

COMMITTEE OF THE WHOLE MEETING
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, May 11, 2015, 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

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

Admin

Chair, Janssen
Co-Chair, Poppa

Finance

Chair, Rhoades
Co-Chair, Kelly

Safety

Chair, McNeil
Co-Chair, Thompson

Public Works

Chair, Fast
Co-Chair, Kellerman

I. APPROVAL OF MINUTES:

- A. March 23, 2015
- B. March 30, 2015

II. REPORTS OF COMMITTEES:

1. Admin – Employee Handbook Revisions

City Administrator Otto stated staff had previously worked with Midwest Public Risk (MPR) to review and condense the Employee Handbook. The Governing Body had recommended that the handbook be periodically reviewed to update or fine tune items that have legally changed or to ensure that the handbook contains best practices for the City.

Some of the changes are as follows:

p. 11 - The Midwest Public Risk provided attorney, Remington Smith, did a formatting a change, not a substantive change, to downsize the different sections placing more in the Workplace Guidelines section.

p. 14 - CMBR McNeil questioned the appeal process for an ADA claim. Mr. Otto stated that if an accommodation request is denied by the City, there is an ADA claim appeals process which can be brought before the Governing Body. MPR attorney Smith appeared by phone and stated the Governing Body could consult with him and receive legal advice in an executive session. This appeals process creates a procedure where the burden is on the employee to prove their need and to also give the City an opportunity to protect its assets.

p. 19 - Clarification on drug testing of what is and is not permitted.

CMBR McNeil questioned word “usually” in the section. City Administrator Otto added the attorney recommended the use of the word “usually” to allow some leeway in the execution of the drug testing process, if the execution isn’t always exactly the same. He also added that Chief Morris, Public Works Director Leon and City Clerk Bohon have all been a part of the meetings regarding employee drug testing.

p. 22, #8 - Outside Employment. This section clarifies a City employee’s outside employment requirements.

p. 22, #9 - Gift Restriction. This is a new section requested by Mayor Marquardt after adopting the Ethics Charter Ordinance. This would add a gift restriction to mirror the gift restriction for elected officials receiving nothing of value over \$50.

p. 27 - This section has been updated to reflect the holiday schedule that Council previously passed.

Remington Smith stated the big rewrite of the handbook, Section B. Workplace Guidelines, was the combination of all of the non-discrimination/anti-harassment policies. One policy was created that works together as a whole rather than individual subparts.

p. 32 - This section states an employee may request leave with pay for a class that's related to their work and that they may add or change their work hours to attend. Classes do need to be job-related.

CMBR Fast requested a clean copy to be e-mailed to the Governing Body to review before the Council meeting.

The Committee recommended to move forward the revised handbook to Council for approval.

2. Admin – A request from the Arts Committee

Marek Gliniecki, Chair of the Arts Advisory Committee for the City of Roeland Park presented to the Committee. Pianos on Parade, a metro-wide program that has been carried out in other cities around the world, and Kansas City Music Teachers Association (KCMTA) is sponsoring the not-for-profit event Keys 4/4 Kids. Keys 4/4 Kids provides resources for children and students to enhance their life and themselves through the arts and mentorship. The idea is to place pianos around the City. The City agreed to participate in the program last fall. \$2,500 was needed for the program and was raised in donations resulting in no cost to the City to participate in the program. They have secured one piano for the program which runs from late spring through early autumn. Pianos are placed outside so that passersby can stop and enjoy the pianos. Two members of the Arts Committee, Christine Webster and Lanee Morales, will be painting the piano at Union Station at the end of May. The Arts Committee is recommending placing the piano at the Community Center or in Carpenter Park next to the library. They are currently negotiating with the Community Center. A tarp will be supplied for inclement weather and a crew will take care of the tarp, again, at no expense to the City. Pianos on Parade will deliver the piano to the site and will pick it up after the program has ended. The piano will be tuned before it is delivered and re-tuned at least once during the summer. Mr. Gliniecki provided the Committee with a pamphlet that included photographs of some of the pianos.

Mayor Marquardt inquired about a more public space near Roe for the piano, encouraging the City to be more pedestrian-friendly and have a higher profile. Mr. Gliniecki stated the concern in too public of a place is its exposure to vandalism and misuse. Being at the Community Center gives a sense someone is looking after it.

The Committee recommended to approve the request at the next City Council meeting.

3. Public Works – Including the name Roeland Park on the Water Tower

Mike Hickey, a member of the Planning Commission, stated he did not believe the location of the water tower lends itself for effective marketing and that the money spent would be better spent on new branding. He said it was important to reintroduce Roeland Park to every citizen and possibly give each citizen a new shopping bag with the City's logo. He also felt the City needed to develop a marketing plan.

Tom Madigan addressed the Committee stating it was important for the City to get their brand, work on their logo and also to develop a marketing plan.

City Administrator Otto reported that in waiting to paint it will cost several thousand dollars more than having it done now while the painters are on-site due to remobilization costs. Mayor Marquardt also presented different font options should the Governing Body proceed with adding the City's name on the water tower.

