

INDEPENDENCE CITY COMMISSION

REGULAR SESSION AGENDA

August 24, 2023

5:30 PM

Civic Center Memorial Hall

To participate by conference call:
1 785-289-4727 Conference ID: 592 706 042#

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. 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 a request to block traffic to the Park Oval for a drive-thru flu shot event on October 7, 2023.
- B. Renewal of the Independence Tennis Association Lease.
- C. Consider purchase of a replacement leafer.
- D. Consider waiving the city curfew the evening of Friday, October 20, 2023 for the Neewollah Barbecue Competition.
- E. The Independence Housing Authority requests authorization to submit the annual Tenant Based Rental Assistance (TBRA) Grant application to Kansas Housing Resources Corporation.
- F. Consider selecting H.W. Lochner, Inc. as engineering consultant for Independence Municipal Airport.
- G. Consider leasing property at the Independence Municipal Airport to Thorenson Enterprises, LLC.
- H. Consider a request from Four County to waive the fees for the Health On Purpose Health Fair on September 29, 2023 at the Independence Memorial Hall Civic Center.

III. ITEMS FOR COMMISSION ACTION

- A. Consider proclaiming the week of September 17, 2023 through September 23, 2023 as Constitution Week.
- B. Consider awarding a Downtown Independence Building Grant for improvements to 107 E. Main Street.
- C. Consider authorizing TranSystems to prepare and submit a KDOT Cost Share Program grant application for: Sycamore, 10th to 21st.
- D. Consider awarding a contract for a Community Development/Comprehensive Plan.
- E. Consider approving the Notice of Hearing to Exceed the Revenue Neutral Rate and Budget Hearing Notice publication

F. Consider scheduling a Special Commission meeting to review the 2023 Citizen Satisfaction Survey.

IV. REPORTS

A. City Board Minutes

B. August Project and Public Works Report

V. CITY MANAGER'S COMMENTS

VI. COMMISSIONERS' COMMENTS

VII. PUBLIC CONCERNS

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Park, Zoo & Cemetery

Director Approval Scott Patton

AGENDA ITEM Consider a request to block traffic to the Park Oval for a drive-thru flu shot event on October 7, 2023.

SUMMARY RECOMMENDATION Approve the request to block traffic to Park Oval for the drive-thru flu shot event on October 7, 2023.

BACKGROUND On Saturday, October 7, 2023, the First Presbyterian church would like to sponsor free flu shots for drivers and passengers at the Park Oval. Participants can receive their flu shot without leaving their car. They usually have 300 doses to administer. In years past, this event has been well attended. This is an excellent community service to Independence residents and allows a convenient option for elderly and disabled citizens. The event requires that traffic be restricted to the Park Oval from 7:00 AM to 12:00 PM.

FINANCIAL INFORMATION Costs associated with this event include the park department's cost for janitorial supplies and staff to place and remove barricades.

SUGGESTED MOTION I move to approve the request for the First Presbyterian Church to block traffic to the Park Oval on Saturday, October 7, 2023 from 7:00 AM to 12:00 PM for the free drive-thru flu shot event.

SUPPORTING DOCUMENTS



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023**

Department Admin

Director Approval David Cowan

AGENDA ITEM Renewal of the Independence Tennis Association Lease.

SUMMARY RECOMMENDATION City staff recommends approval of the lease agreement.

BACKGROUND The City of Independence's 10-year lease with the Independence Tennis Association (ITA) expires in September 2023, and the City Attorney has prepared a new lease agreement for Commission approval. The lease will renew for one year and then automatically for 10 years and expire on July 26, 2034. The lease allows the Tennis Association possession and use of the building as an office, meeting area, and clubhouse for ITA activities. ITA shall cooperate with USD 446, ICC, and the Independence Recreation Commission to use the building and schedule their events. The City shall be permitted to schedule the use of the building for other public uses and coordinate with ITA based on the availability of the space. ITA cannot sublease the building for compensation without obtaining City consent. ITA must not discriminate in determining who can and cannot use the building.

FINANCIAL INFORMATION No lease payment shall be required of ITA other than compliance with the terms and conditions of this agreement. Expenses of the City include maintenance of the lawn and grounds and the cost of electric service and natural gas service to the building.

SUGGESTED MOTION I move to approve the lease with ITA.

SUPPORTING DOCUMENTS

1. Lease Agreement - Independence Tennis Association - 2023-2034
2. Lease Agreement - Independence Tennis Association - ITA 2012 - 2023

LEASE AGREEMENT

THIS LEASE AGREEMENT is effective on the 24th day of August, 2023, between the City of Independence, Kansas, hereafter City, and the Independence Tennis Association, hereafter ITA.

WHEREAS, the City owns a stone building adjacent to the city tennis courts located in Riverside Park which has been leased to ITA.

AND WHEREAS, the parties wish to extend the lease arrangement by entering into this agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree to the following:

1. **Property:** City agrees to lease to ITA, and ITA agrees to lease from City, the following described property:

The sandstone building approximately 60 feet by 30 feet located directly north of the grandstand adjacent to the tennis courts located in Riverside Park, Independence, Kansas, as further described in Exhibit A, attached hereto

2. **Term:** This agreement shall be for an initial term of one year beginning July 27, 2023 through July 26, 2024.

3. **Renewal:** After expiration of the initial one-year term, this agreement shall automatically renew for successive one-year terms, not to exceed a total of ten (10) years, under the same terms and conditions unless:

a. either party notifies the other party at least sixty (60) days prior to the expiration of the current term that it wishes to terminate the agreement or renegotiate certain terms and conditions of the agreement; or

b. ITA has committed a significant or material default of any term or condition of this agreement.

4. **Termination:** Either party may terminate this agreement by giving the other party sixty (60) days' written notice of its intention to terminate.

5. **Lease Payment:** No lease payment shall be required of ITA other than compliance with the terms and conditions of this agreement.

6. **Permitted Usage:** ITA may take possession and use the building primarily as an office, meeting area and clubhouse for ITA activities. ITA shall cooperate with USD 446, Independence Community College, and Independence Recreation Commission in the use of the building and scheduling of their events. City shall be permitted to schedule use of the building for other public purposes. City shall coordinate use of the building with ITA based upon availability.

7. **Sublease:** ITA shall not assign or sublease the building for compensation without first obtaining the written consent of City. ITA is forbidden from discrimination when determining the use of the building.

8. **Restrictions on Use:** ITA shall not allow the building to be used in any manner which would unreasonably increase the risk of fire or explosion to the building or in any manner that would unreasonably interfere with the use and enjoyment of adjoining properties. ITA shall not store machinery, tools, equipment or material outside the building.

9. **Maintenance:** ITA shall maintain the building in a condition of good repair. ITA will follow and observe all city ordinances which in any way may affect maintenance and use of the building. City shall continue to maintain the lawn and grounds adjacent to the building. ITA shall keep the building and adjoining area free and clear of any debris or trash. Upon termination

of this agreement, ITA shall return the building to City in as good a condition as at the commencement of this agreement, except for ordinary wear and tear.

10. **Alterations:** ITA shall have permission to make cosmetic alterations to the building for its convenience. Any improvement which requires structural alteration to the building shall require prior approval of the City. All improvements to the building shall be in compliance with existing City codes and ordinances.

11. **Utilities:** City shall provide at its expense reasonable electrical service and natural gas service to the building.

12. **Inspection:** City's officers, agents and employees shall have the right to inspect the building from time to time upon reasonable notice.

13. **Indemnification:** ITA shall indemnify and hold harmless City, its agents and employees for any liability, damages, costs, expenses and fees incurred by City, its agents and employees, arising directly or indirectly out of activities relating to the use of the building by ITA, its agents, guests and business invitees.

14. **Damage or Destruction of the Building:** In the event the building is destroyed during the term of this agreement by fire, windstorm or other casualty, City shall not be required to repair or replace it. ITA shall have the option, at its own expense, to repair or replace the building, or any part thereof, using design and construction approved by City, or may choose not to repair or replace the building. In the event the building is destroyed by fire, windstorm or other casualty, and in the further event that neither party undertakes repair or replacement of the building, this agreement shall be terminated.

15. **Leasehold Improvements:** All non-fixtured equipment, furniture and items of personal property acquired and installed in the building by ITA shall remain the property of ITA and may be removed from the building by ITA upon termination of this agreement.

16. **Nondiscrimination:** ITA shall not use or permit the use of the building in a manner that discriminates on the ground of age, sex, race, creed, color, national origin or handicap.

CITY OF INDEPENDENCE

By: _____
Louis Ysusi, Mayor

ATTEST:

David W. Schwenker, City Clerk

INDEPENDENCE TENNIS ASSOCIATION

By: _____
Ken D. Brown, President
Independence Tennis Association

LEASE AGREEMENT

THIS LEASE AGREEMENT is effective on the 15th day of September, 2012, between the City of Independence, Kansas, hereafter City, and the Independence Tennis Association, hereafter ITA.

WHEREAS, the City owns a stone building adjacent to the city tennis courts located in Riverside Park which has been leased to ITA for a period of ten years ending September 14, 2012.

AND WHEREAS, the parties wish to extend the lease arrangement by entering into this agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree to the following:

1. **Property:** City agrees to lease to ITA, and ITA agrees to lease from City, the following described property:

The sandstone building approximately 60 feet by 30 feet located directly north of the grandstand adjacent to the tennis courts located in Riverside Park, Independence, Kansas, as further described in Exhibit A, attached hereto

2. **Term:** This agreement shall be for an initial term of one year beginning September 15, 2012 through September 14, 2013.

3. **Renewal:** After expiration of the initial one-year term, this agreement shall automatically renew for successive one-year terms, not to exceed a total of ten (10) years, under the same terms and conditions unless:

a. either party notifies the other party at least sixty (60) days prior to the expiration of the current term that it wishes to terminate the agreement or renegotiate certain terms and conditions of the agreement; or

b. ITA has committed a significant or material default of any term or condition of this agreement.

4. **Termination:** Either party may terminate this agreement by giving the other party sixty (60) days' written notice of its intention to terminate.

5. **Lease Payment:** No lease payment shall be required of ITA other than compliance with the terms and conditions of this agreement.

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personal property acquired and installed in the building by ITA shall remain the property of ITA and may be removed from the building by ITA upon termination of this agreement.

16. **Nondiscrimination:** ITA shall not use or permit the use of the building in a manner that discriminates on the ground of age, sex, race, creed, color, national origin or handicap.

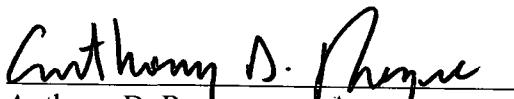


CITY OF INDEPENDENCE

By: _____

Rick Mott, Mayor

ATTEST:


Anthony D. Royse
City Clerk

INDEPENDENCE TENNIS ASSOCIATION

By: _____

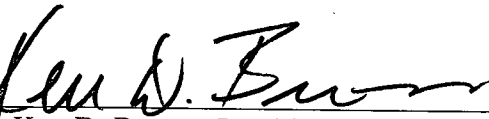
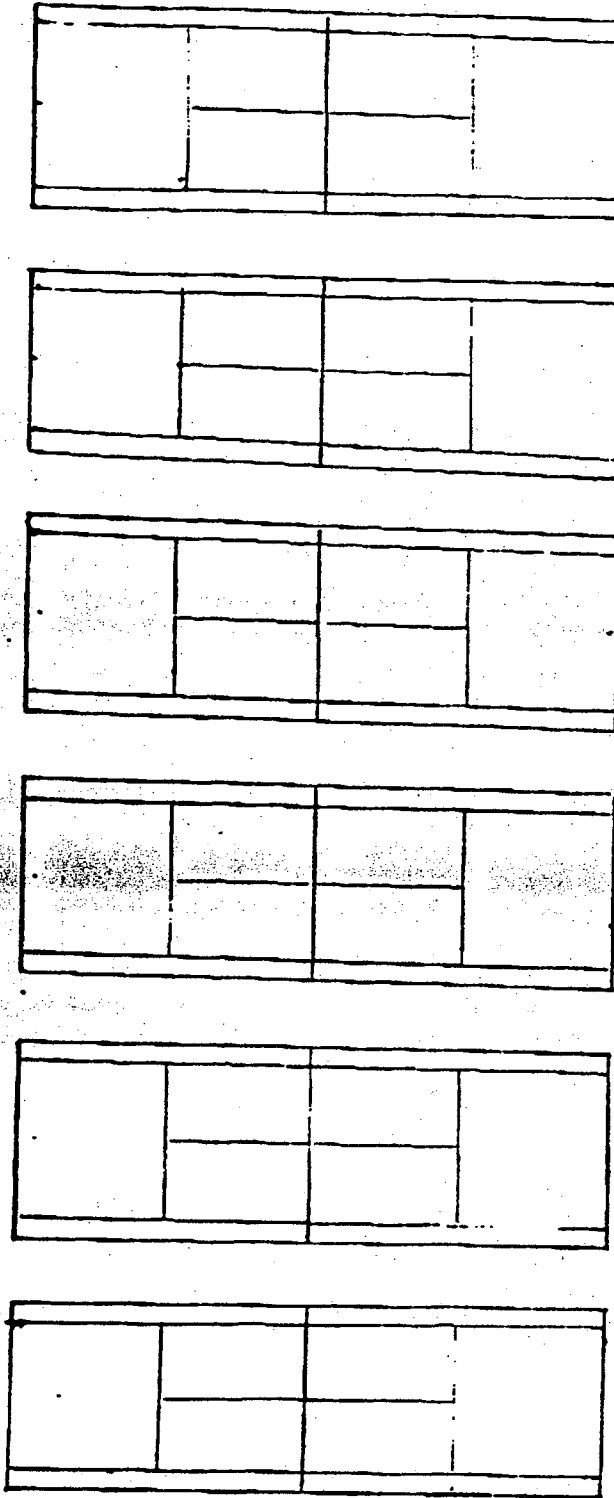

Ken D. Brown, President
Independence Tennis Association

EXHIBIT A

SUBJECT
BUILDING

North

TENNIS GRANDSTANDS



KEN BROWN TENNIS COURTS

not to scale



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Street

Director Approval John Garris

AGENDA ITEM Consider purchase of a replacement leafer.

SUMMARY RECOMMENDATION Purchase leafer.

BACKGROUND The Street department uses a large vacuum device to pick up leaves in autumn and early winter, known as a leafer. The existing leafer was initially built in the early 1990s, and is experiencing mechanical difficulties at an increasing rate, sometimes being out of service for weeks at a time. A new leafer was budgeted for 2023. An advertisement for bids was issued, and a single bid was received from Key Equipment & Supply Co. for \$125,000. While this is more than the budgeted amount, a review of market alternatives shows this to be within 10% of comparable prices.

FINANCIAL INFORMATION The \$60,000 budgeted Capital Reserve funds will be encumbered for this purchase in 2023, and in June 2024, when the leafer is estimated to be delivered, the City will enter into a lease-purchase agreement.

SUGGESTED MOTION I move to purchase a replacement leafer from Key Equipment & Supply Co. for the amount of \$125,000 and for the execution of any necessary documents.

SUPPORTING DOCUMENTS



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Park, Zoo & Cemetery

Director Approval Scott Patton

AGENDA ITEM Consider waiving the city curfew the evening of Friday, October 20, 2023 for the Neewollah Barbecue Competition.

SUMMARY RECOMMENDATION Waive the city curfew the evening of Friday, October 20, 2023 for the Neewollah Barbecue Competition.

BACKGROUND This year, the Neewollah committee has decided to hold a barbecue competition in place of the annual Neewollah Chili Cookoff. The event will be held at the Oval in Riverside Park. Because the contestants will need to smoke the meat overnight, it will require that they be onsite overnight the evening of Friday, October 20, 2023.

FINANCIAL INFORMATION No budget impact.

SUGGESTED MOTION I move to waive the curfew the evening of Friday, October 20, 2023 to allow contestants to participate in the Neewollah Barbecue Competition.

SUPPORTING DOCUMENTS



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Housing

Director Approval April Nutt

AGENDA ITEM The Independence Housing Authority requests authorization to submit the annual Tenant Based Rental Assistance (TBRA) Grant application to Kansas Housing Resources Corporation.

SUMMARY RECOMMENDATION Approve grant submission request.

BACKGROUND The Independence Housing Authority (IHA) has administered a Tenant Based Rental Assistance Grant since 1998. Since that time, almost \$2.9 million has been received to assist some of our most vulnerable community members. IHA is currently assisting 27 families, and with this grant, if fully funded, IHA should be able to assist 42 families over a 12-month period.

FINANCIAL INFORMATION There is no anticipated budget impact as the Independence Housing Authority oversees all aspects of the grant implementation and oversight requirements.

SUGGESTED MOTION I move to authorize the Independence Housing Authority to submit the 2023 Tenant Based Rental Assistance Grant application to Kansas Housing Resources Corporation.

SUPPORTING DOCUMENTS

1. 2023-TBRA-APPLICATION
2. TBRA Grant Project Summary 2023

KANSAS HOUSING

Tenant Based Rental Assistance 2023 Application

2023 TBRA Applicants:

For the 2023 TBRA application round, the amount of funding that a grantee may apply for is \$400,000. The administration will be awarded as 7% above the granted amount; however, 2023 contracts will not pay administration funds that are not drawn during the grant period. Unexpended admin funds may be converted to subsidy, at KHRC's discretion.

Additionally, the maximum number of months for a set up/tenant will be 12 months. As usual, tenants are eligible for recertification at the 12-month mark.

Eligible Applicants

HOME Program funds for the Tenant Based Rental Assistance program will be made available through a competitive application process. Eligible entities are local units of government, public housing authorities, and non-profit agencies. Applicants must have demonstrated experience managing a tenant based rental assistance program.

TENANT BASED RENTAL ASSISTANCE (TBRA)
2023 APPLICATION
AVAILABLE FUNDING: \$1,800,000

Applicant/Agency: City of Independence, Kansas Housing Authority

A. Application Process

1. Submittal Requirements

The Kansas Housing Resources Corporation (KHRC) must receive the application before 4:00 p.m. on Thursday August 31, 2023. An acknowledgment (receipt) will be provided upon request. Applications submitted via mail or other delivery system should be sent using that company's return receipt process, as this will be your notice that the application has been received. Submit the application package to:

Kansas Housing Resources Corporation
Attn: TBRA Program Manager
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

or

via email :
TBRA@kshousingcorp.org

2. Eligible Applicants

HOME Program funds for the Tenant Based Rental Assistance program will be made available to local units of government, public housing authorities, and non-profit agencies on a competitive basis. Applicants must have demonstrated experience managing a tenant based rental assistance program.

3. Standard Application Forms

In an effort to provide the required information to the review team, to reduce required paperwork, and to encourage all eligible applicants to participate, only applications on standard forms will be considered. A complete set of forms must be submitted.

B. Application Instructions

1. Applications must include the following:

- Funding Summary (form provided in Application)
- Statement of Assurances and Certifications (form provided in Application)
- Narratives – Project Need and Project Impact
- Budget Worksheet
- Administrative Plan, **must include Violence Against Women Act (VAWA) procedures if applying for a subsidy program**

2. The applicants should review the entire application form and instructions before beginning to prepare the application. Applicants must submit one original of the application.

3. Only information received by the Kansas Housing Resources Corporation prior to the application deadline will be considered in the selection process. Failure to submit required information will be grounds for rejection of the application.

C. Ratings Criteria (750 Points Maximum)

1. Project Need (300 points maximum)

Applicants will receive up to 300 points based on comparison with other TBRA Project Need descriptions according to the following criteria: The application should provide identification and documentation of how the level of need for the TBRA request was determined by the applicant. Information should include the number of families on the current waiting list, the number of families currently receiving assistance, the total population and per capita income of the community, the proposed program tenants who fall at or below 30% of the median income, the proposed number of homeless, disabled, elderly, or single parent households, and those paying over 50% of their income for rent.

2. Project Impact (300 points maximum)

Applicants will receive up to 300 points based on comparison with other TBRA Project Impact descriptions according to the following criteria: The applicant must describe how the program design addresses the identified need, how this program will enhance the community, and how this program will further the intent of providing housing to very-low income persons. The number of Section 8 or TBRA tenants from the/a previous year who moved to a Section 8 program or to self-sufficiency should be indicated. Other measures of success for previous tenants who received rental subsidies but later moved to self-sufficiency may be indicated. If services are offered in conjunction with rental assistance (e.g., homeless case management, disability support services, etc.) those services and the populations receiving them should be described. Note that participation in offered services *cannot* be a requirement for receiving TBRA.

3. Capacity (100) Points

Administrative Plans will be evaluated. Areas reviewed will include the minimum requirements for the Administrative Plan indicated in the KHRC TBRA Policy. Points will be awarded for rental housing experience, administrative support for previous TBRA grant awards (if applicable), proposed marketing efforts to the proposed geographical area, and accuracy of reports if previous TBRA grant awards have been made. Compliance review issues for existing TBRA grantees will be considered.

4. Non-Local HOME Areas (50) Points

Applicants in non- Local HOME Participating Jurisdictions (local PJs) will receive a funding preference. Within the HOME Program, the cities of Topeka, Lawrence, Wichita, Kansas City and Johnson County are considered local PJs. Local PJs receive HUD HOME funding directly. Applicants outside of these jurisdictions will receive 50 points. (NOTE: Applications serving local HOME PJs are restricted to serving special populations as identified in the Kansas Consolidated Plan.)

TENANT BASED RENTAL ASSISTANCE FUNDING SUMMARY

APPLICANT DATA

Name of Applicant : City of Independence, Kansas Housing Authority

Contact Person: April Nutt

Telephone/Email: Area Code (620) Telephone 332-2536 E-mail apriln@independencck

Contact Address: 811 West Laurel

City/Zip Code: Independence, Kansas 67301

☒ Local government U.S. Congressional District(s)* 2nd

☒ Public Housing Authority (PHA) State Senate District* 15th

☐ Non-Profit State Representative District* 11th & 12th

☐ For-profit *Districts for agency city/county location only

☐	TBRA Proposed Activities	Total Proposed Households	(UNITS)
☒	Rental Subsidies	Rental Subsidy	<u>38</u>
☐	Security Deposits	Security Deposit Subsidy	<u>0</u>
☐	Utility Deposits*	Utility Deposit Subsidy*	<u>0</u>

**Utility Deposit cannot be used as a stand-alone activity. Must be utilized with rental subsidy, security deposit subsidy, or both.*

Total funding requested \$ 400,000

Has applicant previously been awarded a HOME Grant?						Yes ☒ No ☐		
Year	2022	\$ 100,000	Year	2021	\$ 100,000	Year	2020	\$ 90,000
Year	2019	\$ 90,000	Year	2018	\$ 90,000	Year	2017	\$ 90,000
FUNDING HISTORY-MOST RECENT TBRA GRANT (IF APPLICABLE)* Check if not APPLICABLE ☐ data for grant award <u>2021</u> (Provide Grant Year)* January 1-December 31 <u>2022</u> (List Year)* (DATA BELOW FOR ONE CALENDAR YEAR JANUARY –DECEMBER AND ONE GRANT AWARD ONLY)*								
Total Tenant Households (UNITS) Served to Date from ONE Grant Award FOR ONE Calendar Year (Only) <u> </u>								
Average TBRA Rental Subsidy Paid Per Unit			\$ <u>4300</u>		Total Household UNITS Receiving Rental Subsidies		(Total Number) <u>42</u>	
Average TBRA Security Deposit Paid Per Unit			\$ <u>N/A</u>		TOTAL HOUSEHOLD UNITS Receiving Security Deposit Subsidies		(Total Number) <u>N/A</u>	
Average TBRA Utility Deposit PAID PER UNIT (Provided with Rental Subsidy and/or Security deposit)			\$ <u>N/A</u>		TOTAL Household UNITS Receiving Utility Deposit Subsidies		(Total Number) <u>N/A</u>	

Project Summary

Please provide a brief description of the project. Describe how the proposed project is consistent with the Consolidated Plan. (See “Certification of Consistency” or “How to Use the Plan.”)

Please provide your TBRA Tenant Selection Policy (24 CFR 92.209 (c) that is included in your Administrative Plan.

Estimated number of tenant **households (total families/units)** who will benefit from the proposed 2023 TBRA Program: 38
Estimated number of **persons** (including children in households) who will benefit from the proposed 2023 Program: 93

2023		
Proposed TBRA Targeted Populations		
Please indicate the proposed number of participants who you think will fall within the following categories		
Category	Number	Percent to be Served (Percentages may involve a duplicate count).
Homeless	5	13%
Single Parent Households	19	50%
Special Populations to be served, if applicable (Elderly, People with Mental Illness, SPMI, other specific disabilities.)	Specific Special Populations to be Served: <u>17</u> Numbers of each proposed Specific Special Population: Elderly <u>7</u> Disabled <u>10</u>	45%
Paying more than 30% for rent	28	74%
Paying more than 50% for rent	24	63%

Number of households currently on your waiting list for rental housing subsidy (Section 8)
15

How many months does your waiting list average? # 5

List proposed number of tenant households to be served with 2023 grant funding:

Median income to be served: 51%-60% 5 (# of households total)

31%-50% 4 (# of households total)

0%-30% 29 (# of households total)

Census Per Capita Income for proposed county(ies) (refer to www.census.gov/quickfacts/):*

County Montgomery Per Capita Income \$26,117 Median Income \$47,697

County _____ Per Capita Income _____ Median Income _____

County _____ Per Capita Income _____ Median Income _____

*If the applicant serves more than three counties list the three most representative counties within the area served.

Agency administering the grant. Give the experience level of the administrator. 21 years

PROJECT SUMMARY

TBRA HOME Program funds requested (do not include 7% Administrative Fee): \$400,000

Maximum amount requested cannot exceed \$400,000.

FURTHERING FAIR HOUSING

All applicants who receive a grant award must affirmatively further fair housing. Title VII and Executive Order 11063 requirements apply to all recipients, regardless of community size and/or racial/ethnic characteristics. The fair housing provisions apply to the community as a whole and pertain to the sale or rent of housing, the financing of housing, and the provision of brokerage services. ***MEANINGFUL STEPS TO FURTHER FAIR HOUSING MUST BE TAKEN.*** Such steps must be documented and will be monitored by the Kansas Housing Resources Corporation.

Marketing Procedures

Describe your Marketing Plan for the proposed geographical area served. Please list all area newspapers, television stations, and radio stations in your area where you plan to advertise the availability of the TBRA program. Marketing efforts must take place in all geographical service areas. Marketing via referrals only, local presentations, or exclusive use of a waiting list are not considered effective marketing techniques. Press releases must be provided (possibly e-mailed) to all media within the jurisdiction of the grantee.

	Name	City
Newspapers	Independence Daily Reporter & Montgomery County Chronicle	Independence, Coffeyville, Cherryvale, & Caney, KS
Television Stations	N/A	N/A
Radio Stations	N/A	N/A
Other	City of Independence, KS Website & Facebook Page	Independence, KS Area

OTHER ATTACHMENTS

- ☒ A detailed project location map must be attached to each application.
- ☒ Letters of commitment indicating support for the proposed TBRA Program and/or all proposed sources of non-federal matching/leveraging funds.
- ☒ TBRA Project Budget Form.
- ☒ Housing Administrative Plan
- ☒ Uniform Grant Guidance, 2 CFR 200, Subpart F, may require nonfederal entities to have a single or program-specific audit conducted for any year in which the nonfederal entity expends \$750,000 or more combined from all federal sources. Medicare and Medicaid are not considered federal awards. A copy of the applicant agency's latest fiscal year's audit including findings must be included with the TBRA application.
- ☒ Check here if audit report is not required due to applicant agency expending less than \$750,000 annually in federal funding.

Applicant: City of Independence, Kansas Housing Authority

CERTIFICATIONS

The applicant certifies that the information contained in the Application Summary is true and correct and the appropriate governing body has duly authorized the document. The applicant agrees that, if approved, this, with the attached Certifications, will become a part of the agreement for activities and services authorized under the HOME Investment Partnerships Program.

Name: Louis Ysusi

Name: _____

Title: City of Independence, KS Mayor

Title: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Signature of Chief Elected Official

Date

If the applicant is a non-profit entity and not a local unit of government, the Executive Director and a Board member must sign the application.

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Signature of Executive Director

Date

Signature of Board Member

Date

Applicant: City of Independence, Kansas Housing Authority

TENANT BASED RENTAL ASSISTANCE BUDGET WORKSHEET

2023 PROPOSED BUDGET FOR <u>ESTIMATED</u> PROGRAM HOUSEHOLDS	Number of Bedrooms				
	1	2	3	4	5+
(1) Estimated Housing Cost (equals HUD FMR payment standard for county served. If more than one county is served use the FMR for one county in your jurisdiction)	599	788	1052	1141	0
(2) Average Monthly Adjusted Income x 0.30	312	361	382	223	0
(3) Est. Monthly Subsidy Cost [(1) minus (2)]	287	427	670	918	0
(4) Enter number of months (24 months)	24	24	24	24	24
(5) Total Per Household Cost [(3) x (4)]	6888	10248	16080	22032	0
(6) Enter estimated number of families (households) to be assisted	16	12	9	1	0
(7) Basic Cost by BR Size [(5) x (6)]	110208	122976	144720	22032	0
(8) Per Household Security Deposit Cost	N/A	N/A	N/A	N/A	N/A
(9) Estimated Number of Security Deposit Households	N/A	N/A	N/A	N/A	N/A
(10) Total Estimated Per Household Security Deposit cost [(8) x (9)]	N/A	N/A	N/A	N/A	N/A
(11) Per Household Utility Deposit Cost	N/A	N/A	N/A	N/A	N/A
(12) Estimated Number of Utility Deposit Households (utility deposits must be provided with either rental subsidies or security deposits. They are not a "stand alone" activity)	N/A	N/A	N/A	N/A	N/A
(13) Total Utility Deposit Costs [(11) x (12)]	N/A	N/A	N/A	N/A	N/A
(14) Total Security and Utility Deposit Costs [(10) + (12)]	N/A	N/A	N/A	N/A	N/A
(15) Total Cost by BR Size [(7) + (13)]	110208	122976	144720	22032	0
(16) Total Estimated Cost (Add all costs in Row (14) Do not include 7% Administrative Fee Provided by KHRC					399936

TENANT BASED RENTAL ASSISTANCE
PROJECT NARRATIVES

The following describes the criteria and information for an applicant to apply for 2023 HOME TBRA funds. All applicants shall complete the HOME Funding Summary. The remainder of the application shall consist of four sections: (1) Project Need, (2) Project Impact, (3) Capacity, (4) Map/description of geographical jurisdiction served. Narratives for these sections shall be typed on standard letter-sized paper with appropriate headings and subcategories.

1. Project Need – Applicants must identify and document the need in the community or jurisdiction for TBRA. Information in the narrative should include the following:
 - a. Per capita income from the U.S. census for the city/county jurisdiction served. Reference: www.quickfacts.census.gov.
 - b. Number of families on the current waiting list for housing assistance in the community and the approximate amount of time a family waits on the list to be assisted.
 - c. Tenant data-Number of families to be served who are below 50% of the area Median Income, homeless or rent burdened (paying more than 50% of their income for rent or paying more than 30% of their income for rent).
 - d. Description of any special population needs within the geographic area (elderly, disabled, handicapped, etc.)
 - e. Number and percentage of homeless and single-parent households in applicant's service area.
 - f. Description of any other rental subsidy program(s) operating in the service area.
2. Project Impact – Applicants must describe how TBRA addresses the needs described in the Project Need narrative. Information should include:
 - a. The number of households (families) and total number of individuals including children as well as a list of specific counties that will receive the proposed assistance.
 - b. Timeline describing the initial distribution of assistance to the final commitment of funds during the proposed three-year grant award funding.
 - c. Description of the plan for continued assistance for families after the end of the program (Section 8, self-sufficiency, etc.)
 - d. List impact (self-sufficiency) in terms of tenants who have moved in a previous year from the TBRA program to Section 8 or who no longer qualify for assistance due to an increase in income level.
 - e. Description of other methods to be used to measure the success of the program.

3. Capacity

- a. Administrative Plan –The Plan must be attached and must meet minimum standards established in the KHRC TBRA Policy.
- b. Rental Housing Capacity- The agency must have administrative support for the program, a history of rental housing administration and a proposed marketing plan that covers the geographical jurisdiction and is not limited to agency referrals, local presentations, etc. If applicant is a previous TBRA grantee, compliance issues and attempts to resolve issues should be described.

4. Non-Local HOME Area

- a. A map of the jurisdiction served must be provided.
- b. Applicants serving areas outside Local HOME Participating Jurisdictions (local PJs) will receive a funding preference. The cities of Topeka, Lawrence, Wichita, and Kansas City, and Johnson County are considered local PJs. Applicants outside of these jurisdictions will receive 50 points. (NOTE: Applications serving local PJs are restricted to serving special populations, as identified in the Kansas Consolidated Plan.)

Statement of Assurances & Certifications

The grantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to make application and to execute a housing program.
2. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement, and to provide such additional information as may be required.
3. That prior to submission of its application to the Kansas Housing Resources Corporation (KHRC), the grantee has met the citizen participation requirements, prepared its application and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
4. It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities that benefit low-income families.
5. Its chief executive officer or other officer of the grantee approved by the KHRC:
 - a. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a); and
 - b. Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official.
6. The loan will be conducted and administered in compliance with:
 - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part I;
 - b. Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provisions of brokerage service. Title VII and Executive Order 11063 requirements apply to all recipients, regardless of community size and/or racial/ethnic characteristics. The fair housing provisions apply to the community as a whole and pertain to the sale or rent of housing, the financing of housing, and the provision of brokerage services. *MEANINGFUL STEPS TO FURTHER FAIR HOUSING MUST BE TAKEN.* Such steps must be documented and will be monitored by the Kansas Housing Resources Corporation;
 - c. Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued pursuant thereto (24 CFR Section 570.602);
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at 24 CFR Part 135;
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60;

- f. Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;
 - g. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
 - h. The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
 - i. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the implementing regulations at 24 CFR 570.488;
 - j. Anti-displacement and relocations plan requirement of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
 - k. Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended;
 - l. The labor standards requirements as set forth in 24 CFR 92.354 and HUD regulations issued to implement such requirements;
 - m. Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
 - n. The regulations, policies, guidelines, and requirements of 2 CFR 200 as it relates to the acceptance and use of federal funds under this federally assisted program; and
 - o. The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation and telecommunications.
7. The conflict of interest provisions of 24 CFR 92.356 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification.
8. It will comply with the provisions of the Hatch Act that limits the political activity of employees.
9. It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.
10. It will comply with the lead paint requirements of 24 CFR Part 35.
11. The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with HOME funds by assessing properties owned and occupied by low and moderate income persons unless:
- a. HOME funds are used to pay the proportion of such assessment that related to non-HOME funding, or
 - b. The local government certifies to the state that for the purposes of assessing properties owned and occupied by low and moderate income persons who are not very low income that the local government does not have sufficient HOME funds to comply with the provision of a. above.

12. It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for HOME funding.
13. It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
14. It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously, as well as with other applicable laws.

The grantee hereby certifies it will comply with the above stated assurances.

Signature,

(Authorized local elected official if grantee is a governmental entity, or authorized Executive Director if grantee is a non-profit agency)

Louis Ysusi

Name (typed or printed)

Mayor

Title

City of Independence, Kansas

Applicant Agency/Housing Authority

Date

1) PROJECT SUMMARY

OVERVIEW OF NEED FOR RENTAL ASSISTANCE

Shelter is a fundamental and basic need for all. But for many in Independence, Kansas, this basic need is out of reach. In Independence, many moderate-income working households are having an increasingly difficult time affording adequate housing, while very-low-income households must often accept sub-standard housing.

Significant decline in renter's income in the past decade has escalated the number of families in Independence paying excessive shares for housing. The maximum housing expense recommended by the US Department of Housing and Urban Development (HUD) is 30% of adjusted annual household income. Spending on rent or utilities above this amount is considered as a "housing cost burden." In 2020 54% of renters in Independence paid more than 30% of their gross income towards rent; while 25% of renters were paying more than 50% of their income towards rent. In fact, families making less than \$20,000 annually; 71% are spending more than 30% on housing while families making \$20,001 to \$34,999 annually, 49% are spending more than 30% on housing. Due to excessive rents, many of these families are becoming financially strapped, risk becoming homeless, or suffer from housing deficiencies such as instability or extremely poor housing quality.

Low-income renters in Independence more often live in sub-standard, overcrowded, or unaffordable housing (HUD's criteria used in defining a housing problem) than do higher income renters. Approximately 31% of low-income renters and 81% of very low and extremely low-income renters have housing problems, as defined by HUD, compared to just 2% of higher income renters.

Tenant Based Rental Assistance can reduce the amount that these low-income families must spend to attain quality housing, and instead allow them to spend on other crucial necessities, like transportation, food, healthcare, childcare, and medical expenses. By reducing extravagant housing expenses, these families can adjust their budget to improve their future economic situation.

DEMOGRAPHIC AREA

The City of Independence is in the Southeast corner of the State and serves as the County Seat of Montgomery County. According to the information from the U.S. Census Bureau*, the current population of Montgomery County is 31,484¹. Independence is the second largest city in Montgomery County with the 2019 American Community Survey reporting a population of 8,577.²

Montgomery County has an unemployment rate of 3.6%³, among the highest in the State of Kansas as of July 2023. The Housing Authority hopes that with greater grant funding, they can provide families the reassurance that they will have a safe decent roof over their head until they can get back on their feet during these hard-economic times.

TYPE OF HOUSING UNITS

According to the 2020 American Community Survey, single family residential units are the housing unit of choice in Independence. Of the total number of units, 78.8% are single family units, and 17% are multi-family units. This figure does not include mobile homes, which are generally located in mobile home parks, or other types of housing, and constitute 4% of our housing units⁴.

¹<https://data.census.gov/cedsci/all?q=Montgomery%20County,%20Kansas>

² <https://data.census.gov/cedsci/all?q=Independence%20city,%20Montgomery%20County,%20Kansas>

³ <https://klic.dol.ks.gov/vosnet/analyzer/resultsNew.aspx?session=labforce&plang=E&pu=1&plang=E>

⁴ https://data.census.gov/cedsci/table?g=0400000US20_1600000US2033875&d=ACS%205-Year%20Estimates%20Data%20Profiles&tid=ACSDP5Y2020.DP04

Type of Housing Units ⁵				
Type	City	Percentage	Statewide	Percentage
<i>1 Unit</i>	3706	78.8	990,377	77.4%
<i>Multi-Family</i>	802	17.2%	235,277	18.4%
<i>Mobile Homes, Other</i>	190	4%	53,976	4.2%
Total	4698	100%	1,279,630	100%

HOUSEHOLD SIZE

Average persons per household for renter-occupied units in Independence is 2.08⁶, slightly lower than the State's figure of 2.48. A disturbing fact for Independence is the fact that the persons below poverty level for Independence is 14.7%⁷, considerably above the State's percentage of 7.6%⁸. Independence school district 446 also has an incredibly high percentage of children, Pre-K-High School, approved for the free or reduced meals program at 58.8%⁹.

AGE OF HOUSING

2020 American Community Survey¹⁰ statistics indicate that the City's housing is much older than the statewide average. Over 56% of our units were constructed in 1959 or earlier. This compares with the statewide average of 34%. Associated with the age of housing and other socio-economic factors of income and age, it is a fair assumption that these housing units need upgrades of major structural systems and improvements are needed to meet health and safety standards as a result of obsolete interior gas, electrical and plumbing systems and the presence of lead-based paint in most, if not all, units. Cost of remediation in these housing units is often prohibitive.

CURRENT HOUSING AVAILABILITY AND CONDITIONS

The City of Independence has worked hard to replace the housing stock lost during the 2007 flood. Much of which was rental housing with the rents well below fair market value, averaging about \$200 to \$250 a month. With the construction of new low-income units, replacing these lost homes, families still struggle to pay their rent as low rents for Independence average from \$475-\$650. The Tenant Based Rental Assistance Grant is the only means of helping these families be successful. Since the covid pandemic, Independence has seen a significant uptick in families moving to the community. With a significant housing shortage prior to the pandemic, this new movement to the Midwest has created an even more desperate situation. The Independence Housing Authority is seeing more landlords raising rents significantly. Many times, the rents have increased above HUD's fair market rent rates.

