

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, August 15, 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
Poppa
Fast

Finance
Kelly
Janssen

Safety
Thompson
Rhoades

Public Works
Kellerman
McNeil

CMBR Thompson called the meeting and noted that all members of the Governing Body were present.

I. MINUTES

II. DISCUSSION ITEMS:

1. Heartland Tree Alliance Arboretum Discussion

Sarah Crowder, Program Manager for the Heartland Tree Alliance, presented to the Governing Body an option to create an arboretum in the city. Heartland Tree Alliance is an environmental non-profit agency serving the metro area. She came to the City of Roeland Park to let them know of a grant opportunity plant some trees. The goal of the alliance is to create advocates using volunteers, residents, and people in the green industry to engage and encourage a healthy community urban forests in the metro area. The group was founded in 2004 after the devastating ice storm of 2002 when a lot of the foresters from municipalities as well as state foresters from Kansas and Missouri saw the need to create a coalition to plant the right trees in the right place while also creating a non-profit that could help oversee the plan. Some programs in place by the Heartland Tree Alliance include educational presentations to children, information on the Emerald Ash borer, and an Introduction to Trees.

During the last fiscal year, they helped communities in the region to plant 938 trees as well as prune 91 trees. They train and use volunteers to help with services that municipalities are not always able to do such as pruning. Another program they have is called Tree Keepers. Last year, they trained 34 Tree Keepers and since its inception have trained about 235 volunteers. Lastly, one other program is the Tree Fund. Currently they have 18 participating cities where people can donate money to that city for tree planting. Once \$1,000 has been donated, they contact the city and use the donations to plant trees in that city.

Ms. Crowder spoke about the Native Tree Arboretum grant program funded by the U.S. Forest Service and the Kansas Forest Service. She was approached by the Kansas Forest Service to see if the Heartland Tree Alliance could help meet some of their goals of planting trees on the Kansas side of the metro. She would like to propose Roeland Park to be a native tree arboretum. She would like a letter of support from Roeland Park before applying for the grant application. If the City is awarded the grant, it would be for 2017 through 2020. They probably would not be notified if they have received the grant until the spring or summer of 2017.

While the final theme and placement of the trees is a detail to be worked out later, the trees would more than like be 20 one-inch calipers, typically the size in a 15-gallon pot. This size allows for the volunteers to easily move them and the smaller trees establish themselves more quickly than larger ones. Ms. Crowder would coordinate with Public Works Director Leon with the plantings. They will also install a sign at each tree.

The support letter Ms. Crowder is seeking will state that the City of Roeland Park is willing to make an in-kind match to the grant. Roeland Park will also offer its support in helping to plant the trees as well as water them for the following two years. Their in-kind match would include staff time, water, and fuel costs.

Public Works Director Leon said the proposed letter of support is attached to the agenda as well as a spreadsheet that was created to show the breakdown of the in-kind match. Mr. Leon clarified that of the City's cost of \$37,305, only \$13,480 would be an actual out-of-pocket cash cost, as the other items are services, time and equipment that the City would be putting into the project.

CMBR Rhoades inquired about the water buffalo. Mr. Leon said the City owns a water buffalo which is a big jug if water towed on a trailer.

The Council expressed concerns about the dollar amount of the in-kind match and Mr. Leon said he used FEMA's rate schedule for the costs to operate the equipment for one hour

CMBR Kelly noted that the City will be finished with watering the newly planted trees in time for the tree planting of this grant.

Public Works Director Leon said this item has been budgeted in the tree planting program to span over a couple of years. This proposed grant program can be used to plant those trees and they are also not required to be in a particular area and they do not have to be a native species. He added that it is a benefit as the City will not have to pay for the trees, plus it makes an immediate impact to the community. People will see that the City has reinvested back into the park where the 44 Ash trees had been removed. Staff will spend the time planting time 20 trees that the City will not have to purchase. He said another benefit is the ability to say that Roeland Park has an arboretum and is a great opportunity for the City. Mr. Leon will be working with City Forester Carl Wisdom as well as the Parks Committee, who have expressed their support, in the placement of the trees.

City Administrator Moody said the reason for the support letter is the grantor is asking how much of an effort the City is willing to make with their in-kind donation as they are donating \$209,000 to the program. He said in-kind donations are always larger than out-of-pocket donations and figure in the cost of what you would have to pay someone to do the work for you and reflects the manpower, use of equipment, as well as the purchase of water and mulch.

CMBR Poppa thanked staff for their hard work and noted that the projected hard cost is under \$5,000 a year, and has already been budgeted for.

CMBR Rhoades said he would like to see a plan in place before moving ahead to make sure it fits with the vision of the City. Public Works Director Leon said he was not ready to answer that request as of yet, but is only asking for the Council to approve the letter of support to move forward with seeking that grant funding. This is the first step in the process and needs to know if the Council likes the idea and is willing to support it. He restated that he will be working with Mr. Wisdom and the Parks Committee to come up with a planting plan. They would like to fit them in R Park, but they may not all go there. Mr. Leon said that nothing would be planted without first seeking Council approval.

