

COMMITTEE OF THE WHOLE MEETING
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, September 14, 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

- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

Admin

Chair, Kellerman
Co-Chair, Janssen

Finance

Chair, Poppa
Co-Chair, Rhoades

Safety

Chair, Kelly
Co-Chair, McNeil

Public Works

Chair, Thompson
Co-Chair, Fast

I. MINUTES

1. June 29, 2015

II. REPORTS OF COMMITTEES

1. Public Works

a. SKW Study on Nall Park Trail to Community Center

Public Works Director Leon presented the Shafer, Kline & Warren (SKW) Study to the Committee.

CMBR Fast reminded everyone the topic is for informational purposes only and not a time for discussion on the merits of the project.

Matt Eblen from SKW addressed the Committee said that the purpose of the report is the City's desire to connect the Community Center with Nall Park by a trail. The City would also like to make the trail ADA accessible. Some of the issues of the project are a 25-foot drop from the Community Center to the park, erosion problems and being able to adequately direct water run-off. Mr. Eblen presented several possibilities for a trail, some of which are not able to be ADA compliant. He also provided pricing options for the different plans.

Public Works Director Leon spoke in favor of being able to mitigate erosion issues in the construction of the trail.

CMBR Kelly would like to see to see the stormwater issues addressed and inquired whether stormwater funding could be utilized to offset some of the costs. She added that the Bike-Walk ad-hoc committee was looking into trail connectivity and they would like to look at options provided by SKW.

b. SKW Study on Drainage and Parking Community Center

Mr. Eblen's report also addressed the drainage issues and traffic patterns at the Community Center. He added that the traffic pattern around the Community Center is unsafe as it is not well marked and the one-way direction is not adhered to. He recommended a change to the traffic pattern and increasing the amount of parking. Some of the changes would increase storm drainage runoff, but that a system would be installed to mitigate those issues.

Police Chief Morris commented that while the traffic pattern around the Community Center is not ideal he has had no accident reports or traffic issues. His only reports are people remaining after hours at the Center.

The Committee discussed possible parking chances and driving route options around the Community Center. Mr. Eblen also presented possible resolutions to drainage issues addressing how to divert the stormwater.

CMBR Fast thanked Mr. Eblen for the time spent on studying the area and coming up with potential solutions for the City.

2. Safety – STO and UPOC

Chief Morris presented the Standard Traffic Ordinances for the cities and the Uniform Offense Code adopted by the Kansas League of Municipalities. The changes have been reviewed by City Attorney Shortlidge, Judge Karen Torline and City Prosecutor Frank Gillman. Chief Morris requested approval at the next Council meeting so it can be published and implemented.

CMBR Thompson noted a typo in Section 10.4(d) and recommended changing “and” to “an.”

The Committee agreed to move this item to the Consent Agenda for approval.

3. Finance – Resolution Appointing City Officials Responsible for Implementation of the City Investment Management Program.

Ms. Jones-Lacy reminded the Committee that the Council had previously adopted the Investment Management Program in May.

Jeff White, a representative from Columbia Capital, the City’s Financial Advisor, said that approval of this resolution is one step to allow the start of full implementation of the City’s investment management program. Currently there is no specific authority in the City delegated to the City Administrator or anyone else for the creation and closing of financial accounts. This resolution appoints the City Administrator and the Assistant City Administrator/ Finance Director as authorized officials to take those actions. Mr. White added that these are the City’s accounts and will never bear the names of City officials. This is simply administrative authority to open and close accounts.

CMBR Rhoades suggested, and there was Committee agreement, to change the language to “may delegate”.

The Committee agreed to move this to the Consent Agenda for approval.

4. Finance – Fee Resolution

Ms. Jones-Lacy said this resolution will set a fee structure for repeat inspections for those failing to resolve issues after the first inspection. The process will give an opportunity to fix issues after a first inspection, but if issues remain unacceptable this will give the City an opportunity to impose a fee for repeat inspections.

The Committee agreed move this forward to the Consent Agenda for approval.

