



MINUTES OF THE MISSION CITY COUNCIL MEETING

December 15, 2021

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

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

Comments from Mayor and Councilmembers **Presentation to Councilmember Arcie Rothrock** **Presentation to Mayor Ron Appletoft**

Mayor Appletoft explained that the meeting marks a change in the composition of the City Council following the November elections. However, in consideration of extreme weather, there was a need to postpone the celebrations and comments related to the transition of several of the leadership positions on the Governing Body. He encouraged anyone on the



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Council to save those comments for a rescheduled reception on Wednesday, January 12th at 5:00 p.m. prior to the Committee meetings.

Assistant City Administrator Emily Randel commented that we look forward to additional remarks at a later date when everyone can celebrate together. Ms. Randel thanked Mayor Appletoft and Councilmember Rothrock for their service.

Installation of Elected Officials

Ms. McClanahan issued the oath of offices for Hillary Thomas (Ward I), Lea Loudon (Ward II), Debbie Kring (Ward III) and Ben Chociey (Ward IV) for position of councilmember. Ms. McClanahan then issued the oath of office for Sollie Flora for position of Mayor. Ms. Randel congratulated the newly elected members of the Governing Body.

PUBLIC HEARING

2021 Budget Amendment

Mayor Flora explained that there was one public hearing which was the Amendment to the 2021 Adopted Budget. She opened the public hearing and invited Deputy City Administrator Brian Scott to provide his overview.

Mr. Scott reported that the City Council adopted the current 2021 budget which established the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes.

Mr. Scott advised that as the end of the year approaches, Staff reviews all budgeted funds to determine if there have been changes which require a formal budget amendment. For 2021, that analysis revealed an increase in the Special Parks and Recreation Fund because of a lease-purchase agreement that the City entered into earlier this summer for the purchase of fitness equipment at the Community Center. For accounting purposes, the proceeds



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and expenses from the lease-purchase are recognized in this fund, thus necessitating the need to increase the budget authority of this fund. The Rock Creek channel repair between Nall Avenue and Roeland Drive was not completed until spring of 2021 and final payment made in early summer. Because the project extended beyond the 2020 budget year when it began and was originally fully funded, expenditure authority in budget year 2021 needs to be increased to cover the final expenditures for this project, which were paid from the proceeds of bonds issued in 2020. Proceeds from the sale of City vehicles are deposited in the Equipment Reserve and Replacement Fund to be used for future vehicle purchases. Revenues from the sale of City vehicles was greater than anticipated in 2020. This, in combination with a healthy fund balance, provided an opportunity to purchase a backhoe for the Public Works Department in 2021. This purchase necessitates the need to increase the expenditure authority for this fund for 2021.

Also, The American Rescue Plan Act (ARPA) was signed into law in January of 2021. This legislation directs nearly \$1.9 trillion to local governments throughout the United States to assist in recovery efforts from the COVID-19 pandemic. The City of Mission received an allocation of approximately \$1.5 million of ARPA funds from the Federal government. The City intends to use these funds to replace revenue lost because of the pandemic. Mission's ARPA funds are distributed in two tranches. The first was received in July 2021, and the second will follow in approximately one year. The funds were deposited in a newly created ARPA Fund until final accounting can be completed, and funds transferred to the General Fund or spent on something else. Creating the fund requires establishing budget expenditure authority.

There being no comments, Mayor Flora closed the Public Hearing and added that the resolution would be considered under the Finance and Administration Committee report.

SPECIAL PRESENTATION

There were no Special Presentations.



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ISSUANCE OF NOTES AND BONDS

There were no Issuance of Notes and Bonds.

CONSENT AGENDA

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

- 4a. Minutes of the November 17, 2021 City Council Meeting
- 4b. Property and Casualty Insurance Renewal
- 4c. KERIT Workers' Compensation Insurance Renewal
- 4d. 2022 Special Alcohol Tax Fund Allocations
- 4e. 2022 Budget Ordinance
- 4f. Ordinance Directing City Administrator to Spend According to Budget
- 4g. 2022 Cereal Malt Beverage License Renewals
- 4h. Update of Bank Signatories
- 4i. 2022 Mowing Contract
- 4j. Ratification of Expenditure of Emergency Stormwater Repairs – 56th Street and Beverly Lane

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

PUBLIC COMMENTS

There were no Public Comments.

PLANNING COMMISSION

There were no items from the Planning Commission.



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COMMITTEE REPORTS

Finance and Administration Committee

Councilmember Kring reported that the Finance & Administration Committee met on December 8 and considered a total of 14 items. The acceptance of the meeting minutes were approved under the Consent Agenda along with the insurance renewals, Special Alcohol Tax Fund allocations, budget ordinances, CMB renewals and update to the bank signatories. There were five additional items for review on the Regular Agenda.

Resolution Amending the 2021 Budget

Councilmember Kring reported that the adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. State law requires that a public hearing be held when amending the budget. A public hearing was held at the beginning of the City Council meeting.

Expenditures that require the budget to be amended include an increase in the Special Parks and Recreation Fund, a final payment for the Rock Creek Channel repair, an equipment purchase for Public Works as well as creating the fund for the allocation of ARPA funding from the Federal Government. The budget amendment is approved through a resolution and will increase the expenditure authority in the 2021 Budget only for those funds detailed in the Action Item summary.

Moved by Kring, seconded by Davis to approve the resolution to amend the maximum expenditure authority for the Special Parks and Recreation Fund, Storm Water Utility Fund, Equipment Replacement Fund, and the American Rescue Plan Act Fund in the City of Mission's 2021 Budget. Voting



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AYE: Boultinghouse, Davis, Flora, Rothrock, Thomas, Schlossmacher, Inman and Kring. **Motion Carried.**

2022 Legislative Priorities

Councilmember Kring explained that the 2022 Legislative Program outlines the City's priorities and areas of interest or concern to be communicated to our state legislators at the outset of the legislative session. The City Administrator and Mayor drafted and reviewed the 2022 Proposed Legislative Priorities with input from Stuart Little and Mallory Lutz with Little Government Relations (LGR), the City's legislative advocates. As with previous year's programs, they have been developed from the League of Kansas Municipalities annual Statement of Municipal Policy, Mission's previous program, and with guidance from LGR on issues of potential interest or concern for Mission in the upcoming legislative session.

Based on feedback provided at the December 6 Finance and Administration Committee, the following language was added to the program under the "Promotion of Equity and Equality" heading: "While we recognize they are unenforceable, Mission supports, advocates and encourages efforts to address statewide legislation which would streamline the legal process for removing recorded covenants or restrictions that restrict ownership based on race, religious belief or national origin from deeds, declarations, and other documents."

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

2022 Personnel Policies and Guidelines

Councilmember Kring reported that each year staff conducts a review of the City's Personnel Policies and Guidelines. The review ensures that the City's personnel policies conform with the most current federal and state regulations



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and accurately reflect the organization's current policies and practices.

This year, the recommended changes include the proposed addition of the Juneteenth holiday to the City's list of holidays observed. The changes also include an adjustment to how donated leave is administered, slight clarifications of the paid parental and caregiver leave that was implemented in 2021, a cap of supplemental pay for workers compensation, and clarification based on statute related to time off for victims of domestic assault and/or sexual assault is also included.

Changes to the policies are approved by ordinance, which incorporates them into the City of Mission Municipal Code with an effective date of January 1, 2022.

Moved by Kring, seconded by Davis to approve the ordinance adopting the changes proposed to the City of Mission's Personnel Policies and Guidelines effective January 1, 2022. Voting AYE: Boultinghouse, Davis, Flora, Rothrock, Thomas, Schlossmacher, Inman and Kring. **Motion Carried.**

Ordinance Designating Common Consumption Area

Councilmember Kring explained that Kansas Statute allows for the creation of a common consumption area to permit the possession and consumption of alcoholic liquor, specifically during a civic or special event and for use on sidewalk cafes and patios. Mission has included alcohol sales at various special events in recent years including the Mission Market and food truck nights. Current regulations require the Governing Body to approve each time alcohol is to be sold, served, dispensed, and consumed in public parks, public parking lots and other City property. Temporary Extension of Premise permits are required for licensed establishments to extend their on-premise area for sale and consumption.

A common consumption area would facilitate easier permitting and greater flexibility for these events. Following the approval of the ordinance, the City will apply for a Common Consumption Area Permit from the State of Kansas



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Alcohol Beverage Commission. Private events will require a Special Event Permit approved by the Community Development Department. Staff will review each application for event details, any safety concerns, and will review impacts to traffic, noise, parking accommodations, event layout and expected attendance.

Moved by Kring, seconded by Davis to approve an ordinance to establish a Common Consumption Area in Mission's Downtown Area between Roeland Drive to Lamar Avenue and authorizing the possession and consumption of alcoholic liquor within its boundaries. Voting AYE: Boultinghouse, Davis, Flora, Rothrock, Thomas, Schlossmacher, Inman and Kring. **Motion Carried.**

Board and Commission Liaisons

Councilmember Kring reported that in 2019, interest was expressed in establishing formal Council liaison positions to the City's various advisory boards and commissions. The City Council Policy 130 was approved, creating the liaison positions and outlining roles and responsibilities. Liaison positions were to be updated in December of odd-numbered years.

Since the initial adoption, the CIP Committee has been disbanded. This requires a revision to the existing policy. In addition to removing the reference to the CIP Committee, staff is also recommending appointments to the Mission Magazine editorial board and the Family Adoption Committee be added to the policy. These positions have generally been successful and will be an important connection between the Governing Body and the boards and commissions.

Under the current policy, and that which is proposed, the Mayor would make the appointments for a period of two (2) years in order to allow the Council liaison an opportunity to become familiar with the members and their established work plan, goals and objectives.

Moved by Kring, seconded by Davis to the approve the revised City Council Policy 130 detailing roles and responsibilities related to City Council



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communication and interaction with certain appointed Commissions and Committees, and establishing City Council liaisons to same. Voting AYE: Boultinghouse, Davis, Flora, Rothrock, Thomas, Schlossmacher, Inman and Kring. **Motion Carried.**

Community Development Committee

Councilmember Boultinghouse reported that the Community Development Committee also met on December 8 and considered 4 items with the meeting minutes, mowing contract and emergency expenditure ratification approved under the Consent Agenda. There was one additional item for review.

Andersen Park Tennis Court Repairs

Councilmember Boultinghouse explained that the two tennis courts at Victor X Andersen Memorial Park are in need of substantial repairs due to usage and environmental damage. The current scope of work will include repairs such as a court rebuild with post-tension concrete, new fencing, new surfacing, upgraded lighting system and installation of a Shade System bench.

Sixteen vendors were solicited for the project and staff recommends accepting the bid from McConnell & Associates in an amount not to exceed \$340,846. McConnell & Associates guarantees all construction and workmanship for 1 year and can begin as early as February, pending weather conditions. The updated courts would then be available for the summer and fall months. Project improvements will be paid from the Park Systems Improvements budget identified in the Parks + Recreation Capital Improvement Plan which is funded by Parks + Recreation Sales Tax revenues.

Moved by Boultinghouse, seconded by Davis to approve the bid from McConnell & Associates in an amount not to exceed \$340,846.00 for tennis court surface, lights, seating and perimeter fencing demolition and replacement at Victor X Andersen Memorial Park. Voting AYE: Boultinghouse, Davis, Flora, Rothrock, Thomas, Schlossmacher, Inman and Kring. **Motion**



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Carried.

NEW BUSINESS

There was nothing to consider under New Business.

COMMENTS FROM THE CITY COUNCIL

Councilmember Schlossmacher explained that he was moving out of Mission and stepping down from his position as councilmember. He thanked the Council for the pleasure of working together and looks forward to staying in contact and visiting Mission.

Councilmember Kring commented that the Adopted Families event would be taking place soon and thanked everyone who picked up a tag on the tree as well as Parks and Recreation Director Penn Almoney and staff for their hard work. She added that it is very important that Mission provide support to our families in need in this community and beyond. Lastly, she thanked Deputy City Administrator Brian Scott for all his work on the budget, adding that the quality of the work always looks favorably to the state.

MAYOR'S REPORT

Mayor Flora reported that there were several appointments to consider for the Planning Commission as well as appointments for City Council liaisons.

Planning Commission

First, she put before the Council the appointments of Brian Schmid (Ward III), Cynthia Smith (Ward II) and Amy Richards (Ward IV) for the Planning Commission with terms expiring December 31, 2023.

Moved by Thomas, seconded by Davis to appointment Brian Schmid (Ward III), Cynthia Smith (Ward II) and Amy Richards (Ward IV) for the Planning Commission with terms expiring December 31, 2023. Voting AYE:



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Boultinghouse, Davis, Flora, Rothrock, Thomas, Schlossmacher, Inman and Kring. **Motion Carried.**

City Council Liaisons

Next, Mayor Flora announced the following City Council liaison appointments to the City's various Boards and Commissions, all with terms expiring December 31, 2023 in accordance with Council Policy 130:

Councilmembers Debbie Kring and Hillary Thomas will be liaisons for the Sustainability Commission.

Councilmember Lea Loudon will be the liaison for the Parks, Recreation and Tree Commission.

Councilmember Trent Boultinghouse will be the liaison for the Mission Magazine Editorial Board.

Councilmember Ben Chociej will be the liaison for the Family Adoption Committee.

CITY ADMINISTRATOR'S REPORT

Ms. Randel thanked Councilmember Schlossmacher for his years of service and hopes he stays in touch and then provided the following updates:

- The November Interim Financial Report was included in the meeting packet and is available online.
- The City is currently accepting applications from those interested in serving in the vacant Councilmember, Ward II, position.
- Vacancies are also being advertised for Sustainability Commission and the Parks, Recreation and Tree Commission.
- City Hall will be closed for the holidays on December 24 and 27 as well as December 31 for New Year's Day.



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EXECUTIVE SESSION

There was not a need for an Executive Session.

ADJOURNMENT

Mayor Flora announced that the public video from tonight's meeting will be available through a link on the City's website - missionks.org.

Moved by Davis, seconded by Schlossmacher to adjourn the meeting at 8:30 p.m. All present voted AYE. **Motion carried.**

Respectfully submitted by Audrey McClanahan, City Clerk.

Solana Flora, Mayor

Audrey M. McClanahan, City Clerk