

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roland Park City Hall
Monday, September 19, 2022 6:00 PM**

<ul style="list-style-type: none">• Mike Kelly, Mayor• Trisha Brauer, Council Member• Benjamin Dickens, Council Member• Jan Faidley, Council Member• Jennifer Hill, Council Member	<ul style="list-style-type: none">• Michael Poppa, Council Member• Tom Madigan, Council Member• Kate Raglow, Council Member• Michael Rebne, Council Member	<ul style="list-style-type: none">• Keith Moody, City Administrator• Erin Winn, Asst. Admin.• Kelley Nielsen, City Clerk• John Morris, Police Chief• Donnie Scharff, Public Works Director
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Admin	Finance	Safety	Public Works
Raglow	Rebne	Poppa	Brauer
Dickens	Hill	Madigan	Faidley

I. DISCUSSION ITEMS:

1. Discuss Wildflower Meadow Creation at R Park - 10 min
2. Review Needs Assessment for Public Works Facility - 15 min
3. Charter Ordinance 38 - Filling Vacant Governing Body Seats - 10 min
4. Discuss Prohibiting Parking on Elledge - Bike Lanes Being Installed - 10 min
5. Discuss ARPA Partnerships with the NEJC Chamber and Habitat for Humanity - 15 min

II. NON-ACTION ITEMS:

III. ADJOURN

Welcome to this meeting of the Committee of the Whole of Roeland Park.

Below are the Procedural Rules of the Committee

The governing body 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 Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (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 Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.
- C. **Purpose.** The purpose of addressing the Committee of the Whole is to communicate formally with the governing body with a question or comment regarding matters that are on the Committee's agenda.
- D. **Speaker Decorum.** Each person addressing the Committee of the Whole, 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 committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or 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 Committee of the Whole, each speaker shall limit comments to two minutes per agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.
- F. **Speak Only Once Per Agenda Item.** 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 Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident 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 governing body welcomes your participation and appreciates your cooperation. If you would like additional information about the Committee of the Whole or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: DISCUSSION ITEMS- I.-1.
Committee 9/19/2022
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 9/15/2022
Submitted By: Anthony Marshall
Committee/Department: Parks and Trees
Title: **Discuss Wildflower Meadow Creation at R Park - 10 min**
Item Type: Discussion

Recommendation:

The Parks Committee supports establishing a wildflower meadow at R Park.

Details:

Attached is a presentation on the idea of a wildflower meadow (garden area) along the north boarder of R Park. The cost and those responsible for establishing the meadow are spelled out in the presentation. The area is not shown with a specific use on the attached R Park Master Plan. Staff asked the City Engineer to lay the wildflower meadow into the master plan (exhibit attached) so that we can see what if any conflicts may exist. Electric and sanitary sewer lines will pass under the meadow. The meadow may be disturbed in should maintenance on these utilities be necessary in the future.

Staff does not see a conflict with the proposed use. It is recommended that the Parks and Trees Committee meet with the adjoining property owners to brief them on what is proposed.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
❑ Presentation on Creation of Wildflower Meadow at R Park	Cover Memo
❑ Layout of Wildflower Meadow Exhibit	Cover Memo
❑ Wildflower Meadow Reflected on R Park Master Plan	Cover Memo

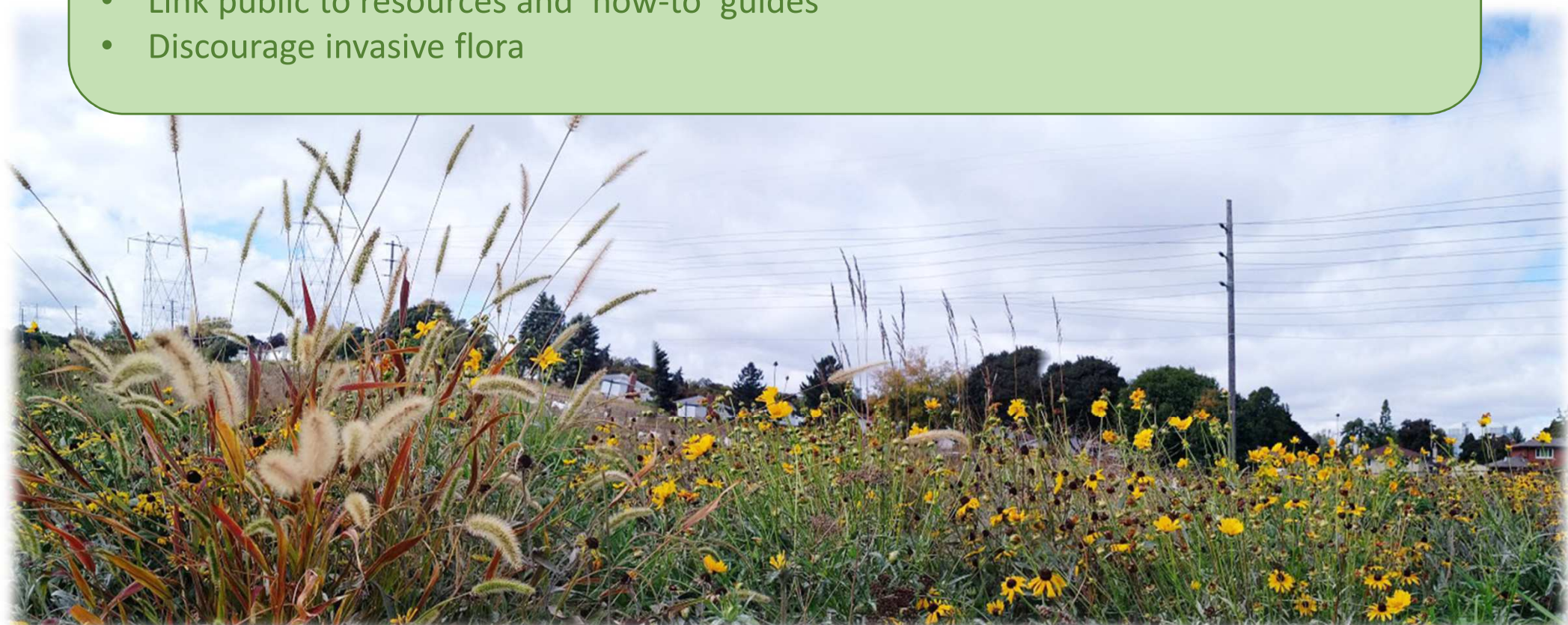
R Park Wildflower Meadow Project Proposal & Plan

Summer 2022



Goals of the R Mini-Meadow

- Beautify an unused portion of R Park in a sustainable way
- Partnership across committees: Parks & Trees, Sustainability, Public Works, Arts
- Water conservation and soil erosion reduction, soil improvement
- Demonstration and Education for public
- Limit resources from Public Works as much as possible and use volunteer workforce
- Low maintenance after initial phases
- Build natural habitat for native plants and wildlife
- Encourage interaction between public and natural environment
- Link public to resources and 'how-to' guides
- Discourage invasive flora



3-year phased plan

Year 1 (2022)

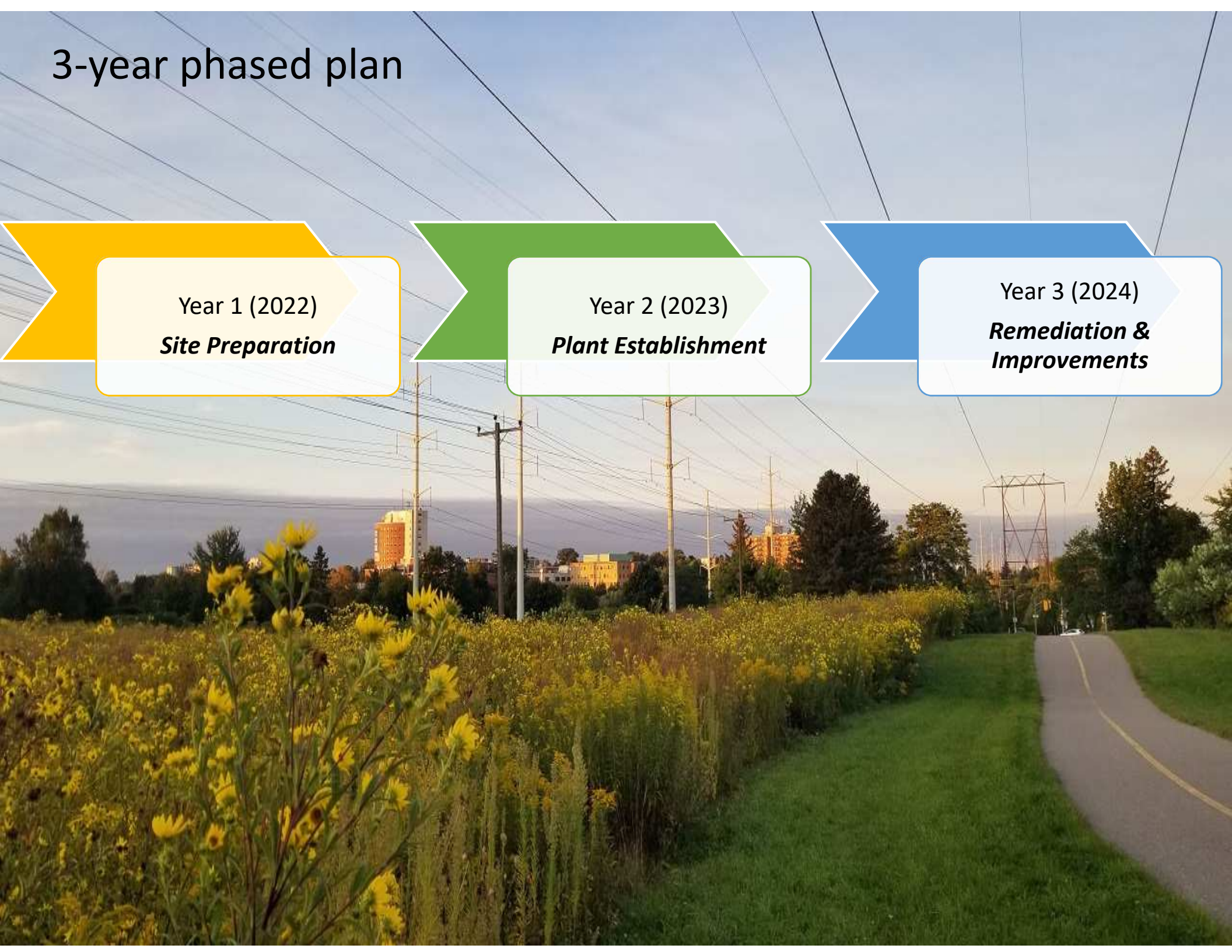
Site Preparation

Year 2 (2023)

Plant Establishment

Year 3 (2024)

Remediation & Improvements





Year 1 SUMMER - ASAP

Site Preparation

- ***Eradicate weeds***
- ***Education & Information***

Education

- Signage / Website(?)
- “What are we doing here?”
- Benefits of a mini-meadow
- Do try this at home!
- No-dig method
- Inform proximal neighbors

Implementation

- Identify drainage and easement requirements
- Remove rubbish and spot-weed
- NO MOW until cover
- Cover with horticultural grade black tarp
- Post signage, build website thru winter

Costs

- Cover tarp & pins
- Volunteers (remove trash, apply tarp, create education)
- Durable signs

Year 1: Site Preparation



<https://www.nhaudubon.org/event/pollinator-meadow-site-visit/>

[Durable landscape material \\$250-350](#)
(Amazon)

[Landscape Pins \\$25](#) (Amazon)

Black durable landscape tarp should be used and removed in late fall prior to cover seeding

Necessary to smother existing weeds and allow for removal to bare earth

Alternative of biodegradable does not meet objectives, tarp reusable

Educate!

Education!

QR code to
website

Custom Sign
\$100
Squaresigns.com

Reminder &
Intentionality





SPRING 2023

Plant Establishment

- *First Seed & Plant Plugs*
- *Education & Information*

Education

- Continues
- Updated photos on progress to website

Implementation

- Remove tarp, clean & storage for reuse
- Rake and grade
- **First Seed** with Midwest Meadow Mix
- Supplement with Plant Plugs
- Intentional Border Mowing with LOW Mow of full area 4-8" recommended)
- Water on a schedule with adjacent turf

Costs

- Meadow seed mix
- Plant plugs
- Water
- Raking equipment

Options

- Hardscaping features
- Mown path

2023 Spring Seeding



2# Midwest Wildflower Mix \$60
(American Meadows)

50# Sand (Lowes) \$6

Plug Plants 38/\$149 (up to 6 species)

Mix & Match Trays from Prairie Moon Nursery

1000 plugs = approx. 27 trays =
\$4023

1 plug per 3 sq ft



AUTUMN 2023

Plant Establishment

- *Second Seed & Plant Plugs*
- *Education & Information*

Education

- Continues
- Updated photos on progress to website

Implementation

- Water on a schedule with adjacent turf
- Spot seed prior to first frost
- Water if winter is dry
- Intentional Border Mowing and Low Mow

Costs

- Spot seed mix
- Plant plugs
- Water

Options

- Hardscaping features
- Mown path
- Annuals seeding (poppies)
- Permanent signs



2024

Remediation & Improvements

Education

- Continues
- Updated photos on progress to website
- Tie to Save the Rain

Implementation

- Water only if drought
- One mow in early spring, and mown path and borders
- Spot weed

Costs

- Hardscaping, Art, Paths, etc. (optional)

