COMMISSION MEETING MINUTES
TUESDAY, MARCH 8, 2016
6:30 P.M.

The Board of Commissioners met in Regular Session at 6:30 p.m. with Mayor Craig Powell presiding.

Present:
COMMISSIONER MARCUS KASTLER
COMMISSIONER JUSTIN MARTIN
MAYOR CRAIG POWELL
COMMISSIONER JIM C. TAYLOR, JR.
COMMISSIONER CHRIS WILLIAMS

City Staff in attendance were:
CITY MANAGER KENDAL FRANCIS
CITY CLERK CINDY PRICE
CITY ATTORNEY PAUL KRITZ
FINANCE DIRECTOR STEPHANIE RICHARDSON
IT MANAGER CHRIS FELIX
ELECTRIC UTILITY DEPUTY DIRECTOR MIKE SHOOK
PUBLIC WORKS DIRECTOR CHUCK SHIVELY
POLICE CHIEF KWIN BROMLEY
FIRE CHIEF JAMES GRIMMETT
ASSISTANT TO CITY MANAGER TRISHA PURDON

A. CALL TO ORDER – Mayor Craig Powell

B. INVOCATION – Pastor Melvin Simpson, First Church of God in Christ

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

D. REVIEW OF AGENDA

E. CONSENT AGENDA

1. City Commission Meeting Minutes – Tuesday, February 23, 2016
2. 2016 Appropriation Ordinance No. AO-16-05 – $2,351,191.66
3. Appoint Gene Ratzlaff as Director #2 and Mike Shook as Alternate Director for two-year terms on the KMEA Board of Directors.

MOTION: Move to approve the consent agenda as presented.

ACTION: WILLIAMS SECOND: KASTLER
ALL AYE

<u>REGULAR AGENDA ITEMS</u>

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

1. Presentation by Parks Board.
   - Alec Hendryx, Park Advisory Board member, reported on the accomplishments seen since the board was implemented including a park clean up and the research into the possibility of closing parks. Goals established include making the parks more handicapped friendly, moving the disc golf course, building a dog park, repairing and rebuilding the tennis courts, adding to playground equipment, recruiting organizations to adopt areas in parks, holding two clean ups per year.

2. Presentation by Buxton on retail recruitment and retention.
   - Rob Miller, Buxton, presented information on the scope of services his company could provide for Coffeyville including recruiting new retailers and restaurants and retaining existing retailers and restaurants. They are a data company and work with over 700 communities and 3,000 retailers. Trisha Purdon, Assistant to the City Manager, stated having a company provide this information helps gets the foot in the door at retail conferences. Buxton identifies potential retailers and sets up appointments. Currently staff is not able to provide the type of data retailers are looking for when considering establishing a location. Commissioner Taylor suggested the city wait a year,

G. COMMENTS FROM THE PUBLIC

None

H. OLD BUSINESS

1. Ordinance No. S-16-03 – Second Reading of an Ordinance to issue General Obligation Bonds, Series 2016A, for the Municipal Facilities Project.
   - Tom Kaleko, Springsted, reported the sale of the general obligation bonds to finance the municipal facility project were sold to Country Club Bank with Community State and Community National participating. There were seven bids and 35 banks participating. The bonds sold at a premium bid of 1.95%. He also reported Standard & Poor issued an A+ credit rating for the city. The ordinance authorizes the city to issue the bonds; the resolution approves the sale.

   MOTION: Move to approve Ordinance No. S-16-03 for adoption.

   ACTION: POWELL SECOND: WILLIAMS
   ALL AYE

I. NEW BUSINESS

1. Resolution No. R-16-40 – A Resolution to authorize the sale of General Obligation Bonds, Series 2016-A for the Municipal Facilities Project.

   MOTION: Move to approve Resolution No. R-16-40 for adoption.

   ACTION: POWELL SECOND: WILLIAMS
   ALL AYE

2. Resolution No. R-16-41 – A Resolution to execute Change Order #04 Site Preparation for the Electric Utility.
   - Electric Utility Director Mike Shook stated this is change order #04 for UCI for site preparation in the amount of $2,940 to add an additional gate for heavy equipment traffic and delete one gate for the construction of the new power plant.

   MOTION: Move to approve Resolution No. R-16-41 for adoption.

   ACTION: POWELL SECOND: TAYLOR
   ALL AYE

3. Resolution No. R-16-42 – A Resolution to execute Change Order #02 Plant Structural Steel for the Electric Utility.
   - Electric Utility Director Mike Shook stated this is change order #02 with Doherty Steel due to engineering changes made to the level and elevations of the stack support steel for the new power plant.

   MOTION: Move to approve Resolution No. R-16-42 for adoption.

   ACTION: POWELL SECOND: TAYLOR
   ALL AYE

4. Resolution No. R-16-43 – A Resolution to execute Change Order #06 Pre-Engineered Metal Building for the Electric Utility.
   - Electric Utility Director Mike Shook stated this is change order #06 for the pre-engineered building to change the east and west walls of the electrical and mechanical rooms to a solid liner panel; cost is $6,448.

   MOTION: Move to approve Resolution No. R-16-43 for adoption.

   ACTION: POWELL SECOND: WILLIAMS
   ALL AYE

5. Resolution No. R-16-44 – A Resolution to execute Change Order #01Mechanical Installation for the Electric Utility.
   - Electric Utility Director Mike Shook stated this is change order #01 for the mechanical installation and will add gas line hydrostatic testing by the 8760 Service Group. This will be removed from the underground utilities and foundations contract with UCI; cost is $2,495.

