

AGENDA

Independence City Commission

February 10, 2022

Civic Center Memorial Hall 5:30 PM

I. REGULAR SESSION

A. Call To Order

B. Pledge Of Allegiance To The United States Of America

C. Adoption Of Agenda

II. APPOINTMENTS

**A. Planning Commission – One Unexpired Term
Ending January 1, 2024 – Appointee Must Reside
Inside The City**

Documents:

[TIMHAYNES-ONLINE FORM SUBMITTAL_ BOARD
APPLICATION_REDACTED.PDF](#)
[OMARELSHABASSY-ONLINE FORM SUBMITTAL_ BOARD
APPLICATION_REDACTED.PDF](#)

**B. Landbank – One Unexpired Term Ending June 1,
2022 -- Appointee Must Reside Inside The City**

Documents:

[JERIHAMMERSCHMIDT-ONLINE FORM SUBMITTAL_ BOARD
APPLICATION_REDACTED.PDF](#)

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 Formal Approval Of A Change Order For ADA Ramp Work.

Documents:

[RCA 2022 COTTONWOOD CHANGE ORDER.PDF](#)

B. Consider Approval Of Vehicle Fabrication, Purchase And Installation Of An Animal Box For The Animal Control Officer.

Documents:

[RCA - ACO BOX.PDF](#)

IV. PRESENTATIONS

A. Swearing In Police Officer Jacob Smith.

Documents:

[JACOB SMITH OATH OF OFFICE.PDF](#)

V. ITEMS FOR COMMISSION ACTION

A. Consider Action Regarding The 1916 City Hall Project:

1. Consider setting the date of March 4, 2022 to receive bids for renovation of 1916 City Hall.
2. Consider authorizing a contract with HBK for design services to convert the former EMS building into evidence storage for the Police Department (required if relocating to 1916 City Hall).

Documents:

[RCA -CITY HALL BID - 02102022 - REVISED 02082022.PDF](#)

B. Consider Adopting A Resolution Amending The Central Business District Grant And Renaming It To The Downtown Independence Building Grant.

Documents:

[RCA - DOWNTOWN INDY BUILDING GRANT.PDF](#)

VI. DISCUSSION

A. Discuss Potential KDOT Grant Projects.

VII. REPORTS

A. City Board Minutes

1. December 7, 2021 Planning Commission/Board of Zoning Appeals
2. January 4, 2022 Economic Development Advisory Board

Documents:

[12072021 PLANNING AND ZONING MINUTES.PDF](#)
[01042022 EDAB MINUTES.PDF](#)

B. 4th Quarter Treasurer's Report

Documents:

[4TH QUARTER 2021 TREASURERS REPORT.PDF](#)

C. 2022 Public Library Financial And Activity Report

Documents:

[2022 PUBLIC LIBRARY FINANCIAL AND ACTIVITY REPORT.PDF](#)

VIII. CITY MANAGER'S COMMENTS

IX. COMMISSIONERS' COMMENTS

X. PUBLIC CONCERNS

XI. EXECUTIVE SESSION

A. Data Relating To Financial Affairs Or Trade Secrets Of Second Parties.

XII. ADJOURNMENT

From: noreply@civicplus.com
To: [Kelly Passauer](#)
Subject: Online Form Submittal: Board Application
Date: Tuesday, January 18, 2022 3:26:18 PM

Board Application

Board Applying For: Planning Commission

Name Tim Haynes

Date 1/18/2022

Address 1200 N 2nd Street

Email Address [REDACTED]

Phone Number [REDACTED]

Educational Background:

High School Name and Location Lawrence High School

Graduated/Degree 2004

College Name and Location Baker University

Graduated/Degree 2009 - 3 BAs

Major French, German, Internat'l Studies

Other Education Name and Location Northern Arizona University

Graduated/Degree 2012 - MA

Emphasis Sustainable Communities

Do you reside inside the corporate limits of the City of Independence? Yes

If no, do you reside within 3 miles of the corporate limits of the City of Independence? *Field not completed.*

What experiences have you had that you feel would assist you as a board member?	During my experience traveling abroad, I have gained a broader perspective on how people live in other parts of the world, and how their communities are planned and built to serve them. In my graduate coursework, I studied in depth what makes communities more sustainable and less sustainable, and how to define sustainability in a relevant way for the community being served.
Why do you want to become a member of the board?	My hobbies and interests include design and architecture, and I would enjoy the chance to put my energy to use serving Independence.
Do you feel that there are any issues needing immediate attention by the board? If so, please explain.	<i>Field not completed.</i>
Other comments:	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Kelly Passauer](#)
Subject: Online Form Submittal: Board Application
Date: Friday, February 04, 2022 8:24:46 PM

Board Application

Board Applying For: Planning Commission/Zoning Board

Name OMAR ELSHABASSY

Date 2/4/2022

Address 400 PEARL AVE

Email Address

Phone Number

Educational Background:

High School Name and Location IHS

Graduated/Degree General Studies

College Name and Location FSCC

Graduated/Degree Associates

Major Engineering

Other Education Name and Location *Field not completed.*

Graduated/Degree *Field not completed.*

Emphasis *Field not completed.*

Do you reside inside the corporate limits of the City of Independence? Yes

If no, do you reside within 3 miles of the corporate limits of the City of Independence? *Field not completed.*

What experiences have you had that you feel would assist you as a board member?	Licensed real estate agent in NYC from 2015-2019. Listed & sold residential and commercial real estate. Worked directly with attorney's to clear liens and violations for Department of Buildings. Have owned and managed real estate in Independence from 2017-Present.
Why do you want to become a member of the board?	Contribute my skills and time to the city to better serve the community.
Do you feel that there are any issues needing immediate attention by the board? If so, please explain.	None that i am aware of.
Other comments:	N/A.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Kelly Passauer](#)
Subject: Online Form Submittal: Board Application
Date: Thursday, January 20, 2022 8:12:28 PM

Board Application

Board Applying For:	Land Bank
Name	Jeri Hammerschmidt
Date	1/20/2022
Address	2130 N 10th
Email Address	[REDACTED]
Phone Number	[REDACTED]
Educational Background:	
High School Name and Location	Yates Center(ks)
Graduated/Degree	<i>Field not completed.</i>
College Name and Location	<i>Field not completed.</i>
Graduated/Degree	<i>Field not completed.</i>
Major	<i>Field not completed.</i>
Other Education Name and Location	<i>Field not completed.</i>
Graduated/Degree	<i>Field not completed.</i>
Emphasis	<i>Field not completed.</i>
Do you reside inside the corporate limits of the City of Independence?	Yes
If no, do you reside within 3 miles of the corporate limits of the City of Independence?	<i>Field not completed.</i>

What experiences have you had that you feel would assist you as a board member?

Why do you want to become a member of the board?

Do you feel that there are any issues needing immediate attention by the board? If so, please explain.

Other comments:

Email not displaying correctly? [View it in your browser.](#)



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 10, 2022

Department Public Works/ADA

Director Approval John Garris

AGENDA ITEM Consider formal approval of a Change Order for ADA ramp work.

SUMMARY RECOMMENDATION Approve execution of the Change Order.

BACKGROUND After the completion of the ADA work at Cottonwood and 6th, final quantities on the unit price contract were tabulated. The overall result was a net add of \$1,372.30 from the original contract total of \$4094.00.

SUGGESTED MOTIONS I move to approve execution of the Change Order with J. Graham Construction, Inc. in the amount of \$1,372.30 resulting in a revised total contract price of \$5,466.30 and the execution of any and all required documentation to close out this project.

SUPPORTING DOCUMENT Change Order



Change Order

PROJECT:	CHANGE ORDER NO.: 001	Owner	X
Cottonwood & 6th ADA Ramp	DATE: 1/12/2022	Engineer	X
		Contractor	X
	PROJECT NUMBER P112120005	Field	X
TO CONTRACTOR	CONTRACT DATE: ADD ON	Other	
J. Graham Construction Inc.	CONTRACT FOR: General Construcion		
1306 S. Elm Street			
Coffeyville, KS 67337			

THE CONTRACT IS CHANGED AS FOLLOWS:

This is a final Change Order for the work performed on the ADA Addition of Cottonwood & 6th along with the sidewalk panel replacement on Oak between 6th and 5th. The original estimate provided to the commission did not include the panel replacement on Oak or a detail break down of quantities for the new ramps at Cottonwood and 6th. This change is for final Field measured quantities.

