

COMMITTEE OF THE WHOLE MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, August 3, 2015 6:00 P.M.

- Joel Marquardt, Mayor
- Becky Fast, Council Member
- Tim Janssen, Council Member
- Ryan Kellerman, Council Member

- Teresa Kelly, Council Member
- Sheri McNeil, Council Member
- Michael Poppa, Council Member
- Michael Rhoades, Council Member
- Erin Thompson, Council Member

- Mark Pentz, Interim City Admin.
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

Admin

Chair, Janssen
Co-Chair, Poppa

Finance

Chair, Rhoades
Co-Chair, Kelly

Safety

Chair, McNeil
Co-Chair, Thompson

Public Works

Chair, Fast
Co-Chair, Kellerman

CMBR Fast called the meeting to order.

CMBR Kelly was absent

I. MINUTES

1. June 22, 2015

The minutes were approved. CMBR Rhoades abstained as he was not at that meeting.

II. REPORTS OF COMMITTEES:

1. **Admin - Amendment of Development Agreement between the City of Roeland Park and Commerce Bank**

Public Comment:

Jim Kelly, 4200 W. 54th Terrace. Mr. Kelly spoke in opposition of an extension to the Development Agreement with Commerce Bank.

Interim Administrator Pentz said the Development Agreement has been in place since 2012 when Commerce Bank purchased the property at the corner of Johnson Drive and Roe Boulevard. The agreement calls for Commerce Bank to build a satellite banking facility at the site. Factors such as the recession and a change in banking operations Commerce has not initiated construction within the time frame as planned and the agreement has been extended three times. Mr. Pentz and Public Works Director Leon met with two bank officials in September who confirmed they were not going to be meet and have asked for a fourth extension of six months. City Attorney Shortlidge drafted the extension which includes a \$5,000 payment in lieu of beginning construction.

Mayor Marquardt said he was torn on this issue. The City has asked them and Commerce has agreed to pay what is believed to be the prospective taxes that would have been received had the site been built.

CMBR Rhoades asked what possible remedies there could be if in the end Commerce Bank did not follow through with Development Agreement.

Interim Administrator Pentz stated the agreement calls for a bank to be built on the site and that the Commerce would also like to see quality development retail at the site that would go with the bank's image.

The Committee agreed to move this forward to the August 17 City Council meeting for further discussion and a vote.

2. Admin - Ad-Hoc Committee Process and Reporting

CMBR Fast noted that when the ad-hoc process first began there were questions about reporting and expectations of the groups that needed clarification. She has researched other committees' procedures noting it is important to include public participation before a vote. She added it was necessary to set guidelines for who can participate in an ad-hoc committee, how often they meet, and the frequency of updates to the Governing Body.

CMBR Poppa wants to make sure the committees are as transparent as possible and recommended updates be made at regular meetings.

There was Committee discussion on what the Governing Body would like to see as guidelines to define ad-hoc committees.

Mr. Marek Gliniecki from the Arts Committee commented on the Sculpture Committee after questions regarding its structure. Mr. Gliniecki stated this group is not an official part of the Arts Committee, but it is a group made up of citizens who want to see signature sculpture placed in R Park or at other sites in the City and they are researching such possibilities.

Following Committee discussion it was decided that guidelines for groups and ad-hoc committees should be outlined. A further discussion will take place on a September agenda.

3. Finance - May Financials

In May, General Fund revenues were at 46 percent of the budget and expenses were at 34 percent of budget. Sales tax revenue was about 6 percent below budget; however franchise fees were \$76,000 over budget with property taxes \$23,000 over budget, and court fines at \$29,000 over budget. Mr. Pentz said the lower than anticipated sales tax revenue is something that all of Johnson County is experiencing.

4. Finance - June Financials

In June, revenues were at 69 percent and expenses were at 40 percent of budget. The revenue reflects property taxes received at the beginning of year. Expenses are less than 50 percent of the budget, and halfway through the year this is very good and encouraging. Sales tax showed over five percent below budget and will continue to be watched. Franchise taxes are \$88,000 over budget. Overall expenditures in June were below budget by \$240,000.

5. Public Works - 2015 In-House Street Maintenance Update

Public Works Director Leon commended his department staff saying he was proud of their work performance especially in the summer heat.

Mr. Leon explained his approach on the City's street program. It is a five-fold approach that includes:

- Routine maintenance - try to prevent a failure of a street within the first two inches. Work performed in-house. Ex. Crack sealing.
- Preventative maintenance - work performed after routine maintenance
- Deferred maintenance - let the street fail until they are able to be reconstructed or rehabilitated.
- Rehabilitation
- Reconstruction.

