsequent events, budgetary comparison schedule and individual fund statement schedules. There was only one audit adjustment which is exemplary for a City.

2. Presentation of Community Development Block Grant Trail Project Award.

Thomas Osborn, Director of Engineering Services presented the Commission with the grant check for the CDBG Trail Grant Award.

3. ½ Cent Transportation Sales Tax Presentation.

City Manager Mark Hall said this is information for the ballot question in November. The current Transportation Sales Tax sunsets December 31st, 2023. If approved by voters, it will begin April 1st, 2024. Mr. Hall went over what the tax will be used for, why have a street sales tax, what the benefits are, went over the ten year plan, how it affects property tax and who pays for it.

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I. OLD BUSINESS

1. Second Reading of Ordinance S-23-02 an Ordinance to allow alcohol to be served at the Perkins Building during the Visit Coffeyville Haunted History Tour Event.

MOTION: Move to approve Second Reading of Ordinance S-23-02 as presented.

ACTION: MOTION: YORK SECOND: JONES
ROLL CALL: MAPLES – AYE, YORK – AYE, SWINDELL - NAY,
VANNOSTER – AYE, JONES - AYE

2. Second Reading of Ordinance G-23-04 an Ordinance amending Chapter 2, Article III, Division I, Section 2-50 of the Code of Ordinances of the City of Coffeyville, Kansas and replacing any conflicting Ordinances or parts thereof.

MOTION: Move to approve Second Reading of Ordinance G-23-04 as presented.

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

J. NEW BUSINESS

1. Discussion and Action of Notice to Proceed with the City of Caney Water Project.
City Manager Mark Hall said that Caney is seeking a solution to their water situation. Jim Falkner came to the podium and gave his thoughts and opinions on the item. Nathan Westrup with the Kansas Water Office came to the podium and said there are two agencies dealing with the quantity of water. He said the Verdigris Basin is a world of extremes, with high years and low years. He stated the City of Coffeyville was one of the cities that requested water supply be included in the reservoirs in a state resolution. Mr. Westrup has been through several droughts and times there was not a natural flow in the Verdigris. To get through those times they use water storage. He stated this has been a severe 12 months. They have determined they have sufficient storage from the reservoirs, there is 60% storage remaining. He is encouraged and pleased with where they are at now as they have sufficient supply to meet demands. The current water contract with Coffeyville expires December 16, 2023 and are in negotiations for renewal for a 500 million gallon contract. He encouraged users to implement conservation measures. Mr. Westrup applauded the City going to a Water Warning. As far as the issue with Caney, the estimates may be as high as 250,000 gallons a day. He stated that Coffeyville hasn't been using the full water right quantity which is 1.5 billion gallons. With the addition of Caney, he believes that the demand quantity is pretty close to the authorized quantity. Director of Water Services, Steve Smith came to the podium and said we produce 3.8 million gallons a day, it would raise it approximately 6.5 percent. By adding Caney, Coffeyville would still be good with their water rights in the purchase contract. Kelley Zellner, City Administrator for Caney and Danny Coltrane their engineer from Midwest came to the podium and said they did a pre-design report. He stated there is no way they can immediately abandon anything, the City of Caney will still produce water. He stated that Caney is under violation with tthms and will take a year to come out of. He said that William Carr stated one of the things they would like to see is Caney abandon their water plant due to the design of the plant itself. There may be a possibility of Caney still producing as they may be out of the tthms by the time they would go to the project phase. The drought helped narrow things down to resources that were reliable and they do not have a lot of options. They have looked at getting their water loss under control. Mr. Coltrane

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stated in visiting with Coffeyville staff there is a connection point readily available and an ordinance that is already in existence. Being a small community they can apply to lenders of last resort such as USDA. A preliminary engineering report was written to compare supply, distribution and production to find the best value. Coffeyville is the cheapest option, the first priority is to do a supply line to take the plant offline. They are looking at the project being 7.6 million that Caney will undergo. They are currently looking at funding agencies. A five year average funding was provided along with a plan and profile sheet. He went through the choice for the routing, environmental letters and preliminary budget and engineering documents. They have looked at 2 other sources but other precedents would be needed for those options. Vice Mayor York noted that any motion tonight is not saying that we are going to supply water to Caney it would be a good faith effort going forward.

MOTION: Move to proceed with the City of Caney Water Project.

