

**COMMITTEE OF THE WHOLE MEETING**  
**City of Roeland Park**  
**Roeland Park City Hall, 4600 W 51st Street, Roeland Park, KS 66205**  
**Monday, March 9, 2015, 6:00 P.M.**

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|-----------------------------------|-----------------------------------|-------------------------------------|
| ○ Joel Marquardt, Mayor           | ○ Jennifer Gunby, Council Member  | ○ Aaron Otto, City Administrator    |
| ○ Megan England, Council Member   | ○ Ryan Kellerman, Council Member  | ○ Jennifer Jones-Lacy, Asst. Admin. |
| ○ Becky Fast, Council Member      | ○ Teresa Kelly, Council Member    | ○ Kelley Bohon, City Clerk          |
| ○ Marek Gliniecki, Council Member | ○ Sheri McNeil, Council Member    | ○ John Morris, Police Chief         |
|                                   | ○ Michael Rhoades, Council Member | ○ Jose Leon, Public Works Director  |

<b>Admin</b> Chair, Kellerman Co-Chair, Gunby	<b>Finance</b> Chair, Gliniecki Co-Chair, Rhoades	<b>Safety</b> Chair, Kelly Co-Chair, McNeil	<b>Public Works</b> Chair, England Co-Chair, Fast
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*Councilmember England was absent.*

**I. MINUTES**

- A. February 16, 2015 Committee of the Whole Minutes

**II. REPORTS OF COMMITTEES:**

1. **Admin** - Q&A with Sher Blandford, Kessinger/Hunter, regarding the Roeland Park Shopping Center

City Administrator Otto stated that Kessinger/Hunter is the property management group for the Roeland Park Shopping Center. Sher Blandford is their new representative for the property.

Sher Blandford has been with Kessinger Hunter since 2008, but the Shopping Center is a new project she acquired at the beginning of the year. She noted that there were not a lot of changes happening as Walmart's lease does not expire until November 30, 2016. They will be contacted six months prior to the expiration when they will be notified of their lease renewal or vacate options. Until that time happens, Ms. Blandford will continue to softly market the space to another big box retailers. Another option would be to sell the site to another developer. Currently her focus is keeping the small shops in place at the center for the rest of the year. As of right now there is only one small vacancy in the strip center which was the site of the payday lending store.

Mayor Marquardt inquired as to the length of time the property would be vacant should Walmart choose not to renew their option. Ms. Blandford stated a lot of what happens depends on the progress of the Gateway project, but she hoped that Walmart would renew their lease for another five years.

CMBR Gunby stated she realized why improvements to the site such as addressing pavement, curb and landscaping issues were not being done, but inquired as to any interim projects to help the appearance of the center. Ms. Blandford stated there were currently no plans to improve the site. She did mention if Walmart chooses to leave, it's possible the building will be torn down and new structures constructed to face the street.

City Administrator Otto added that if Walmart chooses to leave, the monies produced from the CID sales tax will stop being collected from that location and also the CID taxes collected from the strip center and CVS will also produce less. Mr. Otto stated it would benefit the City if Walmart to remain throughout their lease. Ms. Blandford also added that the center could lose its small shops if Walmart goes dark.

Ms. Blandford stated some types of big box retailers that could take over the site would be stores such as Big Lots, Burlington Coat Factory or an At Home.

The Committee thanked Ms. Blandford for coming and speaking with them and answering their questions.

## 2. Finance - December Financials

### **Public Comment**

**Linda Fell** – Ms. Fell expressed her desire that Line Item 27(c) be made whole now that the roof is complete on the Community Center.

City Administrator Otto reported revenues performed well by the end of the fiscal year and that expenses were less than expected. For the fourth year in a row revenues have exceeded expenses. Mr. Otto noted that property taxes were down, but this was anticipated. He addressed the 27(c) fund stating that no transfer from this account was made to the General Fund for operations. There was a transfer to building maintenance for the roof work done on the Community Center adding that the roof is complete, paid for and the City Engineer has also been paid for the construction oversight on the project.