Line	Description	Unit	Unit Price	Plan Qty.	Act. Qty.	Diff.	Cost Diff.
1	Common Excavation	CY	\$ 50.00	3.0	5.0	2.0	\$ 100.00
2	Rock Excavation	CY	\$ 60.00	4.0	5.0	1.0	\$ 60.00
3	Curb & Gutter	LF	\$ 32.70	14.0	14.0	0.0	\$ -
4	Sidewalk Ramp	SY	\$ 175.00	8.0	8.0	0.0	\$ -
5	Sidewalk Const. 4"	SY	\$ 74.50	19.3	34.0	14.7	\$ 1,098.13
6	Agg. Base 4" AB-3	SY	\$ 7.75	27.3	42.0	14.7	\$ 114.17
7	Seeding	L Sum	\$ 200.00	1.0	1.0	0.0	\$ -
							\$ 1,372.30

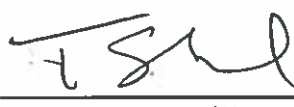
Original Contract Sum	\$ 4,094.00
Net Change by Previously authorized Change Orders	\$ -
Contract Sum Prior to this Change Order	\$ 4,094.00
Contract Sum will be Increased by this Change Order by	\$ 1,372.30
New Contract Sum Including this Change Order	\$ 5,466.30

Contract Time will be Increased by Zero (0) Days

Substantial Completion as of the Date of this Change Order Therefore is

12/9/2021

NOT VALID UNTIL SIGNED BY THE ENGINEER, CONTRACTOR AND OWNER

<u>TranSystems</u> ENGINEER (Firm Name)	<u>J.Graham Construction Inc.</u> CONTRACTOR (Firm Name)	<u>City of Independence</u> OWNER (Firm Name)
<u>115 S. 6th, Independence, KS</u> ADDRESS	<u>1306 S. Elm Street, Coffeyville KS</u> ADDRESS	<u>811 W. Laurel St., Independence</u> ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
<u>Jon L. Johnson</u> (Typed Name)	<u>tyler Strickland</u> (Typed Name)	 (Typed Name)
<u>11/13/2021</u> DATE	<u>12-13-2022</u> DATE	 DATE



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 10, 2022

Department Code Enforcement & Animal Control

Director Approval David Cowan

AGENDA ITEM Consider approval of vehicle fabrication, purchase and installation of an Animal Box for the Animal Control Officer.

SUMMARY RECOMMENDATION Approve the request.

BACKGROUND The City of Independence sent out bids for an animal control box to multiple vendors and receive (1) late bid. The City was contacted by several vendors that indicated they were unable to bid any projects this year due to supply issues and staffing. The one late bid indicated they could build a box in May of 2023.

The Animal Control Department is requesting to do the following to outfit the vehicle and put into service:

- Purchase the pickup bed and install. \$ 5,276.00
 - Ramps for access with animal \$ 850.00
 - Purchase Triple Alum Crate \$ 4,465.00
 - Purchase warning lights and equipment \$ 4,370.00
 - Installation of equipment \$ 900.00
- Total: \$15,861.00

These prices were as of February 2, 2022. Due to the current state of inflation, there could be some price changes by the time all this equipment is ordered plus shipping for the box. The City budgeted \$35,000.00.

The box will take 4-5 months to build and ship to the City of Independence, due to supply and manpower shortages. The City will utilize the current box until the arrival of the new box.

The current Toyota pickup will be transferred to the Park/Zoo department and an old pickup will be removed from the fleet. The current animal box will also be provided to the park when the new box arrives for transport of zoo animals.

SUGGESTED MOTIONS I move to authorize the Animal Control Department to outfit the new Animal Control Truck.

SUPPORTING DOCUMENTS

1. Example of Three Stall Kennel Box with storage
2. Truck bed quote

3-stall Animal box with storage drawers to insert in the pickup bed of the Animal control truck.



Date: 1/31/2022 10:33 AM
Estimate ID: 7539
Estimate Version: 0
Preliminary
Profile ID: * Mitchell
Quote ID: 99987768

Quality Paint & Body

1920 West Main, Independence, KS 67301
(620) 331-2639
Fax: (620) 331-0169
Email: paint@qualitymotors.com
Tax ID: 20-4417866

Damage Assessed By: Scott Mills
Classification: None

Payer: Customer

Deductible: NONE

Mitchell Service: 912206

Description: 2022 Ford Super Duty F-250 XL

Body Style: 4D PkUpXCb 8' Bed 164" WB

Drive Train: 6.2L Inj 8 Cyl 4WD

VIN: 1FD7X2B61NEC35438

OEM/ALT: A

Parts Profile: MAIN

Parts Profile Version: 2

Options: PASSENGER AIRBAG, POWER STEERING, AIR CONDITION, TILT STEERING COLUMN
AM/FM STEREO, DRIVER AIRBAG, FRONT SIDE AIRBAG WITH HEAD PROTECTION
ANTI-LOCK BRAKE SYS., TRACTION CONTROL, REARVIEW CAMERA, REMOTE IGNITION
TIRE INFLATION/PRESSURE MONITOR, AUXILIARY INPUT
BLUETOOTH WIRELESS CONNECTIVITY, TOW HITCH RECEIVER, TRIP COMPUTER
FIRST ROW SPLIT BENCH SEAT, TELEMATIC SYSTEMS, VINYL SEAT, 4 WHEEL DRIVE
SIDE AIRBAGS, AUTOMATIC HEADLIGHTS, SECOND ROW SIDE AIRBAG WITH HEAD PROTECTION
MP3 PLAYER, DAYTIME RUNNING LIGHTS, DRIVER SEAT WITH POWER LUMBAR SUPPORT
ELECTRONIC STABILITY CONTROL, REAR BENCH SEAT, STEERING WHEEL AUDIO CONTROLS

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	201964	BDY	REMOVE/REPLACE	Pickup Bed Assembly	Qual Recycled Part	4,940.00 *	5.6
2				Bed/Tailgate/Bumper/Lights - New Take Off			
3	202083	BDY	REMOVE/INSTALL	Tailgate Assembly			INC
4	201774	BDY	REMOVE/INSTALL	Rear Bumper Assy			INC

* - Judgment Item

ESTIMATE RECALL NUMBER: 01/31/2022 10:33:02 7539

Mitchell Data Version: OEM: DEC_21_V

Alternate Parts: 01/31/2022 10:29:01

Copyright (C) 1994 - 2021 Mitchell International
All Rights Reserved

Software Version: 7.1.242

Page 1 of 2

Date: 1/31/2022 10:33 AM
 Estimate ID: 7539
 Estimate Version: 0
 Preliminary
 Profile ID: * Mitchell
 Quote ID: 99987768

Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	5.6	60.00	0.00	0.00	336.00 T	Taxable Parts	4,940.00
	Taxable Labor				336.00	Total Replacement Parts Amount	4,940.00
Labor Summary	5.6				336.00		
III. Additional Costs					Amount	IV. Adjustments	Amount
Total Additional Costs					0.00	Insurance Deductible	0.00
						Customer Responsibility	0.00
						I. Total Labor:	336.00
						II. Total Replacement Parts:	4,940.00
						III. Total Additional Costs:	0.00
						Gross Total:	5,276.00
						IV. Total Adjustments:	0.00
						Net Total:	5,276.00

This is a preliminary estimate.

Additional changes to the estimate may be required for the actual repair.

AINLEY KENNELS & FAB., INC.

1450 RADFORD ROAD

DUBUQUE, IA 52002

(563) 583-7615

Fax 588-2564

info@ainleykennels.com

www.ainleykennels.com

Name: _____ Date: _____ 2022

Address: _____ Terms: 1/3 down, remainder on delivery

Telephone: _____ Fax: _____

TRIPLE DELUXE WITH LOWER STORAGE DRAWERS

Inside crate: 18.75" w x 22h x 37" long

20W X 23H X 36L STAINLESS DOG CRATE	\$550.00X	
20W X 23H X 36L ANODIZED ALUM CRATE	\$450.00X	
40W X 23H X 36L DOUBLE ALUM CRATE	\$800.00	
60W X 23H X 36L TRIPLE ALUM CRATE	\$1200.00	1200.00 60" wide x 40" long
TOP STORAGE/SINGLE CRATE	\$750.00	
TOP STORAGE/DOUBLE CRATE	\$1100.00	
TOP STORAGE/TRIPLE CRATE	\$1600.00	

Crates are standard w/ an insulated floor, welded alum bar door with a L locking handle, 1" ventilation holes on sides and rear, treadbrite aluminum storage areas. Stainless steel rivets and hinge are used. Installation (Dubuque, IA) included.

OPTIONS:

Safety Catch for bar doors. \$20 x	Gas Shock Crate Door \$40.00 x
Louvered doors (treadbrite alum) includes L locking handle/safety catch \$225.00 x	
Louvered doors (stainless steel) includes L locking handle/safety catch \$265.00 x3=795.00	
All insulated crate w/ top storage	\$70.00 per cratex
w/o top storage	100.00 per cratex 3=300.00
Bar ventilation (stainless rod w/ alum frame) \$50 per side x4=200.00	
(stainless rod/stainless frame, includes door) \$100 per side x	
Additional frame for bar ventilation wider than standard 7" ID \$25 per side x	
Winter door/vent covers \$50.00 x	Side Louvers \$100.00 x 2=200.00
Fantastic Fan (three speed/reversible) \$300.00 x1=300.00	
Water tanks (8 gallon stainless) \$300.00	(15 gallon ss) \$425 425.00
Spray system	\$350.00
Rubber mat	\$40.00 x
Full aluminum frame	Quote 335.00
Full stainless steel frame	Quote
Gull wing top storage (double door)	Quote
Top storage lip (4" deep) per single crate	\$100.00
Extruded roof rail/luggage rack	Quote 300.00
Stainless skins on full frame crates	Quote 340.00
Lower storage drawers/stainless fronts	\$700.00 700.00
Crate Lights led	\$65.00 x 3 195
Drawer Lights led	\$100.00 x 2 200
Airing Lights pair led	\$325.00 pr
Angled sides/ends (per side)	\$75.00 x
OTHER:	

**HINGE DOORS ON: RIGHT LEFT

PRICES SUBJECT TO CHANGE

FOB DUBUQUE, IA 52002

SUB-TOTAL: \$5095.00

SHIPPING:

7%:

TOTAL:



PRESENTATION
CITY OF INDEPENDENCE
February 10, 2021

Department Police

Director Approval Chief Jerry Harrison

AGENDA ITEM Introduction and swearing-in of Independence Police Department's newest officer, Officer Jacob Smith

BACKGROUND Jacob Smith was selected to serve the citizens of Independence as a police officer in the Fall of 2021 and graduated from the Kansas Law Enforcement Training Center's Basic Training Course February 4, 2022.

Introduction:

Jake Smith graduated from Independence High School in 2016. Jake enlisted in the US Marine Corps where he served for five years. Jake has returned to his hometown of Independence to continue serving and helping his community. After 14 weeks of training, Jake graduated from the Kansas Law Enforcement Training Center on 2-4-22. Jake was the top ranked shooter in his class earning the Top Shot award.

The City Treasurer will swear Officer Corish in:

I do solemnly swear (or sincerely and truly declare and affirm) that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of police officer for the City of Independence Kansas. So help me God (or I do this under the pains and penalties of perjury.)



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 10, 2022

Department Administration

Director Approval David Cowan

AGENDA ITEM Consider action regarding the 1916 City Hall project:

1. Consider setting the date of March 4, 2022 to receive bids for renovation of 1916 City Hall.
2. Consider authorizing a contract with HBK for design services to convert the former EMS building into evidence storage for the Police Department (required if relocating to 1916 City Hall).

SUMMARY RECOMMENDATION Set the bid date and authorize the design contract.

BACKGROUND Treanor HL will present the final design and bid documents for the rehabilitation of 1916 City Hall to the Commission for approval. Unless the Commission has modifications, TreanorHL is requesting permission to release the documents on February 11, 2022 with bids due on March 4, 2022. A Guaranteed Maximum Price (GMP) submission presentation would be presented on March 24, 2022 for City Commission approval.

The City will contract with HB&K to do the renovation design of the building at 225 E. Main and will be working the CMAR McCownGordon to provide cost to be included with the March 24, 2022 GMP presentation. The cost of HB&K's architecture drawing package will be billed hourly and is not to exceed \$15,000. HBK's MEP Consultant will review current systems to determine the ability to reuse and will bill hourly for a fee not to exceed \$8,750. If approved, a contract will be prepared by the City Attorney with HBK for these services.

POSSIBLE MOTIONS (Select One)

I move to approve the 100% construction documents and setting the date of March 4, 2022 to receive bids for the rehabilitation of 1916 City Hall, and authorize design services for the 225 E. Main evidence building.

I move to not authorize bidding of the 1916 City Hall but continue with the Fire/EMS addition already under contract

I move to not authorize bidding of the 1916 City Hall and to place a hold or terminate the contract for the Fire/EMS addition.

SUPPORTING DOCUMENTS 100% Bid Documents (previously provided)



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
February 10, 2022

Department Building Department / Administration

Director Approval *David Cowan*

AGENDA ITEM Consider adopting a resolution amending the Central Business District Grant and renaming it to the Downtown Independence Building Grant.

SUMMARY RECOMMENDATION Staff recommends amending the grant program

BACKGROUND The City of Independence asks the Commission to amend the CBDGP grant program and rename it the Downtown Independence Building Grant.

The Independence Downtown Historic District provides our community with excellent commercial and retail shopping for our community. Several downtown buildings have apartments that have not been used or renovated in over 30 years. The upper stories of the downtown building offer the ability to offer additional housing for the community.

The Downtown Independence Building Grant program initiative was to help preserve the downtown buildings and provide incentives and assistance in maintaining the building's integrity and viability. City Staff proposes adding the following allowances to the program to help preserve the building's structure, integrity, and infrastructure. Staff suggests allowing electrical upgrades, plumbing, and fire sprinkler installation. These additions ensure the electrical is to code and helps prevent fires; proper plumbing decreases leaks and damage to the structure, and sprinkler installation assists with life safety and controls a fire should one occur in a downtown building.

City Staff presented the recommended changes to the Economic Development Board, and they supported the changes with the following recommendation. The EDAB committee recommended the Commission approve applying any unused grant funds to the next year's \$50,000 budget for a maximum account balance of \$100,000.00.

SUGGESTED MOTIONS I move to Repeal Resolution No. 2021-09 and authorize Resolution 2022-023 and the changes to the Downtown Building Grant program.

SUPPORTING DOCUMENTS Resolution 2022-023 with Changes Highlighted



RESOLUTION NO. 2022-03

A RESOLUTION REPEALING RESOLUTION NO. 2021-09 AND ESTABLISHING A DOWNTOWN INDEPENDENCE BUILDING GRANT PROGRAM FOR THE CITY OF INDEPENDENCE, KANSAS

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

Section 1: Previously adopted Resolution No. 2021-09 is hereby repealed.

Section 2: There is hereby established a Downtown Independence Building Grant Program the terms and conditions of which are set forth in the attached document which is incorporated herein by reference.

Adopted by the Governing Body of the City of Independence, Kansas, on the 10th day of February, 2022.

DEAN HAYSE, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk



DOWNTOWN INDEPENDENCE BUILDING GRANT

The Downtown Independence Building Grant Program is established for the sole purpose of aiding in the preservation of the structural integrity of existing commercial buildings located within the Central Business District of the City of Independence to maintain the economic stability of the Central Business District. This grant provides a 25% reimbursement for eligible expenses with a maximum funding of \$25,000 per building.

Neighborhood Revitalization District

To take part in the Downtown Independence Building Grant Reimbursement Program, a property must be located in a Neighborhood Revitalization District.

Eligibility

To qualify to participate in the Downtown Independence Building Grant Program, applicants must meet the following:

- The property must be located within the designated Central Business District
- Applicant must provide proof of ownership
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicants name or ownership.
- Applicant must provide proof of adequate property insurance on the property
- Applicant may only have one open application at a time
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).

Eligible Improvements/costs include:

- Electrical upgrade to include breaker box, wiring and receptacles.
- Electrical Meter Service and disconnect upgrades
- Plumbing service line replacement and interior plumbing
- Fire Sprinkler installation (does not cover design and plan development)
- Façade restoration (tuckpointing)
- Masonry
- Window and exterior door repair or replacement (condition warrants need, cosmetic improvements are not reimbursable)
- Gutters
- Exterior electrical work related to service entrance code compliance or safety
- Roofs (condition warrants need, cosmetic improvements are not reimbursable)
- Footings and foundation
- Flooring structural systems (not floor coverings or underlayment)
- Load bearing or structurally necessary walls, partitions, or other vertical support
- Ceiling structure support, roof and/or ceiling – roof supports or other horizontal structures
- Actual material and installation costs

**Ineligible Improvements/costs include:**

- Cosmetic improvements where condition does not directly contribute to the need of the improvement
- Restructuring or remodeling
- Exterior painting
- Contractor profit and overhead, bond and insurance costs
- Sweat equity
- Design and inspection costs
- Any work completed prior to final application approval

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process/Compliance

- The City will start accepting applications on an ongoing basis
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to davidec@independenceks.gov or received at City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Downtown Independence Building Grant Application
- Upon receipt of application, City Staff will contact the applicant for review of the application and proposed work.
- Buildings will require a minimum exterior inspection; all building codes, ordinance and other applicable regulations for Central Business District must be met. A written report will be provided to the review committees.
- After a complete application is received, a 45-day review period will commence for review by the following committees. Each committee shall provide a written recommendation after review.
 - o CBDBC Grant Program Committee
 - City Manager
 - Assistant City Manager – Chair
 - Director of Finance
 - Housing Authority Director (non-voting)
 - Economic Development Advisory Board Representative (non-voting)
 - Building Inspector (non-voting)
 - Main Street Director (non-voting)
 - o Independence Historic Preservation & Resource Commission
- Following approval from abovementioned review committees, applications will go before the Commission for final approval at the next regular commission meeting
- A scope and timeline of work must be submitted to the Building Department within 90 days of notification of approval
- Projects must be completed within 6 months after a building permit is issued. One 6-month extension may be granted with written approval prior to the initial 6-month deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate professional license.
- City staff will perform a monthly review of the project and provide written/photographic documentation.
- City staff shall have the right of entry with 24-hour notice, or immediately if imminent danger is present
- All building codes and ordinances will be adhered to during the duration of the project.



- Applicant will provide documentation from a structural engineer that certifies any work relating to the structural integrity of the building was properly completed.
- Applicant shall be responsible for all safety conditions and compliance with all federal, state, and local laws.
- Any design/scope changes after initial approval must be submitted to the Building Inspector and go through the committee review and commission approval process.
- Failure to obtain approval for the change order could make changes ineligible for funding.



DOWNTOWN INDEPENDENCE BUILDING GRANT APPLICATION

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____ Email: _____

Mailing Address: _____ Property Address: _____

Description of Proposed Improvements:

Estimated Total Cost of Improvements: \$ _____

Estimated Cost of Eligible Improvements: \$ _____ Grant Funding Requested: \$ _____

Anticipated Project Start Date: ____/____/____ Anticipated Project Completion Date: ____/____/____

Required supplemental documentation:

- ___ Detailed breakdown of estimated project expenses, including non-eligible work
- ___ Bids/Quotes/Estimates to support estimated project cost.
- ___ Architectural/Engineer stamped drawings and Contractor drawings and description of work
- ___ Contact Information for lending institution, if financed by a loan
- ___ Copy of current insurance policy
- ___ Property Tax Statement

Architect / Engineer / Contractor Information:

Contact: _____ Phone: _____ Email: _____

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

Contact: _____ Phone: _____ Email: _____

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

Contact: _____ Phone: _____ Email: _____

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



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

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

Signature of applicant (owner): _____ Date: ____ / ____ / ____

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

FOR CITY OFFICE USE BELOW

___ Improvements are Eligible for Grant

___ Real Estate Taxes Current City Bills Current

___ Required Supplemental Documentation Received

___ Before Pictures Taken

___ Funding Available

___ Building Permit Required (Yes/No) ___ Building Permit Issued Permit No. _____

Initial Inspection of Property/Project: ____ / ____ / ____ See Attached Inspection Sheet

Application Approval Date: ____ / ____ / ____ Approved By: _____

Project Completion Date: ____ / ____ / ____ Reviewed By: _____

Program Close-Out Documentation

___ After Pictures Taken

___ Improvements Meet City Code and Building Requirements

___ Receipts Received (50% Completion) Date: ____ / ____ / ____

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

___ Receipts Received (100% Completion) Date: ____ / ____ / ____

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

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



MINUTES

Call to Order

The Planning and Zoning Commission meeting was called to order by Kendall Neill.

Planning Commissioners Present

Michelle Anderson (by phone)

Anthony Royse (by phone)

Kendall Neill

Barb Emert

Brent Littleton

Planning Commissioners Absent

Mary Jo Meier

Andy McLenon

Rachel Lyon

Lisa Richard

Staff Present

Kelly Passauer, City Manager

David Cowan, Assistant City Manager

Jeff Chubb, City Attorney

Lydia Collins, Administrative Aide

Visitors Present

Thomas Korhn

Machele Korhn

Toni Camacho (by phone)

Anna Krstulic (by phone)

Minutes

- a. Consider approving minutes of the November 2, 2021, meeting.

Motion

Kendall Neill moved to approve the minutes of the November 2, 2021, meeting. Brent Littleton seconded the motion. Motion carried 5-0.

Kendall Neill authorized Barb Emert to sign the minutes in place of Rachel Lyon.

Board of Zoning Appeals (Does not include outside City appointments)

- a. Public Hearing To Receive Comments On Variance Requests To Reduce The Setbacks And Relating To The Storage Of Recreational Vehicles In An R-2, Single-Family Dwelling District, At 1328 Irving Street.

Lydia Collins read the Background/History:

Mr. and Mrs. Korhn want to place an RV carport on the property, in line with the existing driveway and street opening. The previous house and garage were damaged due to a fire and the Korhn's demolished both after purchase. There is a residential structure on the lot so the carport would be an accessory use to the remaining residential structure. This structure is a tiny house and if approved the RV carport would extend beyond the front of the residence.

The Request:

The Korhn's are requesting a variance for the south side yard which, according to City code, should be a minimum of eight (8) feet. The site they are proposing would put the carport structure approximately two (2) feet from the property line of the neighbor at 1324 Irving Street. They are using the fence as the property line for the south side yard. This would be an encroachment of six (6) feet. The rear yard has a fence, and they will be seven (7) feet from it and consider it to be 10 feet from the alley because the fence encroaches three (3) feet onto their property line.

The Korhn's are also asking the variance to include the RV carport protruding beyond the front of the residence. The existing tiny house is 14.5 feet long and the RV carport is 35 feet long. The RV carport will be 5 feet beyond the rear of the tiny house which would cause it to extend 15.5 feet beyond the front of the tiny house. The RV carport cannot be extended any further behind the tiny house in order to be 10 feet beyond the rear property line. Even with a variance for the rear setback, the RV carport would still extend beyond the front of the tiny house.

And the Policy Explanation and Variance definition

606.1 Storage of recreational vehicles: Major recreational equipment such as boats, boat trailers, travel trailers, pickup campers or coaches, camping buses or converted trucks and tent trailers shall be stored at the rear of the premises, then such recreational vehicles may be stored at the side of the residence so long as they do not protrude beyond the front of the residence. Temporary storage not to exceed 72 hours is permitted in a private driveway located anywhere on private property. In no event, however, shall such recreational vehicles be parked on public property, streets, or thoroughfares for longer than 72 hours. For purposes of this section, the 72-hour permissible temporary storage or

parking shall be calculated as consisting of 72 hours over a 30-day period. 607.0. -

Accessory uses. Accessory uses are permitted in any zoning district in connection with any principal use which is permitted. 607.1. Definitions: An accessory use is a structure or use which shall conform to all of the below: a. Is subordinate to and serves a principal building and principal use; b. Is subordinate in area, extent or purpose to the principal building or buildings served; c. Contributes to the comfort, convenience or necessity of occupants, business or industry in the principal building or principal use served; d. Is located on the same lot or contiguous lot as the principal building or principal use served. 607.2. Permitted accessory uses: Any structure or use that complies with the definition of section 607.1 may be allowed as an accessory use or structure. Accessory structures and uses include, but are not limited to, the following list of examples: a. Private garages or carports, not to exceed the following capacity: 1. For single-family residence: Four cars. 2. For multifamily residence: Two cars per dwelling unit. b. A structure for storage incidental to a permitted use, provided no such structure that is accessory to a residential building shall exceed 200 square feet in gross floor area. Exception: Parking garages.

503.0. - R-2, single-family dwelling district. 503.1. Intent: The purpose of this district is to provide for single-family residential development of low population density together with such public buildings, schools, churches, public recreational facilities and accessory uses, as may be necessary or are normally compatible with residential surroundings.

Staff Recommendation: City Staff recommends approving the variance based upon staff recommendation of the evidence presented in each specific case that

- a. The granting of the variance will not be detrimental to the public safety, health or welfare or injurious to other property or improvements in the neighborhood in which the property is located.
 1. There is no apparent issue with public safety, health or welfare.
 2. There is no injury to other property owners or improvements in the neighborhood as the neighbors feel the owners have already made improvements by tearing down the dilapidated house and garage and have no issues with having a carport placed.
- b. The conditions upon which the request for a variation is based are unique to the property for which the variation is sought, and are not applicable generally to other property.
 1. The existing property is a tiny home situated at the rear of the lot.
 2. Other lots in this neighborhood have houses that are located in the front portion of the lot.
- c. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations are carried out.
 1. The owners would need to make a new street cut and move the driveway.
 2. The owners would not have enough lot space to construct the carport if it could not protrude beyond the front of the tiny house situated at the rear of the lot.

Tony Royse read 607.1 d. of the City Code and said according to the application the applicants live across the street. He said also an accessory use, item d, says it must be a contiguous lot. If it does not meet the definition, can we still grant this variance?

Lydia Collins asked if the tiny home was the principal use building.

Kelly Passauer said yes, there is a structure remaining, it is subordinate to the residential structure remaining on the lot. If there has been a home torn down and the adjoining property owner wants to acquire the lot they are allowed to leave the garage there.

Jeff Chubb said it meets the requirements. There is an existing structure and it can be a rental house, the carport can serve the house that is on the rental property.

Tony Royse asked if the resident of the tiny home owns the trailer. The code says that it has to be on a contiguous lot and the property owners live across the street.

Kendall Neill said it will stay on the lot and stay with the tiny home.

Kelly Passauer said it will be hard to monitor what anyone would utilize a garage for.

Jeff Chubb said he thinks it is fine.

Motion

Kendall Neill moved to approve the following variances based on staff's recommendation: 1) an encroachment totaling six (6) feet on the south side yard of the property which would reduce the eight (8) feet required side yard setback to two (2) feet; and 2) an extension of 15.5 foot beyond the front of the existing residential house for the purpose of constructing a carport to store a Recreational Vehicle. Barb Emert seconded. Motion carried 5-0.

Planning Commission

- a. Public Hearing To Receive Comments To Consider Text Amendments To Appendix B-Zoning Of The City Code Including, But Not Limited To, Article IX. Processing Procedures For Conditional Uses.

Text Amendment prepared by the City Attorney in Strikeout

Jeff Chubb proposed the following Ordinance:

ORDINANCE NO. _____

An Ordinance Modifying the Processing Procedure for Conditional Use Permits

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



Section 1. Zoning code section 902.0 and its subparts are amended to read as follows in their entirety:

902.0. - Processing procedure.

