

INDEPENDENCE CITY COMMISSION

REGULAR SESSION AGENDA

February 8, 2024

5:30 PM

1916 City Hall

To participate by conference call:
1 785-289-4727 Conference ID: 847 753 695#

The Agenda shall be as follows:

- I. REGULAR SESSION
 - A. Call to Order
 - B. Pledge of Allegiance to the United States of America
 - C. Adoption of Agenda
- II. APPOINTMENTS
 - A. Reappoint three members to the Economic Development Advisory Board.
- III. CONSENT AGENDA

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

 - A. Consider authorizing contract term changes and additional work scope with Professional Engineering Consultants, P.A. (PEC).
 - B. Consider authorizing street closures for the annual Run4Fun 5K in Riverside Park on May 4, 2024.
- IV. ITEMS FOR COMMISSION ACTION
 - A. Consider adopting an ordinance amending the length of terms on the Tree Board.
 - B. Consider termination of the Stage 1 Water Watch.
- V. REPORTS
 - A. City Board Minutes
- VI. CITY MANAGER'S COMMENTS
- VII. COMMISSIONERS' COMMENTS
- VIII. PUBLIC CONCERNS
- IX. EXECUTIVE SESSION
 - A. Discussions prior to acquisition of real estate.
- X. ADJOURNMENT



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 8, 2024**

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Reappoint three members to the Economic Development Advisory Board.

SUMMARY RECOMMENDATION Reappoint three members.

BACKGROUND Three members' terms of the Economic Development Advisory Board have expired and are eligible for reappointment.

ECONOMIC DEVELOPMENT ADVISORY BOARD (3 year terms – 7 members)			
Members	Term	Expires	Appointed
Keith Stone CPA	Unexpired	January 1, 2025	January 26, 2023 Replaced Paul Yaroslaski
Chuck Goad, Chair	1st term*	January 1, 2025	October 10, 2019
Wayne Stephany, Vice Chair	1st term*	January 1, 2025	October 10, 2019
Rod Zinn	1st term	January 1, 2025	January 13, 2022 Replaced Brian Hight
Lori Kelley	1st term*	January 1, 2024	October 10, 2019
Jason Curtis, Secretary	1st term*	January 1, 2024	October 10, 2019
Jim Kelly	Unexpired	January 1, 2024	June 23, 2022
Ex-Officio:			
Lisa Wilson, Director Independence Chamber of Commerce		Melissa Johnson, Director Montgomery County Action Council	
Tabatha Snodgrass, Director Independence Main Street		April Nutt, Director Housing Authority	
Meeting Place: Memorial Hall Meeting Date: First Tuesday Meeting Time: 3:30 PM			

FINANCIAL INFORMATION N/A

SUGGESTED MOTION I move to reappoint Lori Kelley, Jason Curtis and Jim Kelly to the Economic Development Advisory Board.

SUPPORTING DOCUMENTS



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 8, 2024**

Department Public Works & Utilities

Director Approval John Garris

AGENDA ITEM Consider authorizing contract term changes and additional work scope with Professional Engineering Consultants, P.A. (PEC).

SUMMARY RECOMMENDATION Authorize Supplemental Agreement #7.

BACKGROUND PEC has been working through the engineering design and KDHE approval associated with Water Treatment Plant Master Plan items. PEC has requested Supplemental Agreement No. 7 for additional work and KDHE-required contract modifications.

The additional fee in the supplemental covers the updates to the Preliminary Engineering Report, Anti-Degradation Study, and Waste Stream Summary Report (WSSR) documents required by KDHE after the change in design to the project. These documents must be updated to reflect the dechlorination system design as where we ended up was different than where we were when these documents were originally prepared. The fee also covers filing of the discharge permit application for the changes required by KDHE, and the additional survey needed for the area not included in the previous survey.

The KDHE required contract modifications are due to the project being funded by a KDHE loan.

FINANCIAL INFORMATION The total costs of this change are limited to the \$6,400 requested. These will be paid for by the KDHE loan.

SUGGESTED MOTION I move to authorize execution of Supplemental Agreement No. 7 with Professional Engineering Consultants, P.A., in the amount of \$6,400.00.

SUPPORTING DOCUMENTS

1. SA No. 7 - 190768-001

January 31, 2024



Mayor Tim Emert
City of Independence
811 W. Laurel Street
Independence, KS 67301

Reference: Project Name: Independence WTP Phase 2 Improvements
 Supplemental Agreement No: 7
 Original Contract Date: March 03, 2023
 PEC Project No. 35-190768-001-0918

Dear Mr. Emert:

This Supplemental Agreement between the Client and Professional Engineering Consultants, P.A. (PEC), modifies the above referenced Agreement, and any other previous Supplemental Agreements as may be noted herein.