The increase in court fines has been in full force for a year and revenues from those are up by 20 percent.

Utility franchise fees are also up overall, which are largely driven by weather conditions.

Mr. Otto stated that changes should be made in the Fiscal Year 2016 budget regarding the cell tower leases at the Community Center. Currently there are three cell tower leases that generate approximately \$19,000 apiece annually. He stated he just recently learned that Sprint has purchased the wireless wholesaler Clearwire and will be consolidating its towers and upgrading the ones they wish to keep. Mr. Otto has not been contacted or seen any action in modifying the City's tower. He stated that Sprint will not say officially what their plans are until they get ready to turn the tower off. In light of this possibility, Mr. Otto suggested reducing the expected revenue from the cell tower leases by \$19,000 in upcoming 2016 budget discussions.

On the expenditure side of the budget, City expenses are under 4.8 percent compared to what was anticipated. He added that fees for Northeast Johnson County Animal Control are below budget, but they may be raising their rates. He hoped the budgeted v. actual costs in FY 15 would absorb the possible FY16 increase going forward.

The operational costs at the Roeland Park Aquatic Center were close to budget. He noted in the past year there have been a lot of one-time maintenance expenditures. Currently the budget is \$20,000 for the center, but Mr. Otto suggested increasing that to \$25,000 for '16 as things continue to need to be fixed or replaced. He added that maintenance monies spent at the Aquatic Center are investments for the future.

Mr. Otto also noted that Ms. Jones-Lacy has been researching investment options for the CID and other city idle funds. She has been working with the City's financial advisor Columbia Capital on strategies for the funds and anticipated in the next couple of months a proposal will be brought forward to the Governing Body.

CMBR Fast stated the City Treasurer is supposed to give a report in October and February. City Administrator Otto added these cash reports are published in the newspaper as part of the legal record. He added that the information in the monthly financial reports has a great deal more information than the one page quarterly treasurer's report. However, if there are any questions about the treasurer's report he would invite the City Treasurer to speak with them.

CMBR Gliniecki inquired about the 27(c) funds strictly dedicated to the Community Center. City Administrator Otto reiterated the only transfer out of the 27(c) sales tax fund was to the equipment building reserve fund, which was for the roof at the Community Center. Since the cost of the roof was less than anticipated, one of the possibilities of the remaining funds is to transfer it back to the fund and start addressing the many needs at the Community Center.

Currently the 27(c) account is budgeted for \$75,000 to operate the building operations.

### 3. **Finance** - Community Events Funding in 2015

City Administrator Otto stated \$2,000 for Community Events is currently budgeted for 2015. He added that there has been past discussion as to what should or should not be considered as a Community Event. He noted that the amount spent last year was zero as most of the events held were supported by community donations or through a one-time money gift from the Roeland Park Community Foundation.

CMBR McNeil inquired if there is a way to separate the events. City Administrator Otto stated that it is difficult to manipulate the price of an event as it would result in removing certain elements of the event. He did add that if the Committee chose to do so, that after the \$2,000 was spent the funds for any further celebrations would have to come from private donations, the Community Foundation or from businesses.

CMBR Gunby stated she supported all the activities as they're traditions in Roeland Park. She also added that she would like to assign dates or a month in a calendar to give an idea to residents when they would occur.

CMBR Kelly added support for events could come from an investment by other committees.

CMBR Fast stated she would like to look at events that are funded during budget discussions.

CMBR Gunby suggested a clarification in events versus services such as tree recycling and shredding, that these might need to be renamed.

CMBR Gliniecki supported the \$2,000 funding stating it is not too much to ask to give residents who give a lot and that the events are supported passionately by residents of the City.

City Administrator Otto suggested removing Easter Egg/Arbor Day/Earth Day events and the Community Block Party and renaming Tree Lighting Event, Christmas Tree Recycling, National Walk to School and the Shredding Event as City Services or City Services to Residents as they are more City staff driven. Any surplus monies up to \$2,000 could then be used for other events that are citizen driven.

It was recommended 5-3 to move this item to the Consent Agenda at the next Council meeting.

### 4. **Finance**- Fee Resolution Update

City Administrator Otto stated that City fees were embedded in the City Code and if any fee needed to be changed, then a new ordinance would have to be written. The City Attorney had recommended that fees be removed from the Code and put into a resolution that can be modified by the City without having to utilize the City Attorney for every change.

After a thorough review of the fees and a comparison with neighboring cities in 2013, a few additional changes have been suggested this year. Suggested fee changes can be found in the packet. Of note is the City's building inspector recommended a \$75 fee for water line inspections be added. Also with residential property inspections, on the first visit if a problem is found, the City will revisit the property a second time. If the item is not corrected and warrants a third visit, the City will charge for that visit as there will have been ample opportunity to rectify any issues.

Mayor Marquardt inquired as to whether the building permits fees actually pay for the amount of time spent by the building inspector or if Roeland Park is trying to be comparable with other neighboring cities. Mr. Otto stated there were very few permits written to be an issue.

CMBR Gunby inquired as to whether the addition of water lines should be water and sanitary and if it is the same kind of inspection in the building process. City Administrator Otto will look into this and report back to the Committee.

CMBR McNeil inquired as to the adult business and entertainment licenses. City Administrator Otto stated they were a legacy item out of the City Code book and no one had such a license in the City. Ms. McNeil stated that while the fee structure is being reviewed, adult businesses could be removed from the Code as no one was interested in that type of business in the City. Mr. Otto stated he would speak with the City Attorney about its removal.

City Administrator Otto added that parade permits are \$150 and that the Governing Body would be seeing two upcoming requests; there are usually three annually. Past practice is one is normally waived and the other two are charged \$150, but the City spends more than that in terms of staff time. He added that these are philanthropies trying to raise money, but wanted the Committee to know that the fee permit does not come close in regards to the time spent by Public Works and the Police Department. In turn, the City is considered to be a major supporter of these events.

CMBR Gunby stated she would like to see a budget line item that would record and track how many in-kind services the City is offering so it can be budgeted.

There was agreement among the Committee to talk during the Budget '16 discussion about a line item for in-kind donations from the City, tracking and recording City expenses.

There was agreement to move an updated proposed resolution adoption a schedule of fees and charges to the next Council session for consideration.

The Committee failed to obtain an agreement to place this item on the Consent Agenda.

#### 5. **Public Works-** City Name on Water One Water Tower

Hanley Barker, Facilities Engineering Manager at Water One, addressed the Committee regarding the possible placement of a Roeland Park logo on the Water Tower. Mr. Barker stated it was Water One's responsibility to maintain its facilities and a contractor will be painting the tower mid-April to May.

Mr. Barker presented several possible designs for the water tower. The Committee inquired as to the use of colors and different possible designs. Mr. Barker noted in the past the price for lettering a tower has been about \$10,000, but that a more intricate design that would make the price rise. He added that the paint should last a minimum of 15 years.

CMBR Gunby inquired as to the timeline needed for submitting designs and suggested the Arts Committee design a few options. Mr. Barker noted that it would be financially prudent to have the design approved while the contractors are already on-site to avoid a return trip. He added that the design would have to be approved by Water One as well and would check to see if they would look at designs other than what they have proposed.

Public Works Director Jose Leon mentioned to Mr. Barker that he has seen guys drive on and off of the land close to the tower and that they have been tracking quite a bit of dirt onto the sidewalk and driveway. He stated he would appreciate it if someone would speak to them. Mr. Barker thanked him for bringing that to his attention and will pass the information along.

The Committee thanked Mr. Barker for coming. This issue will be discussed by the Arts Committee with a recommendation to come back to Council.

