

INDEPENDENCE CITY COMMISSION

REGULAR SESSION AGENDA

February 9, 2023

5:30 PM

Civic Center Memorial Hall

To participate by conference call:
1 785-289-4727 Conference ID: 197 828 702#

The Agenda shall be as follows:

I. REGULAR SESSION

- A. Call to Order
- B. Pledge of Allegiance to the United States of America
- C. Adoption of Agenda

II. APPOINTMENTS

- A. Planning Commission -- One Resignation

III. CONSENT AGENDA

(*Consent* is that class of Commission action that requires no further discussion or which is routine in nature. All items on the Consent Agenda are adopted by a single motion unless removed from the Consent Agenda.)

- A. Consider approving City Commission minutes from January 12 and 26, 2023.
- B. Consider setting the date to receive bids for the demolition of seven condemned structures.
- C. Consider a request to allow food trucks at the Riverside Park Shelterhouse on June 30, 2023.
- D. Consider canceling the February 15, 2023 Special Commission meeting.

IV. PUBLIC HEARING

- A. Public hearing to consider adopting Resolution 2023-004 for the Small Cities Community Development Block Grant Program.

V. ITEMS FOR COMMISSION ACTION

- A. Consider adopting Resolution 2023-005 responding to the Request for Proposals for Kansas Moderate Income Housing funds and/or Kansas Housing Investor Tax Credit funds to be submitted to the Kansas Housing Resources Corporation.
- B. Consider Change Orders for and Fire-EMS building and Phase II 1916 City Hall Remodel.

VI. REPORTS

- A. City Board Minutes
- B. 2022 Independence Library District Activity and Financial Report
- C. 2022 Land Bank Year End Report

VII. CITY MANAGER'S COMMENTS

VIII. COMMISSIONERS' COMMENTS

IX. PUBLIC CONCERNS

X. EXECUTIVE SESSION

- A. Consultation with an attorney on matters that would be deemed privileged in an attorney-client relationship.

XI. ADJOURNMENT



Action Item
CITY OF INDEPENDENCE
February 9, 2023

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Planning Commission -- One Resignation

BACKGROUND Kendall Neill's term expired on January 1, 2023. Kendall Neill would not like to be reappointed. Applications were received for Kendall Neill's open position through noon on Friday, February 3, 2023. Only one application was received by the deadline, which is attached.

PLANNING & ZONING COMMISSION (3 year terms -- 9 members)			
Members	Term	Expires	Appointed/ Eligible to be Reappointed
Mary Jo (Dancer) Meier	2nd term*	January 1, 2025	
Kendall Neill	1st term	January 1, 2023	January 23, 2020 Resigned 01/03/2023
Brent Littleton**	2nd term	January 1, 2025	January 25, 2019
Tony Royse Secretary	2nd term	January 1, 2025	March 28, 2019
Andy McLenon**	2nd term*	January 1, 2024	October 26, 2016 January 8, 2018
Michelle Avery	1st term*	January 1, 2024	June 28, 2018
Tim Haynes Chair	Unexpired	January 1, 2024	February 24, 2022
Lisa Richard	2nd term*	January 1, 2026	August 8, 2019 December 19, 2019
Rachel Lyon Vice Chair	2nd term	January 1, 2026	May 14, 2020
*Served an unexpired term.			
**Outside City Appointment. Not on Board of Zoning Appeals.			
Meeting Place: Veterans Room, Memorial Hall Meeting Date: First Tuesday Meeting Time: 5:30 p.m.			

SUPPORTING DOCUMENTS

1. ScottSmith-Online Form Submittal_ Board Application_Redacted

From: noreply@civicplus.com
To: [Kelly Passauer](#)
Subject: Online Form Submittal: Board Application
Date: Friday, February 03, 2023 1:45:40 PM

Board Application

Board Applying For: Planning and Zoning

Name William Scott Smith

Date 2/3/2023

Address 2901 Crown Dr.

Email Address [REDACTED]

Phone Number [REDACTED]

Educational Background:

High School Name and Location Shawnee Mission West

Graduated/Degree Graduated 5/1972

College Name and Location Kansas University

Graduated/Degree *Field not completed.*

Major Business Admin.

Other Education Name and Location *Field not completed.*

Graduated/Degree *Field not completed.*

Emphasis *Field not completed.*

Do you reside inside the corporate limits of the City of Independence? Yes

If no, do you reside within 3 miles of the corporate limits of the City of Independence? *Field not completed.*

What experiences have you had that you feel would assist you as a board member?	I spent six years on the city commission, three as Mayor. I became very familiar with the Comprehensive Plan and the community planning process. I was on the commission for the zoning at 21st and Taylor Apartments. I also dealt with the Union Implement building after the fire gutted the building.
Why do you want to become a member of the board?	I recently moved back from Texas and want to become active in the community.
Do you feel that there are any issues needing immediate attention by the board? If so, please explain.	<i>Field not completed.</i>
Other comments:	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023

Department City Clerk

Director Approval David Schwenker

AGENDA ITEM Consider approving City Commission minutes from January 12 and 26, 2023.

SUMMARY RECOMMENDATION Approve the minutes.

BACKGROUND

FINANCIAL INFORMATION

SUGGESTED MOTION I move to approve the City Commission minutes from January 12th and 26th, 2023.

SUPPORTING DOCUMENTS

1. January 12, 2023 Minutes
2. January 26, 2023 Minutes

Minutes of the City Commission's January 12, 2023 Meeting

I. REGULAR SESSION

Commissioners Present: Mayor Dean Hayse, Vice-Mayor Tim Emert, Commissioner Louis Ysusi

City Staff Present: Jeff Chubb, City Attorney; David Cowan, Assistant City Manager; Kelly Passauer, City Manager; David Schwenker, City Clerk/City Treasurer; Brian McHugh, Memorial Hall Supervisor; Shawn Wallis, Fire/EMS Chief; Lacey Lies, Director of Finance; April Nutt, Director of Housing Authority and Jerry Harrison, Chief of Police

Visitors Present: Larry McHugh, Brea Sanford, Marci Roberts, Kathy Shepard, Shea Neal, Barb Emert, Ned Stichman and Babs Emert

A. Call to Order

Mayor Hayse called the meeting to order.

B. Pledge of Allegiance to the United States of America

C. Adoption of Agenda

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted the agenda with the addition of Item "F" under Items for Commission Action; Consider signing a statement for the county regarding the tax certification map.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

II. OLD BUSINESS - APPOINTMENTS

A. Independence Historic Preservation and Resource Commission (IHPRC) -- Two Positions Eligible for Reappointment

Breanna Sanford and Jason Rutledge's terms expired on January 1, 2023. They both replaced members who had resigned, so they are serving unexpired terms. Members with expired terms continue to serve until they are reappointed or replaced. They are eligible to serve an additional term.

Minutes of the City Commission's January 12, 2023 Meeting

Historic Preservation Resource Commission (Certified Local Government)			
(3 year terms – 7 members)			
Members	Term	Expires	Appointed/Eligible
Bill Gour	1st term	1/1/2024	Appointed 1/14/2020
Darin Axthelm (History Major)	1st term	1/1/2024	Reappointed 1/14/2020 Appointed 1/8/2020
Breanna Sanford (History and Anthropology)	Unexpired	1/1/2023	Appointed 06/09/2020
Tim White	Unexpired	1/1/2024	Appointed 08/11/2020
Gary Hogsett (Engineer)	Unexpired	1/1/2025	Appointed 06/09/2020
Jason Rutledge	Unexpired	1/1/2023	Appointed 08/11/2020
John George	Unexpired	1/1/2025	Appointed 08/25/2020
*Previously served an unexpired term.			
Meeting Place: Memorial Hall			
Meeting Date: Last Monday			
Meeting Time: 12 p.m.			

Motion:

On the motion of Dean Hayse, seconded by Louis Ysusi, the Commission reappointed Breanna Sanford and Jason Rutledge to 1st terms on the Independence Historic Preservation Resource Commission ending on January 1, 2026.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

B. Planning Commission -- Three Positions Eligible for Reappointment

Kendall Neill, Lisa Richard and Rachel Lyon's terms expired on January 1, 2023. Members with expired terms continue to serve until they are reappointed or replaced. They are all eligible to serve an additional term. Lisa Richard and Rachel Lyon would like to be reappointed. Kendall Neill would not like to be reappointed. Applications are being received for Kendall Neill's open position through noon on Friday, January 20, 2023. For more information, visit this link: [Planning Commission Opening \(Inside City Limits\)](#)

Minutes of the City Commission's January 12, 2023 Meeting

PLANNING & ZONING COMMISSION (3 year terms -- 9 members)			
Members	Term	Expires	Appointed/ Eligible to be Reappointed
Mary Jo (Dancer) Meier	2nd term*	January 1, 2025	
Kendall Neill	1st term	January 1, 2023	January 23, 2020
Chair			
Brent Littleton**	2nd term	January 1, 2025	January 25, 2019
Tony Royse	2nd term	January 1, 2025	March 28, 2019
Andy McLenon**	2nd term*	January 1, 2024	October 26, 2016 January 8, 2018
Michelle Avery	1st term*	January 1, 2024	June 28, 2018
Tim Haynes Secretary	Unexpired	January 1, 2024	February 24, 2022
Lisa Richard	1st term*	January 1, 2023	August 8, 2019 December 19, 2019
Rachel Lyon Vice Chair	1st term	January 1, 2023	May 14, 2020
*Served an unexpired term.			
**Outside City Appointment. Not on Board of Zoning Appeals.			
Meeting Place: Veterans Room, Memorial Hall			
Meeting Date: First Tuesday			
Meeting Time: 5:30 p.m.			

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission reappointed Lisa Richard and Rachel Lyon to 2nd terms on the Planning Commission ending on January 1, 2026.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

C. Economic Development Advisory Board -- One Resignation

Paul Yarowski has resigned from the Economic Development Advisory Board. Applications are being received through noon on Friday, January 20, 2023 for this opening. For more information visit this link: [Economic Development Advisory Board Opening](#).

III. NEW BUSINESS -- REORGANIZATION

A. Reorganization of the Commission

1. Election of Mayor
2. Election of Vice Mayor
3. Designation of Official City Newspaper
4. Designation of Official City Depository
5. Consider changing the day of week and time for Commission meetings

Each year the Commission reorganizes. Regarding the election of Mayor or Vice Mayor, in non-election years, typically the Commissioner who is starting their second year of their two-year term serves as Mayor. The following year, the Commissioner who is starting their third year of their four-year term serves as Mayor. The purpose of this is to allow every elected Commissioner, whether elected to a two-year term or four-year term, to have the opportunity to serve as Mayor once per term. However, the Commission may choose anyone they wish, and they do not have to follow this tradition.

Each year the Official City Newspaper and Official City Depository are named. Staff is recommending that the Independence Daily Reporter and the Community National Bank continue to serve in these two roles respectfully.

For planning purposes, the 2023 City Commission schedule was previously adopted on December 22, 2022. However, with the reorganization of the Commission, it is formally adopted. Staff recommends that the 2022 City Commission schedule be affirmed, which generally consists of the 2nd and 4th Thursdays at 5:30 PM and the 3rd Wednesday at 9 AM for work sessions, with the exceptions noted in green.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission nominated Louis Ysusi as Mayor.

Aye: Tim Emert, Dean Hayse

Nay: None

Motion:

On the motion of Louis Ysusi, seconded by Tim Emert, the Commission nominated Dean Hayse as Vice Mayor.

Aye: Tim Emert, Dean Hayse

Minutes of the City Commission's January 12, 2023 Meeting

Nay: None

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission designated Independence Daily Reporter as the Official City Newspaper.

Aye: Tim Emert, Dean Hayse

Nay: None

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission designated Community National Bank as the Official City Depository.

Aye: Tim Emert, Dean Hayse

Nay: None

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted the 2023 City Commission Meeting schedule as previously approved.

Aye: Tim Emert, Dean Hayse

Nay: None

IV. CONSENT AGENDA

Motion:

On the motion of Dean Hayse, seconded by Tim Emert the Commission adopted the consent agenda..

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

A. Consider renewing a fire protection agreement with SMP.

The City and Standard Motor Products entered into a Fire Protection Agreement that is renewed annually. This is due to the fact that SMP is not in the City limits; however, they wish to enjoy the protection of the City of Independence Fire Department. Previously, the agreement required the City to calculate the amount by September 1st with the amount due by November 1st. Due to the budget adoption dates being modified over the years, it is recommended to calculate the fee by January 1st, with payment due by March 1st.

Minutes of the City Commission's January 12, 2023 Meeting

Suggested Motion:

I move to approve the annual fire protection fee with SMP.

- B. Consider authorizing an agreement with Shift-S3ector, LLC to hold a racing event at Independence Municipal Airport on June 10 and 11, 2023.

Shift-S3ector, LLC has requested use of the Independence Municipal Airport from June 10-11, 2023 for the purpose of holding a racing event. This is a similar request as has been granted in 2020, 2021, and 2022. It is felt that this event brings significant exposure to the City as well as providing a revenue opportunity for local businesses. This event will require FAA approval.