Hardscaping



Crea8play.com



Mowed grass stays
thru season

Artwork



Timeline

Public Works

Main Activity or Visual

July 22

Aug 22

Sept 22

Oct 22

Nov 22

Dec 22

Tarp

LOW Mow, No Water

Pull Tarp, Seeded Earth, Plugs

LOW Mow
Water weekly until Freeze

Jan 23

Feb 23

Mar 23

Apr 23

May 23

Jun 23

July 23

Aug 23

Sept 23

Oct 23

Nov 23

Dec 23

Seeded earth

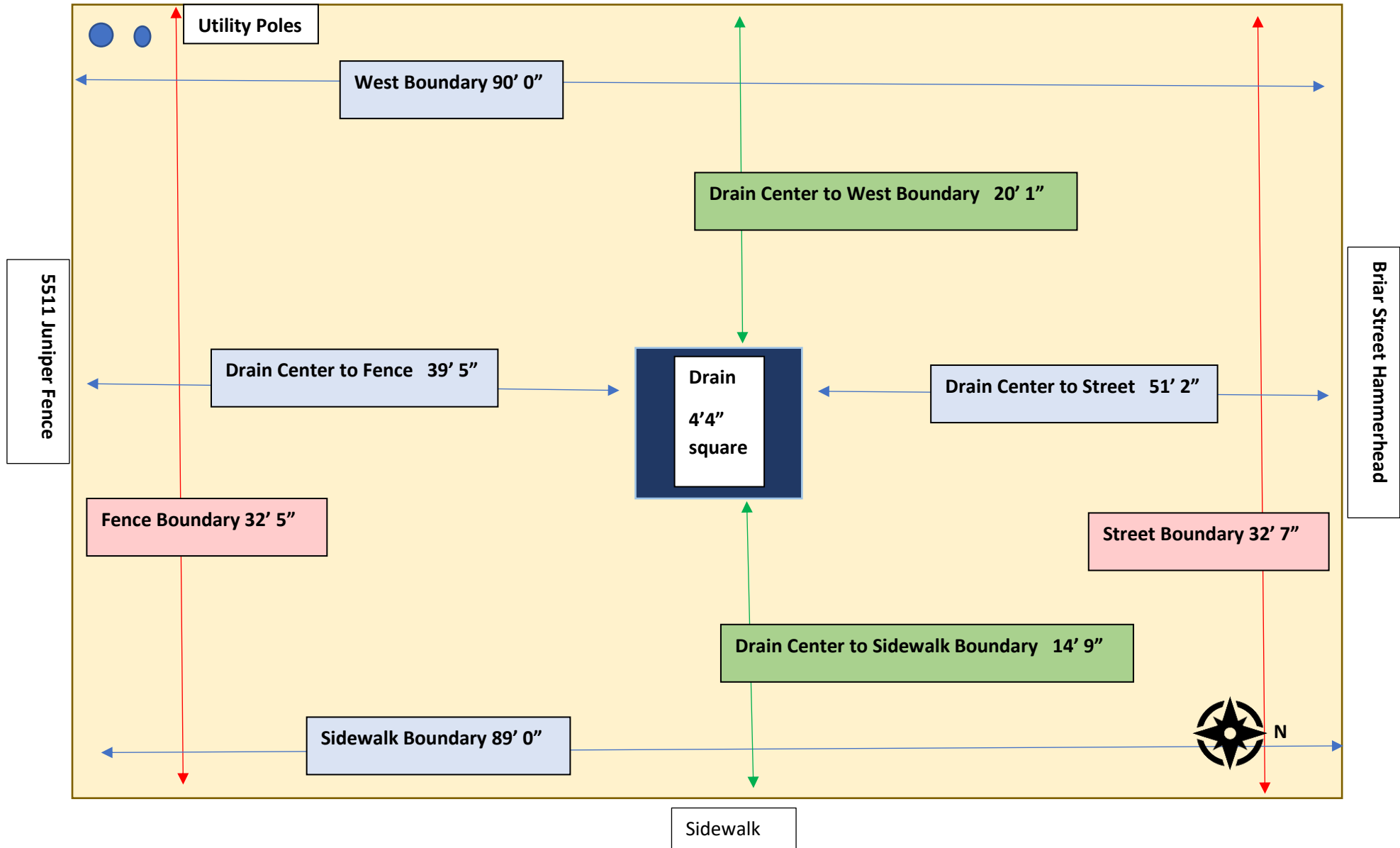
Seedlings

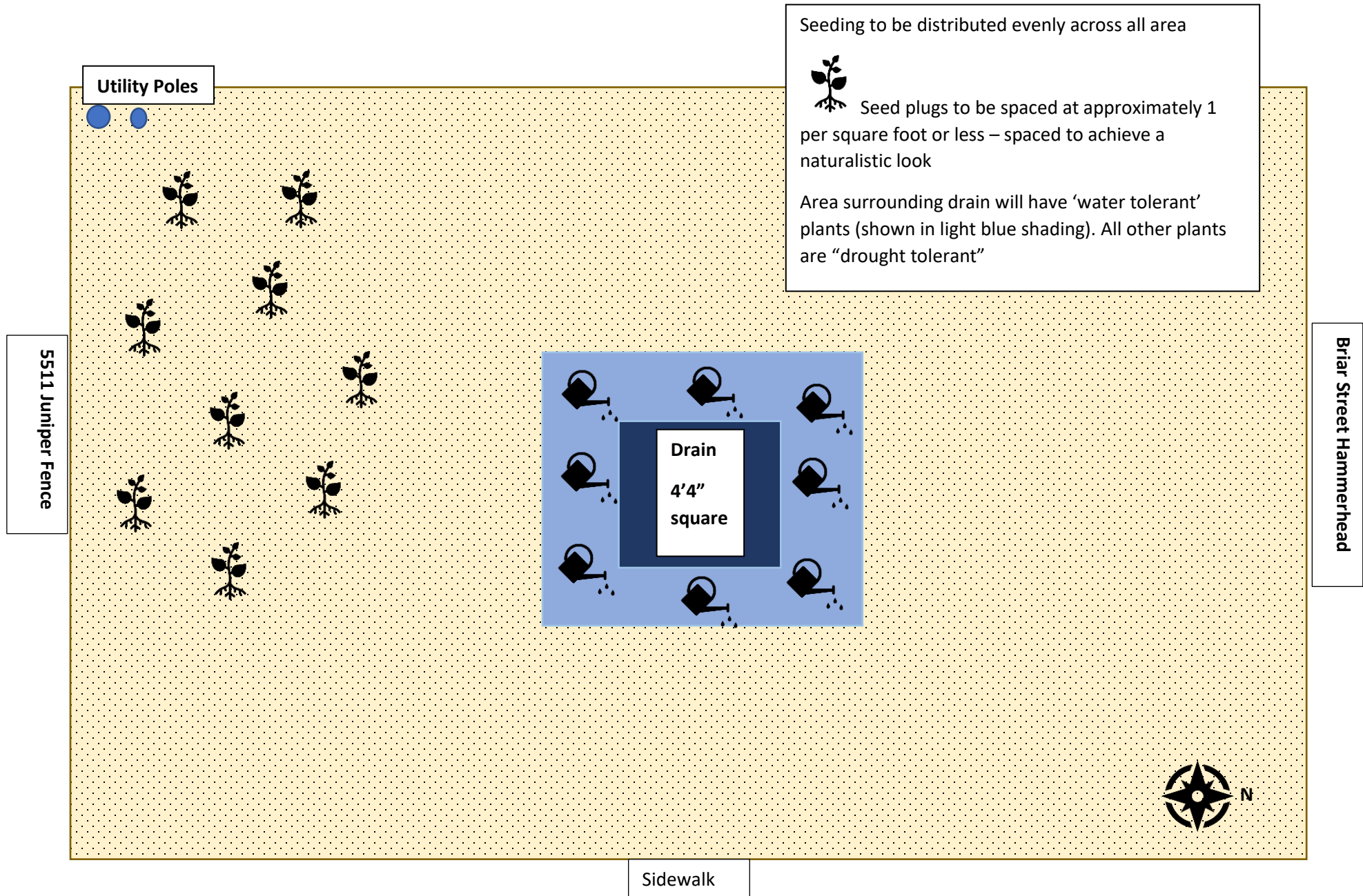
Plants

Spot Seed/Plant

No Mow

Water weekly until Freeze





R Park Wildflower Meadow
Project Design Plan
9/12/2022 – Jaime Davis jaimeiam@msn.com

Plant List

Seed Mix “Midwestern Blend”

American Meadows 5lb Midwestern Perennial Blend <https://tinyurl.com/American-Meadows-Seed-Midwest>

American Meadows 4lb Quick Blooming Annual Seed Mix <https://tinyurl.com/Annual-Wildflower-Seed-Mix>

Plant Plugs – Water Garden Area

Mixed native plants from Prairie Moon Nursery <https://www.prairiemoon.com/plants/>

Final plant selection to be determined by December 31, may vary depending on availability

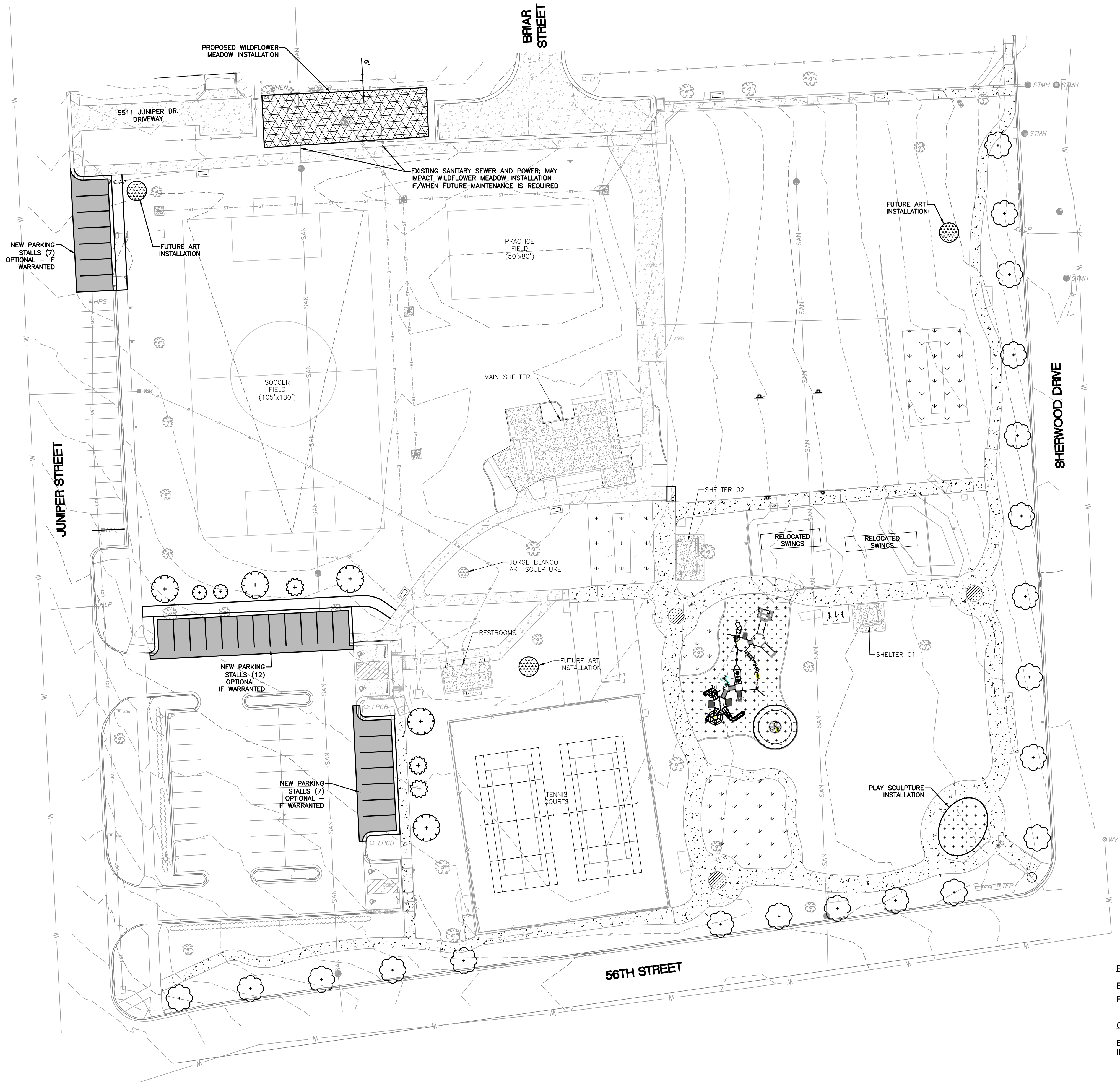
Plant Plugs – Drought Tolerant Area

Mixed native plants from Prairie Moon Nursery <https://www.prairiemoon.com/plants/>

Final Plant selection to be determined by December 31, may vary depending on availability

***total plant plugs needed 2759 if spaced 1ft on all sides**

\\Engineering\0321001.05 Roeland Park KS R Park Phase 3\Drawings\BASE MODELS\0321001.05 - MASTER PLAN.dwg, 9/15/2022 5:24:18 PM, DAN MOSHEE, LAMP RYNEARSON

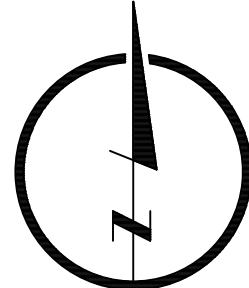


PARKING SPACES
EXISTING - 47 SPACES
PROPOSED - 76 SPACES

GENERAL NOTE:
EXISTING TREES SHALL BE RELOCATED
IF IMPACTED BY CONSTRUCTION.

**LAMP
RYNEARSON**

LAMP RYNEARSON.COM
OMAHA, NEBRASKA
14710 W. DODGE RD., STE. 100 (402)496.2498
FORT COLLINS, COLORADO
4715 INNOVATION DR., STE. 100 (970)226.0342
KANSAS CITY, MISSOURI
9001 STATE LINE RD., STE. 200 (816)361.0440



0 30 60

**R PARK IMPROVEMENTS
MASTER PLAN**

**R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS**



Know what's below.
Call before you dig.

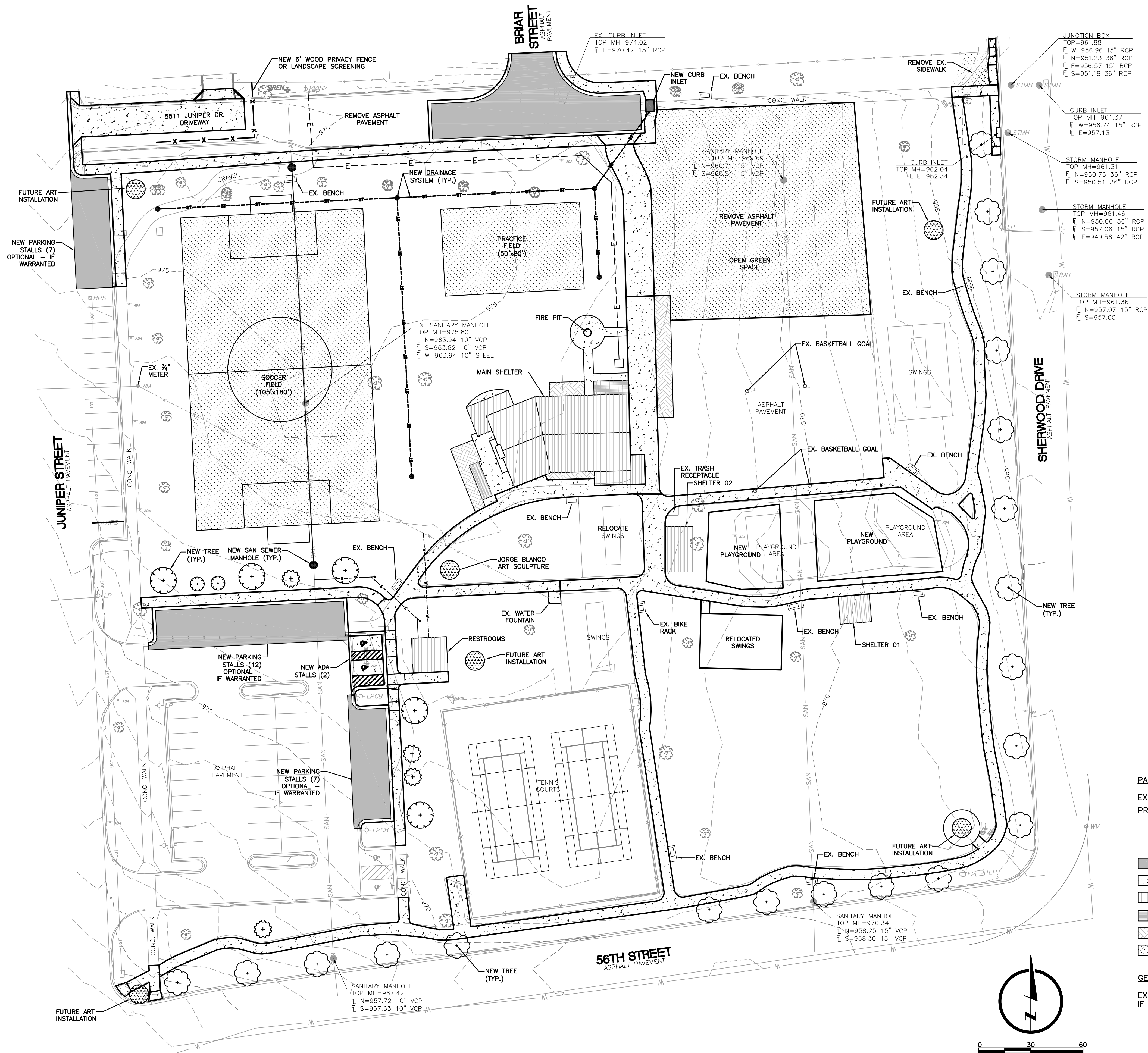
REVISIONS
09/15/2022 - ADDED WILDFLOWER MEADOW

DESIGNER / DRAFTER

DATE
SEPTEMBER 2022
PROJECT NUMBER
0322001.01
BOOK AND PAGE

SHEET

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LAMP RYNEARSON

9001 STATE LINE RD., STE. 200
KANSAS CITY, MO 64114
816.361.0440
LampRyNearson.com

PRELIMINARY

NOT RELEASED FOR CONSTRUCTION
MARK DANIEL MCGHEE, JR.

