

**GOVERNING BODY WORKSHOP MINUTES**  
**Roeland Park City Hall**  
**4600 W 51st Street, Roeland Park, KS 66205**  
**Monday, January 11, 2016 6:00 P.M.**

- Joel Marquardt, Mayor
- Becky Fast, Council Member
- Tim Janssen, Council Member
- Ryan Kellerman, Council Member

- Teresa Kelly, Council Member
- Sheri McNeil, Council Member
- Michael Poppa, Council Member
- Michael Rhoades, Council Member
- Erin Thompson, Council Member

- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

**Admin**

Janssen  
Poppa

**Finance**

Rhoades  
Kelly

**Safety**

McNeil  
Thompson

**Public Works**

Fast  
Kellerman

CMBR Fast called the meeting to order.

**I. MODIFICATION TO THE AGENDA**

CMBR Kellerman would like to discuss extending the re-branding deadline.

CMBR Fast would like to add a discussion on the procedure of Community Forums as well as the scheduling of to lock in dates at the Community Center.

**II. DISCUSSION ITEMS:**

1. Johnson County Agreement for Fiber

Ms. Jones-Lacy provided an overview of the agreement and explained the fiber agreement and the benefits it will provide to the City. Ms. Jones-Lacy said this is an exciting opportunity for Roeland Park. Johnson County has fiber connected to the Roeland Park Community Center and has offered to help extend that fiber from the Community Center to City Hall, the Public Works facility and on to Fairway's Public Works facility. Johnson County has offered to pay half of the cost with the other half being paid for by Roeland Park. The City's portion is not expected to exceed \$20,550. The City will realize a \$750 per month savings for Internet charges by SureWest. The fiber will be a much faster connection through a secure network and will also allow the City to have offsite storage of data. Full cost recovery is anticipated in 3 years and 4 months. There may also be a future opportunity to use phone service for VoIP with the county which save the City an additional \$600 per month. There is also no monthly service fee for the fiber usage. Staff is recommending the City Council review the agreement that has been vetted by City Attorney Shortlidge and consider putting it on the next Council agenda for approval.

Aaron Otto, Assistant to the Johnson County Manager said this is one of the first times the county has taken fiber from the county to a non-county building. Past investment in the Community Center is making this connection possible. The City's portion will utilize 2015 dollars for the 50/50 installation match. Mr. Otto said the goal of Johnson County is to try and connect more of the local government.

CMBR Kelly thanked everyone for the research and work on this. She questioned whether the installation of fiber would affect the City's Internet or IT policies, and whether the county's policy would align with the City. City Administrator Moody said the City's internal policy would remain the same and regulations for employee use will not change. He added that the fiber connection is a better protection against malware and other things.

CMBR Rhoades asked for clarification on Exhibit A and the percentages of the split payments. City Administrator Moody said the blue line is \$19,200 is a 50/25/25 County-Roeland Park-Fairway split. The purple line is a 50/50 County-Fairway split. The yellow line is a 50/50 County-Roeland Park split. And the green line is a 50/25/25 County-Roeland Park-Fairway split.

CMBR Janssen asked if there will be a disconnect fee for current Internet service provider. Ms. Jones-Lacy said the City has been working month-to-month without an agreement, but will check to see if there are any disconnect fees.

Mr. Otto expressed his thanks on behalf of the county for the chance to partner this. He said it started almost five years ago when he City worked on a partnership agreement with Johnson County for IT services. He added that this has proven to be invaluable over the last years prior. He concluded by stating that the county will continue to look for opportunities to make local government look better.

The Governing Body agreed to place this item on the Consent Agenda for the next Council meeting.

## 2. Contract for Development Consultant

City Administrator Moody said that the Ad Hoc Development Committee went through an RFP process for a planning and redevelopment consultant and has interviewed CBC Real Estate Group who has recommended entering into an agreement with them. The agreement will encompass two projects. The southern project, northeast corner of Johnson Drive and Roe Boulevard, will be a not to exceed amount of \$7,500. This is a shared service with 30 percent paid by the City of Mission and 70 percent paid by the City of Roeland Park. The north site, also known as the old pool site, will be a not to exceed amount of \$12,500. The agreement has been reviewed by legal counsel and TIF funds can be used to pay for the \$12,500, which is underneath the \$100,000 allocated to be spent on the site.