Textron Aviation has indicated that they find the event acceptable from a business standpoint and that it will not interrupt their planned operations. It is anticipated that the agreements, though not yet received, will be substantially similar to previous agreements.

Suggested Motion:

I move to allow Shift S3ctor, LLC to hold the event as described, pending FAA approval, and authorize the execution of any necessary documents pending City Attorney approval.

V. ITEMS FOR COMMISSION ACTION

- A. Consider proclaiming January 15, 2023 as Dr. Martin Luther King, Jr. Commemoration Day, and consider funding the recording and live streaming of the program.

Kathy Shepard, representing the Diversity Taskforce, is requesting that the City authorize a proclamation in honor of Dr. Martin Luther King, Jr. Commemoration Day, and urge that every citizen of Independence joins me in extending recognition and honor to the memory of this great leader of humankind by attending the local celebration "It Starts With Me: Cultivating A Beloved Community Mindset to Transform Unjust Systems" on Sunday, January 15, 2023 at 3 PM at the Independence High School Performing Arts Center. Please note there are three versions of the proclamation since the election of the Mayor will not take place until just prior to this agenda item.

In addition, Kathy asked if the City would fund the recording and live streaming of the program on the City's Facebook page by Larry McHugh.

Motion:

Minutes of the City Commission's January 12, 2023 Meeting

On the motion of Tim Emert, seconded by Dean Hayse, the Commission proclaimed January 15, 2023, as Dr. Martin Luther King, Jr. Commemoration Day; and authorized funding the recording and live streaming of this community event .

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- B. Consider adopting a Resolution pledging commitment to a Multimodal Transportation and Enhanced Trail Project Policy for the City of Independence regarding the use of *Pathways to a Healthy Kansas*, Blue Cross and Blue Shield of Kansas grant dollars.

The *Pathways* initiative, known as *Pathways to a Healthy Kansas*, is the largest community grant initiative ever funded by Blue Cross and Blue Shield of Kansas. It combines community-wide, evidence-based solutions and practices to help Kansas communities improve active living, healthy eating, and tobacco prevention. The initiative provides community coalitions with the tools and resources needed to engage their communities and remove barriers to healthy living. *Pathways* started in 2016 with eight communities; in 2020, the *Pathways* initiative started a second phase of work with a total of 24 communities – 12 new and 12 returning communities from across the BCBSKS service area. Blue Cross provides each community with technical assistance for planning, evaluation, communications and measurement through partnerships with Wichita State University's Community Engagement Institute, Kansas Health Institute, Seed 2 Roots and other organizations.

The Grow Labette and Montgomery County Wellness Coalition is a *Pathway* Community working towards a healthier community. With the adoption of this Resolution, Independence recognizes its commitment and efforts towards removing barriers and promoting health and wellness in Independence. Specifically, this Resolution affirms the City's intention to build a trail at the Central Park Sports Complex. With the adoption of this Resolution, the City of Independence, in partnership with the Independence Recreation Commission, will seek \$50,000 of funding through a *Pathways* implementation grant to fund lighting for the 1.1-mile trail circling the sports complex.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted Resolution No. 2023-001 pledging commitment to a Multimodal Transportation and Enhanced Trail Project Policy for the City of Independence regarding the use of *Pathways to a Healthy Kansas*, a Blue Cross and Blue

Minutes of the City Commission's January 12, 2023 Meeting

Shield of Kansas grant dollars and for City Staff to submit and accept said grant for the Central Park Sports Complex.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- C. Consider authorizing a change order to the Maple Street Contract.

There is no change in scope for this change order. This is a reconciliation of actual quantities versus the initial quantities on the unit price bid. In this case, there was an error in the tabulation of the initial bid quantity in one item (Line Item 35, Concrete Paving). This error resulted in an under projection of the total cost of this item of \$106,797.10, approximately 4% of the total project cost.

The overall change order is \$124,649.06, which is a reconciliation of quantities known to date. There are anticipated to be two final change orders, which will encompass work related to storm sewer piping under the railroad and other railroad-related work.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission authorized the change order for the quantity reconciliation on Maple Street and the execution of any necessary documents .

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- D. Consider approval of Downtown Building Grants.

Trident Partnership is investing over 10 million dollars in downtown upper-story apartments and retail business space in our Historic Downtown. For more information on their projects in Independence, visit this link: <https://tridentpartnerships.com/independenceks/>

Trident Partnerships has applied for two building renovations in the Downtown Historic District. The Downtown Building Grant committee met on December 08, 2022, and discussed the applications. It was the recommendation of the committee to request approval of \$50,000.00 for these two applications.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission

Minutes of the City Commission's January 12, 2023 Meeting

approved Downtown Building Grant applications for 113 E. Main St. and 113 W. Laurel Street for \$25,000 each.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- E. Consider adopting ordinances amending and supplementing Appendix D regarding building permit fees and regulating building trades.

The City implemented a new ordinance in August 2022 regulating the building trades and licensing. The building trade ordinance sets the fees for contractors and we need to amend the fee schedule to reflect that change. The attached Fee Schedule Ordinance and Building Trade Ordinances reflect those changes.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted Ordinance 4426, amending Appendix D regarding building permit fees and Ordinance 4427, amending the Building Trades Licensing.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- F. Consider Tax Certification Map.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission authorized the mayor to sign a statement for the County regarding the tax certification map.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

VI. REPORTS

- A. City Board Minutes

- B. CRS 2022 Annual Report & 2023 Recertification

Commissioner Hayse complimented Assistant City Manager Cowan on the continued effort to gain compliance and keep compliance with this item.

Minutes of the City Commission's January 12, 2023 Meeting

C. Congressional Direct Spending Award

Chief Harrison reported on federal funding for new cameras for patrol cars and body cameras and new tasers.

D. 2022 Sales Tax Report

Director Lies reported on this item.

VII. CITY MANAGER'S COMMENTS

City Manager Passauer announced that City Hall would be closed on Monday January 16th for MLK day, the City's annual planning retreat would be on Wednesday January 18th at the Independence Country Club, Myrtle St from 6th Street to the alley would be closed for the week of January 23rd for utility work and a presentation was made to the County Commission on a comprehensive plan grant.

VIII. COMMISSIONERS' COMMENTS

None

IX. PUBLIC CONCERNS

None

X. EXECUTIVE SESSION

A. Data relating to financial affairs or trade secrets of second parties.

Motion:

On the motion of Louis Ysusi, seconded by Dean Hayse, the Commission recessed for an executive session concerning confidential data relating to financial affairs and/or trade secrets of a company pursuant to the exception found at K.S.A. 75-4319(b)(4). The open meeting will resume at 6:35 p.m.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

The open meeting resumed at 6:35 p.m. with no action taken.

Minutes of the City Commission's January 12, 2023 Meeting

XI. ADJOURNMENT

Motion:

On the motion of Louis Ysusi, seconded by Tim Emert, the Commission adjourned the meeting.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

Louis Ysusi, Mayor

Dean A. Hayse , Commissioner

Tim Emert, Commissioner

Attest:

City Clerk/Treasurer

Minutes of the City Commission's January 26, 2023 Meeting

I. REGULAR SESSION

Commissioners Present: Mayor Louis Ysusi, Vice-Mayor Dean Hayse, Commissioner Tim Emert

City Staff Present: Kelly Passauer, City Manager; David Cowan, Assistant City Manager; Jeff Chubb, City Attorney; David Schwenker, City Clerk/City Treasurer; John Garris, City Engineer/Director of Public Works and Utilities; Shawn Wallis, Fire/EMS Chief; Lacey Lies, Director of Finance; Brian McHugh, Memorial Hall Supervisor and Jerry Harrison, Chief of Police

Visitors Present: Larry McHugh, Brea Sanford

A. Call to Order

Mayor Ysusi called the meeting to order.

B. Pledge of Allegiance to the United States of America

C. Adoption of Agenda

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted the agenda.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

II. APPOINTMENTS

A. Planning Commission -- One Resignation

Kendall Neill's term expired on January 1, 2023. Kendall Neill would not like to be reappointed. Applications are being received for Kendall Neill's open position through noon on Friday, February 3, 2023. For more information, visit this link: [Planning Commission Opening \(Inside City Limits\)](#)

Minutes of the City Commission's January 26, 2023 Meeting

PLANNING & ZONING COMMISSION (3 year terms – 9 members)			
Members	Term	Expires	Appointed/ Eligible to be Reappointed
Mary Jo (Dancer) Meier	2nd term*	January 1, 2025	
Kendall Neill	1st term	January 1, 2023	January 23, 2020 Resigned 01/03/2023
Brent Littleton**	2nd term	January 1, 2025	January 25, 2019
Tony Royse Secretary	2nd term	January 1, 2025	March 28, 2019
Andy McLenon**	2nd term*	January 1, 2024	October 26, 2016 January 8, 2018
Michelle Avery	1st term*	January 1, 2024	June 28, 2018
Tim Haynes Chair	Unexpired	January 1, 2024	February 24, 2022
Lisa Richard	2nd term*	January 1, 2026	August 8, 2019 December 19, 2019
Rachel Lyon Vice Chair	2nd term	January 1, 2026	May 14, 2020
*Served an unexpired term.			
**Outside City Appointment. Not on Board of Zoning Appeals.			
Meeting Place: Veterans Room, Memorial Hall			
Meeting Date: First Tuesday			
Meeting Time: 5:30 p.m.			

B. Economic Development Advisory Board -- One Resignation

Paul Yarowski has resigned from the Economic Development Advisory Board. Two applications were received by the Friday, January 20, 2023 deadline from Karl Johnson and Keith Stone.

Minutes of the City Commission's January 26, 2023 Meeting

ECONOMIC DEVELOPMENT ADVISORY BOARD (3 year terms – 7 members)			
Members	Term	Expires	Appointed
Paul Yaroslaski	1st term*	January 1, 2025	October 10, 2019 Resigned 01/03/2023
Chuck Goad, Chair	1st term*	January 1, 2025	October 10, 2019
Wayne Stephany, Vice Chair	1st term*	January 1, 2025	October 10, 2019
Rod Zinn	1st term	January 1, 2025	January 13, 2022 Replaced Brian High
Lori Kelley	1st term*	January 1, 2024	October 10, 2019
Jason Curtis, Secretary	1st term*	January 1, 2024	October 10, 2019
Jim Kelly	Unexpired	January 1, 2024	June 23, 2022
Ex-Officio:			
Lisa Wilson, Director Independence Chamber of Commerce		Riley Lukomski, Director Montgomery County Action Council	
Tabatha Snodgrass, Director Independence Main Street		April Nutt, Director Housing Authority	
Meeting Place: Memorial Hall			
Meeting Date: First Tuesday			
Meeting Time: 3:30 PM			

Motion:

On the motion of Louis Ysusi, seconded by Dean Hayse, the Commission appointed Keith Stone to an unexpired term on the Economic Development Advisory Board ending on January 1, 2025.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

III. PRESENTATIONS

- A. Presentation by Chief Harrison regarding Independence's 911 PSAP.

Chief Harrison made a presentation to the City Commission regarding the Independence 911 Dispatch Center.

IV. CONSENT AGENDA

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission approved the consent agenda.

Minutes of the City Commission's January 26, 2023 Meeting

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- A. Consider approving City Commission minutes from December 8 and 22, 2022.

Suggested Motion:

I move to approve the City Commission minutes from December 8th and 22nd, 2022.

- B. Consider authorizing rebidding of two new fuel bowzers.

Historically, the City has purchased integrated mobile fueling trucks as a means to sell and dispense fuel to aircraft. The new Airport Manager, Aaron Shrader, has significant experience in aviation and suggested the use of fueling bowzers, or trailers that are capable of being affixed to the back of a pickup truck. These bowzers have self-contained engines for pumping, and are in used in many locations.

Individual trucks are convenient, but have the drawback of being three to four times the cost of a fuel bowser. The Airport has had a capital schedule for a new fueling vehicle for over a year, which would only replace one vehicle, and that likely with funding only sufficient to purchase a used vehicle. With the same amount of funding, it is likely that two new fuel bowzers can be built, replacing trucks that date back to the late 1970s and mid 1980s that are currently nearing the end of life and use the existing pickup trucks at the airport to move the fuel bowzers.

The project had a bid opening date of January 12, 2023. There was only one bid for one of the fuel types. It is felt, based on our observations of the market, that this single bid was not economically competitive. As such, it is recommended that the City rebid the bowzers. We had initially reached out to one company (who did not bid, as the employee we were working with resigned) and will reach out to them and several others to ensure that we have competitive bids.

Suggested Motion:

I move to authorize rebidding of the 100LL fuel bowser and jet A bowser as described in the attached documents.

- C. Consider awarding disposal of the Water Treatment Plant residuals.

As a part of the Water Treatment Plant's processes, a sediment is generated. Since this sediment exits the process after the water treatment

has begun (i.e., chemicals are introduced), it cannot be reintroduced back into the water. This sediment ("residuals") is stored in basins prior to being appropriately disposed of. These basins are nearly full of accumulated residuals.

A bid opening for this work was held on January 12, 2023. The low bid of the three was from MEGA, LLC for \$72,600. This contractor has done this type of work before and is familiar with our basins. It is recommended that we award the bid to this contractor.