CMBR Fast requested the opinion of the Committee on whether to proceed with painting the water tower before discussing any designs.

CMBR Rhoades stated he did not want to spend the money to paint the water tower, but felt the monies could be used on an entry gateway design element to the City. CMBR Kellerman did not want the tower painted and agreed with Mr. Hickey that it's not that visible. He also felt the monies could be spent towards branding and on a welcome sign at the entrances of Roeland Park. CMBR Kelly stated she did not have an opinion on whether to paint the City

name on the water tower and also did not see the painting as taking any money away from what would be spent on marketing.

After brief discussion, a majority of the Committee agreed not to move forward with the painting of a logo or city name on the water tower.

4. Public Works – 2015 Leaf Schedule Review

Public Works Director Leon reviewed the 2014 leaf pickup program and the history of the leaf program itself. He noted leaf pickup normally begins at the end of October with his staff driving the City looking for leaves to pick up. He said this was not an efficient use of equipment or staff time. He has put together a new schedule that will focus more on the November and December months, eliminating October. It will also include a schedule for Westwood. He noted there will also be two Roe Boulevard pickups on November 14th and December 5th. Westwood Hills will be scheduled for leaf pickup on November 21. Time better served in November and December. He proposed eliminating the all City pickup with the next to last week of the program to be spent on streets east of Roe and the final three days would be streets west of Roe. Mr. Leon would like this new schedule published in the next two newsletters along with a map, making everyone is aware of the new schedule, but also stating that their leaves need to be on the street the night before the pickup on the last two weeks of the program.

He did address that the leaf program is difficult to implement if there are early snows as the equipment used in the leaf program is also used for snow removal and it's difficult to transition back and forth.

The Committee liked Mr. Leon's plan and there was discussion how to publicize the changes by advertising immediately on Constant Contact, Facebook and the newsletter. Mr. Leon also suggest Councilmembers might go door-to-door in their ward talking to residents about the leaf program.

CMBR Kellerman said he would like to see the leaf program on the front page of newsletter and maybe a City-wide call to residents. CMBR Fast said a yellow insert magnet reminder might be helpful.

Mayor Marquardt stated he appreciated the clarity of the proposed program.

CMBR McNeil would like to see some education about how leaves are good for the lawn and can be mowed in and allowed to decompose in place when talking about the leaf program.

The Committee recommended to move to Council for approval Public Works Director's updated leaf removal program.

5. Admin – Procedures Discussion

There was a brief Committee discussion on key votes when all members are not present. CMBR McNeil suggested if someone knew they were going to miss a vote, they could write in their vote early, have it notarized and presented at the meeting. CMBR Rhoades felt this might be problematic considering language is often changed during discussions and the vote might not reflect the intent of the item. CMBR Kelly stated it is the Councilmember's responsibility to state that they want their voice heard on an item and said they should request the vote be tabled until they can be in attendance.

Mayor Marquardt said it was key to give each person consideration. When that person is not in the room, strong consideration should be given for what the rest of the Councilmembers know is their belief and if they ought to be heard, do our best to hear them.

The Committee agreed to postpone this topic for a later discussion.

6. Admin - Councilmember service on various committee update

City Clerk Bohon stated she still needed Councilmember to serve on the different Committees.

CMBR Poppa agreed to be a Sustainability Committee alternate. CMBR Janssen said he would serve as a primary on the Arts Committee.

Members will still needed for Northeast Animal Control and the 47th & Mission Redevelopment District. There was an informal discussion of who would serve on what committee.

City Clerk Bohon stated she will put a final list together and present it at the next Council meeting for approval.

7. Admin – CA Selection Process Council Member Involvement

CMBR McNeil stated she would like all members involved in the interview process. Mayor Marquardt felt it would be good for all involved, but it would need to be determined who would lead and also how to narrow the questioning process.

City Administrator Otto stated he will volunteer if asked to be involved. CMBR McNeil felt Mr. Otto would be invaluable in the interview process. Mr. Otto noted that Finance Director Ms. Jones-Lacy, Public Works Director Leon and City Clerk Bohon would be the executive staff on the review process.

City Administrator Otto stated that LKM will go through résumés, and make recommendations. Members of the Governing Body will still have access to all of the résumés should they wish to review them. Following that, there will be phone interviews and then in-person interviews. Prior to this taking place, a discussion is needed of who will participate in the interview process, ask questions and be present at meetings.

The Committee agreed to discuss this further at a future meeting.

8. Admin – City Administrator Report – Microsoft 360 agreement and implementation

Mr. Otto noted that last year was the first effort to do modernization of technology in City Hall by updating the court software and now implementing DigiTicket. He added that the City is still operating with a 2002 Microsoft e-mail server and the Police Department is communicating with a 2003 server that will no longer be supported in July 2015. The intent is to stop having this specific server and move e-mail service to the Cloud. There will be an ongoing annual expense, but it will eliminate the need to keep buying servers for these functions.

