

GOVERNING BODY WORKSHOP AGENDA
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, February 5, 2018 6:00 P.M.

- Mike Kelly, Mayor
- Becky Fast, Council Member
- Jennifer Hill, Council Member
- Tim Janssen, Council Member

- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Claudia McCormack, Council Member
- Michael Poppa, 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

Fast
Kelly

Finance

Janssen
Thompson

Safety

Hill
McCormack

Public Works

Madigan
Poppa

CMBR Fast called the meeting. CMBRS Madigan and Hill were absent.

MODIFICATION OF THE AGENDA

Public Works Director Leon asked to discuss Item 6 before Item 3, which was presented by a staff member.

Ms. Jones-Lacy stated that Adam Hope from Columbia Capital was not yet at the meeting and recommended moving his presentation to after Item 2 or 6.

MINUTES

January 8, 2018

The minutes were approved as submitted.

I. DISCUSSION ITEMS:

1. Presentation by Columbia Capital on Investment Management

Ms. Jones-Lacy introduced Adam Pope, the City's investment manager from Columbia Capital. Mr. Pope provided the Governing Body a little bit of his background and that of his company.

He stated when investing the City's money, Columbia's three goals are safety of the principle, liquidity and yield. They believe that spending time in the beginning to develop a proper portfolio is the best way to produce good results for the City.

Mr. Pope reviewed the different type of investments for bond proceeds into U.S. Treasury, Agency and Kansas securities.

Through the year 2015, the City had investment earnings of about \$200. Through the first year of working with the City that grew to over \$50,000 and last year grew further to over \$73,000. These are earnings on the net interest payment. Mr. Pope expects that number to get better as short-term rates continue to increase.

Mr. Pope stated they anticipate in 2018 to see the fed move the interest rate three times as has been their pattern, with the first move in March, one in the summer, and then one towards the end of the year.

Mr. Pope will continue to work strategically with Ms. Jones-Lacy on the City's cash needs, but also realizing in a rising interest rate environment they will want to be able to reinvest at a higher rate.

CMBR Fast asked how much of the City's \$73,000 investment goes to fees. Mr. Pope said since the City has done such a great job they are reducing their rate. Ms. Jones-Lacy said the rate was at 0.2 percent per year and going forward it will be at 0.18 percent.

CMBR Janssen asked what the current value of the City's portfolio is. Mr. Pope said he believes it is around \$9 million. Ms. Jones-Lacy said they made a large transfer to investments since their property tax payment came in and agreed with Mr. Pope that it is about \$9 million at this point.

City Administrator Moody said the fees paid to Columbia Capital last year were \$13,500.

CMBR Fast thanked Mr. Pope for his presentation.

2. Residential Design Standards Review

Building Official Jacobson stated last fall staff he was asked by the Council to answer questions related to redevelopment in Roeland Park and redevelopment of a large parcel. He believed the Council's questions also spill over into in-fill and redevelopment. Mr. Jacobson said the City will need a policy modification to accommodate larger scale redevelopment. Mr. Jacobson had a slide presentation for the Council to review that addressed drainage patterns and their impacts to adjoining properties, permeable versus impermeable areas, demolition of single-family homes and the importance of maintaining the aesthetics of the City.

Relative to stormwater, most of the homes in the City are 9,600 square foot lots on average while about 2,055 square feet of that is an impervious surface that equates to approximately 21 percent of the lot. Mr. Jacobson added newly developed homes normally have about a 30 percent impervious surface on their larger lot, all within City regulations.

Mr. Jacobson said he will be asking for a grade study on the home on Buena Vista to ensure there is a zero net increase on the site so that there is no additional water running off the site than what currently exists pre-development.

From a stormwater standpoint, they try to manage the 45-55 percent impermeable to permeable ratio closely. The City also requires a silt fence on the perimeter of a property that's under development or redevelopment.