CMBR McNeil expressed a desire to move ahead on the southern project without Mission's involvement. Mayor Marquardt said that some items still need to be confirmed. City Administrator Moody said KDOT has submitted a legal description that conveys the triangle, which is the southern-most portion inside the City of Mission, to the city. It's a quitclaim deed that needs to be approved and recorded. They are still trying to get the triangle a little bigger so as to extend to the east a bit and does take in some of the common ground that could be used for parking. Shafer, Kline & Warren (SKW) is reviewing to see how the project might be modified to get that ground.

City Administrator Moody introduced Jason Glasrud with CBC as one of the primary contacts. Mr. Glasrud thanked the Ad Hoc Committee for selecting his firm. He said it is his job to create a development plan to present to a developer or to the brokerage community. He added that CBC is a commercial real estate development company that develops their own properties, as well as manage and lease them. They also do third-party project management such as managing the Lenexa Civic Center project. They are also an owner/developer of a building in Gladstone. City Administrator Moody said they are trying to get the best insight to create a focused and best option for the projects.

## 3. Nall Park Bathroom, Shelter and Drinking Fountain Rehab Review

Public Works Director Leon provided an update on the bathroom rehabilitation plans at Nall Park. The Governing Body has approved staff to work with SKW to provide a cost estimate for the planned restroom rehabilitation. At the park the restroom is the main focus, with the shelter and drinking fountain as alternatives. Dale Dixon from SKW was also present at the meeting and available for questions. Public Works Director Leon thanked Administrator Moody and Mayor Marquardt for their work the past few months in finalizing the plans, and he would now like to go out for bid on the projects.

The Governing Body discussion the layout and design options of drinking fountains and the possibility of having them attached to restroom versus a stand-alone. Public Works Director Leon favors the stand-alone location of the drinking fountain and noted that it's ADA accessible as well as a focal point. He felt that moving the location would be creating more work.

After further discussion the Governing Body agreed to move this forward to a Council agenda.

## 4. Large Fabric Trash (Dumpster) Bags

Mayor Marquardt noted the modification to the proposed language that was discussed that last time this topic was talked about by the committee. Mayor Marquardt recommended the dumpster bags be covered, “with a uniform similar material as to contain and conceal the contents when not in use for more than one hour.” This would allow users to get a tarp or something and cover it when not in use.

CMBR McNeil questioned the practicality and expense of covering the dumpster.

CMBR Rhoades said there is still the issue of sustainability and not to add more waste in landfill.

CMBR Fast said she felt that it is unrealistic to cover it and CMBR Kellerman agreed with her statement.

Mike Flickinger, the City Building Official, expressed his problems with allowing the bags in the City. He said he is against them because of non-sustainability, but also believes a roll-off dumpster is a more cost effective option. He noted that a 10-yard dumpster costs less money than the purchase of a 3-yard dumpster bag as well as the price of its pickup. He also said these were going to be difficult to regulate. Mr. Flickinger recommended that if the Governing Body does decide to move forward he suggests they coordinate with Home Depot and Lowe’s to have them tell customers to check with local municipality to see if there are any regulations rather than putting a sign on their displays.

CMBR Rhoades said he, too, sees a problem requiring that it be covered and suggested extending the limit to ten days.

CMBR Kelly agrees the bags are not sustainable and that a roll-off dumpster would not be going into the landfill, but the contents going into the landfill are usually not sustainable either. The Sustainability Committee is aware of this issue being discussed by the Governing Body and they are putting together some education information for people that will include a list of resources of who to call if they have remodeling restoration waste. She said there are a lot of options to dispose of materials in a sustainable manner. She also said she didn’t believe it was feasible to be covering the bags. She also was in favor of cutting the time from 15 days to 7 or 10. She added that these bags are meant to be for quick weekend projects for the do-it-yourself-er.

Mr. Flickinger reiterated that the permitting process will probably be difficult to enforce. He also said that if someone has a permit to put a new roof on their house, the City does not require an additional permit for a dumpster to remove any debris. His recommendation is to educate the public on the true cost versus a hard dumpster.

CMBR McNeil asked Mr. Flickinger to put together an article to get the information out there.

Mayor Marquardt asked for everyone’s opinion on whether bags are to be allowed and whether they would require a cover.

CMBR Rhoades said they should be allowed, uncovered, and with a short time frame of 7-10 days, and with education to the community of sustainability and cost.

CMBR Kelly said she would prefer not to have them, but would be amenable to a shorter time frame. She reiterated she didn’t think it was feasible to cover them. CMBR Kelly also encouraged education on the topic.

Mr. Flickinger said wording could include that the contents be secured versus covering them.

CMBR Poppa said the bags should be allowed, uncovered, on the property for a five day maximum and for the City to provide education to the public.

CMBR Thompson approved of them uncovered and with a short term.

CMBR McNeil also approved of the bags, having them uncovered and on a short term basis.

CMBR Kellerman said he could support allowing them for five days, but thinks the issue should be readdressed. He recommended a trial run and discuss the topic again to see how it went.

CMBR Fast said she really had no opinion. She guessed they could be allowed, uncovered, with a limit of five days. If it was discovered allowing them was not working, then the City could disallow them. She also said she liked the phrase secured, but uncovered.

Mayor Marquardt said he did not believe they should be allowed in the City as they are an eyesore. But if they are to be allowed having a five day max.

City Administrator Moody said that the ordinance would need to be passed even if the Council was interested in a pilot program. He said they could revisit the issue again in six months to see how it's been going.

There was consensus to allow the bag dumpster for seven days, uncovered. They agree on a need for education, but that will be separate from the ordinance. This item will be placed on New Business with an agreement to revisit it again in November.

#### 5. Citizenserve Online Permitting and Licensing

City Clerk Bohon noted that in the budget there is \$10,000 for permit and licensing software. She has demo'd several options and found that Citizenserve was the best value. Currently staff has four Access databases they use and implementation of this program would bring it all to one which will be convenient as well as a time saver. She noted that reporting is now a challenge, but with Citizenserve they will generate their own reports and staff will also be able to build their own. This will also allow them to do permit renewals via e-mail or through standard mailings. It will also allow citizens to apply online for permits and scheduling inspections.

CMBR McNeil expressed concerns about privacy and how much information can be accessed. City Clerk Bohon said they will be able to customize the program to the City's needs.

Staff showed a video on the Citizenserve program and its features.

CMBR Fast asked if a service/convenience fee would be added to users to help offset the \$7,200 annual fee.

City Administrator Moody said that is something to possibly discuss when putting together the 2017 budget. Ms. Jones-Lacy reiterated that the program will save staff time as well, especially at the beginning of the year when the date changes, they have a lot of challenges updating information and can't issue permits until coding changes are made.

City Clerk Bohon provided a list of other municipalities that currently use this system and Ms. Jones-Lacy said that Merriam has already implemented this program. To date, they weren't fully up and running, but said the implementation process is really good as well as their customer support.

CMBR Kelly said it would be a good opportunity to note when Bagster permits are acquired and to keep track of the timing. City Clerk Bohon said program could send notice to staff when permits are coming to expire.

CMBR Kelly supports the program and anything that makes the City more efficient and more accurate, adding that things won't fall through the cracks as easily.

CMBR Kellerman asked where funding was coming from. Ms. Jones-Lacy said that \$10,000 was budgeted in the General Fund under software maintenance.

There was agreement by the Governing to add this to the Council agenda under New Business.

#### 6. November Financial Report Update

CMBR Rhoades, CMBR Fast and Mayor Marquardt had all asked Ms. Jones-Lacy how bills are paid, how checks are issued and when they get paid. Ms. Jones-Lacy said at the beginning of every Council meeting is an appropriations ordinance that is approved by the Governing Body. A policy is in place that states that all checks are to be paid after approval of the appropriations ordinance, except for a few items that don't require prior Council approval before issuing the check and sending it out. Recurring items such as utility payments, health insurance, and ongoing monthly payments do not require Council approval. If a late fee or a discount is received by paying by a certain time frame, then they send those payments out. For example, fuel bills have a 15-day turnaround and they cannot be approved by the Council within that time frame.

For November, property taxes are about three percent below projections for the year, but the City is still in good shape as far as property taxes. Sales tax, which does not include the TDD and CID as those are special districts, are all meeting projections for the year. Sales tax collections are down 2.7 percent from 2014, but the projection is more in line with what is actually collected. City sales and use taxes are down for the year, but the county's share, the Public Safety sales tax, etc. continues to be in good shape. Franchise fees are also down five percent for the year. Electric is doing well, but gas is down 20 percent. Those numbers fluctuate depending on the weather. Court fines are up for the year due to more enforcement in school zones, and the voluntary doubling of traffic fines to avoid insurance penalties. The new electronic ticketing system is also seeing an increase in efficiency.

General Fund overview. Overall General Fund revenues are down from the prior year by 1.7 percent, but coming in better than projections by 3.5 percent. The biggest shortfall is the sales tax revenue. Expenditures are up over the prior year by 8.4 percent due to debt service from street lights which is new for this year. Another increase expenditure was the salary increases. In 2014, there was an audit adjustment to accrue the payroll back to the prior year. There is always a split in the pay period between fiscal years. And so during the audit they will take whatever was charged to 2015 that is a 2014 expense and move it back. This will be done again this year after the audit. There have also been some pension increases. The City did save approximately \$91,000 by avoiding street light rental.

CMBR Rhoades questioned that staff does not need Governing Body's approval to spend 9,000 because it's in the budget. City Administrator Moody said he has the authority to approve up to 7,500. Ms. Jones-Lacy said it's in the purchasing policy. CMBR Rhoades said if 400,000 is in the budget to purchase new vehicles, can you just go out and purchase without approval. Ms. Jones-Lacy said that when the Governing Body is going through budget process approving all of the line items that go along with that, in essence, they have already received Council approval for that expenditure as in the administrative software.

CMBR McNeil asked about expenditures. Ms. Jones-Lacy said up 8.4 percent of expenditures is related to salary and pension increases. Overall revenues for all funds are one percent below projections. Special Highway tax has not been received yet for the fourth quarter 2015 payment.

The sales tax funds, special street, community center and special infrastructure funds are down because City sales tax is down from the prior year. Ms. Jones-Lacy noted that the TDDs continue to underperform, and sales tax affects those funds. Overall expenditures in the funds are below projections by 30 percent for the year. December expenses are anticipated to be closer as several large debt payments will be coming in. No payments from the TIF on the caves development has been made to SKW as of the November statement. Maintenance and operating expenses associated with the pool will come out in the December report.

CMBR McNeil inquired about the end of debt payments and Ms. Jones-Lacy said the street light purchase will be paid off in 2021 and the Park Lane improvements will be paid off in 2017.

## 7. City Hall ADA Improvements

Mayor Marquardt has gone through and revised the list of what has and has not been made ADA compliant and has also removed items that it was agreed would not be required. He estimates the remaining exterior portion of work to be between \$25,000 and \$30,000. He felt that number could be cut in half by not regrading some outside items. Drinking fountains are estimated at \$10,000; public toilets on the third floor, \$43,000. Police items such as the lower level restroom and some other miscellaneous items for another 8 or \$9,000. Public toilets are the top priority, then drinking fountains and then the police updates.

Some of the improvements can be paid with TIF funds. When the TIF was consolidated one of the requirements was to do a financial analysis or projection forecasting other revenues. Anticipated income and the expenditures can be discussed during the budget season. There are also the bonds which are already planned for, contracted services, storm maintenance and then the ADA improvements plugged as 150,000 ballpark, all using the TIF funds. Mayor Marquardt said a million will be left after the bonds paid, and \$650,000 for stormwater improvements will still leave \$350,000.

Ms. Jones-Lacy said the Council had reached a consensus to use some of the funds for stormwater improvements that are attached to that TIF district. Upon expiration of the TIF, if any amount remains it will need to be reimbursed to the taxing jurisdictions. In essence, use it or lose it. City Administrator Moody said the Governing Body stated the purpose of the funds when establishing the district.

