

## **MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE**

December 11, 2019

The Mission Community Development Committee met at Mission City Hall, Wednesday, December 11, 2019 at 6:30 p.m. The following committee members were present: Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Debbie Kring, Sollie Flora and Ken Davis. Absent: Pat Quinn. Mayor Appletoft was also present. Councilmember Thomas called the meeting to order at 6:30 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Parks & Recreation Director Penn Almoney, Chief Ben Hadley, and Superintendent Brent Morton.

### **Public Comments**

There were no public comments.

### **Contract for Lobbying Services with Little Government Relations**

Councilmember Thomas stated that this item is being moved from the Finance & Administration Committee Agenda to accommodate the presenters. She introduced Stuart Little, Little Government Relation, to provide information on their proposal for lobbying services.

Mr. Little introduced Mallory Lutz with Little Government Relations, and provided an overview of their proposal for lobbying services including:

- He has been working in government relations for the past 20 years, particularly focusing on local government, health care, and other public entities. Current clients include Douglas County, City of Merriam, Shawnee Mission School District, among others. He encouraged Council to reach out to any of these for references.
- Little Government Relations (LGR) currently represents the City of Merriam and he reached out to other cities in NE Johnson County to see if there was an interest in forming a coalition so LGR could provide advocacy in Topeka for the group.
- Each City would have a representative that LGR would communicate with weekly and be their decision point person. He stated he hopes there would be consensus on issues and that this coalition would bring together shared interests for cities that may currently have a diminished voice in Topeka. He anticipates an informal structure for the first year.

Ms. Lutz provided an overview of the deliverables they would provide to the participating cities, including:

- Monitoring and reporting to those participating. They would have an ongoing presence in the Statehouse.
- During the General Session, they would provide a weekly written report with additional information on issues of importance to the City. They would also work ahead on issues for the upcoming week - coordinating testimony and keeping us informed of upcoming bills. Contact would also include a weekly call with the City's designee for clarity on issues and positions.
- During the non-session period, LGR would provide monthly written reports and represent the coalition at relevant meetings, etc. such as LKM and other local government and economic development activities. Working with LKM they would be able to enhance what services LKM is providing for the City.

Mr. Little stated that when there are crisis issues, staff will have someone to ask questions of and to reach quickly for updates, etc. He provided the example of the dark store issue as one they would follow and be able to lobby on our behalf. With the combined NE Johnson County cities LGR would represent 30,000-40,000 residents making the impact greater. He discussed the consensus/conflict issue and stated there is no desire to have a common platform between all the participants in the coalition. LKM and Johnson County have platforms on behalf of the larger groups they represent. He provided information on one client they currently represent that could become a conflict on specific issues (American Academy of Pediatrics and Mission's support of medical marijuana). He also stated that he is not looking to replace the work LKM does on behalf of Mission, but noted that they must represent a wide variety of interests across the state.

Councilmember Flora requested additional information on how conflicts would be handled and Mr. Little stated they will report to us on issues even if there is a conflict. Discussion continued on issues anticipated to come forth in 2020 stressing it would be helpful to have a guide on the City's and coalitions' stand on these. Councilmember Inman stated she would prefer to see the cost of the services based on effort rather than population/membership numbers. Mr. Little noted that LKM's dues are based on population and stated that the rate is what Merriam currently pays. He feels it is fair and reasonable since public funds will be used to pay LGR. Councilmember Schlossmacher asked how we can anticipate gauging our return on investment. Mr. Little stated that they will advocate on our behalf and educate, but that measuring sticks for this work is vague. They will work to elevate and give a voice to our residents. Councilmember Kring requested additional information on information sharing by LGR. Mr. Little stated they will represent Mission based on what the Governing Body recommends (Legislative Platform). He again provided information on their reporting back to the City. He noted that the reports they provide to the City will be more detailed than those currently received from LKM, and there will also be a weekly phone call with Mission. Mr. Little also shared that he has represented a coalition group previously (substance abuse providers).

