

.....COMMISSION MEETING

11:00 A.M.

DECEMBER 21, 2022

The Governing Body of the City of Emporia, Kansas, met in Regular Session, Wednesday, December 21, 2022, with Mayor Smith presiding and Commissioners Brinkman, Giefer and Harter present. Commissioner Sauder was absent. Also present were City Manager Cocking, City Clerk Sull and City Attorney Montgomery.

**CITY COMMISSION
(Public Comment)**

This is the time for the public to make comments.

The public is invited to make comments at this time. Please limit comments to two (2) minutes each. Hate speech, profanity, and defamation are not allowed. Please stated your name and address prior to making comments. No comments were made at this time.

**BUDGET
(2022 Budget Amendments)
(Public Hearing)
(Ordinance Number 22-50)**

AN ORDINANCE AMENDING THE 2022 BUDGET, to which the City Clerk assigned Ordinance Number 22-50, was presented to the Governing Body for their consideration.

Janet Harrouff, Director of Administrative Services, was recognized and addressed the Governing Body. She stated a public hearing will need to be conducted to amend the 2022 Budget to increase spending authority and an ordinance authorizing the increases. A notice was published 10 days prior to the public hearing as required by State Statute. The 2022 Budget amendments are as follows:

Library Fund - received more Ad Valorem Taxes which were paid to the library.

Bond and Interest Fund - had bond proceeds flow through the fund to the projects.

Water Fund - received bond proceeds, incurred higher maintenance costs due to major water main breaks and electricity costs are higher.

Waste Water Fund - received bond proceeds and incurred higher maintenance costs due to sewer main repairs.

Mayor Smith then declared the public hearing opened.

As no one in attendance wished to address the Governing Body, Mayor Smith then declared the public hearing closed.

Commissioner Giefer made a motion to approve Ordinance Number 22-50, an ordinance amending the 2022 Budget to increase spending authority in the Library Fund, Bond and Interest Fund,

Water Fund, and Waste Water Fund. Commissioner Harter seconded the motion. The vote follows: Commissioner Giefer, aye; Commissioner Harter, aye; Commissioner Brinkman, aye; and Mayor Smith, aye.

CITY COMMISSION
(Kansas Department of Commerce)
(Small Cities Community Development Block Grant Program)
(Commercial Rehabilitation for Building Located at 517 Merchant St.)
(Resolution Number 3688)
(Resolution Number 3689)

Garrett Nordstrom, CDBG Grant Administrator, was recognized and addressed the Governing Body. He stated a public hearing was held to allow for comments before an application is submitted for a Community Development Block Grant (CDBG). The next steps in the application process is to authorize staff to submit the application by approving the resolution authorizing the Mayor to sign and execute all necessary documents and approve the resolution that declares the building at 517 Merchant Street as a blighted structure under the Kansas Urban Renewal Law and that it has the following conditions of blight, decay or environmental contamination.

Commissioner Harter made a motion to approve Resolution Number 3688, a resolution authorizing the submission of the grant application to the Kansas Department of Commerce Community Development for a Commercial Building Rehabilitation Grant and Resolution Number 3689, a resolution declaring a building blighted. Commissioner Brinkman seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Brinkman, aye; Commissioner Giefer, aye; and Mayor Smith, aye.

EMPORIA PUBLIC LIBRARY
(Maintenance Agreement for 2023)

Kevin Hanlin, Director of Public Lands and Facilities, was recognized and addressed the Governing Body. He stated the City of Emporia and the Emporia Public Library Board annually renew a cleaning and maintenance services agreement which sets the terms for employees from the City Building Maintenance Department to provide services for the Emporia Public Library. The contract is substantially similar to the previous agreement with a fee increase of 3% and agreed upon by city and library staff. He stated the Emporia Public Library Board has approved the agreement subject to approval by the City Commission. He stated staff is recommending approval of the contract in the amount of \$41,958.81 for 2023.

Commissioner Brinkman made a motion to approve the Maintenance Agreement with the Emporia Public Library in the amount of \$41,958.81 for 2023. Commissioner Giefer seconded the motion. The vote follows: Commissioner Brinkman, aye; Commissioner Giefer, aye; Commissioner

Harter, aye; and Mayor Smith, aye.

