

Minutes of the Independence City Commission's February 1, 2018 Special Meeting

The Independence City Commission met for a work session on February 1, 2018 at 5:30 P.M. in the Veterans Room at the Memorial Hall. Mayor Leonhard Caflisch, Commissioner Louis Ysusi, and Commissioner Gary Hogsett were present. Others present included:

City Staff

Craig Whitehead, City Manager
Kelly Passauer, Assistant City Manager
Michael Borovetz, Director of Finance/City Clerk
Jeff Chubb, City Attorney
David Cowan, Director of Public Safety
Terry Lybarger, Director of Utilities
Shawn Wallis, Fire Chief
Mike Passauer, Director of Public Works
April Nutt, Director of Housing Authority
Lisa Helkenberg, Police Captain
Jerry Harrison, Police Chief
Barbara Beurskens, Director of Parks & Zoo
Barry Beurskens, Fire Captain

Visitors

Amanda Williams	Jerry Bright
Larry McHugh	Robert Meadows
Ned Stichman	Judy Ysusi
Dean Hayse	Kaci Gilchrist
Charlotte Caflisch	

Mayor Caflisch called the meeting order.

The meeting was held as a work session for the Commission and City Manager to have open discussion regarding the direction of the City.

The following items were discussed during the meeting:

1. Change from 3 to 5 Commissioners

Investigate the procedures to place on the ballot during the next regular election. City staff will investigate and bring findings back to the Commission.

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2. 1916 City Hall

Phase I – Start work on 1916 City Hall with Existing Funds – Sealing the Envelope

Contact Andy Pitts next week for Phase I; establish a scope of work, starting with water proofing and getting the building sealed up and stabilized; bring Andy Pitts and scope of work back to the Commission to expand or reduce. Set timelines for completion, communicate timelines to the public, meet timelines.

Phase II

Prepare Requests for Qualifications for architectural services; look at ability and then go to fee negotiations.

3. Establish City Commission Public Forums

Establish a format and rules of decorum. Commissioners to submit ideas to City Manager, who will forward ideas of the Commissioners and City Manager out to the whole Commission to read and then discuss how to proceed.

4. Commissioners' Column in Reporter

Rotate Commissioners each month, citizens submit questions, update on City projects, or talk about a project the Commissioner of the month is involved with.

5. Condemnations

Maintain the effort to minimize blight in the City, address safety and maintain property values. Analyze the process to ensure dangerous and unsafe structures are addressed in a timely manner and rank the condition so the most severely deteriorated are addressed first. Commission also requested developing a spreadsheet to track the process of active condemnations.

6. Consultant/Project Tracking

Prepare a spreadsheet for Commissioners listing all City projects, projected timelines, and the status to ensure all contracted work is completed and on schedule. It was also discussed the need to stress to PEC that they are taking too long to design the electrical portion of the Water Treatment Plant upgrade and put it out to bid, and that timing is crucial. City Manager and Utilities Director will provide an update of the time schedule of the project.

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7. KORA Update

Update on attorney general response on complaints, changing the price structure, staying on track, meeting 3-day timeline, process of filing an open records request, ensuring staff has a current copy of the open records manual, 55 exemptions for documents. City Attorney offered to prepare a report.

8. KDHE Low Interest Revolving Loan Funds (Water and Wastewater)

Request status update on both applications

9. Infrastructure

Water lines -- Assess how the severe cold affected them, breaks, etc.

Streets

Other infrastructure projects.

10. Bonds and Loans

Request spreadsheet identifying grants, bonds and loans; project description; life; funding sources; money coming in and drawdowns.

11. Business Friendly

Complaints from Business owners as being the most difficult City to work with. Need to identify problem(s) to improve processes. It was discussed whether to establish economic development policies and guidelines for economic development money; review ad valorem tax abatement and incentives; consider requests from incoming businesses and study other economic development concerns as recommended by the City Commission. Direct Liaison between the City and MCAC to form a stronger team. Ensure consistencies to distribute moneys to incoming businesses. Economic Development Funds would go through a City Board which is accountable to the City Commission.

12. Procurement Policy

Review local preference of contractor or supplier

13. Co-Sponsoring Events

Requests written policies and guidelines be prepared to address conditions, liability concerns, what groups qualify, concerns about binding to a group that the City may not want to identify with.

14. Sharing Resources Between the County Taxing Entities

Share equipment, personnel, buy in bulk to save costs. Commissioner Ysusi wants to attend monthly City/County Meetings.

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15. Wayfinding Signage

Get with Main Street to see if they are interested.

16. Building D Electrical

Look at comparison of both buildings and use data to determine if you are going to be able to get cost savings based on spending additional money on a building you are not going to be in long term. Concerned about spending additional money on Building D when it should be marketed and move down the road as it is continuing to eat away at limited resources. Concerned about modifying HVAC system from a hospital to an office use in the event it is needed by a future owner.

17. Develop RFQ for Community Strategic Plan

Send Commissioners information and an example.

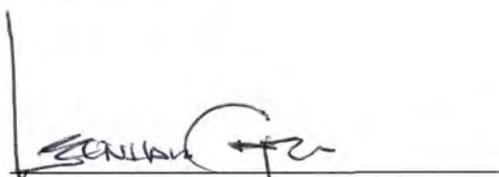
Adjournment

Motion:

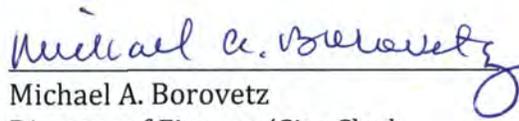
On the motion of Commissioner Ysusi, seconded by Commissioner Hogsett, the commission adjourned the meeting.

Aye: Cafilisch, Meier, Hogsett

Nay: None


Leonhard Cafilisch, Mayor

Attest:


Michael A. Borovetz
Director of Finance/City Clerk


Louis Ysusi, Commissioner


Gary Hogsett, Commissioner