   MOTION: Move to approve Resolution No. R-16-44 for adoption.

   ACTION: TAYLOR SECOND: KASTLER
   ALL AYE

6. Resolution No. R-16-45 – A Resolution to execute Change Order #05 Underground Utilities & Foundations for the Electric Utility.
   - Electric Utility Director Mike Shook stated this is change order #05 for the underground utilities and foundations and represents engineering changes made to the drill piers by UCI; cost is $20,354.99.

   MOTION: Move to approve Resolution No. R-16-45 for adoption.

   ACTION: POWELL SECOND: MARTIN
   ALL AYE

7. Resolution No. R-16-46 – A Resolution to execute Change Order #06 Underground Utilities & Foundations for the Electric Utility.

- Electric Utility Director Mike Shook stated this is change order #06 Underground Utilities & Foundations and is for a removal of tasks from the scope of work; this is a deduct of $1,122.

MOTION: Move to approve Resolution No. R-16-46 for adoption.

ACTION: POWELL SECOND: TAYLOR
ALL AYE

8. Resolution No. R-16-47 – A Resolution to execute Change Order #07 Underground Utilities & Foundations for the Electric Utility
   - Electric Utility Director Mike Shook stated this is for change order #07 Underground Utilities & Foundations and represents engineering and installation changes by UCI; cost is $4,940.58.

MOTION: Move to approve Resolution No. R-16-47 for adoption.

ACTION: TAYLOR SECOND: KASTLER
ALL AYE

9. Resolution No. R-16-48 – A Resolution to execute an agreement for the City's FY 2017 (04/01/16 to 03/31/17) partially self-funded health insurance coverage.
   - Finance Director Stephanie Richardson reported Don Oneslager representing the City's Health Insurance Committee would be presenting information on the City's health insurance renewal for FY 2017 (04/01/16 to 03/31/17). Oneslager reported the insurance plan is self-funded and is funded by deposits made into the City's Risk Management Fund by the city in an amount negotiated with the bargaining units as well as monthly premiums paid by each participating employees. For the next year, employee premiums are increasing $18 per month for family coverage and $10 per month for single coverage. The fixed cost coverage was quoted using Benefit Health Advisors. Six quotes were received, and the health committee is recommending UME as the stop loss carrier for the upcoming year.

MOTION: Move to approve Resolution No. R-16-48 for adoption.

ACTION: WILLIAMS SECOND: TAYLOR
ALL AYE

10. Resolution No. R-16-49 – A Resolution to execute an agreement with Republic Services for solid waste collection for city-owned facilities.
    - City Clerk Cindy Price stated Waste Connections declined the contract for trash service for the city owned facilities. Staff negotiated with the next lowest bidder, Republic Services. They are the current contractor for city-owned facilities and also received the bid for the residential service.

MOTION: Move to approve Resolution No. R-16-49 for adoption.

ACTION: POWELL SECOND: TAYLOR
ALL AYE

11. Resolution No. R-16-50 – A Resolution to execute an agreement with Buxton for retail recruiting activities for the City of Coffeyville.
    - Assistant to the City Manager Trisha Purdon stated the fee for Buxton would be $50,000 for years one and two and $25,000 for year three. The funding would come from the portion of the one-half cent sales tax for economic development.

    MOTION: Move to table Resolution No. R-16-50.

    ACTION: TAYLOR SECOND: KASTLER
    ALL AYE EXCEPT MARTIN AND WILLIAMS WHO VOTED NO.

12. Resolution No. R-16-51 – A Resolution to approve a Retail/Commercial Business Incentive Agreement for Inside Out Fitness.
    - Assistant to the City Manager Trisha Purdon stated Inside Out Fitness has purchased the Palm Beach Fitness Center downtown. They qualify for the General Services Grant Program as they will generate a significant amount of sales tax revenue. Staff has evaluated their annual sales data as well as their business plan and financials and determined they meet all the requirements for the program and qualify for a grant incentive of $2,944. This grant can be used for building improvements to improve the look, appearance, value or use of the building and services. In addition the costs associated with building permit fees would come out of the economic development incentive fund as well.

    MOTION: Move to approve Resolution No. R-16-51 for adoption with grant funds coming from the economic development portion of the one-half cent sales tax.

    ACTION: WILLIAMS SECOND: MARTIN
    ALL AYE

13. City Manager Report
    - City Manager Kendal Francis reported there will be no rail repairs this week due to the weather; a survey is underway as part of the branding initiative; a leak was discovered at the Perkins Building.

14. Comments from Commissioners and Staff
    - Commissioner Taylor stated Rick Thompson had contacted him suggesting an economic development advisory board be put together. Martin stated we don't need a board; Williams stated he would not be in favor of the board overseeing the economic development funds, but making recommendations.

J. EXECUTIVE SESSION(s)

MOTION: Move to recess to Executive Session for the discussion of non-elected personnel to reconvene on or before 10:00 p.m.

ACTION: WILLIAMS SECOND: MARTIN
ALL AYE

Time the meeting was adjourned: 10:00 p.m.

Date the minutes were approved: _____

_____
Cindy Price, City Clerk

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. PD Report
2. Standard & Poor Bond Rating Report

L. ADJOURN

MOTION: Move to adjourn.

ACTION: WILLIAMS SECOND: POWELL
ALL AYE

Time the meeting was adjourned: 10:00 p.m.

Date the minutes were approved: _____

_____
Cindy Price, City Clerk