



MINUTES OF THE MISSION CITY COUNCIL MEETING

September 15, 2021

The Mission City Council met in a regular meeting on Wednesday, September 15, 2021 at 7:00 p.m. The meeting was called to order by Council Vice-President Thomas. The following councilmembers were in attendance: Ken Davis, Sollie Flora, Debbie Kring, Kristin Inman, Hillary Thomas, Arcie Rothrock and Trent Boultinghouse. Mayor Appletoft and Councilmember Schlossmacher were absent.

Council Vice-President Thomas explained that in consideration of on-going COVID-19 health concerns, the meeting was also offered virtually through Zoom if preferred. The public was invited to participate in the meeting by using the instructions included in the City Calendar item listed on the front page of the website. For those participating virtually, they had the option of utilizing the "chat" feature to voice their comments which would be read aloud. The members of the public in-person, were encouraged to raise their hand and stay at their seats to be called on. Council Vice-President Thomas requested that anyone commenting to state their name and city of residence as well as to be conscientious of others talking and to speak clearly and slowly.

REVISED AGENDA

The Council considered a revised agenda to include, under Public Hearings, the resolution approvals for exceeding the revenue neutral rate for the City of Mission and Rock Creek Drainage Districts No. 1 and 2. The Police Department Promotions were also removed to be rescheduled.

Moved by Flora, seconded by Boultinghouse to approve the September 15, 2021 City Council meeting Agenda as revised. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

PUBLIC HEARING

Public Hearing for the 2022 Budget, 2022 Budget Rock Creek Drainage District #1 and the 2022 Budget Rock Creek Drainage District #2



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Vice-Council President Thomas stated that this was the official public hearing on the 2022 Budget for the City of Mission, Rock Creek Drainage District No.1 and Rock Creek Drainage District No. 2. The notice of the public hearing was published in The Legal Record on August 31, 2021.

Council-Vice President Thomas opened the public hearing and invited Ms. Smith to give a brief presentation on the budget, including:

Overview:

- City's 2022 Budget includes 19 individual funds
- \$25.6 million is estimated in expenditures
- \$22.4 million estimated in revenue
- Sales tax revenues remain strong with the need to renew in 2021 for a 3/8 cent retailer sales tax
- Current mill rate of 17.047
- Revenue Neutral Rate: 16.300, resulting in \$135,000 revenue, additional average of \$1.83/month per homeowner

General Fund:

- Largest portion of the annual budget at 53%
- Covers all operating departments/services and some capital expenses
- Revenues in the amount of \$13.2 million, representing a 2% increase from 2021
- Expenditures in the amount of \$13,574,845 million, representing a 6% increase from 2021
- Annual operating budget supported by four primary revenue streams: sales/use taxes, property taxes, parks and recreation revenues, and fines and forfeitures
- Incorporates several Council objectives including: maintaining the Franchise and Mill Rate Rebate program, increase in health and welfare benefits, subsidizing a portion of the annual Solid Waste Utility Rate and maintaining funding for the Business Improvement Grant (BIG)



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Capital and Supplemental Considerations - 2022:

- Consulting services – Financial management software implementation - \$40,000
- Replacement of four network switches - \$24,000
- Laptop computer replacement - \$29,000
- Additional marketing and PR materials - \$18,650
- Mental Health Co-Responder - \$50,000
- Replace admin/investigation vehicle - \$37,000
- Public Works equipment - \$279,000
- Mission Market site improvements - \$30,000
- Streetlight pole banners - \$12,000
- Dog park improvements - \$200,000

Capital Improvement Plan:

- A five-year program covering streets, stormwater, parks and recreation
- Generally supported by dedicated revenue streams that increases transparency and accountability
- Stormwater annual revenues: \$3.2 million
- Streets annual revenues: \$2.37 million
- Parks + Recreation annual revenues: \$1.04 million
- Proposed projects include: Rock Creek Channel repairs, stormwater maintenance and debt service, residential street maintenance program, UBAS treatments, design of Foxridge Phase II, street debt service, reconstructed tennis courts, park improvements, MFAC debt service.

There were no comments from the public and Council Vice-President Thomas closed the public hearing. In accordance with the provisions of Senate Bill 13, at the end of the public hearing, resolutions must be considered by the City Council affirming its intent to exceed the revenue neutral rate for the City of Mission, Rock Creek Drainage District No. 1 and Rock Creek Drainage District No. 2 budgets.