The Independence Housing Authority manages 151 low-income units comprised of a 99-unit project based subsidized elderly and disabled high rise, 19 units for elderly or disabled, and 33 units that are for families, elderly or disabled. In addition to what IHA manages, there are 179 other designated low-income units in Independence. Of the total 329 low-income designated units in Independence, 219 are project-based subsidized. That leaves 110 units that have rents restricted to remain below market rent, yet tenants still struggle to make it. TBRA makes it possible for these extremely low-income citizens to be successful.

Another challenge facing low-income citizens, who wish to rent a single-family dwelling, is that the rents in Independence are high, with an average three-bedroom, two-bathroom, decent, single-family home renting from around \$750-\$1000 per month.

⁵ https://data.census.gov/cedsci/table?q=0400000US20_1600000US2033875&d=ACS%205-Year%20Estimates%20Data%20Profiles&tid=ACSDP5Y2020.DP04

⁶ <https://www.census.gov/quickfacts/fact/table/KS,independencicitykansas/PST045221>

⁷ <https://data.census.gov/cedsci/table?q=Independence%20city,%20Montgomery%20County,%20Kansas&tid=ACSST5Y2020.S1702>

⁸ <https://data.census.gov/cedsci/table?q=%20Kansas&tid=ACSST5Y2020.S1702>

⁹ https://datacentral.ksde.org/report_gen.aspx

¹⁰ https://data.census.gov/cedsci/table?q=0400000US20_1600000US2033875&d=ACS%205-Year%20Estimates%20Data%20Profiles&tid=ACSDP5Y2020.DP04

With aggressive marketing of the program and education covering the advantages to the landlords, the City has gained ground in upgrading the rental stock. The Housing Authority has conducted training sessions, covering landlord/tenant issues and basics of the TBRA program, for all interested landlords in Montgomery County.

The TBRA Program continues to make a positive impact on the community and has made decent, safe, sanitary, and affordable housing available to tenants that had no assistance available to them, were forced to live in very unsanitary conditions and whose housing was creating blight in their respective neighborhoods.

GROWTH OF INCOME NOT MEETING RISE OF RENTAL PRICES

There is a growing need for affordable housing in Independence, Kansas. Income and rent have been increasing each year, the rate of growth in median income does not match the higher rate of growth in rent- from 2010 to 2019 the median income rose 32.1% while median gross rent rose 23.1% in the same period. This data indicates that more families in Independence are finding rent less affordable because their incomes are not rising alongside housing costs.

Renters in Independence are cost burdened, with 45.8% of renters paying in excess of over 30%¹¹ of their household income on rent. Moreover, from 2006- 2012, the number of renter households experiencing severe housing problems rose 36%. This suggests that a financial squeeze is pushing more families into inadequate and unaffordable housing.

While families are becoming less able to afford housing due to the rise in rents, the number of households seeking affordable housing is growing. According to the Independence Housing Needs Analysis dated December 2021, 40.5% of occupied rental units are paying more than 30% of their income towards rent. In addition, 13.8% of occupied rental units are paying more than 50% of their income towards rent. With such a large percentage of renters paying more than 30% for rent, families are struggling to gain.

LENGTH OF WAITING LIST

We currently have 15 families on our TBRA waiting list. However, the majority of the clients IHA works with are clients that have been on the TBRA programs for years and will continue to need the assistance for many years to come. New clients coming to the IHA for assistance are usually in a crisis situation and need housing assistance immediately. Not only do families exist on an income that is at or below 50% of the median income, but they also need decent and affordable housing for their families. When we no longer have available funding and must place the families on a waiting list, all hope is gone for them to locate a decent home in a timely manner.

We encourage our tenants who are disabled or have a situation that will cause them to need housing assistance long term, to contact SEK-CAP, whose assistance covers Montgomery County, and keep contacting them until they have open enrollment. They have Section 8 Vouchers and TBRA Coupons but since they cover such a large area, they have a very long waiting list and do not always have open enrollment. It can take several years for a family's name to come up on their waiting list. This is too long a wait for a family in need. Fortunately, this past year SEK-CAP has been able to assist 3 families that have been with IHA for several years. This is one of the goals of the IHA TBRA Grant, to assist those families that are in a long-term rental assistance need in the interim while they are awaiting a Section 8 voucher through SEK-CAP.

COMMUNITY PARTICIPATION

Montgomery County has a very high number of single unwed mothers (3rd highest ranking in the State) and many of our tenants fall within this category. For most of these mothers the only income they have is Cash Assistance and Food stamps from the **Department for Children and Families**. Welfare Reform is now looming above the single

¹¹ <https://data.census.gov/cedsci/table?q=median%20rent%202020%2067301>

mothers we assist, and childcare expense is a large stumbling block for most of these mothers. They are faced with working a minimum wage job because of their lack of education or skills. The rental assistance we have been able to offer has been vital to the welfare of our young residents and their children.

Some of our referrals come from **Midwest Pregnancy Care Center**, a local non-profit organization available to assist expectant mothers in answering questions they may have about options available to them and assisting many in a crisis situation. Most of their clients are unwed teenagers. Montgomery County ranks number 3 in the State for births to unwed mothers with a rate of 50.4% of all births occurring to unwed mothers.⁴

Independence is the home of **Four County Mental Health Center**. We assist many of their clients in family services. Since the State has closed the Mental Hospital and people have been mainstreamed back into the communities, there has been an increased need for rental assistance.

Class Ltd. is a local organization working with and training persons with disabilities. This segment of the population living on disability income has no hope of receiving income that would enable them to rise above the very-low-income level. TBRA is very important to these people and the only way they can afford to live in decent housing.

The **Area Agency on Aging** is another organization we work with on a regular basis. Not only are they working with the elderly population who are the most vulnerable segments of our community, they also bring in many clients that are low-income non-elderly.

Hannah's House is a safe haven for battered women and their children. Because of the TBRA Program we have been able to provide many of these women with safe and affordable housing for their families.

Home Sweet Home Ministries is the local men's homeless shelter. To be housed, their men must hold a job while the shelter assists them with their basic needs, including housing. IHA has assisted numerous homeless men find safe, affordable housing with the help of the TBRA Program.

The **Community Access Center** is an invaluable local resource to the low-income citizens of Independence. They assist clients with a multitude of no-cost services including groceries and commodities; acquiring car seats, birth certificates and driver's licenses; up to \$150 per year in assistance toward the cost of basic needs like utilities, rent, etc. The C.A.C. refers many of their clients to the Independence Housing Authority and our TBRA Program.

The emphasis of **Moving Forward with Momentum** is to help anyone, but fathers in particular, move forward in their life, believe in themselves, and gain the skills needed to live successfully and obtain employment. This is accomplished by participating in intense three-day training with an additional twelve weeks of support and educational meetings. Many of the participants in this program start out homeless and unemployed and they can obtain employment through their experiences in the program and IHA can assist them with affordable housing using TBRA funds.

SUMMARY

Whatever the reason families are living on income at or below 50% of the median income level, they deserve the opportunity to live in decent affordable housing. Independence has made a tremendous effort in reducing the housing problems for low-income families and we want to continue the tremendous progress and impact that has been made. We have developed a program that compliments the other local social service agencies in this area, and we want the opportunity to continue moving forward and not abruptly lose all the ground we've gained for our low-income residents.

2) PROJECT IMPACT

CAPACITY

The Independence Housing Authority will administer the TBRA grant. The Independence Housing Authority has successfully managed a Section 8 New Construction project for the elderly since 1978. The IHA was instrumental in receiving funding from KHRC through a local CHDO to construct three duplexes designed for elderly or persons with mobility impairments in 1998. In 2006 the partnership constructed two (2) single family homes for low income families. In addition, IHA manages 15 units for elderly or disabled families and became the managing agent for a 28-unit tax credit project for families, elderly, and disabled in 2010. The Independence Housing Authority has successfully administered an annually awarded TBRA Grant from 1998 to present for the City of Independence.

Independence Housing Authority Grant Administrators

► Executive Director

The Executive Director will be responsible for all aspects of the administration of the program. The Executive Director and staff have been able to comply with requests and report filing in a timely manner. The Executive Director will continue to be responsible for quarterly reports to KHRC and continue to ensure that all HOME program requirements are adhered to, and any staff is properly trained in HOME program requirements and Fair Housing.

► Programs Manager I

The current TBRA program manager has been in her position since March 2010. With instruction from KHRC, the IHA TBRA program manager has become familiar with the TBRA program requirements. She is an asset to the program and dedicated to assisting low-income families.

DEGREE OF IMPACT ON ADDRESSED NEEDS

When the TBRA program was started in Independence, the grant administrator addressed the Realtors Association and the Montgomery County Landlord's Association twice. The Landlords "did not want to do all the paperwork". Finally, one landlord agreed to participate and was very happy with the results. Currently the IHA works with over 75 landlords and will provide information to any new landlord that has an interest in participating. One of the biggest benefits of this program is the HQS requirement. This has improved the condition of our rental housing stock tremendously. TBRA has proved to be a win-win situation for all parties concerned.

► Landlord – The landlords have the assurance that they will receive their rent each month, so they are more willing to make the repairs necessary to bring the house up to a quality standard condition. Now that the landlords know what is expected under the program, they will remedy most, if not all, deficiencies that would cause the property to fail before they call for an inspection.

► Tenant – We have seen many families move out of substandard housing to decent, affordable housing, which they could not afford to do without rental assistance.

► City – Because the house must meet a minimum standard, the housing stock has improved in Independence. Neighborhoods are showing visible signs of improvement, which benefits the City at large.

The families we serve are the lowest of the low income and several of them are there through no fault of their own. They are either so physically, emotionally, or socially deprived they are unable to rise above the barriers which would allow them to overcome their socio-economic situation, or they have found themselves in a temporary situation and just need some positive reinforcement to move beyond their current situation. We have seen many families on the program demonstrate a sincere desire to rise above the conditions they have found themselves in. When they have a decent affordable place to live, this frees them up to use their resources to complete their education or training needed to find a job that will lead them out of the poverty situation.

In situations where a person is disabled or has a condition that makes them unemployable, and we know they will need the continued assistance; we assist them in contacting SEK-CAP so they can apply for Section 8 Vouchers.

Unfortunately, SEK-CAP doesn't have an open enrolment very often, and we need to continue assistance to our current tenants. The only alternative for them will be to move back into substandard housing. Even though the rent on these substandard units may be more affordable, the utilities are high due to improper, or no, weatherization and faulty heating and air systems. Many low-income tenants without assistance have their utilities terminated due to non-payment of high utilities. Everyone loses in this situation.

For families (usually single heads-of-household), that do find good jobs and have respectable credit, we refer them to a local lender that works with USDA Rural Development, to make applications for home-ownership for low-income families.

Since we have a higher than state average of elderly families in our community and have many disabled families referred from the local service agencies, we give a priority to the elderly, disabled, homeless and wage earner.

TIMELINE OF ACTIVITIES

As soon as the Housing Authority is notified of the award of HOME TBRA funds, a public notice will be published in the local daily newspaper. Letters will be sent to those families next on the waiting list (the number to be determined by the amount of the grant) to begin the paperwork process. At the appropriate time a public notice will be sent to the local newspaper, letters, and notices to be posted will be sent to the Realtor's Association, the Montgomery County Landlord's Association and local service agencies notifying prospective applicants that enrollment has opened.

Since the IHA has the experience of administering a TBRA program and has all the documents necessary to carry on with the program, we will be able to act quickly qualifying applicants. As families move off the program, they will be replaced with families on the waiting list in order of their date of application and preference (elderly, disabled, homeless and wage earners.)

MEASURING SUCCESS

The Independence Housing Authority has successfully assisted three (8) families in obtaining a Section 8 voucher through SEK-CAP during the past year. In addition, three family removed themselves from the need for rental assistance. These are not large numbers, but they are success. IHA does not administer Section 8 vouchers and is reliant on SEK-CAP. When a client appears to be one that will need long term assistance, IHA assists them in contacting SEK-CAP and requesting an application for their Section 8 voucher. SEK-CAP has a great demand for their Section 8 vouchers and has an extremely long waiting list with a limited timeframe that Section 8 applications are taken. IHA posts jobs available through the City and encourages clients to apply, assists clients with contacting the Job Service Office and assists them with filling out employment applications when requested. IHA encourages families that are over-income qualified to contact local financial institutions or Rural Development for applications to become homeowners instead of renters.

The TBRA program continues to be successful. We can measure this by the continued referrals from the various agencies the IHA works with, who ensure a better quality of life for the residents of Independence needing assistance. The local Landlord Association's continued involvement with the program. The City's efforts to continue to pursue additional TBRA grants are a means to assist Independence residents with safe and affordable housing. We know this program does not just help the tenant or the owner, but it creates a trickle down effect, which strengthens the whole City.



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023**

Department Public Works & Utilities

Director Approval John Garris

AGENDA ITEM Consider selecting H.W. Lochner, Inc. as engineering consultant for Independence Municipal Airport.

SUMMARY RECOMMENDATION Select H.W. Lochner, Inc. as consultant.

BACKGROUND Periodically the FAA requires FAA funded organizations like Independence Municipal Airport to review consultants and make a consultant selection. On 7/7/23 the City sent out a Notice to Airport Consultants requesting qualification statements to be returned to the City by 8/3/23. One consultant, H.W. Lochner, Inc. (Lochner) returned a set of qualifications.

The qualification statement was reviewed and Lochner was found to be acceptable based on past performance, familiarity with FAA and KDOT regulations procedures and programs, recent experience at Independence and elsewhere, and understanding of the current business climate in Independence. H.W. Lochner, Inc., has been the engineering consultant for the City in relation to airport matters for a significant time, dating at least back to the 1980s.

FINANCIAL INFORMATION The consultant's services are part of budgeted activities.

SUGGESTED MOTION I move to approve selection of H.W. Lochner, Inc. as consultant and the execution of any necessary documents.

SUPPORTING DOCUMENTS

1. Lochner SOQ_Independence Municipal Airport

Independence Municipal Airport (IDP)

STATEMENT OF QUALIFICATIONS



SUBMITTED TO:

John Garris
City Engineer
City of Independence
811 W. Laurel
Independence, KS 67301

LOCHNER

August 3, 2023

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August 3, 2023

John Garriss
City Engineer
City of Independence
811 W. Laurel
Independence, KS 67301

Lochner
16105 W. 113th Street
Suite 107
Lenexa, KS 66219
T 816.945.5840
hwlochner.com

RE: Statement of Qualifications | Independence Municipal Airport (IDP)

Dear Mr. Garriss and Selection Committee:

The Lochner Team is excited for this opportunity to continue working with the City of Independence to provide design and construction services for pavement construction, pavement rehabilitation, and airfield guidance sign projects at the Independence Municipal Airport (IDP). In this Statement of Qualifications, you will find that we offer:

- **Strong capability and highly relevant experience** providing similar services for airport improvement projects. We have successfully completed numerous projects throughout Kansas, Oklahoma, and Missouri funded by the Federal Aviation Administration (FAA) or a state agency such as the Kansas Department of Transportation (KDOT) Division of Aviation. Our team is fully aware and experienced in developing aviation projects—from inception through design, construction, and project closeout.
- **A team of experts in their fields.** Our proposed leads are solely dedicated to aviation and construction projects, offering a comprehensive understanding of issues and proven solutions for IDP's infrastructure.
- **Established working relationships with the FAA Central Region and KDOT Division of Aviation staff** that resulted in timely reviews and approvals on similar projects, allowing us to deliver your projects on time.
- **Familiarity with the Independence Municipal Airport.** Our experience at IDP has been ongoing for over 30 years and includes runway, taxiway, and apron reconstruction and rehabilitation, as well as fence installation and airfield lighting, guidance sign, and Navigational Aid (NAVAID) installation projects. In addition, we have provided the City with land acquisition, planning, and environmental services. This experience coupled with some of the same proposed team members who worked on these projects, allows us to provide efficient and cost-effective solutions for your proposed projects.
- **An understanding of specific project improvement requirements and phasing concerns** that will need to be addressed, as well as ideas for potential approaches and solutions.

To build upon our resources and strengthen our project team, we have partnered with the following subconsultants: Palmerton & Parrish, Inc. (PPI) to perform geotechnical, pavement investigations, and materials testing services; Cornerstone Regional Surveying for providing surveying services; CC Environmental to provide specialty environmental services; and DBE Plans & Goals Preparation Services (a certified Disadvantaged Business Enterprise [DBE] firm) for DBE program and goal administration. By combining Lochner's aviation experience with our proposed teaming partners, we will serve the City with familiarity, insight, objectivity, and innovation.

Our team is committed to seeing that your goals are met for improvements to your airport. We are excited about this opportunity to continue to provide our professional aviation services to the City of Independence. Thank you for your favorable consideration of Lochner. If you require any additional information for your selection process, please do not hesitate to contact us at 816.945.5840.

Sincerely,

LOCHNER



Matthew J. Jacobs, PE
Vice President | Aviation Services Sr. Project Manager

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APPENDIX: KEY PERSONNEL QUALIFICATIONS

Team Profile

LOCHNER

Founded in 1944, Lochner is a national transportation firm providing professional consulting services in engineering, planning, and construction. Our officers guide an in-house staff of more than 800 qualified individuals including engineers, planners, environmental specialists, construction observers, technicians, and support personnel.

Lochner has completed more than 1,500 projects at General Aviation and Commercial Service airports. Through these projects, we have refined our procedures to provide our clients with efficiency and quality. Our past project experience has allowed us to develop a well-respected working relationship with the staff at the FAA and general aviation airports such as IDP. We have the history and knowledge of the regulations, policies, and procedures necessary to attain the City of Independence's goals. Lochner's aviation staff is solely dedicated to aviation engineering and planning projects. Our well-rounded relationship with the FAA and the KDOT Division of Aviation is based upon projects completed at the highlighted airports shown on Lochner's Kansas Airport Project Experience Map, depicted on Page 5, many of which have been longtime clients of Lochner.

Responsiveness to client needs is the key to Lochner's success in providing aviation planning, engineering, environmental, and construction services for General Aviation and Commercial Service airports throughout the Midwest. By combining our national aviation and environmental experience with our local subconsultants, we are providing a comprehensive team that will assist the City with achieving your objectives.

Knowledge of FAA Standards, Policies, and Procedures

Our team is experienced in delivering airport projects that are funded through FAA and/or state funding programs. We bring a thorough knowledge of applicable regulations, policies, and procedures. Additionally, we have a positive relationship with local and regional FAA staff, well-respected working relationship with the FAA Central Region, and the KDOT Division of Aviation staff.

Firm Reputation

Lochner has provided the City with aviation services dating back to the 1970s, including the following improvements at IDP within the last 20 years.

Year	Project Description
2000	Rehabilitate Runway 17-35 (Phase III) including Second Phase of Slurry Seal (100' Width) and Marking
2003	Slurry Seal Runway 4-22, Taxiway C and Northern Portion of Taxiway A
2004	Rehabilitate Runway 17-35 (mill and overlay)
2006	Update ALP
2008	Reconstruct South Taxiway A and Connecting Taxiway
2009	Construct North and South Connecting and Partial Parallel Taxiways and Construct Blast Pad Taxiway
2012	Relocate Runway Threshold and Construct Runway 4 Extension; Construct New Vault Building; Construct Connecting Taxiway D
2014	Airport Electrical Circuits Mapping (KDOT Aviation Funded)
2014	Overlay Connecting Taxiway C from Taxiway A to Runway 17-35 and Construct New Runway 4-22 Partial Parallel Taxiway E
2015	Seal Coat Runway 17-35 and Mill and Overlay North Half of Parallel Taxiway A
2016	Reconstruct South T-Hangar Taxilanes (Included Funding from KDOT Aviation)
2018	Seal Coat and Remark Runway 4-22 and Taxiway C
2020	Reconstruct South Apron Runup Area (KDOT Aviation Funded)
2021	Remark Runway 17-35 (KDOT Aviation Funded)
2022	Remove Taxiway B and Rehabilitate Taxiway D and Terminal Aircraft Parking Apron

In addition to construction projects, Lochner has helped the City prepare your annual Airport Capital Improvement Plan (ACIP) data sheets and discussed the proposed projects with you to determine the project-specific requirements and special concerns that need to be addressed, as well as assisted with:

- Preparation of Kansas Airport Improvement Program (KAIP) and Bipartisan Infrastructure Law (BIL) applications
- Section 163 approval and re-designation of the property occupied by the Gun Club and VSE Aviation Services
- Obtaining FAA approval for the Shift S3ector race events in 2020-2023.

SUBCONSULTANTS

Palmerton & Parrish

Palmerton & Parrish (PPI) is a consulting engineering firm that specializes in geotechnical, subsurface drilling, and construction materials testing. With headquarters in Springfield, MO, PPI is committed to being a leader in the industry as demonstrated by the focus on staff training and continuing education as well as reinvestment in drilling, geophysics, and field and laboratory testing resources. Technical expertise, thorough knowledge of regulations, and strong management capabilities form a solid foundation for resolution of the most complex and challenging engineering issues.



Shift S3ector Race Event in 2023

Cornerstone Regional Surveying

Cornerstone Regional Surveying is a professional services company providing a wide array of land surveying services. With offices located in Independence and Pittsburg, Kansas, the company was formed in July 1996 and has progressively expanded to include licensing in Kansas, Oklahoma, and Missouri. Two licensed surveyors are employed by the company and accompanied by a staff of highly qualified field, drafting, and administrative personnel. The licensed surveyors have a combined experience of over 75 years.

CC Environmental

CC Environmental is a women-owned small business performing environmental compliance services for a variety of public, commercial, and industrial clients throughout the United States and Canada. They are an Oklahoma Department of Transportation (ODOT)-certified DBE. Their staff includes experts in National Environmental Policy Act (NEPA) compliance, biology, hydrology, and chemistry. The majority of their staff began their careers in the regulatory sector, so they are keenly aware of environmental regulations and operational processes. CC Environmental's familiarity with environmental rules and regulations allows them to provide knowledgeable, cost-effective services. They have developed excellent working relationships with city, state, and federal regulators over the last 16 years resulting in effective communication and quick project turnaround. CC Environmental believes in being intimately involved with each project to help ensure the environment and community are protected, while taking a common sense approach to environmental compliance.

DBE Plans & Goals Preparation Services

DBE Plans & Goals Preparation Services specializes in preparing DBE programs, goals, and small business elements for approval by the FAA as required by 49 CFR Part 26 in order for airports to obtain Airport Improvement Program (AIP) funding. With over 18 years of experience and a 100% approval rate by the FAA Office of Civil Rights, they provide a full service, knowledgeable, and expert approach to DBE program creation and goal preparation.

PARTICIPATION OF DBE FIRMS

Lochner has partnered with DBE Plans & Goals Preparation Services—a KDOT-certified DBE firm—to provide DBE program and project goal preparation. Their fees count toward DBE goal accomplishment.

MAINTAINING CONTINUITY

Maintaining continuity amongst team members throughout the life of a project allows for ease in decision making, ownership and accountability of responsibilities, established connectivity, and a clear understanding of project and client goals with no hesitation. These individuals have the ability to call upon additional staff within their corporations as necessary to meet project demands. Past projects that Lochner has teamed with the proposed subconsultants on include:

Project Experience with Subconsultants				
				
Independence Municipal Airport, KS	X	X		X
Atkinson Municipal Airport, KS	X	X		
Coffey County Airport, KS	X	X		X
Coffeyville Municipal Airport, KS	X	X		X
Fort Scott Municipal Airport, KS	X	X		
Hutchinson Regional Airport, KS		X		X
Kingman Airport-Clyde Cessna Field, KS				X
Russell Municipal Airport, KS				X
Syracuse-Hamilton County Airport, KS				X
Tribune Municipal Airport, KS				X
Ulysses Airport, KS				X
Wellington Municipal Airport, KS		X		X
Cassville Municipal Airport, MO	X			
Lawrence Smith Memorial Airport, MO			X	
Houston Memorial Airport, MO	X			
Lamar Municipal Airport, MO	X			
Nevada Municipal Airport, MO	X			
Atoka Municipal Airport, OK			X	
McAlester Regional Airport, OK			X	X

CAPABILITY TO PERFORM ALL ASPECTS OF THE PROJECT

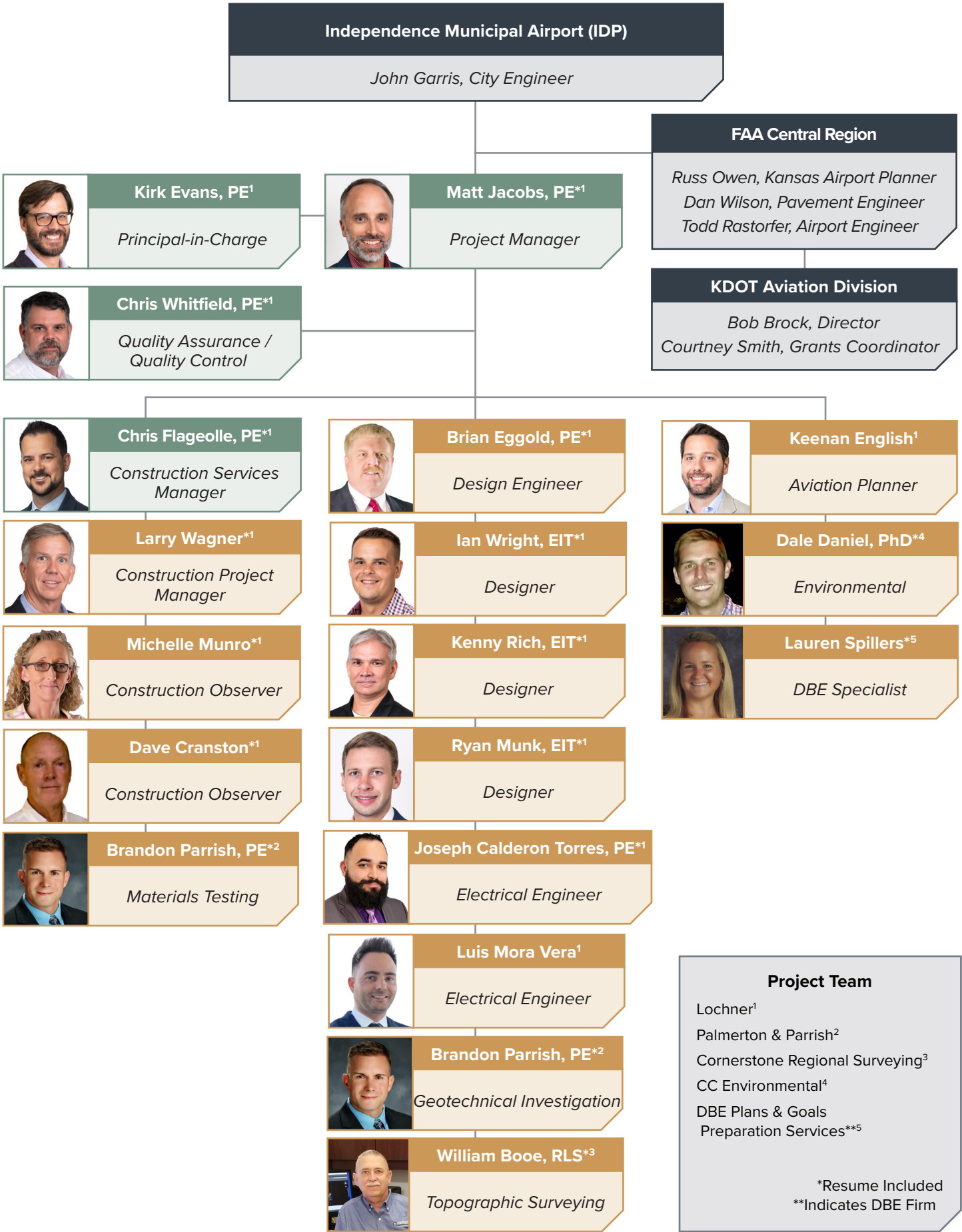


Our commitment to meet all required services for these projects is demonstrated by the structure we have established in the organizational chart on the following page. We have identified task managers for each service required for these projects, including those from our subconsultant firms. These individuals will be available to the City in a timely manner when the need arises. Their expertise, ability to assign staff from within their corporations as necessary, and capability to provide solutions to the City's needs will contribute to the projects' success. Lochner's Project Manager, **Matt Jacobs, PE**, will work with your staff to ensure the project meets your needs and proceeds in an expeditious manner. He will coordinate closely with Lochner staff and our

subconsultants, effectively communicating with key personnel to ensure that project elements and time frames are met with optimum efficiency.

We also understand the importance of having experience working the FAA Airports Technical Operations (ATO) on projects that could impact the existing equipment that their department owns and maintains on the airfield. Based on our past experience at IDP, we understand that the existing **Runway 35 Medium Intensity Approach Light System with Runway Alignment Indicator Lights (MALSR) unit and Precision Approach Path Indicators (PAPI) system** are owned by the FAA. Lochner has recent experience related to FAA reimbursable agreements if our proposed projects will impact this equipment and require FAA ATO to be involved.

INDEPENDENCE MUNICIPAL AIRPORT (IDP)
STATEMENT OF QUALIFICATIONS

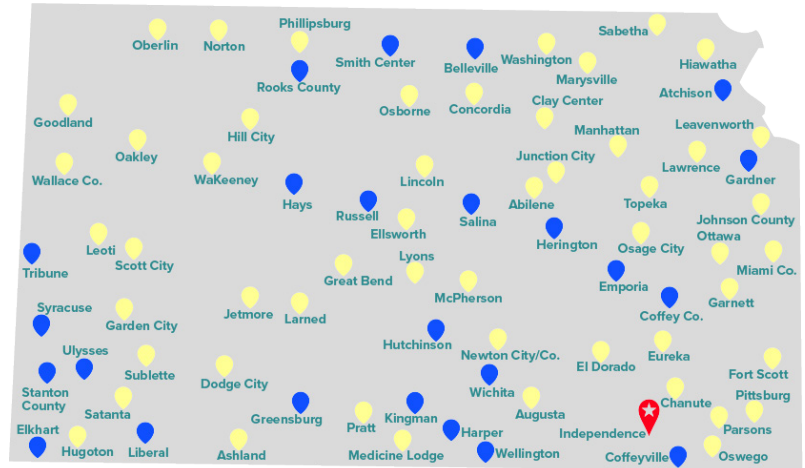


Recent Experience on Similar Airport Projects

PROJECT FAMILIARITY AND RELATED EXPERIENCE

Successful performance on similar jobs is best demonstrated through a sampling of projects requiring similar services and client references of individuals who can attest to our performance. The airport projects presented in this section contain descriptions for recent project work conducted by our proposed project team that are similar to those listed in the Notice to Airport Consultants, as well as individuals who can attest to the quality of our work. Lochner is dedicated to serving our clients, and we encourage you to contact any of our references.

Lochner assembled a team of local experts to successfully meet your airport improvement project needs. With offices in Lenexa and Salina, Kansas, we are able to promptly address your project requests, meet with decision-makers and stakeholders onsite at the airport, and monitor project activities. This also means that we bring a local and regional understanding of the needs of the City of Independence, as well as the needs of the user.



Lochner's Kansas Airport Project Experience Map
(Red = IDP | Blue = Current Clients | Yellow = Previous Clients)

INDEPENDENCE MUNICIPAL AIRPORT (IDP)

Independence, Kansas

Firm | Role: Lochner | Prime

Owner: City of Independence

Reference: John Garriss, City Engineer
620.332.2534 | engineer@independenceks.gov



Lochner has provided aviation services to the City of Independence since 1974. During this period we have completed over 25 planning and engineering projects at the airport. Such projects include land acquisition, construction of a new compass calibration pad with an access taxiway, reconstruction of the general aviation apron, rehabilitation of connecting Taxiways B and D, acquisition of snow removal equipment and airfield sweeper, installation of an Automated Weather Observation System (AWOS), new wind cone and segmented circle, construction of a new equipment storage and maintenance building, and airfield perimeter fencing.

Lochner also provided services for the rehabilitation of Taxiway C (2,175' x 25'). The work included full depth PCC pavement repair, nominal 3-inch asphalt overlay, drainage improvements and pavement markings. The

project also included installation of airport guidance signs, marking Runway 17-35 for precision approach, and miscellaneous electrical work.

Our team worked on the rehabilitation of Runway 17-35, narrowing the runway from 150' to 100', installation of a new High Intensity Runway Lighting (HIRL) system for the runway, and rehabilitation of T-hangar access taxiways. Later, we went back and provided milling, joint repair, overlay and marking for the same runway.

In 2008, Lochner completed grading work (14,521 CY) and drainage improvements for the reconstruction of the south portion of the parallel taxiway along with installation of a Medium Intensity Taxiway Lighting (MITL) system, and installation of lighted guidance signs. Since Independence Municipal was a towered airport during this project, it was extremely important to keep the airport open and include a safety and phasing plan

INDEPENDENCE MUNICIPAL AIRPORT (IDP)

STATEMENT OF QUALIFICATIONS

that allowed for a minimal impact on the air operations. In addition, there was detailed coordination with the on-site Cessna manufacturing facility during the project to ensure their day-to-day activities would not be negatively affected.



In 2012, Lochner completed a project for Runway 4-22 that included extending the Runway 4 threshold, and constructing a turnaround, and relocating the Runway 22 threshold to mitigate the “hot spot” caused by the runway threshold being in close proximity to Runway 17-35. With this project, a new connecting Taxiway D from Runway 17-35 to the relocated Runway 22 threshold was constructed which included the installation of taxiway edge lights and guidance signs.



Lochner followed up this project in 2014 with the rehabilitation of connecting Taxiway C from the parallel taxiway to Runway 17-35 and the construction of a partial parallel taxiway for Runway 4-22. In 2015, Lochner completed a project to mill and overlay the north half of parallel Taxiway A, and in 2016 completed a project to reconstruct the south T-hangar taxilanes which was a joint-funded project between the FAA and the KDOT Division of Aviation.

Lochner completed a seal coat and remarking project for Runway 4-22 in 2018, and a KDOT Division of Aviation funded project to reconstruct the south apron runup area in 2021. Lochner also recently completed a project to remove connecting Taxiway B and to rehabilitate and remark connecting Taxiway D and the GA aircraft parking apron, and is currently completing the design for a new airport rotating beacon and tower.

Lochner was responsible for 100 percent of the projects completed at the Airport including topographical surveys, geotechnical investigation, designs, preparation of construction plans, contract documents / technical specifications, assisting the City with the bidding process, and construction administration, observation and materials testing. In addition, Lochner has continued to assist the City with preparation of their annual ACIP data sheet updates for submittal to the FAA.

HUTCHINSON REGIONAL AIRPORT (HUT)

Hutchinson, Kansas

Firm | Role: Lochner | Prime

Owner: City of Hutchinson

Reference: Pieter Miller, CM, Airport Manager
620.694.2692 | pieterm@hutchgov.com



Lochner has worked with the City of Hutchinson on many improvements to their Airport. Projects include the rehabilitation of 7,004-foot by 100-foot Runway 13-31, replacement of the HIRL system for Runway 13-31, replacement of guidance signs, replacement of the airport lighting control system, installation of supplemental wind cones, and installation of a heat source in the electrical vault building. The rehabilitation of the runway consisted of zero to two-inch cold milling of the existing surface, installing a paving fabric interlayer, and constructing a two-inch bituminous surface course overlay.

In order for the impact on air operations to be minimized during construction, a complex Construction Safety and Phasing Plan (CSPP) was implemented to ensure Runway 4-22 or Runway 17-35 would remain open and allow the airport to function at all times throughout the project. Weekly construction meetings were coordinated by the Construction Observer with the Airport and ATCT to discuss scheduling and anticipated construction activities.

Lochner services included topographical surveys, pavement and geotechnical investigation, DBE program update, design report, designs, construction plans and contract documents/technical specifications, pavement maintenance plan, construction cost estimate, and project budgets. Lochner also assisted the City with bidding and awarding the project and provided construction administration, observation, and materials testing services.

The Runway 13-31 Object Free Area (R-OFA) and the ultimate Runway 17-35 R-OFA did not meet FAA standards. The principal obstructions were the 4th Avenue roadway, the airport perimeter fencing, and the localizer antenna and vault equipment. In 2012, Lochner provided services to prepare design and construction plans to realign 4th Avenue in order to clear obstructions from these areas, in line with FAA requirements. Prior to this project, Lochner assisted the City with land acquisition and environmental services.

In 2019, Lochner provided design, bidding, and construction services for improvements to Runway 17-35 and 4-22. The design included reconstruction of Runway 17-35 pavement and replacement of the Medium Intensity Runway Lighting (MIRL) system and various guidance signs. The previous Runway 17-35 length of 4,252 feet was reduced to 4,012 feet to provide the requisite clearance over 4th Avenue, just south of the airport. Lochner's plans also included the reduction from 6,000 feet in length to 4,400 feet for Runway 4-22 to remove the existing "hot spot" between the two runways.



To complement the length reductions of the two runways, Lochner designed the reconstruction of approximately 600 feet of the south connecting Taxiway B to the new Runway 35 threshold, as well as the relocation and replacement of the Runway 35 PAPI and the Runway 4 Visual Approach Slope Indicator (VASI). Both the

INDEPENDENCE MUNICIPAL AIRPORT (IDP)

STATEMENT OF QUALIFICATIONS



NAVAIDs were owned and maintained by the FAA, and Lochner coordinated with the agency for approval of the relocation plans. Lochner also performed a new airport airspace analysis survey to develop new instrument approach procedures for Runway 17-35 and amend the existing procedures for Runway 4-22 that incorporated the revised runway lengths. Lochner developed the project's Stormwater Pollution Prevention Plan (SWPPP),

land disturbance permit, and NEPA documentation, in addition to updating the Airport's DBE program for federal fiscal years 2016 to 2018.

Lochner completed pavement rehabilitation seal coat and remarking projects for the parallel Taxiway A in 2019 and Runway 13-31 in 2020. Our construction and phasing plans allowed for the airport to remain operational throughout both projects. We also completed a pavement rehabilitation design and construction project for the asphalt aircraft parking apron pavement in 2021.

Lochner is currently assisting the City with a KDOT Division of Aviation-funded project to rehabilitate an existing large clear-span round-top hangar that serves as the home base for the converted Grumman S-2 firefighting airplane that is used to combat wildfires in Kansas and nearby states through the Kansas Forest Service.

LIBERAL MID-AMERICA REGIONAL AIRPORT (LBL)

Liberal, Kansas

Firm | Role: Lochner | Prime

Owner: City of Liberal

Reference: Brian Fornwalt, Airport Manager
620.626.0188 | brian.fornwalt@cityofliberal.org



Since 1992, Lochner has enjoyed a long working relationship with the City of Liberal in regards to numerous airport improvement projects. In 2013, Lochner provided design and construction services to reconstruct the existing crosswind Runway 4-22. The existing 5,722-foot by 150-foot runway consisted of an approach across the main Runway 17-35 with a connecting taxiway extending off the end of Runway 22 connecting to the airport apron. This area crossing Runway 17-35 was identified as a "hot spot" signifying a location with a history of potential risk of collision or runway incursion, and where heightened attention by pilots and drivers is necessary. The design for the reconstruction of Runway 4-22 included replacing the existing C-II classified runway with a B-II classification at 5,000 by 75 feet with a new connecting taxiway off the



end of Runway 22 that connects at a right angle. This design improved safety at the airport by eliminating the "hot spot" across Runway 17-35 and provided a safer connection to Runway 4-22. The reconstruction of the runway pavement included demolition of the

existing concrete pavement and recycling the crushed concrete for use as base material below the proposed concrete pavement section. This \$3.8 million project also provided for new Light-Emitting Diode (LED) MIREL systems, LED PAPIs, LED Runway End Identifier Lights (REILs), and new LED guidance signs, which replaced the existing lighting fixtures saving the City utility costs well into the future.

In 2016, Lochner prepared the design, plans, specifications, and estimates for the \$6.8 million rehabilitation of the 7,100-foot by 50-foot parallel Taxiway A, the parallel taxiway that serves Runway 17-35, and the 700-foot by 50-foot connecting Taxiway C. The existing pavement section consisted of a recent asphalt overlay on concrete pavement that was constructed in the 1940s as part of the original airport. The design consisted of ten inches of concrete on four inches of base rock on a variable depth subbase course, comprised of the recycled existing concrete pavement.

Lochner's design also realigned Taxiway A to ensure that it met both runway thresholds at 90-degree angles, in accordance with current design standards. In addition, the design encompassed an energy-efficient LED MITL system, guidance and directional signs on both taxiways, as well as underdrain and storm sewer improvements. Lochner's multi-phase construction plans enabled access between the apron and Runway 17-35 throughout the construction period.

