

MINUTES OF THE MISSION CITY COUNCIL MEETING

May 20, 2020

The Mission City Council met virtually for a regular meeting on Wednesday, May 20, 2020 at 7:00 p.m. 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.

The Mayor stated that because of the COVID-19 social distancing recommendations, this meeting is being held virtually via ZOOM. The Mayor, City Councilmembers and staff joined remotely. While the City Administrator, Laura Smith and City Clerk, Audrey McClanahan, participated from their own work stations at City Hall. The public was invited to participate in the meeting by using the instructions included in the City Calendar item listed on the front page of the website. The public may join or just listen, or join with audio and/or video using a webcam or smartphone. The public will be allowed to make comments through the "chat" feature and should note that comments are visible by the group. Members of the public are requested to state their name and city of residence when making a public comment. Mayor Appletoft also asked all to be conscientious of others talking and to speak clearly and slowly.

REVISED AGENDA

Mayor Appletoft stated that the agenda has been revised to add an additional item under "New Business."

Moved by Davis, seconded by Kring to adopt the Revised Agenda as presented. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion Carried.**

CONSENT AGENDA

Moved by Davis, seconded by Kring to adopt the Consent Agenda as presented.

- 4a. Minutes of the April 15, 2020 City Council Meeting and May 13, 2020 Special City Council Meeting
- 4b. Purchase of Municipal Court Software
- 4c. Gateway Redevelopment Agreement Amendment #3
- 4d. 56th and Foxridge Asphalt Repairs
- 4e. 51st and Lamar Stormwater Repairs
- 4f. Indoor Pool Deck Repair and Resurfacing
- 4g. Community Center Exterior Wood Staining and Maintenance
- 4h. Nuisance Abatement Services Contract Award

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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 May 6 and considered a total of five items, including acceptance of the meeting minutes. Two of the action items from the meeting were approved on tonight's Consent Agenda. There are two additional items for consideration.

Approval of the 2019 Audit

The audit for the 2019 fiscal year was conducted by Berberich Trahan & Company, P.A., Certified Public Accountants. The auditors worked in conjunction with City staff to prepare and audit the comprehensive financial statements of the City of Mission for the fiscal year ending December 31, 2019. The audit includes examining, on a test basis, 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, 2019. The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its 2018 comprehensive annual financial report (CAFR). This was the twenty-fifth consecutive year the City received this award which is earned by publishing an easily readable and efficiently organized CAFR. The report must also satisfy both generally accepted accounting principles and applicable legal requirements.

Ms. Smith thanked Brian Scott, Assistant City Administrator/Finance Director, Debbie Long, Accounting Manager, and Joanna Marin, City Accountant, for their hard work in compiling the information needed to assist the auditors. Councilmember Davis also thanked the staff on behalf of the Council and commented that the results demonstrated the diligent work that was executed all year.

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Moved by Flora, Seconded by Boultinghouse for the City Council to accept the audited financial statements for the year ending December 31, 2019. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas.
Motion carried.

Resolution - General Obligation Refunding Bonds, Series 2020A

Ehlers, Inc.'s annual review of the City's outstanding debt, identified Series 2010B general obligation (GO) Bonds as a candidate for refunding. The City of Mission issued \$6,945,000 GO refunding bonds in 2010 for the purpose of restructuring bonds that were previously issued in 2005 and 2009 to fund flood mitigation efforts and stormwater infrastructure improvements. The interest rate on the bonds varies between 4% and 4.25%. The Series 2010B Bonds have a prepayment option that can be exercised by the City in September of 2020 whereby the City can refinance \$6,250,000 of the principal.

The municipal bond market has been in a very favorable environment for the past year and it would be advantageous for the City to exercise the prepayment option on its Series 2010B Bonds by issuing Series 2020A GO Refunding Bonds in the amount of \$6,395,000 with the same maturity date of 2029. Ehlers, Inc. estimates that the new issue would have a true interest cost of approximately 1.52%, reducing the City's net interest cost over the remaining nine year life of the bonds by approximately \$603,000. The actual sale of the bonds would be approved by the Council at the June 17, 2020 regular meeting with closing anticipated on July 9.

