

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, February 1, 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

I. MINUTES

1. November 23, 2015
2. December 7, 2015
3. December 21, 2015

II. DISCUSSION ITEMS:

1. 2016 Budget Priorities

City Administrator Moody said there is a budgeted 2016 Strategic Plan list, but staff could not find a priority of the items.

CMBR Rhoades reviewed the minutes from the May 11, 2015 meeting where he and CMBR Kelly, along with previous City Administrator Otto were tasked with going through all the goals and priorities and to combine them into one document. They removed items that were no longer goals or had already been achieved which is what the document dated 6/19/15 represents.

CMBR Kelly said she was responsible for taking the lists and putting them together. The red lines were things Mr. Otto went back to staff with as items that had longer term commitments. Some of the items have been incorporated as a line item in the budget. The document has not been updated since last spring.

CMBR Rhoades felt the agreement was that once everyone got the bigger picture of budget, then they would decide what could be funded.

CMBR Fast felt the discussion should be the priorities for 2016, not for budget year 2017. She said that re-branding process has already started and some other items were moving forward.

City Administrator Moody also said that a number of tasks are being worked on, but with the size of the staff it is a lot of items. He felt that if they accomplish 12 objectives during the year, they're doing well. Mr. Moody inquired about the \$55,710 for Phase 1 in the 2016 budget.

Ms. Jones-Lacy said the document is only a list of all the estimated dollar amounts associated with each piece of Phase 1. It is to illustrate approximately how much everything would cost if it were to be fully funded. The Council could then look at that and take into consideration when decided how they wanted to actually prioritize these items. She noted that there is only \$18,500 in the Strategic Plan line item budgeted for 2016 and was not aware of any other items in the budget.

CMBR Rhoades suggested discussing on how to fund portions of the strategic plan for 2017.

CMBR Poppa said tonight's discussion should be how to spend 2016 funds. He then inquired about the newsletter changes.

Ms. Jones-Lacy said made administrative changes have been made on the newsletter. City Clerk Bohon said they have a new vendor with a better price and it is allowing them to put color on the outside of the newsletter.

CMBR Kelly directed everyone to look at the gray and white document which shows the priorities. She noted that the Council wanted to start with the re-branding, evaluation of historical, present and future financial commitments, and the newsletter changes to be timelier and with an improved appearance.

Items from the gray and white document were discussed individually.

1-A: Collaborate with peer cities with similar developmental issues and define potential options.

Ms. Jones-Lacy said the work is continuing with Mission on the cloverleaf project.

1-C: Evaluate the historical, present and future financial commitments of RP and create a financial plan.

City Administrator Moody said the financial advisors are currently doing a debt analysis for the City that will help with the evaluation of financial commitments, past, present and future.

1-E: Form a committee to work with City Council, residents and businesses for the implementation of the strategic plan.

This item has been completed.

Item 2-A - Identify and prioritize potential commercial development sites in order to attract and retain developers and retail constituents supporting sustainable goals.

The Ad Hoc Development Committee is continuing work on this item.

Item 1-B - Prioritize grant funding opportunities to improve the community and diversify finances.

CMBR Poppa felt that someone could be assigned to proactively search for grants, do grant writing for parks, streets, or anything that's needed.

City Administrator Moody said that grants normally require matching funds and it's difficult to find grants for improvement or repair projects. However, once a grant is obtained, funds saved can be rolled forward to the next project and the cycle could continue. He said the CIP could be funded through reserves, sales tax or bond proceeds. Sometimes putting a project on the CIP is helpful in getting the grant started. He also noted that the county is considering making stormwater funding available. An area must be flooding currently if they are to receive county stormwater assistance.

Ms. Jones-Lacy said a lot of the capital grants such as STP and CARS are handled by the City engineer since they are very technical in nature and it makes sense for them to help authoring those grants and applications. She added that the volunteer committees have written applications such as those for the grant received from the Sunflower Foundation.