**EMPORIA PUBLIC LIBRARY
(Replacement of Entrance Doors)
(Bids)**

Kevin Hanlin, Director of Public Lands and Facilities, was recognized and addressed the Governing Body. He stated the existing entry doors on the East and South sides of Library need to be replaced. Both doors are aluminum storefronts and original to the building's construction in 1978. Work has been done over the years to replace and caulk areas to prevent leaks. The glass in the structure has separated and water is in between the glass. Other issues include fatigued aluminum structures creating issues with door operation and hardware for the doors is not readily available. He stated bids were received as follows:

Contractor	Bid Amount
<i>Manko Window Systems, Inc.</i>	<i>\$119,925.00</i>
<i>Manhattan, KS</i>	
AAA Glass Service	\$129,818.00
Emporia, KS	
City Glass & Mirror, Inc.	\$155,837.00
Topeka, KS	

He stated Pauline Stacchini, Director of the Emporia Public Library, discussed the project with the Library Board and they were in support of the estimates received. He stated this would be a spring project with the work completed before May 2023. He stated staff was recommending the low bid for \$119,925.00 from Manko Window Systems, Inc. This item was budgeted in the Multi-Year Fund.

Commissioner Giefer made a motion to award the bid to Manko for \$119,925.00 for the 2023 Emporia Public Library Entrance Replacement. Commissioner Harter seconded the motion. The vote follows: Commissioner Giefer, aye; Commissioner Harter, aye; Commissioner Brinkman, aye; and Mayor Smith, aye.

**PLANNING AND DEVELOPMENT
(MAPC Excerpts of Regular Meeting Held 11-15-22)
(Application No. 2022-11 - Request from Arturo Vazquez-Flores)
(Rezone Property at 748 W. 4th Ave. from R-1 to I-1)**

The Planning Commission met in a regular session on Tuesday, November 15, 2022, with Chair Thomas presiding. Members Bucklinger, Weaver, Colson, and Barnes were present, Commissioner Duncan was absent
City staff: Justin Givens was present.

Chair Thomas called the meeting to order, five members were present.

Consider an Application PC 2022-11, a Request for Rezoning from R-1 Low Density Residential to I-1 Light Industrial.

Chair Thomas asked if proper notice had been given. **Givens** confirmed that proper notice was provided to the newspaper and the property owners within 200ft of the property.

Chair Thomas asked if any Commissioners needed to recuse themselves or report any ex-parte communications. No commissioners needed to recuse themselves due to a conflict of interest and no ex parte communications were reported.

Givens provided the staff report:

Application #: PC 2022-11

Applicants: Arturo Vazquez-Flores / Emporia Land Bank

Requested Action: Consider a Request to Rezone a Tract of Land from R-1 Low-Density Residential to I-1 Light Industrial.

Purpose: The applicants desire the change in zoning to facilitate the sale of the property, and the construction of a private garage/storage building.

Address: 748 W 4th Ave.,

Legal description: Lots 5 & 6 In Hobb's Subdivision

Lot Size: 16,490 sq. ft.

Existing Zoning: R-1 Low Density Residential

Future Zoning in ELC Comp. Plan: Single-Family Detached

Surrounding Zoning:

North – R-1 Low Density Residential

East – R-1 Low Density Residential / R-3 High Density Residential

South – I-2 Heavy Industrial

West – I-2 Heavy Industrial

Surrounding Actual Uses:

North – Single-Family Homes

East – Single-Family Homes

South – Storage & Warehouse

West – Concrete Plant

Analysis: The applicant is requesting the rezoning in order to build a new garage/storage building on the property. The applicant has inquired about other existing buildings, but for various reasons has determined that a new building on this property would better suit his needs.

The applicant has meet with city staff to discuss the building and site development requirements to build a building such as this, and understands that the building must be built to a specific code and development standard the same as any other industrial

building developed within the City.

Considerations: 26-108. Factors to be Considered in a Rezoning:

When a proposed amendment would result in a change of the zoning classification of any specific property, the recommendation of the Planning Commission, accompanied by a copy of the record of the hearing, shall contain statements as to the present classification, the classification under the proposed amendment, the reasons for seeking such reclassification, a summary of the facts presented, and a statement of the factors upon which the recommendation of the Planning Commission is based using the following guidelines: **Staff Commentary in Bold**

1. Whether the change in classification would be consistent with the intent and purpose of these regulations; **The change in classification would be consistent with the intent of the zoning regulations. The I-1 Light-Industrial classification is intended to allow for low intensity industrial uses such as the proposed garage/storage building.**

