

**CITY OF MISSION, KANSAS**  
**COMMUNITY DEVELOPMENT COMMITTEE**

**WEDNESDAY, JANUARY 6, 2021**

**6:30 P.M.**

**Meeting Held Virtually via Zoom**

*In consideration of the COVID-19 social distancing recommendations, this meeting will be held virtually via Zoom (<https://zoom.us/join>). The public may participate with comments by using the “chat” feature, please note all statements are made visible to the group.*

*Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.*

**PUBLIC COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

1. Final Plat of Mainstreet Credit Union- 6025 Lamar Avenue & 6219 Martway Street (PC Case #20-08) - Kaitlyn Service ([page 4](#))

This plat reflects a property line adjustment between 6025 Lamar Avenue (Mainstreet Credit Union) and 6219 Martway Street (the former Barn Players Theater). A public hearing was held before the Planning Commission on December 28th in consideration of this application. Upon conclusion of the public hearing, the Planning Commission recommended approval of the Final Plat of Mainstreet Credit Union (PC Case #20-08) to the City Council.

**ACTION ITEMS**

2. Acceptance of the December 2, 2020 Community Development Committee Minutes - Audrey McClanahan ([page 11](#))

Draft minutes of the December 2, 2020 Community Development Committee meeting are included for review and acceptance.

3. Mural Criteria and Application Process - Brian Scott/Kaitlyn Service ([page 17](#))

Wall murals, especially in the business areas of communities, are becoming an increasingly popular means of activating what can be considered “dead space” such as the blank side wall of a building, or a back wall that can be seen from an adjoining lot or parking area. Murals are becoming a common form of placemaking that encourages one to stop and observe, or to even interact with the mural, creating an experience with the built environment. Because of this, many communities around the country are creating guidelines for the placement of wall murals within the built environment. In response to a mural request this fall, staff researched

and developed guidelines/criteria for Mission. These were previously shared with the Council and have been presented to the Planning Commission for their input. They are now ready for final City Council consideration and adoption.

4. Acceptance of Stormwater Condition Inventory Final Report - Celia Duran ([page 39](#))

At the September 18, 2019 Council meeting, a contract with BHC Rhodes was approved to perform a stormwater infrastructure inventory, including an analysis of condition. This data will assist the City in long-range project planning and budgeting for stormwater projects city-wide. Draft results were discussed at the August 5, 2020 Community Development Committee meeting, and the final report is now complete and presented for acceptance. A total of \$46.9 million has been estimated for repairing/replacing the entire storm sewer system over the system's estimated useful life of 50 years, with \$4.9 million needed to address immediate needs (infrastructure with ratings of 4 and 5). These estimated costs reflect corrugated metal pipe (CMP) systems and structures and exclude work in the channels. The report provides a recommended maintenance plan and Staff and Council can now begin to develop an annual replacement program that addresses citywide infrastructure with the highest risk of failure.

5. Hot Water Tank Replacement (Powell Community Center) - Penn Almoney ([page 72](#))

A leak in the hot water holding tank at the Community Center was identified in November, and the City's maintenance contractor was brought on site to evaluate and assess potential solutions. The hot water holding tank is original to the facility and is deteriorating, making the most viable solution replacement of the tank. Staff solicited three bids and is recommending that MMC Contractors be authorized to replace the hot water holding tank with a tankless system in an amount not to exceed \$43,000.00. Funds will be provided from the Parks and Recreation Sales Tax Fund.

## DISCUSSION ITEMS

6. Stormwater Channels Inventory - Celia Duran ([page 81](#))

In order to determine the City's complete and comprehensive stormwater needs (in addition to pipes and structures), an inventory of stormwater channels was recently completed by staff and GBA. There are currently eleven (11) identified stormwater channels that are owned and maintained by the City of Mission. This information will be used to prioritize stormwater channel projects in the City's Capital Improvement Plan alongside stormwater pipe and structure replacement projects and is part of Mission's ongoing effort to develop a complete asset management program.

7. Wayfinding Plan - Penn Almoney ([page 110](#))

Staff introduced the regional wayfinding concept at the November Community Development Committee and was asked to gather additional information about Mission sign inventory, locations, cost of replacement and timeline of replacement. This new information will be reviewed with the Committee as staff continues to explore the cost, creation and installation of various signage and wayfinding opportunities throughout Mission.

8. Communication and Marketing Contract Renewal - Emily Randel/Penn Almoney  
(page 115)

Council authorized a City-wide Communication/Marketing/Branding/PR Services contract in February 2020. Staff will provide an overview of the work completed since the contract approval and will explore the Council's interest in renewing the contract in the coming year.

**OTHER**

9. Department Updates - Laura Smith

**Sollie Flora, Chairperson**  
**Trent Boultinghouse, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
**913-676-8350**

<b>City of Mission</b>	Item Number:	1.
<b>INFORMATIONAL ITEM</b>	Date:	January 6, 2021
<b>ADMINISTRATION</b>	From:	Kaitlyn Service

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

**RE:** Final Plat of Mainstreet Credit Union - 6025 Lamar Avenue & 6219 Martway Street (PC Case# 20-08).

**DETAILS:** The property at 6025 Lamar Avenue is currently developed with the Mission branch of the Mainstreet Credit Union. The property at 6219 Martway Street is developed with the former Mission Barn Players theater and the drive-thru elements associated with the Mainstreet Credit Union. The applicant requested approval of a plat to adjust the property line so that the drive-thru is on the same property as the Mainstreet building, rather than on the lot with the Barn Players building.

The sidewalk, bus stop, and Rock Creek Trail that border the property all lie within the public right-of-way so right-of-way was not requested with this plat.

This plat was considered by the Planning Commission at their meeting on Monday, December 28, 2020. During the public hearing, a neighbor asked whether any projects are proposed for the property. The applicant has not shared any information with the City about project proposals or projects in the conceptual development phase.

The Planning Commission voted 8-0 to approve the Preliminary and Final Plat of Mainstreet Credit Union with two conditions:

1. An ingress-egress easement shall connect the vehicle entrance/exit on Lot 1 along Martway Street to Lot 2.
2. The mayor and city clerk signature blocks shall be corrected to reflect the names of the people currently holding those positions.

At their meeting on January 20, 2021, the City Council will consider final approval of the Final Plat of Mainstreet Credit Union.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	Section 455.070 of the Mission Municipal Code
Line Item Code/Description:	
Available Budget:	

**STAFF REPORT**  
**Planning Commission Meeting December 28, 2020**

**AGENDA ITEM NO.:** 1

**PROJECT NUMBER / TITLE:** Case # 20-08

**REQUEST:** Preliminary & Final Plat of Main Street Credit Union

**LOCATION:** 6025 Lamar Avenue and 6219 Martway Street

**PROPERTY OWNER:**  
Main Street Credit Union  
13001 W 95th St #200  
Lenexa, KS 66215

**APPLICANT:**  
Scott Confer  
Phelps Engineering  
1270 N Winchester  
Olathe, KS 66061

**STAFF CONTACT:** Kaitlyn Service, Planner

**ADVERTISEMENT:** December 8, 2020-The Legal Record

**PUBLIC HEARING:** December 28, 2020 -Planning Commission



## **Property Information**

The subject property includes parcels KF251208-4045 and KF251208-4033, which are addressed as 6025 Lamar Avenue and 6219 Martway Street respectively. The property at 6025 Lamar Avenue is currently developed with a two-story building, which is the Mission branch of the Mainstreet Credit Union. The property at 6219 Martway Street is developed with a one-story building, which was formerly used as the Mission Barn Players theater. The property also includes the drive-thru elements associated with the Mainstreet Credit Union. Both properties are currently zoned "MS2" (Main Street 2) District and Downtown District (DD) Overlay District. The property has never been platted.

### Surrounding properties are zoned and used as follows:

West: Johnson County Northeast Offices - Zoned "C-O" Office Building

South: Single Family Homes - Zoned "R-1" Single-Family Residential

East: Pinnacle Staffing Group Offices- Zoned "MS2" Main Street 2

North: Powell Community Center and Mission Square Senior Apartments - Zoned "MS2" Main Street 2

### Comprehensive Plan Future Land Use Recommendation for this area:

The property at 6025 Lamar Avenue (including the Main Street Credit Union building) is designated as "future commercial". The property at 6219 Martway Street (including the Barn Players building) is designated as "future public/ semi-public".

## **Project Background**

As shown on the aerial image on page 1 of this staff report, the existing property lines separate the drive-thru from the Mainstreet Credit Union building. The applicant is requesting approval of the preliminary and final plat in order to correct this so that the drive-thru is on the same property as the Mainstreet building, rather than on the lot with the Barn Players building.

The sidewalk, bus stop, and Rock Creek Trail that border the property all lie within the public right-of-way so right-of-way was not requested with this plat.

## **Analysis:**

### Lots

The applicant is requesting approval of a plat for property that is currently not platted. Approval of the plat would reconfigure the division line between the two properties and bring the property into conformance with the city code by locating the accessory drive-thru on the same lot as the Mainstreet Credit Union building.

The current MS2 zoning does not require front, side, or rear yard setbacks except when adjacent to "R-1" or "R-2" properties. The current buildings meet the required setback from the R-1 properties to the south of the subject property.

Parking regulations in the MS2 district require 4 parking spaces for each 1,000 square feet of floor area. The Mainstreet Credit Union building is approximately 9,271 square feet in building area. Therefore 37 parking spaces are required. Approval of the proposed plat would leave 42 parking spaces for Mainstreet Credit Union building.

The former Barn Players building is approximately 9,637 square feet in building area. Therefore 39 parking spaces are required. Approval of the proposed plat would leave 69 parking spaces for the former Barn Players building.

- Lot 1: 51,632 sq. ft. or 1.186 acres
- Lot 2: 55,258 sq. ft. or 1.268 acres

Right-of-way

Right-of-way was not requested in association with this plat because the existing sidewalk, bus stop, and Rock Creek Trail that border the property all lie within the public right-of-way. Along Martway, everything north of the parking lot curb in the public right-of-way.

Easements

No additional public easements are needed at this time.

**Code Review: Consideration of Preliminary Plats (440.220)**

Preliminary plats shall be approved by the Planning Commission if it determines that:

1. The proposed preliminary plat conforms to the requirements of this Title, the applicable zoning district regulations and any other applicable provisions of this Code, subject only to acceptable rule exceptions.

-Code requirements are described above. The proposed plat is in conformance.

2. The subdivision or platting represents an overall development pattern that is consistent with the Master Plan and the Official Street Map.

-The plat represents a development pattern already established and supported by the Comprehensive Plan.

3. The plat contains a sound, well-conceived parcel and land subdivision layout which is consistent with good land planning and site engineering design principles.

-The plat supports good land planning and allows for future redevelopment in compliance with adopted standards.

4. The spacing and design of proposed curb cuts and intersection locations is consistent with good traffic engineering design and public safety considerations.

-The plat does not propose any changes to curb cuts or intersections.

5. All submission requirements have been satisfied.

-All of the requirements of 440.220-Submission of Preliminary Plats have been satisfied

**Code Review: Consideration of Final Plats (440.260)**

Final plats shall be approved by the Planning Commission if it determines that:

1. The final plat substantially conforms to the approved preliminary plat and rule exceptions granted thereto.

-A preliminary plat matching the final plat is under review with this application.

2. The plat conforms to all applicable requirements of this Code, subject only to approved rule exceptions.

-Code requirements are described above. The proposed plat is in conformance.

3. All submission requirements have been satisfied.

-All of the requirements of 440.250-Submission of Final Plats have been satisfied.

4. Approval of a final plat shall require the affirmative vote of a majority of the membership of the Planning Commission.

**Staff Recommendation**

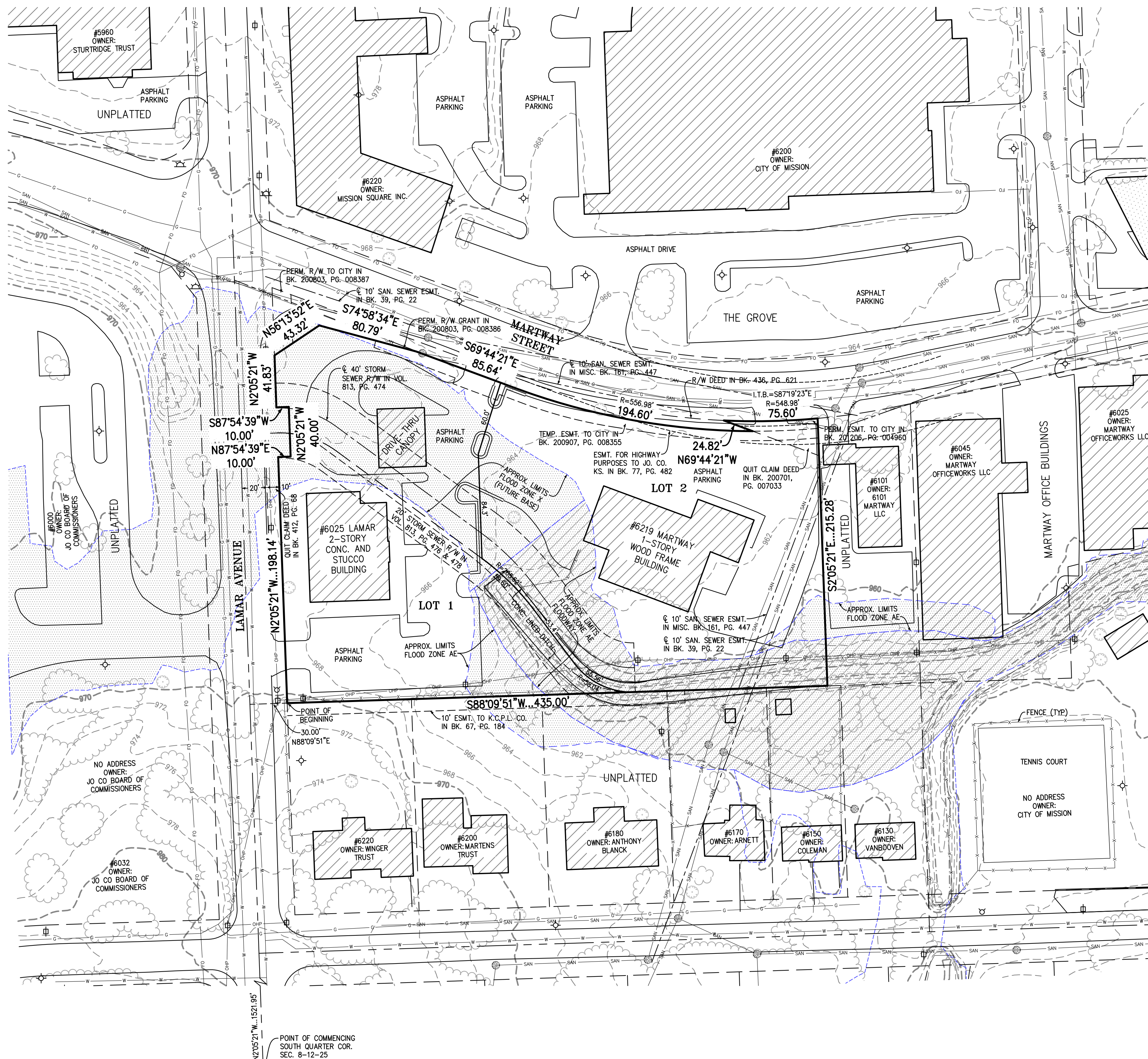
Staff recommends the Planning Commission approve the preliminary and final plat for Case # 20-08 the plat of land to be known as "The Plat of Mainstreet Credity Union."

1. An ingress-egress easement shall connect the vehicle entrance/exit on Lot 1 along Martway Street to Lot 2.
2. The mayor and city clerk signature blocks shall be corrected to reflect the names of the people currently holding those positions.



# PRELIMINARY PLAT OF MAINSTREET CREDIT UNION

A SUBDIVISION IN THE SE1/4 OF SECTION 8, TOWNSHIP 12, RANGE 25,  
IN THE CITY OF MISSION, JOHNSON COUNTY, KANSAS



**LEGAL DESCRIPTION:**

All that part of the NW1/4 of the SE1/4 of Section 8, Township 12, Range 25, in the City of Mission, Johnson County, Kansas, more particularly described as follows:

Commencing at the South Quarter Corner of said Section 8; thence N 2° 05' 21" W, along the West line of the SE1/4 of said Section 8, a distance of 1521.95 feet, to a point on the North line of the South 200.00 feet of the NW1/4 of the SE1/4 of said Section 8; thence N 88° 09' 51" E, along the North line of the South 200 feet of the NW1/4 of the SE1/4 of said Section 8, a distance of 30.00 feet, to a point on the East right-of-way line of Lamar Avenue, as now established, said point also being the point of beginning; thence N 2° 05' 21" W, along the East right-of-way line of said Lamar Avenue, a distance of 198.14 feet; thence N 87° 54' 39" E, along the East right-of-way line of said Lamar Avenue, a distance of 10.00 feet; thence N 2° 05' 21" W, along the East right-of-way line of said Lamar Avenue, a distance of 40.00 feet; thence S 87° 54' 39" W, along the East right-of-way line of said Lamar Avenue, a distance of 10.00 feet; thence N 2° 05' 21" W, along the East right-of-way line of said Lamar Avenue, a distance of 41.83 feet, to a point on the South right-of-way line of Martway Street, as now established; thence N 56° 13' 52" E, along the South right-of-way line of said Martway Street, a distance of 43.32 feet; thence S 74° 58' 34" E, along the South right-of-way line of said Martway Street, a distance of 80.79 feet; thence S 69° 44' 21" E, along the South right-of-way line of said Martway Street, a distance of 85.64 feet, to a point of curvature; thence Southeastery and Easterly, along the South right-of-way line of said Martway Street, said line being a curve to the left having a radius of 556.98 feet, an arc distance of 194.60 feet; thence N 69° 44' 21" W, along the South right-of-way line of said Martway Street, a distance of 24.82 feet; thence Easterly, along the South right-of-way line of said Martway Street, said line being a curve to the left having a radius of 548.98 feet and whose initial tangent bearing is S 87° 19' 23" E, an arc distance of 75.60 feet, to a point on the East line of the West 465.00 feet of the NW1/4 of the SE1/4 of said Section 8; thence S 2° 05' 21" E, along the East line of the West 465.00 feet of the NW1/4 of the SE1/4 of said Section 8, a distance of 215.28 feet, to a point on the North line of the South 200.00 feet thereof; thence S 88° 09' 51" W, along the North line of the South 200.00 feet of the NW1/4 of the SE1/4 of said Section 8, a distance of 435.00 feet, to the point of beginning, containing 2.454 acres, more or less.

**PROJECT NOTE:**

1. THE TOPOGRAPHY WAS SUPPLIED BY A.I.M.S. (AUTOMATED INFORMATION MAPPING SYSTEM) BASED ON NAVD88 DATUM.
2. ALL TRACTS AS SHOWN HEREON SHALL BE DEDICATED AS PRIVATE OPEN SPACE, COMMON AREAS AND MAY INCLUDE BUT NOT LIMITED TO LANDSCAPING, FENCING, SUBDIVISION MONUMENTS, STORM WATER DETENTION AND AMENITIES AND WILL BE OWNED AND MAINTAINED BY THE HOMES ASSOCIATION.

**FLOOD NOTE:**

A PORTION OF THIS PROPERTY LIES WITHIN ZONE AE, DEFINED AS SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD WITH BASE FLOOD ELEVATIONS DETERMINED, AND WITHIN THE FLOODWAY AREAS IN ZONE AE.

A PORTION OF THIS PROPERTY LIES WITHIN ZONE X (FUTURE BASE FLOOD), DEFINED AS AREAS OF 1% ANNUAL CHANCE FLOOD BASED ON FUTURE CONDITIONS HYDROLOGY, NO BASE FLOOD ELEVATIONS DETERMINED.

THE REMAINDER OF THE PROPERTY LIES WITHIN ZONE X, DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON THE FLOOD INSURANCE RATE MAP PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE CITY OF MISSION, COMMUNITY NO. 200170, JOHNSON COUNTY, KANSAS, PANEL NO. 20091C00235, AND DATED AUGUST 3, 2009.

**SITE DATA TABLE:**

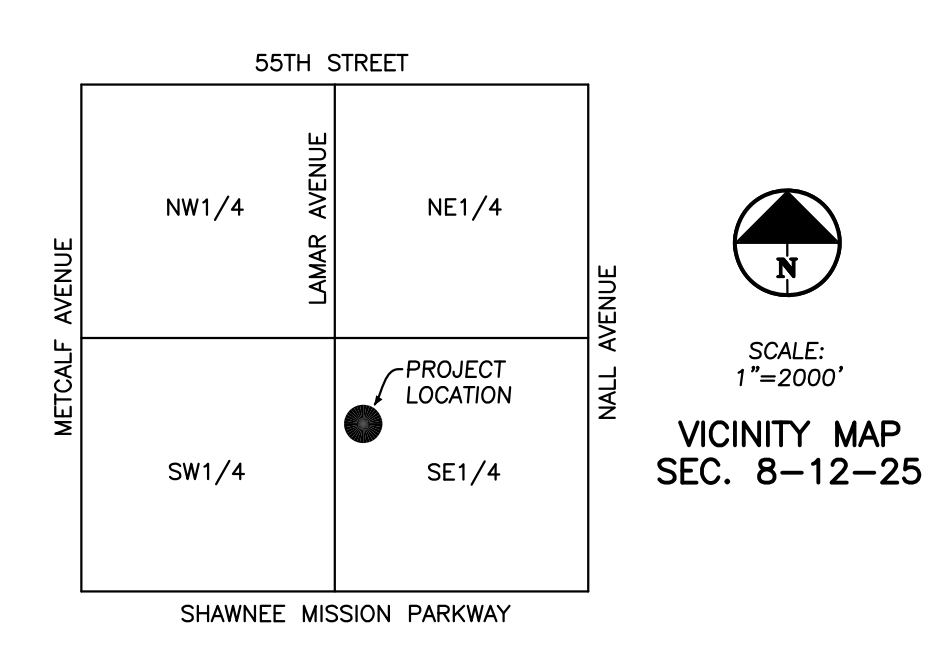
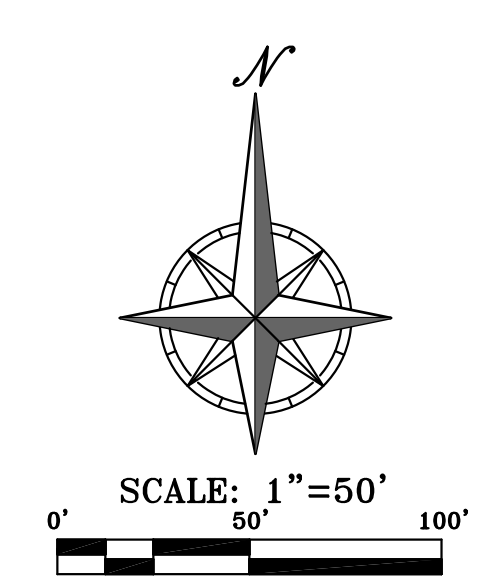
OVERALL AREA	2.45 ACRES
EXISTING ZONING	MS2, MAIN STREET DISTRICT 2
PROPOSED ZONING	N/A, NO CHANGE
PROPOSED NUMBER OF LOTS	2
PROPOSED LAND USE	COMMERCIAL
DENSITY	1.3 LOTS PER ACRE
HOUSING CLASSIFICATION	N/A
PROPOSED LOT AREAS:	LOT 1 = 1.194 ACRES LOT 2 = 1.264 ACRES

**OWNER/DEVELOPER:**  
MAINSTREET CREDIT UNION  
JOHN D. BEVERLIN, SR.  
13001 W. 95TH STREET  
LENEXA, KS 66215  
(913) 599-1010  
JBEVERLIN@MAINSTREETCU.ORG

**ENGINEER/APPLICANT:**  
PHELPS ENGINEERING, INC.  
JUDD D. CLAUSSEN, PE  
1270 N. WINCHESTER  
OLATHE, KS 66061  
(913) 393-1155  
(913) 393-1166 FAX  
JCLAUSSEN@HELPSENGINEERING.COM

**APPROVED BY:**  
CITY OF MISSION PLANNING COMMISSION

MIKE LEE, CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

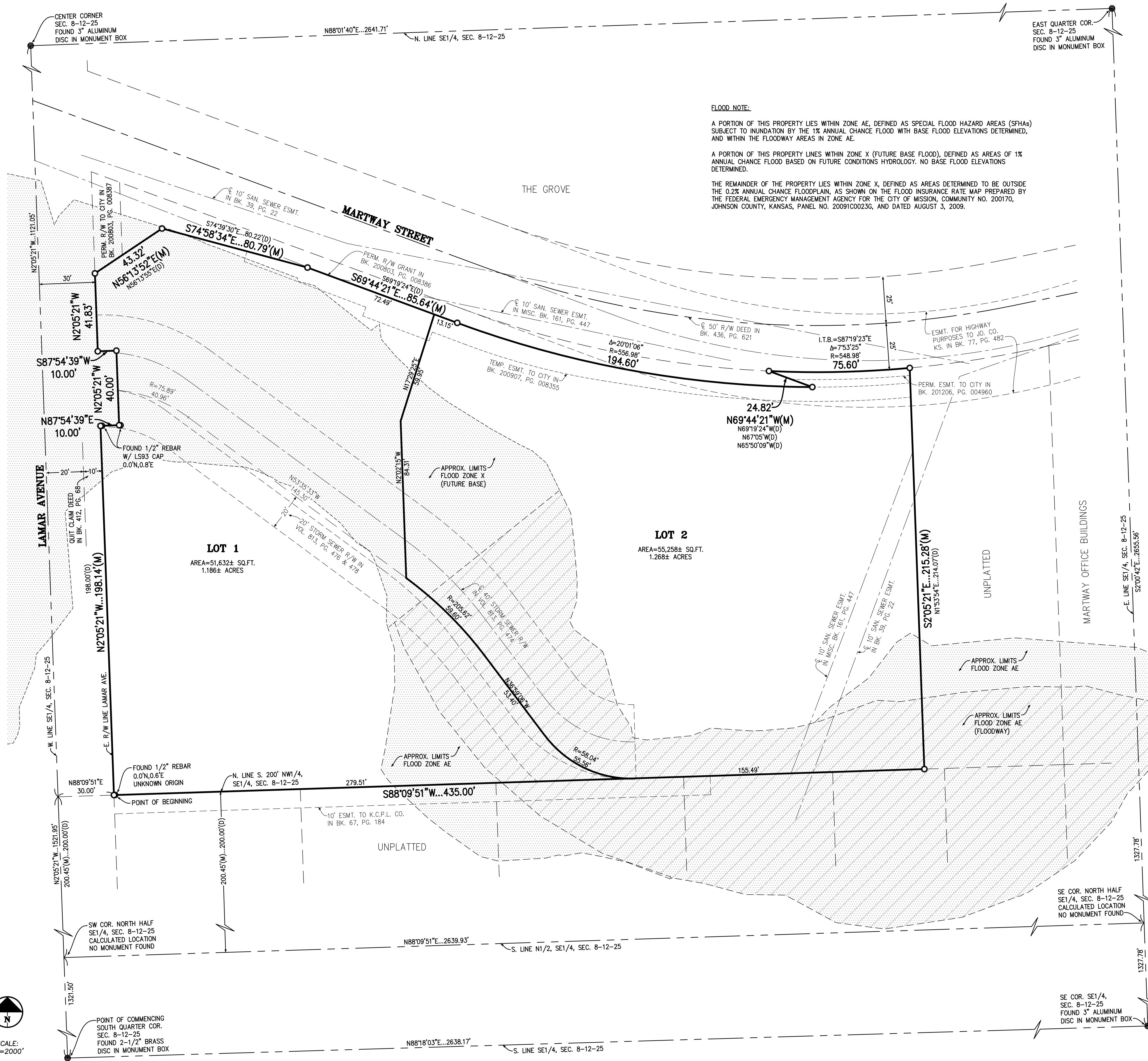


\\PHELPS-SERVER\Projects\200915\Main\JMS.dwg Layout-PLAT Nov 11, 2020 - 11:03am Scott Carter

**PHELPS ENGINEERING, INC.**  
1270 N. Winchester  
Olathe, Kansas 66061  
(913) 393-1155  
Fax (913) 393-1166

# FINAL PLAT OF MAINSTREET CREDIT UNION

A SUBDIVISION OF LAND IN THE SE1/4  
SECTION 8, TOWNSHIP 12 SOUTH, RANGE 25 EAST  
THE CITY OF MISSION, JOHNSON COUNTY, KANSAS



**FLOOD NOTE:**  
A PORTION OF THIS PROPERTY LIES WITHIN ZONE AE, DEFINED AS SPECIAL HAZARD AREAS (SFHA) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD WITH BASE FLOOD ELEVATIONS DETERMINED, AND WITHIN THE FLOODWAY AREAS IN ZONE AE.  
A PORTION OF THIS PROPERTY LIES WITHIN ZONE X (FUTURE BASE FLOOD), DEFINED AS AREAS OF 1% ANNUAL CHANCE FLOOD BASED ON FUTURE CONDITIONS HYDROLOGY, NO BASE FLOOD ELEVATIONS DETERMINED.  
THE REMAINDER OF THE PROPERTY LIES WITHIN ZONE X, DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON THE FLOOD INSURANCE RATE MAP PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE CITY OF MISSION, COMMUNITY NO. 200710, JOHNSON COUNTY, KANSAS, PANEL NO. 20091000236, AND DATED AUGUST 3, 2009.

**LEGAL DESCRIPTION**  
This is a survey and subdivision of all that part of the NW1/4 of the SE1/4 of Section 8, Township 12, Range 25, in the City of Mission, Johnson County, Kansas, more particularly described as follows:  
Commencing at the South Quarter Corner of said Section 8; thence N 2° 05' 21" W, along the West line of the SE1/4 of said Section 8, a distance of 1521.95 feet, to a point on the North line of the South 200.00 feet of the NW1/4 of the SE1/4 of said Section 8; thence N 88° 09' 51" E, along the North line of the South 200 feet of the NW1/4 of the SE1/4 of said Section 8, a distance of 30.00 feet, to a point on the East right-of-way line of Lamar Avenue, as now established, said point also being the point of beginning; thence N 2° 05' 21" W, along the East right-of-way line of said Lamar Avenue, a distance of 198.14 feet; thence N 87° 54' 39" E, along the East right-of-way line of said Lamar Avenue, a distance of 10.00 feet; thence N 2° 05' 21" W, along the East right-of-way line of said Lamar Avenue, a distance of 40.00 feet; thence S 87° 54' 39" W, along the East right-of-way line of said Lamar Avenue, a distance of 10.00 feet; thence N 2° 05' 21" W, along the East right-of-way line of said Lamar Avenue, a distance of 41.83 feet, to a point on the South right-of-way line of Martway Street, as now established; thence N 56° 13' 52" E, along the South right-of-way line of said Martway Street, a distance of 43.32 feet; thence S 74° 58' 34" E, along the South right-of-way line of said Martway Street, a distance of 80.79 feet; thence S 69° 44' 21" E, along the South right-of-way line of said Martway Street, a distance of 85.64 feet, to a point of curvature; thence Southeast and Easterly, along the South right-of-way line of said Martway Street, said line being a curve to the left having a radius of 556.98 feet, an arc distance of 194.60 feet; thence N 69° 44' 21" W, along the South right-of-way line of said Martway Street, a distance of 24.82 feet; thence Easterly, along the South right-of-way line of said Martway Street, said line being a curve to the left having a radius of 548.98 feet and whose initial tangent bearing is S 87° 19' 23" E, an arc distance of 75.60 feet, to a point on the East line of the West 465.00 feet of the NW1/4 of the SE1/4 of said Section 8; thence S 2° 05' 21" E, along the East line of the West 465.00 feet of the NW1/4 of the SE1/4 of said Section 8, a distance of 215.28 feet, to a point on the North line of the South 200.00 feet thereof; thence S 88° 09' 51" W, along the North line of the South 200.00 feet of the NW1/4 of the SE1/4 of said Section 8, a distance of 435.00 feet, to the point of beginning, containing 2.454 acres, more or less.

The undersigned proprietors of the above described tract of land have caused the same to be subdivided in the manner shown on the accompanying plat, which subdivision and plat shall hereafter be known as "MAINSTREET CREDIT UNION".

**DEDICATION**  
A perpetual easement over, under and through the areas outlined and designated on this plat as "Drainage Easement" or "D/E" for the purpose of constructing, using, replacing and maintaining a culvert, storm sewer, drainage ditch, or other drainage facility or tributary connections, including similar facilities, and appurtenances thereto, including the right to maintain, repair and replace the drainage facility and for any reconstruction and future expansion of such facility, together with the right of access for the same, is hereby granted to the City of Overland Park, Kansas. Drainage Easements shall be kept clear of obstructions that impair the strength or interfere with the use and/or maintenance of storm drainage facilities.

In accordance with KSA 12-512b, all rights, obligations, reservation, easements, or interest not shown on this plat shall be vacated as to the use and as to title, upon filing and recording of this plat. The proprietors, successors, and assigns, of the property shown on this plat hereby absolve and agree, jointly and severally, to indemnify the City of Mission, Johnson County, Kansas, of any expense incident to the relocation of any existing utility improvements heretofore installed and required to be relocated in accordance with property improvements described in this plat.

**CONSENT TO LEVY**  
The undersigned proprietors of the above described land hereby agree and consents that the Board of County Commissioners of Johnson County, Kansas, and the City of Overland Park, Johnson County, Kansas, shall have the power to release such land proposed to be dedicated for public ways and thoroughfares, or parts thereof, for public use, from the lien and effect of any special assessment, and that the amount of unpaid special assessments on such land so dedicated, shall become and remain a lien on the remainder of this land fronting or abutting on such dedicated public way or thoroughfare.

