

## Minutes of the City Commission's January 9, 2025 Meeting

### I. REGULAR SESSION

Commissioners Present: Mayor Scott Smith, Vice-Mayor Dean Hayse and Commissioner Tim Emert

City Staff Present: Kelly Passauer, City Manager; David Cowan, Assistant City Manager; Jeff Chubb, City Attorney; David Schwenker, City Clerk/City Treasurer; April Nutt, Director of Housing Authority; Dustin Stafford, Chief of Police; John Garris, City Engineer/Director of Public Works and Lacey Lies, Finance Director.

Visitors Present: Larry McHugh, Breanne Sanford, Sherri Garris, James McLeod, Kathy Shepard, Charles Barker, Hudon Lies, Barb Emert, Babs Emert, Tonya Malts and David Freeman.

#### A. Call to Order

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

#### B. Pledge of Allegiance to the United States of America

#### C. Adoption of Agenda

**Motion:**

**On the motion of Scott Smith, seconded by Dean Hayse, the Commission adopted the agenda.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

### II. OLD BUSINESS

#### A. Consider approving the minutes of the December 12, 19 and 23, 2024 regular and special Commission meetings.

**Motion:**

**On the motion of Tim Emert, seconded by Dean Hayse, the Commission approved the minutes of the December 12th, 19th and 23rd, 2024 regular and special Commission meetings.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

## **Minutes of the City Commission's January 9, 2025 Meeting**

- B. Consider appointing an inside City position on the Planning Commission.

**Mary Jo Dancer's term on the Planning Commission expired on January 1, 2025. She has served two full terms plus an unexpired term. She continues to serve until she is replaced. The City received two applications for this position, Brett Gilcrist and Deatrea Rose, both of who live within the City limits as required.**

**We received no applications for the open position outside the City within three miles. City staff has readvertised this position at this link: [Outside Planning Commission Opening](#). Applications are due by noon on January 16, 2025.**

**We want to thank Mary Jo Dancer for her service.**

**Motion:**

**On the motion of Tim Emert, seconded by Scott Smith, the Commission appointed Brett Gilcrist to a first term on the Planning Commission ending on January 1, 2028.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

- C. Consider reappointing members of the Economic Development Advisory Board.

**Keith Stone, Chuck Goad, Wayne Stephany and Rod Zinn's terms have expired on the Economic Development Advisory Board. They are all eligible to serve an additional term.**

## Minutes of the City Commission's January 9, 2025 Meeting

| ECONOMIC DEVELOPMENT ADVISORY BOARD<br>(3 year terms – 7 members)                    |           |                                                               |                                              |
|--------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------|----------------------------------------------|
| Members                                                                              | Term      | Expires                                                       | Appointed                                    |
| Keith Stone<br>CPA                                                                   | Unexpired | January 1, 2025                                               | January 26, 2023<br>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<br>Replaced Brian Hight     |
| Lori Kelley                                                                          | 2nd term* | January 1, 2027                                               | October 10, 2019                             |
| Jason Curtis, Secretary                                                              | 2nd term* | January 1, 2027                                               | October 10, 2019                             |
| Jim Kelly                                                                            | 1st term* | January 1, 2027                                               | June 23, 2022                                |
| <b>Ex-Officio:</b>                                                                   |           |                                                               |                                              |
| Lisa Wilson, Director<br>Independence Chamber of Commerce                            |           | Melissa Johnson, Director<br>Montgomery County Action Council |                                              |
| Tabatha Snodgrass, Director<br>Independence Main Street                              |           | April Nutt, Director<br>Housing Authority                     |                                              |
| Meeting Place: Memorial Hall<br>Meeting Date: First Tuesday<br>Meeting Time: 3:30 PM |           |                                                               |                                              |

### Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission reappointed Keith Stone, Chuck Goad, Wayne Stephany and Rod Zinn to an additional term on the Economic Development Advisory Board ending on January 1, 2028.

