

**CITY OF ROELAND PARK, KANSAS**  
**CITY COUNCIL MEETING MINUTES**  
**Roeland Park City Hall**  
**4600 W 51st Street, Roeland Park, KS 66205**  
**Monday, April 17, 2023, 6:00 P.M.**

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| <ul style="list-style-type: none"><li>○ Michael Poppa, Mayor</li><li>○ Trisha Brauer, Council Member</li><li>○ Benjamin Dickens, Council Member</li><li>○ Jan Faidley, Council Member</li><li>○ Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>○ Tom Madigan, Council Member</li><li>○ Castagna-Herrera, Council Member</li><li>○ Michael Rebne, Council Member</li><li>○ Kate Raglow, Council Member</li></ul> | <ul style="list-style-type: none"><li>○ Keith Moody, City Administrator</li><li>○ <i>Open</i>, Asst. City Administrator</li><li>○ Kelley Nielsen, City Clerk</li><li>○ John Morris, Police Chief</li><li>○ Donnie Scharff, Public Works Director</li></ul> |
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**Admin**  
Dickens  
Rebne

**Finance**  
Hill  
Castagna-Herrera

**Safety**  
Madigan  
Brauer

**Public Works**  
Faidley  
Raglow

(Roeland Park Council Meeting Called to Order at 6:00 p.m.)

### **Pledge of Allegiance**

Mayor Poppa called the City Council meeting to order and led everyone in the Pledge of Allegiance.

### **Roll Call**

City Clerk Nielsen called the roll. CMBR Brauer was absent, and all other Governing Body members were present. Staff members present were City Administrator Moody, City Attorney Felzien, Public Works Director Scharff, Police Chief Morris, Parks and Recreation Superintendent Marshall, and City Clerk Nielsen.

### **Modification of Agenda**

Mayor Poppa recommended moving the Board of Zoning Appeals and Parks Committee appointments to after the Consent Agenda.

CMBR Faidley confirmed that the solid waste assessment on the Consent Agenda is only for approval of the assessment and details of how it would be reflected on the tax bill will be discussed later.

### **I. PUBLIC COMMENTS**

*No public comments were made.*

### **II. Consent Agenda**

- A. Appropriations Ordinance #1018**
- B. City Council Meeting Minutes April 3, 2023**
- C. Approve Proposed 2024 Solid Waste Assessment**

**MOTION:** CMBR MADIGAN MOVED AND HILL SECONDED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. (MOTION CARRIED 7-0.)

(New Business Items C and E were taken next on the agenda.)

### **III. Business from the Floor**

#### **A. Applications/Presentations**

##### **1. Project Rise Update - Rebecca Galati**

Mayor Poppa introduced Rebecca Galati with the Northeast Johnson County Chamber to give an update on Project RISE. He also noted that the NEJC Chamber President Deb Settle was also in attendance at the meeting.

Ms. Galati provided the 2<sup>nd</sup> quarter compliance report for Project RISE which stands for Recruit, Identify, Support, and Encourage. Their mission is to provide resources to small business and is an economic development project supported by Roeland Park. It will help promote the development and identification of underutilized and vacant commercial and residential sites. The hope is to encourage business retention and support for their business community. They also will provide support and resources for those looking to grow their existing business or wanting to relocate to Roeland Park. A website is being created to house the resources they have with a goal to launch by May 1<sup>st</sup>.

Ms. Galati has also connected with PIO Katie Garcia for ways to work together to create a social media campaign to get their information out to residents and businesses. A mailer will also be going out to all residents in Roeland Park. They will continue to work with the Chamber on ways to spread the information that this resource exists.

Once it is up and running, Project RISE will be involved with showcasing events and forums in the area that would be of interest to their businesses.

Mayor Poppa thanked Ms. Galati for coming and her dedication to the development of this venture.

CMBR Raglow said it is exciting to see things coming along. She asked if on the website they have taken the accessibility component into consideration. Ms. Galati said they have taken documents that they are able to and put them in different languages. Also, in future planning, they keep in mind how to make the website available to all.

