



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

The Mission City Council met in a regular meeting on Wednesday, July 17, 2024 at 7:00 p.m. at Mission City Hall. The meeting was called to order by Mayor Flora. The following councilmembers were in attendance: Trent Boultinghouse, Mary Ryherd, Lea Loudon, Brian Schmid, Debbie Kring, and Cheryl Carpenter-Davis. Councilmember Haden Chomphosy appeared via Zoom. Councilmember Chociey was absent.

Mayor Flora explained that 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. Mayor Flora requested that anyone commenting please state their name and city of residence as well as to be conscientious of others talking and to speak clearly and slowly.

PUBLIC HEARING

There were no public hearings.

SPECIAL PRESENTATIONS

2a. BT&Co Presentation of 2023 Annual Comprehensive Financial Report

Mayor Flora asked Deputy City Administrator Justin Carroll to please introduce the first presentation BT&Co which was the 2023 Annual Comprehensive Financial Report. Mr. Carroll introduced Stacy Hammond and Trey Sheldon of BT&Co to make their presentation.

Ms. Hammond began by introducing herself and presenting the information and criteria looked at when conducting the audit. The audit, a report, and an examination engagement were provided to the Council. She began by explaining the responsibilities of her firm in performing the audit. The audit is performed by standards set forth by both Federal and state guidelines. The results of the audit showed that the City's financial statements are represented fairly and an unmodified audit opinion was issued, the best kind of opinion that can be received. The only reported area was in the significant estimates area, of which



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

the City does have several. They are the same as last year and are due to retirement liabilities. There are processes in place by Management for the estimated areas. Ms. Hammond noted that several audit adjustments were made to convert from a cash basis of accounting that is used for day-to-day operations of the City to the modified accrual basis of accounting that is used for financial reporting. Those entries are summarized in the packet materials. There were no areas to report in issues of the process with management of the City.

She moved on to Managements Representation Letter, which puts into writing the information presented throughout the course of the audit. That letter indicates a readiness for the audit to be completed from the City Management. She then asked Mr. Sheldon to make his presentation.

Mr. Sheldon explained the results of the examination engagement. That examination looked at Coronavirus recovery grant program and the City's compliance to the grant program. He explained that management is responsible for compliance with the grant funding, while the auditors look at the City's compliance. He was pleased to report that the city did comply with all requirements related to the funding. No deficiencies were found. He thanked Budget & Finance Manager Christine Korth and her staff for their hard work and for a smooth audit process and offered to answer any questions.

There were no questions from the Council.

2b. Parks and Recreation Month Proclamation

Mayor Flora proclaimed July to be Parks + Recreation Month in the City of Mission. She noted that Parks and Recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region. Parks and recreation programs build healthy, active communities and increase a community's economic prosperity. She encouraged all to enjoy the City's many facilities, parks and programs and thanked Director Almoney and his staff for their important work. She welcomed him to accept the proclamation.

2c. Introduction of Bryan LeRette – PCC Business Manager

Mayor Flora asked Mr. Almoney to introduce the Powell Community Center's



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

new Business Manager, Bryan LaRette. Mr. Almoney introduced Mr. LaRette, the newest full time staff member at the community center. He has a strong background in implementing business plans and will work with the Feasibility Study conducted the previous year. Mr. LaRette is a Mission resident and is familiar with events and programming at the community center.

Mr. LaRette thanked the Council for having him. He mentioned that he and his family have lived in Mission since 2017 and are community center members. He is excited for the opportunity to serve residents, patrons, visitors, and staff.

There was one additional special presentation of the evening which was not included on the agenda. Mayor Flora asked City Administrator Laura Smith to make the presentation.

Ms. Smith remarked that as many have witnessed the decline in traditional print media over the last 20+ years, local government issues – particularly those for smaller communities like Mission – often got lost in the shuffle. Since 2010, there has been an on-line only publication that has stepped in and stepped up to provide community news in Johnson County. Originally founded as the Prairie Village Post, now the Johnson County Post, they reach approximately 200,000 users each month.

They have dedicated themselves to a “reader first” approach, working to deliver straightforward, easy-to-read, truly local coverage that allows users to catch up on information in about five minutes a day. It is a service that we shouldn’t take for granted. Either as consumers of the information or as a local government seeking ways to connect with residents and businesses, we owe them a continued debt of gratitude.

You may have seen recently that the Kansas Press Association honored Post reporter Juliana Garcia at its annual Awards of Excellence ceremony for her reporting on the controversy surrounding Prairie Village's housing and rezoning policies. Garcia beat out reporters from the biggest newspapers in the state to take first place in the Government/Political story category.

Mission is fortunate to have Juliana covering our city, and Ms. Smith wanted to take this opportunity to congratulate her and recognize this outstanding achievement.



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

Ms. Smith joked that while there are often times Mission would prefer not to be "in the news," she could speak for the Governing Body and staff in saying everyone sincerely appreciates the time, effort and energy Ms. Garcia puts into her reporting. She does the homework, asks the questions, and is fair in her presentation. Everyone wishes her much continued success!

Ms. Garcia thanked Ms. Smith and the Council for the honor and the recognition of her work in the area. She has reported in Mission for a long time and it holds a special place in her heart.

Mayor Flora added that she has been on the Governing Body throughout Juliana's tenure with the Post, and she finds their work to be critical and has really enjoyed watching her work evolve over the years. She appreciates the dedication to issues that matter in the community.

ISSUANCE OF NOTES AND BONDS

There were no items related to Issuance of Notes and Bonds.

CONSENT AGENDA

- 4a. Minutes of the June 26, 2024 City Council Meeting
- 4b. 2025 CARS Design Interlocal Agreement
- 4c. Consent to the Enlargement of Johnson County Wastewater

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

Voting AYE: Boultinghouse, Kring, Loudon, Haden Chomphosy, Schmid, Ryherd, Carpenter-Davis. **Motion Carried.**

PUBLIC COMMENTS

There were no public comments.

PLANNING COMMISSION



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

6a. Special Use Permit – Sign Package for The Lanes at Mission Bowl, 5399 Martway (PC Case #24-11)

City Planner Karie Kneller presented a Special Use Permit for the sign package at The Lanes at Mission Bowl. She noted that typically the sign package would be included with the final development plan, however the Developer was not ready for submission at that time. City Code allows for a Special Use Permit when that is the case. There are 16 signs in the package and were included in the meeting packet. The Planning Commission recommended approval of the permit.

There were no public or council comments.

Moved by Ryherd, seconded by Kring to approve a special use permit for the sign package for The Lanes at Mission Bowl, 5399 Martway in Mission, Kansas.

Voting AYE: Boultinghouse, Kring, Loudon, Haden Chomphosy, Schmid, Ryherd, Carpenter-Davis. Motion Carried.

COMMITTEE REPORTS

Finance and Administration Committee

Councilmember Schmid explained that The Finance & Administration Committee met on July 10 and considered six items. The meeting minutes were approved under the Consent Agenda earlier tonight. Revisions to Council Policy 102 Related to Purchasing and Procurement, an Ordinance Amending the City Administrator's Expenditure Authority, and Resolutions of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget for the City of Mission, Rock Creek Drainage District No. 1, and Rock Creek Drainage District No. 2 will be considered under the Regular Agenda this evening.

7a. Revisions to Council Policy 102 Related to Purchasing and Procurement

Councilmember Schmid explained that staff has had a goal of reviewing, updating or repealing a number of Council Policies which are outdated or no longer serve their intended purpose. The City's policies related to purchasing and procurement have not been updated or revised since 2008 and should be updated to more accurately reflect current practices and procedures. Additionally, earlier this year as Staff was working on a number of grant applications, KDOT staff expressed



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

their preference to see an update to the City's purchasing and procurement policies and provided a policy from the City of Merriam as an example. After review and discussion, Staff drafted a revised policy which updates City Council Policy 102 and was expanded to also address the requirements for the purchase of professional services contained in City Council Policy 115. If the revised City Council Policy 102 is approved City Council Policy 115 will be repealed in its entirety. The changes proposed in the updated Council Policy 102 align more closely with current internal processes and best practices. The most notable changes from the existing Council policies include an increase in Department Head expenditure authority from \$1,000 to \$5,000 and an increase in the City Administrator's expenditure authority from \$10,000 to \$30,000.