**Aye:** Tim Emert, Dean Hayse, Scott Smith

**Nay:** None

### III. NEW BUSINESS

#### A. Reorganization of the Commission

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

Each year, the Commission reorganizes. Regarding the election of the Mayor, in non-election years, typically, the Commissioner who is starting the second year of their two-year term, serves as Mayor, which would be Scott Smith. In election years, the Commissioner who is starting the third year of their four-year term serves as Mayor. The purpose of this is to allow every elected

## Minutes of the City Commission's January 9, 2025 Meeting

Commissioner, whether elected to a two-year term or four-year term, to have the opportunity to serve as Mayor once per term. However, the Commission may choose anyone they wish, and they do not have to follow this tradition.

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

Staff recommends that the 2025 City Commission schedule be approved, generally consisting of the 2nd and 4th Thursdays at 5:30 PM and the 3rd Wednesday at 9 AM for work sessions, with the exceptions noted in green. Please note there is no scheduled special meeting in January. This is the same schedule that was approved on November 14, 2024.

### 2025 City Commission Meeting Schedule (Proposed)

- Thursday, January 9, 2025 – 5:30 PM (2nd Thursday, Oath of Office/Reorganization)
- Thursday, January 23, 2025 – 5:30 PM (4th Thursday)
- Thursday, February 13, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, February 19, 2025 – 9:00 AM (3rd Wednesday)
- Thursday, February 27, 2025 – 5:30 PM (4th Thursday)
- Thursday, March 13, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, March 19, 2025 – 9:00 AM (3rd Wednesday)
- Thursday, March 27, 2025 – 5:30 PM (4th Thursday)
- Thursday, April 10, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, April 16, 2025 – 9:00 AM (3rd Wednesday)
- Thursday, April 24, 2025 – 5:30 PM (4th Thursday)
- Thursday, May 8, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, May 21, 2025 – 9:00 AM (3rd Wednesday)
- Thursday, May 22, 2025 – 5:30 PM (4th Thursday)
- Wednesday, June 11, 2025 – 5:30 PM (rescheduled due to City Attorney Training)
- Wednesday, June 18, 2025 – 9:00 AM (3rd Wednesday, Optional Budget Worksession)
- Thursday, June 26, 2025 – 5:30 PM (4th Thursday)
- Thursday, July 10, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, July 16, 2025 – 9:00 AM (3rd Wednesday, Optional Budget Worksession)
- Thursday, July 24, 2025 – 5:30 PM (4th Thursday)

## Minutes of the City Commission's January 9, 2025 Meeting

- Thursday, August 14, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, August 20, 2025 – 9:00 AM (3rd Wednesday, Budget Worksession)
- Thursday, August 28, 2025 – 5:30 PM (4th Thursday)
- Thursday, September 11, 2025 – 5:30 PM (2nd Thursday, Revenue Neutral Rate/Budget Hearings)
- Wednesday, September 17, 2025 – 9:00 AM (3rd Wednesday)
- Thursday, September 25, 2025 – 5:30 PM (4th Thursday)
- Wednesday, October 8, 2025 – 5:30 PM (rescheduled due to City Attorney Training and LKM Conference in Overland Park October 9 - 11, 2025)
- Wednesday, October 15, 2025 – 9:00 AM (3rd Wednesday)
- Wednesday, October 22, 2025 – 5:30 PM (rescheduled due to Doo Dah Parade)
- Thursday, November 13, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, November 19, 2025 – 9:00 AM (3rd Wednesday)
- Thursday, November 20, 2025 – 3:30 PM (rescheduled due to Thanksgiving and moved to 3:30 PM due to the MCAC Quarterly Meeting in Cherryvale)
- Thursday, December 11, 2025 – 5:30 PM (2nd Thursday)
- Wednesday, December 17, 2025 – 9:00 AM (3rd Wednesday)
- Thursday, December 18, 2025 – 5:30 PM (rescheduled due to Christmas)

Special Meetings that fall on consecutive dates of a regular Commission meeting are highlighted in yellow in case you want to cancel or reschedule them.