#### 6. **Public Works-** Streetlight Inspection Proposal

City Administrator Otto was seeking approval from the Committee to enter into an agreement with Black & McDonald to conduct an annual base survey and pole assessment on the recently purchased streetlights in Roeland Park. He added that Black & McDonald performed this service for KCP&L when they owned the lights. They will

inspect the material condition of each metal pole owned by the City, make recommendations on ones that should be monitored, ones that should be replaced, and recommendations of some kind of painting regimen to reduce rusting. These inspections will be conducted during the day and the City Engineer will also review the recommendations to see if he concurs with their assessment. The assessment fee will be paid through monies saved in the budget by not paying rent to KCP&L for street lights.

CMBR Rhoades inquired if Public Works could do the inspections, but Public Works Director Leon stated he did not feel comfortable with taking that task on. City Administrator Otto stated the City would want a licensed professional structural engineer.

CMBR Gunby suggested creating budget line item for ongoing maintenance of the streetlights.

There was agreement by the Committee to move for approval on the next Council agenda the agreement with Black & McDonald to conduct an annual day survey and pole assessment for the street lights located in Roeland Park.

There was not a majority agreement to move this item to the Consent Agenda.

#### 7. **Public Works**- Revised Position Description

Public Works Director Leon passed around a card to be signed by the Governing Body for an employee who is retiring. He noted that he was the most tenured employee at the City of Roeland Park and was very proud of his accomplishments at the City and wished him well.

Director Leon stated this provides a unique opportunity to do a couple things differently with the position. During his time as director, Mr. Leon has noticed the amount of responsibility Public Works Department. He was recommending the change from Shop Foreman/Mechanic to Public Works Superintendent. This person would not be a supervisor, but would lead and act on the Director's behalf when he is not present in the field. This person would act as a crew leader, ensuring that the work being done is proper and efficient and making sure everyone is working as a team.

CMBR Kelly commented that since he's been with the City he has done an amazing job of observing how the department has worked, working in the community, taking feedback from the Committee, staff and community and evaluating the real needs, moving this department forward in a progressive and responsible way. She applauded him on this and all the other creative things he has done in the department.

CMBR Gliniecki echoed CMBR Kelly's comments adding that he knows what he needs to provide the best service for the City.

CMBR Fast also thanked Public Works Director Leon stating he has done a great job discussing his needs and looking at his team and knowing what area he needs to grow in and what areas that we as a City want to go forward in the future of the City, and that modifying the job position is a way to go forward and meet his vision for the City

The Committee recommended to move to the Consent Agenda the revision of the Shop Foreman/Mechanic position to Superintendent job title and responsibilities to be held in the Public Works Department.

#### 8. **Public Works**- Roeland Park Community Center Improvements List

##### **Public Comment**

**Tom Madigan** - Mr. Madigan spoke to the use of the Community Center and the need for upgrades to better promote a positive image for the City.

**Linda Fell** - Ms. Fell spoke to the building reserve and making updates to the Community Center.

Public Works Director Leon said he has met with City Administrator Otto and Community Center leadership to discuss a wish list and priorities for the Center. City Administrator Otto has requested Community Center leadership to research the cost of the projects.

City Administrator Otto presented the Committee with photographs taken at the Community Center and addressed some of the issues facing the center. Mr. Otto stated they have received an estimate to replace the bulbs and ballasts in the hallway lights with LED lights at a cost of \$1,700. This would not replace the fixtures. A contractor will need to be contacted to look at possible options to upgrade the lighting.

Mr. Otto recommended that a second air exhaust fan be purchased to keep in reserve. The current one works well, but in the event of a replacement, there is a four to six week lead time for a new one to begin working. Considering its purpose, it was felt a backup fan would be needed.

The City Engineer has been asked to do a feasibility study and provide three to five options on how to connect the Community Center and the west parking lot with Nall Park. Currently the trail to the park is closed.

Mr. Otto noted that a flagpole has been donated by KCP&L and was installed by Black & McDonald, which saved the City upwards of \$1,000.

