

INDEPENDENCE CITY COMMISSION
REGULAR SESSION AGENDA

October 8, 2025

3:30 PM

Veterans Room, Memorial 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. PRESENTATIONS

- A. Live Healthy Montgomery County Presentation.

III. CONSENT AGENDA

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

- A. Consider approving the minutes of the September 23rd and 25th, 2025 meetings.
- B. Consider signing agreements with Cox Communications, Inc. to terminate access, right-of-way and use of City property agreements.
- C. Consider a request from Neewollah, Inc. for an extended curfew on Tuesday, October 21, 2025, to accommodate the Neewollah Coronation Dance at the Independence Country Club.

IV. ITEMS FOR COMMISSION ACTION

- A. Consider health insurance renewal with Blue Cross Blue Shied of Kansas and MetLife for Calendar Year 2026.
- B. Consider approval of a contract extension with Resource Recovery, Inc.
- C. Considering authorizing a contract with Government Frameworks for Chronicle Cemetery Management Software.

V. REPORTS

- A. City Board Minutes
- B. Admin and Housing Goals

VI. CITY MANAGER'S COMMENTS

VII. COMMISSIONERS' COMMENTS

VIII. PUBLIC CONCERNS

IX. ADJOURNMENT



**Presentation
CITY OF INDEPENDENCE
October 8, 2025**

Department Admin

Director Approval David Cowan

AGENDA ITEM Live Healthy Montgomery County Presentation.

BACKGROUND

Marci Roberts has requested to present highlights of *Live Healthy Montgomery County*. She also previously submitted a funding request and indicated that the City of Coffeyville provided significant funding last year. We have been advised that this presentation is for informational purposes only and is not an action item requesting funding at this time.

We have also received requests from various local organizations for funding from the opioid settlement funds. A representative from Montgomery County also approached us about partnering to fund another organization based in Independence.

At this time, the City's priority for opioid settlement funding is the purchase of eligible equipment to support local response and prevention efforts. If funds remain after those purchases in future years, and if the other entities in the County agree, we suggest forming a committee with representatives from each government entity that has unallocated funds. This committee could establish a consistent annual application and evaluation process for funding requests.

Participation in such a collaborative process would be voluntary, and each entity could still manage its own allocation independently. However, since the County initiated discussion about jointly funding a local organization, we believe this approach could help ensure requests are reviewed fairly and systematically—rather than being addressed on a first-come, first-served basis.

A copy of the email correspondence sent to Ms. Roberts after her verbal request to be placed on the agenda outlining this process is attached for reference.

SUPPORTING DOCUMENTS

1. Marci-RequestToPresent
2. Live Healthy Montgomery County Presentation Outline
3. Response to Marci

Request for placement on City Agenda

From Marci Roberts

Date Wed 10/1/2025 12:03 PM

To Kelly Passauer

Cc Lindsey Caldwell

 1 attachment (28 KB)

Independence City Commission Presentation Outline.docx;

Hi Kelly:

I would like to make a request to present at a City Commission meeting in October. We plan to share highlights of Live Healthy Montgomery County's key initiatives in the county. The outline is attached.

Thank you for your consideration,

--

Marci Roberts

[Live Healthy Montgomery County Coalition](#) Executive Director

[Substance Prevention Task Force - MGCO](#)

222 W 8th St. * P.O. Box 22 * Coffeyville, KS 67337

Mobile - 620-515-1387





Independence City Commission Meeting
Outline of Presentation

- Introduction
 - Marci Roberts, Executive Director
 - Lindsey Caldwell, Opioid Prevention Specialist

- Highlights of Live Healthy Montgomery County's Key efforts and impact in the Montgomery County community
 - Pathways to a Healthy Kansas Grant
 - The Opioid Prevention Program
 - Youth focused Substance Use Prevention grant

- Closing remarks

City of Independence Agenda Request

From David Cowan <davidc@independencesks.gov>
Date Mon 9/15/2025 4:36 PM
To Marci Roberts
Cc David Schwenker; lindsey@mgcolivehealthy.org

Dear Marci,

Thank you for contacting the City of Independence regarding opioids and Live Healthy Montgomery County. The City of Independence is currently reviewing our opioid settlement funds and is utilizing a significant portion of them for equipment purchases.

In addition, we are working with Montgomery County and the other cities in the county to form a committee that will oversee the use of opioid funds in the future. This committee will establish an application process and award excess funds that may be available in future years for each city.

At this time, the committee is still in the early stages of formation, and a meeting is being scheduled. The City is also finalizing its equipment purchases while managing Neewollah and other upcoming events, so there is much underway for Dustin and Aaron at the moment.

If you would like to make a presentation about your program only, you are welcome to do so. However, if you are requesting funding, it will need to go through the formal application process once it is established. That process will likely apply to the 2026 funding cycle, as our current funds will be allocated in 2025.

If you would like to be placed on the agenda for a presentation, please email your request—along with an outline of your proposed presentation to Kellyp@independencesks.gov & kaylas@independencesks.gov. She will notify you of the agenda date and time once confirmed.

Thank you,
David



David Cowan
Asst. City Manager
davidc@independencesks.gov
P +1.620.332.2528 | M +1.620.330.0056 | F +1.620.331.1628
City of Independence | 120 N. 6th Street | Independence, Kansas 67301





**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
October 8, 2025**

Department City Clerk

Director Approval Kelly Passauer

AGENDA ITEM Consider approving the minutes of the September 23rd and 25th, 2025 meetings.

SUMMARY RECOMMENDATION Approve the minutes.

BACKGROUND

FINANCIAL INFORMATION

SUGGESTED MOTION I move to approve the minutes of the September 23rd and 25th, 2025 Commission meetings

SUPPORTING DOCUMENTS

1. September 23 2025 Special Meeting Minutes
2. September 25 2025 Minutes

Minutes of the City Commission's September 23, 2025 Meeting

I. SPECIAL 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; Kayla Schabel, Administrative Assistant to the City Manager; John Garriss, City Engineer/Director of Public Works and Lacey Lies, Finance Director.

Visitors Present: None.

A. Call to Order

Mayor Smith called the meeting to order.

II. EXECUTIVE SESSION

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

Motion:

On the motion of Scott Smith, seconded by Tim Emert, the Commission recessed for an executive session for consultation with an attorney representing the City regarding a legal issue pursuant to the attorney/client privilege exception, KSA 75-4319(b)(2). The open meeting will resume at 8:50 a. m. in the Commission Room.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

The open meeting resumed at 8:50 a.m. with no action taken.

III. ITEMS FOR COMMISSION ACTION

A. Consider releasing mortgage on 401 and 405 South 6th Street.

The Independence Housing Authority sold 401 and 405 South 6th, vacant lots, to Diamond Property Management LLC, with conditions that Diamond Property Management LLC would construct a single-family home on each lot. Diamond Property Management LLC, owned by Shane Harris, has met

the established requirements, with both homes having been pre-sold prior to completion of construction. This item is being placed on the Special Agenda so that there is adequate time to have all the required paperwork in place for the closing on one of the properties on September 26th.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission authorized the Mayor to sign the Release of Mortgage for 401 and 405 South 6th Street.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

IV. ITEMS FOR DISCUSSION

A. Zoning Code Update

The consultant hired to do the zoning code update will review the proposed zoning code updates to see if there are any questions. The consultant is not available for the September 25th meeting or the October meetings.

Christopher Shire presented the update.

B. State Revolving Fund Loan Project Scope

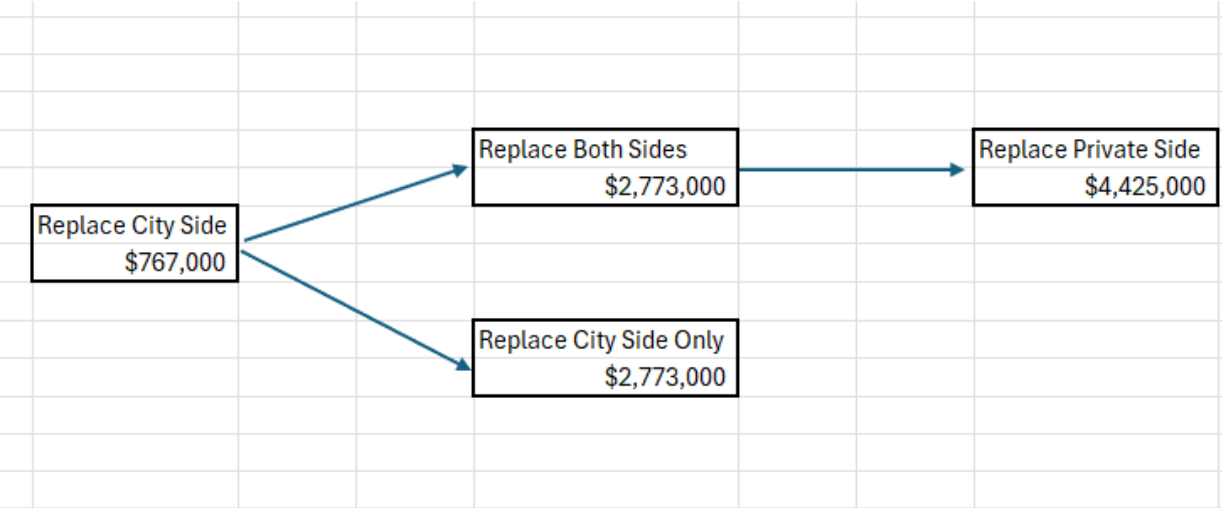
Notes:

1. The SRF loan has been approved at (roughly) 9 million dollars. This is not the minimum loan amount, but is the maximum.
2. The loan will be “forgiven” at a projected 50% level.
3. There are three situations that the money would be spent on:
 1. City Side Only Requires Replacement (574 locations) – in locations where the City side only must be replaced due to federal regulations, the loan will be available.
 2. Both Sides Require Replacement (679 locations) – in locations where the City side and the private side must be replaced, the loan will be available only if the customer participates and allows the City to replace their line. The City can charge for this, however that may negatively impact the number of customers that will take advantage of the offer, leading the City to pay for the full price of the City-Side replacement without loan or forgiveness. The City is required to offer to replace the service four times. Offering a zero-cost option to the customer would likely increase participation at no cost. The City is not required to offer to pay this, and the City could elect to do this

work only if the customer elected to pay some percentage of the cost on their side. If the work was done without doing the private side, the work would not be loan or forgiveness-eligible.

- 3. Private Side Only (1424 locations) – in locations where the private side is recommended to be replaced, the City may elect to replace those services and be eligible for the 50% loan forgiveness. The City is required to offer to replace the service four times, but the City could elect to do this work only if the customer elected to pay for some percentage of the cost on their side.

Note: all numbers are early estimates.



C. 10th Street - Main to Laurel Scope Discussion

The 10th Street Replacement from Main to Laurel is a significant project that will last for decades on one of our busiest streets. As such, getting the scope of work correct for the project will have lasting benefits to the City and to travelers.

Storm Sewer

- The existing undersized system will be increased in size through the project limits, but will not be increased in size at this point downstream of the project site at this time, since that would add project cost in the order of \$250,000 that would not be eligible for grant matching funds. Likely impacts are moving the current water relief point to the intersection of Myrtle and 10th from its current location of Laurel and 10th.

Waterline

- We will review the condition of the buried waterlines underneath 10th Street and evaluate replacement as a portion of this project, noting that KDOT will not consider this a participating part of the project and it will not be eligible for grant funds.

Road Closure

Option A: Full Closure

- Approximately 7 months of full closure of the road segment.
- Detour would be used for truck traffic regardless of phasing.
- Access to all businesses will be maintained throughout construction.

Option B: Phased Construction

- Project could be built half at a time, maintaining two-way traffic at a reduced level.
- West side of 10th Street likely constructed first due to storm sewer work.
- Approximately 10 months of partial closure (east or west side).
- Access to all businesses will be maintained throughout construction.
- Increased costs of \$150,000 to \$250,000 (estimated) due to increased schedule and traffic control and inspection. If under the grant cap of \$1.5 million, KDOT would pay for 90%. Any portion greater than that \$1.5 million would be the obligation of the City. Since the ultimate total cost is as yet unknown, basing this on the City paying the full cost would be the conservative approach.

D. Housing Initiatives

The first item for Commission discussion is whether there is interest in waiving demolition assessments on properties donated to the Land Bank. These would be properties that the Land Bank determines are most likely to be redeveloped. Housing Director April Nutt will provide additional information on this question.

Staff is also asking whether the Commission would like to make the funding allocation for the \$200,000 in Economic Development Funds for housing initiatives based on the feedback already received from the Economic Development Advisory Board and the Housing Steering Committee, or if a joint meeting with the Economic Development Advisory Board, Housing Steering Committee, Land Bank, Housing Authority, and Planning

Commission—along with key staff from administration, finance, code enforcement, and building inspection—would be beneficial. A joint session would provide an opportunity for brainstorming, dialogue, and alignment on housing goals, progress, and redevelopment strategies prior to determining a funding allocation.

While quality housing is a key part of economic development, there is much more to consider. Therefore, the Commission could also include this topic in the joint session, or it might be better to hold a separate joint session with just the Economic Development Advisory Board to discuss strategies for making Independence more attractive to new businesses, both large and small, and for retaining the ones we already have.

While a new Community-Based Strategic Plan is budgeted for 2026, Commission direction at the start of the year will be important to guide priority initiatives. If joint meetings are desired, staff recommends scheduling them after the election to allow participation by any newly elected officials.

V. EXECUTIVE SESSION

A. Discussions prior to acquisition of real estate.

Motion:

On the motion of Scott Smith, seconded by Tim Emert, the Commission recessed for an executive session to discuss the possible acquisition of real estate pursuant to the preliminary discussion on the acquisition of real estate exception, KSA 75-4319(b)(6). The open meeting will resume at 10:00 a.m. in the Commission Room of City Hall.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

The open meeting resumed at 10:00 a.m. with no action taken.

VI. 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

Attest:

City Clerk/Treasurer

Minutes of the City Commission's September 25, 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; Kayla Schabel, Administrative Assistant to the City Manager; Jeff Chubb, City Attorney; David Schwenker, City Clerk/City Treasurer; John Garris, City Engineer/Director of Public Works; Derek Bryant, Assistant Police Chief and Scott Patton, Park and Zoo Director.

Visitors Present: Larry McHugh, Sherri Garris, Brea Sanford, Teresa Davison, William Davison, Owen Davison, Michael Younger, Eric Bennett, Joslyn Kusiak, Lori Kelley, Tabatha Snodgrass, Rod Zinn, Lisa Wilson, Chris Hendricks, DJ Gofourth and Mindy Blackard.

A. Call to Order

Mayor Smith called the meeting to order.

B. Pledge of Allegiance to the United States of America

C. Adoption of Agenda

Motion:

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

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

II. CONSENT AGENDA

Motion:

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

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

A. Consider approving the minutes of the August 25th, 28th, and September 11th, 2025 meetings.

Minutes of the City Commission's September 25, 2025 Meeting

Suggested Motion:

I move to approve the minutes of the August 25th, 28th, and September 11th, 2025 Commission meetings.

III. PUBLIC HEARING

- A. Public Hearing to consider the condemnation of 817 W. Cottonwood Street as dangerous and unsafe.

The Commission on March 27, 2025, adjourned the Public Hearing until September 25, 2025, to provide the owner with additional time to work on the structure. The owner continues to make repairs and is working with the building inspector. Progress is moving forward as finances allows him to proceed. The building inspector is recommending the City Commission continue to work with him and adjourn the meeting until January 22, 2026.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adjourned the Public Hearing until January 22, 2026, at 5:30 p.m.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- B. Public Hearing to consider the condemnation of 314 N. 5th Street as dangerous and unsafe.

On July 10, 2025, the City Commission voted to adjourn the condemnation hearing to September 25, 2025, at 5:30 p.m. The property owner was directed to meet with David Cowan, submit a detailed timeline of proposed repairs, and initiate either the repair or removal of the structure. The owner has submitted the attached timeline, and repairs have commenced on the porch (see attached photos).

Staff recommends adjourning the public hearing until January 22, 2026, to allow the owner sufficient time to complete the repairs as outlined in the submitted timeline.