In addition to design, Lochner oversaw the survey and geotechnical work, provided assistance during the bidding phase, and was responsible for construction administration and observation. Lochner also updated the airport's DBE program, updated the pavement maintenance program to include the new pavement, prepared the project's stormwater pollution prevention plan, and obtained all necessary permits.

In 2019, Lochner assisted the City with the acquisition of snow removal equipment that consisted of a M-B



companies carrier vehicle, rotary plow, and broom with foreign object debris (FOD) box. Bids for this project were received in June 2018 and the equipment was delivered in July 2019.

Also in 2019, Lochner provided design and construction services for the reconstruction of the north T-Hangar taxilanes. The project included replacing nearly 8,000 square yards of existing pavement with six inches of concrete, four inches of crushed aggregate base course, and 24 inches of aggregate subbase. A trench drain was installed along the face of the hangar to intercept surface runoff. In addition, concrete and aggregate waste material generated from this project were used to stabilize the existing flat bottom ditch along parallel Taxiway A.

Recently in 2020, Lochner assisted the City with the installation of over 28,000 LF of 10-foot-tall chain-link wildlife fence with three strands of barbed wire overguard. A wildlife deterrent was included for 97% of the fence and ten 16-foot-wide manual double vehicle gates were installed. A three-foot-wide aggregate mow strip was placed along both sides of the fence and



consisted of four inches of recycled asphalt pavement.

In 2021, Lochner completed a KDOT Division of Aviation-funded project to remark Runway 4-22 and to install retroreflective markers on Taxiway E, and we recently bid a FAA-funded project to rehabilitate the terminal area parking apron. Lochner also recently completed the design and received bids for FY 2023 FAA-funded edge lighting and guidance signs replacement project for Runway 17-35.

DWIGHT D. EISENHOWER NATIONAL AIRPORT (ICT)

Wichita, Kansas

Firm | Role: Lochner | Prime

Owner: Wichita Airport Authority

Reference: John Oswald, PE, Engineering and Planning Manager
316.946.4715 | joswald@wichita.gov



As a result of the airport's heavy day-to-day operations, the pavement on Runway 1L-19R, Runway 1R-19L, taxiways, and apron needed rehabilitation to extend their service lives. The electrical systems for both runways also needed to be replaced due to their overall age. The Wichita Airport Authority (WAA) hired Lochner to assess the current pavement and electrical system conditions and provide alternatives and cost estimates in an engineer's study, Phase 1 of the project.

Lochner developed multiple pavement rehabilitation alternatives, including: minor pavement rehabilitation; a combination of maintenance and minor reconstruction; and a full reconstruction of the airfield pavement areas. Lochner then conducted a life-cycle cost analysis to evaluate the initial construction costs based on estimated prices as well as the maintenance costs for each alternative. The result of the study was to proceed with the design of the minor pavement rehabilitation option for Runways 1L-19R and 1R-19L.

The replacement of the HIRL systems and guidance signs for both parallel runways were also included with the pavement rehabilitation project. This allowed for the pavements to be closed under one construction project instead of two, keeping impacts to air operations as efficient as possible. The electrical improvements consisted of new LED fixtures and signs while utilizing a majority of the existing conduit already in place. A re-evaluation of magnetic north during the design phase concluded that all three runways at ICT should have numeral redesignation.

Toward the end of the design process, the WAA was notified by the FAA that they were the recipient of supplemental discretionary funding to reconstruct the 50-foot center keel section for Runway 1L-19R. Since the initial intent of the design was to rehabilitate this section of pavement, the influx of new funding meant the design plans needed to be revised to incorporate this additional work without significantly impeding the bidding schedule that had been previously established by the FAA. Under this constraint, Lochner redesigned the 50-foot keel section in less than six weeks, allowing the WAA to make use of the supplemental FAA funding.



In addition to completing the study and design phases of this project, Lochner provided full-time construction phase services, which included construction management, observation, and materials testing oversight. Construction commenced in Fall 2019 and was completed in Summer 2021, spanning a total of 652 calendar days, with a total of 12 contractors involved on the project. Five major phases and 18 subphases were implemented in order to allow for operations at ICT to continue throughout construction. Due to the COVID pandemic, FAA flight crews were unable to align their schedules with publication dates, and it was determined that the original runway designations would be retained. Lochner assisted with redesigning the 52 guidance signs to ensure the project remained on schedule.



KINGMAN AIRPORT – CLYDE CESSNA FIELD (9K8)

Kingman, Kansas

Firm | Role: Lochner | Prime

Owner: City of Kingman

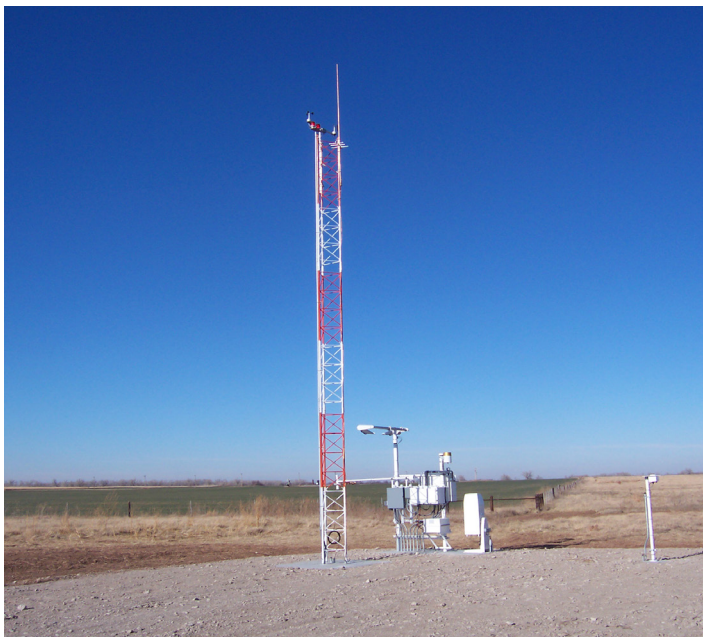
Reference: Greg Graffman, City Manager
620.532.3111 | graffman@cityofkingman.com



Lochner has worked with the City of Kingman over the past 23 years on many improvements to 9K8. In 1999, the City hired Lochner to assist them with acquiring the land needed to expand the Kingman Municipal Airport, now Kingman Airport – Clyde Cessna Field.

Once the land was acquired, Lochner designed and constructed a new turf crosswind Runway 11-29 that was constructed first so the Airport could remain operational while the primary Runway 18-36 was being reconstructed. Runway 18-36 was reconstructed as a 4,300-foot by 75-foot concrete runway with turnarounds and a connecting taxiway and included installing a MIRL system, PAPIs, REILs, and a new electrical vault building.

This project also included a 200-foot by 300-foot apron, relocation of existing hangars to a new terminal area, and 25-foot wide taxilanes to a future T-hangar site. The multiple sources of funding and support for the project were the reason for its success. The FAA provided funding for Runway 18-36, turnarounds and connecting taxiway, apron and taxilanes. KDOT provided a not-to-exceed amount of funding to pave the turf crosswind runway 3,400 feet by 60 feet.



Following construction of the runways, Lochner prepared the Plans and Specifications for the installation of chain link, woven wire, and barbed wire fencing around the entire airport property and for the replacement of the rotating beacon and installation of an AWOS III P-T weather reporting system. Additional projects include the construction of a 12-unit T-Hangar and associated taxilanes which included coordination with Kansas Gas regarding realignment of an existing gas line.

While 9K8 has two runways (primary Runway 18-36 and crosswind Runway 11-29), neither runway had a parallel taxiway. Thus, departing and arriving aircraft were required to back-taxi on an active runway to access the ramp. In addition, taxiways do not compete well for discretionary funds, so the City would only be allowed to utilize Non-Primary Entitlement (NPE) funding to construct a parallel taxiway. Lochner determined the project must be broken up into thirds for construction to be feasible. The middle third of the parallel taxiway for Runway 18-36 was analyzed as the most critical, as it would connect to the apron-connecting taxiway to the south and allow aircraft to exit both runways at the north.

Lochner provided design, bidding, and construction services to construct the partial parallel taxiway for Runway 18-36. The pavement section consisted of six inches of Portland Cement Concrete Pavement (PCCP) on four inches of aggregate base course on a geofabric (eliminating the need for subgrade stabilization). An existing gas line in conflict with the proposed taxiway required coordination with the local utility, and Lochner's construction phasing minimized the amount of closure time on the runways.

The approach slope to Runway 29 was obstructed by a significant number of trees in the runway protection zone and adjacent areas, along with an existing overhead power line that crossed off the end of the runway. Under a project funded by the FAA in 2018, Lochner provided design, bidding, and construction phasing services for the clearing and grubbing of these trees to prevent protection zone violations and to provide

improved safety for aircraft approaching the runway. Coordination was required with the City for the lowering of the power lines. The design plans covered a 20-acre area through which a jurisdictional stream ran. Impacts to the stream were avoided in the plans. To obtain the necessary permits for work to proceed in the vicinity of the stream, coordination with the U.S. Army Corps of Engineers was necessary. The potential for threatened and endangered species, along with archaeological concerns, had also been identified within the project area during a previously completed Environmental Assessment (EA) by Lochner, and appropriate measures were implemented to minimize any impacts.

In 2020, Lochner was contracted to provide design services, including an engineer's design report, CSPP report, construction plans, and contract documents/specifications, for the rehabilitation and remarking of the concrete pavement for Runways 18-36 and 11-29. Rehabilitation for Runway 18-36 consisted of resealing joints, spall repair, pop-out repair, and full and partial panel replacement for the length of the runway, including turnarounds. All of the markings for Runway 18-36 were replaced. The Runway 11-29 rehabilitation did not include joint resealing, but only spot repairs of spalling and panel replacement. Only the numerals were remarked on Runway 11-29.

The project required complex phasing—including multiple access points—to minimize the amount of time the airport would be closed to operations. The majority of the project was completed with Runway 11-29 remaining open to accommodate local and itinerant aircraft. Lochner also assisted in the bidding phase, updated the City's DBE Program, and was responsible for construction administration and observation services.

Lochner also assisted the City with completing an Airport Master Plan. Lochner held five meetings with the Airport Board throughout the master planning process, learning from the kickoff meeting with the Airport Manager and Board that a big priority of the airport was to boost revenue for the City. With this in mind, Lochner planners worked with the Board to create a terminal area plan depicting the locations of T-Hangars and box hangars in compliance with local and FAA regulations, in an effort to increase revenue and alleviate the waiting list for hangar space.

In addition, Lochner just completed the designs and received bids for the rehabilitation and remarking of the concrete pavement for Runway 11-29, the parallel taxiway, and the apron and hangar taxilanes.



Technical Approach

Based on our past experience at your Airport and recent site visit and discussions with the Airport Manager, we have a thorough understanding of the requirements for your project, which can be summarized as follows:



Figure 1: IDP's Upcoming Projects

SEAL COAT AND REMARK NORTH PORTION OF RUNWAY 17-35 PARALLEL TAXIWAY AND BLAST PAD AND COMPASS CALIBRATION PAD CONNECTING TAXIWAYS

The northern portion of the Runway 17-35 parallel taxiway, blast pad connecting taxiway, and the compass calibration pad connecting taxiway are comprised of asphalt pavement that has been in service for 15+ years. A KDOT Aviation Pavement Management Plan (PMP) report published in November 2022 determined that the Pavement Condition Index (PCI) for the north parallel taxiway and the connecting taxiways range between 62 and 67. According to the PMP report, this numerical PCI value equates to pavement that is in “fair” condition. The report noted that there is longitudinal and transverse cracking throughout the taxiways with the distress severity being in the low to medium category. This was confirmed at the time of Lochner’s site visit in May 2023. The pavement shows signs of oxidation suggesting that any prior seal coat material that had been applied is no longer an effective barrier from certain elements including water, oils, and UV damage.

While there is still life in the pavement as subgrade failure is not apparent, the cracks that have developed need to be addressed. Unlike concrete pavement, asphalt pavement requires frequent routine maintenance to extend its useful life. Typically, the rehabilitation efforts for pavement of this



Figure 2: North Portion of Parallel Taxiway



Figure 3: Blast Pad and Compass Calibration Pad Connecting Taxiways

condition include a crack seal and a seal coat application. Based on our site visit, the taxiways are a good candidate for sealing the cracks and applying a seal coat to offset the effects of oxidation. The pavement must then be remarked to safely guide aircraft throughout the airfield.

Lochner emphasizes project phasing and coordination of airfield closures beginning early in the design process and continuing those discussions throughout design and into construction. This project has the ability to be phased in a manner that allows continued access to either Runway 17-35 or Runway 4-22 throughout the duration of the project. Lochner communicates pavement closures, project durations, and other relevant project details closely with the Airport Manager, Fixed Base Operator (FBO), and any affected tenants to ensure all parties are informed on the impacts to the airport. Lochner invites all impacted airport tenants, City officials, and anyone else, to the weekly construction progress check-in meetings where phasing and airfield closure impacts are discussed. This open communication allows tenants and City officials to easily follow the project's progress and understand any upcoming impacts to operations at IDP.



Figure 4: Parallel Taxiway A Pavement Markings

REHABILITATE AND REMARK SOUTH PORTION OF RUNWAY 17-35 PARALLEL TAXIWAY, RUNWAY 17-35 END CONNECTING TAXIWAYS, AND BLAST PAD CONNECTING TAXIWAY

The southern portion of the Runway 17-35 parallel taxiway, Runway 17-35 end connecting taxiways, blast pad connecting taxiway, and the apron expansion area are comprised of concrete pavement that was reconstructed in 2008. These areas continue to perform as expected for concrete pavement of their age. These taxiways and the apron expansion area require routine maintenance to extend the life of the pavement and reduce the amount of FOD that may extrude from any of the cracked concrete panels, failed concrete joints, and loose joint sealant.

Concrete pavement, while more durable and requiring less upkeep than asphalt pavement, still requires a maintenance cycle to achieve its intended lifespan. Based on our extensive airfield pavement experience, maintenance activities typically occur 10 to 15 years after construction. The 2022 KDOT PMP report determined that the PCI values for these pavement areas varied from 80 to 92 which correlates to a pavement condition rating ranging from “satisfactory” to “good”. As confirmed during Lochner’s site visit in May 2023, the 15-year-old pavement exhibited several areas of joint sealant damage, pavement spalling, and concrete panel corner breaking, which is all typical for pavement of this age. As described in the PMP report, a reasonable deterioration rate for concrete is less than 2 PCI points per year. While the pavement areas are in satisfactory condition and the rate of deterioration appears to be slow, there are several areas that without adequate pavement maintenance and rehabilitation, the overall condition may begin to increasingly drop over the next several years.



Figure 5: South Portion of Parallel Taxiway



Figure 6: Runway 17 Connecting Taxiway

The unique climate of Kansas exposes the Airport’s pavement to weather conditions that contribute to the deterioration of joint sealant. As joint sealant degrades, it dries, cracks, and shrinks to the point where it pulls away from the face of the joint. Once this process occurs, water is able to penetrate the base course and subgrade which can damage the surface course, base course, and/or subgrade during the yearly freeze/thaw cycle. A

rehabilitation project that consists of cleaning and resealing the concrete joints, and repairing joint spalling and concrete panel corner breaks, will help maintain the relatively high pavement condition on the taxiways and apron.

Finally, while the taxiways and the apron are receiving routine maintenance, it is beneficial to reapply all of the associated pavement markings. Markings fade over time due to wear caused by the standard operations and seasonal weather conditions. The reapplication of pavement markings allows for safe use and navigation of the airfield.



Figure 7: Parallel Taxiway A Pavement Condition

RECONSTRUCT RUNWAY 17-35

IDP relies heavily on the 5,501-foot-long by 100-foot-wide Runway 17-35 to serve its based users, itinerant aircraft visiting the region, and, most importantly, Textron Aviation. Textron's Independence facility manufactures and delivers Citation M2 jets, Cessna piston aircraft, and Caravan turboprops to private owners and businesses around the country and across the world. They are a key employer to not only the City, but also Montgomery County, as the Independence, Kansas facility employs over 500 individuals. Textron is the second largest employer in Montgomery County. With this in mind, it is critical to



Figure 8: Existing Runway 17-35

consider the affects to airport users, especially Textron and their day-to-day operations, when evaluating the methods available to reconstruct Runway 17-35. The impacts of each reconstruction method proposed by Lochner within the following subsections detail the anticipated affect to Airport users and should be strongly considered when performing the Runway 17-35 reconstruction project.

Lochner has completed a handful of pavement rehabilitation projects throughout the past several decades on Runway 17-35. Most recently, an FAA-funded seal coat and pavement remarking project in 2015 helped extend the life of the pavement by preventing rapid surface deterioration and lessening the potential for FOD to create a dangerous airfield environment. The pavement markings were then removed and reapplied in 2021 to continue to allow pilots to make safe operations on Runway 17-35. The 2022 KDOT PMP report categorized Runway 17-35 in "poor" condition, as the PCI value was 40, and recommended reconstruction of the pavement. The report noted pavement distresses and failures related to climate issues such as block cracking spanning the entire length of the runway. Block cracking is largely caused by asphalt shrinkage indicating that the pavement has significantly hardened and no longer contains the flexible properties required for asphalt to perform to its designed capability. In lieu of completely reconstructing Runway 17-35, there is an alternative to further the life of the pavement that provides similar benefits to reconstruction; an unbonded PCCP overlay atop the existing asphalt pavement overlay and underlying original concrete pavement.

Unbonded PCCP Overlay

An excellent alternative to reconstructing pavement, while not sacrificing the reduction in pavement strength or longevity of the useful life, is an unbonded PCCP overlay. Unbonded concrete overlays can be completed atop either asphalt pavement, such as Runway 17-35, or atop concrete surfaces with varying presence of pavement distresses. During the design phase, and with the assistance of PPI, a thorough investigation of the existing pavement section will be completed to confirm the structural integrity of the pavement as required to support an unbonded concrete overlay. Prior to the overlay process, distresses such as asphalt cracking and failure area asphalt patching require remediation for the unbonded overlay to be most successful. Figure 9 on Page 16 depicts the current Runway 17-35 pavement section and Figure 10 illustrates the proposed unbonded PCCP overlay for the current Runway 17-35 pavement section. This type of major rehabilitation provides a multitude of benefits, most importantly a thicker, stronger pavement section that can last for many years to come. Unbonded PCCP overlays act as new pavement constructed on top of existing, stable bases. This structure performs similar to that of reconstructed or new pavement so long as the underlying base is stable and usable. The term "unbonded" means

that the PCCP overlay and the underlying pavement, in this case the asphalt on Runway 17-35, are not required to bond together to achieve the desired strength and performance of the pavement.

There are expenses to consider with this operation that are not related to the pavement itself. By creating six additional inches of overall pavement thickness, adequate fill material is required to provide the maximum 1.5-inch edge drop from the edge of the pavement as well as the proper transition slope away from the pavement to maintain the Runway Safety Area (RSA) requirements set forth by the FAA. Since Runway 17-35 has Instrument Approach Procedures (IAPs) and an Instrument Landing System (ILS), it is best to transition the pavement elevation back to existing at each runway end in order to avoid further FAA coordination related to changed runway end elevations. Additionally, pavement transitions to both ends of Taxiway A, Taxiway C, and Taxiway D are required. Considering all of these items, applying an unbonded PCCP overlay to Runway 17-35 is an excellent alternate to reconstruction at a cost-effective, budget friendly price while still providing the same results.

The biggest advantage to an unbonded PCCP overlay is the reduction in airfield closures, compared to reconstruction, associated with Runway 17-35. As mentioned previously, Textron Aviation is the second largest employer in Montgomery County and is an essential business to the City and Airport. During design, Lochner will work closely with the City to facilitate project phasing and proposed airfield closure meetings with Textron and other airfield users. These forums allow operators the opportunity to provide their input, voice their comments or concerns, and understand the intentions and timelines associated with the project. **Lochner believes the most important aspect of any project is communication.** Having these meetings throughout design, and continuing them through construction, allows City officials, Airport users, and Lochner's team to all be on the same page, thus reducing any confusion that could arise from the project.

Complete Reconstruction of Runway 17-35

The other alternative proposed is to completely reconstruct Runway 17-35. While more expensive than the overlay option, this alternative addresses all failed areas and aging pavement on the runway. Airfield pavements are intended to have a life span of at least 20 years. Originally constructed in 1942 for use during World War II, Runway 17-35 has far and beyond exceeded its useful life through the many iterations of pavement rehabilitation. Since being turned over by the United States Military to the City in the late 1940's, the City has been responsible for maintaining the runway through a variety of federally and state funded rehabilitation projects including multiple asphalt overlays, crack seal, seal coat, and remarking applications.

Lochner's team has completed many pavement reconstruction projects across Kansas, Missouri, and Oklahoma, most recently at the Coffey County Airport (UKL) in Burlington, Kansas. Our expertise and complete understanding of the various processes the FAA requires to reconstruct pavement allow us to successfully perform the design and construction inspection of the project. The first step in the process is to justify the acceptable length and width of runway pavement that the FAA will fund. As part of the early planning stage for this project, Lochner's planning team worked with Jason Knipp, the FAA Planner for the State of Kansas at the time, to determine an acceptable runway length and width for the reconstruction of Runway 17-35. In January 2019, the FAA validated Lochner's analysis that, based on traffic counts and other data, Runway 17-35 may be rebuilt to its existing 5,501-foot-long and 100-foot-wide dimensions. With the proper justification in place, the reconstruction of Runway 17-35 is fully eligible for FAA funding. Lochner will manage our subconsultants, Palmerton & Parrish, Cornerstone Regional Surveying, and CC Environmental, throughout design to ensure all dates and field investigations agreed upon are properly met to ensure a smooth design process. To alleviate the stress of managing a DBE program and calculating a DBE goal, Lochner coordinates with DBE Plans & Goals Preparation Services to create and manage

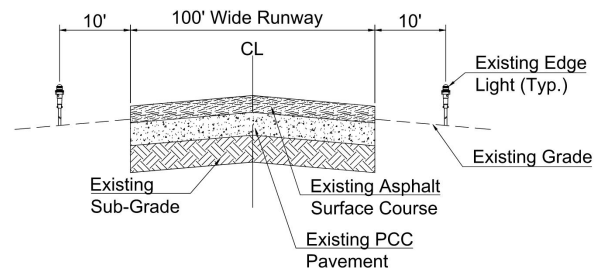


Figure 9: Existing Runway 17-35 Pavement Section

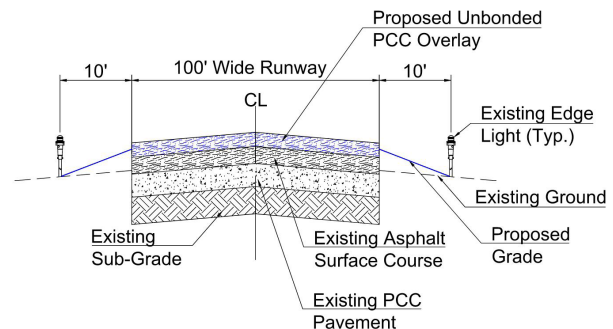


Figure 10: Proposed Runway 17-35 Unbonded Overlay Pavement Section

the DBE program and to calculate the DBE goal for the project. This significantly reduces the unnecessary stress and hassle cast upon the City to manage these items, thus allowing City administration to focus on other City tasks. Lochner serves as an extension of City staff by advising the City throughout the whole process.

Lochner's design consists of an Engineering Design Report (EDR) that details the various nuances of the project. Within this report, a life cycle cost analysis will determine whether asphalt or concrete pavement is the most cost-efficient option over the life of the pavement. While concrete tends to have a higher initial cost, it requires less routine maintenance over its life. Less maintenance over a pavement's lifespan equates to reduced costs associated with repairs and less airfield closures that lead to lost revenue for the City and businesses at the airport. Asphalt requires more pavement maintenance but has a lower initial investment that is required by the City. Lochner will coordinate with the City and the FAA throughout the design to ensure the preferred pavement type for Runway 17-35 is constructed. As mentioned previously, Lochner will hold multiple project phasing discussions and will summarize them within the CSPP report. The construction plans, contract documents, and technical specifications will illustrate and explain the details of the project to the Contractor and Lochner's Resident Project Representative (RPR) to successfully reconstruct Runway 17-35 to serve current airfield users and the expected growth anticipated at IDP.

The HIRL system illuminating Runway 17-35 will be replaced during the reconstruction or unbonded PCCP overlay project. Additionally, the non-federally owned NAVAIDs serving aircraft on Runway 17-35, including the REILs serving the Runway 17 end, the 4-Box PAPI units serving the Runway 35 end, and the primary wind cone will be replaced as part of this project. According to the FAA's AIP Handbook, edge lighting systems have an expected useful life of ten years while NAVAIDs have an expected useful life of 15 years. All of the non-federally owned lighting and NAVAID systems serving Runway 17-35 have exceeded their useful life. Unlike the existing HIRL system, the proposed system will feature LED fixtures. The use of LED lights significantly reduces maintenance and operating costs and requires a smaller regulator to power the system. LED fixtures are mounted on base cans and the lighting circuit is enclosed in conduit – providing a completely enclosed system that eliminates outside impacts to the electrical conductors. In addition, the use of conduit allows for easier diagnosis of electrical system issues and ease of access during maintenance activities. The existing lighting system serving Runway 17-35 utilizes base cans and conduit. These materials will be examined and, if in good condition, reused for the new Runway 17-35 HIRL system to keep the project as cost-effective and timely as possible.

REPLACE AIRFIELD GUIDANCE SIGNS

Airfield guidance signs are essential for the safe and efficient operation of aircraft on airport pavement. The purpose of guidance signs are to provide airport users the ability to easily determine the designation of pavement that the aircraft or ground vehicle is located. IDP has two runways with multiple taxiways providing access to those runways. It is important that the airfield guidance signs are located correctly and in a condition that is easily visible from aircraft. Many of the airfield guidance signs at the airport are well beyond the 10-year useful life set forth by the FAA. The signs have faded to a degree that they are not readily visible to users of the airfield. Additionally, some signs require constant maintenance to replace the incandescent bulbs which illuminate the sign panels.



Figure 11: Existing Taxiway Guidance Sign

There are several types of airfield guidance signs that are located at the airport. These signs include L-858Y direction signs, L-858R mandatory instruction signs, and L-858L taxiway location signs. Several of the signs that are in need of replacement and have met the FAA useful life requirement are the taxiway directional signs located on and around the parallel taxiway and connecting taxiways for Runway 17-35. The proposed signs consist of black inscriptions on a yellow background as shown in Figure 12. These signs provide the directions to other taxiways leading out of an intersection.

In addition to the directional signs, there are several taxiway location signs that are in need of replacement. These signs identify the taxiway on which the aircraft is located. This type of sign consists of yellow inscriptions with a yellow border on a black background.

Lastly, mandatory instruction signs denote intersections between runways and taxiways. These signs act as holding positions for aircraft until the appropriate precautions have been taken. Mandatory instruction signs have white inscriptions with a black outline on a red background. This type of sign includes runway holding position sign which are located at all the runway holding position markings for both runways at the airport. The holding position signs for Runway 17-35 will be replaced during the reconstruction project and thus will not be replaced during this project. However, the holding position signs for Runway 4-22 are beyond their 10-year minimum life span and can be evaluated as potential signs to be replaced as part of this project.



Figure 12: New Taxiway Guidance Sign

ENVIRONMENTAL CONSIDERATIONS

The Runway 17-35 reconstruction project listed within the Notice to Airport Consultants requires documentation and clearance under NEPA. A Documented Categorical Exclusion (CATEX) is anticipated to satisfy NEPA requirements for this project. Lochner’s team of environmental planners have ample experience completing NEPA documentation under the guidance of the FAA Central Region, including past projects at IDP. For the proposed project, coordination with the US Fish and Wildlife Service, Kansas Department of Wildlife, Parks, and Tourism, and Kansas Historical Society State Historic Preservation Office would be conducted as part of the CATEX. Information from these agencies would be utilized to draft any plan notes with special avoidance or construction requests, as required by the FAA. Once the NEPA documentation has been completed, our environmental staff work closely with the design engineers to ensure the project plans carefully account for all environmental considerations, helping avoid confusion and delays later in the project.

DESIGN TEAM AVAILABILITY

Lochner utilizes Deltek Vision software to manage contract schedules, budgets, and resources. This allows project managers to monitor direct labor and direct costs for the project when actual costs are incurred and entered into the system. Staff assignments can then be manipulated as necessary to ensure the project schedule is adhered to and pre-established deadlines are met. Based on our recent conversations with the City and FAA, we understand the design and construction for the rehabilitation of Runway 17-35 parallel taxiway and connecting taxiways will be funded in FFY 2024 after receipt of bids in April 2024. We have the design personnel available to ensure we can commence with design upon a Notice-to-Proceed from the FAA and City.

We anticipate the overall schedule for this project to be as follows:

Milestone	Date
Consultant Selection	August 2023
Scope and Fee Proposal Preparation	August-September 2023
Engineering Design	September 2023-March 2024
Bidding Phase	March 2024
Issuance of FAA Grant	April-June 2024
Construction Phase	August-November 2024
Project Closeout	December 2024-February 2025

Project Development and Management Resources

Realizing that community leaders have limited funds and have had to tighten their airport improvement budgets, our goal for the proposed project is to provide value-driven engineering designs that meet the City's needs. Beginning in the preliminary stage, we will work closely with the City to develop a scope of work that meets each proposed project's objectives. We will also ensure the project approach and timing aligns with the ALP. We have detailed the consulting services required by these projects in three basic elements:

PRELIMINARY PHASE

Project Manager, **Matt Jacobs, PE**, and Construction Project Manager, **Larry Wagner**, recently conducted a site investigation at the airport, allowing us the opportunity to meet with the City Engineer and the Airport Manager. Once the consultant selection process is complete, we recommend holding a pre-design teleconference or meeting with representatives from the City, FAA, and Lochner. The information we have compiled from past conversations will be vital during the pre-design meeting and for the development of a tailored project scope that adequately addresses the requirements for the proposed improvements.



ENGINEERING DESIGN AND BIDDING PHASE

The scope of engineering services proposed for this project includes:

- Engineer's design report
- Construction safety and phasing plan
- Construction plans and contract documents/technical specifications
- Construction quantities tabulation
- Engineer's opinion of probable construction cost
- Bidding assistance
- Grant application preparation

We perform all engineering design phase services in accordance with applicable published design criteria of the FAA and best engineering practices. Throughout the design process, we determine if the project budget allows for the construction of various components as part of the base bid, or if a combination of add alternates would be a more feasible approach to preparing the construction plans and contract documents.

While the bidding phase concludes the basic consulting services required by the project, it cannot be taken for granted. Lochner utilizes standard avenues such as plan houses and news media to advertise the bidding phase. In addition to these typical avenues, we take the extra step by emailing an extensive list of contractors we have compiled through our long history of airport projects completed in Kansas. In addition, we ensure the most competitive bids are received by personally calling local contractors as well as those that specialize in the scope of the projects out to bid.

A key component to the competitive bidding phase is a set of clear and concise contract documents that provides prospective bidders with the information necessary to develop their bids without overwhelming them with superfluous information.

CONSTRUCTION PHASE AND PROJECT CLOSEOUT

The scope of construction services proposed for this project includes:

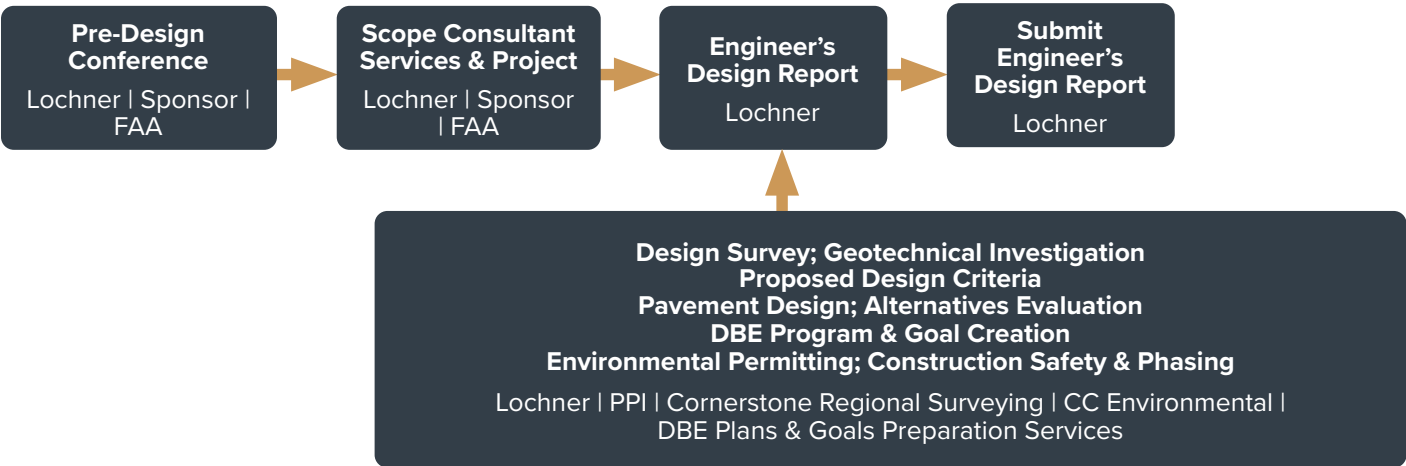
- Construction management and observation
- Materials testing
- Project closeout

We believe that open, honest, and collaborative communication among all project team members is essential to a project's success. Lochner will facilitate regular meetings with the City and the contractor to discuss project

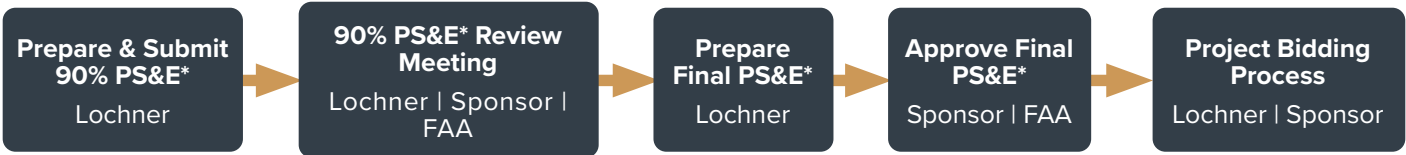
status and issues. To further the communication throughout the project, Lochner utilizes a software application for the iPhone/iPad that allows our construction inspectors to document activity, keep records, and communicate with office staff and clients in a real-time setting. The application is available for download by any team member to view records, project photos that include a GPS stamp for location identification, and plan sheet updates. All data on the cloud-based application is protected from accidental deletion or loss of files and backed up routinely. To supplement the inspector, our project management team routinely visits sites to ensure the project is progressing smoothly, in accordance with contract requirements, and determine if additional inspection staff is needed during major phases. In order to keep the contractor working efficiently down the project’s critical path, Lochner completes many of materials testing in-house. This process provides real-time results and acceptance to the contractor’s work, which allows them to move ahead with subsequent steps without waiting for a third-party testing agency to be scheduled. Lastly, our team sees the project through to the project closeout phase by completing such elements as Final Construction Reports, As-Built Record Drawings, updates to the Airport Layout Plan, and final payments and release of retainage to the contractors. The Lochner Team provides experts in their respective fields from cradle to grave on each and every project. Our processes provide our clients with “Peace of Mind” that their project is moving forward efficiently and in accordance with FAA guidelines.

The following flow chart provides the typical steps for design, bidding, and construction projects funded by the FAA that adhere to established FAA regulations, policies, and procedures:

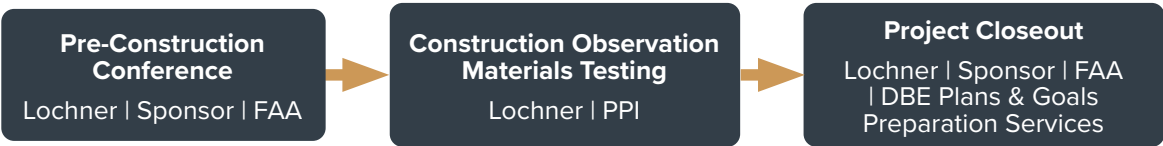
PHASE I: DESIGN REPORT



PHASE II: PS&E AND BIDDING



PHASE III: CONSTRUCTION



*PS&E = Plans, Specifications, and Estimate

CAPABILITY TO FURNISH QUALIFIED INSPECTORS FOR CONSTRUCTION

Design team support throughout the construction phase ensures the project's design is constructed as specified. Lochner's aviation team – planning, design, and construction – work together from project concept through closeout, resulting in a design and construction phasing plan that is clearly understood with client and airport stakeholders' concerns addressed early on, putting their minds at ease.



Chris Flageolle serves as the Construction Services Manager and leads the construction effort with support from the design team members to approve shop drawings and address any potential unknowns. Chris has over 20 years of general civil engineering experience and 19 years of comprehensive aviation design and construction experience. This experience was gained through projects involving the construction, rehabilitation, and maintenance of runways, taxiways, aprons, access roads, airfield lighting installation, guidance signs, visual and instrument NAVAIDs, security/perimeter fencing, and electrical vault facilities. Additionally, he has experience with the construction and renovation of airport terminal buildings and aircraft storage hangars. Chris has served as Construction Services Manager for multiple airport improvement projects at IDP.



Lochner maintains a number of qualified personnel to perform construction inspection services for our airport projects. For your projects, **Michelle Munro** serves as Senior Construction Inspector. Michelle, has over 27 years of experience in the construction industry, the last 23 of which have been dedicated solely to airfield improvements. She has performed construction inspection and materials testing acceptance for numerous airport improvement projects involving soil stabilization, pavement recycling, paving, and airfield lighting. She offers recent experience working on projects with complex phasing plans. Michelle was the dedicated Construction Inspector for the recent pavement rehabilitation project at IDP and works diligently with the client and contractors to ensure the construction delivery of a high-quality aviation project.



To assist Michelle with your complex projects, we propose Construction Inspector **Dave Cranston**. His three decades of construction experience provide him with in-depth knowledge of the construction processes used in the transportation industry. Dave recently served as the Chief Construction Inspector for the airfield pavement rehabilitation and electrical improvements project at the Wichita Dwight D. Eisenhower National Airport. He leverages his knowledge of construction operations and local contractor practices to ensure appropriate construction schedules are being prepared and followed.

ABILITY TO MEET SCHEDULES AND BUDGETS

We realize that construction delays often relate to contractor/engineering relationships, and to airport construction management and observation experience. Prevention of cost overruns is also a function of experience. Cost overruns can best be avoided by a definitive set of plans and specifications, an informative pre-construction conference to ensure conveyance of project details to prospective contractors, rigid testing procedures, and some flexibility built into the project during the design phase. Our firm has enjoyed a track record of successful projects that enable us the ability to foresee potential problems during the planning, design, and construction phases. Successfully completing projects within budget has been a major factor in our success in providing aviation services. On numerous occasions, our engineering projects have had funds remaining. The following table depicts our ability to estimate a project's cost and control overruns.