2. The character and condition of the surrounding neighborhood and its effect on the proposed change; **The property abuts industrial property on two sides and is isolated from other properties by an alley. Required screening on the north and east side of the property will help in minimizing any negative effects that the proposed development would have on the surrounding neighborhood.**

3. Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions; **Staff has seen an uptick in requests for properties such as this. Properties that would be suitable for private style garages/storage buildings are limited, and since in many cases, an owner's residence is limited in the size that an accessory structure can be built, staff feels that these types of requests will continue to rise.**

4. The current zoning and uses of nearby properties, and the effect on existing nearby land uses upon such a change in classification; **The area is a mix of industrial and residential, but with required screening, and the separation from adjacent properties, any negative effect on these properties would be minimal. Regulations would require that all activities be conducted entirely inside the building, and any outdoor storage would need to be screened from public view.**

5. Whether every use that would be permitted on the property as reclassified would be compatible with the uses permitted on other property in the immediate vicinity; **Staff would recommend that the uses be limited to storage/warehousing and motor vehicle repair. Uses such as these require that all activities be limited to the interior of the building, and that any outside storage will be required to be screened from neighboring properties. This will minimize any negative effect that may arise.**

6. The suitability of the applicant's property for the uses to which it has been restricted; **This property has had a dilapidated structure on it for some time, and the Emporia Land Bank was able to purchase it. Based on the location, there was limited interest in the property as a new residential building site. To maximize the property's use, the owners and applicants have requested the zoning change to facilitate a development that would blend into existing uses, and act as a buffer between the heavier industrial uses and residential homes.**

7. The length of time the subject property has remained vacant or undeveloped as zoned; provided, the use of land for agricultural purposes shall be considered as allowing the land to be vacant or undeveloped; **The original structure was built in 1887, and was beyond repair. It was identified by the Emporia Land Bank as a potential infill site, but due to the adjacent industrial properties, limited interest was expressed in rebuilding on the site.**

8. Whether adequate sewer and water facilities, and all other needed public services, including transportation, exist or can be provided to serve the uses that would be permitted on the property if it were reclassified; **All public facilities are at the site, and are of adequate size to serve the development.**

9. The general amount of vacant land that currently has the same zoning classification proposed for the subject property, particularly in the vicinity of the subject property, and any special circumstances that make a substantial part of such vacant land available or not available for development; **Vacant I-1 property that would be suitable for a smaller development such as this is extremely limited, but is something that staff has had several requests for. The demand does outweigh the supply of properties of this type.**

10. The recommendations of professional staff; **Based on current information, staff would recommend the approval of the rezoning, as the proposed use and district would be suitable for the area, and not have a negative impact on existing properties.**

11. Whether the proposed amendment would be in conformance to and further enhance the implementation of the City's Comprehensive Plan; **A property such as this would be a perfect property for zoning change to an Industrial Flex Parcel Type, as it would provide a transition from heavy industrial uses to the neighboring residential property. This type of rezoning would help to promote economic development, in that the building will be built to an industrial standard, and could easily be used as a future business.**

12. Whether the relative gain to the public health, safety, and general welfare outweighs the hardship imposed upon the applicant by not upgrading the value of the property by such reclassification; and, **The intended uses of the current zoning of the property R-1 Low-Density Residential will make the property difficult to develop. The change in classification would maximize the value of the property, while not having a detrimental impact on the public health, safety, and general welfare of the area.**

13. Such other factors as may be relevant from the facts and evidence presented in the application.

Neighborhood Communications: At the time of writing this report, staff has had no contact with any adjacent neighbors.

Recommendation: Staff recommends the Planning Commission forward a recommendation to approve the vacation to the Governing Body based upon a finding that the request is consistent with the future land use map and guidelines for consideration on rezoning.

Commissioner **Bucklinger** asked about the development standards for industrial zoning and if they would be applicable to this rezoning. **Givens** confirmed that the project would be built to industrial development standards.

Commissioner **Colson** asked about setbacks in the industrial district, specifically the north setback. **Givens** confirmed the required setbacks for the property of 15 feet on the east side, 20 feet on the north side, and an adjusted front yard setback of 15 feet.

The Public Hearing was opened.

Arturo Vazquez-Flores (Applicant) **Vazquez-Flores** stated that he is wanting to build a building to be able to work on, and store cars. He stated that he had looked at other commercial and industrial property for sale, but there was nothing within his budget, or that meet his needs. He stated that he understood that the building would need to be built to industrial standards, and meet the city's development codes.

