

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roeland Park City Hall, 4600 W 51st Street
Monday, May 1, 2023 6:00 PM**

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

Admin

Finance

Safety

Public Works

Dickens

Hill

Madigan

Faidley

Rebne

Castagna-Herrera

Brauer

Raglow

I. APPROVAL OF MINUTES

- A. Governing Body Workshop Meeting Minutes April 17, 2023

II. DISCUSSION ITEMS:

1. Discuss Status of Patrol Car Orders (10 min)
2. Review Committee Operations Guide (10 min)

III. NON-ACTION ITEMS:

IV. 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: **APPROVAL OF MINUTES- I.-A.**
Committee **5/1/2023**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Governing Body Workshop Meeting Minutes April 17, 2023**
Item Type:

Recommendation:

Details:

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Governing Body Workshop Meeting Minutes April 17, 2023	Cover Memo

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, April 17, 2023, 6:00 P.M.

- Michael Poppa, Mayor
- Trisha Brauer, Council Member
- Benjamin Dickens, Council Member
- Jan Faidley, Council Member
- Jennifer Hill, Council Member

- Tom Madigan, Council Member
- Castagna-Herrera, Council Member
- Kate Raglow, Council Member
- Michael Rebne, Council Member

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

Admin
Raglow
Dickens

Finance
Rebne
Hill

Safety
Castagna-Herrera
Madigan

Public Works
Brauer
Faidley

(Governing Body Workshop Called to Order at 8:01 p.m.)

ROLL CALL

CMBR Hill called the meeting to order. CMBR Brauer was absent from the meeting.

I. MINUTES

1. Governing Body Workshop Meeting Minutes April 3, 2023

The minutes were approved as presented.

II. DISCUSSION ITEMS

1. Review and Preliminary Approval of 2024 CIP

City Administrator Moody presented a ten-year look at the CIP. He has updated 2022 for actuals and 2023 and the outyears are based on what they know now and have estimates for today. He gave the Aquatic Center system as an example that once they get a component into the system, they are able to track it, its lifespan, when it should be replaced, etc. They continue to add items as they move forward.

CMBR Faidley noted that a lot of priority number have “N/A.” City Administrator Moody said they do not priority score pieces of equipment such as vehicles; they anticipate useful life. They only score infrastructure not equipment.

Mr. Moody also noted the 2022 Community Center improvements for Phase 1 renovations and the improvements planned for Nall Park in 2026.

CMBR Madigan asked how they determine priority. He specifically wanted to know why Nall Park was discussed for 2025 and pushed out versus the Community Center improvements. City Administrator Moody said the Nall Park figures for 2026 were not in the original plan, and that if there was an expectation in 2025, he is not sure where there came from.

Mayor Poppa asked how long the frisbee golf course has been on the plan. City Administrator Moody thought it might have been on there since 2015.

CMBR Faidley said a lot has to happen in the Nall Park Master Plan. She also asked them to remember the wastewater treatment plant work is not scheduled to be finished until 2029. She would like to see work in Nall Park similar to what was completed at Cooper Creek and to reestablish the habitats. She added that Nall Park has real assets that are being neglected. She does not want the work being done or access to the park impeded by what is going on at the water treatment plant.

CMBR Rebne said he can see more emphasis and a push for improvements and investment in the area given the racial equity assessment. He said he appreciates CMBR Faidley and CMBR Madigan for continuing to bring this up.

City Administrator Moody reviewed the equipment schedule for Public Works. He also went over the upcoming street projects, timelines, and costs to be paid. He also said that when they began the residential street reconstruction allocation, they budgeted \$8 thousand every other year. They have exceeded that amount every year, but have been able to do it because some other projects have come in under budget, and also the residents approved the extension and increase of the Capital Improvement sales tax. This has contributed to them being able to do more than planned and expand the scope of their projects.

CMBR Faidley said that maybe \$8 thousand is not a realistic number and it could possibly be adjusted in the budget. City Administrator Moody said they basically scale the projects to stay within that \$8 million amount, but they haven't needed to since implementing the program. They will continue to do what the Special Street Highway Fund will afford. They have also been able to leverage grant and local dollars through CARS, CDBG sources, and this is a great benefit for the residents.

City Administrator Moody said the stormwater sewer replacement costs reflects increases due to the assessment.

In 2022, they spent about \$4.4 million on the CIP. In 2023, they anticipate spending about \$10.7 million mostly for Public Works renovations and purchase of the building. In 2024, they project about \$8.25 million and \$4.25 million in 2025.

