

MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE

November 14, 2018

The Mission Community Development Committee met at Mission City Hall, Wednesday, November 14, 2018 at 9:25 p.m. The following committee members were present: Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ken Davis and Sollie Flora. Absent: Pat Quinn. Mayor Appletoft was also present. Councilmember Inman called the meeting to order at 9:25 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Chief Ben Hadley, and Assistant to the City Administrator Emily Randel.

Mission Market Season Review

Ms. Randel provided information on the 2018 Mission Market season. She stated that good feedback was received from the survey that was shared with the public, and the recent vendor debriefing meeting. Some respondents stated that they miss the Saturday morning market, but there was overwhelming support of the ambiance at the market. This past year, weather played an important factor with many rainy market days impacting turnout. There is also support for an increase in special events at the market, and the drop-off in attendance at the end of the summer could be due to fatigue, weather, and competition with school events once school started in August. Staff is recommending a shorter season in 2019 that would run from June through August with a final Third Thursday event in September. She presented a powerpoint presentation that included:

- Average daily attendance for 2016, 2017 and 2018 with an average of 245 in 2018.
- Average number of vendors in 2015, 2016, 2017 and 2018 with 10.1 in 2018 during a 17 week season.
- Public survey results from 136 responses that included their main reason to attend was to purchase items, other obligations compete with the market, 70 of respondents were from Mission, food truck events received a high rating, and recommending the market to a friend was rated at 6.6/10 overall.
- Success included quality of vendors, friendly and collaborative market, expanded community relationships and a sense of pride, and the market promoted more activity along Johnson Drive.
- Growth opportunities included increasing the number and type of vendors, marketing to surrounding communities and large employers, expand on “happy hour” options, and exploring more options for comfort in extreme weather.

She stated that staff continues to be enthusiastic about the market and it is recommended in 2019 that the season be 12 weeks long, continue with the Third Thursday Food Truck events, consider adding alcohol options on other Thursday markets, and consider additional food trucks

on other Thursday events although this may be difficult as food trucks are less likely to commit to the market on lower attendance days.

Councilmember Flora suggested we consider working with the new nanobreweries that will be opening in Mission and their food truck partners. Councilmember Schlossmacher suggested reaching out in particular to Sandhills Brewing Company that will be opening right across the street from the market.

Ms. Randel stated that staff will work in the off-season to reach out to businesses and their employees to raise awareness of the market.

This item was informational only and no action was taken.

City Hall Exterior Lighting Bid

Ms. Randel reported that the exterior lighting in front of City Hall has reached a point where it is no longer functional. Following replacement of the pavement in front of City Hall this fall, staff began exploring options to restore the lighting. Three bids were solicited, and the proposal from All Current Electric in an amount not to exceed \$9,049.18 is recommended as the lowest and best bid. The scope of this project includes removal of all existing light fixtures and installation of LED flood fixtures.

Councilmember Kring asked how this expense will be funded. Ms. Smith stated that the line item for "Maintenance/Repairs City Hall" was funded at \$25,000 in 2018 and that approximately \$16,000 was spent on new pavers, and repairs to the air conditioning and roof were another \$16,000 so this will be paid for out of other savings in the budget. She stated that with the other investments made to City Hall this is a priority at this time.

Councilmember Davis recommended that approval of the proposal from All Current Electric for lighting repairs in an amount not to exceed \$9,049.18 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Contract for On-call Engineering Services

Ms. Randel stated that the City issued an RFQ for on-call engineering services in September. Staff is recommending that the City enter into agreements for on-call engineering services with Olsson, Inc. and GBA. The proposed professional services agreements would be effective for three years with an option for renewal for one additional year. She stated that a panel interviewed the responding engineering firm and included Councilmembers Ken Davis and Kristin Inman, Planning Commissioner Pete Christiansen, Kent Lage with Johnson County Urban Services, and staff including Laura Smith, Brian Scott, Emily Randel, and Brent Morton. The scoring matrix used was similar to those used previously, and GBA and Olsson scored the

highest. She noted that they are also our existing on-call engineers. The committee agreed that continuing with two firms is the best fit for the City.

Councilmember Davis stated that the process went well and he supports this recommendation. Councilmember Kring stated that she feels using two firms allows them to compliment each other and because they are our existing firms there will be continuity. Councilmember Davis noted that other firms interviewed were also very good and we anticipate using some of them for individual projects, such as the asset inventory.

Councilmember Davis recommended that approval of the professional service agreements with George Butler & Associates (GBA) and Olsson to perform on-call engineering services for the City of Mission be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Purchase of Vehicle for Community Development Department

Mr. Scott stated that we recently interviewed candidates for the position of building official. During the budget process, staff recommended the purchase of a vehicle to be used by this person and the 2018 estimated budget was adjusted in August to reflect Council's approval of this purchase. A conditional job offer has been extended to a candidate and staff is recommending purchase of this vehicle now. Staff has received a bid from Shawnee Mission Ford which was awarded the joint vehicle purchase agreement through MARC's Council of Procurement Professional. The bid is for a 2019 Ford Escape at a cost of \$22,345. The original quote was to expire soon so an updated quote was required. Decals and flashers will be installed separately at a cost of \$1,000.

Councilmember Thomas asked if staff knows approximately how many miles per year will be put on this vehicle. Mr. Scott stated that he anticipates about 3,000-4,000 based on the size of Mission and other vehicle use. Councilmember Davis asked if this vehicle will be available for staff use in traveling to meetings and Mr. Scott stated that it would.

Councilmember Davis recommended that approval of the purchase of a 2019 Ford Escape SE for \$22,345 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Department Updates / Other

Councilmember Kring reminded all of the Horizons High School Annual Thanksgiving Lunch scheduled for Friday, November 16th. She also reminded all of the Rushton Fall Festival/Auction on Friday, November 16th.

Meeting Close

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 9:45 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk