

Minutes of the Independence City Commission's July 24, 2019 Special Meeting

The Independence City Commission met for a special meeting on July 24, 2019 at 9:00 A.M. in the Veterans Room at the Memorial Hall. Mayor Louis Ysusi, Commissioner Gary Hogsett and Commissioner Leonhard Cafilisch were present. Others present included:

City Staff

Lacey Lies, Director of Finance
Kelly Passauer, Assistant City Manager
David Schwenker, City Clerk/City Treasurer
Jerry Harrison, Police Chief
Shawn Wallis, Fire Chief
April Nutt, Director of Housing Authority
David Cowan, Director of Public Safety
Mike Passauer, Public Works Director
Terry Lybarger, Director of Utilities
Barb Beurskens, Park and Zoo Director

Visitors

Ellie Davis
Larry McHugh
Anthony Royse
Dean Hayse

I. **SPECIAL SESSION**

A. Call to Order

Mayor Ysusi called the meeting to order at 9:00 A.M.

II. **DISCUSSION**

A. Discussion of the 2020 Budget.

Mayor Ysusi asked about transfers from utilities to general fund.

Director Lies replied that is for administrative support and the increase is due to a correction in accounting methods.

Mayor Ysusi asked if the unencumbered cash balance from the 2018 audit report was used to develop the budget.

Director Lies replied that it was and that it's common practice to budget for a cash reserve each year and you never want to budget to a zero balance.

Minutes of the Independence City Commission's July 24, 2019 Special Meeting

Mayor Ysusi asked about the lower health insurance costs and where the savings would transfer to.

Director Lies replied that any savings that could be found was put into streets or economic development.

Mayor Ysusi asked where the bond and interest funding is coming from.

Director Lies replied that all funding for debt service comes from sales tax funds and water/sewer fund. No debt service is paid from ad valorem taxes.

Mayor Ysusi asked how much is allocated to streets.

Director Lies reported that \$2 million is budgeted for streets and ADA related to streets.

Commissioner Hogsett asked about the residential sidewalk replacement item in the budget and wondered why there wasn't a category for downtown sidewalk replacement.

Assistant City Manager Passauer noted that in the past these were received and dealt with on a case by case basis with the property owner responsible for 25% of the cost.

Commissioner Hogsett replied that the City needs to come up with a plan to address this as some of the sidewalks downtown are in bad shape.

Mayor Ysusi asked if there is room in the budget to make improvements to protect the City's assets.

Director Lies noted that there is a reserve for major projects.

Mayor Ysusi asked there is an increase in the mill rate for the Employee Benefit Fund and a decrease in the General Fund mill rate.

Director lies replied that generally if a fund has a declining cash balance one year you would raise the mill levy support in the following year and reduce the mill levy support in another fund that has ample cash reserves. She was unsure if this was the case for what the Mayor was asking about but would do some research and get back to the Commission with her findings.

Commissioner Caflich inquired about budgeted funds for a FEMA buyout.

Director Cowan explained that staff have identified five houses that have been flooded in the past and the owners are interested in a potential buyout.

Commissioner Hogsett inquired about the next step in the budget process.

Director Lies replied that tomorrow would be setting the date of the public hearing and once the budget is published there can be no increase in the budgeted amounts that influence the ad valorem taxes. She added that the 2019 budget would need to be amended as well to reflect increase revenues and costs in the Airport and Special Use Sales Tax Funds.

Minutes of the Independence City Commission's July 24, 2019 Special Meeting

Mayor Ysusi called for a brief recess at 9:58 AM

Mayor Ysusi resumed the meeting at 10:25 AM.

B. Discussion with Nikki Harrison, Kansas League of Municipalities, regarding the search and selection of the City Manager and related topics.

Nikki Harrison gave an overview of services the League provides for cities and counties in Kansas.

Commissioner Hogsett asked Mrs. Harrison to review the steps involved with the search and selection of City Manager.

Mrs. Harrison explained that the first thing they do is conduct a survey of the characteristics of what the Commissioners would like to see in a candidate. Based on those characteristics the League will build an ad, a community profile and a ranking system. They collect all the resumes that are submitted and four professionals in their office, which consist of an attorney, Mrs. Harrison, a human resource professional and another top-level executive will individually rank all resumes that come through based on those characteristics. A report is provided to the Commissioners and they will determine who they are interested in looking at further. The next step is to do a written interview or move on to the first interview which the League recommends doing by Skype which saves everyone involved time and money. That field is then narrowed down to the final candidates.

Commissioner Hogsett inquired how many cities this City is competing with right now.

Mrs. Harrison replied that she is currently contracted with four cities and there are three other cities in Kansas that she is not contracted with that have current openings like Independence.

Commissioner Caflich asked if the ads are posted nationally.

Mrs. Harrison replied that the ads are posted nationally, regionally and within the state.

Commissioner Caflich asked about background checks on the candidates.

Mrs. Harrison replied that a background checks is done on the final set of candidates.

Commissioner Hogsett asked if the last City Managers' length of service would deter potential candidates from applying.

Mrs. Harrison replied that it could if the focus is not on the right things and noted that a community profile is developed that showcases the community as a great place to come live and work.

Minutes of the Independence City Commission's July 24, 2019 Special Meeting

III. ADJOURNMENT

A. Adjournment

Motion:

Mayor Ysusi moved to adjourn. Commissioner Hogsett seconded.

Aye: Ysusi, Caflisch, Hogsett

Nay: None

Louis Ysusi, Mayor

Leonhard Caflisch, Commissioner

Gary Hogsett, Commissioner

Attest:

City Clerk/Treasurer