There was consensus to move forward with the Capital Improvement Plan.

2. Discuss 2024 CDBG Project Options

Public Works Director Scharff said he looked at all area projects that would be CDBG eligible. He said that based off all parameters the sidewalk extension between El Monte and Delmar is a good plan. It is currently not included on the sidewalk master plan, but is a good option for the children who live on El Monte to be able to walk to Roesland without having to go out to City Line.

CMBR Hill said this idea was originally brought to her by a resident. She recently responded to them that she did not think this would happen. The possibility of it happening now is exciting. She also asked about the vegetation that would need to be removed.

Public Works Director Scharff said there will also be stormwater improvements made in the area.

CMBR Hill asked if it could be a meandering sidewalk to avoid cutting down trees. City Administrator Moody said that yes, it could meander. They will need construction easements from four property owners, two of which would be permanent. City Administrator Moody said this sidewalk will not be ADA compliant due to the slope. There is an ADA compliant way around to Roesland even though it is longer.

CMBR Faidley expressed concern about the sidewalk not being able to be compliant. She also noted on page 10, Question 9 of the application the year should be changed from 2022 to 2024.

City Administrator Moody said they have been successful with their CDBG street-related requests but not those pertaining to the Community Center.

CMBR Hill said knowing this is a project that residents requested, and staff is recommending, she asked if there was Governing Body support.

There was unanimous support for the project, but CMBR Faidley did express her reservations about the sidewalk not being ADA compliant.

Mayor Poppa asked if the alternative way to the school is out of the way. CMBR Hill said to get to the school from El Monte that yes, it is accessible, but longer. A similar example would be the Aldi staircase, which is not compliant, but there are other ways to get around to the same area.

City Administrator Moody said that Larkin is working on a map that takes all of the capital investment the City has made since 2015 and assigns it to each census block. From there, they are able to calculate the capital investment per capita, per low to moderate income capita for the City since 2015. He said this will help to address the equity question in how the City's capital investments benefit low to moderate income residents.

CMBR Hill said they talk a lot about safety and being able to walk to school. For those on El Monte, the only way to walk to school is to do go down County Line Road, so they need this sidewalk. She also said she is excited to be emailing the resident of its possibility and hope they get the funding.

There was consensus to move forward with the CDBG application.

3. Review Committee Operations Guide

Madison Wiseman, Management Intern, provided an overview of the operations guide for committee members. She said it is to make them more familiar with standard operating procedures, code of ethics, and rules relating to the Kansas Open Meeting Act.

CMBR Raglow thanked Ms. Wiseman for putting this together and she found it helpful as committee members do have a lot of questions. She suggested removing the "ad-hoc" phrase from the Racial Equity Committee since it has become permanent. Ms. Wiseman said she did receive suggestions from the Governing Body for changes. She did say that she was leaving the Youth Committee in, even though it is not active because it is in the City charter.

CMBR Madigan also noted the financial stewardship to the committees needs to be corrected. He also mentioned the term limits to serve on a committee as they are trying to get more people to volunteer. He said their biggest problem is quorum and the Open Meetings Act. He also noted that the handbook references their website, which should be outlined for them. Finally, he said as elected officials that serve as liaisons to the committees, they are better equipped to explain quorum or the Open Meetings Act.

Mayor Poppa said they would like to review the handbook again.

III. NON-ACTION ITEMS:

No items were presented.

IV. ADJOURN

CMBR Hill adjourned the meeting.

(Roeland Park Governing Body Workshop Adjourned at 8:43 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 5/1/2023
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 4/25/2023
Submitted By: Chief Morris
Committee/Department: Police / Safety
Title: **Discuss Status of Patrol Car Orders (10 min)**
Item Type: Discussion

Recommendation:

To discuss the current order status of police patrol units and overview of the fleet.

Details:

Sgt. Honas will present to council information of the police patrol fleet and the status of our current order. We have three Ford Explorer Hybrid vehicles ordered and there is a delay on them being built because of a "Chip" shortage. (Slide presentation with Q & A)
What are the racial equity implications of the objective?

N/A

How does item benefit Community for all Ages?

N/A

Additional Information

Chief is out of town this date at KACP conference.

ATTACHMENTS:

Description	Type
 Police Fleet Update	Cover Memo

Police Fleet Update 2023

Patrol Fleet Vehicles (Except One) Over
100,000 Miles.

