

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, April 3, 2017 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

Fast
Kelly

Finance

Janssen
Thompson

Safety

Rhoades
Kellerman

Public Works

McNeil
Poppa

CMBR Fast called the meeting to order and members were present.

I. APPROVAL OF MINUTES

1. February 6, 2017

The minutes were approved as submitted.

II. DISCUSSION ITEMS

1. Ordinance R Park Event Parrty in ARRR Park

CMBR Poppa wanted to present to Council approval of the ordinance to allow alcohol on public property at R Park on June 10th. He added that this has been done for all of the public events the last couple of years.

CMBR Janssen asked for clarification if it is for the ARRR Park Event or the City Block Party. CMBR Poppa said the city-wide block party is becoming the R Park Event Party. The children’s portion of the event will be June 10 from 11 a.m. to 1 p.m., with the family portion being held from 1 p.m. to 6 p.m.

There was consensus to move this to New Business on the Council agenda.

2. May Appointments - Committee Liaisons

City Clerk Bohon presented the current list of city liaisons for the City’s standing committees and asked the Governing Body to e-mail her and let her know which committee they are interested in serving on.

CMBR Fast asked if these changes should be in February as this is when other committee changes take place. CMBR Kelly also supported moving this to February.

CMBR Thompson recommended making the changes this May as has been the practice, with an expiration February 2018, and then begin the new February to February cycle.

There was consensus to make the committee changes May 2017, then begin the new cycle February 2018.

3. Review and Preliminary Approval of Objectives

A-4. Electronic Voting Log System for Council Chambers

City Administrator Moody said Ms. Bohon has gathered more information on this objective and it has been updated. The current Novus system does have the ability to monitor and log voting. It would require that each member have

a laptop or other device capable of connecting to the Internet. It has an annual fee of \$600. Novus will allow them to test the system and Ms. Bohon will work on putting that together.

B-2. Add to CIP – Disc Frisbee Golf (Short 9 Basket Course)

City Administrator Moody said disk golf was an item incorporated into the ten-year CIP and asked if Council was expecting it to be built in 2018.

CMBR Fast said that was not what she intended, she just wanted the item back on the CIP.

CMBR Rhoades said he has been to the proposed site and did not feel there would be enough room for disc golf so close to the trail. CMBR McNeil agreed with that.

Mayor Marquardt asked if a decision has been made with regard to the shelter at R Park. City Administrator Moody said no final decision has been made.

B-3. R Park Phased Development Plan & Design 1st Phase

CMBR McNeil asked if the \$20,000 for this item would be in addition to what was approved for the tennis court and City Administrator Moody confirmed it would be.

City Administrator Moody said this item prioritizes the projects of what should be done by order of construction.

Mayor Marquardt said he would like a designed landscape area with the landscaped elements so they know what to concentrate on.

CMBR Kellerman felt that some of the local nurseries might be able assist with a landscape plan at no cost. Public Works Director Leon said he has not contacted anyone specifically with regards to park landscaping and believed the nursery would focus more on plants and landscaping. What they are seeking to do is taking the master plan from its conceptual stage to a more detailed stage of what the hardscape would look like and the associated costs. CMBR Kellerman recommended looking at other avenues before investing any money into landscaping.

CMBR Kelly agreed that a landscape architect might not be the correct term. They do need to determine what the slope grades are, where the pipes for the bathroom would go, parking, and working around the existing cul-de-sac.

CMBR Rhoades said their plans always change and would like to see the money put towards an amenity.

Public Works Director Leon said he would be happy to approach the City engineer to find out what the associated fee would be associated with implementing the master plan.

CMBR Kellerman asked Ms. Bohon to look into what studies have been done in the park area in the past.

CMBR Fast recommended bringing this back for discussion after Mr. Leon and Ms. Bohon have looked further into this item.