Suggested Motion:

I move to approve awarding of the Water Treatment Plant residual disposal for \$72,600 to MEGA, LLC.

- D. Consider authorizing the street closure at Riverside Park on May 6, 2023 from 8:00 a.m. to 10:30 a.m. for the first annual Run4Fun 5K.

In 2023, a group of running enthusiasts received a \$6,000 grant to start a running club in Independence. Called "Run4Fun", the group is focused on encouraging kids and their parents to pursue running together. The group has requested consent to host a 5K fun run at Riverside Park, which is anticipated to be the first of an annual event. The run will follow the same 5K route as the Neewollah 5K, which requires closure of all streets in Riverside Park, and North 5th Street, from Oak Street to Morningside PL.

Suggested Motion:

I move to authorize the request to close streets at Riverside Park on May 6th, 2023 from 8:00 a.m. to 10:30 a.m. for the first annual Run4Fun 5K.

V. ITEMS FOR COMMISSION ACTION

- A. Consider converting Independence Public Safety to UHF-Digital.

With the remodel of 1916 City Hall, IPD will be moving its entire operation back to 1916 City Hall. This will require IPD Dispatch to move its communications system and the NG911 call handling system to 1916 City Hall. IPD's current VHF radio system is failing and creating a danger to police officers. After working with TUSA Radio Consultants, City staff has elected to move IFD-EMS and IPD from their current radio systems (UHF for Fire, VHF for Police) to a UHF Digital System in use by all other public safety agencies in Montgomery County. IPD and IFD-EMS will be trading in all serviceable old radio equipment to defray costs on this project. Action Communications has

Minutes of the City Commission's January 26, 2023 Meeting

agreed to wipe programming from all traded equipment at no cost to the city. Scott Eckberg, Executive Director of the Kansas 911 Coordinating Council, has committed to moving the 911 call handling equipment at a cost not to exceed \$20,000.

Action Communications provided written notice in an email that they will accept trade-in of the old mobile radios they remove in lieu of labor for the installation of each mobile. This was not included in the quote.

Action Communications provided written notice in an email that there is a \$2,000 maintenance fee annually effective 1-1-23. This fee covers 16 hours of labor for any issues with the system that require on-site resolutions. There will be no pro-rated fee for 2022.

The radio portion of the project qualifies as a sole source purchase as the local network is a proprietary Kenwood NextEdge network owned, operated, and maintained by Action Communications. The equipment to move to UHF Digital is estimated to arrive by early November, and the move to the network is estimated to be completed by late November.

The NG911 portion of the project qualifies as a sole source purchase as the City leases the call handling equipment from the Kansas 911 Coordinating Council and/or the Council's vendor.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission authorized City staff to engage with Action Communications for the work as presented this evening.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- B. Consider authorizing changes to the Maple Street Contract for stormwater and final paving work near the railroad.

After bidding and awarding of the Maple Street Contract, a review of the storm sewer downstream of the connection point showed that there was ballast (large stone) from the railroad bed above inside the stormwater pipe. The implication is that the stormwater pipe has been breached in the vicinity of the Union Pacific railroad bed and that the stormwater system has the potential to impact the integrity of the rail bed over time. As such, drilling a new stormwater pipe is recommended to replace this existing line.

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After getting the permit details from Union Pacific, the contractor, Bettis Asphalt & Construction, Inc., prepared a change order in the amount of \$353,748.00. After reviewing with Shawn Turner from TranSystems, the recommendation is to accept this change order as it is felt there would be minimal advantage in bidding this work separately. This is attached as Change Order 005.

Change Order 006 is to change the scope of work to asphalt paving near the railroad, per the direction of Union Pacific. This change totals \$19,287.50. It is likewise recommended by TranSystems that this change be approved.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission authorized the change order for the stormwater and railroad changes on Maple Street and the execution of any documents necessary.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- C. Consider adopting an ordinance amending the requirements for an apprentice plumber.

The Plumbing Board approved a change to Section 18-197 regarding apprentice plumbers' allowed activity. An apprentice plumber currently cannot work without a journeyman or master plumber on the job site. Allowing an apprentice to do routine plumbing work will allow the three current local licensed plumbers the ability to complete more jobs and to train new potential plumbers to join the profession.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted an ordinance amending the requirements for an apprentice plumber.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- D. Consider adopting a resolution for a conditional use permit for "Schools-preprimary" in an R-2, single-family dwelling district at 517 North 10th Street, also known as 514 North 11th Street.

On January 3, 2023 the Planning Commission held a public hearing to consider a conditional use permit for "Schools-preprimary" in an R-2, single-family dwelling district at 514 North 11th Street. The preschool is being constructed

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by the school district. On an 8-0 vote, the Planning Commission recommended approving the request with the conditions recommended by City staff.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted a resolution for a conditional use permit for "Schools-preprimary" in an R-2, single-family dwelling district at 517 North 10th Street, also known as 514 N. 11th Street, with the conditions as recommended by City staff.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- E. Consider adopting an ordinance rezoning a tract of land at 800 North 21st Street to M-1, industrial services district.

On January 3, 2023, the Planning Commission held a public hearing to consider rezoning a tract of land at 800 North 21st Street to M-1, industrial services district. On an 8-0 vote, the Planning Commission recommended approving the rezoning.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted an ordinance rezoning a tract of land at 800 North 21st Street to M-1, industrial services district.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

- F. Consider setting a Public Hearing to consider the condemnation of 1000 W. Chestnut as dangerous and unsafe.

On January 20, 2023 the residence at 1000 W. Chestnut was involved in a structure fire that did significant damage to the structure. City Staff are recommending setting the date of March 23, 2023 at 5:30 p.m. to conduct a public hearing to consider condemnation as dangerous and unsafe.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted a resolution setting a Public Hearing to consider the condemnation of 1000 W. Chestnut for March 23, 2023, at 5:30 p.m.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

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Nay: None

- G. Consider requesting an extension of time for the CDBG sewer improvement project.

The initially projected schedule for the final completion and payment of the CDBG sewer improvement project was planned for February 28, 2023. Due to contractor and material availability, this date has slipped, and project completion and final payment would be planned for June 30, 2023. There is a requirement to request for an extension as a part of the grant, but there is no impact to either final project scope or cost.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission approved the request for the extension of time for the CDBG project, and authorized execution of any necessary documents.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

VI. REPORTS

A. City Board Minutes

B. Monthly Capital Project and Public Works Report

VII. CITY MANAGER'S COMMENTS

City Manager Passauer reported that Myrtle St from 6th to the alley will be closed for one week beginning on February 6th and the Fire/EMS Department will have an open house on Feb. 9th for the public to see their new building.

VIII. COMMISSIONERS' COMMENTS

None.

IX. PUBLIC CONCERNS

None.

X. EXECUTIVE SESSION

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- A. Data relating to financial affairs or trade secrets of second parties.

Motion:

On the motion of Louis Ysusi, seconded by Tim Emert, the Commission recessed for an executive session concerning confidential data relating to financial affairs and/or trade secrets of a company pursuant to the exception found at K.S.A. 75-4319(b)(4). The open meeting will resume at 6:48 p.m. Attending the meeting will be the Commission, City Manager, City Attorney, Housing Director, Assistant City Manager, City Engineer and City Finance Director.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

The open meeting resumed at 6:48 p.m. with no action taken.

- B. Personnel matters of non-elected personnel.

Motion:

On the motion of Louis Ysusi, seconded by Dean Hayse, the Commission recessed for an executive session for discussion of an employee's performance pursuant to the non-elected personnel exception found at K.S.A. 75-4319(b)(1). The open meeting will resume at 7:08 p.m. in the Civic Center of Memorial Hall. In the executive session will be the Commission, City Manager, Assistant City Manager, Fire Chief and Police Chief .

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

The open meeting resumed at 7:08 p.m.

Motion:

On the motion of Louis Ysusi, seconded by Dean Hayse, the Commission recessed for an executive session for discussion of an employee's performance pursuant to the non-elected personnel exception found at K.S.A. 75-4319(b)(1). The open meeting will resume at 7:15 p.m. in the Civic Center of Memorial Hall.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

The open meeting resumed at 7:15 p.m. with no action taken.

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XI. ADJOURNMENT

Motion:

On the motion of Louis Ysusi, seconded by Dean Hayse, the Commission adjourned the meeting.

Aye: Tim Emert, Dean Hayse, Louis Ysusi

Nay: None

Louis Ysusi, Mayor

Dean A. Hayse, Commissioner

Tim Emert, Commissioner

Attest:

City Clerk/Treasurer



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023**

Department Admin

Director Approval David Cowan

AGENDA ITEM Consider setting the date to receive bids for the demolition of seven condemned structures.

SUMMARY RECOMMENDATION Staff recommends setting a bid date.

BACKGROUND City Staff is requesting permission to receive bids to remove seven structures that have been condemned as dangerous and unsafe. Staff recommends setting the date of March 2, 2023 at 2:00 p.m. to receive bids for the removal of the following structures:

- 1016 W. Myrtle
- 1105 W. Myrtle
- 1109 W. Myrtle
- 108 S. Wald (garage only in rear)
- 414 S. 14th
- 515 S. 10th Street
- 1117 W. Laurel St.

FINANCIAL INFORMATION Funds have been included in the 2023 budget to remove condemned structures.

SUGGESTED MOTION I move to set the date of March 2, 2023 at 2:00 p.m. to receive demolition bids.

SUPPORTING DOCUMENTS

1. Demolition Bid Packet - February 09, 2023
2. Map Of Houses To Be Demolished



ADVERTISEMENT FOR BID

The City of Independence, Kansas, is accepting bids for the demolition of structure(s) located at:

- 1016 W. Myrtle
- 1105 W. Myrtle
- 1109 W. Myrtle
- 108 S. Wald (garage only in rear)
- 414 S. 14th
- 515 S. 10th Street
- 1117 W. Laurel St.

Bids will be received at the office of the City Clerk, 811 W. Laurel Street, Independence, Kansas, 67301 until **2:00 p.m., Thursday, March 02, 2023.** At that time the bids will be publicly opened and read aloud.

Bids are to be enclosed in a sealed envelope and marked plainly on the outside "Building Demolition Bid". If mailed, the sealed envelope will be enclosed in another sealed envelope also marked plainly on the outside as previously designated.

Bids are to be submitted with a price for the demolition of each structure and for all locations combined. **Include the removal of transit siding and bagging in the bid.** The City reserves the right to accept the bid based on the lowest total bid per structure or for all structures combined.

The City of Independence reserves the right to accept or reject any or all bids or to waive any informalities should they occur as may best benefit the City.

Proof of Liability Insurance and Worker's Compensation Insurance shall be furnished with the bid. Liability insurance shall require a minimum of \$500,000.00.

Proof of asbestos certifications and training. The contractor is responsible for abiding by all Federal and State regulations regarding the abatement and disposal of asbestos material found at the demolition site.

The general liability insurance should have no exclusions relating to bodily injury or property damage resulting out of explosion, collapse, or underground hazards and no exclusions relating to demolition operations.

The City reserves the right to make any investigation deemed necessary by the City to determine the ability of the bidder to do the project. Bidders shall furnish to the City such information as requested to determine the bidder's qualifications. The City further reserves the right to reject any bid if the City deems the bidder not properly qualified to complete the project.

Bids shall be guaranteed for a period of sixty (60) days from the date and time set to receive bids.



The project shall be completed in thirty (30) days from the date of the Notice to Proceed.

David Cowan
David Cowan

2/09/2023
Date



INFORMATION FOR BIDDERS

Bids will be received by the City of Independence, Kansas at the office of the City Clerk until **2:00 p.m., Thursday, March 02, 2023**, at which time the bids will be opened publicly and read aloud. The apparent low bid will then be submitted to the Independence City Commission at a regular meeting for their formal action.

Each bid must be submitted in a sealed envelope addressed to the City Clerk, 811 W. Laurel Street, Independence, Kansas, 67301, plainly marked on the outside "Building Demolition Bid". The envelope shall bear on the outside the name and address of the bidder. If forwarded by mail the sealed envelope containing the bid shall be sealed in another sealed envelope also plainly marked and addressed as above.

All bids must be submitted on the attached Bid Schedule. The Bid Schedule must be fully completed and executed with all blank spaces filled in with ink or typewritten. Only one (1) copy of the Bid Schedule is required and will be accepted.

Bids are to be submitted with a price for the demolition of each structure and for all locations combined. **Include the removal of transite siding and bagging in the bid.** The City reserves the right to accept the bid based upon the lowest total bid per structure or for all structures combined.

Bids shall be guaranteed for a period of sixty (60) days from the date and time set for receiving bids.

The City reserves the right to accept or reject any or all bids or to waive any informalities or minor defects should they occur as may best benefit the City. Any bid may be withdrawn by the bidder up to the scheduled time set for the opening of the bids or authorized postponement thereof. Any Bid received after the date and time set for the bid opening shall not be considered and shall be returned unopened to the bidder. No bidder may withdraw a Bid within thirty (30) days after the actual date and time set for the Bid opening. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual written agreement by and between the City of Independence and the bidder.