Unit	Year	Make & Model	Mileage	Note
Fusion	2012	Ford Fusion	81,117	Travel -Training
232	2012	Ford Taurus	94,849	Det. / S.E.U.
244	2014	Dodge Ram	135,811	Patrol / Sup.
254	2014	Ford Explorer	151,896	Patrol
265	2015	Ford Explorer	118,382	Sgt. K9 Patrol
72	2022	Ford Explorer	19,612	Patrol
286	2016	Ford Explorer	123,313	Patrol
Chief	2017	Ford Escape	100,100	Chief
Motorcycle	2019	Harley	4,295	Traffic Unit

Roeland Park Police Department Patrol Vehicle Engine and Idle Hours

232 2012 Ford Taurus: Idle hours 8234 Total hours 11773

244 2014 Dodge Ram: Idle hours 11094 Total hours 19288

254 2014 Ford Explorer: Idle hours 20329 Total hours 27823

265 2015 Ford Explorer: Idle hours 10710 Total hours 14962

72 2022 Ford Explorer: Idle hours 2414 Total hours 5702

286 2016 Ford Explorer: Idle hours 17082 Total hours 23317

***Studies have shown that 1 hour of idle time equals roughly 33 miles of driving.**

Source: Enterprise Fleet Management

Vehicle	Current Mileage	Total Maintenance 2015 - date	Repair Cost Per Mile	Repair Cost Per Engine Hour
Fusion	81,117	\$1259.86	0.01	Not Available
232 2012 Ford Taurus	94,849	\$11,527.01	0.12	0.97
244 2014 Dodge Ram	135,811	\$17,604.00	0.13	0.91
254 2014 Ford Explorer	151,896	\$26,130.65	0.17	0.93
265 2015 Ford Explorer	118,382	\$9,733.72	0.08	0.65
72 2022 Ford Explorer	19,617	\$170.00	0.008	0.02
286 2016 Ford Explorer	123,313	\$15,792.08	0.12	0.67
Chief 2017 Ford Escape	100,100	\$2925.82	0.02	Not Available

