

GOVERNING BODY WORKSHOP AGENDA
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, November 23, 2015 6:00 P.M.

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> ○ Joel Marquardt, Mayor ○ Becky Fast, Council Member ○ Tim Janssen, Council Member ○ Ryan Kellerman, Council Member | <ul style="list-style-type: none"> ○ Teresa Kelly, Council Member ○ Sheri McNeil, Council Member ○ Michael Poppa, Council Member ○ Michael Rhoades, Council Member ○ Erin Thompson, Council Member | <ul style="list-style-type: none"> ○ 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

II. DISCUSSION ITEMS:

1. 2015 Roeland Park Community Center and Aquatic Center Presentation

Libby Scarborough & Jim Armstrong presented to the Council some of the accomplishments at the Community Center. To date, they have held more than 230 activities, programs and special events. The most popular has been the Valentine’s Day dinner and Bingo, dog obedience classes, the New Horizons Band, and the Healthy Halloween Spooktacular. Spring break and summer camps were also big hits with Preschool discovery camps, school-age fine arts camps that were largely at maximum attendance capacity, meaning 25 to 50 campers per camp.

Upcoming events for December include the Elf on the Shelf Twitter Contest, the Holiday Marketplace on December 12th and the New Year’s Event December 31st at noon.

Throughout the year the Child Development Center, which is a full-service preschool for three to five year olds, has averaged 18 preschoolers. Eight children graduated from the program in May and another thirteen have started. Program coordinator Lisa Scharnak and Nicole DeHaven will be working with the Special Events Committee to collaborate ideas and share resources.

There are quite a few shared programs and services at the Community Center. They worked with the Johnson County Election Office to be a polling place. AARP tax preparers served 695 individuals and families with free tax assistance between February 1st and tax day. Kansas Legal Services comes bi-monthly to offer free legal advice and has seen 48 clients. Podiatry appointments are scheduled every 61 days as Medicare will allow, with 75 appointments. Kids Café served over 1,500 free meals this past summer.

Looking ahead, activities happening for the first time in the January - April 2016 time frame are play classes for little ones. They are looking to add additional teen programming. Adult classes will include Crazy for Cakes, a family wellness class for families with children who have food allergies, bargaining activities, karaoke, and March Madness Game Day.

Some statistics for the year: The fitness room has averaged 170 members per month who have visited almost 7,000 times. There were 1,600 public rentals which accounts to 4,300 hours of reserved space and served 23,000 individuals. Comparing 2015 to last year, all these number are an increase over 2014.

Work completed at the Community Center includes having a reserve fan for the roof. They replaced the condenser units and furnaces. The flagpole was donated and replaced. There was a review of the roof drainage system and a study of an improved drainage system. New tile flooring was put down in the ADA accessible bathroom. A large display screen projector and sound system were installed in the MPR. The gazebo bench was repaired and a water

supply to the community garden was added. All food harvested from the garden serves the Northeast Johnson County Food Pantry at 6000 Lamar. The counter doors between the kitchen and the MPR were replaced with a roll-up system. And finally a study has been conducted that looked at possible options for a trail connection between the Community Center and Nall Park.

Before and after photographs of the improvements made during the years were shown to the Governing Body.

In 2014, the Community Center added a new elliptical unit and replaced the furniture in the lobby with their surplus funds. In 2015, they will be replacing two life fitness treadmills and purchasing an auto scrubber to buff the floors in-house.

Due to the increase in fitness room members and rental expansions the Center has added a full-time staff member. They are also adding an evenings and weekend staff person, and extending operating hours Monday through Thursday until 8 p.m. and Saturdays from 8-2.

Mr. Armstrong reported on programming highlights at the pool. The Dive-In Movie night had between 180-190 people over last year of 90. Other successful events were the Back to School Bash and the Splash for Cash. There were 506 registrants for swim instruction. Upcoming is the Snowman Splash Bash on December 23rd.

