

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, April 10, 2017 6:00 P.M.

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| <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 |
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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 20, 2017

The minutes were approved as submitted.

II. DISCUSSION ITEMS

1. Review Art Inventory Prepared by Arts Committee

Marek Gliniecki, Chair of the Arts Advisory Committee, presented the Registry of Public Art of Roeland Park to the Governing Body. The registry is a culmination of work performed by the Arts Committee to create an inventory of art throughout the City, evaluate its condition, and what direction they would recommend for each piece.

CMBR Thompson asked Mr. Gliniecki to address the decision process to place art pieces throughout the City. Mr. Gliniecki said a lot of that was determined prior to him being on the Arts Committee.

Mr. Gliniecki reviewed the list with the Governing Body as to what pieces would be relocated and which ones would be refurbished. With regards to the first “untitled” piece, after consultation with a curator from the Nelson-Adkins Art Gallery, the committee is recommending to remove the piece and dispose of it. They would like to put it out on social media to see if anyone is interested in buying it as a piece of art. This action, however, since it is City property, cannot be completed until the Governing Body goes through its disposition process and make an official decision.

CMBR Fast asked about the Art in R Park program. Mr. Gliniecki said originally the Art in R Park was supposed to be a six-month rotating art program. During the recession funding was cut and the program was not continued.

Mr. Gliniecki has been in touch with most of the artists who have pieces in the City. City Administrator Moody said he would look to Mr. Gliniecki and the Arts Committee for direction when it comes time to disposing or selling any of the pieces of art to ensure that they are following regulations.

Mr. Gliniecki said he would like feedback from staff and the Governing Body of their opinions on the art pieces.

CMBR Poppa said he recognized putting this together was a lot of hard work and he appreciated its detail.

Mayor Marquardt said he would like to hear from the Arts Committee and get their feedback on the pieces of art. He invited them to come address the Governing Body at a Workshop meeting where this topic would be a priority.

Mr. Gliniecki said they will add the statutes on the islands to the list. Public Works Director Leon said they have tried to maintain them as best they can.

2. Review and Discuss Sidewalk Maintenance Regulations

Ms. Jones-Lacy said the Governing Body had requested a review of the Sidewalk Maintenance Code, specifically as it pertains to removal of snow and ice by residents. Currently, it is the duty of the owner or occupant of the lot to remove all snow and ice.

CMBR McNeil said before she was on the Council she did not know any of these codes existed. She does not understand why it is the resident's responsibility to take care of the City's sidewalks and would like to have a discussion on this.

Ms. Jones-Lacy said that there has been no residential enforcement of this and that citations have only been issued to commercial business, not residential. This code is primarily for safety reasons for those needing to use the sidewalks. It also helps to meet an ADA requirement.

City Administrator Moody said he does not know of any city that does not have such a requirement.

CMBR Poppa questioned whether there would be liability for the property owner for keeping the sidewalks clear and recommended having the city attorney present to answer such questions.

City Administrator Moody recommended that the Governing Body put questions together and he would forward them to the attorney to be addressed. He also recommended leaving the code in existence so the City would have a remedy should it be needed. Mr. Moody gave an example of some making the problem worse by piling snow from their yard onto the sidewalk.

CMBR Janssen added that acorns and sweet gum balls also create a huge hazard on a sidewalk.

There was agreement to table the discussion until they are ready to discuss sidewalks in general and are ready to create an entire plan. Public Works Director Leon is still waiting for a report from the Safe Routes to School organization.

3. 1st Quarter Safety Statistics

Police Chief Morris reviewed the first quarter statistics, January 1 through March 31. In total, there were 195 reports that included 55 arrests and 29 accidents. The department issued 606 citations and 112 warnings. He said theft offenses continue to be the biggest problem in Roeland Park. Interestingly, the time frame for most thefts is between the hours of 3 p.m. and 6 p.m. Most other incidents occur between 12 p.m. to 5 p.m. with a spike from 12 a.m. to a.m., which Chief Morris attributed to when the bars close.

Chief Morris will present comparisons with surrounding communities in his next quarterly report.

4. Leaf Pickup Program Discussion Continued

City Administrator Moody said if the desire is to avoid putting leaves in the street for pickup they will have to change out their equipment. The current equipment they have is designed for pickups on a smooth surface. They are also doing research into a "mega-vac" system, which has the advantage of not requiring someone on the outside managing the vacuum and is also less laborious. It would likely be an expensive piece of equipment and would be a single purpose truck and would not have the flexibility of current equipment.

Staff has also hypothesized using a snow blower. They will be getting one on loan just to test if it will blow leaves as far as would be needed. Vacuuming them would take two people approximately a half hour to do a 70 foot wide stretch, which is a lot of leaves.

It was also mentioned that there would not be any changes to the fall pickup schedule or methods. And there are would likely be no decisions made before 2018. Public Works Director Leon reiterated that the earliest they could make changes would be in 2019.

CMBR Fast asked if the City would continue the spring leaf pickup. Administrator Moody said his understanding was they were not planning to do that this year and Public Works Director Leon said they do not plan on doing it again.

Public Works Director Leon said another option is to put out an RFP to contract with a private company, which would likely be a landscape company who already performs this type of work. CMBR Fast said one such company is within Roeland Park.

CMBR McNeil said some of these options and more will be presented at the upcoming Community Forum when they make their leaf pickup presentation.

CMBR McNeil said in her research she found that very few cities even have a leaf pickup program. Those that did provided notification to residents of when their area would be picked up. Also vehicles were not permitted to park in the street on those schedule leaf pickup days. And if a vehicle was in the street no leaves on that street would be picked up.

CMBR Janssen said one of his constituents reached out to him that someone had parked on his pile of leaves and the City was unable to pick them up. He was then cited for leaving leaves in the street.

The Governing Body was looking forward to the information that would be presented at the next Community Forum.

5. Review and Preliminary Approval of Objectives

City Administrator Moody said there are changes included in the objectives based on previous discussions.

B-2. Frisbee Golf is reflected in the CIP for 2021, so it can be removed from objectives.

C-1. Install Shade Structures and C-2., Dead Tree Removal. Staff was asked at the last meeting to obtain more information with regard to these two items.

C-3. Business District Crime Prevention Initiative. This was updated to reflect the use of both uniformed and plainclothes officers, as well as using regular time and part-time officers. This change reduced the cost by approximately \$2,500.

Police Chief Morris spoke about the proposed six-month pilot program again stating the biggest crime issue in Roeland Park is theft. The utilization of plainclothes officers and/or officers in unmarked vehicles enables them to do more surveillance, while making them less visible to the criminal element and gives them an opportunity to check for stolen cars. He noted that a lot of theft is of construction vehicles that are parked at the Lowe's and/or Price Chopper lot. This is a good proactive approach and a good tool to have. Also if they see someone shoplifting they cannot arrest in a private building, but as an undercover they can follow them out and effect an arrest.

CMBR McNeil asked if the officers supported this program. Chief Morris said it is not mandatory to do overtime and he always encourages his officers to do foot patrol during the day.

D-1. Increase Roeland Parker Newsletter. City Clerk Bohon provided the pricing for newsletter publication for different page amounts and color graphics. Ms. Jones-Lacy contacted a graphic designer and felt working with them would be a good option. CMBR Fast recommended adding that graphic design option and said she would like to see more color added to the newsletter.

Mayor Marquardt said he believed the \$6,100 seemed like a good investment in being able to communicate with the citizens.

City Clerk Bohon said a smaller version would allow them to get the mailings out more quickly. She will also e-mail a price list for a newsletter with color throughout to the Governing Body.

F-2. Reflect Update to Comprehensive Plan for 2019 in CIP. CMBR McNeil said she would like to discuss the Comprehensive Plan where possibly they could have a special meeting to review the plan and look at reducing the cost. She states she still fears it being put on the shelf.

City Administrator Moody said some of the items could be pushed out which would bring the number down. It would be reflected in the CIP for 2018, but would not have budgeted funds for 2018.

CMBR Kellerman asked what are the top three most traveled streets in the City. Public Works Director Leon said he did not have traffic counts, but would think they were Roe, Johnson Drive, and County Line or Mission Road.

Sidewalk funding is set aside as a high priority to be completed in 2018. CMBR Fast said they are still waiting on the Safe Route to School information and whether they will receive CDBG funding.

CMBR Poppa said the idea is to earmark the funds for a sidewalk project.

6. Review and Preliminary Approval of Capital Improvement Plan

City Administrator Moody said the CIP is a ten-year document. They have purchased new software that is more robust and allows them to capture more information and has helped solve the problem of projects that have multiple funding sources over multiple years and how that is reflected. This new system also captures greater amounts of detail on a project as well the equipment used. They are still working on setting up the scoring system.

The Projects & Funding Sources by Department of the ten-year plan were presented and Ms. Jones-Lacy showed the project details. She added that not all of the information is up to date.

There was a review of the costs for the ADA improvements to City Hall. There was a question about the price of the restrooms. Mayor Marquardt provided further clarification on the cost estimates and noted they are lower than what can normally be expected.

CMBR Poppa asked if, when the detail sheets are completed, would they be part of the CIP and Mr. Moody said they would.

City Administrator Moody directed everyone back to the summary page. He said there will need to be discussion of HVAC replacements at the Community Center as they are coming towards the end of their useful life. There is also a planned five-year approach to replacing out the florescent fixtures and a timeline for drainage improvements.

CMBR McNeil noted the trail connection has been moved to 2026 and asked if there is a way to make a notation to say that the studies have already been done so they will not have to be paid for again. City Administrator Moody said the \$150,000 reflected there is for a hard surface connection between the Community Center and Nall Park.

City Administrator Moody noted under Parks and Recreation there is a \$5,000 projected increase over a five-year period for anticipated additions to the parks and additional maintenance.

CMBR Thompson questioned the shade structures being listed on both the CIP and the objectives. City Administrator Moody said it is easy to remove them. It was also noted that shade structures should be in 2018 and not 2019.

City Administrator Moody noted that the Shelter House and Performance Pavilion has two sources of funding and showed how the new software reflects that.

The discussion shifted towards the City's debt noting that General Obligation bond debt is just over a million dollars in 2017. City Administrator Moody anticipates \$2 million in General Obligations bonds to be issued at the beginning of 2018. Those proceeds would be used in '18, '19 and '20 and will carry the City through the Roe Boulevard project. Another anticipated bond issue in 2021 is reflected on the CIP.

Ms. Jones-Lacy said all current debt is set to retire by 2026. She also said the intent for this evening is to show what projects are on the CIP and to answer specific questions about those projects. The financing is what the Governing Body would approve as part of the adoption of the project. Preliminary approval of the CIP does not mean they are approving the issuance of bonds, but it is a preliminary agreement so that information can be put together in a document.

CMBR Janssen requested to see the graph from last year that showed the debt service for each bond.

City Administrator Moody noted with regard police vehicles the replacement plan is every ten years or 150,000 miles. He noted two replacements are coming up.

For the 2018 mill and overlay they have put together three applications, but only one is reflected in the CIP. Of note is if they do not receive CDBG funding this would be a project that would be absorbed into the annual street maintenance program.

Mr. Moody mentioned that most cities use TIF funding to encourage development. Roeland Park uses TIF dollars to pay for renovations such as those to City Hall, a park, storm sewer improvements, street reconstruction projects, and the old pool site. He said that over \$3 million in TIF funds are being allocated towards those types of projects.

Mayor Marquardt asked if they could possibly use the Walmart TIF funds to create a community gathering space instead of using them directly for site improvement. Mr. Moody said it is possible.

Ms. Jones-Lacy added that TIF-1 has increased a lot recently and they will be able to pay off the debt a lot sooner than anticipated within the next few years. They would have to re-adopt a development plan in order to use the funds for outside of debt service. After the debt is paid off, then the money will just sit there and will have to be returned unless they rewrite the development plan and adopt a new intent.

Ms. Jones-Lacy reminded everyone they will also have an account to reflect the Johnson County shared tax for the new courthouse. She anticipates those funds to be about \$190,000 annually.

There was a brief overview of the funds balances and Ms. Jones-Lacy said the City is in a strong financial position.

The next step is to do a year-by-year fund balance check to see if there is a potential to run into a situation where any of those funds that fund the CIP run into a negative situation. If that arises, there will be the opportunity to move things around to help balance those accounts.

Ms. Jones-Lacy said all of this information will be included in the CIP. That way if anyone has any questions on any of the projects, they can go to the CIP and find information that lists location, purchase year, expenditures, category of expense, funding sources, photos and maps.

III. NON-ACTION ITEMS

City Administrator Moody said in the upcoming Workshop they will review solid waste proposals, 1st Quarter Financials, a survey of 51st Street, an update on May appointments, review of the employee pay scale beginning January 2018, and a review of benefits.

April 15 - Easter Egg Hunt at Nall Park beginning at 11 a.m.

April 24 - Community Forum

April 29 - Shred Event at Fairway City Hall beginning at 9 a.m.
DEA Drug Take Back at Price Chopper from 10 a.m. to 2 p.m.
Arbor Day Celebration at 11 a.m.

Ms. Jones-Lacy said the Downtown Overland Park Tour will be Thursday, April 20th at 5:30, where they will meet with elected officials as well as staff and Planning Commission from Overland Park and Shawnee. The event is expected to last two hours.

CMBR Fast said she would go.

IV. ADJOURNMENT

CMBR Fast adjourned the meeting.

(Roeland Park Governing Body Workshop Adjourned)