Moved by Schmid, seconded by Kring to approve the updates and changes to City Council Policy 102, and repeal City Council Policy 115 all pursuant to K.S.A. 12-1770 et seq.

Voting AYE: Boultinghouse, Loudon, Haden Chomphosy, Schmid, Ryherd, Kring and Carpenter-Davis. **Motion Carried.**

7b. Ordinance Amending City Administrator's Expenditure Authority

Councilmember Schmid's next item was for an Ordinance drafted for Council consideration to amend Section 120.140 of the Mission Municipal Code to update the expenditure authority of the City Administrator from \$10,000 to \$30,000. A summary of expenditure authority for other local managers and administrators has been reviewed. In addition to updating the expenditure authority limits, Staff has taken the opportunity to update the code with gender neutral pronouns as appropriate. During the July 10, 2024 Finance & Administration Committee discussion was had regarding updating the proposed changes to the code to clearly delineate the expenditure authority was related to budgeted purchases, and to more accurately define the times when the City Administrator's may approve the expenditure of funds and then seek the ratification of the City Council. The ordinance was drafted to incorporate these changes as well.

Moved by Schmid, seconded by Carpenter Davis to approve an Ordinance amending Chapter 120 of the municipal code regarding changes to the City Administrator's expenditure authority.

Voting AYE: Boultinghouse, Loudon, Haden Chomphosy, Schmid, Ryherd, Kring and Carpenter-Davis. **Motion Carried.**



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

7c. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget – City of Mission

7d. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget - Rock Creek Drainage District #1

7e. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget – Rock Creek Drainage District #2

Councilmember Schmid's final three items were for Resolutions to exceed the revenue neutral rate for the City of Mission, Rock Creek Drainage District No. 1 and Rock Creek Drainage District No. 2. He explained that following legislation passed several years ago, if the Governing Body would like to retain a mill levy which is equal to or greater the one for the current tax year, notice must be provided to the Clerk no later than July 20. This notice must be provided in the form of a Council Resolution to ensure Mission can capture the appropriate revenue when planning for the 2025 Budget.

Three separate Resolutions have been prepared which would provide the County appropriate notice of Mission's intent to exceed the revenue neutral rate for the 2025 Budgets for the City of Mission, Rock Creek Drainage District No. 1 and Rock Creek Drainage District No. 2. The Resolutions also establish the date and time of the required public hearing which will be held during the August 21, 2024 City Council meeting. The mill levy may be reduced following the public hearing in August, but it may not be increased once notice is given to the County by the July 20 deadline. The County will take the information provided by all taxing jurisdictions and send notices to every property owner. A motion is required for each Resolution.

Moved by Schmid, seconded by Ryherd to approve the Resolution for the City of Mission providing notice of the Governing Body's intent to levy a property tax exceeding the revenue neutral rate for the 2025 Budget.

Voting AYE: Boultinghouse, Loudon, Haden Chomphosy, Schmid, Ryherd, Kring and Carpenter-Davis. **Motion Carried.**

Moved by Schmid, seconded by Kring to approve the Resolution for the Rock Creek Drainage District No. 1 providing notice of the Governing Body's intent to levy a property tax exceeding the revenue neutral rate for the 2025 Budget.



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

Voting AYE: Boultinghouse, Loudon, Haden Chomphosy, Schmid, Ryherd, Kring and Carpenter-Davis. **Motion Carried.**

Moved by Schmid, seconded by Boultinghouse to approve the Resolution for the Rock Creek Drainage District No. 2 providing notice of the Governing Body's intent to levy a property tax exceeding the revenue neutral rate for the 2025 Budget.

Voting AYE: Boultinghouse, Loudon, Haden Chomphosy, Schmid, Ryherd, Kring and Carpenter-Davis. **Motion Carried.**

Community Development Committee

Councilmember Ryherd reported The Community Development Committee also met on July 10 and considered three items. The meeting minutes, 2025 CARS Design Interlocal Agreement, and Consent to the Enlargement of Johnson County Wastewater were approved under the Consent Agenda earlier tonight. No items will be considered under the Regular Agenda this evening.

UNFINISHED BUSINESS

Mayor Flora explained that there was no unfinished business tonight.

NEW BUSINESS

Mayor Flora explained that there were two items of new business tonight

9a. Acceptance of the 2023 Annual Comprehensive Financial Report (ACFR) Final Audit Report for the 2023 Fiscal Year

The first item of new business was for acceptance of the 2023 Annual Comprehensive Financial Report that was presented earlier tonight. She asked Ms. Smith to please provide a report about the item. Ms. Smith explained that as the audit for the financial year ending with December 31, 2023 has been concluded it is procedural for the Governing Body to formally accept the audit.

Councilmember Loudon remarked that is always nice to know the audit process has gone smoothly.



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

Moved by Loudon, seconded by Carpenter-Davis to accept the audited financial statements for the year ending December 31, 2023.

Voting AYE: Boultinghouse, Loudon, Haden Chomphosy, Schmid, Ryherd, Kring and Carpenter-Davis. **Motion Carried.**

9b. Amended Cooperation Agreement with Johnson County for Participation in the Urban County and Community Development Block Grant

Mayor Flora introduced the second item of new business for acceptance of an amended cooperation agreement with Johnson County for participation in the Urban County and Community Development Blockgrant program. She asked City Clerk Robyn Fulks to please provide a report about the item. Ms. Fulks explained that Since 2003, Mission has participated in a Cooperation Agreement with Johnson County to be part of the Johnson County Urban County for participation in the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. The Community Development Block Grant (CDBG) program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The HOME Rehabilitation Program assists eligible homeowners with their homes' rehabilitation needs, bringing their homes up to code and addressing health and safety issues. This is a critical contribution to the maintenance of affordable housing stock in our community and has completed 564 HOME Rehabilitation projects since its inception in 1994. The county has administered the grant since 1994 as a beneficiary of the U.S. Department of Housing and Urban Development. The grant supports Housing Services' HOME Rehabilitation Program as well as affordable housing projects throughout the community.

In order for the County to requalify to continue being eligible to participate in the programs, and cities to be to continue to be eligible applicants for the CDBG and HOME programs, cities will need to execute an amendment to the existing agreement with the County. The amendment is adding the following language to continue being compliant with HUD requirements:

- Specific instructions for termination of the Cooperation Agreement if the participating city wishes to be excluded from the Urban County's



MINUTES OF THE MISSION CITY COUNCIL MEETING

July 17, 2024

Entitlement Program.

- References to the implementing Code of Federal Regulations citations
- Incorporating of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1974, the Age Discrimination Act of 1975, Section 3 of the Housing and Urban Development Act of 1968.

The agreement has an automatic three-year renewal provision.

Moved by Carpenter-Davis, seconded by Kring to approve the amendment to the cooperation agreement between Johnson County and the City of Mission for participation in the Urban County Community Development Block Grant, HOME Investment Partnership, and Emergency Solutions Grant programs.

Voting AYE: Boultinghouse, Loudon, Schmid, Haden Chomphosy, Ryherd, Kring and Carpenter-Davis. **Motion Carried.**

COMMENTS FROM THE CITY COUNCIL

Councilmember Schmid shared that he and Councilmember Kring will hold a Ward III Meeting on Thursday, July 18 at 7pm at the Powell Community Center and that all are welcome to attend.

Councilmember Carpenter-Davis thanked Staff for the work on the Mission Family Picnic and thanked all staff for the time and effort that went into it.

Councilmember Schmid asked Chief Madden if, with school opening back up, increased patrols would be added around the school zones. Chief Madden confirmed that school zones are often places they patrol.

Mayor Flora noted that there was a tour of the new school building that week and it was very exciting to see.

COUNCIL COMMITTEE LIAISON REPORTS

Sustainability Commission (Boultinghouse/Loudon)

Councilmembers Boultinghouse and Loudon were both unable to attend the most recent meeting. Mr. Carroll, the staff liaison to the Committee, shared that the meeting was quick and several housekeeping items were addressed.