CMBR Kellerman said he would like to see item moved to New Business of the Council meeting.

CMBR Thompson thanked Ms. Crowder for her presentation.

2. Committee Liaison Shawnee Indian Mission

City Clerk Bohon provided the updated list of liaisons for the different committees and said that Bill Art would like to remain as liaison to the Shawnee Indian Mission.

There was agreement to add this for approval on the Consent Agenda.

3. Updates to Employee Handbook

City Clerk Bohon made updates to the Employee Handbook Section E. Time Off Policies and corrected Part 2 Vacation Leave, (b) Other Employees to add “per pay period,” and remove “or more per week.” She also updated Section H. Safety, and added a Part 3, Conceal Carry of Firearms to reflect changes pursuant to Kansas law. There were a few typos that have been corrected in the handbook.

There was agreement to approve the changes on the Consent Agenda.

4. Chapter 16 Updates Exception to Lot Splits

Citizen Comment

Teresa & Kevin Neir (4759 Windsor) Mr. and Mrs. Neir have entered into a verbal agreement with their neighbor to the south to purchase a portion of his land. She stated that the monetary and procedural considerations imposed by City ordinance are making the purchase less than achievable. The proposed amended ordinance will allow for a smoother less costly process to make improvements to the property which will add value to the property and to the City which is a win-win for both.

Ms. Jones-Lacy said proposed ordinance was reviewed and approved by the Planning Commission at their July meeting. They support the change to the code because the current process requires re-platting, a survey and a public hearing before the Planning Commission which is definitely a costlier process. This ordinance would allow for just a survey. Administratively, the City Official can approve lot splits if they are simple lot splits.

City Administrator Moody said both the lots must remain conforming after the splits and not affect utility easements. There will still have to be a survey for both parcels, but it does not require re-platting. This will not have a detrimental impact on the density or utilities in the neighborhood, and it makes sense to eliminate the barrier of residents being able to invest their properties.

There was agreement to move this to the Consent Agenda for approval.

5. Approval of Special Use Permit Request

Ms. Jones-Lacy said the special use permit was approved by the Planning Commission at the July meeting during a public hearing for the 47th and Mission commercial vacant lot. The new owners are asking to be able to continue to allow parking on the spot. Stipulations by the Planning Commission would be that there would be 34 parking spaces until April 1, 2017. It would also allow indefinite parking on Spaces 8, 9, 10, 11, 12 and 13 of the site plan. Sports 25-31 are in the right-of-way. By May 1, 2017, one of the two following conditions must be met:

- All foundations, asphalt, debris will be demolished and removed and the ground reseeded for grass; or
- The owner of the property has broken ground for a new restaurant.

They will continue with their general liability insurance up to a \$1,000,000 with the City as an additional named insured, which is what was in place with the previous tenant. They will also submit of weekly maintenance plans of the property to be approved by City staff.

Ms. Jones-Lacy said they have submitted a letter of maintenance that is in the packet as well as a restaurant site plan of a potential idea of the developers.

The representative for the developer said that they need the 12 spaces, but it is not critical that they be on County Line Road versus Mission Road. They will need permanent parking, not necessarily for Taco Republic, but for the new restaurant to be built on the site.

Mayor Marquardt said he did not want to approve a dedication of parking stalls in Roeland Park for another restaurant not in the City.

Ms. Jones-Lacy said this special permit request is just for the parking. Once the site is developed they will have to repave and redraw the parking lot, so there really is no permanence right now.

CMBR Rhoades said he attended the July Planning Commission meeting and is comfortable with what took place. He said he feels that something will go into that spot fairly soon and is not too concerned.

City Attorney Shortlidge said the proposal as written reflects the Planning Commission's recommendation, which the Council can override if they have concerns.

CMBR Poppa agreed with CMBR Rhoades about something taking place at the site soon.

CMBR McNeil inquired about the adjacent house and property to the 47th & Mission site having a back parking lot. Ms. Jones-Lacy said she believes it does include an additional purchase of the lot behind the property.

City Administrator Moody said the parking spots that are labeled, 8, 9, 10, 11, 12 and 13 access off of 47th Street and are partially on private property, partially in the right-of-way. When the site is developed they will no longer permit that. They also will not allow backing out of a parking spot onto a thoroughfare.

There was agreement to move this discussion New Business.

(The remaining items were moved to New Business at the August 15, 2016 City Council Meeting)

- 6. Nall Park Bathroom Change Order**
- 7. Yearly Review of Uniform Standard Traffic Ordinance (STO) and Uniform Public Offense Code (UPOC)**
- 8. Review Roe Blvd. STP and CARS Funding**
- 9. Discuss Adding Council Duties Section to City Code**
- 10. Discuss 2016 Stormwater Project**

III. ADJOURN