Bidders must satisfy themselves of the conditions and requirements of each location in the Bid Form by a personal examination of the site and review of the specifications including any and all addenda. After the Bids have been submitted and received by the City of Independence, the Bidder may not assert that there was a misunderstanding concerning the quantities or the scope of the work to be done.

The City of Independence shall provide to the bidders prior to the scheduled bid opening any information which, in the judgment of the City, is pertinent to and delineates and describes the project.

The Contract Documents contain the provisions and requirements for the project. Information obtained from an officer, agent, employee of the City or any other person shall not affect the risks and obligations assumed by the Contractor or relieve him from fulfilling any and all of the conditions of the contract.



The successful bidder to whom the Contract is awarded shall execute two (2) copies of the Contract Documents as provided by the City, each of which shall be considered an original document. In case of failure of the Bidder to execute the Agreement within the time period set, consider the Bidder in default and award the contract to the next lowest, most responsible bidder.

The City of Independence shall within thirty (30) days of the date of the receipt of an acceptable Agreement, execute the Agreement and return to said party a completed duplicate of the Contract Documents. Should the City of Independence not execute the Documents within such time period, the Bidder may, by written notice, withdraw his signed Agreement. Such Notice of Withdrawal shall be effective upon the date of receipt.

The Notice To Proceed shall be issued upon execution of the agreement pending the approval of the appropriate Federal and State agencies. Should there be reason why the Notice To Proceed cannot be issued other than pending Federal and State agency review, the time may be extended by mutual agreement by and between the City of Independence and the Contractor. If the Notice To Proceed has not been issued within the extended period mutually agreed upon as stated above, the Contractor may terminate the Agreement without further liability on the part of the City of Independence or the Contractor.

The Contractor shall notify the adjoining property owner(s) within forty-eight (48) hours before commencing any work on the project that will affect any residence or business establishment.

The Contractor shall notify all utility companies two working days before commencing any work on the project.

The City may make any such investigations as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by and subsequent investigation of the bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the Agreement and to complete in a workmanship manner the project as specified in the Plans and Specifications.

A conditional or qualified bid shall not be accepted.

The Contract shall be awarded to the lowest and most responsible bidder and which is in the best interest of the City.

All applicable laws, ordinances, rules and regulations of all authoritative agencies having jurisdiction over any or all of the construction of the project shall apply to the Contract throughout.

Each bidder is responsible for inspecting the demolition locations, reading and being thoroughly familiar with all of the Contract Documents. The failure or omission of any bidder to do any of the foregoing shall in no way relieve the successful bidder from any obligation in respect to his bid.

The apparent low bidder shall furnish to the City the names and addresses of all subcontractors if requested to do so by the City.



BID FORM BUILDING DEMOLITION

We, the undersigned company, do hereby submit the following bid for the demolition and removal of all structures in accordance with the attached Contract Documents.

By submission of this bid, the bidder agrees that he has personally inspected all demolition sites, has personally read all Contract Documents and is aware of all requirements as contained in these Contract Documents.

Bids are to be submitted with a price for the demolition of each structure and for all locations combined. The City reserves the right to accept the bid based upon the lowest total bid per structure or for all structures combined.

The City reserves the right to accept or reject any or all bids or to waive any irregularities should they occur as may best benefit the City.

Bids shall be guaranteed for a period of sixty (60) days from the date set for receipt of bids.

The bid as received includes the value of any salvable material in the structure to be demolished.

Demolition work shall be completed within thirty (30) working days from the date of the Notice To Proceed.

Bidder agrees to do the following work:

1. Demolish all structures listed below.
2. Clear a lot of all trees, shrubs, fencing material. Unless a tree is marked with a ribbon it shall be removed from the lot.
3. Comply with all requirements for asbestos removal and disposal.
4. Haul the demolition material to a KDH&E approved landfill site and abide by all Federal and State Asbestos Regulations. (The City demolition site will not be used for this project.)
5. Sewer line shall be capped or plugged in a watertight method and **inspected** by the City.
6. All addresses shall be **seeded with grass** prior to the completion of the job.



7. BID SCHEDULE

Alternative Bids Permitted: A bidder may submit a bid on each individual property or may submit one bid for all the properties combined, or do both. When submitting a bid on all properties combined, the bidder must itemize the cost of demolition as to each property so the City can pass the cost on to the property owner as allowed by law.

A. Individual Bids:

- 1016 W. Myrtle _____
- 1105 W. Myrtle _____
- 1109 W. Myrtle _____
- 108 S. Wald (garage only in rear) _____
- 414 S. 14th _____
- 515 S. 10th Street _____
- 1117 W. Laurel St. _____

Total: \$ _____

B. Combined Bid:

Total: \$ _____

If a bidder improperly withdraws a bid or refuses to honor a bid that has been awarded by the City, the bidder shall not be eligible to bid on any City projects for a period of one (1) year thereafter.

Name of Bidder (Printed)

Address

Signature

Date

Title

Contact Phone Number

Email



DEMOLITION CONTRACT

THIS AGREEMENT, entered into this _____ day of _____, 2023, by and between the CITY OF INDEPENDENCE, KANSAS, hereinafter referred to as "CITY" and _____, hereinafter referred to as "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements stated hereinafter:

1. The Contractor will commence and complete demolition operations as contained herein.
2. The Contractor will furnish all the materials, supplies, tools, equipment, labor and other necessary services for the completion of the demolition Project as described herein.
3. The Contractor will commence the work required by the Contract Documents within ten (10) calendar days after the date of the Notice To Proceed and will complete the same within thirty (30) calendar days from the date of the Notice To Proceed unless the period for completion is extended otherwise by conditions set forth in the Contract Documents.
4. The Contractor agrees to perform all the work as described in the Contract Documents and comply with the terms and conditions as set forth therein.
5. The term "Contract Documents" means and shall include the following:
 - (a) Advertisement For Bid
 - (b) Information For Bidders
 - (c) Bid (as completed by Contractor at the time of bidding)
 - (d) Contract Agreement
 - (e) General Conditions
 - (f) Special Conditions
 - (g) Notice To Proceed
 - (h) Change Orders (if any issued)
6. Upon satisfactory completion of all required work, the City shall pay the Contractor the specified contract amount on the City's next regular pay date.
7. This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.
8. Should the Contractor not complete the work described in the Contract Documents by the date of completion as set out in the Notice To Proceed, the City shall suspend the work,



reimburse the Contractor for work completed to said date of completion and rebid or otherwise cause the work to be completed by the City or other outside contractors as may best benefit the City.

9. Haul the demolition material to a KDH&E approved landfill site and abide by all Federal and State Asbestos Regulations. Removal and bagging of transite siding and proper disposal in an approved landfill site. (The City demolition site will not be used for this project.)



IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials this Agreement in four (4) sets, each of which shall be deemed an original on the date first above written.

Contractor:

By

Title

Mayor

Attest:

David W. Schwenker, City Clerk

Date
(Seal)



STRUCTURE DEMOLITION SPECIFICATIONS

1. Demolition shall be the removal and disposal of the entire building, any outbuildings, concrete footers, slabs or any other associated structures at such locations as designated by the City. This shall also include all trees and any brush, vines or bushes, etc. necessary to clear lot.

NOTE: The contractor shall be responsible, at his own expense, for removing and disposing in the Montgomery County Landfill or other KDHE approved landfill site, any and all materials. (The City demolition site will not be used for this project.) This shall include but not be limited to paint cans, carpet, furniture, appliances, and other household trash as designated by the City.

2. Transite siding will be removed by hand, wetted and bagged (6 ml), and disposed of in an approved landfill in accordance with KDHE regulations. The contractor will not pulverize or otherwise crush asbestos siding and must remove by hand.
3. If required by the City prior to commencing work, the Contractor shall submit to the City a proposed method of operations for the removal and disposal of the structure(s). The schedule of coordination for shut-off, capping or discontinuation of utility services shall be submitted if so required by the City. Utilities may be left intact only by written request to the City by the owner of record prior to commencing work on the project.
4. Structures to be demolished shall be vacated and discontinued from use or inhabitation prior to commencing work. The Contractor shall cease work immediately and report the same to the City upon discovering either persons occupying the structure(s) for any reason or any other extenuating circumstances that would require action by the City or the owner before continuing demolition operations.
5. The City of Independence assumes no responsibility for the actual condition of the structures to be demolished. The Contractor shall satisfy himself through his own personal investigation of the structural conditions of the building.
6. The Contractor shall not be permitted to use any form of explosive devices or dispose of the materials by burning in the demolition of the structure(s) either at the site or any landfill.
7. The Contractor shall conduct the demolition and removal operations to ensure minimum interference with roads, streets, walks or other adjacent structures or facilities. Any damages caused by the demolition operations to adjacent structures, roads, streets, walks, personal property, etc. shall be repaired or otherwise compensated for by the Contractor at no expense to the City or additional change orders to the contract.
8. No street, sidewalk or other facilities shall be closed or otherwise obstructed for any length of time without written permission from the City prior to the Contractor commencing work. All authorities having jurisdiction over the affected facilities shall be notified by the Contractor no less than twenty-four (24) hours prior to commencing work.
9. If it is necessary to close or otherwise obstruct a street or walkway, the Contractor shall provide at his own expense an alternate route which shall be marked and guarded to ensure the safety of the



public. The plans for such alternate routes shall be approved by the City in writing prior to commencing work. Any barricades necessary for the protection of the public during the completion of the demolition operations shall be furnished and maintained by the Contractor. If said barricades are required to be in place overnight, adequate flashing warning lights shall be placed on the barricades to ensure nighttime visibility.

10. The Contractor shall provide safe passage to the public around the demolition area. Demolition operations shall be conducted to prevent damage to adjacent structures, facilities or operations and shall ensure the safety of the public from the demolition operations.
11. The City shall reserve the right to immediately suspend demolition operations upon finding a condition or situation which the City feels is unsafe for any reason. Work shall not continue until said situation or condition has been corrected in a manner acceptable to the City.
12. The Contractor shall provide at his own expense all interior and exterior shoring and bracing as needed to support, prevent movement, settlement or premature collapse of the structure to be demolished. Said support shall remain in place as long as necessary to provide safe conditions.
13. The Contractor shall promptly repair or cause repairs to be made to adjacent facilities or structures all damages caused by the demolition operations. Said costs incurred by the repairs shall be made by the Contractor at no cost to the City or owners of the adjacent property.
14. The Contractor shall furnish to the City written approval by the owners of said property that acceptable repairs or settlements have been made before final payment has been made and the Demolition Bond is returned.
15. The Contractor shall use water sprinkling, temporary enclosures or other suitable methods to ensure the lowest practical level of dust and dirt arising and scattering into the air. The Contractor shall comply with all regulations of all governmental agencies having jurisdiction over environmental protection as applies to building demolition operations.
16. White goods - air conditioners, refrigerators, freezers, stoves and ovens, microwave ovens, dishwashers, washers and dryers, water heaters, furnaces, televisions, and computers. Remove all items noted in this category and dispose of per Kansas Department of Health and Environment guidelines.
17. Household hazardous wastes - batteries, cleaning supplies, lawn & garden products, indoor pesticides, thermometers and medicines, automotive products, paints, other household chemicals shall be removed from the structure and disposed of at Montgomery County Household Hazardous Waste Department, County Barn, Independence, Kansas, on a daily basis.
18. Special waste-medical supplies, sharps, ammunition, medical waste, freezers and refrigerators that contain food. A special waste permit will be issued to the City for these items. Disposal shall be at an approved sanitary landfill.



19. Putrescible waste and household garbage - Canned goods, all food items and any other fast decomposing material that may be found in the structure to be demolished should be separated and taken to an approved sanitary landfill.
20. The Contractor shall demolish the structure completely, remove and dispose of all materials from the site. Such methods as required to safely complete the work in a workmanlike manner shall be employed within the confines of limitations of all governmental regulations concerning demolition operations.
21. Foundations and basement walls shall be demolished completely and disposed of off-site. Basement floors shall be removed or broken thoroughly to facilitate complete drainage at the Contractors discretion providing the highest point of the floor remaining shall be a minimum of two (2) feet below the lowest point of the surface of the finished grade of the site.
22. All voids and below-grade areas resulting from the demolition operations shall be filled with non-organic materials approved by the City to ensure adequate drainage of the area.
23. Such materials shall consist of but not be limited to dirt with stone or other inorganic contents no more than six (6) inches at its widest dimension and free from debris. Trash, frozen materials, roots or other organic material shall not be permitted. The stone content of any fill material shall not exceed twenty-five (25) percent.
24. Prior to placing any fill material, the Contractor shall remove and dispose of all standing water, frost, frozen material, trash or debris.
25. Fill shall be placed in horizontal layers not to exceed six (6) inches in loose depth. Each layer shall be compacted with the fill material being maintained at an optimal moisture content to ensure a density equal to ninety (90) percent of the original adjacent undisturbed earth. If tests are required by City, the compaction tests shall be performed by a competent certified inspector at the expense of the Contractor.
26. The top one (1) foot of the fill area shall be topsoil only suitable for the growth of vegetation with no stone, sand, gravel or large organic material such as roots, stumps, etc.
27. After completing the fill placement, the Contractor shall grade the surface to meet adjacent contours to ensure proper drainage to the surrounding property or other surface drainage structures. Care shall be taken to prevent excess drainage upon adjacent property beyond that amount normally draining across the property prior to demolition. The contractor shall place grass seed on finished grade.
28. The Contractor shall remove all debris, rubbish or other materials resulting from the demolition operations from the site.
29. Materials suitable for fill as specified in Paragraph 12 from the immediate site may be stored on the site at the Contractor's discretion if there is available space. No burning of any material shall be permitted on site.