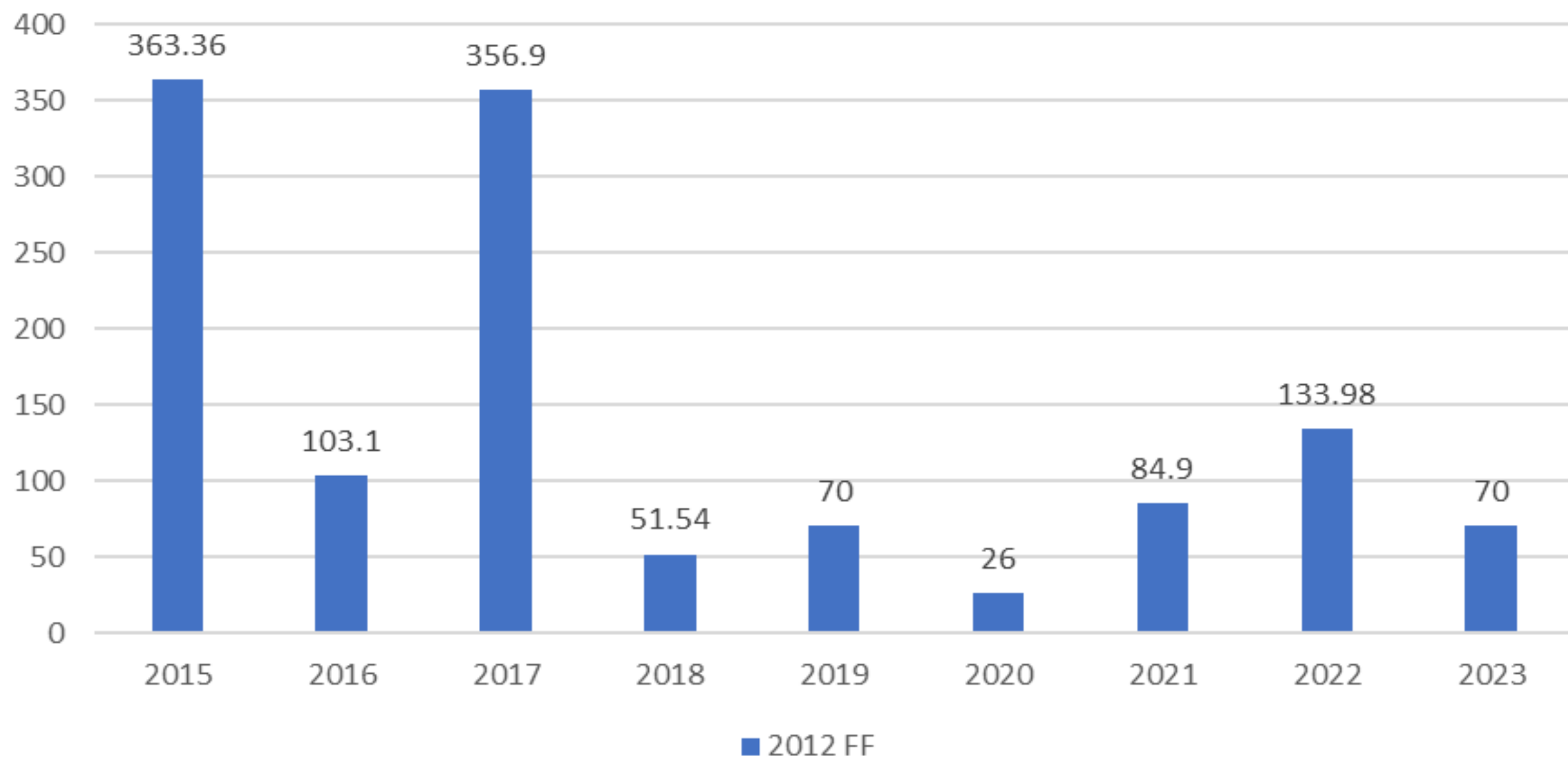
Repair Cost Per Year 2015 – To Date

[According to a report by Electrek¹](#), over the average life of a patrol vehicle (5yrs/105,000mi), the Ford Police Interceptor's fuel and maintenance costs equate to roughly **\$0.187 per mile driven**,