A. Modification of Scope:

1. The required KDHE SRF Contract Provisions for Consultant Contracts documents are incorporated into the Agreement as attached.

B. Payment Provisions:

- | | | |
|----|---|---------------|
| 1. | Original Contract Amount: | \$ 171,500.00 |
| 2. | Net change by previous Supplemental Agreement(s): | \$ 126,762.00 |
| 3. | The contract amount will increase by this Supplemental Agreement: | \$ 6,400.00* |
| 4. | The new contract amount including this Supplemental Agreement: | \$ 304,662.00 |

* Associated fee addresses work items outlined in Supplemental Agreement No. 6 approved by the City Commission on 11/28/23.

C. Authorization to Proceed:

1. PEC shall consider this Supplemental Agreement accepted and will proceed with the work specified herein unless otherwise instructed within 7 calendar days.

Sincerely,

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.

Ryan W. Glessner, PE
VP | Civil Municipal and Water/Wastewater Engineering

SCU:ev

ACCEPTED:

CITY OF INDEPENDENCE

By: _____

Title: _____

Date: _____

KDHE SRF CONTRACT PROVISIONS FOR CONSULTANT CONTRACTS

STATE OF KANSAS
ACT AGAINST DISCRIMINATION
CONTRACT PROVISION CERTIFICATION FORM

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin, or ancestry;
- (2) In all solicitations or advertisements for employees, the contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Commission;
- (3) If the contractor fails to comply with the manner in which the contractor reports to the Commission in accordance with the provisions of K.S.A.44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated, or suspended, in whole or in part, by the contracting agency;
- (4) If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole, or in part, by the contracting agency;
- (5) The contractor shall include the provisions of (1) through (4) in every applicable subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

PROJECT/CONTRACT NAME AND NO.

MUNICIPALITY City of Independence, KS

CONTRACTOR'S
SIGNATURE _____



TITLE VP Civil Municipal and W/WW Engineering

SRF PROJECT NO. 2933

DATE January 10, 2024

2933
KDHE PROJECT #

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Ryan Glessner, VP Civil Municipal and W/WW Engineering
Typed Name & Title of Authorized Representative



1/10/2024

Signature and Date of Authorized Representative

Contract Provisions for Equal Opportunity

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States." [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

Contract Provisions for the Kansas Act Against Discrimination

(a) Except as provided by subsection (c), every contractor for or on behalf of the State and any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration, or repair of any public building or public work or for the acquisition of materials, equipment, supplies, or services shall contain provisions by which the contractor agrees that:

- (1) The contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin, or ancestry;
- (2) In all solicitations or advertisements for employees, the contractor shall include the phrase “equal opportunity employer” or a similar phrase to be approved by the Commission;
- (3) If the contractor fails to comply with the manner in which the contractor reports to the Commission in accordance with the provisions of K.S.A.44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated, or suspended, in whole or in part, by the contracting agency;
- (4) If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole, or in part, by the contracting agency;
- (5) The contractor shall include the provisions of subsections (a)(1) through (4) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

(b) The Kansas Human Rights Commission shall not be prevented hereby from requiring reports of contractors found to be not in compliance with the Kansas Act Against Discrimination.

(c) The provisions of this section shall not apply to a contract entered into by a contractor:

- (1) Who employs fewer than four employees during the term of such contract; or
- (2) Whose contracts with the governmental entity letting such contract cumulatively total \$5,000 or less during the fiscal year of such governmental entity.

Contract Provisions for Restrictions on Lobbying

The Contractor agrees to comply with Title 40 CRF Part 34, New Restrictions on Lobbying. **A Certification form must be submitted with the bid documents.**

Contract Provisions for the Trafficking Victims Protection Act of 2000

The Contractor, its employees, sub-contractors, and sub-contractors employees under any SRF Loan Agreement, may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or sub-awards under the award.

Contract Provisions for Suspension and Debarment

The Contractor certifies that it is not suspended or debarred from participating in federal assistance and benefit programs and further agrees to fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled “Responsibilities of Participants Regarding Transactions.” The Contractor must ensure that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled “Covered Transactions,” includes a term or condition requiring compliance with Subpart C. The Contractor agrees that failing to disclose the required information in 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Contract Provisions for Non Discrimination

The contractor must comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and a variety of program-specific statutes with nondiscrimination requirements.

