

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

February 5, 2020

The Mission Community Development Committee met at Mission City Hall, Wednesday, February 5, 2020 at 6:30 p.m. The following committee members were present: Trent Boultinghouse, Hillary Thomas, Arcie Rothrock, Kristin Inman, Debbie Kring, Sollie Flora and Ken Davis. Absent: Nick Schlossmacher. 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, and Chief Ben Hadley.

### **Public Comments**

John Arnett, Mission resident, thanked and commended staff who worked with him in selecting a memorial tree in Mohawk Park in memory of his dog. He stated staff worked together to make this happen and it made a real difference to him and his family.

### **Evergy Circuit Audit Presentation and Information Update**

Rebecca Galati, Evergy, presented information on Evergy service and processes. She provided the following information:

- Ms. Galati serves as a liaison to staff and council, works on special projects and issues management, handles constituent complaints, and is the Emergency Operations Liaison to Johnson County's EOC.
- Evergy's service territories include: Kansas Central, Kansas Metro, Missouri Metro, and Missouri West. They provide service to customers from Wichita to Columbia, Missouri.
- Merger promises (with KCPL to become Evergy) included savings to customers and no changes to base rates in Kansas until December of 2023.
- Energy Mix includes the Renewables Direct program of which Mission was the first municipality in our area to sign a contract for this program.
- Evergy's tree trimming process includes year round work to manage the impact of trees on power lines. Neighborhoods in the suburbs are trimmed every four years, or when a specific request is received. Residents can request that the power from their house to the pole be cut when they are undertaking tree trimming.
- There are an estimated 146 trees per mile in Mission, with 58 being the average company-wide. This means that Mission has many branches overhanging power lines. Evergy trims trees in easements in a 50 ft. circular shape to keep power lines clear.
- There are nine circuits in Mission and all feed into each other. She noted that even when residents pay to have lines buried, they can still experience power outages due to the connection of the circuits.

- Discussed the frequent outage investigation process and encouraged customers to call when issues arise, including “blinks,” so that these can be tracked.
- The worst performing circuits in Mission have been identified and there is a process for making improvements.
- Discussed the three main circuits in Mission with the worst performance, affecting the most residents, and their target dates for completion - #6843 (2020/2021), #6813 (target date for review 2020, and #6831 (2020/2021).

Ms. Galati provided her contact information and encouraged council to contact her with questions or concerns.

Michael Smith, Mission resident, asked if residents in the three circuit areas identified or a “hot spot” would be contacted. Ms. Galeti said they probably will not. Mr. Smith discussed outages and flickering in his area (Milhaven), neighbors needing to use generators, and the neighborhoods trying to take care of each other, particularly the elderly. Ms. Galati discussed previous years where there were quite a few outages, noted there are budget restraints to making all improvements (address the worst circuits and those that affect the most people first), and the need to contact Evergy even for flickering.

Angie Lasagna, Mission resident also expressed her concerns with outages and flickering in Milhaven and asked when a meeting will be scheduled to speak with residents about this. Ms. Smith stated she is coordinating this meeting and will reach out to find a time when most people are available.

Discussion continued on “flickering” in Milhaven and whether or not these are registered with Evergy. Ms. Galati again encouraged all to contact Evergy when there is flickering so they have accurate data to work with. The committee also discussed tree trimming by other utilities (cable, etc.), and working to be sure those needing electricity for medical devices at home are not cut off from power. Ms. Galati provided information on the medical customer service system that provides those residents with a personal contact.

This item was informational only and no action was taken.

### **Sustainability Commission 2020 Work Plan**

Josh Thede, Sustainability Commissioner, provided an update on the Sustainability Commission’s work plan for 2020. He stated Alexis Penny is the current chair but was unable to attend this meeting due to a work conflict. He discussed achievements and previous work of the group, and the 2020 Work Plan including:

- Planning by this active and inspiring group. The focus is on 3”Ps” - people, planet, prosperity. The group identified 25 smart goals within six categories (materials/waste

stream, budget allocation review, education, policy, natural resources, community) that will have the greatest impact and can be coordinated with other groups.

- Goals for 2020 include the climate action plan, reducing recycling contamination, educating and reinforcing sustainable behaviors, and continuing to be active community volunteers.
- The greenhouse gas inventory will be completed this year.
- Battery recycling continues and Mission has collected over a ton of batteries. The Commission also began a holiday light recycling program and the “ditch the bag” campaign.
- The Commission is working to educate the public on diversion of waste through a grant from Waste Management. Councilmember Kring noted that the Commission recently found errors in a handout from WCA, which will now be updated. The Commission also hosted a composting class at the Community Center and attended a variety of conferences.
- The Commission volunteers at a wide variety of events and works year round to promote sustainability issues.
- The handout provided with the Commission’s goals is a living document and the group wants to partner more with others to promote these issues. Sustainability should be a lens for all Council items.

Councilmember Thomas thanked Mr. Thede and all on the Sustainability Commission for their encouraging and enduring work. John Arnett and Andy Hyland, Sustainability Commissioners attending the meeting were introduced.

Councilmember Thomas stated she would be open to the Commission presenting to the committee biannually, rather than just once a year. Councilmember Boultinghouse asked for the best way to reach the commission and Ms. Smith stated through Ms. Randel, who staffs the commission. She will also provide Council with updated lists of all commission members.

Ms. Randel stated the Sustainability Commission will continue to work on these goals, reaching out to stakeholders on specific issues. Councilmember Thomas suggested they look to Vista or Americorps for grant opportunities.

Councilmember Flora stated the commission talked about working with other groups and Mr. Thede provided the example of wanting to plant more trees and working with the Parks, Recreation & Tree Commission on this initiative.

Councilmember Kring again commended the Sustainability Commission for their energy and noted the variety of expertise on the group to lead these goals forward.

This item was informational only and no action was taken.

## **Acceptance of the January 8, 2020 Community Development Committee Minutes**

Minutes of the January 8, 2020 Community Development Committee were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

### **Communications/Marketing/Branding/PR Services**

Ms. Smith stated this item was considered at the January committee meeting, and she has changed the title to include “communications” as that is a large part of the focus. When this issue was discussed in January, there were additional questions regarding the proposed contract. Her presentation included the following:

- Is there a need for these services, and if yes then “why?” If not, then we will continue the status quo.
- Why these services are needed include resident and businesses expectations, economic development, renewed community pride and unity, brand consistency, council expectations and goals, and staff efficiency.
- What do we want to accomplish by contracting with Crux for a one-year contract? Central to this is enhanced communication that includes updated and relevant content, consistency of messages, a more proactive approach, and sustainability.
- Council must then decide whether to outsource this project or not. She provided information on using Crux or having an on staff communications position:
  - Crux would include a five member team with multiple skill sets, working 60 hours per month. There would be no initial space or software needs, and additional services to be contracted would be approximately \$5,000 or less.
  - Staff position (full-time employee) would cost approximately \$65,000 for year 1 with estimated on-going costs of up to an additional \$30,000 per year. Additional services to be contracted would be approximately \$50,000 in year one and initial space and software needs would be \$35,000 in year one.
- Ongoing costs were discussed, with Ms. Smith stating this is scalable when using Crux vs. a staff person (salary and benefits) which would still require us to contract out some services as one person would not have all the skills necessary.
- Pros and cons for both Crux and staff person were presented.
- Information on why now is a good time to move forward with this project - builds on significant investment in the update of the Comprehensive Plan, is an opportunity to promote new developments and reach new residents and businesses, promotes increased engagement and civic pride, allows us to get “current” more quickly and then work a strategic plan going forward, and assists in defining the story and messaging for continued reinvestment in streets and parks.

Ms. Smith stated that Crux’s goal is to get Mission up to date and positioned for success going forward. She also provided information on communications positions in other nearby cities. Ms.

Smith stated that staff recommends authorizing a contract with Crux for one year at a cost not to exceed \$90,000 which will be paid as a monthly subscription fee. There was \$60,000 identified in the 2019/2020 Parks and Recreation Budget for these services and the additional \$30,000 would be taken from the General Fund.

Councilmember Kring stated she appreciates this additional information and asked approximately how much staff time will be required to work with Crux. Ms. Smith stated she and Ms. Randel will manage this project, but staff from different departments will also be working with Crux as they address their department. Crux uses the 30-60-90 day action plan and will push staff to meet these deadlines. Councilmember Kring expressed her concerns with the total fee of \$90,000 and what will be included in this. Ms. Smith listed a variety of areas/items Crux will work to update/assist staff in being proactive with including our website, the Parks & Recreation Activity Guide, counter brochures, various printed materials, press releases, social media content, wayfinding park signage, special events, and support for downtown particularly since the Mission Business Partnership recently disbanded. Mayor Appletoft stated The Gateway project is underway and the City has a vested interest. We need to market The Gateway as an asset to our City.

Councilmember Thomas stated she supports this project, but is not totally “sold” that an in-house staff person is not a better fit. She would like additional information on costs associated with other materials needed, staff hours, replacing content, etc. Ms. Smith stated that most items are printed in house with the exception of the Parks & Recreation Activity Guide and the Mission Magazine. Vehicle marking costs will be tied to the budget and can be either phased in or done at one time.

Councilmember Boultinghouse stated he supports outsourcing this work and noted that during his campaign he met many residents who were unfamiliar with city government. He feels this will help to address that issue. He supports using supports using dedicated professionals and discussed all the “noise” that can be distracting to our message, which should be cohesive and united. He also discussed the many important initiatives Mission undertakes that many are not aware of and the need to let people know about these.

Councilmember Rothrock stated she agrees there is a need for this project, but still struggles with outsourcing. She feels if an in house person is hired to begin the project, they will be available all day and have more time to spend with each department. Ms. Smith discussed concerns with being able to bring on an individual person who would be able to cover the expertise Crux provides. The salary recommended would support an entry level position. The first year of this project is the most critical.

Councilmember Inman stated she supports outsourcing and discussed the level of expertise available immediately when contracting with Crux. She noted these are not core competencies of City services. Ms. Smith stated this is similar to our on-call engineering services contract

where we have a professional engineer on staff, but there are different areas of expertise that we need to use through our on-call engineering.

Councilmember Davis stated he agrees with Councilmember Inman and noted that he served on the interview panel for these services. Crux has the capacity and variety of skill sets to move forward immediately.

Councilmember Flora agreed and noted the adaptability of Crux, their expertise which would be available immediately, scalability in future years (would not want to lay off a full-time employee if services provided in house), and the flexibility offered through this contract.

Mayor Appletoft stated all seem to agree to the need for these services and staff is recommending outsourcing as it would be less expensive and scalable in future years. He stated we can pause after year one to evaluate what has been accomplished and learned (staff training), and then make a decision on these services going forward. He noted that a refresh is needed as we do not look “modern” and this proposed contract with Crux is a great option to accomplish this.

Councilmember Kring expressed her concerns with the look of the City (orange cones in her Ward) and asked if Crux will provide photography services. Ms. Randel stated they will assist in building a library of stock photos and assist with decentralizing these efforts so a variety of staff at all events can assist with photography rather than one person.

Councilmember Thomas recommended that authorization of a 12 month contract with Crux for City-wide marketing/branding/PR services in an amount not to exceed \$90,000 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Renewal of Traffic Signal Maintenance Services Contract**

Ms. Duran stated the City owns seven traffic signals and two pedestrian beacons, and this proposed contract is for the preventative maintenance for these through Total Electric. Work is performed on a regular schedule with specific duties outlined in the contract documents. When major repairs are required, these are billed for time and material. Total Electric submitted the lowest and best bid at an annual price of \$47,700. She stated that this price is outside of the budgeted amount, noting when Total Electric was contacted regarding the increase it was discovered that the services were previously misquoted (they thought it was monthly, not quarterly fees). She stated the \$47,700 is an increase, but more accurate and well below the other bid received for these services. Staff is recommending approval of the contract with Total Electric as the lowest bid and they have provided service to Mission for the past 30 years. There will be savings in the KCP&L Traffic Signal Maintenance Account which will be used for the difference.

Councilmember Inman asked what services Black & McDonald provide to Mission and Ms. Duran stated streetlight maintenance.

Mayor Appletoft stated we currently own some traffic signals and asked how this happened and our strategy for the future. Ms. Duran discussed the expense of owning/buying all of our signals (approximately \$170,000 per signal) and stated that additional signals can be considered for purchase on a project to project basis. In the long run, it is less expensive to own our own signals, but there is substantial up-front cost that must be considered. She anticipates we will purchase more signals over time. Ms. Smith stated that in 2013 an analysis of our streetlights and traffic signals was completed, and we were not able to afford the purchase of both. Streetlights were purchased with a 10-year note (800+ lights) which will pay off in 2023. She stated we may have cash balances to pay this note off and at that time can look at the larger picture which could include the purchase of traffic signals.

Councilmember Davis recommended renewal of the traffic signal maintenance contract with Total Electric Contractors Inc. at an annual cost of \$47,700 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

#### **Easement Acquisition, Rock Creek Channel Project**

Ms. Duran stated that in order to construct improvements associated with the Rock Creek Channel project, acquisition of permanent drainage easements and temporary construction easements are required. There is a delay in getting one easement signed, five of the properties have signed easement documents, and two of the properties are owned by the City. Ms. Smith and Pete Heaven, the City's land use attorney, are currently working with the property owners at 5900 Roeland Drive - Wendy's - on these easements. The next step in the process for this specific property is the use of eminent domain. Ms. Smith stated that Wendy's needs to provide both a permanent and temporary easement, which are located near the parking on the south side of their building. The company headquarters are in Ohio so we are unable to deal with someone local. She called the company last week and had a productive conversation, providing them with information on the 20 townhome owners who have gone for three years without parking and are each investing \$20,000 over 20 years for improvements associated with the project. She also noted that they are aware of the potential use of eminent domain.

Councilmember Davis recommended that authorization, acceptance and recording of the easements required for the Rock Creek Channel Improvement Project, including authorizing the Mayor to execute two easements on behalf of the City of Mission, be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

#### **City Hall Workspace Renovation**

Ms. Randel stated Council approved the addition of a full-time planner position, which is currently being advertised. We must now decide where that person will office. The proposal is

to move the Payroll / Benefits Specialist to the west side of the building, which would allow the new planner to take her office. Ms. Randel stated that bids for this project have been received from four contractors, but with these will need to be refined. She offered to walk councilmembers around the space to have a better feeling for the proposed changes. Ms. Randel stated that during the process of soliciting bids for the project, it was discovered that building codes would require fire-rated glass which would increase the cost. She plans to bring back firmer numbers for this project, but at this time wanted to gauge Council's support and threshold for funding this project. Currently, the recommended project amount is in an amount not to exceed \$30,000 but she noted that this could be less, particularly if the current glass is not removed requiring updated fire-rated glass (three times the cost). She also provided information on the renovations, including removal of the counter in the general office space, moving the prox card reader to the outer door, adding an interior window to the current internal office to bring in more light, and relocating the door on this office.

Councilmember Flora requested an update on the space need analysis and when we anticipated moving forward with that project. Ms. Randel stated staff feels it is worth moving forward immediately with this smaller project to accommodate the new position. The wall that would need to come down for this project is a false wall. Ms. Smith stated that the space needs is beyond one year and needs refinement. She noted that streets and stormwater improvements are also priorities. Discussion continued on challenges with adding a position and finding office space for them once hired.

Councilmember Thomas questioned making this investment when there is the potential for a new City Hall in the future. Councilmember Inman stated there may always be a need to reconfigure an internal space quickly to accommodate current needs, but the space needs analysis is a much larger project. She feels this budget is reasonable for this project. Councilmember Thomas agreed and Councilmember Davis stated this issue highlights the need to continue moving forward with the space needs analysis. Councilmember Flora asked if a workable plan could be accomplished with a \$10,000 budget.

Councilmember Flora recommended that the review and approval of a bid for City Hall remodeling work with specific bids available prior to the City Council Meeting be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item as additional information will be provided prior to the meeting.

### **2020 Market Season**

Ms. Randel reported the Mission Market will host its sixth season this summer with three months of market dates from June through August (13 Thursdays). The market will again be on Thursdays from 4:30 - 8:00 p.m. She stated that alcohol was available at the market every week versus the "Third Thursday" events in previous years. With this shift away from the Third Thursday model, the market will focus on having a strong market weekly that includes alcohol available, food trucks, music (smaller bands), and more consistency week to week. Special



event themes will continue. She stated that this year funds will be shifted from music (larger bands) to fund additional paid staff to assist with set-up. She described the set-up process, which is critical to the market, and safety issues that would be addressed with staff helping with set-up on a regular basis. Volunteers will be used to help with teardown at the end of the market. She also provided information on plans to increase sponsorship levels, and discussed the need for additional seating (concrete pads, tables) at the market

Councilmember Kring asked that staff consider selling “City of Mission” items at the market, and to reach out to the new owner of Brian’s Bakery so he is aware of the market and can be open during those times. Mayor Appletoft stated he has spoken with Brian’s Bakery and they are very interested. Councilmember Boultinghouse also noted that we will have two breweries open in Mission by this summer.

Councilmember Boultinghouse requested additional information on the market dates and why it ends in August. Ms. Randel discussed competing events/priorities for residents and families once school is back in session, which is mid-August (sports practices, etc.). In the past, market dates past August were harder to sustain with the competition for people’s time.

Councilmember Thomas asked if a permanent liquor license for the market has been considered and Ms. Randel stated we have not yet looked into this.

Councilmember Davis requested an update on the Capitol Federal park development and Ms. Randel stated we have reached out to them, but have not had a response. Staff will continue to reach out to Capitol Federal.