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

2. Resolution R-23-60 a Resolution to allow the Coffeyville Police Department to apply for the FY2024 Federal Edward J. Byrne Memorial Justice Assistance Grant.
Chief of Police Kwin Bromley came to the podium and said the police department is seeking Commission approval to apply for the 2024 Federal Edward J. Byrne Memorial Justice Assistance Grant. The Federal Edward Byrne Memorial Justice Assistance Grant is made available each year for law enforcement to assist in numerous projects including officer safety. In 2019, the police department applied for, and was awarded the Edward J. Byrne Memorial JAG, which allowed us to upgrade our antiquated "in-car" digital video recorders. As you are all aware, digital video evidence is now the new norm in law enforcement. Prosecutors and investigators all rely heavily on video evidence to investigate and prosecute crimes. The current version of the digital video camera system provides our citizens of Coffeyville with vastly improved technology enabling both law enforcement and prosecutors the evidence to effectively prosecute criminal cases, improve officer safety and officer citizen contact. If awarded, the grant would enable the police department to equip our newest patrol units with digital cameras. The Wireless kit and supporting equipment are part of the Long Range Acoustic Device that was previously awarded by the State of Kansas through the FY2020 JAG. Our Crisis Negotiations Team which is part of a county-wide crisis team utilize the LRAD during critical situations that require crystal clear communications. The wireless kit will enable our CNT officers to communicate with individuals from a safe distance up to 980 feet. The kit also includes an MP3, which will allow officers to download prerecorded commands and some additional accessories. The total project is \$45,487.00 and there is no local match

MOTION: Move to approve Resolutions R-23-60 as presented.

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

3. Resolution R-23-61 a Resolution to purchase wood utility poles for the Electric Distribution. Superintendent of Electric Distribution Steve Pratt stated he is here to get authorization to purchase poles for their inventory. He does not want to get to a point that they are too low.

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MOTION: Move to approve Resolutions R-23-61 as presented.

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

4. Resolution R-23-62 a Resolution to execute a Real Estate Agreement for purchase of 904 W. 9th Street for the USDA Section 523 Mutual Self-Help Housing Program. Director of Housing Charla Brown came to the podium to seek approval to purchase of 904 W 9th for new home construction use for our USDA 523 Mutual Self-Help Housing Program. The lots will be purchased by the City then reimbursed by the homeowner.

MOTION: Move to approve Resolutions R-23-62 as presented.

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

5. Ordinance G-23-05 an Ordinance to update certain Electric Rate Schedules and PCA adjustment. City Manager Mark Hall stated The City of Coffeyville has been working with Utility Financial Solutions reviewing electric rates, the City's cost of service, as well as the City's monthly Power Cost Adjustment. Utility Financial Solutions is recommending that the Power Cost Adjustment (PCA), which is part of the overall electric rate structure for the City, be adjusted from a month-to-month average calculation to a monthly calculation based on a rolling 6-month average. The intent of this change is to levelize the monthly PCA, removing some of the monthly volatility. Although each rate code is included in the attached ordinance, please note the only change being proposed is to the final rate, PCA-23.

MOTION: Move to approve Ordinance G-23-05 as presented.

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

6. Resolution R-23-63 a Resolution to engage The League of Kansas Municipalities Executive/Administration Position Search Services for the position of Coffeyville City Manager. City Manager Mark Hall stated this program is through The League of Kansas Municipalities. They have conducted searches for many years and have improved over time. They have a network to advertise all over the country and find as many candidates that they can to apply. He believes their price is reasonable and feels they will do a good job. They will work closely with the City Commission and they have given a timeline that an offer would be made in November and start in December or January. Vice Mayor York said that he has no issue using the League but would like to look at other options. Mayor Vannoster agreed and said that she would like to table this until they can have a discussion.

MOTION: Move to table Resolution R-23-63.

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

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7. City Manager's Report

City Manager Mark Hall stated that the Sales Tax report through August looks great. He went through the programs that the Sales Tax is going for with downtowns, parks and housing. Staff is getting projects done. As far as the downtown project, they did it for safety with falling bricks and tiles. He thanked staff for all they do.

8. Comments from Commissioners and Staff

Commissioner Pam Jones said that she has noticed 6th and 7th Street in West Coffeyville are hideous. They are torn up, there are sink holes and it needs some attention. Mr. Hall said that will see what they can do to correct the situation. Commissioner Jones asked how the water meters work when you take a reading. Mr. Hall answered that they are digital and have little spinners that to measure gallons going through. It will ping off towers through the electric meter. Commissioner Swindell announced the Vanguard's breakfast is Saturday 7 am – 10:30 am.

K. EXECUTIVE SESSION(s)

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales Tax Report – August 2023
2. Coffeyville Police Department Crime Statistics – July 2023
3. Coffeyville Police Department Crime Statistics – August 2023
4. Hillcrest Golf Course Report – August 2023

M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 9:01 pm
Date the minutes were approved:

9/26/23

Melissa Carter

Melissa Carter, City Clerk