**EXECUTION**  
IN TESTIMONY WHEREOF, undersigned proprietors has caused this instrument to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
MAINSTREET CREDIT UNION f/k/a CREDIT UNION OF JOHNSON COUNTY

By: \_\_\_\_\_  
John D. Beverlin, Sr.

**ACKNOWLEDGEMENT**  
STATE OF KANSAS )  
COUNTY OF JOHNSON ) SS

BE IT REMEMBERED that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for said County and State, came John D. Beverlin, Sr. of Mainstreet Credit Union, who is personally known to me to be such person who executed, as such officer, the within instrument on behalf of said company; and such person duly acknowledged the execution of the same to be the act and deed of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

Notary Public: \_\_\_\_\_ My Appointment Expires: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**APPROVALS**  
Approved by the Planning Commission of the City of Mission, Johnson County, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mike Lee, Chairman

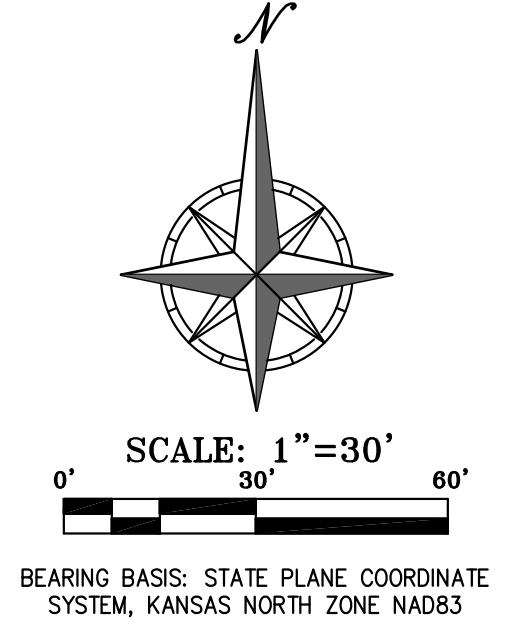
Approved by the Governing Body of the City of Mission, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Steve Schowengerdt, Mayor  
Attest: Martha Sumrall, City Clerk

SE COR. NORTH HALF SE1/4, SEC. 8-12-25 CALCULATED LOCATION NO MONUMENT FOUND  
SE COR. SE1/4, SEC. 8-12-25 FOUND 3" ALUMINUM DISC IN MONUMENT BOX

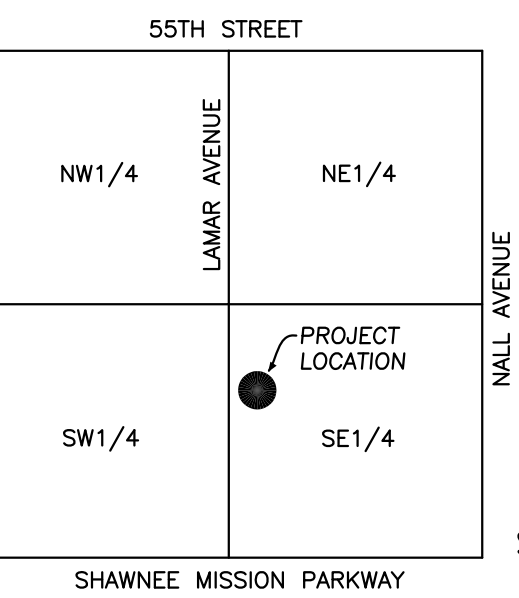
CERTIFICATE OF AUTHORIZATION KANSAS LAND SURVEYING - LS-82 ENGINEERING - E-391  
CERTIFICATE OF AUTHORIZATION MISSOURI LAND SURVEYING - 2007001128 ENGINEERING - 2007002628

I, THOMAS D. PHELPS, HEREBY CERTIFY THAT ON NOVEMBER 4, 2020, I OR SOMEONE UNDER MY DIRECT SUPERVISION HAVE MADE A SURVEY OF THE ABOVE DESCRIBED TRACT OF LAND AND THE RESULTS OF SAID SURVEY ARE CORRECTLY REPRESENTED ON THIS PLAT.  
THOMAS D. PHELPS, KANSAS LAND SURVEYOR  
PHELPS ENGINEERING, INC  
1270 N. Winchester  
Olathe, Kansas 66061  
(913) 393-1155  
Fax (913) 393-1166



**LEGEND**  
○ DENOTES SET 1/2"x24" REBAR W/ PHELPS ENGINEERING CLS-82 PLASTIC CAP  
● DENOTES FOUND MONUMENT AS DESCRIBED

**PROPERTY OWNER:**  
MAINSTREET CREDIT UNION  
13001 W. 95TH STREET  
LENEXA, KANSAS 66215



<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Administration</b>	From:	Audrey McClanahan

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** December 2, 2020 Community Development Committee minutes.

**RECOMMENDATION:** Review and accept the December 2, 2020 minutes of the Community Development Committee.

**DETAILS:** Minutes of the December 2, 2020 Community Development Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA

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

December 2, 2020

The Mission Community Development Committee met virtually via ZOOM on Wednesday, December 2, 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 8:55 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**

#### **Replat of Mission Mart Lots 2, 3, and 4 - 5399 Martway Street, Mission, Kansas**

Ms. Service reported that the site of the former Mission Bowl bowling alley and miniature golf course, at 5399 Martway, is currently platted as three, separate lots. Ridgeview North Associates intends to sell one of the lots and a portion of another to Mission Bowl Apartments, LLC (Sunflower Development Group), for a multi-family development project. The application proposes the replat of lots two and three of the original Mission Mart plat turning the three lots into two lots. Ms. Service added that both the current and possible future apartment use of the site are in conformance with City code.

As part of this sale, a new plat indicating the area to be purchased will need to be filed with the Johnson County Records and Tax Administration. If the sale closes, and Mission Bowl Apartments proceeds with construction of the proposed multi-family development project, they will need to submit another plat indicating any easements and right-of-way dedication associated with the development project. This plat was considered by the Planning Commission at their meeting on Monday, November 23rd. There was no public comment presented regarding the plat, and it was approved 8-0.

## **Acceptance of the November 4, 2020 Community Development Committee Minutes**

Minutes of the November 4, 2020 Community Development Committee were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

### **Apollo Gardens (Aries Court) Stormwater Repairs**

Mr. Morton explained that in September 2020, the City was contacted by a resident of the Apollo Gardens (Aries Court) subdivision at 6582 W. 49th Street. Their complaint was that stormwater runoff on 49th Terrace was draining over the street curb and into their basement during storm events. Public Works staff and Olsson, the City's on-call engineering consultant, performed a site visit and observed that the existing curb height was allowing runoff to drain over it and with no stormwater infrastructure in this area to capture the runoff it was contributing to the drainage issues at the residence.

The property owner was using sandbags placed behind the curb in an attempt to prevent further runoff into the dwelling unit. Olsson subsequently prepared a concept design drawing that included replacing the existing curb and gutter with a high back Type B curb and gutter, removing and replacing the existing sidewalk, and installing a 12-inch drain basin and underdrain to connect to an existing grate inlet. Three bids were obtained for the project with Phoenix Concrete LLC submitting the lowest and most responsive bid at \$11,251.93.

The improvements should help prevent runoff from draining over the curb and gutter and are intended to work in conjunction with improvements recently completed by the Homeowners' Association. The HOA's improvements included regrading and installing a small rock wall adjacent to the resident's basement window, upsizing the existing stormwater inlet, and redirecting the stormwater outfall to keep the water away from the dwelling. Following notice to proceed, the project is estimated to be completed by mid-February and will be paid from the Stormwater Utility Fund.

Councilmember Davis recommended the contract with Phoenix Concrete LLC for stormwater repairs in the vicinity of 6582 W. 49th St. in an amount not to exceed \$11,251.93 be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

### **2021 & 2022 Street Preservation Program Engineering Services Contract**

Ms. Duran explained that even though the 2021 and 2022 contracts are separate items, since they are related she would be introducing them together. Over the last several months, Staff and the City Council have met to discuss the development of a proposed street preservation program. By utilizing pavement conditions and geo-technical data, Staff along with Stantec have developed recommended street treatments, estimated costs for each street segment and timeframes for completion. The City currently has \$1.1 million in the CIP for streets designated

for the residential street preservation projects. The cost would cover design, inspection, construction, contingency and inflation.

The streets in the draft 2021 program have the lowest pavement condition indexes (PCI) that are suitable for an ultra-thin bonded asphalt surface (UBAS) treatment since that requires less design than a full depth replacement or mill and overlay. Olsson would plan to have them designed and bid in early 2021 with completion by the end of the summer. The project from Roe to Shawnee Mission Parkway, which was originally considered for UBAS treatment, will be completed as a mill and overlay because of street degradation caused by several water main breaks and cracking.

The task order from Olsson includes data collection, design, project meetings, preparation of bid documents and bid phase services for an amount not to exceed \$27,986 for the 2021 street preservation projects. Staff also recommended completing designs for 2022 street projects this year in an effort to identify stormwater repairs and submit projects to the County for SMAC funding. Total design costs for the 2022 projects are \$249,760, which reflects higher design costs for full-depth reconstruction projects which require more detailed survey and utility coordination.

Councilmember Davis thanked Ms. Duran for all her hard-work on these projects.

Councilmember Thomas asked if the City would have options for additional projects if additional funding (i.e. renewal of the street sales tax) was identified. Ms. Duran explained that ultimately the goal is to be slightly ahead in project design so that the City could take advantage of project savings to accelerate various projects.

Councilmember Boultinghouse commented that these are exciting projects and thanked Ms. Duran and her team for all the work they have been doing.

Councilmember Inman stated that 54th Street has been in bad shape for many years and asked, since WaterOne is currently doing street infrastructure work, if the City could also conduct repairs concurrently in an effort to save costs. Ms. Duran explained that the City does coordinate with WaterOne on projects, they would first start by finishing their water main relocation then the City would come in the next year for street repair.

Ms. Smith informed the Committee that there would be a work session in January where they would discuss staff recommendations and options for proceeding with funding for the street preservation program.

Councilmember Davis recommended a task order with Olsson for engineering services for the proposed 2021 street preservation program projects in an amount not to exceed \$27,986 and a task order with Olsson for engineering services for the proposed 2022 street preservation

program projects in an amount not to exceed \$249,760 be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

### **Conceptual Park Master Planning**

Mr. Almony reported that the City contracted with Confluence in November 2019, through a competitive RFQ process to redesign Mohawk Park. This included a site analysis, restroom design, pavilion, court, trails, play features and improved parking at a total cost of \$30,000. The initial investment in this project allowed Staff to finalize a model of public engagement that could then be reproduced at a lower cost for subsequent parks. The next step in implementation is bringing the planning process to each park, which gives the opportunity to assess amenities over a longer term horizon. After engagement from the community then the next phase is to create a stakeholder committee for each park.

Once a Stakeholder Steering Committee has been created, a landscape architecture and design firm plays a critical role in performing a site analysis and concept development. That work includes:

- Conferring with City staff
- Reviewing Mission Park & Recreation Master Plan
- Confirmation that programming/event elements are consistent
- Taking or producing photos and maps
- Reviewing existing utilities, vehicular use, surrounding land use, bioswale and infrastructure, topography and drainage
- Producing hand rendered concepts that identify potential locations for various amenities, restrooms, playgrounds, courts, open space, bioswale, shelters, parking, dog parks, etc.

The final stage of conceptual design involves preparing the illustrative plans and 1-2 perspectives/supporting graphics along with order of magnitude cost estimates. These documents are then used to prepare budget and CIP requests, to pursue potential grants and to help communicate long-range plans to residents and visitors. The plans would be delivered within the next year and funding would be from the Outdoor Park Improvements identified in the Parks and Recreation Sales Tax Fund.

Councilmember Thomas asked about a general idea for a timeline for the vision of these parks associated with the planning. Ms. Smith explained that going through the conceptual master planning at each individual park level will help develop that timeline. By assessing the applicable amenities then a plan can be drafted detailing funding levels and what will be needed to accomplish the preferred improvements.

Councilmembers Thomas and Flora suggested it will be important to see a breakdown of costs and priorities in an effort to assess the level of urgency for each park. Councilmember Flora would also like to make sure that these plans are kept realistic since the City doesn't own

Streamway and Waterworks and there needs to be careful evaluation regarding the level of investment in those parks.

Councilmember Inman and Councilmember Flora thanked Mr. Almoney for his leadership in these important planning processes, and the public for their engagement and participation.

Mr. Almoney commented that he has been in discussion with KDOT who owns Streamway Park and they have been amenable to any changes but would like to see plans before finalization.

Councilmember Kring thanked Mr. Almoney for all his work on the park system, adding that it will make a significant difference for the Community.

### **Discussion Items**

There were no discussion items to consider.

### **Other**

Nothing was introduced.

### **Department Updates**

Ms. Smith explained that the typical Holiday Lights & Festive Sights event had to be modified, due to COVID-19 restrictions and precautions, so there will be a virtual tree lighting with the Mayor and Santa. Families will be able to drive-through and pick-up s'mores kits.

There will also be a Pearl Harbor Day event observed virtually on Monday, December 7, 2020.

Finally, the second Finance and Administration Committee meeting will be on Wednesday, December 9, 2020 with members from the Shawnee Mission School District present to discuss the bond issue. There will also be conversations around the redevelopment of Mission Bowl and the recent Johnson County Public Health Order in relation to protocols at the Community Center.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 9:34 p.m.

Respectfully submitted,

Audrey M. McClanahan  
City Clerk



<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Administration</b>	From:	Brian Scott

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** Wall Mural Guidelines

**RECOMMENDATION:** Approve the resolution establishing guidelines for the application of wall murals within the City of Mission.

**DETAILS:** Earlier this fall, staff was contacted by Sean Gilbert, the owner of Headless Hands Tattoo shop at 6909 Johnson Drive (the southwest corner of Johnson Drive and Broadmoor). Mr. Gilbert wanted to paint a mural on the side of his building and was inquiring as to what, if any, City requirements there may be.

Chapter 430 of the Mission Municipal Codes is the City’s sign code. Section 430.020 defines murals as “Any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message.” Section 430.050 further provides that certain signs are excluded from the City’s sign code including “Integral decorative or architectural features of buildings or works or art, so long as such features or works do not contain letters, trademarks, moving parts, or lights.” Beyond this code provision, there are no conditions or requirements specific to the application of wall murals.

Wall murals, especially in the business areas of communities, are becoming an increasingly popular means of activating what can be considered “dead space” - the blank side wall of a building, or a back wall that can be seen from an adjoining lot or parking area. Murals are becoming a common form of placemaking that encourages one to stop and observe, or to even interact with the mural, creating an experience with the built environment. Because of this, many communities around the country are creating guidelines for the placement of wall murals within the built environment.

Staff researched these communities to gain an understanding of their guidelines and review process. From this research proposed guidelines for the City of Mission were drafted. They were shared with the Council last fall at which time Council provided tentative approval in order to allow Mr. Gilbert’s mural to proceed. These have since been shared with the Planning Commission and are now ready for final Council review and consideration. A marked-up version of the guidelines is included in the packet reflecting suggestions from the Planning Commission and legal counsel. The Council guidelines would be approved by resolution, and then shared with future applicants considering a wall mural.

**CFAA CONSIDERATIONS/IMPACTS:** Wall murals are a form of public art that can engage the public to respond and interact with. They become a key element of

Related Statute/City Ordinance:	Chapter 430.50 of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Administration</b>	From:	Brian Scott

Action items require a vote to recommend the item to the full City Council for further action.

placemaking that add a sense of vibrancy to a community for all that live, work, and visit.

Related Statute/City Ordinance:	Chapter 430.50 of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

**Memo To:** Chairman Lee and Members of the Planning Commission

**From:** Brian Scott, Assistant City Administrator

**Date:** November 18, 2020

**Subject:** **Guidelines for Wall Murals**

---

Staff was approached this fall by Sean Gilbert, the owner of Headless Hands Custom Tattoos located at 6909 Johnson Drive, regarding the placement of a wall mural on the side of the building (see Exhibit A).

Chapter 430 of the Mission Municipal Codes is the City's sign code. Section 430.020 defines murals as "Any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message." Section 430.050 further provides that certain signs are excluded from the City's sign code including "Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts, or lights."

The Johnson Drive Design Guidelines is silent on wall murals or decorative works of art. The design guidelines do reference acceptable building materials, signage, and landscaping. The design guidelines also reference an acceptable palette of colors for buildings to include "earth tone" colors such as beige, brown, and terra-cotta.

Generally, staff has taken the position that murals are discouraged within the Johnson Drive corridor. However, there is a growing school of thought that murals can play an important role in placemaking, beautifying an area and activating a corridor. A growing number of communities across the country are exploring ways to encourage art of all types including wall murals, or sometimes referred to as "street art."

With that, staff created a set of guidelines for the application of wall murals within the City of Mission. These guidelines are based on similar guidelines that staff found in researching other communities. Staff is seeking input from the Planning Commission on these guidelines. These will also be shared with the City Council at a later date for their input as well. The Planning Commission's comments and recommendations will be taken under advisement when the Council considers these.

## Exhibit A

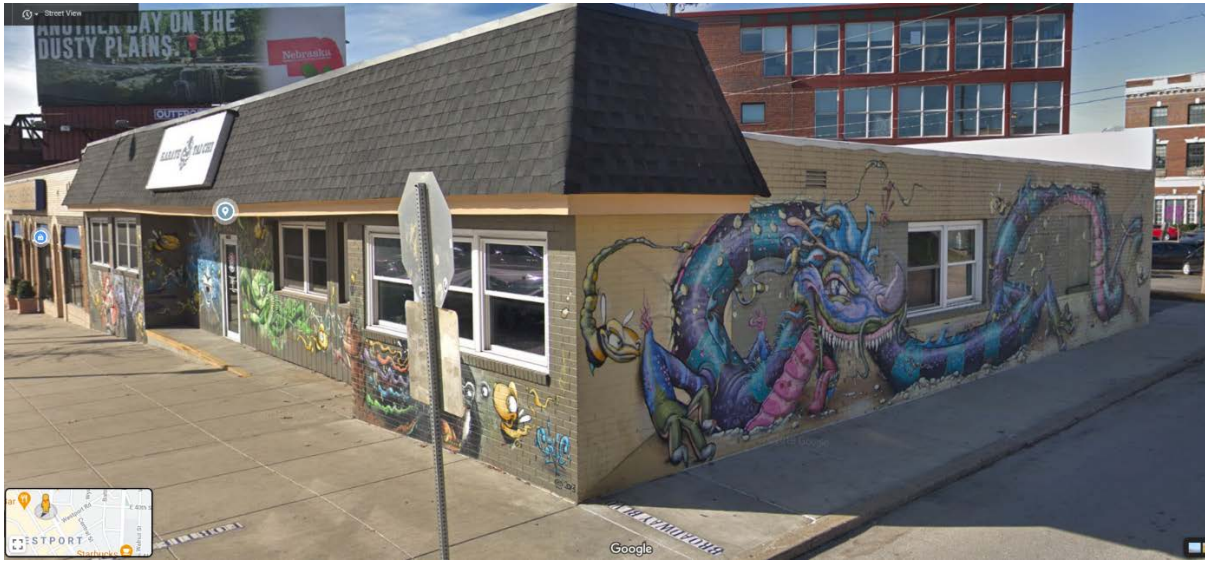
Proposed Wall Mural for 6909 Johnson Drive (Brodmoor Side of Building)



## Exhibit B

Examples of Other Wall Murals





# Wall Mural Guidelines

## City of Mission, Kansas

### Purpose

The purpose of these guidelines is to permit and encourage the production of exterior murals that are original works of art which foster a positive community identity and appearance. Murals are intended to contribute and advance: streetscape aesthetics; architectural features or character of a building; create a unique identity; ~~and~~ sense of place; and encourage community ~~interaction~~ engagement.

### Applicable City Code

Section 430.020 of the Municipal Code of Mission defines Wall Murals as “Any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message.” Section 430.050 further provides that certain signs are excluded from the City’s sign code (Chapter 430) including “Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts or lights (Section 430.050(A)(5).”

### Design Standards

- Murals shall be an original work of art.
- Murals may be two-dimensional or three-dimensional.
- Murals shall be designed and constructed under the supervision of a qualified artist/muralist or individual who has ~~sufficient~~ knowledge and experience in the design and execution of such projects as well as the application of the selected medium.
- Murals must exhibit the highest quality in design, content, materials, and application.
- Mural materials shall be durable and weather resistant to prevent premature deterioration, fading or other unintended change in appearance.
- Mural materials must be appropriate for outdoor application with consideration to location, climate, weather conditions, longevity, and resistance to vandalism (including graffiti).
- Murals shall not contain a logo or trademark symbol, nor shall any mural include commercial text or products displaying, mimicking or construed as symbolizing a specific brand. Murals shall not contain material that is protected under copyright law unless permission has been granted and evidence of such is provided to the City.
- Murals shall not incorporate recognized symbols of hatred or discrimination against any race, color, sex, age, religion, national origin, ancestry, disability, marital status, familial status, gender identity or expression, or sexual orientation.
- ~~Murals shall not incorporate anything that would be considered inappropriate and/or indecent by contemporary community standards. obscene in nature or objectionable to the senses of a reasonable person.~~

### Location of Mural

- Murals shall not be permitted in residentially zoned areas of the City or on the wall of a building that faces ~~a~~ residentially zoned ~~parcel of~~ property.

Formatted: Indent: Left: 0.5"

- Murals shall be located on either side of the building or the rear of the building. Consideration may be given to locating a mural on the front of the building so long as it complements the overall front facade of the building and does not ~~complete~~ with or overwhelm architectural details.
- Murals should avoid creating harsh edges where no architectural features are present to create a natural break in the facade. Mural designs that do not contain harsh edges may be proposed in place of architectural features.
- Murals may be placed on walls that serve to define the edge of a property or provide screening.
- Murals shall be limited in the amount of wall area utilized in proportion to the size of the building. Murals that are on buildings that are one-story in height may utilize the entire wall. Murals that are on buildings that are two-stories in height may utilize 50% of the wall. Murals that are on buildings that are three stories or taller may utilize 25% of the wall.
- Murals should be located and sized to ~~engage and~~ encourage pedestrian ~~interaction~~ engagement.

#### Requirements for Mural Application

- A completed Mural Application Form including written description of the proposed design, the location of the building, the location of the mural on the building, wall preparation, materials and processes to be used (including anti-graffiti treatment), individual/groups involved in the mural design, and/or preparation, and parties responsible for subsequent maintenance. A separate maintenance plan should be included as well.
- If the mural is three-dimensional in nature, ~~then~~ information should ~~must~~ be provided as to how the mural will be mounted to the wall including a description of brackets, hardware, and other structural components.
- Lead artist's qualifications and examples of previous work.
- Written permission from the property owner (if different than the applicant) to proceed with the project, including any requirements that ~~may~~ will be imposed by the property owner.
- One color scale rendering (no larger than 11" X 17") as well as a digital file of the proposed mural.
- Photographs of the proposed location and surrounding area.
- Timeline for completing the project.

#### Ongoing Maintenance of Mural

The applicant will be responsible for ensuring that a mural is maintained in good condition and is repaired in case of vandalism or accidental destruction. The applicant is encouraged to file a maintenance plan with the application. The plan will establish measures ~~that will~~ to discourage vandalism or facilitate an easier, less costly repair of the mural in the future. Such measures shall include, but not be limited to, preliminary wall preparation and/or pre-cleaning, priming, and curing; the use of proper paints, enamels or materials that best match the surface; top coats, sacrificial layers, graffiti coats that do not compromise the painting by yellowing or trapping moisture; consideration of drip edges, gutters or sprinkler overspray as water may degrade mural over time; environmental considerations such as exposure to direct sunlight, bird nesting cavities, or other potential damaging ~~acts events~~. The plan will be on file with the City, and the

City will monitor the condition of the mural to ensure compliance. Failure to comply may result in the removal of the mural.



Wall Mural Application Form  
City of Mission, Kansas

---

Address of Property Where Mural is Proposed: \_\_\_\_\_

**Applicant**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

---

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**Property Owner**

Owner of Property (if different from applicant): \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I authorize the applicant to speak for me in matters regarding this application. Any agreement made by applicant regarding this proposal will be binding upon me. I authorize City of Mission representatives to enter the property for the purpose of observing the project to insure consistency between approved proposal and completed project. Owner agrees that work will be performed exactly as approved, or they will apply for revisions prior to work beginning.

Property Owner's Signature: \_\_\_\_\_

(A signed letter from the owner acknowledging the proposed mural will serve as a substitute)

**Description of Proposed Mural**

(Please provide a colored rendering of the mural, preferably as it will appear on the building)

---

---

---

(Over)

Dimensions of Mural: \_\_\_\_\_

(overall square feet of mural or height and length)

Location on Building: \_\_\_\_\_  
(which wall of the building will the mural be placed)

Height of Building Wall: \_\_\_\_\_ Length of Building Wall: \_\_\_\_\_

Materials to Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preparation of Wall: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ongoing Maintenance of the Mural: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Artist Information**

(Please provide a statement as to experience, credentials, and similar types of work completed)

Name of Artist: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Approved By: _____ Date: _____
--------------------------------

# **MINUTES OF THE PLANNING COMMISSION MEETING**

**November 23, 2020**

## **Virtual Through Zoom**

**DRAFT**

The regular meeting of the Mission Planning Commission was called to order by Chairman Mike Lee at 7:00 PM Monday, November 23, 2020. Members also present: Charlie Troppito, Frank Bruce, Jordon McGee, Robin Dukelow, Pete Christiansen, Stuart Braden and Burton Taylor. Brad Davidson was absent. Also in attendance: Brian Scott, Assistant City Administrator, Kaitlyn Service, Community Development Planner, and Audrey McClanahan, Secretary to the Planning Commission.

Chairman Lee: I'll call the meeting to order. Because of the COVID-19 social distancing recommendations our meeting tonight is being held virtually, via Zoom. Commissioners, staff and the applicant are all joining remotely. The meeting is being recorded. The public is invited to participate by using the instructions include in the Planning Commission calendar item listed on the front page of missionks.org. Public participants will be allowed to make public comments through the comments feature. Please note that comments are visible by all participants. If you wish to make a public comment, please state your name and the city of residence for the record. Please be conscientious of others trying to speak and speak slowly and clearly. If I need to confirm something that may have been difficult to hear, I will ask for clarification. With that, we will start the meeting.

### **Approval of Minutes from the October 26, 2020 Meeting**

**Comm. Dukelow moved and Comm. Braden seconded** a motion to approve the minutes of the October 26, 2020, Planning Commission meeting.

The vote was taken (8-0). The **motion carried**.

## **New Business**

### **Case #20-07 Final Plat of Mission Mart Second Plat**

#### **Consideration of a replat of lots 2, 3, and 4 of The Final Plat of Mission Mart**

Chair Lee: Kaitlyn, if you want to provide us with an update on that.

Ms. Service: The subject property is at 5399 Martway, located near the southeast corner of Nall and Martway Street. We all know it as the site of the former Mission Bowl bowling alley and mini golf course, which was damaged by the fire in 2015. Ridgeview North, which is the owner of the Mission Mart Shopping Center across the street, owns this property as well. They have a contract pending to sell what is proposed to be Lot 6 of this plat. They have it under contract to sell to Mission Bowl, LLC. Earlier this year, Mission Bowl, LLC, presented a Preliminary Development Plan application to the City for construction of an apartment building on what is proposed as Lot 6, shown here. The Planning Commission and the City Council approved that Preliminary Development Plan, with conditions, at the Planning Commission meeting on August 24<sup>th</sup> and the City Council meeting on September 16<sup>th</sup>. At this time, the owner of this property is requesting approval

**MINUTES OF THE PLANNING COMMISSION MEETING**  
**November 23, 2020**

of this replat to allow the legal transfer of ownership of Lot 6 of the proposed plat, because they would like to close on the property by the end of the year.

What's shown here has no easements or changes from what's in place currently. They are just requesting, with this application, to consolidate two of the lots. You might recall, when the Mission Bowl Apartment project was in front of this Planning Commission that the conditions of approval required new or adjusted easements for Johnson County Wastewater, moving of sanitary sewer lines. It also required satisfaction of all comments from Johnson County Wastewater, which owns this parcel down here. When the applicant submits their final development plan application, that's the time that they will be required to satisfy these conditions of approval, and this will ensure that when the site is redeveloped and has formal final approval for the apartment building to be built, that when the site is redeveloped it will be functional for Johnson County Wastewater and the sanitary easements you're seeing running through the property.

The applicant is aware of these requirements, but before moving forward to put these elements permanently within the plat, they are waiting on the City's determination of the project's TIF application. They also indicated that further project development engineering would be required before they knew what the ideal location is for moving these easements and adjusting the easements within the site, so they wanted to see how their current conversations around TIF and other things end up before they put more investment into the project development and engineering to tweak these site elements. So, for now, we're just considering the application that was submitted to us, the one that we have before us tonight, wanting to adjust the lot lines within the Mission Mart plat. However, if the apartment project progresses to the final development plan application, that's when we're going to start to see the conditions come into effect on the property, before anything is approved for the final development plan application.

Looking at the plat, I'll show you, this is the plat that was approved for the property in 2015. You can see there are three lots here in this section that we're working with tonight – Lot 2, Lot 3 and Lot 4 – with the same easements shown with the application, they are proposing to consolidate two of the lots and adjust that western-most lot line here. The site is zoned MS2, Main Street 2, which does not require front, side or rear setbacks, except when it's adjacent to residentially zoned property. The current buildings meet the required setback. The proposed building also meets the required setback to the residential properties to the south of the property. Under the conventional MS2 zoning, the minimum lot area per multi-family dwelling is 1,245 square feet per unit, or 35 units per acre. We talked about, in our August 24<sup>th</sup> Planning Commission meeting, this would permit 111 units on what's shown as Lot 6, which is 3.17 acres. However, in the approval of the Preliminary Development Plan, the Planning Commission and the City Council approved the density deviation in accordance with the standards for planned zoning districts to allow up to 168 units on the 3.17-acre property that's shown here. Considering this, the proposed plat, what we're seeing before us today, is in conformance with the City Code. Both the current and the possible future uses of the site would be in conformance with the City Code if the lot lines were adjusted to how we're seeing them in the proposed

## MINUTES OF THE PLANNING COMMISSION MEETING

November 23, 2020

plat. With that, staff does recommend approval of this plat, which is Case No. 20-07. The final plat of Mission Mart Second Plat, Replat of Lots 2, 3 and 4.

Charlie emailed an hour ago, or pretty recently – if you haven't checked your email within the past couple hours – that this site plan digital version doesn't have a registered surveyor's stamp on it. We do have a paper copy that was submitted that has a surveyor's stamp on it. When I uploaded everything to the Planning Commission I added a digital that doesn't have it, but Charlie suggested to the group in the email today to require that as a condition of approval, to make sure that the survey is stamped. Charlie, please feel free to jump in and clarify your statements as well. With that, I'm open to any questions or discussion.

Comm. Troppito: I'll jump in real quick. It was the stamp and the signature, and showing the expiration date of the license. If you scroll down to the previous plat that you showed that was approved in 2015, it'll be more clear what I was talking about. Can you do that, Kaitlyn?

Ms. Service: Yes.

Comm. Troppito: That's all I have to say.

Ms. Service: Yeah, before we get any of the City signatures from Planning Commission or anyone else, we would make sure that we would have that stamp on the version that is signed by the City.

Mr. Scott: The County won't accept its recording without that stamp, too.

Comm. Troppito: The point of the question to begin with was, is Mr. Pruitt still a Kansas licensed surveyor? Because it changed, on what you're looking at here, then it expired in 2016, I believe. That's what really prompted the question.

Ms. Service: My understanding is that he has renewed his certification and is a currently-licensed surveyor.

Comm. Troppito: Okay, thank you.

Chair Lee: Other comments?

Comm. Troppito: If there's no other comments, I'll propose a motion if it's acceptable to the Chair.

Chair Lee: Yes.

Comm. Troppito: Mr. Chair, I move that the Planning Commission approve the final plat for Case No. 20-07, which is a plat of land known as the Final Plat of Mission Mart Second Plat, a Replat of Lots 2, 3 and 4, subject to and conditioned on submission of a Kansas licensed surveyor stamp and signature on the final plat drawing as submitted for approval at tonight's meeting.

Comm. Dukelow: Second.

The vote was taken (8-0). **The motion passed.**

# MINUTES OF THE PLANNING COMMISSION MEETING

November 23, 2020

## Old Business

Chair Lee: Do we have any old business this evening?

Mr. Scott: I don't believe we do, Mr. Chair.

## Staff Updates

Mr. Scott: We were approached a couple months ago by the owner of the Headless Hands Tattoo Shop, here in the city of Mission. The shop is located at the corner of Broadmoor and Johnson Drive. I believe it's actually the old historic courthouse from way back in the day. That building was owned by Johnson County and used as kind of an annex back in the 1930s and 40s. Anyway, he was interested in painting this mastodon skull on the side of his building here. He had hired an artist to do the work. Due to the pandemic, that got pushed off until the fall, and he wanted to get the work done before the weather set in, so he was in a bit of a timeline to get this done. Kind of last minute, he called us and asked me, for forgiveness more than permission.

We kind of struggled a little bit with this. There are some guidelines in the Sign Ordinance. We have a definition that speaks to wall murals. I had reached out to Pete Heaven, our land use attorney. He was working with Danielle Sitzman. She was updating the sign ordinance several years ago. I asked him what the thought was behind a definition of a mural, and he said there was some thought to allowing murals in the city. It was more scenes from Mission in days gone by, with something kind of artistic reflective of the City of Mission itself. Not necessarily a mastodon skull.

We did some further research on this, and this is a growing trend in cities around the country. Here are some examples of wall murals from around the Kansas City area. This one up here in the upper left corner is 39<sup>th</sup> Street, near KU Medical Center. This one in the lower center, I believe, is downtown Overland Park. Here are some other examples. This one on top is, I think, the Crossroads District. Obviously, this one is Shawnee, the one here in the middle. These are, finally, two examples that Kaitlyn found back in the fall when we were working on putting together a Comp website. That is actually one of the survey questions that we have on the website – "Is there an interest in seeing things like this around our community?" It's kind of an effort to create some place-making, if you will, to brighten up some corridors and create some focal points of interest for the community. The survey results so far have shown a very high interest in having wall murals.

So with that, we created a set of guidelines to follow, along with an application. To quickly go through these guidelines, we have a definition of wall mural pulled from our Sign Code. We set forth some standards:

- The mural shall be an original work of art.
- Murals will be two-dimensional and three-dimensional.
- Murals shall be designed and constructed under the supervision of qualified artist, muralist or individual who has sufficient knowledge and experience in the design and execution of such projects, as well as the application of the selected medium.

## **MINUTES OF THE PLANNING COMMISSION MEETING**

**November 23, 2020**

- The murals must exhibit the highest quality and design content, materials and application.
- The mural materials shall be durable and weather resistant to prevent premature deterioration or other unintended change in appearance.
- Mural materials must be appropriate for outdoor application with consideration to location, climate, weather conditions, longevity, and resistance to vandalism (including graffiti).
- Murals shall not contain a logo or trademark symbol, nor shall any mural include commercial text or products displaying, mimicking or construed as symbolizing a specific brand.
- Murals shall not incorporate recognized symbols of hatred or discrimination of discrimination against any race, color, sex, age, religion, national origin, ancestry, disability, marital status, familial status, gender identity or expression, or sexual orientation.
- Murals shall not incorporate anything obscene in nature or objectionable to the senses of a reasonable person.

### Location of mural:

- Murals shall not be permitted in residentially zoned areas of the City or on the wall of a building that faces a residentially zoned parcel of property.
- Murals shall be located on either side of the building or the rear of the building. Consideration may be given to locating a mural on the front of the building so long as it complements the overall front facade of the building and does not completely overwhelm architectural details.
- Murals should avoid creating harsh edges where no architectural features are present to create a natural break in the facade. Mural designs that do not contain harsh edges may be proposed in place of architectural features.
- Murals may be placed on walls that serve to define the edge of a property or provide screening.
- Murals shall be limited in the amount of wall area utilized in proportion to the size of the building.
- Murals that are on buildings that are one-story in height may utilize the entire wall.
- Murals that are on buildings that are two-stories in height may utilize 50% of the wall.
- Murals that are on buildings that are three stories or taller may utilize 25% of the wall.
- Murals should be located and sized to engage and encourage pedestrian interaction.

### Requirements for Mural Application:

- A completed Mural Application Form including written description of the proposed design, the location of the building, the location of the mural on the building, wall preparation, materials and processes to be used (including anti-graffiti treatment), individual/groups involved in the mural design, and/or preparation, and parties responsible for subsequent maintenance. A separate maintenance plan should be included as well.

## MINUTES OF THE PLANNING COMMISSION MEETING

November 23, 2020

- If the mural is three-dimensional in nature, then information should be provided as to how the mural will be mounted to the wall including brackets, hardware, and other structural components.
- Lead artist's qualifications and examples of previous work.
- Written permission from the property owner (if different than the applicant) to proceed with the project, including any requirements that may be imposed by the property owner.
- One color scale rendering (no larger than 11" X 17") as well as a digital file of the proposed mural.
- Photographs of the proposed location and surrounding area.
- Timeline for completing the project.

Mr. Scott: We pulled that together, we did some research from other cities, kind of looking for those requirements. Overland Park has a Public Arts Commission, and they have a Public Arts Master Plan, but their plan speaks more to pieces of public art in the public settings, public property, right-of-way, etc. It doesn't really speak too much to murals on buildings and downtown. They took a slightly different approach with that, and they required a non-conforming situation permit, which sounds familiar, for those types of murals, and they required approval from the Planning Commission for that. We didn't quite take that direction, but we did pick up a lot of the thoughts about type of material that's used and how it's applied and how it's preserved and maintained, again, on things like anti-graffiti coating that would go over the mural once completed, so that any graffiti that does appear on the mural could be relatively easily cleaned up without damaging the mural itself. Again, for mounting for a three-dimensional type of artwork, if they're mounting it on the side of a building.

We shared this preliminarily with the City Council. There was no formal adoption of it. We did share this with the applicant, and he did submit the application in accordance with all the provisions of the guidelines, and we did approve it administratively. But, we kind of wanted to come back and revisit this, and we thought we'd start with the Planning Commission tonight. I have gotten a little bit of feedback on these guidelines. One comment was on, "Mural shall not incorporate anything obscene in nature or objectionable to the senses of a reasonable person." That can be up for debate, so is that something that we should include, or maybe leave out? There was another comment about the sizing of the mural on the side of the building. We put some provisions in here about reducing the size of the mural as the building gets bigger, so we don't have a three-story or four-story mural dominating an entire side of a building. Somebody said that they've seen examples of that in cities where there is a three- or four-story or taller building that has a mural on the entire wall, all stories. I have subsequently seen some examples as well, and it does look pretty neat. So, that may be something you want to visit a little further.

Then, we had somebody inquire about a mural on their garage door in a residential area, interested in maybe painting a mural on their garage door to reduce the blankness of that area. We specified no murals in residential areas or commercial property that abuts a



## MINUTES OF THE PLANNING COMMISSION MEETING

November 23, 2020

residential area, just because a property owner could find that somewhat offensive and maybe even feel that it could reduce their property values, if you will. But that may be something you want to consider, too. I thought I'd bring it all to you tonight, just to open up for discussion and thought. We'll do likewise with City Council probably after the holidays, some time in January or February, one of those meetings.

Chair Lee: Brian, who do you think within staff is going to be responsible for this?

Mr. Scott: That would be probably Kaitlyn.

Chair Lee: So, she'll have to police it, and know how to do all of this stuff?

Mr. Scott: Yeah.

Comm. Troppito: I wonder if in your review of the cities, did you run across any environmental issues, or environmental-related issue? Why I'm bring that up – I'm looking at some of the murals that you just showed us, or Kaitlyn just showed us. It looks like there was a great deal of pigment used in some of the more vibrant colors. It just popped in my mind, I wonder about what's in those pigments. Any heavy metals? What about run-off? I don't know if that's even a concern with these types of paints that are used. I don't know that it's not a concern. I'm just posing the question of whether or not you've run across anything related to that, Brian.

Mr. Scott: The answer is no. I don't recall seeing any of that in the material we looked at from other cities, but I can definitely go back and review my notes again. If you have suggestions for maybe a particular type of paint that we should stay away from or something that should be encouraged, that would be helpful.

Comm. Troppito: Well, I really don't. I don't know what kind of paints they're even using or how paints for murals would differ from any other type of paint. But, like I said, the vibrancy of the colors made me wonder what was the composition of the pigments in that paint. That's something I've never looked into.

Comm. Dukelow: Most paints now do not contain any metals or leads, even your exterior paints, but there certainly are...And most of them are water-based anymore. I'm talking about from a building and construction perspective. For a mural specifically, I am not aware of what kind of paints they use, either.

Mr. Scott: Yeah, I'm just looking through my notes here again, and I don't see anything referencing paints. We can give that some thought.

Comm. Dukelow: Google it. I do have a question or a concern, which I know I raised the last time as well, with regards to maintenance. I don't know how exactly it should be addressed, but it seems to me that there should be a threshold at which the mural either needs to be replaced or removed in its entirety. We have one in the city now that is probably close to or at that critical point, which is why it's so ever-present in my mind.

Mr. Scott: That's a good point. We can give some thought to creating some language that speaks to ongoing maintenance and care.

## MINUTES OF THE PLANNING COMMISSION MEETING

November 23, 2020

Comm. Dukelow: Maybe it has to do with the contrast. There's a fading. Of course, you'd have to have a hundred percent image to compare with the lesser, the faded, the flecked, the image that's not looking great anymore. It would be a judgment call, and I don't know what that threshold is, but certainly by the time half of it is gone or faded, it seems like there should be some kind of way to compare that and tell them. Because, I think that they might not all last the same length of time, depending upon the sealers and things that are applied, the protective coatings, so I don't think that a time limit, like every five years, might not be sufficient, but perhaps it's a percentage of the contrast.

Mr. Scott: Yeah, we have a section here. I didn't read it, but we do have a section, "Ongoing maintenance of mural. The applicant will be responsible for ensuring that a mural is maintained in good condition, repaired if there's vandalism or accidental destruction." It goes on to talk about repair. There probably should be a section. We should kind of beef it up a little bit to speak more to refreshing it as the sun fades or deterioration from the weather.

Comm. Christiansen: I think putting a time limit on it, at least for putting it up to review again, would be a good start, making them bring it to at least the Planning Commission or the City staff at a minimum, to have it up for approval every five years, ten years, whatever the time is, just so that there's some accountability on the owner to bring up that mural if it is deteriorating.

Chair Lee: You're going to have issues with what elevation it's on as much as you are with what kind of paint is used. Certain elevations are going to fade much, much quicker than others, depending on the sun exposure and so forth. The time frame is a good way to go, but I don't know if it should be a five-year timeframe. More like a two-and-a-half to three years.

Comm. Christiansen: Yeah, there is a difference between a north facing wall and a south facing wall, but just to hold them accountable to something, rather than having these lofty standards that seem to be maneuvered no matter what direction you want to go with it.

Comm. Dukelow: How long has the Mission Mart mural been in place? That's been at least ten years, if I remember correctly. Probably closer to 15, because they moved off of Johnson Drive with the reconstruction of the canal.

Mr. Scott: The Mission Pet Mart, yeah.

Comm. Dukelow: That one's been up there too long.

Mr. Scott: Yeah, it's probably been ten years. I drive by that building every morning when I come in to work, so yeah, it's become painfully obvious to me over the summer how bad it is. I was kind of waiting to get these sort of refined a little bit further, even reach out to the ownership and talk to them about, "It's time to do something with that. Here's the guidelines to follow."

Comm. Christiansen: Brian, is there something that we could mirror maybe the Sign Code? Is there some language in the Sign Code that has some type of deterioration on

**MINUTES OF THE PLANNING COMMISSION MEETING**  
**November 23, 2020**

when it needs to be replaced, or is there some way we can have those two corollate with each other, basically treat this as a sign, in terms of maintenance?

Mr. Scott: There's not much language, other than this has to be maintained in good condition. That's about it. It doesn't really get into a whole lot of detail.

Comm. Troppito: What about lighting? I would imagine that if somebody was really proud of their mural, they'd maybe want to light it up intensely at night. How would you regulate that?

Comm. Christiansen: There's building codes to answer to that. You can't have lighting spill onto other peoples' property, and there's minimums and maximums that you can have on the side of a building for up lighting. That's all in the building code. That's a standard code that the City has adopted.

Comm. Troppito: And that applies to murals that aren't facing the property, right?

Mr. Scott: Yeah. I think if they wanted to light it up, they'd have to bring a set of plans to us for approval. "How are you going to light it? Have a spotlight on the ground shining up on it? Are you going to have it backlit? Sort of reaching over from the top and backlighting it that way?"

Comm. Troppito: Then, if somebody applies, if they have the intent to provide lighting, you would remind them of that at the time?

Mr. Scott: Yeah.

Comm. Troppito: Okay. Thank you, both of you.

Comm. Taylor: I apologize if this was covered, but could we look at other municipalities and see how they're handling it? I just did a quick Google. San Diego, California, if you can imagine, they've got a mural or two. They have like a 20-page "Mural Toolkit" that they give to applicants, and it's kind of like a step-by-step instruction on how to move through the process. It includes things that address deterioration and maintenance. I don't know if we want to bite all that off, but –

Mr. Scott: The cities that we looked at do kind of the same thing. We did a Google search. We reached out to Overland Park and talked to them. We kind of did a national search. Oklahoma City, Boise, Idaho, City of Orlando. Those are three examples we looked at.

Comm. Taylor: Did they get to the issue of wear-and-tear that Robin - ?

Mr. Scott: Right, yes. A lot of this stuff I kind of pulled from their materials. I sort of picked and chose the best for these [distortion] from those three examples.

Comm. Taylor: Okay.

Mr. Scott: I'm not really sure we want to get...Oklahoma City had what you're kind of describing – a pretty thick packet and pretty lengthy process. You go here for the Arts Commission review. You go over there for the Planning Commission review. Certain sections of town where they're allowed or not allowed. Another city has a historical review, a board of some kind. I don't know that I want to get that in-depth with it, but there should

**MINUTES OF THE PLANNING COMMISSION MEETING**  
**November 23, 2020**

be a set of standards, or a package to give to applicants. That's what led me to create this, kind of quick and dirty.

[Unidentified Speaker]: It looks like this is going to end up being an administrative nightmare.

Mr. Scott: It could be, yeah. We could have these all over town. I don't know. Any thought about the request to paint the garage door?

Comm. Christiansen: I would be highly against that.

Comm. Braden: I would also.

Comm. Dukelow: I'm not a fan of the idea.

Comm. Bruce: Nor am I.

Mr. Scott: An HOA would probably regulate that, but there's not very many HOAs in the city.

Comm. Christiansen: HOAs don't seem to have a lot of teeth in that matter, either.

Comm. Dukelow: I know that our HOA would love to regulate something like that, but they don't have any jurisdiction when it comes right down to it.

Comm. Troppito: Well, is it really more of a question of encouraging it, rather than discouraging it? Because, if there's nothing to prohibit it, what would stop anyone from going ahead and doing it now?

Mr. Scott: That's true, Charlie.

Comm. Troppito: In an unregulated way.

Mr. Scott: Yeah. You could paint your house pink tomorrow if you wanted to.

Comm. Troppito: Oh, thanks.

Mr. Scott: No City regulations on that. Feedback? [None] Thank you all.

Chair Lee: Very good. Anybody else have anything else tonight? [None]

**ADJOURNMENT**

With no other agenda items, **Comm. Bruce (no second) made a motion to adjourn.** (Vote was unanimous). The **motion carried.** The meeting adjourned at 7:42 P.M.

\_\_\_\_\_  
Mike Lee, Chair

**ATTEST:**

\_\_\_\_\_  
Audrey McClanahan, Secretary

**CITY OF MISSION, KANSAS**  
**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ESTABLISHING GUIDELINES FOR WALL MURALS**

**WHEREAS**, Section 430.020 of the Mission Municipal Code defines murals as “Any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message.” ; and

**WHEREAS**, Section 430.050 of the Mission Municipal Code further provides that certain signs are excluded from the City’s sign code including “Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts, or lights.”; and

**WHEREAS**, Wall murals are becoming an increasingly popular form of public art, integral to “placemaking” within the built environment that activates the environment and engages those that live, work, and play in that environment; and

**WHEREAS**, the City would like to enact guidelines for the application of wall murals to ensure that wall murals are appropriate, professionally done, fit within the context of the proposed location, and able to withstand weather and minor acts of vandalism.

**NOW, THEREFORE**, be it resolved by the Governing Body of the City of Mission:

**Section 1.** The Wall Mural Guidelines as shown in Attachment A are hereby adopted and in full force.

**Section 2.** The City Administrator and/or their designee will be responsible for administering the Wall Mural Guidelines.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION** on this 20th day of January 2021.

**APPROVED BY THE MAYOR** on this 20th day of January 2021.

\_\_\_\_\_  
Ronald E. Appletoft, Mayor

ATTEST:

---

Audrey M. McClanahan, City Clerk

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>PUBLIC WORKS</b>	From:	Celia Duran

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** Stormwater Condition Inventory

**RECOMMENDATION:** Acceptance of the “Final Report For City Storm Sewer System Condition Assessment,” dated November 2020 from BHC Rhodes.

**DETAILS:** At the September 18, 2019 Council meeting, a contract with BHC Rhodes was approved to perform a condition inventory of the City’s stormwater system (pipes and structures) to assist in long-range project planning and budgeting for stormwater projects city-wide. Preliminary results of the stormwater condition inventory were presented to the City Council on August 5, 2020. BHC Rhodes has now completed the inventory and submitted the attached final report.

Stormwater infrastructure pipe and inlets were inventoried and grouped into four zones within city limits. Zone 1 includes the area north of 51st St.; Zone 2 includes the area between 51st St. and 55th St.; Zone 3 includes the area between 55th St. and Johnson Dr.; and Zone 4 includes the area south of Johnson Dr. within city limits.

BHC Rhodes inspected 95,921 linear feet of pipes and 596 inlets, junction boxes, and other structures that were previously unrated. Stormwater infrastructure (115,080 linear feet of pipe and 585 structures) that was previously inspected in 2009 and had a risk rating of less than 3.2 according to Johnson County AIMS were not included as part of this condition inventory, but are mapped and assigned a condition rating in the County’s system.

The pipes and structures inventoried were given a rating of 1 through 5 in accordance with County SMP/SMAC guidelines. In this condition rating system, “1” is the best (i.e., recently installed/excellent and “5” is the worst (i.e., nearing or at the point of failure). When this information is submitted to Johnson County, the County will quantify the risk of failure by running an algorithm that combines likelihood of failure and consequence of failure to determine funding eligibility. Estimated costs to repair or replace existing pipe and structures were also provided based on unit prices for replacement (construction prices only). Staff will need to assign appropriate engineering and design costs to the work to develop a total estimated cost moving forward.

The attached table summarizes the preliminary costs for each rating by zones based on the work completed by BHC Rhodes. It also includes the pipe and structures that were previously rated and already in the Johnson County AIMS system. Going forward, the City will be able to use this condition inventory to submit eligible stormwater projects to

Related Statute/City Ordinance:	NA
Line Item Code/Description:	22-61-407-05
Available Budget:	TBD

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>PUBLIC WORKS</b>	From:	Celia Duran

Action items require a vote to recommend the item to the full City Council for further action.

Johnson County Stormwater Management Program (SMP/SMAC) for funding for pipes and structures with an estimated risk of 3.2 or higher.

A total of \$46,943,155 has been estimated for repairing/replacing the entire storm sewer system over the estimated service life of 50 years. \$4,882,560 of that total is estimated to be needed to address immediate needs (infrastructure with ratings of 4's and 5's). The estimated cost for replacing infrastructure with condition ratings of 3 and above is \$20,296,725 (including the cost for 4's and 5's of \$4,882,560). Once Johnson County runs the algorithm to determine the number of pipes and structures with estimated risk ratings of 3.2 and higher, the City will be able to determine the quantity of infrastructure eligible for funding (i.e., estimated risk of 3.2 and higher). BHC Rhodes has estimated that an estimated annual budget amount of \$900,000 to \$1.0 million would replace the entire system over the estimated 50-year service life.

The City's current annual budget for stormwater repairs is \$350,000. Depending upon the amount of annual funding included in the stormwater budget, the City can now begin to develop an annual replacement program that addresses citywide infrastructure with the highest risk of failure. This may be a combination of replacing high risk stormwater infrastructure (4's and 5's) in conjunction with street projects and grouping annual stormwater projects with a "5" rating if street projects do not need stormwater replacement in a specific year. The City will continue to apply for Johnson County CARS and SMAC funding to defray a portion of these maintenance costs.

The final report also included a proposed maintenance plan with priorities, timeframe, and estimated costs in 2020 dollars. The maintenance plan recommends the following:

- Replace stormwater infrastructure with estimated risk of 4 and 5 under arterial, collector, and local streets with street projects and discovered system failures (high priority);
- Perform system inspections and cleaning of the stormwater system with estimated risk of 2.5 or higher (medium-high priority);
- Perform annual system inspections and cleaning for the entire system over a 7-year period (medium priority);
- Evaluate whether storm sewer located outside of the public right-of-way is located within an existing drainage easement (medium priority);
- Develop a plan to secure new drainage easements for storm sewer outside of public right-of-way where none exist (medium-low priority);
- Replace remaining storm sewer with estimated risk of 3.2 and greater

Related Statute/City Ordinance:	NA
Line Item Code/Description:	22-61-407-05
Available Budget:	TBD



<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>PUBLIC WORKS</b>	From:	Celia Duran

Action items require a vote to recommend the item to the full City Council for further action.

- (medium-low priority); and
- Replace all storm sewer adjacent to streets, but not under the roadway, with estimated risk of 3.2 or higher (low priority).

In order to determine the City's entire stormwater needs (in addition to stormwater pipe and structures), an inventory of stormwater channels was recently completed to determine their condition with estimated costs. This information will be presented as a separate discussion item during the January 6, 2021 Community Development Committee meeting. Channel projects will be prioritized in the City's Capital Improvement Plan alongside stormwater pipe and structure replacement projects.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	22-61-407-05
Available Budget:	TBD



## **Final Report**

**for**

# **CITY STORM SEWER SYSTEM CONDITION ASSESSMENT**

November 2020

*Prepared by*

**BHC RHODES**  
Civil Engineering • Surveying • Utilities

November 18, 2020

Celia Duran, P.E.  
Director of Public Works  
City of Mission  
6090 Woodson  
Mission, KS 66202

Re: **Results and Recommendations from Storm Sewer System Condition Assessment**

Dear Ms. Duran,

In September 2019, the City of Mission awarded Brungardt Honomichl & Co., P.A. (BHC RHODES) a project to complete a storm sewer structure condition assessment. The intention of this project was to develop updates regarding the storm sewer collection system condition and provide information to assist the City in developing a long-term program for system maintenance. The last time a similar study occurred was in 2009.

#### **Existing System Data**

Johnson County's Automated Information Mapping System (AIMS) data was obtained for the City of Mission. This information included storm sewer data such as size, material type, date of installation, etc. The County has also assigned Estimated Risk scores for most pipes and structures to attempt to identify elements that may be more likely to need repairs or replacement. Estimated Risk scores are used by the County in evaluating funding assistance requests unless visual evaluations have been done in the recent past, in which an Observed Risk score is assigned based on the field ratings and actual conditions.

As Mission has little in the way of field-verified system conditions, this project was intended to provide updated, first-hand assessments as to the actual condition of a large part of the City's storm system. With responsibility for over 1,400 structures and over 183,000 linear feet (LF) of pipe in the City's storm sewer system, this will provide the City a more confident picture of the current state of its infrastructure.

#### **Available County Funding**

The Johnson County Stormwater Management Program (SMP) *policy establishes a structure through which the County Government may provide financial and other assistance to Cities and the County for planning, design, and construction of stormwater management projects to provide an adequate, safe, and integrated stormwater management system throughout the County and the neighboring communities.* The SMP determined that storm sewer systems with an estimated risk of 3.2 or greater, *or systems that have not been previously inspected or assigned a risk rating,* would be eligible for inspection.

Cities located within Johnson County must submit projects along with project scope and estimated costs. Johnson County Stormwater Management Advisory Committee (SMAC) reviews and approves funding for these projects.

In May of 2019, BHC RHODES assisted the City in securing matching funds totaling over \$115,000 for System Management Inspection Projects through Johnson County. This along with City funds were used

to complete the inventory and inspections of the portion of the current City storm sewer system that had no recent condition rating.

### **System Inspection Process**

BHC RHODES used a two-person team with a QuickView airHD Camera and iPad to gather specified data while in the field. Field data obtained included size of pipe/structure, approximate depth, material type, rating, photo(s), and date of inspection.

During initial planning with the City, zones were determined to group the storm system elements and track completion of inspection and data processing. A total of 4 zones encompassed the City limits. Zone 1 included the area north of 51<sup>st</sup> Street; Zone 2 included the area between 51<sup>st</sup> Street and 55<sup>th</sup> Street; Zone 3 included the area between 55<sup>th</sup> Street and Johnson Drive; and Zone 4 included the area south of Johnson Drive within the City limits (see Figure 1).



Figure 1 The four zones referenced in the system inventory

BHC RHODES was directed to gather updated field data on a large portion of the pipe segments and structures within the City's storm system:

- All that had an Estimated Risk score of 3.2 or higher
- All that had not had any risk score assigned for various reasons
- Any pipes or structures found in the field that were not already in the City's dataset

As requested by the City, all residential neighborhoods were inspected first. Non-residential areas followed. Zone 1 Residential was completed first with Zone 4 Non-residential completed last. During the inspection process, all structures or pipes that were found or not shown with the AIMS data were considered new, added to our inventory dataset, and shown accordingly as "Found".

While performing our field evaluation of the pipes and structures, additional condition ratings were performed for a number of open channel segments connecting to the City's enclosed storm system. Open channel ratings were based on condition of channel sides, debris present, and any other visible features that were judged to be relevant to condition and/or function.

Upon visual inspection of the pipes and storm structures, our team gave a rating of 1 thru 5 for each item to classify its overall current condition in accordance with established guidelines identified by the County's SMP. In this system, "1" is the best (i.e. recently installed/excellent) and "5" being the worst condition (i.e. nearing or at a point of failure).

### **Assessing Risk**

The risk of failure for public assets can be quantified thru a combination of two different factors:

- **Likelihood of Failure (LoF)** – material condition (integrity), point in expected lifespan (age), or other properties that make failure more or less likely to occur. For example, it would be assumed that an older, corrugated metal pipe would be more likely to fail than a newer concrete pipe. The recent field inspections and condition ratings help assess the relative likelihood of failure of pipes and structures.
- **Consequence of Failure (CoF)**– the amount of disruption, damage caused to other infrastructure or property upon failure, or repair costs associated with a failure. The failure of a large storm pipe under the only route to a school or nursing home could cause a more severe problem for the community than the collapse of a small pipe along a residential street. Consequence of failure is assessed based on the surrounding area rather than the asset itself.

These factors are both taken into consideration when determining the overall risk of failure. Most systems give greater weight to likelihood (LoF) than consequence (CoF) as most system owners prefer to avoid any system failures as much as is practical. An ideal system maintenance program would be geared to replace infrastructure elements before they reach their expected service life and avoid failures due to predictable deterioration.

The risk score assigned by Johnson County SMP uses these two characteristics to assign an Estimated Risk score between 1 and 5 using a formula that weighs likelihood of failure as a greater part of the score than its consequence of failure. Under their current system, a risk score of 3.2 or higher is considered high enough to justify funding assistance for corrective action. *The SMP's Estimated Risk score between 1 and 5 should not be confused with the condition rating values (also between 1 and 5) that were assigned to the City's storm sewer system.*

See Appendix for Higher Consequence of Failure map showing some of the higher CoF storm sewer.

**Assumption on Repair/Replacement Costs**

Estimated costs to repair or replace the existing structures were developed using these assumptions:

- Corrective action would involve the entire structure or run of pipe.
- Similarly-sized pipes and inlets would be put back. It is possible that some pipes and structures could be decided to be upsized when actual construction occurs in order to provide additional capacity in that location but identifying the most likely candidates was not part of this project.
- Pricing is based on today’s (2020) range of construction costs. No adjustment has been included for potential inflation.
- The following unit costs were used to approximate a “typical” replacement averaged out by linear feet or each structure involved based on sizes listed in the updated GIS dataset.

Equivalent Pipe Dia. (inches)	Assumed Repair Cost / LF
12	\$125.00
15	\$125.00
18	\$130.00
24	\$150.00
30	\$175.00
36	\$220.00
42	\$250.00
48	\$280.00
54	\$350.00
60	\$450.00
>72	\$750.00

Structure Size Range (ft x ft)	Structure Size Class	Assumed Repair Cost / LF
<4x4	A	\$3,500.00
4x4 - 6x4	B	\$5,000.00
6x4 - 8x5	C	\$6,500.00
8x5 - 12x6	D	\$8,000.00
>12x6	E	\$10,000.00
Headwalls, Other	H	\$2,500.00

These assumed unit prices are based on cost data from prior City and other local repair projects. Future project repair/replacement costs may change in unpredictable ways. Potential costs that were not built into these unit costs include:

- design of replacements where size/grade/location changes may be considered
- acquisition of permanent drainage easements where none currently exist
- securing temporary construction easements
- upsizing of elements to provide additional capacity
- extensive/complicated restoration work during construction

If most of the system repair/replacement work is done by City crews or with large annual construction contracts and matches existing system sizes and grades, then these assumed unit costs should be an appropriate assumption. The City may choose to adjust these unit costs if they wish to provide additional contingency and funding flexibility into their comprehensive maintenance and replacement program. Inflation will need to be accounted for in future years’ program expenditures in whatever manner is preferred by the City (increasing unit costs, adding an annual contingency or escalator, etc.).

**Summary of Estimated Repair/Replacement Costs**

During the field inspection process, BHC RHODES’ staff ultimately inspected 875 segments of pipe (95,921 linear feet of total length) and 596 inlets, junction boxes, and other structures that are the City’s responsibility. This field information was used to update the City’s overall GIS dataset. Based on our field inspections and other information in the City’s storm dataset, the table below provides an overview of pipe and structure conditions updated with our field observations, as well as a conceptual estimate of costs to repair or replace the pipes and structures in 2020 dollars.



	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
<b>No. of Pipes</b>	105	152	444	257	62
<b>Cum. Lin. Ft</b>	10,709	16,450	49,799	27,705	4,756
<b>Combined Estimated Pipe Repair \$</b>	\$ 1,635,245	\$ 2,705,215	\$ 13,866,965	\$ 7,967,945	\$ 1,468,935
<b>No. of Structures</b>	35	69	273	179	40
<b>Combined Estimated Storm Repair \$</b>	\$ 163,600	\$ 378,500	\$ 1,547,200	\$ 1,129,100	\$ 247,200
<b>Overall Estimated Repair \$</b>	<b>\$ 1,798,845</b>	<b>\$ 3,083,715</b>	<b>\$ 15,414,165</b>	<b>\$ 9,097,045</b>	<b>\$ 1,716,135</b>

*A breakdown of pipes and structures that were inspected and estimated repair costs broken down by observed condition rating*

In addition to the storm system items that we inspected in the field, the remaining pipes and structures have their own assumed repair/replacement costs. As mentioned previously, these other pipes and structures were excluded from the field assessment because their Estimated Risk scores were lower than 3.2 (the threshold at which the County would assist in funding the field assessment). Using the same assumed unit costs for repair/replacement, these non-inspected 115,080 linear feet of pipes and 585 structures would require an additional approximately \$15.8 million in 2020 funds to replace.

The charts on the following page outline estimated replacement costs by condition and by zone for the pipes and structures field-inspected during this project.