Currently there are 257 members every month who have visited more than 18,600. They have sold 110 Super Passes which generated 947 visits. To date there have been 20 birthday parties, 11 indoor and 9 outdoor. Two CIP projects completed were replacing the 2 boilers for the pool water and the liner of the dome was repaired.

In 2016, the main pool will be repainted and will be out of service for approximately four to five weeks. They are planning for the work to be done in early September 2016.

Since the higher efficiency heaters have been installed the pool has realized almost \$11,000 in savings through October of 2015 over last year. The water temperature is much more consistent and should pay for itself rather quickly.

CMBR Fast inquired about better directional signage at the Community Center to denote where rooms are located. Mr. Armstrong has looked at updating the signage and making them consistent throughout the facility to include ceiling signs, signs at each entryway and signs outside of the classrooms with a price tag in the \$1500-\$2000 range.

Lastly, it was noted that Roeland Park has worked with the Johnson County Christmas Bureau to help families in need during the holidays and a suggested list of donations will be at the Community Center. They will discuss further whether the City would adopt a family or continue to work with the Christmas Bureau.

The Committee thanked Ms. Scarborough and Mr. Armstrong for all the work they have done within the City.

2. Review RFP for Mowing and Nuisance Abatement

Public Works Director Leon reported that since they did not receive a competitive bid in response to their RFP issued in July, he has reached out to the City of Mission to work together in having the same contractor for both cities.

Ms. Jones-Lacy said there would be no administrative fee with Mission and they hope to get more competitive bid for a larger project.

Public Works Director Leon will be responsible for reviewing the bids with the City of Mission and reviewing all documents.

The Committee agreed to move the item forward to the Council meeting for approval.

3. Amendment to 401A

Wade Sunderman, from Nationwide Retirement Solutions, addressed the Governing Body regarding the City's 401A match program. Currently the contribution structure is at the discretion of the City and is currently at zero percent. In accordance with regulations, the plan must be evaluated every six years and go through reinstatement to ensure compliance with any IRS rules or regulations that may have changed.

The current plan is not changing, but does need to meet the contractual obligations to the City Administrator for a five percent contribution into a retirement program. It will continue to comply with all IRS codes and regulations and will have no impact to the other City employees in the plan.

There was agreement to move this forward for approval on the December 21 Consent Agenda.

4. 2016 Johnson County Cities Joint Legislative Platform

City Administrator Moody said the platform is put together by City Administrators/Managers in Johnson County. It is beneficial for the City to adopt it as it creates a consistent message and a stronger voice in Topeka. It also serves as a resource.

There was agreement to move this forward for approve on the December 21 Consent Agenda.

5. Strategic Planning Priorities

Tom Madigan said that he has met with CMBR Kelly, Ms. Jones-Lacy and Jennifer Murphy to implement the Strategic Plan. He said there has been movement on four of the five goals and stressed the importance of communicating to the public to better keep them informed.

Ms. Jones-Lacy said that \$18,500 has been budgeted to implement some of the Strategic Planning goals that have costs associated with them. An action form list of strategies along with their status has been provided to the Governing Body. Goals 1 and 2 pertain to long-term financial planning and should be the initial priority. Goal Number 1 is to diversify revenue and support economic growth. Goal Number 2 is to create a commercial development plan and revitalize under-utilized property and leverage available land to create a sustainable community.

CMBR Kelly offered to take communications by the Governing Body back to the Strategic Planning Committee and would appreciate feedback to take to the next meeting. The Committee has talked a lot about communications and the different ways they can communicate this information out.

They also are communicating with established citizen committees and asking them to let the Strategic Planning Committee know what they have strategic plan goals they have accomplished, or action they plan to take in 2016 to keep to keep the community apprised as far as meeting their obligation to the Strategic Plan.

Ms. Jones-Lacy said staff is working to keep information updated on the City website. CMBR Kelly said it was important to keep the City's website updated.

CMBR Fast and CMBR Poppa said that the re-branding or refocusing the message of Roeland Park is important and would in turn drive a lot of the other goals in the Strategic Plan.