Discussion continued by Council on whether to move forward with this contract, including the lack of specific information on the structure of the coalition and how it will work on specific

issues, the difference is services provided between LKM and LGR, the possibility of moving forward for one year to see how this works, and whether we need to participate in a coalition or if the funds spent on lobbying would be better spent for them working only on our behalf. Mr. Little provided examples of lobbying efforts on behalf of Lenexa, specifically changes to liquor laws to benefit their City Market area. Mayor Appletoft stated that he supports moving forward with this contract, noting that at times our interests don't match those of western Kansas (LKM's lobbying efforts) and the benefits of focusing on issues in NE Johnson County. There is value to having someone at the Capitol every day and the benefits of timely communication from our lobbyist.

The committee agreed that approval of the proposed contract with Little Government Relations should be placed on the Council agenda for a vote as there is no consensus on the City Administrator moving forward with this. All on the committee agreed, but this will not be a consent agenda item.

### **Approval of the Preliminary Plat, The Gateway Second Plat**

Mr. Scott stated that The Gateway site was platted in 2013 with one lot for the entire site. The site is approximately 16 acres. Last summer, a second plat was submitted and approved with two lots - one for the apartments and one for the balance of the site. For a number of reasons, this plat was never actually recorded with the County. As the project has evolved and with more detailed plans, a complete plat has been submitted to the City for approval which shows all of the lots, right-of-way dedications, and final easements. There are seven lots included with this proposed plat. He stated that the previous plat would need to be rescinded and this would not be known as the Gateway Second Plat.

Councilmember Davis asked how the project would function if various components are owned by different companies, particularly internal access issues for deliveries, etc. Mr. Scott stated they would need to have access agreements as part of the sale. The intent is to have one owner of the site, but different lots are required for financing and tax purposes.

This item was informational only and no action was taken. This item will be on the City Council Agenda under "Planning Commission."

### **Acceptance of the November 6, 2019 Community Development Committee Minutes**

Minutes of the November 6, 2019 Community Development Committee were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

### **Replacement of Heaters - Public Works Facility**

Mr. Morton reported that the Public Works facility was built in 2007 and the gas tube heaters are used to keep the shop warm and equipment operating as it should. The company that made the

original heaters is no longer in business so as heaters fail, they are unable to get parts. He stated that five of the nine heaters have shut-off in the last few weeks and must be replaced to keep water pipes from freezing and equipment at the right temperature. Replacement of these heaters was anticipated in 2020, but they must be moved up on the timeline. Three quotes were solicited and Temp-Con provided the lowest and most responsive bid. He stated this company has been in business for 35 years. The cost for these heaters includes a 3-year warranty for all components and a 10-year warranty for the burner and tubes. The heaters are anticipated to have a useful life of approximately 10-15 years. He stated that it is also most cost effective to replace all the heaters at one time. The 2020 budget for this is \$25,000 and the additional \$5,000 cost will come from the Public Works operating budget. He stated they are recommending the purchase of these heaters from Temp-Con in a total amount of \$30,025.71.

Councilmember Davis recommended that the purchase of five 30-foot U-bend 155,000 BTU and four straight 155,000 BTU Gas Tube Heaters for the Public Works Facility be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Marketing / Branding Contract**

Mr. Almoney reported that the City released an RFQ for proposals for branding services for the Parks and Recreation Department. Five responses were received and following a review of the proposals, three were selected for interviews. The interview panel included Mr. Almoney, Ms. Smith and Mark Raduziner, Chair of the Parks, Recreation and Tree Commission. Following the interviews, Crux and Springboard Creative/Lynchpin were the top two proposals. He stated that following the interview process, it became clear to staff that a rebranding for the whole City would make the most sense and, because the interview panel was small, they are recommending a second round of interviews with these two firms. The second round of interviews would include a councilmember and other department heads.

