

MINUTES OF THE MISSION CITY COUNCIL MEETING, DECEMBER 17, 2014

The Mission City Council met in regular session at Mission City Hall on Wednesday, December 17, 2014. The meeting was called to order by Mayor Schowengerdt. The following councilmembers were present: Jennifer Cowdry, Suzie Gibbs, Debbie Kring, Steven Lucas, Amy Miller, Pat Quinn, Arcie Rothrock, and David Shepard.

PUBLIC HEARING **2014 Budget Amendment**

Ms. Smith gave a brief overview of the proposed budget amendments and specific funds impacted. She stressed that none of the amendments are due to a fund being over budget. Mayor Schowengerdt opened the public hearing to consider amendments to the 2014 Budget. The public was invited to comment.

There being no public comments, the public hearing was closed.

SPECIAL PRESENTATIONS **Presentation to Councilmember Debbie Kirng, 15 Years of Service**

Mayor Schowengerdt recognized Councilmember Kring, presenting her with a service award for her 15 years on the City Council and thanked her on behalf of the community.

Presentation to Kenny York, Public Works Department, 35 Years of Service

Mr. Belger recognized Kenny York, presenting him with a watch for his 35 years of service as a member of the Public Works Department. He also recognized and thanked Kenny's wife Cathy York.

Presentation of Certificate of Achievement in Financial Reporting to **City Administrator Laura Smith**

Ms. Smith stated that the Certificate of Achievement in Financial Reporting (CAFR) is presented to the entire City, and that this is the 19th year Mission has received this recognition. She stated that annually, of the 20,000 cities that apply for this award, only 1900 are recipients. Mayor Schowengerdt congratulated Ms. Smith on this award and thanked her for her hard work.

CONSENT AGENDA

Moved by Gibbs, seconded by Kring to approve the Consent Agenda, items 3a through 3m.

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- 3a. Minutes of the November 19, 2014 City Council Meeting
- 3b. 2015 Classification & Salary Schedule
- 3c. Personnel Policy & Guidelines Update
- 3d. KERIT Worker's Compensation Renewal
- 3e. Property/Casualty/General Liability Renewals
- 3f. 2015 Alcohol Tax Fund Recommendations
- 3g. Ordinance Amending 2014 Standard Traffic Ordinance
- 3h. 2015 CMB Renewals
- 3i. 2015 Budget Ordinance
- 3j. Ordinance Directing City Administrator to Spend According to Budget
- 3k. Surplus Equipment Resolution
- 3l. On-call Engineering Services Contracts
- 3m. Bids for Replacement of City Hall Roof

Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

PUBLIC COMMENTS

Bill Nichols, Mission resident, requested additional information on the proposed Brinshore Development and whether it was considered "low income housing" or would include "mixed rental" rates. Mr. Rivarola stated that this proposed project is still in the development stage and will require further consideration by Council. He also stated that it will include a certain number of income restricted units, and others that are not.

ACTION ITEMS **PLANNING COMMISSION**

Downtown and East Gateway Zoning Code Text Changes

Mr. Rivarola stated that a Mission property owner has requested that an amendment to current restrictions on the expansion of or new auto service stations in the downtown district. A map of the area included in the proposed ordinance amendment was discussed. Mr. Rivarola stated that the Planning Commission recommended an amendment that would apply the existing restrictions to parcels wholly or partially within 100 ft. of Johnson Drive and parcels zoned for residential use, as well as parcels within 100 ft. of residentially zoned parcels. The vote by the Planning Commission was unanimous to recommend to council this ordinance amendment.

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Moved by Shepard, seconded Quinn to approve an ordinance amending Section 410.340 of the Municipal Code of the City of Mission, Kansas thereby revising conditions for prohibitions of certain uses within the Downtown and East Gateway Districts of the City of Mission, Kansas as recommended by the Planning Commission. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

FINANCE & ADMINISTRATION COMMITTEE

2014 Budget Amendment

Councilmember Miller reported that in order to amend our 2014 Budget, State law requires that a public hearing be held, which was done at the beginning of this meeting, and that formal action be taken by Council. The amendments to the 2014 budget are not the result of unanticipated or unauthorized expenditures, but rather are the result of cash flow/timing issues, and a bond refunding that was not anticipated when the 2014 Budget was originally approved. She stated that Ms. Smith detailed the amendments during the Public Hearing and if there are additional questions, Ms. Smith would be happy to answer them.

Moved by Miller, seconded by Quinn to approve a resolution of the City of Mission, Kansas amending the maximum expenditure authority for the 2014 Budget for the City of Mission, Kansas for the Parks & Recreation Sales Tax Bond Fund, the Street Sales Tax Bond Fund, the Stormwater Fund, and the Capital Improvement Fund as indicated in the public hearing notice published for December 17, 2014. There was no discussion on this item. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

Assessment Proceedings - Rock Creek Benefit District

Councilmember Miller stated that in February 2007, Council passed Resolution 659 determining the advisability of making certain stormwater improvements in connection with the Gateway redevelopment project, and creating the ability to recover the costs through an improvement district. At the December 10th Finance & Administration Committee meeting, staff was directed to work with Gilmore & Bell to proceed with the remaining steps to certify the final costs. A public hearing date and time will be established for the January 21, 2015 Council Meeting, which will provide an opportunity to hear any and all written or oral objections to the assessments. The next step after the public hearing process will be consideration of an ordinance levying the assessments. Ms. Smith noted that the documents presented for Council approval are

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exhibits to Resolution 659.

Moved by Miller, seconded by Kring to approve the Statement of Final Costs, the Assessment Roll and Notices of Public Hearing, establishing January 21, 2015 as the date for the public hearing. There was no discussion on this item. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

COMMUNITY DEVELOPMENT COMMITTEE

Comprehensive Plan Contractual Services **Scott Michie Planning Services and** **MindMixer Public Engagement**

Councilmember Lucas stated that Council has approved \$30,000 to undertake a visioning update and review of the City's current Comprehensive Plan in the 2015 budget. The proposed contracts with Scott Michie Planning Services and MindMixer will provide the city with external consulting support to begin the visioning/update process. Scott Michie Planning Services has been involved in previous planning efforts in Mission and will provide specialized assistance during the process in an amount not to exceed \$14,000, plus reimbursement for approved direct costs. Mr. Michie will assist with finalizing the overall project approach and methods, preparing a statistically valid community vision survey; supporting staff with meeting facilitation and summaries; assisting with GIS data analysis and preparation of maps; and helping to draft the final plan document. He also reported that MindMixer specializes in hosting interactive online sites, and their work will assist in soliciting feedback from residents and other stakeholders. MindMixer would engage the public via an online platform and the cost for this work is \$4,375 for the first year. If successful, the city could extend the agreement for additional years or for other service delivery areas.

Moved by Lucas, seconded by Quinn to approve an agreement for Planning Advisory Services with Scott Michie Planning Services in an amount not to exceed \$14,000, plus reimbursement for approved direct costs for staff support of the 2015 Comprehensive Plan Update. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

Moved by Lucas, seconded by Quinn to approve the MindMixer Agreement in an amount not to exceed \$4,375 for a term of one year, for online citizen engagement in support of the 2015 Comprehensive Plan Update. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

Councilmember Miller stated that she is excited for the community to participate in this process and encouraged all to become involved and let Council know what their vision is for the City.

Parks & Recreation Master Plan Consultant

Councilmember Lucas reported that the proposed Parks and Recreation Master Plan will serve as a planning document to guide the City in resource allocation, and decision making related to the delivery of parks and recreation services for the next 5-10 years. As part of an RFP process, four responses were received and the firms were interviewed by a selection committee. The committee unanimously recommended Confluence as the the best firm to lead the City through this process. The Confluence proposal totals \$54,600 with \$2,500 estimated for reimbursable expenses. The survey component will be handled under a separate contract totaling \$6,000, bringing this work in below the \$70,000 originally budgeted in the Parks & Recreation Sales Tax Fund. The total estimated cost to complete the Parks and Recreation Master Plan is \$63,100.

Moved by Lucas, seconded by Quinn to approve a contract with Confluence to develop a Parks and Recreation Master Plan for the City of Mission for a fee not to exceed \$54,600 plus reimbursable expenses. Councilmember Miller stated that the City also encourages the public's involvement in the Parks Master Plan. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

ETC 2015 Survey Services

Councilmember Lucas reported that ETC Institute works with hundreds of municipalities to assess citizen satisfaction through the Direction Finder survey. Mission conducted Direction Finder surveys in 2007 and 2011, which assisted in assessing our citizens' satisfaction with the delivery of municipal services, and benchmarked our services both regionally and nationally. Funds for updating our Direction Finder survey were included in the 2015 Budget. This proposed contract also provides survey support to the visioning/Comprehensive Plan update and the Parks and Recreation Master Plan. ETC will mail approximately 1200-1300 surveys with a guaranteed response of 400 surveys. Survey questions will be developed in consultation with Council, and the project teams for the Comprehensive Plan Update and the Parks and Recreation Master Plan. The proposed Scope of Services is for two survey processes, which would be funded as follows:

- \$15,000 from the General Fund
- \$6,000 from Parks & Recreation Sales Tax Fund (Parks Master Plan)
- \$6,000 from Community Development Department Budget (Comp Plan update)

Moved by Lucas, seconded by Miller to approve two contracts with ETC Institute for design and administration of a Direction Finder Survey and a survey associated with the Parks and Recreation Master Plan and Comprehensive Plan Updates for 2015 for total fees not to exceed \$27,000. There was no discussion on this item. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

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Interlocal - Mission/Roeland Park Site Development

Councilmember Lucas stated that the parcel of land at the northeast corner of Johnson Drive and Roe includes property in both Mission and Roeland Park, and KDOT Right-of-way, that should be assembled to allow private development at this location. A joint committee has been convened and recommends approval of the proposed interlocal agreement. Mission's representatives are Councilmembers Amy Miller and Steven Lucas, Planning Commissioner Brad Davidson, and staff. The agreement provides a process that can allow both cities to eliminate obstacles to development of the site, as well as to develop a mechanism to share tax revenue generated by future development. The City of Mission will administer and manage the project on behalf of both cities, with the City of Roeland Park paying Mission \$7,800 for this service.