CMBR Faidley noted that 59 percent of the budget has already been spent. She wanted to know if there are any examples of their investment they can see after the launch. Ms. Galati said there has been social media planning. They have also put together videos some with the Mayor and the NEJC president. After launch, they will be able to see where the dollars have been spent. CMBR Faidley also asked if they would be able to see engagement with the business owners. Ms. Galati said that would be through forums, webinars, and info sessions.

Mayor Poppa asked that they remember they are building something new and want to make sure it is polished before rolling it out. He added that it looks great so far and can't wait to see the final product. He is also excited to be able to show their commitment to the community, the people and the businesses. Mayor Poppa said it is also good to see they made diversity a priority component. Mayor Poppa stated they used ARPA monies to fund the program for one year and suggested they discuss future funding during the budget process.

Katie Garcia, the City's PIO, commented that they will have a marketing plan and roll that out with Project RISE, and they will also be promoting the project on the City's website.

## **2. Social Media Report - Katie Garcia**

Ms. Garcia said they were very busy in the first quarter with a lot of events. They continue to send weekly emails with close to a 50 percent open rate. She added that people are still using a desktop more than a mobile device for accessing City communication.

Top posts for the quarter were the announcement of the new Mayor, glass recycling, and Habitat for Humanity. One of the top posts was the gateway sign lighting changed to red. She said the statistics show good visibility of their posts and that Instagram has a great following. She said they continue to see strong engagements compared to their competitor cities. Upcoming will be the information on all the happenings at the pool.

City Administrator Moody thanked Ms. Garcia for what she did producing the video for the State of the City and all her social media efforts in getting out their information.

Ms. Garcia said that with things coming up, they want to make a bigger video effort. She has spoken with Mr. Marshall on some videos of him at the pool. She also asked the Governing Body to let her know what they consider are high priorities so she can put those out too.

Mayor Poppa said he really liked the idea for the traffic garden video and thanked City Administrator Moody for use of his bike and recognized Ms. Garcia's daughter who was also in the video.

CMBR Faidley wanted to recognize that the idea of the traffic garden itself was an initiative from CMBR Hill.

Ms. Garcia said there has been a lot of chatter starting to happen with the park.

## **IV. Mayor's Report**

### **A. National Administrative Professionals Day Proclamation**

Mayor Poppa read the National Administrative Professionals Proclamation into the record declaring April 23-29, 2023, as Administrative Professionals Week, and April 26, 2023, as Administrative Professionals Day in the City of Roeland Park.

### **B. Earth Day Proclamation**

Mayor Poppa read the Earth Day Proclamation into the record declaring April 22, 2023, to be "Earth Day" in the City of Roeland Park.

CMBR Hill put out a call for volunteers to help in the Earth Day litter clean-up on April 22<sup>nd</sup> from 10:00 a.m. to noon. She said they would meet at City Hall and hoped to have a lot of people come to help clean up the City.

## **V. Workshop and Committee Reports**

*No reports were given.*

## **VI. Reports of City Liaisons**

*There was no reports given.*

## **VII. Unfinished Business**

*There was no Unfinished Business to discuss.*

## **VIII. New Business**

### **A. Approve Hazardous Material Remediation for New Public Works Facility**

City Administrator Moody said this remediation work will be done separate from the Construction Manager at Risk. Universal Construction will handle the administration of the project and make sure it gets done according to plan. They do not have all the bids in yet, but they are confident that \$43,000 will cover the cost of the work. Again, this is separate from the CMAR contract.

CMBR Madigan asked who would be responsible for any remediation at the old Public Works site. City Administrator Moody said EPC would be required to do any abatement if there are any hazardous materials found when they remove the building.

CMBR Faidley asked what is in the new building to cause the need for remediation. City Administrator Moody said there is asbestos-containing materials in the drywall tape, mastic glue in the flooring and baseboards. This has to be disposed of according to protocol and is what drives the cost up.

