

AGENDA
CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING
ROELAND PARK
Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
August 19, 2019 7:00 PM

- | | | |
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| <ul style="list-style-type: none"> • Mike Kelly, Mayor • Erin Thompson, Council Member • Jan Faidley, Council Member • Michael Poppa, Council Member • Claudia McCormack, Council Member | <ul style="list-style-type: none"> • Tim Janssen, Council Member • Jim Kelly, Council Member • Tom Madigan, Council Member • Jennifer Hill, Council Member | <ul style="list-style-type: none"> • Keith Moody, City Administrator • Jennifer Jones-Lacy, Asst. Admin. • Kelley Nielsen, City Clerk • John Morris, Police Chief • Donnie Scharff, Public Works Director |
|---|--|--|

Admin	Finance	Safety	Public Works
Madigan	Faidley	Janssen	Hill
Thompson	McCormack	Poppa	Kelly

Pledge of Allegiance

Roll Call

Modification of Agenda

I. Citizens Comments

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda. Comments about items that appear on the agenda will be taken as each item is considered. Citizens Are Requested To Keep Their Comments Under 5 Minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

II. Consent Agenda

Consent agenda items have been studied by the Governing Body and will be acted on in a single motion. If a Council member requests a separate discussion on an item, it can be removed from the consent agenda and placed on new business for further consideration.

- A. Appropriations Ordinance #932
- B. July 22, 2019 Council Minutes
- C. August 5, 2019 Special Called Council Minutes

- D. Adoption of Roe/48th and Johnson Drive Corridor Plan (PSP Project)
- E. Engineering Services Agreement with Waters Edge for the Design of Improvements at the Aquatic Center
- F. Social Media Policy

III. Business From the Floor

A. Applications / Presentations

- 1. State Legislature Update Rui Xu
- 2. Committee Report – Sustainability

IV. Mayor's Report

- A. Diaper Need Awareness Week Proclamation

V. Workshop and Committee Reports

VI. Reports of City Liaisons

- A. Aquatic Center Advisory Committee
- B. Ad-Hoc Development
- C. Parks

VII. Unfinished Business

- A. Create an Ad Hoc Committee to Lead Community Center Design Project

VIII. New Business

- A. Task Order for Design of 57th and Roeland Dr Storm Sewer Replacement
- B. Voting Delegates to the League of Kansas Municipalities Annual Conference

IX. Ordinances and Resolutions:

- A. Ordinance 984 - An Ordinance Regulating Traffic Within The Corporate Limits Of The City Of Roeland Park, Kansas; Incorporating By Reference The "Standard Traffic Ordinance For Kansas Cities," Edition Of 2019, With Certain Amendments And Additions; Amending And Repealing Existing Sections 14-101 And 14-103 Of The Code Of The City Of Roeland Park, Kansas And Repealing Ordinance No. 971.
- B. Ordinance 985 - An Ordinance Regulating Public Offenses Within The Corporate Limits Of The City Of Roeland Park, Kansas; Incorporating By Reference The "Uniform Public Offense Code For Kansas Cities" Edition Of 2019, Amending And Repealing Existing Section 11-101 Of The Code Of The City Of Roeland Park, Kansas, And Ordinance No. 972.
- C. Ordinance 986 - An Ordinance Amending Chapter 5, Article 7 Of

The Municipal Code Of The City Of Roeland Park, Kansas To Address Short Term Rentals And To Include A Penalty Section As Section 5-712.

X. Reports of City Officials:

- A. Executive Session - "I move to recess the City Council into executive session in order to discuss the potential of a real estate transaction, pursuant to the real estate exception of the Kansas Open Meetings Act, K.S.A.75-4319(b)(6). The open meeting to resume at ____ in Council chambers."

Welcome to this meeting of the City Council of Roeland Park. Below are the Procedural Rules of Council

The City Council encourages citizen participation in local governance processes. To that end, and in compliance with the Kansas Open meetings Act (KSA 45-215), you are invited to participate in this meeting. The following rules have been established to facilitate the transaction of business during the meeting. Please take a moment to review these rules before the meeting begins.

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the Mayor (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.
- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor (Chair). Any person wishing to speak, whether during Public Comments or on an agenda item, shall first complete a Public Comment or Request to Speak form and submit this form to the City Clerk before the Mayor (Chair) calls for Public Comments or calls the particular agenda item

XI. Workshop Items:

- 1.**Public Comment on Non-Agenda Items.** The Agenda shall provide for public comment about matters that are within the jurisdiction of the City but are not specifically listed on the Agenda. A member of the

public who wishes to speak under Public Comments must fill out a Public Comment Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls for Public Comments.

2. **Public Comment on Agenda Items.** Public comment will be accepted on Agenda items. A member of the public, who wishes to speak on an Agenda item, including items on the Consent Agenda, must fill out a Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls the Agenda item.
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- C. **Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.
 - D. **Speaker Decorum.** Each person addressing the City Council, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the Council meeting. Any person, who so disrupts the meeting shall, at the discretion of the Mayor (Chair) or a majority of the Council Members present, be subject to removal from that meeting.
 - E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the City Council, each speaker shall limit comments to five minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available.
 - F. **Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
 - G. **Addressing the Council.** Comment and testimony are to be directed to the Mayor (Chair). Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor (Chair). Always speak from the microphone to ensure that all remarks are accurately and properly recorded. Only one speaker should be at the microphone at a time. Speakers are requested to state their full name, address and group affiliation, if any, before delivering any remarks.

H. Agendas and minutes can be accessed at www.roelandpark.org or by contacting the City Clerk

The City Council welcomes your participation and appreciates your cooperation. If you would like additional information about the City Council or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: Consent Agenda- II.-A.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: **Appropriations Ordinance #932**

Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description

Type

□ Appropriations Ordinance #932

Cover Memo

The City of Roeland Park, Kansas

4600 West Fifty-First Street

Roeland Park, Kansas 66205

City Hall (913) 722-2600 – Fax (913) 722-3713

Friday, August 16, 2019

Appropriation Ordinance -08/19/2019 - #932

An Ordinance making Appropriation for the payment of certain claims. Be it ordained by the Governing Body of the City of Roeland Park, Kansas:

Section 1: That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the City Treasury the sum required for each claim.

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this 19th day of August, 2019.

Attest:

City Clerk

Mayor

Total Appropriation Ordinance	\$	534,393.20
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There are sufficient funds in the General Fund to cover general fund expenditures.

[illegible]

Environmental Systems Research	106	5266.106		93677857	08/14/19	400.00	69748	400.00
ETC Institute	101	5214.101	Other Contracted Services	25026	08/14/19	868.75	69749	868.75
Foley Rental	300	5421.300	Street Maintenance	ER8822270030	08/14/19	2,697.00	69750	7,232.60
Foley Rental	300	5421.300	Street Maintenance	ER8822318020	08/14/19	4,535.60		
GBA Architects Engineers	370	5457.370	CARS 2020 - Roe	56203	08/14/19	2,241.53	69751	2,241.53
Hampel Oil, Inc.	106	5302.106	Motor Fuels & Lubricants	91200709	08/14/19	1,072.80	69752	1,072.80
HMC Performing Coats LLC	300	5470.300	Park Maint/Infrastructure	13368	08/14/19	520.00	69753	520.00
House of Rocks	290	5262.290	Grounds Maintenance	1022	08/14/19	168.00	69754	168.00
Imagine Enterprises, LLC	370	5457.370	CARS 2020 - Roe	6/24/19	07/31/19	3,050.00	69708	3,050.00
Jake's Lawn & Landscape, LLC.	106	5214.106	Other Contracted Services	3700	08/14/19	1,332.00	69755	2,734.00
Jake's Lawn & Landscape, LLC.	106	5214.106	Other Contracted Services	3706	08/14/19	35.00		
Jake's Lawn & Landscape, LLC.	106	5214.106	Other Contracted Services	3766	08/14/19	1,332.00		
Jake's Lawn & Landscape, LLC.	106	5214.106	Other Contracted Services	3777	08/14/19	35.00		
Johnson County Wastewater	101	5288.101	Waste Water	3179 8/1/19	08/14/19	225.36	69756	225.36
Johnson County Government	103	5227.103	Prisoner Care	147792	08/14/19	1,295.00	69757	1,295.00
Johnson County Mental Health	102	5223.102	Mental Health Co-Responder	2Q2019	08/14/19	3,752.58	69758	3,752.58
Ka-Comm., Inc.	102	5307.102	Other Commodities	169184	08/14/19	208.04	69759	1,790.33
Ka-Comm., Inc.	360	5315.360	Machinery & Auto Equipment	169325	08/14/19	991.55		
Ka-Comm., Inc.	360	5315.360	Machinery & Auto Equipment	169326	08/14/19	590.74		
KAW Valley Engineering Inc.	270	5459.270	CARS 2019	C31771	08/14/19	403.00	69760	403.00
KCP & L	101	5201.101	Electric	7/24-25/19	08/07/19	2,738.94	69726	3,262.48
KCP & L	106	5201.106	Electric	7/24-25/19	08/07/19	523.54		
KCP & L	106	5290.106	Street Light Electric	1275 8/2/19	08/14/19	1,722.06	69761	1,722.06
KDHE - Bureau of Water	106	5306.106	Materials	7/29/19	08/14/19	60.00	69762	60.00
Keller Fire & Safety	101	5301.101	Office Supplies	229581	08/14/19	20.80	69763	20.80
Michael Kelly	101	5253.101	Public Relations	7/18/19 Exp	08/07/19	220.00	69727	220.00
Kansas Gas Service	101	5289.101	Natural Gas	1745 7/12/19	07/31/19	57.47	69709	57.47
Kansas One-Call System, Inc.	101	5220.101	Street Light Repair & Maintenance	9070434	08/14/19	201.60	69764	201.60
Kansas State Treasurer	103	5228.103	Fees Due State of Kansas	48637	08/14/19	2,472.00	69765	2,472.00
Lamp, Rynearson & Assoc., Inc.	270	5209.270	Professional Services	319001010007	08/14/19	11,144.04	69766	22,932.32
Lamp, Rynearson & Assoc., Inc.	270	5209.270	Professional Services	319001020007	08/14/19	1,181.90		
Lamp, Rynearson & Assoc., Inc.	270	5430.270	Residential Street Reconstruction	318001030000012	08/14/19	553.10		
Lamp, Rynearson & Assoc., Inc.	270	5458.270	CARS 2018	317001020000024	08/14/19	1,050.80		
Lamp, Rynearson & Assoc., Inc.	270	5459.270	CARS 2019	31800108000008	08/14/19	5,215.48		
Lamp, Rynearson & Assoc., Inc.	300	5470.300	Park Maint/Infrastructure	319001040005	08/14/19	3,189.30		
Lamp, Rynearson & Assoc., Inc.	300	5498.300	CDBG - 2019	319001030006	08/14/19	597.70		
LBA A/C, Heating & Plumbing	101	5210.101	Maintenance & Repair Building	33834706	08/14/19	483.75	69767	483.75
The Legal Record	101	5204.101	Legal Printing	L81394	08/14/19	23.70	69768	65.94
The Legal Record	101	5204.101	Legal Printing	L81404	08/14/19	42.24		
LE Upfitter	102	5308.102	Clothing & Uniforms	6008	08/14/19	197.00	69769	306.50
LE Upfitter	102	5308.102	Clothing & Uniforms	6078	08/14/19	109.50		
Lowe's Business Acct./GEMB	290	5210.290	Maintenace And Repair Building	1760 6/19-7/12	07/31/19	3.69	69710	635.90
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 6/19-7/12	07/31/19	9.17		

Lowe's Business Acct./GEMB	106	5306.106 Materials	1760 6/19-7/12	07/31/19	77.58		
Lowe's Business Acct./GEMB	106	5306.106 Materials	1760 6/19-7/12	07/31/19	41.79		
Lowe's Business Acct./GEMB	220	5306.220 Materials	1760 6/19-7/12	07/31/19	360.05		
Lowe's Business Acct./GEMB	220	5306.220 Materials	1760 6/19-7/12	07/31/19	8.52		
Lowe's Business Acct./GEMB	220	5306.220 Materials	1760 6/19-7/12	07/31/19	17.56		
Lowe's Business Acct./GEMB	300	5421.300 Street Maintenance	1760 6/19-7/12	07/31/19	91.42		
Lowe's Business Acct./GEMB	300	5421.300 Street Maintenance	1760 6/19-7/12	07/31/19	26.12		
Mauer Law Firm PC	101	5215.101 City Attorney	204907/8	08/14/19	8,816.00	69770	8,816.00
McAanany Construction, Inc.	300	5421.300 Street Maintenance	31900102	08/14/19	41,831.28	69771	41,831.28
McConnell & Associates Corp	270	5459.270 CARS 2019	118673	08/14/19	72,122.68	69772	72,122.68
Micro Center A/R	101	5301.101 Office Supplies	7603348	08/14/19	14.99	69773	14.99
Midwest Public Risk	107	5126.107 Health/Dental/Vision Insurance	8/1/19	07/31/19	37,656.92	69711	37,656.92
Midtown Signs LLC	106	5259.106 Traffic Control Signs	13040	08/14/19	106.42	69774	106.42
Midway Ford Truck Center Inc	106	5211.106 Maintenace & Repair Equipment	100272052	08/14/19	4,678.31	69775	4,678.31
Matthew D Mitchell	103	4410.103 Fine	20330	08/14/19	36.50	69776	36.50
Missouri Organic	106	5263.106 Tree Maintenance	405/9	08/14/19	115.00	69777	115.00
Moss Printing	101	5237.101 Community Events	12658	08/14/19	223.00	69778	439.00
Moss Printing	101	5256.101 Committee Funds	12591	08/14/19	66.00		
Moss Printing	106	5306.106 Materials	12647	08/14/19	150.00		
Northeast Johnson Cty. Chamber c	101	5253.101 Public Relations	30389	08/14/19	250.00	69779	250.00
Kelley Nielsen	105	5206.105 Travel Expense & Training	7/25-8/8/19	08/14/19	30.74	69780	30.74
Online Solutions, LLC	101	5266.101 Computer Software	3386	08/14/19	7,200.00	69781	7,200.00
Outdoor Restrooms, Inc	101	5237.101 Community Events	261781	08/07/19	335.00	69728	335.00
Outdoor Restrooms, Inc	101	5237.101 Community Events	265922	08/14/19	95.00	69782	95.00
Wex Bank	106	5302.106 Motor Fuels & Lubricants	60298964	07/25/19	510.38	32443	510.38
Wex Bank	106	5302.106 Motor Fuels & Lubricants	60540209	08/08/19	339.54	32446	339.54
Pitluck Law, LLC	103	5209.103 Professional Services	7/30	08/14/19	150.00	69783	150.00
Purchase Power	101	5205.101 Postage & Mailing Permits	7903 7/21/19	08/07/19	201.00	69729	201.00
Post Publishing, Inc.	101	5237.101 Community Events	3389	08/14/19	625.50	69784	625.50
Principal Life	107	5130.107 City Paid Life/ST Disability	10001 7/18/19	07/31/19	782.71	69712	782.71
Wex Bank	102	5302.102 Motor Fuels & Lubricants	60462587	08/08/19	2,376.75	32447	2,376.75
Rejis Commission	101	5214.101 Other Contracted Services	419980	08/14/19	229.69	69785	999.69
Rejis Commission	102	5214.102 Other Contracted Services	420188	08/14/19	770.00		
Riteway Maintenance & Supply, LI	101	5214.101 Other Contracted Services	19500	08/14/19	930.00	69786	930.00
Road Builders Machinery & Supply	300	5421.300 Street Maintenance	R39513	08/14/19	1,800.00	69787	1,800.00
Roeland Park Community Founda	101	5283.101 RP Community Foundation Grant Expense	Replace Ck 69730	08/14/19	1,548.00		
						69804	1,548.00
George Schlegel	101	5230.101 Art Commissioner	Recurring Check	08/01/19	100.00	69717	100.00
Security Bank of Kansas City	370	5457.370 CARS 2020 - Roe	7/18/19	07/31/19	9,250.00	69713	9,250.00
SFS Architecture	101	5209.101 Professional Services	13124	08/14/19	945.00	69788	2,010.00
SFS Architecture	101	5209.101 Professional Services	13128	08/14/19	1,065.00		
Signco Inc.	106	5308.106 Clothing & Uniforms	38405	08/14/19	211.80	69789	211.80

Bridgette Simplicio	370	5457.370	CARS 2020 - Roe	7/10/19	07/31/19	400.00	69714	400.00
Bridgette Simplicio	370	5457.370	CARS 2020 - Roe	7/10/19	07/31/19	1,200.00	69715	1,200.00
Staples Advantage	101	5301.101	Office Supplies	8055214468	08/14/19	137.35	69790	408.96
Staples Advantage	101	5304.101	Janitorial Supplies	8054977790	08/14/19	75.02		
Staples Advantage	101	5304.101	Janitorial Supplies	8055214468	08/14/19	196.59		
Strasser True Value	106	5306.106	Materials	329354	08/14/19	5.70	69791	5.70
Terminix Processing Center	101	5214.101	Other Contracted Services	3800 7/18/19	08/14/19	84.00	69792	88.00
Terminix Processing Center	106	5214.106	Other Contracted Services	8646 7/12/19	08/14/19	4.00		
TRAFTEC, Inc.	101	5292.101	Fireworks	2405	08/14/19	156.00	69793	156.00
TransUnion Risk & Alternative	102	5214.102	Other Contracted Services	5771 8/1/19	08/14/19	50.00	69794	50.00
USIC Locating Services, LLC	101	5220.101	Street Light Repair & Maintenance	340628	08/14/19	1,863.51	69795	1,863.51
US Postal Service	101	5208.101	Newsletter	7/22/19	07/22/19	857.22	32440	857.22
Verizon Wireless	102	5202.102	Telephone	9834718027	08/07/19	326.99	69731	447.02
Verizon Wireless	104	5202.104	Telephone	9834718027	08/07/19	80.02		
Verizon Wireless	106	5202.106	Telephone	9834718028	08/07/19	40.01		
The Victor L. Phillips Co.	106	5302.106	Motor Fuels & Lubricants	PSO0088483	08/14/19	201.41	69796	201.41
Water District No 1 of Johnson Co	101	5287.101	Water	1321 7/25/19	08/07/19	160.45	69732	817.05
Water District No 1 of Johnson Co	106	5287.106	Water	1321 7/25/19	08/07/19	656.60		
Waters Edge Aquatic Design	101	5209.101	Professional Services	4041	08/14/19	922.50	69797	922.50
WCA Waste Corporation	115	5272.115	Solid Waste Contract	547185	08/14/19	43,173.82	69798	43,173.82
Kathleen Whitworth	106	5262.106	Grounds Maintenance	7/24/19 Exp	07/31/19	42.49	69716	42.49
Waste Management	300	5470.300	Park Maint/Infrastructure	5427948574	08/14/19	176.78	69799	176.78
Woodbridge Home	101	4265.101	Business Occupational Licenses	19000089	08/14/19	40.00	69800	40.00
WriteAway Transcription	101	5214.101	Other Contracted Services	6923 6/30	08/14/19	382.50	69801	382.50
Wichita State University	105	5206.105	Travel Expense & Training	206555	08/14/19	225.00	69802	225.00
Forte	101	5214.101	Other Contracted Services	7/31/19 All Acct	08/01/19	212.53		
KPERS	101	2040.101	KPERS Accrued Employee	7/29/19	07/29/19	1,974.33		
KPERS	107	5123.107	KPERS City Contribution	7/29/19	07/29/19	3,254.37		
KPERS	101	2040.101	KPERS Accrued Employee	8/9/19	08/09/19	1,997.11		
KPERS	101	2050.101	Insurance Withholding Payable	8/9/19	08/09/19	189.86		
KPERS	107	5123.107	KPERS City Contribution	8/9/19	08/09/19	3,291.92		
KP&F	101	2045.101	KP&F Employee Withholding Payab	7/29/19	07/29/19	2,025.43		
KP&F	107	5131.107	KP&F City Contribution	7/29/19	07/29/19	6,268.89		
KP&F	101	2045.101	KP&F Employee Withholding Payab	8/9/19	08/09/19	2,085.84		
KP&F	101	2050.101	Insurance Withholding Payable	8/9/19	08/09/19	94.27		
KP&F	107	5131.107	KP&F City Contribution	8/9/19	08/09/19	6,455.91		
Miller Management Systems, LLC	101	5214.101	Other Contracted Services	Recurring EFT	07/20/19	1,800.00		
Kansas Payment Center					07/25/19	138.46	69702	138.46
Kansas Payment Center					08/08/19	138.46	69719	138.46
Kansas Payment Center					07/25/19	138.92	69703	138.92
Kansas Payment Center					08/08/19	138.92	69720	138.92

\$ 534,393.20

Item Number: Consent Agenda- II.-B.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **July 22, 2019 Council Minutes**
Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description
□ July 22, 2019 Council Minutes

Type
Cover Memo

CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, July 22, 2019 7:00 P.M.

- | | | |
|---|---|--|
| <ul style="list-style-type: none">○ Mike Kelly, Mayor○ Jan Faidley, Council Member○ Jennifer Hill, Council Member○ Tim Janssen, Council Member | <ul style="list-style-type: none">○ Jim Kelly, Council Member○ Tom Madigan, Council Member○ Claudia McCormack, Council Member○ Michael Poppa, Council Member○ Erin Thompson, Council Member | <ul style="list-style-type: none">○ Keith Moody, City Administrator○ Jennifer Jones-Lacy, Asst. Admin.○ Kelley Nielsen, City Clerk○ John Morris, Police Chief○ Donnie Scharff, Public Works Director |
|---|---|--|

Admin
Madigan
Thompson

Finance
Faidley
McCormack

Safety
Janssen
Poppa

Public Works
Hill
Kelly

Pledge of Allegiance

Mayor Kelly called the meeting to order and led everyone in the Pledge of Allegiance.

Mayor Kelly said that former Mayor Steve Petrehn had passed away. Mayor Kelly said he served as mayor from 2005 to 2009 and served honorably and they appreciate his service. There was a moment of silence in his honor.

Roll Call

City Clerk Nielsen called the roll noting that CMBR Thompson was absent.

Modification of Agenda

CMBR Madigan asked that Item D be taken off the Consent Agenda so that it could be discussed. It was placed as Item I on New Business.

I. CITIZENS' COMMENTS

Galen Hansen (5536 Juniper) Mr. Hansen spoke to the mill rate and its original increase in 2014 surrounding fears around Walmart. He said this has caused the City to have one of the highest mill rates in the county. He said that only \$1.4 million has been used with the rest of it being diverted elsewhere which is not what they were told would happen to the money. He said there is so much cash on hand in the General Fund that it is earning the equivalent of one mill. He also said that people are having problems coming to paying taxes and that the City has set aside an assistance fund. He added that people having to grovel for assistance to pay a tax seems unjust.

Karen Kenney - Ms. Kenney spoke to her concerns about Roe 2020 along with concerns of the sidewalk master plan. She said they will be narrowing lanes on Roe, putting a crosswalk in an obstructed view and the maintenance of a 6-8 foot sidewalk/bike trail is a concern. She said the City is asking homeowners to forfeit their legal right of the Uniform Act and KDOT law of just compensation by signing off rights of being paid for a tree that is removed off of property. She added that the final plans are not done and can be changed at any given time. For her property she wants to have her fence and landscaping replaced, her tree to stay as well as a 75-year old forsythia bush.

Linda Fell - Ms. Fell asked the City if they have acknowledged that more money was spent last year than was taken in. She said she did not know where the priorities lie with the Governing Body. She said the R Park committee had a plan and got grassroots support. Now, the City is talking about \$2 million of intergenerational spending. She said they need to take care of what they have and questioned whether they would be able to fix the streets. She said she did not approve of TIFs or transferring money to sales tax funds.

James Hart (5224 Roe) Mr. Hart said he believes they want to do the right thing with the money and all the intricacies, the numbers and the values of Roe 2020 project are brought forth. Questioned eminent domain and how much land is being taken, the widening of the streets, destruction of landscape.

Steve Michnick (5013 Howe) Mr. Michnick commented after reviewing the 2020 budget the City has spending problems. He also said they will continue to keep the mill levy flat and after looking at property appraisals there is an average 7 percent increase. He said he is not seeing the benefit of where the City is spending the money and expressed concerns about the Roe 2020 project. He said they need to go back and cut the mill rate and the spending.

II. CONSENT AGENDA

A. Appropriations Ordinance #931

B. June 17, 2019 Council Minutes

C. July 1, 2019 Special Called Council Minutes

~~D. Appointment of Judge, Prosecutor and City Attorney~~ (Moved to New Business Item I)

MOTION: CMBR KELLY MOVED AND CMBR HILL SECONDED TO APPROVE THE CONSENT AGENDA AS AMENDED REMOVING ITEM D. (MOTION CARRIED 7-0)

III. BUSINESS FROM THE FLOOR

Applications/Presentations

No presentations were made.

IV. MAYOR'S REPORT

No report was given.

V. WORKSHOP AND COMMITTEE REPORTS

No reports were given.

VI. REPORTS OF CITY LIAISONS

A. Update on Historical Marker Signs by the Public Works Committee

CMBR Kelly, CMBR Hill and City Administrator Moody met with the museum director with the Johnson County Parks and History Museum and discussed ideas of items would be good to identify from an historical perspective. Included in those talks were the Roe House and the old pool site.

CMBR Hill added ideas as far as incorporating codes into the sign to fill them in with more information and placing the signs on paths where people would normally walk in the City. She said it is an exciting project and is looking forward to narrowing down what they are going to focus on.

CMBR Madigan said there has been a sign at 10400 Roe Ave, Roe Park with an extensive history into the Roe family. He suggested that somebody look at it. He added that it troubles him that another City knows more about the Roe family than they do.

CMBR Hill said they would welcome CMBR Madigan to join their group and he said he would be happy to starting with the statue of Mr. Roe himself.

CMBR Faidley asked what was budgeted originally and how many signs would there be. CMBR Hill said it would be three to five signs and this was originally CMBR Fast's objective. \$30,000 has been budgeted.

VII. UNFINISHED BUSINESS

A. 2020 Budget Discussion Continued - CIP and Bonding

Mayor Kelly stated as they work on the budget they continue to fine tune it as well as handling additional issues that have risen outside of their control. They are using this time to hone down the budget. Staff will provide further information on changes that they have seen and the Governing Body will continue provide direction.

Ms. Jones-Lacy said there are several items in the staff report that have been updated and outlined in the actual budget document. They have received additional information and updated project costs on several capital projects and those did have an impact on the budget.

One of those budget impacts is to TIF 1. Johnson County approved a property tax appeal for Lowe's for the 2016 and 2017 tax years. The appeal equates to an almost \$350,000 reduction in the TIF 1 fund and is refunded in 2019. Recently this fund has been used for capital improvements, namely the Roe Boulevard project. To reflect this shortfall in the fund for the Roe 2020 project, staff is recommending a loan from the General Fund to be repaid in its entirety in 2021. Ms. Jones-Lacy said there is precedent for this with the Roe Lane project. General Fund monies were loaned to TIF 2 and were repaid over the course of two years. An alternative approach would be for the Council to use TIF 3 resources to cover the balance of this project. However, once this money is spent on the Roe 2020 project, it can no longer be used to incentivize development at the Rocks.

The Board of Tax Appeals (BOTA) also approved the 2016 tax year appeal by Wal-Mart using the dark store theory. It is anticipated the County will appeal this to the district court which will take some time to adjudicate. Staff has accounted for a \$126,500 reduction in property tax receipts. Even with approvals of the appeals and paying back the money to the General Fund there is a remaining positive ending fund balance.

CMBR Madigan asked how many businesses the county has settled with that are appealing under the dark store theory. Ms. Jones-Lacy said she could only speak to their jurisdiction and knows that they have settled with Lowe's and was a tax settlement. She said they have also settled with others. Walgreens is currently under appeal and they are waiting for a decision on Walmart before moving forward. Ms. Jones-Lacy added that the Walgreens appeals go back to 2015.

CMBR Hill also asked how many businesses in Roeland Park are appealing their assessments. Ms. Jones-Lacy said Walmart and Walgreens are currently under appeal. Lowe's, Mission Bank and Price Chopper have settled their appeals.

CMBR Janssen said with the approval of the appeals or settlements it will lower property taxes coming into the City. Ms. Jones-Lacy said that is the case and they have accounted for that. The assessor's office did reduce the tax value or assessed valuations for those properties in 2018.

There was majority support for staff's recommendation of the \$350,000 loan from the General Fund to be paid back the following year.

Ms. Jones-Lacy said with regard to the appeals they do not know when they will be adjudicated. They could happen several years down the line or as soon as next year. They are estimating that because they filed their appeals at different times that the first ones will be settled and reassessed and refunds will be issued in 2020 with another couple years addressed in 2021. If the amounts are more than estimated or settled sooner, then they will need to make adjustments in the TIF 2 fund.

There are some capital improvements planned out of the TIF 2 fund and they will reduce the scope of the budget for those projects which are flexible. Planned is a resurfacing of the parking lot at City Hall, some lighting and fixture improvements along with ADA improvements to the building.

CMBR Janssen asked why the \$350,000 cannot be paid directly from the General Fund. Ms. Jones-Lacy said the project is not budgeted in the General Fund and keeping the project accounting in as few places as possible simplifies the accounting.

The County also settled with The Mission Bank and the City must refund some of their taxes from the 2016 and 2017 tax year. The estimate is that the City will refund taxes of \$23,840 in FY 2019. This creates a negative balance in the fund as all receipts received are turned over to the trustee to pay outstanding debt. As such, the TIF 2c fund will need to borrow \$10,787 from the General Fund and repay it in 2020.

