

CITY OF MISSION, KANSAS
COMMUNITY DEVELOPMENT COMMITTEE

WEDNESDAY, JANUARY 10, 2018

6:30 P.M.

Mission City Hall

PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

DISCUSSION ITEMS

1. Farmers Market - Emily Randel ([page 2](#))

Staff shared market trends with the City Council at a November 29 worksession. Average daily attendance did not increase in 2017, and the season ended with low vendor participation. Since the November meeting, staff has gathered additional feedback from vendors about a change from a Saturday morning market to a Thursday afternoon/evening market. Staff will share that information, in the interest of developing a plan for the 2018 market season.

2. 2018 Snow Plan- John Belger ([page 5](#))

Review of the policies and procedures for snow removal.

OTHER

3. Department Updates - Laura Smith

Kristin Inman, Chairperson
Vacant, Vice-Chairperson
Mission City Hall, 6090 Woodson
913-676-8350

| | | |
|--------------------------------|--------------|--------------|
| City of Mission | Item Number: | 1. |
| DISCUSSION ITEM SUMMARY | Date: | 12/29/2017 |
| ADMINISTRATION | From: | Emily Randel |

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Planning for 2018 Farmers Market Season

DETAILS: Following the close of the 2017 market season, the City Council held a worksession on November 29 to review the market's performance since its beginning in 2015. Staff shared information on vendor and customer attendance. Both were close to what has been seen in past years, but lower than had been hoped at the beginning of the 2017 season.

Though no specific targets had been determined at the beginning of the season, a measurable increase over 2016 seems like a reasonable mark of success. The average daily attendance in 2017 was the same as 2016 if compared over the same period (212 visitors), and lower if the month of October is included (186 visitors). The market ended in September in 2016.

Staff suggested several ideas for what might be contributing to lower attendance numbers:

- Increased availability of organic and local products in grocery stores.
- Competition for time on Saturdays, including children's activities, travel, etc.
- The choice of several nearby markets in the metro area.
- Trends toward home delivery and Community Supported Agriculture (CSA) of fresh produce.
- A relatively lower number of vendors compared to other markets, and fewer shopping options.

As vendors have shared their plans for 2018, the number participating is expected to be lower than in past years. Following direction provided by the Council at the November worksession, staff contacted vendors asking about their interest or availability to participate in the market if it moved to a Thursday evening format. A Thursday market could incorporate some of the success of the food truck events in Mission that have been quite popular. In addition, a market on Thursdays would not compete with other markets on Wednesday evenings or Saturday mornings.

A list of vendor responses, including their availability for a continued Saturday market is included in the packet. Staff will be seeking additional direction and clarification on how the Council wishes to proceed with the Mission Farm and Flower Market for the 2018 season.

| | |
|---------------------------------|-----------------------------|
| Related Statute/City Ordinance: | n/a |
| Line Item Code/Description: | 01-09-208-16/Farmers Market |
| Available Budget: | \$10,000 |

| | | |
|--------------------------------|--------------|--------------|
| City of Mission | Item Number: | 1. |
| DISCUSSION ITEM SUMMARY | Date: | 12/29/2017 |
| ADMINISTRATION | From: | Emily Randel |

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

CFAA IMPACTS/CONSIDERATIONS: The Mission Farm and Flower Market provides a centrally located option for locally sourced food and a gathering space for people of all ages. The market site is connected to surrounding neighborhoods and nearby shopping areas by the accessible Rock Creek Trail.

| | |
|---------------------------------|-----------------------------|
| Related Statute/City Ordinance: | n/a |
| Line Item Code/Description: | 01-09-208-16/Farmers Market |
| Available Budget: | \$10,000 |