**MOTION:** CMBR MADIGAN MOVED AND CMBR DICKENS SECONDED TO APPROVE ENTERING INTO AN AGREEMENT FOR HAZARDOUS MATERIALS REMEDIATION SERVICES AT THE NEW PUBLIC WORKS FACILITY AT A PRICE NOT TO EXCEED \$43,000. (MOTION CARRIED 7-0.)

### **B. Approve CMAR Not to Exceed Maximum Cost for Public Works Facility Renovations**

City Administrator Moody reviewed in detail the contract and the fees, which includes construction cost elements. Construction costs include a new roof on the addition at the east end of the building. They anticipate completing the roof work in 2024 for the main building. The contract also includes costs to the Unified Government. Mr. Moody also reviewed the site alternates for future phase improvements. He also discussed the value-engineering options being considered.

Also, attached in the packet is a working budget for the Public Works facility that details resources from the City at \$4.61 million.

CMBR Hill asked what type of roofing material will be used. City Administrator Moody said it will be a membrane system similar to the roof at City Hall and the Community Center. They have used it in other places, and it performs well. The lifespan minimum is 20 years, but they have active roof inspections annually and they are repaired immediately if needed.

CMBR Hill also asked why they may need to put fencing in when the business prior was not required. City Administrator Moody said that when there is a change of use in the Unified Government, it affords them the opportunity to bring a non-conforming site to current standards. The property is adjacent to single-family homes and the UG's regulations state where a commercial use is adjacent to residential

they can require screening. Mr. Moody said the area is heavily treed and they do not want to remove the trees, so they may seek a variance. To install a fence, it would require them to remove a lot of the trees.

CMBR Faidley asked if they will have the work done to make the site solar-ready. City Administrator Moody said they would, and it is a very simple accommodation.

**MOTION:** CMBR RAGLOW MOVED AND CMBR REBNE SECONDED TO APPROVE AN AMENDMENT TO THE CONSTRUCTION MANAGER AT RISK AGREEMENT FOR THE PUBLIC WORKS FACILITY IMPROVEMENTS AND ESTABLISHING A NOT TO EXCEED MAXIMUM PRICE OF \$2,375,190, WHICH INCLUDES 2,160,378 FOR CONSTRUCTION AND \$214,811 FOR CMAR SERVICES PROVIDED BY UNIVERSAL PER THEIR CONTRACT. (MOTION CARRIED 7-0.)

### **C. Appoint Jeff Meador to the Board of Zoning Appeals**

Following approval of his appointment to the BZA, Mr. Meador thanked the Governing Body. Mayor Poppa thanked Mr. Meador for volunteering and becoming more engaged with the community.

**MOTION:** CMBR HILL MOVED AND CMBR REBNE SECONDED TO APPROVE THE APPOINTMENT OF JEFF MEADOR TO THE BOARD OF ZONING APPEALS. (MOTION CARRIED 7-0.)

### **D. Appoint Miel Castagna-Herrera to the Ad-Hoc Historical Committee**

Mayor Poppa said that CMBR Madigan has done a great job on the committee and noted that CMBR Raglow has also joined the Historical Committee.

CMBR Castagna-Herrera said she is excited to also join the committee and to work with CMBR Madigan and CMBR Raglow. She said it is an important work they are doing right now.

**MOTION:** CMBR MADIGAN MOVED AND CMBR RAGLOW SECONDED TO APPROVE THE APPOINTMENT OF MIEL CASTAGNA-HERRERA TO THE AD-HOC HISTORICAL COMMITTEE. (MOTION CARRIED 7-0.)

### **E. Appoint Emma Berger to the Parks Committee**

**MOTION:** CMBR RAGLOW MOVED AND CMBR DICKENS SECONDED TO APPROVE THE APPOINTMENT OF EMMA BERGER TO THE PARKS COMMITTEE. (MOTION CARRIED 7-0.)

(The meeting returned to the Applications/Presentations portion of the agenda.)