CMBR Kelly said the overarching idea of this goal was to diversify the City revenue streams. CMBR Kelly felt that staff should direct how much time and resources should be put into grant research. She added that if a citizen committee finds something they can make a recommendation to Council and then they can move ahead to explore matching funds.

3-B: Ensure continuous outreach to effectively engage citizens, businesses, public and nonprofit sectors.

The newsletter was previously discussed. The committee was also reminded that Jennifer Murphy presented the social media campaign of the City and its outreach.

There was a consensus to continue the communication discussion at a later time. CMBR Rhoades and CMBR Kelly will come back with ideas to ensure continuous outreach to engage citizens, businesses, the public and non-profit sectors.

4-A - Increase effective communication as an essential element in the quest to increase community involvement. Begin with a website redesign.

3-A: Create a new branding endeavor of RP as a premier city of choice.

3-C: Establish Roeland Park as a premier community for location and service.

It was agreed that 4-A, 3-A and 3-C fall in line with branding and will be discussed at a later time.

5: Enhance promotion of community events, facilities and programs to increase awareness and recreation participation.

CMBR Fast noted that some of the accomplishments have been the signage for the parks and monthly meetings at the Community Center with Johnson County Parks and rec staff.

CMBR McNeil said she would like to see a community bulletin board available where citizens could see the happenings in their ward.

City Administrator Moody said he doesn't anticipate getting everything done in 2016, but the items need to be prioritized as some of them have deadlines which will factor into the prioritization.

CMBR Kelly said that Phase 1 items were considered low-hanging fruit, as these are things easily done, while Phase 2 is more in-depth, longer term projects, or more expensive.

City Administrator Moody asked the Governing Body how items could be implemented that have a financial impact in 2016 when they have not been budgeted for.

The Governing Body agreed to discuss goal setting at the February 22nd meeting.

2. Superpass Agreement and Swim Meet Letter of Understanding

City Administrator Moody said this is the same agreement the City has participated in in the past and the sharing revenue is the same equation. Also included in the packet is a history for what this has generated the City in the past two years.

There was consensus to continue the Super Pool Pass Agreement and Swim Meeting Letter of Understanding and to place it on the next consent agenda for approval.

3. 2016 Roeland Park Sports Dome Lease Agreement

There was consensus to forward to the next consent agenda for approval the 2016 Roeland Park Sports Dome Lease Agreement.

4. Administrative Assistant Job Description

City Clerk Bohon presented the job description for the Administrative Assistant's position to include working with social media and communication venues to residents.

There was consensus to post the description for the open position.

5. Quarterly Code Enforcement Activity

Ms. Jones-Lacy presented a breakdown of the activity by the Codes department from September 25, 2015 through the end of January 2016. Overall, there have been 130 specific incidents including follow-ups and repeat offenses. Of those, 6 percent had multiple notices, 96 percent have been resolved, 11 percent are city-wide, and 4 percent are outstanding. Also in the packet was a map that detailed the location of the incidents through the city and were further broken down by ward. The primary issue has been nuisances affecting public health.

As an update, the City has started performing and scheduling internal rental inspections. Because it is a new program, they are seeing a trend on some points people might be confused about, so staff will send out an e-mail to those who attended the rental inspection meetings and let them know some common issues they're seeing and things to think about before scheduling inspection. There has also been some short-term rental inspections scheduled.

City Administrator Moody said the September to January time period is unique, but captures a time period when the City is not generally having a lot of weeds to deal with. The chart gives a snapshot for a third of the year where don't have to deal with weeds. It seems about 11 times a month folks are putting things out in the yard that should be there. He concluded by saying that is the biggest time consumer for Codes enforcement aside from the regular inspections for rental properties.

Ms. Jones-Lacy said her last report showed weeds and grass were by far the biggest violation.

CMBR Kellerman inquired about the transition of trash companies within the City and asked if Codes was aware that yard waste and trash are not being consistently collected on their scheduled day. Ms. Jones-Lacy said they are aware of the issue.

CMBR Fast thanked Ms. Jones-Lacy for her report.