Moved by Flora, seconded by Rothrock to adopt the proposed Resolution authorizing staff to proceed with preparing an offering for sale of general obligation refunding bonds in the amount of \$6,395,000 (Series 2020A). Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas.
Motion Carried.

COMMUNITY DEVELOPMENT COMMITTEE

Councilmember Thomas stated the Community Development Committee also met on May 6 and considered seven items. These included acceptance of the committee minutes, 56th and Foxridge asphalt repairs, 51st and Lamar stormwater repairs, Community Center indoor pool deck repair/resurfacing and exterior wood surfacing/maintenance, and nuisance abatement services contract award which were all approved on the Consent Agenda. There was one additional item for the Council's consideration on the regular agenda.

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Rock Creek Channel Improvement Project Contract Award

The Rock Creek Channel Improvement Project includes construction of retaining walls, channel modifications and parking lot improvements along Rock Creek from east of Nall Avenue to Roeland Drive to address erosion and flooding concerns. The City received a bid from Gunter Construction in the amount of \$4,519,514. The project was over budget by \$138,652 primarily because of costs associated with grading and construction of the retaining walls.

Based on an evaluation of current revenues and expenses in the stormwater utility fund, there are sufficient funds to move the project forward even with the increased costs, and staff is recommending that the project proceed. If the contract is approved, the construction would begin in late May and be substantially complete by the end of 2020 with final restoration of the project (seeding and sodding, planting trees, etc.) in Spring 2021.

The City's land use attorney continues to work on acquiring easements from one property and has filed the eminent domain petition with Johnson County courts; however, this process has been delayed due to closure of the courts as a result of COVID-19. Staff has discussed this situation with Gunther Construction and they believe they can still complete the project in the proposed time frame.

Councilmember Flora thanked Staff for all their hard work keeping this moving during this difficult time and noted that the residents will be very happy to see this completed.

Councilmember Boultinghouse asked if there was an update on the status of the easements required on the Wendy's property. Ms. Smith confirmed that communication is ongoing and the City is reevaluating if we can change up the underground easement as well as how that could be adapted so as to not affect the property and their business. The City is moving closer to a resolution.

Moved by Thomas, seconded by Kring to approve a contract with Gunther Construction for the Rock Creek Channel (Nall Avenue to Roeland Drive) Improvements project in an amount not to exceed \$4,519,514. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas.
Motion Carried.

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NEW BUSINESS

Election of Committee Chairs and Vice Chairs

Community Development Committee:

Moved by Thomas, seconded by Kring to appoint Councilmember Flora for the position of Community Development Committee Chairperson with a term expiring May 19, 2021. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion Carried.**

Moved by Davis, seconded by Flora to appoint Councilmember Boultinghouse for the position of Community Development Committee Vice Chairperson with a term expiring May 19, 2021. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion Carried.**

Finance & Administration Committee:

Moved by Davis, seconded by Flora to appoint Councilmember Kring for the position of Finance & Administration Committee Chairperson with a term expiring May 19, 2021. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion Carried.**

Moved by Flora, seconded by Kring to appoint Councilmember Thomas for the position of Finance & Administration Committee Vice Chairperson with a term expiring May 19, 2021. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion Carried.**

Resolution Extending the Due Date for Annual Business License Fees

Ms. Smith reported that as staff was preparing to send out annual business license renewals for the period of the July 1, 2020 through June 30, 2021 renewal, the City has focused on developing an on-line fillable form and on-line payment methods in an effort to reduce the need for in-person interaction.

As the City was refining these processes, it seemed that an extension of the deadline for payment of the annual licensing fees might be in order. Providing businesses with additional time to pay these fees, as they work through the

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COVID-19 impacts, would be a way to offer a degree of support.