30. Materials, except as noted in Paragraph 1 above, from the demolition operations shall be transported by the Contractor from the demolition site and disposed of in a KDH&E approved landfill. (The City demolition site will not be used for this project.)
31. The Contractor shall be responsible for discontinuing all utilities at the demolition site(s) at his own expense and the work required shall be completed as specified by each utility.
32. Sewer mains shall be capped or plugged with a watertight method which shall be inspected and approved by the City.
33. City water service shall be removed by the City at no expense to the Contractor. Any damage to said water service prior to the disconnection by the City shall be repaired at the expense of the Contractor.
34. Unless otherwise stated in the Contract Documents, the Contractor shall have salvage rights from the date of the Notice To Proceed to any and all materials remaining in the structures to be demolished.
35. In the event that the contract is let to multiple contractors, all contractors shall cooperate in the placing of the demolition material at the landfill site.



STRUCTURE DEMOLITION

SPECIAL CONDITIONS

LANDFILL SITE

1. All demolition materials, except as noted in Paragraph 1, Page 9 of the "Structure Demolition Specifications", shall be disposed of in a KDHE approved landfill site. **(The City demolition site will not be used for this project.)**
2. Transite siding will be removed by hand, wetted and bagged (6 ml), and disposed of in an approved landfill in accordance with KDHE regulations.
3. All labor, materials and equipment necessary for the demolition operations shall be furnished by the Contractor at no expense to the City.

HAULING

The Contractor shall ensure that all trucks used for the transportation of demolition materials shall not be overloaded to the point that debris will be lost on the haul road from the demolition site to the landfill area.

The Contractor shall check the haul route routinely during the daily demolition operation to ensure that no materials from the demolition site are on any public thoroughfare and immediately remove the same if any demolition material is found. A thorough cleaning of the haul route shall be completed at the end of the contract period and all demolition material shall be removed by the Contractor to the satisfaction of the City.

ORDINANCE NO. 4045

Section 1. Definitions

- A. "Water well" means any excavation that is drilled, cored, bored, washed, driven, jetted or otherwise constructed when the intended use of such excavation is for the location, diversion, artificial recharge or acquisition of groundwater.
- B. "Reconstructed water well" means existing water well that has been deepened or has had the casing replaced, repaired, added to or modified in any way for the purpose of obtaining groundwater.
- C. "Abandoned water well" means water well determined by the environmental officer of code enforcement officer of the City to be a well which:
 1. The use has been permanently discontinued;
 2. Pumping equipment has been permanently removed;



3. Is in such a state of disrepair that it cannot be used to supply water, or it has the potential for transmitting surface contaminants into the aquifer, or both;
4. Poses a potential health or safety hazard; or
5. Is in such a condition it cannot be placed in active or inactive status.

D. "Cistern" means a partially or entirely subterranean reservoir capable of water storage without water production capabilities.

Section 2. Compliance

All water wells or cisterns must comply with all rules and regulations adopted by the State of Kansas and the City of Independence. All existing cisterns must be equipped with a workable pump and must be constructed so as to inhibit hazards or contamination, or must be abandoned.

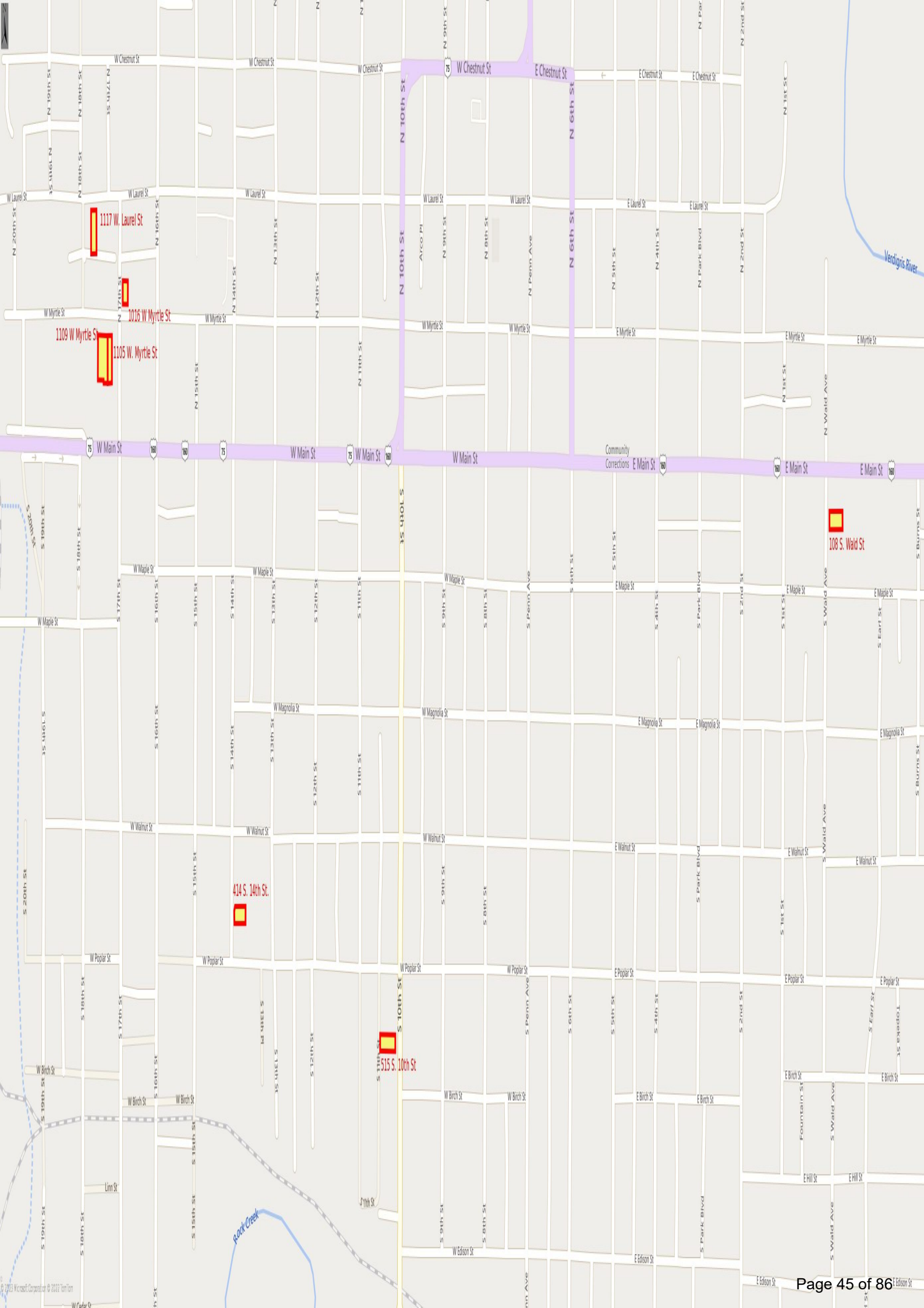
Section 3. Abandoned water wells

All abandoned water wells shall be plugged or caused to be plugged by the landowner in compliance with rules and regulations adopted by the State of Kansas and the City of Independence.

Section 4. Cistern abandonment

Cistern abandonment must be completed by:

- A. Removal of water;
- B. Clear debris such as piping, hardware, non-masonry or stone materials from inside and around the site;
- C. Puncture the bottom so as to eliminate water retaining capabilities;
- D. Plug openings such as underground inlet pipes with concrete;
- E. Fill the entire interior areas of the cistern with sand, gravel or other clean inert granular material allowing for settlement; and
- F. Cover with a nonremovable lid.





REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023

Department Park, Zoo & Cemetery

Director Approval Scott Patton

AGENDA ITEM Consider a request to allow food trucks at the Riverside Park Shelterhouse on June 30, 2023.

SUMMARY RECOMMENDATION Approve request to allow food trucks at the Riverside Park Shelterhouse on June 30, 2023.

BACKGROUND Vanessa Bunyard has requested permission to have food trucks set up on the north side of Stich Shelterhouse on June 30, 2023 for a family reunion. The food trucks will also be open to serve the public during this time.

FINANCIAL INFORMATION The food trucks will be required to follow the City's [Food Truck Policy](#) which includes the requirement of a City food truck license.

SUGGESTED MOTION I move to approve the request to allow food trucks to operate at the Riverside Park Shelterhouse on June 30th, 2023 contingent on having a current City of Independence Food Truck License for each food truck.

SUPPORTING DOCUMENTS

1. Park Use Application

City of Independence
Park Activity Application

Event Date: 6/30/2023 Time: Start 3pm Ending 12am

Size of Group 150

Type of Event: Concert: Display: Exhibit: Other: Family Reunion

Individual/Business/ Organization: Individual

Individual/Business Address: 2302 Prairie Lane Coffeyville, KS 67337

Non-Profit Organization Yes X No If yes - provide documentation.

If this activity is for profit and/or limiting or restricting free public access to the event, then said individual, business and/or organization will be required to obtain a "Park Event Permit" Contact the City Clerk Office at City Hall 811 W. Laurel Street, Independence, KS 67301 620-332-2500 for the proper form.

If not for profit complete the following:

Contact Person: Vanessa Bunyard Phone Number:

Are you renting a building?
YES

Please describe your event: 2 Family

Family and Friends of family eating and a DJ will be present for dancing.

Area of the park you are planning on using: Shelter House

Services Needed: Barricades Yes X No If yes, provide a map for placement.
Barricades must be maned during the event. During breaks of event participates those that are renting facilities must be given access. Barricades must be removed 15 minutes past the end of the event.

Street Closing Needed: Yes X No If yes, provide a map for location.
Time of street closing: From: To:
Times must be approved by park staff.

Electricity X Yes No If so provide the location. At large sidewalk on the north side of the building for a couple of food trucks. Also at the below area for DJ.

Trash Containers Needed: ____ Yes _____

Special Arrangements: ____ Needing permission to have a couple of food trucks at the event in order to serve guests and can be open to public as well.

ALSO IF THERE ARE ROUD TABLES AND CHAIRS AVAILABLE FOR US TO USE IN THE DOWNSTARIS AREA THAT WOULD BE NEEDED IF POSSIBLE

Police, EMS or Fire Department Needed: ____ Yes ____X__ No If yes, please provide details.

Other City Equipment Requested: ____ Round tables and chairs for lower downstairs area if possible ____

Attachments:

1. A site plan of the event indicating the area being requested and how it will be secured.
2. Proof of general liability insurance against damage caused by the applicant, agents, employees, guests and participants in the event in the amount of not less than \$500,000 single limit per occurrence for bodily injury, personal injury and property damage from a company licensed to do business in the State of Kansas and naming the City and its officers and employees as an additional insured.

Signature of Renter:

____ *Vanessa Bunyard* _____

Date: ____ 1/27/2023 _____

Approved by: _____ Date: _____



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023**

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider canceling the February 15, 2023 Special Commission meeting.

SUMMARY RECOMMENDATION Cancel the Special Commission meeting for February 15, 2023.

BACKGROUND Previously, the City Commission approved the 2023 City Commission schedule, which generally included the 2nd and 4th Thursdays, and the third Wednesdays. The third Wednesday in February is the 15th. However, unless the Commission objects, we do not have any special items to discuss this month.

FINANCIAL INFORMATION N/A

SUGGESTED MOTION I move to cancel the February 15, 2023 Special Commission meeting.

SUPPORTING DOCUMENTS

1. 2023 Commission Meeting Schedule

2023 City Commission Meeting Schedule	
Thursday, January 12, 2023	2nd Thursday (Oath of Office/Reorganization)
Wednesday, January 18, 2023	3rd Wednesday (Planning Retreat)
Thursday, January 26, 2023	4th Thursday
Thursday, February 09, 2023	2nd Thursday
Wednesday, February 15, 2023	3rd Wednesday
Thursday, February 23, 2023	4th Thursday
Thursday, March 09, 2023	2nd Thursday
Wednesday, March 15, 2023	3rd Wednesday
Thursday, March 23, 2023	4th Thursday
Thursday, April 13, 2023	2nd Thursday
Wednesday, April 19, 2023	3rd Wednesday
Thursday, April 27, 2023	4th Thursday
Thursday, May 11, 2023	2nd Thursday
Wednesday, May 17, 2023	3rd Wednesday
Thursday, May 25, 2023	4th Thursday
Thursday, June 08, 2023	2nd Thursday
Wednesday, June 21, 2023	3rd Wednesday
Thursday, June 22, 2023	4th Thursday
Thursday, July 13, 2023	2nd Thursday
Wednesday, July 19, 2023	3rd Wednesday
Thursday, July 27, 2023	4th Thursday
Thursday, August 10, 2023	2nd Thursday
Wednesday, August 16, 2023	3rd Wednesday
Thursday, August 24, 2023	4th Thursday
Thursday, September 14, 2023	2nd Thursday
Wednesday, September 20, 2023	3rd Wednesday
Thursday, September 28, 2023	4th Thursday
Thursday, October 12, 2023	2nd Thursday
Wednesday, October 18, 2023	3rd Wednesday
Wednesday, October 25, 2023	Doo Dah Parade (10/26/2023)
Thursday, November 09, 2023	2nd Thursday
Wednesday, November 15, 2023	3rd Wednesday
Thursday, November 30, 2023	Thanksgiving (11/23/2023)
Thursday, December 14, 2023	2nd Thursday
Wednesday, December 20, 2023	3rd Wednesday
Thursday, December 28, 2023	4th Thursday
Meeting dates highlighted in green are regular meetings rescheduled due to conflicts with other events or holidays.	