The Public Hearing was closed.

Commissioner **Barnes** made a motion to recommend approval of Application PC 2022-11 based staff recommendations and limiting the uses for the property to motor vehicle repair and storage/warehousing. Commissioner **Bucklinger** seconded. No further discussion.
Approved 4-1 (Colson).

Justin Givens, Planning and Zoning Administrator, was recognized and addressed the Governing Body. He stated this was a request from Arturo Vazquez-Flores/Emporia Land Bank to rezone property located at 748 W. 4th Avenue from R-1 Low-Density Residential to I-1 Light Industrial. He stated the applicant is requesting the rezoning in order to build a new garage/storage building on the property. He stated the intended uses are limited to motor vehicle repair and storage/warehousing only. Any additional future uses for the property would require further action by the Planning Commission. At their November 15, 2022 regular meeting, the Planning Commission vote 4 - 1 to recommend approval of the rezoning of the property with limited used for the property to motor vehicle repair and storage/warehousing.

PLANNING AND DEVELOPMENT
(Application No. 2022-11 - Request of Arturo Vazquez-Flores)
(Rezone Property located at 748 W. 4th Ave. From R-1 to I-1)
(Ordinance Number 22-51)

AN ORDINANCE REZONING LAND IN THE CITY OF EMPORIA, KANSAS FROM R-1, LOW DENSITY RESIDENTIAL DISTRICT TO I-1 LIGHT INDUSTRIAL ZONING DISTRICT AND AMENDING THE DISTRICT ZONING MAP TO CONFORM WITH SIAD ZONING, to which the City Clerk assigned Ordinance Number 22-51, was presented to the Governing Body for their consideration.

Commissioner Brinkman made a motion to approve Ordinance Number 22-51, an ordinance rezoning the property located at 748 W. 4th Avenue from R-1 Low-Density Residential to I-1 Light Industrial Zoning. Commissioner Harter seconded the motion. The vote follows: Commissioner Brinkman, aye; Commissioner Harter, aye; Commissioner Giefer, aye; and Mayor Smith, aye.

CITY COMMISSION
(Engineering Construction Agreement)
(BG Consultants, Inc.)
(Kretsinger Subdivision)

Jim Witt, Special Projects Manager, was recognized and addressed the Governing Body. He stated this contract is to provide engineering services for the final design of public improvements to serve the Kretsinger subdivision. Improvements include streets, alleys, water and sewer lines, drainage and a sewer lift station. Once completed and a cost estimate developed, based on final plan, the Commission will have additional information to move forward. He stated the completed date for the contract is June 1, 2023. The proposed development plan submitted during the RHID application process indicated the construction of 1,200 square foot homes with an estimated price of \$225,000. He stated BG Consultants, Inc. has been the engineering firm involved from the beginning of this subdivision and it would save time and money to continue with the same firm. He stated staff is recommending BG Consultants, Inc. for engineering services in the amount of \$252,800 for the Kretsinger Subdivision. This is budgeted from

the Industrial Fund.

Commissioner Brinkman made a motion to approve the Engineering Agreement for Kretsinger Subdivision to BG Consultants, Inc. for \$252,800. Commissioner Harter seconded the motion. The vote follows: Commissioner Brinkman, aye; Commissioner Harter, aye; Commissioner Giefer, aye; and Mayor Smith, aye.

**CITY COMMISSION
(Create Homeless Task Force)
(Resolution Number 3686)**

City Attorney Montgomery, was recognized and addressed the Governing Body. She stated there has been recently discussion on the growing issue of unhoused individuals in our community. The Commission previously recommended establishment of a taskforce to study this issue and make recommendations. She stated this proposed resolution establishes a Taskforce on Homelessness charged with developing recommendations to address the homelessness in the City, including, but not limited to:

1. Identifying existing needs of unhoused and at-risk individuals within the community.
2. Analyzing existing resources to address homelessness and providing recommendations for closing gaps in services,
3. Proposing additional strategies to provide temporary and permanent housing solutions for unhoused individuals in the community, and
4. Providing recommendations for legislative action.

She stated the Commission will appoint one City Commissioner to serve as the Commission Liaison. Each Commissioner shall appoint one representative to the taskforce. The City Manager shall appoint appropriate staff to assist the taskforce.