Past Project Cost History on Similar Projects					
Airport	Project Description	Engineer's Estimate	Low Bidder's Price	Final Cost	Final Cost as % of Bid Price
Rooks County, KS	Construct Runway 18-36 and Apron	\$5,621,113	\$3,964,004	\$3,930,009	99.1%
Chillicothe, MO	Reconstruct Runway 14-32	\$4,295,000	\$3,343,746	\$3,332,267	99.7%
Coffey County, KS	Reconstruct Runway 18-36	\$5,200,000	\$3,642,168	\$3,674,240	100.9%
Boonville, MO	Reconstruct Runway 18-36	\$3,890,847	\$3,748,800	\$3,692,310	98.5%
Liberal, KS	Reconstruct Runway 4-22	\$4,102,048	\$3,880,450	\$3,906,960	100.7%
Hutchinson, KS	Reconstruct Runway 17-35	\$5,247,546	\$4,450,739	\$4,443,215	99.8%
Kingman, KS	Rehabilitate Runway Pavement	\$505,000	\$459,663	\$426,775	92.8%
Pittsburg, KS	Replace MIRL/MITL Systems & Guidance Signs	\$394,492	\$356,848	\$356,638	99.9%
Wellington, KS	Rehabilitate Runway and Taxiway Pavement	\$800,000	\$532,230	2023/2024	2023/2024

QA/QC PROCESS

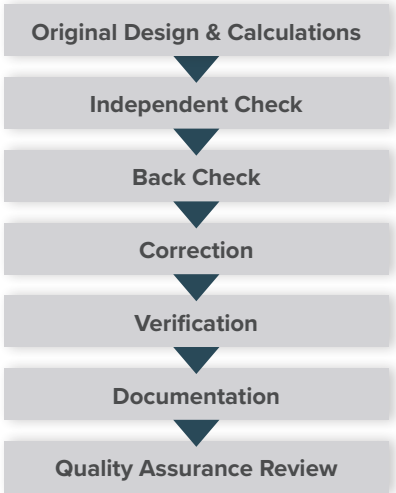
Lochner has an extensive quality assurance/quality control (QA/QC) process in place to ensure all documents are thoroughly reviewed prior to submittal to the City and FAA. Throughout the initial design and before the preliminary submittal, our Project Designers perform a self-check of the project by completing a QA/QC checklist that details necessary standards for airport projects. This checklist covers all aspects a project might entail, including the safety and phasing plan, typical sections and quantities, plans and profiles, grading plan, pavement joint plan, marking and signage plan, and lighting plan. In addition, the checklist includes miscellaneous items such as demolition, addressing 5010 safety inspection reports, and verifying 7460 airspace analysis forms have been completed.



A QC review is then performed by our QC Manager, **Chris Whitfield, PE**. The documents are checked for completeness and accuracy, and the same checklist is completed by the QC Manager to confirm that everything has been addressed.

Our Design Engineer will make any necessary corrections, and the documents are then back checked by Matt Jacobs, our Project Manager, to verify all necessary revisions have been completed. Our QC Manager is assigned to all projects to confirm that all QC procedures are being followed thoroughly and consistently. After review comments are received from the City

and the FAA, they are incorporated into the final documents. Electronic copies of all reviews, both internal and external, are kept in Lochner’s network for future reference.



ONGOING CONSULTANT SERVICES

The Lochner Team understands the importance of being available for meetings with the City, and public to help explain and/or educate those interested parties on projects at the airport. For many of our clients, we have guided them through the process, completed the project in its entirety, and provided education and guidance to their boards and/or commissions. This includes everything from preliminary cost estimates, sponsor certifications, contractors’ progress estimates, and requests for reimbursements, to final close-out documentation and presentations to the boards and commissions. Lochner also offers a full spectrum of environmental services to satisfy local, state, and federal requirements.

Lochner is very involved with your projects; **we serve as an extension of the City's staff and members of the project team.** From the preliminary stage onward, we work closely with the City to develop a scope of work that meets the needs of the airport and is in line with available funding.

In addition to assistance with capital improvement projects, your consultant should be aware of miscellaneous services the City may require during the contract period. Lochner routinely assists our clients with various tasks required by FAA grant assurances; federal, state, and local audits; and general public involvement. Some of these tasks include the following:

- Annual FAA ACIP Data Sheet Updates
- Sponsor Audit Support Services
- DBE Program Compliance
- KDOT Aviation Kansas Airport Improvement Program (KAIP) Applications
- As-Built Pavement Management
- FAA Form 7460 Submittals for Airspace
- Program Updates Analysis
- Grant Reimbursement Request and Annual Financial Reporting
- Section 163 Preparation/Submittal
- BIL Airport Terminal Program (ATP) Applications

Updating the City's DBE Program will be included with the scope of services for the project. With the assistance of our subconsultant, **DBE Plans & Goals Preparation Services**, this will involve preparing a DBE Program and goal update per guidelines acceptable by the Civil Rights Division of the FAA along with providing assistance to the City to aid in understanding your responsibilities in the administration of the Program.

AFFIRMATIVE ACTION

Lochner has established and implemented an Affirmative Action Plan. Executive Order 11246, Affirmative Action Plan (AAP), adopted by Lochner's Board of Directors and titled H.W. Lochner, Inc. Affirmative Action Plan, establishes an AAP for minorities and women (Part I) and covered veterans and persons with disabilities (Part II). Lochner's Affirmative Action/Equal Employment Opportunity contact is Ms. Shelly Flores, Human Resources, 225 West Washington Street, 12th Floor, Chicago, IL, 60606.



APPENDIX

KEY PERSONNEL QUALIFICATIONS



Matt Jacobs, PE

Project Manager | Lochner

Matt is a Vice President and Senior Project Manager with Lochner's aviation group. With over 26 years of experience in airport engineering, Matt has worked on over 130 design, engineering, and construction management projects at airports in six states, ranging from General Aviation airfields to larger regional airports with commercial service flights. To his project management roles, he brings a wealth of experience gained through his many years as a lead airport engineer and designer; he still maintains active technical involvement in all his projects. His expertise includes the design of airport pavement facilities (runways, taxiways/taxilanes, aprons), T-Hangars, lighting, navigational aids, drainage, and fencing. He has also had considerable involvement in land acquisition on behalf of airport clients.

RELEVANT EXPERIENCE

YEARS OF EXPERIENCE
26

EDUCATION
BS, Civil Engineering,
Kansas State University

REGISTRATIONS
Professional Engineer
KS, MO, NE, TX

AFFILIATIONS
National Society of Professional
Engineers

Independence Municipal Airport T-Hangar Taxilane Reconstruction; Independence, KS. *Project Manager.* Project jointly funded by the FAA and KDOT, which included the development of plans, specifications, and estimates for the complete reconstruction of the taxilanes and the approaches for the south T-Hangars. As part of the design, a LCCA was conducted to determine whether asphalt or concrete pavement would provide greater cost-effectiveness in this location with the concrete pavement being the selected option.

Hutchinson Regional Airport Runway 17-35 Reconstruction and Runway 4-22 Shortening; Hutchinson, KS. *Senior Project Manager.* Design, bidding, and construction administration and observation services for the reconstruction of Runway 17-35 and edge lighting and guidance sign replacement and shortening of Runway 4-22 to mitigate the noted hot spot. Included installation of underdrains and coordination with ATO personnel associated with the replacement of the FAA-owned NAVAIDs serving both Runways 17-35 and 4-22 with new, four-box PAPI systems. The project included aerial photography and airspace analysis and evaluation as required to establish new instrument approach procedures for Runway 17-35 and to amend the procedures for Runway 4-22.

Kingman Airport-Clyde Cessna Field Airfield Pavement Rehabilitation and Remarkings; Kingman, KS. *Senior Project Manager.* Concrete pavement panel replacement and joint repair of Runway 18-36 and turnarounds, and remarking of the runway and Runway 11-29 numerals. Project included resealing of all concrete joints on Runway 18-36. A complex phasing plan provided for minimal closure of the airport.

Coffey County Airport Runway 18-36 Reconstruction; Coffey County, KS. *Senior Project Manager.* Design, CSPP, bidding, and construction administration and observation services for the FAA-funded reconstruction of the 5,500-foot by 75-foot Runway 18-36 and replacement of the MIRL system. Additionally, lighted runway holding position signs were installed as well as the replacement of the Constant Current Regulator (CCR) for the runway and taxiway lighting circuits. The scope of services included preparing an EDR, CSPP report, construction plans, technical specifications, contract documents, tabulation of construction quantities, engineer's opinion of probable construction costs, and project budget. Reconstruction of Runway 18-36 was designed for category B-II and featured a cost-benefit analysis between asphalt and concrete pavement. Concrete pavement was chosen due to the pavement continuity already featured at the Coffey County Airport, as well as the cost savings related to maintaining the pavement through its 20-year projected useful life.

Wichita Dwight D. Eisenhower National Airport Airfield Pavement Rehabilitation and Electrical Improvements; Wichita, KS. *Senior Project Manager.* Recommendations made as part of an engineer's report for airfield pavement and electrical system rehabilitation options resulted in Lochner preparing the plans and specifications and providing construction services for the reconstruction of the 50-foot-wide center keel section for Runway 1L-19R and replacement of damaged panels and resealing of the existing joints for the outer 50 feet of the runway. In addition, the runway shoulders and blast pads were rehabilitated and the entire electrical and guidance sign systems replaced. For Runway 1R-19L, the project included replacing damaged panels, resealing the existing concrete joints, rehabilitating the runway shoulders and blast pads, and replacing the existing lighting and guidance sign systems.

Atkinson Municipal Airport Runway 16-34 Edge Lighting; Pittsburg, KS. *Project Manager.* Design, bidding, and construction administration services for replacement of Runway 16-34, connecting taxiway, and hangar taxilane edge lights; addition of holding position and distance remaining signs on Runway 16-34; replacement of REIL units on Runways 16-34 and 4-22; addition of supplemental wind cones at Runways 16, 4, and 22; and replacement of regulators and controls in the electrical vault required by electrical upgrades. Energy-efficient LED lights were specified for the new edge lighting and guidance signs.



Chris Flageolle, PE
Construction Services Manager | Lochner

As Construction Services Manager for Lochner’s aviation group, Chris’s responsibilities include the supervision of construction observation and materials testing personnel; field engineering; and contract administration, including change orders, payment processing, grant requirements, and project documentation. His project experience encompasses the new construction, reconstruction, and rehabilitation of runways, taxiways, aprons, and access roads; installation of lighting, guidance signs, fencing, and NAVAIDs; and the construction and renovation of terminal buildings, aircraft hangars, and electrical vault facilities. In addition, Chris has served as the Project Manager for a multi-airport project, delivered in a non-traditional approach by packaging similar work scopes at multiple airports into one bid package, resulting in time and money saved for the client.

YEARS OF EXPERIENCE
22

EDUCATION
BS, Civil Engineering,
University of Missouri-Rolla

REGISTRATIONS
Professional Engineer
KS, MO, TX, OK

CERTIFICATIONS
Radiation Safety Officer
HazMat Certification
Nuclear Gauge Safety
Certification

RELEVANT EXPERIENCE

Hutchinson Regional Airport Runway 17-35 Reconstruction and Runway 4-22 Shortening; Hutchinson, KS. Construction Manager. Design, bidding, and construction administration and observation services for the reconstruction of Runway 17-35 and edge lighting and guidance sign replacement and shortening of Runway 4-22 to mitigate the noted hot spot. Included installation of underdrains and coordination with ATO personnel associated with the replacement of the FAA-owned NAVAIDs serving both Runways 17-35 and 4-22 with new, four-box PAPI systems. The project included aerial photography and airspace analysis and evaluation as required to establish new instrument approach procedures for Runway 17-35 and to amend the procedures for Runway 4-22.

Liberal Mid-America Regional Airport Runway 17-35 Parallel Taxiway A Reconstruction; Liberal, KS. Project Manager. Design, bidding, and construction administration and observation services for the reconstruction of the Runway 17-35 parallel Taxiway A and connecting Taxiway C. The design also included realigning Taxiway A to ensure that it connected to both runway thresholds at 90-degree angles. The design specified that the existing concrete pavement was to be recycled and used as the proposed subbase course for the new concrete pavement section. In addition, the design encompassed energy-efficient LED taxiway lights and guidance signs for both taxiways, as well as underdrain and storm sewer replacement and improvements.

Wichita Dwight D. Eisenhower National Airport Airfield Pavement Rehabilitation and Electrical Improvements; Wichita, KS. Construction Services Manager. Recommendations made as part of an Engineer’s report for airfield pavement and electrical system rehabilitation options resulted in Lochner preparing the plans and specifications and providing construction services for the reconstruction of the 50-foot-wide center keel section for Runway 1L-19R and replacement of damaged panels and resealing of the existing joints for the outer 50 feet of the runway. In addition, the runway shoulders and blast pads were rehabilitated and the entire electrical and guidance sign systems replaced. For Runway 1R-19L, the project included replacing damaged panels, resealing the existing concrete joints, rehabilitating the runway shoulders and blast pads, and replacing the existing lighting and guidance sign systems. Removal of the Taxiways B1 and D3 hot spots were also included in the scope along with replacing the airfield primary power and switch gear and upgrading the ALCMS software in the control tower in order to account for changing the runway designation numbers for all three runways as a result of magnetic north’s continual variance. FAA grant eligible and ineligible items were identified within the construction plans and a complex construction phasing plan was implemented in order to minimize disruptions to airport operations.

Neosho Hugh Robinson Airport; Neosho, MO. Project Manager. Recent projects include the construction of T-Hangar taxilanes to accommodate four ten-unit T-Hangars, the rehabilitation of Runway 1-19 and taxiways, replacement of MIREL edge lighting, PAPI, REIL, and wind cone systems, as well as construction of a new terminal building.

Russell Municipal Airport Edge Lighting Replacement; Russell, KS. Construction Manager. Prepared PS&E for a base bid including replacement of Runway 17-35 edge and threshold lights and connecting taxiway edge lights with energy-efficient LED lighting, along with replacement of REILs for each runway end with new LED REILs. Prepared PS&E for add alternate: replacement of runway holding position signs with new LED signs. Design included installing edge lighting fixtures on L-867 cans and electrical conductors in PVC conduit. This provided electrical cable protection and easy system maintenance. Counterpoise wire was installed to provide lightning strike electricity protection for underground cables.



Brian Eggold, PE

Design Engineer | Lochner

Brian is a Civil Engineer with Lochner's aviation group. He has over 40 years of experience working on transportation projects across the midwest, with the past 18 years dedicated solely to aviation. Brian specializes in aviation pavement design and has substantial roadway engineering and water/wastewater experience as well. His experience includes the preparation of construction plans, design reports, specifications, and cost estimates for projects involving the new construction and reconstruction of runways, taxiways, aprons, and hangars; lighting and pavement markings for runways and taxiways; lighted guidance signs; navigational aids; pavement design; storm drainage; and automated weather observation systems. In regards to pavement evaluation and rehabilitation projects, Brian is responsible for overseeing the analysis and design of all projects. He has attended several pavement workshops sponsored by the FAA, Asphalt Institute, Airports Consultants Council, and the American Concrete Pavement Association. He is very familiar with the FAA's Pavement Design Program, FAARFIELD, which produces a concrete or asphalt pavement section based on the airport's aircraft fleet mix, existing soil conditions, proposed base materials, and any required subgrade modifications.

YEARS OF EXPERIENCE
40

EDUCATION
BS, Civil Engineering,
University of Kansas

REGISTRATIONS
Professional Engineer
KS

AFFILIATIONS
American Society of Civil
Engineers

RELEVANT EXPERIENCE

Hutchinson Regional Airport Runway 17-35 Reconstruction and Runway 4-22 Shortening; Hutchinson, KS. *Airport Engineer.* Design, bidding, and construction administration and observation services for the reconstruction of Runway 17-35 and edge lighting and guidance sign replacement and shortening of Runway 4-22 to mitigate the noted "hot spot". Included installation of underdrains and coordination with ATO personnel associated with the replacement of the FAA-owned NAVAIDS serving both Runways 17-35 and 4-22 with new, four-box PAPI systems. The project included aerial photography and airspace analysis and evaluation as required to establish new instrument approach procedures for Runway 17-35 and to amend the procedures for Runway 4-22.

Liberal Mid-America Regional Airport Runway 17-35 Parallel Taxiway Reconstruction; Liberal, KS. *Design Engineer.* Reconstruction of the Runway 17-35 parallel Taxiway A and connecting Taxiway C. The design also included realigning Taxiway A to ensure that it met both runway thresholds at 90 degree angles. The design specified that the existing concrete pavement be recycled to form the proposed subbase for the new concrete pavement. In addition, the design encompassed energy-efficient LED taxiway lights, and guidance signs for both taxiways, as well as underdrain and storm sewer improvements.

Wellington Municipal Airport Runway 17 Extension and County Road Realignment; Wellington, KS. *Airport Engineer.* Design, bidding, and construction administration and observation services for this FAA and KDOT joint-funded project which included the 1,000-foot extension of Runway 17-35, construction of a new runway turnaround, realignment of the existing county road, and abandonment of lagoon cells. Included replacement of runway edge drain system and installation of new sanitary sewer lift station and force main system. The project also included aerial photography and airspace analysis and evaluation as required to amend the instrument approach procedures for Runway 17-35 and to change the designation to Runway 18-36. Additional services included preparation of a Letter of Map Amendment (LOMA) to reflect changes to the existing floodplain resulting from this project.

Coffeyville Municipal Airport Runway 17-35 and Parallel Taxiway Edge Lighting; Coffeyville, KS. *Airport Engineer.* Design, bidding, and construction administration and observation services to replace the MIRL and MITL systems with an energy-efficient LED system. The existing conduit and light bases were reused for the new MITL system. The project included new runway holding position signs and Runway 17 REIL. Construction phasing was critical to minimize the amount of time the crosswind Runway 4-22 was closed.

Jesse Viertel Memorial Airport Parallel Taxiway Extension; Boonville, MO. *Airport Engineer.* The existing taxiway was extended 1,500 feet to provide the airport a full-length parallel taxiway. Existing 30-foot ravines provided unique challenges that were overcome by detailed phasing of the storm sewer improvements and earthwork fill operations. Specific erosion control plans and specialty seed mixes were specified for the steep slopes.



Ian Wright, EIT

Designer | Lochner

Ian has experience throughout the civil engineering field, including a variety of aviation projects. For Lochner's Aviation Team, he provides designs for airfield improvement projects, preparation of CSPPs, and 7460 FAA Form completion, review and submittal. He has worked on numerous airport reconstruction and rehabilitation projects where he is responsible for site investigations, report preparation, and construction plans and specifications. Ian also has experience with site design for commercial facilities.

RELEVANT EXPERIENCE

Independence Municipal Airport Rehabilitate Taxiway D and Apron and Remove Taxiway B; Independence, KS. Design Engineer. A design report, plans, contract documents, and technical specifications were prepared to rehabilitate Taxiway D and the Terminal Apron and to remove Taxiway B. This project's CSPP report featured six complex construction phases requiring temporary centerline markings and temporary surface-mounted retroreflective markers to maintain access to Runway 4-22 while Runway 17-35 was closed. To eliminate unnecessary infrastructure and excess pavement upkeep, Taxiway B was removed as part of this project. Rehabilitation on Taxiway D and the Terminal Apron included joint spall repair, replacing failed concrete panels, re-sealing existing pavement joints and filling concrete pop-out voids. Unique to Taxiway D, the existing 20-foot by 10-foot-wide panels were saw cut into a 10-foot by 10-foot-wide pattern and the asphalt tapers on either end of the taxiway received a crack seal application. The FAA's directive to eliminate direct access from terminal areas to runways required a reconfiguration of the Terminal Apron with this project. As part of the reconfiguration, a no-taxi island marking, consisting of green, non-reflectorized pavement markings, was painted to simulate the look of a grassy area, thus requiring a maneuver by pilots prior to accessing the movement area.

Hutchinson Regional Airport Runway 17-35 Reconstruction and Runway 4-22 Shortening; Hutchinson, KS. Design Engineer. Design, bidding, and construction administration and observation services for the reconstruction of Runway 17-35 and edge lighting and guidance sign replacement and shortening of Runway 4-22 to mitigate the noted hot spot. Included installation of underdrains and coordination with ATO personnel associated with the replacement of the FAA-owned NAVAIDs serving both Runways 17-35 and 4-22 with new, four-box PAPI systems. The project included aerial photography and airspace analysis and evaluation as required to establish new instrument approach procedures for Runway 17-35 and to amend the procedures for Runway 4-22.

Kingman Airport-Clyde Cessna Field Airfield Pavement Rehabilitation and Remarkings; Kingman, KS. Design Engineer. Concrete pavement panel replacement and joint repair of Runway 18-36 and turnarounds and remarkings of the runway and Runway 11-29 numerals. Project included resealing of all concrete joints on Runway 18-36. A complex phasing plan was prepared which provided for minimal closure of the airport.

Wichita Dwight D. Eisenhower National Airport Airfield Pavement Rehabilitation and Electrical Improvements; Wichita, KS. Design Engineer. Recommendations made as part of an Engineer's report for airfield pavement and electrical system rehabilitation options resulted in Lochner preparing the plans and specifications and providing construction services for the reconstruction of the 50-foot-wide center keel section for Runway 1L-19R and replacement of damaged panels and resealing of the existing joints for the outer 50 feet of the runway. In addition, the runway shoulders and blast pads were rehabilitated and the entire electrical and guidance sign systems replaced. For Runway 1R-19L, the project included replacing damaged panels, resealing the existing concrete joints, rehabilitating the runway shoulders and blast pads, and replacing the existing lighting and guidance sign systems. Removal of the Taxiways B1 and D3 hot spots was also included in the scope along with replacing the airfield primary power and switch gear and upgrading the ALCMS software in the control tower in order to account for changing the runway designation numbers for all three runways as a result of magnetic north's continual variance. FAA grant eligible and ineligible items were identified within the construction plans and a complex construction phasing plan was implemented in order to minimize disruptions to airport operations.

Emporia Municipal Airport Runway 1-19 Edge Lighting Replacement; Emporia, KS. Design Engineer. Design, CSPP, bidding, and construction administration and observation services for the FAA-funded replacement of the Runway 1-19 edge lighting system, guidance signs, and PAPI systems. The project also included the replacement of the wind cone and electrical vault equipment. LED MIRLs, signs, and PAPI systems were specified; and base-mounted fixtures and electrical conduit were installed. A complex construction phasing plan was implemented which allowed for Runway 1-19 to be available for daytime use multiple days throughout the week during construction.

YEARS OF EXPERIENCE

9

EDUCATION

BS, Civil Engineering,
Kansas State University

REGISTRATIONS

Engineer-in-Training
KS

CERTIFICATIONS

HazMat Certification
Nuclear Gauge Safety
Certification
FAA Certified sUAS Pilot



Kenny Rich, EIT
Designer | Lochner

Kenny joined the Lochner Aviation Team in 2015 with 10 years of civil engineering experience within the transportation industry. Kenny has been involved in design for the new construction, reconstruction, and rehabilitation of residential and collector roadways, with design responsibilities including horizontal and vertical alignment, cross sections, concrete and asphalt pavements, signing, pavement marking, and traffic control. He is also experienced in the design of storm sewer, sanitary sewer, and water distribution systems, as well as civil site design for medical, educational, commercial, and sports facilities. He has acted as liaison between clients, subconsultants, and utility providers and has provided construction inspection services on a number of roadway improvement and site development projects. As a part of Lochner's Aviation Team, Kenny has been involved in the design of various airport pavement reconstruction and rehabilitation projects along with multiple drainage improvement projects and an airport industrial center roadway reconstruction project at the Salina Regional Airport that replaced a significant amount of storm sewer pipe and structures.

YEARS OF EXPERIENCE
18

EDUCATION
BS, Civil Engineering,
Kansas State University

REGISTRATIONS
Engineer-in-Training
KS

RELEVANT EXPERIENCE

Independence Municipal Airport Taxiways Reconstruction; Independence, KS. *Design Engineer.* Design, bidding, construction administration and observation services for a project jointly funded by the FAA and the KDOT Division of Aviation, which included the complete reconstruction of the south T-Hangar taxiways and approaches into the hangars, as well as the full-depth concrete reconstruction of the intersection between a connecting taxiway and the apron and parallel taxiway. As part of the design, a LCCA was conducted to determine whether asphalt or concrete pavement would provide greater cost-effectiveness, with the concrete pavement being the selected option. The project was divided into two phases in order to reduce the time that the tenants were unable to access their hangars.

Hutchinson Regional Airport Runway 4-22 Pavement Maintenance; Hutchinson, KS. *Design Engineer.* Design and bidding phase services for this KDOT Aviation-funded project, which included pavement maintenance improvements to Runway 4-22. Designs provided for the sealcoat and remarking of the asphalt pavement. Included with the project as an add alternate was the crack repair and sealcoat of the runway shoulders that had an asphalt overlay. The project was designed in conjunction with the reduction of the 6,000-foot Runway 4-22 to 4,405 feet as needed to remove the existing "hot spot" between Runways 17-35 and 4-22. A detailed construction phasing plan was prepared, which allowed for Runway 17-35 and Taxiway B to remain open throughout the duration of construction.

Salina Regional Airport Industrial Center Beechcraft Road Reconstruction; Salina, KS. *Design Engineer.* Design, bidding, and construction administration and observation services for the reconstruction of Beechcraft Road located in the Airport Industrial Center from west of Scanlan Avenue to the AvFlight FBO parking lot. The project included replacement of the existing storm sewer system and construction of curb and gutter and installation of new drainage inlets. The project bid proposal was set up to include add alternates for both asphalt and concrete pavement sections with the concrete alternate being awarded. Additional services included the installation of streetscaping along Beechcraft Road from Centennial Road to the FBO parking lot. Communication and coordination with multiple utility companies and Industrial Center tenants was critical for this project, and a detailed detour plan was established for both phases of construction in order to minimize the impact to the tenants.

Jesse Viertel Memorial Airport Runway 18-36 Reconstruction and Obstructions Mitigation; Boonville, MO. *Design Engineer.* Design, bidding, and construction administration and observation services associated with the reconstruction of Runway 18-36 and replacement of the edge lighting system. The scope of services included producing an EDR, construction plans, contract documents/technical specifications, tabulation of construction quantities, engineer's opinion of probable construction costs, and project budget. Scope of services also included analyzing the Runway 36 approach surface to identify existing obstructions caused by trees located off the airport property. Coordination with the landowner was necessary in order to mitigate the obstructions.



Ryan Munk, EIT

Designer | Lochner

Ryan has experience throughout the civil engineering field, including a variety of aviation projects. For Lochner's Aviation Team, he provides designs for airfield improvement projects, preparation of CSPPs, and 7460 FAA Form completion, review and submittal. He has worked on numerous airport rehabilitation and electrical improvement projects where he is responsible for site investigations, report preparation, and construction plans and specifications.

RELEVANT EXPERIENCE

Lawrence Smith Memorial Airport 17-35 Reconstruction; Harrisonville, MO. *Design Engineer.* Design, bidding, and construction administration and observation services for the reconstruction of Runway 17-35 along with the replacement of the existing edge lighting, wind cone, and PAPI systems. An environmental analysis and floodplain analysis of the airport and surrounding area was completed prior to design. The rigid pavement section consisted of the minimum values of six inches of concrete pavement on six inches of an aggregate base material and 12 inches of treated subgrade. The design included the removal of on airport tree obstructions, installation of an underdrain system along with new LED MIRLs and runway lighted guidance signs.

Hutchinson Regional Airport Runway 13-31 Seal Coat and Remarking; Hutchinson, KS. *Construction Observer.* Design, CSPP, bidding, and construction administration and observation services for the FAA-funded pavement maintenance, seal coat, and remarking of the primary Runway 13-31 (7,003' x 100'). Runway 13-31 displayed longitudinal and transverse cracking along with visible oxidation apparent on the pavement surface. Pavement maintenance and seal coat improvements included the asphalt tapers that extend to the runway shoulders. In addition, some sections of the asphalt overlay from 2009 were beginning to break up along the centerline of the runway. This failure created a FOD issue for aircraft, and performing only crack repair and seal coat treatment over this section would not prevent the pavement from further deterioration. To mitigate the crumbling segments, Lochner's designs included milling the affected area the full depth of the overlay surface course (approximately two inches) for a minimum width of two feet, inlaying and compacting new asphalt material, and then applying a seal coat over this area along with the rest of the runway pavement. Lochner's phasing plans provided for this project to be completed in four phases which allowed the airport to remain operational with at least one of the three runways open at all times during construction.

Smith Center Municipal Airport Airfield Concrete Pavement Rehabilitation; Smith Center, KS. *Design Engineer.* This project, joint-funded by both the FAA and KDOT airport improvement programs, consisted of preparing the EDR, pavement design, plans, contract documents, and technical specifications for concrete pavement rehabilitation. Runway 14-32, originally constructed in 2010, needed preventative maintenance to further extend the life of the pavement. Pavement repair methods consisted of full and partial panel replacement, joint spalling repair, concrete joint re-sealing, and remarking of the entire runway. The design expenses and fees were 95% funded by the KDOT grant. The FAA grant funded 90% of the repair items associated with joint re-sealing, spall repair, and pavement marking bid items, while the KDOT construction grant funded 90% of the repair items associated with full and partial panel replacement.

Tribune Municipal Airport Airfield Pavement Rehabilitation and Remarking; Tribune, KS. *Design Engineer.* Concrete pavement joint repair and resealing of the north portion of the the parallel taxiway and apron, as well as remarking of Runway 17-35. The project included resealing of all concrete joints on the taxiway and apron. A complex phasing plan was prepared which provided for minimal closure of the airport.

Emporia Municipal Airport Runway 1-19 Edge Lighting Replacement; Emporia, KS. *Design Engineer.* Design, CSPP, bidding, and construction administration and observation services for the FAA-funded replacement of the Runway 1-19 edge lighting system, guidance signs, and PAPI systems. The project also included the replacement of the wind cone and electrical vault equipment. LED MIRLs, signs, and PAPI systems were specified; and base-mounted fixtures and electrical conduit were installed. A complex construction phasing plan was implemented which allowed for Runway 1-19 to be available for daytime use multiple days throughout the week during construction.

YEARS OF EXPERIENCE

3

EDUCATION

BS, Civil Engineering,
Kansas State University

REGISTRATIONS

Engineer-in-Training
KS



Joseph Calderon Torres, PE

Electrical Engineer | Lochner

Joseph is an electrical engineer with experience in electrical engineering design and transportation infrastructure. He is responsible for performing various electrical design assignments, cost estimations, field inspections, and plans preparation. He assists with plans preparation for the Florida Department of Transportation (FDOT), airports, and municipalities. He is proficient in AutoCAD, Microstation SS10, Open Bridge Modler, Open Roads Designer, SKM Power Tools, ETAP, AGI32, Visual, Mathcad 15, and Flukeview Energy Analyze.

RELEVANT EXPERIENCE

Liberal Mid-America Regional Airport Runway 17-35 Parallel Taxiway Reconstruction; Liberal, KS. *Electrical Engineer.* Reconstruction of the Runway 17-35 parallel Taxiway A and connecting Taxiway C. The design also included realigning Taxiway A to ensure that it met both runway thresholds at 90 degree angles. The design specified that the existing concrete pavement be recycled to form the proposed subbase for the new concrete pavement. In addition, the design encompassed energy-efficient LED taxiway lights, and guidance signs for both taxiways, as well as underdrain and storm sewer improvements.

Waco Regional Airport Master On-Call Services; Waco, TX. *Electrical Engineer.* Engineering, planning, design, construction administration, and environmental services as well as coordination of FAA funding for all task-based improvements to maintain the airport's existing facilities and implement future upgrades, including development of a capital improvement program, design and preparation of plans and specifications for pavement improvement projects, electrical engineering services for the installation of a standby generator, preparation of a wetland delineation report, and development of DBE goals for anticipated airport projects.

Will Rogers World Airport Wayfinding Signage; Oklahoma City, OK. *Electrical Engineer.* Onsite inventory and development of recommended standards to support the update of the airport-wide wayfinding plan, architectural and engineering design, and construction administration to comply with the wayfinding and sign standards.

Sarasota County Government On-Call General Engineering Services; Sarasota, FL. *Electrical Engineer.* Movable bridge inspections, evaluations, rehabilitations, and design, including major rehabilitation of the Albee Road and Manasota Beach Boulevard Bascule Bridges. The electrical repair of Albee Road Bridge included replacing power and control wiring, limit switches, traffic gate motor controllers, navigational lighting, and droop cables. Structural rehabilitation involved grid deck replacement, painting, and fender system repairs. Responsible for plans preparation and production for this general engineering services contract providing bridge and structural inspection and design services.

Florida Department of Transportation District 4 SR 9/I-95 at Sunrise Boulevard Interchange Improvements; Broward County, FL. *Electrical Engineer.* Design for Segment 5 of I-95 improvement project, including roadway, drainage, signalization, lighting, and traffic control plans. Responsible for being the engineer of record (EOR) for lighting.

Florida Department of Transportation District 3 SR 75 (US 231), SR 30A (US 98) to Pipeline Road; Panama City, FL. *Electrical Engineer.* Design services for the new single point urban interchange (SPUI) at SR 77 over SR 75 (US 231) and CSX railroad, including design of roadway, drainage systems, lighting, and a major bridge, which is an 840-foot three-span continuous structure with a main span of 355-feet and is supported on intermediate piers with post-tensioned integral caps. Responsible for: designing, analyzing, and performing plans production of roadway and underdeck lighting of US 231, SR 30A, and SR 77; coordinating fixtures located on Florida Power & Light (FP&L) utility poles, illuminating six-lane major intersections with crosswalks, and lighting a major interchange with five bridge flyovers; and providing calculations for arc fault analysis, short circuit analysis, load flow, panelboard schedules, photometrics, and veiling luminance.

YEARS OF EXPERIENCE

6

EDUCATION

BS, Electrical Engineering,
University of Central Florida

REGISTRATIONS

Professional Engineer
KS, TX, OK, FL, IL, IN, KY, MO,
PA, UT

CERTIFICATIONS

OSHA 10-hour Operational
General Industry Safety and
Health



YEARS OF EXPERIENCE
16

EDUCATION
Bachelor in Telecommunication Engineering, Miguel Hernandez University
Master of Business Administration, Atlantis University

REGISTRATIONS
Engineer-in-Training: FL
Electrical Contractor

Luis Vera Mora, EIT
Electrical Engineer | Lochner

Luis is a telecommunication engineer with a background in electrical engineering, ITS design, and transportation infrastructure project management. He has experience leading large-scale, diverse technology projects from design to execution. He brings a wealth of experience with streetlighting design, photometric calculation, electrical calculation, intelligence transportation system (ITS), signalization, and tolling for the Florida Department of Transportation (FDOT). He also is supporting the Aviation department, providing technical assessment and equipment load calculation. Luis holds a Florida Electrical Contractor License.

RELEVANT EXPERIENCE

Emporia Municipal Airport Runway 1-19 Edge Lighting Replacement; Emporia, KS. *Electrical Engineer.* Design, CSPP, bidding, and construction administration and observation services for the FAA-funded replacement of the Runway 1-19 edge lighting system, guidance signs, and PAPI systems. The project also included the replacement of the wind cone and electrical vault equipment. LED MIRLS, signs, and PAPI systems were specified; and base-mounted fixtures and electrical conduit were installed. A complex construction phasing plan was implemented which allowed for Runway 1-19 to be available for daytime use multiple days throughout the week during construction.

Waco Regional Airport Master On-Call Services; Waco, TX. *Electrical Engineer.* Engineering, planning, design, construction administration, and environmental services as well as coordination of FAA funding for all task-based improvements to maintain the airport's existing facilities and implement future upgrades, including development of a capital improvement program, design and preparation of plans and specifications for pavement improvement projects, electrical engineering services for the installation of a standby generator, preparation of a wetland delineation report, and development of DBE goals for anticipated airport projects.

Dallas Fort Worth International Airport Wayfinding Signage Design and Implementation; DFW Airport, TX. *Electrical Engineer.* Providing signage design, planning, and engineering services in the implementation of the wayfinding and signage standards identified in the DFW International Airport's Signage Master Plan.

Florida Department of Transportation District 6 SR 826 (Palmetto Expressway) Segment 1 Improvements, I-75 (SR 93) to North of Canal C-8 Bridge; Miami-Dade County, FL. *Electrical Engineer.* Design for the widening and reconstruction of SR 826 (Palmetto Expressway) to accommodate a new managed lane in each direction including interchange improvements to increase capacity and improve system connectivity. Design also included construction of 13 new bridges, widening two existing bridges over water, providing multiple braided ramp connections as well as the realignment of the Peter's Pike Canal to eliminate the need to acquire \$17 million in right of way. Structures included multiple span steel girders, concrete FIB beams, and flat slab bridges.

Florida Department of Transportation District 6 SR 915/NE 6th Avenue Intersection and Signalization Improvements; Miami-Dade County, FL. *Electrical Engineer.* Design to improve intersection safety with new signalization at NE 6th Avenue and NE 146th Street, as well as two new mid-block pedestrian crossings north of NE 150th Street and north of NE 154th Street. Additional improvements include milling and resurfacing, signing, pavement markings, and lighting.

Florida Department of Transportation District 7 Tampa Bay Next General Support Services; Tampa, FL. *Electrical Engineer.* Continuing services in support of FDOT District 7's TBNext program to modernize Tampa Bay's transportation infrastructure and create a sustainable, comprehensive regional transportation system, including analysis and development of additional express lanes along all major interstates, tolling plan, master signing plan, operation and maintenance (O&M) reports, LRE cost estimates, and cost and schedule risk workshops.



Chris Whitfield, PE

Quality Assurance/Quality Control | Lochner

Chris has professional civil engineering experience for aviation and general civil projects. He specializes in aviation design with expertise in pavement rehabilitation, reconstruction, expansion, hangar development, airfield lighting, NAVAIDS, drainage, perimeter roads, fencing, and security improvements.

Chris has managed more than 100 aviation projects for over 20 different airports, totaling more than \$100 million in construction dollars. He has managed projects including runway extensions; perimeter roads; pavement reconstructions; installation of passenger boarding bridges, rental car service facilities, new taxiway installations, airfield security fencing; hangar construction, as well as many other types of aviation-related projects.

RELEVANT EXPERIENCE

YEARS OF EXPERIENCE
27

EDUCATION
BS, Civil Engineering,
University of Missouri - Rolla

REGISTRATIONS
Professional Engineer
TX, OK

AFFILIATIONS
American Society of Civil
Engineers
National Society of Professional
Engineers

Russell Municipal Airport Edge Lighting Replacement; Russell, KS. *Quality Assurance/Quality Control.* Design services for the runway and taxiway edge lighting replacement project. The project scope includes the replacement of Runway 17-35 edge lights, taxiway edge lights, and Runway 17's REIL system.

Herington Regional Airport MITL System Installation; Herington, KS. *Quality Assurance/Quality Control.* Design, bidding, and installation services for MITL system at the Herington Regional Airport.

Elk City Regional Airport Parallel Taxiway and Apron Rehabilitation and Widening; Elk City, OK. *Quality Assurance/Quality Control.* Design, bidding, and construction services for the reconstruction and widening of 3,600 feet of the parallel taxiway, installation of LED taxiway lighting and signage, crack seal and seal coat treatment of the aircraft parking apron.

Mesquite Airport Lighting, Drainage and Paving Improvements; Mesquite, TX. *Quality Assurance/Quality Control.* Runway extension, drainage design, paving design, and extensive phasing including utilization of parallel taxiway as runway when primary runway is closed. Replacement of existing direct buried runway lighting system with a new cable-in-conduit can-mounted system which has a longer service life and is easier to troubleshoot.

Dallas Fort Worth International Airport Signage Assessment, Planning, and Design; Dallas-Fort Worth, TX. *Quality Control/Quality Assurance/Airport Engineer.* Airport wayfinding improvement services including existing passenger and roadway signage inventory, improvement prioritization, and development of recommendations and guidelines consistent with airport standards for future improvements.

Gladewater Municipal Airport Runway Rehabilitation; Gladewater, TX. *Project Manager.* Design services to rehabilitate and remark Runway 14-32 and the associated taxiways. Rehabilitation of Runway 14-32 includes a single course surface treatment and a two-inch HMA overlay.

Clarksville/Red River County Airport Pavement Rehabilitation; Red River, TX. *Project Manager.* Cleaning and crack sealing the taxiway, apron, and runway pavements; rehabilitating the south and north hangar access taxiways, apron, and Runway 17-35 pavements; and striping and marking airfield pavements.



Larry Wagner
Construction Project Manager | Lochner

As Construction Services Manager, Larry supervises construction observation and materials testing personnel; administration of project documentation, including change orders, inspection documents, contract payments, and grant requirements; and overall construction project management. Larry will also be responsible for coordinating and conducting periodic construction meetings with the City, contractor, and airport users to discuss anticipated activities and construction phasing requirements at various intervals during the project. Larry has industry experience encompassing roadway and bridge construction. His aviation-related experience includes inspecting and managing the construction phases of rehabilitation and reconstruction of airfield pavements, installation of airfield lighting systems (including NAVAIDs), and hangar development.

RELEVANT EXPERIENCE

Coffey County Airport Reconstruct Runway 18-36; Burlington/Coffey County, KS. *Construction Manager.* Construction administration and observation services through a master on-call contract for the replacement of Runway 18-36’s pavement and edge light system at Coffey County Airport, including preparing and executing construction observation plans for the FAA, submitting regular reports to airport representatives, and regularly hosting coordination meetings between the contractors, subcontractors, and airport representatives.