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023**

Department Housing

Director Approval April Nutt

AGENDA ITEM Public hearing to consider adopting Resolution 2023-004 for the Small Cities Community Development Block Grant Program.

SUMMARY RECOMMENDATION After closing the public hearing, consider approving Resolution 2023-004 for the Small Cities Community Development Block Grant Program.

BACKGROUND Trident Partners LLC requests the City of Independence approve the submission of a Commercial Rehabilitation Community Development Block Grant for 106/108 North 8th Street. The purpose of Commercial Rehabilitation grants is to help cities improve the quality of their downtown commercial districts by assisting private property owners in the rehabilitation of blighted buildings. It is hoped that strategic investment of grant funds will help prevent the spread of blighted conditions to other nearby structures. The grant will be submitted for the maximum grant allowed of \$250,000 with a 25% required match. The City of Independence would serve as a pass-through entity, with the building owner being responsible for meeting the grant guidelines and will be held responsible if they are not met.

A public hearing for the submission of this grant was held on December 8, 2022. The Kansas Department of Commerce amended the program guidelines after the December 8, 2022 date and are requiring another public hearing be held.

FINANCIAL INFORMATION There is no impact on the City budget.

SUGGESTED MOTION I move to adopt Resolution 2023-004 for the Small Cities Community Development Block Grant Program.

SUPPORTING DOCUMENTS

1. Resolution 2023-004 -CDBG 106-108 N 8th matching funds
2. Public hearing notice published in the Independence Daily Reporter on Friday, February 3, 2023

THE CITY OF INDEPENDENCE, KANSAS

RESOLUTION NO. 2023-004

Resolution Certifying Legal Authority
TO APPLY FOR THE 2023 KANSAS
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FROM THE KANSAS DEPARTMENT OF COMMERCE
AND AUTHORIZING THE MAYOR
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City of Independence, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City of Independence, Kansas, intends to submit an application for assistance from the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City of Independence, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR of Independence, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$85,747 in cash funds from the building owner toward this project and \$ 0 in in-kind material and/or labor for same.

APPROVED BY THE GOVERNING BODY OF THE CITY OF INDEPENDENCE, KANSAS, this 9th day of February, 2023.

(SEAL)

APPROVED _____
MAYOR

ATTEST _____

THE CITY OF INDEPENDENCE, KANSAS

Public Hearing Notice
CDBG Downtown Commercial Rehabilitation Application

The City of Independence will hold a public hearing on Thursday, February 9, 2023, at 5:30pm in the Civic Center located in the basement of Memorial Hall, 410 N. Pennsylvania Ave, for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the Downtown Commercial Rehabilitation category. A specific project application to be discussed is for Phase I of the rehabilitation of 106 – 110 N. 8th that may address any of the following: roof/guttering including demolition and removal of deteriorated framing, installing new framing required for the new roof, masonry work, windows, doors, fire escape and asbestos removal if necessary. The estimated project cost is \$335,747 with the grant request for \$250,000 of the project cost. Other project proposals introduced at the hearing will be considered. Oral and written comments will be recorded and become a part of the city's CDBG Citizen Participation Plan.

Reasonable accommodations will be made available to persons with disabilities. Requests should be submitted to David Schwenker, City Clerk, by noon February 8, 2023.



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023**

Department Housing

Director Approval April Nutt

AGENDA ITEM Consider adopting Resolution 2023-005 responding to the Request for Proposals for Kansas Moderate Income Housing funds and/or Kansas Housing Investor Tax Credit funds to be submitted to the Kansas Housing Resources Corporation.

SUMMARY RECOMMENDATION Consider approving Resolution 2023-005 where the City of Independence is responding to the Request for Proposals for Kansas Moderate Income Housing funds and/or Kansas Housing Investor Tax Credit funds to be submitted to the Kansas Housing Resources Corporation. Trident Partnerships will be resubmitting a Moderate Income Housing Grant and a request for Kansas Housing Investor Tax Credit funds for the downtown development project.

BACKGROUND Trident Partnership LLC applied to Kansas Housing Resources Corporation for a Moderate Income Housing Grant and Housing Investor Tax Credit funds during their first round and did not receive an award. Trident is requesting support for the next round of applications due February 17, 2023. The project scope has not changed, nor has the grant request changed from the previous submission.

FINANCIAL INFORMATION There is no impact on the City budget.

SUGGESTED MOTION I make a motion to adopt Resolution 2023-005, submitting a Moderate Income Housing Grant and Housing Investor Tax Credit request for funds from Kansas Housing Resources Corporation for Trident Partnerships LLC.

SUPPORTING DOCUMENTS

1. RESOLUTION 2023-005 - Supporting the Development of Certain Housing

RESOLUTION NO. 2023-005

**A RESOLUTION SUPPORTING THE DEVELOPMENT OF CERTAIN
HOUSING WITHIN THE CITY OF INDEPENDENCE, KANSAS.**

WHEREAS, the City of Independence is responding to the Request for Proposals for Kansas Moderate Income Housing funds and/or Kansas Housing Investor Tax Credit funds to be submitted to the Kansas Housing Resources Corporation; and

WHEREAS, the proposed development project to be completed by Trident Partnerships, consists of the rehabilitation of six downtown historic buildings converting the upper stories into 20 rental units including options for: a studio apartment, 1 bedroom/1 bath, and 2 bedroom/1 bath apartments. within the city limits of the City of Independence; and

WHEREAS, the housing units will be targeted to households between 60 and 150 percent of HUD's state non-metro area median income; and

WHEREAS, the development will have the benefit of providing quality, affordable housing to the community and help to satisfy the need for new rental housing as described in the 2021 Housing Needs Analysis; and

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the City of Independence, Kansas, that the City of Independence supports and approves the development of the aforesaid housing in the community, subject to City codes, ordinances, building permit process, appropriate zoning and any applicable agreements. In the event that any of the characteristics mentioned above should substantially change prior to issuance of a building permit, this resolution is null and void. This resolution is valid until December 31, 2023.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR, this 9th day of February, 2023.

Louis Ysusi, Mayor

ATTEST:

David Schwenker, City Clerk



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023**

Department Admin

Director Approval David Cowan

AGENDA ITEM Consider Change Orders for and Fire-EMS building and Phase II 1916 City Hall Remodel.

SUMMARY RECOMMENDATION City Staff recommends approval of the change orders.

BACKGROUND The following change orders have been submitted for approval.

The first two change orders were part of the Fire-EMS project, and the change orders from the contractors were delayed. Access control was the electrician placing chases at seven doors in the Fire-EMS building for \$2,190.17 and adding a floor sink in the apparatus bay for \$1,214.97.

Due to a back order on the generator switch gear, currently estimated to arrive in November of 2023, a \$16,269.83 double throw switch is necessary to allow City Staff to run the generator during a power outage until the switch gear arrives and is installed. After the generator switch gear is installed, the double throw switch will serve as a backup if the switch gear fails. Infill for (2) holes in the second-floor police area that previously accommodated the fire poles for \$2,885.38. Roof decking of the East roof of City Hall. This roof was scheduled to be repaired during Phase II with the 911 addition roof. The decking was rusted through and unusable at the south end, and the cost is \$10,060.43 for additional repairs. Gateway wireless is installing (2) network drops to the Courtroom AV cabinet for \$280.00, (3) card readers in the sally port and booking area to secure access in and out for \$900.00, and Access control to allow dispatch to open and close the sally port garage door in the amount of \$2,160.00.

A coordination meeting on Monday, 2/6 removed a wall and door in the I.T. server room and eliminated a card reader that was previously quoted.

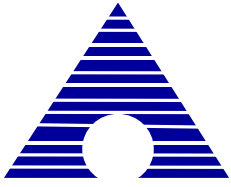
FINANCIAL INFORMATION The City contingency fund balance is currently \$220,703.39. The total for all change orders presented is \$35,960.78. Therefore, if all are approved, the remaining contingency balance will be \$184,742.61.

SUGGESTED MOTION I move to approve change orders to Fire-EMS and City Hall for \$32,620.78 to McCown Gordon and \$3,340.00 to Gateway wireless.

SUPPORTING DOCUMENTS

1. PR #3
2. PR #2
3. COR 031 Access Control
4. COR 32 - EMS Floor Sink
5. COR 33 City Hall Electrical Double Throw Switch

6. RFI-34 Floor Infill for Fire Pole
7. COR 35 Roof Decking Replacement



Gateway Wireless & Network Services

V- (316) 264-0037 / (800) 365-4283 F- (316) 264-9561 121 S. Lulu Wichita, KS 67211

Gateway Price Request #3 City of Independence

January 24, 2023

Scope of Work

Gateway is providing a price to provide the labor and materials necessary to install 2 new Cat6 cables to the AV cabinet in the courtroom of the City Hall Building. All new cables will be installed in a professional manner. All cables will be terminated by Gateway on both ends. Price does not include any conduit or sleeves.

QTY	PART #	DESCRIPTION	UNIT COST	EXTENDED
1	NA	Standard Dual Cat6 cable drop	\$280.00	\$280.00
				\$280.00

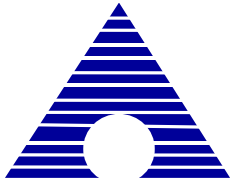
Thank you for asking Gateway Wireless & Network Services to quote on this project. The total cost for Price Request #3 is \$280.00. We are looking forward to working with you on this proposal. If you have any questions please feel free to give me a call.

Sincerely,

Brent W. Renberger

_____ Authorized signature to go ahead and complete the work described above.

_____ Date



Gateway Wireless & Network Services

V- (316) 264-0037 / (800) 365-4283 F- (316) 264-9561 121 S. Lulu Wichita, KS 67211

Gateway Price Request #2 City of Independence

January 24, 2023

Scope of Work

Gateway is providing a price to provide & install various access control changes that have been made at the City Hall Building. Pricing includes cabling and access control hardware as well as electrified door hardware. The sally port door will be opened from dispatch with an exit button.

The new access control door for the IT room and the new access control door for the sally port door will each have a monthly fee of \$7/month.

QTY	PART #	DESCRIPTION	UNIT COST	EXTENDED
1	NA	3 new card readers in rm 137	\$900.00	\$900.00
1	NA	Add access control to bsmt IT room door	\$2,285.00	\$2,285.00
1	NA	Add access control to sally port door	\$2,160.00	\$2,160.00
				\$5,345.00
				\$3060.00

Thank you for asking Gateway Wireless & Network Services to quote on this project. The total cost for Price Request #2 is \$5,345.00. plus the additional \$14/month. We are looking forward to working with you on this proposal. If you have any questions please feel free to give me a call.

Sincerely,

Brent W. Renberger

_____ Authorized signature to go ahead and complete the work described above.

_____ Date

McCownGordon
255 N. Mead, Suite #200
Wichita, Kansas 67202
Phone: (316) 202-5611
Fax: (316) 221-1021

Project: 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)
Independence, Kansas 67301

DRAFT

Prime Contract Change Order Request #031: CE #088 - EMS Access Control -

TO:	City of Independence Kansas 811 W. Laurel St. Independence, Kansas 67301	FROM:	McCownGordon Construction, LLC 850 Main Street Kansas City, Missouri 64105
CHANGE ORDER REQUEST NUMBER / REVISION:	031 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brandon Brinker (McCownGordon - Wichita)
SCHEDULE IMPACT:		DATE CREATED:	1/24/2023
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

CHANGE ORDER REQUEST TITLE: CE #088 - EMS Access Control -

CHANGE ORDER REQUEST DESCRIPTION:

CE #088 - EMS Access Control - Electrical
Additional Electrical work for access control at the new Fire and EMS building.

Rough in 7 doors with EMT chases for door access controls. Wire and Hardware provided and installed by others.

