

**CHARTER COMMISSION AGENDA**  
**KU Edwards Campus- BEST Conf. Ctr**  
**And**  
**VIRTUAL MEETING**  
**Wednesday, August 25, 2021**  
**4:00 PM**

**CALL TO ORDER**

1. Roll call and Quorum

**APPROVALS**

1. Consider the Approval of the August 25, 2021 Agenda.
2. Consider the Approval of the July 28, 2021 Minutes.

**OLD BUSINESS**

**NEW BUSINESS**

1. Business Items/Reminder
  - a. Submission of Questions for former County Managers
    - i. Likely written responses pending future scheduling
  - b. Submissions of potential Charter Amendment topics
    - i. Initial review scheduled for September 22 meeting
  - c. Preparation for September 13 initial Public Hearing
    - i. Time and location details
    - ii. In-person and Virtual options
    - iii. Procedures for speakers/registration/time allowance/etc.
2. Presentations
  - Current Johnson County Board of County Commissioners
  - Conversation with current Johnson County Manager Penny Post oak Ferguson and former County Chair Annabeth Surbaugh

**NEXT MEETING AGENDA (Monday September 13, 2021 at: Tentative Schedule 5:30 p.m.)**

- a. KU Edwards Campus BEST Conference Center – IN PERSON and Virtual
- b. Public Hearing

**ADJOURNMENT**

**Notice: Please note, per the University of Kansas (KU) – (see next page)**

**When present on campus, all faculty, staff, students, affiliates, visitors (ages two years and older), vendors, and volunteers – including those who are fully vaccinated – must:**

- *Wear a cloth face covering, surgical/medical face mask, or Powered Air-Purifying Respirator (PAPR) suit over one's mouth and nose when on public transportation and in **indoor** common areas (as defined below) anywhere on campus.*

*Additional information regarding KU's Public Health Safety Requirements may be found at <https://policy.ku.edu/chancellor/public-health-safety-requirements>.*

*Any person opting not to wear a mask may avail themselves of our virtual participation option.*

*We thank-you for your attention to this matter.*

**2021 JOHNSON COUNTY CHARTER COMMISSION****8<sup>th</sup> Regular Meeting Minutes****Wednesday July 28, 2021**

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CALL TO ORDER

The eighth regular meeting of the 2021 Johnson County Charter Commission convened on Wednesday, July 28, 2021 at 4:00 p.m. via In-Person KU Edwards Campus – BEST Conference Center and Zoom (virtual). Greg Musil, Chairman of the Charter Commission called the meeting to order and asked the Clerk to call the roll.

1. Roll Call

The roll being called, it was found the following Members were present and participated in the meeting, to wit:

**Officers:**

Greg Musil, Chairman	Dawn Rattan, Vice-Chair	Ed Peterson, Secretary
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**Members:**

Wendy Bingesser	Mike Boehm	Vicki Charlesworth
Jim Denning	Jane Dirks	Tedrick Housh
Randy Hutchins	Chris Iliff	Laura Klingensmith
Joy Koesten	Brent McCune	Eric Mikkelson
Leslee Rivarola	Don Roberts	Paula Schwach
Brenda Sharpe	Greg Shelton	Greg Smith

**Members Absent:**

Karin Brownlee (note- joined meeting at 4:04 p.m.)

Jimmy Gaona (note – joined meeting at 4:06 p.m.)

Kyle Russell (note – joined meeting at 4:57 p.m.)

Zach Thomas (note – joined meeting at 4:27 p.m.)

Also present were Cindy Dunham, Deputy Director of Legal Services; Lynda Sader, Deputy County Clerk; Scott Neufeld and Robin Symes, Budget and Financial Planning; Fred Sherman, Election Office; Brent Christensen, Financial Management and Administration; and Thomas Franzen, Treasury Taxation and Vehicles.

Chairman Musil welcomed the Commissioner Members, and the guest presenters.

APPROVAL OF MINUTES

## 1. Consider the Approval of the July 28, 2021 Agenda.

Ed Peterson moved to *Approve* the July 28, 2021 agenda as presented. Brenda Sharpe seconded the motion. The motion carried unanimously. (21-0 with No objections)

[Karin Brownlee entered the meeting at 4:04 p.m.]

2. Consider the Approval of the July 12, 2021 Minutes.

Jim Denning moved to *Approve* the July 12, 2021 Minutes as presented. Brent McCune seconded the motion. The motion carried unanimously. (22-0 with No objections)

OLD BUSINESS

[None]

NEW BUSINESS

[Jimmy Gaona entered the meeting at 4:06 p.m.]