Other civil rights laws may impose additional requirements on the contractor. These laws include, but are not limited to, Title VII of the Civil Rights Act of 1964 (prohibiting race, color, national origin, religion, and sex discrimination in employment), the Americans with Disabilities Act (prohibiting disability discrimination in employment and in services provided by State and local governments, businesses, and non-profit agencies), and the Fair Housing Act (prohibiting race, color, national origin, age, family status, and disability discrimination in housing), as well as any other applicable civil rights laws.

Contract Provisions for Non Segregated Facilities

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensuring that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. This obligation extends to all contracts containing the equal opportunity clause regardless of the amount of the contract. The term “facilities,” as used in this section, means waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, wash rooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees; *Provided*, That separate or single-user restrooms and necessary dressing or sleeping areas shall be provided to assure privacy between the sexes.



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 8, 2024**

Department Park, Zoo & Cemetery

Director Approval Scott Patton

AGENDA ITEM Consider authorizing street closures for the annual Run4Fun 5K in Riverside Park on May 4, 2024.

SUMMARY RECOMMENDATION I recommend that the Commission approve the request for street closures during the Run4Fun 5K.

BACKGROUND The Run4Fun 5K is an annual event that takes place in Riverside Park. Run4Fun is a non-profit organization whose goal is to promote a healthy lifestyle. The event is specifically intended for children ages K-6th. This will be the second year of the event, which was well attended last year. The event requires that streets along the race route be closed to traffic from 7:00 a.m. to 11:30 a.m. The date of the event is May 4, 2024.

FINANCIAL INFORMATION The only financial impact on the City will be the labor required of park employees to set out barricades and trash receptacles. This will take two staff members approximately one hour to complete.

SUGGESTED MOTION I move to authorize the request for street closures in Riverside Park on May 4th from 7:00 a.m. to 11:30 a.m. for the annual Run4Fun 5K.

SUPPORTING DOCUMENTS

1. Run4Fun 5K Application 2024

City of Independence
Park Activity Application

Event Date: May 4, 2024 Time: Start 7:00 am Ending 11:30 am

Size of Group 100

Type of Event: Concert: Display: Exhibit: Other: 5K / Fun Run

Individual/Business/ Organization: Run4Fun

Individual/Business Address: 3773 CR 3000 Independence KS

Non-Profit Organization ☒ Yes ☐ No If yes - provide documentation.

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

If not for profit complete the following:

Contact Person: Tammy Roth Phone Number: 620-331-8096

Are you renting a building? no

Please describe your event: Fun run and 5K

We will use the older 5K route that does not involve the track.

Area of the park you are planning on using: Oval and 5K route attached map

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

Street Closing Needed: ☒ Yes ☐ No If yes, provide a map for location.
Time of street closing: From: 7:45 To: 10:00
Times must be approved by park staff.

Electricity ☐ Yes ☒ No If so provide the location.

Trash Containers Needed: At oval 2 trash cans

Special Arrangements: _____

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

Other City Equipment Requested: _____

Attachments:

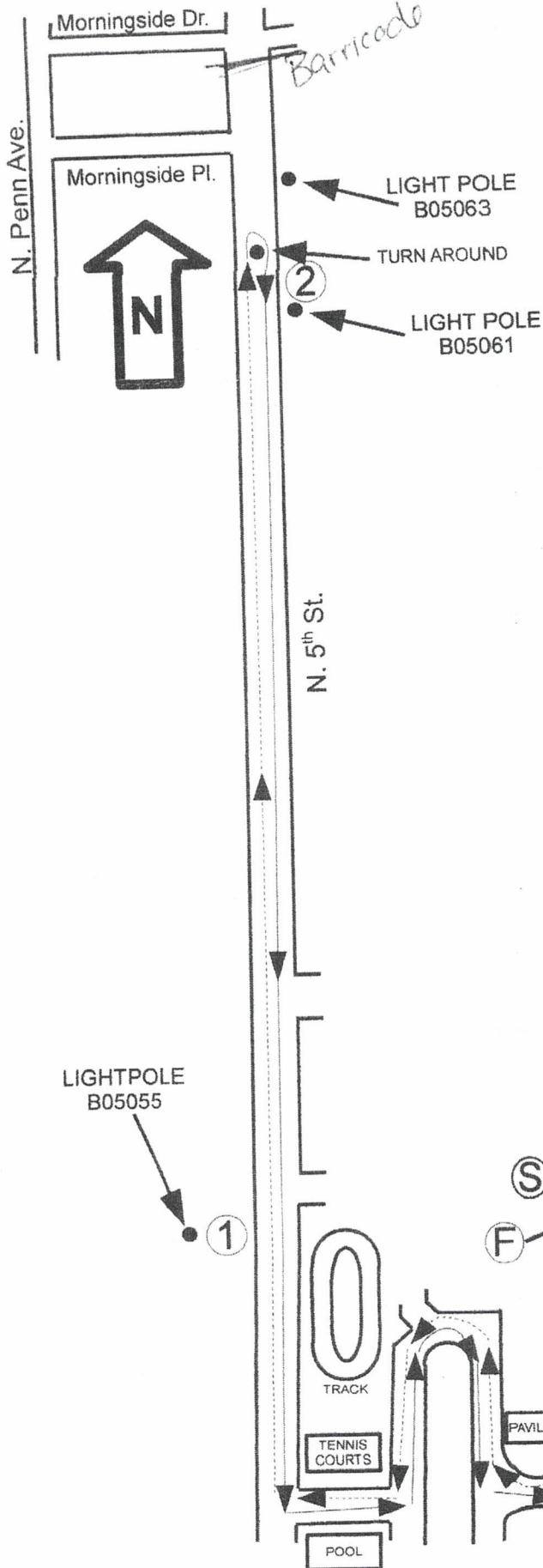
1. A site plan of the event indicating the area being requested and how it will be secured.
2. Proof of general liability insurance against damage caused by the applicant, agents, employees, guests and participants in the event in the amount of not less than \$500,000 single limit per occurrence for bodily injury, personal injury and property damage from a company licensed to do business in the State of Kansas and naming the City and its officers and employees as an additional insured.
3. If food trucks will be present a 30 day notice is required so proper approval can be obtained.

Signature of Renter: Larry [Signature]

Date: 1/11/2024

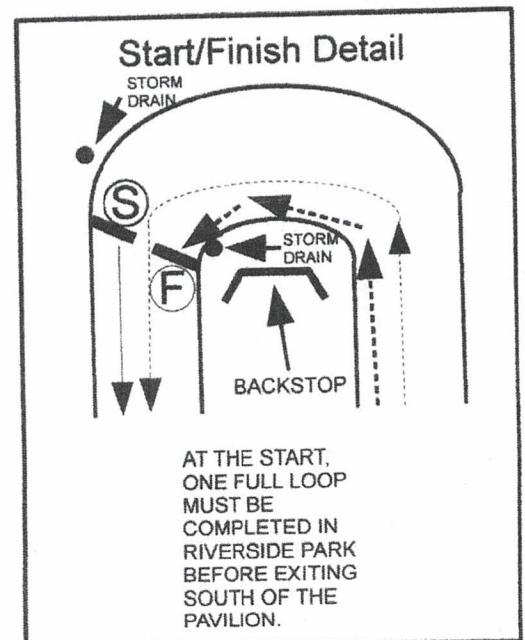
Approved by: _____ Date: _____

Independence, KS



Start, finish, mile markers and turnaround all marked with nail and washer

- Start:** West of backstop, 27'9" SW of storm grate on North side of road and 28" SW of storm grate on south side of road.
- Mile 1:** Even with light pole #B05055 on west side of street.
- Turnaround:** 86'6" South of light pole #B05063 on East side of street to the south of Morningside Pl.
- Mile 2:** 99'3" North of light pole #B05061 on East side of street.
- Mile 3:** Even with 1st utility pole to the North of Wells Dr. on the east side of the road.
- Finish:** West of backstop, 27'9" SW of storm grate on North side of road and 28" SW of storm grate on south side of road.





**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 8, 2024**

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider adopting an ordinance amending the length of terms on the Tree Board.

SUMMARY RECOMMENDATION

BACKGROUND The Tree Board is the only City Board with two-year terms. The other boards have three- and four-year terms. The two-year terms cause members to term out with two full terms after serving only four years. Many times, current applicants want to serve additional terms, and because we do not have enough new applicants, they end up being reappointed beyond the recommended two terms. City staff recommends modifying the term length for members of the Tree Board from two years to four years. The new term length will start as the current two-year terms expire.

FINANCIAL INFORMATION N/A

SUGGESTED MOTION I move to adopt an ordinance increasing the length of terms on the Tree Board from two years to four years.

