

MANAGER'S REPORT

DATE: November 26, 2025
TO: Mayor Benage and City Council
FROM: Ted Henry, City Manager
RE: December 2, 2025 Agenda



Consent Agenda (Item VI)

The consent agenda contains the Minutes of the November 18th City Council meeting, as well as several appointments. Mayor Benage has selected Shome “Sean” Brata to fill Seat 3 on the Utility Advisory Committee (UAC), which was formerly occupied by Art Tenbrink. If confirmed, Mr. Brata’s term will be for three years, ending on August 1, 2028. For the Chisholm Creek Utility Authority (CCUA), Mayor Benage has appointed Council Member-Elect Mike Proctor to serve as an Alternate Commissioner. Mike would replace former Council Member Tom Schmitz, who requested to step down from CCUA. Mayor Benage also selected Greg Davied and himself to serve as Commissioners for CCUA. If confirmed, the terms of the CCUA appointees (Mike, Greg, and Jim) will begin on 12/02/2025 and end on 12/07/2027.

Appropriations Ordinance (Item VII)

This appropriation ordinance encompasses 11/12/2025 through 11/25/2025 expenses and one payroll cycle. Expenditures amounted to \$2,478,489.39. Of the reported expenses, \$1,066,886.35 are infrastructure costs for new developments. These costs are paid through special assessments.

Oath of Office for New Council Members and Roll Call of Council (Item VIII and IX)

Newly Elected Council Members Brandon McIntosh and Mike Proctor will take the Oath of Office and then take their seats with the Council. After everyone is seated, the City Clerk will call the roll.

Approve Notice & Date of Hearing for 2025 Budget Amendment (Item A)

On November 18th, Staff reviewed the process for amending the Budget with the City Council. As a first step in the process, the Council may consider approving a Notice of Public Hearing and set a date to hold a public hearing. A staff report and the draft Notice are included in your packet.

Per state legislation, local units of government are allowed to amend their annual budget if needed. The amended budget must balance any proposed increase in spending with new revenue from sources other than property taxes. Some common reasons for budget amendments include:

- Increases in unexpected expenditures in the current fiscal year, for example, street maintenance.
- Additional approved projects or grants that were not in the current fiscal year budget.

- To record transfers from one fund to another that were not originally budgeted.
- Grant programs that were awarded after the current fiscal year budget was adopted.

Additional property taxes cannot be levied during the amendment process. K.S.A. 79-2929a outlines the process a city must follow if a budget amendment is needed. Similar to the budget adoption process, an amendment requires public notice, hearing, and adoption by the governing body; followed by submitting the amendment to the County Clerk and filing it with the State of Kansas. The budget amendment process will balance all increased spending with new revenue from sources other than property taxes. In the City's case, all additional revenue sources will come from unencumbered fund balances and transfers from other funds.

Barry Smith, Director of Finance, will be available at the meeting to review the process and answer any questions.

Ordinance Approving Vacation, VAC-25-03 (Item B)

A Public Hearing was held by the Planning Commission on November 13, 2025 regarding this vacation request. Prior to the public hearing, on October 23, 2025, Notice of Public Hearing was published on the City's website and mailed to property owners within 200 feet of the subject property. The agent for the applicant spoke at the hearing; no others requested to speak. Following the public hearing, the Planning Commission reviewed the criteria and decided that they were satisfied and had no concerns about the following:

1. that notice of petition to vacate and notice of the public hearing have been given in accordance with state law.
2. that no private rights will be injured or endangered if the vacation is granted
3. that the public will suffer no loss or inconvenience if the vacation is granted
4. Commission confirmed that the vacation should be granted

Based on these four criteria, the Commission voted to recommend to the City Council that the request for vacation (VAC-25-03) be approved. The Ordinance to approve the Vacation request now comes before the City Council for consideration. As this is a zoning matter, the Council will need to hold a hearing; Mayor Benage will lead the hearing. Following the hearing, the Council will need to discuss the Planning Commission's recommendation. If the Council chooses to accept the recommendation, the Motion must include findings of fact based on the zoning criteria. Maria has provided example Motions in the agenda. For reference, the following documents have been included in your packet:

1. Ordinance for VAC-25-03
2. VAC-25-03 Lycee Addition Staff Report 11-24-25
3. Planning Commission Draft Meeting Minutes 11-13-25
4. Final Vacation Packet 11-05-25 (documents reviewed by Planning Commission)

Community Development Director Paula Downs and City Attorney Maria Schrock will be available for questions.

Ordinance Approving 2035 Comprehensive Plan

In 2023, the City initiated a project to create a new comprehensive plan. Professional Engineering Consultants (PEC) were retained to gather community feedback and draft the plan. The comprehensive plan will assist the City Council in making well-informed decisions regarding land use and capital improvements over the next 10 years. The Planning Commission approved the Comprehensive Plan Resolution on August 14th. On September 2nd, the City Council voted to return the Plan to the Commission in order to make certain revisions. PEC made the revisions and Planning Commission voted on November 13th to recommend approval of the revised plan to City Council. Now, the Council may consider the Commission's latest recommendation; Maria has provided the three options for Motions in your packet. A draft Ordinance, staff report, and Planning Commission Draft Meeting Minutes 11-13-25 are included in the packet. If the recommendation is accepted, the Council may adopt the Ordinance. Paula, Maria, and PEC staff will be available for questions.

Resolution Establishing Bylaws of Board of Zoning Appeals

On September 2nd, the City Council adopted Ordinance No. 746, designating the Planning Commission as the Board of Zoning Appeals (BZA). Staff then drafted By-Laws which were reviewed and approved by the Board on November 13th. Now the Ordinance to adopt the By-Laws comes before City Council for consideration. A staff report, draft Resolution, and Planning Commission Draft Meeting Minutes 11-13-25 are included in your packet. Paula and Maria will be available for questions.

Funding Agreement With Sedgwick County For Senior Center

The City has been awarded \$18,000.00 from Sedgwick County to fund the Bel Aire Senior Center for 2026. This is the same amount of funding the Senior Center received last year. The County grant helps cover part of the expenses for senior programming in Bel Aire. The City Attorney has reviewed the agreement and applied the changes that council requested last year related to small gratuities of \$50 or less. Staff recommend approval of the agreement.

Executive Session (XIV)

Currently, there is no need for an executive session.

Discussion And Future Issues – City Council Workshop, December 9th (Item XV)

The next workshop is scheduled for December 9th at 7:00 p.m.