B-4. Construction of a sidewalk on Johnson Drive

This item was submitted by CMBR McNeil and CMBR Kellerman. Mr. Kellerman said a sidewalk in this area is long overdue and with all that is going on in the area it is truly needed.

City Administrator Moody said Public Works Director Leon was able to pull together some cost estimates and they have been incorporated into the objective.

Public Works Director Leon said that several driveways would need to be reconfigured because of the ADA requirements when constructing sidewalks.

Mayor Marquardt said a sidewalk would dress up the area. He added that a sidewalk through to Ash would be helpful.

City Administrator Moody believed that some of the parking areas encroach into the public right-of-way and since the residents have been using it for quite some time they may view changes as something being done to them, not for them. There also needs to be a two percent grade for the ADA and this will cause issues for some driveways.

City Administrator Moody added that he did not believe installing the sidewalk would drive redevelopment, but is there to help change the way redevelopment would occur.

CMBR Kelly said she would recommend pushing past ADA and going to universal design so that they are not just doing the bare minimum and designing something that makes a statement from the City that are making it accessible for everyone in a more complete way.

CMBR McNeil said she would like the Economic Ad Hoc Committee to bring the traffic in behind the building on the corner of Ash Drive and make an alleyway to lead to all the businesses and take out the driveways altogether.

CMBR Fast said the City already has a sidewalk request in their CDBG proposal and they do not know yet whether they will receive those funds. She added that they have not really looked at the sidewalk priority plan.

Public Works Director Leon showed the inventory of sidewalks that denoted high priority and second priority. He said they are working with the Safe Routes to School people. He also understands that there is a push to get another sidewalk master plan done, but recommends that they be patient and wait for the Safe Routes to School research to be completed and allow staff the ability to review the document. He also added that adding universal design for sidewalks could potentially double the cost of the Johnson Drive sidewalk.

CMBR Kellerman asked for Mr. Moody's opinion on sidewalks. Mr. Moody agreed the Johnson Drive sidewalk is a high priority. He thinks the master plan correctly identified it, but added that it is an expensive sidewalk to do because of the character of the property next to it.

CMBR McNeil said the proposal needs more work and there are good solutions that may be more expensive up front, but would have a better long-term effect. She would like them to think long-term on this project, but it needs to be something that does not drag out for years.

Public Works Director Leon is confident they can get into a sidewalk master plan in early 2018 for the City assuming the research is done and completed.

CMBR Kelly would like to see the money put toward sidewalks in 2018. She said if there is another sidewalk that gives kids better access to schools and other people access to parks, then she would agree that is a high priority. CMBR Thompson supports investing in sidewalks and is willing to wait a year to hear back from Mr. Leon.

Public Works Director Leon said investing in sidewalks is also taking care of what is actually out there. He added that there is money in the CIP to have more sidewalk extensions.

C-1. Install Shade Structures at R Park, Granada Park, and Aquatic Center

Public Works Director Leon said the Parks committee has done an outstanding job. They wrote a grant request and were able to secure \$28,000. Mr. Leon is asking the City to match the grant by \$38,000 for shade structures at R Park, Granada Park and the Aquatics Center.

CMBR Poppa recommended budgeting the full \$68,000 to get the important structures up.

Public Works Director Leon said the price includes installation.

The Governing Body asked for specific details as to how many structures, where they would be placed and how much each one is individually. City Administrator Moody will get those numbers and the discussion will continue at the next Workshop meeting.

C-2. Dead Tree Removal at Nall Park

Public Works Director Leon read into the record an e-mail Mrs. Jan Fahley[sp] and Jim Upton (4807 Birch Street). They have been heartened to see the work being done in the area. Carl Wisdom, the City Forester, has encouraged Mr. Leon to look at removing the dead trees in Nall Park. A cost estimate of \$30,000 is based on the location of the trees and the effort it will take to get to them.

CMBR Kelly asked about the timeline and would there be a risk of damaging the trail they are installing.

