

## **MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018**

The Mission City Council met in regular session at Mission City Hall on Wednesday, May 16, 2018. The meeting was called to order by Mayor Appletoft. The following councilmembers were present: Ken Davis, Sollie Flora, Kristin Inman, Debbie Kring, Pat Quinn, Arcie Rothrock, Nick Schlossmacher, and Hillary Thomas.

### **SPECIAL PRESENTATIONS**

#### **Presentation to Affan Ansari, Arbor Day Poster Contest Winner and Tree City USA Presentation**

Mayor Appletoft recognized Affan Ansari who is the winner of this year's Arbor Day Poster Contest. Affan is a 5th Grader at Rushton Elementary, and in addition to winning at the local level, he is also the State-wide winner. Ms Humerickhouse read from a recent article in the Mission Magazine highlighting Affan's achievement and noted that there were more than 1,000 entries in the State contest. Affan has had the opportunity to plant a tree in Mission and he will be traveling to Topeka to be recognized. A tree will be planted at the Capitol in his name.

Jacque Gameson and Karin Capron of the Parks, Recreation and Tree Commission assisted in presenting Affan with his framed poster. Affan explained the meaning behind and elements of his poster, and introduced his family in attendance.

Ms. Gameson and Ms. Capron presented Mayor Appletoft and the City with the Tree City USA Flag and certificate, and a hat, and stated that this is Mission's 16th year earning this designation. There are 95 cities in Kansas that have this designation.

#### **National Police Week Proclamation**

Mayor Appletoft announced that May 13-19 is National Police Week. He presented the Police Department with a proclamation recognizing them for their service. He thanked all of our officers for keeping our community safe, working with our students, and helping the business community. Chief Hadley accepted the proclamation on behalf of the department.

#### **Nation Public Works Week Proclamation**

Mayor Appletoft stated that each year we recognize our Public Works Department for the important work that they do. National Public Works Week is May 20 - 26, 2018. He encouraged all to thank our Public Works Staff for the work they do - maintaining our

## MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018

infrastructure, keeping our roads clear of snow, and a variety of other duties. John Belger accepted the proclamation on behalf of the Public Works Department.

### **Kids to Parks Day Proclamation**

Mayor Appletoft announced Kids to Parks Day scheduled for Saturday, May 19. He thanked the Parks and Recreation Department for their work in promoting an active lifestyle and offering a wide variety of classes. Ms. Humerickhouse accepted the proclamation on behalf of the Parks and Recreation Department, and provided an update on activities scheduled in Streamway Park on May 19.

### **Building Safety Month Proclamation**

Mayor Appletoft stated that this is our second year recognizing Building Safety Month. He thanked the City's staff and consultants who work to ensure homes, buildings, and infrastructure are structurally sound and safe for all who use them. He also recognized and thanked Neighborhood Services Officers Nilo Fanska and James Gorham for their work to maintain neighborhoods. Brian Scott, Nilo Fanska, and James Gorham accepted the proclamation recognizing Building Safety Month.

### **Bike Month Proclamation**

Mayor Appletoft presented Emily Randel, Public Information Officer, with a proclamation recognizing May as Bike Month 2018. He stated that Mission continues to work to make the city as bike friendly as possible and, through our efforts with Bike Walk KC, we are sharing bikes with those who need them and encouraging safe biking in Mission. Ms. Randel provided information on metro-wide activities for Bike Month.

### **CONSENT AGENDA**

**Moved by Kring, seconded by Davis** to approve the Consent Agenda, items 4a through 4d.

- 4a. Minutes of the April 18, 2018 City Council Meeting
- 4b. SPJCC Cardio Lease
- 4c. Guardrail Repairs
- 4d. Plan Review and Inspection Services for Public Improvements Associated with the Mission Trails Project

## MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018

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

### **PUBLIC COMMENTS**

Sandi Russell, Mission resident and business owner, reminded all that the Coffee with a Cop event scheduled for Friday, May 18 at Twisted Sisters Coffee Shop will be a fundraiser for Alex Goodwin. Alex is from England but has been traveling to Kansas City for ongoing cancer treatments. All were encouraged to attend and support Alex.

### **ACTION ITEMS**

#### **Planning Commission** **Lot Split 5538 Maple Street**

Mr. Scott stated that the owner of the property Located at 5538 Maple Street has applied for a lot split of his property that is 120' x 140' deep. If approved, each lot would be 60' X 140' and he intends to sell one lot for a new home. Mission's Code allows lots to be not less than 70' x 110' but an exception is allowed if the lots will be complementary and similar to nearby lots. He stated that the two lots (60' x 140') would be congruent with other on the block that are currently 60'-65' wide. The Planning Commission unanimously recommended approval of this proposed lot split.

**Moved by Quinn, seconded by Kring** to uphold the recommendation of the Planning Commission for approval of the lot split at 5538 Maple Street, Case 18-01. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

### **FINANCE & ADMINISTRATION COMMITTEE**

#### **2017 Audit Presentation** **and Acceptance of 2017 Audit**

Councilmember Schlossmacher stated that Kansas statutes require an annual audit of the City's financial statements. The audit for the 2017 fiscal year was conducted by Berberich Trahan & Company, P.A., Certified Public Accountants. The audit includes an examination, on a test basis, of evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as an evaluation of the overall basic financial statement presentation. The City received a "clean" or unqualified audit for the fiscal year ending December 31, 2017. Councilmember Schlossmacher introduced representatives with

## MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018

Berberich Trahan who presented an overview of the audit. He stated that following their presentation, Council will vote to accept the audit as presented.

Stacey Hammond and Emily Sheldon, Berberich, Trahan & Company, presented information on the 2017 Audit. Ms. Hammond presented an overview of the audit including:

- Their responsibility in conducting the audit under generally accepted auditing standards.
- The City received an “unmodified” opinion, which is the best that can be received.
- Nothing unusual was found in our policies and practices.
- The City’s processes established by management were reasonable.
- Noted adjustments to the trial balance, and noted that our software functions on cash basis.
- There were no significant differences or problems with the audit and she noted that staff was very cooperative and transparent.
- There were no significant deficiencies or weaknesses in controls.
- Auditors would like to see physical evidence of monthly document review by staff (establish a “sign off” process) for certain processes.
- Discussed required prior year adjustments.

Ms. Hammond thanked Mr. Scott and staff for all their work in helping with the audit. There were no questions from Council.

**Moved by Schlossmacher, seconded by Quinn** to accept the audited financial statements for the year ending December 31, 2017. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

### **Waiver of Chapter 205 - Fireworks**

Councilmember Schlossmacher reported that the City historically provides a fireworks display at the conclusion of the Mission Summer Family Picnic, scheduled for July 7th at Broadmoor Park. In order to proceed with this display, Council must waive the requirements of Chapter 205 of the City Code. Council must also approve the authorization of funds for the purchase of fireworks. During the committee meeting, it was recommended that the budget for the purchase of fireworks be increased to \$750. Councilmember Kring will purchase the fireworks.

**Moved by Schlossmacher, seconded by Rothrock** to waive the requirements of

## MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018

Chapter 205: Fire Prevention and Protection as it relates to public exhibitions for Saturday, July 7, 2018 in connection with the Mission Summer Family Picnic at Broadmoor Park, and approve the purchase of fireworks in an amount not to exceed \$750. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

### **COMMUNITY DEVELOPMENT COMMITTEE**

#### **Broadmoor Design**

Councilmember Inman stated that Broadmoor from Johnson Drive to Martway Street is a CARS-eligible project scheduled for construction in 2019. This proposed task order with Olsson Associates will provide all of the necessary engineering services from design through the construction of the project in an amount not to exceed \$108,340. The scope of the project includes full depth pavement replacement, replacement of curbs, installation and/or replacement of sidewalks, ADA improvements, installation of stormwater infrastructure, and the replacement of street lights and the traffic signal at Johnson Drive and Broadmoor.

**Moved by Inman, seconded by Quinn** to approve the task order with Olsson Associates for the design of Broadmoor Street from Johnson Drive to Martway in an amount not to exceed \$108,340. Councilmember Kring encouraged ongoing communication with the public and business owners in the area regarding this project. Ms. Smith stated that some business and property owners provided comments at the recent project open house. She stated that their concerns were heard, but final design may not be able to alleviate all concerns voiced.

Kevin Hinkle, KH Automotive, stated that he was unable to attend the recent project open house, but wanted to provide input. He expressed his concerns with the loss of parking for some businesses and discussed the previous project plan from seven years ago. He stated that the plan would have him lose parking spaces as well as access to one of his garage doors. This will have a detrimental effect on his business. Losing one bay would mean the loss of one employee, reducing the businesses income by  $\frac{1}{3}$  and they would be paying  $\frac{1}{3}$  less in taxes. He stated that the angled parking on Johnson Drive is different as that is an area where people get out of their cars and window shop, and the buildings are all the same distance from the street. There are a few exceptions (i.e. The Bar, Casey's Auto) where people stay longer at the business. He stated that Broadmoor businesses are more like The Bar and Caseys in that patrons are at the business for a longer period of time. The businesses along Broadmoor are also at different distances from the street so sidewalks/walking is not easy. He does not want to ruin the vital parking already in place and suggested that consideration be given to

## MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018

simply resurfacing the street and let the businesses handle their own parking. He noted the offices of Dr. Laing (dentist) who has done an “amazing” facelift on her building and noted the elevated planter put in place at the request of the City. He again stated that he would like to see Broadmoor’s design stay as it currently is, but with a resurfaced street.