Estimated Costs for Storm System Repair/Replacement	Pipes						Structures					
	Estimated Costs for Inspected Pipes by Condition Rating (5 = Poor/Failing; 1 = Excellent)					Additional Pipes that Were Not Inspected in Past 12 Months	Estimated Costs for Inspected Structures by Condition Rating (5 = Poor/Failing; 1 = Excellent)					Additional Structures Not Inspected in Past 12 Months
	5	4	3	2	1	EstRisk<3.2	5	4	3	2	1	EstRisk<3.2
<b>Zone 1</b>	\$ 264,825	\$ 181,450	\$ 735,375	\$ 543,505	\$ 163,095	\$ 1,153,050	\$ 15,900	\$ 42,400	\$ 142,500	\$ 81,000	\$ 30,000	\$ 737,000
<b>Zone 2</b>	\$ 437,500	\$ 783,060	\$ 1,145,200	\$ 809,920	\$ 6,390	\$ 2,453,250	\$ 10,500	\$ 55,800	\$ 93,600	\$ 134,200	\$ 43,400	\$ 790,000
<b>Zone 3</b>	\$ 355,800	\$ 598,740	\$ 3,377,090	\$ 2,414,240	\$ 164,250	\$ 3,034,590	\$ 36,000	\$ 93,100	\$ 308,700	\$ 224,200	\$ 77,000	\$ 1,190,000
<b>Zone 4</b>	\$ 577,120	\$ 1,141,965	\$ 8,609,300	\$ 4,200,280	\$ 1,135,200	\$ 4,875,360	\$ 101,200	\$ 187,200	\$ 1,002,400	\$ 689,700	\$ 96,800	\$ 1,600,000
<b>Estimated Total Replacement Costs Across All Zones =</b>	<b>\$ 1,635,245</b>	<b>\$ 2,705,215</b>	<b>\$ 13,866,965</b>	<b>\$ 7,967,945</b>	<b>\$ 1,468,935</b>	<b>\$ 11,516,250</b>	<b>\$ 163,600</b>	<b>\$ 378,500</b>	<b>\$ 1,547,200</b>	<b>\$ 1,129,100</b>	<b>\$ 247,200</b>	<b>\$ 4,317,000</b>

**\$46,943,155.00 Total Estimated Repair/Replacement Value of Storm Sewer (All Zones and Ratings) Including Replacement of EstRisk<3.2**

**Combined Estimated Costs for Pipe and Structure Repair/Replacement by Condition  
(5 = Poor/Failing; 1 = Excellent )**

	5	4	3	2	1	EstRisk<3.2
<b>Zone 1</b>	\$ 280,725.00	\$ 223,850.00	\$ 877,875.00	\$ 624,505.00	\$ 193,095.00	\$ 1,890,050.00
<b>Zone 2</b>	\$ 448,000.00	\$ 838,860.00	\$ 1,238,800.00	\$ 944,120.00	\$ 49,790.00	\$ 3,243,250.00
<b>Zone 3</b>	\$ 391,800.00	\$ 691,840.00	\$ 3,685,790.00	\$ 2,638,440.00	\$ 241,250.00	\$ 4,224,590.00
<b>Zone 4</b>	\$ 678,320.00	\$ 1,329,165.00	\$ 9,611,700.00	\$ 4,889,980.00	\$ 1,232,000.00	\$ 6,475,360.00
<b>Estimated Total Replacement Costs Across All Zones =</b>	<b>\$ 1,798,845</b>	<b>\$ 3,083,715</b>	<b>\$ 15,414,165</b>	<b>\$ 9,097,045</b>	<b>\$ 1,716,135</b>	<b>\$ 15,833,250</b>
<b>Aggregate Estimated Costs for "5"s and "4"s =</b>	<b>\$4,882,560.00</b>					

## General Takeaways

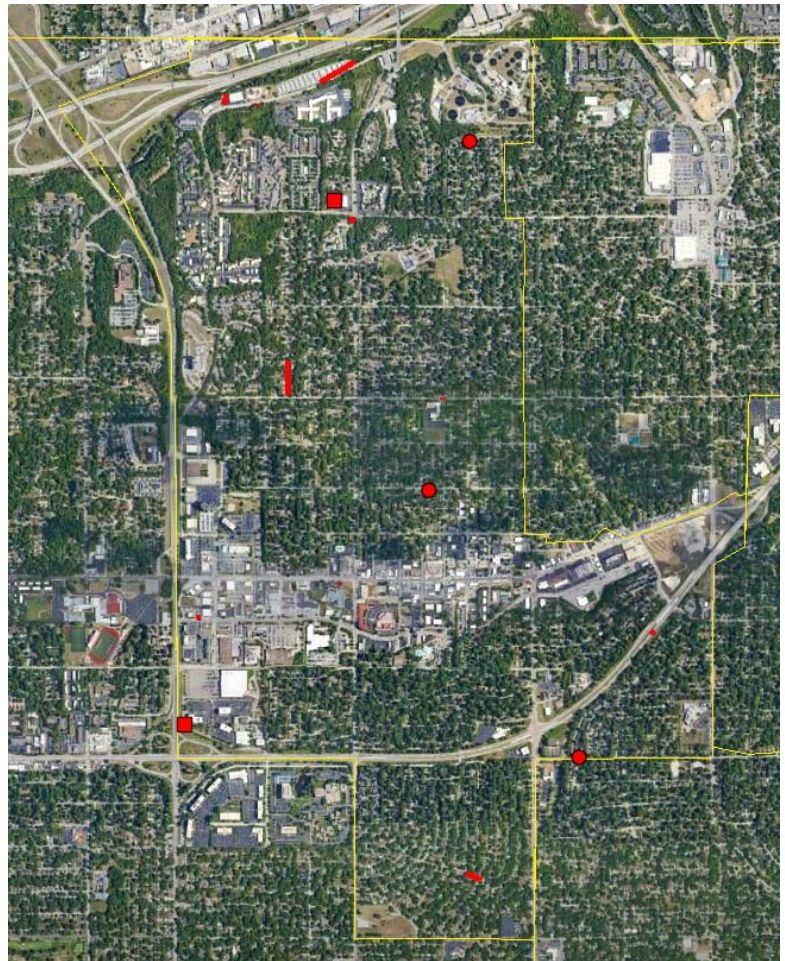
When reviewing the results of the field assessments and approximate costs for corrective action for Mission's entire public storm sewer system there are a few observations that are relevant when considering a new program for maintenance and system rejuvenation:

- ✓ The projected costs to replace the portion of the system in worse condition (Condition Ratings of 4 or 5, or an Estimated Risk score of 3.2 or higher) are less than 12% of the overall system replacement cost.
- ✓ Existing City storm pipes and structures are often made of corrugated metal pipe and brick inlets. These materials and structure types would likely provide a service life of 20-30 years for pipes and 40-50 years for inlets. The expected life span of new City-owned pre-cast concrete storm structures would be 50 years or more and at least 50 years for concrete pipes. New storm sewer installations along City streets would be more likely to be replaced due to changes in roadway widths/configurations in the next 50 years than because of aging and deterioration.
- ✓ A number of pipes were in need of cleaning when visually inspected (approximately 4% of the system). There were 71 different pipes with a combined length of over 6,400 feet as well as 36 structures that required significant cleaning before their condition could be assessed.
- ✓ There were a low number of pipes and structures that appeared to have already failed when visually inspected, 5 structures (0.5%) and failures affecting less than 1,900 LF of pipe segments (1.2%), indicating that the City has been fairly prompt in addressing known failures. See appendix for locations of identified failures.

- *Please note that identified failures in pipe do not involve the entire length of each pipe segment, but only indicate the overall portion of the storm network that may be affected in some way by failures. Actual portion of storm pipe that has failed is likely well below 0.1% of the current system.*

In addition, there are several other considerations of relevance when developing a new storm sewer maintenance program:

- The City's drainage system is a combination of private drainages



*Locations of Existing Storm System Failures During Field Inspections (in Red)*

and facilities and public open and enclosed storm sewer systems that must work together.

- The City's responsibility is to maintain those parts of the drainage system that lie within public right-of-way and dedicated drainage easements. Stormwater runoff thru the yards of private property are not automatically the City's responsibility unless a public storm sewer has previously been installed and permanent easements secured from property owners acknowledging the City's ownership and maintenance obligations. City dollars quite often can only be spent on the public system and not invested to maintain or improve private drainage systems.
- Maintenance of private drainage systems is the responsibility of individual property owners or property associations. A clear policy identifying public and private maintenance responsibilities should be developed and adopted by the City.
- Any maintenance program will require a certain amount of flexibility in funding to be able to address unanticipated failures while still preserving the program's annual progress in making incremental rejuvenation of the City's storm sewer system.
- Some portion of the City's storm sewer system may be incorporated into other public or private investments, such as CARS street projects or a major private redevelopment project. This means that other funding sources can be leveraged to replace City storm pipes and structures.
- The County now provides some funds for system maintenance that can assist with replacing City storm assets that have a higher risk score.

### **Biggest Vulnerabilities and Maintenance Prioritization**

Based on the results of this assessment effort, several points should be considered when the City develops its action plan.

- Fortunately for the City there appear to be a relatively low number of pipes and structures in poor condition on the City's higher-volume streets. Those along the more major streets that were identified should be prioritized for replacement as a top priority within a new City storm sewer maintenance program.
- All pipes and structures that received a condition rating of 4 or 5, regardless of their location, are vulnerabilities and should be programmed for replacement in the relatively near future.
- The biggest uncertainty (and potential vulnerability) to the City are those pipes and structures that had a higher Estimated Risk score of 2.5 to 3.1 that were not visually inspected as part of this field assessment project (387 structures and 93,107 LF of pipe). It was **assumed** that these parts of the storm sewer system should not be as likely to be in poor condition and/or a risk for significant disruptions if they fail. The City may be well served by implementing an annual effort to visually assess different parts of their system. Visual verification of actual condition should be done at least once every 5-7 years, and more frequently for pipes and structures that are in worse condition and/or likely to create major disruptions if they fail.
- Similarly, regular cleaning of the City's storm sewer would address another ongoing vulnerability. Sediment, leaves and brush, and trash can reduce system capacity in those locations and potentially create other stormwater issues for the community (i.e. flooded streets, runoff backing up into yards and homes, etc.). System cleaning can be done as part of a program for regular visual inspections.

## Recommendations

As with any other asset, the City's storm sewer system must be maintained, and the City does not have the option of eliminating any significant portions of the storm sewer system from its responsibility. All parts of the storm sewer will require replacement at some point in time. With this understanding, it is logical to consider the total amount of this long-term obligation for replacing the existing storm sewer system and decide the average service life that is acceptable to the City.

Storm sewer infrastructure is generally intended to have a service life of at least 50 years before deteriorating to the point of failure. Applying this expected service life to the estimated present replacement obligation of the City and dividing it by this service life results in a guide as to the annualized budget (in 2020 costs) that would need to be spent to maintain the storm system.

**\$46,943,155**  
**50 years**

**Average Annual Budget Amount for Maintenance = \$938,863 (2020 costs)**

Using estimated replacement costs provided earlier in this report,

**Pipes and structures with Condition of 5 = \$1,798,845 (eligible for SMP funding)**  
**= 2 years of Average Annual Budget**

**Pipes and structures with Condition of 5 and 4 = \$4,882,560 (assumed eligible)**  
**= 5.2 years of Average Annual Budget**

For programming purposes, it appears that the most effective strategy for the City to take long-term would be to evaluate budget options and stormwater utility fee structures to determine whether the City could make **\$900,000 to \$1,000,000 in funds available for the next 5-6 years (\$4,700,000-\$5,600,000 in total in 2020 dollars)**. It is possible that some portion of these maintenance costs would be defrayed thru County funding assistance, but it would not likely be more than 10-20% of the City's needs due to expected competition for limited County funds. *This would allow the City to address the worst part of the system (and that which is most likely to fail at any time) and then refine their approach and funding strategy to determine what is the most sustainable program in the long-term.*

The City's current annual budget for stormwater repairs is \$350,000, which is substantially less than the identified average annual budget amount for maintenance of \$938,863. Depending upon available funding, the City should prioritize replacing infrastructure with ratings of 4 and 5 over time with street preservation and CARS projects while leveraging external funding from Johnson County and other sources. Additionally, the pipes and structures with a condition rating of 5 that are already failed should be prioritized for replacement.

Ongoing visual inspections of a portion of the storm system each year would provide a more up-to-date dataset on which to manage the maintenance program as it evolves. Cleaning of the system as part of the ongoing inspections should be included as part of the program.

A table summarizing recommendations, priorities, timeframes, and expected costs is provided on the next page.

<u>Recommendations for Maintenance Program Actions</u>	<u>Priority</u>	<u>Timeframe</u>	<u>Estimated Cost (in 2020 Dollars)</u>
Replace all "5"s under City arterial routes**	High	Ongoing	\$288K
Replace all "4"s under City arterial routes**	High	Ongoing	\$469K
Replace remaining "5"s under local/collector streets**	High	Ongoing	\$1.55 M
Replace remaining "4"s under local/collector streets**	High	Ongoing	\$1.91 M
Replace/repair discovered system failures	High	Ongoing	TBD**
Perform system inspections and cleaning of storm system with Estimated Risk of "2.5" or higher	Medium-High	1-3 years	\$105K
Perform annual system inspections and cleaning for the entire system over a 7-year period	Medium	ongoing after 2 years	\$50K Annually
Determine what storm outside of public right-of-way is located within an existing drainage easement	Medium	Ongoing	TBD
Develop plan to secure new drainage easements for storm outside of public right-of-way where none exist	Medium-Low	Ongoing	TBD
Replace remaining "3"s/">3.2" in City system	Medium-Low	Ongoing	\$35M
Replace all storm adjacent to streets, but not in roadway, with Estimated Risk of 3.2 or higher**	Low	Ongoing	\$7.5M

**Notes:**

1 - Average annual system repair/replacement costs are assumed to be approximately \$1.0M, based on \$47M replacement cost over a 50-year expected service life

2 – There were no pipe segments with EstRisk≥3.2 shown as being under City arterial streets at time this report was prepared

\*\* - Projects would be selected based on City's planned street maintenance program (and expected frequency of street work) and field-assessed condition of storm system

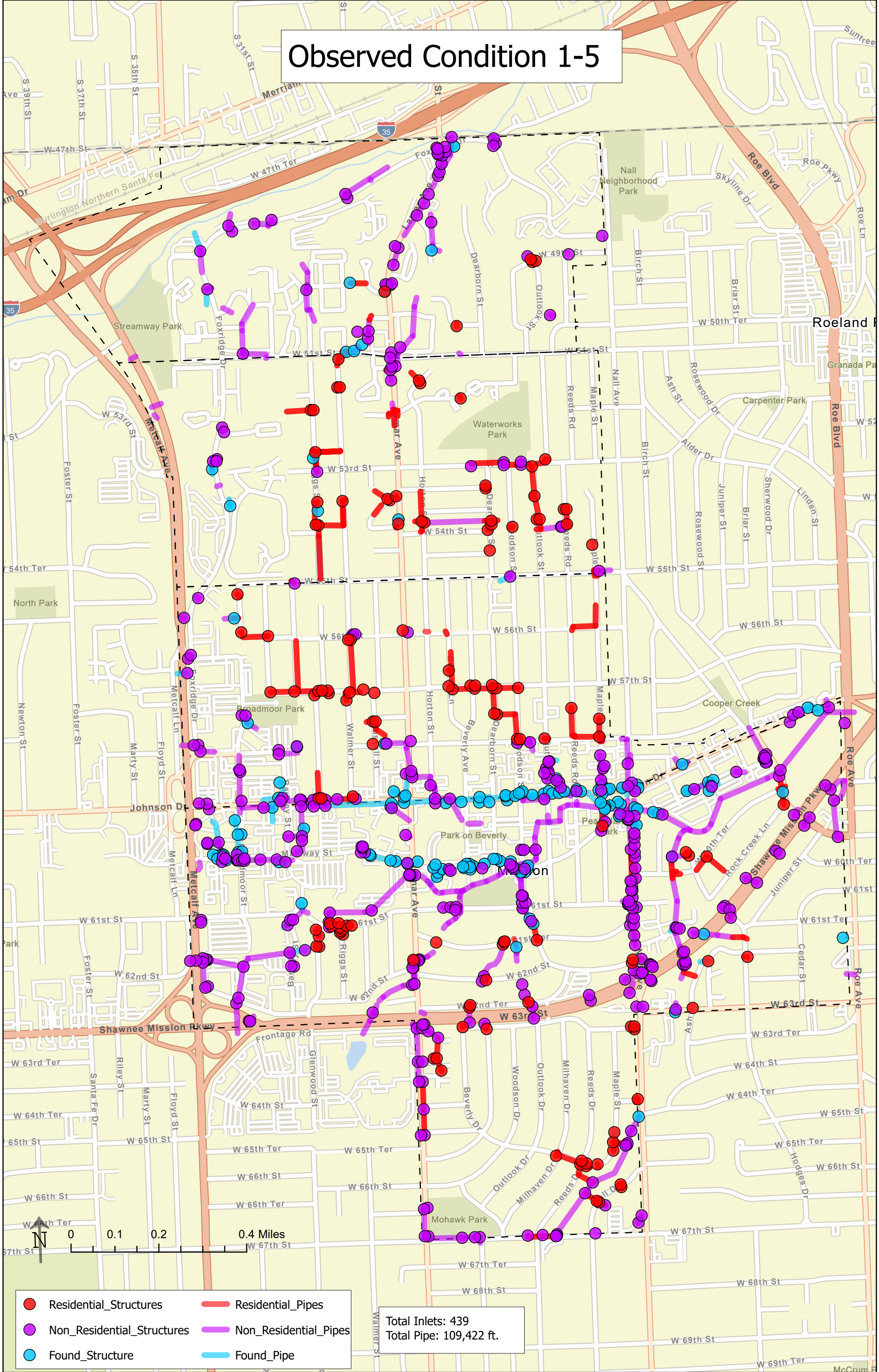
\*\* - Costs of discovered repairs will be based on size of storm infrastructure and level of repairs/replacement required

# APPENDIX

## A

### Condition Summary Maps

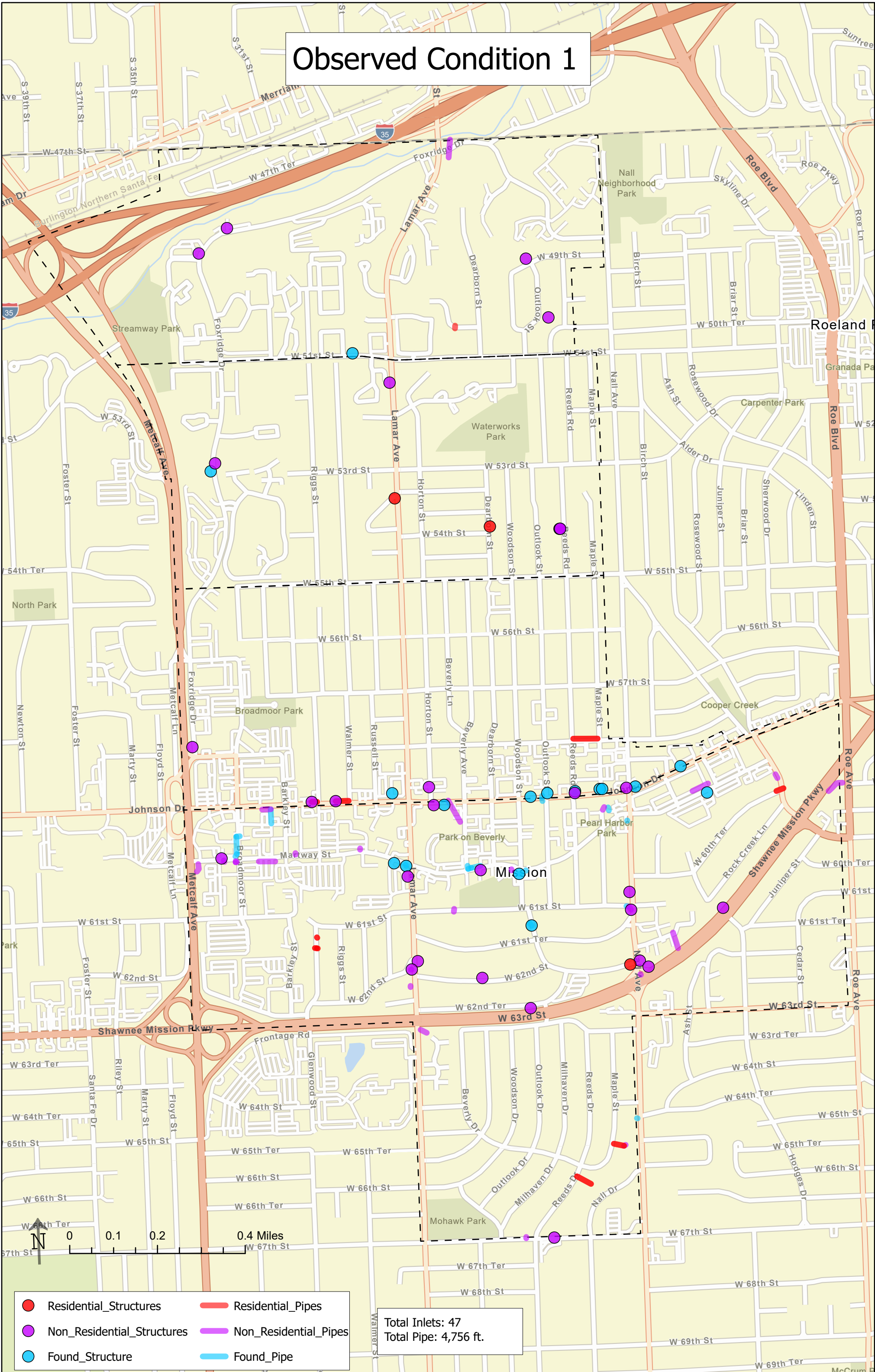
# Observed Condition 1-5



- Residential\_Structures
- Non\_Residential\_Structures
- Found\_Structure
- Residential\_Pipes
- Non\_Residential\_Pipes
- Found\_Pipe

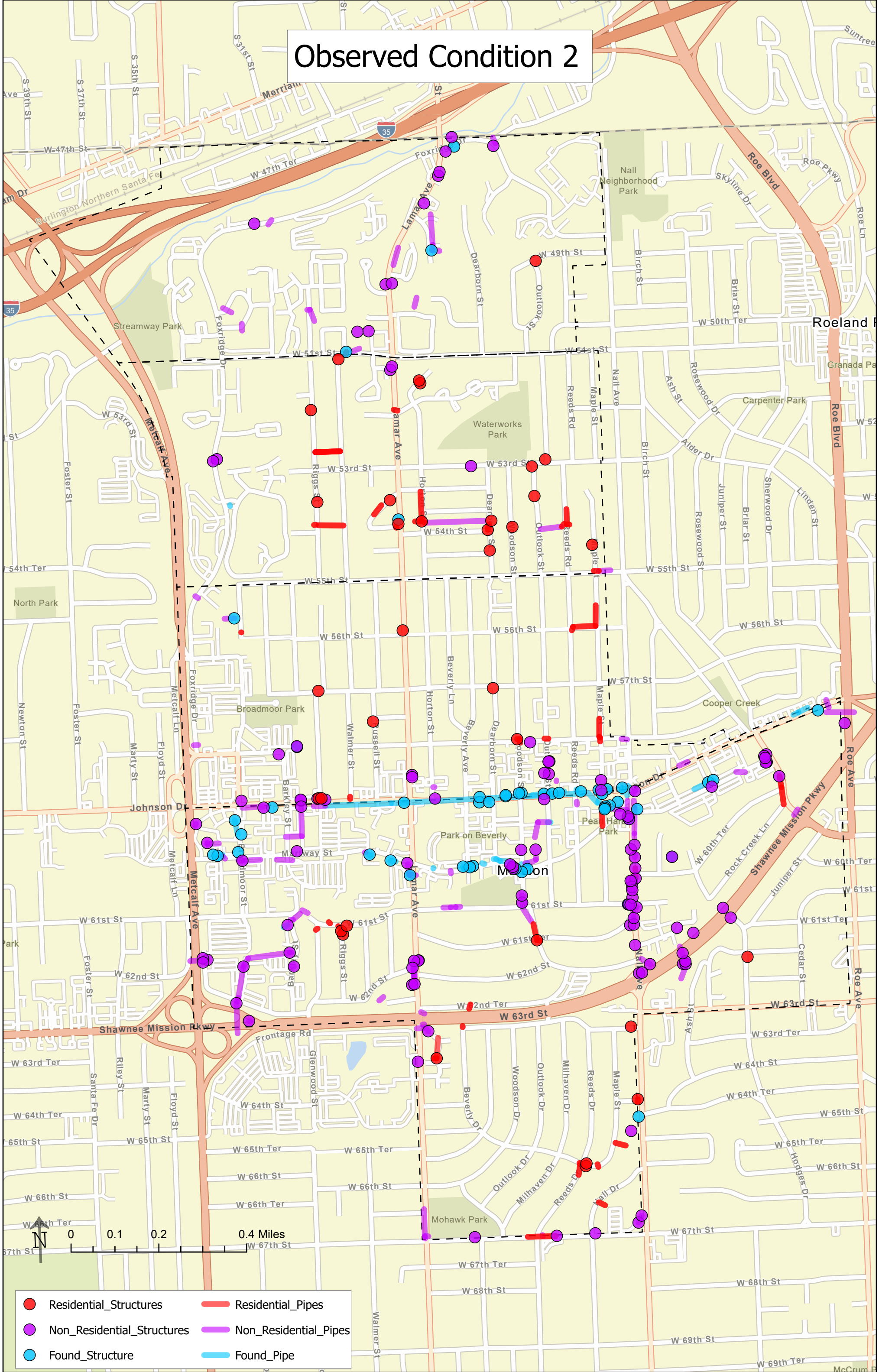
Total Inlets: 439  
Total Pipe: 109,422 ft.

# Observed Condition 1

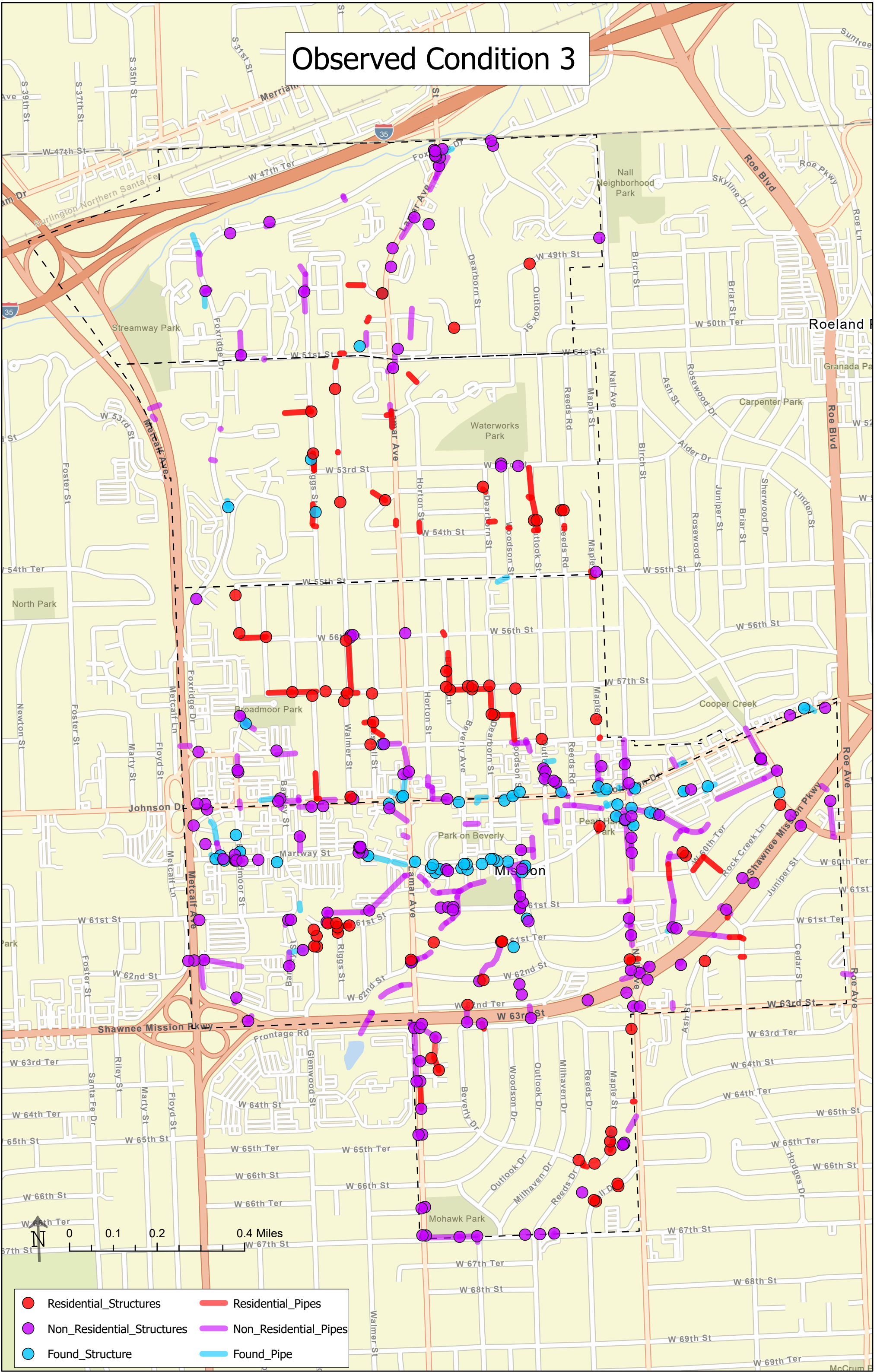




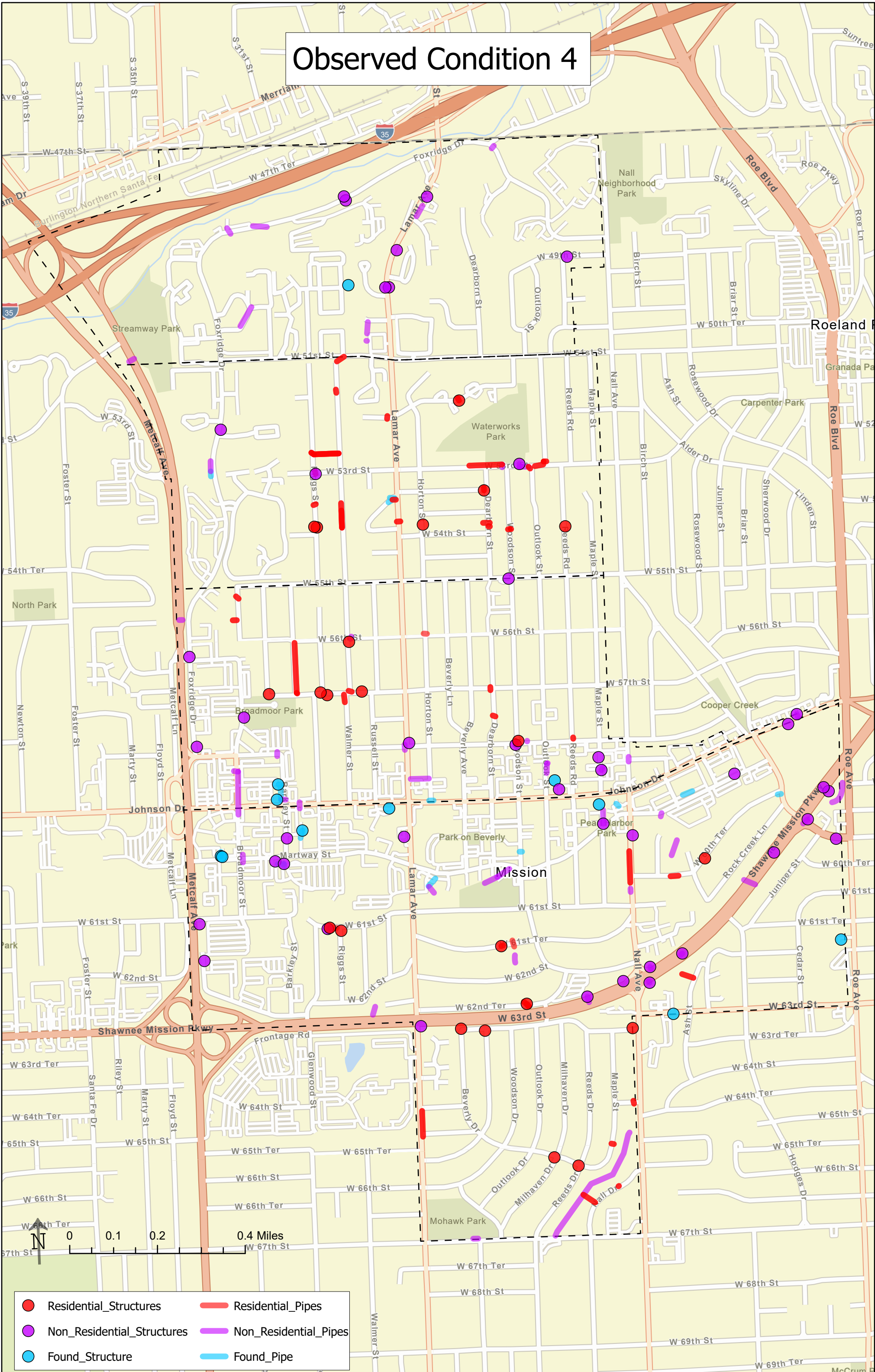
# Observed Condition 2









# Observed Condition 3

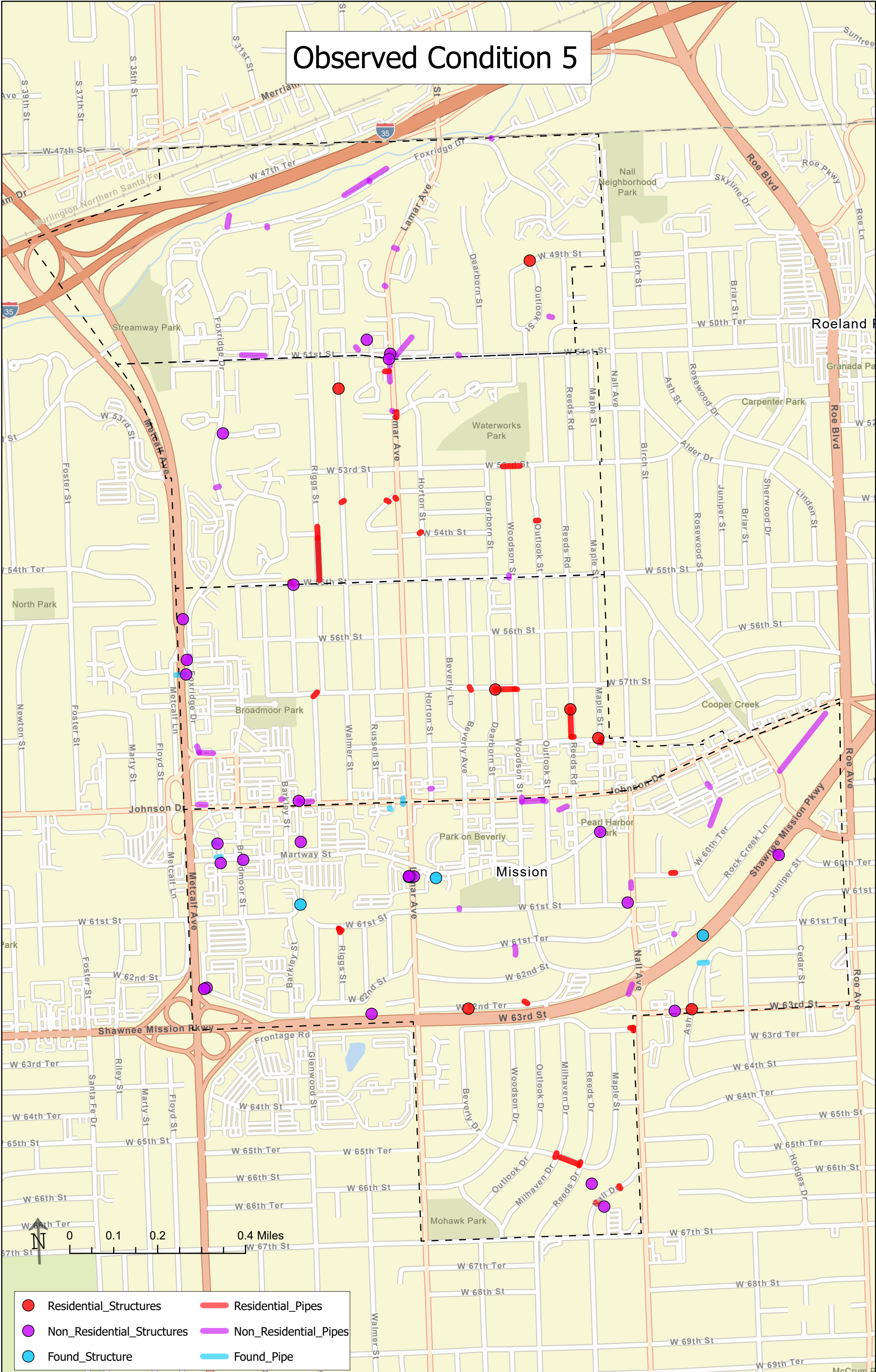


# Observed Condition 4



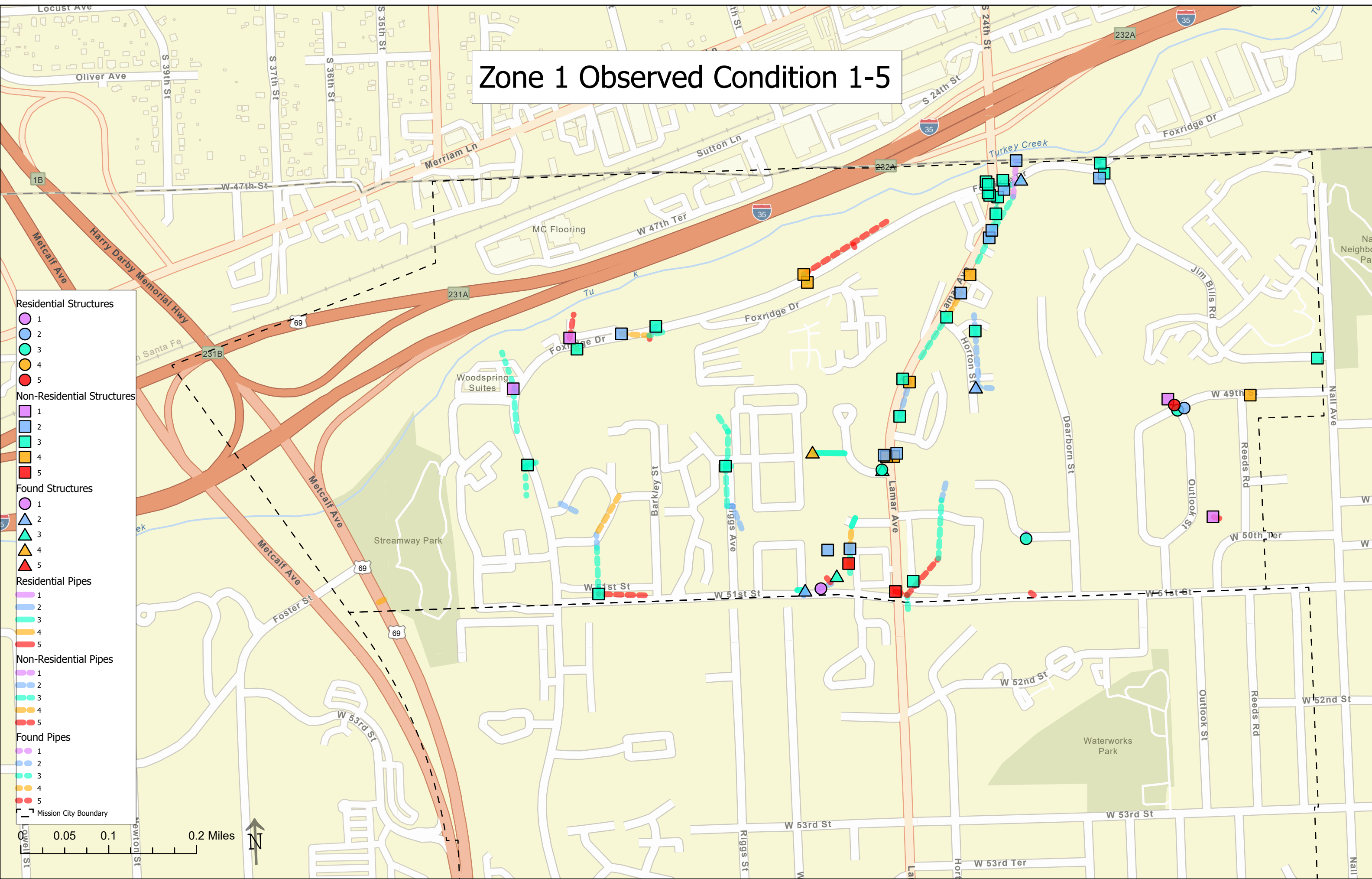
- |   |   |
|---|---|
|  Residential_Structures     |  Residential_Pipes     |
|  Non_Residential_Structures |  Non_Residential_Pipes |
|  Found_Structure            |  Found_Pipe            |