### **F. Approve Fireworks Land Use Agreement**

Mayor Poppa said this agreement is done annually. The Cities of Roeland Park, Fairway, and Westwood are entering a three-year contract for the annual fireworks display.

CMBR Faidley said the date is always July 3<sup>rd</sup>. Mr. Marshall said that the date can change depending on the weather or what day is deemed appropriate. CMBR Faidley also asked about the request for portable restrooms and trash cans. Mr. Marshall said that is something they also do every year.

CMBR Madigan noted they tend to get a better price for fireworks if they have it on the 3<sup>rd</sup> versus the 4<sup>th</sup>.

It was noted that the \$800 clean-up fee will be shared by the three cities.

The fireworks display will be on July 3<sup>rd</sup>, 2023.

**MOTION:** CMBR HILL MOVED AND CMBR DICKENS SECONDED TO APPROVE THE LAND USE AGREEMENT FOR THE ANNUAL JOINT FIREWORKS DISPLAY. (MOTION CARRIED 7-0.)

## **IX. Ordinances and Resolutions**

### **A. Fee Resolution 702 Incorporating the Proposed 2024 Storm Water Service Fee**

Mayor Poppa said this discussion is to set the fee for the 2024 budget.

City Administrator Moody said the policy the Governing Body just adopted reflects the fee and it would be incorporated into the fee resolution. They will update the resolution every year. It will not go into effect until August 1, 2023.

CMBR Hill clarified that it will be \$57.75 per household in 2024. City Administrator Moody said they have to approve the assessment in 2023, which they just did. It will then be placed on the tax bills that come in November or December, and then the City will begin receiving those assessments in January of 2024.

CMBR Madigan asked about a \$50 appeal charge under the BZA. City Administrator Moody said the BZA can hear an appeal if there is a question as to whether the zoning regulations are being accurately interpreted by the staff, and a resident can ask for a BZA review. CMBR Madigan said that is separate from the code board. City Administrator Moody if someone has a building code question it goes to the Board of Building Appeals.

CMBR Hill asked for clarification on the discussion they were focusing on.

City Administrator Moody said if you apply for a variance on a residentially zoned property and it's on the April or August meeting, the property owner would not charge be charged the fee. The requests are usually by homeowners that would like a fence or something similar.

There was a brief discussion about providing amnesty for those that wish to appeal.

Mayor Poppa suggested adding the variance for residentially zoned property to the April and August meetings on page 7 under zoning to their motion for the stormwater assessment.

**MOTION:** CMBR MADIGAN MOVED AND CMBR RAGLOW SECONDED TO ADOPT FEE RESOLUTION NO. 702, INCORPORATING THE PROPOSED STORMWATER SERVICE FEE AS ATTACHED, AND AMENDING PAGE 7, ZONING, BOARD OF APPEALS, TO INCLUDE THE WORDS "VARIANCE FOR" BEFORE RESIDENTIALLY ZONED APRIL AND AUGUST MEETINGS. (MOTION CARRIED 7-0.)

## **X. Workshop Items**

*No Workshop Items presented.*

## **XI. Reports of City Officials**

### **A. 2023 1<sup>st</sup> Quarter Police Activity Report**

Police Chief Morris began his report noting that theft continues to be their major problem, specifically property crime such as shoplifting. They did arrest someone who had been doing a lot of shoplifting in the city. Chief Morris also provided the demographics of those his department interacted with as well as the locations of incidents throughout the City.

They received their 1<sup>st</sup> quarter report from the Northeast Co-Responder Program which showed them be very busy. His report also had information for last year.

The City contracts with the City of Mission for animal control and they have received the annual report for 2022 and that information is detailed in the packet.

Police Chief Morris also reminded everyone that there will be a DEA Drug Take Back on Saturday, April 22<sup>nd</sup>.

Mayor Poppa asked overall how the co-responder program is going. Police Chief Morris said it is a valuable tool and is going well. He did note that they have a few mental health frequent flyers in the City and the co-responders help with that. They have been a little short-staffed, but there is a hotline that they have access to.