Mayor Marquardt said it could be possible to have a task force to look at ideas on how to use the funds. He recommend drawing up a plan and putting out to bid for the exterior \$15,000, drinking fountain \$10,500, public toilets \$43,500, and police-related items at \$33,000

There was also discussion of the possibility of opening up the meeting room to accommodate more people.

City Administrator Moody recommended the Governing Body create a list of projects, prioritize them, put them in a year when they are desired to be completed.

Staff was directed to come up with a plan for the funds starting with stormwater and ending with ADA improvements, also possibly an egress to the meeting room.

## 8. Interlocal Agreement with the Johnson County Parks and Recreations District for the Operation of the Roeland Park Community Center

City Administrator Moody said this is the annual agreement executed with Johnson County for the Community Center. The amount of \$75,000 is the same as has been in the past.

There was agreement to move this to the consent agenda for Council approval.

## 9. Nuisance, Weed, and Tree Abatement Services

Ms. Jones-Lacy said in July 2015, Public Works put out an RFP for services on private properties. They received one bid, but it was agreed that it was not a competitive bid. Since then Public Works has joined with the City of Mission on their RFP for this service. Two responses were received and Custom Tree Care is recommended with a \$38/hour bid. The agreement has been reviewed and recommended by City Attorney Shortlidge. The scope of services is included in the agreement which is in the packet.

This work has previously been performed by the Public Works department, but they desire to outsource the process and the expense generated would be invoiced to property owner. If the property owner does not pay for the service, the fee will then be assessed to their property taxes.

The Governing Body agreed to place this on the Consent Agenda.

#### 10. Re-branding Extension

Due to the lack of response for the re-branding RFP it was decided to extend the deadline. Ms. Jones-Lacy will adjust the RFP on the website and will send a notice to people who have requested that information.

CMBR Poppa asked how many responses there have been and City Administrator Moody said they have had two inquiries. To date, there have been no responses and the deadline is 1/22.

#### 11. Community Forum Update

CMBR Fast would like a time frame for the next community forum.

CMBR Kellerman said the microphone situation needs to be addressed.

CMBR Rhoades said he would like to see the community forum on Monday. City Clerk Bohon said Mondays are usually booked at the Community Center.

CMBR Kelly said it is a good idea to lay out for rest of year to have time frame to work with even though the subject matter is not yet determined.

It was decided that forums would be late April, July, October and January 2017. Ward 4 will direct the April forum.

#### 12. Pending Item Discussion - Governing Body to Consider Raising the Age to Buy Cigarettes and Tobacco Products

There was general discussion on whether or not to discuss this topic and if so, when, i.e. pre-budget, after budget or in February.

With regards to discussing the topic CMBR Janssen said that a pending item would have been recommended by three Councilmembers, the Council president and the City Administrator to place it on a Workshop agenda.

CMBR Rhoades noted that pending items do not have to be discussed when they are put on the agenda.

City Administrator Moody said action item does not mean it has to be voted on, but it's the start of the discussion. If you don't provide a mechanism for the Council to make something show up on agenda for discussion, then they stand to be in a position where the president, mayor and City Administrator could keep it from being on the agenda. Mayor Marquardt said if three Councilmembers sign on it should be placed on the agenda as a pending item.

CMBR Kellerman recommended changing "action item" to "discussion" on the action form.

CMBR McNeil said she would like to see the discussion in February.

CMBR Kelly said if three people want to discuss this, they should be given the time to voice their opinions much the way the Council gives the citizens that in public forums.

CMBR Rhoades wanted to hear what other cities in the immediate area do. He would also like to see research and also to get the opinion of retail outlets that sell cigarettes.

CMBR McNeil said they owe it to each other to hear each other out whether they agree with the topic or not, and that they should always be courteous to each other.

After a show of hands City Clerk Bohon said there were five in support of discussing age requirements on cigarette sales in February.

CMBR Fast recommended just a presentation in February.

### **III. ADJOURN**