Mr. Jacobson said stormwater management can be handled on a macro scale or on a lot-by-lot basis. A number of communities in the metro do require lot-by-lot stormwater detention, but he will let the City engineer speak to that at a future date, but in his opinion he believes that is a bad idea. Mr. Jacobson said it creates a kick the can down the road approach and causes stormwater problems where they previously did not occur. In his opinion, he thinks they need to do it on a regional basis. There has been a stormwater analysis of Roeland Park setting priorities in problem areas and potential problem areas where you can use some detention or retention to remediate some of the existing issues and this makes more sense than trying to incorporate a code requirement to handle it on a lot-by-lot basis.

City Administrator Moody added that the newly created homes in Roeland Park are larger than the average, but are still under the 45 percent.

CMBR Kelly asked when the last time a macro stormwater study was completed. City Administrator Moody said two studies have been completed relative to the three drainage basin improvements identified.

CMBR Fast said in Overland Park they have larger new homes built next to smaller homes and there are stormwater issues. Mr. Jacobson said he can't speak to their requirements or how they address those particular issues, but from a stormwater management aspect he would want to look at the entire watershed, the amount of impervious surface, impact from the structure and then figure out where potential issues lie to create remediation actions for

those issues. There has been some degree of study of that in Roeland Park and now there is a question of taking that next step.

City Administrator Moody said the 45 percent impervious area per lot is not out of line with most single-family residential development standards. The setbacks help address impervious surface stormwater as well as help to maintain yards. It also gives a more park-like feel on the front side of the homes and helps to create a buffer between neighbors and ensure compatibility within the neighborhood.

Mr. Jacobson stated with regard to protection and buffering he would recommend a 6' privacy fence surrounding a pool versus the current 4', as that does not provide any kind of visual or security element. Landscaping and berming also offers visual and noise buffering, but obviously does not offer any security element.

CMBR Poppa asked if there was anything in the safety regulations for temporary fencing or buffering around. Mr. Jacobson said they do have that ability to require it if there is substantial danger to surrounding property or to the property itself. They have done it on Granada on a demolition permit and that is addressed on a case-by-case basis.

Addressing aesthetics, Mr. Jacobson said they need to keep in mind that most of the structures in the City were originally built between 1921 and 1959 and that substantial remodels have happened since that time. He could not come up with one single thing that defines Roeland Park. In his opinion, it is the diversity of structures in Roeland Park that defines its charm in that you do not have houses that look identical going up and down every block, which is very nice to see. If he had to come up three criteria that are on most façades in Roeland Park it would be shake shingles as an architectural accent, some type of stone and some type of lap siding. They will be asking every builder if they are incorporating three or four materials that are existing in that neighborhood now. Another option the City has is to create an architectural review board. Mission Hills and Westwood use them. They do slow down the development process and are always subjective. Given the diversity of Roeland Park, the criteria for such a board would be truly hard to define.

CMBR Kelly said he heard concerns from long-time residents with the newer larger homes being constructed that they will affect the property taxes on their smaller homes, which would increase them to an unaffordable rate, especially for those residents on fixed incomes.

Mr. Jacobson said they will have to make tough decision in whether they want to limit the size of construction to limit those higher property square footage. If the City is losing property value, then it is less enticing to developers or investors in the community.

Mr. Jacobson did note that some of the valuations of the upgrades to homes actually meet or exceed the appraised value of the house.

Mr. Jacobson made recommendations cautioning against incremental changes in the code to address one or two items this can make it very cumbersome and extremely hard to use and possibly create conflicting portions of your code. The code will not be interrelated with other policies like the Comprehensive Plan, the zoning regulations, subdivision regulations, which all need to work in concert with one another to execute the vision in the Comprehensive Plan. At this time he is not recommending changing a lot in the City code until such time as there is a wholesale change of the Comprehensive Plan, which he understands is to be completed in 2019.

