

COMMISSION MEETING MINUTES
TUESDAY, NOVEMBER 14TH, 2023 6:30 P.M.

The Board of Commissioners met in Regular Session at 6:35 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
CITY CLERK MELISSA CARTER
DIRECTOR OF IT CHRIS FELIX
DIRECTOR OF PUBLIC WORKS THOMAS OSBORN
DIRECTOR OF AIRPORT SERVICES JARROD POWERS
DIRECTOR OF WASTEWATER SHANE GEORGE
DIRECTOR OF HOUSING CHARLA BROWN
SUPERINTENDENT OF ELECTRIC DISTRIBUTION STEVE PRATT
UTILITY COMPLIANCE OFFICER KEVIN MERSBERG

- A. **CALL TO ORDER** – Mayor Ann Marie Vannoster
- B. **ROLL CALL**
- C. **INVOCATION** – Pastor Yves Kinanguna, First United Methodist Church
- D. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
- E. **REVIEW OF AGENDA**

MOTION: Move to Amend the Agenda to add an Executive Session.

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

F. CONSENT AGENDA

- 1. City Commission Meeting Minutes – Tuesday, October 24th, 2023
- 2. 2023 Appropriation Ordinance No. AO-23-21 \$974,852.74

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

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

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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 inquired who on the Commission and staff were going to the upcoming trip to Washington D.C.. It was answered that Vice Mayor York, Commissioner Maples, Commissioner Swindell, Thomas Osborn, Charla Brown and Mark Hall. He inquired if that information will be shared with the new Commission, it was answered yes. Mr. Hall highlighted details about the trip to Washington D.C. and that the intention is that future Commissions will make this trip yearly.

REGULAR AGENDA ITEMS

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

1. Public Hearing on the First Amendment to the Neighborhood Revitalization Plan.

Director of Public Works Thomas Osborn stated that at the first meeting in October the Commission was presented with the intent of this amendment to the Neighborhood Revitalization. It was published in the paper for two consecutive weeks as required. Mr. Osborn went over what the Plan is and what the proposed amendment is. Neighborhood Revitalization is a tax rebate program, you pay your taxes in, and you get a check back. It is based off any increased value to your property at a minimum of 5%. Rates vary based on your location – there are 4 locations. This amendment would add a section of town to area 1 and also go from a step down rate in the downtown area to a full 100% rebate.

Mayor Vannoster opened the Public Hearing, There were no comments. Mayor Vannoster closed the Public Hearing.

2. Resolution R-23-78 a Resolution to adopt the First Amendment to the Neighborhood Revitalization Plan and execute said Amendment.

MOTION: Move to approve Resolution R-23-78 as presented.

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

I. OLD BUSINESS

J. NEW BUSINESS

1. Resolution R-23-79 a Resolution to approve a Lease Agreement with the Federal Aviation Administration for the Coffeyville Municipal Airport.

Director of Airport Services Jarrod Powers stated this is a lease agreement between the FAA and Coffeyville Municipal Airport for equipment and antennas that they house on their building for a weather station that they have had for 30 years.

MOTION: Move to approve Resolution R-23-79 as presented.

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

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2. Resolution R-23-80 a Resolution to approve an Access Agreement with Clean Harbors at the Coffeyville Municipal Airport.

Director of Airport Services Jarrod Powers said that this an access agreement only for Clean Harbors to access inside the fence at the airport to monitor wells. They will check in with the airport before they go take samples.

MOTION: Move to approve Resolution R-23-80 as presented.

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

Mr. Powers gave some data on the Coffeyville Municipal Airport since the City took it over a little less than 2 ½ years ago. 3,500 planes have come in which is about 94 a month. Hangar rental has brought in \$126,000, \$88,000 in oil leases and they have sold 77,000 gallons of fuel.

3. Resolution R-23-81 a Resolution to authorize purchase of a 2024 F150 truck for the Wastewater Treatment Department.

Director of Wastewater Shane George stated that he sent out 3 price quotes for a ½ ton 4X4 pick up with only 2 returning the price quote. One said they cannot provide a price quote due to the constant price changes. This truck will replace a 2001 Chevrolet ½ ton which will go to Public Service.

MOTION: Move to approve Resolution R-23-81 as presented.

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

4. Resolution R-23-82 a Resolution to enter into an Engineering Services Agreement with Olsson for Electrical Engineering, Substation Maintenance, Testing and Support Services for the City of Coffeyville Electric Utility.

Superintendent of Electric Distribution Steve Pratt stated that Requests for Proposals were issued on July 19, 2023 and they received 7 proposals but several of them were too far out of state. They went through the proposals for electrical substation maintenance, testing, and engineering service for distribution, generation and transmission operations. They decided to go with Olsson, it is a company that they have worked with before. This contract would be for three years.

MOTION: Move to approve Resolution R-23-82 as presented.

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

5. City Manager's Report

City Manager Mark Hall thanked staff, they are preparing for winter. They are finishing projects and Sycamore Park. Mr. Hall said the meeting about the levee was very impressive. He spoke about the trip to Washington D.C. on December 4th. He said the Sales Tax question was successful and talked about what they will do to prepare.

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6. Comments from Commissioners and Staff

Mayor Vannoster noted that the Sales Tax report that Mr. Hall referred to is in the packet on the City Website along with Police and other reports. Vice Mayor York thanked the crews that set up the Christmas tree on the plaza. He said the Brown Mansion Candlelit Tours are coming up and encouraged citizens to take advantage of that event. Mayor Vannoster wished everyone a wonderful Thanksgiving.

K. EXECUTIVE SESSION(s)

1. Executive Session to discuss personnel matters of nonelected personnel.

MOTION: Move to recess to Executive Session for the purpose of discussing personnel matters of non-elected personnel as permitted by the non-elected personnel matter exception to the Open Meetings Act, as set forth in K.S.A. 75-4319(b)(1), to include the City Commission to reconvene in the Commission Room at 8:00 p.m.

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

L. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

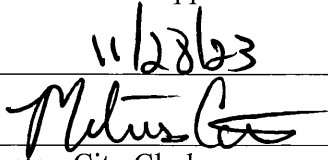
1. Sales Tax Report – October 2023
2. Coffeyville Police Department Crime Statistics – October 2023
3. Hillcrest Golf Course Monthly Report – October 2023

M. ADJOURN

MOTION: Move to Adjourn

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

Time the meeting was adjourned: 8:01 pm
Date the minutes were approved:

11/28/23


Melissa Carter, City Clerk