Herington Regional Airport Overlay Taxiway and Apron Pavements; Herington, KS. *Construction Manager.* Construction phase services to reconstruct the airport entrance road; mill and overlay a portion of the aircraft parking apron including the mid and south connecting taxiway; clean and seal joint and cracks then remark a portion of the mid-field connecting taxiway.

Coffeyville Municipal Airport Replace Runway 17-35 Edge Lighting System; Coffeyville, KS. *Construction Manager.* Recent projects include the construction of new Runway 17-35 holding position signs, install new Runway 17 REIL system, replace parallel and connecting taxiway edge lighting system.

Smith Center Municipal Airport Rehabilitate Runway 14-32; Smith Center, KS. *Construction Manager.* Construction phase services for the removal of pavement marking, concrete joint sealing material and other miscellaneous demolition work. The project included concrete panel replacement and concrete joint resealing then completely remarking all Runway 14-32 pavement markings.

Emporia Municipal Airport Replace Runway 1-19 Edge Lighting System; Emporia, KS. *Construction Manager.* Construction administration and observation services for the Runway 1-19 edge lighting system and guidance signs, replace primary wind cone and install a new PAPI system.

Nevada Municipal Airport Replace Runway 2-20 MIREL System; Nevada, MO. *Construction Manager.* Construction administration and observation services through a master on-call contract for the replacement of Runway 2-20 lighting system, runway holding position sign face panels, connecting taxiway lighting, primary wind cone. This project also included new PAPIs and REILs.

Russell Municipal Airport Rehabilitate Runway 17-35 and Apron; Russell, KS. *Construction Manager.* This project included the construction phase services to rehabilitate and remark Runway 17-35, connecting taxiways and apron. Replacement of prefabricated underdrain was needed to support drainage of airport pavements. Aggregate base course was also needed after concrete panel removal to keep the correct grade for pavements.

Ulysses Airport Rehabilitate Runway 17-35; Ulysses, KS. *Construction Manager.* Construction phase services for the removal of concrete joint sealing material and other miscellaneous demolition work. The project included concrete spall, pop out repair, and concrete joint resealing as well as completely remarking Runway 17-35, parallel taxiway, and connecting taxiways.

YEARS OF EXPERIENCE
29

EDUCATION
BS, Agronomy - Soil and Water Conservation, Kansas State University

- CERTIFICATIONS
- API - Asphalt Paving Inspection
 - AT - Aggregate Technician
 - BI - Basic Inspection
 - CF - Concrete Field
 - CF-ACI Concrete Field Technician
 - CPI - Concrete Paving Inspection
 - DSI - Drilled Shaft Inspection
 - HazMat Certification
 - Nuclear Gauge Safety Certification
 - Nuclear Gauge Safety Refresher Course
 - SD - Soil Density
 - STR - Structures Inspection



Michelle Munro

Construction Observer | Lochner

Michelle's responsibilities have included field and laboratory testing of soils, concrete and asphalt pavement densities, mix designs for concrete and asphalt, flexural and compressive strength of concrete specimens, and pavement smoothness (profilograph evaluation). Her duties also include the daily assurance and documentation of contractor compliance with project plans and specifications, accurate measuring and recording of paving and change order quantities, and overall contractual compliance by the contractor. She has extensive experience in the inspection of soils, drainage systems, asphalt pavement, concrete structures and pavement, lighting systems, and pavement markings.

RELEVANT EXPERIENCE

Remove Taxiway B and Rehabilitate Taxiway D and Apron; Independence, KS. *Construction Inspector.*

Runway 17-35 Parallel Taxiway A Reconstruction; Liberal, KS. *Construction Inspector.*

Taxiway and Taxilane Reconstruction; Liberal, KS. *Construction Inspector.*

Airfield Edge Lighting and Guidance Signs; Pittsburg, KS. *Construction Inspector.*

Airfield Pavement Rehabilitation; Syracuse, KS. *Construction Inspector.*

Rehabilitate Runway 4-22; Elkhart, KS. *Construction Inspector.*

Runway Pavement Joint Repair and Remarkings; Tribune, KS. *Construction Inspector.*

Hangar Taxilane Reconstruction; Russell, KS. *Construction Inspector.*

Apron Reconstruction; Nevada, MO. *Construction Inspector.*

Apron Reconstruction; Moberly, MO. *Construction Inspector.*

Install MIRL System; Ardmore, OK. *Construction Inspector.*

YEARS OF EXPERIENCE

32

CERTIFICATIONS

KDOT Certified Inspector, Level
I IAC

ACI Certification Program
Troxler HazMat



Dave Cranston

Construction Observer | Lochner

Dave has served as the lead inspector on multiple aviation projects in the FAA's central and southwest regions. His aviation-related experience encompasses the new construction and rehabilitation of airfield pavements including pavement sealcoats, asphalt mill and overlays, and new asphalt and concrete pavements including soil stabilization and base rock sections on aircraft parking aprons, taxiways, and runways.

RELEVANT EXPERIENCE

Runway 4-22 Sealcoat; Independence, KS. *Construction Inspector.*

Airfield Pavement Rehabilitation and Electrical Improvements; Wichita, KS. *Construction Inspector.*

Airport T-Hangar and Taxilanes; Ulysses, KS. *Construction Inspector.*

Rehabilitation of Beechcraft Road; Salina Regional Airport, KS. *Construction Inspector.*

Runway 18-36 Reconstruction; Boonville, MO. *Construction Inspector.*

Runway 4-22 Pavement Seal Coat; Independence, KS. *Construction Inspector.*

Construct Partial Parallel Taxiway; Atchison, KS. *Construction Inspector.*

Construction Rectangular Hangars; Syracuse, KS. *Construction Inspector.*

Runway 13-31 Reconstruction; Ava, MO. *Construction Inspector.*

Expand Aircraft Parking Apron; Ketchum, OK. *Construction Inspector.*

Construct SRE Storage Building; Rooks County, KS. *Construction Inspector.*

YEARS OF EXPERIENCE

40

CERTIFICATIONS

Aggregate Field Testing Asphalt
Paving Inspection ACI Concrete
Field Testing Concrete Paving
Inspection



Brandon Parrish, PE

Geotechnical Investigation/Materials Testing | Palmerton & Parrish



Brandon has over 19 years of experience in the Geotechnical Engineering and Construction Materials Testing Industry. He has worked at Palmerton & Parrish, Inc. as a Project Engineer and Project Manager on a full-time basis since 2006. Brandon assumed the role of Vice President and Geotechnical Engineering Manager in December 2012. His expertise includes supervision of Geotechnical Investigations; sinkhole studies; mine feature remediation; structural evaluations; drilled pier inspection; slope stability analysis including slope repair; shoring design, pavement design, deep and shallow foundation design, and geotechnical laboratory testing.

EDUCATION

MS, Civil Engineering,
University of Missouri
BS in Civil Engineering
University of Missouri

REGISTRATIONS

Professional Engineer
KS, MO, OK, MS, WV, WY, TX,
IA, LA

RELEVANT EXPERIENCE

Independence Municipal Airport; Independence, KS. Geotechnical Engineering
Joplin Regional Airport; Joplin, MO. Geotechnical Engineering.
MoDOT Municipal Airports; Ava, Doniphan & Monroe City, MO. Geotechnical Engineering.
El Dorado Springs Memorial Airport; El Dorado Springs, MO. Geotechnical Engineering.
Irving Elementary School; Joplin, MO. Geotechnical Engineering.
JQH Arena and Bill R. Foster Recreation Center; Springfield, MO. Geotechnical Engineering.



William Booe, LS

Topographic Surveys | Cornerstone Regional Surveying



William has over 40 years of surveying experience and has worked on multiple airport projects with Lochner as noted below, including multiple projects at IDP.

EDUCATION

AST, Kansas State University,
Salina

REGISTRATIONS

Licensed Professional Surveyor
KS, OK, MO

RELEVANT EXPERIENCE

Independence Municipal Airport, Independence, KS
Wellington Municipal Airport, Wellington, KS
Atkinson Municipal Airport, Pittsburg, KS
Coffey County Airport, Burlington, KS
Harper Municipal Airport, Harper, KS
Coffeyville Municipal Airport, Coffeyville, KS
Fort Scott Municipal Airport, Fort Scott, KS
Hutchinson Regional Airport, Hutchinson, KS



Dale Daniel, PhD

Environmental | CC Environmental



Dr. Daniel received his PhD in biology and biogeochemistry from Oklahoma State University where he studied zoology, terrestrial and aquatic ecology, chemistry, and wetland science. He has comprehensive expertise in environmental site assessments, NEPA studies, permitting, and mitigation/remediation planning. He has over six years of direct experience working with numerous federal and state regulatory programs addressing NEPA, CWA/Section 404, EPA compliance requirements, brownfields initiatives, hydrocarbon contamination, and asbestos.

YEARS OF EXPERIENCE

6

EDUCATION

PhD, Integrative Biology/Wetland
Biogeochemistry, Oklahoma
State University

MS, Zoology and Terrestrial
Toxicology, Oklahoma State
University

BS, Biology, Southeastern
Oklahoma State University

CERTIFICATIONS

40-hour OSHA

RELEVANT EXPERTISE

Wetland Delineation/Jurisdictional Water Determinations and 404 Permitting

Environmental Impact Assessments NEPA Compliance

Environmental Permitting: Air, Water & HazWaste

Environmental Site Assessments & Characterizations (Phase I and II)

Wildlife Surveys

Multimedia Field Sampling

CAD/ArcGIS



Lauren Spillers

DBE Specialist | DBE Plans & Goals Preparation Services



For more than 18 years, Lauren has specialized in preparing more than 275 DBE Programs and Goals submissions to the FAA Office of Civil Rights as required by 49 CFR Part 26 for airports to obtain AIP funding. Her firm maintains a 100% FAA Office of Civil Rights approval rating.

RELEVANT EXPERIENCE

Independence Municipal Airport; Independence, KS

Hutchinson Regional Airport; Hutchinson, KS

Liberal Mid-America Regional Airport; Liberal, KS

Syracuse-Hamilton County Airport; Syracuse, KS

Kingman Airport-Clyde Cessna Field; Kingman, KS

Russell Municipal Airport; Russell, KS

Ulysses Airport; Ulysses, KS

Tribune Municipal Airport; Tribune, KS

Coffeyville Municipal Airport; Coffeyville, KS

Elkhart - Morton County Airport; Elkhart, KS

Coffey County Airport; Burlington, KS

Herington Municipal Airport; Herington, KS

Smith Center Municipal Airport; Smith Center, KS



SUBMITTED BY:

Lochner
16105 W. 113th Street, Suite 107
Lenexa, KS 66219
Contact: Matt Jacobs, PE
816.945.5840
hwlochner.com



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider leasing property at the Independence Municipal Airport to Thorenson Enterprises, LLC.

SUMMARY RECOMMENDATION Approve the lease.

BACKGROUND We are working with a company to develop a new business that is conducive to the industrial zone. The company wishes to lease five acres to construct a new structure for this purpose.

FINANCIAL INFORMATION \$5,000 per year in revenue to the Airport Enterprise Fund.

SUGGESTED MOTION I move to authorize a lease with Thorenson Enterprises, LLC for five acres at the Independence Municipal Airport subject to the City Attorney and FAA's approval.

SUPPORTING DOCUMENTS

1. City-Thorenson Enterprises lease
2. Attachment A

LEASE AGREEMENT

THIS LEASE AGREEMENT is entered into as of the _____ day of _____, 2022 (“Effective Date”), between the **City of Independence, Kansas**, a municipal corporation, hereafter Lessor, and **Thorenson Enterprises, LLC**, a Kansas Limited Liability Company, hereafter Lessee.

WHEREAS, Lessee is desirous of entering into a Lease Agreement with Lessor for approximately five (5) acres of land located at the Independence Municipal Airport for the purposes of constructing improvements thereon.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree to the following:

1. General Covenants: Lessee agrees to make lease payments and perform the obligations hereinafter set forth and in consideration thereof Lessor leases to Lessee the property hereinafter described.
2. Property: The property which is the subject of this Agreement is as set forth and described in Attachment A to this Agreement (“Property”).
3. Term: This Agreement shall have a term of fifty (50) years beginning on the Effective Date of this Agreement (“Term”). At that time, or at any time preceding, the parties may enter into further negotiations for a new lease agreement.
4. Lease Payment: Lessee shall pay Lessor annual rent of \$5,000.00. Lessee may elect to pay Lessor monthly rent in the amount of \$416.66 beginning on the Effective Date and on the first (1st) day of each month thereafter during the term of this Agreement. Every five (5) years, on anniversary date of this Agreement, the lease payment shall be adjusted upward to reflect any increase in the Consumer Price Index, Kansas City Region, as published by the U. S. Department of Commerce, not to exceed three percent (3%) of the prior year’s rent amount.
5. Utilities: Lessee shall be responsible for payment of all utility bills.
6. Use of Premises: Lessor agrees that the property may be used for any of the following purposes: servicing, repairing and overhauling of aircraft parts, aircraft management services, aircraft maintenance, aircraft refurbishing, aircraft charter services, aircraft sales, warehousing of aircraft parts, other fixed base operator services, parking for both customers and employees, industrial and manufacturing related purposes (including warehousing) and administrative offices. Lessee’s use of the property shall be restricted as hereinabove provided. Lessee shall not use or permit the use of the property any other purpose without the written consent of Lessor, in accordance with Section 41. Lessee’s use of the property shall be in compliance with all ordinances of the City of Independence and all state and federal laws and regulations.

7. Further Restrictions on Use: Lessee shall not use the property in any manner which will unreasonably increase the risk of fire, explosion or environmental hazard to the property or in any other manner that would unreasonably interfere with the use or enjoyment of adjoining property. Lessee shall not block or obstruct any road, driveway or general aviation area that adjoins or is in the immediate vicinity of the property, unless Lessor consents in accordance with Section 41. Lessee shall store all property or materials in such a manner as not to create a hazard to the health, safety or environment, or create a nuisance or detract from the general appearance of Independence Municipal Airport.

Unless otherwise provided in this Agreement, Lessee shall peaceably and quietly hold and enjoy the property against Lessor and all persons claiming by, through or under Lessor, for the Term of this Agreement. Lessor shall not use the property in any way that could: (i) violate Lessee's right to the foregoing; (ii) prevent access by Lessee to the Property; and/or (iii) adversely impact Lessee's operations or use in a material way.

8. Lessee's Maintenance:

On all buildings, Lessee shall maintain and be responsible for all heating, cooling, plumbing, water and electrical fixtures, equipment and connections; the interior floor, walls and ceilings; the exterior grounds and landscaping; driveways and parking areas; and all equipment and personal property owned or installed by Lessee. On any building constructed by Lessee, or Lessee's predecessors in interest, Lessee shall be responsible for all exterior maintenance, including the roof and walls.

9. New Construction: Lessee shall be permitted to construct a building or buildings on the property. Prior to construction of any improvements, Lessee shall provide Lessor, for Lessor's approval, in accordance with Section _____, plans and drawings of the proposed construction setting forth the location of all buildings, roadways, signage and utility connections. All construction and improvements shall comply with existing building codes of the City of Independence and other applicable statutes or regulations of other governmental entities.

Notwithstanding the foregoing, so long as Lessee complies with existing building codes of the City of Independence and other applicable statutes or regulations of other governmental entities, it is understood and agreed Lessor shall not have any reasonable basis to withhold approval under this Section 10.

Lessor will reasonably assist Lessee with obtaining any necessary permitting or government approvals for the New Construction if requested by Lessee.

10. FAA Compliance: Prior to commencing construction of any building or structure, Lessee shall submit Form 7460-1, Notice of Proposed Construction or Alteration, to the Federal Aviation Administration (FAA) and shall receive a favorable determination from the FAA prior to commencement of construction.

11. Ownership Upon Termination: With regard to buildings constructed by Lessee, or Lessee's predecessors in interest, on the property ("Buildings"), when the Agreement Term expires or if this Agreement should terminate due to Lessee's default under Section _____, then in that event ownership of all buildings and structures shall be transferred to Lessor without compensation to Lessee subject to any existing mortgages or other liens which shall not exceed the term of this Agreement, including option terms.

Notwithstanding the foregoing, Lessor will give notice to Lessee within 30 days of termination of this Agreement if: (i) any of the buildings are not compliant with then existing building codes and/or (ii) if any of the buildings are not in the same condition as they were at the beginning of this Agreement (or following construction of such buildings), less normal wear and tear, and/or (iii) if an environmental cleanup or remediation is required due to contamination created or caused by the actions of Lessee ("Building Non-Conformance"). If Lessee remedies the Building Non-Conformance within 120 days of notice by the Lessor, ownership of the Buildings will be transferred by Lessee to Lessor. If Lessee does not remedy the Building Non-Conformance within 120 days of notice by the Lessor, then Lessee shall be required to remove all such buildings and improvements from the property and return the leased property to its condition prior to construction of any buildings, structures or other improvements.

12. Facade Review: Lessor shall review and approve, in accordance with Section 41, the architectural concept for facades on any new building or structure visible from any public area for compatibility with manufacturing and commercial buildings currently located on airport property, including landscaping and signage.

13. Lessee's Maintenance:

On all buildings, Lessee shall maintain and be responsible for all heating, cooling, plumbing, water and electrical fixtures, equipment and connections; the interior floor, walls and ceilings; the exterior grounds and landscaping; driveways and parking areas; and all equipment and personal property owned or installed by Lessee. On any building constructed by Lessee, or Lessee's predecessors in interest, Lessee shall be responsible for all exterior maintenance, including the roof and walls.

14. Lender's Rights: It is understood that Lessee is obtaining financing from a financial institution (hereinafter Lender) in order to construct the building or buildings and parking lot on the property. In the event of any default by Lessee under this Agreement which would terminate Lessee's right to continued possession of the property, it is understood that written notice shall be provided to such Lender by Lessor and Lender shall have the right to cure any default as to payments or other obligations under this Agreement and assume the remaining term of this Agreement pursuant to its terms and may sublease the property to an entity of its choosing for the remaining term of this Agreement, but said sub-lessee shall fully comply with all terms and conditions of this Agreement.

15. Public Liability Insurance: Lessee shall obtain and maintain general liability insurance in the minimum amount of \$1,000,000 to insure against liability for damage claims arising from public use of the property, or arising out of accidents occurring in or around the property. Lessor shall be named as an additional insured.

16. Fire and Casualty Insurance: Lessee shall obtain and maintain fire and casualty insurance on any buildings or structures located on the property which are constructed by Lessee in an amount deemed appropriate by Lessee, provided however, said policies of insurance shall provide debris removal coverage in the minimum amount of \$100,000 or such lesser amount as agreed to by Lessor the purpose of cleanup and removal of debris following any damage to the structure. Lessor shall be named as an additional insured for purposes of debris removal.

17. Content Insurance: Lessee shall obtain and maintain insurance on the contents of any building or structure on the property in an amount equal to the value of the property being insured.

18. Hazardous Materials: Lessee hereby covenants that during the term of this Agreement, it will not cause or permit any hazardous substances to be placed, held, located or disposed of, on, under or at the property other than in the ordinary course of business and in compliance with all applicable statutes and regulations. Notwithstanding the foregoing, Lessee may store hazardous materials contained in: (i) products used by Lessee in de minimis quantities for ordinary cleaning and office purposes; (ii) forklift batteries, and (iii) products stored and/or distributed by Lessee in their original, sealed, and unopened containers.

19. Lessee's Indemnification of Lessor: Lessee hereby agrees to defend, indemnify and hold harmless Lessor from any and all losses, liabilities, including damages, injuries and expenses, including reasonable attorney fees, the cost of any settlement, judgment or claims of any and every kind whatsoever paid, incurred or suffered by or served against Lessor by any person for and with respect to, or as a result of any escape, seepage, leakage, spillage, discharge, omission, or release from the property of any hazardous substance without limitation, including any losses, liabilities, reasonable attorney fees, cost of any settlement or judgment or claims asserted or arising under any local, state or federal law or so called "Super Fund" or "Super Lien" laws or any other applicable law or regulation relating to or imposing liability, including strict liability or standards of conduct concerning any hazardous substance; provided however, that such indemnity shall apply only to a loss caused by any negligent acts or omissions of Lessee, its agents or employees.

20. Environmental Event: If either party has notice of the happening of any event (other than in the ordinary course of business and in compliance with all applicable statutes and regulations) involving the spill, release, leakage or discharge or cleanup of any hazardous substance on the property or any complaint, order, citation or notice with regard to air emissions, water discharges, or any environmental health or safety matter affecting the property, then such party

shall promptly notify the other party and all applicable regulatory agencies forthwith and shall comply with all regulatory procedures to address the situation.

21. Asbestos: Lessee shall not install, or permit to be installed, any friable asbestos or any substance containing asbestos and deemed hazardous by state or federal regulations.

22. Cooperation: The parties agree to cooperate with each other to minimize cost with respect to any action that may arise from a claim of indemnification or payment of costs by or to either party under this Agreement. To effectuate the intent of this Agreement, the parties shall provide all cooperation, assistance, and consultation with each other that is reasonably requested with respect to the matters covered herein.

23. Survival: The provisions of this Agreement which by their nature should continue in force beyond the expiration or termination of this Agreement will remain in force.

24. Fire Service: Lessor shall provide fire service to the property for the benefit of Lessee by responding with fire equipment and firefighters from Lessor's fire station located in the City of Independence. The charge for fire service shall be established by City ordinance.

25. Water and Sanitary Sewer: Lessor shall provide water and sanitary sewer to the survey line. Lessee shall pay the expense of extending water and sanitary sewer service from the property line to any building or structure located on the property.

26. Lessee's Rights Subordinate to Certain Governmental Agreements:

Lessee's rights to use and enjoyment of the property shall be subject and subordinate to the following:

- a. Any existing or future federal or state statutes, or any existing or future leases or agreements between Lessor and the United States, between Lessor and the State of Kansas, pertaining to the development, construction, operation or maintenance of Independence Municipal Airport, the execution of which may be required as a condition precedent to the receipt or expenditure of federal or state funds for the development, maintenance or construction of Independence Municipal Airport;
- b. Any existing or future agreements, leases or deeds granted or entered into by and between Lessor and the United States with reference to the conveyance by the United States to Lessor of any real or personal property at the Independence Municipal Airport; and
- c. Any existing or future agreements between Lessor and the United States for the military use of all or part of the Independence Municipal Airport (collectively "Prime Agreements").

Lessor represents and warrants that as of the Effective Date of this Agreement, there are no Prime Agreements in effect.

Notwithstanding anything in this Agreement to the contrary, if, at any time during the Term, the improvements or other portions of the Property shall be destroyed or damaged by fire or any other cause that are not within the reasonable control of Lessee, and such damage or destruction either (i) affects more than 50% of the floor area of the improvements or (ii) occurs during the last five years of the Term, then Lessee shall have the right, at its option exercised within thirty (30) days following the date of such damage or destruction, to terminate this Agreement by written notice to Lessor. In the event Lessee elects to terminate this Agreement pursuant to this Section, this Agreement and the Term will terminate on the date specified in Lessee's termination notice ("Revised Expiration Date"). In the event this Agreement is terminated pursuant to this Section, this Agreement and the Term shall cease and expire as of the Revised Expiration Date with the same force and effect as if the Revised Expiration Date were the date originally set forth in this Agreement for the expiration of the Term except that Lessee shall have no obligation to repair, replace or rebuild any buildings, structures, improvements, equipment or personal property, and the proceeds of all property insurance (other than insurance covering Lessee's personal property) shall be paid to and belong to Lessee subject to the rights of any leasehold mortgagee.

Unless this Agreement is otherwise terminated in accordance with the prior paragraph, following the occurrence of any damage or destruction to the Property, Lessee shall promptly repair, replace and rebuild the same with buildings, structures, improvements and equipment of equal or better character, quality and condition than existed immediately prior to such occurrence. In connection therewith, Lessee may utilize for such purpose the proceeds of any insurance applicable to the particular casualty.

If any portion of the Property shall be taken or condemned for a public or quasi-public use or purpose by any competent authority (hereinafter called a "Taking") and as a result thereof, it shall be economically unfeasible or illegal for Lessee to use and occupy the balance of the Property for its intended purposes, then at the option of Lessee in such event, this Agreement shall terminate upon delivery of possession of the applicable portion of the Property to the condemning authority. In the event of a Taking where Lessee still desires to use and occupy the balance of the Property for its intended purposes, (i) Lessor shall, at its own cost and expense, make all necessary repairs or alterations to the Property and improvements so as to make the portion of the Property not taken a complete architectural unit, (ii) the Lessor's portion of any award shall be spent first on the repairs and alterations referenced in clause (i) above, and (iii) the rent shall be reduced in proportion to Lessee's loss of use of the Property.

Lessor and Lessee shall share in any condemnation award or any judgment for damages caused by such Takings (hereinafter called the "Award"), with Lessor being allocated the fair market value of its fee simple interest in the Property "subject to" the Agreement, including its interest

as landlord under this Agreement and reversionary interest, if any, in the buildings and the other improvements located on the Premises (the “Lessor’s Interest”), and Lessee being allocated the fair market value of its leasehold estate and its interest in the Buildings and any improvements to the Property paid for by Lessee, subject to Lessor’s reversionary interest, if any, therein (the “Lessee’s Interest”).

27. Nondiscrimination: Lessee shall maintain and operate the property in compliance with state and federal statutes and regulations governing nondiscrimination as follows:

- a. No person shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination of the use of the property on the basis of race, color, national origin, sex, religion or disability.
- b. No person shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination as to the hiring or contracting for any services furnished during construction of any improvements on the property on the basis of race, color, national origin, sex, religion or disability.
- c. Lessee shall use the premises in compliance with all state and federal statutes and regulations specifically including those set forth in 49 CFR, Part 21, dealing with nondiscrimination in federally assisted programs of the Department of Transportation.

28. Nonliability of Lessor: Except with respect to damages: (i) covered by insurance carried by Lessor; (ii) resulting from the failure of Lessor to perform or comply with any terms of this Agreement; and/or (iii) caused by Lessor’s negligent acts or omissions, Lessee shall indemnify and hold harmless Lessor against any liability, judgment, costs, damages, attorney fees and expenses that Lessor may incur by reason or on account of any damage or injury to property or persons arising from the negligence of Lessee, its agents or employees, or its customers or invitees.

29. Entry on Property: Lessor shall have the right to enter upon the property upon reasonable notice to Lessee for purposes of inspecting the property, performance of maintenance and repairs as may be required under this Agreement, and for any other purpose reasonably related to this Agreement.

30. Airport Maintenance and Improvements: Maintenance and improvements to Independence Municipal Airport, including the city streets between parking lots and roadways on airport property, which shall be maintained in good working condition, shall be the responsibility of Lessor and shall be undertaken upon reasonable notice to Lessee, as deemed appropriate in Lessor’s sole discretion without interference or hindrance by Lessee.

31. Noninterference by Lessee: Lessee shall not exercise any rights granted under this Agreement in such a manner as to interfere or adversely affect the use, operation, maintenance and development of Independence Municipal Airport as determined in the sole discretion of Lessor.

32. Obstruction: Lessor shall have the right to take any action it considers necessary to protect the aerial approaches to Independence Municipal Airport against obstruction including the right to prevent Lessee from erecting or permitting to be erected any building or structure on the property which, in the opinion of Lessor, may limit or obstruct use of the Independence Municipal Airport or constitute a hazard to aircraft.

33. Easements: Lessor reserves, and Lessee hereby grants to Lessor, an easement of the air space above the surface of the property for the use and benefit of the general public for the purpose of free and unrestricted flight of aircraft together with the right to cause such noise as may be inherent in the operation of aircraft.

Lessee reserves the right to request other easements from the Lessor, for which such determination shall be made in accordance with Section 41, necessary for the benefit of the building including, but not limited to, for access, future services, building connectors and signage.

34. Assignment: Lessee shall not assign this Agreement or any portion of the property subject to this Agreement without the written consent of Lessor.

Notwithstanding the foregoing, the following events shall be deemed a permitted assignment and shall not require Lessor's consent: (A) a transfer of ownership interests in, or control of, Lessee; (B) an assignment of the Agreement to an entity which is the resulting entity of a merger or consolidation of Lessee (C) an assignment to a third party entity who qualifies to do business under the terms of this Agreement that agrees to enter into the Agreement as is with Lessor with no amendments.

Upon the completion of any permitted assignment of Lessee's interest under this Agreement, Lessee shall be released of all liabilities and obligations under this Agreement arising or accruing after the effective date of such assignment.

Thorenson shall be permitted to sublease any portion of the Lessee's interest under this Agreement, so long as such sublessee qualifies to do business under the terms of this Agreement that agrees to enter into the sublease agreement bound by the terms of this Agreement with no amendments.

35. Insolvency: Upon the initiation of any bankruptcy, receivership, or insolvency proceeding by or against Lessee, Lessor at its sole option may elect to terminate this Agreement if such proceeding is not dismissed within 90 days.

36. Abandonment: In the event Lessee abandons or fails to use the property as hereinabove provided, Lessor at its sole option, may elect to terminate this Agreement in accordance with paragraph _____.

37. Economic Development Inducements: Lessor shall cooperate with Lessee in making application for exemption or abatement of the property from ad valorem taxes with the appropriate governmental unit, and making application for economic inducement benefits for further development of the property by Lessee. The burden and expense of preparing all documents, gathering all information, paying all fees, submitting renewal applications and any other step related thereto shall be upon Lessee. Lessor shall serve as a conduit for any such request.

38. Termination: Should Lessee (i) fail to make an undisputed lease payment required under this Agreement within fifteen (15) days after written notice from Lessor or (ii) fail to comply with a term or condition of this Agreement within sixty (60) days after written notice specifying such breach from Lessor ("Default") Lessor may exercise any of the following options subject to the rights of Lessee's Lender:

- a. Lessor may terminate this Agreement and Lessor shall be entitled to immediate possession of the property; or
- b. Lessor may exercise any other available remedy that exists at law or equity.

Notwithstanding the foregoing, if Lessee commences actions directly related to curing a Default within the sixty (60) day notice period and diligently pursues the correction of the Default until it is remedied, then this Agreement shall not be subject to early termination by Lessor. In the event of a dispute regarding whether Lessee has committed a Default or has successfully corrected or cured a Default, prior to Landlord undertaking any of its remedies hereunder, the parties first agree to meet in person or via videoconference within 5 days of a demand by either party therefor, in a good faith attempt to resolve the dispute. If such negotiations do not result in a resolution, the parties agree to submit to mandatory mediation, with each party selecting a mediator, and the two selected mediators appointing a third, who shall handle the mediation.

If Lessor fails to comply with a term or condition of this lease within sixty (60) days after written notice specifying such breach from Lessee, Lessee may exercise any of the following options:

- a. Lessee may terminate this lease; or
- b. Lessor may exercise any other available remedy that exists at law or equity

39. Condition of Property Upon Termination: Upon termination of the Agreement for any reason, Lessee shall remove all of its personal property, machinery and equipment and shall leave the property in a clean and orderly condition. The property shall be left free of all

hazardous and dangerous substances and materials in compliance with all state and federal statutes and regulations.

40. Reasonableness Standard: Throughout this Agreement, whenever Lessor's consent, Lessor's discretion, Lessor's approval or Lessor's determination is required, Lessor shall exercise its consent, discretion or determination in a commercially reasonable and equitable manner and shall not act arbitrarily or capriciously. In no such circumstances shall Lessor's consent, discretion or determination be unreasonably withheld, delayed or conditioned.

41. Nature of Agreement: This Agreement shall not be construed as creating or establishing a partnership or joint venture between Lessor and Lessee or as designating Lessee as an agent or representative of Lessor for any purpose whatsoever.

42. Entire Agreement: This Agreement constitutes the entire agreement between the parties. No oral representations or agreements are binding on either party unless reduced to writing and signed by both parties.

43. Binding Effect: This Agreement shall be binding upon the heirs, successors, assigns of the parties hereto.

44. Force Majeure: No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control.

45. Disputes and Governing Law: This Agreement is governed by the laws of the State of Kansas, USA without reference to its choice of law provisions. Unless otherwise provided for in this Agreement, any dispute arising out of or in connection with this Agreement shall be referred to and finally resolved by a court of competent jurisdiction in the State of Kansas, USA.

46. Amendments: This Agreement may be changed, modified or amended from time to time only by express written agreement of the parties executed by their authorized representatives.

47. Counterparts: This Agreement may be executed in any number of separate counterparts, each of which shall be deemed to be an original, but which together shall constitute one and the

same instrument. An electronic signature on any counterpart hereto shall be deemed an original for all purposes.

48. Waiver: No waiver by either Party of any default or breach by the other party of any provision of this Agreement will operate as or be deemed a waiver of any subsequent default or breach.

49. Severability: If any provision or portion of a provision of this Agreement is determined to be illegal, invalid, or unenforceable the validity of the remaining provisions will not be affected. The Parties may agree to replace the stricken provision with a valid and enforceable provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

LESSOR

CITY OF INDEPENDENCE, KANSAS

By: _____
Louis Ysusi, Mayor

ATTEST:

David W. Schwenker, City Clerk

LESSEE

THORENSEN ENTERPRISES, LLC.

By: _____
Daniel Thorenson, President

ACKNOWLEDGMENTS

STATE OF KANSAS)
) SS:
MONTGOMERY COUNTY)

BE IT REMEMBERED, That on this _____ day of _____, 2023, before me, the undersigned, a Notary Public in and for the County and State aforesaid, personally appeared Louis Ysusi, Mayor, and David W. Schwenker, City Clerk of the **City of Independence, Kansas**, a municipal corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Kansas, and who are personally known to me to be the same persons who executed, as such representatives, the above and foregoing instrument of writing on behalf of said municipal corporation, and such persons acknowledged the execution of the same to be the act and deed of said municipal corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year last above written.

NOTARY PUBLIC

Term expires:

STATE OF KANSAS)
) SS:
MONTGOMERY COUNTY)

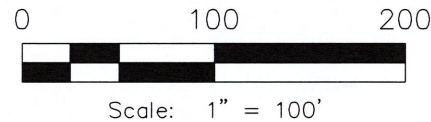
BE IT REMEMBERED, That on this _____ day of _____, 2023, before me, the undersigned, a Notary Public in and for the County and State aforesaid, personally appeared Daniel Thorensen, President of **Thorenson Enterprises, LLC**, a limited liability company duly organized and existing under and by virtue of the laws of the State of Kansas, and who is personally known to me to be the same person who executed, as such representative, the above and foregoing instrument of writing on behalf of said limited liability company, and such person acknowledged the execution of the same to be the act and deed of said limited liability company.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year last above written.

NOTARY PUBLIC

Term expires:

NW Corner
Sec 21, T33S, R15E
Existing 1/2" Iron Rod
with Cornerstone Cap
Point of Commencement
not recovered this survey



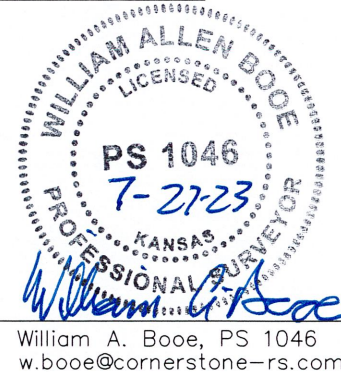
SURVEY REVIEW

This survey has been reviewed and approved for filing, pursuant to K.S.A. 58-2005 for content only and is in compliance with this Act. No other warranties are extended or implied.

James D. Schmitz, PLS No. 727

SURVEYOR'S CERTIFICATION

I, William A. Booe, a duly licensed Land Surveyor in the State of Kansas, do hereby certify that this plat was prepared from the notes of an actual on the ground field survey done by me or under my direct supervision on July 14, 2023 and that the information shown hereon is true and correct and meets or exceeds current Kansas Minimum Standards for Boundary Surveys.



William A. Booe, PS 1046
w.booe@cornerstone-rs.com

SURVEYOR'S NOTES

1. The bearings shown hereon are based upon the Kansas State Plane Coordinate System, South Zone.
2. This survey does not reflect any easements, rights-of-way, or other instruments of record which may encumber this property per agreement with client.
3. Underground, above ground utilities, nor improvements were located or shown on this survey.
4. All distances are measured unless otherwise noted.

LEGEND

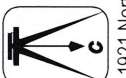
- Existing Iron Rod
Origin Uncertain (unless noted)
- Set 1/2"x24" Iron Rod/Cap
(unless otherwise noted)
- △ Section Corner
Origin Uncertain (unless noted)
- Boundary Line
- x- Fence line
- (GLO) General Land Office
- (M) Measured Dimension
- (D) Deed Dimension (Bk 452 Pg 14)
- (P) Plat Dimension
- R/W Right of Way

BOUNDARY DESCRIPTION

A portion of the Northwest Quarter of Section 21, Township 33S, Range 15 East of the 6th Principal Meridian, Montgomery County, Kansas, as described by William A. Booe, PS 1046, on July 14, 2023, as follows:

Commencing at the Northwest Corner of said Section 21; thence S 02°11'14" E, along the West line of said Northwest Quarter, a distance of 134.28 feet to the South line of the road right-of-way line, on a curve to the left with a Radius of 5,789.58 feet, an Arc Length of 319.38 feet, a Chord Bearing of N 83°38'41" E and a Chord Length of 319.34 feet to the Point of Beginning; thence continuing along said South right-of-way line, on a curve to the left with a Radius of 5,789.58 feet, an Arc Length of 154.92 feet, a Chord Bearing of N 81°17'52" E and a Chord Length of 154.91 feet; thence N 77°38'23" E, a distance of 198.94 feet; thence N 87°41'14" E, a distance of 132.46 feet; thence leaving the right-of-way, S 02°21'34" E, a distance of 475.85 feet; thence S 88°28'24" W, a distance of 482.39 feet; thence N 02°21'34" W, a distance of 417.28 feet to the Point of Beginning. Contains 5.000 acres.

CORNERSTONE
Regional Surveying, LLC



Serving Kansas, Missouri & Oklahoma
1921 North Penn, Independence, KS 67301 Ph: 620-331-6767

DRAWN BY:	DATE:	JOB NO.
CRA	7-19-2023	1-2306226K
CHECKED BY:	REVISION DATE:	REF. JOB NO.
WAB	N/A	1-2212515rev
PREPARED FOR: City of Independence		

**BOUNDARY SURVEY of a portion of the
NW/4 of SECTION 21, TOWNSHIP 33 SOUTH,
RANGE 15 EAST of the 6th P.M.
MONTGOMERY COUNTY, KANSAS**



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023**

Department Admin

Director Approval David Cowan

AGENDA ITEM Consider a request from Four County to waive the fees for the Health On Purpose Health Fair on September 29, 2023 at the Independence Memorial Hall Civic Center.

SUMMARY RECOMMENDATION City staff recommend waiving the fees.

BACKGROUND Four County Mental Health is sponsoring the Health On Purpose Health Fair on September 29, 2023 at the Independence Memorial Hall. The Health on Purpose initiative moves around yearly in the three county areas and provides access to health fair screening at discounted rates. The fair is supported by multiple agencies and services that provide their services at discounted or no fee to the participants. They've requested the City to waive the fees, and the City has waived these fees for past events at Memorial Hall. They will be setting up on September 28, 2023 and also ask that the Commission meeting that evening be moved to the Veterans Room.

FINANCIAL INFORMATION No financial impact

SUGGESTED MOTION I move to waive the rental fees at Memorial Hall for the HOP Health Fair on September 28 and 29, 2023, and move the Commission meeting on September 28, 2023 to the Veterans Room, Memorial Hall.

SUPPORTING DOCUMENTS

1. Memorial Hall Request - HOP

August 21, 2023

The (HOP) Health on Purpose Wellness Fair will be held on September 29, 2023 from 7:00 a.m. – 11:30 p.m. This fair attracts hundreds of individuals that come out to see what our community has to offer in regards to health care, insurance, home health, and services based on individual needs. As we have done in the past, we are offering: oral screenings, lab work, height and weight screening, skin screenings, blood pressure checks and blood sugar checks, are all free to the community, except the lab work, which is offered at a discounted price. We are also offering \$10 off the already discounted price for the first 25 people getting lab work and an additional 75 people will receive \$5 off the already discounted price.

We are asking the City of Independence if they will waive the rental fee for Memorial Hall for this free public event. We would also request the City of Independence Commission meeting be moved from the main area of the Civic Center to the Veterans Room for the night of 9/28/2023 to allow for the setup of the fair earlier in the day.