CMBR Kelly said he is looking towards the 2019 CIP, identifying the stakeholders, and input from the Planning Commission and BZA. Mr. Jacobson said initially the conversations should take place in an annual meeting of the Planning Commission and the City Council with an exchange of ideas, both working out of the same set of policies, making sure that the vision among the boards is uniform.

CMBR Poppa thanked Mr. Jacobson for his presentation. He said he heard from all over Ward 4 and other residents in the City and hopes that this will help with the mitigation of any future issues concerning redevelopments and reinvesting in the community.

CMBR McCormack said this seems to be an opportunity to look at universal design objectives in the code. Mr. Jacobson added that when they look at the code to get to the heart of what you want to see in architectural elements and what the City wants to see in redevelopment. Theoretically, they will want zoning and subdivision regulations to reflect those specific criteria.

3. Leaf Pickup Program Discussion

Public Works Director Leon reviewed the leaf pickup program and emphasized the effort it took this year to complete it.

The program ran from November 6 through December 20th and the leaf machine was down 13 of those days. The leaf machine was in auto accident on November 8th after being hit by someone who ran a red light. The program was originally scheduled to be completed December 15, but was extended due to the machine being down. They were able to complete the pickups for Westwood and Westwood Hills. Each property in Roeland Park received three opportunities for pickup as has been the practice in years past.

They collected 2,849 loads which is how many times they stopped and picked up a leaf pile in front of a home. The participation in 2016 was about three less. The number of residential properties in Roeland Park is 2,850. The first two weeks of the program they did not get a lot of participation as the leaves had not fallen, then all the leaves fell coinciding with the machine being down. Public Works used alternative methods to pick up leaves, which were not as fast or efficient.

Mr. Leon expressed great appreciation to Key Equipment for the work that they did and also their quick turnaround time. They not only found the equipment to purchase, but help them along the way when they have issues. Public Works Director Leon said it was amazing that Key Equipment located their leaf pickup vehicle in Rochester New York and had it delivered the Saturday after Thanksgiving.

Mr. Leon was asked by the Governing Body to provide an actual cost of the program and it equals out to about \$30.83 per household.

Public Works Director Leon knew they were going to be needing new equipment, which sparked a larger conversation from the community to the Governing Body and staff about what are alternative approaches they have for the leaf program. City Administrator Moody tasked the Public Works Department with finding alternative approaches. Mr. Leon said Mr. Moody did a great job finding a couple alternatives as well as former-Councilwoman Sheri McNeil who also was involved in some of the research. Mr. Leon and his staff googled leaf programs of other cities and evaluate them. They then evaluated their own program, its issues, how to fix them, and different types of equipment that can be used.

Public Works Director Leon outlined the recommended changes to the leaf pickup program.

The CIP shows new Trackless and leaf attachment purchases for 2019 at a combined purchase of \$170,000.

In evaluating the current program they noted the program does have some drawbacks. Piling the leaves into the street creates several challenges. The piles can get fairly large, reduces visibility and creates a narrow driving lane. They receive complaints of people jumping in the piles and spreading the leaves everywhere. It also slows down emergency response vehicles with narrower lanes and limits public parking on streets.

With regards to water, the leaves in the street travel and block up the storm drains, which can result in street flooding and impacts the waterways. In speaking with other communities, their research has found that other than Roeland Park, residents are not requested to put their leaves into the street.

There are also some concerns regarding air quality. Mr. Leon showed pictures to the Governing Body as he was following the leaf machine. There is a lot of dust and debris thrown into the air and covers everything including cars and his employees. Also there is a hazard from the dust by creating a cloud too thick to see through which could then become a safety hazard. Leaving this debris on a resident's property and vehicle is not something they want to be known for as a city.

Mr. Leon also showed pictures of the debris found in the leaf piles that are interfering with their collection and functionality of their equipment. He said it is starting to become unbearable. He said it is hard to believe that the City's residents are doing this. As a result, fixing the machine sometimes takes hours and days repairing the damage from the debris. It creates a stressful work environment as they have a limited amount of time to complete the leaf pickup program.