### Motion:

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

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

### Motion:

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

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

### Motion:

## **Minutes of the City Commission's January 9, 2025 Meeting**

**On the motion of Scott Smith, seconded by Tim Emert, the Commission designated the Independence Daily Reporter as the Official City Newspaper.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

**Motion:**

**On the motion of Scott Smith, seconded by Dean Hayse, the Commission designated Community National Bank as the Official City Depository.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

**Motion:**

**On the motion of Tim Emert, seconded by Dean Hayse the Commission adopted the 2025 City Commission Meeting schedule as presented except for deleting the Special Commission meetings in May, November, and December due to falling on the preceding day of a regular Commission meeting.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

### **B. Orientation by the City Attorney**

**Each year the City Attorney provides a refresher overview orientation for the City Commission. City Attorney Chubb provided the refresher.**

## **IV. CONSENT AGENDA**

**Motion:**

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

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

### **A. Consider approval of cleaning services for City Hall and the Incubator leased space.**

**Background:**

**The City of Independence issued a Request for Proposals (RFP) for cleaning**

## **Minutes of the City Commission's January 9, 2025 Meeting**

services at City Hall and the leased space at the Incubator Building, in accordance with its procurement policy. The RFP required that the selected contractor provide their own workers' compensation coverage and liability insurance and pass a background check to access restricted areas, such as the Police Department.

Two proposals were received: one from the current provider, S&J Cleaning Service, and another from WCD Enterprises, a company based in Scottsdale, Arizona.

### **Evaluation:**

During the proposal review and background check process, the City contacted WCD Enterprises on December 20, 2024. Initial communication with the company's corporate office occurred on December 23, 2024. A follow-up meeting took place on January 2, 2025, during which the company's owner explained that WCD Enterprises is a nationwide company newly entering the Kansas market. The owner confirmed that WCD has a three-member team, including a supervisor assigned specifically to the Independence opportunity, ready to begin work.

### **Recommendation:**

The City recommends awarding the cleaning services contract to WCD Enterprises at the following rates:

- City Hall: \$750.00 per month.
- Incubator Building Clinic: \$393.00 per month.
- Additional Cleaning (if needed): \$173.21 per request at City Hall and \$90.76 per request at the Incubator Building.

### **Scope of Work:**

- Weekly cleaning of all interior offices and spaces at City Hall every Thursday.
- Cleaning services for the leased Incubator Building, with costs reimbursed to the City through the lease agreement.

### **Suggested Motion:**

I move to approve the cleaning services to WCD Enterprises.

- B. Consider Authorizing Submission of Airport Grant Requests to KDOT.

**Kansas Department of Transportation (KDOT) Kansas Airport Improvement Program (KAIP) is accepting applications for state fiscal year 2026/2027 are**

## Minutes of the City Commission's January 9, 2025 Meeting

due on January 31, 2025. The following project has been suggested for submission:

### Airport Apron Rehab Engineering:

| Estimated Cost | Estimated City Match |
|----------------|----------------------|
| \$150,000      | \$15,000             |

### Airport Apron Rehab Construction:

| Estimated Cost | Estimated City Match |
|----------------|----------------------|
| \$690,000      | \$69,000             |

In order to maintain pavement integrity, maintenance work must be periodically performed. The FAA provides significant funding to our airport, but the apron directly adjacent to the Textron manufacturing facility is not eligible for FAA funding. However, KDOT's KAIP funding would provide a source for potential funding for pavement maintenance in this area, and our consultant, Lochner, has created the attached exhibits explaining the project. We would coordinate with Textron if awarded to minimize impacts on their operation.

### Suggested Motion:

I move to authorize submittal of the application for the KAIP grant to KDOT.

- C. Consider authorizing award of the annual concrete patching bid.

The City requires concrete patching work to be completed at various locations due to utility repair activity and required pavement maintenance (including pavement flowline repair). Additionally, pricing for sidewalk work is required for incidental repairs. Adding in ADA ramps and curb and gutter replacement complete the work items that we would generally need to do for small repairs around the City.

The City requested bids for these four categories of work, and received one response, from J. Graham Construction, Inc. Other competent contractors were contacted, but declined to bid.

The prices are either lower or the same this year, with patching and ADA ramp replacement dropping \$5 per square yard.