CMBR Poppa asked if this is the same situation where the General Fund would loan to TIF 1. Ms. Jones-Lacy said this particular fund goes into a deficit because the monies sent to them ended up getting clawed back from prior years. They cannot have a fund in deficit and need to do the transfer on a temporary basis.

The City Engineer provided a revised cost estimate for the 57th and Roeland Dr. storm sewer project slated for 2020 and it is significantly less than originally estimated. The budget went from \$900,000 to \$250,000 reducing the City's cost estimate by \$650,000. The project is more repair than replacement which addresses the cost change. This frees up resources in the Special Infrastructure Fund (27D) that pays for park improvements and also some street improvements.

The Engineer also provided a revised cost estimate for the Reinhardt residential street reconstruction from Pawnee to 48th Street and that totals \$1,129,712 with \$112,000 for design in 2020 and the balance for construction in 2021. This has been updated in the Special Street Fund.

Staff also updated the 2018 CARS Roe Lane project which did carry into 2019. The cost estimates have been revised to reflect all revenues and expenses.

Ms. Jones-Lacy said when they completed the debt service and retired the debt on the pool Johnson County and Parks and Recreation were holding \$157,500 in bond reserves for the City in the Kansas Municipal Investment Pool. That amount has been sent back to the City. This is shown as a deposit in the fiscal year 2019 projected budget and will now be a part of the unrestricted fund balance.

\$16,000 was added to the Equipment Reserve Fund to update the building automation system for City Hall, a system which also controls the HVAC. The system was installed in 2012 but needs to be updated due to the outdated computer platform. The current system is on an old server that is not in use and they have some security concerns. Staff will do a bid to see what other options are available. It should be completed this year as funds will come out of existing reserves.

CMBR Janssen asked for clarification that this is for the software management system itself. Ms. Jones-Lacy said it is the telemetry system, the server and the software. All the controllers will be expected to be in working order with this estimate.

Based on all of the changes incorporated the General Fund subsidy to the Special Infrastructure Fund is estimated to be \$300,000 in 2019. They will take it down to zero in 2020, \$630,000 in 2021 and \$50,000 in 2022. This keeps the ending cash balance at 27 percent in 2019 and 25 percent in 2020-2022.

As a reminder, all of the money that goes to the Special Infrastructure Fund is used for capital projects so that they can pay for a lot of the improvements and repairs on a cash basis as opposed to issuing additional debt.

As reported, sales taxes county-wide are down overall. This is particularly true for Roeland Park as Aldi has been closed. They have also seen a reduction in the City's share of sales tax as well as overall in the County's share. The 2019 budget reflects a 5 percent decline in City taxes compared to 2018's actual collections, and a 2 percent decline in county-share taxes when compared to 2018. In 2020, there is no projected growth in City sales taxes and a 1 percent growth in the county's share. It is projected to be flat because of Roe Boulevard improvements and is where most of the City's businesses exist. Also there were refunds issued by KCP&L, which those fees are a sales tax generator for the City. In 2021, they are projecting a 2 percent growth from the 2018 city sales tax receipts, as we expect 2021 to reflect a more typical year. The county-share sales tax for 2021 is projected at a 1 percent growth from 2020, which is the standard projected growth for sales taxes.

The presentation moved to potential debt service. According to Columbia Capital, the City's investment advisor, in issuing debt of \$1.25 million the City will maintain positive ending fund balances in out years. They also said there is no difference between issuing \$1 million or \$2 million in terms of significant interest rates or carrying costs. Reducing the borrowing by \$750,000 approximately can still achieve improvements on the same timeline.

Mayor Kelly thanked Ms. Jones-Lacy for her presentation saying that her budgeting award was well-deserved and recognized that there was a lot of work that went into this.

CMBR Madigan asked what the identified use is for the \$2 million. Ms. Jones-Lacy said it is for R Park improvements, the phased development plan, and the Aquatics Center improvements. CMBR Madigan asked if the funds can be used for something else. City Administrator Moody said they can be at the Council's direction.

Mayor Kelly opened the discussion of borrowing a lesser amount than \$2 million but still borrow to pay for improvements. Ms. Jones-Lacy said borrowing less will reduce the amount available in out years they will have less available in the fund to do projects. They do have a ten-year capital improvement budget laid out and believe that to be funded sufficiently at this time.

CMBR Janssen wanted to discuss the recent property sold at \$1.2 million what to do with those proceeds noting that it is close to what they need to borrow. He asked why they couldn't then cash fund the projects. He added that when the Public Works site is sold, they can use those proceeds to buy the new Public Works site. City Administrator Moody reviewed what was discussed at the last meeting. They have accounted for the southern property being sold. They show those resources going to the Equipment and Building Reserve Fund, which is also where they show the replacement of the Public Works building. He then reviewed the issue of trying to find a Public Works site and the difficulty they have had.

CMBR Madigan said he does not understand why they're contemplating borrowing money when they will have the \$1.2 million out of the sale of the Roe & Johnson property.

CMBR Hill clarified that there is not much of a difference in borrowing less than \$2 million and the interest rate is not notably different. City Administrator Moody said if they spread out over \$2 million the borrowing per dollar on \$2 million is less than a \$1 million but shouldn't drive them to borrow more than they need.

CMBR Hill said she is proud of the City and that they have gone pay-as-you-go thus far and need to continue on normal budget. But making improvements that citizens have requested now is the time to bond and they can make that happen and get the jobs done as quickly and as efficiently and as least costly as possible.

CMBR Hill said as far as planning for Public Works they do not want to be in a situation where if they sold the property they would have no place to go.

CMBR Poppa thanked Ms. Jones-Lacy for all the work on this and showing them an alternative to bonding less than \$2 million and it is important to know. He said he would like to see that budget and that they need to position themselves for the future.

CMBR Kelly asked if the deal has closed. City Administrator Moody said the deal is not final. There are a few remaining steps that need to be completed. Earnest money is on deposit with the closing company.

There was majority consensus to lowering the borrowing to \$1.25 million.

The updated budget will be presented on August 5th.

CMBR Janssen stated it would be difficult for residents to see the sitting on 1.2 million in cash, have the highest mill and then borrowing \$1.25 million.

CMBR Poppa reiterated his previous position that until the state removes the tax lid he is not in favor of lowering the mill levy. He also said that Roeland Park does not have the businesses that other cities do and that they are in the median of actual property tax revenue gained from the mill. It has been lowered the past two years 5.2 mills.

CMBR Janssen said he has sat through 5 budget seasons and this is the most vocal that residents have been to come up and speak specifically to the mill. He said a good faith effort would be 2 mill.

CMBR Hill said they have heard from numerous residents about lowering the mill. They have also in the past month gotten 10 e-mails from residents saying not to lower it and to bond money for the pool and park.

CMBR Faidley said it is hard to grasp that the problems of the appraisals are not set by the City. The appraisals are making the taxes go up and it's not because of the Governing Body's decisions.

Mayor Kelly said this is a state legislative issue. They took away local control with the tax lid. He said the cities are advocating with the Kansas League of Municipalities to try to get that local control back. Until the bills come for a vote, they as a city need to remain prudent.

CMBR Hill said they need to remember as property values increase the benefit they are getting from that does too. They want to live in a good city that has amenities and things to do.

CMBR Madigan said of the 5.2 mill lowered how much has been mandated by state regulations. Ms. Jones-Lacy stated that last year the lowered mill was a reflection of the tax lid because the assessed valuation went up so significantly that they were in a position where needed to lower the mill rate. CMBR Madigan said last year several councilmembers offered to cut back on their goals to help lower the mill levy. Ms. Jones-Lacy said the first year it was lowered 2.5 mills was entirely the Council's decision. The subsequent year they statutorily needed to lower the mill.

There was not a consensus to lower the mill levy this year and Ms. Jones-Lacy noted that it is not mandated by the state to do so.

There was a general consensus to move forward with the budget.

B. Approval of Roe 2020 Plans

Mayor Kelly said in reviewing general engineering plans there is a current set of plans attached as well as a memo from GBA discussing this version of plans. These are not material changes of the plans.

CMBR Janssen asked for a tentative last date to turn the plans in to the state and stay on course. He said there are still some checks to be completed.

Dan Miller with Lamp Rynearson said the plan sets need to be submitted by September 1st.

CMBR Faidley said they looked at the Rosewood Roe intersection. Mr. Miller said they have done a little shading of the island nose to make it easier to establish a presence in the turn area.

CMBR Janssen said that since they have until September 1st to put forth the final plans maybe they should wait until after their Q&A with residents.

CMBR McCormack said it has been a long process and everyone cannot read all the minutes and be at every event; however, there have been a lot of opportunities to learn about this project. She is highly motivated to move forward and said this project is good for the City. CMBR McCormack asked what would be the worst case scenario if this does not get approved at the next Council meeting. Mr. Miller replied it would be that the City would lose \$4.6 million in funding or set the project timeline back and need to reacquire easements.

CMBR Poppa said they need to stand by their word and have a public information session, but these items are mutually exclusive.

CMBR Hill wants to make sure the residents have the information and that they hold that meeting. At this point they have three-fourths of the easements needed and they need to move forward.

CMBR Madigan said if he were to hear they were having a meeting but the Council was to go ahead and approve the project before then he would be very upset. He would be in favor of having the meeting with the residents and then moving forward to approval.

MOTION: CMBR POPPA MOVED AND CMBR HILL SECONDED FOR CONTINUED APPROVAL OF THE PLANS FOR ROE BOULEVARD 2020. (MOTION CARRIED 5-2 WITH CMBR MADIGAN AND CMBR JANSSEN VOTING NO.)

VIII. ORDINANCES AND RESOLUTIONS

A. Resolution 670 - A Resolution Declaring it Necessary to Acquire Private Property in the City Of Roeland Park, Kansas for the Purpose of Widening, Constructing, Reconstructing and Maintaining Roe Boulevard Improvement Project 46 N 0661-01 and Further Directing the City Engineer or Designee to Cause a Survey to Be Made of the Land Needed for Such Improvement.

Mayor Kelly said that Donoho has acquired the majority of easements needed from both residential and commercial properties along Roe Boulevard. They are temporary construction easements for the Roe 2020 project. Mayor Kelly added that this project scored the highest of STP funded projects. It is a project that has been designed and consulted with by people with over 100 years of experience in the industry in order to make sure the project achieves the goals that Roeland Park is looking for the community. This project will increase pedestrian access, increase choice of transportation options, maintain the look, the feel and character of the heart of the community that reflects the diversity and talent of residents that live there.

They would like to have a hundred percent of participation with obtaining easements. Mayor Kelly said this project is in the best interest of the City, residents and the future residents of Roeland Park and looks forward to it helping increase the economic activity and the quality of life for its residents.

CMBR Poppa wanted clarification made that these are temporary easements and the City is not taking ownership of land. City Administrator Moody characterized it as the City is temporarily using their property to grade and install the portion of the driveway that goes beyond the right-of-way. There are a handful of permanent sidewalk/utility easements. They provide for a segment of the sidewalk to encroach upon their private property and are necessitated by the Americans with Disability Act design criteria. They will use eminent domain to acquire temporary construction easements and in some cases permanent sidewalk or utility easements. They are not acquiring right-of-way to build a bigger road through the corridor.

City Attorney Mauer said time is their enemy and if they do not stay on track they will either lose the project in total or create the potential of redoing something again. They have already acquired two-thirds of the easements and if they don't stay on time they may have to redo it again. If they have to go to eminent domain it is a lose-lose for everyone because the small amount of impact that's occurring will never cover the cost that they would incur to have an attorney represent them or to try and do it

themselves given that it is only a temporary easement. They could actually ask for an offset because they will actually be improving their property by giving them more greenspace.

MOTION: CMBR KELLY MOVED AND CMBR MCCORMACK SECONDED TO APPROVE RESOLUTION 670 DECLARING IT NECESSARY TO ACQUIRE PRIVATE PROPERTY IN THE CITY OF ROELAND PARK, KANSAS FOR THE PURPOSE OF WIDENING, CONSTRUCTING, RECONSTRUCTING AND MAINTAINING ROE BOULEVARD IMPROVEMENT PROJECT 46 N 0661-01 AND FURTHER DIRECTING THE CITY ENGINEER OR DESIGNEE TO CAUSE A SURVEY TO BE MADE OF THE LAND NEEDED FOR SUCH IMPROVEMENT. (MOTION CARRIED 7-0)

IX. NEW BUSINESS

A. Appointment of Aquatics Advisory Committee Members

Mayor Kelly said six residents are being recommended for the committee.

Leonard Tocco, one of the committee volunteers, addressed the Governing Body. He said he is excited to continue the progress the City has been doing with the pool and to get it into the next state for future Roeland Park residents.

Mayor Kelly thanked Mr. Tocco for his continued volunteer efforts to help the City of Roeland Park. He said that he worked with Darin Hansen at a pool years ago and was the manager of an aquatics center.

(Comments inaudible due to static)

There was agreement that CMBR Madigan and CMBR Janssen would serve on the Aquatics Center Committee.

MOTION: CMBR MADIGAN MOVED AND CMBR KELLY SECONDED TO APPROVE THE APPOINTMENT OF MEMBERS TO THE AQUATICS CENTER ADVISORY COMMITTEE. (MOTION CARRIED 7-0)

B. Approve Task Order for Community Center Conceptual Design Project

MOTION: CMBR MADIGAN MOVED AND CMBR FAIDLEY TO APPROVE THE TASK ORDER WITH SFS ARCHITECTURE TO MOVE FORWARD ON THE 2019 CONCEPT DESIGN OBJECTIVE FOR THE COMMUNITY CENTER. (MOTION CARRIED 7-0)

C. Identify a Standing Committee or Create an Ad Hoc Committee to Lead Community Center Design Project

CMBR Hill recommended that this item be published with the PIO to let residents know of the new committee and the application process.

An action item to appoint members will be presented at the August Council meeting.

MOTION: CMBR HILL MOVED AND CMBR MADIGAN SECONDED TO APPROVE THE ESTABLISHMENT OF AN AD HOC COMMITTEE TO LEAD THE COMMUNITY CENTER DESIGN PROJECT. (MOTION CARRIED 7-0)

D. Approve Service Agreement with GBA to Develop Bid Specs for Heating and Cooling Options for Community Center

CMBR Faidley asked if the analysis done in 2012 by GBA is dated or not accurate at this point. City Administrator Moody said the familiarity that they have with the building is what draws them to GBA. None of the mechanicals have been changed and that is what they will focus on. They are more affordable because they have that familiarity.

MOTION: CMBR KELLY MOVED AND CMBR MADIGAN SECONDED TO AMEND THE MOTION THAT THE PROJECT DOES NOT EXCEED \$9,800. (MOTION CARRIED 8-0)

MOTION: CMBR HILL MOVED AND CMBR MADIGAN SECONDED TO APPROVE A SCOPE OF SERVICES WITH GBA TO DEVELOP BID SPECIFICATIONS FOR HVAC OPTIONS AT THE COMMUNITY CENTER AT A PROJECT COST NOT TO EXCEED \$9,800. (MOTION CARRIED 7-0)

E. Agreement with Confluence for Comp Plan Update Services

Confluence is the consultant being used for the Planning Sustainable Places project and appreciates everyone who has come out to the three open houses. They have asked that Confluence provide services for the Comprehensive Plan update at a cost of \$65,000. This includes public meetings as well as additional meetings with the Planning Commission, the advisory committee and the Governing Body.

Ms. Jones-Lacy said updates to the responses to the original RFQ for the Planning Sustainable Places grant project are included in the staff report.

CMBR Faidley stated the report said they had good turnout for the events. She attended the first event and it had a good turnout. The second event she thought was moderate and had to leave the third event before everyone got there. She also didn't see that they did any promotion for it and asked if the City was promoting those public engagement events. City Administrator Moody said they were shared on the City's social media avenues available to them.

CMBR Faidley added the work that needs to be accomplished from the Comprehensive Plan differs significantly from the work that was done for PSP. Ms. Jones-Lacy said it is a larger scope project but the comp plan would encompass what was created for the PSP project.

CMBR Faidley also noted that there was citizen comment that Confluence is not effective. She noted at the last meeting they were harried, arrived last minute, set up and not being ready.

Mayor Kelly said they have had a good interaction with citizens. He said Chris Kline from Confluence when tackling hot-button issues handled it graciously and has done a nice job interacting with the public. At steering committee meetings the members have been pleased with the work product shown to them. He did add that there is always an opportunity for improvement. Personally he is happy with Confluence and glad they went with them.

CMBR Madigan said that after reading the comments made by the committee that chose Confluence and looking at the scoring he has less of an issue about using them, but the information needs to be more prominent on the website and easier to find.

MOTION: CMBR MCCORMACK MOVED AND CMBR HILL SECONDED TO REVIEW THE PROPOSAL FROM CONFLUENCE FOR THE COMPREHENSIVE PLAN UPDATE AND CONSIDER ENTERING INTO THE

AGREEMENT FOR SERVICES, WITHOUT GOING THROUGH A QUALIFICATIONS BASED SELECTION PROCESS SPECIFIC TO THE COMP PLAN UPDATE AS CONFLUENCE WAS SELECTED AS THE PLANNING SUSTAINABLE PLACES PROJECT CONSULTANT THROUGH A QUALIFICATIONS BASED SELECTIN PROCESS. (MOTION CARRIED 7-0)

F. Discuss Changing Regular Council Meeting Date and Time

CMBR Poppa said the agenda this evening is proof to him that they need two Council meetings per month to vote on items to be more efficient.

Mayor Kelly said there is no perfect way to schedule the meetings. The purpose was to try to find a more efficient and a more transparent way to host meetings and get as much information to residents as possible, allowing two weeks in between having to vote on an item when something needs to be passed expeditiously. They would have two Council meetings to vote, and be able to discuss items with their constituents and receive feedback before having to take a vote. That is the benefit of amending the ordinance.

CMBR Hill asked if the Council would consider keeping the 6 p.m. Workshop and the 7 p.m. Council meeting and have them twice a month.

CMBR Janssen suggested two Council meetings per month (inaudible comment about Workshop)

CMBR Madigan said to keep it the way it is until after the budget so the residents know. He said he is in favor of CMBR Hill's idea of the Workshop up front. He would also like to see a more detailed agenda.

Mayor Kelly said there is a special call on August 5th to vote on the budget and now is an appropriate time to look at the future schedule.

CMBR Kelly said he could support Council meeting after Workshop but was against two meetings.

CMBR Poppa said he liked having set times but the meat of the work happens in Workshop and allowing only one hour doesn't make sense to him. By the time it gets to Council it should have been worked enough that all they need to do is listen to public comment and then vote on it. Limiting Workshop to one hour does a disservice to everyone.

City Attorney Maurer said one point to consider flipping and having Workshop first then the meeting is they can start the meeting at 6 and when it is done go immediately into Workshop because voting and actual work will be done at 6 and everyone will have notice of that. If they flip and finish Workshop early they cannot go right into a Council meeting and have to wait.

CMBR Faidley said having an established time is very important.

Mayor Kelly said they are not changing the amount of hours in a meeting but they would have two opportunities before voting.

CMBR Kelly said if they miss a Workshop, then they will have an opportunity at Council to make their point.

MOTION: CMBR POPPA MOVED AND CMBR HILL SECONDED TO APPROVE ORDINANCE 982 AS INCLUDED IN THE PACKET. (MOTION CARRIED 4-3 WITH CMBRS MADIGAN, JANSSEN, AND KELLY VOTING NO.)

POLL THE COUNCIL

FAIDLEY - Y MADIGAN - N JANSSEN - N HILL - Y McCORMACK - Y KELLY - N POPPA - YES.

MOTION: CMBR POPPA MOVED AND CMBR HILL SECONDED THAT ORDINANCE 982 WOULD BE EFFECTIVE SEPTEMBER 2019 WITH TWO COUNCIL MEETINGS PER MONTH BOTH FOLLOWED BY A WORKSHOP. (MOTION CARRIED 4-3 WITH CMBRS MADIGAN, JANSSEN, AND KELLY VOTING NO)

POLL THE COUNCIL

FAIDLEY - Y MADIGAN - N JANSSEN - N HILL - Y McCORMACK - Y KELLY - N POPPA - YES.

G. Agreement with NEU Soccer Club for Use of R Park

Public Works Director Scharff said NEU approached him requesting the use of the soccer field/greenspace August 1 through October 30th from 5-7 p.m. Monday through Thursday. The use of the field will only be for practices. This agreement is similar to the one they had with I-9 Sports which has been sold.

MOTION: CMBR HILL MOVED AND CMBR POPPA SECONDED TO APPROVE NEU SOCCER CLUB AGREEMENT FOR THE USE OF R PARK SOCCER ACTIVITIES (MOTION CARRIED 7-0)

H. Approve Change Order #3 for 2018 CARS Roe Ln Project

CMBR Janssen asked for some clarification and that it looked like there was a lot of pipe, asphalt and sidewalk. Public Works Director Scharff said some of the quantities were underrun for the project and some went over. The City will be reimbursed \$16,000 from CARS.

MOTION: CMBR POPPA MOVED AND CMBR KELLY SECONDED TO APPROVE CHANGE ORDER #3 FOR THE 2018 CARS ROE LANE PROJECT AT A COST NOT TO EXCEED \$27,856.55. (MOTION CARRIED 7-0)

I. Appointment of Judge, Prosecutor and City Attorney (*Item D from Consent Agenda*)

Mayor Kelly said that per code this must be done on an annual basis. This would be to reappoint Steve Maurer as City Attorney, Karen Torline as Municipal Judge and Frank Gilman as City Prosecutor.

CMBR Madigan said they have lost track of the fact that January 1 is when they make appointments and would like to keep all reappointments at the same time.

Mayor Kelly said they can discuss the reappointment process in December.

MOTION: CMBR POPPA MOVED AND CMBR HILL SECONDED TO REAPPOINT STEVE MAURER AS CITY ATTORNEY; KAREN TORLINE AS MUNICIPAL JUDGE AND GILMAN AS CITY PROSECUTOR.

X. REPORTS OF CITY OFFICIALS

Mayor Kelly said the reports of the City officials are online for review by their constituents. Instead of asking the Governing Body officials to go through their reports he asked for questions on those reports.

A. May 2019 Financial Report

CMBR Madigan asked how close are they on the CID? Ms. Jones-Lacy said they are there and cut off collection of sales tax midpoint of the year. They had a situation with Walmart where they weren't submitting their sales taxes properly as of the beginning year. The state is tracking this down and it's something Walmart has done across the board.

B. Progress Report on Sidewalk Maintenance Program

CMBR Hill asked how they were dealing with the sidewalk maintenance trip hazards. Public Works Director Scharff said the method they are using is cheaper than replacing the panel and they only address the panels to where they're heaved up and are a hazard. This will also meet ADA requirements.

CMBR Hill asked about Aldi. Ms. Jones-Lacy said August 14th is the expected date to open.

C. Public Works Quarterly Report

CMBR Faidley -asked Public Works Director Scharff when decorative panels for the shade structures in R Park will be in place. He said they have reached out to the vendor and they are anticipating getting them back by the end of the week and hope to have them installed the following week.

D. 2nd Quarter Safety Statistics

Mayor Kelly said that crime continues to fall in Roeland Park compared to years past. He said he appreciates the work the Police Department continues to do and thanked them for keeping the City safe.

Police Chief Morris said theft is still a problem, cars being stolen with keys left in them and windows being down stuff stolen. He said that there are just some things they can't fix.

E. Strategic Plan Progress Report: 2nd Quarter

F. 2019 Objectives Progress Report: 2nd Quarter

XI. WORKSHOP ITEMS

XII. ADJOURN

MOTION: CMBR POPPA MOVED AND CMBR MADIGAN SECONDED TO ADJOURN. (MOTION CARRIED 7-0)

(Roeland Park City Council Meeting Adjourned at 9:23 p.m.)

Kelley Nielsen, City Clerk

Mike Kelly, Mayor

Item Number: Consent Agenda- II.-C.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **August 5, 2019 Special Called Council Minutes**
Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ August 5, 2019 Special Called Council Minutes	Cover Memo

CITY OF ROELAND PARK, KANSAS
SPECIAL CALL COUNCIL MEETING MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, August 5, 2019 6:00 P.M.

- | | | |
|---|---|--|
| <ul style="list-style-type: none">○ Mike Kelly, Mayor○ Jan Faidley, Council Member○ Jennifer Hill, Council Member○ Tim Janssen, Council Member | <ul style="list-style-type: none">○ Jim Kelly, Council Member○ Tom Madigan, Council Member○ Claudia McCormack, Council Member○ Michael Poppa, Council Member○ Erin Thompson, Council Member | <ul style="list-style-type: none">○ Keith Moody, City Administrator○ Jennifer Jones-Lacy, Asst. Admin.○ Kelley Nielsen, City Clerk○ John Morris, Police Chief○ Donnie Scharff, Public Works Director |
|---|---|--|

Admin

Madigan
Thompson

Finance

Faidley
McCormack

Safety

Janssen
Poppa

Public Works

Hill
Kelly

Pledge of Allegiance

Mayor Kelly called the meeting to order and led everyone in the Pledge of Allegiance.

Roll Call

City Clerk Nielsen called the roll. CMBR Madigan arrived after roll call and then all Governing Body members were present.

Modification of Agenda

Mayor Kelly asked to add a Mayor's Report to the agenda.

I. NEW BUSINESS

A. Outstanding Service Award

City Administrator Moody recognized the service of Donnie Scharff and Daniel Vandebos, the leads in Public Works, as well as Equipment Operators Doug Thorell, Franky Reeves and Kyle Keeney. He read their achievements as listed in the agenda packet.

(Applause)

Mayor Kelly said they are proud to have two promotions from two internal hires and they are people that understand the community and what they are building together. He said the City's hopes are reflected in the physical makeup and Public Works makes that happen. He said he also appreciates that what they are trying to do as a Governing Body with their parks, streets and sidewalks because of their hard work.

B. Public Hearing

Review of the Proposed FY 2020 Budget

Public Comment

James Cartwright, Sr. - Mr. Cartwright questioned why there was \$70,000 spent for a statue and when there are other things they need to do in the City. He said he spoken to the Governing Body previously about speeders and parking on Canterbury and felt that nothing has been done to fix that.

Karen Kenney (5306 Roe) Ms. Kenney said she requested a Q&A meeting for the residents affected by Roe 2020 to get answers on how the project will affect property owners, why they are doing the project and taking out lanes and intersections. She added that every resident was to get a flyer of the meeting and is disappointed not everyone did. Ms. Kenney also stated that they do not need an 8-foot sidewalk. She continued to express her overall displeasure with the Roe 2020 project.

II. ORDINANCES AND RESOLUTIONS

A. Resolution 671 Adopting the FY 2020 Budget

Mayor Kelly said the budget presented reflects a lower bond amount to be borrowed of \$1.25 million, an unchanged mill levy, and the use of existing resources for the majority of their capital improvements.

City Administrator Moody added that they are only adopting the 2020 budget, but the information provided reflects three years of actual data, their current budget and the projected 2020-2022 budgets. The CIP is also included in the packet of information as well as Goals and Objectives. These are also supporting documents in the budget process.

Mr. Moody added that the “See Red Run” sculpture is listed in the budget and noted that the Citizens for R Park Initiative Group are the ones that raised the resources to pay for the sculpture. The funds were raised for that specific purpose and used only for that acquisition and placement of the sculpture in R Park.

CMBR Thompson clarified that tonight they are only approving the 2020 budget.

CMBR Madigan asked if the bond reduction would cover both the pool and R Park improvements. City Administrator Moody said the Special Infrastructure Fund will pay the balance and is the fund where the bond proceeds will go. This fund will continue to maintain a positive balance even with the reduced projection for bonding. CMBR Madigan asked if bonding \$1.25 million is sufficient for both projects especially with the \$1.5 million that is required at just the pool. City Administrator Moody said they are using sales tax resources that flow into the Special Infrastructure Fund as well as reserves transferred from the General Fund to cover the balance. The plan is to complete the R Park improvements in 2020 and the pool improvements will begin at the conclusion of the 2020 season and be complete before the opening of the 2021 season.

CMBR Faidley clarified there were no public funds used for the statue and all monies were privately raised. City Administrator Moody stated that is correct.

MOTION: CMBR MCCORMACK MOVED AND CMBR HILL SECONDED TO AMEND RESOLUTION 671 DELETING THE PHRASE, “WHEREAS, THE CITY CLERK SHALL CAUSE THIS RESOLUTION TO BE PUBLISHED ONCE IN THE OFFICIAL CITY NEWSPAPER.” (MOTION CARRIED 8-0)

City Administrator Moody said they do not, as a matter of practice, publish resolutions.

CMBR Faidley asked at what point they should begin the bonding process. City Administrator Moody said they can start the process now, but the need for resources will likely present itself after June of 2020. They have time to go through the approval procedures and issuance.

CMBR Madigan asked for clarification that since the funding is anticipated to be included in the 2020 budget it's possible it could be voted on by the next sitting council.

CMBR Poppa said that if they bond sooner than it is needed, then they will be paying interest on an amount they are not using. City Administrator Moody said they could complete the approval procedures and then direct the actual issuance to occur at a future date.

CMBR Janssen said this could impact future councils with this type of a decision. City Administrator Moody said the budget to be adopted is anticipating acquiring those resources and the construction project would come before a new council for awarding of that contract. If this Council had not taken the steps necessary to put those resources in place, then at that time of the new council's decision, City Administrator Moody would definitely bring that to their attention.

CMBR Thompson said she has thought a lot about bonding and after listening to her neighbors, fellow Councilmembers, and especially CMBR Faidley, and appreciates the compromise and supports where they have ended up and added that this is a good use of public funds.