Motion:

On the motion of Dean Hayse, seconded by Scott Smith, the Commission adjourned the hearing to consider condemnation of 314 N. 5th Street as dangerous and unsafe to January 22, 2026, at 5:30 p.m.

Minutes of the City Commission's September 25, 2025 Meeting

Aye: Dean Hayse, Scott Smith

Nay: None

Abstain: Tim Emert

- C. Public Hearing to consider condemnation of 620 W. Chestnut Street as dangerous and unsafe.

On September 18, 2025, City staff conducted an exterior inspection of the property and observed that the yard was overgrown, with no indication that additional work has been completed since June 25, 2025. Staff was unable to verify whether repairs to the basement foundation wall have been repaired or to determine the overall status of the structure. Additionally, there has been no contact from the owner or Joyco.

If the owner or Joyco fail to provide the Commission with a satisfactory progress report, staff recommends initiation of the condemnation process. This action would allow 30 days for the owner or Joyco to submit a repair or removal timeline and commence the necessary work.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adjourned the hearing to consider condemnation of 620 W. Chestnut Street as dangerous and unsafe to December 11, 2025, at 5:30 p.m.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- D. Public Hearing Regarding Scope Change for CDGB project at Riverside Park.

In 2025, the City of Independence was awarded a Community Development Block Grant to fund a large-scale renovation of the Riverside Park playground. Improvements included in the grant application featured replacement of aging play equipment, new safety surfacing, new concrete curbing and ADA sidewalks, two new picnic shelters, and new landscaping. Due to lack of available funds at the time of the application, the original scope did not include installation of lighting. In the 2026 capital budget, the playground lighting project was funded. The project will include installation of six antique-style lamp posts along the new sidewalks, as well as a large security light. To run the underground electrical service to the new lights, trenches will need to be dug in or near the new playground enhancements. The underground service will connect to a panel at the restroom on the

southwest corner of the playground. To avoid disturbing new landscaping or having to bore underneath new sidewalks, city staff is requesting a scope change to include the new lighting in the CDBG project so that the underground electrical service can be installed at the same time as the rest of the improvements.

Mayor Smith opened the public hearing.

No public comments were made for or against the project.

Mayor Smith closed the public hearing.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission approved the change to include the installation of playground lights in the scope of the CDBG project.

A roll call vote was taken and recorded here.

Aye: Dean Hayse, Tim Emert, Scott Smith

Nay: None

- E. Public hearing regarding a proposed loan in an amount not to exceed \$9,000,000 to be taken by the City from the Kansas Public Water Supply Loan Fund and after the conclusion of the hearing consider adopting a resolution authorizing completion of the loan application and execution and delivery of the loan documents.**

The City has considered applying for a Kansas Public Water Supply Loan for required work to the system. Per federal regulations, over a ten year period ending on December 31, 2037, water service lines identified by the City's previous survey as requiring replacement must be replaced. This is the last year of application for the Kansas Public Water Supply Loan fund that will receive federal funding to partially forgive the loan balance (up to 51%) for replacement of these water service lines.

Depending upon analysis of our finance department, the City will apply for a 20 or 30 year loan. The current rates are 3.15% for a 20 year loan and 3.67% for a 30 year loan, though those rates are subject to the rate in effect from the Fund at the time the Loan Agreement is signed.

Note that this is the maximum loan amount that the City is applying for, and that the City can apply for a lesser amount as the scope is fully defined.

Minutes of the City Commission's September 25, 2025 Meeting

Mayor Smith opened the public hearing.

No public comments were made.

Mayor Smith closed the public hearing.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted a resolution authorizing completion of the loan application and the execution and delivery of the loan documents related to a proposed loan in an amount not to exceed \$9,000,000 from the Kansas Public Water Supply Loan Fund.

A roll call vote was made and recorded here.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

IV. ITEMS FOR COMMISSION ACTION

- A. Consider approving a Proclamation and Resolution for Neewollah and authorizing street closures in the downtown and Riverside Park areas from October 17th through October 25th for the 2025 Neewollah festival, which includes the carnival, food vendors, parades, and other associated activities.

The Neewollah Festival has been a great source of pride for the City of Independence since 1919. The festival includes numerous activities for families, entertainment for the citizens of Independence, and for the neighboring communities to enjoy.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission authorized the Proclamation and Resolution for the Neewollah Celebration.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- B. Consider adopting Ordinance 4494 rezoning a tract of land at 604 East Cedar from R-2, single-family dwelling district to C-1, neighborhood business district; and consider adopting Resolution 2025-047 for a conditional use permit for "Retail trade not elsewhere listed" in a C-1, neighborhood business district.

The applicants, William and Teresa Davidson, submitted a request to rezone 604 East Cedar to C-1, neighborhood business district and for a conditional use permit for “Retail trade not elsewhere listed”. The property has a vacant church on it that the applicant wants to turn into a secondhand retail store.

On September 2, 2025, the Planning Commission held a public hearing to consider the rezoning and conditional use request. The Planning Commission unanimously (7-0) recommended the Commission approve both requests.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted Ordinance 4494 rezoning a tract of land at 604 East Cedar from R-2 to C-1.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted Resolution 2025-047 for a conditional use permit for “Retail trade not elsewhere listed” in a C-1, neighborhood business district.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- C. Consider approving Resolution 2025-048 to waive the requirement for construction of sidewalks within the Country Village Subdivision, originally platted in 2005.**

The City of Independence Landbank has requested a variance from the Subdivision Regulations to waive the requirement for sidewalk construction within the Country Village Subdivision, originally platted in 2005.

At the time the Country Village Subdivision was developed, a benefit district was created to fund streets, curbs/gutters, and sanitary sewer improvements, all of which were constructed as part of the original development. The engineering agreement also referenced sidewalk plans, but sidewalks were never constructed, and the bond documents reflected a zero-dollar allocation for sidewalk funding. The Subdivision Regulations require sidewalks on one side of all streets (Appendix A, Article X, Section 1(f)), however no formal variance was ever approved to eliminate this requirement, so the subdivision technically remains out of compliance.

Since 2005, several homes have been built in the subdivision without sidewalks, creating precedent but not removing the regulatory obligation. The subdivision's rural layout, lower density, and existing infrastructure make retrofitting sidewalks at this stage logistically challenging and financially burdensome, especially since sidewalks would likely be installed inconsistently on a lot-by-lot basis.

Planning Commission Recommendation

On September 2, 2025, the Planning Commission held a public hearing on the Landbank's request and voted unanimously (7-0) to recommend approving a variance waiving the requirement for sidewalks construction in that subdivision.

Reason for City Commission Action

The Subdivision Regulations (Article XII, Section 1) specifically requires that variations or exceptions to subdivision regulations be recommended by the Planning Commission but authorized by the City Commission after making specific findings:

- a. Granting the variance will not be detrimental to public safety, health, or welfare or injurious to other property;
- b. The conditions creating the hardship are unique to the property and not generally applicable elsewhere;
- c. Strict enforcement would cause an extraordinary hardship, not just inconvenience; and
- d. The variance will not conflict with the zoning ordinance or the city's comprehensive plan.

Staff Findings for City Commission Adoption

- a. Public Safety/Health/Welfare: Granting the variance will not be detrimental to public safety, health, or welfare. The subdivision has functioned without sidewalks since its original platting, and street, curb, and utility infrastructure is already in place. Sidewalk installation at this stage would not provide a consistent or safe pedestrian network.
- b. Unique Conditions: The lack of sidewalks stems from the 2006–2007 benefit district's funding structure and rural character, unlike typical subdivisions. Several homes have since been constructed without sidewalks, setting a development precedent not applicable to other properties.
- c. Hardship: Retrofitting sidewalks would be prohibitively expensive and inconsistent given existing development patterns. The subdivision's rural layout and lower density make sidewalk construction impractical compared to urban neighborhoods.
- d. Consistency with Zoning/Plan: The waiver does not conflict with zoning or

the city's comprehensive plan. It applies only to this subdivision and maintains consistency with existing infrastructure.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission adopted Resolution No. 2025-048, which approves the variance request to waive the requirement for sidewalks within the Country Village Subdivision, based on the findings required by Appendix A, Article XII, Section 1 of the Subdivision Regulations.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- D. Consider adopting Ordinance No. 4495 amending Sec. 82-26 of the City Code regarding the comprehensive plan adoption.**

Section 82-26 of the City Code currently references the adoption of the City's Comprehensive Plan from September 2, 1981. Since then, the City has updated and adopted a new Comprehensive Plan on May 23, 2024. However, the City Code has not been amended to reflect this recent adoption.

To maintain accuracy and consistency within the City Code, it is necessary to update this section to reference the most recent Comprehensive Plan.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission approved Ordinance No. 4495 amending Sec. 82-26 of the City Code to reference the May 23, 2024, adoption of the City's Comprehensive Plan.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- E. Consider the recommendation from the Planning Commission to adopt the new Zoning Code Updates.**

On September 2, 2025 the Planning Commission voted to recommend that the City Commission adopt the amended zoning code prepared by the City's consultant. Since that date, City staff has recommended that the following additional modifications be made before the zoning code is adopted:

- 1. Incorporate current zoning Section 507.2 regarding Tiny Homes PUD's so that rules on tiny home developments are preserved**

2. Update the residential design standards for manufactured homes to apply to modular homes

Although it is not clear that it is necessary, for the purpose of transparency, we are republishing the public hearing for the Planning Commission to reconsider adopting the new Zoning Ordinance at their October 7, 2025 meeting with the above changes included. Below is the portion of the zoning code regarding the Action by the Governing Body for Zoning Amendments:

1605.1 states in part: "Upon receipt of a recommendation of the planning commission which the governing body disapproves, the governing body shall return such recommendation to the planning commission with a statement specifying the basis for disapproval and such recommendation shall be considered in like manner as that required for the original zoning recommendations returned to the planning commission."

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission sent the zoning code amendment back to the Planning Commission based on modifying the following additional sections: 1. Incorporate current Section 507.2 Tiny Homes PUD's into the proposed code to preserve rules on tiny home developments, 2. Update the residential design standards for manufactured homes to apply to modular homes, 3. Limit the landscaping requirements to the C-4 district 4. Any additional recommendations City Commission has for amendment of the proposed zoning code.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- F. Consider Main Street's request to place (3) dual EV charging units on City property.

On July 10, 2025, the City Commission approved applying for an EV charger grant, which has since been awarded for the installation of the units. The federal grant covers the costs of labor, equipment, and installation, as well as the first year of operational expenses.

The group's original plan was to place the EV chargers in the City parking lot on North 6th Street and at two privately owned locations downtown. However, concerns arose regarding the placement of chargers on private property. City staff has worked with the group to identify suitable locations on City-owned property. The group will now present their request to the

Commission, seeking approval for the City to assume ownership of the three charging units.

The 0% cost share grant will cover all costs associated with equipment purchase, installation, and first year maintenance and service fees. The City Commission would need to approve the upfront cost that the grant will fully reimburse.

Lori Kelley will be present along with representatives to discuss the options and answer any questions the commission may have regarding accepting the EV chargers, costs of installation, and ongoing cost of operations of the units.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission approved the recommendation to accept the EV charging units as recommended by Lori Kelley.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- G. Consider awarding construction of the replacement Beech Street culvert to J Graham Construction, Inc. in the amount of \$92,838.00.**

The Beech Street culvert is failing to the point that traffic was shut down over the culvert. Replacement is required, and a replacement culvert bid on September 18 at 2:30pm.

There were two bidders. A bid tab is attached. The low bidder was J. Graham Construction, Inc., with a unit price bid amount of \$92,838.00.

The engineer, GFT (formerly TranSystems), has reviewed the bids and recommended award to Graham.

The Engineer's Estimate is \$80,000.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission awarded a contract in the unit price amount of \$92,838.00 for construction of a replacement culvert on Beech Street to J. Graham Construction, Inc. and for the execution of any necessary documents.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

Minutes of the City Commission's September 25, 2025 Meeting

- H. Consider authorizing award of the sanitary sewer installation for the housing development along Rainbow Drive to Koehn Construction Services, LLC in the unit price amount of \$131,365.43.

In conjunction with the Independence Housing Authority, the City is developing sanitary sewer for lots south of Rainbow Drive so that they may be developed into housing. The Commission previously approved bidding of this project, and bids were opened at 2PM, September 18, 2025.

Two bids were received. The low bid was \$131,365.43 by Koehn Construction Services, LLC (attached). One other bid, from Tri-Star Utilities, Inc., was received, and it was in the unit price bid amount of \$184,130.00.

The engineer, GFT (formerly TranSystems), has reviewed the bids and recommended award to Koehn.

The Engineer's Estimate is \$100,000.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission authorized an award for construction of a sanitary sewer line for the lots south of Rainbow Drive to Koehn Construction Services, LLC in the amount of \$131,365.43 and for the execution of any necessary documents.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- I. Consider rescheduling the start time and location of the Wednesday, October 8, 2025 City Commission meeting.

City staff has recently learned that the candidates forum is also scheduled for the evening of Wednesday, October 8, 2025 at 5:30 PM. Due to one of the Commissioners being involved in the forum it is recommended to hold the Commission meeting earlier to avoid any conflicts.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission modified the start time of the October 8, 2025, City Commission meeting to 3:30 p.m. and changed the location to the Veterans Room of Memorial Hall.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

Minutes of the City Commission's September 25, 2025 Meeting

- J. Consider awarding a Downtown Independence Building Grant for improvements to 117 S. 8th Street.

B&Z Enterprises, the owner of the property at 117 S. 8th Street, has submitted an application for a Downtown Building Grant. The project includes exterior renovations to the property, specifically the installation of new exterior doors, tuckpointing, window frames, awnings, and new guttering. The owner would like to start the project as soon as possible and to complete it by October 20, 2025.

The estimated total cost of the improvements is \$17,500.00, of which \$11,000.00 qualifies as eligible expenses. The grant fund request is \$2,750.00.

117 S. 8th Street is in the Downtown Historic District and a meeting of the IHPRC Board to review this request is set to occur in the next week. The Downtown Building Grant funding would be contingent on the approval of the IHPRC.

The Downtown Grant Committee has reviewed the application and voted to approve it. The committee further requests that, should additional materials be required during the course of the project, the City be authorized to approve additional grant funding, if available.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission approved the Downtown Building grant for 117 S. 8th pending the approval of the IHPRC and to allow for expenditure up to \$6,000.00 and if additional approved material is required and approved by staff to the maximum allowed by the grant.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

- K. Consider approval of an easement in the vacated 15th Street south of Laurel, between Myrtle and Laurel Streets.

The alley behind Building D was vacated in 1990 to accommodate the former Mercy Hospital's facility expansion. To ensure continued access for the Fire/EMS Department, now located at 900 W. Myrtle, the City has requested that the City Attorney prepare the attached easement for filing with Montgomery County.

Minutes of the City Commission's September 25, 2025 Meeting

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission approved the easement for the right to continued use and access of the vacated portion of 15th Street, which intersects with West Laurel Street, so that the City's fire department vehicles, ambulances, and other emergency vehicles will have access to the Fire/EMS building adjacent thereto.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

V. REPORTS

A. Monthly Project and Public Works Report

Engineer Garris presented the report.

B. Appropriations

VI. CITY MANAGER'S COMMENTS

City Manager Passauer reminded the Commission of upcoming meetings.

VII. COMMISSIONERS' COMMENTS

None.

VIII. PUBLIC CONCERNS

DJ Gofourth had concerns about ADA accessibility in the City.

IX. EXECUTIVE SESSION

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

Motion:

On the motion of Scott Smith, seconded by Dean Hayse, the Commission recessed for an executive session for consultation with an attorney representing the City regarding a legal issue pursuant to the attorney/client privilege exception found at K.S.A. 75-4319(b)(2). The open meeting will

Minutes of the City Commission's September 25, 2025 Meeting

resume at 6:55 p.m. in the Commission Room of City Hall.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: None

The open meeting resumed at 6:55 p.m.

X. POSSIBLE ACTION AFTER EXECUTIVE SESSION

A. Consider authorizing the sale of City-owned property.

The Housing Authority Director, City staff, City Attorney, and representatives of the Economic Development Advisory Board have been collaborating with a development company to redevelop an existing structure into a mixed-use complex of commercial and residential units. This project meets the goals previously set by the Commission to address the need for additional quality housing units.

Motion:

On the motion of Dean Hayse, seconded by Scott Smith, the Commission authorized an agreement with Rural ReDevelopment Group, LLC to acquire the former Mercy Hospital property located at 811 West Laurel Street, 900 West Laurel Street, and 908 West Laurel Street for the purpose of redevelopment in alignment with the Commission's housing priorities and the Community Development/Comprehensive Plan goals, subject to approval of the City Attorney.

Aye: Tim Emert, Dean Hayse, Scott Smith

Nay: 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

Minutes of the City Commission's September 25, 2025 Meeting

W. Scott Smith, Mayor

Dean A. Hayse, Commissioner

Tim Emert, Commissioner

Attest:

City Clerk/Treasurer



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
October 8, 2025

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider signing agreements with Cox Communications, Inc. to terminate access, right-of-way and use of City property agreements.

SUMMARY RECOMMENDATION Authorize the Mayor to sign the agreements.

BACKGROUND After collaborating three years ago, Cox Communications, Inc. has decided not to expand their services to Independence. As a result, we need to terminate the attached agreements.

FINANCIAL INFORMATION N/A

SUGGESTED MOTION I move to authorize the termination agreements with Cox Communications, Inc. prepared by the City Attorney.

SUPPORTING DOCUMENTS

1. Agreement to Terminate Access Agreement
2. Agreement to Terminate Agreement for Use of City Property
3. Agreement to Terminate Right of Way License Agreement

Agreement to Terminate Access Agreement

This Agreement is entered into by and between the **City of Independence, Kansas**, a municipal corporation, (hereafter City), and **Cox Communications Kansas, LLC**, a Kansas limited liability company, (hereafter Cox).

Whereas, the parties entered into an Access Agreement on November 28, 2023, pertaining to the following described real estate:

Lot 8, Block 32, City of Independence, Montgomery, Kansas, together with the Alley running along the eastern side thereof.

And Whereas, The Access Agreement was never acted upon by the parties and they now wish to cancel and terminate it.

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

1. **Cancellation:** The Access Agreement dated November 28, 2023 is hereby cancelled and terminated.
2. **Mutual Release:** Both parties fully release each other from any and all liability related to the above stated agreement.

WHEREUPON, the parties have hereinto set their hands on the dates shown below.

The City of Independence, Kansas

Date:

By: _____
W.S. Smith, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk

STATE OF KANSAS)
) SS:
MONTGOMERY COUNTY)

BE IT REMEMBERED that this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came W. S. Smith, Mayor, and David W. Schwenker, who are personally known to me to be the same persons who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

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

NOTARY PUBLIC

My commission expires:

Cox Communications Kansas, LLC

Sept 9, 2025
Date:

By: Kinda Kip
Name: Kinda Kip
Title: SVP NAFO

STATE OF Oklahoma)
Suble) SS:
COUNTY)

BE IT REMEMBERED that this 9th day of September, 2025, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Cathy Jay Schoening, who is personally known to me to be the same person who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

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

Cathy Jay Schoening
NOTARY PUBLIC

My commission expires:



Agreement to Terminate Agreement for Use of City Property

This Agreement is entered into by and between the **City of Independence, Kansas**, a municipal corporation, (hereafter City), and **Cox Communications Kansas, LLC**, a Kansas limited liability company, (hereafter Cox).

Whereas, the parties entered into an Agreement for Use of City Property on May 25, 2023 which was subsequently recorded with the Montgomery County Register of Deeds on May 31, 2023 in Book 726 at Page 601 pertaining to the following described real estate:

The East 100' of Lot 5, Block 10, Original City of Independence, Montgomery County, Kansas (commonly known as 401 N. 10th St, Independence, Kansas)

And Whereas, the Agreement for Use of City Property was never acted upon by the parties and they now wish to cancel and terminate the agreement.

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

1. **Cancellation:** The Agreement for Use of City Property dated May 25, 2023 and recorded in Book 726 at Page 601 is hereby canceled and terminated.
2. **Mutual Release:** Both parties fully release each other from any and all liability related to the above stated agreement.

WHEREUPON, the parties have hereinto set their hands on the dates shown below.

The City of Independence, Kansas

Date:

By: _____
W.S. Smith, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk

STATE OF KANSAS)
) SS:
MONTGOMERY COUNTY)

BE IT REMEMBERED that this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came W. S. Smith, Mayor, and David W. Schwenker, who are personally known to me to be the same persons who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

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

NOTARY PUBLIC

My commission expires:

Cox Communications Kansas, LLC

Sept 9, 2025
Date:

By: V. Kola King
Name: LINDA K. K
Title: SVP NATE

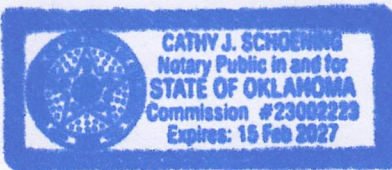
STATE OF Oklahoma)
 Tulsa COUNTY) SS:

BE IT REMEMBERED that this 9th day of September, 2025, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Cathy Jay Schoening, who is personally known to me to be the same person who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

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

Cathy Jay Schoening
NOTARY PUBLIC

My commission expires:



**Agreement to Terminate Telecommunications Provider
Right-of-Way License Agreement**

This Agreement is entered into by and between the **City of Independence, Kansas**, a municipal corporation, (hereafter City), and **Cox Communications Kansas, LLC**, a Kansas limited liability company, (hereafter Cox).

Whereas, the parties previously entered into a Telecommunications Provider Right-of-Way License Agreement dated January 13, 2022.

And Whereas, The Telecommunications Provider Right-of-Way License Agreement was never acted upon by the parties and they now wish to cancel and terminate it.

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

1. **Cancellation:** The Telecommunications Provider Right-of-Way License Agreement dated January 13, 2022 is hereby canceled and terminated.
2. **Mutual Release:** Both parties fully release each other from any and all liability related to the above stated agreement.

WHEREUPON, the parties have hereinto set their hands on the dates shown below.

The City of Independence, Kansas

Date:

By: _____
W.S. Smith, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk

STATE OF KANSAS)
) SS:
MONTGOMERY COUNTY)

BE IT REMEMBERED that this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came W. S. Smith, Mayor, and David W. Schwenker, who are personally known to me to be the same persons who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

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

My commission expires: _____
NOTARY PUBLIC

Cox Communications Kansas, LLC

September 8, 2025
Date:

By: Linda King
Name: Linda King
Title: SVP NAD-CENTRAL

STATE OF Georgia)
) SS:
Fulton COUNTY)

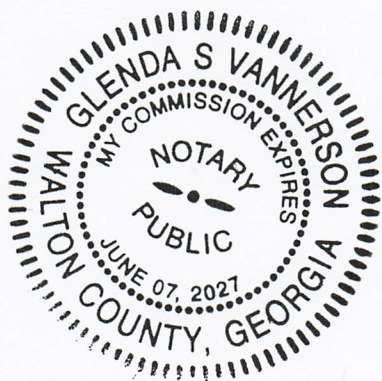
BE IT REMEMBERED that this 2nd day of September, 2025, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Linda King, who is personally known to me to be the same person who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

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

June 07, 2027

My commission expires:

Glenda S. Vannerson
NOTARY PUBLIC





REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
October 8, 2025

Department Admin

Director Approval Kelly Passauer

AGENDA ITEM Consider a request from Neewollah, Inc. for an extended curfew on Tuesday, October 21, 2025, to accommodate the Neewollah Coronation Dance at the Independence Country Club.

SUMMARY RECOMMENDATION Staff recommends approving the request from Neewollah, Inc. to suspend the curfew under Section 70-29 of the City Code until 1:00 a.m. on Wednesday, October 22, 2025, to allow Neewollah queen candidates, debutantes, escorts, and their dates to return home, assist with cleanup, or remain briefly after the Neewollah Coronation Ball, which will conclude at midnight.

BACKGROUND On September 29, 2025, Denise Hines of Neewollah, Inc. submitted a letter requesting an extension of the curfew for the Neewollah Queen Candidates, Neelah Debs, escorts, and their dates in connection with the Neewollah Coronation Ball. The event will be held at the Independence Country Club on Tuesday, October 21, 2025, and is scheduled to conclude at 12:00 a.m.

The organizers noted that the ball's hours have been shortened from previous years, now ending at midnight rather than 1:00 a.m. To ensure attendees have sufficient time to depart, assist with cleanup, or briefly socialize before leaving, Neewollah, Inc. has requested that the curfew be extended to 1:00 a.m.

For safety and accountability, all participants are administered a breathalyzer test upon entering and leaving the dance.

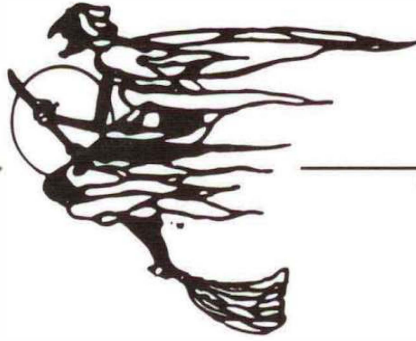
Under Article II of the City Code, minors under 18 are prohibited from being in public after 12:30 a.m. unless accompanied by a parent or guardian or en route home from an authorized event. Section 70-29 authorizes the City Commission to suspend the curfew hours on specific occasions in response to written requests submitted at least 15 days in advance. This request meets those requirements.

FINANCIAL INFORMATION There are no financial costs associated with this request.

SUGGESTED MOTION I move to approve the request from Neewollah, Inc. to suspend the curfew under Section 70-29 of the City Code until 1:00 a.m. on Wednesday, October 22, 2025, to allow Neewollah Queen Candidates, Neelah Debs, escorts, and their dates to return home, assist with cleanup, or remain briefly after the Coronation Ball concludes at midnight.

SUPPORTING DOCUMENTS

1. NeewollahCurfew



September 29, 2025

Kelly Passauer, City Manager
811 West Laurel
Independence, KS 67301

We are writing this letter to seek permission for an extended curfew on Tuesday, October 21, 2025 for the attendees of the Neewollah Coronation Dance to be held at the Independence Country Club. Neewollah has traditionally held a dance for the participants and their dates following the coronation at Memorial Hall.

This dance is chaperoned by many volunteers, but normally does not begin until around 10:30 pm. We would like the dance to be held from 10:30 – 12:00 to give everyone time to enjoy the work that has gone into it! This is traditionally a high point of the coronation event and so we are seeking permission for an extended curfew for the young people attending.

We appreciate your consideration, and welcome any questions you might have. Our contact information is listed below.

Thank you,

Melissa Small & Denise Hines



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
October 8, 2025**

Department Finance

Director Approval Lacey Lies

AGENDA ITEM Consider health insurance renewal with Blue Cross Blue Shield of Kansas and MetLife for Calendar Year 2026.

SUMMARY RECOMMENDATION Approve renewals as presented.

BACKGROUND City staff and the team at IMA Consulting have worked with insurance providers to procure the best health insurance rates possible for the City of Independence. The team went to market for health, drug, dental, and vision plans. Blue Cross Blue Shield of Kansas (BCBS) came back with the best rates to the City. However, those rates were still an estimated 25.9% increase. The teams worked with the providers to modify the plan design to best reduce the increase and still provide rich benefits to employees.

The presented design increases plan deductibles by \$500, removes the Co-insurance out of pocket, and increases copays. Changes can be seen in blue on the comparison chart. The changes decrease the cost of the plan and represent a 19.2% estimated increase in rates.

In addition, the City is recommending changing to BCBS for vision from MetLife. All other voluntary insurance providers will remain with MetLife.

FINANCIAL INFORMATION 2026 medical insurance rates are paid for in the General Fund and enterprise funds, as appropriate. The estimated increase in rates for this renewal is 19.2%. The estimated increase in cost to the City is 17.1%.

SUGGESTED MOTION I move to approve health, drug, dental, vision, and voluntary insurance renewals for 2026.

SUPPORTING DOCUMENTS

1. Pages from City of Independence 2026 Renewal Follow-Up

2026 MEDICAL RENEWAL



HEALTH PLAN OPTIONS SUMMARY

Summary of Options:

Initial Renewal (BCBS-KS): No Changes to Plan Design; **Est. Annual Decrease: +25.9% or +\$311,855**

Option 1 (BCBS-KS): Increase Ded. By \$500, \$50 SPC; **Est. Annual Increase: +21.2% or +\$255,305**

Option 2 (BCBS-KS): Increase Ded. By \$500, Remove COOP, Increase MOOP & Increase Copays; **Est. Annual Increase: +15.9% or +\$191,425**

Option 3 (BCBS-KS): \$1,500 / \$2,500 / \$3,400 Triple Option, \$50 SPC; **Est. Annual Increase: +19.5% or +\$235,371**

Option 4 (BCBS-KS): \$1,500 / \$2,500 / \$3,400 Triple Option, Remove COOP, Increase Copays; **Est. Annual Increase +15.3% or +\$184,462**

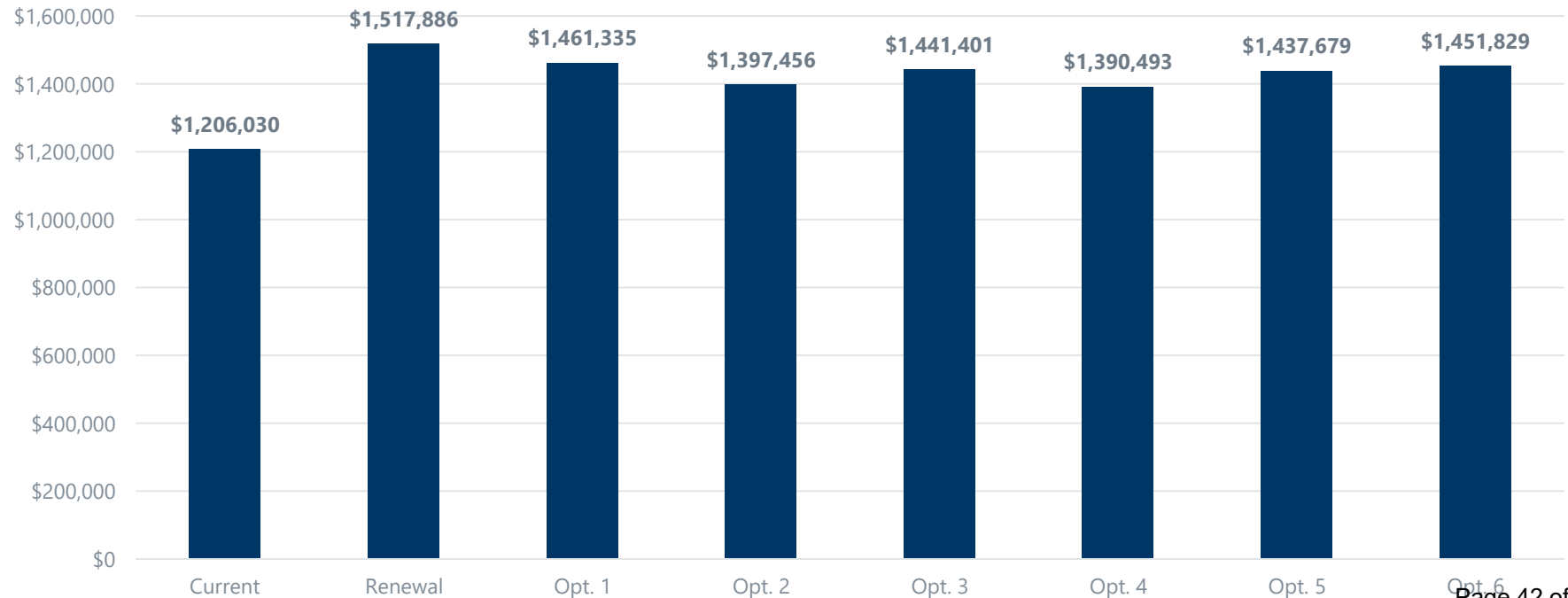
NEW Option 5 (BCBS-KS): Increase Ded. By \$500, Remove COOP, Increase Copays; **Est. Annual Increase: +19.2% or +\$231,648**

NEW Option 6 (BCBS-KS): Remove COOP, Increase Copays; **Est. Annual Increase: +20.4% or +\$245,799**

Estimated annual costs are based on 115 enrolled.