902.1. Application of conditional use permit: Application for conditional uses, as designated in appendix "A" of this ordinance shall be on forms obtained from the city clerk's office. The application ~~and five copies of the preliminary development plan~~ shall be filed with the zoning administrator at least ~~20~~ 30 days prior to the regular city planning and zoning commission meeting at which the proposed conditional use will be considered. As determined by the zoning administrator, the application shall include any or all of the following items deemed relevant by the zoning administrator, plus any other information or materials not listed below which the zoning administrator deems relevant; but not limited to, the below information:

- a. Statement of intended use of the property.
- b. Site plan, drawn at appropriate scale, showing existing and proposed building location, parking areas, interior drives, and location and type of outdoor lighting.
- c. Existing and proposed topography, drawn at appropriate contour intervals as specified by the zoning administrator.
- d. Location of, and proposed connections to, existing water supply and sanitary sewer systems.
- e. Description of architecture and exterior materials to be utilized.
- f. Names of the landowner, developer and firm preparing the plan.
- g. Legal description of the tract.
- h. North point, scale and date.

902.2. Action by the planning commission: Upon receiving the application for conditional use permit from the zoning administrator, the planning commission shall publish notice and hold public hearing on the proposal. Procedures for public hearings shall be handled the same as a zoning amendment as described in section 1603.0 of the zoning code [article] XIV [XVI] of this ordinance. If the planning commission determines that additional information should be provided to it before making a decision, the planning commission may adjourn the public hearing to a new date and require the applicant to provide such additional information. The decision of the planning

commission to recommend approval or denial of the proposed conditional use shall be based on any or all of the following criteria which the planning commission determines to be relevant:

a. The proposed conditional use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations and use limitation.

b. The proposed conditional use at the specified location will contribute to and promote the welfare or convenience of the public.

c. The proposed conditional use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.

d. The location and size of the conditional use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate use of the neighboring property in accordance with the applicable zoning district regulations. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to:

1. The location, nature and height of buildings, structures, walls and fences on the site, and

2. The nature and extent of landscaping and screening on the site.

e. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations (article VII).

f. Adequate utility, drainage, and other such necessary facilities have been or will be provided.

g. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys.

902.3. Additional requirements: In consideration of requests for any conditional use permits the planning commission shall recommend to the governing body such conditions of use as it deems necessary to protect the best interests of the city, and the surrounding property and to achieve the objectives of this ordinance. These additional requirements shall include, but not be limited to, those special provisions applying the miscellaneous conditional uses, specified in article X.

A violation of a requirement, condition, or safeguard shall be considered a violation of this ordinance, and grounds for the zoning administrator to terminate and cancel such conditional use permit.



902.4. Time limit: The planning commission may recommend to the governing body a time limitation on the conditional uses specified in appendix "A" of this ordinance. Said conditional use permit shall be renewable at the discretion of the governing body.

902.5. Action by the governing body: Upon hearing and consideration of the proposed conditional use, the planning commission shall at the earliest date possible, submit its recommendation ~~and endorsed copy of the plans~~ to the governing body for final action along with the reasoning for its recommendation plus all materials considered by it in reaching its recommendation. Within 30 days of receipt of the recommendation report from the planning commission, the governing body shall adopt, modify or deny the planning commission recommendation. The action of the governing body shall be final.

902.6. ~~[Reserved:]~~ Remand: In lieu of making a final decision, the governing body may elect to remand the matter to the planning commission for further consideration. In doing so, the governing body shall provide its reason for remand to the planning commission. The planning commission shall then reconsider the application at its first available meeting and follow the procedures outlined in section 902.2. The planning commission shall adopt a recommendation which shall be again submitted to the governing body which shall follow the procedures outlined in section 902.5.

902.7. Final ~~plan~~ approval: The applicant's compliance with all terms and conditions of the conditional use permit shall be the responsibility of the zoning administrator. The zoning administrator shall communicate with the building inspector for the city regarding compliance prior to issuance of a building permit to the applicant. All final plans shall be approved by the city engineer prior to the issuance of a conditional use permit and building permit by the zoning administrator.

Section 2. This Ordinance shall take effect upon its publication in the official City newspaper.

Adopted by the Governing Body of the City of Independence, Kansas, on the _____ day of _____, 2021.

LOUIS YSUSI, Mayor

ATTEST:

DAVID W. SCHWENKER, City Clerk



Kelly Passauer said sometimes the conditions for the Conditional Use permit are not met until the construction has begun so sometimes the occupancy permit is withheld until the requirements are met.

Jeff Chubb said that is built into the code already. When a building permit is issued an occupancy permit does not automatically occur.

Kelly Passauer said when they issue the building permit the conditions for the Conditional Use permit are not always met until the project is constructed.

Jeff Chubb said that the Zoning Administrator shall communicate with the Building Inspector regarding compliance prior to issuance.

The City will hold up the Occupancy Permit until all requirements are met in order to enforce compliance.

Kendall Neill opened the public hearing.

Motion

Kendall Neill moves to recommend the Governing Body approve the text amendments to Appendix B Zoning of the City code including, but not limited to Article IX. Processing Procedures for Conditional Uses as prepared by the City Attorney. Brent Littleton seconded. Motion carried 5-0.

- b. Public Hearing To Receive Comments To Consider Text Amendments To Appendix A-Subdivisions Of The City Code.

Kelly Passauer introduced Anna Krstulic of Stinson LLP who specializes in zoning law and has prepared a text amendment in relationship to minor replats.

Anna Krstulic introduced herself and explained the additions and deletions to Appendix A Subdivisions to the City Code.

Attachments: Text Amendment prepared by the Anna Krstulic, Stinson LLP in Strikeout

Tony Royse asked if there is a definition of what minor changes would consist of.

Anna Krstulic said page 19 of the 26 pages, Article XVI, Section 1, discusses the minor subdivision replat. The way these are written, the Governing Body review is only required if easements or right-of-way will be dedicated or vacated. That could be changed. Also, there is a reference to K.S.A. 12-504 for vacation of easements and that does require the Governing Body review.



Kelly Passauer said she would recommend the Governing Body review them all. It adds to the checks and balances.

Anna Krstulic said she could do that revision right away.

Kelly Passauer said she thinks it would be good to include the procedures to make it clear without having to look up the statute.

Kendall Neill opened the public hearing.

John Heckman said it looks fine.

Motion

Kendall Neill moved to approve the text amendments and the amendments suggested to Appendix A Subdivisions of the City Code. Barb Emert seconded. Motion carried 5-0.

c. Continuation Of Tiny Houses Discussion – April Nutt

1. Do you want to allow tiny homes? If so, do you want them on foundations or THOW. If THOW, do you want to allow them only in RV designated areas, do you want to allow them to be placed in a friend or families driveway?

Brent Littleton said he is ok with tiny homes as long as they have to go through the building department and meet all regulations.

Kendall Neill is ok with tiny homes but wants them on foundations.

Tony Royse said yes, on foundation.

2. If on foundation, do you want to allow them to be placed through the City or allowed only on designated developed PDU's or RMU's?

Tony Royse said throughout the City.

Kendall Neill said it needs to be in designated areas. If you are putting a small structure in your backyard you go through the code.

David Cowan said if they want to put something on their property, he would get with Kelly on it.

Kendall Neill said property values could drop if tiny homes were allowed to be placed anywhere.

Brent Littleton said most of those neighborhoods like that have their own codes in their area as far as the size of the home.

Kelly Passauer suggested that David Cowan give the board an idea of what we currently have going on.

David Cowan said we currently have a resident that wants to build some tiny houses. She owns a lot, and she would like to purchase the lot next to her. This lot goes across the block, and she wants the tiny houses all along this lot.

3. Do you want to allow them to be Airbnb's?

Tony Royse said yes.

Kendall Neill said yes.

Brent Littleton said yes.

Kelly Passauer said in a residential area that would require a Conditional Use Permit.

4. Do you want to allow them to be ADU's?

Tony Royse said yes.

Kendall Neill said yes.

Brent Littleton said yes.

Kelly Passauer said currently you would have to have multi-family zoning or have a large enough area to do a lot split. If you want to do a code modification to allow those in a single-family residential district that is something else we will need to know.

Brent Littleton asked if an exception could be made to build a mother-in-law house in back of your property.

Kendall Neill asked if that would be considered an accessory dwelling unit.

Kelly Passauer said it is possible now if you have a large enough lot that you can subdivide the lot and provide access to the street. Otherwise, you would have to rezone the lot to multi-family.

David Cowan said or build on to your structure.

Kelly Passauer said if you want to allow this in a single-family structure we need to know that. You can look at that as a Conditional Use Permit rather than rezoning. If you do it multi-family you are spot zoning in single-family areas. What happens if those people leave and the new owners want to rent that out to someone that is not in their family then you have created a nonconforming use.

Kendall Neill asked about people renting out one private bedroom in their home.

Kelly Passauer said it requires a Conditional Use Permit here to do that.

Kendall Neill said the answer would be yes, we just need to decide about a Conditional Use, rezoning or lot split. What is the size requirement for that?



David Cowan said it varies with each district.

Kelly Passauer said each district has a certain amount of square footage per family unit.

David Cowan said that is why using the Conditional Use Permit lets you look at each one. The Fire Department would be concerned if the lot were small and the structures too close.

