

MINUTES OF THE MISSION CITY COUNCIL MEETING, MARCH 18, 2020

The Mission City Council met virtually via ZOOM for the regular meeting on Wednesday, March 18, 2020. The meeting was called to order by Mayor Ron Appletoft. The following councilmembers participated virtually: Trent Boultinghouse, Ken Davis, Sollie Flora, Kristin Inman, Debbie Kring, Arcie Rothrock, Nick Schlossmacher, and Hillary Thomas.

Mayor Appletoft stated that because of the COVID-19 social distancing recommendations, this meeting is being held virtually via ZOOM. City Councilmembers are participating remotely, the Mayor and City Clerk are in Council Chambers, and Ms. Smith and Ms. Randel are participating from their desks. The public is invited to participate in the meeting by using the instructions included in the City Calendar item listed on the front page of our website. The public may join or just listen, or join with audio and/or video using a webcam or smartphone. Public participants will be allowed to make public comments through the comments feature and participants should note that comments are visible by all participants. Members of the public are asked to state their name and city of residence when making a public comment. Mayor Appletoft also asked all to be conscientious of others trying to speak and to speak clearly and slowly.

CONSENT AGENDA

Moved by Kring, seconded by Rothrock to approve the Consent Agenda, items 4a through 4e.

- 4a. Minutes of the February 19, 2020 City Council Meeting
- 4b. Rotary Street Solicitation Application
- 4c. Resolution Designating City Sponsored Festival Events
- 4d. Stantec Contract for Street Preservation Program Development
- 4e. Super Pool Pass Interlocal Agreement and Letter of Understanding

Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion carried.**

PUBLIC COMMENTS

There were no public comments.

FINANCE & ADMINISTRATION COMMITTEE

Councilmember Flora stated the Finance & Administration Committee met on March 4 and considered a total of five items, including acceptance of the meeting minutes. Two of the

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action items from the meeting were approved on tonight's Consent Agenda. There is one additional item for consideration tonight.

Second Amendment to Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project

Councilmember Flora reported that in October 2017, the City approved the Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project. In October 2019, as a result of the project evolution, the City Council approved a First Amendment to the 2017 agreement. The First Amendment reconciled the current project to the 2017 Agreement and was required before the City could consider proceeding with any other actions concerning the issuance of Special Obligation Bonds for the project. It was originally anticipated that the SO bonds could be marketed prior to the end of 2019, but this was delayed until this year. The City has taken all necessary steps to be positioned to issue and take the bonds to market once the developer's team is able to put the final loan document into escrow. The First Amendment specifically named two lenders for the project's financing, but one has since been replaced with a different lender. This Second Amendment will name Cottonwood Capital as the lender, replacing Carlyle. This amendment does not impact any of the project components or timelines, and once the loans are finalized and the bonds issued, the Developer will have all funds necessary to complete the entire project.

Moved by Flora, seconded by Schlossmacher to adopt the resolution approving the Second Amendment to Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion carried.**

COMMUNITY DEVELOPMENT COMMITTEE

Councilmember Thomas reported the Community Development Committee also met on March 4 and discussed four items. These included acceptance of the committee minutes and an update on the policy for the shoveling of sidewalks. The committee considered two action items, both of which were approved on tonight's consent agenda. There are no additional items for consideration.

NEW BUSINESS

State of Emergency / Disaster Proclamation

Ms. Smith stated that on March 13, in accordance with Section 250.030 of the City Code, the Mayor issued a State of Emergency / Disaster Proclamation related to the COVID-19

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outbreak. The declaration is only valid for seven days and allows Mission to relax some of our regular policies and procedures in order to allow us to be more flexible and responsive in dealing with this complicated and constantly evolving situation. She stated that, most notably, the proclamation closed all City facilities to the general public. Along with Johnson County, Mission is one of the first cities to declare a state of emergency which she stated is a prudent move that has allowed Mission to be ahead of many others. Since last Friday, the County has amended their initial declaration, the Johnson County Health Officer has issued two important orders related to the closure of schools and the closure for restaurants, bars, taverns, clubs and movie theaters until 12:01 a.m. on April 1st. Additionally, Governor Kelly issued an executive order prohibiting gatherings as well. Ms. Smith stated that based on these actions, she anticipates the County's declaration to be revised again and she believes, based on draft documents, that it will extend for 30 days and remove several previous exclusions. Ms. Smith also reported on updates from the County Department of Health and Environment on confirmed COVID-19 cases in Johnson County indicating community spread of the virus. Based on this, public health resources are now shifting away from containment to mitigation. Testing will be prioritized to the sickest patients who are seriously ill and require admission to the hospital.

Ms. Smith stated staff is recommending the proclamation be extended (rather than rescinding the current proclamation for historical purposes) through April 5 and can then be revisited, which will give additional time for the situation to settle down before making additional revisions. This has been considered by the incident command group and all are comfortable with this recommendation. She stated that the amended proclamation also reiterates support for the Johnson County Health Officer's orders.

Ms. Smith provided information on recommended revisions to the declaration regarding personnel actions based on the City's operational needs and actions being taken or considered by our peers throughout the County. She noted current health orders that restrict gatherings of more than 10 people, restrictions on restaurants, and the closing of schools throughout the end of the school year.

Councilmember Flora asked if Council would have the ability to reconvene prior to the next City Council meeting if the proclamation needs to be extended. Ms. Smith stated that a special meeting can be called and at that time we may have a better idea of additional changes that are needed. Councilmember Thomas asked for an update on judicial functions. Ms. Smith stated that staff is reaching out to all with current court dates to reschedule these until May 12th at the earliest, warrants are being relaxed, and fines continued to future dates. Councilmember Flora requested an update on enforcement of the closure of businesses and Ms. Smith stated that we are working on this and provided

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information on the County's expectations, with any charges going through the District Attorney's office if necessary. Councilmember Flora also asked that information on the Governor's order and information on changes to utility shut-offs and foreclosures be added to our website. Ms. Smith stated information is coming from the Federal Government and links will be updated. Councilmember Flora expressed her appreciation for the work staff is doing on this issue. Councilmember Schlossmacher asked if Crux is assisting with communication. Ms. Smith stated that at this time they have not been included and that the City is echoing public health information available to ensure consistency across government agencies.

Ms. Smith stated staff has been reporting as scheduled this week with part-time staff on a modified schedule, and all are working with appropriate social distancing with some people working from home, enhanced cleaning/disinfectant, and modifications to other traditional workplace behaviours such as putting mailboxes in the lobby, not scheduling in person meetings, and encouraging staff to communicate via phone and email.

Ms. Smith stated she is proposing the following from March 19 through April 5:

- Part-time employees would not be allowed to report to work, but would be paid for their scheduled hours over this time period (estimated \$20,000).
- Full-time employees who are off work for COVID-19 related reasons (quarantine, isolation, no child care as a result of school closures) would be paid normally with no requirement to use accrued leave.
- Full-time employees off work for other illness/injury or non-COVID related reasons would be required to use accrued leave in accordance with existing City policies.
- This policy would be revised prior to April 5 to determine the feasibility of continuing this practice, or to discuss other accommodations for COVID-19 related absences.
- Leadership Team would be tasked with continuing to evaluate use and assignment of essential and non-essential personnel.

She stated that she would like to announce these changes to staff and asked for Council's support. All expressed their support for these recommendations. Ms. Smith will send an update tomorrow reflecting these recommendations. Councilmember Rothrock asked for clarification on employees not needing to use their own leave time and Ms. Smith stated this is correct related to COVID-19. This is a change from what was first considered, but is consistent with other cities in our area. Councilmember Thomas requested information on essential vs. non-essential employees. Ms. Smith discussed part-time employees at the Community Center and the need in other departments to keep services available to the public (building permits, etc.). She provided information on changes to various functions,

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such as inspections only for life, health and safety issues, Police Department employees as essential, and the Court and Police Department clerks' whose roles will be clarified tomorrow. Councilmember Davis asked if the City has been working with the NEJC Chamber on these issues, and Ms. Smith stated they are getting the same updates as the City. She has also been in contact with Deb Settle, and the Chamber has done a good job of providing information on resources to their members, but she reminded Council that not all businesses in Mission are members of the Chamber. Councilmember Kring requested information on how procedures would be modified if someone in City Hall tests positive for COVID-19. Ms. Smith stated we would have the employee follow CDC guidelines regarding self-isolation. She also provided information on employees who must self-quarantine if they have traveled to a Level 3 location, have been on a cruise, or changed planes or traveled to or through a location with 100+ cases.