CMBR Janssen said he was not going to be able to support the budget when Roeland Park has the fifth highest mill in the county and the eighth highest in the northeast, and is not something the budget addresses. He said they have a property that has sold for \$1.2 million, and additional layering on of debt is not something he is willing to do.

MOTION: CMBR POPPA MOVED AND CMBR HILL SECONDED TO APPROVE RESOLUTION 671 AS AMENDED, ADOPTING THE FISCAL YEAR 2020 BUDGET. (MOTION CARRIED 6-2 WITH CMBRS MADIGAN AND JANSSEN VOTING NO.)

Mayor Kelly thanked the hard work of the staff for putting the budget together, and especially to Ms. Jones-Lacy and City Administrator Moody and to all department heads for their diligent work. He also thanked his fellow Councilmembers for their reasonable, substantive conversations and finding places of compromise to continue to move the City forward.

B. Ordinance 983 - AN ORDINANCE APPROVING THE DESCRIPTION AND SURVEY OF LANDS NECESSARY FOR CONSTRUCTING, RECONSTRUCTING AND MAINTAINING ROE BOULEVARD, JOHNSON DRIVE TO JOHNSON COUNTY LINE, KANSAS DEPARTMENT OF TRANSPORTATION IMPROVEMENT PROJECT 46 N-0661-01 AND PROCEEDING TO ACQUIRE CERTAIN REAL PROPERTY AS AUTHORIZED IN RESOLUTION NO. 670, PASSED AND APPROVED BY THE GOVERNING BODY ON JULY 22, 2019.

Mayor Kelly noted this is the second step of a two-part formal process. A survey is required for this project and the City engineer will provide a certificate showing the results of the survey. The ordinance has been prepared by the City attorney and is in compliance with the K.S.A. pertaining to eminent domain.

CMBR Faidley asked if any other property owners have signed their easements since the last time they met. City Administrator Moody said they have 65 easements of the required 91.

MOTION: CMBR POPPA MOVED AND CMBR THOMPSON SECONDED TO APPROVE Ordinance 983 - AN ORDINANCE APPROVING THE DESCRIPTION AND SURVEY OF LANDS NECESSARY FOR CONSTRUCTING, RECONSTRUCTING AND MAINTAINING ROE BOULEVARD, JOHNSON DRIVE TO JOHNSON COUNTY LINE, KANSAS DEPARTMENT OF TRANSPORTATION IMPROVEMENT

III. MAYOR'S REPORT

Mayor Kelly said that he was saddened to hear of the passing of resident Molly Sheehan-Corkill. She had been a resident of Roeland Park since 1988, and was actually a former Roeland Park Police officer. He said she was a vibrant neighbor and a fixture on 48th Street and will be missed by those who knew her. On behalf of the City he expressed his condolences to her family and to the community that she had served.

The following is a statement from the Mayor regarding gun violence in the nation.

The second part of tonight's Mayor's Report is addressing an issue that's been brought up to several Governing Body members over the weekend and today about what Roeland Park is going to do to address gun violence in our community in a nation that's been plagued by gun violence. I think that all of us recognize that these kind of tragic events have been happening with too much regularity for us not do some amount of soul searching and to examine the ways they we can reduce violence.

Now, as many of you know, Kansas may preempt local governments regulating firearms or ammunition or any component of either. Additionally, Kansas preempts regulation on the carrying of concealed handguns and from suing firearm manufacturers and dealers. But just because there's nothing we can do from policy or an ordinance standpoint doesn't mean we should ignore an issue that's important to our residents.

We are the leaders of this community and this issue requires leadership. So, there's still things that we can do and that is advocating. We can advocate to our state legislators. If you feel that we deserve more of a say in what goes on in our community, tell them to give us more local control and home rule. We can also advocate to our federal representatives. For example, sitting in front of the Senate majority leader right now is a bipartisan background checks act as well as a gun violence prevention research act. We can advocate to Senator Moran and Senator Roberts to allow these pieces of legislation the opportunity for a vote.

So, as long as I'm Mayor we'll do what we can to address these issues that affect the safety and well-being of Roeland Parkers. That's what we've been elected to do and we're very proud to serve.

IV. ADJOURN

MOTION: CMBR MADIGAN MOVED AND CMBR JANSSEN SECONDED TO ADJOURN. (MOTION CARRIED 8-0)

(Roeland Park City Council Meeting Adjourned at 6:32 p.m.)

Item Number: Consent Agenda- II.-D.
Committee 8/19/2019
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 8/2/2019
Submitted By: Keith Moody
Committee/Department: Planning Sustainable Places Steering Committee
Title: **Adoption of Roe/48th and Johnson Drive Corridor Plan (PSP Project)**
Item Type: Presentation

Recommendation:

The Planning Sustainable Places Steering Committee recommends adoption of the Roe Boulevard and Johnson Drive Corridor Plan by the Council.

Details:

The link below will take you to the corridor plan, the file is too large to load into Novus:

<https://roelandpark.net/DocumentCenter/View/2728/Roe-Boulevard-Johnson-Drive-Corridor-Plan-Final-Report-7312019?bidId=>

Chris Cline with Confluence presented the plan at the 8/5/19 workshop where the Planning Commission was also invited to attend.

One of the primary objectives for this planning effort was to engage the community and key stakeholders in exploring options and concepts for potentially redeveloping two key areas of the City, and to gauge initial public opinions about opportunities for changing the development pattern, character, and connectivity with their surroundings. This plan can provide the City of Roeland Park with a creative and practical blueprint to assist future decision-making regarding the redevelopment of these parcels and other related new development opportunities that may arise in the near or long term.

The benefits of this plan are anticipated to include:

1. Providing future City Council members, Mayors and City Administrators with a citizen-supported plan of action to maximize these commercial areas while providing better connections to adjacent neighborhoods and other important local destinations.
2. Creating a plan that provides a degree of flexibility to be able to adapt to the future evolving

needs of the community and potential development partners – while still addressing the underlying goals of this planning effort and anticipated results.

3. Identifying unique needs, issues, and opportunities in each of these study areas through the creation of several hypothetical development scenarios, which can assist in determine the level of initial community support and related concerns arising from considering these concepts.
4. Balancing the anticipated needs of current and future commercial property owners, neighborhoods, and potential private-sector development partners with the City's stated objective of retaining a strong retail tax base while investing in infrastructure improvements to improve community connectivity.

Specific goals for each site were developed by the Steering Committee and affirmed during the planning process:

North Site Goals:

1. Improve Access to Community Center
2. Enhance Transit and Multi-Modal Opportunities
3. Envision Future Development Potential

South Site Goals:

1. Envision Future Redevelopment Potential
2. Enhance Transit and Multi-Modal Opportunities
3. Johnson Drive Streetscape Integration

The planning document reflects the steps taken to realize these goals. The plan includes a variety of options lending to its comprehensive nature. It is also insightful, and formatted to encourage its use as a reference document moving forward.

Financial Impact

Amount of Request: N/A	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Consent Agenda- II.-E.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 8/2/2019
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Engineering Services Agreement with Waters Edge for the Design of Improvements at the Aquatic Center**
Item Type: Other

Recommendation:

Staff recommends entering into an agreement for engineering services with Water's Edge for design of improvements at the aquatic center.

Details:

The attached engineering services agreement is presented for Council's consideration. It was developed by the City attorney and has been approved by Waters Edge.

It reflects design services for improvements scoped by the Council at your 7/1/19 meeting. The scope of services (Appendix A) shall include providing design and specifications for demolition of the existing vortex pool, slides, plunge pool, and kiddie pool area; construction of shade structures, new family and tube slide, new children's water play and spray ground, sunshade, floatables, spray features, children's slide, play feature and ADA ramp added to the zero entry area of the existing pool; constructing privacy enhancements to the men's locker room; fascia/gutter/downspout replacement on pump house and pool house; painting the exterior and interior of the two buildings; and, replacing the deck furnishings to coordinate with the design of the new shade structures and building colors. This agreement covers all steps associated with the project: planning, preliminary design, final design, bidding, construction administration, and post construction services.

The men's restroom privacy improvements and exterior maintenance have also been incorporated into this scope as it makes sense to do them all under one agreement.

The fee is a not to exceed amount of \$100,000 which is in line with what was projected in the cost estimates for the project. Which is under 6% of the total estimate project cost of \$1.75 million (inclusive of the maintenance/privacy elements added). This is a very reasonable fee for a scope covering all of the steps in a project.

Financial Impact

Amount of Request: \$100,000	
Budgeted Item?	Budgeted Amount: \$100,000
Line Item Code/Description:	

Additional Information

A qualifications based selection process (RFQ) was employed when selecting the consultant to provide a public engagement, comprehensive analysis and planning process for the future of the pool. Water's Edge was selected through that process, providing thorough professional guidance. They have also worked with the Council to arrive at the scope of amenity improvements now identified. They are intimately familiar with existing facilities due to the prior work they performed and have proven to be a capable partner. They are also a design/engineering firm located locally, all this makes them an good fit to complete the next step of this initiative. For these reasons staff does not believe a qualifications based selection process need be completed for the design phase of the project. However, if the council so desires staff will begin work on an RFQ process.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Pool Engineering Service Agreement with Waters Edge	Cover Memo
☐ Final Layout Presentation from Waters Edge	Cover Memo

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, is entered into this ____ day of _____, 2019, (“Agreement”) by and between the City of Roeland Park, Kansas, a municipal corporation, hereinafter referred to as the “CITY,” and Waters Edge Aquatic Design, LLC hereinafter referred to as the (“CONSULTANT”).

The CITY intends to construct certain improvements as described below, hereinafter called “Project”, consisting of the following:

Plan, design and construction of improvements to the Roeland Park Aquatic Center
specifically described in APPENDIX A attached hereto,

AND the CITY is authorized and empowered to contract with the CONSULTANT for the purpose of designing and furnishing other related engineering services in connection with the Project;

The CITY and the CONSULTANT in consideration of their mutual covenants herein agree in respect to the performance of professional services by the CONSULTANT and the payment for those services by the CITY, as set forth below.

The CONSULTANT will serve as the CITY’S professional engineering representative in those phases of the Project to which this Agreement applies and will give consultation and advice to the CITY during the performance of its services.

PART A — CONCEPTUAL DESIGN PHASE:

Appendix A incorporated below provides a detailed list of the professional services to be provided by the CONSULTANT. After the CITY issues a notice to proceed, the CONSULTANT shall proceed with the following services:

- A. CONSULTANT will provide concept planning, preliminary design, final design, bidding, construction administration, and post construction services for the PROJECT.
- B. CONSULTANT will serve as CITY's professional engineering representative in those phases of the PROJECT to which this Agreement applies and will give consultation and advice to CITY during the performance of its services.
- C. CONSULTANT will provide the Basic Services outlined and described in this Agreement.
- D. CONSULTANT will provide Additional Services only following authorization by the CITY.

PART B — COMPENSATION:

B-1 Costs:

The CITY agrees to pay the CONSULTANT a fee not to exceed amount for PART A individually herein as follows:

Billing will be based on the schedule of charges used for general consultation, which is attached hereto as APPENDIX B and made part hereof.

CONSULTANT shall invoice CITY monthly for all services rendered and expenses incurred during the previous month.

All invoices for services shall be accompanied by a documented breakdown of expenses incurred with location to which this Agreement applies. This documentation shall include project personnel by job classification, hourly rate, and number of hours.

The CITY shall review the monthly invoices submitted by the CONSULTANT for detailed hours accumulated by CONSULTANT's staff. Should the CITY find hour discrepancies, the City will contact the CONSULTANT for further justification of time spent on project. The invoice will not be paid until both CITY and CONSULTANT agree on invoice amount.

Upon review, the CITY shall make monthly payments to the CONSULTANT.

The term "direct non-salary costs" shall include payments made by CONSULTANT in connection with the PROJECT, transportation, and other costs as authorized by the City in writing as set forth herein. Transportation, including use of survey vehicle or automobile in connection with the PROJECT will be charged at the rate of 54 cents per mile for personal vehicles and 54 cents per mile for survey vehicles. All "direct non-salary costs" shall be included in the maximum compensation.

B-2 Maximum Compensation:

The maximum compensation for all services described in Part A shall be: \$100,000.00

This amount shall not be exceeded unless authorized by Change Order. Said Change Order must be mutually agreed upon in writing by both parties. If the Project is delayed by CITY requesting a delay or hold on services or construction of more than three months or by actual default of prime contractor(s), the maximum fees will be adjusted to compensate the CONSULTANT for changed costs.

B-3 Change Order:

The maximum compensation stated in Sub Part B-2 may be adjusted by Change Order. A Change Order, if required, will be based on major changes in scope, character, or complexity of the work. Said Change Order may provide for changes in compensation, either an increase or

decrease. As provided in Sub Part B-2 any Change Order must be mutually agreed upon in writing by both the CITY and CONSULTANT.

PART C – OBLIGATIONS OF CITY:

CITY, at its own expense, will provide the following:

1. Make available to CONSULTANT on request with reasonable notice, at CITY'S offices, all existing records, maps, plans and other data possessed by the CITY when such are necessary, advisable or helpful to the CONSULTANT in the prosecution of its work under this AGREEMENT.
2. Designate in writing a person to act as the CITY'S representative with respect to the services to be performed or furnished by the CONSULTANT under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the CITY'S policies and decisions with respect to the CONSULTANT'S services for the Project. In the absence of any such designation, or until such designation is made by CITY, its City Administrator shall serve as the designated representative.

PART D — TERMINATION OF THE AGREEMENT:

This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party; provided however, that in any such case, the CONSULTANT, to the extent not in default, shall be paid for all services actually rendered and all costs reasonably incurred up to the time of termination on the basis of the payment provisions of this Agreement. In all events, the CITY shall have the right to terminate the services of the CONSULTANT, irrespective of whether the CONSULTANT is in default, upon such date as shall be

specified in a notice to be delivered in writing to the CONSULTANT. Copies of all completed or partially completed designs, plans, and specifications prepared under this Agreement shall be delivered to the CITY when, and if, this Agreement is terminated, but it is mutually agreed by the parties that the CITY will use them in accordance with the provisions in Part F, Section 4 of this Agreement.

No such termination shall be deemed to release the CONSULTANT or any insurer from obligations under part F, Sections 2 and 3 of this Agreement for liability arising from or out of anything occurring or arising on or prior to such termination.

PART E — COMMISSIONS AND FEES:

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon resulting from the award or making of the Agreement. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability, or, in the CITY'S discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

PART F — GENERAL CONSIDERATIONS:

1. Estimates

Because the CONSULTANT has no control over the cost of labor, materials or equipment, or over contractors' methods of determining prices, or over

competitive bidding or market conditions, its opinions of probable cost for the Project provided for herein are to be made on the basis of its experience and qualifications and represent its best judgment as design professional(s) familiar with the construction industry; but the CONSULTANT cannot and does not guarantee that proposals, bids or construction costs will not vary from cost estimates prepared by it.

2. Insurance

The CONSULTANT shall secure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or diseases or death of any and all employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom. The CONSULTANT shall list the CITY as an additional insured on the CONSULTANT'S general liability insurance policy.

The CONSULTANT, its agent, representatives, and employees shall also secure and maintain professional liability insurance for protection from claims arising out of the performance of this Agreement. Such insurance shall provide protection from claims arising out of this Agreement caused by any error, omission, or act of the CONSULTANT or its employees, agents or representatives in at least the amounts hereunder set forth as desirable.

The insurance provided shall contain provisions that it cannot be canceled or modified or fail to be renewed except upon 30 days prior written notice to the

CITY from the insurer(s) at risk, and shall be in at least the following minimum amounts:

(a) Professional Liability insurance in the amount of One Million Dollars (\$1,000,000.00) per claim and annual aggregate, with all coverage retroactive to the earlier of the date of this Agreement and the commencement of CONSULTANT'S services in relation to the Project) covering personal injury, bodily injury and property damages, which coverage shall be maintained for a period of three (3) years after the date of final payment under this Agreement, if reasonably available and in the reasonable opinion of the CONSULTANT affordable.

(b) Commercial General Liability Insurance (including broad-form contractual liability and completed operations), covering personal injury, bodily injury, death and property damage in the following amounts:

Each Occurrence	\$1,000,000
Personal & Adv Injury	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000

The completed operations coverage shall extend for three (3) years after completion of CONSULTANT'S services.

(c) Comprehensive Automobile Liability Insurance, including owned, hired and non-owned vehicles, if any, in the amount of One Million Dollars (\$1,000,000.00), combined single limit, covering personal injury, bodily injury, death and property damage.

(d) Workers Compensation Insurance (and to the extent such is not applicable, Employers Liability Insurance) which shall fully comply with applicable law, and employer's liability insurance with limits of not less than the greater of (i) statutory requirements or (ii) One Hundred Thousand Dollars (\$100,000.00) per occurrence. CONSULTANT shall provide a valid waiver executed by workers compensation and employer's liability insurance carrier(s) of any right of subrogation against CITY or its employees for any injury to a covered employee working on CITY'S premises.

All liability insurance, except professional liability insurance, shall be written on an occurrence basis with form(s) and carrier(s) acceptable to CITY.

3. INDEMNITY

Indemnification: (a) CONSULTANT shall include the Indemnitees as additional insureds on the Commercial General Liability Insurance and the Comprehensive Automobile Liability Insurance policies described above. The insurance coverage afforded under these policies shall be (i) primary to any insurance carried independently by the Indemnitees and (ii) not deemed to limit CONSULTANT'S liability under this Agreement. Prior to CITY'S execution of this Agreement, CONSULTANT shall provide to CITY Certificates of Insurance reflecting the required coverages. The Certificate shall specify the date when such insurance expires. The insurance policies shall provide that CITY shall be given not less than thirty (30) days written notice from the insurer(s) at risk before cancellation of such insurance. A renewal certificate shall be furnished to CITY prior to the expiration date of any coverage, and CONSULTANT shall give CITY written notice of any proposed reduction or other material modification in such insurance no later than thirty (30) days prior to such change. Cancellation, non-renewal or material modification of coverage of any such insurance shall constitute a failure to perform within the meaning of this Agreement.

Indemnity – Commercial General Liability/Non Professional: CONSULTANT hereby agrees to indemnify and hold CITY, its Governing Body and each member thereof, elected officials, officers, employees, commission members, representatives, successors, assigns (collectively the "Indemnitees") harmless from and liabilities, damages and costs (including but not limited to reasonable

attorney's fees, expenses of litigation) that the Indemnitees, or any one or more of them, may incur by reason of any injury, sickness, disease or death to any person or any damage or injury to any property (including but not limited to property of any one or more of the Indemnitees) to the extent arising out of or occurring in connection with the negligent services performed by CONSULTANT under this Agreement or any of CONSULTANT'S negligent acts or omissions. CONSULTANT further agrees that its obligation to indemnify the Indemnitees shall include, but not be limited to, liability for damages resulting from the personal injury, sickness, disease or death of any of CONSULTANT'S employees, regardless of whether CONSULTANT has paid the employee under the provisions of any workers compensation statute or law, or any similar federal or state legislation with protection of employees and that CONSULTANT'S obligation to indemnify the Indemnitees shall apply regardless of any contributory or concurrent negligence of any Indemnitee or Indemnitees. Nothing in this section shall be deemed to impose liability on CONSULTANT to indemnify the Indemnitees to the extent the cause of any loss is the negligence or other actionable fault of one or more of the Indemnitees. In the event the loss is caused by the joint or concurrent negligence of CONSULTANT and one or more of the Indemnitees, the loss shall be borne by each party in proportion to its negligence.

Indemnity – Professional Liability: CONSULTANT shall, to the fullest extent permitted by law, hold harmless and indemnify the Indemnitees from losses, liabilities, damages, costs, including reasonable attorney's fees and costs, to the

extent caused by CONSULTANT'S negligent performance or negligent omission of performance of professional services under this Agreement and those of CONSULTANT'S subconsultants or anyone for whom CONSULTANT is legally liable.

4. Successor and Assigns

The CITY and the CONSULTANT each binds itself and its principals, successors, executors, administrators and assigns to the other party of this Agreement and to the principals, successors, executors, administrators and assigns of such other party in respect to all covenants of the Agreement; provided that, neither the CITY nor the CONSULTANT will assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the CITY and the CONSULTANT.

5. Ownership of Documents

The CITY acknowledges the CONSULTANT'S plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the CITY upon completion of the work or as provided in Part E, above. The CITY recognizes that new circumstances, not the least of which is the passage of time, may make reuse of such plans and specifications not advisable. If and to the extent necessary for the CITY'S ownership of such plans and specifications and all other contract documents, CONSULTANT hereby assigns all copyright rights therein to the CITY

and, if, and to the extent such rights are not so assignable, grants an irrevocable exclusive right and license to use thereof by CITY without payment of any additional compensation.

The instruments of professional service prepared by CONSULTANT are not intended or represented to be suitable for reuse by the CITY or others on extensions to or modifications of the Project or on any other project. Any reuse or modification without the prior written consent of the CONSULTANT will be at the CITY'S sole risk and without any liability of CONSULTANT. The CITY agrees, to the fullest extent permitted by law, to indemnify and hold the CONSULTANT harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of the instruments of professional service by the CITY or any person or entity that acquires or obtains the instruments of professional service from or through the CITY without the written authorization of the CONSULTANT.

The only parties interested in this Agreement are named herein and this Agreement is made without collusion with any person, firm or corporation. No member of the City Council, officer or agent of the CITY is directly or indirectly financially interested in the Agreement.

PART G – TIMELINESS

1. Conceptual Design: CONSULTANT will complete the conceptual design as shown in APPENDIX A by May 1, 2020. A bid letting and award will follow with notice to proceed to

contractor anticipated the day after the final day of the 2020 pool season. Construction is planned to progress to completion 30 days prior to the 2021 Memorial Day opening weekend.

PART H – NON DISCRIMINATION

1. CONSULTANT shall observe the provisions of the Roeland Park Non-Discrimination Ordinance and the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under this Agreement because of race, religion, color, sex, disability, national origin, ancestry, sexual orientation, gender identity or military status. Nothing in this Agreement shall be construed to mean that CONSULTANT shall be forced to hire unqualified or incompetent personnel, or discharge qualified or competent personnel. In all solicitations or advertisements for employees, CONSULTANT shall include the phrase “Equal Opportunity Employer” or a similar phrase approved by the Kansas Human Rights Commission.

2. If the manner in which CONSULTANT reports to the Kansas Human Rights Commission fails to comply with the Provisions of K.S.A. 44-1031 and amendments thereto, CONSULTANT shall be deemed to have breached this Agreement and the Agreement may be cancelled, terminated, or suspended, in whole or in part by CITY.

3. If CONSULTANT is found guilty of violating the Kansas Act Against Discrimination under decision or order of the Kansas Human Rights Commission, and the decision or order becomes final, CONSULTANT shall be deemed to have breached the Agreement and this Agreement may be canceled, terminated or suspended in whole or in part by CITY.

4. CONSULTANT shall include provisions comparable to paragraph 1, 2, 3, and this paragraph in every subcontract and purchase order so that such provisions will be binding upon each such subcontractor or vender.

5. Notwithstanding anything expressed or implied elsewhere in this AGREEMENT, if CITY exercises any of its rights under the provisions of the preceding four paragraphs, CONSULTANT shall have no right to recompense or additional payments by reason of such action by CITY.

PART I – MISCELLANEOUS

1. Severability

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the CITY and the CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

2. Notices

Any notice required under this Agreement will be in writing, addressed to the appropriated party at the address which appears on the signature page to this Agreement (as modified in writing from item to time by such party) and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

3. Controlling Law

This Agreement is to be governed by the law of the State of Kansas.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as

of the day and year first above written.

WATERS EDGE AQUATIC DESIGN, LLC

By _____

Title _____

Address:

CITY OF ROELAND PARK, KANSAS

By _____

Title _____

Address:

4600 W. 51st Street

Roeland Park, Kansas 66205

Facsimile: (913) 722-3713

ATTEST:

City Clerk

Approved as to form:

City Attorney

APPENDIX A – Scope of CONSULTANT’s Services

The scope of CONSULTANT’s services shall include providing design and specifications for demolition of the existing vortex pool, slides, plunge pool, and kiddie pool area; construction of shade structures, new family and tube slide, new children’s water play and spray ground, sunshade, floatables, spray features, children’s slide, play feature and ADA ramp added to the zero entry area of the existing pool; constructing privacy enhancements to the men’s locker room; fascia/gutter/downspout replacement on pump house and pool house; painting the exterior and interior of the two buildings; and, replacing the deck furnishings to coordinate with the design of the new shade structures and building colors.

CONSULTANT will provide planning, preliminary design, final design, bidding, construction administration, and post construction services for the PROJECT as set forth below.

BASIC SERVICES

Phase I - Concept Planning Services

- A. Meet to establish project design criteria such as demolition, renovation plan, features, salvage and reuse of appropriate items.
- B. Create a summary of proposed work, potential phasing and updated costs.
- C. A total of two meetings are included during this planning phase.

Phase II - Preliminary Design/Design Development

- A. CONSULTANT will complete the following Design Development Phase tasks:
 1. CONSULTANT will use available information from the concept planning phase as the basis for the pool layout and design criteria.
 2. CONSULTANT’s work will include pool site development. CONSULTANT will coordinate pool facilities within the available site.
 3. When the Design Development is complete, CONSULTANT will meet with the CITY to review the drawings and cost information. Based on comments by the CITY, CONSULTANT will adjust the design and prepare the final Preliminary Design documents.
 4. At the conclusion of the Design Development phase, CONSULTANT will make a final presentation to the group designated by CITY. The presentation will include a summary of the entire PROJECT in a written document as well as a verbal presentation. CONSULTANT will create a Power Point presentation that describes the Preliminary Design and summarizes the PROJECT findings. CONSULTANT will provide a colored layout drawing for the recommended pool design.

Phase III - Final Design/Construction Documents

- A. After acceptance by the CITY of the Design Development documents, CONSULTANT will:
 1. On the basis of the above acceptance, prepare final engineering design and prepare final construction documents including bidding documents, specifications and

drawings indicating the scope, extent, and character of the work to be performed and furnished by Contractor. Specifications will be prepared in general conformance with the 50-division format of the Construction Specifications Institute.

2. Provide design data for CITY's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the PROJECT and assist the CITY in consultations with appropriate authorities.
3. Prepare and furnish Final Construction Documents for review and approval by the CITY.
4. Provide one (1) prime contract for work designed or specified by CONSULTANT upon which the CONSULTANT's compensation has been established under this Agreement.
5. Provide an updated opinion of probable cost of the PROJECT.

- B. CONSULTANT's services under the Final Design/Construction Documents Phase will be considered complete on the date when the final documents have been delivered to and accepted by the CITY. Under this Agreement CONSULTANT will furnish two (2) final sets of the plans and specifications to the CITY. If requested, additional sets will be furnished at the cost of reproduction.

Phase IV - Bidding

- A. After acceptance by the CITY of the Bidding Documents, and upon written authorization by the CITY to proceed, CONSULTANT will:
1. Assist the CITY in advertising for qualified contractors to submit bids for constructing the PROJECT and distribute bidding documents to prospective bidders. Cost for printing and mailing of these documents will be paid for by prospective bidders.
 2. Issue Addenda as appropriate to clarify, correct, or change the Bidding Documents.
 3. Assist the CITY in evaluating the low bidder's proposal. Furnish and assist in assembling up to three (3) sets of Contract Documents for execution by CONSULTANT and Contractor.
 4. Consult with the CITY as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by Contractor.
- B. The Bidding Phase will be considered complete upon commencement of the Phase V or upon completion of negotiations with the prospective bidder.

Phase V - Construction Administration

- A. Upon successful completion of the Bidding Phase, CONSULTANT will perform the following:
1. General Administration of Construction Contract. Consult with the CITY and act as the CITY's representative as provided in the General Conditions. All of the CITY's instructions to Contractor will be issued through CONSULTANT, who shall have authority to act on behalf of the CITY in performance of Construction Administration of the Construction Contract to the extent provided in this Agreement and said General Conditions.

2. CONSULTANT shall distribute plans and specifications to the selected reproduction company. The reproduction and shipping costs for these documents shall be paid for by the CITY.
3. Selecting Independent Testing Laboratory. Assist the CITY in the selection of an independent testing laboratory to perform the services needed for the PROJECT.
4. Visits to Site and Observation of Construction. In connection with observations of Contractor's work while it is in progress:
 - a. CONSULTANT will visit the site at intervals appropriate to the stage of construction in order to observe the progress and quality of the work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow CONSULTANT, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents.
 - b. Based on this general observation, CONSULTANT will keep the CITY informed about the progress of the Work and shall advise the CITY about observed deficiencies in the Work.
 - c. CONSULTANT will not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor the CITY's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.
 - d. If the CITY desires more extensive project observation or full-time project representation, the CITY shall request that such services be provided by CONSULTANT as Additional Services in accordance with the terms of this Agreement.
 - e. CONSULTANT will not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. CONSULTANT does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules, or regulations.
5. Defective Work. Recommend to CITY that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, CONSULTANT believes that such work will not produce a completed PROJECT that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed PROJECT as a functioning whole as indicated in the Contract Documents. CONSULTANT will advise and consult with the CITY on correction of Defective work and shall assist the CITY in testing of work believed to be defective if necessary. Services in connection with the evaluation of and determination to accept Defective work by contractor, including required re-design services, will be paid considered Additional Services and shall be paid based upon hours of work incurred and the rates reflected in APPENDIX B.
6. Clarifications, Interpretations, and Field Orders. Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion

of Contractor's work. CONSULTANT may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.