*Financials **do not** include \$12k premium holiday for bundling medical w/ vision (roughly ~1% cost reduction)*

Est. Annual Premium



BCBSKS MEDICAL RENEWAL COMPARISON

					Current BCBSKS				Renewal BCBSKS			
In-Network Benefits					Current Plan 1	Current Plan 2	Current Plan 3	Current Plan 4	Renewal Plan 1	Renewal Plan 2	Renewal Plan 3	Renewal Plan 4
Plan Type					PPO	PPO	PPO	HDHP w/ HSA	PPO	PPO	PPO	HDHP w/ HSA
Cost Sharing	Ded (single family)				\$500 \$1,000	\$1,000 \$2,000	\$1,500 \$3,000	\$3,300 \$6,600	\$500 \$1,000	\$1,000 \$2,000	\$1,500 \$3,000	\$3,400 \$6,800
	Coins (plan pays member pays)				50% 50%	50% 50%	50% 50%	100% 0%	50% 50%	50% 50%	50% 50%	100% 0%
	Coins OOP (single family)				\$2,500 \$5,000	\$2,500 \$5,000	\$2,500 \$5,000	N/A	\$2,500 \$5,000	\$2,500 \$5,000	\$2,500 \$5,000	N/A
	Total OOP (single family)				\$5,000 \$10,000	\$5,000 \$10,000	\$5,000 \$10,000	\$6,350 \$12,700	\$5,000 \$10,000	\$5,000 \$10,000	\$5,000 \$10,000	\$6,350 \$12,700
Benefits	Office Visit (primary specialist)				\$25 \$25	\$25 \$25	\$25 \$25	Ded	\$25 \$25	\$25 \$25	\$25 \$25	Ded
	Telehealth Visit				100%	100%	100%	Ded	100%	100%	100%	Ded
	ACA Preventive Care				100%	100%	100%	100%	100%	100%	100%	100%
	Outpatient Diagnostic Lab							Ded				Ded
	Outpatient Diagnostic X-Ray				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
	Advanced Imaging							Ded				Ded
	Urgent Care Facility				\$25	\$25	\$25	Ded	\$25	\$25	\$25	Ded
	Emergency Room				\$250, Ded, Coins	\$250, Ded, Coins	\$250, Ded, Coins	Ded	\$250, Ded, Coins	\$250, Ded, Coins	\$250, Ded, Coins	Ded
	Inpatient Hospital				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
	Outpatient Facility				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
Prescription Drugs	Inpatient MH/SUD				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
	Outpatient MH/SUD				\$25	\$25	\$25	Ded	\$25	\$25	\$25	Ded
	Ded (single family) (if separate)				None	None	None	Medical Ded	None	None	None	Medical Ded
	Tier 1				\$15	\$15	\$15	Ded, \$15	\$15	\$15	\$15	Ded, \$15
	Tier 2				\$50	\$50	\$50	Ded, \$50	\$50	\$50	\$50	Ded, \$50
	Tier 3				\$75	\$75	\$75	Ded, \$75	\$75	\$75	\$75	Ded, \$75
	Tier 4				\$150	\$150	\$150	Ded, \$150	\$150	\$150	\$150	Ded, \$150
Tier 5				20% up to \$250	20% up to \$250	20% up to \$250	Ded, 20% up to \$250	20% up to \$250	20% up to \$250	20% up to \$250	Ded, 20% up to \$250	
Mail				2.5x Retail	2.5x Retail	2.5x Retail	Ded, 2.5x Retail	2.5x Retail	2.5x Retail	2.5x Retail	Ded, 2.5x Retail	
Enrollment & Cost					Current Plan 1	Current Plan 2	Current Plan 3	Current Plan 4	Renewal Plan 1	Renewal Plan 2	Renewal Plan 3	Renewal Plan 4
45	8	14	3	Employee Only	\$489.29	\$477.89	\$468.85	\$448.91	\$615.09	\$601.53	\$591.15	\$561.77
0	0	0	0	Employee + Spouse	\$1,509.89	\$1,474.66	\$1,446.71	\$1,385.06	\$1,898.69	\$1,856.77	\$1,824.70	\$1,733.82
0	0	0	0	Employee + Child(ren)	\$1,509.89	\$1,474.66	\$1,446.71	\$1,385.06	\$1,898.69	\$1,856.77	\$1,824.70	\$1,733.82
23	7	15	0	Employee + Family	\$1,509.89	\$1,474.66	\$1,446.71	\$1,385.06	\$1,898.69	\$1,856.77	\$1,824.70	\$1,733.82
68	15	29	3	PEPM per Plan	\$834.49	\$943.05	\$974.64	\$448.91	\$1,049.25	\$1,187.31	\$1,229.19	\$561.77
Total Enrolled					Current				Renewal			
Combined Premium/Mo					\$100,503				\$126,490			
115 Combined Premium/Yr					\$1,206,030				\$1,517,886			
Est. Combined PEPM					\$873.94				\$1,099.92			
Est. Annual Change from Current									\$311,855			
									+25.9%			
Est. Annual Change from Renewal												

Renewal rates do not include Be Well Discount. BCBS-KS confirmed the Be Well Discount is 6.15%



Rates and provisions are determined by the underwriting carrier. While IMA has endeavored to provide an accurate and clear summary, each carrier's formal proposal prevails over any representations shown in this summary.

BCBSKS MEDICAL OPT 5

					Current BCBSKS				BCBS-KS FI Opt. 5			
In-Network Benefits					Current Plan 1	Current Plan 2	Current Plan 3	Current Plan 4	Option 5A	Option 5B	Option 5C	Option 5D
Plan Type					PPO	PPO	PPO	HDHP w/ HSA	PPO	PPO	PPO	HDHP w/ HSA
Cost Sharing	Ded (single family)				\$500 \$1,000	\$1,000 \$2,000	\$1,500 \$3,000	\$3,300 \$6,600	\$1,000 \$2,000	\$1,500 \$3,000	\$2,000 \$4,000	\$3,400 \$6,800
	Coins (plan pays member pays)				50% 50%	50% 50%	50% 50%	100% 0%	50% 50%	50% 50%	50% 50%	100% 0%
	Coins OOP (single family)				\$2,500 \$5,000	\$2,500 \$5,000	\$2,500 \$5,000	N/A	N/A	N/A	N/A	N/A
	Total OOP (single family)				\$5,000 \$10,000	\$5,000 \$10,000	\$5,000 \$10,000	\$6,350 \$12,700	\$5,000 \$10,000	\$5,000 \$10,000	\$5,000 \$10,000	\$6,350 \$12,700
Benefits	Office Visit (primary specialist)				\$25 \$25	\$25 \$25	\$25 \$25	Ded	\$35 \$70	\$35 \$70	\$35 \$70	Ded
	Telehealth Visit				100%	100%	100%	Ded	100%	100%	100%	Ded
	ACA Preventive Care				100%	100%	100%	100%	100%	100%	100%	100%
	Outpatient Diagnostic Lab							Ded				Ded
	Outpatient Diagnostic X-Ray				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
	Advanced Imaging							Ded				Ded
	Urgent Care Facility				\$25	\$25	\$25	Ded	\$35	\$35	\$35	Ded
	Emergency Room				\$250, Ded, Coins	\$250, Ded, Coins	\$250, Ded, Coins	Ded	\$250, Ded, Coins	\$250, Ded, Coins	\$250, Ded, Coins	Ded
	Inpatient Hospital				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
Prescription Drugs	Outpatient Facility				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
	Inpatient MH/SUD				Ded, Coins	Ded, Coins	Ded, Coins	Ded	Ded, Coins	Ded, Coins	Ded, Coins	Ded
	Outpatient MH/SUD				\$25	\$25	\$25	Ded	\$35	\$35	\$35	Ded
	Ded (single family) (if separate)				None	None	None	Medical Ded	None	None	None	Medical Ded
	Tier 1				\$15	\$15	\$15	Ded, \$15	\$15	\$15	\$15	Ded, \$15
	Tier 2				\$50	\$50	\$50	Ded, \$50	\$50	\$50	\$50	Ded, \$50
	Tier 3				\$75	\$75	\$75	Ded, \$75	\$75	\$75	\$75	Ded, \$75
	Tier 4				\$150	\$150	\$150	Ded, \$150	\$150	\$150	\$150	Ded, \$150
	Tier 5				20% up to \$250	20% up to \$250	20% up to \$250	Ded, 20% up to \$250	20% up to \$250	20% up to \$250	20% up to \$250	Ded, 20% up to \$250
Mail				2.5x Retail	2.5x Retail	2.5x Retail	Ded, 2.5x Retail	2.5x Retail	2.5x Retail	2.5x Retail	Ded, 2.5x Retail	
Enrollment & Cost					Current Plan 1	Current Plan 2	Current Plan 3	Current Plan 4	Option 5A	Option 5B	Option 5C	Option 5D
45	8	14	3	Employee Only	\$489.29	\$477.89	\$468.85	\$448.91	\$701.20	\$695.33	\$691.04	\$666.11
0	0	0	0	Employee + Spouse	\$1,509.89	\$1,474.66	\$1,446.71	\$1,385.06	\$1,587.91	\$1,574.58	\$1,564.87	\$1,508.46
0	0	0	0	Employee + Child(ren)	\$1,509.89	\$1,474.66	\$1,446.71	\$1,385.06	\$1,587.91	\$1,574.58	\$1,564.87	\$1,508.46
23	7	15	0	Employee + Family	\$1,509.89	\$1,474.66	\$1,446.71	\$1,385.06	\$1,587.91	\$1,574.58	\$1,564.87	\$1,508.46
68	15	29	3	PEPM per Plan	\$834.49	\$943.05	\$974.64	\$448.91	\$1,001.12	\$1,105.65	\$1,143.02	\$666.11
Total Enrolled					Current				BCBS-KS FI Opt. 5			
Combined Premium/Mo					\$100,503				\$119,807			
115 Combined Premium/Yr					\$1,206,030				\$1,437,679			
Est. Combined PEPM					\$873.94				\$1,041.80			
Est. Annual Change from Current									\$231,648			
Est. Annual Change from Renewal									+19.2%			
									(\$80,207)			
									-5.3%			

Renewal rates do not include Be Well Discount. BCBS-KS confirmed the Be Well Discount is 6.15%

CONTRIBUTION MODELS



CONTRIBUTION ILLUSTRATION (BCBS OPT. 5)

BENCHMARK CONTRIBUTIONS

2025 (Current) Medical Plan year Rates							2026 (Renewal) Medical Plan year Rates							EE Contribution Change	
2025 Proposed	Assumed Current Enrollment	Premium	EE Monthly Rates	% EE Spend	City of Independence Monthly Rate	City HSA Funding	2026 Proposed	Assumed Proposed Enrollment	Premium	EE Monthly Rates	% EE Spend	City of Independence Monthly Rate	City HSA Funding	EE \$ Increase	% Increase
Current Plan 1							Proposed \$1,000								
Employee	45	\$489.29	\$50.00	10.2%	\$439.29	\$0.00	Employee	45	\$701.20	\$85.00	12.1%	\$616.20	\$0.00	\$35.00	70.0%
Family	23	\$1,509.89	\$350.00	23.2%	\$1,159.89	\$0.00	Family	23	\$1,587.91	\$425.00	26.8%	\$1,162.91	\$0.00	\$75.00	21.4%
Total Enrolled	68						Total Enrolled	68							
Current Plan 2							Proposed \$1,500								
Employee	8	\$477.89	\$35.00	7.3%	\$442.89	\$0.00	Employee	8	\$695.33	\$60.00	8.6%	\$635.33	\$0.00	\$25.00	71.4%
Family	7	\$1,474.66	\$310.00	21.0%	\$1,164.66	\$0.00	Family	7	\$1,574.58	\$375.00	23.8%	\$1,199.58	\$0.00	\$65.00	21.0%
Total Enrolled	15						Total Enrolled	15							
Current Plan 3							Proposed \$2,000								
Employee	14	\$468.85	\$25.00	5.3%	\$443.85	\$0.00	Employee	14	\$691.04	\$43.00	6.2%	\$648.04	\$0.00	\$18.00	72.0%
Family	15	\$1,446.71	\$280.00	19.4%	\$1,166.71	\$0.00	Family	15	\$1,564.87	\$340.00	21.7%	\$1,224.87	\$0.00	\$60.00	21.4%
Total Enrolled	29						Total Enrolled	29							
Current Plan 4							Proposed \$3,400								
Employee	3	\$448.91	\$0.00	0.0%	\$448.91	\$25.00	Employee	3	\$666.11	\$0.00	0.0%	\$666.11	\$25.00	\$0.00	#DIV/0!
Family	0	\$1,385.06	\$250.00	18.0%	\$1,135.06	\$25.00	Family	0	\$1,508.46	\$302.00	20.0%	\$1,206.46	\$50.00	\$52.00	20.8%
Total Enrolled	3						Total Enrolled	3							
PEPM Composite:	115	\$873.94	\$150.43	17.2%	\$723.50	\$0.65	PEPM Composite:	115	\$1,041.80	\$194.84	18.7%	\$846.95	\$0.65	\$44.41	
Monthly:		\$100,503	\$17,300		\$83,203	\$75	Monthly:		\$119,807	\$22,407		\$97,400	\$75	\$5,107	
Annual Cost:		\$1,206,030	\$207,600		\$998,430	\$900	Annual Cost:		\$1,437,679	\$268,884		\$1,168,795	\$900	\$61,284	
Annual Change:									\$231,648	\$61,284		\$170,364	\$0		
Annual Percent Change:									19.2%	29.5%		17.1%	0.0%		

DENTAL, VISION & ANCILLARY RENEWALS



VISION RENEWAL

		MetLife	MetLife	BCBSKS
		Current	Renewal	Option 1
Cost Sharing	Exam Copay	\$10	\$10	\$10
	Exam Frequency	12 months	12 months	12 months
	Materials Copay	\$25	\$25	\$25
	Lens Frequency	12 months	12 months	12 months
	Frame Frequency	12 months	12 months	12 months
	Contacts Frequency	12 months	12 months	12 months
In-Network Benefits	Medically Necessary Contact Lenses	Covered in Full	Covered in Full	Covered in Full
	Elective (Cosmetic) Contact Lenses	\$130 Allowance	\$130 Allowance	Conventional - \$130 Allowance then 15% off Disposable - \$130 allowance
	Contact Lens Fitting	Up to \$60 copay	Up to \$60 copay	Standard - \$40 copay Premium - 10% off Retail
	Standard Frames	\$130 Allowance	\$130 Allowance	\$130 allowance then 20% off
	Single Vision Lenses	\$25	\$25	\$25
	Bifocal Lenses	\$25	\$25	\$25
	Trifocal Lenses	\$25	\$25	\$25
	Other Lenses	\$25	\$25	\$25
Misc	Private Practice Network	MetLife Vision Network	MetLife Vision Network	EyeMed Network
	Retail Network	Included	Included	Included
	Laser Correction	Discount Available	Discount Available	Discount Available
	Non-Contrib/Contrib/Voluntary	Voluntary	Voluntary	Voluntary
Enrollment & Cost		Current	Renewal	Option 1
61	Employee Only	\$11.25	\$11.25	\$7.71
14	Employee + Spouse	\$22.56	\$22.56	\$14.65
5	Employee + Child(ren)	\$19.11	\$19.11	\$15.42
19	Employee + Family	\$31.51	\$31.51	\$22.67
99	Monthly Premiums	\$1,696	\$1,696	\$1,183
	Annual Premiums	\$20,356	\$20,356	\$14,199
	PEPM Premiums	\$17.13	\$17.13	\$11.95
	Est. Annual Change		\$0	(\$6,157)
	from Current		+0.0%	-30.2%
	Commissions	10%	10%	10%

Rates and provisions are determined by the underwriting carrier. While IMA has endeavored to provide an accurate and clear summary, each carrier's formal proposal prevails over any representations shown in this summary.