| # | Vendor Name | Product | Saturdays 2018 | Thursdays 2018 |
|----|----------------------------|--------------------------------|---|--|
| 1 | The Jelly Man | Produce, baked goods, jams | Yes | Likely not, customer base prefers Saturdays |
| 2 | Dang's Garden | Wildflower bouquets | Yes | Yes |
| 3 | GF+1 | Gluten free products | Yes | Likely yes |
| 4 | New Roots for Refugees | Produce | Yes, June-September | Likely yes, anticipates lower revenues, but staffing will be easier than Saturdays |
| 5 | Nowachek Apiary | Honey | Yes, every other week | Likely yes, concerned about the heat |
| 6 | Backyard Blossoms | Wildflower bouquets | Yes | Possibly every week, would participate once a month |
| 7 | 2L Farms | Beef, jam | Occasionally | Yes |
| 8 | The Beachery | Baked goods | Once a month | Yes |
| 9 | Buds and Berries | Produce | Occasionally | Likely, during berry season |
| 10 | Ash & Bleu Cheese Co. | Ready to eat dishes and cheese | Likely not | Yes |
| 11 | Peaceful Hills Farm | Pork, eggs | No, expanding family, focusing on one market and two drop-off locations | Likely not every week, might participate once a month |
| 12 | Bowlin Farms | Produce | No, expanding family, out for 2018 | |
| 13 | Rollin' B Produce | Produce | No, reevaluating markets | |
| 14 | Tasty Nuggets | Granola | No, business on hold indefinitely | |
| 15 | Crumble | Baked goods | No, selling goods in stores and catering | |
| 16 | Better Together Pet Bakery | Baked goods for pets | No, doing pre-orders and special events | |
| 17 | Smitten Bakery | Baked goods | No, selling goods through catering | |

| | | |
|--------------------------------|--------------|-------------------|
| City of Mission | Item Number: | 2. |
| DISCUSSION ITEM SUMMARY | Date: | December 28, 2017 |
| Public Works Department | From: | John Belger |

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Snow Removal Policy and 2017-2018 Snow Plan

DETAILS: A copy of the 2017-2018 Snow Plan, which includes Miscellaneous Snow Removal Table and Snow Removal Maps, is included in the packet for your information. These documents serve as the guideline for snow removal activities conducted by the Mission Public Works Department.

We will review the plan at the Committee meeting as a reminder of current policies and procedures as we head into the winter season.

CFAA CONSIDERATIONS/IMPACTS: Snow removal is an essential service to the City. In order to keep services functioning and the traveling public safe, snow removal services are provided by the Public Works department for streets, facilities, trails, and parks.

| | |
|---------------------------------|-----|
| Related Statute/City Ordinance: | n/a |
| Line Item Code/Description: | n/a |
| Available Budget: | n/a |

2017-2018 Snow Season Plan



Public Works Department

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Procedural Review & Training

Procedural Review

- Crew and Shift Assignments
- Plowing and Spreading Routes
- On-Call Procedure -
 - 2 Hour Window
 - Cell phones on and waiting
- Working with Police (Command Staff Contact Info in the following pages)

Equipment Operation and Maintenance

- Trucks
- Plows
- Spreaders and Their Controls
- Loading Salt
- Radio Communication
- Vehicle / Equipment Repairs Procedure
- Preventive Maintenance
 - Cleaning vehicles / equipment

Salt Application Procedures

- How Salt Works
- How and When to Salt
- Anti-Icing vs. Deicing
- Application Rates
- Storm Conditions (Detailed on Next Page)
- Special Deicing Problems (Bridges, Elevated Curve, Ramps, Intersections)

On the Job Safety

- Vehicle and Equipment Pre-Trip Checks
- Safety Practices
- Dealing with the Public
- Assisting Motorists

Weather Conditions & Strategy

Condition 1

Temperature: Near 30

Precipitation: Snow, sleet or freezing rain

Road Surface: Wet

If snow or sleet, apply salt at 500 lb per two-lane mile. If snow or sleet continues and accumulates, plow and salt simultaneously. If freezing rain, apply salt at 200 lb per two-lane mile. If rain continues to freeze, re-apply salt at 200 lb per two-lane mile. Consider anti-icing procedures.

Condition 2

Temperature: 30 or Falling

Precipitation: Snow, sleet or freezing rain

Road Surface: Wet or Sticky

Apply salt at 300-800 lb per two-lane mile, depending on the rate of accumulation. If the snowfall continues to accumulate, plow and repeat the salting process. If freezing rain, apply salt at 200-400 lb per two-lane mile. Consider anti-icing procedures as warranted.

Condition 3

Temperature: Below 20 and falling

Precipitation: Dry Snow

Road Surface: Dry

Plow as soon as possible. Don't apply salt. Continue to plow and patrol keeping an eye for wet, packed or icy spots; treat any of these with heavy salting applications.