SUPPORTING DOCUMENTS

1. Ordinance 4446 - Increasing Term of Tree Board Members to Four Years

ORDINANCE NO. 4446

AN ORDINANCE INCREASING THE TERM OF TREE BOARD MEMBERS TO FOUR YEARS

Be it ordained by the governing body of the City of Independence, Kansas:

SECTION 1. City Code Section 2-141 (c) is amended to increase the term of members of the Tree Board to a period of four years. The increase in term shall be implemented when the terms of the currently serving Tree Board members expire so that the subsequent term shall be for four years instead of two years.

SECTION 2. This ordinance shall take effect upon its publication in the official City newspaper.

Adopted by the governing body of the City of Independence, Kansas, on the 8th day of February 2024.

CITY OF INDEPENDENCE

Timothy R. Emert, Mayor

ATTEST:

David W. Schwenker, City Clerk



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 8, 2024**

Department Public Works & Utilities

Director Approval John Garris

AGENDA ITEM Consider termination of the Stage 1 Water Watch.

SUMMARY RECOMMENDATION Adopt Resolution terminating the Stage 1 Water Watch.

BACKGROUND The City declared a Stage 1 Water Watch on August 1, 2023 when the water level at Elk City Reservoir dropped to below its normal level by over 3.0 feet in accordance with our Municipal Water Conservation Plan, as approved by the Division of Water Resources.

The level in Elk City is now above the level where a Stage 1 Water Watch is required. As such it is recommended that we terminate the Stage 1 Water Watch at this time.

FINANCIAL INFORMATION No negative financial impacts should occur because water consumption will no longer be restricted.

SUGGESTED MOTION I move to approve Resolution 2024-005, terminating the Stage 1 Water Watch.

SUPPORTING DOCUMENTS

1. Resolution 2024-005 - Terminating the Water Watch

RESOLUTION NO. 2024-005

A Resolution Terminating the Water Watch

BE IT RESOLVED by the Governing Body of the City of Independence, Kansas:

Section 1. The Governing Body previously declared the existence of a water watch on August 1, 2023.

Section 2. The water watch is hereby terminated due to existing conditions.

Section 3. This resolution shall take effect on its publication in the official city newspaper.

Adopted by the Governing Body of the City of Independence, Kansas, on the 8th day of February 2024.

Timothy R. Emert, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk



Report
CITY OF INDEPENDENCE
February 8, 2024

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM City Board Minutes

BACKGROUND

SUPPORTING DOCUMENTS

1. January 17 2024 City Recreation Board Minutes

INDEPENDENCE RECREATION COMMISSION

Monthly Meeting January 17, 2024

Ash Youth Center
1501 N. 10th Street
Independence, KS 67301

Members Present:

Christy Mavers
Joe Housel
Dustin Woodward
Moises Rivera

Others Present:

Brent Julian
Lori Bromley
Nick McBride
Jim Butts
Galen Palmer
Sam Hilger

Christy Mavers opened the commission meeting at 11:30 a.m.

ROUTINE

Agenda

Dustin Woodward moved to approve the agenda as printed. Joe Housel seconded. Motion carried 3-0.

Minutes

Joe Housel moved to approve the minutes from the December 20, 2023 board meeting. Dustin Woodward seconded. Motion carried 3-0.

Bills

Joe Housel moved to approve the January 2024 invoices and checks for payment as presented in the amount of \$1,477.77 as well as bills and employee benefits paid since the last board meeting in the amount of \$4,712.44. Dustin Woodward seconded. Motion carried 3-0.

Treasurer's Report

Galen Palmer reported the following bank balances as of December 31, 2023: First Oak Bank - Checking: \$38,261.85; First Oak - Petty Cash: \$500.00; Equity Bank - Savings \$593.97. Galen informed the board that IRC is obtaining a small loan through First Oak Bank to get through January & part of February while awaiting ad valorem funds. Dustin Woodward moved to approve the treasurer's report as presented. Joe Housel seconded. Motion carried 3-0.

Christy Maver introduced Sam Hilger, with Leadership Independence, to the board members. Christy informed the commission that Sam is here today to observe the meeting as a representative for Leadership. The board welcomed Sam to the meeting.

