

## City of Independence

### City Commission/Staff Annual Goal Setting Session

**Location:** Independence Country Club

**Date & Time:** Wednesday, January 18, 2023, 8:00AM – 3:00PM

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**Key Meeting Objectives:**

- 1) Progress update on the current progress of 2022 goals and capital projects.
- 2) Prioritize areas of attention and resource allocation in the upcoming year.
- 3) Identify essential next steps for implementation of 2023 goals and priorities.
- 4) Continue to build trust, cohesion, and alignment as a team.

**Wednesday, January 18<sup>th</sup>**

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**Mayor Ysusi called the meeting to order.**

8:00 a.m. – 9:00 a.m.

**Staff Presentation.** Presentation on progress of 2022 goals and accomplishments & 2023 Capital Project Update. Review remaining projects from current strategic plan that have not been completed. Refer to online Visio Portal.

9:00 a.m. – 9:15 a.m.

**Setting Expectations.** Discuss the typical process of follow up on the strategic plan and establish expectations for what we plan to accomplish today.

9:15 a.m. – 10:00 a.m.

**Prioritization of Initiatives.** Which items of the current strategic plan should we prioritize for resource allocation in the 2023-2024 budget year?

10:00 a.m. – 10:15 a.m.

**Break**

10:15 a.m. – 10:45 a.m.

**Prioritization of Initiatives - Continued.**

## **Minutes of the Independence City Commission's January 18, 2023 Special Meeting**

10:45 a.m. – 11:15 a.m.                      **Framing Initiatives within Budgetary Constraints.** Can we project or anticipate the cost of these initiatives? Given the current budget, which combination of initiatives appears the most realistic to implement?

11:15 a.m. – 12:00 p.m.                      **Action Planning for Top Initiatives.** As a group, build specific action plans for each priority initiative.

12:00 p.m. – 12:45 p.m.                      **Lunch**

12:45 p.m. – 1:45 p.m.                      **Action Planning for Top Initiatives.** Continue to build action plans for initiatives. Who will lead out on next steps?

1:45 p.m. – 2:30 p.m.                      **Success Metrics.** How will we measure success for each of these initiatives?

2:30 p.m. – 2:45 p.m.                      **Portal Alignment.** How will we actively track progress of these initiatives? Do any initiatives need to be adjusted to be more easily tracked in the City's online portal?

**(See Attachment - 2023 Retreat Summary)**

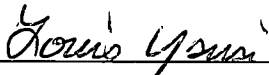
2:45 p.m. – 3:00 p.m.                      **Wrap Up & Next Steps**

**Everyone agreed to support Intention Statements and Creative Pathways.**

3:00 p.m.                      **Adjourn**

**A motion was made by Mayor Ysusi, seconded by Commissioner Hayse to adjourn. Motion carried. 3 – 0.**

**Minutes of the Independence City Commission's January 18, 2023 Special Meeting**

  
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Louis Ysusi, Mayor

  
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Dean A. Hayse, Commissioner

  
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Tim Emert, Commissioner

Attest:

  
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City Clerk/Treasurer

# Independence, Kansas 2023 Retreat Summary

In January 2023, the Independence City Commission alongside the City Manager and department heads, met for its annual planning session to identify priorities for the 2023-2024 Fiscal Year. The following document reflects the decided upon action items, along with specific initial tasks to begin implementation. These action items are separated by the five Strategic Directives within the city-wide five-year strategic plan. Action items that are new, or do not significantly overlap with the initiatives listed in the strategic plan, are highlighted in yellow.

## Directive 1 – Economic Development

### 2023-2024 Action Items

1. Building D – Obtain highest and best use of the property.
  - a. Make a final decision on disposition of Building D within one year after vacating if the property is not sold or otherwise repurposed by that date.
  - b. Continue to pursue buyers of the building.
2. Housing
  - a. Pursue Base Grant funding.
  - b. Complete infrastructure for Jefferson Subdivision.
  - c. Explore Policy to allocate demolition costs for rehabilitation of old homes.
  - d. Review threshold for rehabilitation grants.
3. Wages - Study resource allocation and identify staffing needs.
  - a. Reach out to neighboring cities on info and wage study.
  - b. Review materials and decide from there.
4. Infrastructure
  - a. Respond to ISO.
  - b. Apply findings.
5. Debt Structure
  - a. Schedule work session to go into detail on City's cash flow.
6. Operational Audit
  - a. Ask employees on tasks that take time but don't bring value.
  - b. Consider incentive for ideas from employees.
7. Comprehensive Plan
  - a. Pursue grant funding.
  - b. Select Vendor.
  - c. Begin Project.
8. Business Vacancy Registry
  - a. Review potential changes as a resolution.
  - b. Recommend Changes.
  - c. Adopt.