Mr. Madigan has received recommendations of don't do it in-house, don't let kids design it, but do let it be done by a professional.

Ms. Jones-Lacy said that Mr. Madigan will continue to serve on the Strategic Planning Committee as well as Janna Wilhaus, Marek Gliniecki and Mary Vrla. Ms. Jones-Lacy will be the staff member and CMBR Kelly will continue as Council liaison.

The Governing Body agreed focus should be placed on re-branding.

6. Short-Term Rental Regulation (Airbnb)

CMBR Fast said she had received three e-mails from three residents currently an Airbnb rental within the City.

Public Comment:

Kelly Gardner (appearing by phone). Ms. Kelly spoke in support of the Airbnb.

Jacob - 5017 Granada. Jacob spoke in support of Airbnb.

Chris - 52nd Terrace. Chris also spoke in support of Airbnb.

Student at Columbia currently utilizing a home in Roeland Park as her Airbnb spoke in support of the issue.

Linda Mau. Ms. Mau spoke in opposition to utilizing residences for Short Term Rentals.

Ms. Jones-Lacy provided background on the topic and said that staff is recommending treating any short term rental property as any other rental in the City, that it must be register and pay the \$75 annual registration fee for a permit and have an exterior inspections. Staff also recommends adding a definition to the rental code for a short term rental to mean renting of a housing unit or partial unit on a temporary basis to tourists as an alternative to a hotel/vacation rental.

CMBR Thompson recommended adding language that inspections would be annually and not after every new guest as the rental code has inspections after a long-term tenant leaves.

CMBR McNeil expressed concerns of people buying up properties in the City and turning them into short term rentals. She would like to see language making certain an owner lives in home.

CMBR Thompson recommended agreeing on a certain amount of time the property could be rented out or that the owner must live there a portion of the year.

Mayor Marquardt wanted to make sure there were good egress exits for any basement bedrooms.

CMBR Rhoades spoke to regulations and the taxing of residences as a business. He also was in support of inspecting the whole house to obtain a rental permit.

CMBR Kelly said that future discussion topics could include inspections, limiting the percentage of rental in the City as a whole or on a block.

CMBR Kellerman spoke in support of the proposed plan seeing it as a way for the City to generate income. He also recommended a discussion of the difference between a short-term rental and a bed and breakfast.

City Administrator Moody said input is needed from City Attorney Shortlidge whether properties currently being rented need to be regulated, and if so, they're not being regulated. He suggested other topics for discussion would be how a property is zoned and controlled and whether it could be considered a home-based business.

The Governing Body agreed to continue the discussion at a future Workshop focusing on benefits to the City, taxation and ways to regulate the rentals.

7. September/October Financials

Ms. Jones-Lacy reported October numbers starting off with ad valorem taxes, when compared 2014, were ahead having collected 97 percent of the annual collections. City sales and use taxes continue to be down about three

percent below projections. Franchise fees were also down for the month of October. With gas prices down this is also resulting in less tax being collected. There is also a reduction in land lines, again resulting in lower taxes being collected. The City has implemented the state's set-off program and they are realizing a greater collection on past due accounts. There has also been more traffic enforcement in school zones and with the implementation of DigiTicket this has increased the efficiencies of the City's officers on the road resulting in more tickets. Overall revenues are good and are at 90 percent of budget projections with regards to revenues. General Fund Expenditures are well within the mid-year projections at 72.6 percent, and TDD revenues continue to be down.

8. Committee Appointment and Reappointment 2016

City Clerk Bohon said three appointments are scheduled for the Sustainability Committee - Judy Hyde, Michael Kelly and Brandon Gillette.

The Committee agreed to move this forward to New Business at the December 21, City Council Meeting.

9. Ordinance 924 Relating to Animal Control Regulations

The discussion began with whether service animals would be exempt from the limit on dogs at a residence. CMBR Poppa felt they should be.