Mayor Appletoft stated the design for this project has not yet be finalized and there will be additional public forums. Ms. Smith stated this project is scheduled for 2019, but the actual timeline of the project will depend on the public process. Mr. Belger will provide Council with an anticipated calendar for the project. Ms. Smith stated Council will still need to vote on the final design/CARS interlocal prior to the project moving forward. Councilmember Thomas asked if the bid for these services being approved is based on the current design and whether the final cost could be less if there is a simpler design. Ms. Smith stated that the contract does have the potential to be less and that it is based on the size and scope of the anticipated project. Parking could make a difference, but the pavement, stormwater improvement costs, etc. will not change.

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

### **NEW BUSINESS**

#### **Selection of Committee Chairpersons and Vice Chairpersons**

Mayor Appletoft stated that selection of committee chairpersons and vice chairpersons is required prior to June meetings.

#### **Finance & Administration Committee:**

**Moved by Davis, seconded by Flora** to nominate Councilmember Nick Schlossmacher for the position of Finance & Administration Committee Chairperson for a term expiring May 15, 2019. There were no other nominations. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

**Moved by Inman, seconded by Rothrock** to nominate Councilmember Ken Davis for the position of Finance & Administration Committee Vice Chairperson for a term expiring May 15, 2019. There were no other nominations. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

#### **Community Development Committee:**

## MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018

**Moved by Schlossmacher, seconded by Davis** to nominate Councilmember Kristin Inman for the position of Community Development Committee Chairperson for a term expiring May 15, 2019. There were no other nominations. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

**Moved by Inman, seconded by Kring** to nominate Councilmember Sollie Flora for the position of Community Development Committee Vice Chairperson for a term expiring May 15, 2019. There were no other nominations. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

### **COMMENTS FROM THE CITY COUNCIL**

Councilmember Kring stated she has had the pleasure of working with 27 seniors at Horizon's High School on their resumes as they prepare to graduate.

Councilmember Davis stated he and Councilmember Flora hosted a Ward IV meeting on May 8. He thanked the Mayor and Police Department for attending. Cpt. Madden and Cpt. Lane spoke to the group of approximately 25 attendees. They will continue to hold quarterly ward meetings and encouraged all to attend.

Councilmember Thomas stated Ward I will have a quarterly ward meeting on June 28. Mr. Belger will be attending to provide attendees with an update on infrastructure. All were encouraged to attend.

### **MAYOR'S REPORT**

#### **Appointment - Sustainability Commission**

Mayor Appletoft put before Council the appointment of Alexis Penny to the Sustainability Commission with a term expiring December 31, 2019.

**Moved by Rothrock, seconded by Schlossmacher** to uphold the appointment of Alexis Penny to the Sustainability Commission with a term expiring December 31, 2019. Voting AYE: Davis, Flora, Inman, Kring, Quinn, Rothrock, Schlossmacher, Thomas. **Motion carried.**

Ms. Penny was introduced and she stated that she is a 25-year resident of Mission and is passionate about the City.

**CITY ADMINISTRATOR'S REPORT**

Ms. Smith provided the following updates:

- She thanked Brian Scott, Debbie Long, and Arla Speer for their work on the audit.
- Coffee with a Cop will be held on Friday, May 18 and this will be a fundraiser for Alex Goodwin.
- Flags on Johnson Drive will go up next week prior to Memorial Day. She reminded all of the memorial flag fund.
- There will be a soft opening of the Mission Family Aquatic Center on Friday evening, May 25. Staff, board and commission members, and the Governing Body are all invited to attend. The new slide will be open and attendees are encouraged to bring a toiletry item for donations to the City Union Mission.
- Big Monster Friday will be on Friday, May 25 in Andersen Park. This is a fundraiser for Alex Goodwin.
- The Budget Community Conversation will be held on Wednesday, May 30 at 6:30 p.m. A survey will be available to the public in advance of the meeting.
- Staff has been working over the past year with a company to produce a video of Mission that shares our brand, our hometown feel and who we are as a community. The video was shown and liked by all. This video will be available on our website and staff will use a variety of ways to share this with the public.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

**Moved by Kring, seconded by Davis** to adjourn the meeting at 8:00 p.m. All present voted AYE. **Motion carried.**

Respectfully submitted by Martha Sumrall, City Clerk.

---

Ronald E. Appletoft, Mayor



**MINUTES OF THE MISSION CITY COUNCIL MEETING, MAY 16, 2018**

---

Martha M. Sumrall, City Clerk