Kathy Shepard
RSVP Four County Coordinator
P.O. Box 688; 3354 Hwy 160
Independence, KS 67301



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider proclaiming the week of September 17, 2023 through September 23, 2023 as Constitution Week.

SUMMARY RECOMMENDATION Proclaim September 17 - 23, 2023 as Constitution Week.

BACKGROUND The City received a request from the Esther Lowrey Chapter of the National Society Daughters of the American Revolution to proclaim September 17 - 23, 2023 as Constitution Week.

FINANCIAL INFORMATION N/A

SUGGESTED MOTION I move to proclaim the week of September 17 - 23, 2023 as Constitution Week.

SUPPORTING DOCUMENTS

1. Constitution Week Proclamation
2. Correspondence -- Constitution Week Proclamation

PROCLAMATION 2023

CONSTITUTION WEEK PROCLAMATION

WHEREAS: The Esther Lowrey Chapter of the National Society of the Daughters of the American Revolution of Independence, Kansas has requested that the City Commission adopt a proclamation recognizing Constitution Week; and

WHEREAS: The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS: September 17, 2023, marks the two hundred and thirty-sixth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE, I, Louis Ysusi, Mayor of the City of Independence, do hereby proclaim the week of September 17, 2023 through September 23, 2023 as Constitution Week and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Independence, Kansas, to be affixed this day, August 24, 2023.

Louis Ysusi
Mayor, City of Independence Kansas

From: [Kelly Passauer](#)
To: [tom korhn](#)
Subject: RE: DAR Constitution Week Proclamation
Date: Monday, August 21, 2023 1:19:00 PM
Attachments: [Constitution Week Proclamation.docx](#)

Machele,

Yes, this is still on the agenda for this Thursday. See attached proclamation.

Thanks!

Kelly

From: tom korhn [REDACTED]
Sent: Monday, August 21, 2023 12:40 PM
To: Kelly Passauer <kellyp@independenceks.gov>
Subject: DAR Constitution Week Proclamation

Kelly,

Hello! My name is Machele Korhn and I am a member of the Esther Lowrey Chapter of the National Society Daughters of the American Revolution. In March we worked on a city proclamation for Vietnam Veterans Day. At that time, we also worked on another proclamation for Constitution Week which is September 17-23. I have on my schedule where we made plans for me to come to the city meeting this Thursday to present the Constitution Week proclamation.

Is this still scheduled? If so could you please email me a copy of the final proclamation? I also wanted to confirm that the meeting is at 5:30pm? Thank you for all of your help!

Sincerely,
Machele Korhn
Esther Lowrey Chapter, NSDAR
[REDACTED]



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Admin

Director Approval David Cowan

AGENDA ITEM Consider awarding a Downtown Independence Building Grant for improvements to 107 E. Main Street.

SUMMARY RECOMMENDATION City staff recommends approval of the grant.

BACKGROUND Jason Elmore, owner of the property at 107 E. Main, has made an application for a Downtown Building Grant. Jason is renovating 107 E. Main and installing the High Roads Coffee shop. Jason requests a grant to assist with the new plumbing, electrical, windows, doors, and front facade. The estimated cost of the improvements is \$89,608.00 and the grant fund request is \$22,402.00. The Downtown Grant Committee met on August 15, 2023, and voted to approve the application. Jason Elmore will be present to answer any questions the Commission may have regarding this grant request. The committee would also request that if additional materials are needed while doing this work the City has permission to authorize the additional grant funding up to the \$25,000 maximum, if funds are available.

FINANCIAL INFORMATION The downtown building grant fund's current balance is \$187,360 and will be \$162,360 if the application is approved (at \$25,000).

SUGGESTED MOTION I move to approve the Downtown Building Grant application for 107 E. Main, not to exceed \$25,000.

SUPPORTING DOCUMENTS

1. 107 E. Main - Downtown Building Grant Application - revised
2. 2023-117 - 107 E. MAIN HIGH ROADS COFFEE



DOWNTOWN INDEPENDENCE BUILDING GRANT

To be completed by the applicant:

Owner of Record (must be applicant): Jason and Erika Elmore

Phone: 620-249-4864 Email: elmorej8@yahoo.com

Mailing Address: 700 W Beech St Property Address: 107 E Main

Independence, KS 67301

Independence, KS 67301

Description of Proposed Improvements:

Upgrade of entire electrical serve, including meter box, disconnect, breaker box, wiring and outlets. Plumbing service repair, replacement & interior plumbing. Front facade repair and replacement, including new windows, doors, paint, and back entry door.

Estimated Total Cost of Improvements: \$ 89608

Estimated Cost of Eligible Improvements: \$ 89608 Grant Funding Requested: \$ 22,402

Anticipated Project Start Date: / /

Anticipated Project Completion Date: / /

Required supplemental documentation:

 Detailed breakdown of estimated project expenses, including non-eligible work

 Bids/Quotes/Estimates to support estimated project cost.

 Architectural/Engineer stamped drawings and Contractor drawings and description of work

 Contact Information for lending institution, if financed by a loan

 Copy of current insurance policy

 Property Tax Statement

Architect / Engineer / Contractor Information:

Contact: Miranda Bruening Phone: 620-205-8487 Email:

Business Name: Echelon City License: # Services:

Contact: Paul Lemon Phone: 620-332 9010 Email:

Business Name: Plumb Crazy Plumbing City License: # Services:



Contact: Travis Blankenship Phone: 620-330-2527 Email: _____

Business Name: Blankenship Electric City License: # _____ Services: _____

~~CountrySide Concepts~~

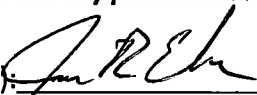
Darrin Goins 620-205-7591
- Goins Concrete & Construction

Zack Wade 620-331-9693
- Countryside Concepts

By agreeing to participate in this program, the applicant or their architects, engineers, contractors, or others will not seek to hold the City or their agents, employee, officers, and/or Commissioners liable for any property damage, personal injury, or other loss related in any way to the Downtown Independence Building Grant Program.

By signing below, I agree to the participate in the program as outlined, to provide all required information and verifications of work, and to maintain the property and improvements, including, but not limited to promptly removing graffiti, sweeping, and shoveling in front of the property. I certify that to the best of my knowledge all the information provided is truthful and factual. I understand that by participating in this Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner):



Date: 8/21/2023

Applications may be emailed to: davidc@independencexs.gov or sent to:
City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: CBDCB Grant Application

FOR CITY OFFICE USE BELOW

___ Improvements are Eligible for Grant

___ Real Estate Taxes Current

___ City Bills Current

___ Required Supplemental Documentation Received

___ Before Pictures Taken

___ Funding Available

___ Building Permit Required (Yes/No)

___ Building Permit Issued

Permit No. _____

Initial Inspection of Property/Project:

___/___/___ See Attached Inspection Sheet

Application Approval Date: ___/___/___

Approved By: _____

Project Completion Date: ___/___/___

Reviewed By: _____

Program Close-Out Documentation

___ After Pictures Taken

___ Improvements Meet City Code and Building Requirements

___ Receipts Received (50% Completion)

Date: ___/___/___

Amount: \$_____ Payment (25%): \$_____ By: _____

___ Receipts Received (100% Completion)

Date: ___/___/___

Amount: \$_____ Payment (25%): \$_____ By: _____

Information contained in this document will be confidential and only used for the purpose of granting the application.

PLUMB - CRAZY

PLUMBING

STATEMENT

3950 Cr 4010

INDEPENDENCE, KS 67301

PHONE: (620) 332-9010

PAUL LEMON - MASTER PLUMBER

BILL TO: _____

DATE: 7-26-78

ADDRESS: WORK AT 107 E MAIN

INDX

* ESTIMATE *

DESCRIPTION OF WORK: Repaired main sewer line from inside
building to outside main sewer. Installed new
fixtures, water lines + drains for coffee shop remodel

PAYMENT IS DUE IN FULL WHEN SERVICES RENDERED

THANK YOU FOR YOUR BUSINESS!!!

PARTS TOTAL 6,400.00

+

YOUR SATISFACTION IS VERY

LABOR TOTAL 6,800.00

IMPORTANT TO ME!!!

TAX 608.00

ESTIMATE
TOTAL AMOUNT OF ~~\$\$\$~~ \$ 13,808.00

Call For All Your Plumbing Needs!!!

"DRAINS" "FAUCETS" "GAS LINES" "DISPOSALS"

"SEWERS" "FIXTURES" "WATER HEATERS"

"WATER LINES + SERVICE"

INSTALLATION -- SERVICE -- REPAIR

---NEW CONSTRUCTION---

Got Drain Problems?

Call Today!!

SEWER + DRAIN CLEANING

=NEW EQUIPMENT=

>SEE ----- INSIDE ----- DRAINS<

SeeSnake DRAIN CAMERA



Blankinship Electric LLC 2017
Po Box 1129
Independence, KS 67301 US
(620) 330-2527
blankinship.electric@outlook.com

Estimate

ADDRESS

Jason Elmore
High Road Coffee
1001 North 13th St
Independence, KS 67301

ESTIMATE#	DATE	EXPIRATION DATE
1182	08/10/2023	08/10/2023

	QTY	RATE	AMOUNT
Quote This quote is for the rewire for full electrical wiring for High Road Rosters.	1	30,000.00	30,000.00

TOTAL

\$30,000.00

Accepted By

Accepted Date



AUTO | HOME | LIFE

Evidence of Insurance Commercial Fire Insurance

Named Insured:

ELMORE, JASON AND ERICKA
700 W BEECH ST
INDEPENDENCE, KS 67301-2353

Agent

CHRISTOPHER PRATER
(417) 466-7121
24-AF19-35

Policy Number: 15-76-C-10979432-1**Effective Date: 01/03/2023, 12:01 AM Central Time****Expiration Date: 01/03/2024, 12:01 AM Central Time****Policy Deductible**

1000

Location Physical Location #1

107 E MAIN ST, INDEPENDENCE, KS, 67301 3709

Protection

2

Item No.	Occupancy Code	Item Description	Limits	Covered Cause of Loss	Premium
1	0532	JOISTED MASONRY COMMERCIAL FIRE BUILDING COFFEE (COINSURANCE 80%) - MULTIPLE OCCUPANCY BUILDING	170,000	Broad	1,732.00
		PROPERTY DAMAGE DISCHARGE LIMIT	10,000		108.00
2		COMMERCIAL FIRE BUSINESS PERSONAL PROPERTY (IN BUILDING COFFEE) W/REPLACEMENT COST INCLUDING MERCHANDISE AND STOCK (COINSURANCE 80%)	37,000	Broad	413.00

Total for Term (This is Not a Bill):**2,253.00****Other Endorsements Attached To This Policy:****Endorsement Number**

Cause of Loss - Broad Form

CP-10-20

Discharge from Sewer, Drain or Sump (Not Flood-Related)

CP 10 38

Inflation Protection Endorsement

B-697-B

Building and Personal Property Coverage Form

CP-00-10

David A. Van Dyke
Secretary

Randa Pawlins
President and CEO

Goins Concrete & Construction

4507B Cr 6400
NEODESHA, KS 66757



Highroads Coffee

8/14/2023

You recently requested pricing information from our company. Here is our quote:

Item Description	Price
This bid is for	
Install beam,	
Reframe store front	
Side and paint	
Bid includes labor and materials	
Total	\$30,000

Thank you for giving us the opportunity to bid for you.

Darrin Goins

If you would like to change anything in this quote, please contact me personally at 620-205-7591, and I will recalculate it for you.

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f in

Inbox

376

Unread

Starred

Drafts

5

Sent

Archive

Spam

Trash

^ Less

Views

Hide

Photos

Documents

Emails to myself

Subscriptions

Shopping

Receipts

Credits

Travel

Folders

Hide

+ New Folder

Reg. Folder

1

Synced Messages

23

From: Zack Wade <zack.wade@countrysideconceptsllc.com>

Sent: Wednesday, March 01, 2023 11:59 AM

To: Jason Elmore <elmorej8@yahoo.com>

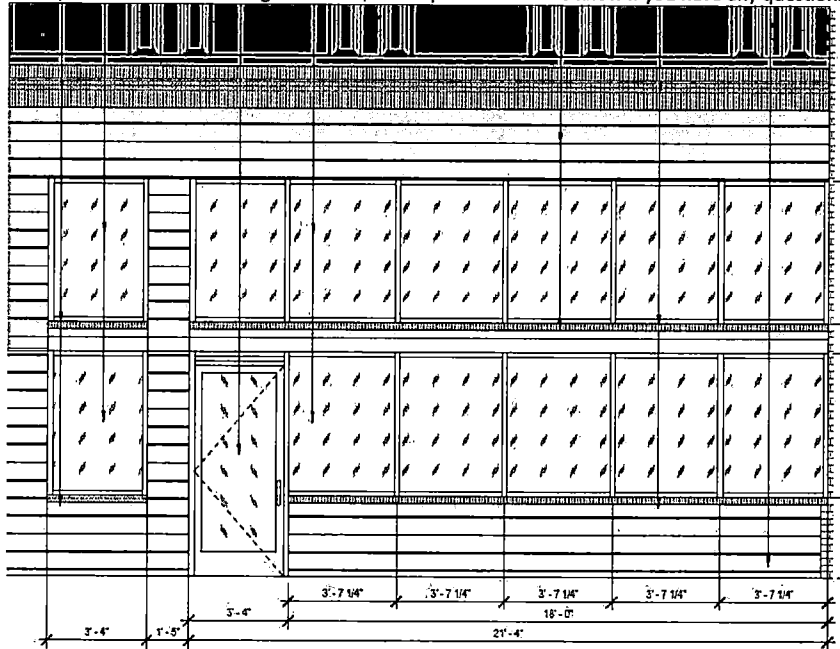
Cc: Erika Elmore <ere258@yahoo.com>; Sean Clapp, AIA <Sean@echelonad.com>; Miranda Bruen

Subject: FW: High Roads

Jason,

Sean wanted me to give you an updated price on the latest design, it looks like they added a couple portion.

The updated cost would be right around \$15800 plus tax. Let me know if you have any questions.



Montgomery County, Kansas 2023 Notice of Estimated Ad Valorem Taxes

PROPERTY DESCRIPTION
109 E MAIN ST SUB:W49 BLK LOTS 063-099-31-0-20-18-007.00 County ID: 108-0000044220 IC 000807

INDEPENDENCE, KS 67301

This is only an estimate. Property tax statements will be issued after final rates are finalized and submitted to the Board of Assessors.

In March 2021, the Kansas Legislature passed KSA 79-2988 to establish limitations on ad valorem property tax levies by taxing subdivisions without an additional notice or hearing prior to the budget adoption. Taxing subdivisions are prohibited from levying an ad valorem property tax that exceeds the Revenue Neutral Rate (RNR) without holding a public hearing and passing a resolution. This notice includes the RNR and estimated tax, as well as the estimated tax impact from proposed budgets of the taxing subdivisions levying ad valorem tax on your property.

PROPERTY VALUES				
Class	Prior Year Appraised	Prior Year Assessed	Current Year Appraised	Current Year Assessed
COMM/INDUSTRIAL URBAN	62,970	15,743	60,720	15,181
	<u>62,970</u>	<u>15,743</u>	<u>60,720</u>	<u>15,181</u>

Taxing Subdivision	Revenue Neutral		Proposed Budget			Difference (Proposed vs. Rev Neutral)		Estimated Subdivider Total Assessed Valuation
	Rate	Tax	Rate	Tax	Total Ad Valorem Revenue	Rate (%)	Tax	
STATE	1.50000	\$22.77	1.50000	\$22.77	\$21,010,768.00	.00	\$.00	382,013,986
COUNTY	44.26800	\$672.05	55.00000	\$834.97	\$21,010,768.00	24.24	\$162.92	382,013,986
Independence City	44.53500	\$676.08	56.51500	\$857.95	\$3,545,858.00	26.90	\$181.87	62,741,886
USD 446	24.17400	\$366.98	28.18800	\$427.92	\$6,567,840.00	16.61	\$60.94	136,296,180
USD 446 General	17.47600	\$265.30	20.00000	\$303.62	\$.00	14.44	\$38.32	114,926,560
USD 446 Rec. Com.	3.54400	\$53.80	5.00000	\$75.91	\$681,481.00	41.08	\$22.11	136,296,180
Independence C.C.	35.50300	\$538.97	37.23200	\$565.22	\$6,497,144.00	4.87	\$26.25	174,504,300
Wildcat Ext. Dst. #1	1.26300	\$19.17	1.34800	\$20.46	\$1,311,715.00	6.73	\$1.29	382,013,986
TOTALS	172.26300	\$2,615.12	204.78300	\$3,108.82			\$493.70	

Taxing Subdivision	Prior Year		Public Hearing Information
	Tax Rate	Tax Paid	
			Page 107 of 170

(Tax and Value Amounts DO NOT include Special Assessments or Late Filing Penalties)

CURRENT YEAR TAX ESTIMATES

PRIOR YEAR TAX AND PUBLIC HEARING

ELM00006 0506953

CITY OF INDEPENDENCE

REC#: 01225115 3/27/2023 9:36 AM

OPER: JESS TERM: 001

REF#:

TRAN: 300.0000 BUILDING PERMITS

2023034 280.00CR

ELMORE, JASON

107 E MAIN

BP 280.00CR

TENDERED: 280.00 CHECK

APPLIED: 280.00-

CHANGE: 0.00

C I T Y O F I N D E P E N D E N C E

B U I L D I N G D E P A R T M E N T

BUILDING PERMIT

PERMIT NUMBER: 2023034

PERMIT DATE: 3/24/2023

EXPIRATION DATE: 9/23/2023

PROPERTY ADDRESS: 107 E MAIN

OWNER NAME: JASON ELMORE

OWNER ADDRESS: 700 W BEECH

INDEPENDENCE KS 67301

GENERAL CONTRACTOR: JASON ELMORE

CONTRACTOR PHONE:

TYPE OF OCCUPANCY:

TYPE OF CONSTRUCTION:

ZONING:

LOT NUMBER:

BLOCK NUMBER:

SUBDIVISION:

NUMBER OF DWELLING UNITS: 1.00

SQUARE FOOTAGE OF BUILDING: 2,900.00

VALUATION: 17,000.00

ELEC: 0.00

PLUMB: 0.00

DESCRIPTION: BUILDING PERMIT

Inspections required

1. Allrough-in

a. plumbing

b. electrical

2. Framing

3. Gas

4. HVAC/Mechanical

5. Final for

occupancy

Inspector D.Cowan

620.330.0056

Please give notice
for inspections6. Cooking Hood not
approved and
working for
approval with
owner.

PERMIT FEES

BLDG PERMIT FEE: \$ 280.00

ELECTRIC PERMIT: 0.00

PLUMBING PERMIT: 0.00

ROOFING PERMIT: 0.00

BACKFLOW PERMIT: 0.00

SYSTEMS DEVELOPMENT FEE: 0.00

TOTAL \$ 280.00

THIS PERMIT BECOMES NULL AND VOID IF WORK OR AUTHORIZED CONSTRUCTION IS NOT COMMENCED WITHIN 180 DAYS. IF THIS PROJECT IS NOT COMPLETED WITHIN ONE YEAR A NEW PERMIT MUST BE OBTAINED.

BUILDING CONTRACTOR OR OWNER

3/24/2023

CITY OF INDEPENDENCE REPRESENTATIVE

3/24/2023

B U I L D I N G D E P A R T M E N T

B U I L D I N G P E R M I T

P E R M I T N U M B E R : 2023117

P E R M I T D A T E : 8/21/2023

E X P I R A T I O N D A T E : 2/19/2024

P R O P E R T Y A D D R E S S : 107 E MAIN

O W N E R N A M E : JASON ELMORE

O W N E R A D D R E S S : 700 W BEECH

I N D E P E N D E N C E K S 67301

G E N E R A L C O N T R A C T O R : JASON ELMORE

C O N T R A C T O R P H O N E :

T Y P E O F O C C U P A N C Y :

T Y P E O F C O N S T R U C T I O N :

Z O N I N G :

L O T N U M B E R :

B L O C K N U M B E R :

S U B D I V I S I O N :

N U M B E R O F D W E L L I N G U N I T S : 1.00

S Q U A R E F O O T A G E O F B U I L D I N G : 2,500.00

V A L U A T I O N : 89,608.00

E L E C : 0.00

P L U M B : 0.00

D E S C R I P T I O N : B U I L D I N G P E R M I T

P E R M I T F E E S

BLDG PERMIT FEE: \$	899.50
ELECTRIC PERMIT:	0.00
PLUMBING PERMIT:	0.00
ROOFING PERMIT:	0.00
BACKFLOW PERMIT:	0.00
SYSTEMS DEVELOPMENT FEE:	0.00

TOTAL	\$	899.50
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THIS PERMIT BECOMES NULL AND VOID IF WORK OR AUTHORIZED CONSTRUCTION IS NOT COMMENCED WITHIN 180 DAYS. IF THIS PROJECT IS NOT COMPLETED WITHIN ONE YEAR A NEW PERMIT MUST BE OBTAINED.

BUILDING CONTRACTOR OR OWNER	8/21/2023
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CITY OF INDEPENDENCE REPRESENTATIVE	8/21/2023
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**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023**

Department Public Works & Utilities

Director Approval John Garris

AGENDA ITEM Consider authorizing TranSystems to prepare and submit a KDOT Cost Share Program grant application for: Sycamore, 10th to 21st.

SUMMARY RECOMMENDATION Authorize submission.

BACKGROUND Kansas Department of Transportation (KDOT) Cost Share applications for fall 2023 round are due on September, 2023.

The suggested project is the same one we have submitted in the last three rounds, a 4" mill, 2" overlay, new sidewalk ramps, addition of a 10'x5' box culvert on Sycamore.

Total Estimated Cost: \$1,101,000
City Match and Non-Participating: \$ 300,000

Total City Cost: \$ 300,000

FINANCIAL INFORMATION If awarded, the City's match will be funded from future budgeted street capital dollars, most likely in 2025 or 2026.

SUGGESTED MOTION I move to authorize TranSystems to prepare an application for KDOT's Cost Share Program for Sycamore from 10th Street to 21st Street and to submit the application to KDOT.

SUPPORTING DOCUMENTS

1. Sycamore Cost Share 2023

Opinion of Probable Construction Cost
City of Independence, Kansas
Cost Share Fall 2023
Sycamore Street from 10th to 21st, New Curb & Gutter, Mill & Overlay
and Ramp Replacement

ITEM NO.	PARTICIPATING BID ITEM	UNIT	UNIT BID PRICE	QUANTITY	COST
1	Contractor Construction Staking	LSUM	\$5,000.00	1.0	\$ 5,000.00
2	Mobilization	LSUM	\$30,000.00	1.0	\$ 30,000.00
3	Clearing & Grubbing	LSUM	\$5,000.00	1.0	\$ 5,000.00
4	Milling (4 inches)	S.Y.	\$2.50	18277.0	\$ 45,692.50
5	Asphalt (2 inches)	Ton	\$120.00	2500.0	\$ 300,000.00
6	Concrete Patching, 8"	S.Y.	\$110.00	100.0	\$ 11,000.00
7	4" Concrete Sidewalk	S.Y.	\$60.00	350.0	\$ 21,000.00
8	Ramps (4")(AE)	S.Y.	\$150.00	100.0	\$ 15,000.00
9	Box Culvert under Sycamore	LSUM	\$40,000.00	1.0	\$ 40,000.00
10	Rock Excavation	C.Y.	\$70.00	650.0	\$ 45,500.00
11	4" Base Rock	S.Y.	\$10.00	450.0	\$ 4,500.00
12	Curb and Gutter (in place)	LF	\$35.00	7900.0	\$ 276,500.00
13	Traffic Control	LSUM	\$15,000.00	1.0	\$ 15,000.00
14	Permanent Striping	L.F.	\$2.50	8750.0	\$ 21,875.00

Construction \$ 836,067.50

Design \$ 75,000.00

Inspection \$ 100,000.00

Estimated Total \$ 1,011,067.50

- 4" Milling and 2" overlay

New Curb and Gutter Along Sycamore St and to the Curb Return on Side Streets

New sidewalk ramps

Add 10x5 box culvert at Sycamore (storm sewer South of Sycamore not eligible under program)



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023**

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider awarding a contract for a Community Development/Comprehensive Plan.

SUMMARY RECOMMENDATION Award the contract.

BACKGROUND The City received proposals to update the 1982 Comprehensive Plan and prepare a new Community Development Plan. Three proposals were received. Two firms were selected for interviews, which occurred on August 17, 2023 by representatives of City staff, the Planning Commission, the Housing Authority Director, and the Chair of the Economic Development Advisory Board. City staff will review the committee's recommendation at the Commission meeting.

FINANCIAL INFORMATION There are sufficient budgeted funds and grant monies to fund this \$100,000 contract.

SUGGESTED MOTION I move to award a contract to Confluence, Inc. for a Community Development/Comprehensive Plan pending approval of the contract by the City Attorney and any required grant approvals.

SUPPORTING DOCUMENTS

1. Signed Contract
2. Consultant Selection Scoring Sheet
3. RFP - Independence, Kansas Comp Plan Update-Community Development Plan
4. Confluence_IndependenceKSComprehensivePlan_Proposal

CONTRACT

This Agreement is entered into on the 24th day of August, 2023, by and between the **CITY OF INDEPENDENCE, KANSAS**, hereafter **CITY**, and **CONFLUENCE, INC.**, an Iowa corporation, hereafter **CONTRACTOR**.

1. **Project Description:** The project involves developing a new Community Development/Comprehensive Plan.

2. **Specifications:** The specifications for the work to be performed by **CONTRACTOR** are those set forth in **CITY**'s Request For Proposal (RFP) and in those portions of **CONTRACTOR**'s proposal relating to proposed fees and project timeline. Copies of **CITY**'s RFP and **CONTRACTOR**'s proposed fees and project timeline are attached hereto and incorporated herein by reference.

3. **Compensation:** **CITY** shall pay **CONTRACTOR** total compensation in the amount of \$100,000.00 in agreed progress payments based upon actual work performed.

4. **Term of Agreement:** **CONTRACTOR** shall begin work at such time as mutually agreed with **CITY**, but no later than September 1, 2023, and shall diligently complete the project no later than July 1, 2024.

5. **Indemnification:** **CONTRACTOR** agrees to indemnify and hold harmless **CITY**, its agents and employees, for any damages to persons or property arising from acts or omissions of **CONTRACTOR**, or its agents or employees, in performance of this agreement.

6. **CONTRACTOR Requirements:** **CONTRACTOR** shall be responsible for, and provide the **CITY** proof of, the following upon request:

- a. Current Occupational License issued by the City, if required.
- b. A minimum of \$500,000.00 general liability insurance.
- c. All statutorily required workers compensation coverage.

- d. A minimum of \$500,000.00 in automobile liability insurance.

CITY OF INDEPENDENCE, KANSAS

08/24/2023
Date

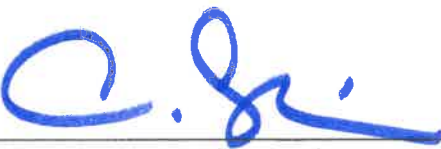
By: _____
LOUIS YSUSI, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk

CONFLUENCE, INC.

8/24/2023
Date

By: _____
CHRISTOPHER SHIRES
Principal-in-Charge



I. INTRODUCTION

The City of Independence, Kansas (the "City") is announcing a request for proposal ("RFP") from professional planning consultants to update the City's Comprehensive Plan with a new Community Development Plan.

II. BACKGROUND AND OBJECTIVES

The City is the county seat of Montgomery County with an estimated population of 8,600. Independence is located at the intersection of US-75 and US-160, along the Verdigris River south of its confluence with the Elk River. The City is organized under a Commission-Manager form of government. Municipal operations include water, wastewater (sewer), sanitation, police, and fire/EMS services.

The existing Comprehensive Plan was adopted in 1982 and thus reflects outdated information. This RFP states the general scope of work to update the Comprehensive Plan with a new Community Development Plan, outlines the requirements for potential consultants, and provides guidelines for preparing and submitting the proposal.

The proposal should clearly demonstrate how the firm(s) can best satisfy the City's requirements in this effort. The City shall reserve the right to enter an agreement with the firm(s) presenting the proposal that is most advantageous to the City or to reject all submitted proposals.

III. FOCUS OF STUDY

A major component of the Community Development Plan project is to determine the relevance of the existing Comprehensive Plan, update it accordingly, and create a new path for the future. The Plan shall comply with the requirements found in K.S.A. 12-747.

The project should include assembling and analyzing data regarding all of the existing conditions within the City and utilizing that data to develop policies, strategies, actions, and an implementation plan to guide future development and decision making within the community with a 20-year time horizon. It is anticipated the new Community Development Plan would cover, but is not limited to, the following content:

a. Community Assessment

Document the general location, extent and relationship of existing land uses within the City, including agriculture, residential, commercial, industry, recreation, education, public buildings and other community facilities (including the Independence Municipal Airport (IDP) (the "Airport")), and major utility facilities (public and private).

b. Demographic/Economic Overview

Analyze population, housing, access to healthcare, and demographic trends and projections. Make recommendations that will enhance the quality of life within the City.

c. Public Facilities

Evaluate existing public facilities (including the Airport, Memorial Hall, Riverside Park and Ralph Mitchell Zoo, Animal Control/AWOL Humane Society, Mount Hope Cemetery, City Hall and other City facilities, and schools), and make recommendations for public improvement programming based upon a determination of relative urgency. Evaluate the major sources and expenditure of public revenue and develop long-range financial plans for financing public facilities and improvements based on a projection of the economic and fiscal activity of the City, both public and private.

d. Employment/Economic Development

Analyze economic trends and forecasts, and make recommendations for an economic development plan that will enhance the City's tax base, attract new business, retain existing businesses, create new jobs, improve job retention, and enhance quality of life within the City. The plan should provide sufficient neighborhood and community-wide shopping facilities efficiently distributed throughout the community and adequate opportunity for commercial expansion. The plan should provide opportunities for industrial development locations with suitable access, adequate community facilities,

and favorable land use and environmental conditions. The plan should support the development of small and emerging private business enterprises in rural areas.

e. Natural Resources and Stormwater Management

Development should be sustainable. The Community Development Plan should ensure the sustainable utilization and management of the City's natural resources.

f. Emergency Planning and Preparedness

Evaluate the City's existing emergency services and planning, and make recommendations that will enhance community safety and the City's preparedness for various types of emergencies, including improvement of response times for emergency services.

g. Future Land Use Plan

Develop future land use plan, with an appropriate balance of commercial, industrial, recreational and residential uses and potential mixed-use where appropriate. This plan should include policies and action steps for implementation to guide future development and land-use decisions, including proposals and policy for land annexation. The plan should provide ample opportunity for continued community development within an orderly, efficient and environmentally safe planning framework.

h. Housing

The State of Kansas Office of Rural Prosperity, in conjunction with the Kansas Housing Resources Corporation, recently released a statewide housing assessment. In addition, a Housing Needs Assessment was completed by the Independence Housing Authority in 2022. While the statewide assessment and local housing needs analysis may prove helpful, the City wants to ensure the Community Development Plan process evaluates the local housing environment in the City and provides recommendations that will accommodate population growth.

Such evaluation should include, but not be limited to: discussing existing housing conditions and a projection of future housing trends; identifying housing goals, objectives and policies for the City; and recommending future actions to implement the objectives to upgrade the condition of

housing in the City. The Community Development Plan should provide decent and affordable housing for the City's present and future populations while preserving and improving existing residential areas.

i. Transportation and Thoroughfares

Transportation is an important component of community health. The Community Development Plan should evaluate transportation facilities of all types whether publicly or privately owned (including but not limited to bike lanes, walkability, rail service and air travel), and assess traffic patterns and the City's connectivity both within the City itself and with other communities in the region. Streets should be classified based on characteristics of traffic volume, travel mobility and property accessibility. Such street classification shall be used to group the streets and roadways into classes according to the character of service they provide. A thoroughfare system for street system planning should be developed that includes street design standards.

j. Parks and Recreation

The Community Development Plan should evaluate the City's existing parks, open spaces, and recreational facilities, and provide guidance for future investment to promote citizen involvement and foster a strong sense of community. The Plan should provide recreational opportunities for all sectors of the community and preserve scenic open space.

k. Building Codes

The City currently utilizes the 2018 Edition of the International Building Code. The Community Development Plan should help guide the conversation and direction on building code updates.

l. Historic Resources

The Community Development Plan should encourage identification, protection, preservation and adaptive reuse of historic and archeological resources within the City, and make recommendations for balancing historic preservation and land use issues when making planning decisions.

m. Central Business District

The Independence Central Business District is, and should continue to be, the retail and office core of the City. The Plan should include a preliminary

analysis of the viability of the Central Business District (CBD), particularly with regard to its current assets and deficiencies, short- and long-term needs, and potential implementation techniques for the purpose of ongoing planning and revitalization.

The City considers citizen input essential. The Community Development Plan process should be structured to maximize citizen involvement and participation. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse citizenry and ensuring an open public dialogue throughout the development of the Plan. Additionally, the selected firm should work with the City to develop an effective communication plan to ensure that citizens can fully participate in and track the process of the Community Development Plan project.

All mapping prepared in connection with this project should be compatible with ArcGIS and such mapping data shall become the property of the City.

IV. DEVELOPMENT OF SCOPE OF SERVICES

Following the selection of the successful firm, a detailed Scope of Services will be developed by the City and consultant to outline the specific purposes, objectives, and tasks of the Community Development Plan update.

V. PROPOSAL PROCEDURES

a. Anticipated Proposal Schedule

The following is a timetable for the consultant selection process.

Date	Activity
July 3, 2023	Advertise RFP
July 31, 2023	Consultant proposals due
August 24, 2023	Approval by City Commission

b. Inquiries Regarding the RFP

Questions concerning the RFP may be directed via email to: Kelly Passauer, City Manager/Zoning Administrator, KellyP@IndependenceKs.gov.

c. Submission of Proposals

Proposers shall submit four copies of their proposal. An electronic PDF version of the proposal will be requested after the submittal deadline. Proposals for the City's Community Development Plan Update will be received at:

Independence City Hall
811 West Laurel Street
Independence, KS 67301

until 12:00 PM (Local Time) on July 31, 2023. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and addressed as follows:

**2023 Comprehensive Plan Update/Community Development Plan
Attn: Kelly Passauer, City Manager/Zoning Administrator**

d. Evaluation and Award Criteria

A Staff Screening and Selection Committee will review the Proposals and develop a ranking list based on the criteria stated below. After the initial screening process, the committee may also conduct interviews with selected firms, providing an opportunity for further clarification of the selected proposals. After this review process, the City Manager will present a recommendation to the City Council for consideration. Criteria that will be considered:

1. Project Approach – Adequacy of the proposal addressing the areas of focus to include project timeline, community engagement strategy, and implementation capacity.
2. Fees for Services – Provide the fee for the proposed services and the fee rate for any related services.
3. Technical Qualifications – Qualifications of the firm's professional personnel to be assigned to the engagement, and qualifications of the firm's management support personnel to be available for technical consultation.
4. Firm Experience – Consultant's past experience and demonstrated success with similar comprehensive/community development planning projects, the firm's creativity and effectiveness in facilitating substantive and successful public participation processes in a

diverse rural community, and the ability to provide the necessary professional staff on a timely basis to complete the study.

The successful firm will have a professional planner (AICP preferred) to manage and lead the project and a team of experienced professionals to help address the broad spectrum of issues and facilitate the public process.

e. Terms and Conditions

1. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
2. The City reserves the right to extend the date by which the submittals are due.
3. The City reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFP, such action shall be published as an addendum to the RFP.
4. All submittals become the property of the City. Except for the name of firms on the final list, no information contained in proposal submittals shall be made public until the Commission considers awarding the project and/or execution of a contract.
5. The City reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the City's interests.
6. The City reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.
7. All proposals must remain in effect for 90 days after the proposal due date.
8. The City is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals.

VI. PROPOSAL REQUIREMENTS

- a. **Cover Letter** – A signed transmittal letter briefly stating the proposer's understanding of the work to be done, why the firm believes itself to be the best qualified to perform the engagement, and any other information they consider essential to their proposal.
- b. **Project Approach** – The proposal should set forth a general project plan, including an explanation of the methodology to be followed to perform the services required in the request for proposal. Each proposal should detail the strategies to be taken to develop an understanding of the community and nurture citizen engagement.
- c. **Firm Profile** – At a minimum, the proposal should state the size of the firm, the size of the firm's governmental planning staff, and the location of the office from which the work on this engagement will be performed.
- d. **Project Team Qualifications** – The proposal should describe the qualifications of staff to be assigned to the project. The description should include the composition of the team and prior experience of the individual team members.
- e. **Proposed Fees** – Provide the firm's all-inclusive maximum fee for the requested work in this proposal. The fee rate for related services should also be included.
- f. **Anticipated Project Schedule** – The proposal should include a general timeline for the project. It is requested that the project be completed by July 1, 2024 if at all possible.
- g. **Work Samples & References** – The proposal should describe prior comprehensive/community development planning experience. The experience listing should be limited to the last five (5) years and should include prior experience with municipalities that are similarly-situated to the City.

The proposal should include a maximum of three (3) client references, including contact persons, email addresses and telephone numbers.



Our not-to-exceed fee to complete all tasks identified in our work program is detailed by phase below. Our scope and fee can be adjusted as needed to meet the needs and budget of the City of Independence.

Phase 1: Project Research + Analysis	\$23,000
Phase 2: Vision, Input + Direction	\$28,000
Phase 3: Draft Plan + Evaluation	\$36,000
Phase 4: Final Draft Plan + Adoption	\$8,000
Expenses (travel, printing, website, yard-signs)	\$5,000
TOTAL FEE PROPOSAL	\$100,000

PROJECT TIMELINE

Our team is ready and available with the necessary capacity to prepare a Comprehensive Plan Update/ Community Development Plan for Independence, Kansas, and we are projecting that this project will take approximately 12 months to complete. Therefore, with an anticipated start date in August of 2023, we expect to deliver the final draft of the Comprehensive Plan in July of 2024. As part of the project kick-off, we will outline a detailed work plan and public meeting schedule to meet the needs of Independence.

	August- September 2023	October- November 2023	December - April 2024				May - July 2024		
Phase 1									
Research + Analysis									
Pre-Kick-Off Meeting with City Staff	●								
Communication Plan	●								
Project Kick-Off Meeting with Steering Committee		●							
Analysis Review Meeting with Steering Committee		●							
Analysis Review Joint Workshop		●							
Phase 2									
Vision, Input + Direction									
Online Engagement Website									
Stakeholder Interviews & Focus Groups									
Public Visioning Workshop									
Special Event Booth #1 and #2									
Stakeholder and Public Input Review Meeting with Steering Committee									
Phase 3									
Draft Plan + Evaluation									
Draft Plan Review Sessions with Steering Committee (3 meetings)									
Draft Plan Public Open House									
Draft Plan Joint Workshop									
Public Review and Comment Period									
Phase 4									
Final Draft Plan + Adoption									
Planning Commission Public Hearing									
City Commission Public Hearing									

	Confluence	PEC
Demonstrated Project Approach	4	3
Fees	5	5
Key Personnel Experience and Qualifications	4	3
Personnel Availability	3	3
Experience in Similar Planning	4	3
Schedule	5	5
Total:	25	22
Ranking: 0-5		



I. INTRODUCTION

The City of Independence, Kansas (the "City") is announcing a request for proposal ("RFP") from professional planning consultants to update the City's Comprehensive Plan with a new Community Development Plan.

II. BACKGROUND AND OBJECTIVES

The City is the county seat of Montgomery County with an estimated population of 8,600. Independence is located at the intersection of US-75 and US-160, along the Verdigris River south of its confluence with the Elk River. The City is organized under a Commission-Manager form of government. Municipal operations include water, wastewater (sewer), sanitation, police, and fire/EMS services.

The existing Comprehensive Plan was adopted in 1982 and thus reflects outdated information. This RFP states the general scope of work to update the Comprehensive Plan with a new Community Development Plan, outlines the requirements for potential consultants, and provides guidelines for preparing and submitting the proposal.

The proposal should clearly demonstrate how the firm(s) can best satisfy the City's requirements in this effort. The City shall reserve the right to enter an agreement with the firm(s) presenting the proposal that is most advantageous to the City or to reject all submitted proposals.

III. FOCUS OF STUDY

A major component of the Community Development Plan project is to determine the relevance of the existing Comprehensive Plan, update it accordingly, and create a new path for the future. The Plan shall comply with the requirements found in K.S.A. 12-747.

The project should include assembling and analyzing data regarding all of the existing conditions within the City and utilizing that data to develop policies, strategies, actions, and an implementation plan to guide future development and decision making within the community with a 20-year time horizon. It is anticipated the new Community Development Plan would cover, but is not limited to, the following content:

a. Community Assessment

Document the general location, extent and relationship of existing land uses within the City, including agriculture, residential, commercial, industry, recreation, education, public buildings and other community facilities (including the Independence Municipal Airport (IDP) (the "Airport")), and major utility facilities (public and private).

b. Demographic/Economic Overview

Analyze population, housing, access to healthcare, and demographic trends and projections. Make recommendations that will enhance the quality of life within the City.

c. Public Facilities

Evaluate existing public facilities (including the Airport, Memorial Hall, Riverside Park and Ralph Mitchell Zoo, Animal Control/AWOL Humane Society, Mount Hope Cemetery, City Hall and other City facilities, and schools), and make recommendations for public improvement programming based upon a determination of relative urgency. Evaluate the major sources and expenditure of public revenue and develop long-range financial plans for financing public facilities and improvements based on a projection of the economic and fiscal activity of the City, both public and private.

d. Employment/Economic Development

Analyze economic trends and forecasts, and make recommendations for an economic development plan that will enhance the City's tax base, attract new business, retain existing businesses, create new jobs, improve job retention, and enhance quality of life within the City. The plan should provide sufficient neighborhood and community-wide shopping facilities efficiently distributed throughout the community and adequate opportunity for commercial expansion. The plan should provide opportunities for industrial development locations with suitable access, adequate community facilities,

and favorable land use and environmental conditions. The plan should support the development of small and emerging private business enterprises in rural areas.

e. Natural Resources and Stormwater Management

Development should be sustainable. The Community Development Plan should ensure the sustainable utilization and management of the City's natural resources.

f. Emergency Planning and Preparedness

Evaluate the City's existing emergency services and planning, and make recommendations that will enhance community safety and the City's preparedness for various types of emergencies, including improvement of response times for emergency services.

g. Future Land Use Plan

Develop future land use plan, with an appropriate balance of commercial, industrial, recreational and residential uses and potential mixed-use where appropriate. This plan should include policies and action steps for implementation to guide future development and land-use decisions, including proposals and policy for land annexation. The plan should provide ample opportunity for continued community development within an orderly, efficient and environmentally safe planning framework.

h. Housing

The State of Kansas Office of Rural Prosperity, in conjunction with the Kansas Housing Resources Corporation, recently released a statewide housing assessment. In addition, a Housing Needs Assessment was completed by the Independence Housing Authority in 2022. While the statewide assessment and local housing needs analysis may prove helpful, the City wants to ensure the Community Development Plan process evaluates the local housing environment in the City and provides recommendations that will accommodate population growth.

Such evaluation should include, but not be limited to: discussing existing housing conditions and a projection of future housing trends; identifying housing goals, objectives and policies for the City; and recommending future actions to implement the objectives to upgrade the condition of

housing in the City. The Community Development Plan should provide decent and affordable housing for the City's present and future populations while preserving and improving existing residential areas.

i. Transportation and Thoroughfares

Transportation is an important component of community health. The Community Development Plan should evaluate transportation facilities of all types whether publicly or privately owned (including but not limited to bike lanes, walkability, rail service and air travel), and assess traffic patterns and the City's connectivity both within the City itself and with other communities in the region. Streets should be classified based on characteristics of traffic volume, travel mobility and property accessibility. Such street classification shall be used to group the streets and roadways into classes according to the character of service they provide. A thoroughfare system for street system planning should be developed that includes street design standards.

j. Parks and Recreation

The Community Development Plan should evaluate the City's existing parks, open spaces, and recreational facilities, and provide guidance for future investment to promote citizen involvement and foster a strong sense of community. The Plan should provide recreational opportunities for all sectors of the community and preserve scenic open space.

k. Building Codes

The City currently utilizes the 2018 Edition of the International Building Code. The Community Development Plan should help guide the conversation and direction on building code updates.

l. Historic Resources

The Community Development Plan should encourage identification, protection, preservation and adaptive reuse of historic and archeological resources within the City, and make recommendations for balancing historic preservation and land use issues when making planning decisions.

m. Central Business District

The Independence Central Business District is, and should continue to be, the retail and office core of the City. The Plan should include a preliminary

analysis of the viability of the Central Business District (CBD), particularly with regard to its current assets and deficiencies, short- and long-term needs, and potential implementation techniques for the purpose of ongoing planning and revitalization.

The City considers citizen input essential. The Community Development Plan process should be structured to maximize citizen involvement and participation. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse citizenry and ensuring an open public dialogue throughout the development of the Plan. Additionally, the selected firm should work with the City to develop an effective communication plan to ensure that citizens can fully participate in and track the process of the Community Development Plan project.

All mapping prepared in connection with this project should be compatible with ArcGIS and such mapping data shall become the property of the City.

IV. DEVELOPMENT OF SCOPE OF SERVICES

Following the selection of the successful firm, a detailed Scope of Services will be developed by the City and consultant to outline the specific purposes, objectives, and tasks of the Community Development Plan update.

V. PROPOSAL PROCEDURES

a. Anticipated Proposal Schedule

The following is a timetable for the consultant selection process.

Date	Activity
July 3, 2023	Advertise RFP
July 31, 2023	Consultant proposals due
August 24, 2023	Approval by City Commission

b. Inquiries Regarding the RFP

Questions concerning the RFP may be directed via email to: Kelly Passauer, City Manager/Zoning Administrator, KellyP@IndependenceKs.gov.

c. Submission of Proposals

Proposers shall submit four copies of their proposal. An electronic PDF version of the proposal will be requested after the submittal deadline. Proposals for the City's Community Development Plan Update will be received at:

Independence City Hall
811 West Laurel Street
Independence, KS 67301

until 12:00 PM (Local Time) on July 31, 2023. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and addressed as follows:

**2023 Comprehensive Plan Update/Community Development Plan
Attn: Kelly Passauer, City Manager/Zoning Administrator**

d. Evaluation and Award Criteria

A Staff Screening and Selection Committee will review the Proposals and develop a ranking list based on the criteria stated below. After the initial screening process, the committee may also conduct interviews with selected firms, providing an opportunity for further clarification of the selected proposals. After this review process, the City Manager will present a recommendation to the City Council for consideration. Criteria that will be considered:

1. Project Approach – Adequacy of the proposal addressing the areas of focus to include project timeline, community engagement strategy, and implementation capacity.
2. Fees for Services – Provide the fee for the proposed services and the fee rate for any related services.
3. Technical Qualifications – Qualifications of the firm's professional personnel to be assigned to the engagement, and qualifications of the firm's management support personnel to be available for technical consultation.
4. Firm Experience – Consultant's past experience and demonstrated success with similar comprehensive/community development planning projects, the firm's creativity and effectiveness in facilitating substantive and successful public participation processes in a

diverse rural community, and the ability to provide the necessary professional staff on a timely basis to complete the study.

The successful firm will have a professional planner (AICP preferred) to manage and lead the project and a team of experienced professionals to help address the broad spectrum of issues and facilitate the public process.

e. Terms and Conditions

1. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
2. The City reserves the right to extend the date by which the submittals are due.
3. The City reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFP, such action shall be published as an addendum to the RFP.
4. All submittals become the property of the City. Except for the name of firms on the final list, no information contained in proposal submittals shall be made public until the Commission considers awarding the project and/or execution of a contract.
5. The City reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the City's interests.
6. The City reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.
7. All proposals must remain in effect for 90 days after the proposal due date.
8. The City is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals.

VI. PROPOSAL REQUIREMENTS

- a. **Cover Letter** – A signed transmittal letter briefly stating the proposer’s understanding of the work to be done, why the firm believes itself to be the best qualified to perform the engagement, and any other information they consider essential to their proposal.
- b. **Project Approach** – The proposal should set forth a general project plan, including an explanation of the methodology to be followed to perform the services required in the request for proposal. Each proposal should detail the strategies to be taken to develop an understanding of the community and nurture citizen engagement.
- c. **Firm Profile** – At a minimum, the proposal should state the size of the firm, the size of the firm’s governmental planning staff, and the location of the office from which the work on this engagement will be performed.
- d. **Project Team Qualifications** – The proposal should describe the qualifications of staff to be assigned to the project. The description should include the composition of the team and prior experience of the individual team members.
- e. **Proposed Fees** – Provide the firm’s all-inclusive maximum fee for the requested work in this proposal. The fee rate for related services should also be included.
- f. **Anticipated Project Schedule** – The proposal should include a general timeline for the project. It is requested that the project be completed by July 1, 2024 if at all possible.
- g. **Work Samples & References** – The proposal should describe prior comprehensive/community development planning experience. The experience listing should be limited to the last five (5) years and should include prior experience with municipalities that are similarly-situated to the City.

The proposal should include a maximum of three (3) client references, including contact persons, email addresses and telephone numbers.



2023 COMPREHENSIVE PLAN UPDATE/ COMMUNITY DEVELOPMENT PLAN REQUEST FOR PROPOSAL NO. 2023-0703

CITY OF INDEPENDENCE, KANSAS
JULY 31, 2023

CONFLUENCE

525 17TH STREET
DES MOINES, IA 50309
515.975.1050
WWW.THINKCONFLUENCE.COM

POINT OF CONTACT:
CHRISTOPHER SHIRES
525 17TH STREET
DES MOINES, IA 50309
515.975.1050
CSHIRE@THINKCONFLUENCE.COM

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July 31, 2023

City of Independence
Attn: Kelly Passauer, City Manager/Zoning Administrator
811 West Laurel Street
Independence, Kansas 67301

CONFLUENCE

REQUEST FOR PROPOSALS: 2023 COMPREHENSIVE PLAN UPDATE/COMMUNITY DEVELOPMENT PLAN

Dear Mrs. Passauer and Members of the Selection Committee:

On behalf of the Confluence team, thank you for the opportunity to submit our response to your Request for Proposals to update your Comprehensive Plan and create a Community Development Plan for the City of Independence. This planning effort provides a unique opportunity for the entire community to become engaged in defining their collective vision for the future of Independence.

Our team brings decades of proven experience in community and comprehensive planning, land use analysis and planning, parks and open space development, plan implementation, community visioning, public outreach, and stakeholder engagement. We have created comprehensive plans and community development plans for numerous communities throughout the Midwest. Each community we work in is unique, and so are the plans we create for them. Our plans are individually tailored to meet the needs and priorities of the community we are serving.

We are skilled in connecting with a wide variety of community stakeholders and finding common ground in their often-diverse opinions. It is an integral component to the Plan's creation that community outreach efforts are at the center of decision-making. Our team has had great success actively engaging the community using numerous virtual tools, and we remain flexible to integrate both in-person and virtual meetings and engagement activities.

We are excited about this opportunity to continue being your partner in progress, and we look forward to discussing our qualifications and approach with you in further detail. Thank you in advance for your consideration.

Respectfully,



Christopher Shires, AICP
Principal-in-Charge
Confluence, Inc.
525 17th Street
Des Moines, IA 50309
cshires@thinkconfluence.com
515.975.1050 (mobile)



Abbey Hebbert, AICP
Project Manager
Confluence, Inc.
525 17th Street
Des Moines, IA 50309
ahebbert@thinkconfluence.com
515.288.4875 x 119



PROJECT APPROACH

Our planning process is our strength, and our team's intent at the outset of the planning process is to further refine and establish the City's vision. This process involves answering three basic questions to help us better define the planning process:

Where is Independence right now?

It is important that our team and the community realize a shared understanding of existing conditions and planning needs within the city. While we are familiar with the City of Independence, gaining a better understanding of perspectives from elected officials, City Staff, residents, and business owners will be an essential first step in our process. We will accomplish this through effective stakeholder and public engagement and a thorough analysis of existing conditions, perceptions, and perspectives.

What does Independence want to be in the future?

Utilizing our team's extensive community and engagement skillsets, we are able to assist the City in defining its vision or visions for the future. This vision will serve as the foundation for the planning process and the various plan elements. We tap into the wisdom and experience of community leaders and stakeholders to facilitate conversations, activities, and discussions about what Independence wants to become and its overall role in Montgomery County.

How does Independence get there?

Our team will leverage community input received throughout the planning process, combined with our planning expertise, to create a detailed community plan with an accountable action plan to achieve the community's vision. Our approach emphasizes community input and recognizes that importance of establishing consensus to foster local ownership of the plan.

Our team of experienced professionals brings a large toolbox of techniques and knowledge that can be deployed to engage participants in developing and shaping their vision for Independence. Creating a strong sense of ownership of the final Comprehensive/Community Development Plan is critical to its long-term success. Ultimately, the implementation of this Plan lies in the hands of community leaders, stakeholders, and residents.

ENGAGEMENT PLAN

Community engagement will be a major component of our process and will include multiple approaches to be meaningful and engaging. Our process is structured in a manner that allows for stakeholders to be involved in several ways throughout the process. Key elements include:

- Communication Plan + Project Branding
- Use of a Steering Committee
- Interactive Online Engagement Site

- Stakeholder Interviews
- Special Event Booths
- Public Workshops and Open Houses
- Visioning Sessions and Joint Workshops
- City Commission and Planning Commission Public Hearings

COMMUNICATION PLAN + PROJECT BRANDING

Communication Plan + Project Branding

Our team will formalize a communication plan that details the planned public outreach and tentative schedule of events. The plan will describe the purpose of each event and identify the roles and responsibilities of the consultant team versus the City. Marketing strategies for each event will also be identified. We have found success in marketing our public events through the City's social media pages, community newsletters, emails, and word-of-mouth from our Steering Committee members.

Prior to each public meeting, our team will review with City Staff the meeting agenda and presentation materials. We will also regularly meet with City Staff and the Steering Committee (noted below) as needed to provide progress reports, seek input on alternatives, review preliminary reports and plan drafts. We will also prepare agendas and minutes for all meetings to track progress and decisions made.

Project Branding

There is power behind a recognizable brand. As part of Phase 1, our team will collaborate with City Staff to consider how to best enhance the brand of Independence and how it relates to this planning effort. The City's recent updates to its brand, website, and wayfinding signage throughout the community make it easily distinguishable from other communities. Our intent with the project branding is to ensure that on first glance, residents immediately connect it to a City project and become interested in learning more. This graphic will be used on all our communications, advertisements, and project website to bring awareness and build excitement for the new Plan. Below are some examples of recently created Comprehensive Plan graphics.



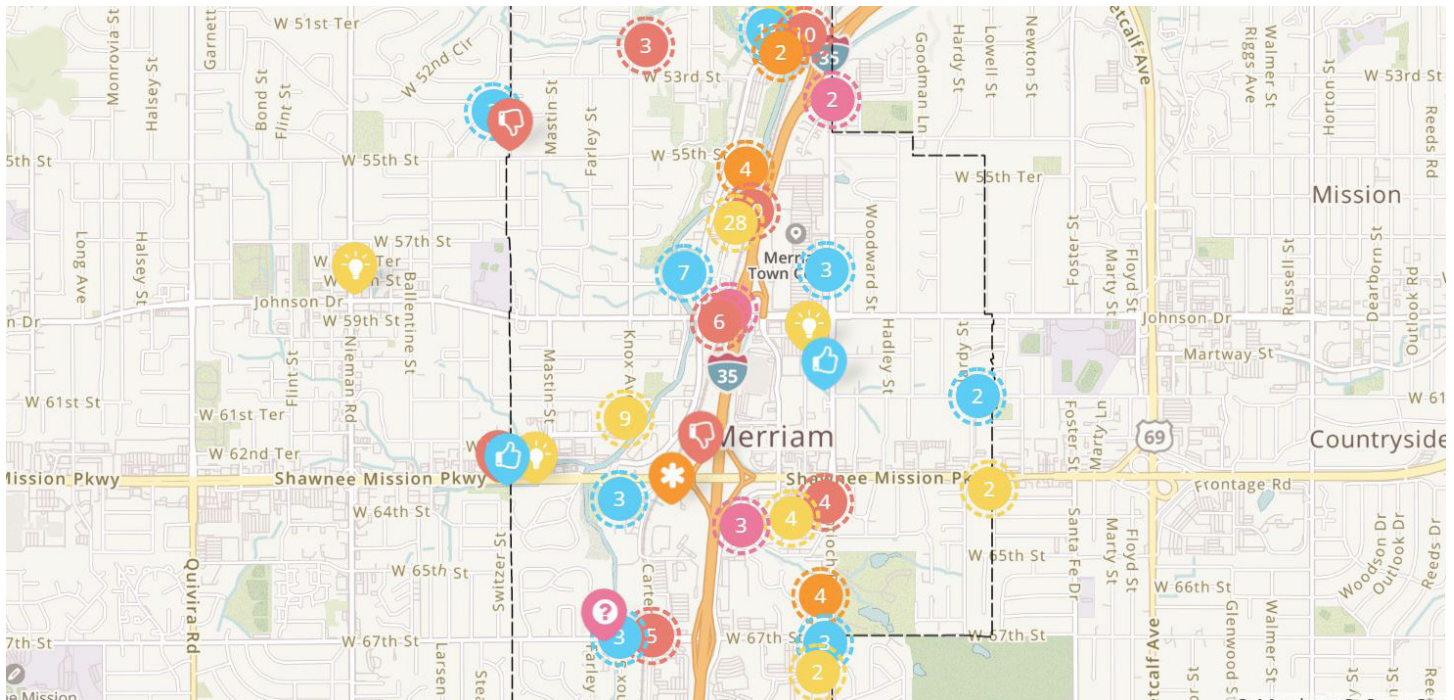
Steering Committee

Our team endorses the use of a Steering Committee to provide regular input and guidance on all phases of the planning project. This committee can be comprised of the Planning and Zoning Commission or a separately appointed group of community stakeholders and members of the Planning Commission and City Commission. We have a history of successful collaboration and facilitation with these types of committees in communities across the country, and we look forward to engaging these appointed representatives and volunteers in helping to move this planning effort forward with momentum, energy, and purpose.

Interactive Online Engagement

We use a website platform called Social Pinpoint for gathering interactive, location-based input. Social Pinpoint allows us to gather feedback from the public in an easy-to-use, intuitive, and fun setting. The site has mapping activities, idea boards, image voting, budget exercises, traditional surveying, and forum questions. Additionally, the site can be used to provide information about a project, post updates and presentation material, and can store downloadable content for the public to review.

One of the best features of a Social Pinpoint site is the interactive mapping tool, where users can drop a comment directly onto a map of the community. We would recommend this be used in Independence. An additional capability of Social Pinpoint is to create Idea Walls. Idea Walls are a sort of Pinterest-like page of ideas for the community created by users. The benefit of this platform is that users do not need to create an account to post, and all comments and images are filtered for profanity etc. We would recommend using both options for the Independence Comprehensive Plan/Community Development Plan.



City of Pleasant Hill, Iowa Comprehensive Plan
<https://engage.thinkconfluence.com/pleasant-hill-comprehensive-plan>

Weigand Marina in the Lewis & Clark State Recreation Area
<https://engage.thinkconfluence.com/weigand-marina>

Bondurant Arts, Culture & Wayfinding Plan
<https://confluence.mysocialpinpoint.com/bondurant-arts-culture-wayfinding>

Special Event Booths

One of the more effective methods for obtaining input from a broad cross-section of the community is to meet people out and about in the community. Community events and festivals, such as Neewollah or First Fridays, are unique opportunities to gain feedback from residents that may not have time or interest in a more traditional public meeting or workshop. We have a Confluence engagement tent that can be set up at any sort of community event and Staff to help reach out to event attendees. The one-on-one engagement produced at these pop-up events can help attract more widespread interest in the plan and can be a great marketing tool for the planning effort. The event booths can just include information about the plan, but we often try to include an easy and quick engagement exercise such as a poll or short questionnaire to help synthesize the feedback we receive.

Public Workshop and Open House

In Phase 2, we will facilitate a Public Workshop to identify key issues, priorities, preferences, needs, and a general

community vision. The Workshop will include a presentation that will review the project scope and schedule, review of existing conditions, and ask residents a series of visioning questions to identify some preliminary issues and opportunities for the community. The Workshop will end with engagement exercises, including precedent image dot exercises, puzzle land use mapping exercises, and vision boards.

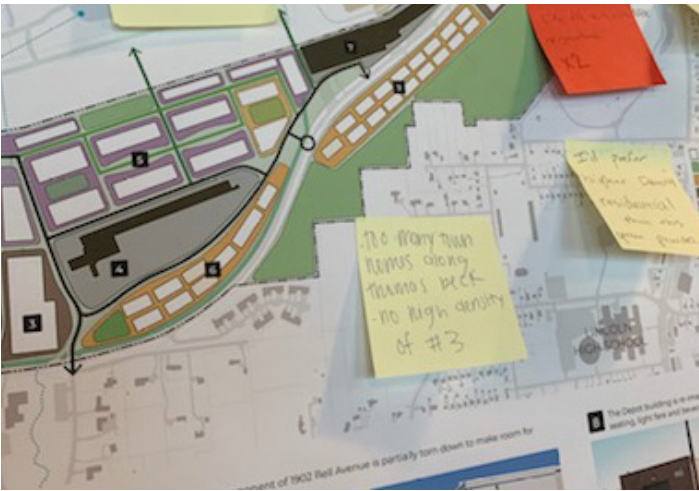
At the end of Phase 3 we will schedule a Public Open House to be held over an afternoon and evening utilizing story boards to explain different plan chapters. Interested residents can attend when convenient to walk through the displays and provide comments and feedback at each display station.

DESIGN APPROACH TO PLANNING

The best approach to planning is one that balances the need to be visionary with the desire to be practical. Throughout the process, we will strive for bold, yet sound approaches to planning. We will listen and respond to input from stakeholders to represent achievable goals and desires of the Independence community. We leverage our team's technical knowledge of land use scenarios and master planning, urban design, housing and economic planning, and transportation planning to develop practical solutions and real-world redevelopment scenarios to help Independence achieve its full potential.

TRANSLATING TECHNICAL DATA INTO STORYTELLING, PLANNING AND POLICY OPPORTUNITIES

Our approach to translating technical data blends analysis



with aesthetics to create attractive, easy to understand maps and graphics that will help to tell the story of Independence today and visualize opportunities for the future. In addition to a more traditional Future Land Use Plan, we would anticipate creating a series of strategic opportunity maps for different areas and topics facing the community. These more diagrammatic graphics identify areas for redevelopment, new development, streetscape enhancements, trail expansion, park improvements, new signage/placemaking elements, and other key opportunities identified through the analysis and public engagement process as well as existing plans.

Within our typical planning process, the first phase is dedicated to research and analysis. It is here where a majority of the technical analysis will be completed that will set the stage for the creation of the Plan and its various goals, policies, and action items. We offer significant expertise and experience in the analysis of a variety of data sources including the U.S. Census, On the Map, Esri Community Analyst, parcel data, building permit data, and various other sources. We create graphics that help inform decision-making in the community with a focus on telling people what they need to know without saddling them with too much information. We focus on the key takeaways and why it matters to the community.

As a final step, implementation is key to the entire planning process. Our team has a wide breadth of experience in the creation of policies that will help get a community where they want to be in the future. We identify policy solutions based on the community vision and existing conditions. We like to create a variety of recommendations that span various time frames. We can tailor this section to meet the needs and desires of Independence—such as identifying time frame, priority level, entities involved, etc.

INNOVATIVE AND CREATIVE PROBLEM-SOLVING

Throughout the planning process, we anticipate open

communication between our team and City Staff. We want to ensure that we are right sizing our ideas and policy recommendations for realistic application. We anticipate a series of progress meetings during Plan drafting, in addition to more formal Steering Committee meetings.

Additionally, we like to bring our ideas back to the public, before any adoption process, to make sure they understand the why and how of the Plan. This can be accomplished through a large Public Open House to present our findings and recommendations.

Our team keeps up to date with established and emerging best practices in planning and policy solutions to assist in problem solving. We are committed to delivering plans that can be implemented, and as such, we prioritize the process of developing your implementation strategy. For the implementation strategies to have merit, we work closely with City Staff and other supporting organization leaders to understand variables, such as funding capacity. In addition to identifying “what” will be implemented and “how” it will be funded, it is also important to understand “who” will be responsible and accountable for various parts of the plan. Partnerships are key to realizing comprehensive plan goals and it will take devoted project champions to cultivate and maintain key economic development and civic partnerships that will be key to facilitating continuity between public and private initiatives to promote the community vision for Independence.

DETAILED WORK PLAN

Our proposed work plan for this project is organized into four phases over an approximate 10-month period. Our work plan can be adjusted and modified as necessary to best meet the needs of the City of Independence.



PHASE 1: PROJECT RESEARCH + ANALYSIS

(Approximately 2 month)

1.1 PRE-KICK-OFF MEETING WITH CITY STAFF

The Consultant Team will hold a meeting with City Staff to review the project scope and meeting dates, discuss the agenda items, and prepare for the Project Kick-Off Meeting.

(Virtual meeting)

1.2 COMMUNICATION PLAN

The Consultant Team will work with City Staff to finalize a Communication Plan that identifies the engagement methods to be used in the planning process as well as all preliminary dates and times for each meeting or activity. Every effort will be made to follow this schedule with the understanding that flexibility may be needed based upon new discoveries, events, or conflicts.

1.3 PROJECT KICK-OFF MEETING WITH STEERING COMMITTEE

(Steering committee #1)

The Consultant Team will facilitate a Project Kick-Off Meeting with City Staff and the Steering Committee (SC). The purpose of this meeting is to:

- Establish roles, responsibilities, and project contacts
- Review the project scope, schedule, and key meeting dates
- Identify key stakeholders and desired public input process and outcomes; and
- Review the Communication Plan

At the Project Kick-Off Meeting, the Consultant Team will also take the opportunity to review the current issues and opportunities with the group to identify key focus areas that will likely be drivers of this process.

1.4 PROJECT BRANDING

With the input and review of the City, our team will help identify a brand for this planning effort that reflects the values of the community today and symbolizes where the community



is heading. The branding will include a color scheme and font selection as well as a thoughtful name and graphic/logo. This branding will be used on all material relating to the marketing and distribution of the planning effort.

1.5 ANALYSIS REVIEW MEETING WITH STEERING COMMITTEE

(Steering committee #2)

Our team will present to City Staff and the Steering Committee an overview of our team's analysis of the previous plan, review of existing local and regional plans, existing conditions, and anticipated trends and review the results of the joint workshop. For this overview, we will develop:

- A preliminary community assessment of issues and opportunities;
- An existing community profile with demographics analysis and preliminary population projections;
- An initial analysis of existing land uses, available land, growth areas, and annexation policies; and
- A preliminary needs assessment of park facilities.

1.6 ANALYSIS REVIEW JOINT WORKSHOP WITH THE PLANNING COMMISSION AND CITY COMMISSION

(Joint workshop #1)

Our team will conduct a workshop with the Planning Commission and City Commission to review the project goals and scope as well as the analysis previously provided to the Steering Committee.



PHASE 2: VISION, INPUT AND DIRECTION

(Approximately 2 months)

2.1 INTERACTIVE ENGAGEMENT WEBSITE

At the start of Phase 2, the Consultant Team will set up a Social Pinpoint website to facilitate online engagement between the many stakeholders and community members involved throughout Independence. We would anticipate using a mapping activity as well as an interactive idea board to help capture input on the site. This same site will host surveys and



will be updated and utilized as part of Phase 3 to reveal the draft plans and seek public input. This website will be closed after the conclusion of this project.

2.2 STAKEHOLDER INTERVIEWS

Our team will conduct key stakeholder interviews to incorporate this input into the planning process. These candid interviews with members of the community are essential to forming a clearer understanding of the existing conditions of Independence. *(Two days—virtual meeting)*

2.3 PUBLIC VISIONING WORKSHOP *(Public meeting #1)*

The Consultant Team will facilitate a structured Public Visioning Workshop to identify key issues, priorities, opportunities, and preferences that will guide the direction of the Comprehensive Plan. At this meeting, we will provide an overview of the Comprehensive Plan process and seek input on various aspects of the plan. The workshop will include a project overview session to review the findings of our initial data collection and research. Prior to commencing the community input activities, we will provide a brief “Planning 101” to explain:

- What is a Comprehensive Plan?
- How is the plan used?
- How does the plan impact me?

Meeting Advertising: The Consultant Team will collaborate with City Staff to advertise this public meeting. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City's website and social media platforms.

2.4 SPECIAL EVENT BOOTHS

Our team is available to come to the community for two separate events to capture additional public input at local events and festivals, such as Neewollah and First Fridays. These events help in capturing input from residents who are not able to attend a formal meeting, such as the Public Workshop. *(Two events)*

2.5 STAKEHOLDER AND PUBLIC INPUT REVIEW WITH STEERING COMMITTEE *(Steering committee #3)*

Following these various public and stakeholder input meetings, the Consultant Team will meet with the Steering Committee to share all of the information gathered from the various engagement activities conducted to date. The purpose of this meeting is to review the ideas generated by the stakeholders and community members and set the preferred direction of the Plan.

PHASE 3: DRAFT PLAN + EVALUATION

(Approximately 5 months)

3.1 DRAFT PLAN

The Consultant Team will prepare a draft Comprehensive Plan. The guiding principles and strategic themes, specific chapters, and layout of the Comprehensive Plan document will be identified in collaboration with City Staff and the Steering Committee. The plan will cover a variety of topics including:

- Introduction covering project scope and schedule;
- Community Assessment of Existing Conditions;
- Demographics and Economic Overview;
- Public Facilities Growth and Programming;
- Natural Resources and Stormwater Management;
- Emergency Planning and Preparedness;
- Future Land Use Plan;



- Housing Conditions Analysis and Projections;
- Transportation Planning;
- Parks and Recreation Planning;
- Resources for Historic Preservation;
- Central Business District Analysis; and
- Goals, Objectives, and Strategies for Implementation.

The final document will be graphically rich and web friendly with graphs, maps, and illustrations.

3.2 DRAFT PLAN REVIEW SESSIONS WITH STEERING COMMITTEE *(Steering committee #4 - #6)*

The Consultant Team will present elements/chapters of the draft Comprehensive to the City Staff and Steering Committee, record feedback and comments, and update and modify the drafts as requested. We anticipate two to three meetings with the Steering Committee to review the plan draft.

3.3 DRAFT PLAN OPEN HOUSE *(Public meeting #2)*

The Consultant Team will present the Comprehensive Plan at a Public Open House to be held over an afternoon and evening utilizing story boards to explain the different plan elements and chapters. This draft will be posted to the online engagement site to allow for a general public review and comment period.

Meeting Advertising: The Consultant Team will collaborate with City Staff to advertise this public open house. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City's website and social media platforms.

3.4 DRAFT PLAN JOINT WORKSHOP WITH PLANNING AND CITY COMMISSION *(Joint workshop #2)*

The Consultant Team will present an overview of the draft Comprehensive Plan Update to the Planning Commission and City Commission and provide a review of the public comments from Public Meetings #2 and the general public comment

period. Our team will record feedback and comments received at the workshop and update and modify the draft as requested.

PHASE 4: FINAL DRAFT PLAN AND ADOPTION

(Approximately 3 months)

4.1 FINAL DRAFT PLAN

The Consultant Team will prepare a final draft of the Comprehensive Plan and submit it to City Staff for review and comment. We will address City Staff comments and submit a revised final draft to City Staff.

4.2 PLANNING COMMISSION PUBLIC HEARING

(Public meeting #3)

The Consultant Team will attend the Planning Commission Public Hearing for the review and recommendation on the adoption of the Comprehensive Plan. We will assist the City Staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Commission and submit updated copies to City Staff.

4.3 CITY COMMISSION PUBLIC HEARING *(Public meeting #4)*

The Consultant Team will attend the City Commission Hearing for the review and approval of the Comprehensive Plan. We will assist the City Staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Commission and submit updated copies to City Staff.





CONFLUENCE | FIRM PROFILE

WHO WE ARE

Confluence is a professional consulting firm comprised of landscape architects, urban designers and planners. Our staff of 75+ includes 40 licensed landscape architects and AICP certified planners—and our firm is comprised of energetic, creative, and passionate people who are involved in making our communities better places to live. We assist our clients on a wide range of public, educational, institutional and private sector projects. Our landscape architects are licensed to practice in Alaska, Arkansas, California, Colorado, Connecticut, Georgia, Kansas, Idaho, Illinois, Iowa, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, Nevada, North Dakota, Ohio, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Wisconsin, and Wyoming—and this list continues to grow to meet our clients’ needs.

WHAT WE DO

Simply stated—we create places full of life. The diversity of our work and expertise has become a hallmark of our firm, and it’s a big reason why our clients engage us again and again to help establish their next creative vision for the future. We offer a wide array of design and planning capabilities, handling everything from stakeholder and community engagement activities, to crafting urban design and community planning solutions, to representing our clients during construction implementation. With over twenty years of award-winning experience and hundreds of completed projects, Confluence has shaped the practice of landscape architecture, planning and urban design across the Midwest, and we love what we do. *What can we do for you?*

HOW WE WORK

Our creative process is focused on collaboration and insightful interaction with our clients, consultants and the community in which we work. We begin by gaining an insightful and objective understanding of each project, including how it fits into the surrounding context. From vision to completion, our team excels in collaborating to shape and achieve your “what’s next”—while also planning ahead on your long-term strategy. The diversity of our practice and professional experience provides a solid framework upon which to build successful strategies for achieving our client’s goals.



LOCATIONS

DES MOINES

525 17th Street
Des Moines, IA 50309
515.975.1050
thinkconfluence.com

Sioux Falls
Kansas City
Cedar Rapids
Minneapolis

Omaha
Fargo
Chicago
Denver

POINT OF CONTACT:

Christopher Shires
525 17th Street
Des Moines, IA 50309
515.975.1050
cshires@thinkconfluence.com





QUALIFICATIONS

CONFLUENCE, INC., is a planning, urban design, and landscape architecture firm with over 75 professional planners and landscape architects with offices in Des Moines, Omaha, Kansas City, Cedar Rapids, Sioux Falls, Fargo, Minneapolis, Chicago, and Denver. Founded in 1998, Confluence has been providing design and planning services to a wide variety of public and private sector clients for 25 years.

We are industry leaders in stakeholder participation and public engagement and experts in comprehensive planning, land use analysis and planning, urban design, parks and recreation master planning and design, and plan implementation. Confluence has led the effort to create over two dozen comprehensive plans, land use master plans, and parks and recreation master plans for cities and counties across the Midwest.

Recently completed Comprehensive Plans in which Confluence was the lead consultant include:

- Winterset Comprehensive Plan / Winterset, IA / Adopted 2022
- Polk 2050 / Polk County, IA / Adopted 2022
- Building Bondurant / Bondurant, IA / Adopted 2022
- Grow Carlisle / Carlisle, IA / Adopted 2021
- Envision Adel 2040 / Adel, IA / Adopted 2020
- The Ankeny Plan 2040 / Ankeny, IA / Adopted 2018
- Merriam 2040 Comprehensive Plan / Merriam, KS / Adopted 2021
- Parkville Master Plan / Parkville, MO / Adopted 2021
- Paola Comprehensive Plan / Paola, KS / Adopted 2022
- Vision Van Meter / Van Meter, IA / Adopted 2021

Confluence will lead the project and cover community visioning and engagement, community assessment, land use analysis and planning, housing assessment and neighborhood planning, downtown assessment and planning, parks and recreation planning, health and wellness, stormwater and natural resources, community facilities, and GIS analysis and mapping.

Christopher Shires, AICP, is a Principal with Confluence and will serve as Principal-In-Charge, providing oversight and attending all key meetings. Chris has over 27 years of county and city planning experience. Before joining Confluence, he served for more than 18 years in the public sector, first as a City Planner and later as City Development Manager with the City of West Des Moines, Iowa. Since joining Confluence, Chris has led the creation of dozens of comprehensive plans, corridor plans, and master plans for communities throughout the Midwest. Chris works out of the Des Moines office.

Abbey Hebbert, AICP, is a Planner with Confluence and will serve as Project Manager. Abbey will also provide housing and economic analysis, website development and management, graphics, GIS mapping, and document drafting. Abbey is currently in the Des Moines office but will be transitioning to the Kansas City office during this planning process, bringing her closer to the community for public engagement.

Jane Reasoner, AICP, is a Senior Planner with Confluence with over 7 years of planning experience. Jane will provide demographic analysis, GIS mapping, graphics, online engagement and detailed land use analysis for the project. Jane works remotely from her home in Baltimore, Maryland.

CHRISTOPHER SHIRES, AICP

PRINCIPAL-IN-CHARGE

PROFESSIONAL + CIVIC AFFILIATIONS

American Institute of Certified Planners (AICP) / July 2001 to Present

American Planning Association (APA) / January 1994 to Present

American Planning Association (APA), Iowa, Nebraska and Kansas Chapters

- Conference Planning Committee / March 2009 to Present
- Board Member / March 2014 to Present

Urban Land Institute (ULI) / October 2013 to Present

City of West Des Moines Leadership Development Program

- Tier I / June 2006
- Tier II / November 2006
- Tier III / May 2013

CURRENT + NOTABLE PROJECT EXPERIENCE

Mission Comprehensive Plan Update / Mission, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

Parkville 2020 Master Plan / Parkville, Missouri

Bondurant Region Commercial Master Plan / Bondurant, Iowa

Hickory Glen Park / Pleasant Hill, Iowa

Southwest Infrastructure + Planning Study / Des Moines, Iowa

University Avenue Redevelopment Plan / West Des Moines, Iowa

Webster County Comprehensive Plan Update / Fort Dodge, Iowa

Roeland Park Comprehensive Plan Update / Roeland Park, Kansas

Norwalk 2040 Comprehensive Plan / Norwalk, Iowa

Van Meter Comprehensive Plan Update / Van Meter, Iowa

Crossroads Plaza Fort Dodge / Fort Dodge, Iowa

Carlisle Comprehensive Plan / Carlisle, Iowa

Ankeny Parks Master Plan / Ankeny, Iowa

West Des Moines City Hall Amphitheater / West Des Moines, Iowa

Sioux Center Zoning Code Update / Sioux Center, Iowa

1620 Clark Street Planning Study / Omaha, Nebraska

Cedar Falls Master Plan / Cedar Falls, Iowa

Waukee Site Master Plan (Hickman + 10th Street) / Waukee, Iowa

Pleasant Hill On-Call Planning Services / Pleasant Hill, Iowa

Adel Comprehensive Plan Update / Adel, Iowa

Adel On-Call Planning Services / Adel, Iowa

Olathe Architectural Guidelines / Olathe, Kansas

Ankeny Zoning / Subdivision Code Rewrite / Ankeny, Iowa

Johnston Town Center + City Hall / Johnston, Iowa



Chris brings years of city and county planning experience to the team, both in the public and private sector. He is skilled in preparing comprehensive plans, land use plans, corridor and redevelopment plans as well as drafting zoning and subdivision regulations, city codes and policies, and design guidelines.

PROFESSIONAL EXPERIENCE

28 Years of Experience

9 Years with Confluence

EDUCATION

Iowa State University
Bachelor of Science, Community and Regional Planning / Spring 1995

PROFESSIONAL REGISTRATIONS

American Institute of Certified Planners: #016692

ABBEY HEBBERT

PROJECT MANAGER

PROFESSIONAL + CIVIC AFFILIATIONS

American Planning Association / 2021 to Present

CURRENT + NOTABLE PROJECT EXPERIENCE

Bondurant Comprehensive Plan / Bondurant, Iowa
Basehor Comprehensive Plan / Basehor, Kansas
Mission Comprehensive Plan / Mission, Kansas
Edgerton Comprehensive Land Use Plan / Edgerton, Kansas
Minot Comprehensive Plan / Minot, North Dakota
Crete Comprehensive Plan / Crete, Nebraska
Paola Comprehensive Plan / Paola, Kansas
Grain Valley Comprehensive Plan + Parks and Recreation Master Plan / Grain Valley, Missouri
The Crossings at Gretna / Gretna, Nebraska
Red River Greenway Study / Fargo, North Dakota
University Avenue Redevelopment Plan / West Des Moines, Iowa
2035 Downtown Sioux Falls Plan / Sioux Falls, South Dakota
Northwest Waukee Neighborhood Master Plan / Waukee, Iowa
Waukee Neighborhood Design Guidelines / Waukee, Iowa
South of Gray's Lake Master Plan / Des Moines, Iowa
Polk City Parks Master Plan / Polk City, Iowa
Knoxville Housing Needs Assessment / Knoxville, Iowa
Knoxville VA District Design Guidelines / Knoxville, Iowa
Polk County Comprehensive Plan / Polk County, Iowa
Winterset Comprehensive Plan / Winterset, Iowa
Parker Road Land Use Study / Olathe, Kansas



Abbey's passion for planning stems from the desire to create communities for all to enjoy through interactive plan making and design.