Ms. Smith stated that discussion of rebranding for the Parks and Recreation Department has been ongoing for the past four years, especially in light of the "Planet Fitness" effect on the Community Center. There is \$30,000 in both the 2019 and 2020 budgets for this project. She discussed consideration of hiring one person to handle marketing versus preparing an RFQ. She also discussed the need for consistent messaging throughout the City (more than just a brand/logo) including an updated website, Community Center activity guide, various City pamphlets, etc. She stated staff is recommending slowing down this process to allow for an expanded panel to reinterview the two top firms and bring a recommendation back to the committee at the January meeting.

Councilmember Davis stated he thought Council had recently approved a website update. Ms. Randel stated this was just a "refresh" by our current provider. This has been done and staff will review the recommended changes prior to rolling it out soon.

The committee also discussed firms that suggested much higher budgets for this project, but did not respond to the RFQ, the need to include public engagement and community outreach for this project, and the proposed timeline for reinterviewing firms. Mr. Almoney noted that Springboard Creative partnered with Lynchpin to enhance their public outreach capabilities, and that Crux had this aspect covered by their team. Ms. Smith stated the next round of interviews will be scheduled as soon as possible. Councilmember Thomas asked if this project can be wrapped-up with the Comprehensive Plan Update and Ms. Smith stated that there would be an opportunity for overlap. She stated it is important to tie the two together, but not duplicate services so she anticipates both moving forward at the same time.

There was no action taken on this item as second interviews will be scheduled with the top two firms responding to the RFQ. This item will be brought back to the committee at the January 8, 2020 meeting.

### **Contract for Comprehensive Plan Update**

Mr. Scott provided background information on the City's Comprehensive Plan, including information from State statutes authorizing the Planning Commission to develop and update a Comprehensive Plan. He stated that Mission's Comprehensive Plans date back to 1968, with the most recent one adopted by the City in 2007 and updated in 2011. Mr. Scott discussed the importance of the Comprehensive Plan, its purpose and our progress with the plan. An RFP was issued this past summer, that incorporated the following:

- Review of existing plans for understanding and an eye toward relevancy and applicability of recommendations.
- Analysis of community population and emerging trends to determine future population and demographics.
- Analysis of housing development and emerging trends.
- Analysis of commercial development and emerging trends.
- Analysis of the transportation network for opportunities to support multimodal forms of transportation and future land uses.
- Analysis of existing land use classifications and zoning to determine if changes need to be made.
- Analysis of broadband infrastructure to determine opportunities for enhancements to support development.

There were nine responses to the RFP with five firms selected for interview by the interview panel (Mayor Appletoft, Councilmember Rothrock, Planning Commissioner Dukelow, and staff). The selection committee is recommending the City enter into a contract with Confluence for the update of the Comprehensive Plan. Mr. Scott noted members of the Confluence team, including Chris Cline and Chris Shires, Vicki Noteis, Chris Zahas and Jared Gulbranson. Chris Cline has worked extensively with the City on the Form Based Code. He stated this group is familiar with Mission and will be able to "hit the ground running."

Mr. Scott provided information on planned community engagement including the formation of a steering committee, community workshops, key stakeholder meetings, a booth at the Mission Market, youth workshops, and workshops with school children and parents. He noted the importance of engaging young families in the process and hearing from many throughout the community. Confluence will assist with branding, a webpage for the project, preparing all reports, minutes, etc. These will all remain with the City when the project is complete.

Ms. Smith and Councilmember Davis thanked Mr. Scott for his work on this project. Ms. Smith provided additional background on the 2007 Comprehensive Plan and the 2011 update, which was staff driven. In 2015 there was a budget recommendation of \$150,000 for the Comprehensive Plan update, but Council was not comfortable with it at that time. They did approve \$30,000 to manage this process in-house, but due to lack of staffing resources needed, it never really moved forward. She also noted that the ETC DirectionFinder Survey will be a part of this process and a contract for that survey will come to Council in January.

