

The Economic Development Advisory Board met for a regular meeting on January 7, 2020 at 3:30 P.M. in the Veterans Room at the Memorial Hall. Those present included:

Board Members

Chair Chuck Goad (2-0)  
Vice-Chair Wayne Stephany (2-0)  
Secretary Tony Royse (2-0)  
Lori Kelley (2-0)  
Jason Curtis (2-0)  
Jim Correll (2-0)  
Tabatha Snodgrass (Ex-Officio)  
Lisa Wilson (Ex-Officio)  
Trish Purdon (Ex-Officio)

Members Absent

Paul Yaroslaski (1-1)

City Staff

Assistant City Manager/Zoning Administrator Kelly Passauer  
Code Enforcement Director David Cowan  
Finance Director Lacey Lies

Visitors

John Risner

I. REGULAR SESSION

- a. Call to Order

II. ITEMS REQUIRING ACTION

- a. Consider approving minutes of the December 3, 2019 meeting.
  - i. Lori Kelley moved, Tony Royse seconded to approve the minutes. Motion carried 6-0.

III. ITEMS FOR DISCUSSION

- a. David Cowan to review development procedures from walking in the door of City Hall to the final project completion.

David Cowan talked about a disconnect with the building application process at City Hall; "I am charged with stopping the disconnect at City Hall for our customers and the perception of not being customer friendly. Our mission is to take care of our customers and provide the information they need promptly. To ensure we are providing the correct information, stopping the run-around, and the potential for misinformation and allowing them to navigate our building process."

Lacey Lies stated; "Our first step was to change our automated system and direct phone calls to the administration. Getting our customers to the correct contact initially."

David Cowan stated; "Our process as soon as I am aware of information, the information goes

directly to the City Manager. Once the City is aware of the request, the customer is serious we begin the process of getting as much information as we can together and bring the City Staff building committee together so that all the departments can respond back to the customer with accurate information. Our goal is to provide details back to the customer or architect within 48-72 hours.”

Tony Royse asked; “Why are we behind on the Building Codes Editions?”

David Cowan replied; “Current Building Codes can create a lot of expense for the customers and have the latest technology that might not be available in Independence or has been tested. By staying behind a few years we have a Building Code that customers and contractors can abide by, have knowledge about and reduces costs the potential time and cost to the customer.”

Tony Royse asked; “Aren’t the Codes kept up to date for a reason?”

David Cowan replied; “We are current with our surrounding cities and Pittsburg. We will try to change our codes to 2015 by 2021. The IBC code the City currently uses allows for issues in the most current codes to be worked out prior to us adopting them and thus saving customers and contractors money and time with their projects. A big change to Independence is the IEBC or 50% rule. The IEBC is established to help maintain historic buildings and older buildings. Zoning is a huge part of the building department process, depending on where we are at and what they are asking us to do.”

Chuck Goad asked; “When someone walks through the door, is there a document to complete to describe what they want to do, then it is disseminated?”

David Cowan replied; “We ask them to fill out a residential or commercial permit.”

Chuck Goad asked; “Do they get a checklist? Wondering how they are getting onboarded here and if we are overwhelming them.”

Jason Curtis asked; “Can we put more information on the website?”

Lori Kelley stated; “Taking the MCAC information page and sharing it with the City seems to be a key to success.”

Chuck Goad stated; “We need to form a committee to create a one or two-page form that would gather all the information and have it on all of our websites for the customers to access.”

It was determined that a subcommittee would be formed to bring a draft hand holding document form back to the board for review. The Chair of the subcommittee is Jason Curtis and members are Lisa Wilson, Tabitha Snodgrass, Trish Purdon and David Cowan. [NOTE: On January 8, 2020 Wayne Stephany asked to join the submittee.]

- b. Lacey Lies to review Indy Brew Works proposal.

Lacey Lies stated; "Document itself, was a template from Wichita, I tailored it to what I felt met our needs and size, as far as the repayment and it was from an improved plan in Wichita. The concern was the Commissioners were informed the money was going to be used for the sprinkler system and not for equipment."

Lori Kelley stated; "We plan to write a policy; we have historical precedence not to have a policy previously."

Tony Royse stated; "It has already been done; their main concern was the City Manager made the deal before coming to the Commission. Talking about doing this for this one time only, and it may delay further."

Chuck Goad stated; "That policy needs to stipulate the City Manager has discretion up to a certain amount, these things come up to fast, if they are capable of running the City, they are certainly capable of making a \$5,000 decision."

Lori Kelley stated; "We could have a policy that the City Manager has the authority."

Chuck Goad will write a draft recommendation for the committee to review.

A motion was made by Wayne Stephany requesting a letter from Indy Brew Works specifying the use of the money which will be presented to the Commission along with a recommendation from the EDAB with with the reasons why the request should be approved. Lori Kelley seconded the motion. Motion carried 6-0.

c. Economic Development/Transportation/ Industrial Fund

Lacey Lies stated; "I would like an open dialogue and questions about the use of the funds."

Lori Kelley asked; "Why combine economic development and transportation funds?"

Lacey Lies stated; "Typically used for grant matches for KDOT and Airport. They are mixed in one fund, but budget-wise we can budget 50/50 split or whatever."

Chuck Goad asked; "Are franchise fees for economic development?"

Lacey Lies replied; "We are saying grant matches for street and airport are economic development."

Chuck Goad asked; "Where is it specified that this is how the money is split? I want to make sure the franchise agreements do not specify how the money is used."

Lacey Lies stated; "My argument would be the funds go into the general fund."

Chuck Goad stated; "I just need an understanding of where the money comes from before we

make a recommendation.”

Tony Royse asked about budgeted funds.

Lacey Lies stated; “Next year is \$500,000. \$375,000 is street projects; remaining is pure economic development. Look at the economic / transportation fund, and you can see what is the street, airport or economic development.”

Chuck Goad stated; “I want to make sure the funds that come in from franchise fees do not get comingled for whatever reason.”

Lacey Lies stated; “At the end of 2019, there is \$836,137 in cash towards economic development. It is the cash balance in the economic development transportation fund. That is all the money derived from franchise fees that are sitting in that fund. There is an industrial fund that has \$18,000 in it, but we don’t levy that account. You would have to look at what is budgeted in 2020, \$275,00 would come out of that cash balance.”

Lacey Lies will review information regarding franchise fees and maximum percentages to determine if there are any opportunities to increase the percentages.

I. ADJOURNMENT

Tony Royse moved to adjourn, Wayne Stephany seconded the motion. Motion carried 6-0.

Charles Goad

Charles Goad (Feb 6, 2020)

---

Chuck Goad, Chair

Tony Royse

Tony Royse (Feb 5, 2020)

---

Tony Royse, Secretary