[According to a report by Engine Patrol¹](#), it would cost you around **\$732** to maintain a Ford Explorer every year

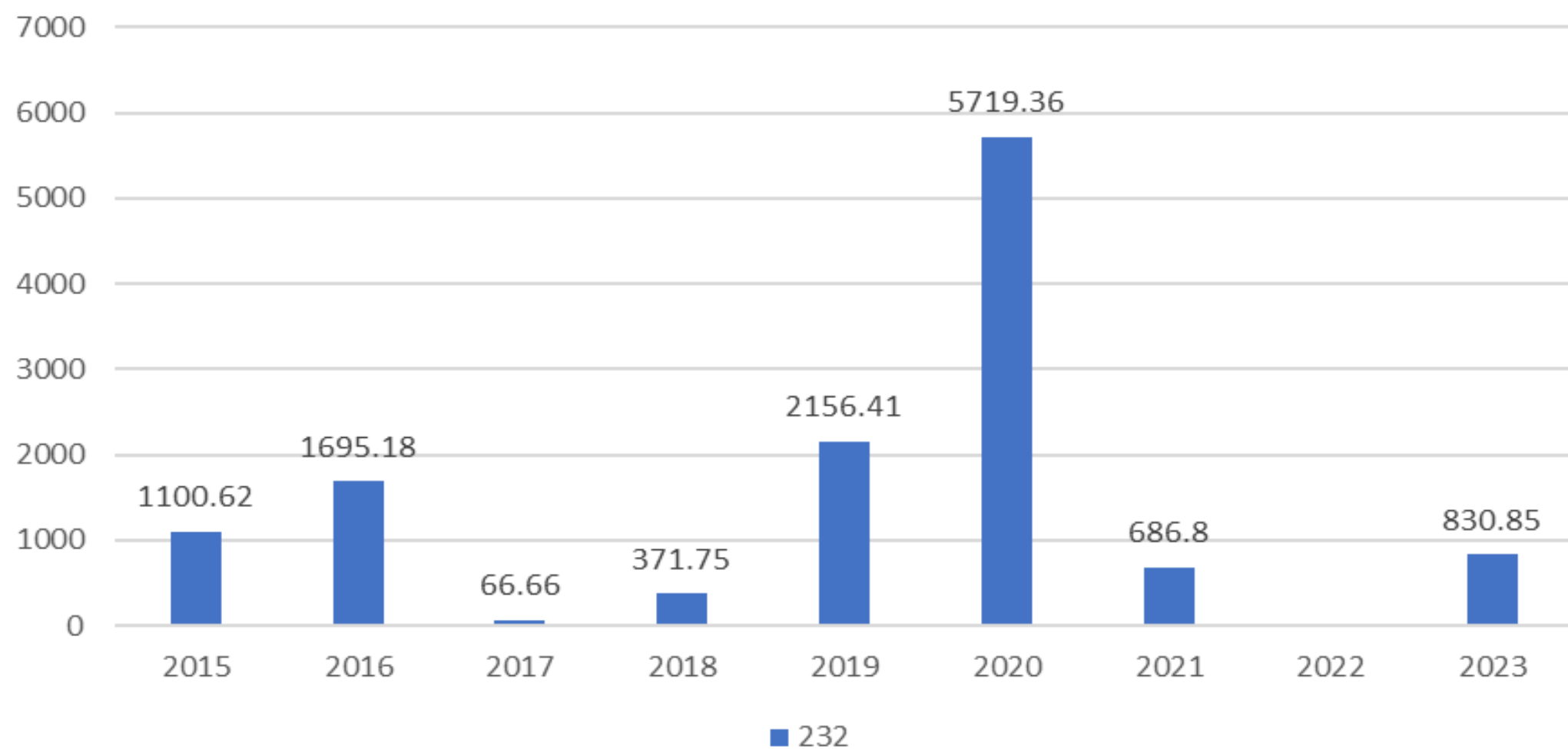
According to the information above of the **AVERAGE LIFE OF A PATROL VEHICLE**,
Our Patrol Fleet (**EXCEPT ONE**) are over five years old and over 105,000 miles.