R PARK IMPROVEMENTS MASTER PLAN

R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS

REVISIONS

11-09-2018	ORIGINAL ISSUE DATE
03-08-2019	PARKS COMMITTEE RECOMMENDATIONS
03-19-2019	ADOPTED BY CITY COUNCIL (03-18-2019)

DESIGNER / DRAFTER

AJM
DATE
03-19-2019
PROJECT NUMBER
0318001.07
BOOK AND PAGE

SHEET

PRELIMINARY

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MARK DANIEL MCGHEE JR.

PHASE 1 PARK IMPROVEMENTS

**R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS**

REVISIONS

11-09-2018 ORIGINAL ISSUE DATE

03-08-2019 PARKS COMMITTEE RECOMMENDATIONS

03-19-2019 ADOPTED BY CITY COUNCIL (03-18-2019)

DESIGNER / DRAFTER

AIM

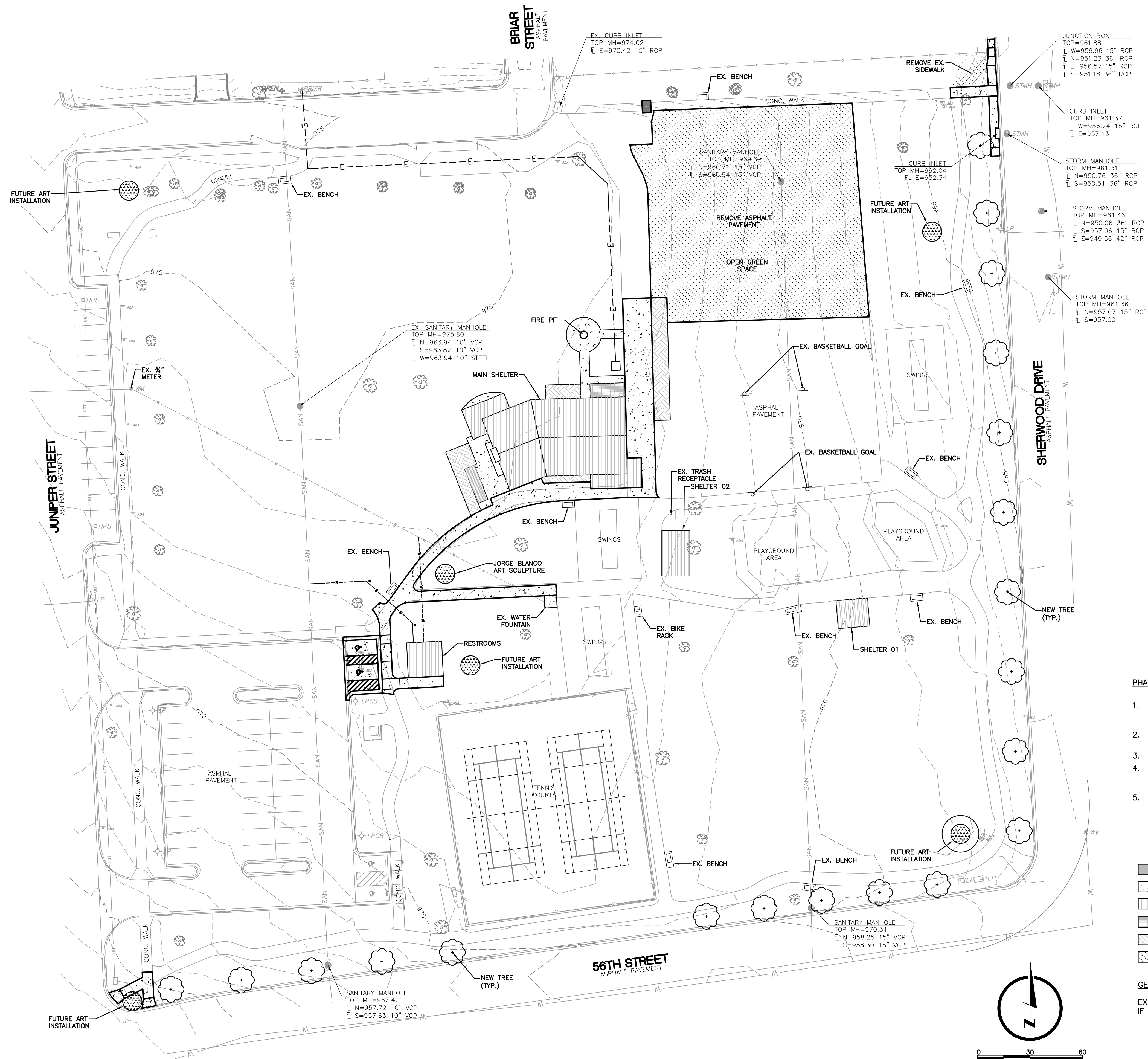
DATE _____

03-19-2019

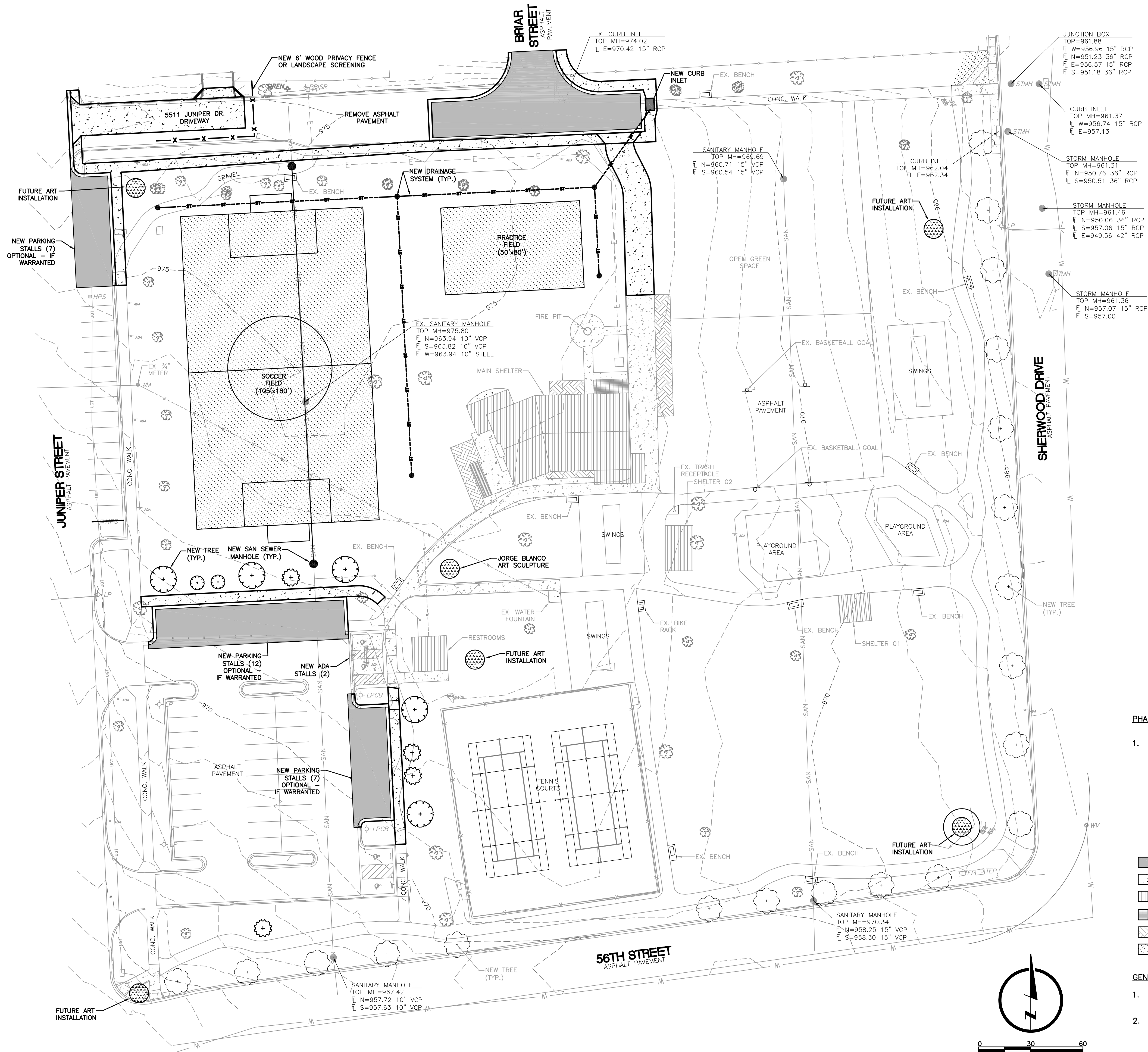
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PHASE 2 NOTE:

1. OPTIONAL - IF WARRANTED PARKING IS NOT DESIRED BY THE PARKS COMMITTEE. POTENTIAL LOCATIONS ARE SHOWN SHOULD PHASE 1 PARKING CONDITIONS INDICATE ADDITIONAL SITE PARKING IS NECESSARY WITH PHASE 2 OR PHASE 3 DEVELOPMENT.

LEGEND

- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- NEW STRUCTURE
- NEW PERGOLA
- NEW PLANTING AREA
- GRASS AREA

GENERAL NOTES:

1. EXISTING TREES SHALL BE RELOCATED IF IMPACTED BY CONSTRUCTION.
2. ADDITIONAL PARKING IS NOT DESIRED BY THE PARKS COMMITTEE BUT POTENTIAL LOCATIONS ARE SHOWN SHOULD PHASE 1 CONDITIONS INDICATE ADDITIONAL SITE PARKING IS NECESSARY.

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PRELIMINARY

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MARK DANIEL MCGHEE JR.

R PARK IMPROVEMENTS
PHASE 2

R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS

REVISIONS

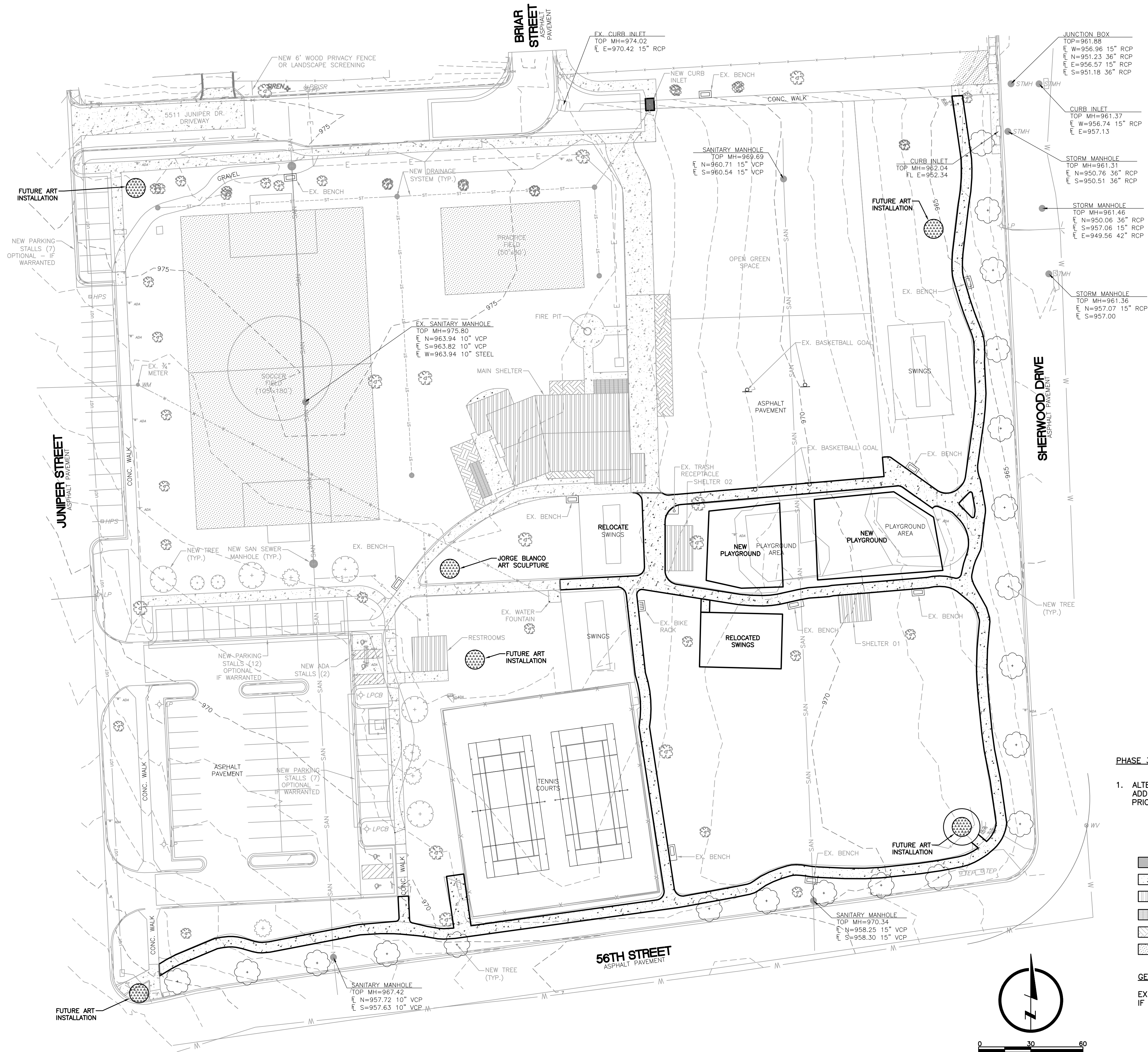
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03-19-2019	ADOPTED BY CITY COUNCIL (03-18-2019)

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PHASE 3 NOTE:

1. ALTERNATIVE MATERIALS SHALL BE CONSIDERED IN ADDITION TO CONCRETE FOR TRAIL IMPROVEMENTS, PRIORITIZING SUSTAINABILITY AND ACCESSIBILITY.

LEGEND

- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- NEW STRUCTURE
- NEW PERGOLA
- NEW PLANTING AREA
- GRASS AREA

GENERAL NOTE:

EXISTING TREES SHALL BE RELOCATED IF IMPACTED BY CONSTRUCTION.

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PRELIMINARY

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MARK DANIEL MCGHEE, JR.

R PARK IMPROVEMENTS
PHASE 3

R PARK IMPROVEMENTS
CITY OF ROELAND PARK, KANSAS

REVISIONS

11-09-2018	ORIGINAL ISSUE DATE
03-08-2019	PARKS COMMITTEE RECOMMENDATIONS
03-19-2019	ADOPTED BY CITY COUNCIL (03-18-2019)

DESIGNER / DRAFTER

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DATE
03-19-2019
PROJECT NUMBER
0318001.07
BOOK AND PAGE

SHEET

Item Number: DISCUSSION ITEMS- I.-2.
Committee 9/19/2022
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 9/15/2022
Submitted By: Keith Moody
Committee/Department:
Title: **Review Needs Assessment for Public Works Facility - 15 min**
Item Type: Presentation

Recommendation:

Informational, no action anticipated.