The license renewals time frames and fees are established in City code by Section 605.040. Since the extension is not recommended to be permanent, this can be handled via a Resolution rather than an Ordinance. The Resolution would change the payment date for the July 1, 2020 through June 30, 2021 license period from July 1, 2020 to September 1, 2020. No late fees would be imposed until after September 1, 2020. The staff recommends approval of this Resolution to streamline the process and take into consideration the challenges faced from the COVID-19 pandemic for businesses.

Councilmember Kring appreciates the staff looking out for the best interest of our local businesses.

Moved by Davis, seconded by Kring to approve a Resolution extending the due date for Annual Business License fees from July 1, 2020 to September 1, 2020 and waiving any penalty or late fee until after September 1, 2020 in response to the COVID-19 Pandemic. Voting AYE: Boultinghouse, Davis, Flora, Inman, Kring, Rothrock, Schlossmacher, Thomas. **Motion Carried.**

COMMENTS FROM THE CITY COUNCIL

Councilmember Davis thanked staff for helping during this period with the Lamar UBAS project and appreciates the response to residents over the concerns about construction work in front of their houses, especially Celia Duran, Brent Morton and Laura Smith for their consideration.

MAYOR'S REPORT

The Mayor congratulated the staff on the excellent audit opinion, he stated that having been a part of audits previously, he understands that this takes daily due diligence to receive a clean report at the end of the year. He commented that he values and appreciates the work that goes into this process.

CITY ADMINISTRATOR'S REPORT

Ms. Smith commented that she appreciates the Council taking the time to recognize the proclamations virtually despite not being able to have staff gather together as usual. She also thanked the departments for everything they have done and are doing during this difficult time. Ms. Smith added that as the City moves into recovery and starts to bring back staff to prepare in opening City Hall and other

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facilities, it is good to see people that have been working from home since March 13th. She thanked Councilmember Davis for his comment about the Lamar UBAS project and said to date Superior Bowen has been efficient in the work and knows we all look forward to the benefits this will provide the Community.

Ms. Smith reported that next week is Council's first Budget Work Session meeting. For this session, they would be slowing down and reframing the budget process. After communicating with other managers and administrators, throughout the County, staff has concluded that they do not want to move quickly with revenue projections in the early phases of the budget until they get sales tax receipts that reflect the impact of business closures and the complete COVID-19 situation. Next week, the intent of the meeting will be to discuss how revenues are structured, address possible scenarios that staff is assessing as well as present an opportunity to capture any items that the Council would like to have considered as they move through the rest of this process. The City will still be on track to complete everything, this will just change the order and we will revise the public budget calendar to reflect the adjustment.

Ms. Smith asked for feedback or discussion regarding the reopening plan for the Community Center and other Parks and Recreation facilities. She commented that Mr. Almoney and staff have been thoughtfully outlining a plan that will be ready for Council consideration next week. A Special Council meeting was scheduled to assess the Parks and Recreation reopening plan, on Wednesday, May 27, 2020 at 5:30 p.m. She added that Municipal Court would not be doing in-person dockets until after July 1st, and their reopening plan could be considered at a regular meeting in June.

Ms. Smith said they have been designing general signage for City facilities as they reopened and have been working with the Mission Business Partnership to develop signage that businesses could utilize regarding the usage and wearing of masks at their properties. Councilmember Thomas asked if the City would be less restrictive on the current signage regulations for businesses to accommodate for these signs. Ms. Smith confirmed that the City has been less regulative since March 13 and will continue in that direction. Councilmember Flora liked the idea of businesses showing their signs and thought it was a great idea to promote businesses that are being safe and as they reopen throughout our Community.

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.

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Moved by Rothrock, seconded by Davis to adjourn the meeting at 7:45 p.m. All present voted AYE. **Motion carried.**

Respectfully submitted by Audrey McClanahan, City Clerk.

Ronald E. Appletoft, Mayor

Audrey M. McClanahan, City Clerk