Moved by Davis, seconded by Kring to approve the Resolution confirming the intent of to levy a property tax rate exceeding the revenue neutral rate for the City of Mission's 2022 Budget. Voting AYE: Davis, Flora, Kring, Inman,



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Thomas, Rothrock, Boultinghouse. **Motion Carried.**

Moved by Kring, seconded by Rothrock to approve the Resolution confirming the intent of to levy a property tax rate exceeding the revenue neutral rate for the Rock Creek Drainage District No. 1 2022 Budget. Voting AYE: Davis, Flora, Kring, Inman, Thomas, Rothrock, Boultinghouse. **Motion Carried.**

Moved by Boultinghouse, seconded by Flora to approve the Resolution confirming the intent of to levy a property tax rate exceeding the revenue neutral rate for the Rock Creek Drainage District No. 2 2022 Budget. Voting AYE: Davis, Flora, Kring, Inman, Thomas, Rothrock, Boultinghouse. **Motion Carried.**

SPECIAL PRESENTATION

Mission Marlins Season Review

Coach Alissa Ruffin presented a season review for the Mission Marlins Swim Team. She explained that this season included COVID-19 safety modifications such as fewer swimmers, shorter practices as well as the final MoKan Swim Championships being held at an alternate pool for space. They had 225 athletes with 75% coming from neighboring communities as well as coaches that travelled as far as Gardner. They ended the year with a successful championship and taking 1st places in Novice Class, Level II and in the Eighth Division. Ms. Ruffin thanked Jenna Dickman, Aquatics Facility Manager, staff and Council for all their support.

Council-Vice President Thomas thanked Ms. Ruffin and her team and congratulated them on a successful season.

Suicide Awareness Month Proclamation

Council Vice-President Thomas stated that the first proclamation recognizes September as National Suicide Prevention Awareness Month. She commented



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that many organizations and individuals throughout the Community work to collaborate and raise awareness of suicide prevention resources which are available to all. She recognized and thank our educators, mental health professionals, police officers and our Mental Health Co-responder for all their work on this crucial matter.

Council Vice-President Thomas stated, for the record, the National Suicide Prevention Lifeline that is staffed 24 hours a day, 7 days a week to assist those in need as well as provide support for their loved ones. That number is 1-800-273-8255 or 1-800-273-TALK. She added that we hope for continued progress for those tirelessly working in this effort and well-being and care for those experiencing distress.

Happy Bottoms Proclamation

The final special presentation recognized "Diaper Needs Awareness Week 2021." Council Vice-President Thomas explained that for the past few years, Mission has observed this week by issuing a proclamation to raise awareness of the widespread need for diapers to improve the health and welfare of infants and toddlers. Diapers cannot be bought with food stamps or WIC vouchers, and a monthly supply can cost as much as 6% of a full-time minimum wage worker's salary. To assist with meeting the need for diapers, the City has promoted a diaper donation effort. Diapers collected this month will be delivered to the Happy Bottoms diaper bank in Kansas City. Diapers and wipes will be collected at City Hall and the Community Center through the end of the month and donated to Happy Bottoms.

CONSENT AGENDA

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

- 4a. Minutes of the August 18, 2021 City Council Meeting
- 4b. Revisions to Municipal Code Regarding Alcoholic Liquor and Cereal Malt Beverage



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- 4c. Resolution Declaring Surplus Property
- 4d. City Sponsored Special Events – Mission Summer Family Picnic
- 4e. Fireworks Permit Approval
- 4f. Tree Maintenance Services
- 4g. Pool Filter Replacement at Community Center

Voting AYE: Boultinghouse, Davis, Flora, Kring, Thomas, Inman. **Motion Carried.**

PUBLIC COMMENTS

COMMITTEE REPORTS

Finance and Administration Committee

Councilmember Kring reported that the Finance & Administration Committee met on September 1st and considered a total of eleven items. Three budget resolutions required in accordance with Senate Bill 13 were considered immediately following the public hearing. The acceptance of the meeting minutes were approved under the Consent Agenda along with the Revision to the Municipal Code Regarding Alcoholic Liquor and CMB, the Surplus Property Resolution, the City Sponsored Special Event and the Fireworks Permit Approval. There were six additional items to consider on the Regular Agenda.

