

MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE

October 7, 2020

The Mission Community Development Committee met virtually via ZOOM on Wednesday, October 7, 2020. The following Committee members were present: Trent Boultinghouse, Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Sollie Flora, Debbie Kring and Ken Davis. Mayor Appletoft was also present. Councilmember Flora called the meeting to order at 6:30 p.m.

The following staff were present: City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Audrey McClanahan, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks & Recreation Director Penn Almoney and Interim Police Chief Dan Madden.

Public Comments

Councilmember Flora reminded the public they can participate via the chat feature on ZOOM. All comments will be visible to the group.

There were no public comments.

Public Presentations

There were no public presentations at the meeting.

Acceptance of the September 2, 2020 Community Development Committee Minutes

Minutes of the September 2, 2020 Community Development Committee were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

Hodges/61st Terrace Intersection

Mr. Smith reported that the planters along Hodges Drive at 61st Terrace, 62nd Street, and 62nd Terrace were installed in the mid-1990s to replace barricades that had been in place since the 1970s. The planters present ongoing concerns for the City including, but not limited to: emergency services response, snow plow operations, street construction specifications, and safety. There were discussions with the neighbors in the 1970s, 1990s, and late summer of 2018 (following significant damage to one of the planters) regarding removal of the barricades/planters; however, each time there was significant opposition from the neighborhood. From late 2018 through September 2019, there were many discussions about the planters, including public meetings, development of a summary report presenting various options, and formation of a working group composed of residents, staff, and representatives from GBA. Following consensus of the working group and presentation of the summary report at the

September 4, 2019 Community Development Committee, Council authorized staff to:

1. Leave the existing planters intact until such time as 62nd St. and 62nd Terrace are reconstructed with reflective signage being installed at this time.
2. Remove the existing planters and install gates in association with a combination island/street paver component approved by the working group, beginning with the intersection of Hodges and 61st Terrace.

In November 2019, George Butler Associates (GBA) began design of this project and following completion of design, a request for bids (RFB) was distributed. Four contractors submitted bids ranging from \$34,671.05 to \$42,239.00. The design alternative for the Hodges/61st Terrace Intersection was originally budgeted at approximately \$15,000. Since the bid prices were significantly higher than anticipated, staff began exploring other alternatives, and reconvened the working group on July 23, 2020.

The working group and staff identified additional alternatives which were presented to GBA for review and pricing with the goal of reaching a solution which still meets the intent of the project within the anticipated budget. Staff presented a schematic to the working group in late September 2020 which includes installation of the gate, as well as extended curb to narrow the intersection to discourage drivers from thinking that this entrance is a street. The working group reached consensus on the design and recommended Council to proceed with installation.

The updated cost estimate provided by GBA is approximately \$29,050 assuming that this project is bid stand alone with all work done by external contractors. In order to complete this project within the existing budget, City crews plan to construct all this work with the exception of the curb and gutter, which will be completed by a subcontractor. The estimated project cost using city crews and subcontracting the curb and gutter is approximately \$9,000. If there is consensus by City Council to move forward with this option, it is anticipated that the project can be completed by the end of the year depending upon contractor and vendor availability since these costs are within the City Administrator's authority for approval.

Councilmember Davis asked if this should be postponed until all the options are addressed with the working group. Councilmember Flora suggested that this item not be postponed, since it has been pending for two years, and noting the staff has proposed a further modified option that would allow for bicycles and pedestrians to pass comfortably through the area.

Councilmember Boultinghouse commented that staff has acted in good faith, adding that Ms. Smith and Ms. Duran have developed a good plan and his preference would be to move forward with this project. Councilmember Rothrock agreed with continuing with this project as well and preferred the walking path design. Councilmember Inman agreed to move forward and also liked the walking path design, adding that she appreciates all the hard work from staff.

Sara Newell, a neighborhood resident and member of the working group, commented that repairing the damaged planter might be a good start before proceeding to the other two planters, that way they can see if it will create the right environment and accomplish to objectives for the neighborhood and the City.

Councilmember Schlossmacher asked why they are not going to just completely close off the street, adding that he thought the gate idea would be a hassle. Ms. Duran replied that there is the concern with access for emergency services and snow plows, while they could back up, it's not as safe an option as opening a gate.

Councilmember Davis recommended the installation of a gate with the extended curb to narrow the intersection of Hodges Drive and 61st Terrace be forwarded to Council for approval. All on the Committee agreed, this will be a non-consent agenda item.

Purchase of Two Clorox Total 360 Sprayers

Mr. Almoney reported that the Parks and Recreation department has one Clorox Total 360 System (CT360S) electrostatic sprayer housed in a mobile cart with an extending hose and misting nozzle that allows for easy maneuverability and safe and consistent distribution. The sprayer is currently used multiple times daily at midday and evenings to disinfect the Community Center. The Clorox Total 360 System eliminates 99.9% of bacteria on non-porous surfaces in two minutes or less.