\$300/door Total of \$2,100

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
033	City of Independence Kansas	CE #088 - EMS Access Control -		\$0.00
Total:				\$0.00

CHANGE ORDER REQUEST LINE ITEMS:

PCO # 033: CE #088 - EMS Access Control -

#	Budget Code	Description	Amount
1	FE.16-05001.S Fire & EMS Main Job.Electrical Bid-Kelley Electric.Subcontractor	Access control electrical	\$2,100.00

#	Budget Code	Description	Amount
2	CH.80-10007.C City Hall Main Job.Owner Contingency.Contingency	Owner Contingency	\$(2,190.17)
Subtotal:			\$(90.17)
General Liability (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Builders Risk (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Bonds (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Subguard (1.75% Applies to Subcontractor.):			\$36.75
Warranty (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Fee (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Construction Contingency (-100.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$53.42
Grand Total:			\$0.00

Chris Birkenmaier (TreanorHL - Topeka)
719 SW Van Buren St., Suite 200
Topeka, Kansas 66603

City of Independence Kansas
811 W. Laurel St.
Independence, Kansas 67301

McCownGordon Construction, LLC
850 Main Street
Kansas City, Missouri 64105

SIGNATURE DATE

McCownGordon

SIGNATURE DATE

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SIGNATURE DATE

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McCownGordon
255 N. Mead, Suite #200
Wichita, Kansas 67202
Phone: (316) 202-5611
Fax: (316) 221-1021

Project: 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)
Independence, Kansas 67301

DRAFT

Prime Contract Change Order Request #032: CE #089 - EMS Floor Sink

TO:	City of Independence Kansas 811 W. Laurel St. Independence, Kansas 67301	FROM:	McCownGordon Construction, LLC 850 Main Street Kansas City, Missouri 64105
CHANGE ORDER REQUEST NUMBER / REVISION:	032 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brandon Brinker (McCownGordon - Wichita)
SCHEDULE IMPACT:		DATE CREATED:	1/24/2023
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

CHANGE ORDER REQUEST TITLE: CE #089 - EMS Floor Sink

CHANGE ORDER REQUEST DESCRIPTION:

CE #089 - EMS Floor Sink
Add Floor sink in existing apparatus bay.

ATTACHMENTS:

[FLOOR SINK INDY CITY HALL PRICING.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
034	City of Independence Kansas	CE #089 - EMS Floor Sink		\$0.00
Total:				\$0.00

CHANGE ORDER REQUEST LINE ITEMS:

PCO # 034: CE #089 - EMS Floor Sink

#	Budget Code	Description	Amount
1	FE.15-50001.S Fire & EMS Main Job.Mechanical Bid - Gold Mechanic.Subcontractor	Added Floor Sink EMS	\$1,164.95
2	CH.80-10007.C City Hall Main Job.Owner Contingency.Contingency	Owner Coningency	\$(1,214.97)
Subtotal:			\$(50.02)
General Liability (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Builders Risk (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Bonds (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Subguard (1.75% Applies to Subcontractor.):			\$20.39
Warranty (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Fee (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Construction Contingency (≈ -99.99% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$29.63
Grand Total:			\$0.00

Chris Birkenmaier (TreanorHL - Topeka)
719 SW Van Buren St., Suite 200
Topeka, Kansas 66603

City of Independence Kansas
811 W. Laurel St.
Independence, Kansas 67301

McCownGordon Construction, LLC
850 Main Street
Kansas City, Missouri 64105

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McCownGordon

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McCownGordon
255 N. Mead, Suite #200
Wichita, Kansas 67202
Phone: (316) 202-5611
Fax: (316) 221-1021

Project: 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)
Independence, Kansas 67301

DRAFT

Prime Contract Change Order Request #033: CE #090 - City Hall Generator

TO:	City of Independence Kansas 811 W. Laurel St. Independence, Kansas 67301	FROM:	McCownGordon Construction, LLC 850 Main Street Kansas City, Missouri 64105
CHANGE ORDER REQUEST NUMBER / REVISION:	033 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brandon Brinker (McCownGordon - Wichita)
SCHEDULE IMPACT:		DATE CREATED:	1/24/2023
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

CHANGE ORDER REQUEST TITLE: CE #090 - City Hall Generator

CHANGE ORDER REQUEST DESCRIPTION:

CE #090 - City Hall Generator

Switchgear for the City Hall building has been delayed. In order to utilize the generator prior to the switchgear arriving a manual double throw switch will need to be installed.

Price includes a full facility 800 amp double throw switch. Located outside beside the service entrance. Double throw switch is 60-90 day lead time.

ATTACHMENTS:

[Re_City Hall double throw switches .msg](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
035	City of Independence Kansas	CE #090 - City Hall Generator		\$0.00
Total:				\$0.00

CHANGE ORDER REQUEST LINE ITEMS:

PCO # 035: CE #090 - City Hall Generator

#	Budget Code	Description	Amount
1	CH.16-05001.S City Hall Main Job.Electrical - Kelly Electric.Subcontractor	800 Amp Double throw switch	\$15,600.00
2	CH.80-10007.C City Hall Main Job.Owner Contingency.Contingency	Owner Contingency	\$(16,269.83)
Subtotal:			\$(669.83)
General Liability (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Builders Risk (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Bonds (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Subguard (1.75% Applies to Subcontractor.):			\$273.00
Warranty (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Fee (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Construction Contingency (-100.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$396.83
Grand Total:			\$0.00

Chris Birkenmaier (TreanorHL - Topeka)
719 SW Van Buren St., Suite 200
Topeka, Kansas 66603

City of Independence Kansas
811 W. Laurel St.
Independence, Kansas 67301

McCownGordon Construction, LLC
850 Main Street
Kansas City, Missouri 64105

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McCownGordon

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Page 2 of 2

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McCownGordon
255 N. Mead, Suite #200
Wichita, Kansas 67202
Phone: (316) 202-5611
Fax: (316) 221-1021

Project: 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)
Independence, Kansas 67301

DRAFT

Prime Contract Change Order Request #034: CE #091 - RFI 34

TO:	City of Independence Kansas 811 W. Laurel St. Independence, Kansas 67301	FROM:	McCownGordon Construction, LLC 850 Main Street Kansas City, Missouri 64105
CHANGE ORDER REQUEST NUMBER / REVISION:	034 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brandon Brinker (McCownGordon - Wichita)
SCHEDULE IMPACT:		DATE CREATED:	1/24/2023
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

CHANGE ORDER REQUEST TITLE: CE #091 - RFI 34

CHANGE ORDER REQUEST DESCRIPTION:

CE #091 - RFI 34
Per RFI-34 Infill floor where old fire poles were installed.

~24 hours @ \$85/hr

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
036	City of Independence Kansas	CE #091 - RFI 34		\$0.00
Total:				\$0.00

CHANGE ORDER REQUEST LINE ITEMS:

PCO # 036: CE #091 - RFI 34

#	Budget Code	Description	Amount
1	CH.6-99901.L City Hall Main Job.Misc. City Fixes.Labor	RFI-34 Fire Pole floor infill	\$2,040.00
2	1-75002.M Perdiem.Material	RFI-34 Fire Pole infill - Per Diem	\$775.00
3	CH.80-10007.C City Hall Main Job.Owner Contingency.Contingency	RFI-34 Fire Pole infill	\$(2,885.38)
Subtotal:			\$(70.38)
General Liability (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Builders Risk (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Bonds (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Subguard (1.75% Applies to Subcontractor.):			\$0.00
Warranty (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Fee (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Construction Contingency (-100.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$70.38
Grand Total:			\$0.00

Chris Birkenmaier (TreanorHL - Topeka)
719 SW Van Buren St., Suite 200
Topeka, Kansas 66603

City of Independence Kansas
811 W. Laurel St.
Independence, Kansas 67301

McCownGordon Construction, LLC
850 Main Street
Kansas City, Missouri 64105

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McCownGordon
255 N. Mead, Suite #200
Wichita, Kansas 67202
Phone: (316) 202-5611
Fax: (316) 221-1021

Project: 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)
Independence, Kansas 67301

DRAFT

Prime Contract Change Order Request #035: CE #073 - #37: Roof Condition

TO:	City of Independence Kansas 811 W. Laurel St. Independence, Kansas 67301	FROM:	McCownGordon Construction, LLC 850 Main Street Kansas City, Missouri 64105
CHANGE ORDER REQUEST NUMBER / REVISION:	035 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brandon Brinker (McCownGordon - Wichita)
SCHEDULE IMPACT:		DATE CREATED:	1/24/2023
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

CHANGE ORDER REQUEST TITLE: CE #073 - #37: Roof Condition

CHANGE ORDER REQUEST DESCRIPTION:

CE #073 - #37: Roof Condition at South End of Existing Equipment Bay (Room 142 Rec Office)
Replace water damaged decking
Provide decking and steel
Installation of decking and steel
Any associated roofing costs

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
037	City of Independence Kansas	CE #073 - #37: Roof Condition		\$0.00
Total:				\$0.00

CHANGE ORDER REQUEST LINE ITEMS:

PCO # 037: CE #073 - #37: Roof Condition

#	Budget Code	Description	Amount
1	CH.5-10001.S City Hall Main Job.Structural Steel - Metal Arts.Subcontractor	Provide material for damaged decking	\$3,910.00
2	CH.7-53001.S City Hall Main Job.Roofing Bid - Joplin Roofing.Subcontractor	Associated roofing costs	\$0.00
3	CH.5-12001.S City Hall Main Job.Structural Steel - Mahaney.Subcontractor	Install of steel and decking	\$4,950.00
4	CH.1-05004.L City Hall Main Job.Project Manager.Labor	Estimating/PM Time	\$800.00

#	Budget Code	Description	Amount
5	CH.80-10007.C City Hall Main Job.Owner Contingency.Contingency	Owner Contingency	\$(10,060.43)
Subtotal:			\$(400.43)
General Liability (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Builders Risk (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Bonds (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):			\$0.00
Subguard (1.75% Applies to Subcontractor.):			\$155.05
Warranty (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Fee (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$0.00
Construction Contingency (-100.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):			\$245.38
Grand Total:			\$0.00

Chris Birkenmaier (TreanorHL - Topeka)
719 SW Van Buren St., Suite 200
Topeka, Kansas 66603

City of Independence Kansas
811 W. Laurel St.
Independence, Kansas 67301

McCownGordon Construction, LLC
850 Main Street
Kansas City, Missouri 64105

SIGNATURE DATE

McCownGordon

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Report
CITY OF INDEPENDENCE
February 9, 2023

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM City Board Minutes

BACKGROUND Minutes from City Boards are attached for the Commission's information.

SUPPORTING DOCUMENTS

1. 2023.01.18. IPL Minutes

Independence Public Library Board of Trustees Minutes
Wednesday, January 18, 2023

REGULAR SESSION

Board Members Present: Michelle Anderson, Chairman, Trustees: Rachel Koszalka, Tom Sewell, Carolyn Torrance, England Porter

Also Attending: Library Director Jeri Hopkins, Assistant Director John Long and Recording Secretary Gloria McCoy. Nancy Kishpaugh also attended.

I CALL TO ORDER: Michelle Anderson called the meeting to order at 5:20 p.m.

- **Adoption of Agenda:** Carolyn T. moved and Tom S. seconded a motion to approve the agenda as printed. Motion carried.
- **Approval of Minutes:** Minutes of the December 2022 meeting were approved with the exception of the misspelling Rachelle K being corrected to Rachel K. Corrections noted, motion was made by Rachel K. to approve the minutes with correction and Tom seconded. Motion carried

II CONSENT AGENDA: Carolyn T. motioned to adopt The consent agenda as presented and seconded by Tom Sewell. Motion carried

III EXECUTIVE SESSION

Michelle A. made a motion to go into Executive Session. No Action taken and meeting was resumed at 5:40 p.m.

IV OLD BUSINESS: Telework Policy - No action required.

V NEW BUSINESS

- GAAP Waiver Resolution – Motion was made by Tom S. and seconded by England P. to accept Resolution 2023-01. Motion carried
- SEKnFind Participation Agreement – England P. made a motion to accept the Agreement and was seconded by Rachel K. Motion carried.
- Senior Center – Nancy K. - Grand opening for center will be January 19, 2023. It will be a place for seniors to gather. It is a community resource. There is no senior citizen center in Independence. It will utilize space on the second floor. Nancy is very enthusiastic about it.

VI STAFF REPORTS:

- Jacob W., our Youth Director, is developing a literacy program to provide more resources and help to families to ensure children are meeting their reading markers.
- Brandon W. will be going to New Orleans, LA, for an ALA Conference and Workshop.

Library Presence in the Community

- Senior Center has had articles about it in the newspapers
- Tree lighting went very well and the Christmas Tree was enjoyed by all patrons and visitors.

VII UPCOMING ADVOCACY EVENTS

- Beats and Bards Bazaar Open Mic & Market Wednesday, Jan 25, 2023. 5:30-8:30 p.m. Monthly, on the 4th Wednesday
- Murder In Maui, Murder Mystery Fundraiser, Saturday, February 11, 2023. Helps supports IPL's Youth Department
- Story Time- Going very well, Jacob W will be starting an additional one.
- Open Access will be closed on Saturday and Sunday, January 21-22, 2023 for carpet cleaning.

VIII COMMENTS FROM MEMBERS OF THE BOARD

- Carolyn T. gave a **Thank You** to the **Board** for everything that they do!!

IX Adjournment: Meeting adjourned at 6:20p.m. The next regular meeting is scheduled for Wednesday, FEBRUARY 15, at 5:15 p.m.