It was recommended that parts of the building be painted as the touch-up paint did not match on the north of the side building.

Some of the lines for drainage from the roof are clogged which results in water backing up onto the sidewalk and creates a slipping hazard. Mr. Leon added they are working to fix the standing water issues noting that where the roof drains under the parking lot is clogged. The hope is with repairs to the asphalt on the parking lot, the department can excavate and lay new under drains for the roof to drain on the north side of the property.

Mr. Leon also spoke to the issues with the one-way traffic at the Center, noting that people tend to ignore the one-way signs. He is looking at diagonal parking to hopefully eliminate the problem. There was Committee discussion of possible traffic patterns and parking solutions.

Mayor Marquardt liked Mr. Leon's idea of addressing the issue with diagonal parking and applauded his creativity for that recommendation.

Mr. Leon stated he would also like to address drainage issues from the parking lot.

City Administrator Otto addressed some of the Phase 1 improvements already completed and other items that they're waiting for prices on that could be changed immediately. The Community Center staff is wanting to tile the bathroom and the ADA bathroom, but this is mostly a grout issue. A circulation pump has been repaired in the kitchen to deal with the hot water issue. There is a wish to update the current sound system in the multi-purpose room with possibly a permanent projector mounted on the ceiling with a motorized display screen, a new sound system capable of interfacing with current technology, and portable microphones.

Mayor Marquardt asked Mr. Otto to consider a 90-inch computer screen versus a projector and a pull-down screen as it might be less expensive. City Administrator Otto noted the sound system is a bigger part of the expense, but will look into the Mayor's suggestion.

Mr. Otto noted the broken bench by the gazebo is on the docket to be replaced or repaired. He also added that it has been commented on that the space between kitchen and MPR looks "shabby."

A request was made at the last Community Forum to have better signal for television in the fitness room. The idea is to take the cable and antenna and move it to outside the building.

Phase 2 will include improvements to the ceilings. Currently there are a lot of original one-by-one tiles affixed to the ceiling with drop-down lights. When the tiles fall, they cannot be easily matched due to their age. One option is to put in a drop ceiling and make the lights flush with ceiling. This will require the help of a general contractor. Another improvement would be to add a water supply to the Community Garden, replacing the signage in the building. Mr. Otto also added that Johnson County Parks and Rec is discussing improvements it can make in-house. There is a possible re-purpose of light fixtures from 3<sup>rd</sup> floor City Hall to Room 6 of the Center. In the hallway there is a settling of tiles in the floor and an option would be to place a metal transition piece to cover the joint.

Mr. Otto informed the Committee that the air conditioner is a large dual fan system that is nearly 30 years old. The City has received a couple bids which will be about \$14,000 to replace the unit. It was strongly urged that the unit be replaced before the beginning of summer as it is important to have the building climate controlled all year round for those who use the Center.

Some future dream ideas for the Center would be a monument sign off Rosewood as well as a shelter or a playground by the daycare on the southwest corner.

CMBR Fast thanked Mayor Marquardt for his oversight in the roof repairs which saved the City money that can now be put towards the Community Center.

Mayor Marquardt also thanked the staff for all their work. He said this is a great list and endorsed the staff moving forward to make these improvements a reality. Mayor Marquardt suggested getting input from the citizens, what they would like to see, and maybe creating a volunteer group that focuses on putting together a list from the citizens' input.

CMBR Fast suggested that a question on a survey after a class at the Center would be a way to get feedback from the users, or even opening it up city wide.

CMBR Kelly mentioned a suggestion box could be put up at the Community Forum.

CMBR Gliniecki felt the City should express its appreciation on the donation and installation of the flagpole by KCP&L and Black & McDonald, to which the Committee agreed.

### ***Public Comment***

***Tom Madigan*** - Mr. Madigan offered comments on the community center sound system.

***Kathleen Whitworth*** - Ms. Whitworth suggested embracing the mid-century modern architecture of the building, instead of trying to make it look current. She added it was a 1950s school and it is what it is, to embrace the 50s design and make it fun and funky.

CMBR McNeil stated she likes keeping the originality of the building. Many of the citizens have great memories of the building and the City should honor that. She added that she would like to see pictures of the kids that went to school there on the walls.

CMBR Fast added there is an architectural firm in Oregon that takes old schools and makes them into bed and breakfasts, breweries and hotels.

The Committee recommended to move forward with the first phase of deferred maintenance, cosmetic, and functional improvements to the Roeland Park Community Center.

The Committee did not agree to put this on the Consent Agenda.

(Committee of the Whole in Recess until 8:25 p.m.)

**9. Public Works- Roeland Park Community Center HVAC**

City Administrator Otto continued his discussion of replacing the HVAC unit at the Community Center. He stated they were looking for three bids, but have received only two with the low bid of \$13,350 to replace the air conditioning unit. He reiterated staff's recommendation to replace the unit before the beginning of summer as the Community Center is one of the highest used spaces both day and evening.

CMBR Kellerman stated he has used Schuler Heating and Cooling and felt the City received a good price.

The Committee recommended to move this forward to the next Council meeting.

**10. Public Works- SMAC BMP Cost Share Program**

City Administrator Otto noted that the City has participated in this program for the last three years. He added there is no cost to the City except for administrative time. The program is that SMAC will reimburse up to half of the cost for someone doing best management practice, for instance installing a rain barrel on their property. After the improvement has been made, the resident sends the receipts to the City. The City would reimburse the resident and at the end of the year all receipts are sent to SMAC for reimbursement to the City. In the past this has been \$1,500 to \$2,000 on the average. Mr. Otto noted this is the same agreement they have been operating under since 2012, but the Governing Body wished to see all agreements before they were signed.

The Committee agreed to move the item forward.

**11. Public Works- Granada Park Amenities**

Public Works Director Leon reported on the rehabilitation work with concrete and the guardrail taking place at the park as well as the installation of new picnic tables and trash bins. There is a lot of trash at the park and the bins fill very quickly and spill onto the ground or is left on the tables during the weekends. Five 32-gallon bins will be installed at the park, an increase over the 24-gallon. They will also add one for recycling, which Mr. Leon hopes people will pay attention to and use. If his department finds the recycling is not being used properly, they will convert it to a trash bin. Mr. Otto added that Town & Country does not pick up trash and recycling in the park and it is handled by the Public Works Department. The bins currently in the park could be moved to Nall Park.

Mr. Leon added that he would like to pour concrete pads for the picnic tables and have them anchored into the concrete versus the current lock and chain method. He requested some of the Mayor's time and expertise to help answer some ADA questions in regards to the picnic tables. Mr. Leon stated his understanding was the tables were ADA accessible, but wanted to know for certain. Mr. Leon added that they will get a contractor to install the concrete and funds to purchase the items are from the area TIF.

Mayor Marquardt stated he was willing to share his knowledge, but wants to make sure there is a limit to his liability.

There was agreement from the Committee to move this forward to the next Council meeting.

**12. Public Works- Salt Dome**

*The Committee agreed to postpone this topic to a later meeting.*

13. **Admin** – 2015 Minor Home Rehabilitation Program Agreement

This agreement allows for the City to help cover the cost of minor improvements to try to keep people in their homes and dealing with ADA accessibility issues. The agreement allows the City to work with the county.

There was a recommendation to move this forward to the next Council Meeting Consent Agenda.

14. **Admin** – Novus Agenda

Ms. Jones-Lacy noted that the free trial everyone has been able to use will be expiring soon. She added that it has been a great benefit to staff especially for Ms. Bohon in putting the agenda together.

Ms. Jones-Lacy answered questions of the Committee about its use. Ms. Bohon showed the Committee how the program makes it easier to edit the agenda.

There was also committee discussion of the approximately \$5,000 annual fee to use the program.

CMBR Kelly stated approval of the program should be made before a new council is sworn in to avoid learning two systems. She also stated she appreciated staff's effort in setting up this program.

There was Committee agreement to move this forward to the City Council for discussion.

15. **Admin** - Remote Meeting Participation Policy

*There was agreement to move this topic to the next Committee of the Whole meeting.*

16. **Admin** - City Administrator Report

City Administrator Otto stated staff has been working on updating the priorities list. He suggested possible descriptions that could be added to the list could be what progress is being made, programs working alongside one another, deadlines, the lead person, what part of staff is working on the project. Mr. Otto showed the Committee a completed list of projects adding as of today a colossal number of projects have been completed.

CMBR Gunby suggested adding dates for a timeline so questions can be asked at appropriate meetings.

- a. Discussion of March, April and May calendar
- b. Update on City Officials appointments

Mr. Otto provided three possible options for meeting schedules over the next two months. He noted that elections will be held on April 7<sup>th</sup> and results should be complete by close of business on April 13<sup>th</sup>.

Plan A - March 23, Committee of the Whole; April 6, Special Call City Council meeting; April 20 City Council meeting swearing in new Committee members and voting on the CARS RFP.

Plan B - No meeting March 23<sup>rd</sup>, Committee of the Whole and Special Call on April 6<sup>th</sup> to be ready for April 20<sup>th</sup>.

Plan C - No meetings until the swearing in April 20<sup>th</sup>. CARS response, beginning budget discussions and other agenda cleanup for the Committee of the Whole on April 27<sup>th</sup>.

CMBR Rhoades noted April 6 is the opening day for the Royals at three o'clock.

City Administrator Otto would like to hold a thank you reception for volunteers before the Special Call meeting on April 6, from 6 to 7 p.m. and to also invite last year's committee members to thank them for their involvement.

CMBR McNeil stated she would like to continue meeting to get the work done.

CMBR Gunby didn't feel that Plan C was doable as there is too much work to do to shut down for four weeks. She agreed with the Special Call meeting on April 6, the volunteer reception preceding the meeting on the 6<sup>th</sup> and the two Committee of the Whole meetings on March 23<sup>rd</sup> and 30<sup>th</sup>.

City Administrator Otto added he would like to hold a reception for the newly elected on April 20<sup>th</sup> from 6 to 7 p.m.

CMBR Rhoades suggested Plan D, which was to move the Special Call to the 30<sup>th</sup> if possible.

CMBR Fast supported Plan B, not Plan A, as she felt the Committee uses a lot of time now and not always efficiently.

CMBR Gunby suggested both receptions might be on the 20<sup>th</sup>, but City Administrator Otto said they would be mixed audiences and the volunteer reception is a thank you for their service in 2014, and should be held sooner.

The Committee recommended to have the Committee of the Whole and the Special Call on March 30<sup>th</sup>. If work is completed at the Committee of the Whole on the 23<sup>rd</sup>, then the March 30<sup>th</sup> can be cancelled.

City Administrator Otto said according to Charter Ordinance Council president nominations are made at the first Council meeting in May with the election at the second Council meeting in May. Mr. Otto suggested a Special Call meeting May 4<sup>th</sup> for the sole purpose of taking nominations, then having the election with speeches on May the 18<sup>th</sup> as outlined in the charter ordinance. One other option is to take nominations in May with elections in June, but this does not follow charter ordinance.

Upcoming dates is KCUR meeting at the Community Center on March 10. The City has done two e-mail blasts and social media postings promoting the event. March 11 is a Parks Committee meeting at 6 p.m. The Johnson & Roe Northeast Cloverleaf meeting will also be on the 11<sup>th</sup> at 6:00 p.m. in Roeland Park. March 12 is a meeting of the Johnson County Library Board.

Mr. Otto noted that staff has spent a lot of time looking at Codes in terms of the trash ordinance and the placement of trash cans in a yard. They have hit a fork in the road and would like to ask for two volunteers from the Governing Body to be a working group to help channel a few ideas to see which ones to move forward to Council.

City Clerk Bohon sent out a list of proclamations that need sponsors if they want to be considered. Upcoming is the Bike to Work resolution from Shawnee Mission School District that the City has sponsored in the past. This is a time sensitive proclamation. Also coming up is National Police Day and Crime Victims Week. If any of the Council members would like to support those, please contact Ms. Bohon so they can be added to the April agenda packet.

CMBR Kelly said she would support the Bike to Work proclamation.

City Administrator Otto addressed the status of the property at 47<sup>th</sup> and Mission. He noted that demolition permits are administratively issued and will need to issue a permit to demolish the house on the property. The property owner has been working to get the utilities disconnected for the three main buildings. Mr. Otto was seeking direction from the Governing Body as to the asphalt on the property. Asphalt is an accessory structure, but if no buildings exist, it is no longer an accessory. The City can then request that the asphalt be removed. The owner is requesting to retain parking of 12 shared spaces for Taco Republic. The City may then choose to return the remaining site to green space. The owner of the property has expressed a desire to have this property re-zoned and re-platted as one property in the future. Mr. Otto recommended that once the demolition permit is issued, the owner has 12 months to a year to work through the City process to re-zone, re-plat and get a development plan in place for what the property will become and possibly seek a CID. He asked the Committee to think of what they

would like to see on this property. He recommended the need to have deadlines in place to prevent this lot from becoming a permanent parking lot.

CMBR Kelly stated she was in favor of returning this lot to green space, but wanted to see plantings to avoid soil erosion. There was also discussion as to how to keep Taco Republic patrons from parking on the grass and how to enforce maintenance of the lot.

CMBR Gunby stated she was in favor of leaving the 12 parking spaces and turning the rest to green field. She recommended asking Chief Morris to keep an eye on it, for parking on the grass because an empty lot becomes a nuisance.

The Committee agreed to move the item forward and retain the 12 parking spaces for Taco Republic.

City Administrator Otto stated he will work with the property owner.

**17. Public Safety- E ticketing System**

*The Committee agreed to postpone this topic to a later meeting.*

**18. Public Safety- Update**

Police Chief Morris stated the department has hired a new officer Zach Stamper, a three to four-year veteran from Lansing Police Department. He added that he has been working on salary benefits and bridging the gap between starting salary at the lower pay scale and neighboring communities. He has also been working on a comprehensive vehicle service program performing preventative maintenance to save time and money to the department. He added that all his officers were going through active shooter training program from March 16<sup>th</sup> through the 18<sup>th</sup>. At the Council meeting on the 16<sup>th</sup> he will be issuing some department awards, traffic safety awards. He noted that the City's National Night Out will be held October 6, 2015, and like last year everything will be donated for the event. He concluded stating his officers are being safe, cameras are working and the cars are working.

- 19. Admin- Personnel Matters of Non-Elected Personnel.** TO RECESS INTO EXECUTIVE SESSION UNDER THE PERSONNEL MATTERS OF NON-ELECTED PERSONNEL EXCEPTION TO THE OPEN MEETINGS ACT FOR THE CITY ADMINISTRATOR'S EVALUATION WITH THE OPEN MEETING TO RESUME IN THE CITY HALL CONFERENCE ROOM AT \_\_\_\_\_ P.M. This agenda item was deferred to a future meeting.

**III. NON-ACTION ITEMS:**

- A. Committee Minutes
- B. Pending Items
  - 1. Naming City Property Policy
  - 2. Appeals Board for Property Maintenance and Code Board of Appeals
  - 3. Bed and Breakfast / Boarding House Permissibility as a Home Business
  - 4. Possible modifications to Chapter 16
  - 5. Procedures Discussion
  - 6. Clarification as to setting the committee of the whole agenda
  - 7. January Financials

**IV. ADJOURN**

(Roeland Park Committee of the Whole Meeting Adjourned)