5. Finance – July Financials

Ms. Jones-Lacy reported that the City’s revenues and expenditures have fluctuated. One positive aspect is that spending is currently 6.21 percent below expected expenditures. Revenues are below budget with sales tax underperforming all year. Lower sales taxes have been recognized by other Johnson County cities including Overland Park, Leawood and Mission. Franchise fees are up, however, by almost ten percent above budget. The City has also started receiving Google franchise fees. Property taxes are down about 2.6 percent. Court fine revenues are up and about ten percent over budget for the year. TDD 1 and TDD 2 continue to underperform, but revenues have been a little bit better. TDD 2 is currently in default and TDD 1 is projected to fall into default later this year. CID revenue continues to come in strong and nothing has been spent as of its inception. The

fund balance as of July is a little over a million and will assist with redeveloping the lot after the departure of Walmart.

There was brief Committee discussion on the possible use of the CID funds.

Ms. Jones-Lacy said she was looking to update the form of presentation for the finance report.

6. Admin – Commerce Bank Development Agreement Extension

Interim Administrator Pentz said in August, the City Council approved an extension to the Development Agreement Amendment with Commerce Bank until October 1, 2015, to give time for the City to discuss with Commerce Bank the possibility of moving forward with the creation of the CID that would then be used to pay for Commerce Bank's share of the intersection improvements. The City has a CARS grant to fund the City's half of the intersection improvements for 2016. Public Works Director Leon would like the design completed this winter with construction set to begin in the spring of 2016. The City's Bond counsel had advised to put a CID in place before the intersection improvements as a mechanism to recapture the bank's share of the funds, which are to be 50 percent or about \$55,000. Repayment would be collected through a sales tax to be imposed on the retailers at that property in the future.

During discussions Commerce appeared open to the idea and provided them with a copy of the City's CID policy. Each share of the project is \$55,000. The fees associated with creating the CID were estimated to be \$25,000. Noting the fee cost in relation to the improvements, Commerce questioned whether it would be worth it on a small project to create a CID as the fees would apply to attorneys and financial advisors.

Interim Administrator Pentz said by doing the CID, the City would be fronting the money for Commerce Bank, with repayments to the City coming back over a 15 to 20-year period in small amounts repaid by sales tax. Commerce raised the possibility of City fronting the money and to be reimbursed over a period of time will full reimbursement at the time the property is sold, or a date certain. Interim Administrator Pentz said he would recommend a date certain end of 2016. This money could then be budgeted for in 2017.

There was agreement by the Committee to move this discussion to the City Council agenda for September 21st.

7. Admin – Voting Delegates to the League of Kansas Municipalities Annual Conference

Ms. Jones-Lacy said the City is required to appoint two voting delegates for the annual meeting at the League of Kansas Municipalities Annual Conference. Historically staff has been appointed and is recommending that she and City Clerk Bohon represent the City at the meeting.

The Committee agreed to move this for approval on the Consent Agenda.

8. Admin – Custodial Services RFP

City Clerk Bohon would like to issue a new two-year custodial services RFP. There will be a walk-through of the facilities on October 8th for those interested with final bids to follow.

The Committee agreed to move the RFP onto the consent agenda for approval.

9. Admin – Ad-Hoc Development Group

Interim Administrator Pentz said when the Ad-Hoc Development Group was created it was anticipated to end in August. The committee has moved forward and currently has several items they are working on. Shafer, Kline and Warren is also working with the committee. A caves geotechnical engineering firm out of St. Louis, who has

done the first phase of the structural integrity of the ceiling and walls, will be doing the second phase of that study. SKW is working on specifications to bid out the clearing and cleaning up of the site to make it more presentable and accessible. They are also doing a very detailed ULTA survey. Staff is recommending the work of the committee be extended for minimally six months, then reassess its progress.

The Committee discussed the possibility of broadening the scope of committee. Some ideas presented were the possibility of the committee to be a liaison with staff for the Johnson Drive & Roe project as well as with Mission and 47th Street.

CMBR Fast commented she has spoken with a developer who said that Roeland Park has an economic engine off of I-35 and that the City has not utilized the exits to their full potential. She added that the redevelopment plan include both sides of Roe. One option would be to purchase a building from the Boulevard to reap the sales tax.

The Committee agreed to approve on the Consent Agenda the extension of the work of the Ad-Hoc Development Committee. They would also like to see the group pursue other projects in the City.

10. Admin - Rental Inspection Update

Ms. Jones-Lacy said the interior rental inspection program is set to begin in January 2016. There will be systematic inspections of the Boulevard Apartments. Inspections of single-family rentals will be completed when the tenant moves out. There will be no more than one inspection per property per year.