Kendall Neill said that can be discussed at the next meeting.

5. On all situations, what exceptions to the rule do you think are needed?

Tony Royse said none.

Kendall Neill said this could also be discussed at the next meeting.

Kelly Passauer said the minimum lot area for an R-2 single-family district is 7200 square feet. To do a lot split for an R-2 you would need to have a 14,400 square foot lot and divided it would have to have access to another street for someone to live in full time.

d. Other Discussion

There are three terms coming up eligible for reappointment and each one has said they wanted to be reappointed.

Adjournment

Motion

Kendall Neill moved to adjourn. Barb Emert seconded. Motion carried 5-0.

A handwritten signature in blue ink, appearing to read "Kendall Neill", written over a horizontal line.

Kendall Neill, Chairperson

A handwritten signature in blue ink, appearing to read "Rachel Lyon", written over a horizontal line.

Rachel Lyon, Secretary

Economic Development Advisory Board

January 4, 2022, Meeting Minutes

I. Call to order

Chair Chuck Goad called to order the regular meeting of the Economic Development Advisory Board at 3:30 PM on January 4, 2022, at Memorial Hall and via conference call.

II. Roll call

The following members were present:

Chair Chuck Goad (16-1)
Vice-Chair Wayne Stephany (17-0)
Jason Curtis (16-1)
J.D. Cox (1-0)
Tabitha Snodgrass (Ex-Officio)
Lisa Wilson (Ex-Officio)
April Nutt (Ex-Officio)

The following members were absent:

Brian Hight (resigned)
Lori Kelley (15-2)
Paul Yaroslaski (14-3)

The following staff were present:

Kelly Passauer, City Manager
David Cowan, Assistant City Manager
Lacey Lies, Director of Finance
Jordan Bagley, I.T.

The following visitors were present:

III. Approval of Minutes from December 7, 2021

A motion was made by Chuck Goad to approve the minutes, seconded by Wayne Stephany. The motion passed unanimously.

IV. Items for Discussion

A. Update on Internet Access

- Internet Subcommittee

Members are Wayne Stephany, Paul Yaroslaski, Jason Curtis, Jordan Bagley and David Cowan.

Wayne Stephany summarized the subcommittee's report of their January 3, 2022 meeting. A meeting with county representatives, other City representatives, and MCAC regarding broadband was suggested prior to meeting with Stanley Adams.

B. Review of Business Incentive Information

- Neighborhood Revitalization Plan

It was recommended that the City ask the County for their packet of information to use in formatting and presenting the information in a cohesive manner.

- Policy

Chuck Goad noted that he has some recommendations for changes/amendments that he will try to get done to present to the board at their April meeting for review and recommendation to the Commission at their March meeting.

- First Friday – How to Start a Business

The board requested to Lisa Wilson an overview of how the BEST committee under the Chamber of Commerce works. It was proposed that Lisa deliver a First Friday presentation on BEST and highlight "How to Start a Business in Independence" and the possibility of using a recording of the presentation as advertising or marketing for the Chamber/Main Street/City websites. Lisa noted that she would look into putting this on the docket for March's First Friday.

C. Other Items for Discussion

Lacey Lies shared a write up compiled for the City's biennial bond rating review covering economic development within the city and surrounding area over the last two years.

It was discussed that two sub-committees be established:

1. Land Acquisition Sub-Committee:

Chuck Goad, JD Cox, Tabatha Snodgrass, Lacey Lies, Kelly Passauer, and April Nutt

2. Annexation Sub-Committee:

Chuck Goad, JD Cox, Wayne Stephany, John Garris, Lacey Lies, and April Nutt

Lacey Lies reminded the board that if anyone wants anything in particular on the next agenda to please let her know a week prior to the next meeting.

V. Adjournment

A motion was made to adjourn by Jason Curtis, seconded by JD Cox. Motion carried unanimously.

Minutes approved by:

Charles W Goad

[Charles W Goad \(Feb 7, 2022 15:52 CST\)](#)

Chuck Goad, Chair

Paul Yaroslaski, Secretary

Treasurer's Quarterly Financial Statement for Quarter Ending December 31, 2021

Name of Fund		Beginning Balance	Receipts	Disbursements	Ending Balance
General	1	\$ 1,781,413.80	\$ 1,688,155.69	\$ 2,092,302.89	\$ 1,377,266.60
Fire Insurance Proceeds	3	18,984.94	9,000.00	7,750.00	20,234.94
Industrial	4	2,771.26	242.19	2,500.00	513.45
Crime Prevention Program	5	1,579.55	0.00	0.00	1,579.55
Economic Development/Transportation	6	606,700.97	259,385.91	173,367.95	692,718.93
Alcohol Assessment	7	3,820.00	0.00	0.00	3,820.00
E-911 - New	8	166,279.47	52,324.39	10,815.91	207,787.95
Incubator Building	9	47,710.08	18,570.00	0.00	66,280.08
KPWSLF Proj No 2933 - WTP	10	(152,855.69)	0.00	0.00	(152,855.69)
Education Sales Tax	11	196,678.51	559,624.45	544,747.34	211,555.62
Capital Project Reserve	12	109,352.61	0.00	0.00	109,352.61
Tourism	13	0.00	434.00	434.00	0.00
City Projects	14	135,557.80	108,001.00	236,304.80	7,254.00
City Skate Park	15	1,694.64	0.00	0.00	1,694.64
Special Use Sales Tax	17	2,513,550.37	559,624.43	1,266,169.16	1,807,005.64
Logan Fountain	19	514.37	0.00	0.00	514.37
Airport Capital Projects Reserve	21	245,774.15	278,255.79	620,233.88	(96,203.94)
Street Capital Projects Reserve	22	(621,091.49)	975,000.00	155,234.50	198,674.01
KWPCRF LOAN C20 2043 01	23	(84,562.50)	0.00	13,379.00	(97,941.50)
Fire/EMS Grants	24	71,505.44	171.00	63,718.20	7,958.24
City Grant Program	25	147,699.24	0.00	74,921.57	72,777.67
G. F. Employee Benefits	26	391,125.37	28,787.30	175,215.67	244,697.00
Airport	31	277,638.22	264,494.43	226,364.93	315,767.72
Water and Sewer	33	4,496,429.95	1,421,311.85	2,181,276.08	3,736,465.72
Grinder Pump Replacement	34	263,303.72	2,243.37	0.00	265,547.09
Cap Infrastructure - W/S	35	2,368,825.78	1,102,853.22	12,831.25	3,458,847.75
Sanitation	37	968,598.97	301,515.16	518,724.79	751,389.34
Independence Land Bank	38	53,253.22	49.03	0.00	53,302.25
Special Park	40	14,806.83	15,832.91	1,856.19	28,783.55
Library	42	23,177.96	9,234.56	32,412.52	0.00
Downtown Tree Replacement	43	15,334.16	14.12	0.00	15,348.28
Special Park & Recreation	44	55,805.96	16,383.87	6,000.00	66,189.83
Special Alcohol Programs	45	75,417.13	9,846.88	0.00	85,264.01
Demolition	46	70,335.38	9,347.09	5,400.00	74,282.47
Liability Insurance	47	99,913.61	4,039.59	0.00	103,953.20
Housing Authority Funds **	48-64	4,837,738.45	301,149.84	299,609.66	4,839,278.63
E-911 - Old	65	4,696.52	0.00	2,251.20	2,445.32
Memorial Hall Tax Credits	66	159,600.03	0.00	70,148.00	89,452.03
Quality of Life Sales Tax	67	99,264.71	25,338.94	50,338.94	74,264.71
First Aid Training	72	1,739.71	1,351.83	622.60	2,468.94
ADA DJ # 204-29-144	74	202,254.24	0.00	0.00	202,254.24
KLINK, Penn/Chestnut-Oak	76	34,942.78	0.00	0.00	34,942.78
K-9	78	29,364.38	651.83	324.36	29,691.85
Law Enforcement Trust	79	27,928.74	946.48	2,620.00	26,255.22
Grant - Walmart - Fire/EMS	84	3,046.18	0.00	0.00	3,046.18
Bond and Interest	91	645,271.68	44.57	0.00	645,316.25
2015-2016 KLINK Projects	92	318,879.31	0.00	0.00	318,879.31
Grant Funds	94	669,607.85	5,838.08	0.00	675,445.93

TOTAL	\$ 21,401,378.36	\$ 8,030,063.80	\$ 8,847,875.39	\$ 20,583,566.77
Reconciled Items				\$ (696.87)
TOTAL				\$ 20,582,869.90

Summary

Community Nat'l. Bank	Checking	15,504,833.11
Community Nat'l. Bank	C/D's	3,288,942.53
Equity Bank	MM Account	1,789,094.26
		0.00

TOTAL \$ 20,582,869.90

Treasurer's Quarterly Financial Statement for Quarter Ending December 31, 2021

Liabilities	Principal	Interest	Total
Series 2012A	0.00	0.00	0.00
Series 2013A	640,000	25,740.00	665,740.00
Series 2015A	1,230,000	187,150.00	1,417,150.00
Series 2016A	1,145,000	98,750.00	1,243,750.00
Series 2019A	1,385,000	126,000.00	1,511,000.00
Bonds & T-Notes Payable - September 30, 2021	\$ 4,400,000.00	\$ 437,640.00	\$ 4,837,640.00

Capital Leases	Payoff Date	
Commercial Bank - JD Tractor & Bush Hog	April 1, 2025	\$64,457.99
Independence Action Partnership - Industrial Park Land	April 1, 2022	\$0.00
Community National Bank - 2021 Street Sweeper	March 1, 2025	\$83,962.96
Community National Bank - 2019 Rosenbauer Fire Truck	April 1, 2026	\$441,907.71

Kansas Public Water Supply/Pollution Control Loan Funds

Loan # C20-1915-01, Southeast Lift Station	2,092,296.41
Loan #2933 Water Treatment Plant Upgrades	\$ 1,375,592.85
TOTAL	8,895,857.92

I, David Schwenker, Treasurer, do hereby certify that the above statement is correct to the best of my knowledge and belief.

David Schwenker, Treasurer

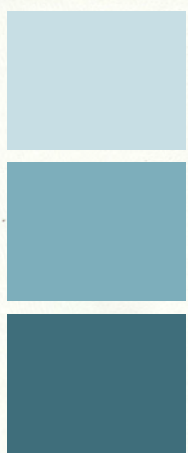
Attested by:

Lacey R. Lies, Director of Finance



INDEPENDENCE PUBLIC LIBRARY **COMMUNITY IMPACT**

Youth Floor Remodel Complete



Thanks to a grant from CVR Energy in Coffeyville, the third floor remodel was completed in 2021. The grant provided for the construction of a storage room, repainting of the walls, reupholstering of the colorful and visually appealing children's furniture, and reconstruction of the circulation desk. The new design allows for better flow of traffic and more space for youth of all ages. It was designed to reduce the level of noise throughout the entire library.

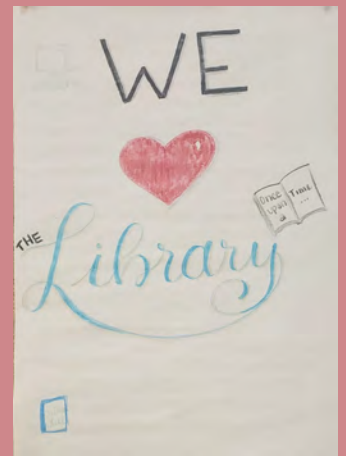
In 2020, the library completed a two year quest to grant patrons access to the library on weekends and evenings. The Open Access service permits patrons in good standing to utilize the library daily from 10 am to 10 pm on week days and 8 am to 10 pm on weekends for a total of 88 hours of library access. The library staff was thrilled to bring this new service to the community. Patrons loved it, especially when the pandemic started.

In 2021, the library continued with our pandemic procedures from the previous year for the first three months Library services were only available through Open Access, Curbside or Home Delivery. The library building was closed to the public Tuesday through Friday so that staff could work safely in the building to process materials, provide curbside delivery, and homebound delivery to patrons as most of the area libraries did.

However, by utilizing the Open Access service, the Independence Public Library was the only library in the United States and one of two libraries in the world to stay open consistently to their patrons throughout the entire pandemic. This 88 hours of service was more hours than the 37.5 hours the library was open prior to having Open Access. While many libraries opened and closed throughout the year as the case numbers changed or staff became infected, IPL was able to deliver consistent and safe library service to patrons all year long.

Open Access Donors

City of Independence,
Community National Bank,
Hugo Industrial Supply, First
Oak Bank, Jim Kelly, Jana
Shaver, Liz Moore, Mary
Tarrant, Sally Holiday and
many more



Open Access patrons delight the staff by leaving us artwork and messages to discover upon coming to work the next day.

Library Access During a Pandemic



EXPANDED DISCUSSION GROUPS



We had two discussion groups in 2021 hosted by staff member, Bill Gour. The first, a long-established group, was The Little Green Men, a science fiction and fantasy book club. The spirited discussions ranged from far-reaching to very specific. The second discussion group, The Drabble Rousers, was a new short story group started during the pandemic. A key benefit of a short story club was that it required far less prior commitment from participants. A discussion of a novel would have required at least three weeks for participants to read the book or longer depending on the book's length. Whereas, a short story can be read in an afternoon. Our stories were mostly available via a link on our Facebook page. This allowed for more frequent meetings and facilitated stronger connections among the members during a time when making connections was difficult.

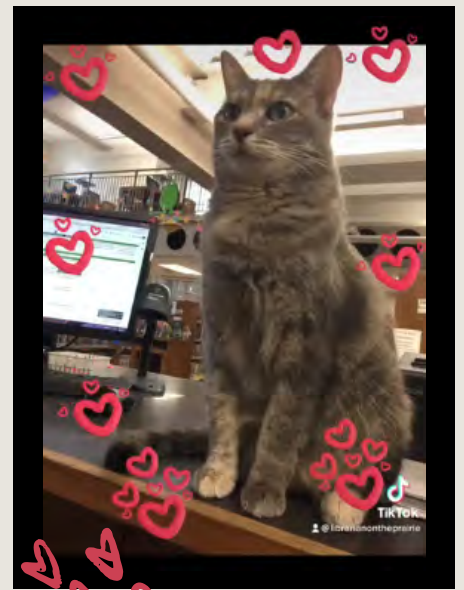
For decades, the "future of libraries" has been seen as an expansion into the world of high tech delivery and online services. The Covid pandemic definitely forced us into embracing that necessity but we came prepared. We had an established online presence and skill set. We already had accounts and experience using online conferencing applications. We were not going to let a global pandemic prevent us from serving our community, especially if it involved a lively discussion of literature and culture.

We switched our discussion groups to a hybrid format of online and in-person programming. The advantage of online discussions was that geographic location no longer presented any hindrance. Online live discussions included participants from around Kansas and Arkansas as well as Philadelphia. We were able to have Zoom participants from Ohio and Indiana with interest on our Facebook page from Canada and Europe. This year, we truly lived up to our vision of welcoming everyone to our library!

**The Independence Public Library welcomes and celebrates everyone.
As an innovator, we inspire curiosity and empower people to discover a world of
ideas which enrich our community.**

Trixie, the Library Cat a Tik Tok sensation

Trixie, the Library Cat, has been in European magazines and has always had her own Facebook following. This year at the age of 13, she added a new talent, Tik Tok Star. Although, officially she is not even old enough to be on the platform. Thanks to the filming and editing expertise of Monica Price and the help of other library staff, Trixie has spent the year lightening the load of patrons in the community and around the world. Click on the picture to view one of her more popular videos (You may have to sign in to Facebook and unmute.) or go to <https://fb.watch/aEa-LaJVhp/>



Grants

The Library was fortunate enough in 2021 to receive a total of \$61,860 in grant funding. Part of this was due to the continuation of our Libraries Build Business grant. This grant, also called LBB, has allowed the Independence Public Library to begin work on creating a small business lab and developing self-paced courses. This grant, which is coming to a close, has provided a mini makerspace, top-of-the-line PC and Mac computers, a large format printer, a laser engraver, and various other tools for entrepreneurs. In addition, we kicked-off the year by hosting Crossroads: Change in Rural America, a Smithsonian Traveling Exhibit supported by a grant written by Brandon West, Development Coordinator at the library.



The library also received two COVID-related grants during the year. The first one from the State Library of Kansas, the American Rescue Plan Act, allowed us to purchase more tools for our Business Center and update our 2nd Floor Computers. This grant also allowed us to replace our 10-year-old Early Learning stations in our Youth Department. Humanities Kansas provided our second COVID grant, SPARK. This grant allowed us to offset our electric bill and helped with the salaries of our part-time staff.

Brandon West, and other staff members also helped many organizations write grants. The library secured two grants from the Kansas Creative Arts Industry Commission. The first grant was for Independence Main Street, to create a mural at Patio 210. The second grant was for the Friends of the Independence Public Library, to provide a new state-of-the-art recording studio at the library on the second floor!

**"Very nice library overall.
You have done a lot to keep
up with the times and to try
to involve the library with
multiple facets of the
community."**

~ Survey Respondent



Helping Patrons during COVID

During the height of the Pandemic, the Independence Public Library provided safe and continuous service to our community. Utilizing Open Access and staggered shifts, IPL fielded patron's requests and provided help virtually any time of the day or night. Our staff answered calls, responded to emails, and talked with individuals in order to fax unemployment documents, print forms, put books or movies on hold for later curbside or homebound delivery, or any other individualized and unique request patrons made. We helped many people get set up with our digital services such as Hoopla or Libby and talked them through using those services. Staff would take the time to pull books from the shelf and read the inside covers to patrons over the phone so they could find something interesting to read. It was common for staff to answer a Facebook request late at night or answer a call before 8 am. We would often be the only person our patrons spoke with for days at a time and so we provided round-the-clock service for our community.

Our Senior Service Coordinator, Nancy Kishpaugh, also increased our contactless homebound deliveries during the Pandemic. This service allowed our community members, who could not get out or were sheltering due to safety concerns, to continue having access to library resources. Our service did not stop there. We helped patrons who stopped us in the parking lots as we were going to pick up groceries, we helped patrons through their car windows or from their front-porchs, or even while we were at the lake. While COVID disrupted our regular operating hours, IPL staff were able to work together to provide 24-hours a day service.

