CITY OF COFFEYVILLE BOARD OF COMMISSIONERS AGENDA ITEM		
MEETING DATE	April 28, 2015	
RESOLUTION OR ORDINANCE NUMBER	R-15-52	
AGENDA TITLE	Memorandum of Agreement for Electrical Power Technology Program	
REQUESTING DEPARTMENT		
PRESENTER	Interim City Manager, James Grimmett	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	Renew a 3 year Agreement with Coffeyville Community College and Pratt Community College.	

BACKGROUND	The City of Coffeyville, Coffeyville Community College and Pratt Community College partnered in 2009 to offer an Electrical Power Technology Program to train workers in the electric utility field. This program has been successful, and the parties wish to renew the Memorandum of Agreement. Pratt Community College (PCC) offers one of only two lineman training programs in the State of Kansas. With financial support from the Kansas Department of Commerce, Coffeyville Community College (CCC) and PCC have collaborated to extend PCC's Electrical Power Technology Program to the eastern half of Kansas starting in January 2010. CCC would like to continue offering the program in Coffeyville through a Memorandum of Agreement with CCC, PCC and the City of Coffeyville. The MOA identifies 6 key contributions of the City to make the program successful. 1. Physical Lab site 2. Access to restroom facilities 3. Access to Bucket truck, digger truck and trencher 4. Access to equipment storage facility 5. Provide electric poles for climbing activity 6. Provide PCC with a list of vehicles to be used by the program and the information needed for PCC to obtain comprehensive insurance on the vehicles. 7. Bill PCC for fuel expenses for use of City trucks and equipment each semester. 8. Provide contact person for assistance as needed

ANALYSIS	Benefits to the City include:
	• Economic - New students will be drawn to Coffeyville who will then spend money at local retail establishments
	• Exposure of our Electric Utility which may be beneficial to recruitment efforts
	• Maintain the jobs of
	  o 1 Full-time instructor
	  o 1 Part-time lab assistant
	• Meets a growing need for the area

PUBLIC INFORMATION PROCESS	
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Approval of the Memorandum of Agreement with Coffeyville Community College and Pratt Community College
REFERENCE DOCUMENTS ATTACHED	Memorandum of Agreement

RESOLUTION NO. R-15-52

A RESOLUTION TO AUTHORIZE THE EXECUTION OF A MEMORANDUM OF AGREEMENT FOR THE ELECTRICAL POWER TECHNOLOGY PROGRAM BETWEEN THE CITY OF COFFEYVILLE, PRATT COMMUNITY COLLEGE AND COFFEYVILLE COMMUNITY COLLEGE.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas, that the Mayor and City Clerk are hereby authorized and to execute a Memorandum of Agreement for the Electrical Power Technology Program between the City of Coffeyville, Pratt Community College and Coffeyville Community College for the period of August 1, 2015 through June 30, 2018.

Adopted this 28th day of April, 2015.

_____
Christopher V. Williams, Mayor

ATTEST:

_____
Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Paul Kritz, City Attorney

MEMORANDUM OF AGREEMENT

For The Electrical Power Technology Program

between

The City of Coffeyville,
Pratt Community College,

and

Coffeyville Community College

The following outlines the agreement between the City of Coffeyville, (City), Pratt Community College (PCC), and Coffeyville Community College (CCC) for the period of three (3) years commencing on August 1, 2015 for the joint partnership, collaboration and delivery of the PCC Electrical Power Technology (EPT) program in Coffeyville. The three parties involved will provide the following services:

City of Coffeyville will:

1. Provide appropriate physical lab sites for the EPT pole climbing activities.
2. Provide access to restroom facilities for EPT students at the lab site.
3. Provide access to a bucket truck, digger truck, and trencher for EPT lab activities as needed. (NOTE: Availability of City trucks and equipment will be determined by the Electric Utility Director. The City retains the right to pull trucks and equipment from instructional use based on City needs or in light of emergency situations.)
4. Provide access to an equipment storage facility for the storage of EPT program supplies and equipment at the lab site.
5. Provide used electric poles for lab work/climbing exercises based on availability.
6. Provide PCC with a list of vehicles to be used by the program and the information needed for PCC to obtain comprehensive insurance on the vehicles.
7. Bill PCC for fuel expenses for use of City trucks and equipment each semester.
8. Provide a contact person for program assistance as needed.

Pratt Community College will:

1. Hire EPT program faculty as needed to deliver the program to the Coffeyville outreach location.
2. Enroll EPT program students in PCC EPT program courses each semester as needed to complete the program.
3. Coordinate with CCC a financial aid cooperating agreement to provide financial aid access to program students as needed.
4. Assist CCC to secure program materials and provide EPT instructional assistance as needed to ensure program quality.
5. Provide a lab schedule to the City for scheduled use of City trucks and equipment for EPT lab activities at least two weeks in advance of use for availability.
6. Provide certificate of liability insurance to release the City of any liability due to accidents or injuries sustained on City property by EPT program students or faculty.
7. Provide comprehensive insurance for City trucks and equipment for damage sustained while being used during EPT lab activities.
8. Reimburse the City of Coffeyville for unplanned expenses.
9. Provide payment to the City for fuel expenses for use of City trucks and equipment each semester.
10. Provide a contact person for assistance with the operation of the EPT program in Coffeyville.

Coffeyville Community College will:

1. Enroll EPT program students in general education courses as needed for transfer to PCC for completion of the Associate of Applied Science degree.
2. Assist PCC with the enrollment of EPT students in PCC core courses each semester.
3. Provide a classroom and office for the EPT program.
4. Provide the use of College vehicles for student travel as needed for program activities. The use of college vehicles is based on availability.
5. Provide the use of College facilities for meetings as needed. The use of facilities is based on availability.
6. Provide office furniture and access to phone, Internet, and a copier for EPT program faculty.
7. Coordinate with PCC a financial aid cooperating agreement to provide financial aid access to program students as needed.
8. Provide liability insurance to release the City of any liability due to accidents or injuries sustained on City property by EPT program students or faculty.
9. Provide a contact person to supervise the operation of the EPT program in Coffeyville.

This agreement contains all the terms and conditions agreed to between the parties, and may only be modified or changed by a written signed agreement by the parties hereto. In witness thereof, the parties have set their hand the day and year stated below.

This agreement will remain in effect for a period of three (3) until June 30, 2018. Any party may terminate the agreement at the end of the normal school year in the month of May with a minimum of 90 days written notification to the other parties.

All terms are agreed to this _____ day of _____ 2015.

City of Coffeyville

_____
City Official

City Contact Person
Gene Ratzlaff
Electric Utility Director
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gratzlaff@coffeyville.com

Pratt Community College

_____
President

PCC Contact Person
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Coffeyville Community College

_____
President

CCC Contact Person
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