Highlights:

- BCBS-KS (EyeMed) matches or exceeds current vision benefits
- Rates are -30% below Metlife
- EyeMed has strong provider network in Independence and surrounding cities
- BCBS-KS will provide a one-time \$12,000 premium holiday for adding vision
- Confirmed that Metlife Life / DI rates would not be impacted by non-renewing vision

VISION PROVIDER NETWORK

Metlife (Superior Vision)

Provider Name	Location	Miles
Jill Leighter OD (Walmart)	Independence, KS	2.4 miles
Greene Vision	Fredonia, KS	23.2 miles
Eyecare Associates of Parsons	Parsons, KS	30.8 miles
Eye Care of Bartlesville	Bartlesville, OK	33.0 miles
Jill Leighter OD (Walmart)	Chanute, KS	35.8 miles
Keith Mallatt	Oswego, KS	36.1 miles
Vivid Eyecare	Nowata, OK	37.0 miles
Martin R Funk	Chanute, KS	37.6 miles
Derek E Swader	Chanute, KS	37.6 miles

BCBS-KS (EyeMed)

Provider Name	Location	Miles
iCare Optometry	Independence, KS	2.4 miles
Greene Vision	Fredonia, KS	23.2 miles
Reynolds and Anliker Eye	Fredonia, KS	23.2 miles
Eyecare Associates of Parsons	Parsons, KS	30.8 miles
Parsons Eye Clinic	Parsons, KS	30.8 miles
Reynolds and Anliker Eye	Parsons, KS	30.8 miles
Phillip E Foust OD	Bartlesville, OK	33.0 miles
Vivid Eyecare	Nowata, OK	37.0 miles
Reynolds and Anliker Eye	Chanute, KS	37.6 miles
Martin R Funk	Chanute, KS	37.6 miles
Derek E Swader	Chanute, KS	37.6 miles

METLIFE RENEWAL SUMMARY

Group Life / AD&D

- Rate Pass w/ no plan changes

Voluntary Life / AD&D

- Rate Pass w/ no plan changes

Short-Term Disability

- +4.0% Increase w/ no plan changes (Rates on following page)

Worksite Coverages (ACC, CI)

- Rate Pass w/ no plan changes

STD

		MetLife	MetLife
		Incumbent	Renewal
Schedule of Benefits	Class 1 - Benefit Schedule	60% up to \$1,200/ week of your earnings	60% up to \$1,200/ week of your earnings
	Class 1 - Benefit Maximum	\$1,200 weekly	\$1,200 weekly
	Class 1 - EP - Injury	7 Days	7 Days
	Class 1 - EP - Sickness	7 Days	7 Days
	Class 1 - Benefit Duration	12 Weeks	12 Weeks
Contract Provisions	Definition of Disability	Loss of duties and income	Loss of duties and income
	Earnings Test	80%	80%
	Earnings Definition	Base Salary	Base Salary
	Pre-Ex (look-back wait)	3 12	3 12
	Non-Contrib/Contrib/Voluntary	Voluntary	Voluntary
Headcount, Volume & Cost per \$10 of Weekly		Incumbent	Renewal
Covered Volume Adjustment			
STD	\$0	\$0.000	\$0.000
<20	\$0	\$0.583	\$0.606
20-24	\$0	\$0.583	\$0.606
25-29	\$4,934	\$0.583	\$0.606
30-34	\$3,156	\$0.622	\$0.647
35-39	\$5,020	\$0.555	\$0.577
40-44	\$1,814	\$0.602	\$0.626
45-49	\$1,479	\$0.734	\$0.764
50-54	\$408	\$0.913	\$0.950
55-59	\$405	\$1.120	\$1.165
60-64	\$0	\$1.317	\$1.370
65-69	\$0	\$1.591	\$1.655
35 EE Count	Est. Total/Mo	\$1,063	\$1,105
	Est. Total/Yr	\$12,755	\$13,264
	Est. Annual Change		\$509
	from Current		+4.0%



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
October 8, 2025**

Department Sanitation

Director Approval John Garris

AGENDA ITEM Consider approval of a contract extension with Resource Recovery, Inc.

SUMMARY RECOMMENDATION Approve contract extension.

BACKGROUND The contract with Resource Recovery expired on October 1, 2025. This will extend that contract for six months, until March 31, 2026.

FINANCIAL INFORMATION This reflects budgeted amounts.

SUGGESTED MOTION I move to approve the contract extension with Resource Recovery, Inc to March 31, 2026 and for the execution of any necessary documents, subject to City Attorney review and approval.

SUPPORTING DOCUMENTS

1. City of Independence Addendum 1

**Addendum to Disposal Agreement
10/1/2025**

Solid Waste Contract Summary

City	City of Independence, Kansas
Division	Resource Recovery, Inc d/b/a Resource Recovery Landfill
Term	October 1, 2025-March 31, 2026 Parties agree to optional six-month terms. Agreement will automatically renew for six months unless either party gives thirty-day notice prior to the expiration of the term. Terms and Conditions of existing contract dated October 1, 2015, still apply.
Rates	Disposal rate per ton: \$47.47 Hauling rates will be based on market conditions. Rate adjustments will be based on the Consumer Price Index at the renewal of each term and implemented on the anniversary date of the term.

By: _____
City of Independence, Kansas

By: _____
Resource Recovery Landfill

Witness: _____
City Clerk



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
October 8, 2025**

Department Park, Zoo & Cemetery

Director Approval Scott Patton, David Cowan

AGENDA ITEM Considering authorizing a contract with Government Frameworks for Chronicle Cemetery Management Software.

SUMMARY RECOMMENDATION I recommend authorization of the contract with Government Frameworks to implement the Chronicle Cemetery Management Software at Mount Hope Cemetery.

BACKGROUND Since 1870, Mount Hope Cemetery has been the final resting place for Independence area residents. As with any facility that has existed for more than one hundred years, record keeping has been inconsistent, with many different sextons keeping records in their own manner over the past century. Currently, records are kept in multiple digital databases, as well as handwritten records kept in the original leather-bound book, which has been kept since 1870. The purpose of the Chronicle software is to digitize and reformat all existing records in a central database, verify those records for accuracy, and streamline the process for management of future records, plot sales, deeds, and service fees. As an added bonus, the Chronicle software also offers public-facing software which will allow visitors to find records and plot locations from their computer or cell phone. The Chronicle software also offers an aerial headstone survey, which provides a detailed aerial mapping of all burial sites. This option (option 2) will not be included in the initial contract, but could be considered as an optional add-on in the future.

FINANCIAL INFORMATION The implementation cost for the software is \$15,000 and the annual licensing fee is \$20,597 per year with a 5% annual increase. These fees will come from the Cemetery's operational budget within the General Fund.

SUGGESTED MOTION I move to authorize the contract with Government Frameworks to implement the Chronicle Cemetery Management Software at Mount Hope Cemetery, pending the City Attorney review and approval.

SUPPORTING DOCUMENTS

1. GFW Chronicle Proposal Cemetery City of Independence 06102025



Government
Frameworks.com

BUSINESS PROPOSAL

6 October 2025

Chronicle Cemetery Management

October 6, 2025

City of Independence
120 N 6th Street,
Independence, KS. 67301

Attention: David Cowan, Assistant City Manager

RE: Chronicle Cemetery Management

To David,

Thank you for taking the time to review our Chronicle Cemetery Management.

As per our conversation, I have taken the liberty of enclosing the pricing proposal you requested. Our proposal outlines comprehensive solutions tailored to address the specific needs and challenges faced by City of Independence. At Government Frameworks, we are passionate about delivering excellence and innovation to our clients in the public sector. We are thrilled about the opportunity to collaborate with City of Independence and contribute to its success through our cutting-edge services and solutions.

If you have any further questions or concerns about the information provided, please feel free to contact me directly on the details below.

Thank you for your time and consideration.

Sincerely,

Philip Hicks



CEO
GovernmentFrameworks.com

Office: +1 877 870 0150 ext. [Sales Person Extension]
Mobile: +1 780 218 8400
Email: philip@gfwcorp.com
Website: governmentframeworks.com

1. The Total Investment

i. Annual Software Subscription / Fees (See Schedule 1 for Scope)

Payment Options	Price
One Time Payment Due Now	\$15,000
Annual Payment Due January 2026	\$20,597
Annual Payment Due January 2027	\$20,597
Annual Payment Due January 2028	\$20,597
Annual Payment Due January 2029	\$20,597
Annual Payment Due January 2030	\$20,597
Note this fee does not include the one time Head stone survey of the cemetery (additional one time cost of \$60,000 USD)	

2. Standard Terms and Conditions

a) GST

Please note all amounts quoted do not include GST.

b) Support Terms

Software technical support is provided directly by GovernmentFrameworks.com.
Support requests are initiated by email at support@gfwcorp.com or via our website
<https://www.governmentframeworks.com>

c) Payment

The full payment for the quoted amount must be remitted within 10 business days following the execution of this quotation. Alternatively, if an Installment Payment Plan is applicable, it must be formalized and executed within the same 10-business-day period. All pricing is listed in USD, and any annual fee increases will be limited to a maximum of 5% per year.

d) Out of Scope Fees

Fees for consulting services that are not included in this quotation are due 7 Days from invoice date.

Consulting Rates as of 1st January 2024	
Consulting – Ad hoc	This will be scoped and quoted outside of the agreement.
Consulting – Project based	Fixed price arrangement

Examples of scope charges include but are not limited to:

- I. Changes to functionality;
- II. Changes to required modules;
- III. Change to Key stakeholders;
- IV. Rework or reconfiguration due to inaccurate information being provided by the client;
- V. Delay in delivery of key information from the client; or
- VI. Additional training/

e) Project Changes and Cancellation

Both parties reserve the right to review and renegotiate the estimated costs, solutions and/or development times given in this proposal before, during, or upon completion of the project.

The following rates apply to project changes:	
Online sessions – changes/cancellation with less than 48 hours' notice	\$250 per session
Project Management Meetings exceeding 30 days after signed scope documents will be considered out of scope unless otherwise specified.	\$250 per session

Onsite work – changes/cancellations with less than 20 business days' notice	\$4,000 per day
Process documentation submitted after agreed project deadline	\$500 per document
The forms and workflows (FARMER) are the intellectual property of GovernmentFrameworks.com inc. Should you choose to end this contract you will be able to purchase them on request.	Request pricing

If the project is indeed canceled by the client, then all fees owing for the length of the contract are payable in full.

f) Travel

All reasonable costs of travel and accommodation are expected to be met by the client during the implementation of this project. Travel is charged at \$225/hour for all work completed onsite.

g) Quality

All work is carried out in conformance with GovernmentFrameworks.com [Quality Policy Statement](#).

Order Form

To: GovernmentFrameworks.com

From: City of Independence

Attention: Philip Hicks, CEO

Re: Chronicle Cemetery Management

We would like to proceed with the following 5-year contract term with annual fees payable each year on the anniversary of the signed quotation as shown in **Section 1**. This agreement will automatically renew the contract term unless either party gives written notice of termination at least 90 days prior to the end of the current term. As an authorized representative of City of Independence, I would like to authorize the purchase of items listed in **Schedule 1**.

This offer is valid for 30 days from 6 October 2025.

I have read and agreed with the terms and conditions as outlined in **Section 2**.

Your Order Reference/PO No:	
Signed:	
Name:	
Date:	

This document is intended for digital signature

Schedule 1



Chronicle

Chronicle Cemetery Management Solutions

**Preserving legacies for generations: Intuitive cemetery
software designed to streamline cemetery operations.**

Tailored Sales Proposal for: City of Independence

Created by: Matt Borowski

Proposal Date: 20 August 2025

Revision: 1

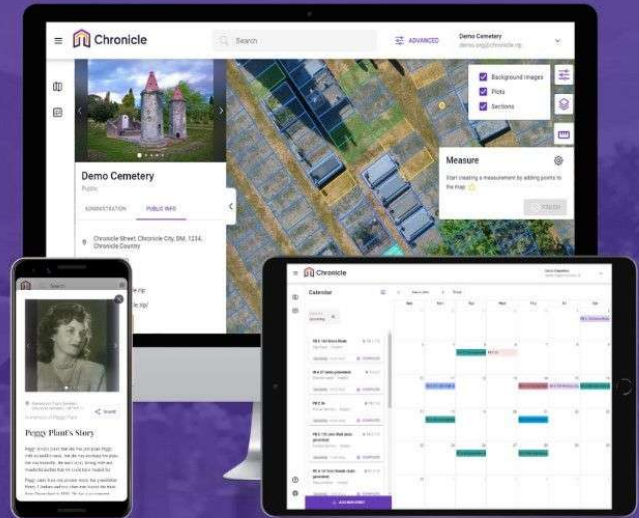
Chronicle Ltd

EIN: 30-1342395



Chronicle Cemetery Software

Remember the past, celebrate the stories, inspire the future.



About Us

Chronicle has been providing transformative solutions to cemeteries since 2016, a journey sparked by personal loss and a determination to honour and remember our loved ones properly. Our CEO, Matthew Borowski, experienced first-hand the challenges of locating loved ones' graves and the emotional weight such a task carries. His passion for mapping and surveying, along with an engineering degree from the University of Melbourne, served as the foundation for developing Chronicle's user-friendly and powerful platform.

Today, our team, comprised of dedicated professionals, carry this passion and expertise forward. We believe that location matters and that there is immense power in visual maps, effectively anchoring our shared history to the real world.

Features

 Records and Inventory Management	 Advanced Deceased Search	 Interactive Cemetery Plot Mapping	 Work Order and Event Management	 Life Chronicle Online Memorial
 Secure Data Storage	 Online Public Access	 GPS-Guided Walk-to-Grave	 360 Virtual Mapping	 3rd-Party API Integrations
 Niche Wall Columbarium Module	 Multiple User Accounts	 Certificate Management	 Online Plot Sales	 Activity Log & Notes

Why Chronicle



Easy Transition

Send us your data and maps, and our team will handle the rest. We'll integrate your records and plots with drone and headstone images into an interactive, digital map system.



Single Source of Truth

Your cemetery records are connected to your plot maps in a single database, bringing you 100% confidence in who owns which lot and no more wrong burial or selling the wrong plot.



Save Time and Money

Our partners save up to 30 hours per week in administration and management tasks, cutting down labor and operational costs.



Loved by the Community

Give families the confidence that their loved one is forever remembered and their memory celebrated by future generations.



Increased Revenue

Our studies show that giving families online services increases sales by 20% to 100% within 12 months.

Customer Testimonial

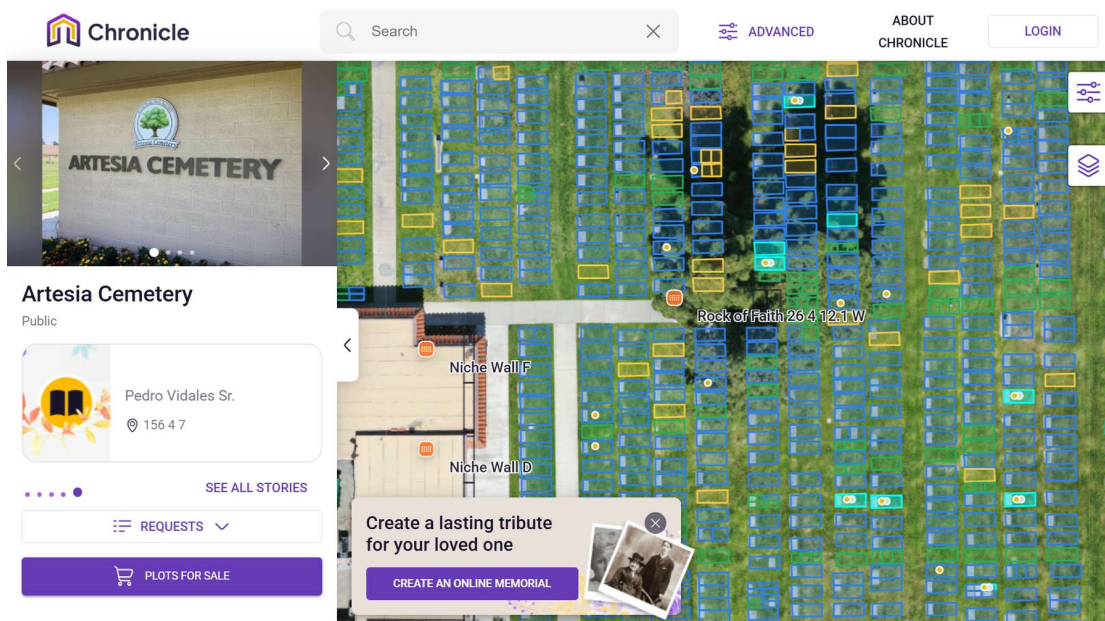


Artesia Cemetery | California, United States

"I did a lot of research prior to choosing Chronicle, and all of the research I did with all the major software companies out there that helped cemeteries..."