## Minutes of the City Commission's January 9, 2025 Meeting

The work will be awarded in multiple contracts for work via the Street Department as well as Water/Sewer work (and to other departments as required).

### **Suggested Motion:**

**I move to authorize award of the 2025 concrete patching bid contracts to J. Graham Construction, Inc., at the unit prices as specified on the bid documents.**

- D. Consider authorizing an agreement with Shift-S3ector, LLC to hold a racing event at Independence Municipal Airport.

Shift-S3ector, LLC has requested use of the Independence Municipal Airport on July 12 and 13, 2025 for the purpose of holding a racing event. This is a similar request as has been granted in 2020, 2021, 2022, 2023, and 2024. It is felt that this event brings significant exposure to the City as well as providing a revenue opportunity for local businesses. This event will require FAA approval.

Textron Aviation has indicated that they find the event acceptable from a business standpoint and that it will not interrupt their planned operations.

### **Suggested Motion:**

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

## V. PUBLIC HEARINGS

- A. Public Hearing to consider the condemnation of 1204 W. Myrtle Street as dangerous and unsafe

The structure at 1204 W. Myrtle Street was identified as a concern due to the lack of utility service for over a year, the presence of large holes in the roof, and debris scattered throughout the front and rear of the property. City staff contacted the owner, who no longer resides at the residence; however, family members are currently occupying the structure. Since receiving the City's initial notice regarding the condemnation process, the owner has been working on repairing the property. They intend to submit a detailed timeline outlining the necessary repairs to make the structure habitable.

City Staff will provide updated photos and any timelines submitted for the commission to review at the meeting.

## **Minutes of the City Commission's January 9, 2025 Meeting**

### **Motion:**

**On the motion of Tim Emert, seconded by Dean Hayse, the Commission adjourned the Public Hearing until June 26, 2025 at 5:30 PM.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

- B. Public Hearing to consider the condemnation of 1309 W. Myrtle Street as dangerous and unsafe.**

**The trailer house at 1309 W. Myrtle has been without utility services for nine years, and its exterior and roof are in poor condition. The City initiated contact with the owner in response to complaints and the absence of utility services. However, there has been no response from the property owner to date.**

### **Motion:**

**On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted a resolution condemning 1309 W. Myrtle Street as dangerous and unsafe.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

- C. Public Hearing to consider the condemnation of 1123 W. Main Street as dangerous and unsafe.**

**The structure at 1123 W. Main Street has been determined to be unsafe and dangerous in accordance with K.S.A. 12-1750 et seq. The observed conditions include the absence of utility services for two years, complaints from the community, and significant deterioration of the exterior and roof. The owner has met with the City and discussed potential timelines for repairs or the sale of the property; however, no further information has been provided as of December 12, 2024.**

**City staff recommends condemnation as dangerous and unsafe.**

### **Motion:**

**On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted a resolution condemning 1123 W. Main Street as dangerous and unsafe.**

## **Minutes of the City Commission's January 9, 2025 Meeting**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

- D. Public Hearing to consider the condemnation of 1113 W. Main Street as dangerous and unsafe.

**The owner of 1113 W. Main has met with April Nutt and the Landbank has accepted the donation of the property into the Land Bank. The City Staff is recommending condemnation as dangerous and unsafe and to remove the structure.**

**Motion:**

**On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted a resolution condemning 1113 W. Main Street as dangerous and unsafe.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

- E. Public Hearing to consider the condemnation of 601 S. Wald Avenue as dangerous and unsafe.

**The structure at 601 S. Wald Street have been found to be unsafe and dangerous in accordance with Kansas Statutes Annotated (K.S.A.) 12-1750 et seq. The conditions observed include No utilities 7 years, Exterior condition of the structure, holes in the roof, debris, trash, windows and doors. City staff has had no contact with the owner of the structure.**

**Motion:**

**On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted a resolution condemning 601 S. Wald Avenue as dangerous and unsafe.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

- F. Public Hearing to consider the condemnation of 820 W. Cottonwood Street as dangerous and unsafe

