COMMISSION MEETING MINUTES
TUESDAY, JUNE 28, 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 CLERK CINDY PRICE
CITY ATTORNEY PAUL KRITZ
FINANCE DIRECTOR STEPHANIE RICHARDSON
IT TECH RAY HEINZ
ELECTRIC UTILITY DIRECTOR GENE RATZLAFF
ELECTRIC UTILITY DEPUTY DIRECTOR MIKE SHOOK
POLICE CAPTAIN DANNY GRIGG
PUBLIC WORKS DIRECTOR CHUCK SHIVELY
ENGINEERING SUPERINTENDENT THOMAS OSBORN
FIRE CHIEF JAMES GRIMMETT
ASSISTANT TO CITY MANAGER TRISHA PURDON

A. CALL TO ORDER – Mayor Craig Powell

B. INVOCATION – Mayor Powell

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

D. REVIEW OF AGENDA

E. CONSENT AGENDA

1. City Commission Meeting Minutes – Tuesday, June 14, 2016
2. 2016 Appropriation Ordinance No. AO-16-12 – $5,295,928.60

MOTION: Move to approve the consent agenda as presented.

ACTION: POWELL SECOND: MARTIN
ALL AYE

<u>REGULAR AGENDA ITEMS</u>

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

G. COMMENTS FROM THE PUBLIC - none

H. OLD BUSINESS

1. Ordinance No. S-16-09 – Second Reading of an Ordinance to execute a cooperation agreement with Coffeyville Regional Medical Center for the 2016 Health Care Sales Tax.
   - City Attorney Paul Kritz stated this agreement is between the City, CRMC Board of Trustees and CRMC, Inc., to establish guidelines for the collection and distribution of

receipts from the 2016 health care sales tax. The agreement includes the provisions for CRMC to submit monthly trustee and director minutes, an annual report on the hospital's operations, capital budgets, audit and 990 report.

MOTION: Move to approve Ordinance No. S-16-09 for adoption.

ACTION: WILLIAMS SECOND: MARTIN
ALL AYE

I. NEW BUSINESS

1. Discussion and action to appoint one person to the Senior Citizens Activity Center Board serving to June 1, 2018.

   MOTION: Move to appoint Nancy Nipper to a three-year term on the Senior Citizens Activity Center Board serving to January 1, 2019.

   ACTION: WILLIAMS SECOND: KASTLER
   ALL AYE

2. Discussion and action to appoint two people to the Montgomery County Juvenile Community Corrections Board serving to June 30, 2019.

   MOTION: Move to appoint Winifred Flowers to a three-year term on the Montgomery County Juvenile Community Corrections Board serving to January 1, 2019.

   ACTION: POWELL SECOND: MARTIN
   ALL AYE

3. Resolution No. R-16-78 – A Resolution to execute an agreement with Retail Strategies for retail recruitment and retention services.

   - Assistant to City Manager Trisha Purdon stated commissioners requested additional companies be vetted for these services; staff has met with every retail recruitment company in the country in the last few months through one-on-one meetings at conferences. Retail Strategies has been identified as the company who can provide the retail recruitment and retention services needed for Coffeyville. In addition to recruitment they also have divisions which specialize in real estate, site selection and database development. Retail Strategies has agreed to represent no other companies in Montgomery County and to provide quarterly reports. Their fee is $40,000 for year one and $35,000 for years two and three.

   MOTION: Move to recess to executive session for attorney client privilege to reconvene on or before 7:05 p.m.

   ACTION: WILLIAMS SECOND: MARTIN
   ALL AYE

   Time the meeting was reconvened: 7:05 p.m.

MOTION: Move to approve Resolution No. R-16-78 for adoption.

ACTION: POWELL SECOND: MARTIN
ALL AYE

4. Resolution No. R-16-79 – A Resolution to execute an agreement with Mill Valley Construction to remove and replace exterior windows in the Municipal Building.
   - Architect Dennis Jacobs stated bids for removal and replacement of all windows in the municipal building were received from six bidders. The low bid was Mill Valley Construction at $323,500. The window proposal has been reviewed by the State Historical Preservation Office (SHPO) and the City has received tentative approval for tax credits. Once the final approval has been received from the state, Mill Valley will be given a notice to proceed. Responding to questions about the tax credits, Jacobs reported meeting all the SHPO requirements for the municipal building, it may be more cost effective to do the remodeling without the tax credits. He stated SHPO wants to be able to stand in the lobby and the building look exactly as it did in 1929 which may be cost prohibitive to provide the functionality necessary in today's offices.