Street Maintenance Phase I, is a Reconstruction-Rehabilitation project.

Mr. Leon reviewed the City's current projects noting that bid openings start August 4th for park projects beginning with a pre-bidding meeting.

In-house street projects began in 2014 with staff learning how to do street work again. Last year Public Works removed and replaced 138 tons of asphalt. To date in 2015, in less time and having a later start, they have removed and replaced 225 tons of asphalt.

Mr. Leon said that for 2016 they will be acquiring a hot box asphalt truck from Overland Park.

Mr. Leon also reviewed the need for a rating system on the quality of the City's streets. Stantec, a local company from Kansas City, can perform this service for \$7,500. With this information it will be helpful to prioritize the much needed repairs to the City's street system.

6. Public Works - PW Truck Replacement Purchase

Public Works Director Leon said in 2014, it was budgeted to replace the 1998 Chevy one-ton flatbed truck. He has a quote for a new flatbed vehicle with raised edged sides and a snow plow. With all equipment added the vehicle totals \$61,099, which is below the budgeted amount. The 1998 vehicle requires a lot of maintenance and needs to be replaced. It will be added to the City's surplus list.

The Committee agreed to place on the Consent Agenda for approval at the August 17 City Council meeting.

7. Public Works - 2015 Westwood Leaf Pickup Agreement

Public Works Director Leon reminded the Committee 2014 was the first year they provided leaf pickup to the City of Westwood. He expressed his appreciation to the Governing Body for their support in allowing Public Works to take on that project. Westwood was pleased with Roeland Park's work and would like them to do it again. It is anticipated that Roeland Park can complete Westwood leaf pickup in eight hours at a cost of \$130 per hour.

CMBR Fast commended Mr. Leon for creating these partnership agreements in working with other cities.

The Committee agreed to place this on the Consent Agenda for approval at the August 17 City Council meeting.

8. Public Works - 2015 Westwood Hills Leaf Pickup Agreement

Public Works Director Leon added that Westwood Hills would also like an agreement with the City, but with an overall cost. It was noted that the leaves would be deposited in Westwood's facility.

The Committee agreed to place this on the Consent Agenda for approval at the August 17 City Council meeting.

9. Public Works - 2016 Spring Leaf Pickup Discussion

Public Works Director Leon said he has had inquiries by residents for a leaf pickup program in the spring. He has looked into its feasibility, laid out a calendar and reviewed the pros and cons. He said it's important to note that any leaf program is for six weeks in a calendar year and could possibly be split between fall and spring.

The first possible scenario would be two weeks around spring break in March. This will shorten the City's fall program and it would start the third week of November. Westwood and Westwood Hills would fit into the potential program. Roe Boulevard would still have two weeks of pick-up while everybody in the City would get three pick-ups.

Cons to this are wet weather and wet leaves affects the leaf pickup machine. Spring leaf pickup would also eliminate two weeks of Public Works staff performing maintenance at parks, landscape maintenance and mulching. Also citizens are beginning to do their own yard work and inevitably sticks and things not wanted in the leaf machine and could cause problems. Also this is a change to past procedure and sometimes that can cause problems.

Mayor Marquardt said this seems like a good experiment. He felt there was a potential if people were gone over spring break they might miss the leaf pick-up. He also noted that rain could be an issue with the machine.

Public Works Director Leon recommended trying program and would like the support of Council.

CMBR McNeil said that along with information about the leaf pick-up program information education about the benefits of mowing leaves into the yard should be provided. CMBR Kellerman echoed those comments and felt a possible robo-call to residents would help notify residents of changes to the program.

CMBR Rhoades and CMBR Fast stated they would like the information to be added to the City's newsletter. Ms. Fast requested City Clerk Bohon to research the expense of a postcard mailing to residents and also the cost of adding a bright-colored paper insert in newsletter.

City Clerk Bohon said staff is currently working on the newsletter and will be sending it to the printer the first of September.

CMBR Rhoades reiterated that it's always best to inform the community as much as possible.

CMBR Fast recommended proceeding with the program as well as providing additional education to the public.

There was Committee discussion as to the timing of the start of the modified leaf program and the majority agreed to place this item for further discussion on a City Council agenda.

10. Public Works – Memorial Donation Policy

CMBR Fast initiated the discussion on the need for a policy of how placement of donated objects are handled in the City. Past practice has been that individuals who have donated an item decide where it is placed. Questions arise if something has worn out such as a bench, or if a tree dies, what is the City's process to replace it. If it is a memorial, how that might be handled. She felt that this could be addressed through an application process, which would also ensure that any amenities donated are uniform throughout the City.

The Committee agreed to discuss this further after Public Works Committee, CMBR Kellerman will design some policy recommendations.

11. Public Works - R Park Amenities Placement and Next Steps

Public Comment:

Jim Kelly– Mr. Kelly asked the Committee why the Council had approved the R Park Survey, but not the final plan.

James Haley – Mr. Haley expressed his concerns regarding R Park and equipment not being placed and the lack of a plan to place them.

Public Works Director Leon remarked that there are currently 18 amenities at R Park and there is a group of volunteers ready to help with their layout so that Public Works can begin their installation. The Parks Committee has put together a tentative layout, but they have never felt totally comfortable, nor has Public Works with proceeding without input from a professional source. Mr. Leon said that after the Council denied his request to have Clark Enerson Partners aid in the layout of the park's amenities the Mayor and some volunteer professionals will assume that responsibility. Director Leon still feels the need for some professional services to help update the R Park's master plan. He added that the survey is complete and he is ready to update the master plan so that

everyone knows where everything is and how it is laid out. He added that he would like to hire a consultant to help update the master plan and that Public Works would install the amenities.

CMBR Rhoades said he did not support spending more money on another master plan.

CMBR McNeil noted that the items on list are out of order and not a representative of how things currently are, nor their priority.

Mayor Marquardt agreed that the list is out of order. He said that the trail drove the placement of trees which drove the placement of the drinking fountain. He said with the park being incrementally built it is great for donations, but a design needs to be in place. He added that the Governing Body has the final say on the park, but he also recommended having professionals involved in the process.

CMBR Thompson said she did not believe this was a duplication of steps, but is the next step to ensure that things are placed appropriately. She said the Governing Body needs to support the Public Works Department who is not comfortable making these decisions and everyone wants to avoid things placed at random.

CMBR Poppa said it was a disservice to all the residents by not approving the development plan which is the next logical step on the park.

There was extensive Committee discussion on how to proceed with placement of the park's amenities.

CMBR Fast requested a prioritized list of deferred maintenance items. Public Works Director Leon has provided a list prioritized by safety issues, which are immediately addressed. He added that two members of his department received training and are now certified park inspectors. They provide ongoing efficiency inspections for the parks looking for safety issues.

The Committee was provided four options as to how to proceed with R Park.

1. Ask the Clark Enersen Partners to revise their quote to only focus on amenities layout for R Park.
2. Staff to issue an RFQ for a design professional to assist in amenities layout design. Once consultant is selected negotiate fee to provide 2-3 options of amenities layout for public input and Ad Hoc committee approval. Provide selected option to Public Works for installation.
3. Public Works to install amenities for R Park based on recommendations by volunteer professionals and Parks Committee members.
4. Public Works to install amenities using layout provided by Parks Committee earlier this year.

After lengthy discussion the Committee agreed to go with Option 3 and the City will provide indemnification to the professional volunteers.

CMBR Fast - consensus to move forward with placement of four to five amenities by a volunteer professional group working with Public Works Director and indemnity is provided.

There was agreement that there needs to be communication with donors of amenities, working on getting them placed, and the process to accomplish that.

It was requested that Public Works Director Leon see if the R Park trail is truly ADA compliant.

CMBR Rhoades requested staff to look into the cost of removing the tennis court, replacing with one court, or resurfacing the existing court.

The Committee agreed to discuss this item with future topics for discussion would be how to place future amenities in the park, the prioritization of deferred maintenance, and the street issues surrounding the park.

12. Finance – FY2016 Budget Update

Interim Administrator Pentz said that the public hearing required by state law before the passing of the budget is largely to provide information on the property tax levy more than the actual budget itself.

TIF District 2 consists of four project areas: 2A - McDonald's and Granada Park; 2B Aldi's, Walgreens and the gas station; 2C - Mission Bank; and 2D – Quik Trip, City Hall and some residences. Mr. Pentz has asked Gilmore & Bell with respect to the corrugated pipe replacement if the TIF 2 could be incorporated as one district as opposed to four sub-districts. In their research of the districts it was discovered that 2A ends in August 2015, not in 2021 as previously was thought. They will be notifying the county that that 20-year TIF district is closing. The proposed budgeted numbers have been changed to reflect the closing of the district. The effect to the project should be minimal as this is the smallest district in that area.

13. Admin - City Administrator Search

CMBR Poppa moved that the Committee recess into Executive Session under the personnel matters of the non-elected personnel exception to the Open Meetings Act in order to discuss the qualifications of applicants for the City Administrator position, with the open meeting to resume in this room at 9:30 p.m.

(End of Recording)

III. ADJOURN