1. Business Items/Reminder

a. Submissions of Questions for Current County Commissioners

- i. Commissioners scheduled for August 9 meeting (NEED YOUR QUESTIONS)

Chairman Musil noted to send these to the Clerk, Lynda Sader

b. Submission of Questions for former County Managers

- i. Likely written responses pending future scheduling

Chairman Musil noted to send these to the Clerk, Lynda Sader

c. Submissions of potential Charter Amendment topics

- i. Initial review scheduled for September 22 meeting

Chairman Musil noted to send these to the Clerk, Lynda Sader

2. Presentation- Overview of Budget and Financial Planning, Election Office, Financial Management and Administration, and Treasury Taxation and Vehicles.

• **Budget and Financial Planning – Scott Neufeld and Robin Symes**

Scott Neufeld, Budget and Financial Planning presented a presentation document and an overview of his department. He introduced Robin Symes also. He spoke to the mission and vision of this department and briefed the Charter Commission on how it fits with Johnson County Government (JOCO).

The Mission of Budget and Financial Planning is: Ensures the County's financial wellbeing through the provision of strategic leadership, management & analysis for the organization, including development of the multiyear budget plan; and drives continuous improvement through innovative efficiencies and solutions for Johnson County Government.

The Vision is: Provide guidance and leadership to achieve the optimal alignment of resources with the needs of the community and the organization. Their Role is to guide the County Manager, Departments, Agencies and Offices, and the Board of County Commissioners in budget, management and financial operations.

Mr. Neufeld discussed their Core Functions including to lead and managing key budgetary committees and processes of Revenue Estimating Committee, Capital Improvement Program

Planning, Debt Management, Performance Measurement and Personnel Review Committee and ensuring the implementation of the adopted County budget aligns with the Board of County Commissioners' intent. He also spoke to supporting the County Manager's innovation efforts.

Ms. Symes discussed the structure of their department, stating that they report to and acts as an extension of the County Manager's Office. Their authority is determined by Kansas Statutes, and the County's Financial and Budget Policies and Procedures.

She commented on their individual department's budget and their accomplishments such as Standard & Poor's, Moody's, and Fitch Ratings of Triple A Bond Ratings. She then discussed the Home Rule Charter and how it directs them. The Home Rule Charter states: Section 4.03. Powers and Duties. The County Manager shall be the chief administrative officer of Johnson County government and shall be responsible to the Commission for administration of all Johnson County government affairs. The County Manager shall: After appropriate consultation with the Commission, prepare and submit a recommended annual budget, including all revenue sources, to the Commission for final adoption, and administer the budget after its effective date; and prepare and submit to the Commission, annually before May 1<sup>st</sup>, recommendations for a capital improvement and financing program for Johnson County. Mr. Neufeld discussed issues with having the May 1<sup>st</sup> CIP date before the budget process.

Question and answer session was then held.

*[Zach Thomas entered the meeting at 4:27 p.m.]*

More discussion was had about the May 1<sup>st</sup> CIP date in The Home Rule Charter, their role and extent of their support of the Commission and their role in the budget of the Election Office. Mr. Neufeld discussed how they work with all departments and agencies, including offices with elected officials. They use collaboration and discussions to create the Budget of the County. The Budget gets final approval by the Board of County Commissioners. The Innovation project is involving all areas of Johnson County Government and look at it as an asset.

- **Election Office – Fred Sherman**

Fred Sherman, Election Office presented a presentation document and an overview of his department.

He noted the 105 counties in Kansas have a county election officer responsible for conducting all official elections held in the county. In the four largest counties – Johnson, Sedgwick, Shawnee and Wyandotte – the election officer is the election commissioner, appointed by the Secretary of State. For the other 101 counties the election officer is the county clerk, elected by the voters in the county. Election Commissioners in Kansas operate under the general supervision of the Secretary of State, not the County Manager, but do follow the county policies. They follow the county's personnel policies, purchasing policies, budgeting and auditing policies. They also submit to the Board of County Commissioners, a requested budget. He discussed the powers per K.S.A. 19-3424.

Question and answer session was then held.

A few Charter members asked questions and Mr. Sherman provided answers and explanations.

*[Kyle Russel entered the meeting at 4:57 p.m.]*

Mr. Sherman discussed how he works with the other County departments such as payroll, technology, budget and other departments. He stated that he is 1000% confident of the mechanisms used for the accuracy, integrity, and the results of the Johnson County elections.

There was a discussion of the requirements to be named as the Election Commissioner and what his background is. It was stated that the Election Commissioner must be a registered voter of that county for the two previous years and are not able to do a national search for the Election Commissioner. Discussion was had of legislation and statutes in Kansas for elections, noting some conflicts in laws and statutes. Mr. Sherman stated that Johnson County or any county cannot charter out of the election statutes.

- **Financial Management and Administration – Brent Christensen and Becky Jones**

Brent Christensen, Financial Management and Administration (FMA) presented a presentation document and spoke about his department.

Financial Management and Administration's Mission is: Provide the citizens, departments, agencies and employees of Johnson County with superior financial administrative services in terms of quality, timeliness, efficiency, and value while maintaining the highest levels of customer service satisfaction and accountability.

Mr. Christensen discussed the organization of his department and presented a financial overview and the functions they provide. Johnson County is a decentralized organization and FMA supports and assist the front-line operations. They are involved with the internal controls, compliance, and program and technology enhancements for the County.

FMA has six divisions: Benefits, Operations, Shared Services, Risk Management, Purchasing, and Accounting & Financial reporting. Mr. Christensen discussed these divisions.

He noted that they have administered the COVID funds, and they are reviewing the procurement procedures.

Question and answer session was then held.

Mr. Christensen answered questions pertaining to his department. He noted the areas they provide shared services for and stated that the Sheriff's Office and the District Attorney have their own staff for these services but do at times work with the Sheriff and the DA but do not provide services to them. His department works with the outside auditors, but the internal audit department is not under FMA, the Audit Department reports directly to the County Commissioner Board. Ms. Becky Jones reviewed the difference between the outside auditors and the internal auditors. Mr. Christensen stated that the Library funds the Library payroll function in his department. They do provide needed services for agencies through agreements. A discussion and an explanation was stated of the difference between Budget and FMA.

- **Treasury Taxation and Vehicles – Thomas Franzen**

Thomas Franzen, Treasury Taxation and Vehicles (TTV) presented a presentation document and spoke to this department. He discussed the roles, authority, and the budget and financial scope of TTV. He explained the structure, evolution and efficiencies of his department.

He stated the authority of the County Clerk is per K.S.A. Chapter 19, Article 3, calculate and set mill levies for all taxing entities; create, maintain and calculate the annual property tax roll; and certify the tax unit boundaries.

Mr. Franzen noted the authority of the County Treasurer per K.S.A. Chapter 19, Article 5, - bill, collect, and distribute property taxes; issue and administer vehicle registrations, titles, permits, placards and lien releases as agents for the state of Kansas; and provide countywide banking services and investment portfolio management. (not drivers license, that is a State Office function.)

The authority of the Register of Deeds is per K.S.A. Chapter 19, Article 12, - act as custodian of all land records and documents; and record deeds, mortgages, and maps.

He discussed the budget and the revenues collected by the county. He talked about the ad valorem property tax. The TTV organizational structure was provided and discussed of its alignment. The evolution of the TTV structure was explained and discussed. Efficiencies and innovations were noted. The County is always looking for areas to provide better and more efficient services at a lower cost.

Question and answer session was then held.

Mr. Franzen answered questions pertaining to his department He stated that legislative changes to the property tax process is a challenge. The growing population without increase to the workforce impacts customer satisfaction. The Motor Vehicle acts as an “agent to the state” and has limited authority to make procedural or system changes. Another challenge is the changing perceptions of core government functions; and the function of hiring, recruiting, and retention of employees.

It was stated that the positions of the Treasurer, County Clerk, and Register of Deeds through the Charter are appointed positions now. There are challenges with these positions, if they are elected in Mr. Franzen’s opinion.

**NEXT MEETING AGENDA (Monday August 9, 2021 at 4:00 p.m.)**

- a. Johnson County Administration Bldg. 111 S Cherry, Olathe– IN PERSON and Virtual
- b. Conversation with current Johnson County Board of County Commissioners

Chairman Musil noted the meeting of Monday, August 9, 2021 at the Johnson County Administration Bldg. He also stated that the August 25, 2021 meeting will have the County Manager, Penny Post oak Ferguson and the former Chair, Ms. Surbaugh as guests for questions and presentations.

**ADJOURNMENT**

Jimmy Gaona moved to *Adjourn* the meeting and Dawn Rattan seconded the motion. The motion carried unanimously. (25-0 with no objections)

The meeting was adjourned at 6:06 p.m.

PREPARED BY Lynda Sader

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The journal entry for Wednesday, July 28, 2021, as recited above, having been read and considered by the Charter Commission, and having been found to be correct as written, was approved on this the twenty-fifth day of August 2021.

CHARTER COMMISSION  
JOHNSON COUNTY, KANSAS

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ED PETERSON, *Secretary*

ATTEST:

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LYNDA SADER, *Deputy County Clerk (Clerk to the Commission)*