6. R Park Plans Next Steps

Public Works Director Leon directed the conversation to focus on the installation of amenities at R Park. Modifications to the plan diagram have been made so that it communicates what is existing at the park versus what is planned. He noted that the amenities have been purchased and delivered and are awaiting location approval, and then the Public Works Department can begin to schedule installations.

Jennifer Provyn, Parks Chair, said the Parks Committee is asking for approval from the Council for bench placement, picnic bench placement, the bike rack placement, and approval of the location of the fountain.

Kyle Rogler, Planning Commissioner, said the plan for 2016 includes five park benches, three picnic tables, three trash cans, the drinking fountain and the bike rack. He reviewed the planned placement locations with the Governing Body.

CMBR Fast thanked Mr. Rogler, Ms. Provyn, the Mayor and all the volunteers for their work on R Park.

Public Comment

Jim Haley - Mr. Haley strongly encouraged the Parks Committee recommended a tennis court for R Park. He also spoke to how it would benefit the community.

Gretchen Davis - Ms. Davis wanted to publicly thank Mayor Marquardt and Kyle Rogler for their personal investment of time and interest and bringing their architectural skills to the process. She also thanked Jennifer Provyn from the Parks Committee for all her work on the park.

Ardie Davis - Mr. Davis said he noticed people using the facilities such as walking, jogging, playing, and sitting on the benches. He thanked the Council for their leadership and also the efforts of the Public Works Department. He said our parks are good for citizens' health and also the City's economic development.

Mayor Marquardt thanked the Parks committee and Kyle Rogler for their work. He also questioned the location of the bike and it's proximity to the walkway.

CMBR McNeil inquired about containing the gravel on the trail and possibly spilling onto the walkways or interfering with mowing. Public Works Director Leon said the only issue they have had is grass growing into the trail. The contractor has been spraying to kills the grass in the trail.

CMBR Rhoades inquired about the placement of benches. Mr. Rogler said the feedback they received to put the two picnic table close together and have them abutting the gravel trail, and also a bench, is for ADA purposes. The gravel trail is an ADA accessible path and by having the picnic table directly adjacent to it someone could slide onto the picnic table. Feedback from the Parks Committee was if someone was having a larger group gathering having the two picnic benches closer together allowed for larger groups to gather in the park.

CMBR Kelly said she did not see any benches planned on the trail. For warranty purposes benches should be on the gravel path as they are not a surface to skate on. If someone were to grind their skateboard on one of the benches it would invalidate the warranty. Benches are also planned to be placed away from pine trees to avoid sap residue.

There was discussion regarding the placement of benches and the relocation of the basketball court.

Ms. Provyn said in regards to the fountain they still have a donor for \$17,000 to lay the pipe, make the concrete pad and install the fountain.

There was consensus to move forward to the consent agenda approval on the green items, the benches, picnic tables, trash cans, fountain and bike rack.

CMBR McNeil inquired as to the cost of installation and whether it has been budgeted. Public Works Director Leon said it is in the infrastructure maintenance budget and will cost \$13,500.

CMBR Rhoades said he would like to see the Parks Committee's R Park priority list to help the Council with future budgeting. Mr. Provyn said her committee is working to update the Governing Body with the plans for R Park.

7. Pending Items for Next Workshop

CMBR Fast said the next Workshop and Council meeting would be February 15 beginning at 6:00 p.m.

City Administrator Moody whether the start of the Council meeting could be delayed to continue the Workshop. It was stated that start times are posted and they have to hold to that. CMBR Rhoades added that the Governing Body can add an agenda item to the Council meeting and can continue to work through Workshop matters at the Council meeting.

City Administrator Moody said the retreat location reserved and will start at 5:30. It's scheduled to last no longer than three hours.

The next Community Forum will be held at Roesland Elementary School, Monday, April 25th. There will also be a Community Forum May 25th to be held at the Roeland Park Community Center.

City Administrator Moody has sent out a budget schedule and encouraged the Council review it. He noted that the schedule is the same length of time as last year, but with fewer meetings.

III. ADJOURN