Councilmember Flora provided information on her contact at a recent National League of Cities Conference with a person who has tested positive for COVID-19. She is now self-quarantining as she waits for results from her testing. All wished her well. Discussion continued on recommendations for anyone showing symptoms to contact their primary care physician for further directions, the ability to call the Johnson County Hotline (Spanish also available) or KDHE, whether self-quarantine is recommended for all residing in a person's home, and the need to take this issue seriously. Other Councilmembers who attended the NLC Conference stated that they were not in the same meetings with the person who tested positive, but they are self-quarantining with no symptoms at this time. Discussion also included coverage for employees with child care issues related to school closures, with Ms. Smith noting that this will begin next week (after spring break) through April 5th as people should already have plans in place for child care during the regular spring break school closure.

Moved by Davis, seconded by Schlossmacher to approve a State of Emergency / Disaster Proclamation amending the previous State of Emergency / Disaster Proclamation dated March 13, 2020. Councilmember Davis thanked all who have worked to come up with these plans for the City, and all thanked Ms. Smith for her efforts. Councilmember Flora stated she appreciates the City working to get out in front on this issue and Councilmember Davis stated that Councilmember Thomas was one of the first to bring these concerns forward. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion carried.**

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Change in Dates for Upcoming City Council Committee Meetings

Ms. Smith stated that with the current COVID-19 situation, staff's time is limited to prepare items for the April 1 committee meetings. It is recommended that the committee meetings be moved to Wednesday, April 8 at 6:30 p.m. She also asked Council to reserve Wednesday, April 1 for a possible special city council meeting if additional amendments are needed to the State of Emergency / Disaster Proclamation.

Moved by Schlossmacher, seconded by Kring to move the regularly scheduled April City Council Committee Meetings to Wednesday, April 8, 2020 at 6:30 p.m. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion carried.**

COMMENTS FROM THE CITY COUNCIL

Councilmember Kring asked if items are in their mailboxes and if so to let them know.

Councilmember Inman announced that the First Suburbs Coalition meeting scheduled for April 17th has been cancelled.

Councilmember Boultinghouse stated he recently attended the National League of Cities Congressional City Conference in Washington, DC. The conference was very informative and rewarding, and he would be happy to make a presentation on information he learned at the conference. He stated he was honored to attend.

Councilmember Schlossmacher noted the economic impact the COVID-19 restrictions are having on local restaurants, but many are still open for take-out or delivery. He also stated that buying gift cards from these restaurants is a good way to support them at this time.

Councilmember Flora stated she is currently quarantined, but did order a gift card from a restaurant. She also noted the need to support Harvesters food donation bank to support those hardest hit during this time.

MAYOR'S REPORT

Mayor Appletoft recognized the professionalism of staff during this difficult time and discussed the difficulty with making plans as the situation is changing hourly/daily. He feels the actions taken at tonight's meeting are appropriate.

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CITY ADMINISTRATOR'S REPORT

Ms. Smith stated she will share information on the United Way's Community Economic Relief Fund. She also stated the City will see the economic impacts of current restrictions in our budget process.

Ms. Smith thanked the Mayor and Council for their leadership and engagement during this challenging time. She feels the Zoom meeting worked well and it will be used again for various commission meetings, and possibly future council meetings. Councilmember Davis thanked Ms. Randel for her help and time spent assisting Council to be sure they are able to use Zoom.

ADJOURNMENT

Mayor Appletoft announced that the public video from tonight's meeting will be available through a link on the City's website - missionks.org.

Moved by Davis, seconded by Kring to adjourn the meeting at 7:58 p.m. All present voted AYE. **Motion carried.**

Respectfully submitted by Martha Sumrall, City Clerk.

Ronald E. Appletoft, Mayor

Martha M. Sumrall, City Clerk