**The City of Independence has received a report from the Enforcing Officer indicating that the structure(s) located at 820 W. Cottonwood Street have been found to be unsafe and dangerous in accordance with Kansas Statutes**

## **Minutes of the City Commission's January 9, 2025 Meeting**

**Annotated (K.S.A.) 12-1750 et seq. The conditions observed include no utilities for 16 years, Exterior condition of the structure, roof, porch and debris. The City staff has had no contact with the owner and recommends condemnation as dangerous and unsafe.**

**Motion:**

**On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted a resolution condemning 820 W. Cottonwood Street as dangerous and unsafe.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

- G. Public Hearing to consider the condemnation of 512 S. 16th Street as dangerous and unsafe.**

**The City of Independence has received a report from the Enforcing Officer indicating that the structure(s) located at 512 S. 16th Street have been found to be unsafe and dangerous in accordance with Kansas Statutes Annotated (K.S.A.) 12-1750 et seq. The conditions observed include No utilities for 12 years, Exterior condition of the structure, holes in the roof, rotted foundation and structural issues. City Staff has been in contact with the owner of the structure but has not been notified of what his intentions with the structure are.**

**City staff recommends condemnation as dangerous and unsafe.**

**Motion:**

**On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopt a resolution condemning 512 S. 16th Street as dangerous and unsafe.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

**Nay: None**

## **VI. ITEMS FOR COMMISSION ACTION**

- A. Consider proclaiming January 19, 2025 as Dr. Martin Luther King, Jr. Commemoration Day, and consider funding the recording and live-streaming of the program.**

**Kathy Shepard, representing the Diversity Taskforce, is requesting that the City authorize a proclamation in honor of Dr. Martin Luther King, Jr.**

## **Minutes of the City Commission's January 9, 2025 Meeting**

Commemoration Day and urge that every citizen of Independence join in extending recognition and honor to the memory of this great leader of humankind by attending the local celebration "Mission Possible: Protecting Freedom, Justice, and Democracy in the Spirit of Nonviolence365" on Sunday, January 19, 2025 at 3 PM at the Independence High School Performing Arts Center. A free soup luncheon will be held at 2:00 pm in the community room before the event.

Please note there are three versions of the proclamation since the election of the Mayor will not take place until just before this agenda item.

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

### **Motion:**

On the motion of Tim Emert, seconded by Dean Hayse, the Commission proclaimed January 19, 2025, as Dr. Martin Luther King, Jr. Commemoration Day and authorize funding the recording and live streaming of this community event.

**Aye:** Tim Emert, Dean Hayse, Scott Smith

**Nay:** None

- B. Consider Authorizing a Sale Resolution for the Issuance of 2025 Taxable General Obligation Bonds.

**This resolution is to authorize the offering for sale of the temporary notes.**

**This Sale Resolution authorizes the City to pursue a sale of Taxable General Obligation Bonds for the construction and related costs of a waterline extension project for an approximately 9-mile waterline to Rural Water District No. 6 to serve the Bartlett facility.**

**Although these are Taxable General Obligation Temporary Bonds of the City, in accordance with the Development Agreement entered into between the City and Bartlett, Bartlett will reimburse the City for all costs related to the project, including the cost of financing, over a 5-year period, beginning June 1, 2025.**

### **Motion:**

**On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted Resolution No. 2025-002, authorizing the sale of Taxable General**

## Minutes of the City Commission's January 9, 2025 Meeting

Obligation or Bonds, and authorize the City Manager to award sale of temporary notes pursuant to stated economic parameters.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- C. Consider adopting a resolution implementing the 2025 Pay Plan.

The City's pay plan is updated annually to reflect inflationary changes and maintain competitiveness in the labor market. For 2025, a Cost of Living Adjustment (COLA) of 3.5% is recommended, aligning with the amount budgeted for this purpose. This increase, however, will not apply to employees transitioning to the Kansas Police & Firefighters (KP&F) Retirement Plan. Those employees voted to waive their 2025 COLA to fund the transition, which requires a significantly higher employer contribution.

While the Consumer Price Index (CPI) for the past 12 months is 2.7% based on the most recent data, we are recommending a 3.5% COLA because our pay plan has fallen behind over the last several years. For example, the entry pay for a Public Service Worker I was \$12.23 when the 2016 pay plan was adopted (Resolution 2016-035) on June 23, 2016. Using the Bureau of Labor Statistics Inflation Calculator, the purchasing power of \$12.23 in April 2016 equates to \$16.13 in November 2024. These months were chosen because CPI data is typically two months behind, and they represent the most recent data available when the comparative pay plans were or are proposed to be adopted, June 2016 and January 2025, respectively.

The screenshot shows a web-based "CPI Inflation Calculator". It features a dark header with the title "CPI Inflation Calculator". Below the header, there are input fields for a dollar amount, a month, and a year. The amount field is set to "\$ 12.23". The month field is set to "April" and the year field is set to "2016". Below these fields, it says "has the same buying power as" followed by a box containing "\$16.13". At the bottom, there are more input fields for a month and year, set to "November" and "2024" respectively. A "Calculate" button is located at the bottom right of the form.

| Input  | Value    |
|--------|----------|
| Amount | \$ 12.23 |
| Month  | April    |
| Year   | 2016     |
| Result | \$16.13  |
| Month  | November |
| Year   | 2024     |

To match the inflation-adjusted purchasing power of \$16.13, the proposed entry rate of \$15.09 would need to be increased by an additional 6.89%. While we would prefer to catch up the City's pay plan sooner, the proposed adjustment demonstrates the City's commitment to gradually closing this gap over time to remain competitive while upholding fiscal responsibility.

## Minutes of the City Commission's January 9, 2025 Meeting

Additionally, the following changes were made to the pay plan from the previous year:

- **Assistant City Manager:** Moved from Grade 32 to Grade 34. Adjusted as other positions are reclassified to reflect that this position is second in command.
- **Finance Director:** Moved from Grade 29 to Grade 31 (moved from Grade 28 to 29 last year). This modification reflects additional administrative duties.
- **Police Chief:** Moved from Grade 29 to Grade 30. This modification was made when this position was advertised to make it more competitive.
- **Fire/EMS Chief:** Moved from Grade 28 to Grade 30. This position's job description was also revised to require Paramedic certification, enabling the Fire/EMS Chief to serve as EMS Director in lieu of the Assistant City Manager.
- **Staff Accountant:** Added as a new position at Grade 20 at the request of the Finance Director.

### **Motion:**

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted a resolution authorizing the 2025 pay plan.

**Aye:** Tim Emert, Dean Hayse, Scott Smith

**Nay:** None

- D. Consider adopting a resolution setting a public hearing for the adoption of a Neighborhood Revitalization Plan pursuant to K.S.A. 12-17,114 et seq., and providing notice thereof.

**The Neighborhood Revitalization Plan (NRP) is an economic development tool authorized under K.S.A. 12-17,114 et seq. to encourage private investment through property tax rebates for qualifying improvements in designated revitalization areas.**

Currently, there are eight separate Neighborhood Revitalization Plans in effect within the City, many with differing expiration dates and varying terms. The adoption of the proposed plan would consolidate these into a single, streamlined plan, providing consistency and clarity for applicants. The new plan also expands the scope to include additional neighborhoods within the City limits that were not previously covered, excluding areas within the floodplain.

## **Minutes of the City Commission's January 9, 2025 Meeting**

The proposed plan places a strong emphasis on incentivizing a broad range of improvements, including:

- **Housing Improvements:** Recognizing the challenges of the City's aging housing stock, nearly 40% of which was constructed prior to 1939. The plan encourages new construction, infill development, and rehabilitation of older structures to address modernization needs and attract middle and higher-income residents.
- **Commercial and Industrial Development:** Stimulating economic growth by supporting renovations and new construction for businesses and industrial facilities. These improvements aim to attract investment, create jobs, and increase the City's tax base.

The plan also emphasizes historic preservation, particularly within the downtown historic district. Enhanced rebates are offered for properties on the Kansas Historical Register or those located within historic districts. These incentives aim to preserve the City's architectural heritage while promoting economic activity in the downtown area.