Condition 4

Temperature: Below 20

Precipitation: Snow, sleet or freezing rain

Road Surface: Wet

Apply salt at a rate of 600-800 lb per two-lane mile, as required. If the snow or sleet continues and accumulates, plow and salt simultaneously. If temperature starts to rise, apply salt at 500-600 lb per two-lane mile, wait for salt to react before plowing. Continue until safe pavement is obtained.

Condition 5

Temperature: Below 10

Precipitation: Snow or freezing rain

Road Surface: Accumulation of packed snow or ice

Apply Salt at rate of 800 lb per two-lane mile or salt-treated abrasives at rate of 1500 to 2000 lb per two-lane mile. When snow or ice becomes mainly slush, plow. Repeat application and plowing as necessary.

Crew & Shift Assignments

| Public Works Snow Removal | | |
|-----------------------------------|---------------------------------|------------------------|
| Shift Assignments | | |
| November 2017 - March 2018 | | |
| Contact Information | | |
| Name | Title | |
| John Belger | Director of Public Works | |
| Brent Morton | Superintendent of Public Works | |
| | | |
| Snow Crew 1 | | |
| Name | Route | Truck # |
| Jeffery Mull* | Route A- Arterial | 630 |
| Jim Bradley | Route B- Arterial | 574 |
| Mike Morrow | Route 1- North Side Residential | 786/315 |
| Isaiah Her | Route 2- South Side Residential | 397 |
| | | |
| Snow Crew 2 | | |
| Name | Route | Truck # |
| Zakary Forbes | Route A- Arterial | 574 |
| Brent Moore* | Route B- Arterial | 630 |
| Jay Webb | Route 1- North Side Residential | 786/315 |
| Alex Gonzalez | Route 2- South Side Residential | 786/315 |
| | | |
| * designates Snow Crew Leader | | |
| Shift Information | | |
| Month | Day (7am-7pm) | Night (7pm-7am) |
| November | Snow Crew 1 | Snow Crew 2 |
| December | Snow Crew 2 | Snow Crew 1 |
| January | Snow Crew 1 | Snow Crew 2 |
| February | Snow Crew 2 | Snow Crew 1 |
| March | Snow Crew 1 | Snow Crew 2 |

Vehicle/Plow Route Descriptions & Maps

1-Ton Truck Route # 1

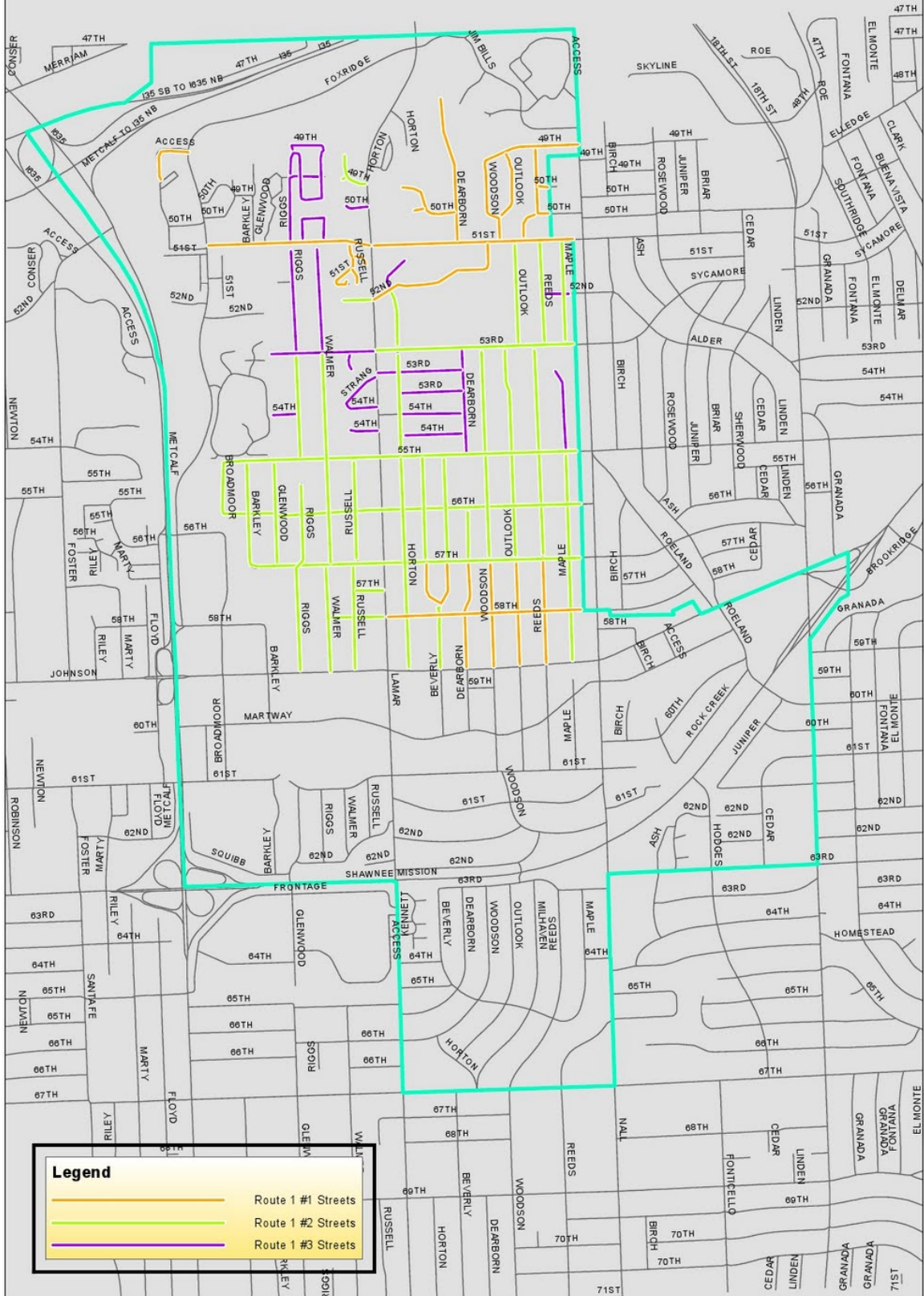
Main Streets need to be done first thing. Driver needs to keep on top of main streets, and it takes passes in both directions. Then the driver can proceed on with the rest of the North side streets.

Main Streets

- Streamway Dr.
- 51st St.
- Lincolnshire – Russell St. off of 51st St.
- Reeds Rd. – North of 51st St.
- 50th Ter. – North of 51st St.
- 50th St. – North of 51st St.
- 49th St.– North of 51st St.
- Outlook St. – North of 51st St.
- Woodson St. – North of 51st St.
- Dearborn St. – North of 51st St.
- Beverly Ln. – Between 57th St, & 58th St.
- Beverly Ave - Between 57th St, & 58th St.
- Dearborn St. – Between 57th St, & Johnson Dr.
- Woodson St. – Between 57th St, & Johnson Dr.
- Outlook St. –Between 57th St, & Johnson Dr.
- Reeds Rd. – Between 57th St, & Johnson Dr.

After the mains are done, it is best to proceed with numbered streets (East / West) all the way to Johnson Drive. Then the driver should proceed on with the named streets. (North / South)

Snow Plow Route 1



1-Ton Truck Route # 2

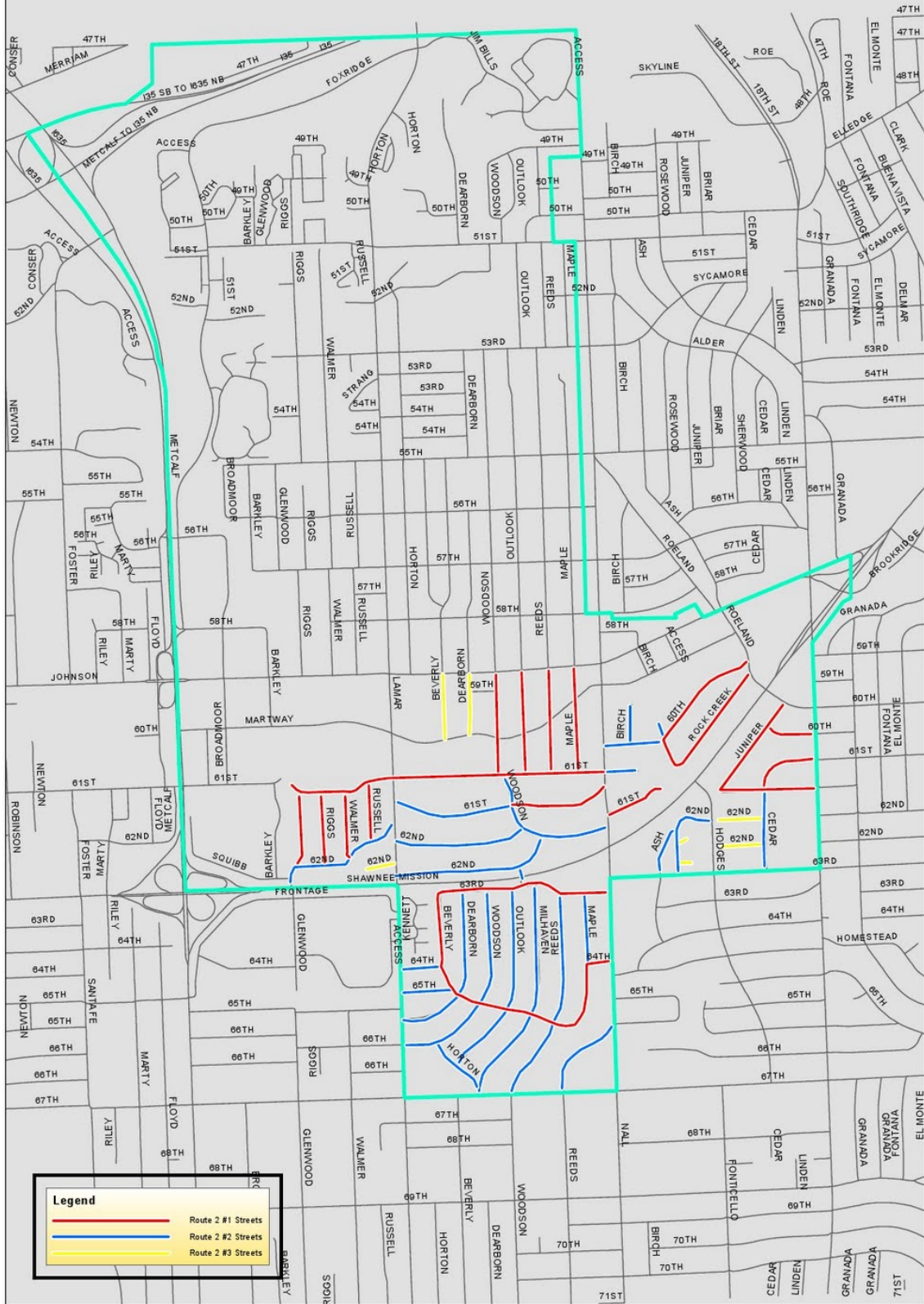
Main Street: Need to be done first thing. Driver needs to keep on top of main streets, and it takes passes in both directions. Then the driver can proceed on with the rest of the South side streets.

Main Streets

- Woodson St. – Between Johnson dr. & 61st St. (City Hall Area)
- Outlook St. – Between Johnson dr. & 61st St. (City Hall Area)
- Reeds Rd. – Between Johnson dr. & 61st St. (City Hall Area)
- Maple St. – Between Johnson dr. & 61st St. (City Hall Area)
- 61st Street – Between Lamar Ave & Nall Ave (City Hall Area)
- Walmer St. – Between 61st St. & 62nd St.
- Riggs St. – Between 61st St. & 62nd St.
- Glenwood St. – Between 61st St. & 62nd St.
- 61st Ter. – Between Woodson St. & Nall Ave (Countryside)
- 61st Place – Dead end into Bickford Senior Living.
- 60th Ter. – Between Rosewood St. & Roeland Dr. (Rock Creek Area)
- Rock Creek Ln. – Between Rosewood St. & Roeland Dr. (Rock Creek Area)
- Rosewood St. – Between 60th Ter. & Rock Creek Lane. (Rock Creek Area)
- Juniper St. – Between 60th St. & 61st Ter. (Highlands Area)
- 61st Ter. – Between Juniper St. & Roe Ave. (Highlands Area)
- 61st St. – Between 61st Ter. & Roe Ave. (Highlands Area)
- 60th Ter. – Between Juniper St. & Roe Ave. (Highlands Area)

After all the mains are done proceed to finish the rest of the areas.