   MOTION: Move to approve Resolution No. R-16-79 for adoption.

   ACTION: POWELL SECOND: MARTIN
   ALL AYE

5. Resolution No. R-16-80 – A Resolution to execute a construction agreement with Donelson Construction for street surface sealing.
   - Engineering Superintendent Thomas Osborn stated this is year 4 in the street surface sealing program. There will be 118 blocks sealed this year making a total of 450 blocks for the four years. The total cost will be $791,540 which will be paid from the street improvement sales tax. The project will begin in late July or early August.

   MOTION: Move to approve Resolution No. R-16-80 for adoption.

   ACTION: POWELL SECOND: TAYLOR
   ALL AYE

6. Resolution No. R-16-81 – A Resolution to execute change order #3 mechanical installation for the Electric Utility.
   - Electric Utility Deputy Director Mike Shook stated this change order in the amount of $24,844.36 is with the 8760 Group for engineering design changes in the mechanical installation.

   MOTION: Move to approve Resolution No. R-16-81 for adoption.

   ACTION: POWELL SECOND: TAYLOR
   ALL AYE

7. Resolution No. R-16-82 – A Resolution to execute an agreement with Barton Solvents for propylene glycol for the Electric Utility.

- Electric Utility Deputy Director Mike Shook stated seven vendors bid on the 5,500 gallons of propylene glycol for the new power plant. The low bidder was Barton Solvents at $30,342.

MOTION: Move to approve Resolution No. R-16-82 for adoption.

ACTION: TAYLOR SECOND: POWELL
ALL AYE

8. Resolution No. R-16-83 – A Resolution to execute an agreement with Chandler Oil for lubricating oil for the Electric Utility.
   - Electric Utility Deputy Director Mike Shook stated there were seven vendors who bid on the 18,750 gallons of lube oil for the new power plant. Chandler Oil was the low bidder at $93,095.

MOTION: Move to approve Resolution No. R-16-83 for adoption.

ACTION: POWELL SECOND: TAYLOR
ALL AYE

9. Discussion on the CRMC Board of Trustees.
   - Attorney Paul Kritz stated in 1913 Coffeyville Memorial opened as a for profit hospital. In 1996 it was incorporated as CRMC, Inc., with a not-for-profit status. The Board of Trustees, appointed by the City Commission, has fudiciary oversight; the Board of Directors, appointed by the Trustees has operational oversight. Kritz stated there are currently four members of the trustees who are also serving on the directors; it was the recommendation of the city manager there should not be any, or no more than two, serving in dual roles. Mark Woodring, CEO of CRMC, stated the city has more voice by having overlap, and CMC is very open to improving communication. He indicated the hospital is not just focusing on the community but expanding their services beyond the borders of Coffeyville. Stan Eli, chairman of the Board of Trustees, stated this is the first time there has been four who overlap. Commissioner Williams stated their needs to be better communication between the hospital and the city. Commissioner Kastler stated there is a problem with leakage for the hospital. Commissioners Martin and Kastler believe there should be ex-officio representation from the city on the hospital board. Further discussion will continue at the next meeting.

10. Comments from Commissioners and Staff
    - Finance Director Stephanie Richardson stated a budget work session would be Monday, July 11, 6 – 9 p.m. Further sessions would be July 12 after the regular meeting and July 13, both if needed.
    - Bob Rench and Ivan Smith, no addresses given, both expressed concern about their properties being targeted by the Code Enforcement Department for weeds. Rench has a meeting set with the city manager for Thursday and invited others to attend.
    - Commissioner Martin reported on the Coffeyville Summer Celebration.

J. EXECUTIVE SESSION(s)

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales tax report
2. PD Report

L. ADJOURN

MOTION: Move to adjourn.

ACTION: POWELL SECOND: MARTIN
ALL AYE

Time the meeting was adjourned: 8:43 p.m.

Date the minutes were approved: _____

_____
Cindy Price, City Clerk