At the beginning of April, after the construction projects on our two circulation desks were completed, we reverted back to our pre-pandemic operating hours. We have maintained these ever since even while other libraries in the state have been forced to close periodically due to outbreaks of the virus.

"I used the Open Access prior to the pandemic but during the pandemic it was a life-line to me and my home bound clients. Since regular hours resumed the staff, as usual, go above and beyond in helping each and every patron that walks in the door. That personal service is a testament to how important the library is to the community."

~ Survey Respondent

Independence Public
LIBRARY
STATISTICS



Grant funding
received in 2021.

**"THANK YOU FOR THE
ENERGY YOU ... EXPEND ON
A DAILY BASIS TO HELP ME
AND OTHER COMMUNITY
MEMBERS HANG ONTO OUR
MARBLES."**

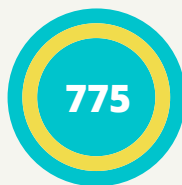
- Lina Miller

October 29th...Nancy Kishpaugh.... "I delivered books to Montgomery Place tonight. The care worker who came to get the books asked me if I could get a certain movie for her to show the residents. I was able to check the library system on my cell phone, find the movie and place a hold on it. She went back to work happy!"

YEARLY STATISTICS



**NUMBER OF
USES OF
OPEN ACCESS**



**NUMBER OF
OPEN ACCESS
PATRON CARDS**



**NUMBER OF
CLASSES AND
EVENTS**



**NO. OF USES
OF ONLINE
RESOURCES**

"On my afternoon ride to Elk City Lake I stopped to chat with a library patron. They mentioned they were having trouble getting into Hoopla. I checked their account on my cell phone, renewed it, reset the pin and they were successful in getting in." Nancy Kishpaugh

**"THE LIBRARY AND LIBRARIANS
ARE EVERYWHERE!"**

**"THANK YOU SO MUCH
FOR OPEN ACCESS. IT
HAS SAVED MY SANITY
AND MY LIFE. I USED IT
TO CHECK OUT BOOKS
AND MOVIES."**

Independence Public Library

2022 Goals



✓	FUN AND WELCOMING
☐	DEVELOP 6 NEW AND FUN PROGRAMS
☐	INCREASE ACTIVE FRIENDS OF THE LIBRARY MEMBERSHIP BY 20
☐	PARTNER WITH 12 NEW ORGANIZATIONS ON VIRTUAL PROGRAMS

✓	ENRICH LIVES!
☐	INCREASE USAGE OF DIGITAL SERVICES BY 25 PERCENT
☐	FACILITATE 12 SUCCESS STORIES FROM SMALL BUSINESS LAB USERS
☐	PROVIDE 1 TELE-HELP STATION



✓	CONNECT AND SHARE
☐	PARTNER WITH 12 NEW ORGANIZATIONS ON VIRTUAL PROGRAMS
☐	CAPTURE 25 SUCCESS STORIES FROM NEW PATRONS THROUGH OUTREACH
☐	INCREASE USAGE OF SERVICES BY 10 PERCENT



12:19 PM
01/13/22
Cash Basis

Independence Public Library
Income & Expense Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Carry Forward Balance	231,429.22	148,917.00	82,512.22
City Funding - All			
City - Other	25,000.00	25,000.00	0.00
City Ad Valorem	245,731.51	225,037.00	20,694.51
City Del Ad Valorem	15,082.26	10,000.00	5,082.26
Motor Vehicle Tax	4,617.28	30,000.00	-25,382.72
Total City Funding - All	290,431.05	290,037.00	394.05
Desk Collections	3,132.35	10,000.00	-6,867.65
District Funding			
District Funding - Other	301,175.80	297,826.00	3,349.80
Total District Funding	301,175.80	297,826.00	3,349.80
Donations	5,351.95	10,000.00	-4,648.05
Friend's Contribution	0.00	20,000.00	-20,000.00
Grants	61,860.66	57,500.00	4,360.66
Interest	236.62	1,000.00	-763.38
State Library Operating Grant	3,482.69		
Total Income	897,100.34	835,280.00	61,820.34
Gross Profit	897,100.34	835,280.00	61,820.34
Expense			
Capital Outlay	21,931.70	10,000.00	11,931.70
LIBRARY MATERIALS EXPENSE			
Adult Books	23,689.99	19,000.00	4,689.99
Audio-Visual	11,667.85	17,000.00	-5,332.15

12:19 PM
01/13/22
Cash Basis

Independence Public Library
Income & Expense Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Children's Books	11,047.28	10,000.00	1,047.28
eContent	13,448.18	6,000.00	7,448.18
Microfilm/Digital	5,489.64	2,000.00	3,489.64
Periodicals	2,836.58	3,000.00	-163.42
Reference	247.45	200.00	47.45
Young Adult Materials	2,783.69	3,000.00	-216.31
Total LIBRARY MATERIALS EXPENSE	71,210.66	60,200.00	11,010.66
OPERATING EXPENSE			
CLASSES & EVENTS			
Adult Events	934.04	1,000.00	-65.96
Holiday Festival	282.85	600.00	-317.15
Kids Events	7,238.80	3,000.00	4,238.80
Promotional Expense	688.00	1,090.00	-402.00
Senior Programming	259.74	1,000.00	-740.26
Teen Events	637.59	1,000.00	-362.41
Travel	0.00	2,364.00	-2,364.00
Total CLASSES & EVENTS	10,041.02	10,054.00	-12.98
Contingency Fund	3,650.75	4,470.00	-819.25
Dues and Education	1,876.00	1,750.00	126.00
Furniture & Equipment			
Computer Equipment			
Computer Equipment - Other	2,262.92	3,000.00	-737.08
Total Computer Equipment	2,262.92	3,000.00	-737.08
Furniture	3,693.93	500.00	3,193.93
Other Equipment	10,817.74	500.00	10,317.74

12:19 PM
01/13/22
Cash Basis

Independence Public Library
Income & Expense Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Total Furniture & Equipment	16,774.59	4,000.00	12,774.59
Grant Outlay	46,362.38	43,500.00	2,862.38
Legal Publishing	0.00	300.00	-300.00
Liability Insurance	0.00	350.00	-350.00
Miscellaneous	308.63		
PROFESSIONAL SERVICES			
Accounting	4,812.00	4,500.00	312.00
Consulting	632.38	600.00	32.38
Legal Fees	175.00	150.00	25.00
Total PROFESSIONAL SERVICES	5,619.38	5,250.00	369.38
REPAIR & MAINTENANCE			
Building Repairs	36,021.51	23,280.00	12,741.51
Equipment Repairs	6,358.66	6,130.00	228.66
Total REPAIR & MAINTENANCE	42,380.17	29,410.00	12,970.17
SHIPPING			
Courier	1,450.00	5,500.00	-4,050.00
Postage	613.86	1,000.00	-386.14
Total SHIPPING	2,063.86	6,500.00	-4,436.14
Software, Systems	8,495.75	6,570.00	1,925.75
SUPPLIES			
Adult Services	233.24		
Building	2,070.25	2,000.00	70.25
Library & Office Supplies	6,298.74	14,500.00	-8,201.26
Youth Supplies	1,475.18		
SUPPLIES - Other	10.91		

12:19 PM
01/13/22
Cash Basis

Independence Public Library
Income & Expense Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Total SUPPLIES	10,088.32	16,500.00	-6,411.68
UTILITIES			
Electricity	23,014.84	24,000.00	-985.16
Gas	3,128.44	3,500.00	-371.56
Internet Connection	20.00	1,500.00	-1,480.00
Telephone	5,200.47	4,000.00	1,200.47
Water & Sewer	2,565.20	2,500.00	65.20
Total UTILITIES	33,928.95	35,500.00	-1,571.05
Total OPERATING EXPENSE	181,589.80	164,154.00	17,435.80
PERSONNEL EXPENSE			
Child Support Deduction	0.00		
Employee Recruitment	2,461.97		
Fitness	199.00		
Health & Dental Insurance			
Health & Dental Insurance - Other	58,349.91	71,263.00	-12,913.09
Total Health & Dental Insurance	58,349.91	71,263.00	-12,913.09
Life Insurance	853.98	1,200.00	-346.02
Payroll Expenses	304,830.82	336,070.00	-31,239.18
Payroll Taxes	24,587.39	26,109.00	-1,521.61
Retirement Contribution	32,171.74	31,334.00	837.74
Work Comp Insurance	1,080.00	450.00	630.00
Total PERSONNEL EXPENSE	424,534.81	466,426.00	-41,891.19
Remodel			
Remodel Bookshelves, Furniture	152.13		

12:19 PM
01/13/22
Cash Basis

Independence Public Library
Income & Expense Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Remodel Repairs	1,350.00		
Total Remodel	1,502.13		
Total Expense	700,769.10	700,780.00	-10.90
Net Ordinary Income	196,331.24	134,500.00	61,831.24
Net Income	<u>196,331.24</u>	<u>134,500.00</u>	<u>61,831.24</u>