7. Change Orders. Recommend Change Orders to the CITY, as appropriate, and prepare Change Orders as required.
8. Shop Drawing Review. Review and take other appropriate action on the submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of check in for conformance with the design concept and the information shown in the Construction Documents. Review of a specific item shall not indicate that CONSULTANT has reviewed the entire assembly of which the item is a component. CONSULTANT will not be responsible for any deviations from the Construction Documents not brought to the attention of CONSULTANT in writing by the Contractor.
9. Substitutes and "or-equal". Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor. If the substitute product requires re-design, the cost for these services will be paid by the contractor.
10. Inspections and Tests. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. CONSULTANT's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents. CONSULTANT will be entitled to rely on the results of such tests.
11. Applications for Payment. Based on CONSULTANT's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
 - a. Determine the amounts that CONSULTANT recommends be paid. Such recommendations of payment will be in writing and will constitute CONSULTANT's representation to CITY, based on such observations and review, that, to the best of CONSULTANT's knowledge, information and belief, Contractor's work has progressed to the point indicated, the quality of such work is generally in accordance with the Contract Documents.
 - b. By recommending any payment, CONSULTANT will not thereby be deemed to have represented that observations made by CONSULTANT to check the quality or quantity of Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the work beyond the responsibilities specifically assigned to CONSULTANT in this Agreement. Neither CONSULTANT's review of Contractor's work for the purposes of recommending payments nor CONSULTANT's recommendation of any payment including final payment will impose on CONSULTANT responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the work. It will also not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purposes Contractor has used the

moneys paid on account of the Contract Price, or to determine that title to any portion of the work in progress, materials, or equipment has passed to CITY free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between CITY and Contractor that might affect the amount that should be paid.

12. Contractor's Completion Documents.

a. Receive and review maintenance and operating instructions, schedules, and guarantees.

b. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data approved as provided, and the annotated record documents which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment.

c. CONSULTANT will transmit these documents to the CITY

13. Substantial Completion. Promptly after notice from Contractor that Contractor considers the entire work ready for its intended use, in company with CITY and Contractor, conduct a site visit to determine if the work is Substantially Complete. If after considering any objections of CITY, CONSULTANT considers the work Substantially Complete, CONSULTANT will deliver a notice of Substantial Completion to CITY and Contractor.

14. Final Notice of Acceptability of the Work. Conduct a final site visit to determine if the completed work of Contractor is acceptable so that CONSULTANT may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, CONSULTANT will also provide a notice that the work is acceptable to the best of CONSULTANT's knowledge, information, and belief and based on the extent of the services provided by CONSULTANT under this Agreement.

B. Duration of Construction Phase. The Construction Phase will commence with the execution of the first Construction Agreement for the PROJECT and will terminate upon written recommendation by CONSULTANT for final payment to Contractor.

Phase VI - Post-Construction Services

A. During the Post-Construction Phase, CONSULTANT will:

1. Provide assistance in connection with the testing and adjusting of PROJECT equipment or systems.
2. Assist in training CITY's staff to operate and maintain PROJECT equipment, and systems.
3. Together with CITY, visit the PROJECT to observe any apparent defects in the work, assist CITY in consultations and discussions with Contractor concerning correction of any such defects, and make recommendations as to replacement or correction of defective work, if present.
4. If requested by CITY and in company with CITY, provide a review of the PROJECT within one month before the end of the Warranty Period to ascertain whether any portion of the work is subject to correction.

- B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Appendix, will terminate upon written recommendation by CONSULTANT for final payment to Contractor.

ADDITIONAL SERVICES- Scope of Additional Services

- A. CONSULTANT will advise CITY as to the necessity of data or services of the types described in Additional Services, which are not part of CONSULTANT's Basic Services, and assist CITY in obtaining such data and services.
- B. If authorized in writing by CITY, CONSULTANT will furnish or obtain from others Additional Services of the types listed below. CITY will pay for these services based on hourly charge rates and direct expenses at cost. All authorized Additional Services shall be paid for over and above the fees for the Basic Services.
 - 1. Preparation of applications and supporting documents for obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the PROJECT.
 - 2. Services to make measured drawings of or to verify the accuracy of drawings or other information furnished by CITY.
 - 3. Services resulting from significant changes in the scope, extent, or character of the portions of the PROJECT designed or specified by CONSULTANT or its design requirements including, any other causes beyond CONSULTANT's control.
 - 4. Services required for the evaluation of and determination to accept defective Work by Contractor including required re-design services.
 - 5. Services required for re-design as a result of substitute products during the construction phase.
 - 6. Services in connection with assistance with or coordination of fund raising efforts, donated items, or items furnished by CITY or others.
 - 7. Services required as a result of CITY's providing incomplete or incorrect PROJECT information with respect to APPENDIX B.
 - 8. Services during authorized out-of-town travel required of CONSULTANT other than for visits to the Site or CITY's office.
 - 9. Assistance in connection with Bid protests, rebidding or renegotiating contracts for construction, materials, equipment, or services, only so long as the original work is reasonably consistent with the CITY's program or other instruction.
 - 10. Providing construction surveys and layouts to enable Contractor to perform its work.
 - 11. Providing assistance in resolving any Hazardous Environmental Condition in compliance with current Laws and Regulations.
 - 12. Preparing and furnishing to CITY Record Drawings showing appropriate record information based on PROJECT annotated record documents received from Contractor.
 - 13. Preparing to serve or serving as engineer or witness for CITY in any litigation, arbitration or other dispute resolution process related to the PROJECT. Billing rates for expert witness services are higher than standard billing rates and will be furnished upon request.

14. Providing more extensive services required to enable CONSULTANT to issue notices or certifications requested by CITY.
15. Providing an enhanced or detailed pool operations manual.
16. Other services performed or furnished by CONSULTANT not otherwise provided for in this Agreement.

APPENDIX B - BILLING RATES

The following range of billing rates represent the range of individuals who may work on this project. These rates do not apply to expert witness services. Billing rates for expert witness services will be furnished upon request. Billing Rates are subject to change each year.

Aquatic Design Engineer \$95 to \$210 per hour
Aquatic Design Engineer-in-Training \$85 to \$95 per hour
Senior Aquatic Design Technician \$95 to \$120 per hour
Aquatic Design Technician \$80 to \$95 per hour
CAD Technician \$70 to \$85 per hour
Administrative Assistant \$55 to \$80 per hour

Expenses

- A. Direct project expenses will include basic expenses and special project expenses. Basic expenses include those needed to perform our work. Special project expenses are those that are requested by the CITY for their project, such as renderings, models, testing or other special items. The CITY must authorize any special expense prior to our incurring that expense.
- B. The following items are examples of basic expenses.
 - 1. Travel costs including airfare, rental vehicles, rental fuel, mileage, and other transportation costs.
 - 2. Mileage costs are billed at the IRS-approved rate.
 - 3. Lodging including motel costs and all related taxes.
 - 4. Meals including tips (no alcohol).
 - 5. Printing costs including photocopies, color CAD drawings, mounting and laminating presentation boards, plotting construction drawings and related items.

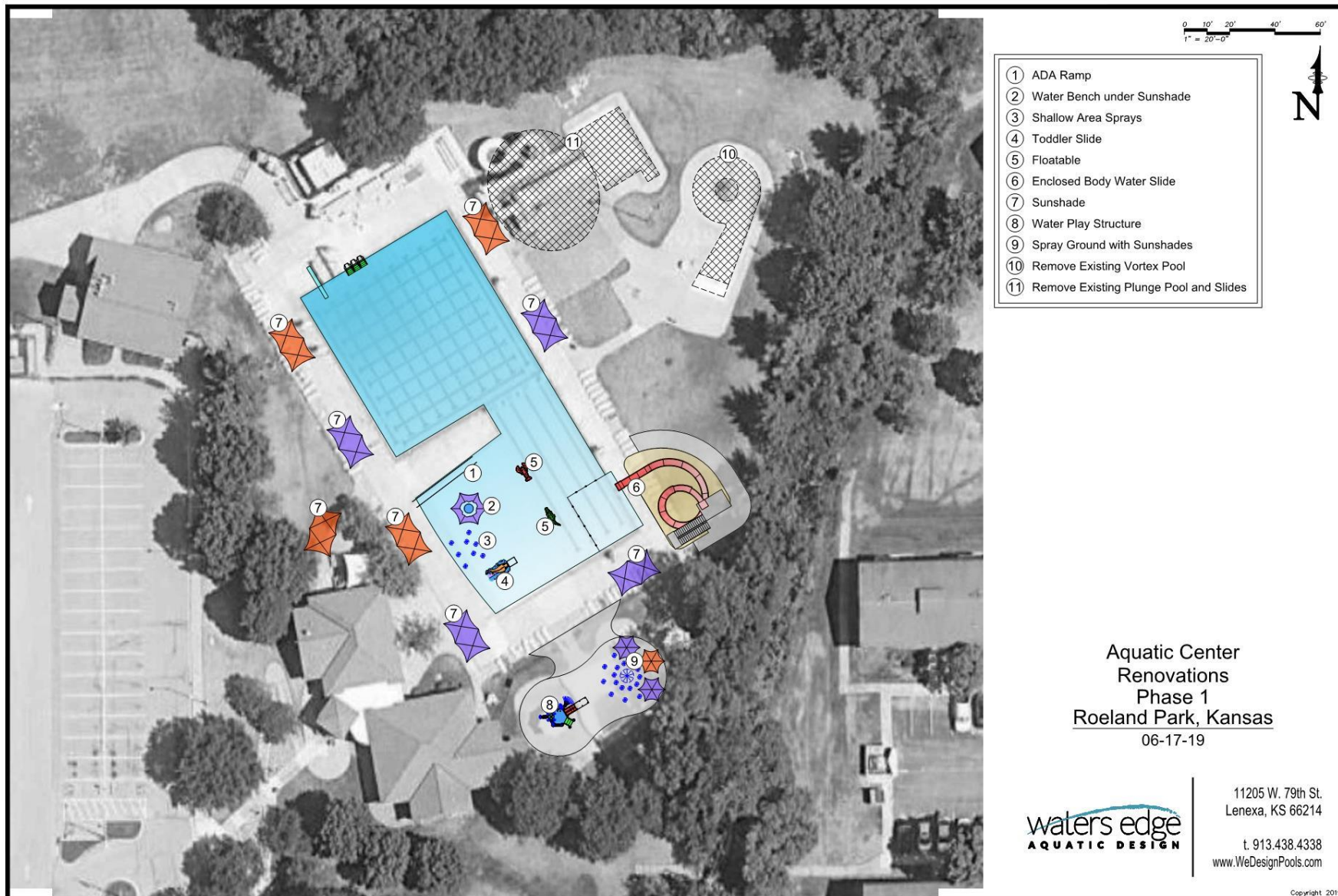
Roeland Park Aquatic Center Project Update June 17, 2019



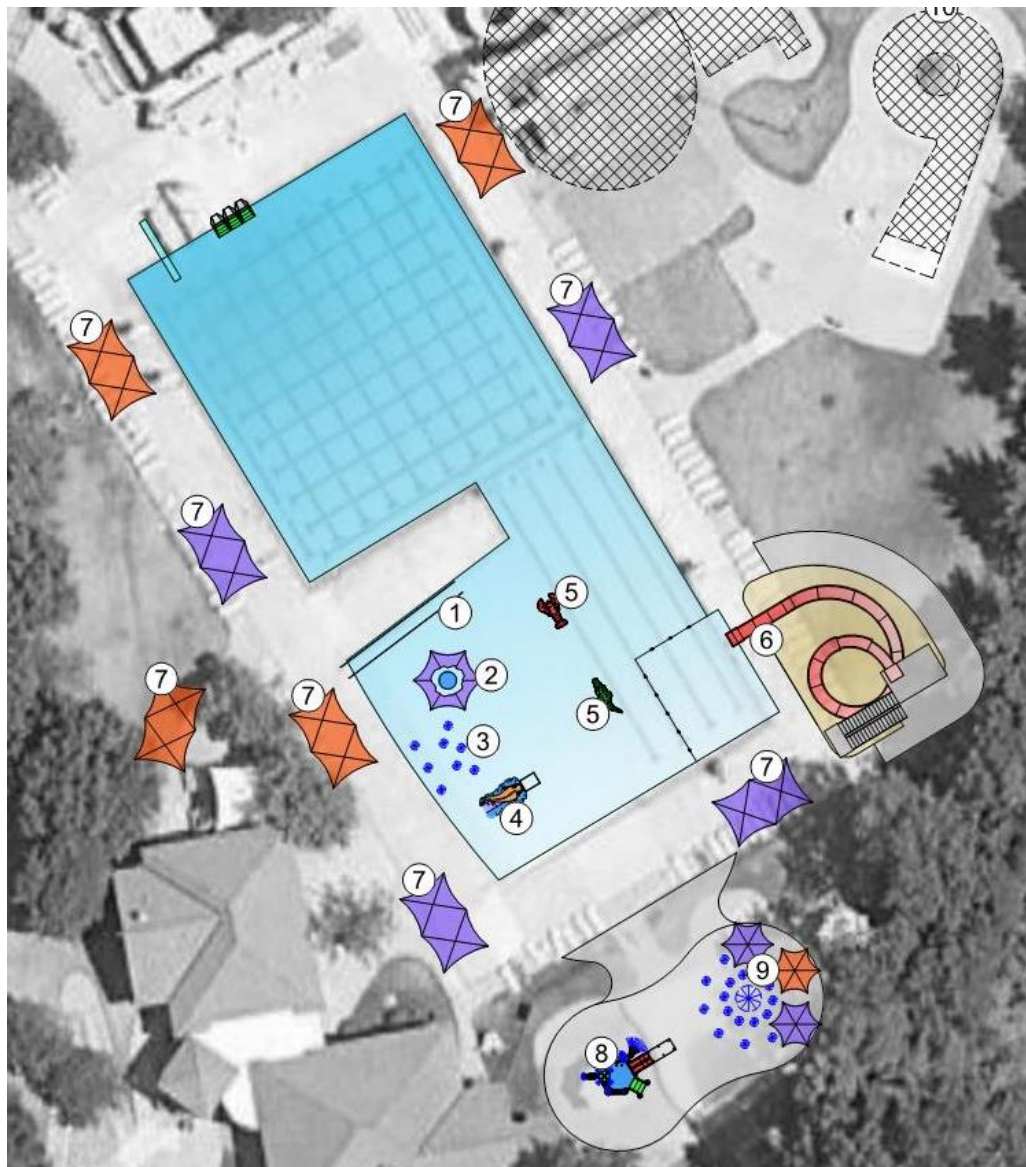
Updated First Phase Layout and Costs



First Phase Layout



First Phase Layout



Project Cost
\$1.64 million

Example Phased Option

Project Costs

Base project includes security lights, shade, toddler slide, ADA ramp, sprays and shade in pool, demo for slides and vortex pool

- Base project \$1.38 million
- Base + floats + lights + family \$1.43 million
- **Base + floats + lights + tube slide \$1.64 million**
- Base + floats + lights + family + tube + bridge \$1.84 million
- Base + floats + lights + family + tube + bridge + speed \$2.12 million
- Base + floats + lights + family + tube + bridge + speed + river \$3.04 million

For your consideration:

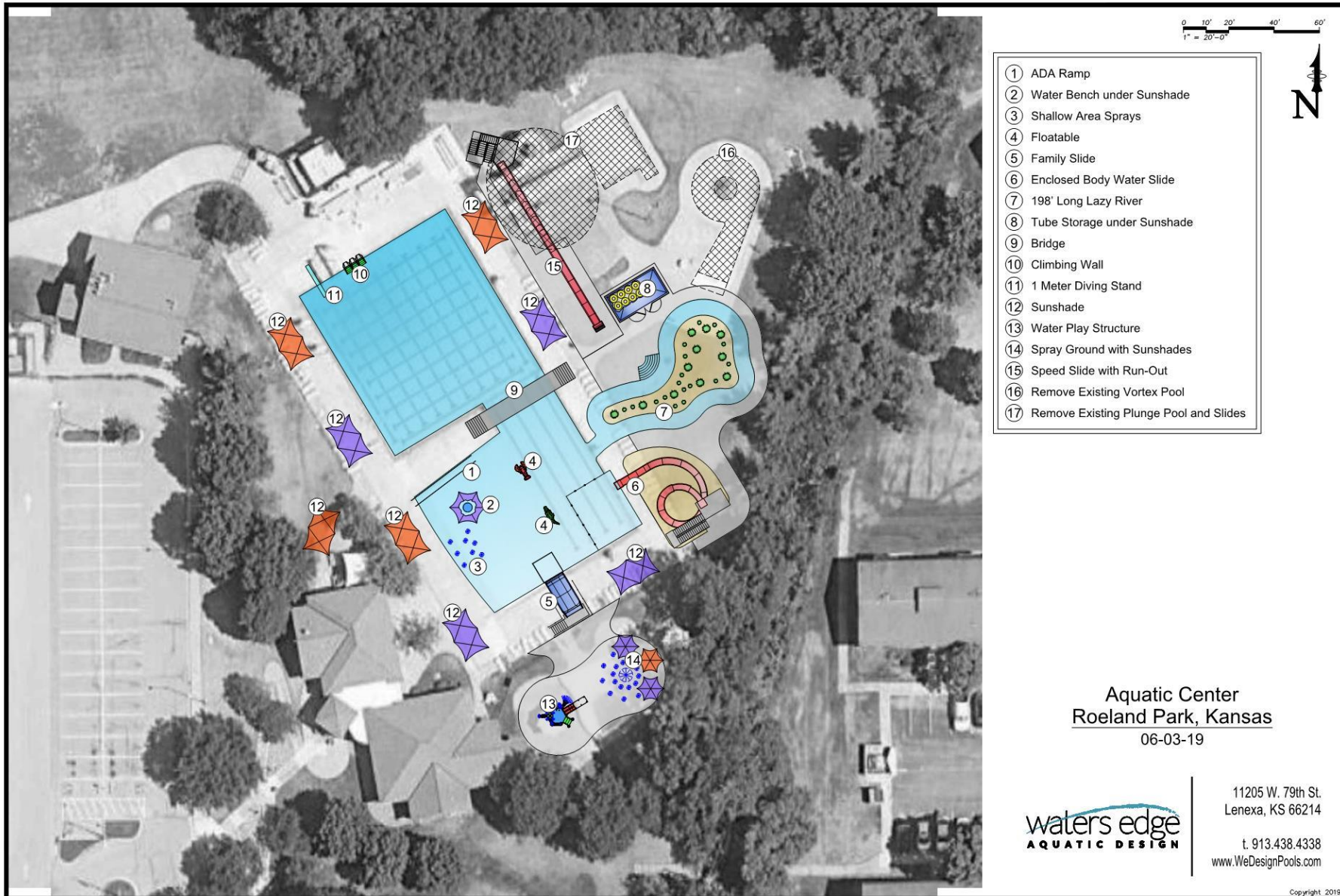
- Construction costs are basically contractor bid costs.
- Project costs include contractor costs plus fees and a contingency.
- Sequence of construction requires planning buried items first.
- Provided costs do not include inflation.
- Inflation cost increases will continue annually for labor and materials.

An aerial photograph of a large outdoor swimming pool complex. The main pool is rectangular with multiple lanes marked by dark blue lines. To the left of the main pool is a smaller pool with a white, winding water slide. The pool deck is paved with light-colored tiles and is surrounded by numerous lounge chairs. The pool is situated in a grassy area with trees in the background. A dark blue banner is overlaid at the top of the image.

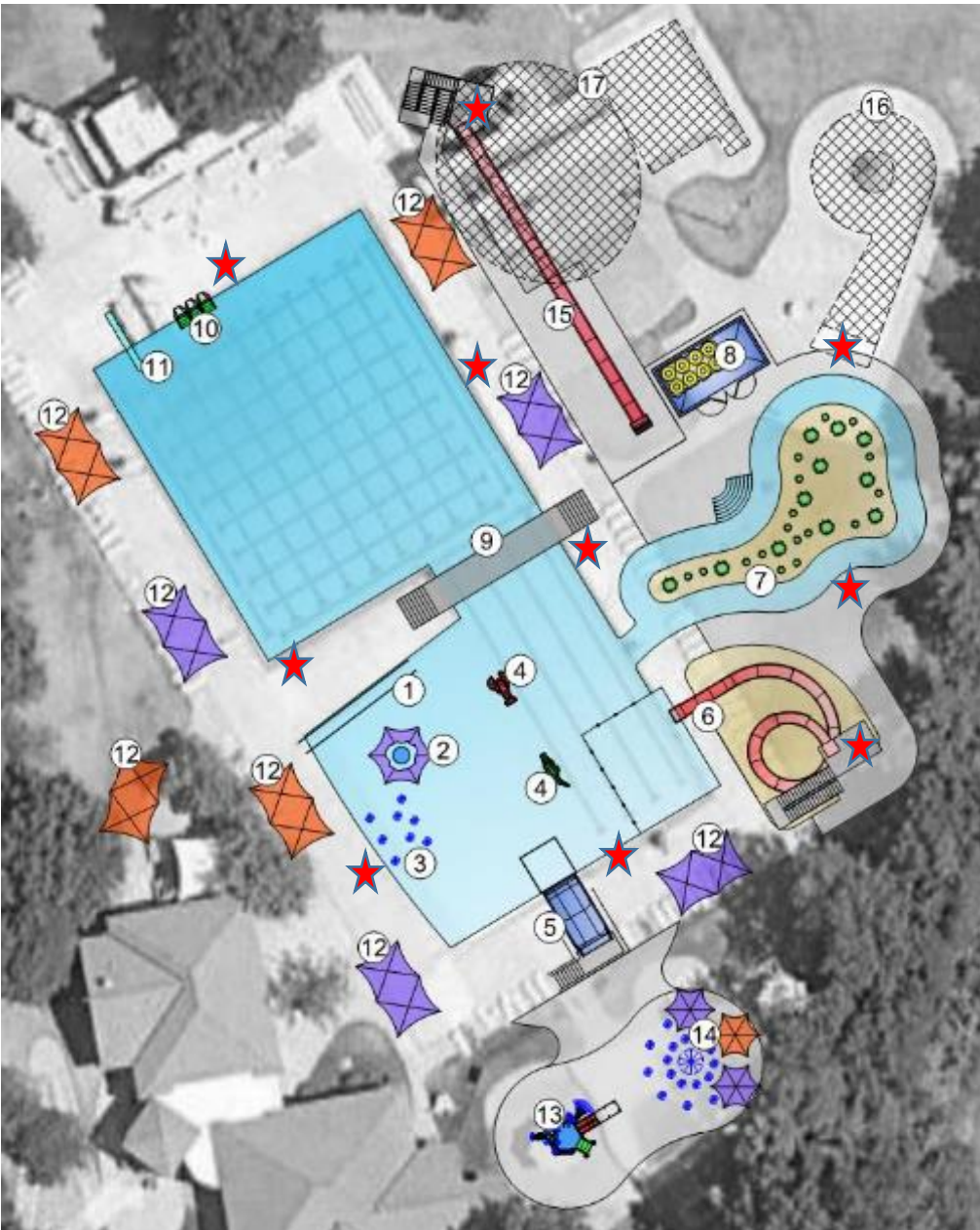
Thank you

Comments

Pool Renovation with Full Options



Project Costs for Options



Project Costs

- Floatables \$ 20,000
- Full night lighting \$ 55,000
- Family slide \$135,000
- Bridge \$120,000 for wood
\$200,000 for concrete
- Tube slide \$235,000
- Speed slide \$355,000
- Lazy river \$875,000
- ★ Lifeguards shown on layout (10 – 12)

Project Costs

Base project includes security lights, shade, toddler slide, ADA ramp, sprays and shade in pool, new spray area and play structure, and demo for slides and vortex pool

- Base project \$1,380,000
- Bridge \$120,000 to \$200,000
- Family slide \$135,000
- Tube slide \$235,000
- Speed slide \$355,000
- Lazy river \$875,000

Item Number: Consent Agenda- II.-F.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 6/26/2019
Submitted By: Staff
Committee/Department: Admin.
Title: **Social Media Policy**
Item Type:

Recommendation:

Adopt a social media policy that provides direction on how and when social media should be used.

Details:

The policy attached has been developed with the assistance of the City Attorney. Overland Park and Johnson County documents served as the basis for the document. The policy will guide staff on how to manage the City's social media accounts and is intended to prevent violation of free speech.

This policy is intended as a guide to professional and proper use of social media as a means of communication and to increase productivity. The City of Roeland Park, Kansas provides communication on external social media channels as a public service. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation social networking sites such as Facebook, Twitter, and Nextdoor, and content hosting sites such as Flickr and YouTube. This policy applies to the use of social media and content contributed on behalf of the City, its departments, programs, or employees.

Financial Impact

Amount of Request: N/A	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

Language from the Employee Handbook has been reviewed by the City Attorney and found to be consistent with the intent of this policy. We have not incorporated that language into this policy document as this would create opportunity for conflicting language if one document were change and not the other.

How does item relate to Strategic Plan?

The policy provides transparency and clarity concerning communication outlets utilized by the City and is designed to avoid litigation.

How does item benefit Community for all Ages?

N/A

ATTACHMENTS:

Description	Type
 Social Media Policy	Cover Memo



Social Media Policy of Roeland Park, Kansas

August 2019

PURPOSE

This policy is intended as a guide to professional and proper use of social media as a means of communication and to increase productivity. The City of Roeland Park, Kansas (the "City") provides communication on external social media channels as a public service. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation social networking sites such as Facebook, Twitter, and Nextdoor, and content hosting sites such as Flickr and YouTube. This policy applies to the use of social media and content contributed on behalf of the City, its departments, programs, or employees.

The City may update this policy at any time without notice. Any modification is effective at the time it is posted, unless stated otherwise. Use of a City social media site after the policy is modified signifies acceptance of the modification.

STANDARDS

Social media are means by which the City may communicate with employees, members of the public, customers, partners, and vendors. Only City employees authorized by their departments may use social media sites/applications to conduct City business. If authorized and in keeping with the City's policy, an employee may post on a social media site the City's or department's name, email address or telephone number for contact purposes, or post official department information, resources, calendars, and events.

As with all communication, employees must ensure online activities reflect positively on the City. The City reserves the right to monitor usage and content and restrict the use of or access to media or sites at any time without notice. The City retains full editorial control over all content of its social media sites and, when possible, will edit or remove material if deemed by the City or its representatives to be inappropriate or in violation of any City policy or procedure.

The City's social media accounts are subject to the Kansas Open Records Act. Users posting to a City social media site give the City the express right to reproduce, use, and distribute the content of their post.

The City does not guarantee that comments posted after business hours will be viewed before the next business day. Communications made on a City social media site shall in no way constitute a legal communication or notice. Users should call the appropriate city department to report an emergency, make an open records request, etc.

The City does not assume liability for inaccuracies and disclaims liability for ads, videos, promoted content or comments accessible from any external web page. The responsibility of external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments on the City's external social media accounts (and affiliated department or program accounts) does not imply endorsement by the City.

COMMENTING NOTICE

The City encourages public engagement via comments, concerns, and questions regarding any of the topics on the City's social media accounts. While the City respects that our residents will have differing opinions on any given topic, posts will be removed at the sole discretion of the City if they:

- Contain profane, disruptive, abusive, obscene or pornographic language or content;
- Promote, foster or perpetuate discrimination;
- Constitute sexual harassment;
- Solicit commerce or are advertisements including promotion or endorsement;
- Promote or endorse political issues, groups, individuals, or candidates;
- Conduct or encourage violence or illegal activity;
- Contain information that may compromise the safety or security of the public or public systems;
- Intend to defame any person, group or organization;
- Violate a legal ownership interest of any other party, such as trademark, patent, or copyright infringement;
- Make or publish false, vicious or malicious statements concerning any employee;
- Include violent or threatening content;
- Disclose confidential or proprietary information.

PROCEDURES

Employees who are responsible for content must exercise vigilance in online activities. These activities reflect on both the employee and the City and, once published, content may never go away and can be forwarded endlessly. As such, careful consideration as to what is published is essential. Violation of confidentiality or comments made against others in violation of the City's policy may be removed and, if made by an employee, will result in disciplinary action, up to and including termination of the employee(s).

Social media provides significant value. Creating an environment where others feel comfortable sharing, connecting and receiving help is paramount. This must be balanced with protecting confidentiality and compliance with the City's policies. The following are provided to ensure appropriate use of social media:

- A. The same care must be given to information shared through social media as is given to other avenues and divisions/departments are responsible for establishing protocols within their divisions/departments for the appropriate use of social media sites.
- B. Divisions/departments must provide notification to the City's Clerk upon the exploration or establishment of a divisions/departments social media presence.
- C. Divisions/departments must specify at least two individual employees who have authority to speak for the divisions/departments via social media sites.
- D. All divisions/departments websites must contain links to that division's/department's official social media sites/applications.
- E. Divisions/departments must establish accounts for and on behalf of the division/department and must avoid the establishment of accounts under individual employees where possible.
- F. Divisions/departments must control the use of user names and passwords associated with social media sites, ensuring that ownership is the City and not restricted to any one person.
- G. Divisions/departments must immediately change user names and/or passwords if an employee previously authorized to speak for the division/department via social media sites leaves employment or is otherwise no longer authorized to speak for the Department.
- H. Divisions/departments are responsible for monitoring or auditing their social media sites to ensure they are consistent with established guidelines or departmental protocols.
- I. Employees must protect the City's confidential and proprietary information and are prohibited from sharing information that is confidential or proprietary. Examples of this include health information, vendor information, confidential bid documents, contractor proprietary information, and personnel information and records.
- J. Employees must respect copyrights, trademarks, patents, service marks or other intellectual property rights, and must ensure the right to use content is granted before it is published. Proper credit for others' work must be clearly indicated on the site.
- K. Mistakes must be corrected within a reasonable period of time if permitted by the application within the social media.