Montgomery County has a similar plan that applies to all unincorporated areas within the County. Expanding the City's plan to include more neighborhoods levels the playing field with County development incentives. The rebate percentages under the proposed plan are similar to the County's, except for the increased rebates within the City for historic properties and districts, demonstrating the City's commitment to preservation and revitalization.

To administer the plan, Montgomery County will receive a 5% administrative fee based on the rebate amount, consistent with the County's practices for its own plan.

The proposed resolution sets the required public hearing and ensures compliance with statutory requirements, including public notice and notification to other taxing entities.

### **Motion:**

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted the resolution setting a public hearing for February 13, 2025, at 5:30 PM in the City Hall Commission Room, 120 North 6th Street, Independence, Kansas, to consider the adoption of a Neighborhood Revitalization Plan pursuant to K.S.A. 12-17,114 et seq., and providing notice thereof.

**Aye:** Tim Emert, Dean Hayse, Scott Smith

## Minutes of the City Commission's January 9, 2025 Meeting

**Nay: None**

### VII. REPORTS

#### A. City Board Minutes

##### **1. December 18, 2024 Independence Recreation Commission Minutes**

#### B. Approval of Bids for CDBG Work on the Bookstore Building.

The City of Independence has received and approved two bids for the Community Development Block Grant (CDBG) project at the downtown Trident Bookstore Building, located at 106 N. 8th Street. The bids were reviewed and approved based on their compliance with project specifications and alignment with grant requirements.

The following bids were approved for award:

##### **1. Mid-Continental Restoration Company Inc.**

- Scope: Masonry Restoration (Bid Package #4)
- Address: 6707 E 12th St, Suite 101, Tulsa, OK 74112

##### **2. ACM Removal LLC**

- Scope: Demolition (Bid Package #1)
- Address: 8610 E 34th St. N, Suite 2, Wichita, KS 67226

These approvals will enable progress on the renovation and development of the Bookstore Building, enhancing the downtown area in accordance with CDBG guidelines.

Trident Properties, the project manager for this initiative, has been informed of the approved bids and instructed to proceed with awarding contracts to the respective vendors.

Staff will continue to monitor and coordinate the progress of the project to ensure compliance with CDBG standards and successful project completion.

This report is for informational purposes. No further action is required at this time.

### VIII. CITY MANAGER'S COMMENTS

City Manager Passauer informed the Commission that Monday January 20th is a holiday celebrating Dr. Martin Luther King's birthday and sanitation services

## Minutes of the City Commission's January 9, 2025 Meeting

will shift one day that week, the Chamber of Commerce banquet will be held on January 28th, there will be a City update at the First Friday meeting scheduled on February 7th and the next four Commission meetings are scheduled for January 23rd, February 13th, 19th and 27th.

### IX. COMMISSIONERS' COMMENTS

None

### X. PUBLIC CONCERNS

None

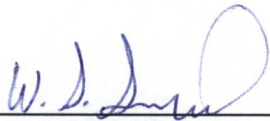
### XI. ADJOURNMENT

#### **Motion:**

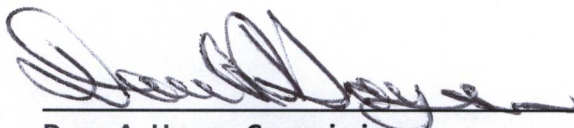
**On the motion of Tim Emert, seconded by Dean Hayse, the Commission adjourned the meeting.**

**Aye: Tim Emert, Dean Hayse, Scott Smith**

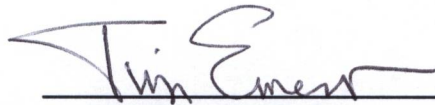
**Nay: None**



\_\_\_\_\_  
**W. Scott Smith, Mayor**



\_\_\_\_\_  
**Dean A. Hayse, Commissioner**



\_\_\_\_\_  
**Tim Emert, Commissioner**

Minutes of the City Commission's January 9, 2025 Meeting

Attest:

A handwritten signature in blue ink, appearing to read "David Ashworth", is written over a horizontal line.

City Clerk/Treasurer