Chronicle was by far the most professional, the most accessible, and the most cost effective."

Want to hear the video? Click on the image to the left, or to explore the map for yourself click the map below!



Proposal Overview

The proposal for City of Independence allows for the following services and deliverables for the project concerning the Client's cemetery management and mapping needs.

Scope of Cemetery Operations

Location: Kansas, United States

Number of Cemeteries: 1 covering approximately 68 acres of land

Total Plots across all cemeteries: Less than 22,000

Total Records of Interment across all cemeteries: Less than 22000

Number of new interments per year: Less than 200

Note that if there are more records than mentioned above then there is a good chance there will be additional charges.

Scope of Works

- Capturing a high-resolution aerial survey of 1 cemeteries and arranging for any required permits
- Compiling a record database of up to 22000 interment records into the Chronicle platform based on records supplied by City of Independence
- Creation of plot map, drawing up to 22,000 plots and linking to the 22000 interment records

Optional Services Offered

- Completing a headstone survey visiting and recording GPS coordinates of up to 22,000 plots and capturing photos of up to 22,000 headstones.

See below for a detailed scope of works.

Proposal Overview

Project Options for City of Independence Cemetery

To provide the City of Independence with a clear path forward for digitizing your cemetery records, we have outlined two distinct project options. Each option is designed to address your core challenge of disconnected and incomplete records but offers a different level of detail, investment, and risk.

Option 1: Lot Level Mapping (The Foundational Approach)

This option provides a robust, accurate, and lower-risk foundation for your digital cemetery records by focusing on mapping the larger family lots, rather than individual burial spaces.

What This Includes:

- **Lot Mapping:** We will create a precise digital map of your cemetery that clearly defines the boundaries of each family lot. This process is straightforward and reliable because your existing scanned books and records contain clear Lot Level IDs that we can match directly to your diagrams.
- **Record Digitization:** All your historical documents (deed books and ledgers) will be transcribed and converted into a clean, searchable digital database within the Chronicle platform.
- **Linking Records to Lots:** Each digital record will be linked to its corresponding lot on the new map. This will allow you to click on any lot and see a list of all individuals associated with that space.

Outcome: You will have a complete and accurate digital record of all known burials and ownership, all linked to a clear, easy-to-navigate map of your cemetery lots. This option resolves the primary challenge of disorganized records and provides a powerful management tool for your team.

Option 2: Plot Level Mapping with Headstone Survey (The Comprehensive Approach)

This option aims to map every individual **burial space** within the cemetery. It is a more detailed and comprehensive approach but involves a higher level of complexity and investment due to the nature of your historical records.

This Includes Everything in Option 1, PLUS:

- **Full Headstone Survey:** Our team will conduct a ground survey to capture a high-resolution photo and precise GPS location of every visible headstone and marker in the cemetery.
- **Burial Space Mapping:** We will draw every individual burial space on the digital map.
 - For **occupied plots with a headstone**, the location will be precise and verified.
 - For **occupied plots without a headstone**, we will place the plot on the map within the correct lot. However, since many of your records only list a lot number and not a specific space number, the exact position within the lot will be our best-educated placement based on patterns and available data.
 - For **vacant or reserved plots**, their position on the map will also be a well-informed estimate.
 - While it will appear convincing on the map, it is important to understand that this placement is a reconstruction, not a definitive survey of empty ground.

Limitations and Risks to Consider:

The primary challenge with this option is the ambiguity in your historical records. When a record only indicates a lot number for a burial without a headstone, we must infer the specific location. While our team is expert at this, it remains an educated guess. This means that a plot shown as "vacant" on the map is our best interpretation and should be physically verified on the ground before any sale.

Outcome:

You will receive the most detailed digital map possible, showing individual burial spaces. This provides a powerful visual tool for management and public inquiries but requires your team to understand and manage the inherent limitations regarding the precise location of unmarked or vacant plots.





DETAILED PROPOSED SOLUTION

Cemetery-supplied Records and Maps

 The pricing provided is based on the quality and quantity of the records and maps detailed in this section. If the supplied records vary in number or format, additional costs may be incurred due to increased project complexity.

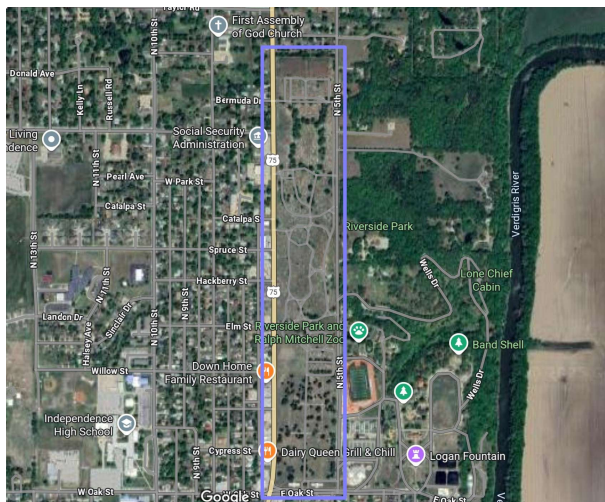
Cemetery Overview
Number of cemeteries: 1 Total of Records: Less than 22000 (+ 200 per year) Total of Plots: Less than 22,000 Total number of columbarium/niche walls: Less than 0 Expected new annual interments: Up to 200

Current Records Source	
Supplied Record Format <i>Information about the descendent</i>	<u>Source</u> : 50 computer printed pages and 520 handwritten pages <u>Number of Fields per Record</u> : 8 or less <u>Description</u> : As per documents displayed by Phil during meeting on 19 August 2025
Interment Information <i>i.e. Depth, burial/cremation... etc</i>	<u>Source</u> : Same record format <u>Description</u> : Same record format
Right of Interment Holder Information <i>Also known as plot owner, burial right owner... etc</i>	<u>Source</u> : Same record format <u>Description</u> : None expected.
Lot and Burial Space IDs	If headstone survey then we use the IDs that we can extract the supplied records. When no ID is present then we use our best guess at matching the existing patterns in the same section. If no headstone survey then we will use Lot space IDs.

Current Map Source	
Map Format	<u>Source</u> : Surveyed Engineering Map <u>Description</u> : Map shown by Phil during meeting on 19 August. The map has the Lot IDs, but not consistently showing the burial space numbers. This project will not include matching or extracting names from the supplied maps.

Cemetery Location and Aerial Boundary

It is important that the cemetery boundary shown below encompasses the entire area of the cemetery including area for future use, this is so Chronicle can capture the entire space when we fly the drone.



Mt Hope Cemetery

Location: 1300 N Pennsylvania Avenue

Independence, KS 67301

Area: 68 acres

Drone Flight Restrictions: No

Scope of Works

Aerial Survey and Cemetery Map Creation

Experience the precision and convenience of our aerial cemetery surveys using state-of-the-art drone technology. We provide high-resolution imagery and exact measurements for a comprehensive overview of your cemetery layout.

Process and Methodology

Once the cemetery location and boundaries are confirmed, we follow this general methodology for creating cemetery maps:

1. Arrange necessary approvals to fly the drone in restricted areas.
2. Coordinate with you to schedule an aerial survey, minimising disruption to services or activities.
3. After approval, fly the drone at a height of around 50 metres (65 feet) or below to capture high-resolution imagery.
4. Stitch the images together to create a comprehensive representation of the cemetery.
5. For niche wall pop-up visualisations, photograph the entire wall length for GIS integration.
6. Enhance images by drawing individual plot, section, and lot boundaries as applicable.
7. Cross-check plot locations with existing maps, if available.

The Result? A Beautifully Crafted and Accurate Representation of your Cemeteries!

We transform your cemetery into a precise digital model, ensuring we represent the actual locations of plots accommodating for misaligned rows and unevenly spaced plots. Our approach also captures vertical spaces, such as niche walls, and unique plot shapes around features like trees and rose gardens, as illustrated below.



Note: Chronicle's base survey map can have an internal accuracy of approximately 5cm, this being the consistency of relative measurements within the dataset. The an absolute accuracy is approximately 2–5 m, it is generally unsuitable for engineering applications. A higher absolute accuracy can be achieve, if required.

Records Transformation

Record transformation in Chronicle's service offering refers to the process of converting existing cemetery records into Chronicle's digital format in preparation to be linked with the cemetery map.

There are three types of records Chronicle handles:

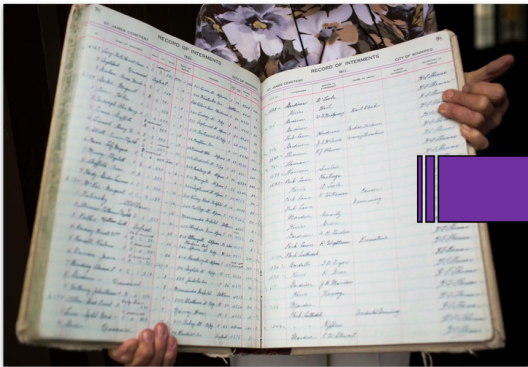
- 1. **Record of Interment** - the information about the decedent. As a minimum would be first name, last name, date of birth and date of death, but could include a lot more information depending on what information is requested by the cemetery.
- 2. **Interment Details** - the details of the interment itself, such as the type (burial, cremation, entombment... etc), date of the interment, depth or location.
- 3. **Right of Interment Holder** - is the details associated to the ROI Holder, also known as other Deed Holder, Plot Owner... etc. The fields typically include name, contact number/s, email address, and last known address.

It is assumed there is up to eight (8) fields per record type, if there is more than this it should be communicated to the Chronicle sales representative to allow for additional work.

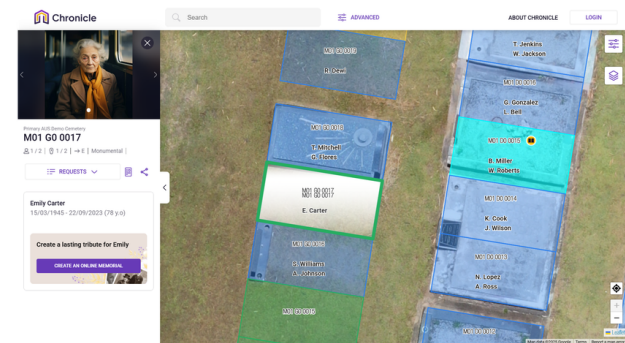
Process and Methodology

Chronicle's goal is to create the cleanest and most complete dataset based on the information received from the cemetery. The process includes:

- 1. **Confirm Receipt:** Verify all cemetery records, including paper documents and digital files.
- 2. **Digitise Records** (Optional): Use high-resolution scanning technology to ensure data preservation.
- 3. **Extract and Standardise:** Convert customer-supplied records into a standard format.
- 4. **Integrate Data:** Combine digitised records with existing cemetery mapping and GIS technology.
- 5. **Verify Accuracy:** Cross-reference data with provided maps and records.
- 6. **Resolve Discrepancies:** Identify and resolve any data gaps through consultation with cemetery staff.
- 7. **Enhance Records:** Link records to interactive maps, enabling easy access and management.



First Name	Last Name	Date of Birth	Date of Death	Age
Emily	Carter	15/03/1945	22/09/2023	78
Jack	Thompson	8/11/1960	10/02/2025	64
Olivia	Smith	29/07/1982	12/12/2024	42
Harry	Johnson	5/06/1955	18/01/2025	69
Lucy	Brown	22/04/1975	30/10/2024	49
Thomas	Wilson	11/01/1938	5/05/2024	86



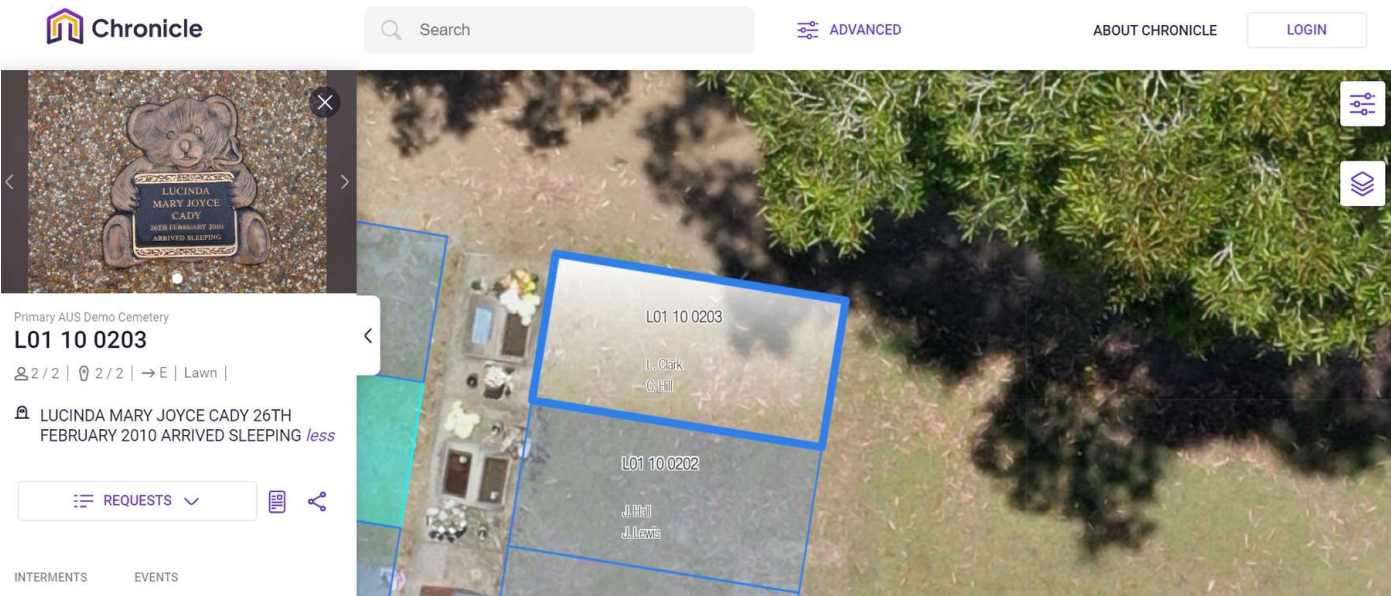
Headstone Survey

Our Headstone Survey provides a detailed and accurate mapping of all burial sites within your cemetery, effectively reconstructing your cemetery records based on the physical markers present. This service is designed to bridge historical data with the current state of burial sites, ensuring records accurately reflect the on-site realities.

Process and Methodology

Professional Surveying: A local, professional surveyor meticulously walks the cemetery grounds, pausing at each headstone, monument, or plaque to capture essential details. They record names, dates, and any other pertinent information, take a photograph, and assign precise GPS coordinates to each location. This hands-on, detailed approach ensures higher-quality documentation, enhancing our mapping and records management..

Data Extraction and Validation: Our team methodically extracts key information from each monument photograph, name, date of birth and death, and whether they are a returned service person, which is documented into our database so it is searchable. This process involves manually reviewing each photograph to accurately transcribe burial details. We also validate these details with the latest burial records provided by the cemetery.



Outcome

The result is a comprehensive cemetery database, where consolidated records and maps are cross-checked with accurate burial locations. Our Headstone Survey not only ensures the preservation and accuracy of historical burial data but also offers an invaluable resource for cemetery management and families seeking to connect with their heritage.

Indicative Project Delivery Schedule

This is an indicative timeline for a typical single cemetery project, completion data subject to the quality and timely supply of all records and maps.

DUE TO CURRENT BACKLOG, PROJECTS ARE TAKING 6 TO 8 MONTHS ON AVERAGE TO COMPLETE.