## Directive 2 – Infrastructure

### 2023 – 2024 Action Items

1. Historic City Hall Renovation
  - a. Complete Renovation and Move into the new facility.
2. Conduct a review and assessment of facilities and needed maintenance.
  - a. Complete walkthrough and assessment, and document findings.
  - b. Submit documented findings to department heads.
  - c. Coordinate with finance director in budgetary impact of needs.
3. Maintain quality of Water Meters
4. Conduct a Utility Rate Study
  - a. Assess current and future utility needs.
  - b. Conduct projections of revenue and expenses of needs.
  - c. Complete Utility Rate Study, Present to the Commission, and ultimately adopt the recommendations of the rate study.
5. Evaluate potential for an artificial lake for flood control, educational, and recreational purposes
  - a. Research land options for acquisition and evaluate potential funding.

## Directive 3 – Beautification

### 2023 – 2024 Action Items

1. Host a roundtable to solicit input on beautification and code priorities.
  - a. Host the roundtable in March 2023.
  - b. Explore ideas generated in roundtable.
2. Evaluate new options and implement policy for special item pickup.
  - a. Assistant City Manager will obtain policies and procedures from neighboring cities, namely Coffeyville.
  - b. Take potential solutions and present to beautification committee.
  - c. Leverage public feedback and return to committee with ideas.
  - d. Decide on new policy.

## Directive 4 – Parks & Recreation

### 2023 – 2024 Action Items

1. Pocket Parks
  - a. Ask for recommendation from the Park Board regarding future investments to pocket parks, with the final decision by the City Commission.
  - b. Cost analysis for enhancement of 10<sup>th</sup> street park options, evaluating construction and maintenance.
  - c. Discuss options with park board.
  - d. Cost estimates for lighting, ADA, and parking
  - e. Complete Renovation and Move into the new facility.
2. Riverside Park Plan
  - a. Determine whether to fund an update of Riverside Park Master Plan in the 2024 budget.
  - b. Review community plan and decide which elements of the plan will be prioritized.
  - c. Identify funding, either through the budget process or fundraising efforts via Friends of Riverside Park & Ralph Mitchell Zoo (FORPAZ).
  - d. Put out RFP.
  - e. Select Vendor.
  - f. Complete element of plan.
3. Sports Complex
  - a. Pursue additional grants to cover funding gap.
  - b. Should funds not be available, identify a reduced scope of work.
  - c. Meet with rec commission to divvy up responsibilities, and expectations of maintenance and complex use.
  - d. Complete Construction.

## Directive 5 – Community Spirit

### 2023 – 2024 Action Items

1. Communication and Marketing Campaign
  - a. Contact MCAC and Chamber to identify overlap of marketing needs.
  - b. If needed, recruit someone with communications and marketing background.
  - c. Identify potential funding.
  - d. Launch Campaign.

## 2. Make Updates on Website

- a. Facelift on website to change look.
  - b. Meet with each department on content for website.
  - c. Make the changes to navigation of the website.
  - d. Smooth out navigation and update content.
  - e. Ensure seamless transitions between website and City technology subscriptions such as envision and Clear Gov.
  - f. Train staff on managing and using the website.
3. Conduct bi-annual Survey.
- a. Meet with consultant to map out process.
  - b. Launch and collect survey responses.

## 4. Customer Service Training

- a. Training with Brian Hight with finance, memorial, admin, park, etc.
- b. Training from Chuck Goad with staff on their role and impact on economic development.

## 5. Evaluate Communications Position

- a. Define communication staffing needs.
- b. Evaluate possibilities to fill need.

## Discussed Policies

The following are policies that were discussed generally by the Board of Commissioners at the retreat, but should be noted here for reference as they are discussed more formally in a future meeting.

- **Building D** – Policy discussed to move forward with pursuing the highest and best use of Building D.
  - Make a final decision on disposition of Building D within one year after vacating if the property is not sold or otherwise repurposed by that date.
- **Pocket Parks** – Consider focusing investment in 10<sup>th</sup> street pocket park and potential repurposing of other two parks.