



## **COMMUNITY DEVELOPMENT COMMITTEE**

**WEDNESDAY, APRIL 12, 2023 at 6:30 p.m.**

**MISSION CITY HALL  
6090 Woodson Street**

### **Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). 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**

### **ACTION ITEMS**

1. Acceptance of the March 1, 2023 Community Development Committee Minutes – Robyn Fulks ([page 4](#))

Draft minutes of the March 1, 2023 Community Development Committee meeting are included for review and acceptance.

2. Purchase of Permitting Software – Brian Scott ([page 19](#))

The City currently uses individual software programs for the recording and tracking of building permits, code enforcement cases, and business licenses. Each of these software programs are “home grown” solutions built in Microsoft Access databases. The programs are well over a decade old and no longer supported by anyone. Other permits and licenses issued by the City are strictly paper based. Over a year ago, Community Development staff researched options for replacement software with greater functionality. After careful review and evaluation, Staff is recommending approval of a contract with GovBuilt for Permitting Licensing and Land-Use Management Software for an initial implementation fee of \$59,995 paid over two years, and 2023 subscription fee in the amount of \$22,450.

3. Supplemental Building Inspection Services, FSC, Inc. – Brian Scott ([page 29](#))

The City is experiencing an unprecedented level of development activity. Zoning approvals were granted for six (6) new developments in 2022 as well as two renovation projects and the revised development plans for the Gateway. All of these projects will now begin to

move to the construction phase. A Building Inspector position was approved for the 2023 budget year, but this additional position will still not account for the significant work load that is expected. Staff is seeking approval to utilize FSC, Inc. Consulting Engineers to augment the inspection services provided by the Building Official and Inspector.

4. Declaration of Structure as Unfit for Human Habitation – 6350 W. 49th Street, Mission, Kansas – Jim Brown/Brian Scott ([page 41](#))

Acting under the authority granted in Section 510.130 of the Mission Municipal Code, which is governed by KSA 17-4759, a public hearing was held on February 21, 2023 to take testimony from all concerned parties as to why the house at 6350 W. 49th Street should not be declared uninhabitable. At the conclusion of the public hearing, findings of facts were made and an order made by the City's Building Official to make the necessary repairs to the structure within 30 days (by March 21, 2023.) To date, the repairs have not been made. In accordance with Section 510.160(D) of the Mission Municipal Code, the findings of fact are now being submitted to the City Council for their consideration. If the City Council is in agreement with the finding of facts, it may adopt a resolution stating that repairs be made within 30 days or the City will take such action to make the repairs and assess the property for the costs.

5. 2024-2028 5-Year CARS Program – Celia Duran ([page 122](#))

Using a combination of state gas tax dollars and County General Fund revenues, the CARS program provides funds to cities to construct and maintain eligible streets. Each year, cities submit a 5-year road improvement plan to the County from which projects are selected for funding (up to 50% of the project's construction and construction inspection costs). Projects to be included in the 2024 - 2028 CARS Program for Mission are detailed in the action item summary.

6. Summer Camp Staff Wage Adjustments – Penn Almoney ([page 128](#))

Instructors are critical to the success of the Mission Summer Camp (MSC) program. A wage study conducted by Parks and Recreation staff along with a regional wage study completed by Kansas City Metro Programming Group indicates that Mission summer camp instructor pay is below the regional mean. Staff recommends increasing the starting instructor wage to \$14.00/hr (\$2 increase). This pay increase will be funded through revenues from the Child Care Aware grant program for 2023.

7. Trail Counters – Penn Almoney ([page 130](#))

Trail pedestrian and bike count data can be used to track peak use days/times, to understand use patterns by mode, to compile total visitor attendance and to properly estimate trail maintenance impacts. Staff recommends purchase of five trail counters and pre-fabricated wood posts from Eco Counter in an amount not to exceed \$18,150.00. The counters would be placed as follows: Rock Creek Trail (2), Broadmoor

Park (1), Streamway Park (1) and Waterworks Park (1). The trail counters were approved in the 2023 Budget as part of the 2023-2027 Parks + Recreation Capital Improvement Plan with funding from the Parks + Recreation Sales Tax Fund.

## **DISCUSSION ITEMS**

### **OTHER**

8. Department Updates - Laura Smith

**Ben Chociej, Chairperson**  
**Lea Loudon, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913.676.8350***