	Week																			
Deliverables	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Project kick-off and receive all existing records and maps																				
Aerial survey of cemetery and headstone survey																				
Headstone photo information extraction and record matching																				
Record database transformation to Chronicle																				
Convert map to GIS form and Graphical Enhancements																				
Build relationship between record database and plots																				
Internal Testing																				
Client testing, feedback and corrections																				
Go-live and Training																				

Training, support and manuals

Training

Training is provided remotely at the completion of the project using your preferred video conferencing platform. Typically training includes 2 x 60 min sessions for one or more people.

Online knowledge base

Our online knowledge base is constantly updated with how-to's and video guides from how to get started to how to produce your annual reports.

US support centre

Our customer support centre operates Monday to Friday, except during national US holidays. Our US support line is available on (530) 500-0551 from 8AM to 4PM EST. If we miss your call, it will be returned within a maximum of 4 business hours.

Email support

Email support is available at support@chronicle.rip, where we will reply within 4 business hours to all support requests 95% of the time.

Project Pricing Overview

Record Digitisation and Transformation to Chronicle - We will transcribe up to 600 pages of your handwritten and printed documents, converting them into a clean, digital format. - Our data experts will then verify and link up to 22,000 of these newly digitized records to their corresponding plots on the digital map. - The final, verified dataset will be quality-checked and uploaded into your secure Chronicle software platform. Digital Cemetery Plot Map Creation - We will conduct a high-resolution aerial drone survey across your 68-acre cemetery to create a foundational map. - Our team will then accurately draw each of your ~22,000 plots onto this map, matching them to existing diagrams and survey data to create a precise, interactive digital map.	Refer to Government Frameworks Section 1
Headstone Survey - OPTIONAL - To ensure the highest level of accuracy, our team will physically visit and capture a GPS location and photograph for all ~22,000 headstones. - We will extract key details (Name, DOB, DOD, veteran status) directly from the monuments to verify against your existing records. This process ensures what is on the ground matches your data.	\$60,000
Chronicle Software License - Pro Module - Access to all current and future Chronicle Pro Module functionality. - Complimentary set up of users, plan and database. - Access for unlimited number of users. - Support help line - 9am to 5pm, Monday to Friday. - For 1 cemetery/s with up to 200 annual interments across all cemeteries.	Refer to Government Frameworks Section 1

For all over terms and conditions, please refer below.

Terms and Conditions

Pricing

All quoted prices are in USD, unless otherwise stated.

Annual License Fee will increase by 5% each year.

Exceeding Number of Interments

If the cemetery exceeds the allocated number of interments by more than 10%, the next invoice will include the excess at a per interment cost before annual increase.

For example, if you pay \$1,500 for 12 interments (i.e., \$125 per interment), and conduct 14 interments in the year, you will be charged an additional \$250 for the 2 extra interments (2 x \$125). The new annual fee will be the yearly \$1,500 + 5% plus \$250.

Validity

Proposal is valid for 45 days from date of proposal (20 August 2025).

Supplied data

Information gathered from the sales process, including sample records and maps, forms the basis of this proposal, as detailed in "Cemetery-Supplied Records and Maps." It is assumed to accurately reflect the full set of records. Changes to expected data sources during project delivery may incur additional fees due to increased complexity.

Additional request

Additional map edits or records manipulation requested by the Client after the project is completed will be charged at \$95 per hour in 30-minute time blocks.

Quotation acceptance

Date of Proposal: 20 August 2025 (Rev. 1)

Chronicle Agreement

This Agreement including the proposal thereto (The Proposal), together referred to as the **Agreement** is dated _____.

Parties:

The _____, a statutory corporation with business registration number _____ of _____ ("the Cemetery");
and

Together referred to as the **Parties** in this Agreement.

1. Background

On the date of this agreement, the Parties agree the following:

1.1 The records of the Cemetery, dating from its establishment, are held by the Cemetery and it owns all of the intellectual property rights, including copyright and any related rights, database rights, confidential information and any business and trade names in all of its records, which include burial information, plots information, maps, photographs, diagrams, drawings, paintings, marks on paper and records in any other form whether generated by hand, typewritten, printed, stored in any electronic form, or in any other manner and includes any such records that may be created in the future (Records).

1.2 To assist with the retention and management of the Records, the Cemetery wishes to create an electronic searchable database and digital cemetery plan/map to allow for the efficient searching and recording of Records (Digitalisation Project).

1.3 Chronicle is a business established to work with cemetery boards of management and trusts to convert paper records into digital form on a searchable web-based database platform called "Chronicle Cemetery Software" (Software) which is offered as a Software as a Service.

1.4 Under its statutory obligations, the Cemetery is obliged in any contracts relating to its Records to include terms that ensure the Cemetery retains all intellectual property rights in the Records and that such Records are only stored within United States.

1.5 This Agreement sets out the Cemetery's rights to the intellectual property of its Records.

~~1.6 This Agreement commences on the date it is signed and executed by both Parties. The initial service term of 1 year ("the Term") shall commence upon the completion and delivery of the Digitalisation Project, as agreed upon by both Parties in writing.~~

~~1.7 This Agreement may be extended for a further term of 1 year on the same terms and conditions or such other conditions as the Parties, negotiating in good faith, agree to in writing.~~

2. Intellectual Property Rights

2.1 The Cemetery owns all intellectual property rights in the Records and nothing in this agreement grants Chronicle any rights in or over the Records and the Cemetery owns and retains all intellectual property rights in all of its Records both existing and future and all Records created as a consequence of the Digitalisation Project and access to Chronicle.

2.2 The Cemetery hereby grants to Chronicle a non-exclusive, non-transferable licence to store, publish, export and edit the Records to the extent reasonably required and necessary for the performance of Chronicle's obligations under this Agreement and the Digitisation Project.

2.3 Chronicle owns all intellectual property rights in and to the Software and nothing in this agreement shall be construed as granting the Cemetery any right, title or interest in the Software, or the trademarks or logo of Chronicle.

3. Payment Terms

3.1 Chronicle has agreed to provide the services and the Cemetery has agreed to pay the fees defined in The Proposal.

3.2 The Digitalization Project include the software components, server fees, software license, works, support training and assistance (Fee) as set out in The Proposal.

3.3 The Parties have agreed that the Fee includes the license fee, hosting fee, server fee, and training and support for users ("ongoing costs") for the Initial Term and the Parties will negotiate in good faith the ongoing costs applicable to any further term.

3.4 The Cemetery will pay any undisputed invoice for Fees within 30 business days of receipt of invoice. If the Cemetery dispute any invoice (in whole or part) it must promptly notify Chronicle. If the Cemetery disputes only part of an invoice, Chronicle may issue a separate invoice for the undisputed part, which the Cemetery will pay in accordance with this clause.

4. Confidential Information

4.1 Confidential Information means all information that is by its nature confidential and relating to, or developed in connection with, the Digitalisation Project, and its related services, regardless of its form which includes information, whether visible or not, of any storage from which such information can be reproduced, and any form in which such information can be embodied or encoded.

4.2 The Parties hereby irrevocably agree that during the terms of this Agreement and any time thereafter each party will:

(a) not use any Confidential Information for any purpose other than investigating, pursuing and implementing the Digitalisation Project (the Permitted Purpose);

(b) not disclose any Confidential Information to any person except as strictly necessary for any permitted purpose;

(c) not disclose any Confidential Information to any person without the prior written consent of the disclosing party unless required to do so by law or any order of a court of competent jurisdiction; and

(d) ensure that any person to which the receiving party discloses any Confidential

(e) Information:

- i. uses it only for any permitted purposes; and
- ii. does not disclose it to any other person without the prior written consent of the disclosing party.

4.3 This clause 4 and the obligations herein survive the termination of this Agreement.

5. Preservation of Data and Records

5.1 Chronicle shall perform daily backups of the Records, with each such backup retained for a minimum period 3 months, whereby each can be used to restore any hosted services of the Software to the state it was in at the time the backup was recorded.

5.2 Both Parties must take all steps necessary and reasonable to protect the integrity of the Records from incursion by third parties.

5.3 Chronicle warrants that the Records within the Software will only be stored and hosted on servers located within United States at all times during this Agreement and thereafter.

5.4 Chronicle recognises that the Records are unique and have historical value and hereby warrants that it will use due care and skill in handling the Records and in any way dealing with the Records for the purpose of the Digitalisation Project.

5.5 Chronicle will not retain any of the Records supplied by the Cemetery for the purposes of the Digitalisation Project, except as required to deliver on the functionality of the Software. Upon termination of this Agreement or upon request by the Cemetery, Chronicle shall return all such Records to the Cemetery or securely destroy them in accordance with the Cemetery's instructions and provide confirmation of such deletion.

6. Termination

~~6.1 Either party may terminate this Agreement for any reason by providing the other party with 90 days' written notice. The Agreement will terminate at the end of this notice period. If the Agreement is terminated without cause or fault by either party, Chronicle is entitled to claim expenses and fees for work performed up to the termination date.~~

6.2 Upon termination of this Agreement, or if Chronicle ceases operations for any reason, or upon request by the Cemetery, Chronicle will supply a complete backup of all Cemetery data stored on the Software. This data will be provided in open, non-proprietary formats that are fully interoperable with other cemetery software, database software, and GIS platforms.

~~6.3 Where the Cemetery has entered into a multi-year agreement with Chronicle under a fixed annual subscription rate, and elects to terminate the Agreement prior to the expiry of the agreed term in accordance with clause 6.1, Chronicle reserves the right to issue a final invoice. This invoice shall represent the difference between the total amount paid by the Cemetery under the multi-year pricing arrangement and the amount that would have been payable under a standard annual licence with a 5% annual increase applied for each subsequent year. The final invoice shall be issued upon termination and is payable within 30 business days of receipt.~~

7. Review Period and Rectification of Errors

7.1 Following the formal completion of the Digitalisation Project, the Cemetery shall have a period of 30 days (Review Period) to thoroughly examine the results and identify any errors committed by Chronicle during the process.

7.2 If during the Review Period, the Cemetery identifies an error in the interpretation of the information supplied by the Cemetery for the Digitalisation Project, and can reasonably demonstrate that Chronicle could have interpreted the supplied information differently, Chronicle agrees to rectify the error at no additional cost to the Cemetery.

7.3 It is understood that during the Review Period, no new data will be supplied by the Cemetery for consideration or incorporation into the Digitalisation Project.

7.4 After the expiry of the Review Period, the Digitalisation Project will be deemed to be completed satisfactorily, and any additional support request or rectifications identified beyond this period may be subject to additional fees.

8. Disputes

8.1 If a dispute arises between the Parties in connection with this Agreement, they shall attempt to resolve it through discussions within 30 days.

8.2 Designated representatives from each Party shall confer in good faith to reach a fair settlement.

~~8.3 If unresolved, either Party may notify the other of their intention to pursue arbitration.~~

~~8.4 Each Party shall appoint an arbitrator. If they cannot agree on a third impartial arbitrator, the chosen arbitrators will select one.~~

~~8.5 If a third arbitrator cannot be agreed upon, either Party may request the Court of Arbitration to appoint one.~~

~~8.6 The arbitration decision shall be binding on all Parties and their successors.~~

~~8.7 Parties shall continue fulfilling their Agreement obligations during arbitration.~~

~~8.8 Arbitration shall follow the rules of an internationally recognized arbitration institution, such as the International Chamber of Commerce (ICC) or the United Nations Commission on International Trade Law (UNCITRAL), unless otherwise agreed by the Parties.~~

~~8.9 The location of the arbitration shall be mutually agreed upon by the Parties.~~

~~8.10 The attorneys' fees and costs of arbitration shall be borne by the losing Party, unless the Parties stipulate otherwise, or in such proportions as the arbitrator shall decide~~

9. Limit of Liability

9.1 Except in cases of gross negligence, willful misconduct, or breaches of confidentiality or intellectual property rights, each party's total liability for all claims related to this Agreement, whether arising from contract, tort (including negligence), or otherwise, shall be limited to the total fees paid by the Cemetery to Chronicle during the 12 months immediately before the event that gave rise to the claim.

This Agreement shall be governed by the state of Kansas, United States.

EXECUTED as an AGREEMENT:

Authorised Signatory for the Cemetery

Authorised Signatory for Chronicle

Matthew Borowski

Signature

Name:

Name: Matthew Borowski

Position:

Position: Director

Date:

By signing above, the Cemetery acknowledges having read, understood, and agreed to the Terms and Conditions attached to this proposal.



Revolutionizing The Way Local Governments Perform

ADDRESS

7219 -112 Street NW,
Edmonton, Alberta
CANADA T6G 1J4

CONTACT

Phone : +1 (877) 870 0150
Australia : +61 288 805 930



CITY OF INDEPENDENCE
October 8, 2025

Department

Director Approval David Schwenker

AGENDA ITEM City Board Minutes

BACKGROUND

SUPPORTING DOCUMENTS

1. City Rec Sept. 17, 2025 RNR and Budget Hearing Minutes

INDEPENDENCE RECREATION COMMISSION

Monthly Meeting & RNR/Budget Hearing September 17, 2025

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

Members Present:

Greg Kelley
Joe Housel
Dustin Woodward
Michael Rose
Tanner McClure

Others Present:

Brent Julian
Lori Bromley
Simon Heckman
Nick McBride
Galen Palmer

Greg Kelley opened the commission meeting at 11:30 a.m.

ROUTINE

Agenda

Joe Housel moved to approve the agenda as printed. Tanner McClure seconded. Motion carried 5-0.

Minutes

Tanner McClure moved to approve the minutes from the August 20, 2025 board meeting. Dustin Woodward seconded. Motion carried 5-0.

Bills

Michael Rose moved to approve the September 2025 invoices and checks for payment as presented in the amount of \$6,636.39 as well as bills and employee benefits paid since the last board meeting in the amount of \$6,717.39. Tanner McClure seconded. Motion carried 5-0.

Treasurer's Report

Galen Palmer reported the following bank balances as of August 31, 2025: First Oak Bank - Checking: \$168,250.56; First Oak - Petty Cash: \$500.00; Equity Bank - Savings \$10,687.35. Tanner McClure stated there was a \$50 error in the First Oak Checking account. Upon further inspection it appeared the \$50 typo was under monthly disbursements and will be corrected, however the balance was correct. Joe Housel moved to approve the treasurer's report with the \$50 error in disbursements corrected. Tanner McClure seconded. Motion carried 5-0.

REVENUE NEUTRAL RATE HEARING

Revenue Neutral Rate Review

Director, Brent Julian, explained the revenue neutral tax rate (RNR) with the commission and answered any questions. Brent stated that IRC is not requesting to raise any mills but rather requesting to go above the revenue neutral rate due to an increase in property tax valuations. Brent informed the board that the increase will mean approximately \$42,000 more in ad valorem taxes for IRC this year.

Community Input

There was no community input at the meeting.

Commission Input

The commission had no further input or questions regarding the Revenue Neutral Rate.

Resolution to Exceed RNR

On the motion of Tanner McClure, seconded by Dustin Woodward, the Independence Recreation Commission adopted to exceed the Revenue Neutral Rate.

Aye: Greg Kelley, Joe Housel, Tanner McClure, Michael Rose, Dustin Woodward

Nay: None

BUDGET HEARING

Budget Review

Director, Brent Julian, handed out copies of the 2025-2026 budget to review with the commission members and answer any questions. Brent stated that IRC will remain at 5 mills again this year and a total overall budget of \$1,205,225.00. Brent stated the budget is divided into \$1,052,213.00 for general funds and \$153,012.00 for the employee's benefit fund. Brent discussed capital improvements and facility development plans with the board, which includes the \$40,000 annual payment to the city for the Central Park Sports Complex as well as putting funding aside for each ball field, a storage unit for IRC equipment and a new Gator. Brent informed the commission that IRC's budget has only increased \$9,300 since the year 2010, fifteen years ago, which is something that he is very proud of.

Community Input

There was no community input at the meeting.

Commission Input

The board reviewed the 2025-2026 budget with Director, Brent Julian. A discussion was held on purchasing trash cans and picnic tables for the new Central Park Sports Complex as well as

buying a new Gator utility vehicle for the IRC maintenance supervisor. Tanner McClure asked if Brent had contacted G & G Storage regarding a unit rental for IRC equipment and Brent stated that he had, the cost would be approximately \$2,400 per year.