CMBR McNeil said that a field supervisor evaluates a home where a service animal is requested and they normally don't recommend or place a service dog if the home already has pets. This would also require additional training. She also said she would research what kind of registration is required for a service dog. The ADA does not require carrying paperwork for a service animal, but suggests that you do.

CMBR Thompson said adding language pertaining to therapy dog in a foster home.

Also discussed was whether the size of an animal should be a factor in the number of animals permitted at a residence. CMBR McNeil felt such a regulation might be cumbersome and would just like to place a limit of three.

The Committee agreed to regulate based on number versus size.

The Committee then discussed whether the number of dogs should be grandfathered in or if the number is limited to specific animals. There was also the discussion of show dogs, whether that was a home-based business and should be allowed an exemption.

It was agreed that the limit will be to specific dogs. If a fourth pet passes, it cannot be replaced as the City is only allowing a maximum of three dogs.

The staff and Committee discussed who would handle oppositions to additional pet permits and what the procedure would be. If there is one opposition to a permit staff can administratively approve the permit. The Committee also discussed whether there could be administrative approval with even two or three oppositions to a permit request.

City Administrator Moody said he would be uncomfortable approving an administrative permit when two neighbors had expressed an opposition to the permit.

CMBR McNeil said she would prefer three be in opposition before the matter comes before the Council.

Mayor Marquardt recommended adding language that those who were against a special permit could submit their objections anonymously.

With majority support two oppositions to a permit request would come before the Council. Three or more in opposition would be an automatic denial of the permit.

The Committee also agreed as part of the permit renewal process that a report was needed from Animal Control.

City Administrator Moody posed the question to the Governing Body that if there were three people in opposition, but there was no animal control report, what would be the next procedure. There was agreement that the Council would discuss the issue at that time.

There was discussion of the procedures of animal control and that they do not send reports of their calls. Police Chief Morris said that for annual permit renewals his department can provide a list of calls for service to a particular location whether a report has been generated or not.

CMBR McNeil said that as liaison to Animal Control she will request a list of calls made to Roeland Park at their meetings.

City Clerk Bohon said that currently there are nine registered households in the City with three animals.

City Clerk Bohon recapped the discussion saying that two complaints will go to Council, three complaints is an automatic denial. Service animals not considered pets and will fall under ADA regulations. CMBR McNeil and CMBR Rhoades are looking into documentation required for service animals. The number of 3 dogs will be the limiting factor, not size and weight. The variance is animal-specific, and there is no replacement of a fourth dog.

City Administrator Moody read into the record Ordinance 924, Paragraph B, "Special permits must be renewed annually. No special permit shall be issued until an inspection certificate has been issued by the Animal Control officer certifying approval of the premises in compliance with the applicable laws of the City. After notifying neighbors, if the City Clerk has not received any protests concerning the keeping of the animals for which the special permit was issued, the City Clerk may issue a renewal of an existing special permit at the same location without any report from the animal control officer. If the animal control officer finds that the holder of any special permit is maintaining the facility in a manner detrimental to the health, safety, or peace of mind of any person residing in the City, he/she shall report such back to the City Clerk, and a special permit shall not be renewed except after a public hearing before the City Council."

Mr. Moody said the Animal Control reports are addressed in the language of the current ordinance.

The Governing Body agreed to move this to the Consent Agenda for approval, but following CMBR Thompson's recommendation that the Council does not need to table the entire issue to discuss service dogs. That discussion will be held at the 12/7 Workshop.

CMBR Rhoades said the ADA definition of a service animal as a dog that is individually trained to do work or perform tasks for a person with a disability.

10. Pending Items for Next Workshop

Mayor Marquardt inquired about using the Mayor's stipend for others that might need it.

CMBR Rhoades said he would like a discussion on what is considered education and how it should be funded.

The training policy will be discussed further during the 12/7 Workshop.

The Committee discussed the turnaround time for the minutes, verbatim versus summary. Reasonable expectations are to have the minutes back within two weeks' time.

Also to be discussed at the 12/7 Workshop is the direction of the Ad Hoc committee.

CMBR Fast adjourned the meeting.