City Administrator Moody added that the large rock pictured broke the auger head. The City was fortunate this year as they had bought two used leaf blower attachments and were able to get an auger from off of one those pieces. The cost of an auger new is \$10,000.

Another drawback to the current leaf program is they have to share resources and equipment at a time of year when the weather is unpredictable and can leave the City unprepared. Equipment used for leaf pickup is also used for snow removal. Public Works Director Leon said coming up with a system where they do not have share resources is ideal for their program.

One other issues they have is that it five staff members to operate the program. He said they need to find a system that does not require five of the seven people in Public Works to complete the program.

The Public Works Department has plenty of work to keep them busy. They do street maintenance, concrete maintenance, and a lot of park maintenance. They have also begun to clean out the City's ditches, which has not been done for nine years. He stressed they need to find a leaf program that does not take up almost all of the staff.

Mr. Leon presented the following four alternatives.

- Keep the program as it exits. Staff does not recommend this option.
- Skid loader with a snow blower. Staff could not find a vendor who makes an attachment for a skid steer.
- Leaf vacuum with a roll-off container. Most cities have moved away from this; still uses high staff resources and is slow.
- Single Use Automated Vacuum Truck – a designated piece of equipment that requires one operator. Picks up leaves from the yard. Said a lot of benefit to this and has a projected cost is less than the City's existing program.

Mr. Leon recommended the vacuum truck that picks up leaves from the yard. He sees a lot of benefit to this and it has a projected cost that is less than the City's existing program.

CMBR Kelly asked about sidewalks being an issue with the leaf vacuum. Public Works Director Leon said the vacuum has a ten-foot reach. Most sidewalks are five feet wide and are right behind the curb and he believes this would give enough reach behind the sidewalk to get the leaves.

(Best Equipment Vacuum Truck Video Played for the Governing Body)

Public Works Director Leon provided cost comparisons who show a lower cost by approximately \$17,000. He has put that amount into a higher miscellaneous cost to use to inform the public of the new program and to provide regular reminders to citizens.

CMBR Thompson asked about cars being parked on the street. Public Works Director Leon said they would continue to notify residents when they are coming through and that their leaves will not be picked up if they cannot access the property.

Mayor Kelly asked about the speed of the vacuum truck compared to the current program. Public Works Director Leon said the speed will be slower and will have a smaller capacity. But it also helps to eliminate debris by not picking up heavier items that slow down their current process. There are other factors that come into play such as if the leaves are wet.

City Administrator Moody stated he likes this piece of equipment as it is safer, keeps the leaves out of the street and with requiring only one operator, it allows for flex scheduling of employees starting pickup earlier, working later and potentially working on weekends. It also will be a designated piece of equipment and will not be required for snow removal. With the vacuum option, it will not burden the entire Public Works staff.

CMBR Janssen questioned the amount of time it would take to pick up the leaves. By Mr. Leon's calculations it would pick up about 32 houses a day. He added that with the new program requiring less manpower, they will be able to run the machine for longer periods and on weekends.

Public Works Director Leon said he is not recommending getting rid of the leaf program, but would recommend changing the way it is done. Staff recommendations are to develop a purpose for the program and to purchase a single user vacuum truck. Mr. Leon also recommended changing the street sweeping program following leaf pick-up to the final ten days of the program with five days for one side of the street and five days on the other for one final sweep in the fall. He also wanted to keep the six-week schedule and keep the three pickups per property. He also wants to keep staff time included as part of the fee structure. Mr. Leon also would like to see an informational pamphlet and video created to educate the residents.

Mayor Kelly thanked Mr. Leon for the wonderful job they have done this year and asked him to pass that on to the staff. He also told him he gave a wonderful presentation. If they are potentially saving \$13,000 a year over the program last year, then they should dedicate a significant portion of that towards advertising to the residents to get people to put their leaves on the lawns and not in the street.