Training sessions are scheduled for landlords with the goal of the sessions is that landlords and tenants are aware that there are regulations that they need to follow. The meetings will be hosted at the Community Center. There will be advertising on the City's website as well as in the newsletter. Postcards are to be mailed to all registered landlords. The meeting dates are for October 7th & November 4th, both at 6:00 p.m. but it is only necessary to attend one meeting. All are welcome to attend. CMBR Fast will provide an introduction during the presentation. Mike Flickinger, the City's building inspector, will be providing the majority of the presentation.

11. Admin – Ordinance 920 – An Ordinance of the Governing Body of the City of Roeland Park, Kansas Removing Project Area 2A from Redevelopment District No. 2 and Terminating Tax Increment Financing for Project 2A.

Interim Administrator Pentz earlier advised that Project 2A within TIF District 2 reached its 20-year limit at the end of August. The Ordinance acknowledges and formalizes this fact and a copy of the ordinance will be provided to the county so that when taxes are levied at end of year that the taxes should be distributed as they normally would to all taxing jurisdictions. The approximate amount returning to the City is \$4,694.

The Committee agreed to move this forward for approval on the consent agenda.

12. Admin – Amendment to the TIF District No. 2 and Project Plan Areas.

The reconfiguration of TIF District 2 to exclude 2A that has expired consolidates Area 2B (north Aldi & Walgreens) and 2D (City Hall and QuikTrip), and will become one project area set to expire in 2021. The Project Plan will be amended to make it clear that the TIF will be paying for the corrugated pipe replacement within the project area and is an authorized activity.

The Committee agreed to move this forward for approval on the consent agenda.

13. Admin – Committee Process

CMBR Poppa and CMBR Janssen have been reviewing the Committee meeting process and made the following recommendations of a six-month pilot program:

- Committee of the Whole designation be changed to Workshop.
- There would be one Workshop on the first Monday of every month.
- There will be one Council meeting every third Monday.
- A Workshop will be scheduled as needed before the Council meeting.

CMBRS Poppa and Janssen also made the following recommendations to the development of the meeting agenda:

- The City Administrator, Mayor and Council President will set the Workshop agendas.
- The Council President will preside over the Workshop.
- The Mayor will preside over the Workshop in Council President’s absence.
- Dissolve standing committees and standing committee chairs.
- Former committee chairs will be representatives to their respective City Departments.
- Former chairs would be representatives to the respective City departments of the former standing committees.
- Each Workshop to include a future Workshop report section. This will help to outline ideas for possible future Workshop agenda items by filling out an action form prior to the meeting and then Councilmember will have two minutes at the meeting to present their idea to determine an interest from the rest of the Council.

The Committee discussed the new agenda recommendations and agreed that they liked a lot of the recommendations. They also liked being able to vet a topic before in-depth discussions. The Committee agreed to discuss the possible changes at a future Committee of the Whole meeting.

III. NON-ACTION ITEMS

A. Committee Minutes

1. Planning Commission
2. Board of Zoning Appeals

Ms. Jones-Lacy said the Planning Commission and Board of Zoning Appeals are taking up a number of issues related to front porch regulations, demolition of buildings and sign regulation issues. There will also be an amendment to the City code for dangerous and unsafe structures to comply with state law.

Issues regarding dumpster bags is pending for the last COW in September.

There is also an opening on the Planning Commission following the passing of Linus Orth from Ward 2. The Commission has nominated William Ahrens. They are hoping for his approval at the next Council meeting.

The Board of Zoning Appeals is having a difficulty making a quorum and would like to have a new Ward 2 representative appointed. CMBR Rhoades stated he is working on it.

B. Pending Items

1. Franchise Gas Ordinance – October
2. Parks Master Plan on Maintenance
3. Use of TIF 2 Funds

- 4. January 2016 – 5 Top Priorities for Budget**
- 5. December – Air BNB**
- 6. Council President/Council Committee Process**

Ms. Jones-Lacy noted that upcoming meetings are scheduled for October 5, 12 and 19th.

There has been an application for the Parks Committee by Patrick Franken with a recommendation from the Parks Chair to nominate him. Judy Orth has received a lot of donations in honor of Linus Orth and has applied for a position on the Roeland Park Community Foundation.

(Roeland Park Committee of the Whole Adjourned at 8:11 p.m.)