Commissioner Harter made a motion to approve Resolution Number 3686, a resolution establishing a taskforce on homelessness and to appoint Commissioner Brinkman to serve as the Commission Liaison. Commissioner Giefer seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Giefer, aye; Commissioner Brinkman, aye; and Mayor Smith, aye.

**CITY COMMISSION
(Engineering Construction Agreement)
(Kaw Valley Engineering)
(Mahtropolis Subdivision)**

Jim Ubert, City Engineer, was recognized and addressed the Governing Body. He stated Mahtropolis Housing Development will create 27 single-family houses along Mahanopoly Avenue and Riley Avenue. Engineering services for the Mahtropolis Housing Development will include sanitary sewer,

watermain, street and storm sewer. Kaw Valley was chosen by the developer from the beginning and staff is recommending the same engineering firm as to not duplicate work and fees that have already been performed. He stated Kaw Valley Engineering has proposed an agreement in the amount of \$57,761.53 for preliminary Engineering services only. He stated staff is recommending approval of the agreement.

Commissioner Brinkman made a motion to approve Kaw Valley Engineering Agreement in the amount of \$57,761.53 for Mahtropolis Housing Development. Commissioner Giefer seconded the motion.

The vote follows: Commissioner Brinkman, aye; Commissioner Giefer, aye; Commissioner Harter, aye; and Mayor Smith, aye.

ACCOUNTING
(Consultants Contract for Selecting ERP Software)
(Utility Billing Software)
(Bids)

Janet Harrouff, Director of Administrative Services, was recognized and addressed the Governing Body. She stated the current software has been utilized since 2010. Over the years the response to service requests has become inadequate or nonexistent. The interface is antiquated and is creating productivity issues. She stated by utilizing a consultant, a complete review of the City's need for new software can be determined as well as opportunities to streamline and reduce manual processes. The consultant can assist the City in developing and RFP to solicit bids for the best software that meets the needs of the City. Once a new ERP has been selected, the consultant can assist the City in negotiating a price and ensure implementation is on schedule. She stated the RFP was submitted to four (4) companies and two (2) proposals were received as follows:

ERP Advisors Group	\$116,850.00
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Client First Technology Consulting \$ 74,790.00

She stated the cost will be split between General, Water, Sewer, and Solid Waste Funds and staff is recommending approval of the bid with Client First Technology Consulting in the amount of \$74,790.00 as the consultant to assist with selecting ERP software.

Commissioner Harter made a motion to approve the bid to Client First Technology Consulting in the amount of \$74,790.00 to assist with selecting ERP software. Commissioner Giefer seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Giefer, aye; Commissioner Brinkman, aye; and Mayor Smith, aye.

CITY MANAGER'S REPORTS
(Financials & Building Permits)

This is the time for the City Manager to make comments and reports to the public. **The following is general information for the month of November 2022 for the community:**

1. Monthly Local Retail Sales Tax Receipts Update

	2021	2022	Increase of \$169,161.73 for the month, and
	\$371,392.98	\$540,554.71	Overall increase of 14.40% from year 2021
YTD	\$4,855,072.45	\$5,554,118.90	

2. City Share from County Tax

	2021	2022	Increase of \$27,985.55 for the month, and
	\$249,520.62	\$ 277,506.17	Overall increase of 12.18% from year 2021
YTD	\$2,529,977.24	\$2,838,126.57	

3. **Building Permits issued from 11/1/2022 to 11/30/2022 for new construction, remodeling, repairs and demolition.**

Total number of building permits issued through Code Services:	85
Total of valuations associated with those building permits:	\$1,220,443.00
Total number of dollars collected for Building Permit Fees:	\$ 10,124.00

Construct - single family dwellings	1
Demo - single family dwellings	0

Flint Hills Mall CID for November 2022	\$ 21,052.76
Year to Date Total	\$ 209,405.46

Consent Agenda

It was moved by Commissioner Brinkman, seconded by Commissioner Harter that the Consent Agenda listed below be ratified as a whole:

- a. Approve the minutes of the Regular Meeting held on December 7, 2022, and December 12, 2022.
- b. Ratification and approval of Payroll Ordinance for the period ending December 2, 2022.
- c. Approve City of Emporia Boundary Resolution Number 3687.
- d. Approve Funston Street Paving Improvement Change Order No. 2.
- e. Approve KDOT CCLIP SP FY2024 Resurfacing Project Agreement, Project 50-56 U-2146-01.
- f. Approve 2022 Street Rehabilitation Change Order No 1 and 2.