4. Leaf Vacuum RFP

Public Works Director Leon explained that he brought this item forward in February as they believe there will be a six-month turnaround time equipment delivery. They will also need to train the staff in its use so they will be ready when the program begins again November 5th. Mr. Leon said he an RFP ready for Council approval.

The Governing Body gave consensus to Public Works Director Leon to forward with the RFP process for a leaf pick-up vacuum.

5. 2017 & 2018 Street Maintenance Overview

Public Works Director Leon reviewed 2017's completed projects. Last year's budget was \$325,000. They were able to do a lot of the work in-house and were able to meet their annual four miles. They also began an in-house curb repair program and replaced about 210 feet of curb. They do routine crack sealing as preventative maintenance to extend the life of the streets. The focus on streets that receive crack sealing are ones they worked on the previous year and/or streets that received a new surface in the last three to five years.

Mr. Leon addressed the turnover in his department. He said with that turnover they have been able to hire very skilled and experienced Public Works employees and with that they are able to do more in their department.

The chip seal program was contracted through Harbour Construction and they were able to complete 5.3 miles, which equates to 14 percent of the street network. Mr. Leon feels this is a cost-effective strategy to continue into 2018.

Mr. Leon reviewed the UBAS road treatment that was used for the first time in 2017. The aggregate is laid down on oil much like a chip seal and it does cost a little more than chip seal, but has a life expectancy of ten years. They first tried it on Pawnee because of the turning movement which does not respond well to chip seal. Mr. Leon said he is pleased with the results.

Public Works Director Leon reviewed the 2018 program. Planned for 2018 is a \$265,000 CDBG project on Birch Street. They will also be adding bike lanes and a sidewalk to the project. 2018 surface treatments are budgeted at \$210,000. Altogether 20 percent of the street network is going to receive maintenance in 2018.

Public Works Director Leon said what the City has been able to accomplish with the street work has been made possible by significant contributions as a result of the vision of the Governing Body following the responses of the citizen survey.

City Administrator Moody said they continue to make progress on the poor-fair-good street conditions. They are moving more into good from the fair condition. They do still need to address the poor condition, but doing a surface treatment is not a wise investment. These are streets that require a reconstruction and will be addressed in the next couple of years in the CIP. The 20 percent of the City's road work is a huge accomplishment and is bolstered by the Roe Lane project and the Birch Street project, both of which are receiving unique funding sources. Roe Lane is receiving TIF funds and Birch Street is receiving a CDBG grant.

Public Works Director Leon added that Roe Lane is also receiving CARS funding and they were able to get 50 percent on that project.

CMBR Poppa commented that he was excited to see the progress and the projections for 2018 as maintaining the City's roads and infrastructure was rated highly on the citizen satisfaction survey, as well as being an important priority for the Governing Body. He then asked for an update to the street ratings.

Mayor Kelly asked how the street surface treatments would be split between UBAS and chip seal. Public Works Director Leon said Buena Vista and 51st Street will receive the UBAS treatment.

Public Works Director Leon also noted that the 2018 surface treatment is going out for RFP this week along with the Roe Lane project. The hope is to bring a recommendation of several contractors to the Governing Body in March.

CMBR Fast recommended CMBR Poppa and CMBR Hill, as Public Works liaisons, to do a ride-along with Mr. Leon and his staff to see their operations and learn about all the different things they do.