Details:

Completing a needs assessment for Public Works is a 2022 Objective. SFS has been working with the Public Works Committee and Staff compiling that assessment. The draft assessment is attached as is a presentation from SFS summarizing the results of the effort.

The assessment will be used to focus our search for a new public works site.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Financial Impact

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

ATTACHMENTS:

Description	Type
 Draft- Public Works Needs Assessment	Cover Memo

sfsarchitecture

drivenbyconnections



Roeland Park Public Works Space Needs Program

July 28, 2022

2100 Central Street, Suite 31
Kansas City, MO

T. 816.474.1397
F. 816.421.8024

www.sfsarch.com



SPACE NEEDS PROGRAM

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DRAFT

AREA SUMMARY 1

1.0 | AREA SUMMARY

USABLE SF

2 Office	1,148
3 Shop	16,835
4 Site	7,112
5 Shared Spaces	1,355

TOTAL Usable Square Feet

19,337

Usable square feet includes a factor for interior wall thicknesses, hallways, mechanical shafts, etc.
Total usable square feet excludes site space.

STAFF OFFICE 2

2.0 | SUMMARY

	NSF	Qty	Total
Vestibule / Waiting Area	135	1	135
Medium Conference Room	300	1	300
Director Office	120	1	120
Superintendent Office	100	1	100
Staff Workstation	25	3	75
Work Room	60	1	60
Storage Room	30	1	30
Server Room	30	1	30
Subtotal			850
Circulation/Bldg gross 35%			298
Subtotal GSF			1,148

STAFF OFFICE 2

2.1 | PROGRAM DETAIL

Current Headcount (2022): 7

Future Headcount (2032): 7

	NSF	Qty	Total	Notes
Vestibule / Waiting Area	135	1	135	<ul style="list-style-type: none"> Double-door vestibule Waiting area with (2) chairs & (1) side table Adjacent to offices
Medium Conference Room	300	1	300	<ul style="list-style-type: none"> Adjacent to waiting area and office area Table and chairs for 8-10 people Doubles as lunch room Accommodations for video-teleconference
Director Office	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Storage for rolled drawings and books Adjacent to Supervisor office
Superintendent Office	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair Adjacent to Director office
Staff Workstation	25	3	75	<ul style="list-style-type: none"> 5x5 Workstation Adjacent to Director and Superintendent offices
Work Room	60	1	60	<ul style="list-style-type: none"> Adjacent to offices Mailsorter Storage for office supplies 1 Printer
Storage Room	30	1	30	<ul style="list-style-type: none"> Storage for files, etc Lockable
Server Room	30	1	30	<ul style="list-style-type: none"> Can be combined with storage room Houses router, internet service

Total Net	850
Circulation/Bldg gross 35%	298
Total GSF	1,148

Notes

- After-hours access via card reader is necessary
- Alert system for when someone is present at the door

SHOP 3

3.0 | SUMMARY

	NSF	Qty	Total
Oil/Chemical Storage Area	400	1	400
Parts Storage Area	200	1	200
Sign Storage / Fabrication Area	200	1	200
Equipment Work Area	1,000	1	1,000
Project Work Area	500	1	500
Equipment Storage	1,000	1	1,000
Indoor Wash Bay	850	1	850
Shop Bay	800	2	1,600
Shop Bay	560	12	6,720
	Subtotal		12,470
	Circulation/Bldg		
	gross 35%		4,365
	Subtotal GSF		16,835

3.1 | PROGRAM DETAIL

	NSF	Qty	Total	Notes
Oil/Chemical Storage Area	400	1	400	<ul style="list-style-type: none"> Enclosed area Fire-rated walls (3-Hour) Fresh air intake, exhaust outlet to exterior
Parts Storage Area	200	1	200	<ul style="list-style-type: none"> Enclosed area Shelving for parts
Sign Storage / Fabrication Area	200	1	200	<ul style="list-style-type: none"> Shelving for sign blanks, reflective sheeting, sign tools, shelving Shelving for parts
Equipment Work Area	1,000	1	1,000	<ul style="list-style-type: none"> 220v and 110v outlets, air hoses, tool storage Storage shelves
Project Work Area	500	1	500	<ul style="list-style-type: none"> 220v and 110v outlets, air hoses, tool storage Workbenches Storage shelves
Equipment Storage	1,000	1	1,000	<ul style="list-style-type: none"> Storage shelves Adjacent to work space Lockable
Indoor Wash Bay	850	1	850	<ul style="list-style-type: none"> Indoor bay for washing vehicles Filtration drain for removal of dirt/salt, sand/oil separator Shop table with tool and material storage
Shop Bay	800 560	2 12	1,600 6,720	<ul style="list-style-type: none"> Storage for (2) trucks (1) street cleaning truck, (3) half-ton pickup truck, (2) one-ton pickup trucks, (2) skid-steers and attachments, (1) loader, (1) leaf pickup truck, (3) feed box spreader, (1) mower and implements, (1) water tank trailer Trench drains in bays Overhead rolling door for each bay, must be at least 14' tall

Total Net	12,470
Circulation/Bldg gross 35%	4,365
Total GSF	16,835

Notes

- After-hours access via card reader is necessary
- Building needs to have bay doors at least 14' tall

4.0 SUMMARY			
	NSF	Qty	Total
Exterior Material Storage	500	5	2,500
Fuel Tank Area	1,000	1	1,000
Site Storage	1,000	1	1,000
Salt Storage	824	0	0
Dumpster Area	128	6	768
	Subtotal		5,268
	Circulation/Bldg		
	gross 35%		1,844
	Subtotal GSF		7,112

4.1 | PROGRAM DETAIL

	NSF	Qty	Total	Notes
Exterior Material Storage	500	5	2,500	<ul style="list-style-type: none"> Uncovered bays Storage for rock, mulch, playground rubber, dirt, leaves
Fuel Tank Area	1,000	1	1,000	<ul style="list-style-type: none"> 600 gallon fuel tank
Site Storage	1,000	1	1,000	<ul style="list-style-type: none"> Exterior area for tree limbs, leaf and street sweeping debris
Salt Storage	824	0	0	<ul style="list-style-type: none"> Currently shared with City of Fairway 500 ton salt covered storage
Dumpster Area	128	6	768	<ul style="list-style-type: none"> Area for 25 yard dumpsters Clearance for drop in and haul-off

Total Net	5,268
Circulation/Bldg gross 35%	1,844
Total GSF	7,112

Notes

- After-hours access via card reader is necessary
- Automatic gate
- Turn-around space for semi-truck and trailer

SHARED SPACE 5

5.0 SUMMARY			
	NSF	Qty	Total
Break Room	200	1	200
Universal Locker Room	600	1	600
Mud Room	80	1	80
Laundry Room	64	1	64
Custodial Closet	60	1	60
	Subtotal		1,004
	Circulation/Bldg		
	gross 35%		351
	Subtotal GSF		1,355

DRAFT

SHARED SPACE **5**

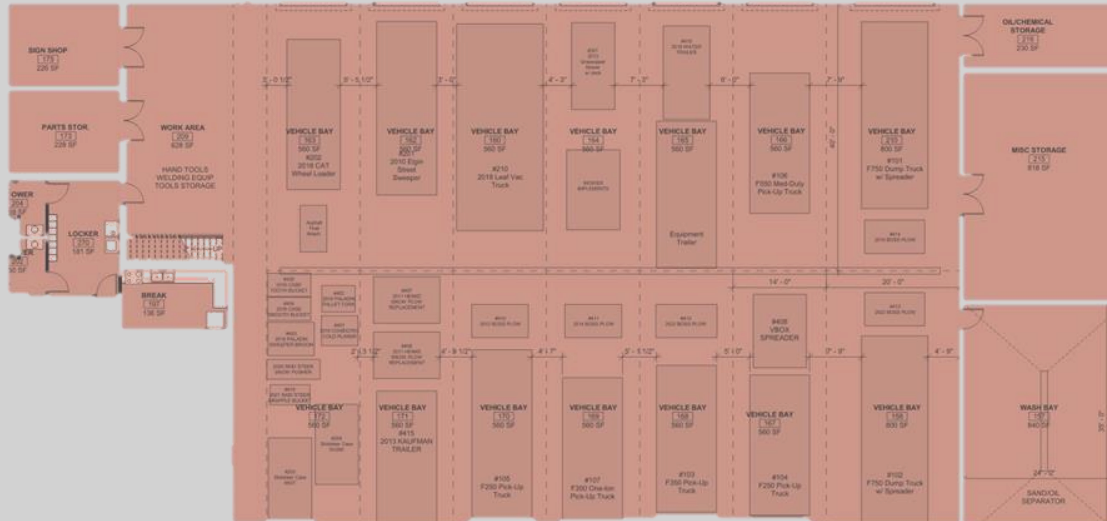
5.1 | PROGRAM DETAIL

	NSF	Qty	Total	Notes
Break Room	200	1	200	<ul style="list-style-type: none"> (1) Refrigerator/Freezer, (1) Microwaves, (1) Coffee Maker, (1) Stove Storage for kitchen supplies Common area with seating
Universal Locker Room	600	1	600	<ul style="list-style-type: none"> (3) Individual changing area, lavatory, toilet, shower Lockers ADA compliant Ability to serve as storm shelter Adjacent to mud room
Mud Room	80	1	80	<ul style="list-style-type: none"> Boot rinse Ice machine Dirty boot and clothes storage Adjacent to staff entrance, locker room, and laundry room
Laundry Room	64	1	64	<ul style="list-style-type: none"> Residential-style washer/dryer Clean clothes storage Adjacent to staff entrance, locker room, and mud room
Custodial Closet	60	1	60	<ul style="list-style-type: none"> Mop sink Storage

Total Net	1,004
Circulation/Bldg gross 35%	351
Total GSF	1,355

Roeland Park Public Works Study

Public Works Facilities Study
City of Roeland Park, Kansas
September 19, 2022



Scope of Work

The City of Roeland Park is considering relocating their Public Works Operations to a new facility. Several sites are being considered for this relocation. A Space Needs Assessment is desired to determine the current and future area needed for staff and operations of the facility. Parking and outdoor storage will also be a consideration. Sustainability will be an important aspect of the new facility.

Assumptions

A specific site will not be evaluated. Rather, a fictitious site will be developed assuming 0-5% change in grade across site and assuming utilities are available within adjacent right-of-way and will be extended into site.

- Kick-Off Meeting
 - Discuss project goals and objectives
 - Review project workplan, schedule and deliverables
 - Discuss questionnaire and space programming process
- Space Needs Programming
 - Distribute space needs programming and equipment inventory questionnaire
 - Collect program questionnaire information
 - Conduct program interviews with key staff/stakeholders (maximum 3 stakeholder meetings)
 - Prepare space needs program draft
- Team review of Program draft (via email)
 - Receive comments from staff via email
 - Revise program document to incorporate comments
- Concept Design
 - Prepare one site concept for fictitious site
 - Prepare building layout concept (bubble diagram)
 - Solicit feedback from key staff/stakeholders
 - Refine preferred concept
 - Prepare project and construction cost opinion
- Concept Review Meeting
 - Present/confirm preferred direction
 - Review cost information
- City Council presentation
 - Prepare presentation and attend one meeting

Methodology

During the month of April 2022, the SFS team met with Public Works staff, reviewing and updating data collected through a spaces needs questionnaire. The team focused on specific elements of their space, including adjacencies, equipment, mechanical, and security needs. The team forecasted headcount requirements through 2032.

Significant meetings included:

Kickoff Meeting, March 30, 2022

Attendees: City Manager, Director of Public Works, Council Representatives, Project Team

Programming Interviews, April 19, 2022

Attendees: Director of Public Works, Public Works Staff, Project Team

Program and Preliminary Concept Review, June 22, 2022

Attendees: City Manager, Director of Public Works, Project Team

Concept Review, June 30, 2022

Attendees: City Manager, Director of Public Works, Project Team



Programming Summary

AREA SUMMARY 1	
1.0 AREA SUMMARY	USABLE SF
2 Office	1,148
3 Shop	16,835
4 Site	7,112
5 Shared Spaces	1,355
TOTAL Usable Square Feet	19,337

Usable square feet includes a factor for interior wall thicknesses, hallways, mechanical shafts, etc.
Total usable square feet excludes site space.

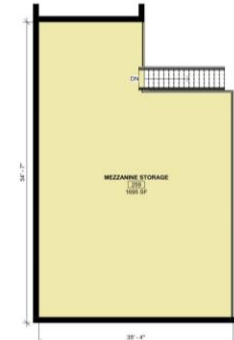




Concept 2



First Floor



Mezzanine

Cost Opinion



Roeland Park Public Works Facility
Roeland Park, Kansas

September 15, 2022

Construction Cost	OPTION 1	OPTION 2
Building	\$5,098,008	\$4,536,174
Soft Cost		
Soft cost percentage estimate 18%	\$917,641	\$816,511
Architectural / Engineering Fees		
A/E Reimbursable Costs		
Special Inspections		
Security		
Audio / Visual systems		
Furnishings		
Miscellaneous		
Owner/Construction Contingency 5%		5%
Subtotal	\$917,641	\$816,511
TOTAL PROJECT COST	\$6,015,649	\$5,352,685

Notes:

A 15% Design Contingency is included in the construction cost

Site, civil and utility costs are not included

For Options 1 and 2, escalation included to assumed mid-point of construction, 04/01/2024

Soft costs items are not detailed, but an assumption of 18% has been incorporated and includes the Owner's contingency

Maintenance/Shop Equipment is not included in above costs

Questions?



Item Number: DISCUSSION ITEMS- I.-3.
Committee 9/19/2022
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 5/26/2022
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Charter Ordinance 38 - Filling Vacant Governing Body Seats - 10 min**
Item Type:

Recommendation:

Staff recommends allowing appointment of an interim mayor from the council to serve until the next regular election and appointment of a qualified resident to serve in the vacant council seat until the next regular election. Additionally, staff recommends striking the non-candidacy statement requirement from the ordinance.

Details:

Update after 9.6.22 Workshop

Staff has consulted with the Johnson County Election Office to determine their requirements for holding a special election. Due to the need for 90 days between the call and the holding of an election, Johnson County's stance that there is no overlap between elections (special, primary and general) and the likelihood of two other jurisdictions calling special elections in 2023, staff recommends that the revisions to the charter ordinance take effect immediately, rather than in May 2023 as initially directed.

More detail about the information received from the Johnson County Election Office and the potential scenario in 2023 can be found in the Additional Information section at the bottom of the staff report.

Council's direction has been to draft an ordinance that retains the special election provision for a mayoral vacancy but adopts an interim appointment process for a council vacancy. That draft ordinance is attached to the agenda item.

Since that direction, staff has had more detailed conversations with the Johnson County Election Office and discovered that there many competing factors that could delay a special election from

occurring, regardless of what position or what election year a Roeland Park vacancy occurs. The only way to guarantee a full Governing Body and an election as soon as possible after a vacancy is to provide for the interim appointment of both a mayoral and a council vacancy. To this end, staff has also developed a draft ordinance that allows appointment of an interim mayor from the council to serve until the next regular election and appointment of a qualified resident to serve in the vacant council seat until the next regular election and removes the non-candidacy statement requirement. Allowing the interim mayor to be appointed from existing councilmembers rather than the Council President automatically becoming the interim mayor is a more representative approach: elected officials from all four wards will have the opportunity to select the interim Mayor versus a default to the Council President who only represents one ward.