Mr. Otto has worked with Johnson County IT and found a company to do the conversion at a one-time fee of \$4,000. The cost going forward for having staff, part-time and Governing Body on the Cloud is \$6,200 a year. \$7,000 was budgeted last year for a contractual such as this.

CMBR Kelly felt this was very efficient and supported the move. City Administrator Otto added that all data will be transferred into the new system with no loss.

The Committee agreed to move this item to Council for approval.

Mr. Otto then presented copies of Charter Ordinance 26 to the Committee for their review which will be discussed at a later meeting.

City Administrator Otto has spoken with the vendor for the retreat who informed him that three Councilmember still need to make appointments.

He also provided the Committee with an updated priority list that shows what priorities staff is working on. The list also shows what other projects need attention soon noting that oftentimes projects are worked on by other groups and, therefore, there is no choice in a timeline for the project.

9. Admin – Interim Administrator Discussion

City Administrator Otto said the City may wish to have an interim administrator between the months of June and September. Mr. Otto has spoken with Ms. Jones-Lacy, who will be part-time through most of June and return to full-time work at the end of June or early July. Mr. Otto has found one person with a significant level of experience that is retired and willing to work within that time frame. He then shared Mark Pentz's résumé with the Committee. He noted he is willing and interested to work and would be available through the end of the year at the latest. He is willing to take the salary benefits of the position as it exists today and divide to be paid on an hourly basis. Mr. Otto has met with him twice noting that he asked very good questions.

Mr. Otto also praised Ms. Mootz for her help as City Treasurer and as she has a full-time job she will not be able to commit to the interim position. Mayor Marquardt called on the Mr. Pentz's references and received stellar reviews.

CMBR Fast recommended interviewing Mr. Pentz. Mayor Marquardt would like an interim administrator to be able to work with Mr. Otto before his departure.

The Committee agreed to an interim administrator with Mayor Marquardt, CMBR Fast and CMBR McNeil being on the interview committee.

10. Admin – Draft Naming Policy for City Property

R Park made a process asking for public input and then to Parks Committee for recommendation and Governing Body endorsed and approved the recommendation. It was noted that in 2015, Council had a request from the Arts Committee to name the gallery after long-time Arts Commissioner Schlegel. This resulted in some members of the Governing Body wanting to have a policy in place for the City's larger assets such as building, rooms and parks. There is currently a program in place for naming a memorial tree, park benches and smaller items. The policy provided outlined the criteria and how to publicize it.

CMBR McNeil questioned the section where no property shall be named after someone who has been convicted of a felony within the past five years. After a brief discussion the Committee made a decision to remove that section.

The policy was recommended to be voted on at the Council meeting.

11. Admin – Council President Candidates

There was a Committee discussion of self-nominating and voting on a Council President.

The Committee recommended to take nominations and vote on a new Council President at the City Council meeting May 18th.

12. Finance – Review of Previous Council Goals Completed and Remaining Undone. Review Strategic Plan Report and establish any additional priorities for the consideration in the 2015 budgeting process. Creation of budget line item in support of strategic planning initiatives.

CMBR Rhoades read through the list of Council goals noting that many of the ones completed can be removed from the list. CMBR Fast felt the goals should be narrowed to three or four and should be connected to the Strategic Plan. She added that the list was too overwhelming. It was felt that since the City has adopted the Strategic Plan, it was important to build those items into the budget.

CMBR Kelly supports aligning with the Strategic Plan in budget talks and funding what's possible and making a long-term plan to start addressing the items over the next several years. CMBR Rhoades expressed his agreement.

CMBR Rhoades quickly reviewed the list and the Committee was able to streamline its contents.

Mayor Marquardt clarified that the marketing plan will be discussed as a budget item and include branding, marketing and whether to set aside money for packages, giveaways, t-shirts. Mayor Marquardt also noted that some of the items on the list are more objectives and not goals.

CMBR Kellerman stated he believes the goals should be approved first and then try to budget them in. CMBR Kelly provided feedback on many of the items of what was being worked on and by what committees. She also stated that she will work with CMBR Rhoades to consolidate the list for presentment on the agenda, providing background information so Councilmember will be prepared to discuss them at the meeting. She felt that time was being wasted trying to figure out the process and the also trying to eliminate items. CMBR Kellerman recommended everyone review the documents and offer their suggestions to the committee chair.

The Committee continued going through the list, delegating items to other committees, removing items from the list, and noting what's being worked on. Councilmembers Rhoades and Kelly agreed to work on revising the list.

Upcoming Schedule:

Mayor Marquardt noted there will be many upcoming presentations from the board at the next Council meeting.

May 12 - Committee of the Whole - Operational Budget.

May 18 - 6:00 - Committee of the Whole - Review Council procedures with Neil Shortlidge.
6:40 - Property Owner's Association Meeting
6:45 - Board of Directors
7:00 - City Council meeting

III. NON- ACTION ITEMS

- A. Pending Items
 - 1. March Financials
 - 2. Discussion if B&B / Boarding houses should be allowed in Roeland Park
 - 3. Removal of Tree in the Public Right of Way