- L. Wherever possible, links to more information should direct users back to the City's official website for more information, forms, documents or online services necessary to conduct business with the City.
- M. Employees must respect the audience, the City, fellow employees and customers. The use of ethnic slurs, personal insults, defamatory language, obscenity, or engaging in any conduct that would not be acceptable in the workplace, or discredit the City, is strictly prohibited.
- N. Employees must respect and show proper consideration for others' privacy.

Disclaimer: The public comments expressed on the City's social media accounts do not reflect the opinions or positions of the City, its officers, or its employees. If you have any questions or would like to report a comment in violation, please contact us at 913-722-2600 and ask to speak with the City Clerk or e-mail knielsen@roelandpark.org.

Item Number: Applications/Presentations- A.-1.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **State Legislature Update Rui Xu**
Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Applications/Presentations- A.-2.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Committee Report – Sustainability**
Item Type:

Recommendation:

Judy Hyde will give a report on the Sustainability Committee.

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Mayor's Report- IV.-A.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Diaper Need Awareness Week Proclamation**
Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Diaper Need Awareness Week Proclamation	Cover Memo



Proclamation

Diaper Need Awareness Week

Whereas, Diaper Need, the condition of not having a sufficient supply of clean diapers to ensure that infants and toddlers are clean, healthy and dry, can adversely affect the health and welfare of infants, toddlers and their families; and

Whereas, national surveys report that one in three mothers experiencing diaper need at some time while their children are less than three years of age and forty-eight percent of families delay changing a diaper to extend their supply; and

Whereas, the average infant or toddler requires an average of 50 diaper changes per week over three years; and

Whereas, diapers cannot be bought with food stamps or WIC vouchers, and a monthly supply of diapers can cost as much as six percent of a full-time minimum wage worker's salary, therefore obtaining a sufficient supply of diapers can cause economic hardship to families; and

Whereas, a supply of diapers is generally an eligibility requirement for infant and toddlers to participate in childcare programs and quality early education programs; and

Whereas, the people of the Oaks recognize that addressing Diaper Need can lead to economic opportunity for the state's low-income families and can lead to improved health for families and their communities; and

Whereas, City of Roeland Park is proud to be home to various community organizations that recognize the importance of diapers in helping provide economic stability for families and distribute diapers to poor families through various channels; now

Therefore, I, Mike Kelly, Mayor of Roeland Park, do hereby proclaim the week of September 23-29, 2019 as

DIAPER NEED AWARENESS WEEK

in the City of Roeland Park and encourage the citizens of the City of Roeland Park to donate generously to diaper banks, diaper drives, and those organizations that distribute diapers to families in need to help alleviate diaper need in the City of Roeland Park and its environs.

MIKE KELLY
Mayor

Item Number: Reports of City Liaisons- VI.-A.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 8/16/2019
Submitted By: Keith Moody
Committee/Department: Aquatics Advisory Committee
Title: **Aquatic Center Advisory Committee**
Item Type: Report

Recommendation:

Draft minutes from the first meeting of the committee are attached as the report.

Details:

This being the committees first meeting the agenda consisted primarily of project status review, procedure, officer selection and getting to know each other.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Draft Minutes of the 8/13/19 Aquatics Advisory Committee Meeting	Cover Memo



Aquatics Advisory Committee Minutes

August 13, 2019
6:00PM
Roeland Park
Community Center,
Room 6

Committee Members Present:

Tim Janssen, City Council Representative
Darin Hansen
Hope Meador
Sara Coe

Tom Madigan, City Council Representative
Michael Calovich
Trisha Brauer
Leonard Tocco

Committee Members Absent:

Others Present: Marshall McKinney- JCPRD Aquatics Director, Keith Moody- City Administrator, Jan Faidley- Council Member

Called to order at 6:00 pm

AGENDA ITEMS

- A. Introduction of Committee Members and Staff-** staff and the committee members introduced themselves and provided some history on themselves.
- B. Review Purpose and Scope of Committee-** The council has acted to establish an Aquatics Advisory Committee at their 5/20/19 meeting. Attached is a copy of the City Code establishing the committee, also spelling out the purpose and scope of the Committee. The Committee consists of two elected officials (Tom Madigan and Tim Janssen) and Roeland Park Residents as well as provides for a non-voting member from the pool management agency.

Sec. 1-1801. - Purpose.

The purpose of the Aquatic Center Advisory Committee is to review and provide feedback on pool operations, programs, facility conditions and events at the City pool.

(Ord. No. 980, § 1, 5-20-2019)

Sec. 1-1802. - Creation and Establishment.

There is hereby created and established an Aquatic Center Advisory Committee for the City which shall consist of two members of the City Council and up to eight additional individuals, of which at least six shall be residents of the City. If the aquatic center is managed through contract, an ex-officio non-voting seat on the Committee shall be extended to a representative of the management company/organization. All of the individuals shall be nominated by the Mayor and approved by the City Council. The terms of all members shall be for one year beginning January 1st of each year. In the event a vacancy should occur during the term of any member, his or her successor shall be appointed in the same manner for the unexpired portion of the term. There shall be no limitation on the number of times an individual may be re-appointed. Any member of the Committee may be removed at any time by a majority vote of the City Council. Neither the Committee nor any individual member shall have any authority to financially obligate, commit or contract on behalf of the City.

- C. Review Open Meeting Requirements, Quorum, and Ethics (signing of ethics agreement)-** staff reviewed with the committee that the meetings were open to the public and that minutes would be taken and published in accordance with KOMA/KORA. Members of the Committee were asked to complete the Ethics agreement and return it to City Hall. 5 members of the Committee will constitute a quorum.
- D. Election of Chair and Secretary-** Darin Hansen and Leonard Tocco both offered to serve. Darin was elected as chair

and Leonard as Secretary unanimously.

- E. Pool Management for 2020 and 2021 Seasons-** The City Council has directed staff to develop a management services agreement with Midwest Pool Management for the 2020 season based upon committee recommendation following completion of a request for proposals process completed by the committee. Council will review the agreement at their August 19 or September 3 workshop. Council has indicated interest in moving to managing the facility in house in 2021 after improvements are complete.
- F. Pool Improvements Update-** Council has approved a scope of improvements for the Pool, approval of a design services agreement with Waters Edge is anticipated at the 8/19/19 Council meeting. Construction anticipated to follow the 2020 season and to be complete prior to the 2021 season. The City Council was deliberate in assuming responsibility for the approval process for this significant project. The attached presentation is the final presentation made by Water's Edge and reflects the scope of the improvements planned. Privacy improvements to the men's showers will be part of this scope as will exterior updates to the pumphouse and pool house (new gutters, new fascia boards, repaint stucco, new louvers).
- G. Facility Maintenance Supervisor Position-** City Council has acted to bring the Facility Maintenance Supervisor position under the supervision of the Public Works Director as a City employee vs a JCPRD employee. David Mootz began work in this capacity on 7/8/19. His focus is on learning the operation of the pool as well as retaining a pool operator's certification. The benefit is the City will have an employee at the Community Center and Pool who is responsible for the upkeep of the facilities owned by the City.
- H. Parks and Recreation Superintendent Position-** City Council has adopted the budget for 2020 which includes a new Parks and Recreation Superintendent position. We plan for the new person to start the first of the year. This position will be a member of the public works department, reporting to the Public Works Director. The position will staff the Aquatics Advisory Committee, supervise the Facility Maintenance Supervisor position as well as be responsible for managing the pool operations, park maintenance, and recreation services of the City.
- I. Masters Swim Team-** Marshall reviewed the change in the program from a punch system to an enrollment for sessions system that required a minimum number of enrollees in order to offer a session. Only 1 of the 12 sessions planned had enough enrollees to offer the session.
- J. Review Financials-** Financials as of 7/31/19 were reviewed with the Committee. Day passes and season passes are down compared to last year, operating costs are similar to last year. A significant amount of capital improvements prior to the start of the 2019 season is contributing to a larger than normal net loss.
- K. Membership Sales-** A detail reflecting quantity and type of memberships sold including revenues through 8/11/2019 was reviewed.
- L. Review Status of Repairs**
 - 1. Bulkhead Update – The bulkhead is not lowering as it should. JCPRD staff has worked with Commercial Aquatics (the installer) as well as with Paddock (the company that refurbished the unit). Numerous adjustments have been made including adding ballast. The unit appears to get wedged and won't lower due to the bladder deflating unevenly. Commercial Aquatics reached out to Paddock, they are discussing the issue internally and are to be providing direction concerning next steps.
 - 2. Leaking fittings in pump room are being replaced.
 - 3. The in-ground drainage system at the pool house main entry is clogged. Public Works will repair after the end of the season.
 - 4. ADA accessibility from the parking area to the main entrance will be addressed with the paving and storm drainage improvements for the Community Center planned for 2020.
- M. Adjourn at 7:50 pm and tour of the Pool for those interested.**

NEXT REGULAR MEETING:

Date: September 17, 2019 Time: 6:00 PM Location: Room 6 of the Community Center

Item Number: Reports of City Liaisons- VI.-B.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 8/16/2019
Submitted By: Keith Moody
Committee/Department: Ad-Hoc Development Committee
Title: **Ad-Hoc Development**
Item Type: Report

Recommendation:

Draft minutes are attached from the last meeting.

Details:

Council representatives of the Committee may provide a report.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Ad-Hoc Development Minutes August 8, 2019	Cover Memo

Roeland Park
Ad-Hoc Development Committee

Meeting Minutes

August 8, 2019

Called to Order at 8:00 AM

Committee Members Present: Tim Janssen, Jim Kelly, Tyler Curry, Tom Madigan, Michael Hickey

Others Present: Keith Moody, Jan Faidley,

Committee Members Absent:

- I. The last meeting of the Committee was on 6/27/19, minutes for that meeting will be approved along with the minutes from 8/8/19 meeting at the September meeting.
- II. NE Johnson & Roe Update- staff updated the committee that title insurance has been issued for the site, the buyer is reviewing the policy. The buyer intends to submit platting, zoning, and development plan applications simultaneously in both Roeland Park and Mission. Mission has requested another letter from Roeland Park expressing our willingness to assume half of the cost of the signal at Roe and Johnson.
- III. The Rocks Update- Staff reported they have had contact with two prospective developers with a meeting set with one for next week. Both are looking at multifamily as the principal use of the site. The Committee did not feel it necessary to retain a listing agent at this time.
- IV. Review Roe/48th and Johnson Drive Corridor Plan- Staff reviewed some of the redevelopment concepts of the Corridor Plan.
- V. Next meeting is planned for 9/5/19.
- VI. Adjourned at 9:15 am.

Item Number: Reports of City Liaisons- VI.-C.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Parks**
Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Parks Committee Minutes August 14, 2019	Cover Memo

Parks Committee

City of Roeland Park

Meeting Minutes Draft 1.0

Wednesday August 14th, Roeland Park City Hall

Attendees

Committee members and liaisons-Tom Madigan Council liaison alternate, Russel McCorkle, Jennifer Provyn, Kathleen Whitworth, and Laura Yankoviz

Guests- Jan Faidley, Council, Brian Garvey SFS (on call architect), George Knipp R Park architect, Dan McGee City Engineer, Donnie Scharff Public Works Director

Call to Order by Jennifer Provyn

- 2019 funds for Parks Committee
 - 2019 Available Budget Allotment-\$1000.00
 - Community Foundation Funds \$4834.35 less \$66 for Sculpture temporary signs and \$3000 for sculpture landscaping
 - Total Available Funds for expenditure \$1768.35**

Citizen Voices

-Complaints regarding the thoroughness of mowing and trimming at R Park continue to be voiced. The contractor is not consistent in string trimming the limestone trail and misses patches of grass mowing within the park. Donnie will contact the contractor to discuss with him again.

Motions approved

- Parks approved option #3 a true replica of the Roe House from the three choices presented by SFS. This playhouse will be constructed in Nall Park. A location close to the playground equipment was chosen as recommended as best choice by SFS. Jan Duncan resident has generously agreed to volunteer the labor for the project.
- Parks chose a bench, picnic table trash bin style from those presented by SFS. The Nall Park amenities for replacement include 7 picnic tables, 5 benches, three backed, two backless) and 4 trash receptacles. The shelter will be furnished with 4 ADA tables that are 8 feet in length which will allow a patron in a wheelchair adequate room to navigate throughout the shelter. SFS will provide final costs for plastic versus wood (ipe) tables which may or may not fit within the \$34K budget.
- Parks agreed that the tetherballs in R Park would not be replaced as this feature will soon become obsolete and is not included in the R Park masterplan. The tetherballs have been replaced twice in 2019 and Parks felt that it would be wasteful to continue replacing this play feature.
- July meeting minutes approved

Action Items Completed

- The recycle bin magnet at R Park has been replaced and three extras ordered stored at Public Works. It was decided that the Granada Park recycle bin after being relocated closer to the picnic tables provides visible verbiage within the bin for patrons to notice and that no magnet was needed.
- The R Park planter ownership and maintenance has been clarified with the Girl Scout troop. The troop is the owner of the planter and assumes all maintenance. A fall planting will be forthcoming and once the flowers die back the Scout Troup will take down the planter for the winter.
- The tennis court rules sign has been installed at R Park specifically stating that the courts are for tennis and pickle ball use only. Problems with patrons using the tennis court as an off leash dog park and children riding wheeled vehicles on the courts have been witnessed hence the need for such signage.
- Decorative panels have been installed on the sun shelters in R Park which completes this project.
- R Park sculpture "do not touch signs" have been installed in the front and back of the Jorge Blanco sculpture as a temporary deterrent to keep patrons from touching or hugging the sculpture. Cost was \$60.

Presentations

- SFS Architect firm presented a new and different selection of Nall Park amenities with costs for Parks to review. Option #2 from vendor Victor Stanley was thought to be a good fit for the park benches in ipe wood. The Gretchen Picnic table from vendor Landscape Forms was the preferred option for the picnic tables however Parks would like to know the cost of the tables in ipe wood and in plastic. The ipe wood would be the material of choice if costs permit. Parks selected the Gretchen trash receptacle from Landscape Forms in plastic. The Gretchen design is currently used at R Park. It was suggested that the existing tables in the Nall Park shelter could be reused at the Aquatic Center and that two benches could be reused at the Community Garden.
- George Knipp, architect and Dan McGee, engineer presented technical drawing for the utilities (electrical, lighting, water, etc.) and interior furnishings (toilets, panels, changing stations, etc.) for R park shelter and restroom. George brought several materials samples for Parks to examine. A choice was made for exterior restroom materials and stone for the fireplace, shelter

and restroom pillars. It was stated that the architect and engineer now have what they needed from Parks to move forward with project costing

- The city will provide Landscape architect services for the R Park sculpture project in conjunction with the R Park development project. The goal is to complete this project in time for fall planting. Up to \$3K from Parks has been allotted to cover costs of plants, barriers (i.e. concrete border or low cable fence) and installation. Dan McGee City Engineer agreed to follow up with his Landscape architect in Iowa to ensure the project moves forward in a timely manner.

New Action Items

- Parks approved the development of a proclamation in recognition of volunteer efforts by four individuals at R Park. These individuals were instrumental in the development of the sun shelters and the sculpture installation. Ardie Davis, resident has agreed to write the proclamation for Parks review. Once approved this proclamation will be forwarded to Council for consideration.
 - Donnie is coordinating with the RP police to install a security camera in R Park. Vandalism has occurred more than once just this summer necessitating the need for additional security.
 - Arboretum status for R Park., updated tree map, marker and Dedication plaques need to be documented and cataloged. Laura and Russel agreed to assume ownership of this project.
 - Tom and Kathleen agreed to develop options for the Roe House historical which is needed to educate residents on the history of the Roe house and Roe family pointing to the important role this family played in the development of Roeland Park. The sign would be installed in Nall Park next to the replica of the Roe House.
 - A discussion regarding the Roe project and the selection of 153 new trees was held. It was thought that the Parks Committee should be included and responsible for reviewing the tree selection as the committee is the established tree board for the city. We would ask that the project include a tree map which depicts the location and tree type. An inventory of the trees is necessary for tree management. Parks would want to review the tree list and map with our arborist. Jennifer will contact the City Administrator to discuss the Committee's involvement in this effort.

Continuing Action Items

- There are two trees in R Park that are feared dead and two- three pine trees that appear to be ailing. Public Works tree budget has been depleted for 2019 with the cleanup of Cooper Creek. Parks members agreed that it would be acceptable to delay any assessment of trees until spring 2020 when funds are available. At this time we will move forward with the arborist assessment and replacement of dead and/or ailing trees. The tree that is located very close to the sun shelter will also be assessed at this same time. It was suggested that Parks would like to meet with the arborist to discuss concerns. Donnie agreed to contact the arborist and schedule a meeting with the arborist and Parks.
 - Parks would like to develop additional avenues of communications with residents regarding park projects. No update.
 - Parks Committee would like to see other options for the R Park trail that are more earth friendly than concrete. The City Engineer will pursue additional options during the Design phase of the project.
 - Nall Park trail sign needs to be finalized and ordered. Modifications need to be made prior to sign order to accurately depict the trail. No trail modifications are planned for 2019. The workday for the Nall Park trail to eliminate encroaching honeysuckle and clear brush will be scheduled for the fall of 2019. The project will require volunteers. Urban trails has volunteered to provide wild oats for planting to help minimizes honeysuckle encroachment. No update
 - Nall Park amenities are slated to be purchased and installed in 2019. Budget funding of \$34K has been approved by Council. Parks must follow the RFP process due to the dollar amount approved. This purchase requires Council approval. Targeting fall, 2019 ordering. Parks is working with SFS the on call Architect for shelter space planning and amenities selection.
 - Park members to query contacts with the intent of securing a landscape architect or master gardener who would design a maintainable garden in place of what currently exists in the Nall Park rain garden. Art will be incorporated in the Rain Garden in 2019 thanks to a donation by the Arts Committee. Target date for Art installation is unknown. Arts is working with an artist in Tennessee on this project and will present options at the September Parks meeting.
 - Nall Park dual trash receptacle location needs to be reevaluated as we may want to consider installing this amenity in Sweaney Park. There is no funding available in 2020 for a Sweaney park refresh so we have to work with what we have or come up with a plan to present to Council for funding.

Future Parks Events

None scheduled.

Future Sustainability Events

None known

Future Arts Committee Events

None known

Future Events Committee Events

Will partner with JCPRD for Halloween event at the Community Center. Details unknown.

City Events-

Foodie Fest September 8th Noon to four, 47th and Mission Road

Parks Committee Meetings

Next Regular Committee Meeting: Wednesday, September 11th, 2019 6:00 PM @ City Hall

Item Number: Unfinished Business- VII.-A.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 7/19/2019
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Create an Ad Hoc Committee to Lead Community Center Design Project**
Item Type: Other

Recommendation:

Staff recommends appointing members to the Ad Hoc Committee (per Councils indicated preference) to lead the Community Center design project.

Details:

With Council approving a task order with the City Architect to complete the Community Center design analysis project a group should be identified to lead this process. At the prior council workshop council indicated a preference to establish an ad-hoc committee to lead this planning effort. The ad-hoc committee establishment section of the City Code is attached. You can appoint up to two non-elected appointees to an ad-hoc committee for each elected official appointed to the committee.

Attached are applications we have received since publicizing the committee opportunity following the council workshop where that preference was expressed. Council can also appoint staff members to a committee. The Community Center Director (Libby Scarborough) and the Facility Maintenance Supervisor (David Mootz) are prospects who would be knowledgeable contributors to the committee. They have expressed willingness to serve if Council so desires.

Financial Impact

Amount of Request: N/A	
Budgeted Item?	Budgeted Amount: N/A
Line Item Code/Description:	

Additional Information

Council indicated a preference to establish and appoint members to an Ad Hoc Committee. Staff advertised the opportunity to serve on the Ad Hoc Committee through our social media outlets.

How does item relate to Strategic Plan?

Planning for ways to enhance the appearance and utilization of our recreation facilities and engage residents in the planning process supports strategic objective 4.C and 5.A.

How does item benefit Community for all Ages?

N/A

ATTACHMENTS:

Description		Type
	City Code Concerning Committee	Cover Memo
	Richelle Basgall	Cover Memo
	Sarah and Bryan Snyder	Cover Memo

ORDINANCE NO. 930

AN ORDINANCE RELATING TO THE ESTABLISHMENT OF AD HOC COMMITTEES AND TASK GROUPS OF THE GOVERNING BODY; ADDING ARTICLES 14 AND 15 TO CHAPTER I OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS; ADDING SECTIONS 1-1401, 1-1402, 1-1403, 1-1404, 1-1405, 1-1406, 1-1407, 1-1501, 1-1502, 1-1503, 1-1504, 1-1505, 1-1506 AND 1-1507 TO THE CODE OF THE CITY OF ROELAND PARK, KANSAS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:

SECTION 1. Article 14 is hereby added to Chapter I of the Code of the City of Roeland Park, Kansas, and shall be titled "Ad Hoc Committees." Article 15 is hereby added to Chapter I of the Code of the City of Roeland Park, Kansas, and shall be titled "Task Groups."

SECTION 2. Section 1-1401 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1401. Purpose. Ad hoc committees shall be project- or subject-based. The duration of the committee shall be twelve months or until completion of the project or study of the subject.

SECTION 3. Section 1-1402 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1402. Creation and Establishment. Ad hoc committees shall be established by the Governing Body, with the approval of a majority vote at a City Council meeting. Ad hoc committees shall consist of up to four members of the Governing Body. If five or more of the Governing Body want to be on an ad hoc Committee, then the subject will be returned to a Governing Body workshop. In addition, City residents, Roeland Park business owners and members of the City Staff may be included on the committee; provided that non-Governing Body members shall not exceed 2/3 of the total committee membership. City residents and Roeland Park business owners desiring to become a member of an ad hoc committee must submit a volunteer application and shall be appointed by the Mayor and approved by a majority vote at a City Council meeting.

SECTION 4. Section 1-1403 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1403. Compensation. Members of ad hoc committees shall serve without compensation.

SECTION 5. Section 1-1404 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1404. Duties and Responsibilities. It shall be the duty of an ad hoc committee to review current uses and practices as they relate to the project or subject for which the committee was established. The committee shall report to the Governing Body from time to time. The committee may make recommendations to the Governing Body concerning policies in connection with the project or subject for which the committee was established, which may include actionable items for approval by the Governing Body at a City Council meeting. As deemed appropriate by the Governing Body, City Staff will support committee activities, either directly (as members of the committee) or indirectly.

SECTION 6. Section 1-1405 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1405. Advisors. The City Council may designate or employ, with or without compensation, such advisors to an ad hoc committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes for which the committee was established.

SECTION 7. Section 1-1406 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1406. Meetings, Rules and Regulations. The committee shall elect a Chair at its first meeting who shall preside over meetings and report to the City Council. The committee may elect a Vice Chair who shall assume the duties of Chair when the Chair is not available. The committee shall elect a Secretary to take minutes. The committee may adopt such rules and regulations as deemed necessary. Meetings of the committee shall be subject to the requirements of the Kansas Open Meetings Act.

SECTION 8. Section 1-1407 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1407. Code of Ethics. The Code of Ethics for Elective and Appointed Offices, as adopted pursuant to Charter Ordinance No. 29, and any amendments thereto, shall apply to the members of any ad hoc committee.

SECTION 9. Section 1-1501 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1501. Purpose. Task Groups shall be task- or topic-based. The duration of the task group shall be as long as needed to complete the work.

SECTION 10. Section 1-1502 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1502. Creation and Establishment. Task groups shall be established by the Governing Body, with the approval of the consensus of a majority of the Governing Body

members present at a Workshop meeting. Task groups shall consist of up to four members of the Governing Body.

SECTION 11. Section 1-1503 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1503. Compensation. Members of task groups shall serve without compensation.

SECTION 12. Section 1-1504 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1504. Duties and Responsibilities. It shall be the duty of a task group to review current uses and practices as they relate to the task or topic for which the task group was established. The task group shall report its findings to the Governing Body at a City Council or Workshop meeting upon the conclusion of its research. As deemed appropriate by the Governing Body, a task group may rely upon City Staff for information or resources.

SECTION 13. Section 1-1505 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1505. Advisors. The City Council may designate or employ, with or without compensation, such advisors to a task group as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes for which the task group was established.

SECTION 14. Section 1-1506 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1506. Meetings. Meetings of task groups shall be informal and no officers shall be established for task groups. No minutes of task group meetings shall be required. Meetings of the task group shall be subject to the requirements of the Kansas Open Meetings Act.

SECTION 15. Section 1-1507 is hereby added to the Code of the City of Roeland Park, Kansas and shall read as follows:

1-1507. Code of Ethics. The Code of Ethics for Elective and Appointed Offices, as adopted pursuant to Charter Ordinance No. 29, and any amendments thereto, shall apply to the members of any task group.

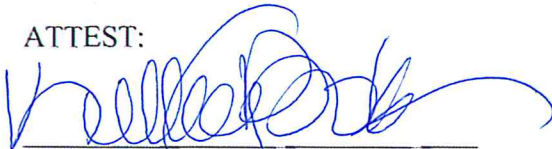
SECTION 16. This ordinance shall take effect upon its publication in the official City newspaper.

PASSED by the City Council this 20th day of June, 2016. APPROVED by the Mayor.



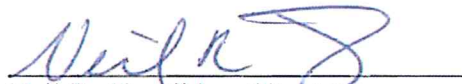
Joel Marquardt, Mayor

ATTEST:



Kelley Bohon, City Clerk

APPROVED AS TO FORM



Neil R. Shortlidge, City Attorney

Online Form Submittal: Committee Volunteer Form

noreply@civicplus.com

Thu 7/25/2019 11:20 AM

To: Nielsen, Kelley <knielsen@roelandpark.org>; Jones-Lacy, Jennifer <jjoneslacy@roelandpark.org>;

Committee Volunteer Form

Date	7/25/2019
First Name	Richelle
Last Name	Basgall
Address	4900 Birch St.
City	Roeland Park
State	Kansas
Zip	66205
Email	
Phone	
Place of Employment	Field not completed.
How long have you been a resident of Roeland Park?	since 1996
How much time do you have to devote per month?	Field not completed.
Board & Committee Interest	I am interested in the future of the Community Center
Select a Board or Committee	Ad-Hoc Development Committee
Additional Comments	Field not completed.
Resume	Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Committee Volunteer Form

noreply@civicplus.com

Sun 7/21/2019 5:25 PM

Inbox

To: Nielsen, Kelley <knielsen@roelandpark.org>; Jones-Lacy, Jennifer <jjoneslacy@roelandpark.org>;

Committee Volunteer Form

Date	7/21/2019
First Name	Sarah & Bryan
Last Name	Snyder
Address	5211 W 49 Terrace
City	Roeland Park
State	KS
Zip	66205
Email	
Phone	
Place of Employment	Field not completed.
How long have you been a resident of Roeland Park?	11 years
How much time do you have to devote per month?	Field not completed.
Board & Committee Interest	Keeping Roeland Park a great place to live Meeting neighbors Making sure the community center is serving all needs of the community
Select a Board or Committee	Ad-Hoc Development Committee
Additional Comments	Community Center committee
Resume	Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Item Number: New Business- VIII.-A.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 7/17/2019
Submitted By: Donnie Scharff, Director of Public Works
Committee/Department: Public Works
Title: Task Order for Design of 57th and Roeland Dr Storm Sewer Replacement
Item Type: Other

Recommendation:

Staff recommend council to approved task order with Lamp Rynearson for the design & inspection of the 57th & Roeland Drive Storm Sewer Replacement not to exceed \$29,475

Details:

In 2017, staff was made aware of large sinkholes located behind 5641 & 5635 Roeland Drive. These holes were caused by the deteriorated corrugated metal pipe that runs from 57th St to the north. Staff worked with A-1 Septic to inspect this line to look for further defects north of these addresses. A-1 Septic provided video inspections of the 42" pipe upstream of the 2017 repairs to show the condition of the remaining metal pipe. The inspections show the remaining sections of pipe to have severe rust and corrosion along the flow line of the pipe with large amounts of sediment along the bottom of the pipe. The City engineer has provided cost estimates for 3 different approaches to replacing the pipe. Replacing the pipe with high density polyethylene (HDPE) pipe requires digging through yards requiring removal of trees and acquiring temporary construction easements. The estimated cost for this approach is \$187,000 (most affordable). Replacing the pipe with concrete pipe (RCP) involves the same approach as HDPE, the pipe material is the only difference, we have been using RCP in our recent metal pipe replacements. It is the longest lived and most durable material. HDPE can be damaged by fire/saws/boring equipment. The third option listed is called cured in place pipe. This entails leaving the existing pipe in place and lining it with a fiberglass liner effectively curing a fiberglass pipe inside of the metal pipe. Cost estimate for this approach is \$206,000.

The engineers recommend the concrete pipe replacement. Staff supports this approach so long as the adjoining property owners are willing to provide the City with temporary construction easements at no cost. If easements cannot be attained voluntarily staff recommends using the cured in place pipe approach. The first step on this project will be meeting with the adjacent

property owners to explain the replacement options and the impacts of each upon their property to determine which approach they support.

Attached is a map reflecting the area of pipe proposed for replacement along with a map showing the pipe that was replaced in 2017 downstream.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount: \$250,000
Line Item Code/Description: 5469.300	

Additional Information

How does item relate to Strategic Plan?

Keeping municipal infrastructure in good condition is goal of the strategic plan.

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Lamp Rynearson Task Order	Cover Memo
☐ Cost Estimates for 3 Options to Replace Pipe	Cover Memo
☐ Maps Reflecting Construction Limits	Cover Memo
☐ RC-12 Project Area	Cover Memo

City of Roeland Park – 2020 Storm Water Maintenance – 57th and Roeland Drive 20-PW-007Contract: 2020 Storm Water Maintenance – 57th and Roeland Drive 20-PW-007

Ordinance or Resolution:

Task Agreement No: 19-4

Funding Amount: \$29,475.00

Purchase Order No:

Project Title: 2020 Storm Water Maintenance – 57th and Roeland Drive 20-PW-007

Contractor/Consultant:
Lamp Rynearson, Inc.
9001 State Line Road, Suite 200
Kansas City, MO 64114

Division Manager:
Civil Design Group
Daniel G. Miller, P.E. – Civil Design Group Leader

Project Management Manual reviewed:

Attachments (Gantt Chart, etc.): None

PROJECT Scope (can be in the form of an attachment):

- Survey pipe
- Estimate quantities
- Site investigation
- Provide detail, plan and profile sheets
- Prepare Specifications and Project Manual
- Provide bid assistance
- Attend pre-construction meeting
- Review shop drawings and submittals
- Solve construction related questions
- Provide construction observation

The attached services will be provided for an hourly rate not to exceed \$29,475.00, including direct expenses.

Staff Signatures**Partner Signatures****Mayor:**

Mike Kelly

City Administrator:

Keith Moody

Division Manager:

Daniel G. Miller, P.E.

Company Principal (if different):

Tony O'Malley, P.E.

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: 7-16-2019

Signature: _____

Date: _____

Project Type: Design X Construction X Property Acquisition _____ Conceptual/Problem Solving _____ Surveying _____Project Discipline(s): Transportation _____ Planning _____ Water _____ Wastewater _____ Stormwater X _____

Report(s) Received:

Work on File:

This Task Agreement is subject to all the provisions included in the On-Call Professional Services Agreement, Public Works Department, Engineering Division by and between the City and Larkin Lamp Rynearson (Professional), dated 1/1/2017.

Attach scope of work, budget, and other supporting material

CIVIL DESIGN GROUP FEE ESTIMATE

PROJECT TITLE	2020 Storm Water Maintenance - 57th & Roeland Drive 20-PW-007					PROJECT #		
LOCATION	Roeland Park					BY	Greg Van Patten	
DATE	6/21/2019							
Classification:								
	Civil Design	Senior Project	Project	Construction	Admin			
	Group Leader	Engineer I	Designer IV	Observer	Asst.			
Associate:	Miller	Van Patten	McMurry	Bruemmer	Cunningham	Subtotal of	Subtotal of Fee	
Hourly Rate:	\$218.00	\$113.00	\$103.00	\$83.00	\$66.00	Hrs per Item	per Item	
Design Services								
Import Survey and Create Base Mapping	0	0	2	0	0	2	\$206.00	
Field Investigation	0	6	0	2	0	8	\$844.00	
Details/Typical Sections	1	4	8	0	0	13	\$1,494.00	
Storm Profile Sheets	0	10	10	0	0	20	\$2,160.00	
Estimate Quantities	0	8	0	0	0	8	\$904.00	
Final Design Plans	2	8	8	0	0	18	\$2,164.00	
Prepare Specifications and Project Manual	2	8	0	0	8	18	\$1,868.00	
Bid Assistance	1	4	0	0	0	5	\$670.00	
Subtotal of Hours per Associate	6	48	28	2	8	92		
Subtotal of Fee per Associate	\$1,308.00	\$5,424.00	\$2,884.00	\$166.00	\$528.00			
						Labor Fee	\$10,310.00	
						Reimbursables	5%	\$515.50
						Contingency	0%	\$0.00
						Subtotal of Engineering Services	\$10,825.50	
Survey/Testing								
Subconsultant(s)								
Kaw Valley Engineering								
Topo/Survey							\$4,975.00	
Easement Descriptions (10 Temporary)							\$2,500.00	
						Subtotal of Survey Fees	\$7,475.00	
						Survey Coordination (10%)	\$747.50	
Construction Administration								
Attend Preconstruction Meeting	2	2	0	0	0	4	\$662.00	
Shop Drawing Review/ Submittals	1	4	0	0	0	5	\$670.00	
Field Visits	0	2	0	0	0	2	\$226.00	
Construction Issues and Question Resolution	2	2	0	0	0	4	\$662.00	
Subtotal of Hours per Associate	5	10	0	0	0	15		
Subtotal of Fee per Associate	\$1,090.00	\$1,130.00	\$0.00	\$0.00	\$0.00			
						Labor Fee	\$2,220.00	
						Reimbursables	5%	\$111.00
						Contingency	5%	\$111.00
						Subtotal of Construction Administration	\$2,442.00	
Construction Observation								
Construction Observation								
Part Time, 30 Hours / Week / 15 Day Construction	0	0	0	90	0	90	\$7,470.00	
Subtotal of Hours per Associate	0	0	0	90	0	90		
Subtotal of Fee per Associate	\$0.00	\$0.00	\$0.00	\$7,470.00				
						Labor Fee	\$7,470.00	
						Reimbursables	0.575/mi	\$515.20
						Contingency	0%	\$0.00
						Construction Observation Fee Total	\$7,985.20	
Project Fee Summary								
						Design Engineering and Survey	\$19,048.00	
						Construction Administration and Observation Fees	\$10,427.20	
						PROJECT TOTAL	\$29,475.20	

7-10-19

Mr. Donnie Scharff
Public Works Director
City of Roeland Park, KS
4600 W. 51st Street
Roeland Park, KS 66205

RE: 2020 STORM WATER MAINTENANCE – 57th & ROELAND DRIVE 20-PW-007
PROJECT SCOPE AND COSTS

Donnie,

Lamp Rynearson was asked to provide a cost estimate for a project to solve the deteriorating corrugated metal pipe (CMP) along the back yards of Roeland Drive, from W 57th St to Birch St in Roeland Park, Kansas. This is an extension from the RC-12 project performed in the fall of 2017 that is located downstream. After a site visit, we have provided preliminary estimate for 3 different options: replacing the CMP with high density polyethylene pipe (HDPE), replacing the CMP with reinforced concrete pipe (RCP), and rehabilitate CMP with cure in place pipe (CIPP).

Replacing storm pipe in backyards relative to CIPP will involve additional fence replacement, tree replacement and sodding to our estimate along with replacing the 496 feet of 42" CMP with 42" HDPE or RCP and 4 area inlets. Due to the longevity and strength of the pipe currently we are recommending replacing the CMP with RCP. RCP will have about a 15% price increase on HDPE and 5% price increase on CIPP. The exact option cannot be determined until the existing pipe is more thoroughly investigated.

Attached is a cost estimate for each option, fee estimate and task order. The fee estimate will be slightly less if CIPP is selected for the project.

Please contact me at (816) 823-7228 with any questions.



Daniel G. Miller, P.E.
Civil Design Group Leader



9001 State Line Rd., Ste. 200
Kansas City, MO 64114
[P] 816.361.0440
[F] 816.361.0045
LampRynearson.com

7/10/2019

Project Cost Estimate
RC-12 Total Line Replacement (RCP)
City of Roeland Park, Kansas

Item No	Item Description	Unit	Estimated Quantity	Unit Price	Total
1	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00
2	Clearing, Grubbing and Demolition	LS	1	\$ 10,000.00	\$ 10,000.00
3	Pipe 42" RCP	LF	496	\$ 180.00	\$ 89,280.00
4	Area Inlet (5'x4')	Ea	4	\$ 5,000.00	\$ 20,000.00
5	Sodding	SY	2500	\$ 7.50	\$ 18,750.00
6	Tree Replacement	Ea	8	\$ 500.00	\$ 4,000.00
7	Fence Chain Link (48")	LF	230	\$ 50.00	\$ 11,500.00
8	Fence Wood (60")	LF	60	\$ 70.00	\$ 4,200.00
9	Erosion Control	LS	1	\$ 1,000.00	\$ 1,000.00
10	Force Account	Set	1	\$ 10,000.00	\$ 10,000.00

Subtotal \$ 171,230.00

Contingency (10%) \$ 17,123.00

Survey \$ 8,222.00

Design Engineering \$ 10,900.00

Construction Administration/Observation \$ 10,500.00

Total Construction Cost \$ 217,975.00

*Tree replacement is an estimate until surveyed

**Easement aquisition costs are not included in the estimate



9001 State Line Rd., Ste. 200
Kansas City, MO 64114
[P] 816.361.0440
[F] 816.361.0045
LampRynearson.com

7/10/2019

Project Cost Estimate
RC-12 Total Line Replacment (HDPE)
City of Roeland Park, Kansas

Item No	Item Description	Unit	Estimated Quantity	Unit Price	Total
1	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00
2	Clearing, Grubbing and Demolition	LS	1	\$ 10,000.00	\$ 10,000.00
3	Pipe 42" HDPE	LF	496	\$ 125.00	\$ 62,000.00
4	Area Inlet (4'x4')	Ea	4	\$ 4,800.00	\$ 19,200.00
5	Sodding	SY	2500	\$ 7.50	\$ 18,750.00
6	Tree Replacement	Ea	8	\$ 500.00	\$ 4,000.00
7	Fence Chain Link (48")	LF	230	\$ 50.00	\$ 11,500.00
8	Fence Wood (60")	LF	60	\$ 70.00	\$ 4,200.00
9	Erosion Control	LS	1	\$ 1,000.00	\$ 1,000.00
10	Force Account	Set	1	\$ 10,000.00	\$ 10,000.00

Subtotal \$ 143,150.00

Contingency (10%) \$ 14,315.00

Survey \$ 8,222.00

Design Engineering \$ 10,900.00

Construction Administration/Observation \$ 10,500.00

Total Construction Cost \$ 187,087.00

*Tree Replacement is an estimate until surveyed

**Easement aquisition costs are not included in the estimate



9001 State Line Rd., Ste. 200
Kansas City, MO 64114
[P] 816.361.0440
[F] 816.361.0045
LampRynearson.com

7/10/2019

Project Cost Estimate
RC-12 CIPP Storm Pipe
City of Roeland Park, Kansas

Item No	Item Description	Unit	Estimated Quantity	Unit Price	Total
1	Mobilization	LS	1	\$ 10,000.00	\$ 10,000.00
2	CIPP 42" CMP	LF	496	\$ 240.00	\$ 119,040.00
3	Inlet Top (4'x4')	Ea	3	\$ 1,400.00	\$ 4,200.00
4	Patch Repair (5' piece)	Ea	4	\$ 4,000.00	\$ 16,000.00
5	Fence (Chain Link)	LF	60	\$ 50.00	\$ 3,000.00
6	Sodding	SY	835	\$ 7.50	\$ 6,262.50
7	Force Account	Set	1	\$ 10,000.00	\$ 10,000.00

Subtotal \$ 168,502.50

Contingency (10%) \$ 16,850.25

Survey \$ 8,222.00

Design Engineering \$ 7,100.00

Construction Administration/Observation \$ 5,700.00

Total Construction Cost \$ 206,374.75

*Review video to verify if there are patch repairs

**Easement aquisition costs are not included in the estimate

City of Roeland Park – 2020 Storm Water Maintenance – 57th and Roeland Drive 20-PW-007Contract: 2020 Storm Water Maintenance – 57th and Roeland Drive 20-PW-007

Ordinance or Resolution:

Task Agreement No: 19-4

Funding Amount: \$29,475.00

Purchase Order No:

Project Title: 2020 Storm Water Maintenance – 57th and Roeland Drive 20-PW-007

Contractor/Consultant:
Lamp Rynearson, Inc.
9001 State Line Road, Suite 200
Kansas City, MO 64114

Division Manager:
Civil Design Group
Daniel G. Miller, P.E. – Civil Design Group Leader

Project Management Manual reviewed:

Attachments (Gantt Chart, etc.): None

PROJECT Scope (can be in the form of an attachment):

- Survey pipe
- Estimate quantities
- Site investigation
- Provide detail, plan and profile sheets
- Prepare Specifications and Project Manual
- Provide bid assistance
- Attend pre-construction meeting
- Review shop drawings and submittals
- Solve construction related questions
- Provide construction observation

The attached services will be provided for an hourly rate not to exceed \$29,475.00, including direct expenses.

Staff Signatures**Partner Signatures****Mayor:**

Mike Kelly

City Administrator:

Keith Moody

Division Manager:

Daniel G. Miller, P.E.

Company Principal (if different):

Tony O'Malley, P.E.

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: 7-16-2019

Signature: _____

Date: _____

Project Type: Design X Construction X Property Acquisition _____ Conceptual/Problem Solving _____ Surveying _____Project Discipline(s): Transportation _____ Planning _____ Water _____ Wastewater _____ Stormwater X _____

Report(s) Received:

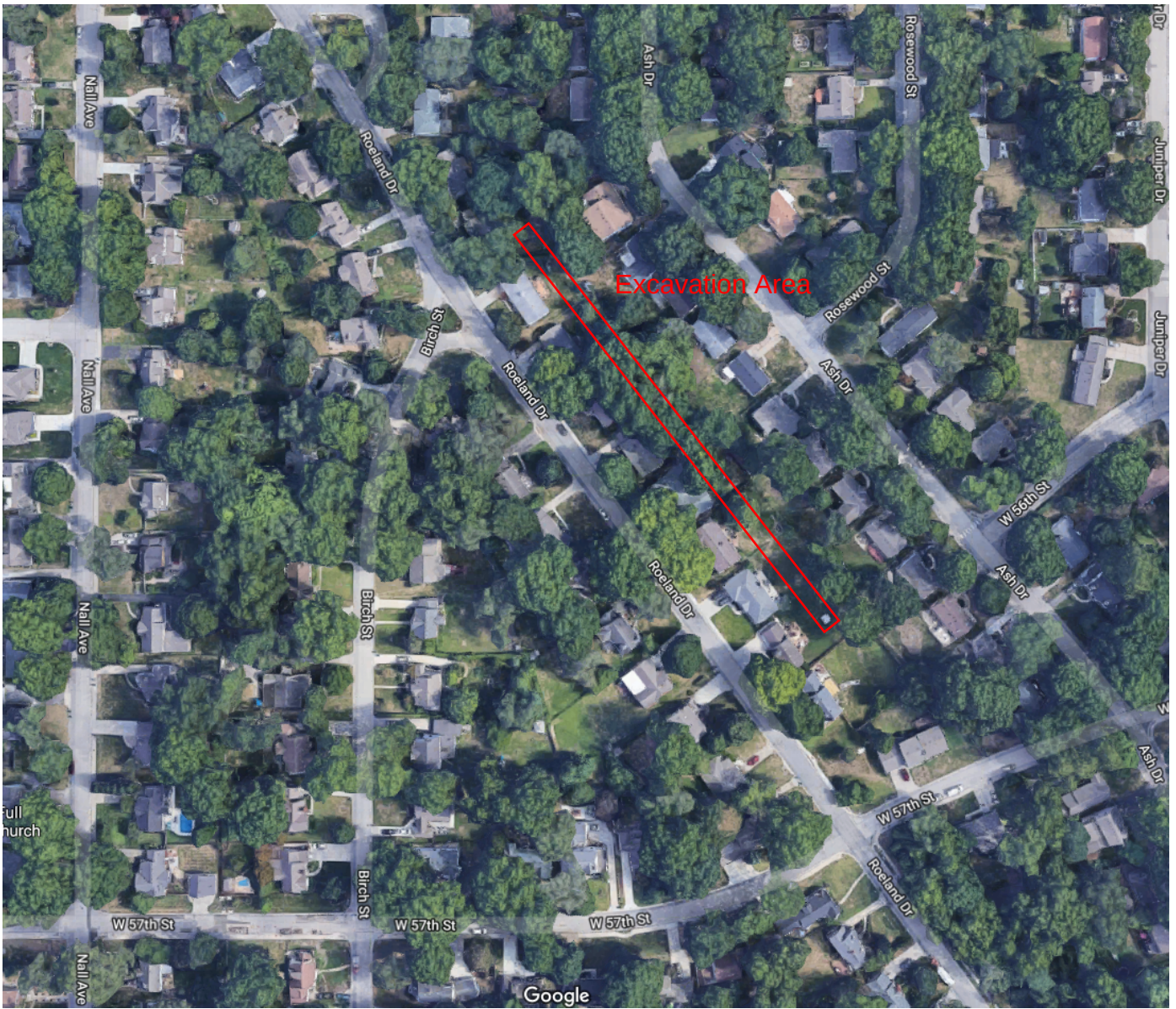
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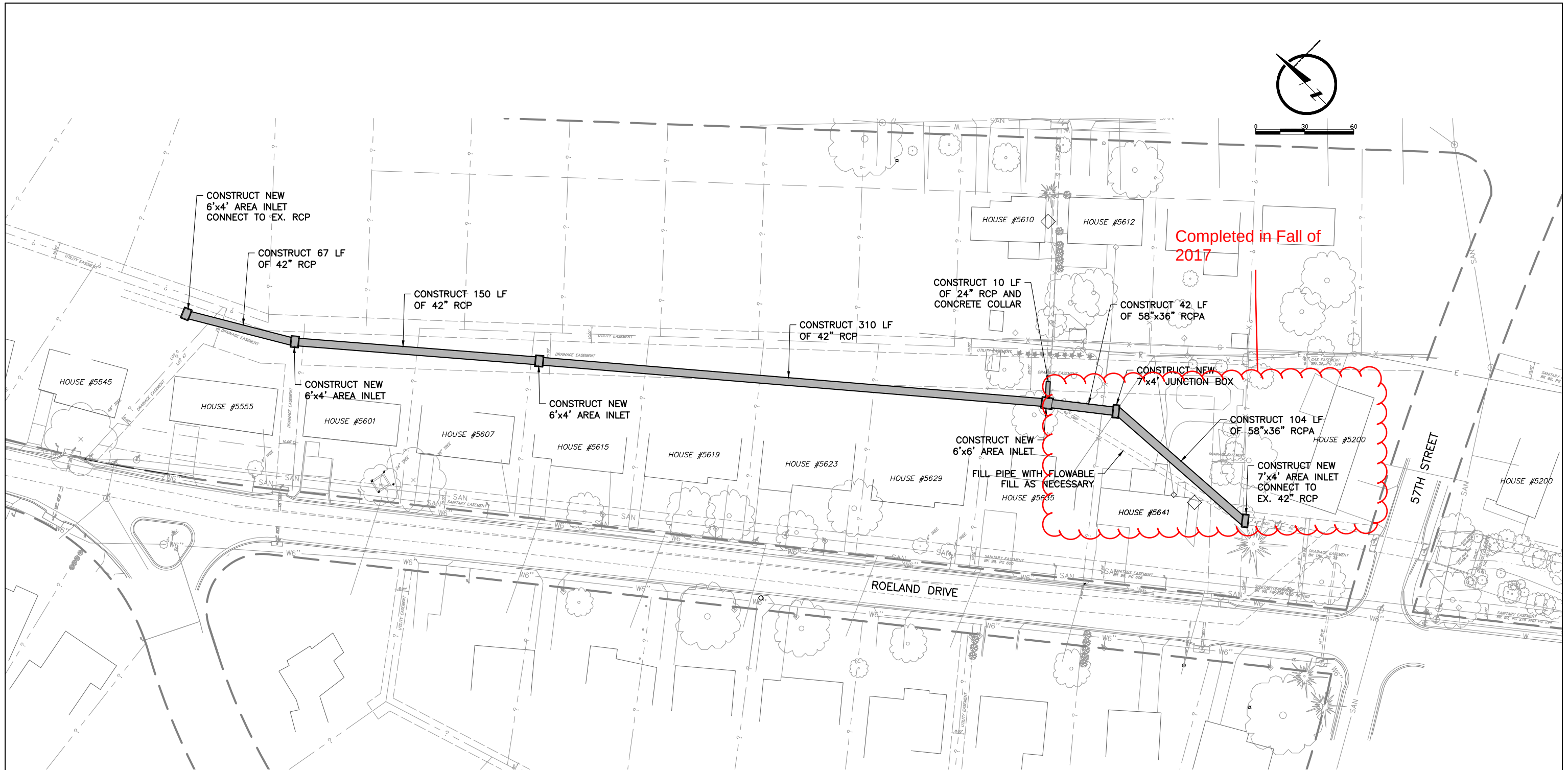
This Task Agreement is subject to all the provisions included in the On-Call Professional Services Agreement, Public Works Department, Engineering Division by and between the City and Larkin Lamp Rynearson (Professional), dated 1/1/2017.

Attach scope of work, budget, and other supporting material

CIVIL DESIGN GROUP FEE ESTIMATE

PROJECT TITLE	2020 Storm Water Maintenance - 57th & Roeland Drive 20-PW-007					PROJECT #		
LOCATION	Roeland Park					BY	Greg Van Patten	
DATE	6/21/2019							
Classification:								
	Civil Design	Senior Project	Project	Construction	Admin			
	Group Leader	Engineer I	Designer IV	Observer	Asst.			
Associate:	Miller	Van Patten	McMurry	Bruemmer	Cunningham	Subtotal of	Subtotal of Fee	
Hourly Rate:	\$218.00	\$113.00	\$103.00	\$83.00	\$66.00	Hrs per Item	per Item	
Design Services								
Import Survey and Create Base Mapping	0	0	2	0	0	2	\$206.00	
Field Investigation	0	6	0	2	0	8	\$844.00	
Details/Typical Sections	1	4	8	0	0	13	\$1,494.00	
Storm Profile Sheets	0	10	10	0	0	20	\$2,160.00	
Estimate Quantities	0	8	0	0	0	8	\$904.00	
Final Design Plans	2	8	8	0	0	18	\$2,164.00	
Prepare Specifications and Project Manual	2	8	0	0	8	18	\$1,868.00	
Bid Assistance	1	4	0	0	0	5	\$670.00	
Subtotal of Hours per Associate	6	48	28	2	8	92		
Subtotal of Fee per Associate	\$1,308.00	\$5,424.00	\$2,884.00	\$166.00	\$528.00			
					Labor Fee		\$10,310.00	
					Reimbursables	5%	\$515.50	
					Contingency	0%	\$0.00	
Subtotal of Engineering Services						\$10,825.50		
Survey/Testing								
Subconsultant(s)								
Kaw Valley Engineering								
Topo/Survey							\$4,975.00	
Easement Descriptions (10 Temporary)							\$2,500.00	
Subtotal of Survey Fees						\$7,475.00		
Survey Coordination (10%)						\$747.50		
Construction Administration								
Attend Preconstruction Meeting	2	2	0	0	0	4	\$662.00	
Shop Drawing Review/ Submittals	1	4	0	0	0	5	\$670.00	
Field Visits	0	2	0	0	0	2	\$226.00	
Construction Issues and Question Resolution	2	2	0	0	0	4	\$662.00	
Subtotal of Hours per Associate	5	10	0	0	0	15		
Subtotal of Fee per Associate	\$1,090.00	\$1,130.00	\$0.00	\$0.00	\$0.00			
					Labor Fee		\$2,220.00	
					Reimbursables	5%	\$111.00	
					Contingency	5%	\$111.00	
Subtotal of Construction Administration						\$2,442.00		
Construction Observation								
Construction Observation								
Part Time, 30 Hours / Week / 15 Day Construction	0	0	0	90	0	90	\$7,470.00	
Subtotal of Hours per Associate	0	0	0	90	0	90		
Subtotal of Fee per Associate	\$0.00	\$0.00	\$0.00	\$7,470.00				
					Labor Fee		\$7,470.00	
					Reimbursables	0.575/mi	\$515.20	
					Contingency	0%	\$0.00	
Construction Observation Fee Total						\$7,985.20		
Project Fee Summary								
Design Engineering and Survey						\$19,048.00		
Construction Administration and Observation Fees						\$10,427.20		
PROJECT TOTAL						\$29,475.20		

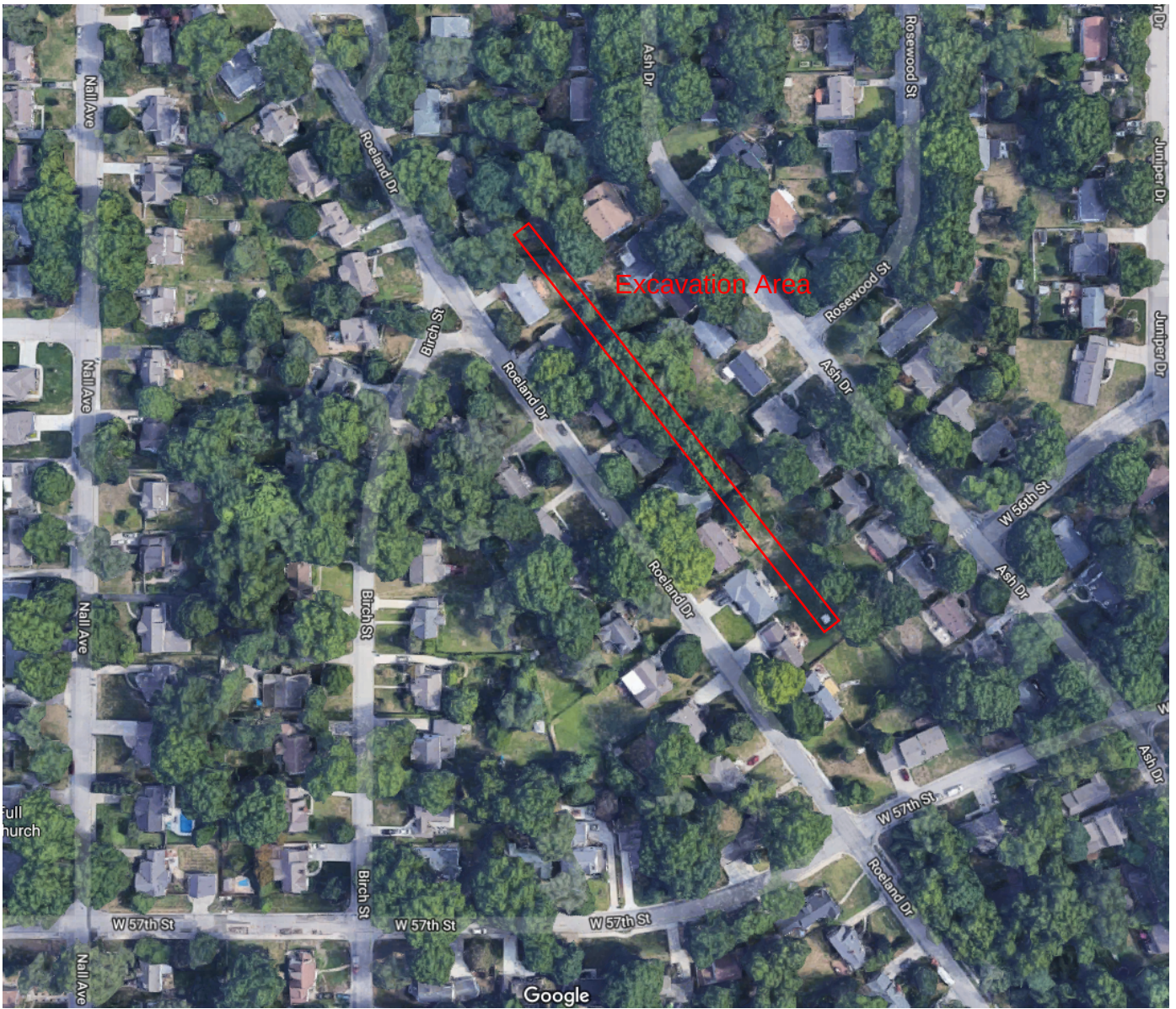


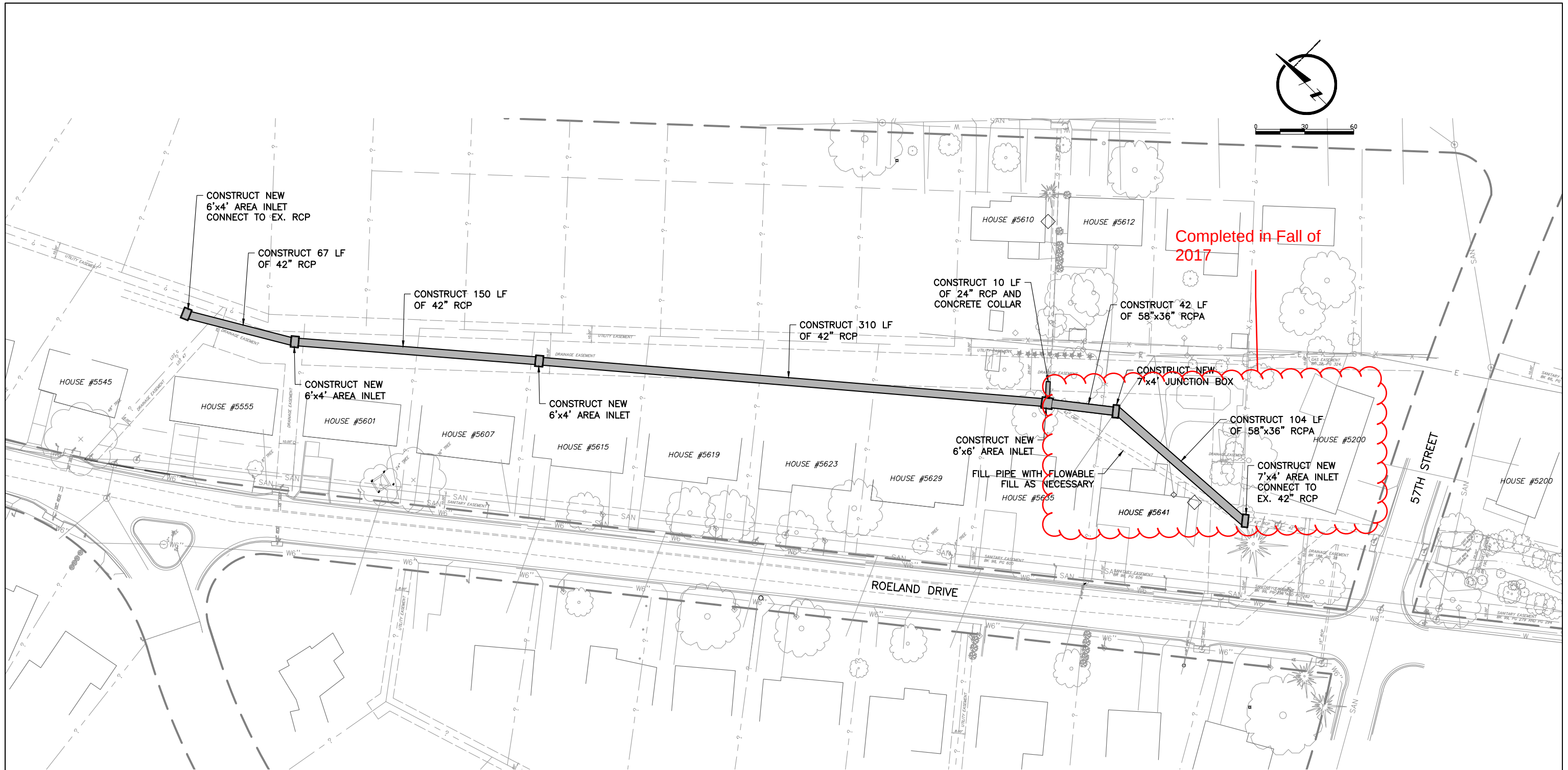


ROELAND DRIVE AND 57TH STREET STORM SEWER REPLACEMENT
 ALTERNATE 3
 CITY OF ROELAND PARK, KANSAS



RCP north area inlet. Existing RCP to the north.





ROELAND DRIVE AND 57TH STREET STORM SEWER REPLACEMENT
 ALTERNATE 3
 CITY OF ROELAND PARK, KANSAS



RCP north area inlet. Existing RCP to the north.

Item Number: New Business- VIII.-B.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 8/14/2019
Submitted By: Staff
Committee/Department: Admin
Title: **Voting Delegates to the League of Kansas Municipalities Annual Conference**
Item Type: Other

Recommendation:

Details:

Each year the City has two delegates to the League's annual meeting based on the population of the City. The appointee's may be elected officials or staff. The annual conference (meeting) will occur on October 14 in the afternoon at the Overland Park Convention Center.

Financial Impact

Amount of Request: N/A	
Budgeted Item?	Budgeted Amount: N/A
Line Item Code/Description: N/A	

Additional Information

How does item relate to Strategic Plan?

N/A

How does item benefit Community for all Ages?

N/A

ATTACHMENTS:

Description	Type
 LKM Voting Delegates	Cover Memo

August 9, 2019

Dear City Clerks, City Managers, or City Administrators:

Save the date for October 12-14, 2019 in Overland Park for the League's Annual Conference: Find Your Balance. Do you find it hard to manage competing funding priorities in your community? Do you get bogged down, knowing that productivity of your city can be improved but you just don't know how? Have you ever struggled to find balance between your public service work and your personal life? This year's League Annual Conference is for you! Additional information along with a conference schedule is in the July issue of the *Kansas Government Journal*.

The annual business meeting and policy session of city voting delegates will be held on Monday afternoon, October 14th, at the conference in Overland Park.

I am writing to request your governing body register their League voting delegates. K.S.A. Supp. 12-1601f provides that "The governing body of each member city may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities."

Article 2, Section 2 of the League Bylaws states "When a city is a member of the League, any elected or appointed officers of such city may be elected by the city governing body as voting delegates and alternate voting delegates, in accordance with the provisions of Article 4 of these Bylaws, to represent the city in any meeting of the voting delegates and in the conduct of any other affairs of the instrumentality requiring action of the member cities. Alternate voting delegates may vote on matters before a meeting of the voting delegates in the absence of the regular delegate. A voting delegate or alternate shall qualify by having his or her name, city, title and address registered with the executive director and shall hold such position while qualified and until a successor is elected and qualified."

Article 4, Section 5 of the League Bylaws prescribes the total number of votes provided to each member city based on population. The number of delegate registration forms enclosed is based on the following table.

Population	Votes	Delegate Forms	Alternate Forms
1 – 2,500	1	1	1
2,501 – 7,500	2	2	2
7,501 – 17,500	3	3	3
17,501 – 37,500	4	4	4
37,501 – 77,500	5	5	5
77,501 – 117,500	6	6	6
117,501 – 157,500	7	7	7
157,501 – 197,500	8	8	8
197,501 – 237,500	9	9	9
237,501 – 277,500	10	10	10
277,501 – 355,500	11	11	11
355,501 – 395,500	12	12	12

- page 2

Each member city must file new registration forms with the League of Kansas Municipalities every year.

On the attached forms please print the information required for each delegate and circle whether the person is a voting delegate or alternate delegate and which delegate number they represent. The League must have a form on file for each voting delegate and each alternate delegate for their vote to count during the business meeting. The City may register any number of delegates up to the maximum number allowed per the Bylaws. You may send the forms via email to kwillis@lkm.org; or FAX to 785-354-4186. **Please send forms by Friday, September 27th to the attention of Kaitlyn Willis.** Forms received after this date may not be processed.

Please remember, the voting delegate forms are not conference registrations. You must also register for conference on our website at www.lkm.org.

As always, I thank you for your support and look forward to seeing you in Overland Park in October!

Sincerely,



Erik A. Sartorius
Executive Director

Enclosures

2019 CITY VOTING DELEGATE REGISTRATION
League of Kansas Municipalities

Please print

The Governing Body of the City of _____

has elected: Name _____

Title _____

Address _____

E-Mail Address _____

to be (circle one)

voting delegate 1 2

alternate voting delegate 1 2

to represent the city in the conduct and management of the affairs of the League of Kansas
Municipalities at the 2019 Annual Conference.

Signed: _____
City Clerk

Date: _____

2019 CITY VOTING DELEGATE REGISTRATION
League of Kansas Municipalities

Please print

The Governing Body of the City of _____

has elected: Name _____

Title _____

Address _____

E-Mail Address _____

to be (circle one)

voting delegate 1 2

alternate voting delegate 1 2

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities at the 2019 Annual Conference.

Signed: _____
City Clerk

Date: _____

2019 CITY VOTING DELEGATE REGISTRATION
League of Kansas Municipalities

Please print

The Governing Body of the City of _____

has elected: Name _____

Title _____

Address _____

E-Mail Address _____

to be (circle one)

voting delegate 1 2

alternate voting delegate 1 2

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities at the 2019 Annual Conference.

Signed: _____

City Clerk

Date: _____

2019 CITY VOTING DELEGATE REGISTRATION
League of Kansas Municipalities

Please print

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Signed: _____
City Clerk

Date: _____

Item Number: **Ordinances and Resolutions:- IX.-**
 A.
Committee **8/19/2019**
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 8/13/2019
Submitted By: Chief Morris
Committee/Department: Safety / Police & Court
Title: **Ordinance 984 - An Ordinance Regulating Traffic Within The Corporate Limits Of The City Of Roeland Park, Kansas; Incorporating By Reference The "Standard Traffic Ordinance For Kansas Cities," Edition Of 2019, With Certain Amendments And Additions; Amending And Repealing Existing Sections 14-101 And 14-103 Of The Code Of The City Of Roeland Park, Kansas And Repealing Ordinance No. 971.**
Item Type: Ordinance

Recommendation:

To approve the new ordinance numbers associated with the updated 2019 STO & UPOC (Standard Traffic Ordinance / Uniform Public offense Code) books published by The League of Kansas Municipalities.
30 STO & 30 UPOC books are ordered for staff.

Details:

Each year the City of Roeland Park updates it ordinance numbers to the new current publications of the Standard Traffic Ordinance & the Uniform Public Offense Code published by The League of Kansas Municipalities. The adoption of these publications serve as a regulatory reference to the current laws for municipalities in the State.

Financial Impact

Amount of Request: \$450.00	
Budgeted Item?	Budgeted Amount: \$450.00
Line Item Code/Description: Office Supplies / Publications	

Additional Information

Books are for:
Police Staff
Court Staff
City Hall Staff

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description		Type
	Ordinance 984	Cover Memo

**CITY OF ROELAND PARK, KANSAS
ORDINANCE NO. 984**

AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES," EDITION OF 2019, WITH CERTAIN AMENDMENTS AND ADDITIONS; AMENDING AND REPEALING EXISTING SECTIONS 14-101 AND 14-103 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS AND REPEALING ORDINANCE NO. 971.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:

SECTION 1. Section 14-101 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

14-101. INCORPORATING STANDARD TRAFFIC ORDINANCE. There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Roeland Park, Kansas, that certain standard traffic ordinance known as the "Standard Traffic Ordinance for Kansas Cities," Edition of 2019, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such sections as are hereafter modified or changed, such incorporation being authorized by K.S.A. 12-3009 through 12-3012, inclusive, as amended. At least one copy of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. 984," with all sections or portions thereof intended to be changed clearly marked to show any such change, and to which shall be attached a copy of this ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with enforcement of the ordinance shall be supplied, at the cost of the City, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient.

SECTION 2. Existing Section 14-101 of the Code of the City of Roeland Park, Kansas, and Section 1 of Ordinance No. 971 are hereby repealed.

SECTION 3. This ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

PASSED by the City Council the 19 day of August, 2019. **APPROVED** by the Mayor.

Mike Kelly, Mayor

ATTEST:

Kelley Nielsen, City Clerk

APPROVED AS TO FORM:

Steven E. Mauer, City Attorney

Item Number: **Ordinances and Resolutions:- IX.-**
 B.
Committee **8/19/2019**
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 8/13/2019
Submitted By: Chief Morris
Committee/Department: Safety / Police & Court
Title: **Ordinance 985 - An Ordinance Regulating Public Offenses Within The Corporate Limits Of The City Of Roeland Park, Kansas; Incorporating By Reference The "Uniform Public Offense Code For Kansas Cities" Edition Of 2019, Amending And Repealing Existing Section 11-101 Of The Code Of The City Of Roeland Park, Kansas, And Ordinance No. 972.**
Item Type: Ordinance

Recommendation:

To approve the new ordinance numbers associated with the updated 2019 STO & UPOC (Standard Traffic Ordinance / Uniform Public offense Code) books published by The League of Kansas Municipalities.

30 STO & 30 UPOC books are ordered for staff.

Details:

Each year the City of Roeland Park updates it ordinance numbers to the new current publications of the Standard Traffic Ordinance & the Uniform Public Offense Code published by The League of Kansas Municipalities. The adoption of these publications serve as a regulatory reference to the current laws for municipalities in the State.

Financial Impact

Amount of Request: \$450.00	
Budgeted Item?	Budgeted Amount: \$450.00
Line Item Code/Description: Office Supplies / Publications	

Additional Information

Books are for:
Police Staff
Court Staff
City Hall Staff

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
 Ordinance 985	Cover Memo

**CITY OF ROELAND PARK, KANSAS
ORDINANCE NO. 985**

AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES" EDITION OF 2019, AMENDING AND REPEALING EXISTING SECTION 11-101 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS, AND ORDINANCE NO. 972.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:

SECTION 1. Existing Section 11-101 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

11-101. INCORPORATING UNIFORM PUBLIC OFFENSE CODE.

There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Roeland Park, Kansas, that certain code known as the "Uniform Public Offense Code for Kansas Cities," Edition of 2019, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas with certain amendments as provided in this ordinance and with certain additions as are provided in Article 2 of this Chapter XI. At least one copy of said Uniform Public Offense Code shall be marked or stamped "Official Copy as Adopted by Ordinance No. 972," and to which shall be attached a copy of this Ordinance, and filed with the City Clerk, to be open for inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with the enforcement of this ordinance shall be supplied, at the cost of the City, such number of official copies of the ordinance similarly marked, as may be deemed expedient.

SECTION 2. Existing Section 11-101 of the Code of the City of Roeland Park, Kansas, and Section 1 of Ordinance No. 972 are hereby repealed.

SECTION 3. This Ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

PASSED by the City Council the 19 day of August 2019. **APPROVED** by the Mayor.

Mike Kelly, Mayor

ATTEST:

Kelley Nielsen, City Clerk

APPROVED AS TO FORM:

Steven E. Mauer, City Attorney

Item Number: Ordinances and Resolutions:- IX.-C.
Committee Meeting 8/19/2019
Date:



City of Roeland Park
Action Item Summary

Date: 6/16/2019
Submitted By: Wade Holtkamp
Committee/Department: Neighborhood Services
Title: **Ordinance 986 - An Ordinance Amending Chapter 5, Article 7 Of The Municipal Code Of The City Of Roeland Park, Kansas To Address Short Term Rentals And To Include A Penalty Section As Section 5-712.**
Item Type: Ordinance

Recommendation:

Based upon recommendations by the Governing Body made at the last meeting on 7/22/19 staff presents the amended City code rental ordinance for approval.

Details:

The attached Ordinance #986, and revised red line version, have been reviewed by City Attorney. They are presented to the Governing Body for approval.

Sec. 5-704. - Same; License Procedure.

(a) Any person desiring a license shall make written application to the City Clerk on a form supplied by the City and containing such information as is necessary to administer and enforce the provisions of this article. Such application shall contain as a minimum the name and address of the owner, the address of the property, a consent by the owner to receive notices as provided in this article at a specified address and a consent to the inspections provided in the article. If any rental property is offered for lease by an owner of property who is not a resident of Johnson County, Kansas, the property owner shall designate a resident agent who resides within Johnson County, Kansas, who shall be responsible for the payment of all fees and penalties, receipt of notices and all other matters provided herein. **For short term rentals, the property owner or their registered agent must reside within 30 concentric miles.** The application shall be accompanied by the license fee established pursuant to section 5-104(c) of this Code. The licensing fee shall be prorated for the number of months always rounded up to the next whole dollar between the commencement of the licensing period and the date of the application for those applications that are submitted for dwellings that were not subject to the requirements of this article on the initial application date set forth in section 5-703. No refund of the license fee shall be made to those discontinuing operation or who sell, transfer, give away or otherwise dispose of a licensed dwelling to another person.

(b) Short-term rentals requirements:

(1) The rental is of the owner's principal residence;

(2) Any resident wishing to host a short-term rental must notify owners of record of lands located within at least 100 feet of the property which is the subject of the application, thus providing the property owner the opportunity to file an objection to issuance of the short-term rental license. The mailed notice shall be given by certified mail, return receipt requested, and shall be in letter form to the Planning Commission. Mailed notices shall be addressed to the owners of record of the property. When the notice has been properly addressed and deposited in the mail, failure of any party to receive mailed notice shall not invalidate any action taken on the application. Mailed notice may be waived provided that a verified statement specifically indicating the waiver is signed by all property owners within the notification area and filed with City Hall. The applicant shall file with City Hall the returned receipts from the certified mailings and an affidavit stating the names and addresses of the persons to whom notice was sent; failure to submit the affidavit will result in the application being denied. If three or more of the mailed notice or waiver objections are received, the application shall go before the Planning Commission before approval in which the license may be denied.

(3) Any short-term rental operating within the City must include the City rental license on marketing materials and online platforms the resident is using to advertise the rental of their home.

(4) Any short-term rental license must include the contact information of the Code Enforcement Officer or their designee. It also must include the contact information of the registered agent or property owner.

(5) Any short-term rental application must include a completed safety checklist attestation.

(Ord. No. 585, § 2; Ord. No. 925, § 7, 1-4-2016; Ord. No. 937, § 1, 8-15-2016)

Sec. 5-712. - Penalty Section

(a) Operating any rental property including short term rentals without a validly issued City rental license or violating any provision of this article shall be subject to a fine in an amount of \$350 per each and any subsequent 30-day period in violation. The City has the right to revoke or refuse the issuance of any new or renewed rental license for the cited property and/or to the cited owner and/or operator anywhere else within the city if they are found to be in violation of the City code.

(b) The City may levy a special assessment for such fines against the lot or piece of land in the same manner as provided in K.S.A. 12-1617e, and amendments thereto, or the City may collect the costs in the manner provided by K.S.A. 12-1,115, and amendments thereto. The City may pursue collection both by levying a special assessment and in the manner provided by K.S.A. 12-1,115, and amendments thereto, but only until the full costs and any applicable interest has been paid in full.

Below is the staff report from the prior meeting.

Late 2018, the Council Council formed an Ad Hoc committee to review current regulations on short-term rentals within the City. The Committee consisted of Council members Madigan, Janssen, and Mayor Kelly. The committee members met several times to review the existing regulations and some of the enforcement issues that exist under the current code. Those challenges include:

1. **Regulations require the residence to be owner occupied** - This is difficult to determine. However we have recently updated our application to require a notarized signature for the applicant stating that they are the owner-occupant.
2. **The Owner must live in the short-term rental at least 320 days/year** - This is difficult to prove.
3. **Hosts of a short-term rental must provide notice to their neighbors "across the street and adjacent"** - This isn't entirely clear which neighbors are required to be notified.
4. **Noncompliance Issue** - If someone is not compliant, the current code does not allow the City to assess fees to their property taxes. Furthermore, there is no fee specified for noncompliance, it is up to the judge to determine.

After discussing these issues with staff, below are some recommendations to the City Code.

1. Impose fines of \$700 per month for non-compliant rentals (this would hold true for short-term and regular rentals).
2. Non-payment of fines would be assessed against the rental's property taxes.
3. Require a photo of the City permit on the online platform advertising the short-term rental (Airbnb, VRBO, HomeAway, etc.).
4. Require each short-term rental to have a local contact available for any issues if the homeowner is out of town (within 30 concentric miles).
5. Applicants must notify residents within 100 feet of the property either by certified mail, return receipt requested or via signed affidavit. If 25%-33% of the neighboring homeowners submit opposition to the short-term rental to City Hall, the application will be reviewed by the City Planning Commission for approval. If more than 1/3 of the homeowners notified submit opposition to the short-term rental to City Hall, the application will be denied.

The Committee did not reach a consensus on whether the short-term rental should remain owner-occupied, and if so, how many days they should reside in the home. This requires continued discussion from Council.

In addition, the Committee suggests several administrative changes to the policy.

- Require the applicant to attest to complete a safety checklist with their application. Checklist will be created by the City Building Official.
- Require the applicant display the City's contact info as well as a contact for the local representative prominently within the residence.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Ordinance 986	Cover Memo
☐ Rental code red line	Exhibit
☐ Safety certification comparison	Exhibit

ORDINANCE NO. 986

AN ORDINANCE AMENDING CHAPTER 5, ARTICLE 7 OF THE MUNICIPAL CODE OF THE CITY OF ROELAND PARK, KANSAS TO ADDRESS SHORT TERM RENTALS AND TO INCLUDE A PENALTY SECTION AS SECTION 5-712.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:

Sec. 5-701. - Rental Housing; Purpose.

The purpose of this article is to protect the public health, safety and general welfare of the people of the City with regard to rental housing, including:

- (a) Protecting the character and stability of residential areas;
- (b) Correcting and preventing housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well-being of persons occupying dwellings;
- (c) Providing minimum standards for the maintenance of existing residential buildings, thus preventing slums and blight;
- (d) Preserving the value of land and buildings throughout the City.

(Ord. No. 568, § 2; Ord. No. 925, § 5, 1-4-2016)

Sec. 5-702. - Same; Definitions.

(a) *Owner* shall mean any person, partnership, firm or corporation who, alone, jointly or severally with others is the title holder of any property upon which a dwelling is located. For purposes of the article, owner shall include the titleholder, any employee or agent of the titleholder, a trustee serving for the benefit of any titleholder, a conservator of the estate of any titleholder, or an executor or administrator of the estate of any deceased titleholder.

(b) *Property* shall mean the lot, tract, or parcel of real estate upon which a dwelling is located.

(c) *Single family dwelling* is any dwelling located on property which has been zoned as Single Family Residence District pursuant to the zoning laws of the City.

(d) *Dwelling* is any building or portion thereof, which is designed or used for residential dwelling purposes.

(e) *Duplex* is a dwelling designed for or occupied exclusively by two families.

(f) *Multi-family dwelling* is a dwelling or portion thereof designed for or occupied by three or more families, but which may have joint services or facilities for more than one family.

(g) *Short-term rental* means any dwelling, dwelling unit, rooming unit, room or portion of any dwelling unit, rooming unit or room rented or leased for valuable consideration for periods of time less than 30 days, with six or fewer guests where the rental may only serve as an accessory use, but excludes boarding houses (as defined in [section 5-601](#) of the Code).

(Ord. No. 905, §§ 1, 4, 2-16-2015; Ord. No. 925, § 6, 1-4-2016)

Editor's note— Ord. No. 905, §§ 1, 4, adopted Feb. 16, 2015, repealed the former [§ 5-702](#), and enacted a new [§ 5-702](#) as set out herein. The former [§ 5-702](#) pertained to similar subject matter and derived from Ord. No. 568, § 3.

Sec. 5-703. - Same; License Required; Application Dates and Expirations.

It shall be unlawful for the owner of a single family dwelling or duplex to rent such dwelling to any person for dwelling purposes without first obtaining a license. The procedure for the application and the issuance of the initial license shall be the procedure set forth in [section 5-704](#) through [section 5-707](#) of this article. The initial license may be applied for at any time, but the date of expiration of the initial license shall be determined by the location of the single-family dwelling or duplex for which the license is required as set forth below. The date of each year upon which a person is required to make application for and obtain a renewal license under the provisions of this article shall be determined by the location of the single-family dwelling or duplex for which the license is required, as follows:

Location of Property	Application Date	Expiration Date
Ward 1	March 1	February 28
Ward 2	May 1	April 30
Ward 3	July 1	June 30
Ward 4	September 1	August 31

The renewal license shall be issued for a 12-month period commencing on the initial application date and ending on the expiration date set forth above. (Ord. No. 728, § 1; Code 2007)

Sec. 5-704. - Same; License Procedure.

(a) Any person desiring a license shall make written application to the City Clerk on a form supplied by the City and containing such information as is necessary to administer and enforce the provisions of this article. Such application shall contain as a minimum the name and address of the owner, the address of the property, a consent by the owner to receive notices as provided in this article at a specified address and a consent to the inspections provided in the article. If any rental property is offered for lease by an owner of property who is not a resident of Johnson County, Kansas, the property owner shall designate a resident agent who resides within Johnson County, Kansas, they will be responsible for the payment of all fees and penalties, receipt of notices and all other matters provided herein. For short term rentals the property owner or their registered agent must reside within 30 concentric miles. The application shall be accompanied by the license fee established pursuant to [section 5-104\(c\)](#) of this Code. The licensing fee shall be prorated for the number of months always rounded up to the next whole dollar between the commencement of the licensing period and the date of the application for those applications that are submitted for dwellings that were not subject to the requirements of this article on the initial application date set forth in [section 5-703](#). No refund of the license fee shall be made to those discontinuing operation or who sell, transfer, give away or otherwise dispose of a licensed dwelling to another person.

(b) Short-term rentals requirements:

(1) The rental is of the owner's principal residence;

(2) Any resident wishing to host a short-term rental must notify owners of record of lands located within at least 100 feet of the property which is the subject of the application, thus providing the property owner the opportunity to file an objection to issuance of the short-term rental license. The mailed notice shall be given by certified mail, return receipt requested, and shall be in letter form to the Planning Commission. Mailed notices shall be addressed to the owners of record of the property. When the notice has been properly addressed and deposited in the mail, failure of any party to receive mailed notice shall not invalidate any action taken on the application. Mailed notice may be waived provided that a verified statement specifically indicating the waiver is signed by all property owners within the notification area and filed with City Hall. The applicant shall file with City Hall the returned receipts from the certified mailings and an affidavit stating the names and addresses of the persons to whom notice was sent; failure to submit the affidavit will result in the application being denied. If the Planning Commission has received not more than two protests concerning the short term rental license application, City Hall shall issue the short term rental license. If three or more of the mailed notice or waiver objections are received, the application shall go before the Planning Commission before approval in which the license may be denied.

(3) Any short-term rental operating within the City must include the City rental license on marketing materials and online platforms the resident is using to advertise the rental of their home.

(4) Any short-term rental license must include the contact information of the Code

Enforcement Officer or their designee. It also must include the contact information of the registered agent or property owner.

(5) Any short-term rental application must include a completed safety checklist attestation.

(Ord. No. 585, § 2; Ord. No. 925, § 7, 1-4-2016; Ord. No. 937, § 1, 8-15-2016)

Sec. 5-705. - Same; Temporary Certificate.

Upon receipt of a completed application and the license fee, the City Clerk shall issue a "temporary certificate" indicating that a license has been duly applied for and the City Clerk shall attach with a sample of the inspection form which will be used to inspect the property by the City Building Official or such official's designated representative, along with a copy of Article 7 of Chapter V of the Code. A temporary certificate shall authorize the occupancy or continued occupancy of the dwelling unit in its present existence and use, pending the issuance or denial of the license. Structures to be converted to rental usage shall not be occupied for human habitation prior to issuance of a temporary certificate.

(Ord. No. 568, § 7; Code 2003; Ord. No. 937, § 2, 8-15-2016)

Sec. 5-706. - Same; Inspection.

(a) *Purpose.* Upon receipt of a properly completed application and license fee, the City shall cause the dwelling and the property upon which it is located to be inspected by the City Building Official or such official's designated representative. The City Building Official or his or her designated representative shall inspect the dwelling and the property upon which it is located to determine the following:

- (1) That the use of the property is in compliance with the applicable zoning laws.
- (2) That based upon an inspection of the exterior of the dwelling, the dwelling meets the requirements of the applicable building codes and standards contained in Chapter IV.
- (3) That no condition exists on the exterior of the dwelling or on the property upon which the dwelling is located which constitutes a violation of any other Code section or ordinance of the City.

If the City Building Official finds that the dwelling and the property upon which it is located meets the requirements specified herein, then he or she shall approve the application and notify the City Clerk that the property has passed the inspection.

(b) *Single family dwellings and duplexes, including permissible short-term rentals.* Interior and exterior inspections of single family dwellings and duplexes may be conducted at any time upon the request of the lawful occupant. Exterior inspections shall be conducted annually at the time an application is submitted for a license or a renewal license. Beginning on January 1, 2016, upon any dwelling becoming vacant, the owner shall notify the City and, if consented to by the owner or the owner's representative, an interior inspection shall be conducted in the presence of the owner

or the owner's representative prior to the dwelling being occupied by a new tenant, unless the dwelling has been inspected within the previous 12 months. Failure of the owner to notify the City that a dwelling has become vacant within 15 days after vacation of the dwelling shall be a public offense. Interior inspections may also be conducted pursuant to an administrative search warrant.

(c) *Multi-family dwellings.* Interior and exterior inspections of multi-family dwellings may be conducted at any time upon the request of the lawful occupant. Beginning on January 1, 2016, interior and exterior inspections of each dwelling unit in a multi-family dwelling shall also be conducted by the Neighborhood Services staff approximately once every four years; multi-family dwelling units shall be systematically selected for such inspections. Interior inspections shall only be conducted with the consent of the lawful occupant or pursuant to an administrative search warrant.

(d) *Reinspections.* If, upon inspection of a dwelling, the Neighborhood Services staff determines that the dwelling is not in compliance with applicable City ordinances, staff will discuss a schedule and process to achieve compliance with the owner or tenant. Reinspections shall be conducted to ensure that appropriate corrective action has been completed.

(Ord. No. 905, §§ 2, 4, 2-16-2015; Ord. No. 925, § 8, 1-4-2016; Ord. No. 937, § 3, 8-15-2016)

Editor's note— Ord. No. 905, §§ 2, 4, adopted Feb. 16, 2015, repealed the former [§ 5-706](#), and enacted a new [§ 5-706](#) as set out herein. The former [§ 5-706](#) pertained to similar subject matter and derived from Ord. No. 568, § 8.

Sec. 5-707. - Same; Issuance or Denial of License.

(a) The City Clerk shall cause the license to be issued upon receipt of a properly completed application, the applicable license fee and the approval of the City Building Official. All rights granted under a temporary certificate shall expire upon the issuance of the license. Compliance with the requirements necessary to pass inspection as set forth in [section 5-706](#) shall be a continuing condition of the license; noncompliance with any such requirements may result in a suspension of the license pursuant to [section 5-709](#).

(b) If the City Building Official finds that the property does not meet the requirements of this article, a written denial specifying the defects shall be mailed or personally delivered to the applicant. At such time as the applicant has cured any defects and the City Building Official has verified the correction thereof, the City Clerk shall cause the license to be issued in accordance with the provisions of this article. In the event the applicant has not cured all the defects specified by the City Building Official within 60 days of the delivery of the notice thereof, all rights granted under a temporary certificate shall expire.

(Ord. No. 568, § 9)

Sec. 5-708. - Same; Renewal of License.

Each initial license issued under the provisions of this article shall expire on the expiration date set forth in [section 5-703](#) hereof. A license, other than an initial license, shall expire on the month and day set forth in [section 5-703](#) following the date of its issuance. A license may be renewed

upon the completion of the application described in [section 5-704](#) hereof, the payment of the licensing fee, and the property passing the inspection as provided in [section 5-706](#) hereof. If a proper application has been filed for the renewal of a license and the licensing fee has been paid before the expiration date or within ten days following the expiration date, the owner shall be deemed to be in compliance with the licensing requirements of this article pending the inspection being made by the City pursuant to [section 5-706](#).

(Ord. No. 585, § 3)

Sec. 5-709. - Same; Notice of Violation; Failure to Repair.

(a) Whenever the City Building Official or designated representative determines that any dwelling or the property surrounding such dwelling fails to meet the requirements set forth in the article, he or she shall suspend the license previously issued and shall issue a notice that such failure must be corrected. This notice shall:

- (1) Be in writing;
- (2) Set forth the alleged violation;
- (3) Describe the dwelling or other property where the violation or violations are alleged to exist or have been committed;
- (4) Provide a reasonable time, not to exceed 60 days, for the correction of any alleged violations;
- (5) Be served on the owner of the dwelling personally, or by certified mail, addressed to the last known place of residence of the owner, or the address of the owner provided on the application for license. If upon a diligent effort to locate the owner, the owner cannot be found, notice may be posted on or near the dwelling located on the property described in the notice.

(b) A license suspended pursuant to the provisions hereof shall be reinstated upon correction of the violation set forth in the notice within the time provided in the notice.

(c) Whenever an owner of a dwelling neglects or refuses to make repairs or take other corrective action called for by order or notice of violation issued by the City Building Official within the time allowed by the notice, the City Building Official shall revoke the license previously issued and shall post a notice on the dwelling or other property stating the nature of the violation and that the license to rent the dwelling is revoked. It shall be unlawful and punishable as provided herein for any person to remove such notice posted by the City Building Official. The issuance of a new license shall be subject to the payment of the full application fee.

(Ord. No. 568, § 11)

Sec. 5-710. - Same; Abatement.

In addition to the remedies and penalties otherwise prescribed in this article, the City may abate any nuisance in the manner set forth in K.S.A. 12-1617e, or amendments thereto, providing for the

abatement of nuisances and the assessment of costs, or may repair or remove any unsafe or dangerous structure in the manner set forth in K.S.A. 12-1750 et seq., or amendments thereto, providing for the repair or removal of unsafe or dangerous structures or may take such action as may otherwise be provided by law or the Code of the City.

(Ord. No. 568, § 12)

Sec. 5-711. - Same; Enforcement.

The Neighborhood Services staff shall enforce the provisions of this article and are thereby authorized to make inspections on a scheduled basis or when reason exists to believe that violation of this article has been or is being committed. Inspections shall be undertaken with the consent of the lawful occupant or other person exercising control of the dwelling, or by issuance of an administrative search warrant.

(Ord. No. 905, §§ 3, 4, 2-16-2015; Ord. No. 937, § 4, 8-15-2016)

Editor's note— Ord. No. 905, §§ 3, 4, adopted Feb. 16, 2015, repealed the former [§ 5-711](#), and enacted a new [§ 5-711](#) as set out herein. The former [§ 5-711](#) pertained to similar subject matter and derived from Ord. No. 568, § 13.

Sec. 5-712. - Penalty Section

(a) Any person operating a rental property (including short term rentals) without a valid, issued City rental license or found in violation of any provision of this article shall be subject to a \$350 fine for each violation. Each and every thirty-day period that such violation continues constitutes a separate offense. The City has the right to revoke or refuse the issuance of any new or renewed rental license for the cited property and/or to the cited owner and/or operator anywhere else within the city if they are found to be in violation of the City code.

(b) Operating a rental property (including short term rentals) without a valid, issued City rental license shall be considered a nuisance in accordance with K.S.A. 12-1617e.

(c) The City may levy a special assessment for such fines against the lot or piece of land in the same manner as provided in K.S.A. 12-1617e, and amendments thereto, or the City may collect the costs in the manner provided by K.S.A. 12-1,115, and amendments thereto. The City may pursue collection both by levying a special assessment and in the manner provided by K.S.A. 12-1,115, and amendments thereto, but only until the full costs and any applicable interest has been paid in full.

EFFECTIVE DATE

This ordinance shall take effect upon its publication in the official City newspaper.

PASSED by the City Council of the City of Roeland Park, Kansas this 19th day of August, 2019.

APPROVED by the Mayor this ____ of _____, 2019.

CITY OF ROELAND PARK, KANSAS

Mike Kelly, Mayor

ATTEST:

Kelly Nielsen, City Clerk

APPROVED AS TO FORM:

Steve E. Mauer, City Attorney

Sec. 5-701. - Rental Housing; Purpose.

The purpose of this article is to protect the public health, safety and general welfare of the people of the City with regard to rental housing, including:

- (a) Protecting the character and stability of residential areas;
- (b) Correcting and preventing housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well-being of persons occupying dwellings;
- (c) Providing minimum standards for the maintenance of existing residential buildings, thus preventing slums and blight;
- (d) Preserving the value of land and buildings throughout the City.

(Ord. No. 568, § 2; Ord. No. 925, § 5, 1-4-2016)

Sec. 5-702. - Same; Definitions.

- (a) *Owner* shall mean any person, partnership, firm or corporation who, alone, jointly or severally with others is the title holder of any property upon which a dwelling is located. For purposes of the article, owner shall include the titleholder, any employee or agent of the titleholder, a trustee serving for the benefit of any titleholder, a conservator of the estate of any titleholder, or an executor or administrator of the estate of any deceased titleholder.
- (b) *Property* shall mean the lot, tract, or parcel of real estate upon which a dwelling is located.
- (c) *Single family dwelling* is any dwelling located on property which has been zoned as Single Family Residence District pursuant to the zoning laws of the City.
- (d) *Dwelling* is any building or portion thereof, which is designed or used for residential dwelling purposes.
- (e) *Duplex* is a dwelling designed for or occupied exclusively by two families.
- (f) *Multi-family dwelling* is a dwelling or portion thereof designed for or occupied by three or more families, but which may have joint services or facilities for more than one family.
- (g) *Short-term rental* means any dwelling, dwelling unit, rooming unit, room or portion of any dwelling unit, rooming unit or room rented or leased for valuable consideration for periods of time less than 30 days, with six or fewer guests where the rental may only serve as an accessory use, but excludes boarding houses (as defined in [section 5-601](#) of the Code).

(Ord. No. 905, §§ 1, 4, 2-16-2015; Ord. No. 925, § 6, 1-4-2016)

Editor's note— Ord. No. 905, §§ 1, 4, adopted Feb. 16, 2015, repealed the former [§ 5-702](#), and enacted a new [§ 5-702](#) as set out herein. The former [§ 5-702](#) pertained to similar subject matter and derived from Ord. No. 568, § 3.

Sec. 5-703. - Same; License Required; Application Dates and Expirations.

It shall be unlawful for the owner of a single family dwelling or duplex to rent such dwelling to any person for dwelling purposes without first obtaining a license. The procedure for the application and the issuance of the initial license shall be the procedure set forth in [section 5-704](#) through [section 5-707](#) of this article. The initial license may be applied for at any time, but the date of expiration of the initial license shall be determined by the location of the single-family dwelling or duplex for which the license is required as set forth below. The date of each year upon which a person is required to make application for and obtain a renewal license under the provisions of this article shall be determined by the location of the single-family dwelling or duplex for which the license is required, as follows:

Location of Property	Application Date	Expiration Date
Ward 1	March 1	February 28
Ward 2	May 1	April 30
Ward 3	July 1	June 30
Ward 4	September 1	August 31

The renewal license shall be issued for a 12-month period commencing on the initial application date and ending on the expiration date set forth above. ;hn0; (Ord. No. 728, § 1; Code 2007)

Sec. 5-704. - Same; License Procedure.

(a) Any person desiring a license shall make written application to the City Clerk on a form supplied by the City and containing such information as is necessary to administer and enforce the provisions of this article. Such application shall contain as a minimum the name and address of the owner, the address of the property, a consent by the owner to receive notices as provided in this article at a specified address and a consent to the inspections provided in the article. If any rental property is offered for lease by an owner of property who is not a resident of Johnson County, Kansas, the property owner ~~or~~ shall designate a resident agent ~~shall~~ who resides within ~~in~~ Johnson County, Kansas, ~~they will~~ who shall be responsible for the payment of all fees and penalties, receipt of notices and all other matters provided herein. For short term rentals the property owner or their registered agent must reside within 30 concentric miles. The application shall be accompanied by the license fee established pursuant to [section 5-104\(c\)](#) of this Code. The licensing fee shall be prorated for the number of months always rounded up to the next whole dollar between the commencement of the licensing period and the date of the application

for those applications that are submitted for dwellings that were not subject to the requirements of this article on the initial application date set forth in [section 5-703](#). No refund of the license fee shall be made to those discontinuing operation or who sell, transfer, give away or otherwise dispose of a licensed dwelling to another person.

(b) Short-term rentals requirements:

(1) The rental is of the owner's principal residence;

~~(2) The owner resides in the premise rented for a period of at least 320 days in each calendar year;~~

~~(3) Any resident wishing to host a short-term rental must provide courtesy notices to their neighbors adjacent and across the street. Evidence of this notification must be provided to City Hall prior to approval of an application.~~

(2) Any resident wishing to host a short-term rental must notify owners of record of lands located within at least 100 feet of the property which is the subject of the application, thus providing the property owner the opportunity to file an objection to issuance of the short-term rental license. The mailed notice shall be given by certified mail, return receipt requested, and shall be in letter form to the Planning Commission. Mailed notices shall be addressed to the owners of record of the property. When the notice has been properly addressed and deposited in the mail, failure of any party to receive mailed notice shall not invalidate any action taken on the application. Mailed notice may be waived provided that a verified statement specifically indicating the waiver is signed by all property owners within the notification area and filed with City Hall. The applicant shall file with City Hall the returned receipts from the certified mailings and an affidavit stating the names and addresses of the persons to whom notice was sent; failure to submit the affidavit will result in the application being denied. If the Planning Commission has received not more than two protests concerning the short-term rental license application, City Hall shall issue the short-term rental license. If three or more of the mailed notice or waiver objections are received, the application shall go before the Planning Commission before approval in which the license may be denied.

~~(4) Any short-term rental operating within the City must include the City permit number on marketing materials and online platforms the resident is using to advertise the rental of their home.~~

(3) Any short-term rental operating within the City must include the City rental license, on marketing materials and online platforms the resident is using to advertise the rental of their home.

(4) Any short-term rental license must include the contact information of the Code Enforcement Officer or their designee. It also must include the contact information of the registered agent or property owner.

(5) Any short-term rental application must include a completed safety checklist attestation.

(Ord. No. 585, § 2; Ord. No. 925, § 7, 1-4-2016; Ord. No. 937, § 1, 8-15-2016)

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Sec. 5-705. - Same; Temporary Certificate.

Upon receipt of a completed application and the license fee, the City Clerk shall issue a "temporary certificate" indicating that a license has been duly applied for and the City Clerk shall attach with a sample of the inspection form which will be used to inspect the property by the City Building Official or such official's designated representative, along with a copy of Article 7 of Chapter V of the Code. A temporary certificate shall authorize the occupancy or continued occupancy of the dwelling unit in its present existence and use, pending the issuance or denial of the license. Structures to be converted to rental usage shall not be occupied for human habitation prior to issuance of a temporary certificate.

(Ord. No. 568, § 7; Code 2003; Ord. No. 937, § 2, 8-15-2016)

Sec. 5-706. - Same; Inspection.

(a) *Purpose.* Upon receipt of a properly completed application and license fee, the City shall cause the dwelling and the property upon which it is located to be inspected by the City Building Official or such official's designated representative. The City Building Official or his or her designated representative shall inspect the dwelling and the property upon which it is located to determine the following:

- (1) That the use of the property is in compliance with the applicable zoning laws.
- (2) That based upon an inspection of the exterior of the dwelling, the dwelling meets the requirements of the applicable building codes and standards contained in Chapter IV.
- (3) That no condition exists on the exterior of the dwelling or on the property upon which the dwelling is located which constitutes a violation of any other Code section or ordinance of the City.

If the City Building Official finds that the dwelling and the property upon which it is located meets the requirements specified herein, then he or she shall approve the application and notify the City Clerk that the property has passed the inspection.

(b) *Single family dwellings and duplexes, including permissible short-term rentals.* Interior and exterior inspections of single family dwellings and duplexes may be conducted at any time upon the request of the lawful occupant. Exterior inspections shall be conducted annually at the time an application is submitted for a license or a renewal license. Beginning on January 1, 2016, upon any dwelling becoming vacant, the owner shall notify the City and, if consented to by the owner or the owner's representative, an interior inspection shall be conducted in the presence of the owner or the owner's representative prior to the dwelling being occupied by a new tenant, unless the dwelling has been inspected within the previous 12 months. Failure of the owner to notify the City that a dwelling has become vacant within 15 days after vacation of the dwelling shall be a public offense. Interior inspections may also be conducted pursuant to an administrative search warrant.

(c) *Multi-family dwellings.* Interior and exterior inspections of multi-family dwellings may be conducted at any time upon the request of the lawful occupant. Beginning on January 1, 2016,

interior and exterior inspections of each dwelling unit in a multi-family dwelling shall also be conducted by the Neighborhood Services staff approximately once every four years; multi-family dwelling units shall be systematically selected for such inspections. Interior inspections shall only be conducted with the consent of the lawful occupant or pursuant to an administrative search warrant.

(d) *Reinspections.* If, upon inspection of a dwelling, the Neighborhood Services staff determines that the dwelling is not in compliance with applicable City ordinances, staff will discuss a schedule and process to achieve compliance with the owner or tenant. Reinspections shall be conducted to ensure that appropriate corrective action has been completed.

(Ord. No. 905, §§ 2, 4, 2-16-2015; Ord. No. 925, § 8, 1-4-2016; Ord. No. 937, § 3, 8-15-2016)

Editor's note— Ord. No. 905, §§ 2, 4, adopted Feb. 16, 2015, repealed the former [§ 5-706](#), and enacted a new [§ 5-706](#) as set out herein. The former [§ 5-706](#) pertained to similar subject matter and derived from Ord. No. 568, § 8.

Sec. 5-707. - Same; Issuance or Denial of License.

(a) The City Clerk shall cause the license to be issued upon receipt of a properly completed application, the applicable license fee and the approval of the City Building Official. All rights granted under a temporary certificate shall expire upon the issuance of the license. Compliance with the requirements necessary to pass inspection as set forth in [section 5-706](#) shall be a continuing condition of the license; noncompliance with any such requirements may result in a suspension of the license pursuant to [section 5-709](#).

(b) If the City Building Official finds that the property does not meet the requirements of this article, a written denial specifying the defects shall be mailed or personally delivered to the applicant. At such time as the applicant has cured any defects and the City Building Official has verified the correction thereof, the City Clerk shall cause the license to be issued in accordance with the provisions of this article. In the event the applicant has not cured all the defects specified by the City Building Official within 60 days of the delivery of the notice thereof, all rights granted under a temporary certificate shall expire.

(Ord. No. 568, § 9)

Sec. 5-708. - Same; Renewal of License.

Each initial license issued under the provisions of this article shall expire on the expiration date set forth in [section 5-703](#) hereof. A license, other than an initial license, shall expire on the month and day set forth in [section 5-703](#) following the date of its issuance. A license may be renewed upon the completion of the application described in [section 5-704](#) hereof, the payment of the licensing fee, and the property passing the inspection as provided in [section 5-706](#) hereof. If a proper application has been filed for the renewal of a license and the licensing fee has been paid before the expiration date or within ten days following the expiration date, the owner shall

be deemed to be in compliance with the licensing requirements of this article pending the inspection being made by the City pursuant to [section 5-706](#).

(Ord. No. 585, § 3)

Sec. 5-709. - Same; Notice of Violation; Failure to Repair.

(a) Whenever the City Building Official or designated representative determines that any dwelling or the property surrounding such dwelling fails to meet the requirements set forth in the article, he or she shall suspend the license previously issued and shall issue a notice that such failure must be corrected. This notice shall:

- (1) Be in writing;
- (2) Set forth the alleged violation;
- (3) Describe the dwelling or other property where the violation or violations are alleged to exist or have been committed;
- (4) Provide a reasonable time, not to exceed 60 days, for the correction of any alleged violations;
- (5) Be served on the owner of the dwelling personally, or by certified mail, addressed to the last known place of residence of the owner, or the address of the owner provided on the application for license. If upon a diligent effort to locate the owner, the owner cannot be found, notice may be posted on or near the dwelling located on the property described in the notice.

(b) A license suspended pursuant to the provisions hereof shall be reinstated upon correction of the violation set forth in the notice within the time provided in the notice.

(c) Whenever an owner of a dwelling neglects or refuses to make repairs or take other corrective action called for by order or notice of violation issued by the City Building Official within the time allowed by the notice, the City Building Official shall revoke the license previously issued and shall post a notice on the dwelling or other property stating the nature of the violation and that the license to rent the dwelling is revoked. It shall be unlawful and punishable as provided herein for any person to remove such notice posted by the City Building Official. The issuance of a new license shall be subject to the payment of the full application fee.

(Ord. No. 568, § 11)

Sec. 5-710. - Same; Abatement.

In addition to the remedies and penalties otherwise prescribed in this article, the City may abate any nuisance in the manner set forth in K.S.A. 12-1617e, or amendments thereto, providing for the abatement of nuisances and the assessment of costs, or may repair or remove any unsafe or dangerous structure in the manner set forth in K.S.A. 12-1750 et seq., or amendments thereto, providing for the repair or removal of unsafe or dangerous structures or may take such action as may otherwise be provided by law or the Code of the City.

(Ord. No. 568, § 12)

Sec. 5-711. - Same; Enforcement.

The Neighborhood Services staff shall enforce the provisions of this article and are thereby authorized to make inspections on a scheduled basis or when reason exists to believe that violation of this article has been or is being committed. Inspections shall be undertaken with the consent of the lawful occupant or other person exercising control of the dwelling, or by issuance of an administrative search warrant.

(Ord. No. 905, §§ 3, 4, 2-16-2015; Ord. No. 937, § 4, 8-15-2016)

Editor's note— Ord. No. 905, §§ 3, 4, adopted Feb. 16, 2015, repealed the former [§ 5-711](#), and enacted a new [§ 5-711](#) as set out herein. The former [§ 5-711](#) pertained to similar subject matter and derived from Ord. No. 568, § 13.

Sec. 5-712. - Penalty Section

~~(a) Operating any rental property including short term rentals without a validly issued City rental license or violating any provision of this article shall be subject to a fine in an amount of \$350 per each and any subsequent 30-day period in violation. The City has the right to revoke or refuse the issuance of any new or renewed rental license for the cited property and/or to the cited owner and/or operator anywhere else within the city if they are found to be in violation of the City code.~~

(a) Any person operating a rental property (including short term rentals) without a valid, issued City rental license or found in violation of any provision of this article shall be subject to a \$350 fine for each violation. ~~Each and every thirty-day period that such violation continues constitutes a separate offense.~~ The City has the right to revoke or refuse the issuance of any new or renewed rental license for the cited property and/or to the cited owner and/or operator anywhere else within the city if they are found to be in violation of the City code.

(b) Operating a rental property (including short term rentals) without a valid, issued City rental license shall be considered a nuisance in accordance with K.S.A. 12-1617e.

~~(c) The City may levy a special assessment for such fines against the lot or piece of land in the same manner as provided in K.S.A. 12-1617e, and amendments thereto, or the City may collect the costs in the manner provided by K.S.A. 12-1,115, and amendments thereto. The City may pursue collection both by levying a special assessment and in the manner provided by K.S.A. 12-1,115, and amendments thereto, but only until the full costs and any applicable interest has been paid in full.~~

Commented [JJ1]: This reads strange but I'm sure the attorneys can fix.

Commented [WH2R1]: Review by attorney sounds good.

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Commented [JJ3]: Is this KSA the ability to assess property taxes? Maybe we should articulate that so it's clear.

Commented [WH4R3]: This section is copied from grass abatement. Sec. 8-905. - Abatement of Nuisance; Procedure. I'm open to adding more to linking to the other section.

Commented [AF5]: All, this looks like the right language to me. KSA 12-1617e states in part "...the city shall order the owner or agent of the property to remove and abate from the property *the thing or things* therein described as a nuisance. Presumably a person renting out their home to others, without a permit, is a nuisance. KSA 12-1,115 is the correct law we would use to collect that \$350.

Jennifer, I'm not a Kansas attorney, and I can look, but I don't believe we have the authority to assess a property tax for a code violation. A fine would be more appropriate.

Permit Application Center (City Hall)

555 Liberty St. SE, Room 320 • Salem, OR 97301 | 503-588-6213

(For office use only)

License #:

*If you need help understanding this information, please call 503-588-6213
Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6213*

As part of the license approval for short-term rentals and accessory short-term rentals, applicants must provide written certification attesting to the rental's conformance with the safety requirements of the City's Housing Code ([SRC Chapter 59](#)). The purpose of the Housing Code is to provide minimum habitability requirements to protect the health, safety, and welfare of owners, occupants, and users of residential structures and the general public.

In order to provide written certification of the rental's conformance with these requirements, the following safety certification is required.

As applicant for the requested short-term/accessory short-term rental license, I hereby certify and attest that:

Smoke Alarms, Fire Extinguishers, & Carbon Monoxide Alarms

	Smoke Alarms (SRC 59.215) Smoke alarms are provided in the following locations: (a) On the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms. (b) In each room used for sleeping purposes. (c) In each story within a dwelling unit, including basements. (d) In any common rooms where cooking or smoking is allowed. Where another approved configuration of smoke alarms was permitted, that configuration may be maintained. All hard-wired smoke alarms must remain hard-wired. They may not be replaced with a battery powered smoke alarm. All solely battery powered smoke alarms must contain a ten-year lithium battery. Smoke alarms shall be installed and maintained in accordance with the manufacturer's specifications and shall be replaced at 5 or 10 year intervals as instructed by the manufacturer.
	Fire Extinguishers (SRC 59.325) Portable fire extinguishers with a minimum rating of 2A10BC are provided in conspicuous locations where they are readily accessible and available for use and installed in accordance with the manufacturer's installation instructions.
	Carbon Monoxide Alarms (SRC 59.220) If a carbon monoxide source is present, carbon monoxide alarms producing an audible alert when carbon monoxide is detected are provided and installed according to the manufacturer's specifications. The alarms are provided in the following locations: (a) In each bedroom or within 15 feet outside of each bedroom door; and (b) In any enclosed common area, if such common area is connected by a door, ductwork, or ventilation shaft to a carbon monoxide source.

Emergency Egress & Exits

Exits and Egress (*SRC 59.210*)

- (a) Every sleeping room has at least one operable window or exterior door approved for emergency escape or rescue that is openable from the inside to a full clear opening.
 - (1) **Egress Windows.** If windows are used to meet this requirement:
 - ❖ The windows have a clear opening with a minimum width of at least 20 inches and a minimum height of at least 24 inches and with a sufficient dimension to result in a minimum clear opening of 5.7 square feet in area.
 - ❖ The windows are capable of being easily opened, and held open by window hardware, without use of separate tools or any special knowledge or effort.
 - ❖ Below grade windows have a window well, constructed of permanent materials, the full width of the window with a minimum clearance of 3 feet by 3 feet in front of the window measured perpendicular to the outside wall. If the bottom of the window well is more than 44 inches below the ground level, approved steps or an approved permanently attached ladder are provided.
 - (2) **Exit Doors.** If doors are used to meet this requirement:
 - ❖ The doors are capable of being easily opened without the use of a key, separate tools, or any special knowledge or effort.
- (b) Required exit doors and egress windows are free of obstructions that block access to the exit.
- (c) Exit pathways that open into an enclosed yard or court have unimpeded access to the public way.

Doors

Doors (*SRC 59.155*)

- (a) For single family dwelling units, at least one door is provided leading to an exterior yard or court. The door is openable from the inside without the use of a key or any special knowledge or effort.
- (b) For dwelling units within a duplex or condominium building, at least one door is provided leading to an exterior yard or court or to an approved exit. The door is openable from the inside without the use of a key or any special knowledge or effort.
- (c) For dwelling units within a condominium building, exit doors in common corridors or other common passageways are openable from the inside with one hand in a single motion, such as pressing a bar or turning a knob, without the use of a key or any special knowledge or effort.
- (d) There are no double cylinder dead bolts on any exit doors.
- (e) Every exterior door, door hinge, door knob, door lock, and strike plate is maintained in good condition.
- (f) Every interior door and doorframe is maintained in good condition and having neither non-manufactured penetrations, nor any knob or lock requiring a key.

Stairways, Stairs and Porches, Handrails, & Guardrails

Stairways (*SRC 59.140*)

- (a) Interior stairways, stairways used as an exit, and stairways connected to the structure are not less than 30 inches in width. Handrails shall not reduce the width of any stairway by more than 4 inches.
- (b) The rise of every step in a stairway does not exceed 9 inches, the run of every step in a stairway is not less than eight inches, and the run of the treads and height of the risers in the stairway are of uniform dimensions.

	(c) There is no enclosed usable space under any exit stairways that is not completely enclosed in one-hour fire-resistant rated construction. Open space under exterior stairways is not used for any purpose.
	Stairs and Porches (SRC 59.145) (a) Every stair, porch, and attachment to any stair or porch is kept in good repair <i>(including replacement as necessary of flooring, treads, risers, and stringers that are broken, warped, or loose)</i>. (b) All stair and porch surfaces used as a means of egress have slip-resistant surfaces.
	Handrails and Guardrails (SRC 59.150) (a) Guardrails not less than 36 inches in height are provided around: (1) All unenclosed floor and roof openings; (2) Open and glazed sides of landings; (3) Balconies, decks, and porches which are more than 30 inches above grade; and (4) Roofs used as patios, decks, or a similar function. (b) Guard rails are maintained in a safe and usable condition capable of withstanding all forces and loads to which they may be subjected in normal and panic situations. (c) Guardrails are constructed so that no object 4 inches or more in diameter can pass through. (d) Where not otherwise required by the building codes at the time of construction, exterior stairways of more than 3 risers which are designed and intended to be used as part of the regular access to the unit have handrails. Interior stairways of more than 3 risers have handrails.

Guest Room Requirements

	Sleeping Room Requirements (SRC 59.185) (a) Every sleeping room is a room intended to be used for sleeping purposes. (b) Every sleeping room has natural light, ventilation, and windows or other means for escape purposes; and (c) Every sleeping room is not less than 70 square feet in size.
	Ceiling Heights (SRC 59.165) Every sleeping room has a clear average ceiling height of at least 7 feet.

Electrical, Plumbing, & Heating

	Electrical Requirements (SRC 59.200) (a) Every electric outlet and fixture is maintained and safely connected to an approved electrical system. (b) All light fixtures and outlets are properly installed and wired. (c) Every habitable room contains at least two supplied electric convenience outlets, or one supplied electric convenience outlet and one supplied electric light fixture. (d) Every toilet compartment or bathroom contains at least one supplied and operable electric light fixture and one outlet. (e) All outlets within 6 feet of a water source are GFCI (Ground Fault Circuit Interrupter) protected.
	Plumbing (SRC 59.190) (a) Every plumbing fixture or device is properly connected to a public or approved private water system and to a public or approved private sewer system.

	(b) Every plumbing fixture or device is properly installed, connected, and maintained in safe condition and good working order so as to be free from obstructions, leaks, and defects and fire, health, and safety hazards. (c) All required sinks, lavatory basins, bathtubs, and showers are supplied with both hot and cold running water. (d) Water heaters are properly installed and connected, include a temperature pressure release valve and temperature pressure release pipe, and are maintained in safe condition and good working order so as to be free from fire, health, and accident hazards.
	Heating Requirements (SRC 59.195) All heating equipment used is properly installed, properly connected, maintained in a safe condition and good working order, and free from outflow and obstructions so as to be free from fire, health, and accident hazards.

Address Numbers

	Display of Address Number (59.110) The address number is posted in a conspicuous place so that the address number may be read from the street or public way.
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Inspections

At a subsequent time following license approval, the rental will be required to be inspected to verify conformance with the applicable requirements of the City's Housing Code ([SRC Chapter 59](#)) (*Note: short-term rentals are required to be inspected every year and accessory short-term rentals are required to be inspected once every five years*).

Certification of Compliance

With my signature below I hereby attest that each of the above checked items are true and that my rental is currently, and will continue to be, maintained in conformance with the requirements of the City's Housing Code ([SRC Chapter 59](#)), including the requirements identified herein.

I further understand that this safety certification is intended to ensure that the *basic* safety requirements of the City's Housing Code are met and that subsequent to license approval an inspection will later occur to confirm conformance with not only the requirements identified in this safety certification but also all of applicable requirements of the Housing Code.

By signing this document, I acknowledge that I have read all the regulations relating to the operation of an accessory short-term rental under Salem Revised Code, will operate my rental in compliance with such regulations, and authorize City of Salem staff to enter the property and structure(s) for inspection in conjunction with this license.

Authorized Signature

Print Name

Date

Authorized Signature

Print Name

Date

Electronic Signature Certification: *By utilizing an electronic signature (whether typed, graphical, or free form), I certify herein that I have read, understood, and confirmed all the statements listed above and throughout the application form. Initials: _____*

Item Number: Reports of City Officials:- X.-A.
Committee 8/19/2019
Meeting Date:



City of Roeland Park
Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Executive Session - "I move to recess the City Council into executive session in order to discuss the potential of a real estate transaction, pursuant to the real estate exception of the Kansas Open Meetings Act, K.S.A.75-4319(b)(6). The open meeting to resume at ____ in Council chambers."

Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?