It should be noted that this proposal would require the Councilmember appointed to fill the interim Mayor position give up their Council seat. That Councilmember, before accepting the interim Mayor position, would need to decide whether or not they wanted to vacate that seat for the time being. They would have the option to run again (for either Mayor or Council) at the next regularly scheduled City election.

Update after 7.18.22 Workshop

Staff has updated the draft ordinance to reflect the following:

- a special election for a mayoral vacancy
- an appointment process via an application for a council vacancy (the appointed replacement would serve until the next regularly scheduled election regardless of the remaining term of the vacancy).
- the provision that a vacancy may remain unfilled in the case of the Council President (so that the person serving in that position doesn't have to effectively resign from Council).

Additionally, the following reference documents have been prepared:

- a comparison of the appointment process in each of the Johnson County municipalities
- a draft internal policy that would guide the application process in case of a Council vacancy.

Update after 7.6.22 Workshop

Staff has updated the draft ordinance outlining a special election process to fill a mayoral vacancy and an appointment process to fill a Council vacancy to have an effective date of May 1st, 2023.

Staff reviewed existing code outlining duties of the Mayor and Council President and the draft ordinance with the City attorney and concluded that there is no conflict or need for further revision.

Update after 6.21.22 Workshop

Staff has prepared two sample ordinances for review:

-an ordinance outlining an appointment and confirmation process for both mayoral and council vacancies.

-an ordinance outlining an appointment and confirmation process for a council vacancy and a special election process for a mayoral vacancy.

Things to note:

1. A replacement for a vacant Council seat would serve on Council until the next general election.

The candidate who is elected at the next general election would serve out the remainder of the unexpired term (the election wouldn't trigger a new term).

2. In the case of mayoral vacancy, the replacement would be appointment from the existing Governing Body members via a nomination and majority confirmation process.

Also attached is the current City Code requiring a special election for all vacancies.

Update after 6.6.22 Workshop

Staff has prepared a hypothetical timeline to illustrate how long it would take to fill a council vacancy through the current special election process and a potential appointment process.

Staff is working with ETC to develop a few survey questions that could be sent to the residents who opted in to the quarterly mini email surveys.

Currently, City Code specifies that any vacancy on Council (including the Mayor) be filled by a special election. The specific code language is attached. Various steps are required to hold a special election; the specifics are outlined in the attached letter from the County Election office and the timeline prepared by the City Attorney.

For context, the most recent special election held by the City to fill a vacancy was in 2019 to fill the Ward 1 vacancy. The results and turnout of that election are attached. The election cost the City \$6,500 and there were 96 votes cast, 7.47% of all registered voters.

For reference, 17 out of the 19 Johnson County communities fill both council and mayoral vacancies through an appointment process. A summary of all municipalities is attached. There are also a few ordinances outlining various appointment processes in other cities included for reference. Please note that this is not an endorsement of a specific process, but simply an illustration of different routes an appointment process could follow.

If Council wishes to change the current process, it would require a charter ordinance amending the City Code. This requires a super majority of all the elected officials to pass (6 of 9).

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Additional Information

The JOCO Election Commissioner has indicated the Blue Valley Schools and Olathe Schools are contemplating special elections for sales tax renewals this fall. The Commissioner prefers not to have any overlap of elections (special or normal). Therefore the timing of our potential Mayor vacancy special election could be impacted (pushed off) due to the Blue Valley and Olathe special elections. The Commissioner also stated that he plans for 90 days for each election process (again no overlap of that 90 days). The Commissioner indicates that currently a February 28, 2023 special election date to fill a vacant mayor's seat is possible.

If the Mayor wins the Commission Chair seat and that is confirmed by 11/21/22 (by the County), and then he provides his resignation that day to be effective some time in January of 2023, council could accept that resignation at their meeting on 11/21/22 and take action to declare a special election to fill the mayor's seat at that meeting with a December 5, 2022 deadline (2 weeks) for candidates to file. The Commissioner says that the election could occur on February 28, 2023. This is the absolute soonest we could conduct a special election and would leave us without a full council until March 6, 2023 when the new mayor would be sworn in at the March 6, 2023 council meeting. If the new mayor is an existing council person, that council person could resign March 6 (which is more than 180 days from the next general election) and Council could act to call a special election which at the soonest could occur on June 6, 2023. Again the Commissioner doesn't want any overlap of elections (special, primary or general) and wants 90 days allowed for each election process. Between our two special elections and the two school special elections and the primary election in August and the general election in November it does not seem possible that we are going to be able to hold a 2nd special election to fill a council seat.

The Commissioner does not have a policy on who's special election gets done first. If both Blue Valley and Olathe schools decide to move forward with their special elections prior to RP being ready to decide on a special election for the Mayor, we could in theory be waiting in line behind them which could cause the Acting Mayor to serve from January 2023 through the November 2023 general election and then we may need to hold a special election to fill a vacancy on the council which likely would not get filled until the beginning of 2024! (leaving us short a full governing body this entire time).

All this supports the conclusion that Council should act to adopt the ordinance amending the appointment with it taking affect 60 days after publication if no protest filed; estimated to be December 4, 2022. This ensures an election can occur in 2023 for the person appointed to the vacant council seat (assuming we are able to hold a special election to fill the mayors seat and that the new mayor is an existing council person).

As drafted the ordinance which calls for a special election for the Mayor will NOT address the potential situation where the city is without a full board for over a year. The only way to avoid that would be to provide for the mayor's seat and a council seat to be appointed until the next general election. This is one of the contributing factors as to why all but two cities in JOCO provide for the ability to appoint both the Mayor and Council seats. The longest that an appointed person could serve prior to standing for election is 18 months if Council were to adopt an ordinance providing for appointment until the next regular election.

17 out of the 19 Johnson County communities fill Mayor vacancies through an appointment process.

18 out of the 19 Johnson County communities fill Council vacancies through an appointment process.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Draft ordinance - Appoint Mayor and Appoint Council Person Option	Cover Memo
<input type="checkbox"/> Appointment Process Timeline Scenarios	Cover Memo
<input type="checkbox"/> Draft Ordinance - Special Elect Mayor and Appoint Council Person Option	Cover Memo
<input type="checkbox"/> Draft City Council Vacancy Appointment Process	Cover Memo
<input type="checkbox"/> Johnson County Municipalities Appointment Process Comparison	Cover Memo

▢	Johnson County Municipalities Vacancy Process Comparison	Cover Memo
▢	Special Election Hypothetical Timeline	Cover Memo
▢	City Code regarding vacancies	Cover Memo
▢	2019 Special Election Results	Cover Memo

CHARTER ORDINANCE NO. 38

A CHARTER ORDINANCE AMENDING THE PROCEDURE TO FILL A VACANT GOVERNING BODY SEAT.

WHEREAS, Article 12, Section 5 of the Constitution of the State of Kansas (the "Act"), provides that cities may exercise certain home rule powers, including passing charter ordinances which exempt such cities from non-uniform enactments of the Kansas Legislature; and

WHEREAS, the City of Roeland Park, Kansas (the "City") is a city, as defined in the Act, duly created and organized, under the laws of the State of Kansas; and

WHEREAS, K.S.A. 12-104a(c) states that a vacancy in the City's governing body is to be filled by a special election; and

WHEREAS, K.S.A. 12-104a(d) allows for the City to enact a different procedure for filling governing body vacancies other than by special election; and

WHEREAS, the governing body of the City (the "Governing Body") desires, by Charter Ordinance, to amend Charter Ordinance 32, Sections 3, 6, and 7.

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

SECTION 1. Existing Section 3 of Charter Ordinance No. 32 is hereby amended to read as follows:

3. "Pursuant to K.S.A. § 25-21a01(c), any person elected to the Governing Body after a general election, as defined in K.S.A. § 25-2102, shall be sworn in and take office on the day of the first regularly scheduled City Council meeting in December following the certified results from said general election. The term of office for any member of the Governing Body not reelected shall expire on the day of the first regularly scheduled City Council meeting in December following the certified results from said general election."

SECTION 2. Existing Section 6 of Charter Ordinance No. 32 is hereby amended to read as follows:

6. "In the event that a vacancy in the office of Councilmember should occur by reason of resignation, with or without acceptance by the Mayor, death, removal from office for cause, promotion to Mayor pursuant to Section 6-101(f) or change of residency to outside the ward from which said Councilmember was elected, the vacancy shall be filled in the following manner: At the next regular City Council meeting, the vacancy shall be filled by appointment of the Mayor, after an application process, with the advice and consent of a majority of the remaining members of the City Council. The Councilmember appointment shall be effective until the next general election, as defined in K.S.A. § 25-2102. Any appointment made after 12:00 P.M. on June 1 of any given year will serve until the general election occurring in the following year."

SECTION 3. Existing Section 7 of Charter Ordinance No. 32 is hereby amended to read as follows:

7. “In the event that a vacancy in the office of the Mayor should occur because of death, resignation, removal from office for cause, or change of residency to outside the limits of the City, then, the Council shall appoint, by a majority of those Councilmembers present, a new mayor from those Councilmembers serving at the time of the vacancy. A Mayoral vacancy shall be filled within thirty (30) days of the date the vacancy becomes effective. The vacancy in the Council created by the Council appointing a new Mayor will be filled in accordance with Section 6 of Charter Ordinance No. 38. The Mayoral appointment shall be effective until the next general election, as defined in K.S.A. § 25-2102. Any appointment made after 12:00 P.M. on June 1 of any given year will serve until the general election occurring in the following year.”

SECTION 4. Charter Ordinance No. 36 is hereby repealed in its entirety.

SECTION 5. Chapter 6, Article 1, Section 6-101(i) is hereby established to read as follows in Section 1 of this Charter Ordinance. Chapter 6, Article 1, Section 6-101(e) and Section 6-101(f) of the Roeland Park Municipal Code are hereby amended to read as follows in Section 2 and Section 3 of this Charter Ordinance, respectively.

SECTION 6. This Charter Ordinance shall take effect after its publication in the official City newspaper, and shall have an effective date of December ____, 2022.

PASSED by the Governing Body, not less than two-thirds of the elected members voting in favor thereof, this ____ day of _____, 2022.

Mike Kelly, Mayor

ATTEST:

Kelley Nielsen, City Clerk

APPROVED AS TO FORM

Steven E. Mauer, City Attorney

CITY OF ROELAND PARK, KANSAS
ORDINANCE NO. _____

**AN ORDINANCE OF THE GOVERNING BODY OF THE CITY OF
ROELAND PARK, KANSAS AMENDING MUNICIPAL CODE CHAPTER
SIX, ARTICLE 1 “CITY ELECTIONS”**

WHEREAS, the City of Roeland Park desires to amend its Code to establish the process for filling vacancies within the office of Mayor or City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
CITY OF ROELAND PARK, KANSAS:**

SECTION 1. Chapter 6, Article 1 of the Roeland Park Municipal Code is hereby amended to read as follows:

“Sec. 6-101. – Election of Governing Body.

- (a) The Governing Body shall consist of a Mayor and 8 Councilmembers to be elected to terms as set forth herein. Candidates for the office of Mayor shall be at least 21 years of age on the date of the election and shall be a resident and qualified elector of and within the City. Candidates for Councilmember shall be at least 21 years of age on the date of the election and shall be a resident and qualified elector of the ward from which they stand for election. Should any person be elected to the office of Mayor and thereafter move his/her place of domicile to outside the limits of the City, then such person shall cease to be Mayor and a vacancy shall be deemed to exist and said vacancy shall be filled as herein provided. In the event that any person elected to the Council should change his/her place of domicile to outside the ward from which he/she was elected, then a vacancy shall be deemed to exist for such position of Councilmember and said vacancy shall be filled as herein provided. The Council shall by ordinary ordinance specify the compensation of the Mayor and Councilmembers.
- (b) The Governing Body of the City may, by ordinance, divide the City into wards and precincts, establish the boundaries thereof, and number the same. No ordinance redefining wards and precincts shall become effective less than 30 days prior to the next regular City election.
- (c) Those Governing Body positions with terms expiring in April 2017, shall expire in January of 2018, when the City officials elected in the November 2017 general election take office. Those Governing Body positions with terms expiring in April 2019, shall expire in January of 2020, when the City officials elected in the November 2019 general election take office.
- (d) A general election of City officers shall take place on the Tuesday succeeding the first Monday in November 2017. Succeeding elections will be held every two years for all such Governing Body positions whose terms have expired. One Councilmember from each ward shall be elected at one election, and the other Councilmember from that ward shall be

elected at the succeeding election. The Councilmembers shall have four year terms. The Mayor shall have a four year term. All elections in the City shall be nonpartisan.

- (e) In the event that a vacancy in the office of Councilmember should occur by reason of resignation, with or without acceptance by the Mayor, death, removal from office for cause, or change of residency to outside the ward from which said Councilmember was elected, the vacancy shall be filled in the following manner: At the next regular City Council meeting, the vacancy shall be filled by appointment of the Mayor, after an application process, with the advice and consent of a majority of the remaining members of the City Council, and the person so appointed shall serve until the position is filled by election at the next regular City Council election. If the Council President is promoted to Mayor pursuant to Section 6-101(f), the vacancy may remain until the Council President reassumes his or her seat on the Council as a Councilmember. If the election is not the regularly scheduled election for the particular council seat, the elected person shall serve the remainder of the unexpired term.
- (f) In the event that a vacancy in the office of the Mayor should occur because of death, resignation, removal from office for cause, change of residency to outside the limits of the City, then, if the President of the Council has executed a non-candidacy statement as herein set forth, he or she shall become the Mayor until his or her successor is elected as herein provided. If the President of the Council has not executed a non-candidacy statement, then the most senior Councilmember (determined by most recent continuous time in office) who has executed a non-candidacy statement shall serve as Mayor until his or her successor is elected. In the event there is not one Councilmember who is the most senior, then the Council shall choose the Mayor from among the most senior Councilmembers who have executed non-candidacy statements. A successor to the Mayor shall be selected in the following manner:
 - 1. In the event that the vacancy occurs 180 or more days prior to the next regular City election, the City Clerk shall publish a notice of the vacancy once in the official City newspaper not later than 10 days after the vacancy occurs. Notice of the vacancy shall also be published on the City's web page. The City Clerk shall, within five days of the occurrence of the vacancy, notify the County Election Officer that a special election will need to be held within the City and shall obtain from the County Election Officer a date for such election as provided in subsection (3) hereof.
 - 2. Any person desiring to be a candidate must file the statement of candidacy and pay the filing fee or submit the proper petition by 5:00 p.m. on the 20th day following the publication of the notice.
 - 3. The City shall hold a special election for the purpose of electing a Mayor from among those persons who have properly filed a statement of candidacy as hereinbefore set forth. Such special election shall be held as soon as possible as determined by the County Election Officer. Only qualified electors of the City shall

be entitled to vote. The candidate receiving the greatest number of votes upon certification of the results by the County Election Officer shall assume the position of Mayor at the first regular meeting of the Governing Body following certification of the election results.

4. Failure to follow the precise procedure provided herein shall not invalidate the results of any election held hereunder.
5. In the event that the vacancy occurs less than 180 days prior to the filing deadline for the next regular City election at which a Mayor would be elected, the procedure provided herein shall not apply. Rather, the vacancy shall be filled by the Council President or senior Councilmember pursuant to Section 6-101(f) and their service shall continue until the next regular City election.

The non-candidacy statement shall be in substantially the following form:

‘The undersigned Councilmember of the City of Roeland Park hereby states that I will not be a candidate for the position of Mayor to fill the unexpired term caused by the vacancy in office of the Mayor occurring 180 or more days prior to the filing deadline for the next regular City election at which the Mayor would be elected or if such vacancy has occurred less than 180 days of such filing deadline, I will not be a candidate for the position of Mayor in the next regular City election at which a Mayor would be chosen. I agree not to file a statement of candidacy for such position and further agree that any such statement filed by me or on my behalf shall be void and of no force or effect and that the County Election Officer shall not include my name on any list of candidates for the position of Mayor at any election conducted under the provisions of this subsection.’

(g) No person shall hold or occupy more than one office of the City, whether elective or appointive, at the same time.

(h) For purposes of this charter ordinance, the phrase “removal from office for cause” shall refer to recall pursuant to K.S.A. 25-4318 et seq., and amendments thereto, or ouster from office pursuant to K.S.A. 60-1205 et seq., and amendments thereto.

SECTION 2. This Ordinance shall become effective on May 1st, 2023.

PASSED by the City Council this ____ day of _____. APPROVED by the Mayor.

Mike Kelly, Mayor

ATTEST:

Kelley Nielsen, City Clerk

APPROVED AS TO FORM

Steven E. Mauer, City Attorney



City Council Vacancy Appointment Process

Approved m/d/2022

Effective m/d/2022

I. SCOPE

There are times that City Council members cannot fulfill their entire term of office. When this happens, a vacancy on the Council occurs. Section XXXXX of City code dictates that the City Council may appoint a qualified elector via an application process to fill this vacancy.

II. PURPOSE

The purpose of this policy is to establish an application process that guides the selection of the vacancy appointee.

III. PROCEDURES

1. When a vacancy on the City Council occurs the process set out below should be completed in a timeframe that allows the recommendation to be placed on a City Council Agenda for consideration as provided for by Charter Ordinance.
2. The City Clerk or his/her designee shall advertise the vacancy on the website, on social media and in the local newspaper. The information advertised by the City Clerk or his/her designee shall include: the ward of the vacancy, the unexpired term of the vacancy, Council meeting schedule, general expectations of a Council member and the deadline for submitting an application.
3. Forms required for submittal include but are not limited to:
 - i. Cover letter and Resume
 - ii. Declaration of residency
 - iii. Statement of Substantial Interest
4. The application forms shall be reviewed by the Mayor after the deadline. The application forms shall also be available to other members of the Council for review, upon request from the City Clerk.
5. A new business agenda item shall be designated on the next scheduled regular City Council meeting for the Mayor to make a nomination to appoint a qualified elector to fill the vacancy.
6. The Mayor will then ask the Council for a motion to approve the appointment.
7. If a motion is validly made and seconded, the Council may then discuss the appointment.
8. The Council shall then vote on whether or not to approve the Mayor's nomination.



9. If the Mayor's nomination fails, they will have the opportunity to make another nomination at the same or a subsequent City Council meeting.

IMPLEMENTATION

This policy shall remain in force until officially changed by the majority of the Council Members present and voting; where the number of the favorable votes is one (1) less than required the Mayor shall have the power to cast the deciding vote in favor of the action.

Johnson County Municipalities Comparison – filling vacancies on Council

	Roeland Park	Shawnee	Merriam	Prairie Village	Westwood	Overland Park	Olathe
Mayor	Special Election	Special Election	Council president takes over until next election	Council elects new mayor	Council president takes over until next election	Council elects new mayor	Council president takes over until next election
Council	Special Election	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment

	Gardner	Edgerton	Fairway	De Soto	Leawood	Lenexa	Mission
Mayor	Council president takes over until next election	Appointed by Governing Body	Council president takes over until next election	Council president takes over until next election	Council elects new mayor	Council elects new mayor	Council president takes over until next election
Council	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment

	Lake Quivira	Mission Hills	Mission Woods	Westwood Hills	Johnson County
Mayor	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body
Council	Appointment	Appointment	Appointment	Appointment	Appointment

Appointment procedures for council vacancies:

- Appointment originates with Mayor, confirmed by Council: Prairie Village, Westwood, DeSoto, Lenexa, Mission, Lake Quivira, Westwood Hills, Mission Hills, Mission Woods, Johnson County*, Edgerton
- Appointment originates with a committee, confirmed by Council: Overland Park, Olathe, Leawood
- Appointment originates with an application process, confirmed by Council: Shawnee, Fairway, Merriam, Gardner

*Chair can choose method of appointment (see below for details)

SPECIFIC CODE LANGUAGE AND/OR PROCEDURES FROM EACH MUNICIPALITY

MERRIAM

Whenever a vacancy occurs in the position of councilmember, including when a councilmember moves from the ward from which elected, or whenever the council president becomes mayor leaving a vacancy in the office of councilmember, the city council shall appoint an elector of the ward where the vacancy occurs to be councilmember for the balance of the unexpired term and a notice of vacancy shall be announced at the first regular council meeting following the occurrence of such vacancy. The vacancy shall be filled by the city council pursuant to the following procedures:

1. The deadline for individuals to submit a letter of interest and statement of qualifications for the vacant council position shall be 30 days from the date the notice of vacancy is announced. If such 30th day is a weekend or holiday, the deadline shall be the next regular business day following the expiration of such 30-day period.
2. Letters of intent and statements of qualifications for the vacant council position shall only be considered by the city council if submitted to the city clerk's office by 4:30 p.m. on the deadline specified by the city council as set forth in subsection (1) of this section.
3. The city council may use whatever publicity forum it chooses to disseminate information regarding the vacancy and the associated selection process.
4. All letters of intent and statements of qualifications and associated documents received for the vacant council position shall be treated as open records pursuant to the provisions of the Kansas Open Records Act, K.S.A. 45-215 et seq.
5. The city council shall interview all qualified candidates (electors of the ward where the vacancy occurred who have timely submitted letters of intent and statements of qualifications) within 30 days following the deadline specified by the city council as set forth in subsection (1) of this section. Interviews shall be conducted as open meetings of the city council according to the provisions of the Kansas Open Meetings Act, K.S.A. 45-215 et seq. Nothing herein shall be construed as to limit the number of interview sessions the city council may conduct, so long as each remaining candidate has the opportunity to be interviewed in each subsequent set of interview sessions.
6. In the event that eight or more candidates have submitted a letter of intent and statement of qualifications for the vacant council position, following the completion of candidate interviews, the city council, in an open meeting and by written ballot, shall narrow the list of candidates to five. Each city council member shall vote for not more than five candidates and may cast no more than one vote per candidate. Each ballot shall include the name of the city council member casting such ballot and shall be considered an open record. The votes will be tabulated by the city clerk and announced at the open meeting at which the ballots are cast. Those five candidates receiving the greatest number of votes shall be considered as set forth in subsection (7) of this section at the same or a subsequent meeting.
7. Whenever more than two, but less than eight, candidates have submitted a letter of intent and statement of qualifications for the vacant council position, or whenever the number of candidates has been reduced as set forth in subsection (6) of this section, the city

council, in an open meeting and by written ballot, shall narrow the list of candidates to two. Each city council member shall vote for not more than two candidates and may cast no more than one vote per candidate. Each ballot shall include the name of the city council member casting such ballot and shall be considered an open record. The votes will be tabulated by the city clerk and announced at the open meeting at which the ballots are cast. Those two candidates receiving the greatest number of votes shall be considered as set forth in subsection (h) of this section at the same or a subsequent meeting.

8. Whenever two or fewer candidates have submitted a letter of intent and statement of qualifications for the vacant council position, or whenever the number of candidates has been reduced to two as set forth in subsection (7) of this section, each city council member shall, in an open meeting and by written ballot, cast not more than one vote for the purpose of selecting a candidate to fill the vacant council position. Each ballot shall include the name of the city council member casting such ballot and shall be considered an open record. The votes will be tabulated by the city clerk and announced at the open meeting at which the ballots are cast. The candidate receiving a majority vote of the city council shall be appointed as councilmember for the balance of the unexpired term. In the event the city council vote results in a tie, the mayor, at the same meeting as the tie vote, shall cast a vote in favor of one of the two candidates to serve the balance of the unexpired term.

(Code 1967, § 2-26; Ord. No. 1635, § 1, 2-8-2010; Ord. No. 1730, § 1, 1-26-2015)

PRAIRIE VILLAGE

In case of a vacancy occurring by reason of resignation, death, removal from office or when a councilmember no longer resides in the ward in which the councilmember has been elected, the mayor, by and with the consent of the remaining councilmembers may appoint some suitable elector residing in such ward to fill the vacancy until the next election for that council position.

WESTWOOD

VACANCIES IN GOVERNING BODY; HOW FILLED. In case of a vacancy in the council occurring by reason of resignation, death or removal from office or from the city, the mayor, by and with the advice and consent of a majority of the remaining council members, shall appoint some suitable elector to fill the vacancy until the next election of that office. In case any person elected as a council member neglects or refuses to qualify within 30 days, after the filing of this or her certificate of election, he or she shall be deemed to have refused to accept such office and a vacancy shall exist, and thereupon the mayor may, with the consent of a majority of the remaining council members, appoint some suitable elector to fill said vacancy. In case of a vacancy in the office of mayor, the president of the council shall become mayor until the next regular election of that office and a vacancy shall occur in the office of the council member becoming mayor. (C.O. No. 6, Sec. 2; Code 1993, 1-208)

OVERLAND PARK

- A. The mayor and council members shall remain in office until their successors have been duly elected and qualified. When there is a vacancy in the position of mayor, the president of the council shall serve as acting mayor until the Council elects a member to

serve as mayor. The Council shall elect a member to serve as mayor within thirty days of the vacancy in the office of mayor. If such vacancy occurs before May 1 of an odd-numbered year leaving an unexpired term of more than two (2) years from said May 1, such successor shall serve in such position until a special election is held at the same time as the next regular city primary and general election and the succeeding mayor takes office. Such special election shall be held for the purpose of electing a replacement mayor to serve in such position for the remainder of the unexpired term. Such special election shall be held in the same manner as if the term were expiring and the term of the successor shall end upon election and taking of office of a mayor for the unexpired term. In all other cases, the successor shall serve the remainder of the unexpired term. Any vacancy on the Council created by the Council's election of a member to the position of mayor would be filled in accordance with the provisions of this Section.

- B. Should the president of the council be elected mayor in accordance with the provisions of this Section, there shall be a vacancy in the position of council president, which shall be filled by the remaining members of the council pursuant to Section 2.4, above, no later than the first regular council meeting following the date of occurrence of the vacancy. When the president of the council becomes mayor, there also shall be a vacancy in such council member's position on the council. Whenever a vacancy occurs for any reason in the position of council member, a screening committee composed of the mayor, president of the council and chair of the Finance, Administration and Economic Development Committee of the council shall recommend to the remaining members of the committee of the whole of the council and the mayor not to exceed two (2) persons as potential replacements within thirty (30) days from the date the vacancy is declared to have occurred by the members of the council remaining after the vacancy. The remaining members of the council and the mayor shall so declare a vacancy to have occurred at the first regular council meeting following the date of occurrence of the vacancy. Upon receipt of such recommendation from the screening committee, the committee of the whole of the council, by majority vote of the remaining members thereof and the mayor, may recommend to the remaining members of the council and the mayor either recommended replacement or may reject both such recommended replacements. Should the remaining members of the committee of the whole of the council and the mayor reject both such recommended replacements, the screening committee shall make a second recommendation of not to exceed two (2) persons other than the two persons originally recommended, as potential replacements for consideration by the remaining members of the committee of the whole of the council and the mayor within fifteen (15) days of such rejection. Upon receipt of the second recommendation from the screening committee, the committee of the whole of the council, by majority vote of the remaining members thereof and the mayor, may recommend to the remaining members of the council and the mayor either such recommended replacement or may reject both such recommended replacements. Should the remaining members of the committee of the whole of the council and the mayor reject both such recommended replacements, the council, by majority vote of the remaining members thereof and the mayor, shall appoint an elector qualified to fill the vacant position.

- C. If such **vacancy** occurs in the position of council member before May 1 of an odd-numbered year leaving an unexpired term of more than two (2) years from said May 1, such appointed replacement shall serve in such position until a special election is held at the same time as the next regular city primary and general election and the succeeding council member takes office. Such special election shall be held for the purpose of electing a replacement to serve in such position for the remainder of the unexpired term. Such special election shall be held in the same manner as if the term were expiring and the term of the appointed member, if any, shall end upon election and taking of office of a member for the unexpired term. In all other cases, the appointed replacement shall serve the remainder of the unexpired term.

OLATHE

When the Governing Body is required to fill a Council vacancy, the vacancy will be filled as follows:

- (1) At the first meeting immediately following the occurrence of a Council vacancy, the Mayor must announce to the public that the Governing Body will fill the position of Councilmember.
- (2) Within thirty (30) days of such announcement the Mayor will appoint a Committee consisting of the Mayor, Mayor pro tem, and the vacating Councilmember. If Mayor pro tem is the vacant position or if the vacating Councilmember is unable to serve on the Committee, the Mayor will appoint an alternate Councilmember to the committee. This Committee must present a qualified applicant for the vacant Council position to the Council within thirty (30) days of appointment.
- (3) Within thirty (30) days of the Council Committee's announcement of the applicant, the Governing Body may either:
 - (a) Elect the candidate by a majority vote; or
 - (b) Reject the candidate.
- (4) If the candidate is rejected, the Council Committee must present another candidate to the Council within thirty (30) days of such rejection.
- (5) The process in this subsection must repeat until either:
 - (a) The vacancy is filled pursuant to this subsection; or

(b) The time comes that the vacant Council position is to be filled by regular City election in accordance with the provisions of subsection [\(C\)](#) of this Section. (Ord. 17-31 § 1, 2017.)

GARDNER

In case of a vacancy in the Council occurring by reason of resignation, death, or removal from office or from the City, the Governing Body shall appoint a qualified elector to fill the vacancy until the next election for that office. In case any person elected as a Councilmember neglects or refuses to qualify within 30 days after election, the Councilmember shall be deemed to have refused to accept the office and a vacancy shall exist. The Governing Body shall appoint a qualified elector to fill the vacancy. In case of a vacancy in the office of Mayor, the President of the Council shall become Mayor until the next regular election for that office and a vacancy shall occur in the office of the Councilmember becoming Mayor. (Ord. 2455 § 3; C.O. No. 19 § 3. Code 1990 § 1-202)

Procedure:

Appointment Process

The City Clerk will coordinate the appointment process beginning with the notification to the general public of openings on the City Council. Openings will be advertised for two weeks via the City's official newspaper, the City's website (www.gardnerkansas.gov), and other social media outlets.

Appointments to the City Council shall be based upon applications filed in the City Clerk's Office. Members of the public are encouraged to visit the City's website where they can choose one of two options to apply for an appointed position as a City Council Member. The first option offers a printable Public Service Application which can be accessed directly through the City's website, completed, and returned to the City Clerk's Office via the United States Post Office or by facsimile transmission. The second option allows the submittal of the Public Service Application electronically via an online application process which can be accessed through the City's website. Paper applications will be available at City Hall via the City Clerk's Office. Public Service Applications are always welcomed by the City Clerk and shall be kept for a period of one calendar year. The City Clerk will call upon the City Council to submit the names of potential candidates should there be no applications for appointment on file.

After the City Council opening has been advertised for two weeks, the City Clerk shall provide to the Governing Body a list of the applicants who are qualified pursuant to the laws of the State of Kansas. The Council will then be given one week to advise the City Clerk of any potential issues with any of the candidates.

The applicants will then be invited to the next regularly scheduled City Council Meeting for an interview with the Governing Body. The Governing Body will interview the applicants at the City Council Meeting and vote to appoint one of the applicants to fill the vacant City Council position until the next election. The Governing Body may conduct second interviews or start the appointment process over if they believe none of the applicants are qualified. A copy of the nominee's Public Service Application will be included in the Council packet for the meeting at which the interviews will be conducted.

EDGERTON

6-102. SAME; VACANCY. (a) In case of a vacancy in the office of the mayor, the president of the council shall become mayor until the next regular election for that office a vacancy shall occur in the office of the councilmember becoming mayor. (b) In case of a vacancy in the council occurring by reason of resignation, death, or removal from office or from the city, the mayor, by and with the advice and consent of the remaining councilmembers, shall appoint some suitable elector to fill the vacancy until the next election for that office. In case any person elected as a councilmember neglects or refuses to qualify within thirty (30) days after his or her election, he or she shall be deemed to have refused to accept such office and a vacancy shall exist, and thereupon the mayor may, with the consent of the remaining councilmembers appoint some suitable elector to fill said vacancy. (C.O. No. 4, Sec. 3)

DESOTO

In case of a vacancy in the council occurring by reason of resignation, death, or removal from office or from the city, the mayor, by and with the advice and consent of the remaining councilmembers, shall appoint some suitable elector to fill the vacancy until the next election for that office. In case any person elected as a councilman neglects or refuses to qualify within 30 days after his election, he shall be deemed to have refused to accept such office and a vacancy shall exist, and thereupon the mayor may, with the consent of the remaining councilmembers appoint some suitable elector to fill said vacancy.

LEAWOOD

VACANCY IN OFFICE OF COUNCILMEMBER. If a vacancy should occur in the office of councilmember by reason of death, resignation, removal from the city, removal from office, disqualification, or otherwise, the existence of the same shall be published to the council and press within one week after receiving notification of the vacancy. If a councilmember moves out of the ward for which he or she was elected, or is deemed not to be a resident of the city, the office shall be deemed vacant. A nominating committee, to be composed of the mayor, the presiding officer and the councilmember remaining in the ward affected shall be established to seek out candidate(s) from the ward affected to fill such vacancy. Should the presiding officer be the remaining councilmember in the ward affected, then the councilmember appointed to serve as presiding officer for the following quarter shall serve on the nominating committee. The nominating committee will recommend the candidate(s) to the governing body. The candidate(s) shall be voted on by the governing body to serve in the vacated office until the next city election. If at such

time, the term of the vacated office is not yet expired, the newly elected councilmember shall be elected only to serve out the balance of the original unexpired term

LENEXA

City Council. In the event of a vacancy on the City Council, the Mayor shall submit to the City Council a recommendation to fill the vacancy within sixty (60) days from the date the office became vacant.

Term of Appointment. Appointments to the City Council or any other board, commission or appointed position shall serve for the duration of the unexpired term to which they are being appointed.

MISSION

In case of vacancy occurring by reason of resignation, death or removal from office or from the ward in which a Council member has been elected, of any Council member, the Mayor, by and with the consent of the remaining Council members, may appoint some suitable elector residing in such ward to fill the vacancy for the balance of the unexpired term.

LAKE QUIVIRA

Vacancies are filled via appointment by the Mayor and confirmation by Council – Erin Leckey, City Administrator

MISSION HILLS

A vacancy shall be deemed to exist in the office of Council member in the event of insufficient candidates for the office of Council member in any general election, Council member becoming Mayor as provided in subsection E below, or a Council member's resignation, death, removal from office, removal from the City, or failure to take the oath specified in Section 1-304 on or before the second Monday in January following certification of the election by the Johnson County Election Office. In such event, the Mayor, with the advice and consent of a majority of those remaining Council members then in office, shall appoint a qualified elector to fill the vacancy until the next election for that office

MISSION WOODS

Whenever a vacancy shall occur in the office of councilman, the governing body shall appoint an elector of the city to be councilman for the balance of the unexpired term. Vacancies are filled via appointment by the Mayor and confirmation by Council.

JOHNSON COUNTY GOVERNMENT

Should a vacancy occur on the Commission, the Board of County Commissioners shall, within 90 days of the occurrence of such vacancy, appoint a replacement to serve until the end of the term to which he or she is appointed or until the next regular county election, whichever

is sooner. If a regular county election is held prior to the end of the unexpired term, then an election shall be held for an individual to fill the remaining portion of said unexpired term.

From Joe Connor, Assistant County Manager – The Chair determines how the appointment will take place (ie through a committee, through commissioner recommendations then a voting process, by Chair appointment and board confirmation, etc). There is no set policy and the chair can determine a method based on the specific context of the vacancy.

SHAWNEE

Any vacancy in the office of Council Member shall be filled by a majority of the remaining Council Members present and voting, until the next regular City election when a Council Member shall be duly elected for the unexpired term or full term. If the City Council fails to fill a vacancy within sixty (60) days, a special election shall be called as provided by law.

City internal policy dictating terms of appointment:

PROCEDURE

1. When a vacancy on the City Council occurs the process set out below should be completed in a timeframe that allows the recommendation to be placed on a City Council Agenda for consideration as provided for by Charter Ordinance.
2. A Special Meeting of the Governing Body shall be held in order to interview candidates.
3. The City Clerk or his/her designee shall advertise the vacancy. The information advertised by the City Clerk or his/her designee shall include:
 - a. Forms required for submittal including, but not limited to:
 - i. Cover letter and Resume
 - ii. Declaration of intent
 - iii. Statement of Substantial Interest
 - b. The deadline for which the forms are needed.
 - c. The date and time that the interviews will be conducted.
4. The day of the Special Meeting applicants will be assigned their interview order through random draw.
5. After the interviews are completed, the Council Members will write down the applicant they wish to nominate on a sheet of paper that has the Council Members name on it.

6. The clerk will collect the papers and display them on the overhead for the Mayor to tally.
7. The applicant with the most nominations will receive the first motion.
 - a. If there is a tie, a coin flip will determine order of motion
 - b. if there is more than two with the same amount of nominations, order will be determined by random draw from a hat.
8. If the first motion fails, the council will proceed down the order of highest to lowest nomination getters until an appointment is determined.

WESTWOOD HILLS

Vacancies are filled via appointment by the Mayor and confirmation by Council – Beth O’Brien, City Clerk

FAIRWAY

The last vacancy the Mayor, Council President and other Ward Representative met with potential candidates and narrowed the field down to two. Those two were interviewed at a Council meeting and the Council as a whole voted – Kim Young, City Clerk

	Roeland Park	Shawnee	Merriam	Prairie Village	Westwood	Overland Park	Olathe
Mayor	Special Election	Special Election	Council president takes over until next election	Council elects new mayor	Council president takes over until next election	Council elects new mayor	Council president takes over until next election
Council	Special Election	Appointed by Governing Body	Appointed by Governing Body	Mayor appoints new Council member	Mayor appoints new Council member	Appointed by Governing Body	Appointed by Governing Body

	Gardner	Edgerton	Fairway	De Soto	Leawood	Lenexa	Mission
Mayor	Council president takes over until next election	Appointed by Governing Body	Council president takes over until next election	Council president takes over until next election	Council elects new mayor	Council elects new mayor	Council president takes over until next election
Council	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body	Mayor appoints new Council member	Appointed by Governing Body	Mayor appoints new Council member	Mayor appoints new Council member

	Lake Quivira	Mission Hills	Mission Woods	Westwood Hills	Johnson County
Mayor	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body
Council	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body	Appointed by Governing Body

ROELAND PARK SPECIAL ELECTIONS

June 2022



Objectives

- To give staff direction on if changes to the current process for filling Governing Body vacancies are desired.
- To give staff direction on if we should proceed with seeking resident input through the ETC mini survey.

Code Section 6-101(e)(1)

Election of Governing Body

- This code section applies when the vacancy occurs 180 days or more prior to the next regular City Council election (November 7, 2023)

Keep in Mind

- The following deadline dates are based on a hypothetical effective date of January 2, 2023 for a Councilmember to resign.
- The Johnson County Election Office has indicated it will take 90 days from the time it is notified of the City's intent to hold the special election to the actual date of the special election. This differs from the code language (60-70 days from vacancy). In the 2019 special election, the County Election Office was able to accommodate and the election was held on the 71st day from the finalized vacancy.
- The next regular election is scheduled for November 7, 2023.

Johnson County Election Office Input

- The resignation is effective January 2nd 2023.
- The city will publish the vacancy in the Legal Record on January 3rd 2023.
- According to the municipal code, the election is to be held no less than 60 and no more than 70 days from the resignation, **or upon such other date as determined by the County Election Officer.**
 - 60 days from the effective date of resignation would be March 3, 2023.
 - 70 days from the effective date of resignation would be March 13, 2023.
- The Election Office prefers a special election be held on a Tuesday, the day on which voters are accustomed to voting. The Tuesday within the 60 - 70 day window is March 7th. However, the deadline for sending Uniformed and Overseas Citizens Absentee Voting Act voter ballots (a federal mandate) for a March 7th election would be **5:00 p.m., January 28, 2023, one day before the candidate filing deadline.**
- The Election Office would likely propose that Election Day be held on **Tuesday March 21**, the 71st day following the effective date of the resignation.
 - The deadline for Uniformed and Overseas Citizens Absentee Voting Act voter ballots would be February 4th, 2023, 5 days following the candidate filing deadline.

January 2, 2023
Councilmember
Vacancy Notice
Date

January 9, 2023
Within 5 days of vacancy
(January 19 is a Saturday),
City Clerk must notify
County Election Officer that
special election will be held
and obtain special election
date

**January 22,
2023**
City Clerk must
publish Notice of
Vacancy within
10 days after
Vacancy

January 29, 2023
Deadline at 5:00
p.m. to file
statement of
candidacy and filing
fee 20th day after
publication of notice

March 21st, 2023
Date upon which Special Election will be held
according to Johnson County Election Office (78
days after vacancy is effective)

April 3, 2023
First regular City Council Meeting following
the certification of the election results

Potential Appointment Process

- A vacant mayoral seat is filled via nomination and approval by the Governing Body from the **existing Governing Body members**. The replacement serves until the next general election, regardless of when the term expires.
- A vacant council seat is filled via nomination and approval by the Governing Body from **eligible residents in the specific ward**. Council could consider a formal application process. The replacement serves until the next general election, regardless of when the term expires.

Appointment Process Hypothetical Timeline

January 2, 2022

Councilmember
Vacancy Notice
Date

January 16, 2022

Replacement appointed and
approved at next Council
Meeting

**February 6,
2023**

Replacement
sworn in

November 7, 2023

Position is up for
election at the next
scheduled general
election



Considerations

- The special election process as written means there is a 3-month period without a full Governing Body.
- If one vacancy were to be filled by a current Governing Body member, it would create another vacancy and necessitate two special elections. This would mean a 6-month period without a full Governing Body.

Sec. 6-101. Election of Governing Body.

- (e) In the event that a vacancy in the office of Councilmember should occur by reason of resignation, with or without acceptance by the Mayor, death, removal from office for cause, or change of residency to outside the ward from which said Councilmember was elected, the vacancy shall be filled in the following manner:
- (1) In the event that the vacancy occurs 180 days or more prior to the next regular City Council election, the City Clerk shall publish a notice of the vacancy once in the official City newspaper not later than 10 days after the vacancy occurs. Notice of the vacancy shall also be published on the City's web page. The City Clerk shall, within five days of the occurrence of the vacancy, notify the County Election Officer that a special election will need to be held within the City and shall obtain from the County Election Officer a date for such election as provided in subsection (3) hereof.
 - (2) Any person desiring to be a candidate must file the statement of candidacy and pay the filing fee or submit the proper petition by 5:00 p.m. on the 20th day following the publication of the notice.
 - (3) The City shall hold a special election for the purpose of electing a Councilmember from among those persons who has properly filed a statement of candidacy as hereinbefore set forth. Such special election shall be held not less than 60 days nor more than 70 days following the date upon which such vacancy occurred, or upon such other date determined by the County Election Officer. Only qualified electors within the ward in which the vacancy occurred shall be entitled to vote. The candidate receiving the greatest number of votes upon certification of the results by the County Election Officer shall assume the position of Councilmember at the first regular meeting of the Governing Body following certification of the election results.
 - (4) Failure to follow the precise procedure provided herein shall not invalidate the results of any election held hereunder.
 - (5) In the event that the vacancy occurs less than 180 days prior to the next regular City Council election, and the vacant position is one that would otherwise be subject to election at that election, the vacancy shall be filled by appointment of the Mayor with the advice and consent of a majority of the remaining members of the City Council, and the person so appointed shall serve until the position is filled by election at the next regular City Council election.
 - (6) In the event that the vacancy occurs less than 180 days prior to the next regular City Council election but prior to the first day of August preceding the election, and the vacant position is one that would otherwise not be subject to election at that election, the vacancy shall be filled by appointment of the Mayor with the advice and consent of a majority of the remaining members of the City Council, and the person so appointed shall serve until the position is filled by a special election for that position at the next regular City Council election. The candidate receiving the greatest number of votes for the vacant position at the special election shall fill the vacancy for the remaining term. In the event that the vacancy occurs less than 180 days prior to the next regular City Council election but after the first day of August preceding the election, and the vacant position is one that would otherwise not be subject to election at that election, the vacancy shall be filled by a special election on a date to be determined in consultation with the County Election Officer. The candidate receiving the greatest number of votes for the vacant position at the next regular City Council election shall fill the vacancy for the remaining term. The provisions of subsections (1) and (2) above pertaining to publication and mailed notices of the vacancy and the filing of statements of candidacy shall apply to the filling of any vacancy under this subsection.

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- (7) In the event that no person files as a candidate to fill a vacancy by the applicable filing deadline, the City Clerk shall coordinate with the County Election Officer to establish a date for a special election and a new filing deadline.
- (f) In the event that a vacancy in the office of the Mayor should occur because of death, resignation, removal from office for cause, change of residency to outside the limits of the City, then, if the President of the Council has executed a non-candidacy statement as hereinafter set forth, he or she shall become the Mayor until his or her successor is elected as hereinafter provided. If the President of the Council has not executed a non-candidacy statement, then the most senior Councilmember (determined by most recent continuous time in office) who has executed a non-candidacy statement shall serve as Mayor until his or her successor is elected. In the event there is not one Councilmember who is the most senior, then the Council shall choose the Mayor from among the most senior Councilmembers who have executed non-candidacy statements. A successor to the Mayor shall be selected in the following manner:
- (1) In the event that the vacancy occurs 180 or more days prior to the next regular City election at which a Mayor would be elected, the City Clerk shall publish a notice of the vacancy once in the official City newspaper not later than 10 days after the vacancy occurs. Notice of the vacancy shall also be published on the City's web page. The City Clerk shall, within five days of the occurrence of the vacancy, notify the County Election Officer that a special election will need to be held within the City and shall obtain from the County Election Officer a date for such election as provided in subsection (3) hereof.
 - (2) Any person desiring to be a candidate must file the statement of candidacy and pay the filing fee or submit the proper petition by 5:00 p.m. on the 20th day following the mailing of the notice.
 - (3) The City shall hold a special election for the purpose of electing a Mayor from among those persons who have properly filed a statement of candidacy as hereinbefore set forth. Such special election shall be held not less than 60 days nor more than 70 days following the date upon which such vacancy occurred, or upon such other date determined by the County Election Officer. Only qualified electors of the City shall be entitled to vote. The candidate receiving the greatest number of votes upon certification of the results by the County Election Officer shall assume the position of Mayor at the first regular meeting of the Governing Body following certification of the election results.
 - (4) Failure to follow the precise procedure provided herein shall not invalidate the results of any election held hereunder.
 - (5) In the event that the vacancy occurs less than 180 days prior to the filing deadline for the next regular City election at which a Mayor would be elected, the procedure provided herein shall not apply and the candidate receiving the greatest number of votes for the position of Mayor at such regular City election shall succeed to the office of Mayor.
 - (6) In the event that no person files as a candidate to fill a vacancy by the applicable filing deadline, the City Clerk shall coordinate with the County Election Officer to establish a date for a special election and a new filing deadline.

The non-candidacy statement shall be in substantially the following form:

"The undersigned Councilmember of the City of Roeland Park hereby states that I will not be a candidate for the position of Mayor to fill the unexpired term caused by the vacancy in office of the Mayor occurring 180 or more days prior to the filing deadline for the next regular City election at which the Mayor would be elected or if such vacancy has occurred less than 180 days of such filing deadline, I will not be a candidate for the position of Mayor in the next regular City election at which a Mayor would be chosen. I agree not to file a statement of candidacy for such position and further agree that any such statement filed by me or on my behalf shall be void and of no force or effect and that the County Election Officer shall not include my name

on any list of candidates for the position of Mayor at any election conducted under the provisions of this subsection."

- (g) No person shall hold or occupy more than one office of the City, whether elective or appointive, at the same time.
- (h) For purposes of this charter ordinance, the phrase "removal from office for cause" shall refer to recall pursuant to K.S.A. 25-4318 et seq., and amendments thereto, or ouster from office pursuant to K.S.A. 60-1205 et seq., and amendments thereto.

(Chart. Ord. No. 24, §§ 1, 2; Chart. Ord. No. 32, §§ 2—4, 6—9, 7-18-2016)

Summary Results Report
2019 Roeland Park Special Election
February 26, 2019

Official Final Results

Johnson County

STATISTICS

	TOTAL
Election Day Precincts Reporting	2 of 2
Precincts Complete	2 of 2
Precincts Partially Reported	0 of 2
Absentee/ Early Precincts Reporting	2 of 2
Registered Voters - Total	1,285
Ballots Cast - Total	96
Ballots Cast - Blank	0
Voter Turnout - Total	7.47%

Summary Results Report
2019 Roeland Park Special Election
February 26, 2019

Official Final Results

Johnson County

Roeland Park Council Ward 1

Vote For 1

	TOTAL	VOTE %
Jan Faidley	77	80.21%
Courtney Craig	19	19.79%
Write-In Totals	0	0.00%
Total Votes Cast	96	100.00%
Overvotes	0	
Undervotes	0	
Contest Totals	96	
Precincts Reporting	2 of 2	

Item Number: DISCUSSION ITEMS- I.-4.
Committee 9/19/2022
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 8/30/2022
Submitted By: Donnie Scharff, Director of Public Works
Committee/Department: Public Works
Title: **Discuss Prohibiting Parking on Elledge - Bike Lanes Being Installed - 10 min**
Item Type: Discussion

Recommendation:

Staff is seeking direction on restricting parking along Elledge Drive between Roe Lane & 47th St.

Details:

Information Provided Subsequent to 9/6/22 Workshop: Staff met with the Roeland Principal and SMSD Police Chief to review potential pick up/drop off patterns post bike lane construction on Elledge. The Principal expressed a preference for the traffic pattern to return to the pre Elledge construction pattern where parents stage along south bound Parish for pick up/drop off and then exit south on Parish. But she said the current pattern where parents arrive on northbound Parish is acceptable.

For the southbound approach on Parish option the Principal prefers the City allow standing/parking of cars on the south side of Elledge (over the east bound bike lane) for roughly a 1 hour period for morning drop offs and afternoon pick ups. This could be accomplished with signs stating "Parking Allowed between Signs from 7:30 am to 8:30 am and 3 pm to 4 pm". Signs could be located far enough west of the pedestrian crossing on Elledge to deter parents from staging too close to the raised pedestrian crossing. This should provide room for 8 to 10 cars along Elledge. Attached is an exhibit depicting this concept. The PD would spend some time on site to help to ensure parents understand where they would be allowed to stage on Elledge. We would develop an informational sheet for the school to share with parents as well.

For the northbound Parish approach, cones would be placed (by the PD or PW) to deter vehicles coming south on Parish during pickup and drop off. Cars would exit southbound on Parish after pickup/dropoff. We would observe traffic at the 48th and Parish intersection to determine if 48th would need to be coned off.

Information Provided At 9/6/22 Workshop: The construction project on Elledge Drive was designed to include 4' bike lanes on both sides of the street between 47th St & Roe Lane to promote alternative modes of travel. Adding bike lanes to Elledge provides connecting points to streets that currently have dedicated bike lanes (Roe Lane) as well as streets with sharrows (47th St, 50th Terr). Pavement markings will be installed to separate the bike lane and the driving lanes.

Currently, on street parking is allowed on Elledge Dr, however the addition of marked bike lanes would cause safety concerns to cyclists if forced into the driving lanes to go around a parked vehicle. The city does not have language in the current ordinance that prohibits vehicles from parking on a marked bike lane. Staff prefers restricting parking on city streets as it reduces obstacles when completing other maintenance operation such as snow removal, leaf collection, and street sweeping. Restricting parking along Elledge will make it illegal for cars to stage as they prepare to pick up or drop off children from Roesland Elementary.

The topic of restricting on street parking was part of the neighborhood meeting held in the spring of 2022 prior to the project reaching final design. A couple of neighbors expressed concern for prohibiting on street parking along Elledge as they park on Elledge.

Attached is a draft ordinance prohibiting parking on Elledge.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
□ Draft Ordinance to Prohibit Parking on Elledge	Cover Memo
□ Parking Allowed Signage Exhibit	Cover Memo

ORDINANCE NO. ????

**AN ORDINANCE RELATING TO LOCAL TRAFFIC REGULATIONS;
AMENDING EXISTING SECTION 14-219 OF THE CODE OF THE CITY OF
ROELAND PARK, KANSAS, CONCERNING PARKING ON CERTAIN CITY
STREETS.**

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

SECTION 1. Section 14-219 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

14-219. PARKING PROHIBITED ON CERTAIN CITY STREETS. No person shall stop, stand or park a motor vehicle except when necessary to avoid conflict with other traffic or in compliance with direction of a police officer or traffic control device in any of the following places:

- (a) On the east side of Nall Avenue from the south City limits to 51st Street;
- (b) On the south side of 51st Street from Briar to Nall Avenue;
- (c) On the south side of 56th Street, between the intersections of Granada and Roe Boulevard;
- (d) On any portion of the north side of 51st Street from Cedar to Nall Avenue;
- (e) On the west side of Buena Vista on any portion of the street;
- (f) On any portion of Roe Lane;
- (g) On the east side of Reinhardt Street between the intersections of 48th Street and 50th Terrace; and between the intersection of Lucas Lane and 53rd Street;
- (h) On either side of 50th Street between the intersections of Reinhardt and Canterbury;
- (i) On any portion of 47th Street;
- (j) On the west side of Ash from the intersection of 51st to a point 100 feet south of that intersection;
- (k) On the west side of Neosho Lane at the intersection of Neosho Lane and 50th Street and Wells Drive, to a point 170 feet north of the crosswalk crossing Neosho at that intersection;
- (l) On any portion of Roe Boulevard;
- (m) On the west side of Parish Drive from the intersection of Elledge Drive and Parish Drive to a point 150 feet south the entrance of the Roesland Elementary School parking lot;
- (n) On the north side of 50th Street between Clark Drive and Buena Vista Drive;
- (o) On the west side of Rosewood Drive north of the intersection with 51st Street;
- (p) On the west side of Reinhardt between 50th Terrace and 52nd Place;
- (q) On the east side of Parish from 48th Street to a point 250 feet north of that intersection;
- (r) On either side of 55th Street between Linden and Roe Boulevard;
- (s) On either side of Ash from Johnson Drive to 58th Street;
- (t) On either side of 50th Terrace between Briar and Roe Boulevard;
- (u) On either side of Delmar between the intersection of 47th Street and 47th Terrace.

- (v) On the west side of Canterbury between 47th and 48th Street.
- (w) On the east side of Buena Vista near Catalina within 100' of the crosswalk.
- (x) On either side of Elledge Drive between 47th Street and Roe Lane.

SECTION 2. 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 19th day of September, 2022. **APPROVED** by the Mayor.

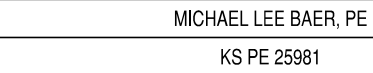
Mike Kelly, Mayor

ATTEST:

Kelley Nielsen, City Clerk

APPROVED AS TO FORM:

Steve Mauer, City Attorney



CITY OF ROELAND PARK, KANSAS

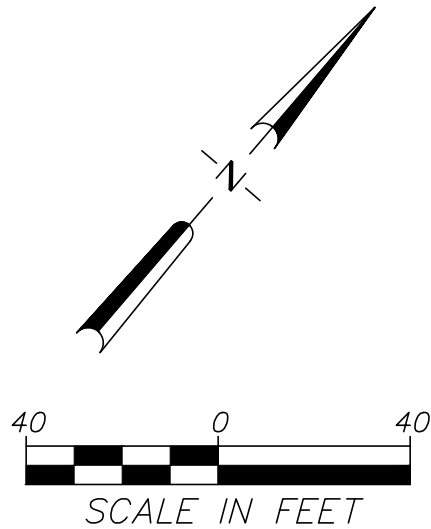


DESIGNER / DRAFTER

2022
PROJECT NUMBER

SHEET

1 OF



Item Number: DISCUSSION ITEMS- I.-5.
Committee 9/19/2022
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 8/30/2022
Submitted By: Erin Winn
Committee/Department: Administration
Title: Discuss ARPA Partnerships with the NEJC Chamber and Habitat for Humanity - 15 min
Item Type: Agreement

Recommendation:

Staff is looking for direction on the proposed framework for the ARPA partnerships with the NEJC Chamber and Habitat for Humanity.

Details:

As part of the City's ARPA allocation, Council approved partnerships with the Northeast Johnson County Chamber of Commerce and Habitat for Humanity Kansas City. These partnerships commits a one-time contribution of up to \$100,000 to each organization to support efforts specifically targeted to assist disproportionately impacted industries and populations in Roeland Park.

Attached to this agenda item is a presentation outlining the key considerations and factors of the framework.

If given approval, staff will develop service agreements with both organizations to guide the work.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
ARPA Funding Plan - Approved June 15	Cover Memo

Item	Cost	Funding Source	Fiscal Year
COVID-19 test kits	\$ 17,359	ARPA	2022
Personal Protective Equipment	\$ 1,189	ARPA	2022
Outreach and Education	\$ 1,140	ARPA	2022
Legal and Professional Services	\$ 10,112	ARPA	2022
Audiovisual upgrade	\$ 40,000	ARPA	2022
TOTAL	\$ 69,800		

Proposed Project	Cost	Original Funding Source	Fiscal Year
Tree inventory	\$ 27,000	Special Infrastructure Fund	2022
Zoning Code Update	\$ 25,000	General Fund	2022 and 2023
Community Center ADA Improvements	\$ 385,000	Special Infrastructure Fund	2022
Tornado Siren Replacement	\$ 45,000	Equip & Bldg Reserve	2022
License Plate Reader	\$ 34,000	Equip & Bldg Reserve	2023
Streetlight Pole Painting	\$ 90,000	Special Street & Hghwy Fund	2022
Pool repainting	\$ 150,000	Aquatic Center Fund	2023
TOTAL	\$ 756,000		

Potential Partnerships			
Down payment assistance fund with Habitat for Humanity	\$ 100,000		
NEJC Chamber- Business retention and development	\$ 100,000		
TOTAL	\$ 1,025,800		

ARPA FUNDING

- The City of Roeland Park received approximately \$1.3M in funding through the American Rescue Plan Act.
- The money must be obligated by December 31, 2024 and expended by December 31, 2026.
- Council approved the City's ARPA expenditure plan at the June 15th City Council meeting.
- In addition to significant capital project investment, the City has allocated a maximum of \$200,000 for community partner organizations who are working with populations disproportionately impacted by COVID-19: the NEJC Chamber of Commerce and Habitat for Humanity.
- Staff is looking for approval of the following partnership frameworks so that a service agreement can be drafted and approved by Council.

COMMUNITY PARTNERSHIPS

- Staff has worked with the NEJC Chamber and Habitat for Humanity to develop a framework for the community partnerships.
- The Habitat for Humanity partnership proposes that the City fund existing programs; the City-funded programs will only be available to qualified Roeland Park residents. Habitat for Humanity has the operational expertise and necessary relationships to administer these programs efficiently and effectively.
- The NEJC Chamber partnership is a pilot initiative that asks the Chamber to develop specific strategies to support existing business owners, recruit new business owners, and prioritize the redevelopment and tenanting of underutilized sites.
- Staff has worked with our ARPA consultant to ensure that both proposed partnerships have sufficient reporting requirements to ensure compliance with the federal funds. Quarterly expenditure and progress reports will allow the City to submit all necessary information to the Department of Treasury.

	Habitat for Humanity	NEJC Chamber
Project Period	Oct 4 2022 - Dec 31 2024	Oct 4 2022 - Dec 31, 2023
Project Focus Areas	<ul style="list-style-type: none">Down Payment Assistance ProgramMinor Home Repair (interior and exterior)	<ul style="list-style-type: none">Promote redevelopment and tenanting of underutilized and vacant commercial and residential sitesDevelop City-specific small business retention toolkitDevelop City-specific diverse business owner's recruitment toolkitDevelop and foster relationships with commercial and retail development communities
Eligibility	<p>Down Payment Assistance Program</p> <ul style="list-style-type: none">first time homebuyers80% or below AMI3 year forgiveable loanmust occupy home entirety of time (can't flip and sell) <p>Minor Home Repair</p> <ul style="list-style-type: none">80% or below AMI\$7,500 max per project (exceptions can be granted in emergencies)	<ul style="list-style-type: none">Activities or initiatives aligned with one of the four project focus areasSpecific to Roeland Park

	Habitat for Humanity	NEJC Chamber
Funding	<ul style="list-style-type: none">• NTE \$100,000 total• up to 10% administrative fee (\$10,000 of the \$100,000)• City will be invoiced for qualified applicants, expenditures approved via appropriation ordinance	<ul style="list-style-type: none">• NTE \$100,000 total• Two disbursements of \$50k, first at onset and second upon submission of first quarter compliance report• Quarterly line-item expenditure reports to include staff time, contracted services and commodities• 30 day termination clause• claw back provision for funds in case of non-compliance
Reporting	<ul style="list-style-type: none">• quarterly<ul style="list-style-type: none">◦ number of applicants◦ total projects in progress◦ total projects completed◦ total funds obligated and expended◦ any defaults	<ul style="list-style-type: none">• quarterly<ul style="list-style-type: none">◦ line-item expenditure reports◦ progress update on each focus area
Considerations	<ul style="list-style-type: none">• established programs• operational and administrative expertise• cash flow/size considerations of the organization	<ul style="list-style-type: none">• pilot nature of program• more abstract performance measures• cash flow/size considerations of the organization• one year project period allows the City time to obligate ARPA funding elsewhere if necessary