# Observed Condition 5



- Residential\_Structures
- Residential\_Pipes
- Non\_Residential\_Structures
- Non\_Residential\_Pipes
- Found\_Structure
- Found\_Pipe

# Zone 1 Observed Condition 1-5



# Zone 2 Observed Condition 1-5

**Residential Structures**

- 1 (Purple circle)
- 2 (Blue circle)
- 3 (Cyan circle)
- 4 (Orange circle)
- 5 (Red circle)

**Non-Residential Structures**

- 1 (Purple square)
- 2 (Blue square)
- 3 (Cyan square)
- 4 (Orange square)
- 5 (Red square)

**Found Structures**

- 1 (Purple circle)
- 2 (Blue triangle)
- 3 (Cyan triangle)
- 4 (Orange triangle)
- 5 (Red triangle)

**Residential Pipes**

- 1 (Purple line)
- 2 (Blue line)
- 3 (Cyan line)
- 4 (Orange line)
- 5 (Red line)

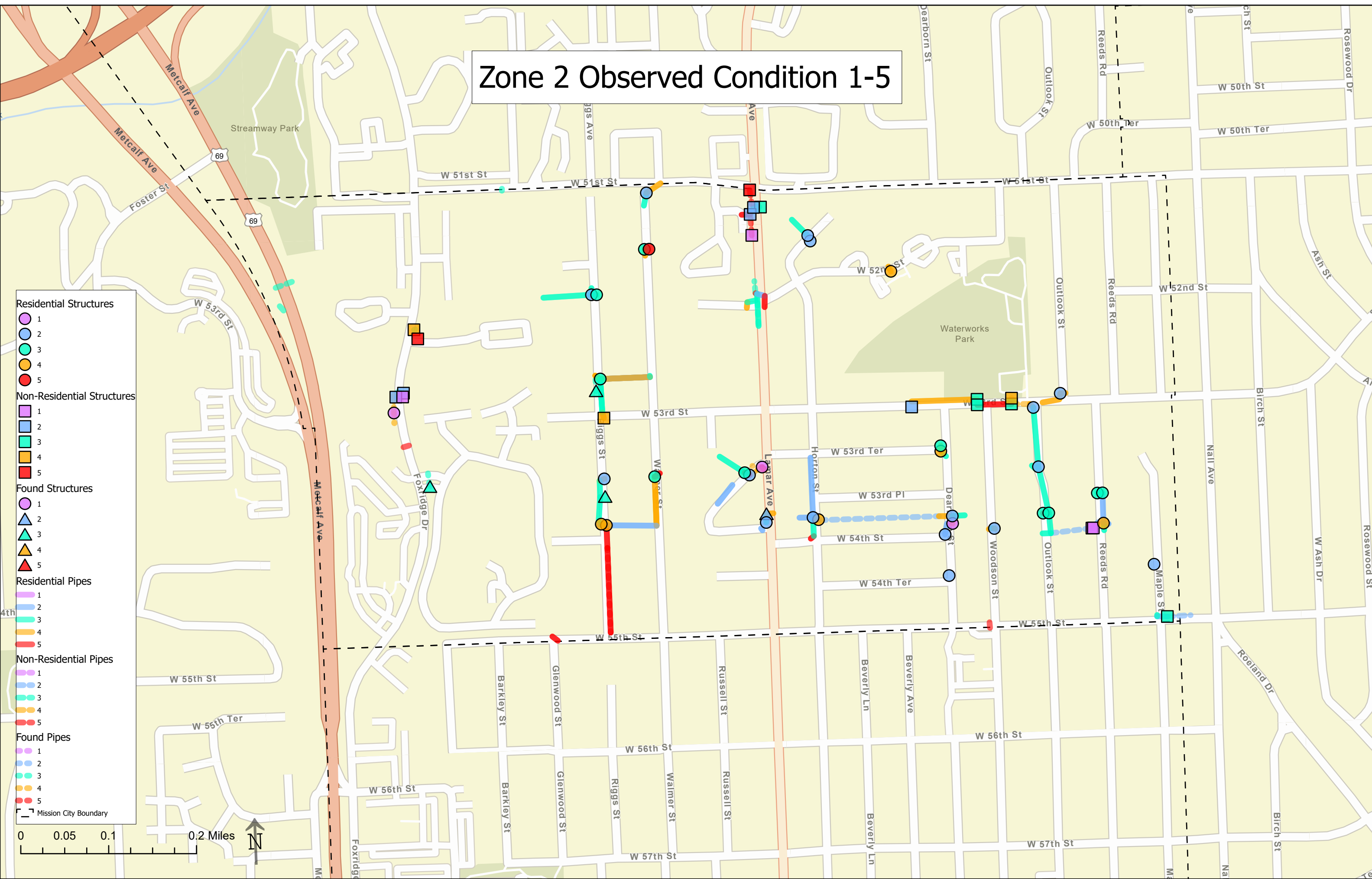
**Non-Residential Pipes**

- 1 (Purple line)
- 2 (Blue line)
- 3 (Cyan line)
- 4 (Orange line)
- 5 (Red line)

**Found Pipes**

- 1 (Purple line)
- 2 (Blue line)
- 3 (Cyan line)
- 4 (Orange line)
- 5 (Red line)

Mission City Boundary



# Zone 3 Observed Condition 1-5

**Residential Structures**

- 1 (Purple circle)
- 2 (Blue circle)
- 3 (Cyan circle)
- 4 (Orange circle)
- 5 (Red circle)

**Non-Residential Structures**

- 1 (Purple square)
- 2 (Blue square)
- 3 (Cyan square)
- 4 (Orange square)
- 5 (Red square)

**Found Structures**

- 1 (Purple triangle)
- 2 (Blue triangle)
- 3 (Cyan triangle)
- 4 (Orange triangle)
- 5 (Red triangle)

**Residential Pipes**

- 1 (Purple line)
- 2 (Blue line)
- 3 (Cyan line)
- 4 (Orange line)
- 5 (Red line)

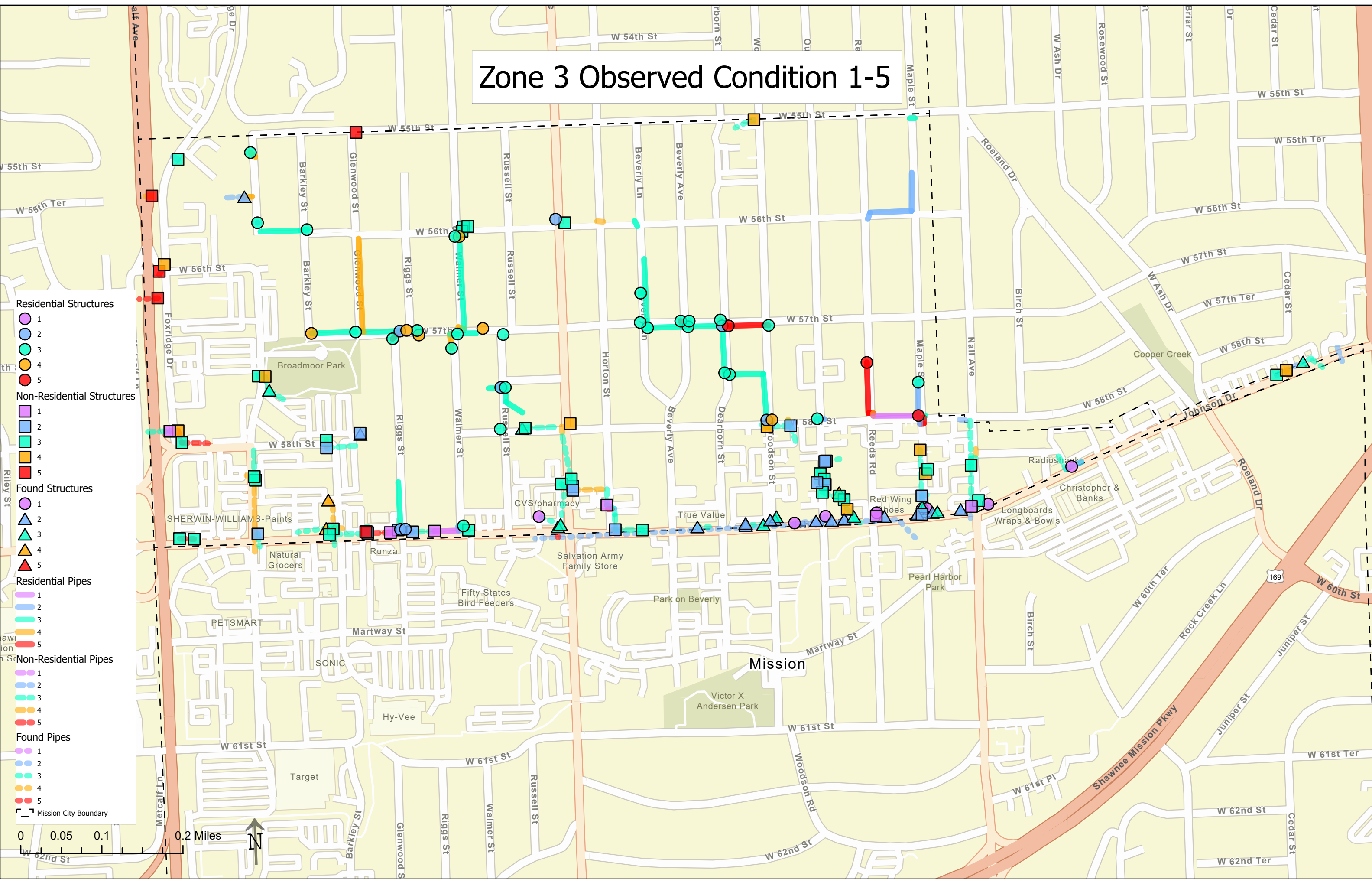
**Non-Residential Pipes**

- 1 (Purple line)
- 2 (Blue line)
- 3 (Cyan line)
- 4 (Orange line)
- 5 (Red line)

**Found Pipes**

- 1 (Purple line)
- 2 (Blue line)
- 3 (Cyan line)
- 4 (Orange line)
- 5 (Red line)

Mission City Boundary

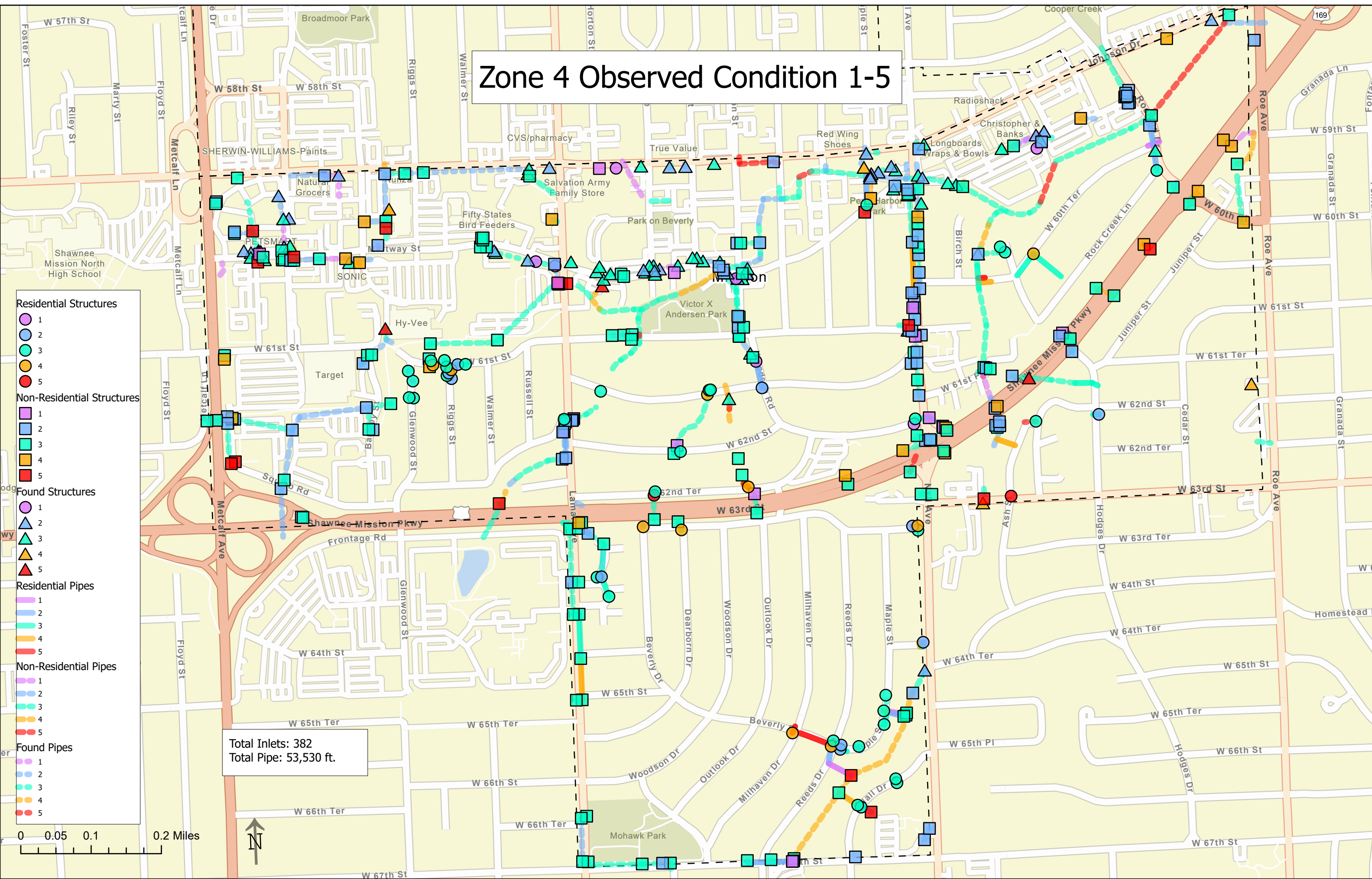


# Zone 4 Observed Condition 1-5

- Residential Structures**
  - 1 (Purple circle)
  - 2 (Blue circle)
  - 3 (Cyan circle)
  - 4 (Yellow circle)
  - 5 (Red circle)
- Non-Residential Structures**
  - 1 (Purple square)
  - 2 (Blue square)
  - 3 (Cyan square)
  - 4 (Yellow square)
  - 5 (Red square)
- Found Structures**
  - 1 (Purple triangle)
  - 2 (Blue triangle)
  - 3 (Cyan triangle)
  - 4 (Yellow triangle)
  - 5 (Red triangle)
- Residential Pipes**
  - 1 (Purple line)
  - 2 (Blue line)
  - 3 (Cyan line)
  - 4 (Yellow line)
  - 5 (Red line)
- Non-Residential Pipes**
  - 1 (Purple line)
  - 2 (Blue line)
  - 3 (Cyan line)
  - 4 (Yellow line)
  - 5 (Red line)
- Found Pipes**
  - 1 (Purple line)
  - 2 (Blue line)
  - 3 (Cyan line)
  - 4 (Yellow line)
  - 5 (Red line)

Total Inlets: 382  
Total Pipe: 53,530 ft.

0 0.05 0.1 0.2 Miles





APPENDIX  
B

Identified Failing  
Pipes and Structures

## Identified Failing System Elements

### Pipes

<u>ObjectID</u>	<u>Zone#</u>	<u>StdYearConst (if known)</u>	<u>Inspection Date</u>	<u>Pipe Size</u>
RPIPE439	4	1952	12/10/2019 20:18	24 RCP
NRPIPE190	2	1981	1/14/2020 19:24	12 CMP
NRPIPE192	1		12/30/2019 20:36	24 CMP
NRPIPE196	2	1950	1/14/2020 20:55	15 CMP
NRPIPE223	1		12/30/2019 20:46	15 CMP
NRPIPE246	1		12/30/2019 20:25	36 CMP
NRPIPE271	4		2/17/2020 21:08	15 RCP
FPIPE4	2	1911	11/13/2019 18:48	18 CMP
FPIPE174	4		2/27/2020 20:36	15 RCP
FPIPE186	4		2/28/2020 17:08	

### Structures

<u>Structure Numbers</u>	<u>Zone#</u>	<u>Structure Size</u>	<u>Inspection Date</u>
GI-1191-9SW	4	N/A	12/12/2019 16:35
CI-493-8NE	3	4'-6" x 3'-2"	12/3/2019 17:34
CI-6-5NE	1	5x4'-6"	11/12/2019 19:55
CI-138-5NW	1	6x4	1/3/2020 19:56
GI-1650-8SW	4	4 x 3	3/3/2020 16:35

APPENDIX  
C

Data Tables

# APPENDIX

## D

### City Storm System Atlas Maps

<b>Recommendations for Maintenance Program Actions</b>	<b>Priority</b>	<b>Timeframe</b>	<b>Estimated Cost (in 2020 Dollars)</b>
Replace all "5"s under City arterial routes**	High	Ongoing	\$288K
Replace all "4"s under City arterial routes**	High	Ongoing	\$469K
Replace remaining "5"s under local/collector streets**	High	Ongoing	\$1.55 M
Replace remaining "4"s under local/collector streets**	High	Ongoing	\$1.91 M
Replace/repair discovered system failures	High	Ongoing	TBD**
Perform system inspections and cleaning of storm system with Estimated Risk of "2.5" or higher	Medium-High	1-3 years	\$105K
Perform annual system inspections and cleaning for the entire system over a 7-year period	Medium	ongoing after 2 years	\$50K Annually
Determine what storm outside of public right-of-way is located within an existing drainage easement	Medium	Ongoing	TBD
Develop plan to secure new drainage easements for storm outside of public right-of-way where none exist	Medium-Low	Ongoing	TBD
Replace remaining "3"s/">3.2" in City system	Medium-Low	Ongoing	\$35M
Replace all storm adjacent to streets, but not in roadway, with Estimated Risk of 3.2 or higher**	Low	Ongoing	\$7.5M

**Notes:**

1 - Average annual system repair/replacement costs are assumed to be approximately \$1.0M, based on \$47M replacement cost over a 50-year expected service life

2 - There were no pipe segments with EstRisk $\geq$ 3.2 shown as being under City arterial streets at time this report was prepared

\*\* - Projects would be selected based on City's planned street maintenance program (and expected frequency of street work) and field-assessed condition of storm system

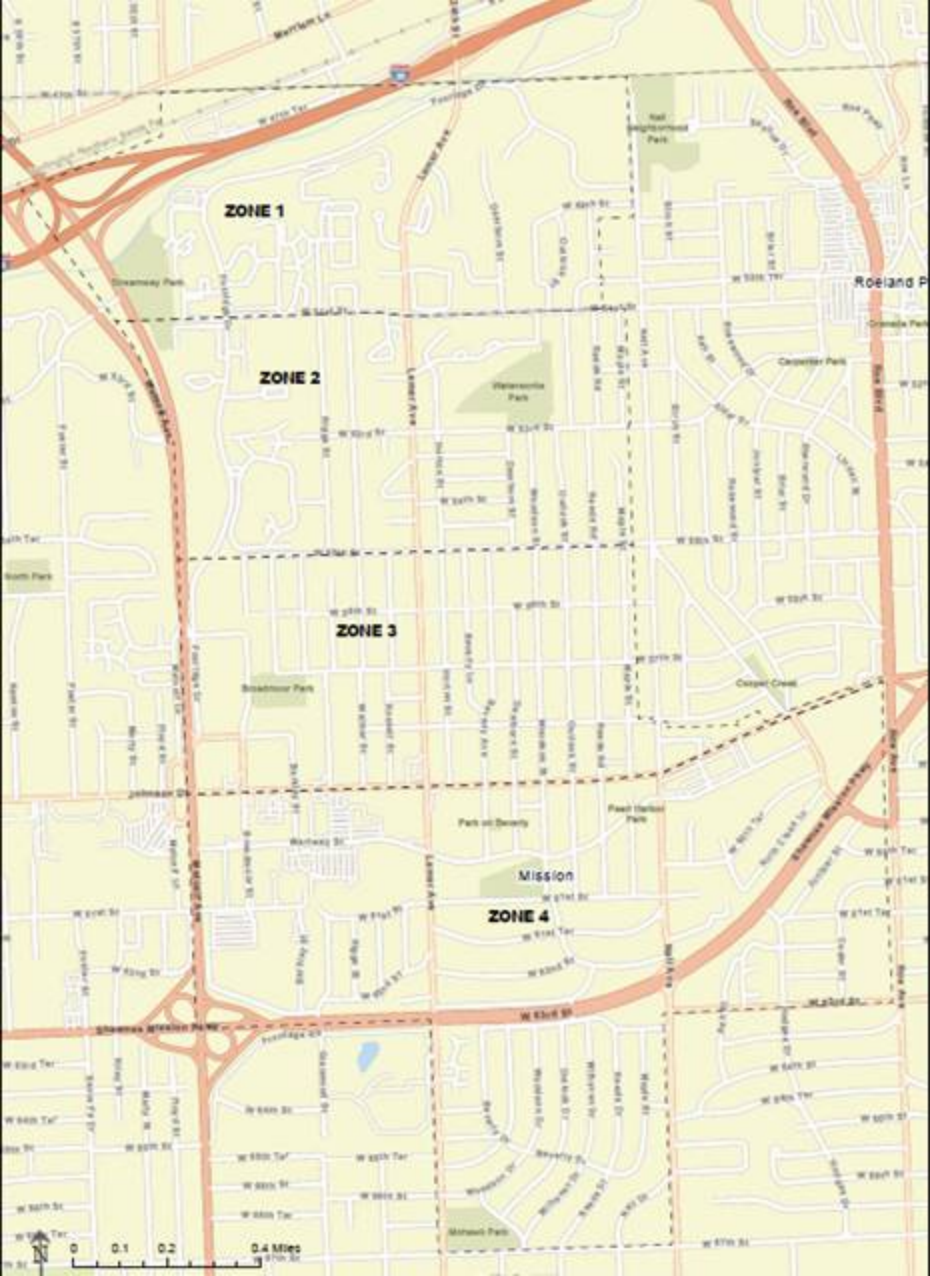
\*\* - Costs of discovered repairs will be based on size of storm infrastructure and level of repairs/replacement required

Estimated Costs for Storm System Repair/Replacement	Pipes						Structures						
	Estimated Costs for Inspected Pipes by Condition Rating (5 = Poor/Failing; 1 = Excellent)						Estimated Costs for Inspected Structures by Condition Rating (5 = Poor/Failing; 1 = Excellent)						Additional Structures Not Inspected in Past 12 Months
	5	4	3	2	1	EstRisk<3.2	5	4	3	2	1	EstRisk<3.2	
Zone 1	\$ 264,825	\$ 181,450	\$ 735,375	\$ 543,505	\$ 163,095	\$ 1,153,050	\$ 15,900	\$ 42,400	\$ 142,500	\$ 81,000	\$ 30,000	\$ 737,000	
Zone 2	\$ 437,500	\$ 783,060	\$ 1,145,200	\$ 809,920	\$ 6,390	\$ 2,453,250	\$ 10,500	\$ 55,800	\$ 93,600	\$ 134,200	\$ 43,400	\$ 790,000	
Zone 3	\$ 355,800	\$ 598,740	\$ 3,377,090	\$ 2,414,240	\$ 164,250	\$ 3,034,590	\$ 36,000	\$ 93,100	\$ 308,700	\$ 224,200	\$ 77,000	\$ 1,190,000	
Zone 4	\$ 577,120	\$ 1,141,965	\$ 8,609,300	\$ 4,200,280	\$ 1,135,200	\$ 4,875,360	\$ 101,200	\$ 187,200	\$ 1,002,400	\$ 689,700	\$ 96,800	\$ 1,600,000	
<b>Estimated Total Replacement Costs Across All Zones =</b>	<b>\$ 1,635,245</b>	<b>\$ 2,705,215</b>	<b>\$ 13,866,965</b>	<b>\$ 7,967,945</b>	<b>\$ 1,468,935</b>	<b>\$ 11,516,250</b>	<b>\$ 163,600</b>	<b>\$ 378,500</b>	<b>\$ 1,547,200</b>	<b>\$ 1,129,100</b>	<b>\$ 247,200</b>	<b>\$ 4,317,000</b>	

\$46,943,155.00 Total Estimated Repair/Replacement Value of Storm Sewer (All Zones and Ratings) Including Replacement of EstRisk<3.2

Combined Estimated Costs for Pipe and Structure Repair/Replacement by Condition (5 = Poor/Failing; 1 = Excellent)

	5	4	3	2	1	EstRisk<3.2
Zone 1	\$ 280,725.00	\$ 223,850.00	\$ 877,875.00	\$ 624,505.00	\$ 193,095.00	\$ 1,890,050.00
Zone 2	\$ 448,000.00	\$ 838,860.00	\$ 1,238,800.00	\$ 944,120.00	\$ 49,790.00	\$ 3,243,250.00
Zone 3	\$ 391,800.00	\$ 691,840.00	\$ 3,685,790.00	\$ 2,638,440.00	\$ 241,250.00	\$ 4,224,590.00
Zone 4	\$ 678,320.00	\$ 1,329,165.00	\$ 9,611,700.00	\$ 4,889,980.00	\$ 1,232,000.00	\$ 6,475,360.00
<b>Estimated Total Replacement Costs Across All Zones =</b>	<b>\$ 1,798,845</b>	<b>\$ 3,083,715</b>	<b>\$ 15,414,165</b>	<b>\$ 9,097,045</b>	<b>\$ 1,716,135</b>	<b>\$ 15,833,250</b>
<b>Aggregate Estimated Costs for "5"s and "4"s =</b>	<b>\$4,882,560.00</b>					



**ZONE 1**

**ZONE 2**

**ZONE 3**

**MISSION**  
**ZONE 4**

**ROELAND PARK**

**CREEKSIDE PARK**

**WESTWOOD PARK**

**BOONSHIRE PARK**

**MISSION PARK**

**PARK OF BEVERLY**

**PARK OF BEVERLY**

**CREEK CREEK**

**CREEKSIDE PARK**

**CONSTITUTION PARK**

**ORANGE PARK**

**W 1st St**

**W 2nd St**

**W 3rd St**

**W 4th St**

**W 5th St**

**W 6th St**

**W 7th St**

**W 8th St**

**W 9th St**

**W 10th St**

**W 11th St**

**W 12th St**

**W 13th St**

**W 14th St**

**W 15th St**

**W 16th St**

**W 17th St**

**W 18th St**

**W 19th St**

**W 20th St**

**W 21st St**

**W 22nd St**

**W 1st St**

**W 2nd St**

**W 3rd St**

**W 4th St**

**W 5th St**

**W 6th St**

**W 7th St**

**W 8th St**

**W 9th St**

**W 10th St**

**W 11th St**

**W 12th St**

**W 13th St**

**W 1st St**

**W 2nd St**

**W 3rd St**

**W 4th St**

**W 5th St**

**W 6th St**

**W 7th St**

**W 8th St**

**W 9th St**

**W 10th St**

**W 11th St**

**W 12th St**

**W 13th St**

**W 1st St**

**W 2nd St**

**W 3rd St**

**W 4th St**

**W 5th St**

**W 6th St**

**W 7th St**

**W 8th St**

**W 9th St**

**W 10th St**

**W 11th St**

**W 12th St**

**W 13th St**

**W 1st St**

**W 2nd St**

**W 3rd St**

**W 4th St**

**W 5th St**

**W 6th St**

**W 7th St**

**W 8th St**

**W 9th St**

**W 10th St**

**W 11th St**

**W 12th St**

**W 13th St**

**W 1st St**

**W 2nd St**

**W 3rd St**

**W 4th St**

**W 5th St**

**W 6th St**

**W 7th St**

**W 8th St**

**W 9th St**

**W 10th St**

**W 11th St**

**W 12th St**

**W 13th St**

**W 1st St**

**W 2nd St**

**W 3rd St**

**W 4th St**

**W 5th St**

**W 6th St**

**W 7th St**

**W 8th St**

**W 9th St**

**W 10th St**

**W 11th St**

**W 12th St**

**W 13th St**



<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Administration</b>	From:	Penn Almoney

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** Powell Community Center Hot Water Tank Replacement

**RECOMMENDATION:** Approve the bid from Design Mechanical, Inc. in an amount not to exceed \$14,745.00 for hot water holding tank replacement at the Powell Community Center (PCC).

**DETAILS:** In November, Design Mechanical, which services the boiler and chiller systems at the Powell Community Center, was called on-site to find a solution to a leaking hot water holding tank. Although inspected frequently, the hot water holding tank is original to the facility and replacement of the major systems and equipment have been “on hold” pending the start of the FCIP inspections and recommendations. Staff has researched and discussed alternatives, but unfortunately, addressing the hot water tank failure cannot be delayed any longer.

Hot water is most frequently used in conjunction with showers in the locker rooms and the family changing room accessible from the indoor pool. These locker rooms and showers are currently closed due to the County Health Order. This coincidence allowed staff to procure bids for replacement of the 400 gallon hot water holding tank with minimal impact to patrons and staff. The scope of the bids included:

- Replace existing 400 gallon holding tank with new tank
- Remove damaged tank
- Haul and dispose of damaged tank
- Clean and prepare area for new tank installation
- Associated plumbing to tie in new tank to current systems

Three vendors responded to the bid request which is summarized in the table below:

<b>Company</b>	<b>Replacement for Same Style</b>	<b>Tankless Water Heater</b>
Heartland Plumbing, Inc.	\$13,253	N/A
MMC Contractors	\$20,579	\$43,000
Design Mechanical, Inc.	\$14,745	N/A

An alternative to the current system is a tankless water heating system. The CTS Group, which is conducting the Community Center energy use audit, has taken the lead

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$50,000



<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Administration</b>	From:	Penn Almoney

Action items require a vote to recommend the item to the full City Council for further action.

on the tankless hot water system to help staff determine efficiency thresholds and appropriateness within a large facility that has simultaneous load-use demands (e.g. patrons utilizing showers at the same time). The options were reviewed with Matt Anderson, Senior Project Engineer at CTS and a Certified Energy Manager, who has recommended installation of a tankless system. He indicated that the real savings are going to come from removing the steam boiler in the future and moving towards a condensing boiler for heating the hot water system.