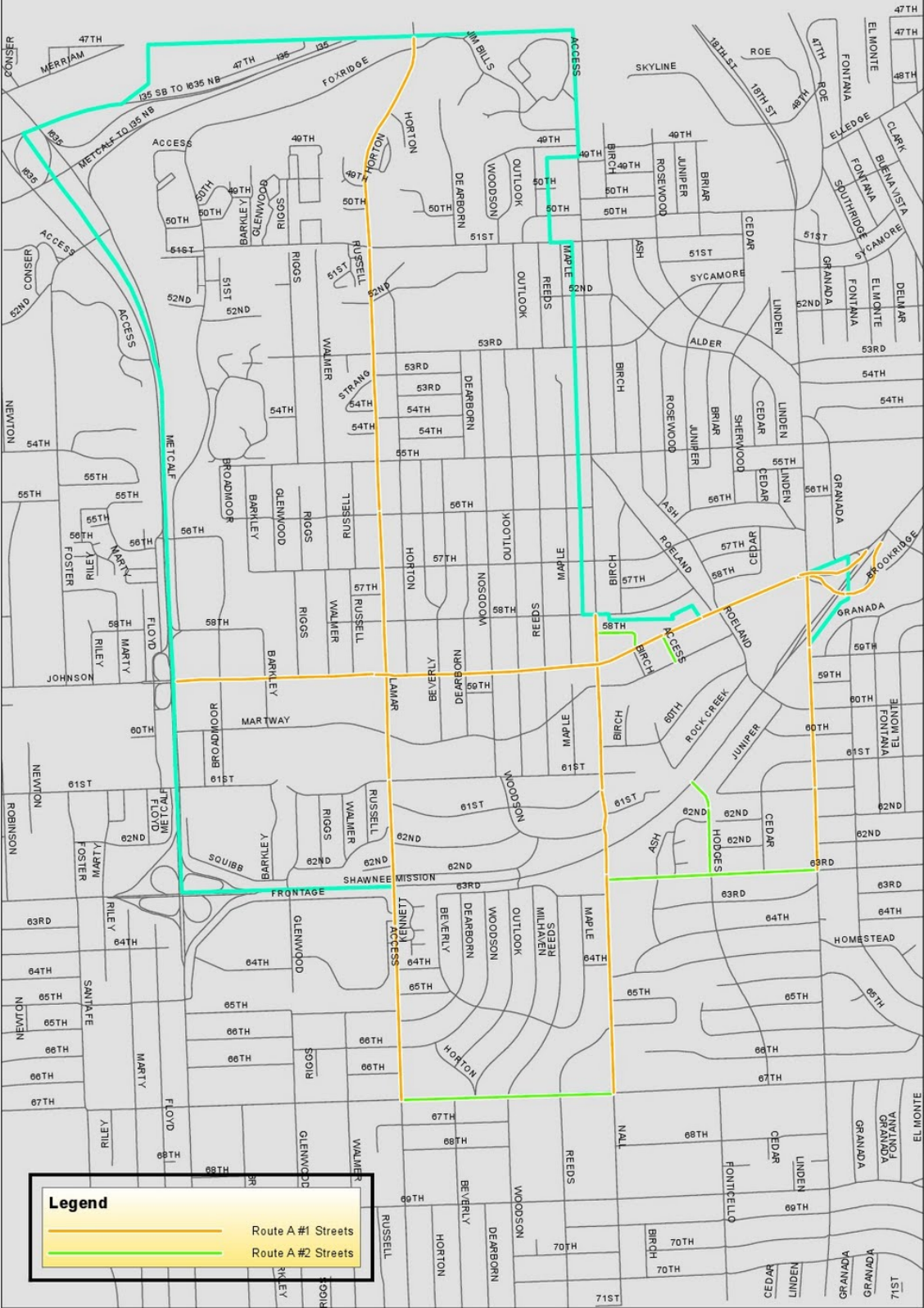
Snow Plow Route 2



2-Ton Truck Route - A

- North on Lamar Ave, at the first bridge make a U – Turn
- Heading back south up Lamar Ave to 67th St.
- East on 67th St. to Nall Ave
- North on Nall Ave to 58th St.
- East on 58th St. to Birch St.
- South on Birch St. to Johnson Dr.
- West on Johnson Dr. to Nall Ave.
- South on Nall Ave. to 67th St.
- West on 67th St. to Lamar Ave.
- North on Lamar Ave. to Shop – Load up with Salt
- South on Lamar Ave. to Johnson Dr.
- West on Johnson Dr. to Metcalf Ave. – U - Turn
- East on Johnson Dr. to Shawnee Mission Parkway – U – Turn
- West on Johnson Dr. to Metcalf Ave. – U – Turn
- Redo in opposite lane / as needed
- North and south lanes of Rosewood St.
- West on Johnson Dr. to Birch St.
- North on Birch St. to 58th St.
- West on 58th St. to Nall Ave.
- South on Nall Ave. to Johnson Dr.
- West on Johnson Dr. to Lamar Ave.
- North on Lamar to Shop – Load up with Salt
- South on Lamar to Johnson Dr.
- East on Johnson Dr. to Roeland Dr.
- South on Roeland Dr. to Roe Ave. (Roeland Dr turns into 60th Ter Heading East)
- South on Roe Ave. to 63rd St.
- West on 63rd St. to Hodges Dr.
- North on Hodges Dr. to Shawnee Mission Parkway – U – Turn
- South on Hodges Dr. to 63rd St.
- West on 63rd St. to Nall Ave. – U – Turn
- East On 63rd St. to Roe Ave.
- North on Roe Ave. to 57th St. – U - Turn (57th St is in Roeland Park)
- South on Roe Ave. to 63rd St. – U – Turn
- Redo in opposite lanes / as needed

