



**CITY OF MISSION, KANSAS**  
**FINANCE & ADMINISTRATION COMMITTEE**

**WEDNESDAY, APRIL 3, 2024 at 7:30 p.m.**  
**(or immediately following 6:30 p.m. Community Development Committee)**

**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. 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**

1. Presentation from Sunflower House – Dan Madden/Judi Rodman

**ACTION ITEMS**

2. Acceptance of the March 6, 2024 Finance & Administration Committee Minutes - Robyn Fulks ([page 3](#))

Draft minutes of the March 6, 2024 Finance and Administration Committee meeting are included for review and acceptance.

3. CMB Application Avellutos LLC – Robyn Fulks ([page 8](#))

State statutes and Mission's Code require all businesses wanting to sell Cereal Malt Beverages or Enhanced Cereal Malt Beverages (CMB) to complete an application that includes information on the business and the business owner and/or manager. Additionally, a criminal history background check is completed on the business owner/manager. All original applications and renewals for the sale of CMB must be approved by the City Council. Avelluto's has submitted their application to sell CMB on premises, along with the required license fee. The required background check has been completed without issue and is now ready for City Council consideration.

## DISCUSSION ITEMS

### OTHER

3. Department Updates – Laura Smith

**Mary Ryherd, Chairperson**  
**Hillary Parker Thomas, Vice-Chairperson**  
*Mission City Hall, 6090 Woodson St*  
**913.676.8350**

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	April 3, 2024
<b>Administration</b>	From:	Robyn Fulks

Action items require a vote to recommend the item to full City Council for further action.

**RE:** March 6, 2024 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the March 6, 2024 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the March 6, 2024 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA



## **MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE**

March 6, 2024

The Mission Finance & Administration Committee met at Mission City Hall and virtually via ZOOM on Wednesday, March 6, 2024. The following Committee members were present: Sollie Flora, Hillary Thomas, Trent Boultinghouse, Cheryl Carpenter-Davis, Debbie Kring, Brian Schmid and Mary Ryherd. Councilmembers Loudon and Chociey were absent. Councilmember Ryherd called the meeting to order at 8:05 p.m.

The following staff were present: City Administrator Laura Smith, City Clerk Robyn Fulks, Deputy City Administrator Justin Carroll, Deputy City Administrator Brian Scott, and Parks and Recreation Director Penn Almoney.

### **Public Comments**

Councilmember Ryherd reminded the public they can participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

### **Public Presentations/Informational Items**

There were no public presentations or informational items.

### **Action Items**

#### **Acceptance of the February 7, 2024 Finance & Administration Committee Minutes**

Minutes of the February 7, 2024 Finance & Administration Committee were provided to the Committee for review.

Councilmember Kring recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

**Mission Bowl Apartments, LLC (Sunflower Development Group)**  
**Funding Agreement**

City Administrator Laura Smith began by explaining that this is a funding agreement consistent with what the city typically enters into with a developer when there's a request for incentives. It was previously known as the Predevelopment Agreement, which was a confusing name. She stated that the City has known for quite some time that the Sunflower Development Group had an interest in building a phase two for their project the Lanes at Mission Bowl. The Council approved the preliminary development plan for that project in August of last year. The developer has been working on parking issues and preparing to submit a final development plan along with getting everything lined up to submit their request for incentives. They have indicated their request is going to be for consideration of Tax Increment Financing (TIF), which was the incentive tool approved for Phase I, the Lanes at Mission Bow. The agreement requires the developer to escrow \$10,000 upfront to cover any costs that the City incurs associated with review by our financial advisor, land use attorney, or bond council. The developers are required to replenish that escrow should it be depleted in the consideration of their incentive request. This provides protection to our residents as Staff negotiate a request for incentives so that the City does not incur any expenses associated with that.

Councilmember Kring stated that she, along with members of the Sustainability Commission, are not in favor of impervious parking areas. She believes that any project that is more than one story tall and surrounded by concrete should have pervious parking. She believes that the City should require impervious parking as part of the sustainability measures, especially considering stormwater runoff. She will ask the Sustainability Commission to please start to consider impervious vs. pervious parking in their scorecard for projects.

Ms. Smith responded that the developer will be seeking LEED silver certification with this project, as they did with Phase I, and is incorporating several sustainability components into the project.

Councilmember Carpenter-Davis recommended this item be forwarded to the City Council for approval. All on the Committee agreed, and this item will be on the regular agenda.

### **Declaration of Surplus Equipment**

Deputy City Administrator Justin Carroll presented to the Committee a list of equipment that is ready to be declared as surplus. Those items include dump trucks from Public Works, along with miscellaneous computer equipment.

Councilmember Carpenter-Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

### **DISCUSSION ITEMS**

#### **2023 Year End Project Status Update**

Ms. Smith explained that the project status update is in its final editing and review stages and will be shared with the Council at the March 20 legislative meeting.

#### **Department Updates**

Ms. Smith noted Staff had a meeting last week with the County Appraiser. This is an annual meeting where they visit each city and provide preliminary estimates for changes in appraised and assessed valuations. It looks like, overall, in the city of Mission, there will be about a 5.86% increase in underlying assessed valuation and about 5% on average for, increases in residential property. More detail will be shared during the budget process.

Ms. Smith also reminded the Committee that a work session will be held on March 20 at 6:00 p.m. ahead of the City Council meeting to hear from the consultants who have been working on the Rock Creek Corridor study.

### **OTHER**

#### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 8:13 p.m.

Respectfully submitted,

Robyn L. Fulks, City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	April 3, 2024
<b>Administration</b>	From:	Robyn Fulks

Action items require a vote to recommend the item to full City Council for further action.

**RE:** CMB Application – Avellutos LLC – 6846 Johnson Drive

**RECOMMENDATION:** Approve the application for Avellutos LLC – 6846 Johnson Drive, to sell Cereal Malt Beverage on premises.

**DETAILS:** State statutes and Mission’s Code require all businesses wanting to sell Cereal Malt Beverages / Enhanced Cereal Malt Beverages (CMB) to complete an application that includes information on the business and the business owner and/or manager. Additionally, a criminal history background check is completed on the business owner/manager by our Police Department. All original applications and renewals for the sale of CMB must be approved by the City Council. Renewal CMB licenses are presented annually to Council for approval at the December City Council meeting.

Avellutos LLC has submitted their application to sell CMB on premises, along with the required license fee. The required background check has been completed without issue. This approval is good through December 31, 2024.

**CFAA CONSIDERATIONS/IMPACTS:** NA

Related Statute/City Ordinance:	K.S. A. 4-2702, Mission City Code Chapter 600
Line Item Code/Description:	N/A
Available Budget:	N/A