Vicki Noteis, planner on behalf of the Confluence team, discussed how the public engagement will be structured to ensure we receive meaningful feedback. The steering committee will meet monthly (approximately) and will be able to help others through the process. Larger groups will also help with providing feedback and idea generation, and the process is layered so it is most productive. She stated the process will take approximately a year, include a separate website linked to the City's, include creative and reactive input, and community engagement throughout the process (workshops, youth activities, survey work, feedback to the public). She stressed the importance of a schedule to stay on target.

Councilmember Kring asked that we ensure sustainable practices and the Sustainability Commission are included in the process, as well as the public at large. Ms. Noteis also stressed the importance of having the data analysis completed first which can then be shared so everyone is "on the same page." She stated that many of the outlined tasks will overlap.

Councilmember Thomas requested additional information on "Task 2 - Review of Existing Plans" and how this will be completed. Ms. Noteis stated they will compile a matrix of all the plans, what has been accomplished, what is still important to the community, and what is still considered a principal goal.

Councilmember Davis asked how the Census next year might impact this project. Ms. Noteis stated it will be 2021 before that data is available, and discussed how data is updated between the Census, etc. Councilmember Davis also requested information on recruitment for a City Planner. Mr. Scott stated a job description and draft posting are ready and we hope to have a planner hired by the end of January. That position will be critical to the project and a great opportunity for that employee.

The committee also discussed the project looking at broadband capabilities with Mr. Scott stating that Commissioner Troppito has recommended that this be included. There is a digital divide and we will look at broadband access and opportunities to take advantage of access for economic development. Councilmember Flora asked if the service gaps will include accessibility and affordability. Mr. Scott stated we will look service providers and what area they provide service to, band width, and cost.

Councilmember Thomas asked that the implementation of this project be woven into packets on a regular basis and that it be shared city-wide. Mr. Scott agreed that the Comprehensive Plan is not a document “to sit on a shelf” and will be revisited regularly.

Councilmember Schlossmacher recommended that approval of the contract with Confluence for the update of the City’s Comprehensive Plan in an amount not to exceed \$120,000 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Asset Management Update**

Ms. Smith stated we have made great progress with our asset management and anticipates additional big strides next year. She stated that Ms. Duran, Public Works Director, brings with her a great deal of experience with asset management.

Ms. Duran provided information on our current asset management, focusing on Public Works. She stated that in 2017 Stantec surveyed our streets to provide a uniform standard for each street. There are 110 lane miles of roadway in Mission with an average rating of 52.6 (poor) on a 1-100 scale. BHC Rhodes has mapped the collected data and Ms. Duran demonstrated the interactive mapping that color-codes by PCI rating each street. When clicking on a specific section, all data for that area is viewable (depth of asphalt, etc.) This will assist in determining how to treat specific streets, and stormwater data will also be added. This data may also be put into AIMS mapping as it is transferable. Councilmember Kring asked if bridges have been included and Ms. Duran stated they have not yet.

Ms. Duran stated a decision matrix will be brought forth in February that will include the current pavement condition and a decision tree to the appropriate treatment. This will assist with making data driven decisions and allow us to develop costs for improvements, as well as a 10-year plan.

Discussion continued on bridge inspections which are required every two years, other assets that can be included in this project (sidewalks, curb, gutter, etc.), and the stormwater inventory and assessment that will assist with determining the costs once the condition data is compiled. She stated Public Works will be working to clear vegetation from stormwater channels on a four-year rotation. Streetlights have been inventoried and mapped, and she discussed replacing lights with LED. There are 7 traffic signals owned by the City and 21 owned by KCPL.

All are in fairly good condition and Total Electric is our contractor for maintenance of our signals. Our signs are in good condition and Public Works will work to keep them updated. Bridges require inspection every two years and improvements were recently made to the Reeds Road bridge.

Councilmember Kring requested an update on the Broadmoor Project. Ms. Duran stated that utilities took a long time to make their improvements. The sidewalk on one side of the street will be completed this week with the other side completed soon. She stated three traffic signal poles have been shipped, but we are still waiting on one more. It is anticipated to be shipped on December 13th and will be installed once received. The project should be completed by the end of December with the overlay of the intersection at Johnson Drive and Broadmoor completed in the spring when weather permits.