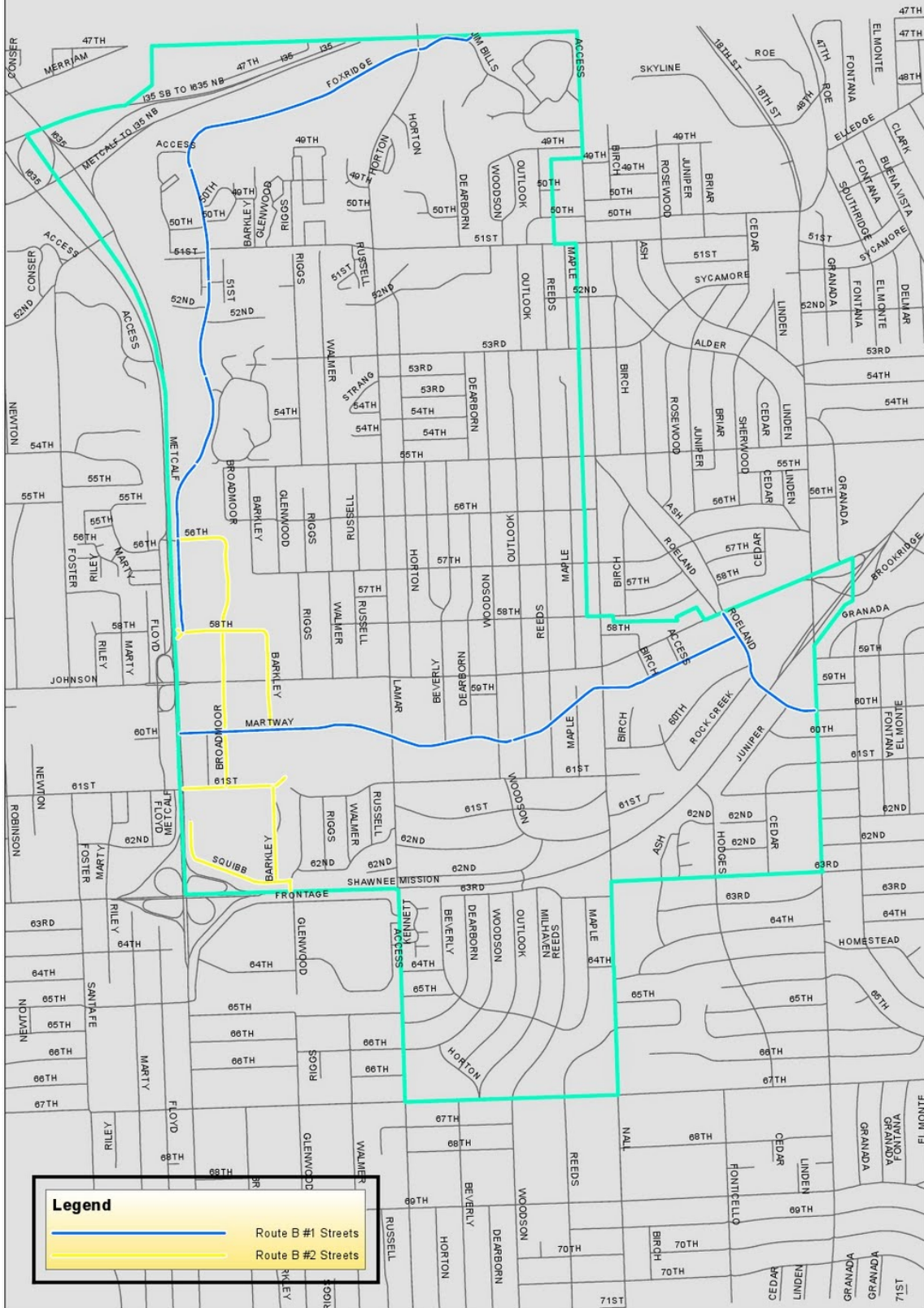
Snow Plow Route A



2-Ton Truck Route - B

- North on Lamar Ave. to Foxridge Dr.
- East on Foxridge to Waste water - U – Turn
- West on Foxridge (turns back South) to 58th St.
- East on 58th St. to Broadmoor St.
- South on Broadmoor St. to 61st St.
- West on 61st St. to Metcalf Ave. – U –Turn
- East on 61st St. to Barkley St.
- South on Barkley St. to Squibb Rd.
- West on Squibb Rd. to Target – U – Turn
- East on Squibb Rd. to Glenwood St. – U - Turn
- West on Squibb Rd. to Barkley St.
- North on Barkley St. to 61st St.
- West on 61st St. to Broadmoor St.
- North on Broadmoor St. to 58th St.
- West on 58th St. to Foxridge Dr.
- North on Foxridge Dr. to Lamar Ave.
- South on Lamar Ave. to Shop – Load up with Salt
- Leaving Shop
- South on Lamar Ave. to Johnson Dr.
- West on Johnson Dr. to Barkley St.
- South on Barkley St. to Martway St. – U – Turn (Hy-Vee Parking lot)
- North on Barkley St. to 58th St.
- West on 58th St. to Broadmoor St.
- North on Broadmoor St. to 56th St.
- West on 56th St. to Foxridge Dr. – U – Turn
- East on 56th St. to Broadmoor St.
- South on Broadmoor St. to 58th St.
- East on 58th St. to Barkley St.
- South on Barkley St. to Martway St.
- West on Martway St. to Metcalf Ave. – U – Turn (may not be possible, so follow Metcalf Ave. North on around to 58th St.. Then 58th St. to Broadmoor St to 61st St., Then on to Metcalf Ave. North to Martway St.)
- East on Martway St. to Roeland Dr. – U – Turn
- West on Martway St. to Broadmoor St. – U – Turn
- Redo in opposite lane / as needed

Snow Plow Route B



Johnson Drive Snow Removal

