



City Council Meeting Minutes

April 24, 2023
6:00 p.m.

Mayor: Carolyn Caiharr
Councilmember Chuck Adams Mark Bishop Garrett Mellott
Greg Scott Margaret Shriver (*not present*)

1. **Requests or Comments from the public**
 - No public comments were offered.
 2. **Consider approval of consent agenda items**
 - a) **Approve minutes of April 10, 2023**
 - b) **Statement of bills paid in the amount of \$311,578.18**
 - **Motion:** Councilmember Mellott made the motion to approve the consent agenda
 - **Second:** Councilmember Scott seconded the motion
 - **Vote:** Passes, 4-0
- Cemetery, Parks, and Public Spaces (CPPS) Board Items**
3. **Consider a motion to recess into Executive Session pursuant to K.S.A. 75-4319(b)(6) for the preliminary discussion of the acquisition of real property related to the Historic Cemetery restoration project**
 - **Motion:** Councilmember Adams made the motion to recess into executive session for the reasons stated with the regular meeting to reconvene at 6:15. Assistant City Manager will be joining along with the City Manager and City Attorney.
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Passes, 5-0
 - **Motion:** Councilmember Adams made the motion to return to regular meeting with no action being taken.
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Passes, 4-0
 4. **Consider Ordinance No. 1066 authorizing the issuance of taxable Industrial Revenue Bonds for the CIMI III, LLC project**
 - City Manager Michael Webb provided a summary of this project, including the TIF formation in late 2021. He noted Resolution 2022-06 which notified of the City's intent to issue IRBs for the project.
 - Mr. Webb noted the bond sale do not authorize a tax abatement, but it does authorize a sales tax exemption.
 - There was additional discussion regarding the makeup of the project.
 - Fees associated with the application are born by the applicant.
 - **Motion:** Councilmember Mellott made the motion to adopt Ordinance No. 1066
 - **Second:** Councilmember Adams seconded the motion
 - **Vote:** Passes, 4-0
 5. **Hear presentation regarding the Quarter 1 Budget Review for 2023**
 - Assistant City Manager Zack Daniel provided this review, reporting on the major revenue sources for the General Fund.

- In general, all of the major revenue sources are performing as expected (or stronger) in the first quarter of the year.
- Specifically, sales/use taxes and municipal court fines/fees were outperforming budget expectations.
- Overall, revenues are approximately 39.6% of budgeted revenues three months into the year.
- Mr. Daniel noted that the FY22 numbers being reports were unaudited at this point but that the audit report is expected to be delivered to the City Council in May.
- On the expenditure side of things, after the first quarter, the General Fund has spend approximately 23% of the total budget.
- Mr. Daniel then reviewed considerations of potential “savings” due to unfilled positions the first three months out of the year. Mr. Daniel noted that there are approximately \$118,093 (or 2% of the overall budget) that has not been expended to due to staff vacancies. He noted that any savings is typically absorbed into the General Fund balance and is not recommended to the earmarked for any one project or purpose. He noted that budget estimates for payroll and benefits are extremely fluid due to vacancies that occur throughout the year.
- Mr. Daniel then reviewed the quarter 1 budget performance of the other funds, noting that things were progressing as expected with no major deviations noted.
- Mr. Daniel then reviewed the outstanding ARPA money that needed to be spent by the end of 2023. He also discussed the special sales tax expiration, which would occur at the end of 2024. Potential strategies to extend this sales tax should be discussed throughout the summer in order to place it on the ballot in November.
- Mr. Daniel then reviewed the FY24 budget priorities for staff, which included: road and street improvements, City facilities, development of public spaces, employee retention and recruitment through a competitive compensation plan, and reviewing options for responsible tax relief.
- Mayor Caiharr noted a previously discussed meeting with all of the taxing entities in Wyandotte County to discuss strategies for mill levy control.

6. Consider a motion to recess into Executive Session pursuant to K.S.A. 75-4319(b)(6) for the preliminary discussion of the acquisition of real property related to Public Works facilities

- **Motion:** Councilmember Mellott made the motion to recess into executive session for the reason stated with the regular meeting to reconvene at 7:15.
- **Vote:** Councilmember Bishop seconded the motion
- *Executive session was held with the group returning at 7:16*
- **Motion:** Councilmember Mellott made the motion to return to regular meeting.
- **Vote:** Councilmember Adams seconded the motion.
- No official action was taken as a result of this meeting.

7. Consider a motion to recess into Executive Session pursuant to K.S.A. 75-4319(b)(2) for consultation with the City Attorney which would be deemed privileged in the attorney-client relationship concerning a matter of potential litigation

- **Motion:** Councilmember Adams made the motion to recess into executive session for the reason stated with the regular meeting to reconvene at 7:35.
- **Vote:** Councilmember Mellott seconded the motion
- *Executive session was held with the group returning at 7:35*
- **Motion:** Councilmember Mellott made the motion to return to regular meeting.
- **Vote:** Councilmember Bishop seconded the motion.
- No official action was taken as a result of this meeting.

8. Conduct review of City Manager recruitment processes and consider potential selection of a search firm

- Mayor Caiharr reviewed her activity in this area, including outreach to different search firms and discussions with other communities who have had recent searches.
- City Manager Michael Webb noted that the processes that the search firms will use will likely be fairly similar but that the Council will need to be thoughtful when selected the search firm to ensure that an acceptable candidate is found.
- Councilmember Mellott noted that he felt he did not have the necessary time to review the materials in order to select a search firm at this meeting.
- Councilmember Adams had questions about the process. Mayor Caiharr noted that the search firm would assist the Council with the search process. Councilmember Scott requested more information on the costs of the proposed firms.
- Mayor Caiharr reviewed the firms that had provided a response to her outreach, including the cost details she was able to collect. Councilmember Mellott asked if the Mayor had a recommendation based on her research. Mayor Caiharr did not provide a specific preference, but spoke to the different strategies the firms appear to be using.
- There was additional discussion, with the Council coming to the general consensus to invite Raftelis, GovHR, and SGR to participate in a special meeting to discuss their proposals in more detail.
- The group discussed the scheduling of the special meeting (which was later scheduled as a City Council Work Shop) and agreed on Monday, May 1 for the meeting, pending the availability of the firms.
- No official action was taken, but staff noted it would move forward with planning the May 1 meeting and coordinate with the search firms.

9. City Manager Report

- City Manager Michael Webb gave an update related to changes to the City's wastewater agreement with Wyandotte County. He also noted the planned bid date for the 98th street project. He also updated the group on hiring of an Accounting Manager.

10. Council and Mayor Comments

Councilmember Scott noted his upcoming work schedule with races taking place and discussed possible traffic implications.

Councilmember Bishop asked if the City still participated in the Johnson County/Wyandotte County Mayor's Association. Mayor Caiharr replied that she declined continuing her membership, noting scheduling conflicts. There was additional discussion about the City's role on the MARC Board of Directors. Councilmember Bishop noted he believed the City benefits by participating in regional and statewide associations. He asked Mr. Webb to follow-up on the makeup of the Mayor's Association.

Councilmember Adams noted the online code violation reporting form, asking that it be shared through the City's outreach efforts. He commended Fire Chief Whitham for his role in assisting with the grassfires in western Kansas. Chief Whitham provided a short report on his activity in that area.

Mayor Caiharr raised concerns about bringing City vehicles out of the City during lunch breaks. She also asked the digital sign be used to advertise the May City events. She closed by summarizing her approach to the Mayor's role, citing her involvement in recent efforts related to CiFi funding, the County Administrator search, County ARPA funding, early elections, and more.

ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

Zachary Daniel

City Clerk