FUSION / 2012 FORD FUSION - TRAVEL & TRAINING



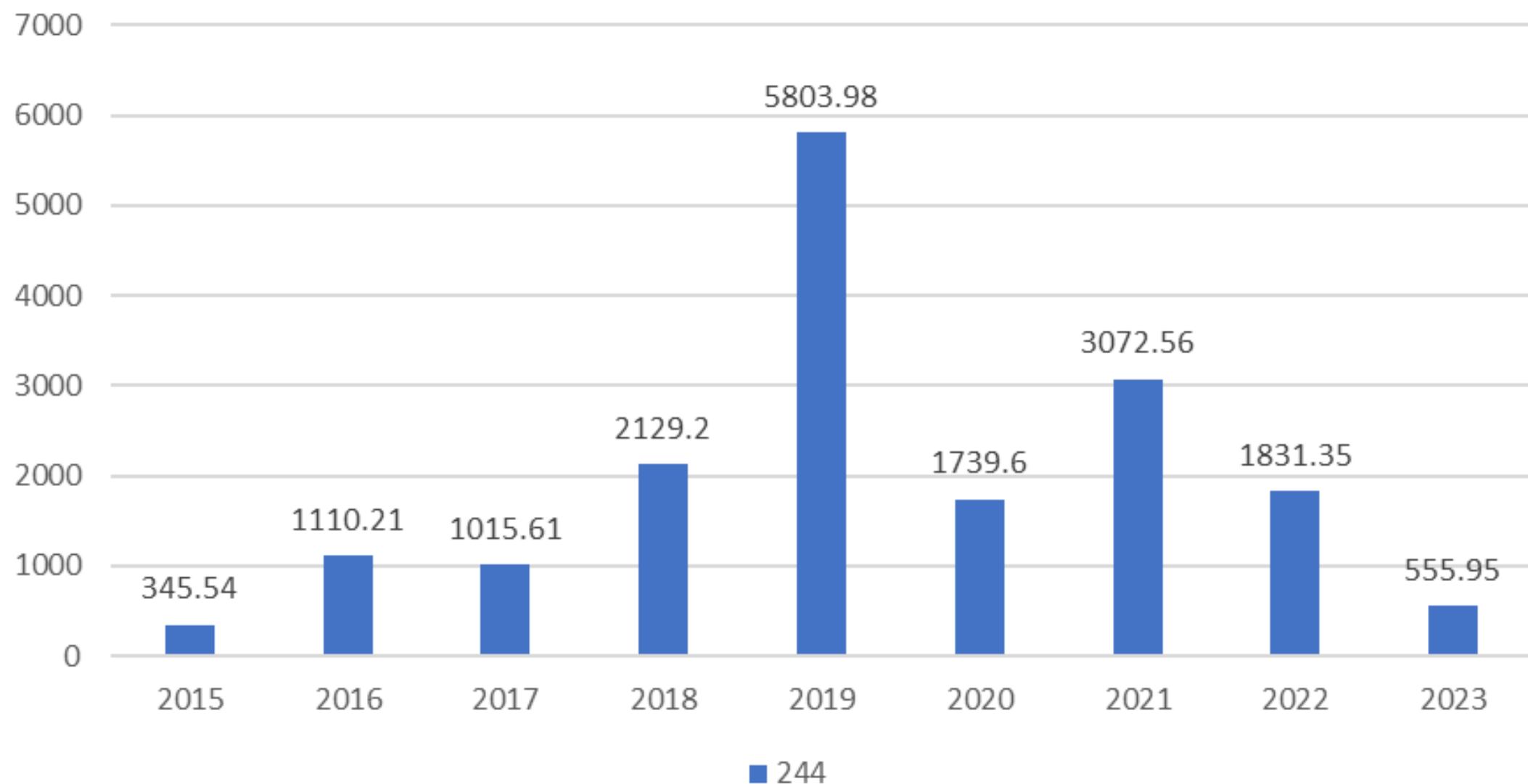


232 / 2012 FORD TAURUS - DETECTIVE S.E.U.