PROFESSIONAL EXPERIENCE

2 Years of Experience
2 Years with Confluence

EDUCATION

Kansas State University: Master of Regional and Community Planning / 2021

REGISTRATIONS

American Institute of Certified Planners: #34834

JANE REASONER, AICP

SENIOR PLANNER

PROFESSIONAL + CIVIC AFFILIATIONS

American Institute of Certified Planners (AICP)

American Planning Association

CURRENT + NOTABLE PROJECT EXPERIENCE

Adel Comprehensive Plan Update / Adel, Iowa

Fairfield Comprehensive Plan Update / Fairfield, Iowa

Ottumwa Comprehensive Plan / Ottumwa, Iowa

Ankeny Comprehensive Plan / Ankeny, Iowa

Polk County Comprehensive Plan Update / Des Moines, Iowa

South of Gray's Lake Master Plan / Des Moines, Iowa

Paola Comprehensive Plan Update / Paola, Kansas

Bondurant Comprehensive Plan Update / Bondurant, Iowa

University Avenue Redevelopment Plan / West Des Moines, Iowa

Roeland Park Comprehensive Plan Update / Roeland Park, Kansas

Webster County Comprehensive Plan Update / Fort Dodge, Iowa

Van Meter Comprehensive Plan Update / Van Meter, Iowa

Norwalk 2040 Comprehensive Plan / Norwalk, Iowa

Carlisle Comprehensive Plan / Carlisle, Iowa

1620 Clark Street Planning Study / Omaha, Nebraska

Cedar Falls Master Plan / Cedar Falls, Iowa

Shakopee Park Trail Recreation Master Plan / Shakopee, Minnesota

Freeborn County Rails to Trails Master Plan / Albert Lea, Minnesota

MPRB North Service Area Master Plan / Minneapolis, Minnesota

Clapp Golf Course / Wichita, Kansas

Gray's Lake Advisor - Gray's Station / Des Moines, Iowa

Cherokee Trail Extension + Park Master Plan / Cherokee, Iowa

Waukee Parks Graphics / Waukee, Iowa

Ankeny Parks Master Plan / Ankeny, Iowa

Ankeny Zoning + Subdivision Code Rewrite / Ankeny, Iowa

Mount Vernon Corridor Plan / Mount Vernon, Iowa

Tea Comprehensive Plan Update / Tea, South Dakota

Johnson County Comprehensive Plan Update / Johnson County, Iowa

Warrensburg Comprehensive City Plan / Warrensburg, Missouri

Burlington Area-Wide Planning / Burlington, Iowa

Mount Vernon Corridor Plan / Mount Vernon, Iowa

Merle Hay Road Redevelopment Plan / Johnson County, Iowa



Jane brings an interest in the environment and sustainability to every project. She has worked on many comprehensive plans across the Midwest designing interactive engagement strategies and providing population, environmental, parks and economic analyses.

PROFESSIONAL EXPERIENCE

7 Years of Experience

6 Years with Confluence

EDUCATION

Georgia Institute of Technology:

Master of City and Regional

Planning / 2016

University of South Dakota:

Bachelor of Arts / 2012

PROFESSIONAL REGISTRATIONS

American Institute of Certified

Planners: #031893

American Planning Association



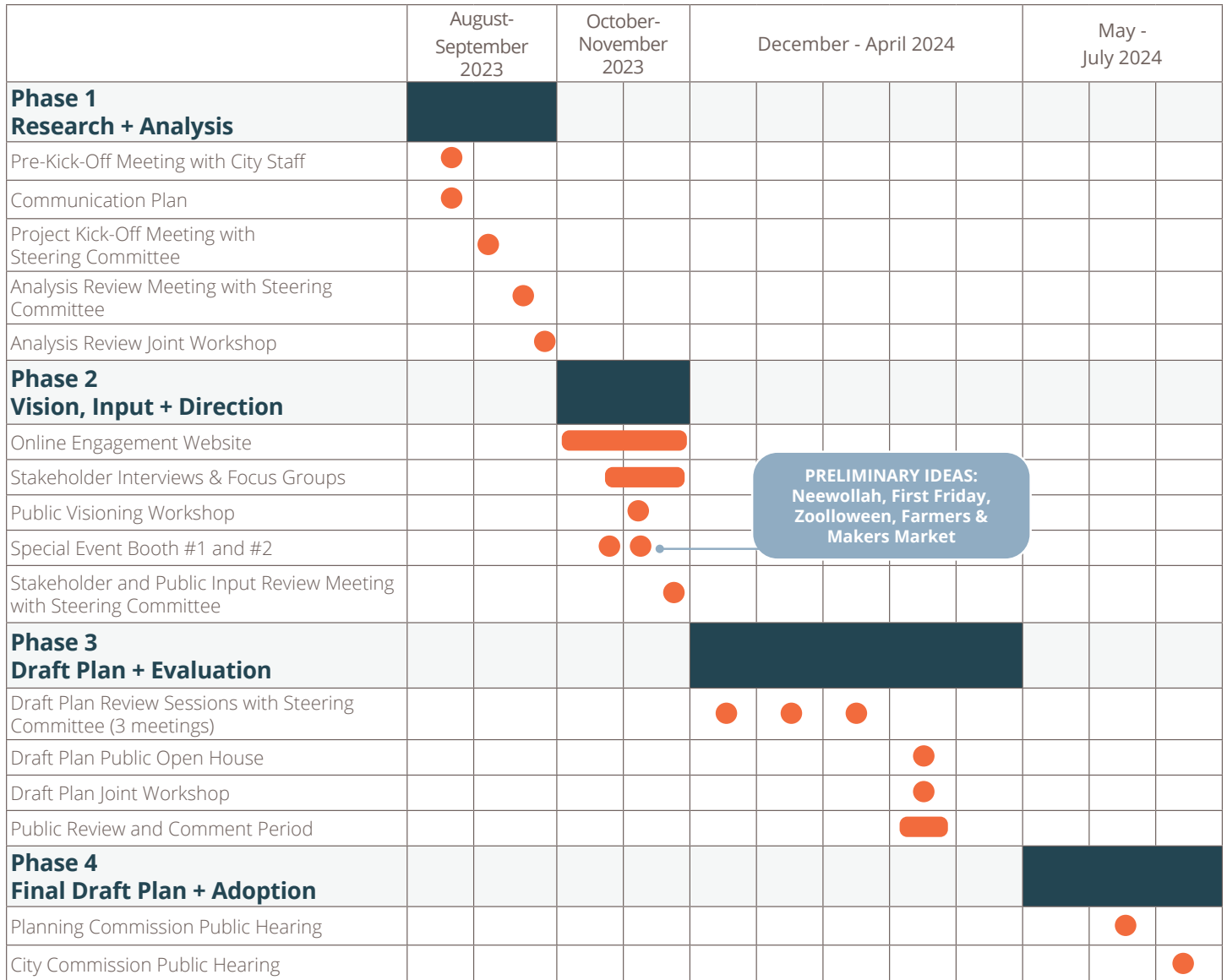
PROPOSED FEES

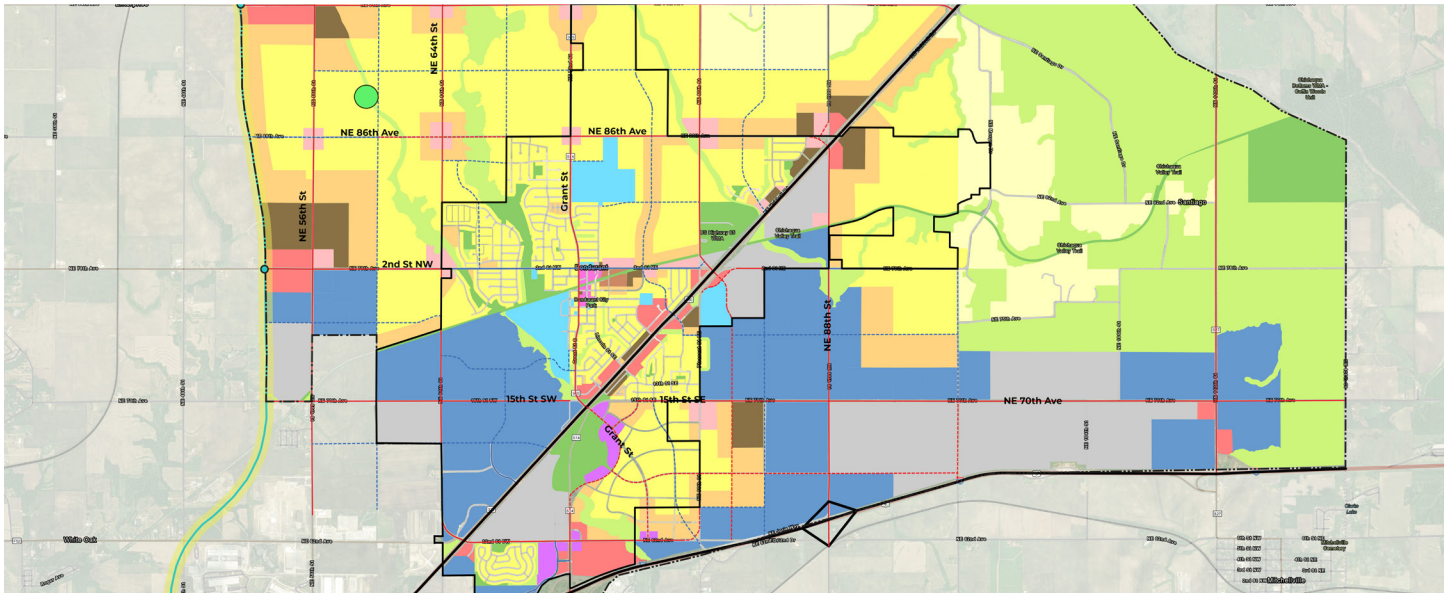
Our not-to-exceed fee to complete all tasks identified in our work program is detailed by phase below. Our scope and fee can be adjusted as needed to meet the needs and budget of the City of Independence.

Phase 1: Project Research + Analysis	\$23,000
Phase 2: Vision, Input + Direction	\$28,000
Phase 3: Draft Plan + Evaluation	\$36,000
Phase 4: Final Draft Plan + Adoption	\$8,000
Expenses (travel, printing, website, yard-signs)	\$5,000
TOTAL FEE PROPOSAL	\$100,000

PROJECT TIMELINE

Our team is ready and available with the necessary capacity to prepare a Comprehensive Plan Update/ Community Development Plan for Independence, Kansas, and we are projecting that this project will take approximately 12 months to complete. Therefore, with an anticipated start date in August of 2023, we expect to deliver the final draft of the Comprehensive Plan in July of 2024. As part of the project kick-off, we will outline a detailed work plan and public meeting schedule to meet the needs of Independence.





BUILDING BONDURANT COMPREHENSIVE PLAN

The City has booming light industrial and residential growth, and this plan was created to help the community plan for growth while retaining its hometown feel.

Bondurant is a historic railroad town outside of Des Moines, Iowa, that has seen a significant uptick in light industrial and population growth following the selection of the community for the region's two Amazon logistic facilities. Alongside this new growth and opportunity are a series of quaint and historic core neighborhoods and a small downtown with a significant and unique opportunity for expansion due to a soon-to-be abandoned co-op grain elevator facility. The community wants to protect its history and hometown feel while also allowing thoughtful new growth opportunities in the emerging east side of the Des Moines region.

The new Comprehensive Plan, entitled Building Bondurant, provides a thoughtful set of strategies to allow for expanded housing choice and commercial and industrial development with an overarching theme of community character preservation. A copy of the approved plan can be found at this link: <http://books.thinkconfluence.com/books/nqto>

PROJECT DETAIL

Location

Bondurant, Iowa

Client

City of Bondurant, Iowa

Size

~9.1 sq. mi

8,035 population

Budget

\$125,500

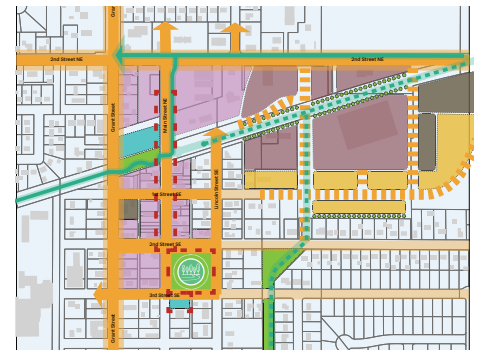
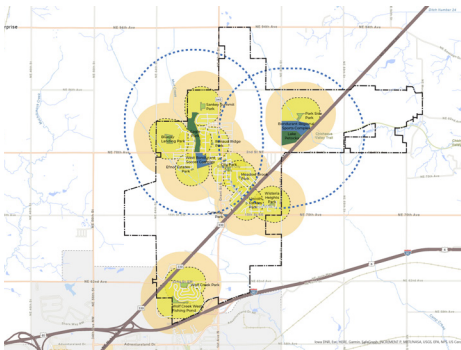
Contact

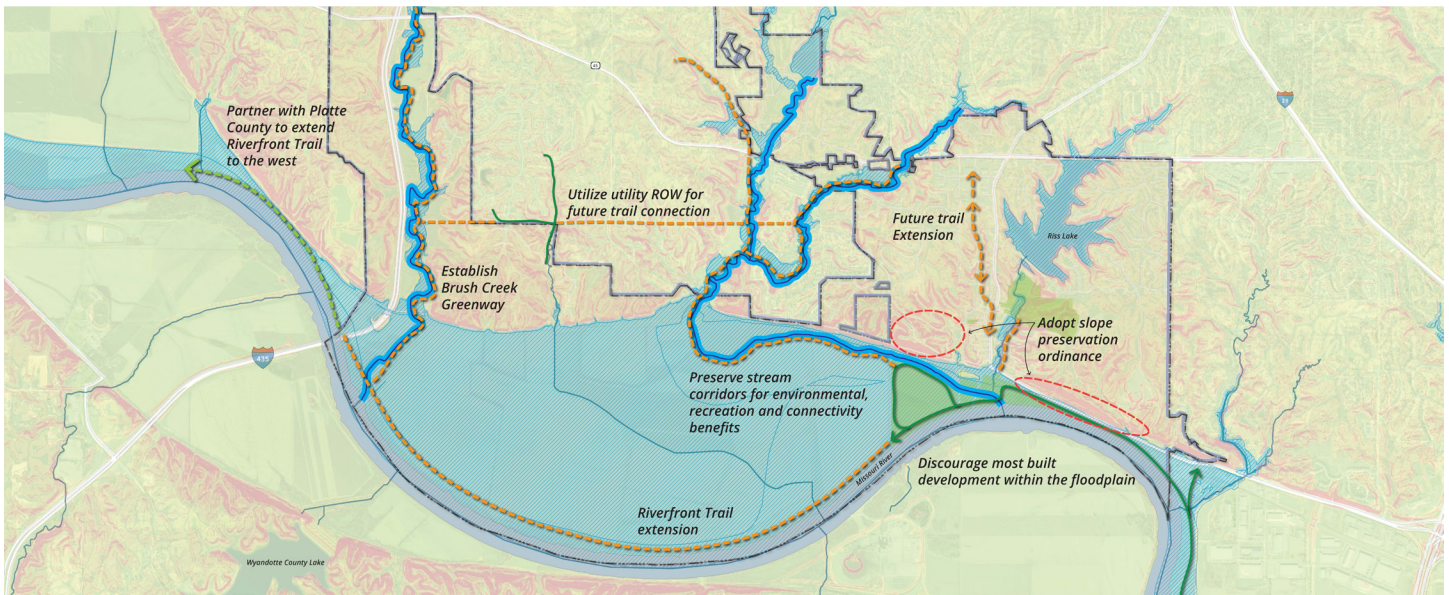
Marketa Oliver, City Administrator

City of Bondurant

moliver@cityofbondurant.com /

515.967.2418





PARKVILLE 2040 MASTER PLAN

The City has been experiencing tremendous growth over the last decade, and this planning process was designed to help the community properly guide future development.

Parkville has a quaint and historic downtown area that is thriving with new local shops, restaurants, and boutique lodging accommodations, and is uniquely positioned directly adjacent to the Missouri River. The community wants to protect this place while also encouraging complementary growth and investment. At the same time, the community is expanding exponentially with new apartments and more affordable housing choices, retail, and a tournament-oriented baseball complex on the west side along the I-435 corridor—which is shifting the density dynamic within the community. Using our creative online platform, our team was able to successfully engage the community throughout the planning process—including a future land use plan and policy recommendations for the preservation of existing trees, streams, and steep slopes. The plan also calls for a complete streets methodology to guide future multi-modal enhancements to the transportation network. A copy of the approved plan can be found at this link: <http://books.thinkconfluence.com/books/jqtq>

PROJECT DETAIL

Location

Parkville, Missouri

Client

City of Parkville, Missouri

Size

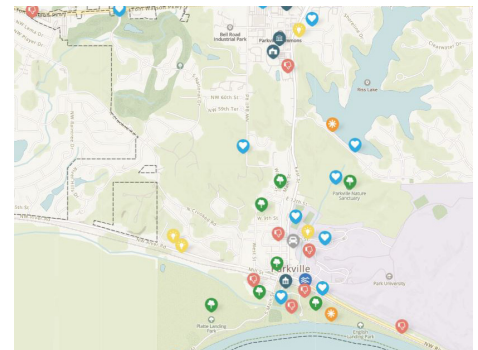
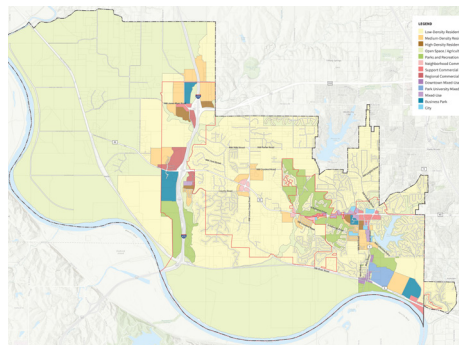
~15.4 sq. mi
6,724 population

Budget

\$158,000

Contact

Stephen Lachky
Community Development Director
City of Parkville, MO
slachky@parkvillemo.gov /
816.741.7676





WINTERSET COMPREHENSIVE PLAN

Winterset is rich with history and on a path for continued growth. This plan identifies opportunities to retain Winterset's community character, encourage desired growth patterns, and maintain its agricultural focus.

The City of Winterset sought a plan that would maintain its community's rich history, while also preparing the community for growth. The community has taken shape around its courthouse, where many historical structures remain and business occupancy remains quite high. The local economy and westward expansion from the Des Moines Metro brought on a desire to be well-prepared for anticipated growth. Confluence completed both the Comprehensive Plan and Parks Master Plan to establish a clear vision for development and quality of life for current and future residents.

A copy of the adopted Winterset Comprehensive Plan can be found at this link: <http://books.thinkconfluence.com/books/paho>

PROJECT DETAIL

Location

Winterset, Iowa

Client

City of Winterset, Iowa

Size

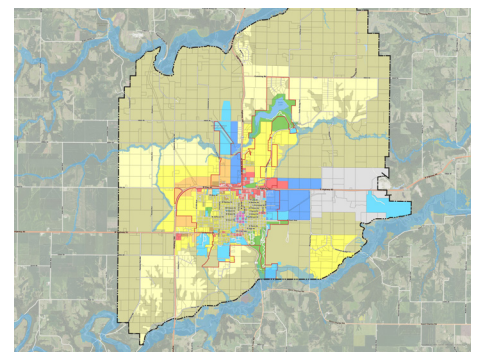
5,309

Budget

\$85,755

Contact

Drew Barden, City Administrator
City of Winterset, IA
dbarden@cwmu.net
515.462.1422





REFERENCES

Below is a list of municipal clients for which Confluence was the lead agency in providing comprehensive planning services similar to that of the City of Marion RFP. Name, position, address, telephone number, and email are provided.

MARKETA OLIVER | CITY ADMINISTRATOR

City of Bondurant, Iowa / 200 2nd St NE Box 37 Bondurant, IA 50035
515.967.2418 / moliver@cityofbondurant.com



STEPHEN LACHKY | COMMUNITY DEVELOPMENT DIRECTOR

City of Parkville, Missouri / 8880 Clark Avenue, Parkville, MO 64152
816.741.7676 / slachky@parkvillemo.gov



DREW BARDEN | CITY ADMINISTRATOR

City of Winterset, Iowa / 124 W. Court Ave., Winterset, IA 50273
515.462.1422 / dbarden@cwmunet





REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Finance

Director Approval Lacey Lies

AGENDA ITEM Consider approving the Notice of Hearing to Exceed the Revenue Neutral Rate and Budget Hearing Notice publication

SUMMARY RECOMMENDATION Recommend publishing.

BACKGROUND The City notified taxpayers of the intent to exceed the Revenue Neutral Rate and established a maximum rate of 56.515 mills. The City must publish a notice of the Revenue Neutral Rate Hearing and Budget Hearing, which is scheduled for September 14, 2023 at 5:30 pm at the Memorial Hall Civic Center.

The City's final proposed rate is **54.515 mills**, or **no increase to the mill rate**.

FINANCIAL INFORMATION The City's final proposed rate is **54.515 mills**, or **no increase to the mill rate**.

SUGGESTED MOTION I move to approve publication of the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing at 54.515 Mills.

SUPPORTING DOCUMENTS

1. Notice to Exceed the RNR and Budget Hearing Notice_Draft_8.24.23

2024

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of
City of Independence
will meet on September 14, 2023 at 5:30 pm at Memorial Hall and Civic Center, 410 N. Penn Ave for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of ad valorem tax, and the Revenue Neutral Rate. Detailed budget information is available at <http://www.independencexks.gov/165/Finance-Records> and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2024 Expenditures and Amount of 2023 Ad Valorem Tax establish the maximum limits of the 2024 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2022		Current Year Estimate for 2023		Proposed Budget for 2024		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2023 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	9,045,546	34.980	9,098,756	34.673	9,371,406	2,164,112	35.047
Debt Service	15,825,645		12,370,257		1,793,066		
Library	217,946	4.006	239,989	3.992	239,144	209,000	3.385
Industrial	27,500	0.551	27,500	0.499	27,500	22,234	0.360
General Fund Employee Bene	891,689	13.540	922,341	14.154	1,034,673	970,903	15.723
Liability Insurance	78,985	1.552	89,736	1.197	100,000		
Special Highway			462,020		461,630		
Eco Dev & Transportation	399,999		600,000		750,000		
Special Alcohol	30,000		30,000		30,000		
Education Sales Tax	2,718,788		2,342,281		2,400,000		
Special Use Sales Tax (Old)	3,111,868		538,689				
Special Park & Recreation	22,000		34,000		134,000		
Fight Addiction Fund					41,116		
Special Use Sales Tax (New)			2,250,000		2,400,000		
Airport	1,067,163		955,347		879,806		
Water & Sewer	5,635,425		7,003,208		6,904,974		
Sanitation	1,358,362		1,390,282		1,581,952		
Totals	40,430,916	54.629	38,354,406	54.515	28,149,267	3,366,249	54.515
Revenue Neutral Rate**							44.535



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
August 24, 2023

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider scheduling a Special Commission meeting to review the 2023 Citizen Satisfaction Survey.

SUMMARY RECOMMENDATION Schedule a Special Commission Meeting.

BACKGROUND In speaking with our consultant, it is estimated the review of the survey could take 60 to 90 minutes. In order not to rush the review of the survey results and to allow time for Commission questions, it is recommended the Commission schedule a Special Commission meeting for this purpose.

FINANCIAL INFORMATION N/A

SUGGESTED MOTION I move to schedule a Special Commission meeting on August 28, 2023 at 9 AM to review the 2023 Citizen Satisfaction Survey.

SUPPORTING DOCUMENTS



Discussion Item
CITY OF INDEPENDENCE
August 24, 2023

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM City Board Minutes

BACKGROUND

SUPPORTING DOCUMENTS

1. Library Board Meeting July 19, 2023

Independence Public Library Board of Trustees Meeting

Wednesday, July 19, 2023

REGULAR SESSION

Board Members Present: Michelle Anderson, Chairman, Trustees: Tom Sewell, Carolyn Torrance, Ron Schwatken, Andy Taylor, England Porter

Also Attending: Library Director John Long and Recording Secretary Gloria McCoy

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

A. Adoption of Agenda: Carolyn T. moved and Tom S. seconded a motion to approve the agenda as printed. Motion carried.

B. Approval of Minutes: Carolyn T moved and Ron S. seconded a motion to approve the Minutes of June 21, 2023. Motion carried.

II CONSENT OF AGENDA: The consent agenda was adopted as presented. Total expenses for bills for the month of June were \$53,490.09 were adopted.

III OLD BUSINESS: NONE

IV NEW BUSINESS

A. AUDIT: Audit is over. All went well. Incoming expenses were discussed.

B. FRIENDS Donations: Tom S. asked about what is done with donations from organization: John L. said it is their interest but they prefer it to be spent on the youth.

V. STAFF REPORTS

A. MEET AND GREET THE NEW IPL DIRECTOR: Schedule for Wednesday 2 August 2023 from 5-6 p.m.

B. Roof work continued today. Will return to do the flat roof. Wind damage.

C. Trustee Training: Director will work on putting something together. Will try to get something here.

D. Murder and Mayhem & Wine & Crime: Teya H. is working on that.

E. Seniors will be having more Hitchcock Films, Modern Horror Movies

- F. Bill G. book discussion group will be discussing Hells Half-Acre.
- G. “IT” position will be put on Indeed.
- H. IPL Goals Report are listed but need to be up dated.
- I. Information regarding a place to bathe and do laundry will be put in the library bathroom for both men and women.

VI COMMENTS FROM MEMBERS OF THE BOARD

- (1) Thanks was given to John L., the new Director, for putting forth effort to get things straightened out during the changeover.

VII LIBRARY PRESENCE IN THE COMMUNITY

- (1) Library personnel at the Farmer’s Market on Saturday mornings.
- (2) Senior Center is going well, lots of participation.

VIII Adjournment: Meeting adjourned at 5:45 pm. The next regular meeting is scheduled for Wednesday 16 August 2023 at 5:15 p.m.

Ron Schwatken

Date of Approval



Report
CITY OF INDEPENDENCE
August 24, 2023

Department Public Works & Utilities

Director Approval

AGENDA ITEM August Project and Public Works Report

BACKGROUND

SUPPORTING DOCUMENTS

1. Project Status 8-2023cc
2. Big Straw Weekly Commission Update 7-28-23
3. Big Straw Weekly Commission Update 8-4-23
4. Big Straw Weekly Commission Update 8-11-23
5. Big Straw Weekly Commission Update 8-18-23

	Project Title	Project Description/Scope	Approx. Cost (000's)	Grant Portion	Arch. or Eng. Partner	Status	Last Month Progress	Next Month Plan/Issues	Projected Const Start	Projected Compl.
1	Water Plant Next Phase	Water Plant Capital Work Per Master Plan	\$6,000		PEC	Design.	Revise scope to include dechlorination after Commission review.	Proceed with revised scope.	3Q23	4Q26
2	Big Straw	Water pipeline to Bartlett.	\$11,000	All (via Bartlett)	EBH	Design.	Work easements in conjunction with RW6.	Bid pipe, complete survey, finalize route.	4Q23	1Q25
3	KDOT KAIP	New Beacon	\$120	\$108	Lochner	Design.	Lochner visit (July start).	Work design.	3Q23	1Q24
4	Parking Lot N. of City Hall	Design and construct new parking lot north of historic City Hall	TBD	TBD	TranSystems	Design.	RCA for TranSystems contract.	Design start.	1Q24	3Q24
5	SPCC - Airport	Containment upgrades for fueling	\$150	n/a	TranSystems	Design.	Obtain survey data.	Obtain survey data, preliminary design.	3Q23	1Q24
6	CCLIP Grant - Main	Main Street - 8th to 2nd, mill and overlay	\$1,000	\$800	TranSystems	Design.	Engineering started. Field check meeting.	Review traffic control options for high traffic area.	1Q24	3Q24
7	Transp. Alt. Grant	8' sidewalk to Wal-Mart and Labette	\$1,350	\$980	TranSystems	Design.	Working ROW issues.	Review ROW plan.	1Q24	2Q24
8	CCLIP Grant - Penn	Reconstruct Penn from Morningside to City Limits	\$500	\$370	TranSystems	Pre-bid.	Design complete. 9/2023 bid.	September Bid (via KDOT).	2Q24	3Q24
9	KDHE Wastewater Loan	New sewer lines around 1st and Birch and around the Westminster area.	\$3,000		TranSystems	Pre-bid.	Waiting on final loan document (waiting on KDHE). Working on obtaining easements.	Receive final loan document (waiting on KDHE). Preparing condemnation. TranSystems calling State regularly.	4Q23	1Q24
10	Central Park - Phase I	New soccer fields, revamp existing ball fields.	\$6,800	\$2,100	Indigo	Pre-construction.	RCA for award.	Hold precon.	3Q23	3Q24
11	CCLIP Grant - Chestnut	Mill and overlay Chestnut from 9th to Penn	\$287	\$258	TranSystems	Pre-construction.	Wait for precon.	Hold precon.	3Q23	3Q24
12	Myrtle Street Overlay	Mill and overlay 10th to 17th	\$217			Pre-construction.	RCA for additional quantities. Construction start in August?	Change order for additional quantities. Construction started.	3Q23	4Q23
13	Waterline/Meter Project	New Water Meters, Replace Some Water Main	\$3,600		PEC	Pre-construction.	Awarded.	Documentation, hold precon.	3Q23	1Q24
14	Precision Rail	Rail work to be paid for by KDOT grant and precision, contract with City.	\$1,000	\$1,000	(Precision)	In construction.	Awarded, contractor mobilized.	Prepare for construction.	3Q23	2Q24
15	City Hall/Fire/EMS	Refinish City Hall, construct new Fire/EMS personnel spaces	\$10,400		Treanor	In construction.	Walkthroughs and punchlist started, begin occupation.	Final walkthroughs, punchlist.	1Q22	3Q23
16	Enterprise Drive	Buildout of street, utilities	\$1,700	\$1,300	TranSystems	In construction.	Need City easement form.	Need City easement form.	1Q22	3Q23
17	KDOT: Maple Street Cost Share	Complete rebuild, 17th Street to City Limits	\$3,780	\$1,600	TranSystems	In construction.	Planning storm sewer work. Scheduling work with RR, paving complete. Need City easement form.	Planning storm sewer work. Scheduling work with RR. Need City easement form.	1Q22	3Q23
A	Whiskey Creek	Artificial lake for runoff water impoundment	TBD		TranSystems	Hold.	Fifth meeting in July.	Sixth meeting TBD.	TBD	TBD
B	Airport Infrastructure	Paving at airport to support business.	\$434	\$349	TranSystems	Developing.	Planning revised scope execution.	Getting contract from Transystems, RCA for KAIP Grant in September.	2024	2024
C	CCLIP 2025, 2026	Paving at various locations.	TBD	TBD	TranSystems		Grant applied for, wait.	Grant applied for, wait.	2025	2027
D	KDOT Bridge Grant	Replace Cherry Street bridge with box culvert.	\$400	TBD	TranSystems		Grant applied for, wait.	Grant applied for, wait.	TBD	TBD
E	SS4A	Safe Streets for All grant application.	\$1,605	\$1,605	TranSystems		Pre-grant application entered.	Grant applied for, wait.	TBD	TBD
F	Jefferson Subdivision	Streets and infrastructure for new subdivision.	TBD	TBD	TranSystems	In development.	New on list.	RCA to request City participation, advertise for bid.	4Q23	3Q24
G	KDOT Cost Share	Sycamore Cost Share project.	\$1,011	\$711	TranSystems	In development.		RCA to apply for Cost Share Grant.	2Q25	4Q25

Green shade denotes changed/new information from last month.

7/28/23

1. Previous Week Activities
 - a. Regular KDHE Meeting
 - b. *Review Department of Commerce/Federal Base Grant Requirements w.r.t. ROW*
 - c. **Review Revised Engineering Design Contract**
 - d. Continue Preliminary Pipe Bid Package
 - e. Working Specification for Materials For Purchase
 - f. Working Construction Bid Technical Documents
 - g. Start Technical Specifications for Contractors
 - h. Prepare Recommendation for Commission Action on Engineering Design Contract
 - i. **Got Bartlett Data (Employment) for Water Projections**
 - j. Received Draft Construction Bid Documents/Contract
2. Current Week Activities
 - a. Regular KDHE Meeting
 - b. **Bartlett Approval of Revised Engineering Design Contract**
 - c. **Commission Approval of Engineering Design Contract**
 - d. **Review Draft Construction Bid Documents/Contract**
 - e. **Get Bartlett Feedback on Construction Contract**
 - f. **Preliminary Pipe Purchase Documents/Continuing**
 - g. **Start Field Survey – (On Properties With Notification/Permissions)**
 - h. Working Construction Bid Technical Documents
 - i. Working Specification for Materials for Purchase
 - j. West Side Engineering
 - k. Preliminary Environmental Assessment (Hold for Path)
 - l. Decision on Pumphouse vs. Package
3. Next Week Activities
 - a. Regular KDHE Meeting
 - b. **Continue Field Survey**
 - c. Prepare for Adjustment After Survey
 - d. Continue West Side Connection Engineering
 - e. Continue with KDOT, WATCO on Route
 - f. Start Geotech
 - g. Telemetry Spec to Pedrotti
 - h. Geotech
4. Budget and Financial Issues
 - a. Main Budget – TBD
 - b. FEL 1 - \$79,500 (Lump Sum)
 - c. Geotech: \$13,500 + Staking
 - d. Total Engineering: \$1,154,040 (including b. and c.)
5. Risks
 - a. ROW
 - b. Project Trending to \$11 Million
6. Schedule
 - a. Land is Critical Path, Time to Revisit Schedule
7. Other?
 - a. Kansas Water Office Contract Requested
 - b. Have Permit Application from RWD6 as Well as Independence
8. Expended/Committed

8/4/23

1. Previous Week Activities
 - a. Regular KDHE Meeting
 - b. *Review Department of Commerce/Federal Base Grant Requirements w.r.t. ROW*
 - c. **Bartlett Approval of Revised Engineering Design Contract**
 - d. **Commission Approval of Engineering Design Contract**
 - e. **Awarded Revised Engineering Design Contract**
 - f. **Review Draft Construction Bid Documents/Contract**
 - g. Working Specification for Materials For Purchase
 - h. Working Construction Bid Technical Documents
 - i. Received Draft Construction Bid Documents/Contract
 - j. Reviewed KDHE Comments on PER
 - k. Started West Side Engineering
 - l. Started Survey in Field
 - i. Started Locates in Field
 - ii. Started Research and Title Work
 - iii. Completed RR Crossing Topo
 - m. Sent Out Request for Environmental Clearance
 - n. Decision on Pumphouse vs. Package
2. Current Week Activities
 - a. Regular KDHE Meeting
 - b. **Get Bartlett Feedback on Construction Contract**
 - c. **Preliminary Pipe Purchase Documents/Continuing**
 - d. **Continue Field Survey – (On Properties With Notification/Permissions)**
 - e. Working Specification for Materials for Purchase
 - f. Working Construction Bid Technical Documents
 - g. West Side Engineering – Complete Survey
 - h. West Side Engineering – Conceptual Design
 - i. Revised PER to KDHE
 - j. Start RR Permit Application
3. Next Week Activities
 - a. **Continue Field Survey**
 - b. Prepare for Adjustment After Survey
 - c. Finish Pipe Purchase Documents (Tentative)
 - d. Continue West Side Connection Engineering
 - e. Continue with KDOT
 - f. Continue Geotech
 - g. Telemetry Spec to Pedrotti
4. Budget and Financial Issues
 - a. Main Budget – TBD
 - b. FEL 1 - \$79,500 (Lump Sum)
 - c. Geotech: \$13,500 + Staking
 - d. Total Engineering: \$1,154,040 (including b. and c.)

8/11/23

1. Previous Week Activities
 - a. Regular KDHE Meeting
 - b. *Review Department of Commerce/Federal Base Grant Requirements w.r.t. ROW*
 - c. **Review Draft Construction Bid Documents/Contract**
 - d. Issued Specification for Materials for Purchase
 - e. Started RR Permit Application
 - f. Continued Survey – Done (mostly) W of 4500, Except for River Profile
 - g. Re-reviewed Schedule
 - h. West Side Engineering – Complete Survey
 - i. West Side Engineering – Conceptual Design
 - j. Got Survey Permissions
 - k. Geotech Mobilization
2. Current Week Activities
 - a. **Get Bartlett Feedback on Construction Contract**
 - b. **Continue Field Survey – (On Properties With Notification/Permissions)**
 - c. RCA for Materials for Purchase
 - d. Commission Approve Materials Bid
 - e. Working Construction Bid Technical Documents
 - f. Geotech in Field
 - g. Revised PER to KDHE
 - h. KDHE Erosion Control Permit Start
 - i. **Get More Survey Permission**
 - j. Finish Pipe Purchase Documents
 - k. Start Drafting Plan W of 4500
3. Next Week Activities
 - a. Regular KDHE Meeting
 - b. **Continue Field Survey**
 - c. Prepare for Adjustment After Survey
 - d. Advertise Material Bids
 - e. Start Drafting Easement Document, Plats
 - f. Continue West Side Connection Engineering
 - g. Continue with KDOT
 - h. Continue Geotech
 - i. Telemetry Spec to Pedrotti
4. Budget and Financial Issues
 - a. Main Budget – TBD
 - b. FEL 1 - \$79,500 (Lump Sum)
 - c. Geotech: \$13,500 + Staking
 - d. Total Engineering: \$1,154,040 (including b. and c.)
5. Other?
 - a. Kansas Water Office Contract Requested
 - b. Have Permit Application from RWD6 as Well as Independence

8/18/23

1. Previous Week Activities
 - a. *Review Department of Commerce/Federal Base Grant Requirements w.r.t. ROW*
 - b. Review Draft Construction Bid Documents/Contract**
 - c. No KDHE Meeting
 - d. Started Construction Plan Set, Working W to E
 - e. Started Erosion Control Permitting
 - f. Submitted PER Clarifications to KDHE
 - g. Telemetry Coordination Meeting Held
 - h. Issued Specification for Materials for Purchase
 - i. Continued RR Permit Application
 - j. Continued Survey – On Properties with Notifications
 - k. Geotech Mobilization, Started Investigation
 - l. RCA for Material Purchase Approved By Commission
 - m. Coordinating With Adjacent Utilities
 - n. Working Title Search
2. Current Week Activities
 - a. Regular KDHE Meeting
 - b. Get Bartlett Feedback on Construction Contract**
 - c. Continue Field Survey**
 - d. Issue Material Purchase Bid
 - e. Advertise Material Bids
 - f. Working Construction Bid Technical Documents
 - g. Geotech in Field
 - h. Continue Construction Plan Set, W to E
 - i. Survey, Working E to Middle
 - j. Title Search Continues
 - k. Approve Easement Offers
 - l. Review Onsite – Location of Meter Vault
3. Next Week Activities
 - a. Regular KDHE Meeting
 - b. Continue Field Survey**
 - c. Prepare for Adjustment After Survey
 - d. Start Drafting Easement Document, Plats
 - e. Start Land Acquisition?**
 - f. Continue West Side Connection Engineering
 - g. Continue Construction Plan Set
 - h. Continue with KDOT
 - i. Continue Geotech
4. Budget and Financial Issues
 - a. Main Budget – TBD
 - b. FEL 1 - \$79,500 (Lump Sum)
 - c. Geotech: \$13,500 + Staking
 - d. Total Engineering: \$1,154,040 (including b. and c.)
 - e. Kansas Water Office Contract Requested
 - f. Have Permit Application from RWD6 as Well as Independence