When the boilers are eventually removed, any tank installed now would need to be removed. So moving to a tankless system now does not waste dollars.

There is a cost increase associated with tankless water heaters because of a more labor intensive set-up. New gas and water lines are required for installation along with an additional flue. Although the initial installation of tankless water heaters is more expensive than traditional holding tank models, they are more efficient and incur a lower energy cost than their counterparts due to the 50-75% decrease in daily run time. Additionally, tankless water heaters last longer, with a typical lifespan of 20+ years. The typical lifespan of a holding tank system is roughly 15 years.

Of the three responsive bidders, only MMC Contractors had the experience to bid on a tankless water heating system.

In order to ensure the facility is able to provide hot water when the locker rooms and changing areas reopen, staff is recommending approval of a contract with MMC Contractors for a tankless water heating system and accompanying plumbing installation in an amount not to exceed \$43,000.00.

This project is considered a maintenance item and will be paid for from the PCC Maintenance/Operations budget identified in the Parks and Recreation Capital Improvement Plan.

**CFAA CONSIDERATIONS/IMPACTS:** Repair and replacement of aging systems keeps facilities safe, efficient and allows residents and visitors to engage as a community within dynamic facilities.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$50,000



Off: 913-281-7200  
Fax: 913-281-7201  
100 Greystone Ave. Kansas City, KS 66103

November 19, 2020

Penn Almoney

Subject: Sylvester Powell Junior Community Center Hot Water Tank Replacement:

Dear Penn:

Design Mechanical, Inc. (DMI) is pleased to quote the following water tank replacement:

1. Remove leaking water tank for hot water storage tank. The tank currently has a hole on the bottom of the tank and the metal around the tank is rusted and thin.
2. Clean area for new tank to be installed.
3. Set into place the new T400A tank and ensure tank is setting level and sturdy.
4. Pipe in new tank to existing inlet and outlet water line.
5. Install new pressure relief valve.
6. Insulate the tank and areas of pipe that is open to atmosphere.

The above installation shall be performed for a NTE price of **\$14,745.00**, excluding applicable taxes, including material and labor.

Thank you for the opportunity to provide this proposal. If you have any questions, feel free to call me at (913) 915-2566. If you would like to proceed with the above work, please sign below and return via fax at (913) 281-7201 or scan & email to mjeffries@dmi-kc.com.

Sincerely,

DESIGN MECHANICAL

Mitchell Jeffries  
Service Sales Engineer

Approved: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
P.O. # \_\_\_\_\_



P: 913.856.5846 F: 913.856.4157  
800 S. Creekside Dr., Gardner, KS 66030

**HEARTLAND PLUMBING, INC.**  
PO BOX 422  
GARDNER, KS 66030  
PHONE (913)856-5846 FAX (913)856-4157

**SUBMITTED TO:** City of Mission

**WORK LOCATION:** Community Center  
6200 Martway St  
Mission, KS 66202

**REGARDING:** Water Holding Tank

**TO INCLUDE:**

- Replacing the existing tank with like tank
- Hauling off old tank

**TO EXCLUDE:**

- Permit
- Inspection
- Any plumbing beyond the scope of this bid

**PRICE:** \$13,253.00

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
Brandon Perez

**ACCEPTED BY:**

\_\_\_\_\_



Commercial • Service • Drain Cleaning • Medical GAS • Residential • Underground Utilities and More



13800 Wyandotte St.  
Kansas City MO 64145

P: 816.333.8484  
F: 816.333.8485

# Mission Community Center

## *Proposed Project Agreement*

**Date:**

11/24/2020

**Proposal Number:**

P01269

**Prepared for:**

Mission Community Center  
6200 Martway Street  
Mission , Kansas 66202



**Prepared by:**

Kip Knoche

816-941-5423

kknoche@mmccontractors.com



**PROJECT PROPOSAL**

**Company**

MMC Contractors National, Inc.  
13807 Wyandotte  
Kansas City, Missouri 64089  
Ph: 816-941-5423 Fax:

Proposal Date: 11/24/2020  
Proposal Number: P01269

**Bill To Identity**

Mission Community Center  
6200 Martway Street  
Mission , Kansas 66202  
Aaron Cherry

**Agreement Location**

Mission Community Center  
6200 Martway Street  
Mission , Kansas 66202  
Aaron Cherry

MMC Contractors is pleased to provide a Lump Sum Proposal for the following scope of work.

**Scope of Work: Replace existing 400 gallon storage tank with new.**

**Inclusions:**

- Rigging/hauling
- Tax exempt
- Insulation (Fiberglass wrap)
- Normal working hours
- Testing

**Exclusions:**

- Overtime
- Discrepancies in existing mechanical system
- Painting
- Permits

**OUR PRICE FOR THIS PROPOSAL IS .....\$20,579.00**

*Our price is guaranteed for (30) days from the date of this proposal.*

WARRANTY: Our warranty on work performed is one (1) year, parts and labor.

TERMS OF PAYMENT: NET 30. Material and equipment furnished under this proposal shall remain the property of the seller until final payment has been received.



Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

**Contractor**

\_\_\_\_\_  
Signature (Authorized Representative)  
Kip Knoche  
\_\_\_\_\_  
Name (Print/ Type)  
816-941-5423  
\_\_\_\_\_  
Phone  
11/24/2020  
\_\_\_\_\_  
Date

**Customer**

\_\_\_\_\_  
Signature (Authorized Representative)  
\_\_\_\_\_  
Name (Print/ Type)  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date PO#

## ***Project Agreement Terms and Conditions***

---

The following terms and conditions are incorporated into and a part of the agreement between Contractor and Customer (the "Agreement"):

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect. CONTRACTOR MAKES NO OTHER WARRANTIES, EXCEPT AS DESCRIBED HEREIN, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
3. Contractor may invoice Customer on a monthly basis. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, if Contractor does not receive payment of a properly submitted invoice within thirty (30) days, Customer shall accrue a late charge on the balance outstanding at the lesser of (a) 1 1/2% per month or (b) the highest rate allowed by law, in each case compounded monthly to the extent allowed by law.
4. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-materials basis at Contractor's rates then in effect) over the sum stated in this Agreement.
5. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
6. In the event of a breach by Contractor of the terms of this Agreement, including without limitation Section 2, or in the event Customer incurs any liability in connection with the rendering of services by Contractor, Customer's sole remedy against Contractor shall be for Contractor to re-perform the services in accordance with the warranty or, if such services cannot be re-performed or such re-performance does not cure the breach or the liability, to refund to Customer the amount paid to Contractor under this Agreement, up to Customer's direct damages caused by such breach or liability. Notwithstanding the foregoing, in no event shall the liability of Contractor in connection with any products or services, whether by reason of breach of contract, tort (including without limitation negligence), statute or otherwise exceed the amount of fees paid by Customer to Contractor for those products or services. Further, in no event shall Contractor have any liability for loss of profits, loss of business, indirect, incidental, consequential, special, punitive, indirect or exemplary damages, even if Contractor has been advised of the possibility of such damages. In furtherance and not in limitation of the foregoing, Contractor shall not be liable in respect of any decisions made by Customer as a result of Contractor's services. Any action, regardless of form, against the Contractor relating to this Agreement, or the breach thereof, must be commenced within one (1) year from the date of the work.
7. Contractor shall not be liable for any delay, loss, damage or detention caused by acts or circumstances beyond its control including, without limitation, unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, war, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control.

8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, liabilities, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder or any act or omission arising out of or related to this Agreement, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor. Further, and notwithstanding the preceding sentence, Contractor shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses and expenses related to mold or to the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

9. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.

10. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos, mold or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. As previously provided, Contractor shall be held harmless and shall not be liable for any claims, liabilities, damages, losses and expenses related to such substances, wastes and materials, including the failure to identify or notify Customer of such substances, wastes and materials.

12. This Agreement is between Contractor and Customer alone, and neither intends that there be any third party beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services on Customer's behalf, Contractor is not assuming any duty or obligation to any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members. Customer agrees to indemnify and hold Contractor harmless from and against any and all liabilities, losses, claims, costs, expenses and damages (including without limitation reasonable attorneys' fees) incurred by Contractor by reason of a claim brought against Contractor by any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members with respect to the services provided by Contractor on Customer's behalf.

13. Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or present itself, directly or indirectly, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

14. These terms and conditions, together with the attached documents, constitutes the entire agreement and understanding among the parties hereto and supersedes any and all prior agreements and understandings, oral or written, relating to the subject matter hereof. It sets forth the terms for the provision of any products or services Contractor may provide Customer, whether in connection with the particular engagement that is identified as the subject of this Agreement or otherwise, unless and until a written instrument is signed by an authorized representative of Contractor agreeing to different terms. This Agreement shall not be assignable by Customer and Contractor without the express prior written consent of either party. This Agreement shall be governed by and construed in accordance with the laws of the State of the Contractor's headquarters are located, without giving effect to that State's conflicts of laws principles.

15. If paying with credit card a 3% surcharge will be added to total project price.



<b>City of Mission</b>	Item Number:	6.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>PUBLIC WORKS</b>	From:	Celia Duran

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

**RE:** Stormwater Channels Inventory

**DETAILS:** In order to determine the City’s complete and comprehensive stormwater needs (in addition to stormwater pipe and structures), an inventory of stormwater channels was recently completed by staff and GBA.

There are currently eleven (11) identified stormwater channels that are owned and maintained by the City of Mission. These channels consist of natural channels and channels built with a variety of materials, including trapezoidal and rectangular concrete channels, concrete bottom channels with landscape block retaining walls, gabion walls, and concrete retaining walls. City staff originally inspected all the channels to assess their condition. Based on staff’s assessment, GBA was requested to inventory specific channels that appeared to have a higher risk of failure or could be in need of repair within the next five to ten years.

In order to evaluate the condition of the channels, GBA created a 5x5 scoring tool that generally follows the Johnson County Stormwater Management Program’s (SMP) *Likelihood of Failure and Consequence of Failure* methodology used for stormwater infrastructure. This scoring tool also considers additional factors relevant to engineered channels, such as scour potential, water quality and flooding impacts. Although urban channels are not currently eligible for SMP funding unless they are part of a flood control project, staff has had discussions with Johnson County and has requested that they consider making these channels eligible for funding in the future.

The channels were broken up into sites which were created when a change in channel material or channel type/shape occurred. A summary table included as Appendix A in the attached memorandum identifies each of these sites along with the risk score, channel type, and recommended monitoring frequency. Channel segments requiring improvements within the next 10 years were also identified and include recommended repair order, priority of projects, recommended work, and planning level costs.

The risk score was utilized as a guide and screening tool to prioritize the sites but a higher risk score did not necessarily define prioritization as this did not consider all the factors that may influence the priority of the asset.

Of the thirty-one sites identified within eleven channels, nine sites were recommended for repairs within the next 5-10 years with an estimated repair cost of approximately \$4.1 million dollars in 2020 dollars (see summary table below). Seven of the nine sites

Related Statute/City Ordinance:	
Line Item Code/Description:	22-61-407-05
Available Budget:	TBD

<b>City of Mission</b>	Item Number:	6.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>PUBLIC WORKS</b>	From:	Celia Duran

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

were located on portions of the Rock Creek channel near City Hall and south of Johnson Drive in the downtown area.

Staff will continue to evaluate this data and look for opportunities for external funding for these projects. This information will also be used to prioritize stormwater channel projects in the City's Capital Improvement Plan alongside stormwater pipe and structure replacement projects and is part of Mission's ongoing effort to develop a complete asset management program.

The channels are currently scheduled for cleaning and vegetation removal based on a four-year rotating schedule. Staff will continue to monitor these channels and reprioritize improvements as necessary.

**CFAA CONSIDERATIONS/IMPACTS:** Protecting the City's natural resources and maintaining safe city infrastructure benefits residents and visitors of all ages.

Related Statute/City Ordinance:	
Line Item Code/Description:	22-61-407-05
Available Budget:	TBD

<b>City of Mission</b>	Item Number:	6.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>PUBLIC WORKS</b>	From:	Celia Duran

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

### Recommended Channel Projects

Repair Order	Channel/ Site No.	Risk Score	Priority	Channel Type	Recommendation	Estimated Cost (2020)
1	2/F	3	Urgent (<1 yr.)	Gabion Wall	Repair Open Baskets in 4 Locations; Cut and Treat Vegetation in Wall	\$10,000
2	2/H	3.65	High (1-3 yrs.)	Concrete & Misc. Wall	Replace Wall (1,600 sf)	\$430,000
3	2/N	3.65	Medium (3-5 yrs.)	Cantilever Concrete	Replace Wall on Both Sides; Remove Center and Replace Slab (4,400 sf)	\$950,000
4	1/E	2.65	Medium (3-5 yrs.)	Trapezoidal Concrete	Repair 150' of Channel(2,400 sf); Treat Vegetation; Debris Removal	\$400,000
5	2/U	3.65	Low (>5 yrs.)	Trapezoidal Concrete	Replace Bottom Slab (5,500 sf)	\$750,000
6	2/S	2.35	Low (>5 yrs.)	Right Trapezoidal Concrete Channel	Repair 2 Flumes; Point Repairs (800 sf); Fence Replacement Left Bank	\$170,000
7	2/R	2.3	Low (>5 yrs.)	Trapezoidal Concrete	Replace Bottom Slab; Joint Repairs on Sides; Install Weep Holes (5,700 sf)	\$740,000
8	2/T	2.35	Low (>5 yrs.)	Keystone Block walls with Concrete Bottom	Point Repair Bottom Slab (400 sf); Reset Missing Blocks; Clean Out Debris	\$75,000

Related Statute/City Ordinance:	
Line Item Code/Description:	22-61-407-05
Available Budget:	TBD

<b>City of Mission</b>	Item Number:	6.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>PUBLIC WORKS</b>	From:	Celia Duran

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

9	3/A	2.3	Low (>5 yrs.)	Rectangular Concrete Channel	Replace Bottom Slab (400 sf); Replace Driveway; Maintain Wall Steel (2,880 sf)	\$550,000
---	-----	-----	------------------	------------------------------------	---	-----------

**TOTAL= \$4,075,000**

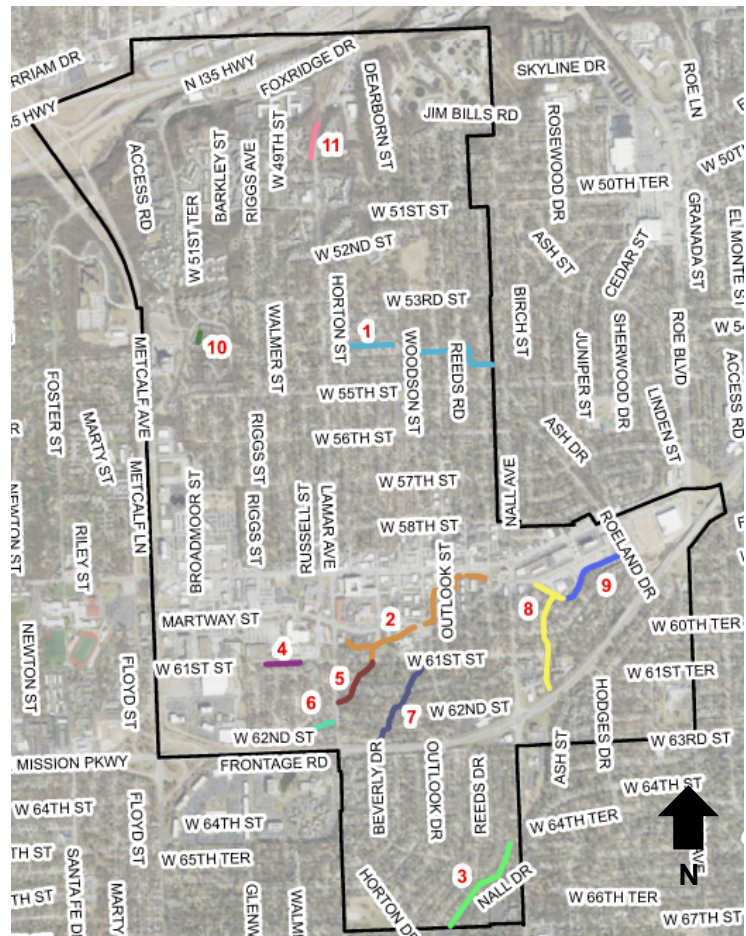
Related Statute/City Ordinance:	
Line Item Code/Description:	22-61-407-05
Available Budget:	TBD

## MEMORANDUM

To: Celia Duran, P.E. – City of Mission  
 From: Paul D. Miller, P.E., CFM; Matthew Garder, P.E., CFM - GBA  
 Date: December 16, 2020  
 Subject: City of Mission Urban Channel Assessment Findings

### Introduction

GBA was retained to perform conditional assessments of select urban channels within the City of Mission. City staff evaluated all urban channels and identified three primary areas for a more thorough inspection, Channel 1, Channel 2 (Rock Creek), and Channel 3, shown in the adjacent figure. Channel 1 and 3 were rectangular or trapezoidal concrete channels. Channel 2 was built with a variety of materials and methods including trapezoidal and rectangular concrete channels, concrete bottomed channels with landscape block retaining walls, gabion walls, and concrete retaining walls.



### Scoring Tool

GBA and Mission met with the Johnson County Stormwater Management Program (SMP) team to discuss funding eligibility for urban channels, which include retaining walls and concrete channels. Although not currently eligible, SMP staff stated that in the future, the inspection of urban channels will be eligible for SMP funding. It is believed that this will occur 1-5 years from the writing of this memorandum. The preferred SMP strategy is to restore engineered channels to natural channels.



Currently, SMP does not have a scoring matrix developed for urban channels. GBA created a 5x5 scoring tool that generally follows the SMP Likelihood and Consequence of Failure methodology that also considers additional factors relevant to engineered channels. The table below was used to score each site. Factors added for likelihood of failure were structural condition, which measured the quantity of structural defects over the segment length, and scour potential. Additional factors for consequence of failure include water quality and flooding impacts, consideration of culverts, and fences and landscaping. Other data collected includes potential failure mode for the structure, retained height and segment length, and recommended action.

Likelihood of Failure			Consequence of Failure		
Condition	Definition	Score	Risk	Definition	Score
Excellent	No noticeable defects. Some aging or wear may be visible. Fully functional. No erosion or scour risk.	1	Minimal	No impacts to buildings or infrastructure are anticipated. May impact fences or landscaping.	1
Good	Only minor deterioration, defects or joint separation are evident (<10% of length). Noticeable wear of aging is visible. Fully functional. Minor maintenance may be required. Structure protected from erosion/scour.	2	Low	Few impacts are expected to yards and minor structures such as outbuildings, detached garages, or parking lots. Minor impairments to downstream water quality or flooding.	2
Fair	Moderate deterioration, defects or joint separation are evident (10-40% of length). Function is not significantly affected. Minor repairs may be required. Erosion/scour may affect foundation stabilization.	3	Medium	Some significant impacts are expected. 1-2 homes or other primary buildings; local roads/bridges; smaller utilities (8" and smaller). Some impairments to downstream water quality or flooding.	3
Poor	Serious deterioration, defects or joint separation are evident (40-75% of length). Function may be significantly affected. Repairs or replacement are required. Erosion/scour threatening foundation.	4	High	Severe impacts are expected. 3-5 homes or other primary buildings; public facilities; collector roads/bridges; mid-system utilities and culverts. Significant impairments to downstream water quality or flooding.	4
Near Failure / Failed	Asset has failed or will likely fail within the next 5 years. Severe deterioration, defects, or joint separation are evident (>75% of length). Require immediate attention. Erosion/scour actively threatening foundation stability.	5	Extreme	Unacceptable impacts are expected. 6+ homes; critical public building; arterial road or bridge or larger; major utilities (transmission mains, interceptors, etc.). Severe impairments to downstream water quality or flooding.	5

$$\text{Final Risk Score} = (0.65 * \text{LoF}) + (0.35 * \text{CoF})$$

### Site Inspections

GBA conducted field evaluations of the select channels (6,400 LF) over two days (November 9 and 11, 2020) by wading the creeks and completing the outlined scoring form. It was decided that a new segment would be created when a change in channel material or channel type/shape occurred. A total of 19 segments were identified, photographed, and scored. The scores ranged from 1.0 (lowest possible score) to 3.65 (out of 5.0). All scoring and prioritization are based on visual inspection and engineering judgement. Measurements were collected for retained height and segment length, as well as approximate dimensions of recommended point repairs. Additional comments describe specific observations of the channel and the load above, as well as a general sketch of the channel. City staff



performed evaluation of all additional open channels within the City of Mission utilizing a consistent scoring tool.

### **Prioritization**

The risk score was utilized as a guide to prioritizing the sites. This score is not the best method to define prioritization because this does not consider all the factors that may influence the priority of the asset. The scoring tool allows for screening but is not best suited for planning level prioritization.

Engineering judgement was used to evaluate the site, surrounding features, consequence of delayed response, and other factors to produce a well thought through prioritization.

GBA prepared a list of prioritized sites that should be considered for capital improvement planning over the next 10 years. Prioritization includes from Urgent (repairs needed within one year), High (repairs needed in one to three years), Medium (three to five years), and Low (more than five years). For sites that did not appear to require improvement, a monitoring frequency recommendation was provided.

A complete prioritization table that includes recommended repair order, priority of projects, recommended work, and planning level cost is included in Appendix A. Sites were identified as one urgent, one high, two medium, and five low priority, with the remaining ten recommended for continued monitoring. Appendix B contains location maps for all sites. Details for each of the nine identified priority sites include an individual summary form in Appendix C. Appendix D includes all populated field maps and scoring forms.

### **Repairs and Cost Estimates**

GBA considered four action items that include monitoring, repair, rebuild, and full replacement. Repair recommendations vary from minor patching to replacement of a concrete channel. Cost estimates were created for the priority sites, using 2020 pricing, and include construction cost, engineering, geotechnical exploration, permitting, survey, bidding assistance, and construction observation (level of observation dependent upon level of work required). All construction costs include in-kind restoration and replacement of existing features and utility coordination/relocation. It was assumed that all projects would be publicly bid. Costs do not include easement acquisition.

### **Conclusion and Recommendations**

The total cost for repairs for the nine sites is approximately \$4.1 Million over the next 10 years. No recommendation was made for the year the work should take place. The four highest priority sites are:



- **Site F** – It is recommended that site F be addressed within the next year. If the gabion baskets continue to release rock material, the structural capacity of the wall is diminished which may result in a much more costly repair or full wall replacement.
- **Site H** – Adjacent to site H, a similar portion of wall failed in the Spring of 2020. This wall is undermined four to five feet and has multiple utilities adjacent to it. This wall should be replaced within three years.
- **Site N** – Previously this was a culvert, however the top has been removed from much of it, which is detrimental to the remaining portion of the structure. The integrity of the structure was dependent upon the top remaining in place. This should be addressed within five years.
- **Site E** – This site is recommended for replacement of select portions of the channel and should be addressed within 5 years. The cost estimate provided includes funds for replacement of select portions of the channel and for replacement of the adjacent awning at 5424 Maple Street, if required for construction of the channel.

Consideration should be made for strategic grouping of sites, especially sites U, S, R, and T as they are in one reach of Rock Creek. If grouping is implemented, construction costs may be less than estimated. Monitoring is recommended for all sites not immediately addressed to have record of changes that have transpired over that period and to readjust repair plans if needed. Some of this work may be done by city crews and could be considered for vegetation management and debris maintenance. The City currently performs vegetation management with major stormwater channels on a 4-year cycle.

cc: Brent Morton – City of Mission

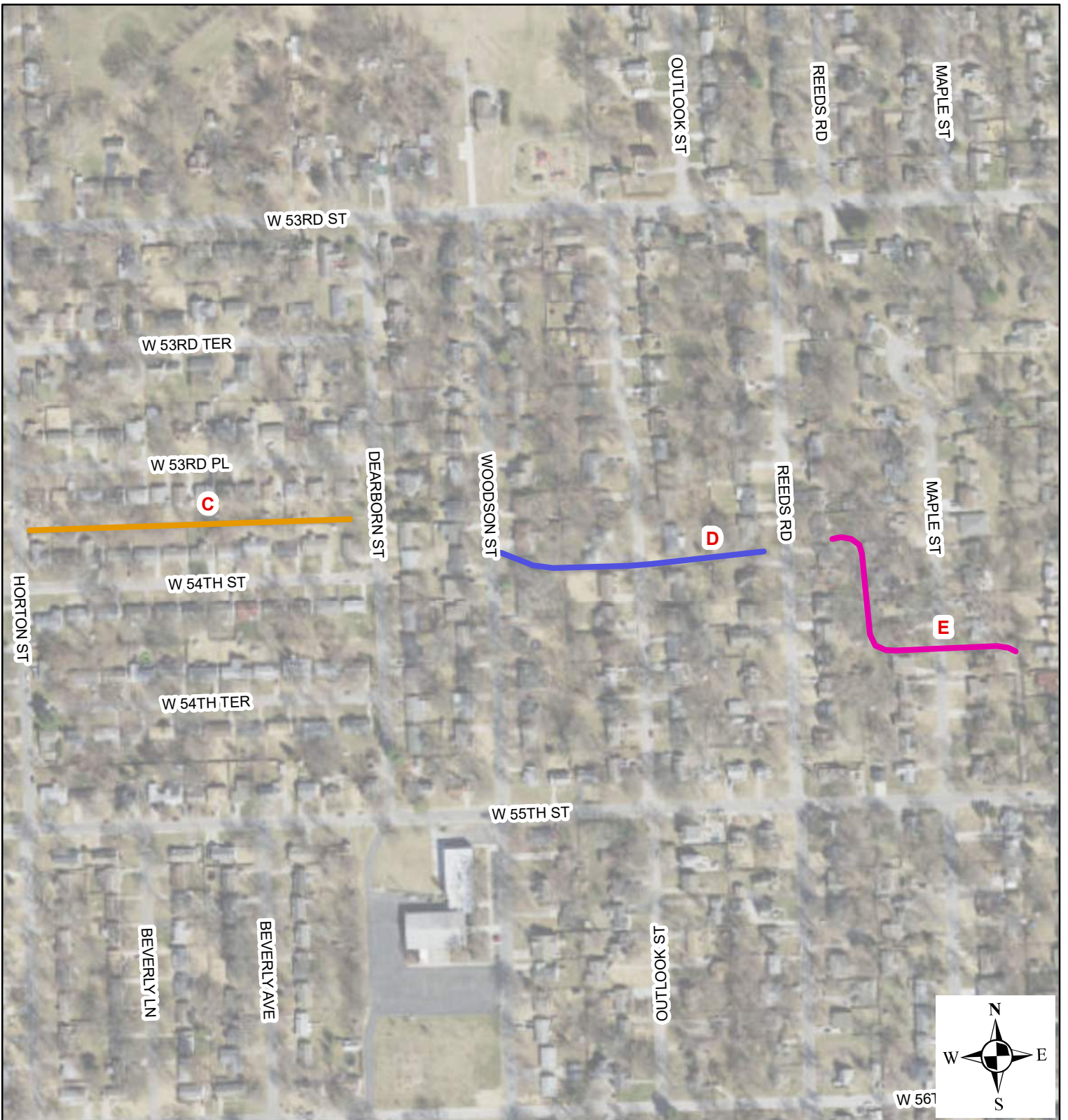


# Appendix A

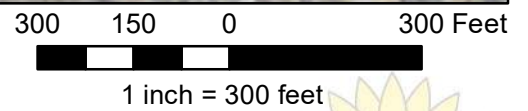
Mission Urban Channel Assessment Prioritization Table

Repair Order	Site No.	Total Risk Score	Priority	Recommended Monitoring Frequency	Type	Repair Area	Observed Defects	Recommendations	Budget
		= 0.65LOF +0.35COF	Urgent (<1yr), High (1-3 yrs), Medium (3-5 yrs), Low (>5yrs)		Concrete, block, concrete channel, etc	(sq. ft.)			2020 \$
1	F	3	Urgent		Gabion Wall		Open gabion baskets, vegetation growing in wall, lateral bulging and vertical sagging.	Repair Open Baskets in 4 Locations; Cut and Treat Vegetation in Wall	\$ 10,000
2	H	3.65	High	Every 1 Year	Concrete & Misc. Wall	1,600	Undermined 4-5 feet, gas and sewer crossing.	Replace Wall (1,600 sf)	\$ 430,000
3	N	3.65	Medium	Every 1 Year	Cantilever Concrete	4,400	Tilting/failing wall, corrosion, spalling, pieces falling off.	Replace Wall on Both Sides; Remove Center and Replace Slab (4,400 sf)	\$ 950,000
4	E	2.65	Medium	Every 1 Year	Trapezoidal Concrete	2,400	Side displacement, settlement on bottom, joint deterioration near Reeds, exposed rebar.	Repair 150 Feet of Channel (2,400 sf); Cut and Treat Vegetation; Debris Removal	\$ 400,000
5	U	3.65	Low	Every 3 Years	Trapezoidal Concrete	5,500	Longitudinal joint failure (full length), exposed reinforcement, weep holes covered. Toe failure offset joints, and bulging present in upstream portion	Replace Bottom Slab (5,500 sf)	\$ 750,000
6	S	2.35	Low	Every 3 Years	Right Trapezoidal Concrete Channel	800	Longitudinal joint deterioration (full length), bottom slab deteriorated (1 location), undermined flumes.	Repair Flumes (2); Point Repairs (800 sf); Fence Replacement Left Bank	\$ 170,000
7	R	2.3	Low	Every 3 Years	Trapezoidal Concrete	5,700	Deteriorated bottom throughout. Toe deterioration, lateral displacement of slope (1 location), exposed reinforcing, fence down (1 location)	Replace Bottom Slab; Joint Repairs on Sides; Install Weep Holes (5,700 sf)	\$ 740,000
8	T	2.35	Low	Every 3 Years	Landscape Block Walls with Concrete Bottom	400	Missing blocks, bottom slab deterioration with exposed reinforcement, debris present.	Point Repair Bottom Slab (400 sf); Reset Missing Blocks; Clean Out Debris	\$ 75,000
9	A	2.3	Low	Every 3 Years	Rectangular Concrete Channel	2,880	6" deep voids at joints, exposed reinforcing, deteriorated joints, 50' long subgrade failure.	Replace Bottom Slab; Replace Driveway (Access); Maintain Wall Steel (2,880 sf)	\$ 550,000
	L	2.35		Every 5 Years	Cantilever Concrete		Crack in center of wall initiates wall tilting, minor undermining at downstream end.		
	Q	1.65		Every 5 Years	Trapezoidal Concrete	200	Minor deterioration on slopes, toe, and bottom. 2-3 additional upper walls present.		
	J	2		Every 10 Years	Gabion Wall		Minor bulging observed in 2 locations.		
	B	1.975		Every 10 Years	Trapezoidal Concrete	1,200	Deteriorated joints and toes, evidence of previous bottom slab overlay, exposed reinforcement, minor toe failure near outfall.		
	P	1.7		Every 10 Years	Rectangular Concrete Channel		Minor deterioration in channel bottom, no fence present for portion of wall.	Replace missing fence portion.	
	C	1.65		Every 10 Years	Trapezoidal Concrete	210	35' long longitudinal crack. Bottom joint deterioration at 3 locations		
	D	1.65		Every 10 Years	Trapezoidal Concrete	320	Lateral displacement in 3 locations, 4 locations with deteriorated concrete.		
	G	2		Every 10 Years	Homemade Concrete		Wall at top of gabion slope. Unknown structural condition.		
	M	1		Every 10 Years	Gabion Mattress toe with 4' knee wall		Good condition.		
	V *	2.3		Every 5 Years	Trapezoidal Concrete		Longitudinal joint separation and cracks between sidewalls and bottom.		
	W *	1		Every 10 Years	Natural Channel with Landscape Boulders		Good condition. Channel is stable.		
	X *	1.65		Every 10 Years	Gabion Wall		Gabion wall is stable.		
	Y *	1		Every 10 Years	Natural Channel with Landscape Boulders		Good condition. Channel is stable.		
	Z *	1		Every 10 Years	Rectangular Concrete Channel		Good condition.		
	AA *	1		Every 10 Years	Natural Channel		Good condition.		
	BB *	2.35		Every 3-5 Years	Concrete Channel with Landscape Block Retaining Walls		Good condition with some minor deterioration of landscape blocks in specific locations. Fences and one house directly adjacent to channel.		
	CC *	3		Every 3 Years	Trapezoidal Concrete		Longitudinal joint separation and cracks between sidewalls and bottom. Fences, house, and parking lot with retaining wall directly adjacent to channel.		
	DD *	1		Every 10 Years	Block Retaining Wall		Good condition.		
	EE *	1		Every 5 Years	Natural Channel		No erosion/scouring; monitor for erosion.		
	FF *	1		Every 10 Years	Stone Block Retaining Wall		Retaining Walls Currently Being Constructed with Rock Creek Channel Project.		
	GG *	1.65		Every 10 Years	Concrete-Lined Channel		Fair condition.		
	HH *	1.65		Every 10 Years	Concrete-Lined Channel		Fair condition.		

# Appendix B



**Channel 1  
Urban Channel Assessment  
Mission, Kansas**

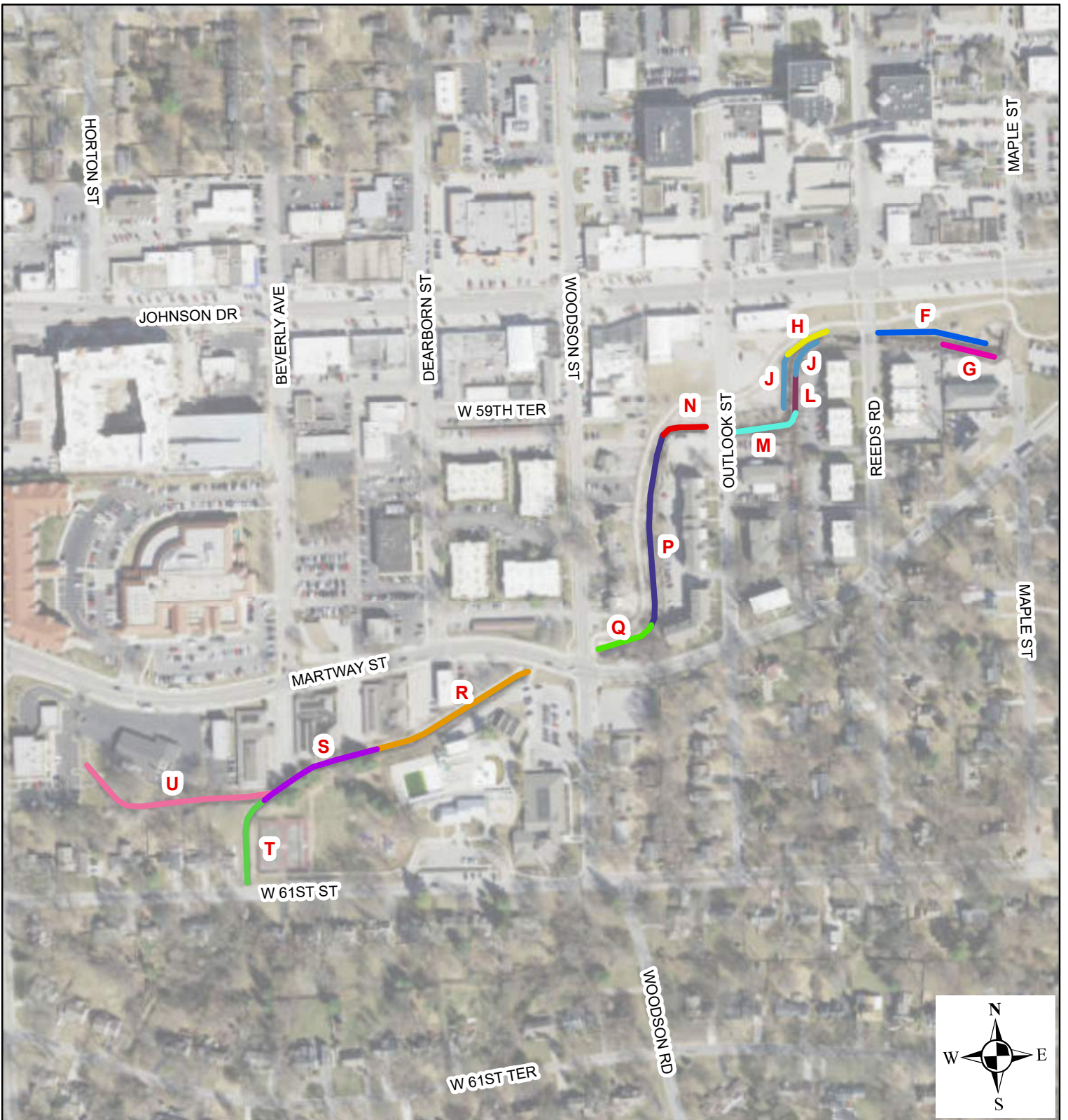


**Legend**

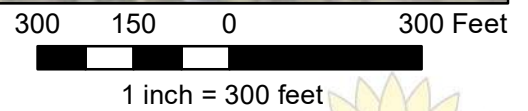
Site

- C
- D
- E





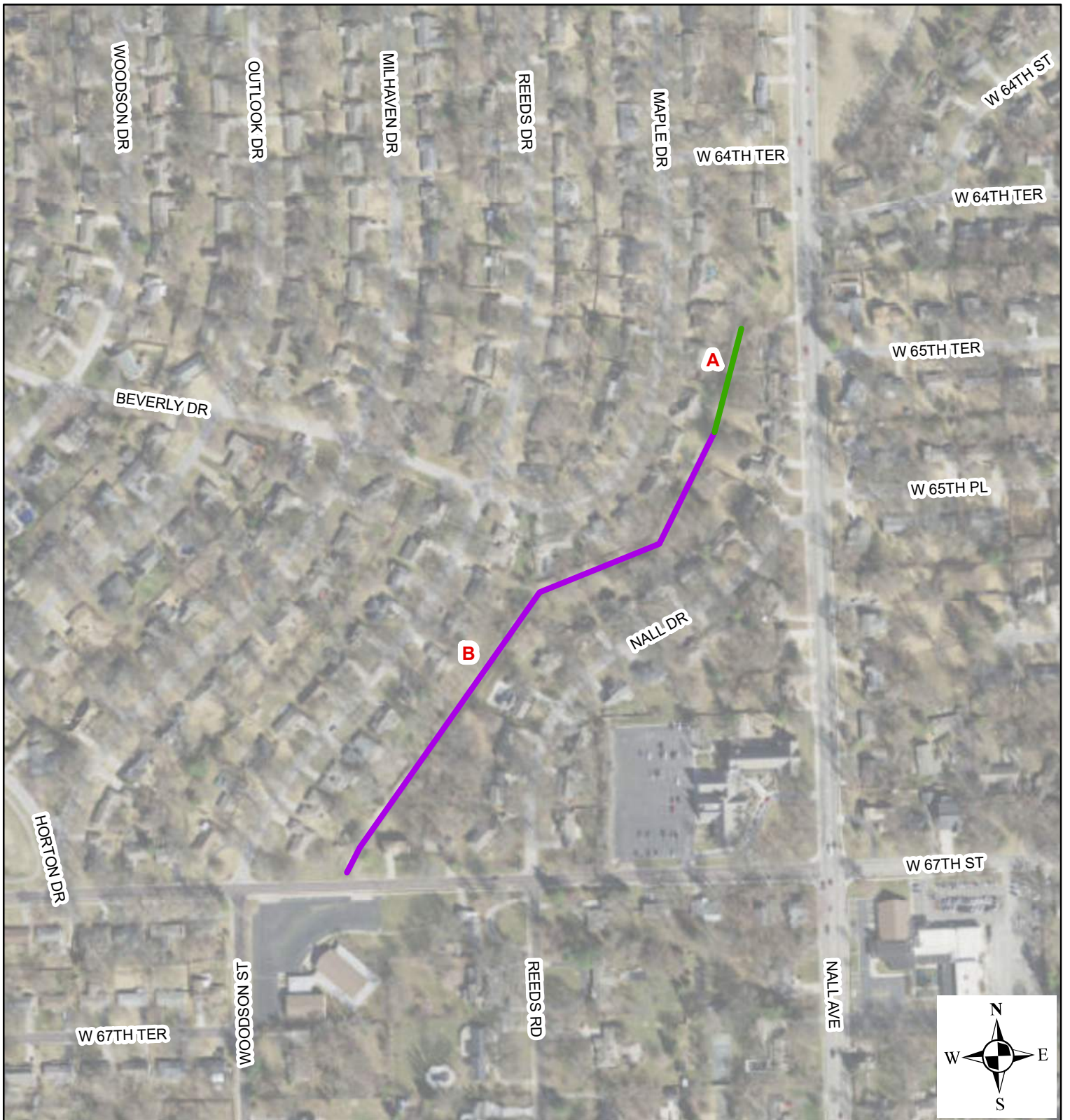
## Channel 2 Urban Channel Assessment Mission, Kansas



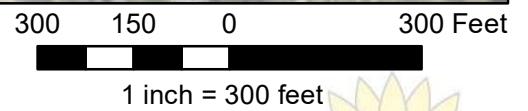
### Legend

<b>Site</b>	L	R
	M	S
	N	T
	P	U
	Q	





**Channel 3**  
**Urban Channel Assessment**  
**Mission, Kansas**



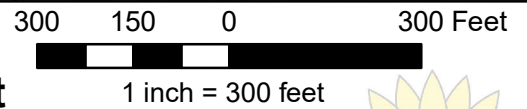
**Legend**  
**Site**

- A
- B





## Channels 4, 5, 6 Urban Channel Assessment Mission, Kansas



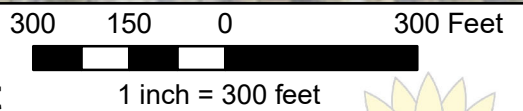
### Legend

- | Name |  |
|------|--|
|      | <span style="color: purple;">—</span> X  |
|      | <span style="color: green;">—</span> W   |
|      | <span style="color: magenta;">—</span> V |





**Channel 7**  
**Urban Channel Assessment**  
**Mission, Kansas**

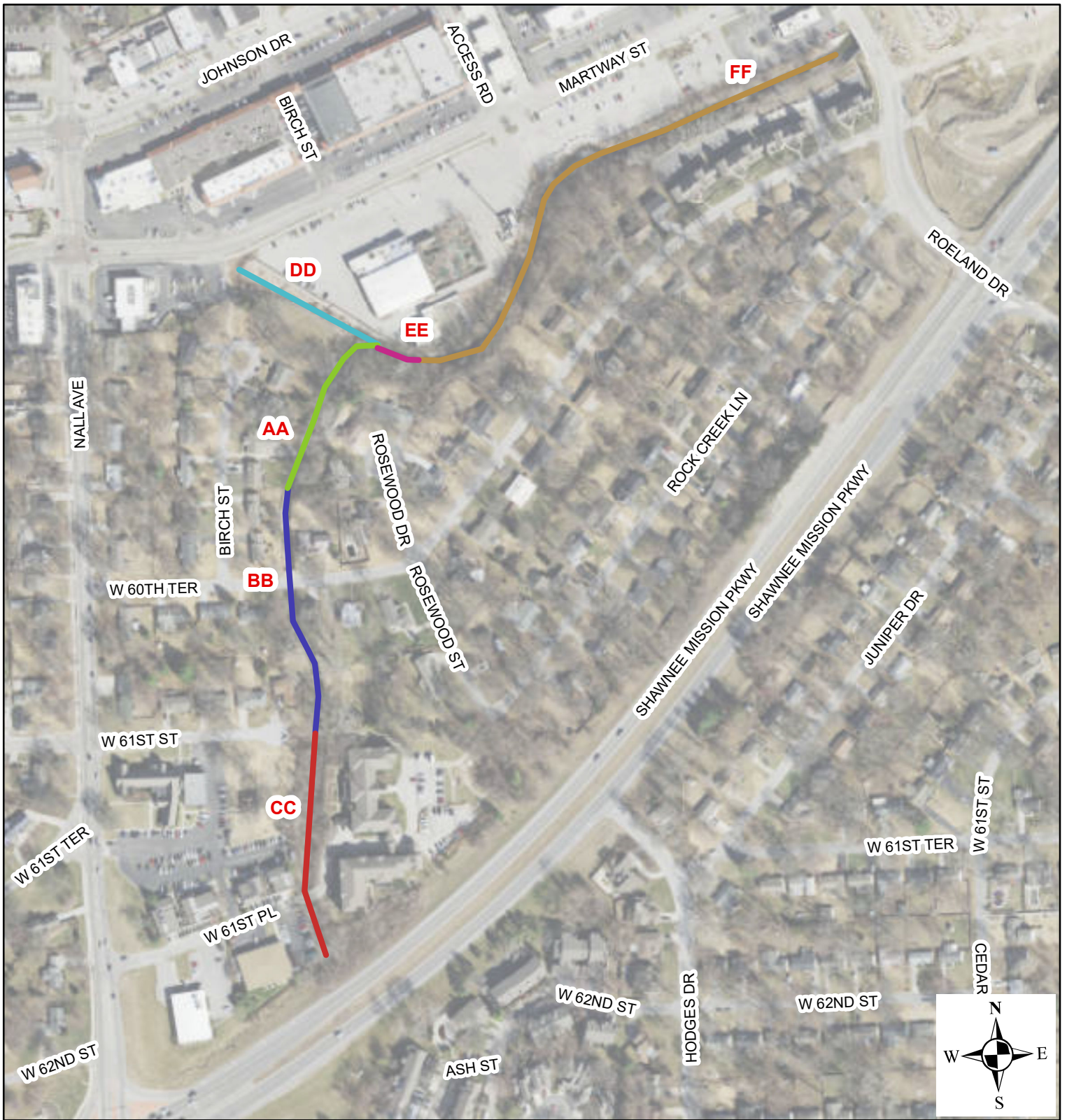


**Legend**

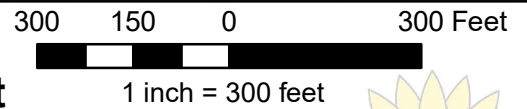
- Name**
- Y
  - Z







## Channels 8 & 9 Urban Channel Assessment Mission, Kansas



### Legend

Name	
	<span style="color: magenta;">—</span> EE
<span style="color: limegreen;">—</span> AA	<span style="color: gold;">—</span> FF
<span style="color: blue;">—</span> BB	<span style="color: green;">—</span> GG
<span style="color: red;">—</span> CC	<span style="color: darkblue;">—</span> HH
<span style="color: cyan;">—</span> DD	



# Appendix C

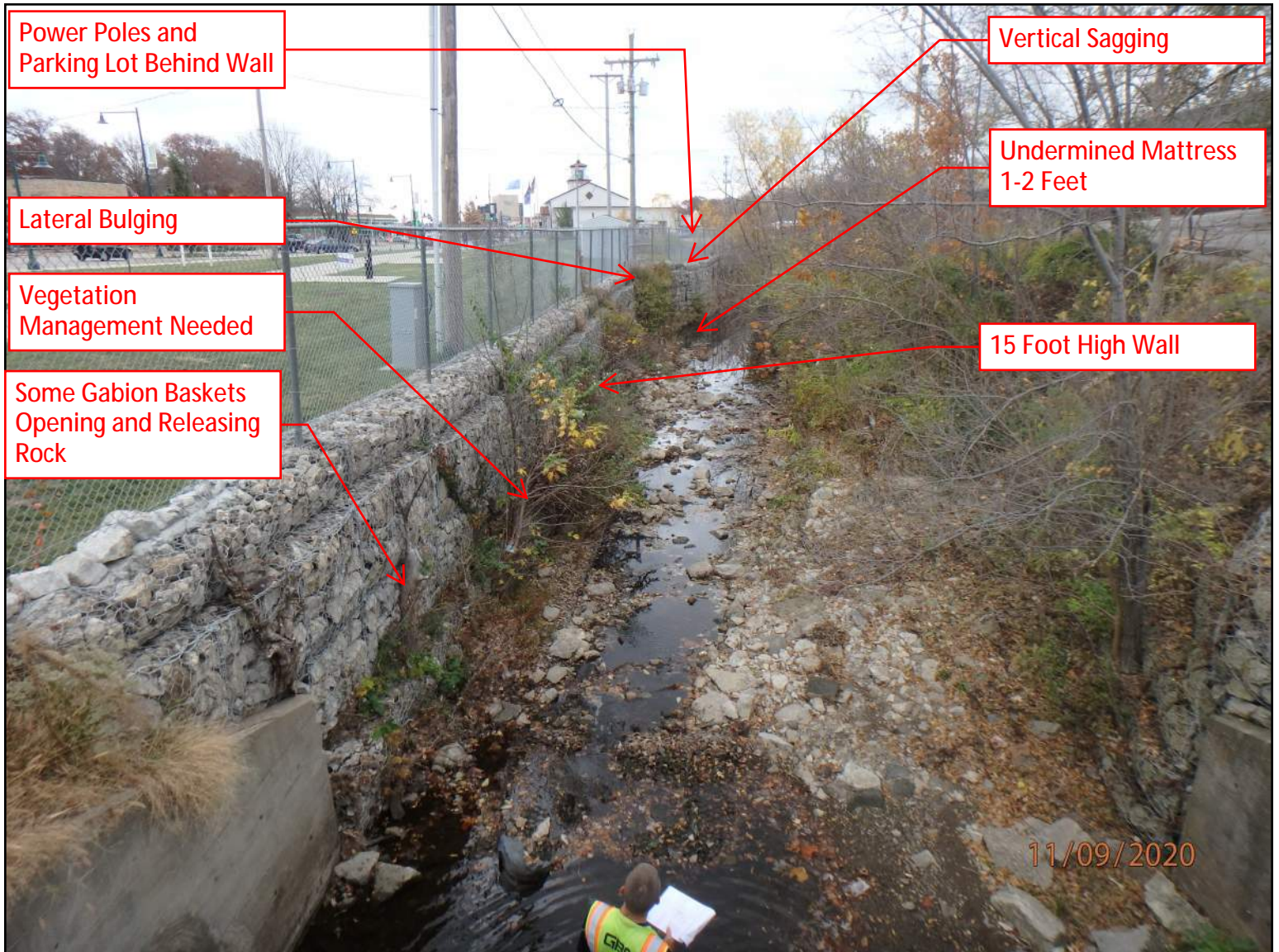
**Site F**

**Total Risk Score:** 3.0

**Repair Budget (2020 \$):** \$10,000

**Priority:** Urgent (<1 year)

**Recommendation:** Repair Open Baskets in 4 Locations; Cut and Treat Vegetation in Wall



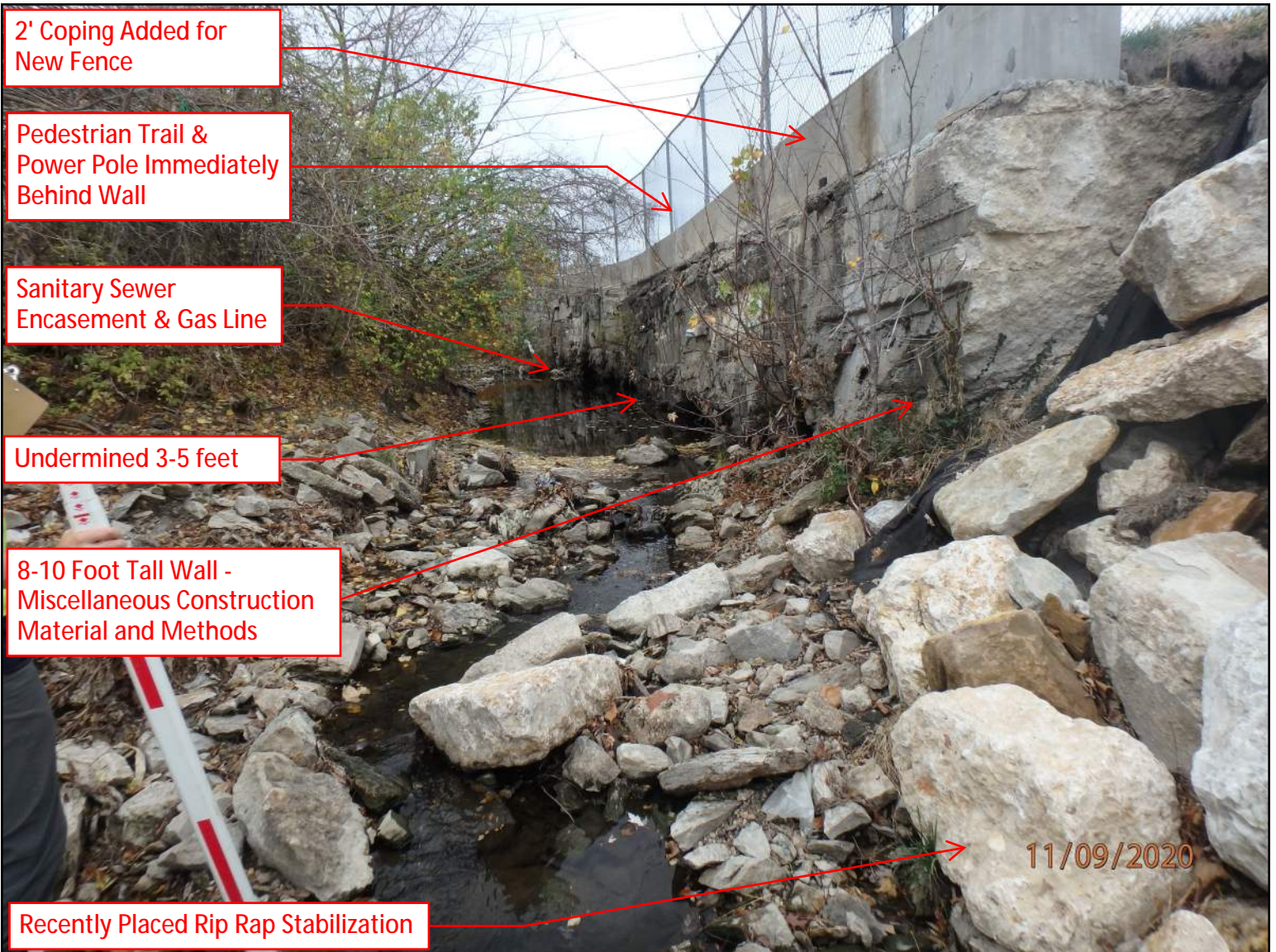
**Site H**

**Total Risk Score:** 3.65

**Repair Budget (2020 \$):** \$430,000

**Priority:** High (1-3 years)

**Recommendation:** Replace Wall (1,600 sf)



**Site N**

**Total Risk Score:** 3.65

**Repair Budget (2020 \$):** \$950,000

**Priority:** Medium (3-5 years)

**Recommendation:** Replace Wall on Both Sides;  
Remove Center and Replace  
Slab (4,400 sf)



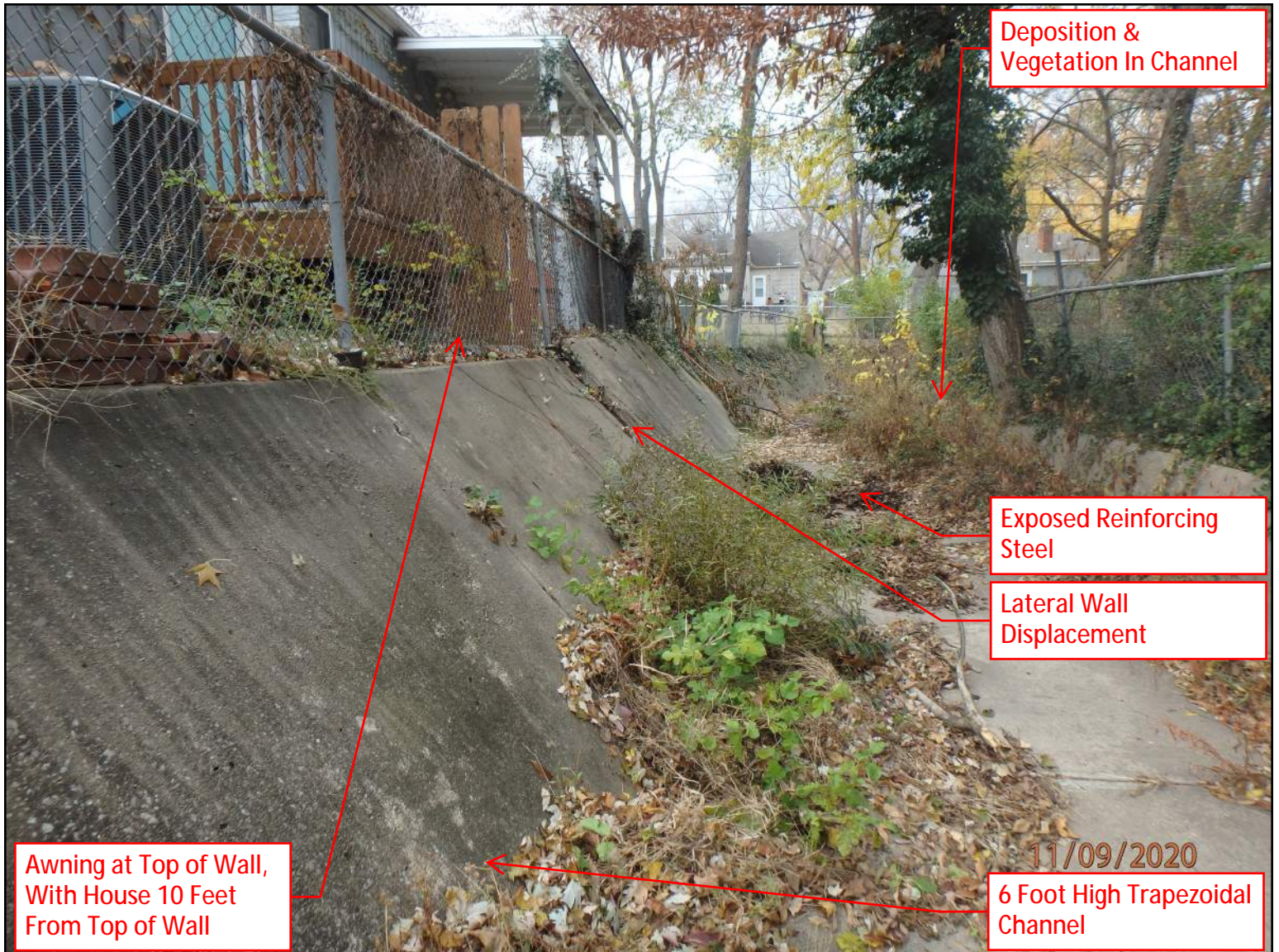
Site E

Total Risk Score: 2.65

Repair Budget (2020 \$): \$400,000

Priority: Medium (3-5 years)

Recommendation: Repair 150 Feet of Channel (2,400 sf); Cut and Treat Vegetation; Debris Removal



Site U

Total Risk Score: 3.65

Repair Budget (2020 \$): \$750,000

Priority: Low (>5 years)

Recommendation: Replace Bottom Slab (5,500 sf)



Site S

Total Risk Score: 2.35

Repair Budget (2020 \$): 170,000

Priority: Low (>5 years)

Recommendation: Repair Flumes (2); Point Repairs (800 sf); Fence Replacement Left Bank





Site R

Total Risk Score: 2.3

Repair Budget (2020 \$): \$740,000

Priority: Low (>5 years)

Recommendation: Replace Bottom Slab; Joint Repairs on Sides; Install Weep Holes (5,700 sf)



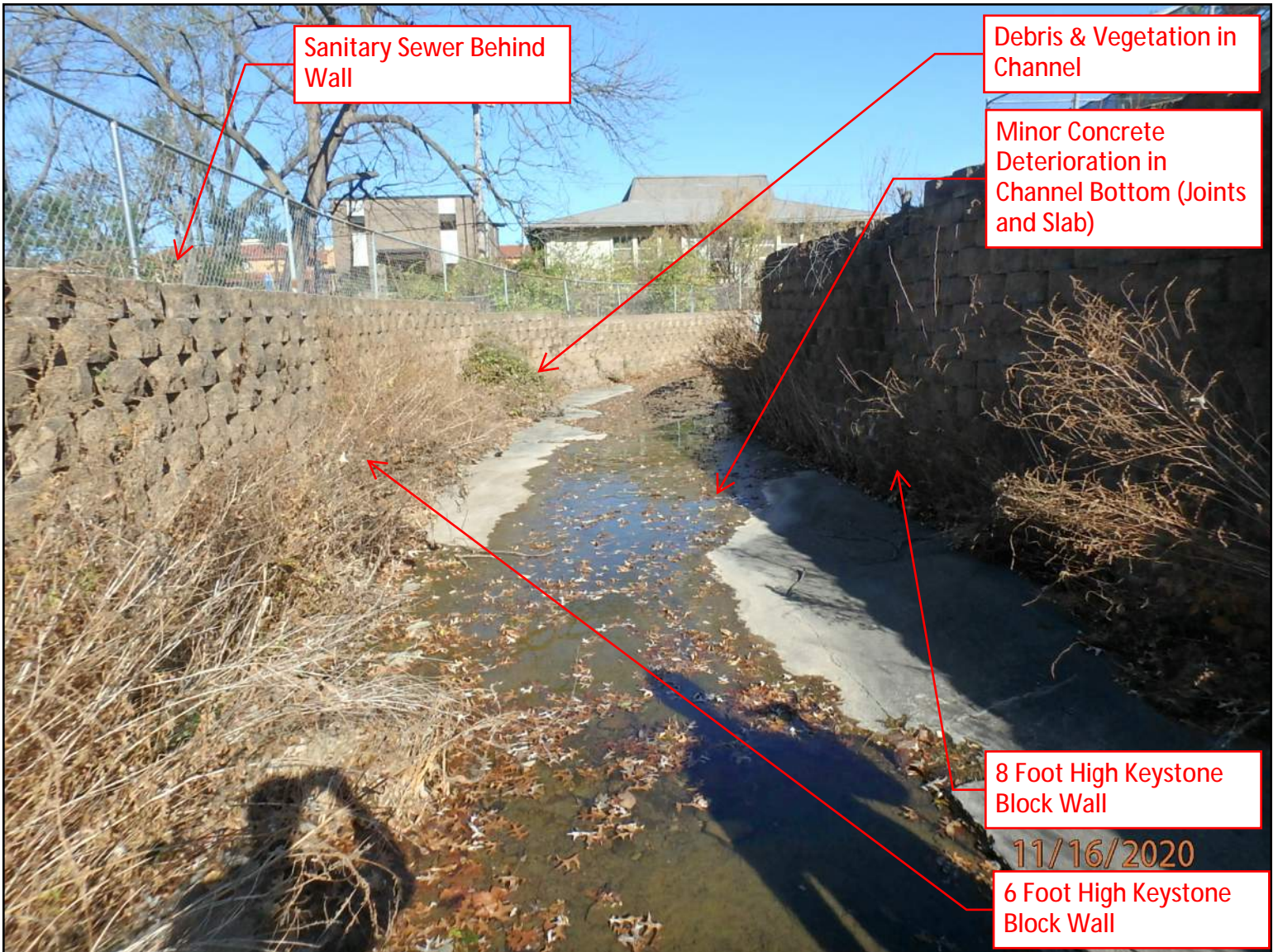
**Site T**

**Total Risk Score:** 2.35

**Repair Budget (2020 \$):** \$75,000

**Priority:** Low (>5 years)

**Recommendation:** Point Repair Bottom Slab (400 sf); Reset Missing Blocks; Clean Out Debris



**Site A**

**Total Risk Score:** 2.3

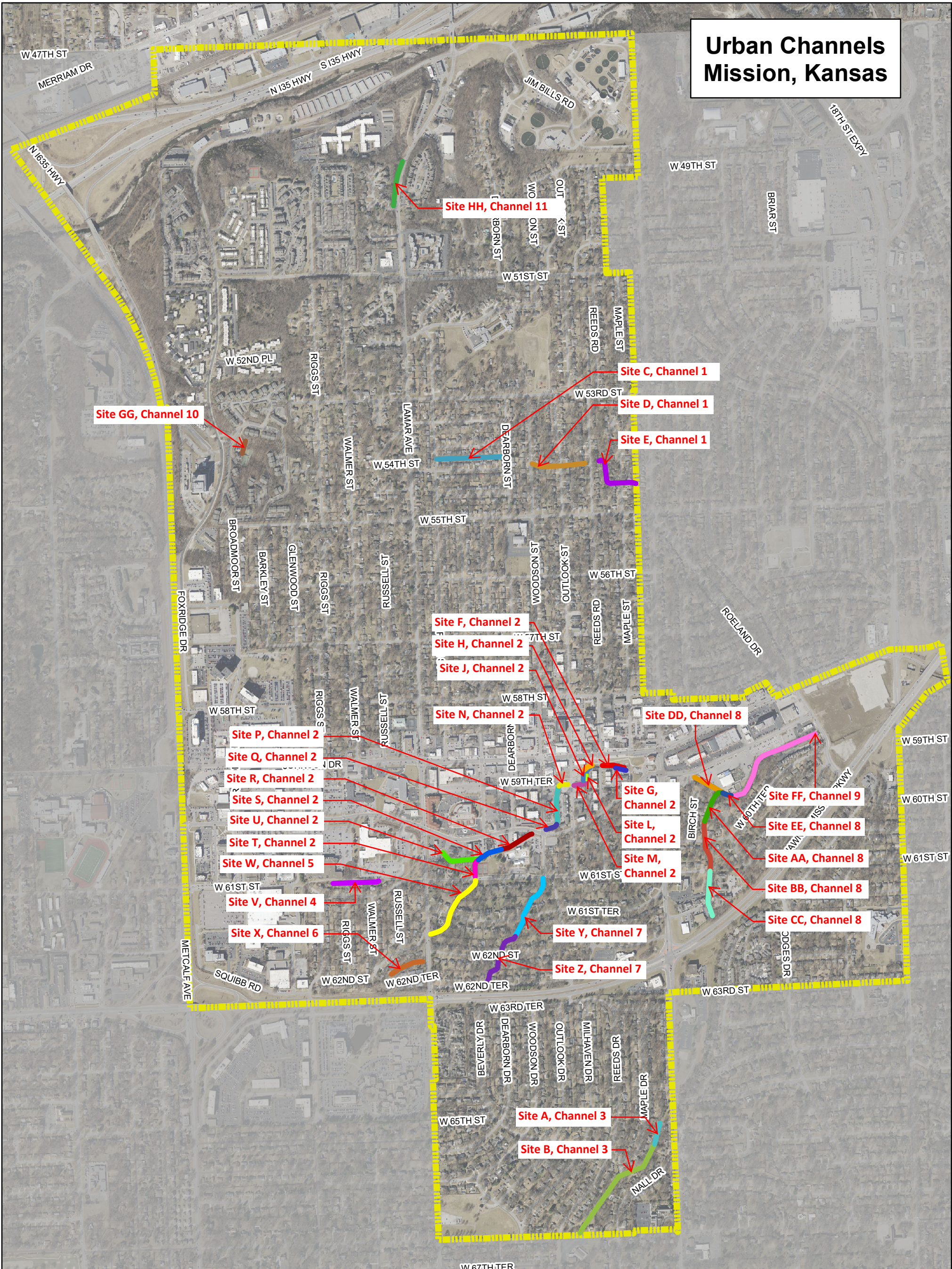
**Repair Budget (2020 \$):** \$550,000

**Priority:** Low (>5 years)

**Recommendation:** Replace Bottom Slab; Replace Driveway (Access); Maintain Wall Steel (2,880 sf)

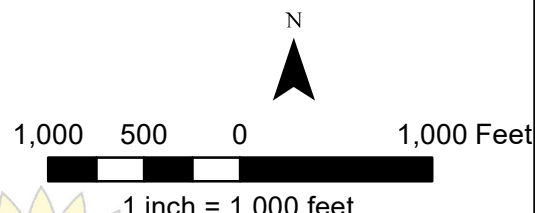


# Urban Channels Mission, Kansas

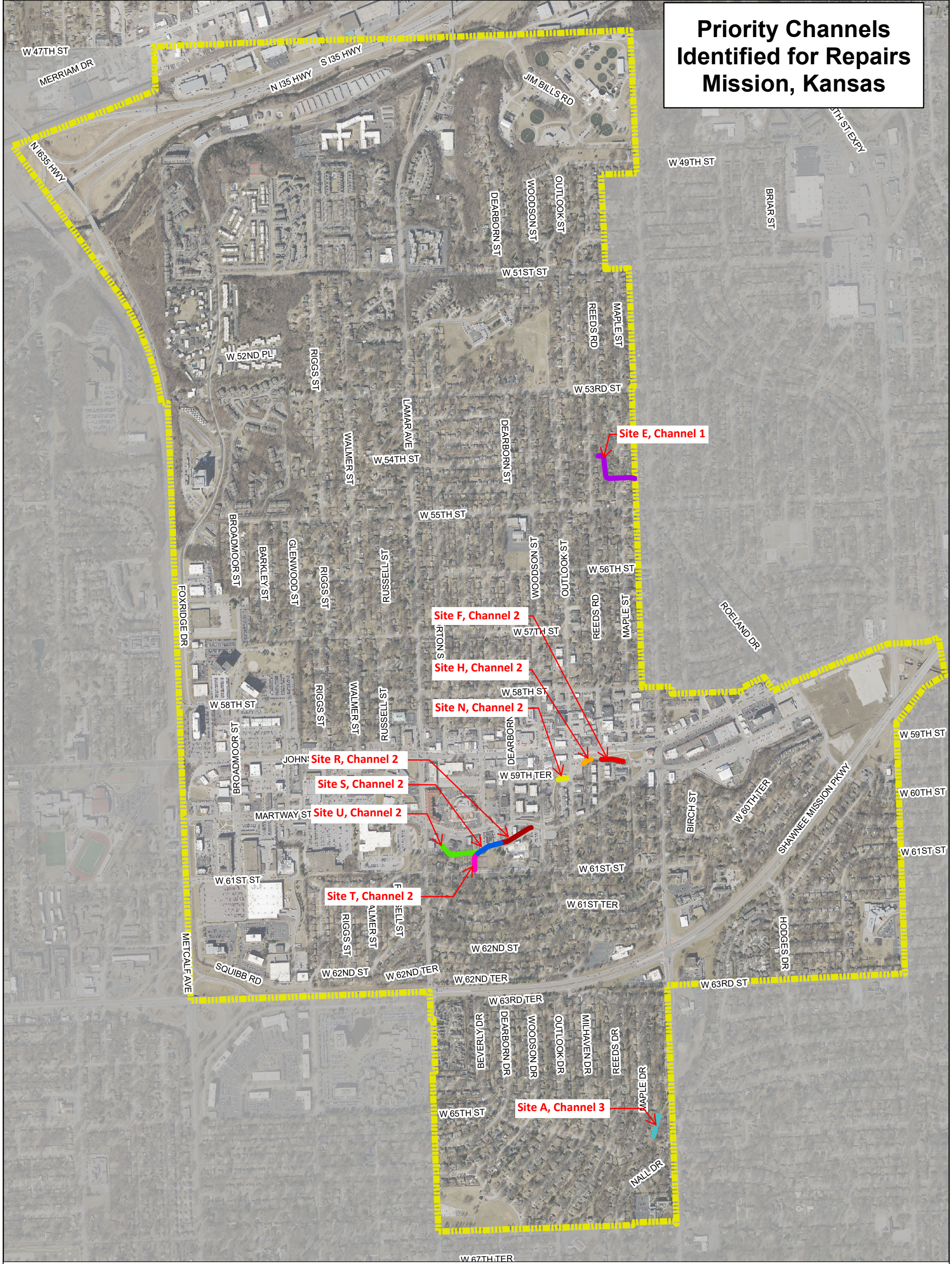


## Legend

Site	G	P	V	BB	HH
A	H	Q	W	CC	Mission City Limits
B	J	R	X	DD	
C	L	S	Y	EE	
D	M	T	Z	FF	
E	N	U	AA	GG	
F					

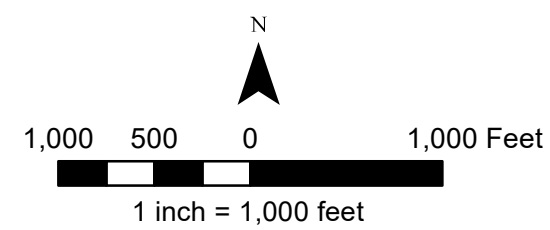


# Priority Channels Identified for Repairs Mission, Kansas



## Legend

- Site A
- Site S
- Site E
- Site T
- Site F
- Site U
- Site H
- Mission City Limits
- Site N
- Site R



<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

**RE:** Wayfinding Plan

**RECOMMENDATION:** Approve the plan to remove and replace existing Mission branded signage with updated versions to include nineteen new internal wayfinding signs and park entrance monument signs in an amount not to exceed \$80,000.00.

**DETAILS:** Earlier this fall staff shared information from the Mid America Regional Council's (MARC's) regional wayfinding project. The goals of the project, Connecting Our Region, was a study across Greater Kansas City to create an inclusive wayfinding signage plan that enhances the visitor experience and fits the needs of pedestrians, bicyclists and transit users. The goal was to develop a system that helps users find the logical and safe connections between key destinations and commercial districts in the region. Since the completion of this study, at least the City of Overland Park is pursuing the signage recommended in the findings.

Staff wanted to solicit feedback and gauge the level of interest from the Council to consider developing a multi-year implementation strategy for purchase and installation of the regionally oriented signs and markets. Specifically, regional signage seemed appropriate initially at two high-traffic intersections (Lamar Ave/SM Pkwy and Lamar Ave/Johnson Dr). At the October Committee meeting, Council was open to the discussion and asked staff to gather more information on potential sources of funding and how the regional wayfinding signage would be integrated with plans for internal wayfinding and signage upgrades that have been discussed over the last few years.

At the November Committee meeting, Staff shared grant funding opportunities and a potential phased timeline for adoption of regional wayfinding signage in parks, downtown sidewalks, trails and road intersections. As Council discussion continued, a formal inventory of existing wayfinding/city amenity signage was recommended, along with development of a budget for estimated costs associated with signage replacement.

In addition, Council also requested to see the conceptual designs of internal wayfinding signs along with a series of proposed branding concepts that unified the brand throughout park monument signs, directional signs, informational signs, welcome signs and street signs.

In response to these requests, staff has gathered the following inventory of signs to be included in a rebranding/replacement effort:

- Adopt-A-Street
- Adopt-A-Park

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

- Welcome to Mission
- Mission Shopping District
- Mission Transit Center
- Street Name ID w/ logo
- Tree City USA
- Mission City Limit
- Mission Next 2 Exits
- Mission Second Right

Some signage is owned and managed by KDOT and cannot be modified by the City. The signs that are owned by Mission have been included in a request for bids from three sign vendors: image360, SignPro and Midtown Signs. Final bid prices from all bidders will be available prior to the Committee meeting and the action item will be updated with a staff recommendation at that time.

<b>CURRENT INVENTORY</b>	<b>Vendors</b>			
	<b>#</b>	<b>image360</b>	<b>SignPro</b>	<b>Midtown Signs *</b>
Adopt-A Street Sign	9	\$139.46/ea	\$70/ea	\$247.73/ea
Adopt-A-Park Signs	2	\$139.46/ea	\$70/ea	\$247.73/ea
Welcome to Mission	9	\$185.86/ea	\$240/ea	\$312.88/ea
Tree City USA	4	\$125.64/ea	\$100/ea	\$255.97/ea
Mission City Limit	5	KDOT	KDOT	KDOT
Mission Next 2 Exits	1	KDOT	KDOT	KDOT
Mission Second Right	1	KDOT	KDOT	KDOT
Mission Shopping (arrow)	2	\$185.86/ea	\$240/ea	\$312.88/ea
Mission Transit Center	2	\$164.07/ea	\$240/ea	\$402.92/ea
Street ID w/ logo	19	\$62.19/ea	\$200/ea	\$129.47/ea
<b>TOTAL</b>		<b>\$5,590.83</b>	<b>\$8,090</b>	<b>\$10,456.36</b>

\*The holidays delayed bids until January 5, 2021.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

<b>NEW SIGNS</b>	<b>#</b>	<b>Each</b>	<b>Cost</b>
Wayfinding- key intersections *	19	\$379.92/ea	\$7,218.48
Park Monument Signs	5	\$13,000/ea	\$65,000
<b>TOTAL</b>			<b>\$72,218.48</b>

\*The holidays delayed bids until January 5, 2021.

It became evident during the previous Committee discussions that without a clear, comprehensive identity for the City signage, discussing the MARC regional wayfinding signage seemed premature. In an effort to focus attention in a more productive manner, the MARC regional wayfinding signage conversation has been paused for now and this discussion item is intended to facilitate a Council review of the attached signage designs and share feedback on impressions and proposed changes for Adopt-A-Street, Adopt-A-Park, Welcome to Mission, Mission Shopping District, etc. Staff will reintroduce the regional wayfinding component after several internal signage decisions have been made.

The park monument signage designs were developed by Crux in conformance with 2020 branding efforts, and have been reviewed with the Parks, Recreation + Tree (PRT) Commission at both their November and December Committee meetings. The designs symbolize Mission's forward progress and community engagement with the use of the arrow and include a natural rock base symbolic of strength and stability along with the blue and green from the brand style guide.

The three versions of park monument signage are included for Council review and consideration. The PRT did not reach consensus on a preferred sign, but the leading option was #2 with each sign receiving multiple votes. The staff recommendation is Option #3. Each of the attached designs meet several objectives from the Parks + Recreation Master Plan including:

- Better brand for Parks + Recreation
- Updated and more relevant signage
- Clear introduction of Mission's outdoor parks amenities
- Better consistency of message

If Council is amenable to the attached designs, staff will return during the February

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000



<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

Community Development Committee meeting with an Action Item and implementation timeline.

**CFAA CONSIDERATIONS/IMPACTS:** The marketing/branding project will meet a number of objectives outlined in the CFAA checklist including:

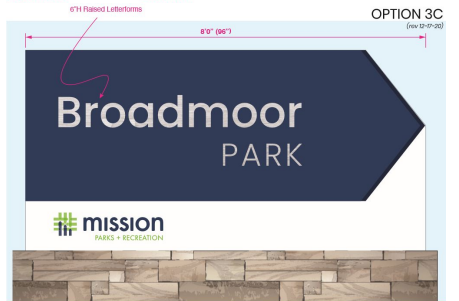
1-C) The City designs and builds its public buildings to meet the needs of residents of all ages. Examples include: easy-to-read signage, non-slip floors, elevators, etc.

4-B) The City has a comprehensive communication plan with marketing and outreach strategies and tools that include diverse public imagery, depicting all ages, cultures and abilities.



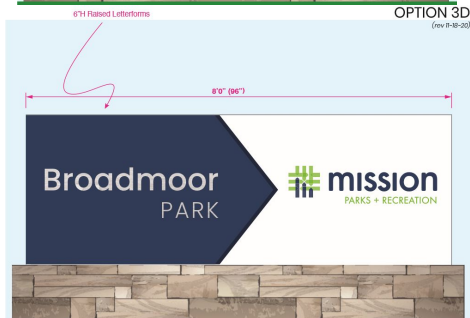
**Option 1**

**6ft wide x 4ft high (not including stone foundation)**



**Option 2**

**8ft wide x 4ft high (not including stone foundation)**



**Option 3**

**8ft wide x 3ft high (not including stone foundation)**

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.



Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

<b>City of Mission</b>	Item Number:	8.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Administration</b>	From:	Emily Randel

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

**RE:** Communication and Marketing Contract Renewal

**DETAILS:** Council authorized a City-wide Communication/Marketing/Branding/PR Services contract with Crux in February 2020 for an amount not to exceed \$90,000. The contract came as the result of an RFQ process that was originally targeted specifically to marketing and branding efforts for the Parks and Recreation Department. Through the process of evaluating the responsive firms, staff came to believe that a City-wide effort was needed that would provide long term gains both within Parks and Recreation and across the organization.

Since the work began, the Crux team and City staff have worked together to complete:

- Community research including market comparisons, individual interviews, focus groups and surveys that informed the branding work, and continue to be applied through the comprehensive plan update, and efforts to improve diversity and inclusion in Mission.
- A rebranding of City collateral with an expanding brand manual/style guide that will support staff and vendors for both existing and future applications.
- Updates to marketing collateral across departments.
- Powell Community Center signage and promotional materials.
- Social media training, an inventory of orphan social accounts, and updated page information for existing social media channels.
- Establishing analytics to track page visits and engagement over time.

There are several projects still underway, including:

- A complete custom WordPress redesign of the City website [www.missionks.org](http://www.missionks.org).
- Powell Community Center brand identity throughout the facility with ADA compliant doorway entrance signage.
- Hard copy program flyer designs for assistance and recreation programs.
- Additional marketing materials for the Powell Community Center amenities and rental packages.
- An email journey marketing strategy for the Powell Community Center.
- Analytics of online audience engagement.
- Consultation on updates to the Mission Magazine design.

Staff feels that the City's current methods of communication have been evaluated and

Related Statute/City Ordinance:	NA
Line Item Code/Description:	
Available Budget:	

<b>City of Mission</b>	Item Number:	8.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 6, 2021
<b>Administration</b>	From:	Emily Randel

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

refreshed with deliverables that are already improving our outreach to the broader community. Staff is more aware of the impact that our communication tools can have, and has a greater sense of pride in the deliverables that are being used now. Staff has developed collaborative working relationships and processes with the Crux team that will serve the organization well as we stand up a more robust internal communications team. This prepares the communication team to launch into 2021 ready for the next round of tasks with a more precise focus on improving broader outcomes, specifically, increasing the number of people who:

- Are reached by various communication tools.
- Engage with and share City content.
- Attend City events.
- Join the Community Center.
- Rent space at the Community Center and Mission’s outdoor parks.
- Take advantage of City assistance programs.

This will be achieved by more focus on interactive email marketing campaigns, more sophisticated tracking of analytic data on audience engagement and behaviors and modifying our content to improve those results. We will also be preparing for a phased communication strategy around the renewal of the street and parks sales taxes, supporting the roll out of the new street maintenance program, and expanding the role of communications in the implementation of programs across all departments.

At the time of the initial contract approval, staff suggested that if the contract was extended into future years, it would be for a lesser amount than the first contract year. This accounts for the significant accomplishments of the first year, including the research and rebranding, implementation of the brand across the organization, and the development of the new website. Staff recommends a renewal of the communications contract in the amount of \$60,000. This represents 50 hours a month at \$100 per hour, a reduction from the first year contract of 60 hours a week at \$125 per hour.

**CFAA IMPACTS/CONSIDERATIONS:** A key goal of Communities for All Ages is to provide opportunities for residents to be involved and keep all residents informed of city affairs and of employment and volunteer opportunities and other ways to be engaged. City communications must be engaging and relevant in order to achieve this goal.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	
Available Budget:	

SMALL WORDS HERE

# Landing Page Headline Here

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim.



## PREPARE FOR WINTER WEATHER THIS WEEK

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

## UPCOMING EVENTS

- JAN 7** 8:00 am - 5:00 pm  
**I AM A TEST EVENT #1**  
 Mission City Hall
- JAN 14** 8:00 am - 5:00 pm  
**I AM A TEST EVENT #2**  
 Powell Community Center
- JAN 26** 8:00 am - 5:00 pm  
**I AM A TEST EVENT #3**  
 Mission City Hall

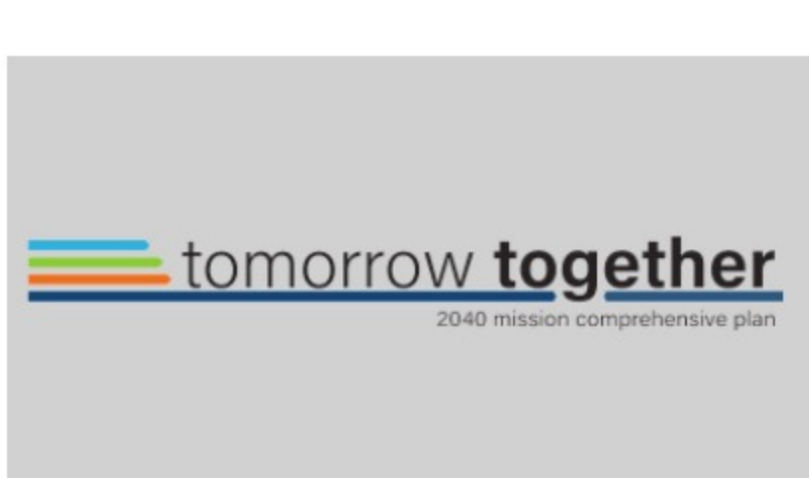
[VIEW ALL UPCOMING EVENTS](#)



## HOLIDAY LIGHT RECYCLING

Recycle your old holiday strand lights at Powell Community Center and Mack True Value. Holiday Light RecyclingThe Mission Sustainability Commission encourages you to...

[VIEW ALL LATEST NEWS](#)



## SHARE INPUT ON THE COMPREHENSIVE PLAN

Click here to visit the project website and share your ideas for the future of Mission. Advise the City on priorities, opportunities, areas of concern, and future...



## HOLIDAY ADOPTION PROGRAM

The holiday adoption program is now seeking donations. Read about how you can support families from our local schools. Gift tags listing requested gifts will be...

I want to...



## Services

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis

### RECYCLING, TRASH + YARD WASTE

Collection dates, accepted recyclables, bulky item collection, hazardous waste disposal, who to call for missed pickups.

### CODE ENFORCEMENT

Overview of property maintenance codes for residential + commercial properties, who to contact with questions or concerns.

### PERMITS

Not sure whether you need a permit? Everything you need to know and how to get started.

[VIEW SERVICES](#)

## Parks + Recreation

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis

### POWELL COMMUNITY CENTER

Get on the right track to a healthier you or reserve the perfect venue for your special event or business meeting. Indoor track and pool, cardio equipment, aerobics and spin rooms, gymnasiums, racquetball and pickleball courts, personal training, group fitness and more!

### AQUATICS

Dive in to swimming in Mission! Year-round opportunities for swim lessons, water aerobics, birthday pool parties (Indoor at the Powell Community Center or outdoor at the Mission Family Aquatic Center), home to Mission Marlins swim team.

### OUTDOOR PARKS

Spend time in Mission's outdoor spaces. Whether you need to work up a sweat or calm your mind, you can find the right place in our parks. View a full list of parks, their locations, amenities, and shelter and field rental information online.

[VIEW PARKS + RECREATION](#)



## Government

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis

### AGENDAS + MINUTES

Follow along or get caught up on City leadership's current decisions and discussions, and find out how you can attend a public meeting or make a public comment.

### WATCH MEETINGS ONLINE

Stay engaged and informed with recordings of City Council and Committee meetings

### JOBS

Join our team! View current job openings and how to apply.

[VIEW GOVERNMENT](#)

### CONTACT US

6090 Woodson St.  
Mission, KS 66202  
913.676.8350

### STAY IN THE KNOW

Get E-Notifications



### SERVICES

### PARKS + RECREATION

### GOVERNMENT

### ABOUT MISSION

### I WANT TO...

City Council+ Committees

Staff Directory

Job Openings

City Codes + Ordinances

Licenses + Permits

Report a Concern

Pay a Ticket or Fine

Register for a Recreation Program

Powell Community Center

Mission Family Aquatic Center

Recycling, Trash + Yard Waste

Mission Magazine

Calendar

Community Numbers



# Government

Local government is where policy and services meet to make a real difference in your community. Learn more about how it all comes together and how you can play an active role.



### AGENDAS + MINUTES

View recent and archived meeting materials.



### BOARDS + COMMISSIONS

Learn about Mission's commissions or volunteer to serve.



### DEPARTMENTS

Find answers to your specific questions about City services.



### EMPLOYEE INFORMATION

Information for existing City staff.



### GOVERNING BODY

Meet your Mayor and City Council.



### HOW TO ENGAGE

Attend a meeting, share feedback and stay informed.



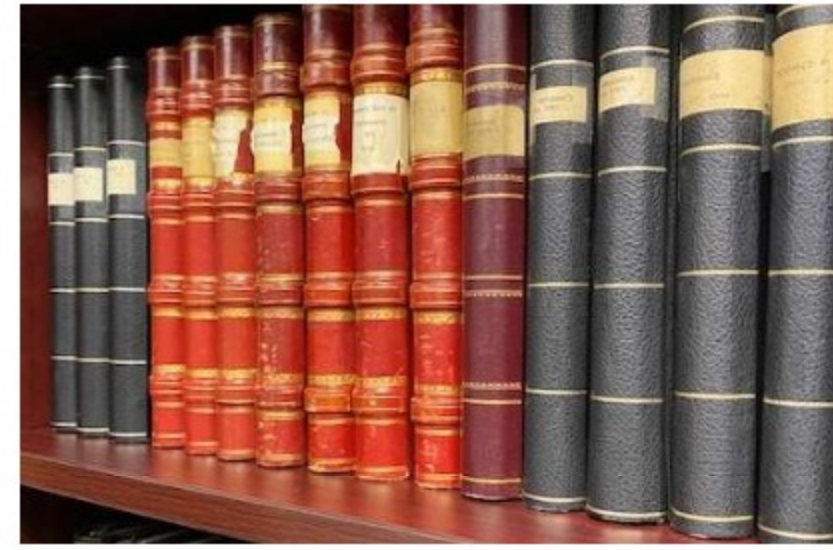
### JOB OPENINGS

Apply for a job in Mission.



### LEGISLATIVE PRIORITIES

Read Mission's state legislative platform and policy initiatives.



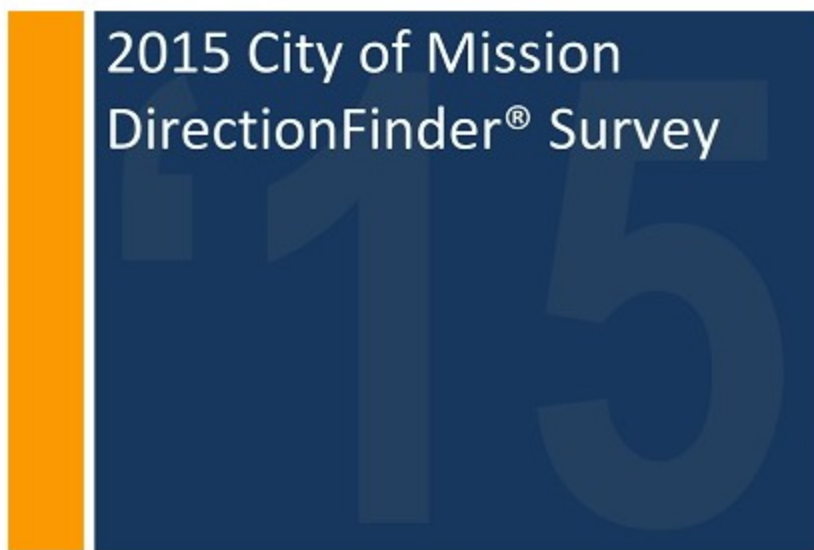
### MUNICIPAL CODE

Search and read Mission's codes and ordinances.



### STAFF DIRECTORY

Contact Mission staff in each department.



### SURVEYS

Learn how local residents feel about top issues facing our community.



### VOTING + ELECTIONS

Register to vote and prepare for upcoming elections.



### WATCH MEETINGS ONLINE

Click to watch City Council and Committee meetings.

#### CONTACT US

6090 Woodson St.  
Mission, KS 66202

913.676.8350

#### STAY IN THE KNOW

Get E-Notifications



#### SERVICES

#### PARKS + RECREATION

#### GOVERNMENT

#### ABOUT MISSION

#### I WANT TO...

City Council+ Committees

Staff Directory

Job Openings

City Codes + Ordinances

Licenses + Permits

Report a Concern

Pay a Ticket or Fine

Register for a Recreation Program

Powell Community Center

Mission Family Aquatic Center

Recycling, Trash + Yard Waste

Mission Magazine

Calendar

Community Numbers

## CITY GOVERNMENT

DEPARTMENTS

## PUBLIC WORKS ▲

[Construction Updates](#)

[Report a Concern](#)

[Snow Removal Routes](#)

[Street Program](#)

[Utility Contacts](#)



# Snow Removal Routes

## CITY OF MISSION SNOW OPERATIONS

Mission Public Works operates two 12-hour snow shifts of four to five crew members. There are four snow removal routes: two that focus on main thoroughfares ([Routes A and B](#)), and two that focus on the residential streets ([Routes 1 and 2](#)).

## HELP OUR CREWS

When snow is imminent, moving parked vehicles off the street will expedite snow removal.

Streets are prioritized by terrain, visibility and amount of traffic. For instance, a street with hills and corners will take priority over a street that is flat and straight.

Read [Mission City Code](#) pertaining to driving and parking restrictions in weather events.

Thank you for your patience as our crews work the removal plan day and night!

## Public Works

4775 Lamar Avenue  
Mission, KS, 66202

Phone: 913-676-8375

Fax: 913-262-6916

Hours:

Monday – Friday

8:00 AM – 4:00 PM

Summer Hours:

Monday – Friday

6:00 AM – 2:00 PM

## CONTACT US

6090 Woodson St.  
Mission, KS 66202

913.676.8350

## STAY IN THE KNOW

Get E-Notifications

Email

## SERVICES

## PARKS + RECREATION

## GOVERNMENT

## ABOUT MISSION

## I WANT TO...

[City Council+ Committees](#)

[Staff Directory](#)

[Job Openings](#)

[City Codes + Ordinances](#)

[Licenses + Permits](#)

[Report a Concern](#)

[Pay a Ticket or Fine](#)

[Register for a Recreation Program](#)

[Powell Community Center](#)

[Mission Family Aquatic Center](#)

[Recycling, Trash + Yard Waste](#)

[Mission Magazine](#)

[Calendar](#)

[Community Numbers](#)

## Collateral Catalogue

Item	Department	Description	Priority 1 Indicates Highest Priority	Priority 2 Indicates 2nd Tier Priority	Priority 3 Indicates Wish List/Lowest Priority	
<b>SWAG</b>						
Magnetic name badges	ALL	Kathryn in conversation w/ OP Awards & Office Sign Company (two proofs coming)	X			Done
Lapel pins	ALL	Kathryn in conversation w/ Tower about pricing for full logo	X			In Progress
ID Badge	ALL	Multiple options to select from	X			On Hold
<b>Business Stationery</b>						
Greeting Card	ALL	Blank Inside Greeting Card for Thank Yous, etc.	X			
Business Envelope-Window	ALL	Admin, CDD, Parks, Police, Court, Public Works	X			
Business Envelope-No Window	ALL	Admin, CDD, Parks, Police, Court, Public Works	X			
Business Cards	ALL	Admin, CDD, Parks, Police, Court, Public Works	X			
<b>Templates (Word &amp; Google Docs)</b>						
Agenda Template	ADMIN	Google Doc & Word Document	X			
Memo Template	ADMIN	Google Doc & Word Document	X			
Press Release	ADMIN	Google Doc & Word Document	X			
<b>Email Signatures</b>	ALL	Design & tutorial	X			
<b>E-Newsletter</b>	ALL	Admin & Parks	X			
<b>PowerPoints</b>	ALL	Admin, CDD, Parks, Police, Court, Public Works	X			
<b>Social Media Cover &amp; Profile Images</b>	ALL	Admin FB, Twitter, LI, Nextdoor; Parks FB, Twitter, Instagram	X			
<b>Financial Report Cover Page</b>	ADMIN	Per Laura's email week of 9/14	X			
<b>Employee Reconciliation Certificate</b>	ADMIN	PowerPoint Template	X			
<b>Police Certificate Template</b>	POLICE	PowerPoint Template	X			
<b>Zoom Backgrounds</b>	ALL	Color background options & photo background options	X			
<b>Applications (Word &amp; Google Docs)</b>						
Commercial Building Permit Application	CDD	Form used specifically for commercial construction and renovations	X			
Inspection Report	CDD	Inspection checklist report	X			
Plan Review Letter- Commercial	CDD	Letter template to show project progress	X			
Plan Review Letter- Residential	CDD	Letter template to show project progress	X			
Residential Building Permit Application	CDD	Form used specifically for Residential construction and renovations	X			
Sign Permit Application	CDD	Required for new and/or replacement signs and temporary sign display.	X			
Sign Permit Check List	CDD	Required for new and/or replacement signs and temporary sign display.	X			
Application for Rental Property License	CDD	Single Family / Multifamily annual rental license and renewal form	X			
Community Rebate Program	CDD	Community Rebate Program information & form	X			
Neighborhood Grant Program	CDD	Neighborhood grant program information, application, barricade request form	X			
Mission Possible	CDD	Program information, application form	X			
Development Application	CDD	Rezoning, Plat, Site Plan, SUP, Lot Split uses.	X			
Public Meeting Notice (update content too)	CDD	Public meeting notice for Community Development meeting	X			
Right of Way Permit Application	PUBLIC WORKS	Form	X			
<b>Programs &amp; Events</b>						
Graphics - Parks special events (update content too)	PARKS	Graphics for Parks & Rec trip info, special events, programming, program guide	X			
Graphics - Parks Programs (update content too)	PARKS	Graphics for Championship Tree, Celebration Tree, Adopt-A-Park, etc. brochures and promotions	X			
2-sided Flyer w/ Upcoming Events	PARKS	Due 10/8	X			
Fitness Class Quick Descriptors	PARKS	Due 10/15	X			
Flyer Template in Word	PARKS	Due 10/15	X			
Front Desk Brochures w/ Pricing & Floor Plans (2)	PARKS	Due ASAP	X			
Mission Magazine Newsletter Template Refresh	ADMIN	New headers and footers for newsletter layout	X			
Winter Activity Guide	PARKS	Design section templates	X			
Monument Signage	PARKS	Getting bids, revising options 1 & 3 per Penn's email	X			



Membership Information	PARKS	Informational flyer with membership pricing, insurance membership information and member benefits	X		
Birthday Party Information	PARKS	Email: "Rental Collateral" - attached	X		
Car Window Decal	PARKS	Shared design with Penn, awaiting approval	X		
Police Recruitment Brochure	POLICE		X		



## 2020-2021 Social Media Calendar

Month	Deliverable	Date	Topic	Content	Who crafts post?	Does post require a graphic or a photo? Which?	Where is the photo saved?	Who designs graphic?	Who schedules or publishes the post?	Posted on Nextdoor? Which staff member posts?	Do we also need a graphic for digital signage?	Do we also need to add to website calendar or news page? If yes, who will do this?	Status <small>(In progress, Post written, Graphic designed, Post scheduled, Posted, Needs City approval, Needs Crux approval)</small>
DECEMBER	City Facebook, Twitter, Nextdoor (CDD)	12/15/2020	Introduction, FAQs & Common Winter Codes	Intro to Code of the Month, codes commonly seen during winter months	Nilo crafts, Crux edits	Graphic	n/a	Kathryn	Kara schedules	Nilo	No	No	Posted
	City Facebook, Twitter, Nextdoor (Public Works)	12/21/2020	1st Day of Winter	Snow removal campaign	Crux	Photo	<a href="#">Google Drive</a>	n/a	Kara schedules	Emily	No	Emily	Posted 12/21
	Parks Facebook, Twitter	12/24/2020	Christmas Eve/Christmas	PCC hours 5:30am-2pm/PCC closed	Crux	Graphic	n/a	Cody	Kara schedules	No	Yes	No	Approved & scheduled for 12/23 at 9am
	City Facebook, Twitter, Nextdoor	12/24/2020	Christmas Eve/Christmas	City offices closed	Crux	Graphic	n/a	Cody	Kara schedules	No	No	Emily	Approved & scheduled for 12/23 at 9am
	City Facebook, Twitter, Nextdoor	12/25/2020	WCA Trash Holiday	Post on 12/23	Crux	Graphic	n/a	Cody/Kathryn	Kara schedules	Nilo	No	Nilo	Posted on 12/23 at 1 pm
	City Facebook, Twitter, Nextdoor	12/28/2020	Bulky Item Pickup	Post on 12/27	Crux	Graphic	n/a	Kathryn	Kara schedules	Nilo	No	Nilo	Copy approved, graphic approved Schedule for 12/26 at 8am
	City Facebook, Twitter, Nextdoor	12/28/2020	Christmas Tree Disposal	WCA will accept trees at the curb, cut into 4' sections, decorations removed	Nilo	Graphic - SM Post article	n/a	n/a	Nilo	Nilo	No	Nilo	In progress
	Parks Facebook, Twitter	12/31/2020	New Year's Eve	PCC hours 5:30am-2pm	Crux	Graphic	n/a	Cody	Kara schedules	No	Yes	No	Approved & scheduled for 12/31 at 1pm
	City Facebook, Twitter, LinkedIn	12/31/2020	New Year's Eve	Happy New Year	Crux	Graphic	n/a	Cody	Kara schedules	No	No	No	Are these scheduled? Can they go earlier than 1 p.m.?
	Police Facebook, Twitter	12/31/2020	New Year's Eve	Happy New Year	Crux	Graphic	n/a	Cody	Kara schedules	No	No	No	Are these scheduled? Can they go earlier than 1 p.m.?