PROGRAMS/OPERATIONS

Maintenance Report

Brent Julian answered any questions the board had on the maintenance report. Brent stated that the sodding is complete at the Central Park Sports Complex, they are continuing to water constantly, but it looks amazing. Brent stated they are waiting for Crossland to finish up the last touches but all in all it looks good.

Programs Report

Nick McBride answered any questions the board had on the programs report. A discussion was held on how nice the new soccer complex is looking as well as the new concession stand. Joe Housel commented that the soccer numbers are up this fall and Nick stated he saw a pretty big increase in soccer but a small decrease in volleyball and flag football.

Director/Aquatics/Special Events Report

Brent Julian answered any questions the board had on the director/aquatics/special events report. Brent discussed IRC's Buddy Ball program this year ran by supervisor, Gloria Price along with help from the ICC softball team and how successful they have been the past several years. Brent also informed the board that the Ash Youth Center indoor pool opened back up for weekend hours on September 6th. Brent stated he has hired five lifeguards that he will rotate throughout the season. Dustin Woodward asked about pool maintenance and Brent stated it is running well, John Lane with Pro-Air was in the change out some valves and it is currently heating and running great.

BUSINESS/FINANCE

Approval of the 2025-2026 Budget

On the motion of Tanner McClure, seconded by Joe Housel, the Independence Recreation Commission adopted the 2025-2026 budget as presented.

Aye: Greg Kelley, Joe Housel, Dustin Woodward, Michael Rose, Tanner McClure

Nay: None

Purchase of Top Dresser

Brent informed the board that the turf manager for the Central Park Sports Complex has recommended top dressing the ball fields every year. Brent stated that he contacted the Independence Country Club to see if IRC could use their top dresser, but they were asking too much money, therefore he contacted Hillcrest Golf Course in Coffeyville, and they had an old

top dresser they were no longer using and willing to sell to IRC for \$1,000. Brent stated that he feels that is a great deal and Ethan, IRC's maintenance supervisor, has already used the dresser, and it works well. Brent stated the top dresser is out at the soccer complex right now and that Ethan is using the City's Gator to pull it. Brent stated this is when a storage unit would come in handy not only to store the top dresser, but also the water reels among other items.

Updating Office Computers

Brent informed the commission that it's time to start updating some of IRC's office computers. Brent stated that it's been more than seven years since doing so and it would be a good time to start with Simon's as he is taking over the office manager's position next month and that computer needs an upgrade. The board unanimously agreed that most computers need replaced every 3-5 years and recommended Brent get on a replacement cycle within the office as needed. Brent agreed and stated he would go through Blake, at Indy Tech Fix as he has done in the past.

EXECUTIVE SESSION

There was no need for an Executive Session.

ITEMS FROM THE COMMISSION

Greg Kelley	*Greg informed the commission that as the new office manager of IRC they need a motion to approve Simon Heckman be added to the petty cash checking account at First Oak Bank and removing Lori Bromley at this time. Joe Housel moved to approve the addition of William Simon Heckman as an authorized signer to IRC's First Oak Petty Cash Account #4112 and removing Lori Bromley. Tanner McClure seconded the motion. Motion carried 5-0.
-------------	--

ADJOURNMENT

The meeting was adjourned at 12:05 p.m.

Respectfully Submitted,

Dustin Woodward
Secretary



Report
CITY OF INDEPENDENCE
October 8, 2025

Department Admin

Director Approval Kelly Passauer, April Nutt

AGENDA ITEM Admin and Housing Goals

BACKGROUND The third quarter Admin and Housing Goals are attached.

SUPPORTING DOCUMENTS

1. 3Q2025 Admin Goals
2. 3Q2025 Housing Goals

	Initiative	Step	Owner	10/08/2025 Status	07/10/2025 Status	Type - Administrative, Process or Capital	Target Completion	Related Commission Goal #	Related Commission Goal Subset
1	Beautification - Assist Homes	Establish Process to Evaluate Data to Determine Whether to Implement an Idle Meter Fee	Lacey Lies	Timeline established. Fee modifications planned to be presented in 4Q.	Timeline established. Fee modifications planned to be presented in 4Q.	Administrative	1Q27	2	d
2	Beautification - Demolition	Develop Process - Blight to Redevelopment	David Cowan and April Nutt	Grading and seeding for the lots in which the 21 houses were removed has been completed. 109 houses identified for potential removal have been mapped.	The 20 condemned and one non-condemned houses have been removed. Due to the rain, several properties require completion of grading and seeding. Currently, 82 houses have been identified for potential removal, with ongoing efforts to contact property owners. We are currently exploring a potential Kansas Department of Commerce Community Development Block Grant opportunity to assist with rehabilitation and demolition in a small, contiguous targeted neighborhood.	Administrative	Ongoing.	4	a
3	ADUs	Adopt New Zoning Standards	Kelly Passauer	The joint meeting on July 16, 2025 was held, a public hearing before the Planning Commission was held on September 2, 2025 and forwarded to the City Commission for consideration at their September 25, 2025 Commission meeting. Additional modifications were identified and the code was sent back to the Planning Commission for reconsideration at their October 7, 2025 meeting.	Additional worksessions with the Planning Commission and consultant were held on April 8 and June 3, 2025. Prior to scheduling a public hearing to adopt, a joint worksession with the City Commission and Planning Commission has been scheduled for July 16, 2025 at 5:00 PM.	Administrative	4Q25	10	a
4	Infrastructure Priorities	Extend sewer in existing neighborhood for additional housing (potentially seek public-private partnership)	John Garris and April Nutt	On September 25, 2025 the City Commission authorized awarding the bid for construction of a sanitary sewer line for the lots south of Rainbow Drive to Koehn Construction Services, LLC in the amount of \$131,365.43.	Engineering proposal awarded. Surveying is in process with anticipated preliminary plans available to be reviewed in 3Q.	Capital	4Q25	11	a
5	Artificial Lake	Research Grant Opportunities and Other Funding Sources	Lacey Lies	Preliminary grant application completed and submitted.	Preliminary grant application in process.	Administrative	TBD	11	c
6	Artificial Lake	Develop Plan - Artificial Lake, include Flood Control, Streets, Drainage, Housing, Recreation	John Garris	While preliminary concepts from two separate firms are complete, the next step would be to prepare RFP's to select a firm to prepare a preliminary and final plat. This selection process will include input from the Housing Steering Committee. However, this step is on hold until we determine if additional acreage will be added to the project, which would likely modify the layout.	While preliminary concepts from two separate firms are complete, the next step would be to prepare RFP's to select a firm to prepare a preliminary and final plat. This selection process will include input from the Housing Steering Committee. However, this step is on hold until we determine if additional acreage will be added to the project, which would likely modify the layout.	Capital	3Q24 for Preliminary Concepts	11	d
7	Infrastructure Priorities	Water Improvements in Neighborhoods with Low Water Volume	John Garris	Preapplication for water distribution issues not eligible for forgiveness this round. Scope for a multi-year project to increase water flows ongoing. Expect preliminary engineering report late 1Q26 or early 2Q26.	Preapplication submitted for revolving loans. Initial data reviewed.	Administrative	Ongoing	12	b
8	Incubator Building	Identify and Implement Feasible Projects to Lower Maintenance and Energy Costs	John Garris	This goal is nearing completion as on September 25, 2025, the Commission approved an agreement with Rural Redevelopment Group to sell the building for redevelopment of a mixed-use facility that will include housing and commercial.	The first phase of converting the building to a less complex conventional HVAC system has been completed. Further phases will occur as the remaining space is repurposed.	Administrative	Low/No-Cost Actions Completed	18	a
9	Incubator Building	Continue to Coordinate with Potential Buyers	Kelly Passauer and David Cowan	This goal is nearing completion as on September 25, 2025, the Commission approved an agreement with Rural Redevelopment Group to sell the building for redevelopment of a mixed-use facility that will include housing and commercial.	The RFP for a Realtor has been delayed due to interest from a third party that is currently being vetted.	Administrative	Until sold or removed.	18	b
10	Incubator Building	Performance Stipulations in Purchase Agreement (POLICY)	Jeff Chubb	This goal is nearing completion as the Commission has approved an agreement with Rural Redevelopment Group to sell the building for redevelopment of a mixed-use facility that will include housing and commercial. The agreement includes performance stipulations prepared by the City Attorney.	The City Attorney has met with the Ec Dev Subcommittee and is working on modifying performance stipulations.	Administrative	With Sale	18	c
11	Growth of Tax Base	Extension of Service Plan, Review and Update Pre-Annexation Policy	Kelly Passauer	Start after Zoning Code Update.	Start after Zoning Code Update.	Administrative	1Q25	20	b
Green shade denotes changed/new information from previous quarter.									

	Initiative	Step	Owner	10/08/2025 Status	07/10/2025 Status	Type - Administrative, Process or Capital	Target Completion	Related Commission Goal #	Related Commission Goal Subset
1	Explore Housing Initiatives	Give extra attention to Middle income housing such as moderate-high end rental units, townhomes	April Nutt	First-Step Builders has completed two homes and holds the first right of refusal on three additional lots. They have until mid-December to determine whether they will construct the additional homes. The Independence Housing Authority (IHA) currently has eight homes under construction, with completion expected by April 2026. Mission Real Estate LLC has purchased two lots and is expected to begin construction within the next 30 days. The company also holds the first right of refusal for seven additional lots, with all nine homes projected for completion by June 2026. In partnership with the Independence Housing Authority, Diamond Properties LLC has completed two single-family homes on infill lots—both of which were sold before construction was completed.	Jefferson Subdivision Update: Electric has been installed, and gas should be installed in the next 60 days. First Step Builders' two homes are under construction. Decker Construction has been slow to start on the eight IHA homes due to the many rainy days.	Administrative	3Q26	1	a
	Explore Housing Initiatives	Give extra attention to Middle income housing such as moderate-high end rental units, townhomes	April Nutt	MTI Commercial Construction has indicated that the 11 apartments under construction at 113 West Myrtle Street (one downstairs and ten upstairs, with a downstairs commercial storefront) are expected to be completed by year-end 2025. Trident Partnerships LLC plans to begin work on 113 East Main Street (downstairs commercial storefront with two upper-story apartments) by year-end 2025, followed by work at 113 West Laurel Street (downstairs commercial storefront with four apartments—one on the ground floor and three upper-story units) beginning in the first quarter of 2026.	The CDBG work has been completed on 106-110 N 8th St. The Ks Dept of Commerce will conduct a monitoring visit on July 22, 2025. Trident Partnerships LLC received a ROOMS grant, in the amount of \$50,000 for 113 E. Main Street. MTI Commercial Construction has started work at 113 W. Myrtle Street to develop 11 studio apartments.	Administrative	TBD	1	a
	Explore Housing Initiatives	Give extra attention to Middle income housing such as moderate-high end rental units, townhomes	April Nutt	The City recently agreed to sell Building D to the Rural Redevelopment Group to construct 20-24 upper-story apartments, retaining the basement and first floor for commercial use. Two additional buildings are under contract to convert them into housing.	Working on two confidential RHID requests. Project One is for an adaptive reuse and Project Two for upper story housing in a downtown building.	Administrative	TBD	1	a
4	Financing - Down Payment Assistance Plan	Partner w/ Housing Authority, MCAC (Similar)	April Nutt	The Housing Steering Committee plans to explore Employer Assisted Housing that could help offset Down Payment Costs.	The Housing Steering Committee plans to explore Employer Assisted Housing that could help offset Down Payment Costs.	Administrative	4Q24	1	b
5	Beautification - Assist Homes	Partner w/ Civic Groups to target homes for beautification	April Nutt	This summer and fall, volunteers have focused on exterior improvements at 705 North Penn, including fascia, soffit, and siding repairs. Exterior painting is underway, and replacement windows are scheduled to be installed by November 2025.	705 North Penn has been completely gutted. In the 3Q, electric, plumbing, and HVAC should be installed. Damaged siding should be replaced with exterior painting started.	Administrative	1Q26	2	c
	Beautification - Assist Homes	Infill & Rehab - Target high traffic corridors	April Nutt/David Cowan	Of the 52 letters previously sent as part of the City's efforts to address Vacant Abandoned Dilapidated Structures (VADS), 17 properties have now completed repairs, 10 are currently undergoing repairs, 4 are listed for sale, 3 have new owners, and 18 have had no response from property owners.	An initial set of 26 letters was sent in November 2024, followed by 36 more in April 2025, as part of the City's efforts to address houses considered Vacant Abandoned Dilapidated Structures (VADS). Since then, 16 properties are undergoing repairs, 9 have completed repairs, and 1 is scheduled for demolition by the property owner. Six owners could not be located due to undeliverable mail, and 11 properties have been recommended for condemnation, with pre-condemnation letters issued in June 2025. Additionally, 6 properties received environmental notices, 7 received maintenance notices, 2 are listed for sale, and 4 have had no response from property owners.	Process	4Q25	2	d
	Land Bank	Bolster and raise seed money	April Nutt	ILB Board of Directors has agreed to accept homes for condemnation whose owners wish to donate into the land bank.	The Independence Land Bank has approved the sale of 10 lots in the Country Village Subdivision to two developers who intend to construct five single-family homes each.	Capital	4Q25	3	a
8	Explore Housing Incentives	Partner with Housing Authority, EDAB, and Land Bank (Similar)	April Nutt	The Independence Housing Authority in partnership with Trident 3D Homes has submitted a Federal Home Loan Bank Affordable Housing Grant in the amount of \$1.5M for the construction of 40 single-family homes on infill lots.	1) On May 22, 2025, the City Commission authorized a new grant program, Independence Home Development Grant (IHDG). IHDG offers a \$5,000 financial incentive to construct new single-family homes within designated areas of the City. For 2025, the program will fund \$10,000 to support the development of two new single-family homes, with additional funding being considered in the 2026 budget. 2) On June 11, 2025, the City Commission adopted an ordinance establishing a temporary moratorium on the collection of the System Development Charges for all new housing units through December 31, 2026.	Administrative	TBD	6	a
	Beautification - Assist Homes	Promote existing incentives	April Nutt	To continue encouraging participation in both the Neighborhood Exterior Grant (NEG) Program and the newly expanded Neighborhood Revitalization Program, additional outreach letters were distributed to property owners in two targeted neighborhoods. On July 10, 2025, letters were sent to owners of 27 eligible parcels, followed by letters to owners of 37 eligible parcels on July 18, 2025. These efforts build on the outreach reported last quarter, when letters were sent to owners of 31 eligible parcels on July 1, 2025. Four applications for the Neighborhood Exterior Grant were received during the third quarter.	We are launching a coordinated website and social media campaign to encourage participation in both the Neighborhood Exterior Grant (NEG) Program and the newly expanded Neighborhood Revitalization Program, which now includes additional areas of the community. As part of this outreach effort, a six-block focus area—previously underrepresented in the NEG Program—was identified. This area includes 58 parcels, 48 of which contain residential structures. Based on property data, 31 of these homes were determined to be eligible for the Neighborhood Exterior Grant, either due to an appraised value below \$100,000 or a Montgomery County CDU (Condition, Desirability, and Utility) rating of “Average Minus” (A–) or lower. On July 1, 2025, letters describing both programs were sent to the owners of these 31 properties, along with their county parcel listings with NEG qualifying criteria highlighted to encourage participation. In addition to the broader public awareness campaign, other target neighborhoods will continue to be identified and contacted proactively, as long as funding remains available.	Administrative	4Q25	8	a
10	Financing - Down Payment Assistance Plan	Housing Initiatives (Similar)	April Nutt	The Housing Steering Committee plans to identify down payment assistance programs and compile the data into a marketing brochure.	The Housing Steering Committee plans to identify down payment assistance programs and compile the data into a marketing brochure.	Administrative	4Q24	9	a
11	Beautification - Assist Homes	Establish RHID in Older Neighborhoods	April Nutt	The Housing Steering Committee plans to identify the perimeter of the proposed RHID in older neighborhoods, with a focus on the areas along the highway corridor and surrounding the historic downtown.	The Housing Steering Committee plans to identify the perimeter of the proposed RHID in older neighborhoods, with a focus on the areas along the highway corridor and surrounding the historic downtown.	Administrative	2Q25	12	a
Green shade denotes changed/new information from previous quarter.									