Adoption of 2022 Budget - Resolutions Considered Immediately Following Public Hearing

Councilmember Kring reported that the 2022 Budget is a balanced budget, as required by law, and maintains the City's high service levels and sound financial position while also minimizing the tax burden on our citizens and businesses. We believe the 2022 Budget continues to address the challenges presented by the COVID-19 pandemic, which presents both short and long-term issues requiring careful evaluation and consideration. The 2022 Budget had been discussed and developed through a number of public



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meetings, including the formal public hearing. In order to complete the 2022 budget process, the Council takes action, in the form of three separate motions to formally adopt the 2022 budgets for the City of Mission, Rock Creek Drainage District No. 1, and Rock Creek Drainage District No. 2.

Moved by Kring, seconded by Flora to approve the 2022 budget for the City of Mission. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

Moved by Kring, seconded by Rothrock to approve the 2022 budget for the Rock Creek Drainage District No. 1. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

Moved by Kring, seconded by Davis to approve the 2022 budget for the Rock Creek Drainage District No. 2. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

2022 Budget Resolution

Councilmember Kring explained that as a part of the annual budget process, the City Council adopts a budget resolution which outlines and describes the financial policies, tax and fee structures and other related issues identified in a particular fiscal year. The Resolution has been prepared and updated based on the staff, Council and public input received to date in the budget process.

Moved by Kring, seconded by Davis to approve the 2022 Budget Resolution outlining the policy decisions, mill levies, and fees included in the City of Mission, Rock Creek Drainage District #1 and Rock Creek Drainage District #2 budgets for 2022. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**



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2022-2026 CIP Resolution

Councilmember Kring explained that as a part of the annual budget process, the Governing Body adopts a resolution that addresses the recommended five-year infrastructure plan, also referred to as Mission's Capital Improvement Program (CIP). The revenues and expenses programmed in the CIP for 2022 are included in the 2022 Recommended Budget in the appropriate funds. The remainder of the CIP is designed to be fluid and flexible in order to evaluate and address changes in resources or priorities in future years. Projects which have been identified or discussed but were not specifically included in the 2022-2026 CIP are outlined in the body of the Resolution in order to establish a public record/reminder of historical considerations. These projects may eventually be programmed within the 5-year plan as a part of future budget discussions. Approval of the 2022-2026 CIP does not commit the City to any specific expenditures beyond those detailed in the 2022 Budget.

Moved by Kring, seconded by Rothrock to approve the Resolution adopting the City of Mission's 2022-2026 Capital Improvement Program (CIP). Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

Resolution Approving a Master Capital Improvement Plan (CIP) for the City of Mission

Councilmember Kring reported that in June, the City Council passed Charter Ordinance No. 32 in order to allow the City to proceed with issuing general obligation bonds to finance all or a portion of the costs associated with upgrading Mission's street light network to LED as part of the Facility Conservation Improvement Program (FCIP). A master plan for public improvements has been proposed that is related to acquisition of equipment, vehicles or personal property to be used in relation to these improvements and must be approved by the Governing Body prior to issuance of any debt.



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The other requirements imposed on cities when issuing debt still apply to any debt considered in accordance with a Charter Ordinance of this type. This Resolution approves a Master Plan and communicates the City's intent to proceed with certain improvements as included in the Master Plan, more specifically, the street light program at a maximum cost of \$422,000.

Moved by Kring, seconded by Boultinghouse to approve the Resolution approving the Capital Improvement Master Plan for the City of Mission and communicating the City's expectations to finance certain costs for the street light program in the maximum amount of \$422,000 plus capitalized interest, interest on any temporary financing, and costs of issuance. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

Resolution Authorizing the Sale of General Obligation Bonds, Series 2021A (FCIP Improvements)

Councilmember Kring explained that this resolution signals the City's intent to take the General Obligation Bonds, Series 2021A to the market on October 20, 2021. The proposed issue includes financing to make improvements identified as a part of the Facility Conservation Improvement Program (FCIP) as well as replacement of the pool filter at the Powell Community Center. FCIP Program improvements will be made at City Hall/Police Station, the Mission Public Works facility, the Powell Community Center, to the City's street light network, and to various traffic signals throughout the City.

The pre-sale report for this issue was prepared by Ehlers and describes the purpose and intent of the financing as well as the anticipated debt service schedule. Debt service on these bonds is anticipated to be paid from energy and operations and maintenance savings which will occur in the General Fund as well as other General Fund revenues. The City will request a new rating on these bonds from Standard & Poor's. In order to obtain the lowest interest cost, the City will solicit competitive bids. The Resolution was prepared by



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the City's Bond Counsel, Gilmore & Bell, does not commit the City to financing, and is used to authorize staff, our Financial Advisor and our Bond Counsel to proceed with preparing the offering documents.

Moved by Kring, seconded by Davis to approve the Resolution setting the sale at 10 a.m. on October 20, 2021 for General Obligation Bonds, Series 2021A which will fund improvements identified as a part of the Facility Conservation Improvement Program (FCIP) as well as replacement of the pool filter at the Powell Community Center. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

2021 Classification and Compensation System Recommendations

Councilmember Kring reported that in March 2017, the City implemented organization wide adjustments to its classification and compensation system based on a study conducted by The Austin Peters Group (APG). The study reviewed market data to identify any potential structural deficiencies and also addressed changes in City operations and staffing over time that may have affected the type, scope or level of work being performed by a particular position. In late 2020, based on organizational needs and changes, APG was engaged for a review and update to Mission's classification and compensation system which included a market analysis and recommendations regarding range and compression adjustments.

As the 2021 budget year unfolded, and with the confirmation that the City will be receiving funds through the American Rescue Plan (ARP) Act, staff presented the APG report to Council to confirm an appropriate market position. Staff recommended remaining competitive at the 60th percentile and presented several position reclassifications and a restructuring in the Police Department. After several meetings, Council supported the recommendations and staff proceeded with developing a specific implementation strategy and refined costs to be considered as a part of the 2021 Revised and 2022 Recommended Budget discussions with implementation in fall 2021. The Resolution outlines staff recommendations



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related to updates to Mission's Classification and Compensation Plan.

Councilmember Flora thanked all the staff for the work they do and their commitment to the City, especially during the pandemic. She indicated her full support for implementation of the classification and compensation recommendations.

Councilmember Rothrock commented that the employees are the City's greatest asset and she would also be supporting the resolution.

Ms. Smith added that staff has been very appreciative of Council's support of the plan and willingness to move toward implementation. She believes it will assist with both retention and recruitment.

Moved by Kring, seconded by Flora to approve the Resolution outlining the recommendations and implementation schedule for changes to Mission's employee Classification and Compensation Plan. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman. **Motion Carried.**

Community Development Committee

Councilmember Thomas explained that all of the items for the Community Development Committee were approved under the Consent Agenda.

NEW BUSINESS

There was nothing to consider under New Business.

COMMENTS FROM THE CITY COUNCIL

Councilmember Flora reminded everyone that Saturday was the Mission Business District Sidewalk Sale which will include live music.



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Councilmember Davis thanked the Public Works Department for their response on a pavement hole in the Countryside subdivision.

Councilmember Rothrock reported that the Tyler House is hosting the Mission Suicide Prevention Walk on Saturday, September 25 on Johnson Drive.

Councilmember Kring mentioned that the City should be proud of the small businesses that continue down Johnson Drive and look for future infrastructure improvements to help those businesses.

Councilmember Inman reminded everyone to send in their sales tax mail ballot by September 21.

MAYOR'S REPORT

There was no Mayor's report.

CITY ADMINISTRATOR'S REPORT

Ms. Smith reported that through August the City's finances continue to perform well and staff will update the future interim financial reports based on the revised 2021 Budget adopted at earlier in tonight's meeting.

In recognition for the Suicide Prevention Awareness Month and candlelight walk, staff has been working internally through the Police Department in connection with Tyler's House to participate as a partnership to raise awareness.

For the election on Tuesday, all ballots must be in by noon and there will be an available drop box at 6000 Lamar.

The Shawnee Mission Post will be hosting a candidate forum, next Tuesday at the Community Center, for candidates that have a contested election only.

Mission Market was nominated as part of The Pitch's Best Farmer's Markets



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and voting will be open until September 30.

Johnson County Wastewater will have a virtual and in-person meeting on September 29, at the Nelson Treatment Facility, to review and respond to questions about future improvements.

Councilmember Davis thanked staff for the budget process, adding that it is a lot of work and is greatly appreciated. Councilmember Thomas agreed.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Council Vice-President Thomas announced that the public video from tonight's meeting will be available through a link on the City's website - missionks.org.

Moved by Kring, seconded by Davis to adjourn the meeting at 7:54 p.m. All present voted AYE. **Motion carried.**

Respectfully submitted by Audrey McClanahan, City Clerk.

Hillary Thomas, Council Vice President

Audrey M. McClanahan, City Clerk