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

### **Snow Removal from Sidewalks**

Ms. Smith stated the last time Council talked about the issue of snow removal on sidewalks was in 2010, during a harsh winter. At that time, the ordinance required property owners to remove snow from their sidewalks within five hours of the snow event. This was not enforced and after discussion by Council it was decided to repeal the ordinance and adopt a resolution encouraging residents to clear their sidewalks. She noted that at the time, the City of Lawrence was writing tickets to residents for not clearing their sidewalks and Council decided this was not the desired image for Mission. Also in 2010, Council discussed snow removal from sidewalks around our two elementary schools. These standards were incorporated into the Public Works Snow Plan. She stated the priority for snow removal by Public Works is: 1) streets, 2) the Community Center and City Hall, 3) around elementary schools, and 4) parks and trails. Encouraging a parent group to assist with shoveling around schools was also discussed in 2010, but this program did not get off the ground. Ms. Smith stated she has received concerns regarding the sidewalk on 51st Street between Lamar and the school crossing at the top of the hill near Rushton Elementary, and an email from Jessica Carlson, a resident who is concerned

with the sidewalk on Lamar. She also noted that we often get questions about Johnson Drive. It is the responsibility of each business owner to shovel their sidewalk. This item is for discussion to see if Council is interested in addressing this issue and/or changing our current policy (resolution to ordinance).

Councilmember Inman stated she received a call on Saturday from someone reporting that the only sidewalk that was cleared on Martway between Lamar and Broadmoor was in front of the Fire Station. She stated we don't want to be too strict in enforcing snow removal, but with our efforts towards being a more pedestrian friendly city (BikeWalkKC initiatives, etc.) greater enforcement should be encouraged. Councilmember Kring discussed previous concerns with the City being sued if we took on additional snow removal.

Councilmember Davis stated that a resolution does not "require" residents to clear snow. We need an ordinance to define responsibilities and provide for enforcement. Councilmember Thomas stated that she agrees, and discussed her concerns with children walking in the snow up 51st Street to school. There are many children in Ward I who walk to school and we need to protect them.

Councilmember Boultinghouse stated we should separate school zone sidewalks from others, affirm that we want to be a walkable city, and add additional enforcement options. He stressed that we want to be a walkable community year round.

Councilmember Flora stated we need a mechanism for enforcement but feels the five hour time frame is too extreme. There must be a middle ground and she asked what other cities require. Councilmember Thomas noted that Overland Park is also discussing this issue. Councilmember Inman asked staff to look at what other cities are doing and their standards.

Mayor Appletoft stated that the consensus of the group seems to be to gather additional information and then consider drafting an ordinance to address this issue. Ms. Smith noted that there will be challenges to defining school zones and whether apartments are treated as businesses.

This item was for discussion and no action was taken at this time. This will come back to the committee in March when additional information is available.

### **Department Updates**

### **Mohawk Park Update**

Mr. Almoney provided information on the upcoming Mohawk Park Improvement Project public engagement meeting scheduled for Thursday, February 13th. The City contracted with Confluence to assist with this project and SFS Architecture will be designing the restroom. A steering committee meeting was held on January 16th and included stakeholders,

Councilmember Flora, and Ben Choicej and Anne O’Leary of the Parks, Recreation and Tree Commission. Two renderings of the park have been developed. He discussed including universal design concepts for all ages, parking lot and amenity locations, and the trail location. Councilmember Flora stated that the restroom will be premanufactured, but detail will be added to make it look unique. The public engagement meeting will be held at the Community Center from 6:00 - 8:00 p.m. and will include a presentation by Confluence. Ms. Smith stated that this process will be replicated for improvements to other Mission Parks. Mayor Appletoft requested information on the timeline for this process. Mr. Almoney stated updates to the park will be phased, but he hopes to move quickly and break ground this fall. Ms. Smith stated improvements will be made over multiple years. Councilmember Thomas asked if the specific costs will be available for various priorities. They will not as this is an opportunity to “dream.”

#### **WCA Update**

Mr. Scott stated he will be meeting with WCA representatives on Friday and will discuss complaints that have been received. He stated they have not received many complaints to date, and asked that if Council receives complaints or concerns from residents to direct those to either Ms. Randel or him. Discussion continued on whether WCA completes routes on Saturdays when there is a snow event (delays) during the week. Mr. Scott stated he will confirm whether or not they work on Saturdays during his upcoming meeting. Mr. Scott was encouraged to provide feedback to WCA on their performance to date.

#### **Other**

No other business was discussed.

#### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 8:51 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk