

Unified Government of Wyandotte County and Kansas City, Kansas



Economic Development & Finance Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Tom Burroughs, Chair

*Commissioner Gayle Townsend – Commissioner Chuck Stites – Commissioner Bill Burns –
Commissioner Phil Lopez – Stevie Wakes, BPU Board Member*

MINUTES

Monday, December 8, 2025
5:02 PM-6:28 PM

Attendance:

Committee Members Present:

- Commissioner Burroughs (Chair)
- Commissioner Lopez
- Commissioner Stites
- Commissioner Townsend
- Mr. Wakes (BPU Board)

Committee Members Absent:

- Commissioner Burns (absence memo provided)

Staff Present:

- Monica L. Sparks (Clerk)
- Alan Howze (Assistant County Administrator)
- Jeff Conway (Senior Counsel)
- Dr. Shelley Kneuvean (Chief Financial Officer)
- Andrea Vineyard (Unified Government Treasurer)
- Michelle Wooten (Deputy Unified Government Treasurer)
- Jeff Conway (Legal Department)
- Dilini Lankachandra (Legal Department)
- John Doppelman (Fire Marshal, Kansas City, Kansas Fire Department)

Call to Order:

Commissioner Burroughs called the meeting to order at 5:00 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes: (Discussion Begins 1:55)**Key Points:**

- Commissioner Stites questioned why it took over a year to approve some minutes.
- Clerk Monica Sparks explained delays were due to the clerk's office being behind and transitioning from word-for-word transcription to summary minutes assisted by AI (Otter.ai), with human review for accuracy.
- Video recordings of meetings are available online via the Civic platform for public access, alongside the agendas and summary minutes.
- Commissioner Townsend inquired further about the inclusion and accuracy of meeting content using the new summary process, if no longer doing word-for-word.

BPU Board Member Wakes moved to approve the minutes from the July 29, September 9, November 4, and December 9, 2024, meetings. The motion was seconded by Commissioner Stites.

Vote: Motion carried 5-0

- Ayes: Wakes, Stites, Burroughs, Lopez, Townsend
- Nays: None
- Absent: Burns

Committee Agenda:**Item 4.1 - RESOLUTION: UPDATED PURCHASING POLICY (Discussion Begins 7:50)**

Dr. Shelly Kneuvean, the Chief Financial Officer, presented the item.

Key Points:

- The purchasing policy was updated to consolidate a 2020 memo (which changed dollar thresholds for purchases) into the main policy document, ensuring all information is in one place and up to date.

- The changes are primarily wording and housekeeping for clarity and do not make substantive changes to the thresholds or procurement processes that have already been followed for the last five years.
- The updated policy aligns purchasing thresholds with other cities and counties in the metropolitan area, confirming that UG's practices are within the regional and state norms.
- Controls are in place to prevent and detect the splitting of purchases to avoid threshold requirements; the purchasing department uses data analytics tools to monitor for such activities.
- Initiatives like blanket purchase orders and cooperative agreements are being implemented to streamline recurring small purchases and potentially secure better pricing.
- Language tied to grant compliance or federal requirements (such as LBE, MBE, WBE) remains in the policy but is not currently enforced due to federal executive orders; legal counsel clarified enforcement is separate from policy wording.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Townsend moved to adopt the resolution. The motion was seconded by Commissioner Lopez.

Commissioner Townsend amended to move to adopt the resolution, which is the updated purchasing policy as presented with clerical or grammatical changes as necessary. The motion was seconded by Commissioner Lopez.

Vote: Motion carried 5-0

- Ayes: Wakes, Stites, Burroughs, Lopez, Townsend
- Nays: None
- Absent: Burns

Item 4.2 - RESOLUTION: CASH INVESTMENT POLICY ANNUAL UPDATE (Discussion Begins 23:16)

Andrea Vineyard, Unified Government Treasurer, Michelle Wooten, Deputy Unified Government Treasurer, and Dr. Shelley Kneuvean, CFO, presented the item.

Key Points:

- The cash and investment policy was updated as part of the annual review to remain in compliance with state law and requirements for submission to the PMIB board.

- Language in the policy was standardized for clarity (for example, consistently using the title “unified government treasurer”).
- The policy now excludes “active funds” (overnight/operating bank accounts) from maturity target benchmark calculations, to better represent the actual investment portfolio; these active funds are still reported on, but not included in investment benchmarks.
- The policy reflects compliance with House Bill 2152 (“Bankers Bill”), requiring changes to collateral requirements and procedural responsibilities—collateral minimum was reduced from 105% to 102%, and the State Treasurer’s Office will now administer collateral rather than the UG, with minimum clean-up language.
- The changes do not increase risk, as all UG investments remain fully secured and conservative.
- The local emphasis rule was discussed: UG funds must first be offered for investment to eligible institutions with branches in Wyandotte County, though staff reported low participation among local banks.
- Staff clarified that there is now increased clarity in reporting and calculation benchmarks, but no significant change in investment practice or loss of interest income.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Stites moved to adopt the resolution. The motion was seconded by Commissioner Townsend.

Vote: Motion carried 5-0

- Ayes: Wakes, Stites, Burroughs, Lopez, Townsend
- Nays: None
- Absent: Burns

Item 4.3 - ORDINANCE: AMENDING CHAPTER 15, ARTICLE IV, FIREWORKS (Discussion Begins 50:18)

Presentation and legal explanation were provided by Delaney Lankachandra (UG Legal Dept.), with Fire Marshal John Doppelman giving operational and safety input.

Key Points:

- The ordinance proposes to amend fireworks sales dates, moving the permitted start from June 29 to June 27 to align with neighboring jurisdictions (Edwardsville, Bonner Springs, Shawnee).
- It also softens the "hard" 10 PM sales cutoff, allowing customers already inside a fireworks sales location at 10 PM to complete their purchases after that time.
- Fire Marshal Doppelman raised concerns regarding increased overtime inspection costs (an estimated \$6,500 due to added weekend days), enforcement difficulty for the looser closing time, and potential increased risks of theft, safety issues, and public nuisance.
- It was clarified that some fee increases (such as the \$250 inspection fee) were new in 2025 and had gone through proper administrative approval, not connected to "revenue neutral" budgeting.
- Committee members discussed public complaints about fireworks, balance with small business needs, public safety, and revenue.
- Discussion included using regular fire staff to reduce overtime costs and coordination with local law enforcement/security.

The Chairman opened the public hearing. No comments were received. The Chairman closed the public hearing.

Commissioner Stites moved to approve the ordinance. The motion was seconded by BPU Board Member Wakes .

Vote: Motion carried 4-1

- Ayes: Wakes, Stites, Burroughs, Lopez
- Nays: Townsend
- Absent: Burns

Adjournment: (Discussion Begins 1:24:27)

Comments made by committee members before adjournment.

Commissioner Townsend moved to adjourn the meeting. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 5-0

- Ayes: Wakes, Stites, Burroughs, Lopez, Townsend
- Nays: None
- Absent: Burns

The meeting was adjourned at 6:28 PM.

ML