This item was for discussion only and no action was taken.

### **Johnson Drive Reconfiguration**

Ms. Smith stated that during the November committee meeting, concerns were expressed regarding pedestrian and traffic safety on Johnson Drive. This issue has been discussed on various occasions since 2006.

Ms. Duran stated Johnson Drive is the heart of the City and defines Mission. It is important to collect traffic data so that any decision is a data driven one. She stated that road diets can work, but we need to know the pros and cons and measure performance. To do this, baseline data is required. She recommends one more data collection, followed by community engagement prior to deciding on whether or not to move to 3-lanes on Johnson Drive. The last traffic count was in 2015 and since then the Gateway Project and EPC have moved forward so a new traffic count is needed. She also discussed the need to look at potential delays on a 3-lane section, capacity delays to side streets as there are not as many gaps, traffic signals and their timing, pedestrian counts and where people are crossing the street, and speeds on Johnson Drive.

Discussion continued on the potential for lower speeds if we move to a 3-lane configuration, issues with turning onto Johnson Drive from side streets, the buffer to parking spaces that will be added with a 3-lane configuration, and how 3-lanes could impact deliveries to businesses. Ms. Duran stated we will also need to look at accident data to help determine if 3-lanes would help prevent accidents. Funding and timing must also be considered for any improvements.

Ms. Duran stated that we will wait until spring to conduct pedestrian counts, but other data will be brought back to Council prior to that as we have it available.

This item was for discussion only and no action was taken.



### **Recommendations for CIP Committee**

Ms. Smith stated that for several months both Council and staff have been discussing the efficiency and effectiveness of our various boards and commissions, most recently at the November committee meeting and specifically related to the CIP Committee. The group was formed several years ago so we would have a more informed group for the Capital Improvement Plan. Staff has struggled to give them meaningful work and there are other opportunities to share information with other boards and commissions. Staff has spoken with the four members of the group that are not on the CIP as representatives of other boards or commissions. One person is "ok" with stepping down and two others have expressed an interest in serving on a different board/commission. One person was non-committal either way. There are currently vacancies on the Planning Commission, Parks, Recreation & Tree Commission, and Sustainability Commission to accommodate those wanting to continue to serve. Ms. Smith stated staff is recommending that an ordinance be brought to Council in January to eliminate the CIP Committee, with appointments to other boards/commissions to follow. She stated we will also reassign Council liaisons.

Ms. Smith stressed that the CIP Committee did review the Rock Creek Channel Project and recommended moving forward with debt financing for the project. They have added value to our CIP and planning. Councilmember Thomas asked how the CIP planning process will work in the future. Ms. Smith stated there is an internal staff committee and that the PRT will provide input on the CIP related to the Parks Master Plan, etc. Other opportunities for participation will be through the Comprehensive Plan stakeholder group. Ms. Randel stated that staff and the Council collaborate tightly so it can be difficult to pull the CID Committee into the process.

Councilmember Davis stated that as a member of the CIP Committee as Council Liaison, he is in favor of this change. Ms. Smith stated an ordinance will come forward to the committee in January to discontinue the CIP Committee.

This item was for discussion only and no action was taken.

### **Department Updates**

Ms. Smith reported that the de-annexation of a parcel of land to Roeland Park was approved by Roeland Park at their Monday meeting. She thanked Councilmember Flora and Councilmember Inman for their work on this issue. The City of Roeland Park will pay Mission \$64,602 in two installments (June 2020 and June 2021).

We will take updated Governing Body photos prior to the January 15th City Council Meeting.

There will be an employee appreciation lunch at Cinzetti's on December 12th and a part-time Community Center employees party on Sunday, December 15th.

Wrapping of presents and food basket assembly for the Holiday Adoption Program will be on December 20th at 8:00 a.m., Community Center.

**Other**

Councilmember Kring reminded all there will be a ribbon cutting for Slim Chickens on December 12th at 9:50 a.m.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 8:57 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk