

**CITY OF ROELAND PARK, KANSAS  
GOVERNING BODY WORKSHOP MINUTES  
ROELAND PARK CITY HALL  
4600 WEST 51<sup>ST</sup> STREET, ROELAND PARK, KS 66205  
July 1, 2024, 6:00 P.M.**

- Michael Poppa, Mayor
- Benjamin Dickens, Council Member
- Jan Faidley, Council Member
- Emily Hage, Council Member
- Jennifer Hill, Council Member

- Matthew Lero, Council Member
- Tom Madigan, Council Member
- Kate Raglow, Council Member
- Jeffrey Stocks, Council Member

- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. City Admin.
- Kelley Nielsen, City Clerk
- John Morris, Police Chief
- Donnie Scharff, Public Works Director

(Roeland Park Governing Body Workshop Meeting Called to Order at 7:25 p.m.)

**I. MINUTES**

**A. Governing Body Workshop Meeting Minutes June 17, 2024**

The minutes were approved as presented.

**II. DISCUSSION ITEMS**

**1. Review Agenda and Minute Software**

Ms. Jones-Lacy stated that their current agenda platform, Novus, is going away. Staff has been reviewing and using demos to find a new software program. A lot of the products they use already are in CivicPlus, and their CivicClerk solution works best for what they need. She detailed the ease of creating and use of agenda packets, the ability to track voting, and especially its search functionality.

Jacen Clapp and Rochelle Cantero from CivicPlus were present at the meeting to answer questions for the Governing Body. Also, Ms. Cantero went through a detailed demo presentation for the Council highlighting ways to use the software.

CMBR Dickens said he was impressed with the presentation, but the search feature alone sold him immediately.

CMBR Stocks said folks have asked him if there could be a brief description of an agenda item in case it is not clear by its title or to just a brief description of the agenda item, so they do not have to click all the way through. Ms. Cantero said the software is capable of making those notes visible in the board portal. CMBR Stocks said he appreciates that capability.

CMBR Faidley asked if training for the Governing Body is included in the cost. Ms. Cantero said they will provide training for staff and the Council. Ms. Jones-Lacy suggested they do a webinar and break it up into several sessions to avoid a quorum.

Mr. Clapp said they will record those training sessions and will provide them to the City.

CMBR Faidley then asked what they have been paying for Novus. Ms. Jones-Lacy said it was up to \$5,400 a year and was very inexpensive. She feels they would now be getting a better product that also has the capability of importing their historical data, which is especially important.

Mayor Poppa said he likes this solution, and it seems to be a seamless option for staff. He asked if there is a translation function such as an AI translation in the program. Ms. Cantero said at this time there is not.

CMBR Hill said that most people can translate through their keyboard. Ms. Jones-Lacy said they do have that feature built into the City's website.

Mayor Poppa then asked about the speaker button and wanted clarification that would be for the Governing Body. Ms. Cantero said the Governing Body would press the button when they wanted to speak and whoever was running the meeting can see in the queue the order of who made their request first.

Mayor Poppa also noted some comments that were made in the demo. Ms. Cantero pointed out that there is a captioning feature and it picked up comments during their discussion.

CMBR Madigan said he thinks this is a great addition and it will be nice to be able to integrate into Municode. He also asked how much history they can preserve. Ms. Jones-Lacy replied they have the ability to import their 7,500 historical documents.

CMBR Hill said she likes the transparency of being able to show their vote. She said that sometimes when someone abstains it does not necessarily get recorded.

Mayor Poppa asked if in Zoom the software allows them to sit inside the same window as it does for the county. Ms. Jones-Lacy said the county has their own service, but they probably could do that for an additional fee.

CMBR Hill asked if there is a trial with the software or are they actually deciding on the purchase. Ms. Cantero said there is not a trial period for this particular product. Mr. Clapp said there is no trial period per se, but if staff wanted to do a sandbox environment for a mock meeting, they would be happy to accommodate something like that. As of right now there is currently no free trial period.

This item will come back before the Governing Body at the July 15<sup>th</sup> City Council meeting.

## **2. Chapter 3 Beverage Review**

Ms. Jones-Lacy said along with her review, Chapter 3 was also examined by City Clerk Nielsen and the DEI Committee who submitted comments that have been integrated into the redline as recommended changes and given to the Governing Body for their input.

City Attorney Felzien said that some of the changes the Governing Body might be considering do not need a charter ordinance. Something such as changing the language from a United States citizen to a United States resident is legally significant and would require a charter ordinance. They are currently building an ordinance that will affect Chapters 1, 2, and 6 of the code, and if there are charter ordinance changes recommended, it can be included with them.

CMBR Hill asked instead of United States resident what about Roeland Park resident. Mr. Felzien said in the state of Kansas if you want a liquor license you must be a United States citizen. If they change that to Roeland Park resident, it is obviously a big legal change.

Ms. Jones-Lacy continued with the redline items noting that a change has been added. R Park is one of the areas where liquor consumption can occur via a special event permit or through a permit obtained by Council.

CMBR Hage questioned the three different permits in D, E, and F. Mr. Felzien said that F would be if a liquor store had a pop-up and they provided free samples, giving something for free and there's consumption of alcohol in a place where it is not normally allowed. E would be for a special event at City Hall and D would be a permit to serve alcohol at something like a pavilion in a park.

Ms. Jones-Lacy said that a lot of things may seem redundant, but a lot of them are state mandated. She pointed out that they have changed all pronouns to gender neutral. She reiterated that they cannot change citizen to resident unless it is through a charter ordinance.

Mayor Poppe asked about the legality of that change and what that would be. Mr. Felzien said some things they can charter ordinance around and would expect no challenge for things that are not unilaterally applied to around the City. The state treats a liquor license in a uniform manner when it issues a permit.

Ms. Jones-Lacy added that subsection (h) shall only apply if the licensee is not a resident of Kansas. The point of that is if a store manager is the acting agent and the owner is not a Kansas resident, they want to clarify that someone other than a Kansas resident can operate the liquor store.

CMBR Hill asked if when a liquor gives out samples who is responsible for the permit, the distributor or the store owner. Mr. Felzien said it is the responsibility of the store owner to obtain that permit.

CMBR Faidley asked if R Park was added because of their concerts and would there be any reason to look at the other parks. Ms. Jones-Lacy said that it is covered in another part if one of the other parks would have an event.

CMBR Hage asked for clarification that because a site is allowed to have alcohol, it still is required to obtain a permit. Mr. Felzien said that is correct.

Ms. Jones-Lacy said they will be putting the ordinance together and hope to present it to the Governing Body at the next Council meeting.

Mayor Poppe asked to take a temperature check if there was any support for an ordinance changing citizen to resident and no decision was made to move on that at this time.

### **III. COMMITTEE MINUTES**

*No minutes were presented.*

### **IV. ADJOURN**

CMBR Raglow adjourned the meeting.

(Roeland Park Workshop Adjourned at 8:09 p.m.)