The vote follows: Commissioner Brinkman, aye; Commissioner Harter, aye; Commissioner Giefer, aye; and Mayor Smith, aye.

CITY COMMISSION

(City Manager's Report)

This is an opportunity for the City Manager to present information to the public that may not be reported in other news accounts or City activities or to highlight accomplishments of the organization.

At the time this Agenda was prepared, the following items were in the works for the tentative Agendas of the January 4, 2023 meetings.

- . Update from Empowerment Ministries.
- . Legislative Policy.
- . Approve wide area mower for Golf Course.
- . Award Highland Street Reconstruction Project.
- . State of the City Speech
- . Adjourn Sine Die
- . Business Meeting
 - . Administer Oath of Office
 - . Elect Mayor and Vice Mayor
 - . Approve Surety Bonds for City Manger, City Clerk and City Treasurer
 - . Designate the Emporia Gazette as the Official City Paper.
 - . Designate Financial Institutions.
 - . Appoint Commissioner Members to RDA, JEDAC, Recreation Commission, Community Foundation Board, William Allen White Community Partnership, Emporia Enterprises, Visit Emporia, Joint City/County Facilities and Services Community Board.

Study Session:

Discuss Implement of Rental registration and revisions of the current vacant property ordinance.

Discuss the Revision of the Human Relations Commission Ordinance.

Request from Land Bank for Urban Side Park Property.

CITY COMMISSION

(Public Comment)

This is the time for the Mayor and City Commissioner to make comments and reports to the public.

No comments were made at this time.

EXECUTIVE SESSION

Commissioner Brinkman made a motion to adjourn into Executive Session to discuss proprietary information of a third party relating to potential economic development project and invite Chuck Scott, RDA President and Jim Witt, Special Projects Manager, from 11:28 a.m. to 11:48 a.m., in the City Commission Meeting Room. Commissioner Giefer seconded the motion. The vote

follows: Commissioner Brinkman, aye; Commissioner Giefer, aye; Commissioner Harter, aye; and Mayor Smith, aye.

Upon reconvening the meeting in Regular Session, at 11:48 a.m., this same date, in the City Commission Meeting Room, Mayor Smith stated they had discussed proprietary information of a third party relating to potential economic development projects and no action was taken.

Commissioner Giefer made a motion to recess the meeting to 12:05 p.m. in City Conference Room 1AB. Commissioner Brinkman seconded the motion. The vote follows: Commissioner Giefer, aye; Commissioner Brinkman, aye; Commissioner Harter, aye; and Mayor Smith, aye.

The following items were discussed at Study Session:

1. Discuss Permitting, Planning, Contractor Licensing, and Code Enforcement Software Proposal.
2. Discuss Legislative Policy.
3. Discuss Appointments of Commissioners to Boards.

STUDY SESSION:

Permitting, Planning, Contractor Licensing, Code Enforcement Software Proposal.

Kory Krause, Director of Building & Neighborhood Development, stated when the City first started to research for new software through Client First, they suggested Emporia's Building and Neighborhood Department try a stand alone program that would encompass permitting, planning, property maintenance, business licensing and contractor licensing. He stated with the City's new website on CivicPlus, he reached out to CivicPlus to find out if there was a software module dedicated to permitting, planning, licensing and code enforcement. This software module will integrate into our new website effortlessly. He then briefly reviewed what CivicGov software has to offer that is currently not available with software in use. He stated CivicGov's software proposal and the current Innoprise software are very comparable in price. There will be a one time implementation payment for the first year and after one year there will be an annual subscription rate. He stated CivicGov's operating features are exactly what the department is needing currently and the software is able to grow in the future. The first year investment with data imports, training, and

implementation is \$39,750.00 and year 2 annual recurring is \$31,500.00. He stated staff is recommending moving forward in the purchase of new permitting software.

Following further discussion, Commissioner Giefer made a motion to approve the CivicGov Software for permitting, planning contractor licensing, code enforcement software. Commissioner Brinkman seconded the motion. The vote follows: Commissioner Giefer, aye; Commissioner Brinkman, aye; Commissioner Harter, aye; and Mayor Smith, aye.

Commissioner Giefer then made a motion to adjourn. Commissioner Brinkman seconded the motion. The vote follows: Commissioner Giefer, aye; Commissioner Brinkman, aye; Commissioner Harter, aye; and Mayor Smith, aye.

Becky Smith, Mayor

ATTEST:

Kerry Sull, City Clerk