PROGRAMS/OPERATIONS

Maintenance Report

Jim Butts answered any questions the board had on the maintenance report. Christy Mavers stated that she had received some complaints regarding the cleanliness of the indoor pool and Brent informed the board that the custodian had been out ill, but it has since been taken care of; Christy commented that she had heard it is cleaned up and looking good again. Brent informed the board that the HVAC system for the pool is completely down, and Jim is waiting on John Lane to get a fuse to fix it, but until then moisture and air temperature will be a problem. Christy asked Jim about the indoor pool lights and Jim stated that the low winter temperatures blow the fuses in that area, but it has been fixed. Jim stated that he has been busy keeping the sidewalks and entrance to the building cleared off.

Programs Report

Nick McBride answered any questions the board had on the programs report. Christy Mavers asked if Nick had found the necessary coaches for session II basketball and Nick stated he had, and they will start the games next week. Nick informed the board that since the 7th and 8th grade girls do not have enough players for multiple teams, they plan to do the same thing as last year and split the girls up for more individual instruction, as well as having competitions and contests to keep them interested. Joe Housel asked about the new registration system that IRC plans to go to through the city. Nick stated that CivicRec will eventually take the place of ActiveNet that is the current program, and IRC will use it along with the city and park; it is more user friendly and final training should begin soon. Christy asked how the Christmas break activities at the Ash Youth Center went and Nick stated they went great, and the kids enjoyed themselves. Dustin Woodward asked about the recent pickleball tournament and Nick stated it went well, the best yet, with teams from Independence, Pittsburg, Bartlesville, and Ochelata among others.

Director/Aquatics/Special Events Report

Brent Julian answered any questions the board had on the director/aquatics/special events report. A discussion was held on the management of Riverside Beach Family Aquatic Center and Brent informed the commission that Shawn O’Kane will return for another summer as well as Cain Carpenter for Asst. Manager. Brent stated they will have a meeting soon to discuss additional help with management and to also start hiring lifeguards. Brent stated that Rob Adolf, with the Pittsburg YMCA, will be doing the lifeguard certification classes again this year.

BUSINESS/FINANCE

Central Park Sports Complex Update

Brent reported any updates to the board regarding the new sports complex. Brent stated the recent weather has slowed Crossland down a little, however they are still ahead of schedule and things are going well. Christy stated that she is very excited about the project and recently spoke at First Friday, there have been a lot of compliments on the elevation of the fields. Christy informed the board members that there is a Facebook page they need to check out for the CPSC if they have not done so and to look into the brick campaign fundraiser going on until March 1st. Brent asked Christy if she could check into getting a corporate brick paver for IRC with the IRC logo on it; Christy stated that she would.

Oline Registration

Brent informed the board that as previously discussed IRC is in the process of moving online registrations over to CivicRec with the City of Independence. Brent said they are currently trying to iron the kinks and get the financial aspect figured out, but it should be ready to transition soon. Brent stated that there will be credit card readers at both the Ash Center and Riverside Beach; Christy stated that she is hoping it will take the place of the pool punch cards as well.

Sports Director Nick McBride Honored

Brent informed the board that Nick McBride was recently named the 2022 Kansas Boys Soccer Official of the Year by the NFHS. Brent congratulated Nick and stated that the Independence High School presented Nick with an award of recognition as a Bulldog alumni as well as a decorated soccer official. Brent went on to inform the board that Nick was chosen to officiate the 2023 NJCAA Division I Women's National Soccer Championship in Wichita last November. The board members congratulated Nick on his success.

EXECUTIVE SESSION

Joe Housel made a motion to approve moving into Executive Session for approximately ten minutes. Dustin Woodward seconded. Motion carried 3-0.

Employee Sick Leave/Vacation

Christy suggested moving the employee leave discussion to the end of the meeting and discussing it in executive session with Brent and the other board members. The commission unanimously agreed, and the Business/Finance topics B-D were discussed before the board then moved into executive session for approximately ten minutes. The regular meeting re-convened at 12:20 p.m. Christy stated that during the executive session the board had reviewed the leave policy for full-time staff and agreed that if a FT employee had worked at

least six hours that day, they may leave for a necessary appointment or to coach/referee as needed without taking vacation or sick leave.

ITEMS FROM THE COMMISSION

Christy Mavers *Would like IRC to attend a school board meeting soon to update the new superintendent as well as new school members on the Central Park Sports Complex. Brent stated that he had spoken to Lacey Lies regarding a meeting with the school district back in November, but at the time she wanted to wait until after the new year when there was more to share. Dustin Woodward stated that it is an open invitation and once Lacey agrees they can get on the agenda. Brent stated that he was thinking March or April would be a good time and he will contact Kelly Passauer and Lacey Lies with the City about attending a school board meeting with him.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.

Respectfully Submitted,

Joe Housel
Secretary