6. Purchase Public Works Big Wheel Loader

Donnie Shcharff, Public Works Superintendent, made a presentation on the purchase of big Wheeler. The one the Public Works Department currently is a 1994. It is used primarily for storm debris pickup, some asphalt operations, the leaf program as well as snow and ice control. The current loader is getting erosion around the cab and the tire rims, and some important components are starting to rust. The department feels that it is pretty much at the end of its useful life, so they have put together an RFP. They are recommending the purchase of a 2018 Caterpillar 918M Wheel Loader from Foley Equipment at a cost not to exceed \$116,441.00

City Administrator Moody added that the cost of buying a used one is \$5,000 and the cost of ownership for a new one is \$4,800. He added it is a better deal to buy a new than to buy a used one and is more cost-effective especially in terms maintenance costs. They would also ask with the motion to approve that the purchase to allocate the additional \$6,441 that has been budgeted, plus the resources estimated from the sale of the '94 loader to go towards the purchase of the new piece of equipment.

There was consensus to add this to the Consent Agenda.

7. Discussion Concerning the Electric Vehicle Charging Station

This item was moved to a future Workshop Agenda.

8. Ordinance 957 - Mobilitie Franchise Agreement

Pete Akers from Mobilitie was present to answer any questions the Governing Body may have following their last meeting when this item was presented.

CMBR Fast said the concern was a company coming in, installing their boxes, then leaving and the City is left with all the boxes. Mr. Akers said Mobilitie's ideal solution is to have nothing on the ground. At this time Mobilitie is only requesting one pole at this time located on Sycamore and Birch. The existing pole infrastructure is already there, but they do a structural analysis on any site they put their equipment on.

Mr. Akers clarified that the franchise agreement gives them the right to approach the City on a site by site basis, but does not grant them any right to go out and start doing construction. These boxes to fill in spaces where there are gaps in coverage and piggy-back off existing cell towers. This is part of a nationwide project for Sprint and they are building tens of thousands for them, but the product is to the benefit of the customer. Mobilitie is the largest privately held network infrastructure provider in the country.

There was consensus to forward both the franchise agreement and the pole attachment agreement to the Consent Agenda.

9. Mobilitie Pole Attachment Agreement

This item was discussed in conjunction with Item 8 and will be forwarded for approval on the Consent Agenda.

10. Voting During Workshops

This item was moved to a future Workshop Agenda.

11. 2019 Residential Street Reconstruction - Design Task Order

This item was moved to a future Workshop Agenda.

12. Reappointment to Community Foundation and Appointment to Sustainability Committee

There was consensus to move to this to the Consent Agenda to include the reappointment of Ardie Dais to the Community Foundation and Carol Fields to the Sustainability Committee.

13. Review RFQ for Aquatic Center Analysis

City Administrator Moody said he had sent out the RFQ for the Aquatics Center assessment and only received feedback from one councilmember. He expects the three Councilmembers on the Aquatics Center committee will

be involved in reviewing, scoring, and selecting a short list of those to interview from the responses to the RFQ, to then be followed by a recommendation to the Council. He has also passed the RFQ along to JCPRD. Mr. Moody is seeking feedback on what they would like to request.

CMBR Poppa said he did not reply back, but didn't see a need to as he felt it was straightforward and would be in favor of sending it out.

CMBR Fast said she was impressed and excited when she saw it and thanked Mr. Moody for putting that together, noting that it must have taken quite a bit of time. She wants the person to look at the different options and financial benefits and options of the pool as that has not been discussed for 20 years.

CMBR McCormack complimented the thoroughness of the RFQ. She did state the scope is large. City Administrator Moody said he is asking the respondents to consider what they anticipate the costs would be, so the committee can consider that.

CMBR Kelly asked what the timeline is expected to be. City Administrator Moody said he envisions the person they pick to work with the committee, gather information through a couple of meetings as well as a survey they will conduct. He sees this as a six to nine-month process. The agreement with JCPRD ends May of 2019, so this should give them time to make decisions before the agreement is up.

CMBR Kelly then asked if the report could impact the budget for 2019. City Administrator Moody said it would or has the potential to.

There was consensus to move this item to the Council agenda.

III. NON-ACTION ITEMS:

There items discussed.

IV. ADJOURN

(Roeland Park Governing Body Workshop Adjourned at 9:00 p.m.)