Public Works is responsible for removing snow from the on street parking areas adjacent to Johnson Drive in the Downtown District. The procedure for snow removal is as follows:

1. Snow is plowed to each end of the parking areas in order to accommodate as much parking as possible.
2. Once snow accumulates to the point sight is impaired, snow is loaded onto trucks and transported to a City lot for storage. These activities are done at night for the safety of staff and motorists.

With the new improvements to Johnson Drive, procedures will be modified as necessary to fit the needs of the corridor.

Public Works does not remove snow from the sidewalks. Snow removal on sidewalks remains the responsibility of the adjacent property owner.

Miscellaneous Snow Removal Locations

| Location | Property | Address/Direction | Notes |
|----------|----------------------|-------------------|---|
| 1 | SPJCC | 6200 Martway | Includes Parking adjacent to SPJCC and Mission Square, Ceres Lot, and Beverly Lot |
| 2 | City Hall | 6090 Woodson | Includes Parking Lots, Sidewalks, and Andersen Trail |
| 3 | Rushton Elementary | Various | Lamar(49th to 52nd), 52nd (Lamar to 6190 w 52nd), Waterworks Trail |
| 4 | Highlands Elementary | Various | West side of Roe (60th to 63rd) |
| 5 | Rock Creek Trail | Various | All paved portions of trail (Squibb to Roeland) |
| 6 | Nall Ave Trail | Various | Nall (Martway to 67th) |
| 7 | Waterworks | 53rd & Woodson | Parking areas |
| 8 | Broadmoor | 5701 Broadmoor | Parking Lot and Trail |
| 9 | Mohawk | 67th & Lamar | Parking Lot and Trail |
| 10 | Streamway | 51st & Foxridge | Parking Lot |