Public Works Director Leon said there is always a risk of trail damage, but he was more concerned with the equipment damaging the asphalt not the nature trail. He also said a major concern is that now people are down in that area of the park they want to make it as safe as possible and try to mitigate any chance that tree would fall while someone is down there.

CMBR Kelly said she is a proponent of maintaining their green space and does not consider the tree removal a deforestation of the park.

CMBR Kellerman said unless they are using the area he would like to see the habitat left untouched. He also suggested they contact Shawnee Mission Park to see how they handle signage or precautions for those who get off trail and go into the woods.

It was recommended to move this item forward.

C-3. Business District Crime Prevention Initiative

City Administrator Moody said it is the wish of Police Chief Morris to raise his department's profile in the areas that have the most crime. He would like to implement a six-month trial period by inserting undercover officers into areas most subjected to property crime.

CMBR Poppa recommended continuing the discussion to when Chief Morris would be available to answer questions.

CMBR Janssen said he likes the idea of the pilot program.

CMBR McNeil said Chief Morris thoroughly goes over everything before he presents and feels this would be a good program.

With large support, it was decided to move this item forward, but they will have Chief Morris come to the next meeting to talk further on this pilot program.

C-4. Increase Police Visibility in Neighborhoods

D-1. Pilot Program – Increase Roeland Parker to 8 Issues per Year

At the request of Council CMBR Kelly met with staff to discuss more frequent mailing of the City's newsletter. This item was not included in the objectives last year. The goal of the Governing Body is to increase the access the

citizens have for information. There was also discussion of just a postcard mailing to include decisions made by Council or notification of upcoming events versus a full newsletter.

City Clerk Bohon said it takes several extra hours to put together a newsletter and will also look into the cost of mailing post cards.

There was discussion of how to prioritize the rest of the agenda due to the lateness of the hour. They agreed to a five-minute break and to continue on with the objectives.

D-2. Apply and Achieve the GFOA Distinguished Budget Presentation Award for the FY 2019 Budget

Ms. Jones-Lacy said Roeland Park has received this award for the past 22 years for their CAFR. What she would like to now achieve is a new level for the budget document, an award stating that they are doing what they can to show they are working towards GFOA best practices. She said this would be a good marker for the City as not many communities achieve this award.

There was agreement to proceed with this item.

E-1. Add Automated Time and Attendance to Payroll Program

City Clerk Bohon said staff currently turns in time sheets. She said it would be helpful to get an automated system where employees can put in their paid time off for approval, as well as vacation, sick and comp time. This would be a paperless system where the employee could log in and view their pay stub versus receiving a paper copy.

CMBR Janssen said his company has switched to this type of system and it is great and has cut about ten hours a week.

Everyone agreed to move this item forward.

E-2. Provide Benefit for Public Works Staff to be On-Call for Duty

Public Works Director Leon said currently his department has an on-call policy that requires one staff member to be available after hours. He has put together a benefit package for staff members to receive four hours of vacation time for the week they are on call. This would accumulate to 36 hours per employee annually.

CMBR Rhoades said in the alternative they could offer on-call bonuses for those who want to work.

CMBR Poppa said he liked how Mr. Leon cares for his team.

There was discussion of different incentive options for on-call employees.

Mr. Leon reached out to neighboring cities to find out what their incentives were and reported that a majority of them do not have an extra program to compensate their on-call employees. He believes a program like this would separate them from those other cities and help with employee retention. He also liked the benefit of the employees being able to plan their schedules better.

Mr. Leon was asked to bring back a couple different incentive options as the Governing Body could not reach a consensus how to proceed.

F-1. Become a Member of ICLEI (Local Governments for Sustainability)

CMBR Kelly said the Sustainability Committee has requested the dues paid for their membership would be paid for by the City rather coming out of their budget. They would then like to use those funds towards programs.

There was a consensus to move this item forward.

F-2. Update Comprehensive Plan

CMBR Poppa said last year it was decided to wait a year to update the CIP. He noted it was updated this year in-house, but believes it is still lacking and asked for a consensus to update it in 2018.

CMBR McNeil said she no problem with updating the CIP, but requested that they please follow through with it. She added that the City has hundreds and hundreds of thousands of dollars of plans sitting on the shelves that get updated and then nothing is done, so they update them again. She said the city is plan poor and they need to either use them or quit doing all the plans.

CMBR Poppa said that is a good point and agreed with it. He would like to see them follow through with it as well if they update the CIP.

Ms. Jones-Lacy said the CIP is one of the most frequently referred to documents that they have.

CMBR McNeil said she would like for the City to try to do one on their own without having to hire out the work. City Administrator Moody said the CIP is not a document that states what is going to be done to a particular property, but is what they expect will happen for uses on the pieces of property in the future.

City Administrator Moody also said the CIP benefits by having someone experienced in facilitating the process and making the update. He said the Planning Commission did a good job this year, but it was not the comprehensive approach they would pay for.

Ms. Jones-Lacy added that by charter the Planning Commission is to review the CIP on an annual basis. And also it is a best practice to update it professionally every five years.

City Administrator Moody said the planned \$50,000 is a full-service comprehensive review of the comprehensive plan.

Ms. Jones-Lacy said cities are constantly evolving and changing and, therefore, the CIP quickly becomes out of date. There is only so much they can actually do in-house as they do not have the capability or the capacity to do all the charrettes and also facilitate the meetings.

CMBR Janssen said since it is the go-to document he would to dedicate some Workshop discussion time to it.

CMBR Thompson supported having an outside consultant work on the CIP as it is too much work for staff.

CMBR Poppa said it is the City's guiding document and they have a done a lot with what is on it. He would like to look at the plan during a Workshop to formulate questions and gain a better understanding of what a comprehensive plan truly is.

It was decided to continue the discussion to another Workshop.

City Clerk Bohon reviewed the agenda for the next meeting.

CMBR Kellerman supported discussing the rest of the objectives on Monday.

City Administrator Moody said he would like to finish the agenda.

CMBR Rhoades said they should put a time limit on the remaining items to determine if research needs to be done.

G-1. Implement Branding Launch Plan

City Administrator Moody said this takes the branding implementation plan and adds some money for using an outside firm to assist with its implementation. He anticipates that they will have a logo adopted in 2017.

There was consensus to proceed.

G-2. Interface Modules between Receipts, Credit Transactions, General Ledger & Court

City Administrator Moody said they are working with current vendors of software programs to make sure they can interface so as to avoid the duplicative manual entries they are making.

G-3. Purchase Equipment to Make Street Maintenance Operations More Efficient

Public Works Director Leon said he would like to be able to purchase equipment to make Public Works more efficient and help save cost on their in-house work.

There was agreement to move this item forward.

4. Review and Preliminary Approval to CIP and Equipment Replacement Schedule

5. Quarterly Community Forum Topic Discussion

CMBR Fast and CMBR McNeil will be presenting the next Community Forum. There will be presentations on information provided by the Aquatics Center Task Force and also the leaf program.

CMBR Rhoades requested to have the Forum recorded as he would not be in attendance.

6. Executive Session

MOTION: CMBR FAST MOVED AND CMBR JANSSEN SECONDED THAT THE COUNCIL RECESS INTO EXECUTIVE SESSION UNDER THE ACQUISITION OF REAL ESTATE EXCEPTION TO THE OPEN MEETINGS ACT IN ORDER TO DISCUSS THE POTENTIAL ACQUISITION OF REAL ESTATE, WITH THE OPEN MEETING TO RESUME IN COUNCIL CHAMBERS AT 10:00 P.M.

III. ADJOURNMENT

CMBR Fast adjourned the meeting.

(Roeland Park Governing Body Workshop Adjourned at 10:01 p.m.)