CMBR Raglow asked for an example of "Other" in the location of incidents. Police Chief Morris said that is when they are out of the city either assisting another agency or possibly picking up a warrant.

CMBR Faidley said she appreciates seeing the numbers being diverted away from the emergency room and the jail noting that the co-responder program is a cost savings to the community and is a safer and better way for the officers to serve the community.

### **B. 2023 1<sup>st</sup> Quarter Report from Public Works**

Public Works Director Scharff said his department has put in over 2,600 hours in the first quarter with the majority of time spent on greenspace maintenance. He also showed photographs of some examples of park maintenance and improvements that have been made.

Mr. Scharff noted that the 2023 UBAS treatment from McAnany will be starting in late June or early July. They will also be doing crack seal in-house and continue with their monthly street sweeping.

He also showed photographs of the completed Phase 3 work at R Park.

Mr. Scharff also reviewed Council objectives and other items noting that the new Public Works facility is still in progress. As a department, they continue to recruit seasonal maintenance workers but have not had much success.

Kansas Heavy will be doing two projects, one on Canterbury and the other on 48<sup>th</sup> Street. Also, McAnany will be doing the joint project with Fairway on 53<sup>rd</sup> Street.

CMBR Faidley asked if crack seal is the same as in-house prep. Public Works Director Scharff said crack seal is filling in cracks in the roadway and in-house prep addresses base failures. They have not done in-house prep in a while, but hope to return to doing that once they are fully staffed.

### **C. 2023 1<sup>st</sup> Quarter Strategic Plan Progress Report**

City Administrator Moody noted the areas highlighted in green are items they have worked on. He said that the City has invested \$27.5 million in 166 initiatives since the plan was put in place.

CMBR Rebne asked about the Barn Players. City Administrator Moody noted they made a presentation some time ago to the Governing Body asking the City to buy the property and lease it back to them. They are no longer asking for a partnership with the City, but are looking to buy the property and put it back into use as a theater.

Mayor Poppa said he believes they are working on a lease-to-own agreement with the property owner.

CMBR Faidley said she is excited to hear the Johnson County Community College Adult Education is moving to the Community Center. She asked about the reduction of sales tax and that it does not refer to the dedicated tax the voters approved. City Administrator Moody said they use a portion of the sales tax to subsidize the operation of the Community Center. Any reduction they can make in the subsidy will allow the sales tax fund to grow. They used those reserves to complete the improvements at the Community Center. He said the sales tax does help offset the annual operating loss at the Community Center.

CMBR Faidley asked for a report on the benefits of their solar installations at the Community Center and City Hall.

### **D. 2023 1<sup>st</sup> Quarter Objectives Progress Report**

City Administrator Moody said they continue to make progress on the women's locker room at the pool and it is 75 percent complete. They are waiting on the lockers and partitions and anticipate completion in time for the pool opening.

They have also completed the Special Law Enforcement funds to support their K-9. The license plate readers are approved, they know the cost, and anticipate installation to be completed by the end of April.

CMBR Faidley said she received an email from one of the co-chairs to the Arts Committee. She said there will be a temporary installation of the "34" sign that was at R Park. It will be up for the Slide and Ride event on the 29<sup>th</sup> and located east of the courts and the traffic garden road facing north.

City Administrator Moody said that Libby Scarborough with JCPRD, the Community Center supervisor, has accepted a position as facility director at Meadowbrook. She will stay in her current position until they have hired a replacement. Mr. Moody said that she has been in that position for over eight years.



CMBR Madigan said historically that position has been a springboard to go up the ladder and is a good position if you're looking to advance.

Police Chief Morris said he has a new officer starting May 8<sup>th</sup>, but they are still one short.

**Adjourn:**

**MOTION:** CMBR CASTAGNA-HERRERA MOVED AND CMBR REBNE SECONDED TO ADJOURN. (MOTION CARRIED 7-0.)

(Roeland Park City Council Meeting Adjourned at 7:52 p.m.)



Kelley Nielsen, City Clerk



Michael Poppa, Mayor