After consideration by the Community Development Committee on December 10th, Roeland Park requested that the interlocal be amended to change the membership on the Steering Committee from "not more than two members of the City Council" to "not more than two members of the Governing Body." This revision is included in the agreement for approval tonight.

Moved by Lucas, seconded by Cowdry to approve the Interlocal Agreement with the City of Roeland Park to jointly explore redevelopment options for land located at the northeast corner of Johnson Drive and Roe Boulevard. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

NEW BUSINESS

Resignation of Councilmember Lucas

Councilmember Lucas announced that he has accepted a job with a law firm in St. Louis and will be moving after the first of the year. He announced that he is resigning from his position as Ward I Councilmember effective December 31, 2014. He thanked all Governing Body members and staff for their work and assistance during his term as councilmember. Mayor Schowengerdt thanked Councilmember Lucas for his service to Mission and stated that he will be truly missed.

MCVB Update

Councilmember Gibbs reported that the Holiday Lights and Festive Sights festival was a huge success and thanked all who worked at this event and attended.

The City provided Thanksgiving baskets to 51 families in the community. She thanked

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all who participated in this program.

The Christmas Adoption program is underway and there are still tags for needed gifts available. Gift wrapping will be on Sunday, December 21st at noon at the Community Center. All are invited to help.

Councilmember Gibbs stated that 2014 has been a great year for the MCVB, but that she has decided to step down as chair at the end of 2014. She believes it is an opportunity for new leadership and new ideas for the MCVB. Councilmember Gibbs will continue to chair the holiday adoption programs and work on the Mission Magazine. She thanked all for their support and generosity over the years. Councilmember Cowdry stated that she is "in awe" of Councilmember Gibbs and her hard work on behalf of the MCVB and Mission. All on the Governing Body thanked Councilmember Gibbs for her work on the MCVB. Councilmember Kring also thanked Jack Gibbs for his service to the MCVB.

MAYOR'S REPORT

Appointments **Planning Commission**

Mayor Schowengerdt placed before Council the appointments of Stuart Braden, Charlie Troppito, Mike Lee, Rob Simpson, and Robin Dukelow to the Planning Commission with terms expiring December 31, 2016

Moved by Kring, seconded by Cowdry to uphold the appointments of Stuart Braden, Charlie Troppito, Mike Lee, Rob Simpson, and Robin Dukelow to the Planning Commission with terms expiring December 31, 2016. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

Board of Zoning Appeals

Mayor Schowengerdt placed before Council the appointments of Stuart Braden, Jim Brown, Carla Mills, Robin Dukelow, and Mike Lee to the Board of Zoning Appeals with terms expiring December 31, 2017

Moved by Kring, seconded by Quinn to uphold the appointments of Stuart Braden, Jim Brown, Carla Mills, Robin Dukelow, and Mike Lee to the Board of Zoning Appeals with terms expiring December 31, 2017. Voting AYE: Cowdry, Gibbs, Kring, Lucas, Miller, Quinn, Rothrock, Shepard. **Motion carried.**

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CITY ADMINISTRATOR'S REPORT

Ms. Smith thanked Councilmember Lucas for his service to Mission. She provided a brief overview of the process that will be used to fill his vacant position, including advertising in the newspaper, on our website, social media, etc., and the interview process for applicants from Ward I that will include the Mayor, Council President Shepard, and Councilmember Quinn from Ward I. A recommendation will then come forward to Council for approval.

Ms. Smith thanked Councilmember Gibbs for her work on behalf of the MCVB.

“No Soliciting” stickers are now available free of charge to Mission residents.

Information from the auditors has been provided to Council and should be returned directly to the auditors.

The 2014 Employee Appreciation Luncheon will be held at noon on December 18th at Cinzetti's Restaurant. The Governing Body was encouraged to attend.

Ms. Randel provided an update on the Johnson Drive business occupancy rates, noting that there is an 88% occupied rate and that with new businesses coming in after January 1st the rate will increase to 90%. Mayor Schowengerdt stated that he and Ms. Smith met with five different development groups during the past few weeks. There is nothing specific to report at this time, but there is increased interest in Mission.

Committee meetings are scheduled for January 7th.

The annual State of the Cities luncheon will be hosted by the Chamber on January 8th. Those interested in attending should contact Ms. Sumrall.

Ms. Smith presented the annual “Year End Video” highlighting the accomplishments and events of the past year.

Other

Councilmember Quinn reminded all of the sock drive to assist Uplift Organization and the homeless in Kansas City, calling Mission the “City of Socks.”

Councilmember Quinn thanked all military members for their service to our Country, and

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recognized and welcomed home Jeff Hartman, U.S. Navy, who is in the audience and is Councilmember Rothrock's brother.

ADJOURNMENT

Moved by Quinn, seconded by Miller to adjourn the meeting at 7:50 p.m. All present voted AYE. **Motion carried.**

Respectfully submitted by Martha M. Sumrall, City Clerk.

Steve Schowengerdt, Mayor

Martha M. Sumrall, City Clerk