As a result of its high mobility and effectiveness, it is being used at City Hall, the Police Station and Public Works once a week. Disinfecting restrooms, office spaces, gathering areas, vehicle interiors and shop mechanical equipment. Having separate units at each facility reduces the staff time spent loading/unloading and transporting to each facility and allows staff to use the sprayer following municipal court or other group gatherings. Staff solicited bids for purchase with Pur-O-Zone determined to be the lowest and most responsive bid. The purchase includes the electrostatic module, mobile cart, hand wand extension and delivery. Staff training will be coordinated by department and will take less than 30 minutes. These units will be reimbursed from CARES funding provided through Johnson County.

Councilmember Davis recommended the purchase of two (2) Clorox Total 360 System disinfecting sprayer units from Pur-O-Zone in an amount of \$3,995 each, for a total cost not to exceed \$7,990, be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

Retrofit of Touchless Fixtures

Mr. Almoney reported that during the COVID-19 pandemic, Staff have continually discussed facility efficiency improvements and safety enhancements that could mitigate the spread of germs and bacteria and also create long-term cost savings. Protecting patron and staff welfare

continues to be of paramount concern when establishing enhanced cleaning standards. Although the installation of the touchless fixtures will not eliminate the need for cleaning and disinfecting, it reduces the opportunity for transfer of germs or bacteria. Retrofitting manual flushing toilets, urinals and faucets with touchless fixtures not only addresses the public health considerations, but also reduces water usage. Water savings can be significant which is better for the environment and department budgets. Retrofitting existing fixtures with more efficient touchless fixtures also aligns Mission's 2009 Climate Action Plan that recommends water conservation efforts.

The scope of work for the project involves:

- Replacing fixtures at City Hall, Police Department, Parks & Recreation Facilities and Public Works Buildings, including all necessary labor, materials, equipment, supplies, tools and supervision to accomplish the work.
- Provide and install Toto Polished Chrome Standard Eco Power Fixtures meeting the following requirements: Sinks - 0.35 GPM, Urinals - 1.0 GPM, and Toilets - 1.6 GPF.
- The City of Mission reserves the rights to add to or reduce the scope of work if it determines it is in the best interest of the City of Mission.
- Fixture counts by facility include: City Hall - sinks (2), toilets/urinals (5), Police Department - sinks (7), toilets/urinals (7), Public Works - sinks (4), toilets/urinals (6), Community Center - sinks (29), toilets/urinals (40), Broadmoor Park - sinks (2), toilets/urinals (4), MFAC Pool – sinks (6), toilets/urinals (4) Four firms were solicited to bid on the project.

Three firms (MMC Contracting, EW Plumbing and Heartland Plumbing) walked through each facility to gauge and confirm the scope of work, but only two bids were ultimately received. Staff recommends contracting with MMC Contractors as the lowest and most responsive bidder to retrofit and install 117 Toto touchless fixtures in an amount not to exceed \$78,681. Fixture installation shall conform and comply with all applicable building construction standards, laws, ordinances and industry standards including:

- OSHA - Occupational Safety and Health Administration
- IPC - International Plumbing Codes – 405.2 ,405.3 & 412.1.1
- ADA - Americans with Disabilities Act

Initial funding will be provided through the Parks and Recreations Sales Tax Fund and will be reimbursed from CARES funding provided through Johnson County.

Councilmember Flora asked if the automatic flushing toilets created more concerns with introducing bacteria into the air than non-automatic toilets. Mr. Almomey replied that the automatic flushing only occurs when someone is utilizing the facility, however, they will make sure extra flushing is not programmed in order to reduce spray out.

Councilmember Davis recommended the contract with MMC for Toto model touchless restroom fixture retrofitting and installation at various Mission facilities in an amount not to exceed \$78,681.00 be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

Purchase of Riding Floor Scrubber

Mr. Almoney explained that Parks and Recreation staff use an Advance spinning brush floor scrubber for cleaning Community Center tile and hardwood floors daily and the walking track every other day. The floor scrubber gets serviced every three months as part of a preventive maintenance schedule. During that servicing, the squeegees and disk brushes are replaced and the hoses and battery are inspected for proper operation. The current model works well at cleaning flat surfaces and has been in service since 2014. The spinning brush scrubber does not clean grout lines or rubber track surfacing well, which requires staff to use alternative cleaning methods. Advance offers the EcoFlex model that uses an agitator scrubbing motion which cleans grout lines and rubber surfacing well.

An additional benefit of this new model is its ability to clean the coarse pool deck surface which is currently pressure washed. Staff solicited bids for riding floor scrubbers from Smith Janitorial Supply, Pur-O-Zone and Bills Floor Machine Service. Smith Janitorial Supply and Pur-O-Zone were able to bid on identical Advance 28 inch EcoFlex models (the manufacturer of the current floor scrubber). Bills Floor Machine Service does not sell Advance scrubbers, and they submitted a bid for an alternative manufacturer (ICE), which has similar functionality, but 26-inch scrubbing deck compared to Advance's 28-inch deck.

Staff recommends purchasing the Advance Advenger EcoFlex from Pur-O-Zone in a total amount not to exceed \$17,280 due to its durability and wider cleaning deck. The new riding floor scrubber comes with a 3 year warranty and staff will continue the quarterly preventive maintenance agreement to extend its useful life. Costs to operate the new model will be comparable to the current equipment. The current unit will be traded in.

Funding will come from the Parks and Recreation Sales Tax Fund and the General fund, and the expense is reimbursable from CARES funding provided through Johnson County. The current equipment would be moved to Public Works to assist in cleaning and sanitizing that facility. If excess CARES dollars are available once all other projects are bid/completed, staff is seeking authority to purchase a second rider scrubber for an additional \$17,280 to be housed at the Public Works facility.

Councilmember Kring recommended the purchase of up to two (2) Advance Advenger EcoFlex Riding Floor Scrubbers from Pur-O-Zone, in an amount not to exceed \$34,560, be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

**Purchase of Single Axle Dump Truck, Skid Steer with Attachments and
Lighted Arrow Board**

Mr. Morton reported on the 2020 Public Works Capital Equipment Purchases. He explained that the 2020 budget included \$301,000 in the Equipment Reserve and Replacement Fund and \$8,000 in the General Fund to replace a dump truck and equipment, a skid steer loader with attachments, an electronic arrow board and a pickup truck. The pickup truck would be presented to Council for consideration at a future meeting.

The current dump truck (Truck #630), a 2007 International, has proven to be unreliable, requiring repairs costing \$28,726.00 over the life of the truck. Staff recommends purchasing one Kenworth T470 dump truck from MHC for \$166,351. Even though the initial acquisition cost is slightly higher, the service reliability and a five-year extended warranty result in the recommendation to award this as the most responsive bid. Other cities currently using the Kenworth T470 were contacted and they confirmed the reliability of this equipment. The total cost includes both vehicle and upfitting costs. American Equipment provides and installs all of the equipment, including the bed, lights, plow, and spreader. Truck #630 will be surplused and sold. The budget for replacement of this truck is \$185,000.

The Cat 262D3 skid steer with attachments (18" cold planer with water kit and 72" grapple bucket) will replace the Case skid steer #701, purchased in 2008. The skid steer is primarily used for asphalt patching and snow removal, and was extended beyond its originally anticipated 10-year replacement cycle. The budget for replacement of the skid steer is \$78,000 and will cost \$83,484 and include both the skid steer and attachments. Staff recommends purchasing one Cat 262D3 skid steer from Foley Cat, and although the initial cost is higher, the reliability and 10-year extended warranty is estimated to make this the most efficient purchase in the long term. Staff spoke with contractors in the asphalt industry and demoed equipment and determined that the 262D3 is suited best to handle the department workload. The existing skid steer will be surplused and sold.

The Vermac arrow board will replace the current arrow boards (purchased in 2002) used for traffic control and crack sealing activities. Staff is recommending the purchase be upgraded to the 25 bulb model since it's more visible to traffic and improves safety in the work zone. The current arrow board will be surplused and sold. Budget for the replacement of the message board is \$8,000 and will cost \$4,550.

As recommended, the equipment included in this action item results in savings of approximately \$16,615 over the estimated budget. Savings will be retained in the appropriate funds and staff recommended depositing proceeds from the sale of the surplused vehicles and equipment into the Equipment Replacement Fund.

Councilmember Kring recommended the purchase of one (1) 2021 Kenworth T470 dump truck and equipment, one (1) CAT Skid Steer Loader with Attachments, and one (1) Electronic Arrow

Board be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

Discussion Items

Ordinance Revision - Snow Removal on Sidewalks

Ms. Duran explained that at the February 5th and March 4th, 2020 Community Development Committee (CDC) meetings, there was discussion regarding the City's current policy for shoveling sidewalks after a snowfall. The discussion included concerns regarding students walking to school on unshoveled sidewalks in residential areas, as well as uncleared sidewalks in some commercial locations. Staff was directed to provide further information regarding various options in advance of the 2020/2021 winter season.

Per Resolution No. 768, approved in 2010, Mission's current policy states that "owners of property adjacent to public right-of-way or easement upon which a public sidewalk is located are encouraged to remove snow, ice and other debris therefrom." Although property owners are encouraged to shovel, this Resolution does not specifically require property owners to shovel sidewalks and there is no enforcement mechanism or associated fine schedule.

As of March 2020, seven of sixteen cities in Johnson County have adopted policies that require property owners to shovel snow on sidewalks in public right-of-way adjacent to their property. The typical timeframe required to shovel snow is within 48 hours after a snowfall, although there are some variations in some of the cities. In order to address Council concerns expressed earlier in the year, Staff recommends adoption of an ordinance that would require property owners to shovel sidewalks within 48 hours after the end of a snow storm. This would be incorporated into Chapter 220, Nuisances, of the Mission's Municipal Code and has been drafted using the same general format and language.

The passage of an ordinance allows staff the opportunity to require private property owners (apartments, commercial properties) to complete the snow removal, thereby alleviating the need for the City to dedicate limited staff resources to this purpose. City crews' current snow removal time is 36 hours for a typical storm, covered with employees working 12 hour rotating shifts. This ordinance would prevent the need for crews to take on additional areas and allow them to focus their efforts on downtown, school zones, trails and parking lots. Through an educational approach, the changes to the requirements for snow shoveling will be promoted on the website, social media and letters and would allow for the tracking of specific concerns.

Councilmember Davis asked if there had been consideration for contracting snow removal services. Mr. Morton explained they had contracted services before, however, because priority is given to streets and parking lots, private crews are unable to get to sidewalks soon enough.

This ordinance discussion was agreed to be considered as an Action Item at the November meeting of the Community Development Committee.

Regional Wayfinding Standard

Mr. Almoney explained that wayfinding presents all the tools and resources which help people navigate their environment by using visual and sensory cues. The Kansas City Area Transportation Authority, several local jurisdictions, and MARC worked together on Connecting Our Region: Kansas City's Regional Wayfinding Plan which was part of the Planning Sustainable Places project. Individual surveys, events, public meetings, various stakeholder engagement presentations and in-person interviews informed the design committee. The Planning Sustainable Places project worked to create an inclusive signage plan that enhances the visitor experience and fits the needs of bicyclists, pedestrians and transit users across the metro area. The goal was to develop a system that helps users find logical and safe connections between key destinations and commercial districts in the region.

Staff shared the plan with the Parks, Recreation and Tree Commission to solicit feedback, discuss important wayfinding locations and gather a recommendation on the first two intersections for potential implementation. Discussion surrounds wayfinding branding and how this proposed wayfinding signage transitions to and through strategic locations in Mission. Consideration should be given to the intent to connect the region and create a seamless transition from one city to another. This is especially important to trail users, tourists and transit patrons. Consideration should also be given to a long-term funding plan wherein a specific dollar amount is authorized each year for additional signage. The Transient Guest Tax revenues could be a potential source along with Federal or local matching-grant opportunities.

Staff is recommending coordinating intent with neighboring municipalities and the Mid-America Regional Council (MARC) in conjunction with soliciting bids for the creation and installation of two wayfinding signs at the intersections of Johnson Drive/ Lamar Avenue and Shawnee Mission Parkway/ Lamar Avenue. An informational placard would be provided, for people coming off the trailway or waiting at the intersection, which would highlight the amenities that Mission has to offer.

Councilmember Davis asked how many regional cities are participating in our vicinity. Mr. Almoney replied that it was currently just Overland Park. Councilmember Davis added that he is in favor of moving forward with this project and would like to see estimated costs for the whole project.

Councilmember Kring asked if there was any place that they could see an example of these signs completed. Mr. Almoney showed a sign from Overland Park, demonstrating the color coordination that could be utilized by Mission.

Ms. Smith commented that this discussion's intent was to decide if this was a program that the City would be interested in participating in and pursue in more detail. Councilmember Schlossmacher said he had seen where other places had received sponsorships for their signage and asked if this was a consideration. Mr. Almoney replied that if Council was interested that they could put together a plan about different funding and cost scenarios. Ms. Smith added there is the possibility for grant opportunities as well.

Councilmember Rothrock commented that she liked this concept, especially with the integration of the mobile and website app, since many people access the information online before going into a community.

It was agreed that the Regional Wayfinding Standard would be continued as a Discussion Item with further information on funding and partnerships with other cities.

Other

Department Updates

Ms. Smith reminded the public that there will be the Howl-O-Ween, pet costume event, on October 24th at Andersen Park. Also, Mr. Almoney has begun the conceptual park planning process for Broadmoor Park and there will be future information provided to the Committee.

Meeting Close

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 7:26 p.m.

Respectfully submitted,

Audrey M. McClanahan
City Clerk