

**GOVERNING BODY WORKSHOP MINUTES**  
**Roeland Park City Hall**  
**4600 W 51st Street, Roeland Park, KS 66205**  
**Monday, June 19, 2017 6:00 P.M.**

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|---|---|---|
| <ul style="list-style-type: none"><li>○ Joel Marquardt, Mayor</li><li>○ Becky Fast, Council Member</li><li>○ Tim Janssen, Council Member</li><li>○ Ryan Kellerman, Council Member</li></ul> | <ul style="list-style-type: none"><li>○ Teresa Kelly, Council Member</li><li>○ Sheri McNeil, Council Member</li><li>○ Michael Poppa, Council Member</li><li>○ Michael Rhoades, Council Member</li><li>○ Erin Thompson, Council Member</li></ul> | <ul style="list-style-type: none"><li>○ Keith Moody, City Administrator</li><li>○ Jennifer Jones-Lacy, Asst. Admin.</li><li>○ Kelley Bohon, City Clerk</li><li>○ John Morris, Police Chief</li><li>○ Jose Leon, Public Works Director</li></ul> |
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**Admin**

Fast  
Kelly

**Finance**

Janssen  
Thompson

**Safety**

Rhoades  
Kellerman

**Public Works**

McNeil  
Poppa

CMBR Fast called the meeting to order. CMBR Thompson was absent.

**I. APPROVAL OF MINUTES**

- 1. May 1, 2017**
- 2. April 17, 2017**

There was consensus to approve the minutes as presented.

**II. DISCUSSION ITEMS:**

**1. Discuss Animal Control Service Options**

Police Chief Morris has reviewed the contract and services with Northeast Animal Control which consists of the participating cities of Roeland Park, Fairway, Mission, Mission Woods, Westwood and Westwood Hills. He noted that after the low rating of the City’s citizen satisfaction survey and other issues they were asked to review other service options and fees. Also in response to the cities looking at other options where will be an animal control board meeting June 20 at 5:30 at Mission City Hall and is open to the public.

Chief Morris noted in the first quarter of 2017 Animal Control wrote 11 citations and 6 reports compared with the entire year of 2016 when there were 2 citations and 7 reports.

In summary, after reviewing all the reports over several years Chief Morris did not believe that an annual fee of \$60,000 to Northeast Animal Control is a good value for the City and believed there are better options.

Chief Morris has contacted various agencies and has spoken with Critter Control and A-All Animal Control, both of whom would be willing to contract with the City. They are both franchise companies that have been in the area for a number of years. Chief Morris also noted that there are at least 14 agencies in the area that handle animal control issues.

The information that Chief Morris presented to the Governing Body has been sent to the participating cities and the Northeast Animal Control Board. City Administrator Moody added that Mission is also looking at some in-house options. Chief Morris said the Roeland Park Police Department averages at least one call a day for animal control services.

Chief Morris also stated that he believed they could provide the same or better level of service to the residents of Roeland Park. He also noted that they are available 24 hours a day including weekends and holidays when animal control is not. He also said the primary mission of his officers would be to educate residents and to ensure that the

animals are being treated properly, have water and food, walked on a leash and are being cleaned up after, and that residents maintain control of their pets. He said that when citizens see enforcement actions and officers taking responsibility for this function of the City it will make a difference.

Chief Morris commented that if they choose to work with a private contractor, then that agency will not have the authority to issue citations. The thought is that since City code enforcement has the authority to write citations for code and municipal ordinance violations that would be able to issue citations for animal issues. Also with the assistance of Neighborhood Services, that while out on their patrol they could note any violations. Another benefit to this in-house would be this would go directly into the Digi-ticket system and would not need to be manually entered by the court clerk.

***Public Comment:***

**Carrie Sallee** (5324 Sherwood) Ms. Sallee expressed concerns with animal control not being available in the evenings or on weekends and having to wait until they open and this is not practical in some instances especially if there is a vicious dog. She also recommended partnering with different organizations who would provide crates and for volunteers to house the animal until a shelter is available.

The Council discussed the various scenarios where a contractor wouldn't be available. Chief Morris responded that the worst case scenario would be the police officers would become full-time animal control officers.

CMBR Fast also expressed concerns if they contract privately with a shelter then as a small city they may not be accommodated as a larger contract might be. She added that if the contractor went out of business or no longer took in animals that might be an additional problem.

There was some discussion that the city of Merriam does not have an animal control officer, but they do have a community service officer who does many things such as animal control, taking walk-in reports, accident reports and fingerprinting. A position like this is an in-house position and allows the City to provide extra services. Chief Morris said he would love to have a position like this for Roeland Park.

CMBR Kellerman said that after the Animal Control meeting he would like to have representatives from some of the other participating cities come and address the Governing Body.

CMBR McNeil recommended if they have representatives come in to speak that out of consideration to them that it be placed first on the agenda as she was embarrassed at the last meeting where they had other city guests come to speak, but who left the meeting due to the length and order of the agenda before their topic was addressed.

**2. Review Agreement with CivicPlus for Website Design and Hosting**

City Clerk Bohon has been working with CivicPlus on their agreement and presented a revised agreement to the Governing Body. Some updates include additional storage and training. Normally there is a free redesign in year four of the contract as well as an increase, but they have agreed to do their increase in year five.

There was consensus to move this item to New Business.

**3. Approval to Set Date of Budget Hearing**

Ms. Jones-Lacy said they are requesting to set the budget hearing for July 17<sup>th</sup>. She also presented the Notice of Publication and said there will be with a change to the transfer amounts. However, the reason for publishing the notice of public hearing is to set the mill levy for the year. After that point it is permissible to lower the mill levy, but it cannot be raised without having a new publication. A ten-day notice is required to publish the budget hearing.

CMBR Fast said they normally have this hearing in August and did not feel they were ready as they do not have a consensus on the budget.

Ms. Jones-Lacy said the expenditure amounts can be changed, but the budget is a requirement that has to be published with the state. It must be sent to the county clerk by August 25.

CMBR Poppa recommended moving this item to New Business after the budget discussions.

CMBR Rhoades questioned having a community forum in light of the fact they recently held one and they could use the time to schedule another budget meeting.

Ms. Jones-Lacy said it is not required to adopt the budget at the hearing, but is a common practice in many cities and Roeland Park has done that in the past. She reiterated the budget needs to be adopted by August 25<sup>th</sup> and having the meetings earlier will allow time for any modifications.

There was an agreement to continue the discussion as the last Workshop item on the Council agenda.

#### **4. Financial Report**

Ms. Jones-Lacy reported that sales taxes as of April are 2.6 percent above target for the year and 3.3 percent above this time last year. These are moving in a positive direction and are a large part of general operating budget. Gas franchise fees have increased 22 percent over last year. Cable has also increased 14 percent this year. Other utilities are down as well as court fines, which down 16.9 percent for 2017 as the judge changed the fee schedule at the beginning of the year.

Expenditures through April are 25.6 percent of projected expenditures which is below the budgeted target of 33 percent.

The City has seen a return investment of \$20,000 through August.

Included in the packet was a summary of revenues and expenditures for all the funds.

### **III. NON-ACTION ITEMS**

### **IV. ADJOURN**

CMBR Fast adjourned the meeting.

(Roeland Park Governing Body Workshop Adjourned at 6:55 p.m.)