Ron Schwatken

Date of Approval:



Report
CITY OF INDEPENDENCE
February 9, 2023

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM 2022 Independence Library District Activity and Financial Report

BACKGROUND The library has requested that their year-end activity and financial data for 2022 be included on the agenda as a report rather than a presentation as done in previous years. If you have specific questions, staff can ask the library to respond, or we can ask them to attend a future meeting if requested by the Commission.

SUPPORTING DOCUMENTS

1. 2022.IPL Activity Report
2. 2023 City School Financial Report



Independence Area Public Library

ACTIVITY REPORT

2022

Cultivate IPL



EVENTS WERE HUGE IN 2022

Lego Contest

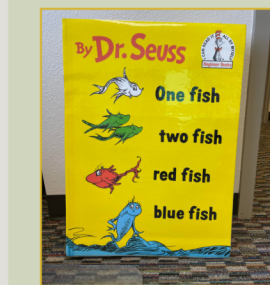
Montgomery County Libraries came together to offer a LegoMasters tournament each month in 2022. The Independence Area Community Chest funded the contest so that each library could have enough Legos to participate and to provide prizes for the monthly winners. Each library took pictures and uploaded them to a Facebook page where people could vote on their favorite. The contest sparked a Middle School Lego Club at Cherryvale with over 25 children participating. We hope to continue this project next year by opening it up to the SEK area libraries.



Community Initiatives

The Library staff is always available to work with area organizations to provide them with additional resources and to broaden our reach. Although we could not include them all, we have featured a few on this page.

A new endeavor this year was to purchase permanent StoryWalk installations for Kiddie Land at the Zoo. A StoryWalk is where there is one or two pages of a story on one stand. Then another page on the next stand. The concept



Two foot tall Dr. Seuss book. In March, the Library created it to help out Independence Main Street for their Silly Seuss Day at Patio 210.

is to celebrate reading while encouraging families to exercise by walking from stand to stand to read the entire story.. The library has always done StoryWalks at the Zoo, Elk City State Park, on the walls of nursing homes, and area businesses. With the purchase of the new stands, the Library and the Zoo both will be able to utilize the high-quality stands to display information. When the Zoo has completed the renovations of Kiddie Land, we will cooperate with them to have a Grand Opening of the new permanent StoryWalk.



Friends of the Independence Public Library brought back Ghost Stories in the Park after a break for Covid.

Another organization we worked with was Leadership Independence. The 2022 class approached us with the idea of having an eSports tournament. It was very successful with many children participating. Also, the class donated a new gaming system with a TV and stand as well as a gaming computer.





PRESENTED BY:



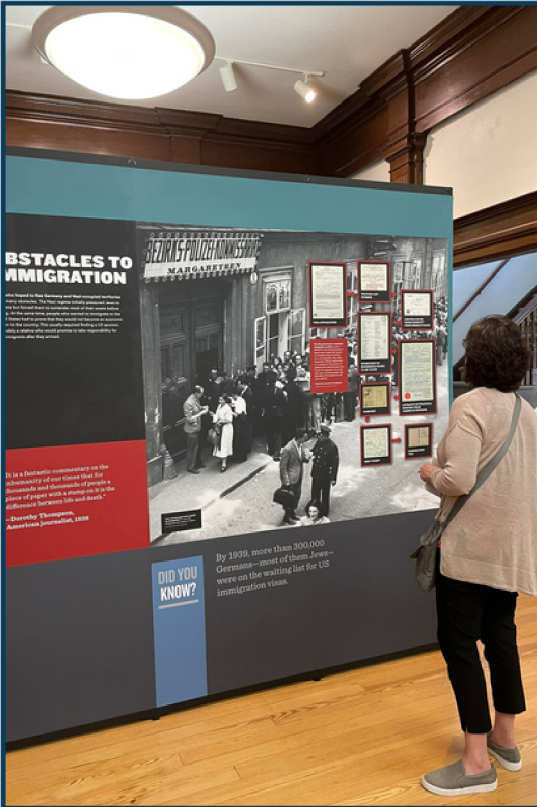

AMERICANS AND THE HOLOCAUST

July 23 - August 25, 2022
Independence Public Library

Through the American Library Association's Public Programs Office, the Americans and the Holocaust traveling exhibition toured 50 public and university libraries including IPL.

This 1,100-square-foot traveling exhibition was based on an exhibition at the US Holocaust Memorial Museum in Washington, DC. The traveling exhibition addressed important themes in American history, including Americans' responses to refugees, war, and genocide in the 1930s and '40s. This exhibition challenged the commonly held assumptions that Americans knew little and did nothing about the Nazi persecution and murder of Jews as the Holocaust unfolded.

During the month that the exhibition was at IPL, the entire staff, especially Nancy Kishpaugh, project lead, held 13 programs centered on the Holocaust. There were book discussions, movies, an opening and closing reception, and many guest speakers including a Holocaust survivor and the son of a liberator. There were over 850 people who viewed the exhibit including people who came specifically to see it from Missouri, Oklahoma and all over Kansas.



NANCY'S TAKE

The exhibit was so well done. People came expecting to see images of horror and as they left, quietly shaking their heads, apologizing for saying they enjoyed the exhibit because enjoy just doesn't seem like the right word. There was silence, silence, and shaking of their heads. We reached people. I had a ringside seat to enlightenment. People left different than when they came.

Winterpalooza and Tree Lighting



After two years of holding a virtual Holiday Festival and Winter Reading program, we were back in person this year. Although, we did all of the same activities as before the pandemic, we did spread them out over the span of a month. This allowed us to limit the number of people who came to the Tree Lighting Ceremony. The children picked up a basket of rewards for reading instead of spending their Holiday Bucks in the Christmas store. Even so, we still had about 100 people attend the Tree Lighting Ceremony.

Trixie The Library Cat in the News



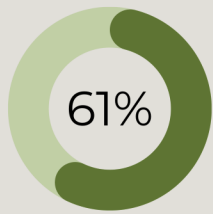
Trixie the Library Cat was featured on a segment of Pittsburg KOAM News Now. The segment can be viewed at <https://www.youtube.com/watch?v=yC5iLxWhupQ>



We were honored to have a Steve McBride feature us in one of his cartoons!

The Library was one of 30 finalists for the most prestigious of all library and museum awards

The Institute for Museum and Library Services National Medal



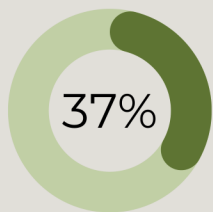
Visits to the Library
increased by 61% over 2021



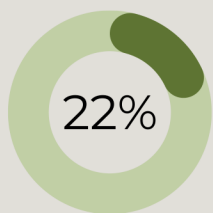
Total Registered Patrons
increased by 5%



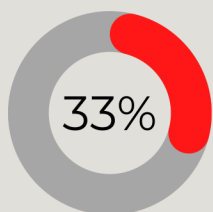
Computer Usage increased
by 112%



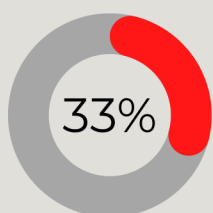
Total Volunteer Hours
increased by 37%



Circulation of Physical
Materials increased by 22%



Circulation of Digital
Materials decreased by 33%



Online presence (Social
Media) decreased by 33%

Completion date - 2023

Cultivate IPL Business Center and Makerspace



At the end of a three years grant, the Business Center and Makerspace has officially opened even though it is not quite done. The last piece is electricity for the new Small Conference Room. Once a Patron has received training on the equipment, they may use it during Open Access Hours too.

Our space was a model for other libraries. Brandon West, Development Coordinator at the library, gave three national conference presentations and wrote a chapter in a book about the project.

Starting in January, the library will have a monthly event, Beats and Bards Bazaar, which will highlight the Center. The event will include an open mic night and market for crafters, makers, and entrepreneurs to sell their items.

Senior Center and Community Center



Fun for Seniors

Independence
Senior Center
Grand Opening

January 19, 2023





Independence Public Library

Budget vs. Actuals: FY_2022 - FY22 P&L

January - December 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
Carry Forward Balance	127,969.06	145,169.00	-17,199.94
City Funding	217,946.05	227,455.00	-9,508.95
Desk Collections	5,648.87	9,000.00	-3,351.13
District Funding	302,653.81	300,622.00	2,031.81
Interest	238.11	500.00	-261.89
OTHER INC OPERATING GRANTS	6,422.90	7,300.00	-877.10
Total Revenue	\$660,878.80	\$690,046.00	\$ -29,167.20
GROSS PROFIT	\$660,878.80	\$690,046.00	\$ -29,167.20
Expenditures			
Capital Outlay	4,618.31	5,000.00	-381.69
MATERIALS COLLECTION	37,372.51	42,600.00	-5,227.49
OPERATING EXPENSE			
CLASSES & EVENTS	2,347.83	3,128.00	-780.17
Contingency Fund		1,087.00	-1,087.00
Dues and Education	4,063.85	2,100.00	1,963.85
FURNITURE & EQUIPMENT	20,378.61	4,500.00	15,878.61
Legal Publishing	161.16	250.00	-88.84
Liability Insurance	333.00	350.00	-17.00
Library & Office Supplies	12,020.73	10,000.00	2,020.73
Miscellaneous	87.00		87.00
PROFESSIONAL SERVICES	7,192.62	6,300.00	892.62
REPAIR & MAINTENANCE	7,803.19	10,650.00	-2,846.81
SHIPPING	4,326.42	6,500.00	-2,173.58
Software, Systems	6,332.78	4,970.00	1,362.78
UTILITIES	33,854.15	31,500.00	2,354.15
Total OPERATING EXPENSE	98,901.34	81,335.00	17,566.34
PERSONNEL EXPENSE	444,493.46	494,099.00	-49,605.54
Total Expenditures	\$585,385.62	\$623,034.00	\$ -37,648.38
NET OPERATING REVENUE	\$75,493.18	\$67,012.00	\$8,481.18
Other Revenue	\$109,561.33	\$91,843.00	\$17,718.33
Other Expenditures			
Children's Materials	3,261.92	8,000.00	-4,738.08
Grant Outlay	41,280.01		41,280.01
Holiday Festival	817.19	600.00	217.19
Kids Events	1,083.84	1,000.00	83.84
Other Special Expenses	2,583.90	10,000.00	-7,416.10
Other Special Payroll	2,500.00	2,500.00	0.00
Promotional Expense	857.18	1,000.00	-142.82
Teen Events	174.85	500.00	-325.15

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Young Adult Materials	721.53	2,500.00	-1,778.47
Youth Supplies	844.50	3,900.00	-3,055.50
Total Other Expenditures	\$54,124.92	\$30,000.00	\$24,124.92
NET OTHER REVENUE	\$55,436.41	\$61,843.00	\$ -6,406.59
NET REVENUE	\$130,929.59	\$128,855.00	\$2,074.59



Report
CITY OF INDEPENDENCE
February 9, 2023

Department Housing

Director Approval April Nutt

AGENDA ITEM 2022 Land Bank Year End Report

BACKGROUND The Independence Land Bank is required to provide an annual year-end report per Section 18-468. (f) of the City Code: "The board shall make an annual report to the governing body on or before January 31 of each year, showing receipts and disbursements from all funds under its control and showing all property transactions occurring in each year. Such report shall include an inventory of all property held by the bank. A copy of such inventory shall also be published in the official city newspaper on or before January 31 of each year."

The full City code creating the Independence Land Band may be found at this link: [Independence Land Bank Code](#)

SUPPORTING DOCUMENTS

1. 2022 Independence Land Bank Annual Report



2022 Annual Report

LAND BANK

<u>Revenues</u>			<u>Sold Properties</u>	
Investment Income	\$ 491.20		None	
Misc. Income				
TOTAL	\$ 491.20			
<u>Expenditures</u>				
Professional Services	\$ -			
Advertising Services	\$ -			
Contractual Services	\$ -		<u>Acquired Properties</u>	
Misc. Expenses	\$ -		201 East Main	8/5/2021
TOTAL	\$ -			
Revenue Over (Under) Expenses	\$ 491.20			
Encumbered Cash Balance (12/31/2021)	\$ 500.00			
Unencumbered Cash Balance (12/31/2021)	<u>\$ 53,293.45</u>			

Board of Directors

Chair	Gary Hogsett	At Large Representative
Vice-Chair	John Heckman	Architect
Secretary	Lori Wesselowski	Real Estate
Treasurer	Shelley Hudson	Financial
	Lisa Richards	Attorney
	Jeri Hammerschmidt	Developer
	Mary Jo Wallis	Title Company

Land Bank Staff

April Nutt	Director of the Independence Housing Authority
Mary Bailey	Administrative Assistant, IHA

Parcel Inventory as of 12/31/2022

201 East Main Street



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 9, 2023**

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consultation with an attorney on matters that would be deemed privileged in an attorney-client relationship.

SUMMARY RECOMMENDATION Go into executive session.

BACKGROUND

FINANCIAL INFORMATION

SUGGESTED MOTION I move that we recess for an executive session for consultation with an attorney representing the City regarding a legal issue pursuant to the attorney/client privilege exception found at KSA 75-4319(b)(2).

SUPPORTING DOCUMENTS