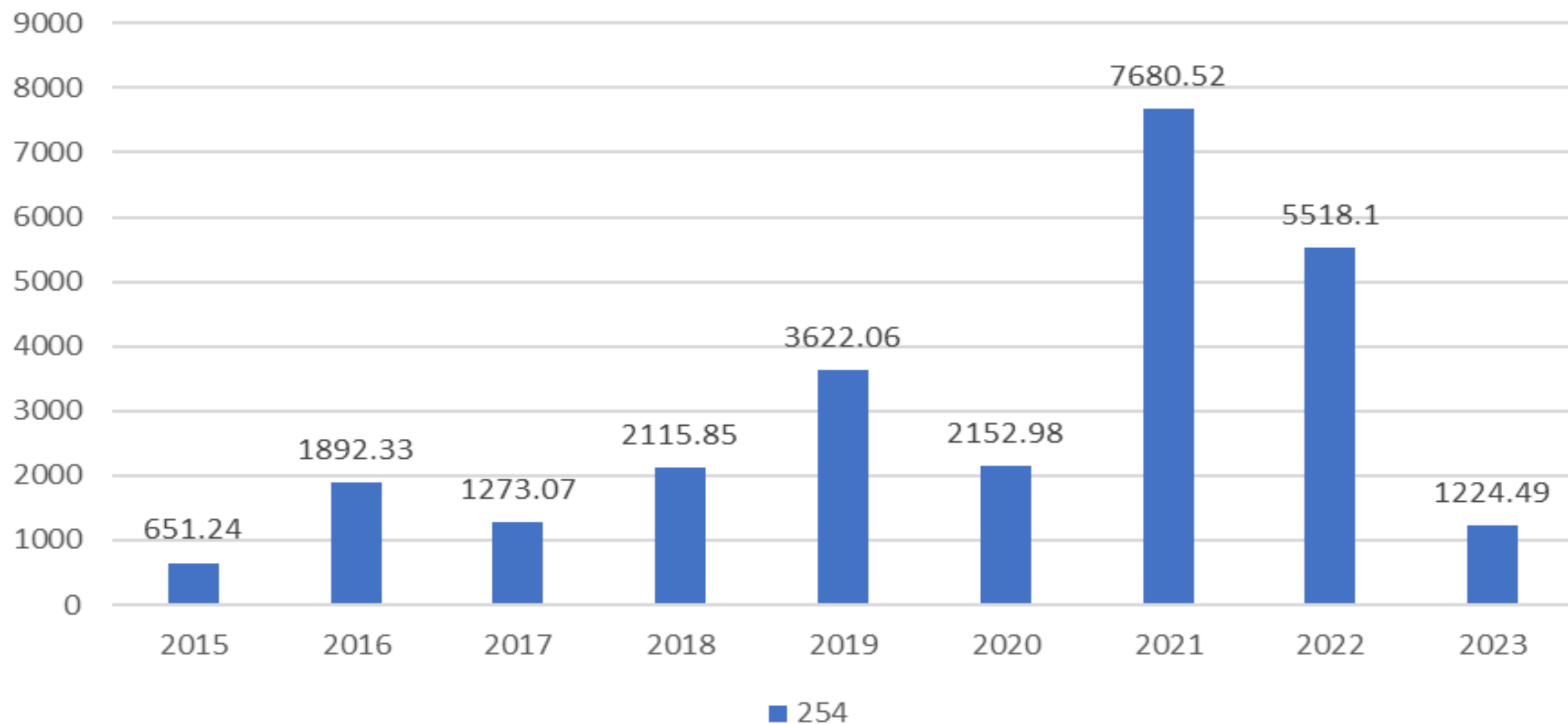


244 / 2014 DODGE RAM - PATROL SUPERVISOR



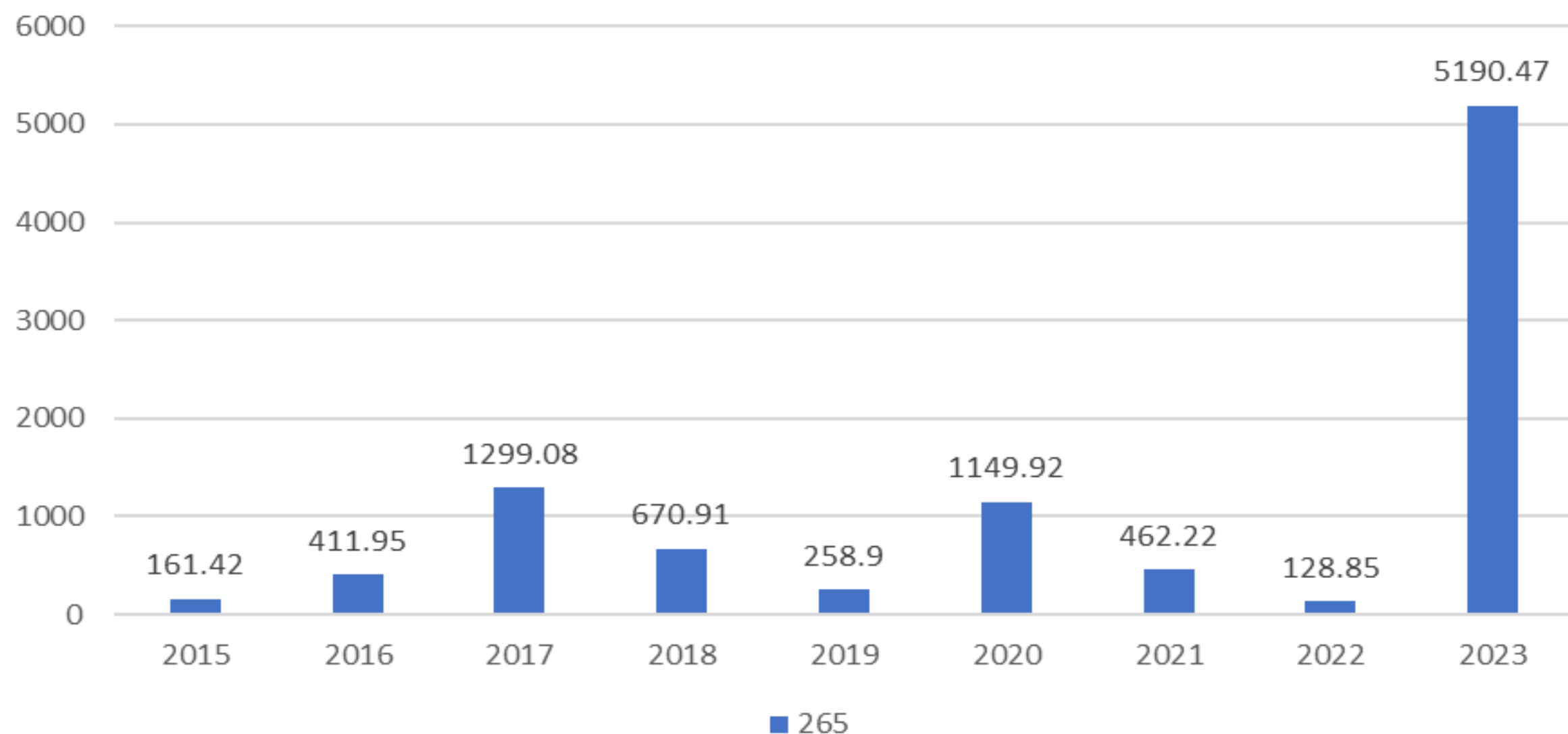


254 / 2015 FORD EXPLORER - PATROL



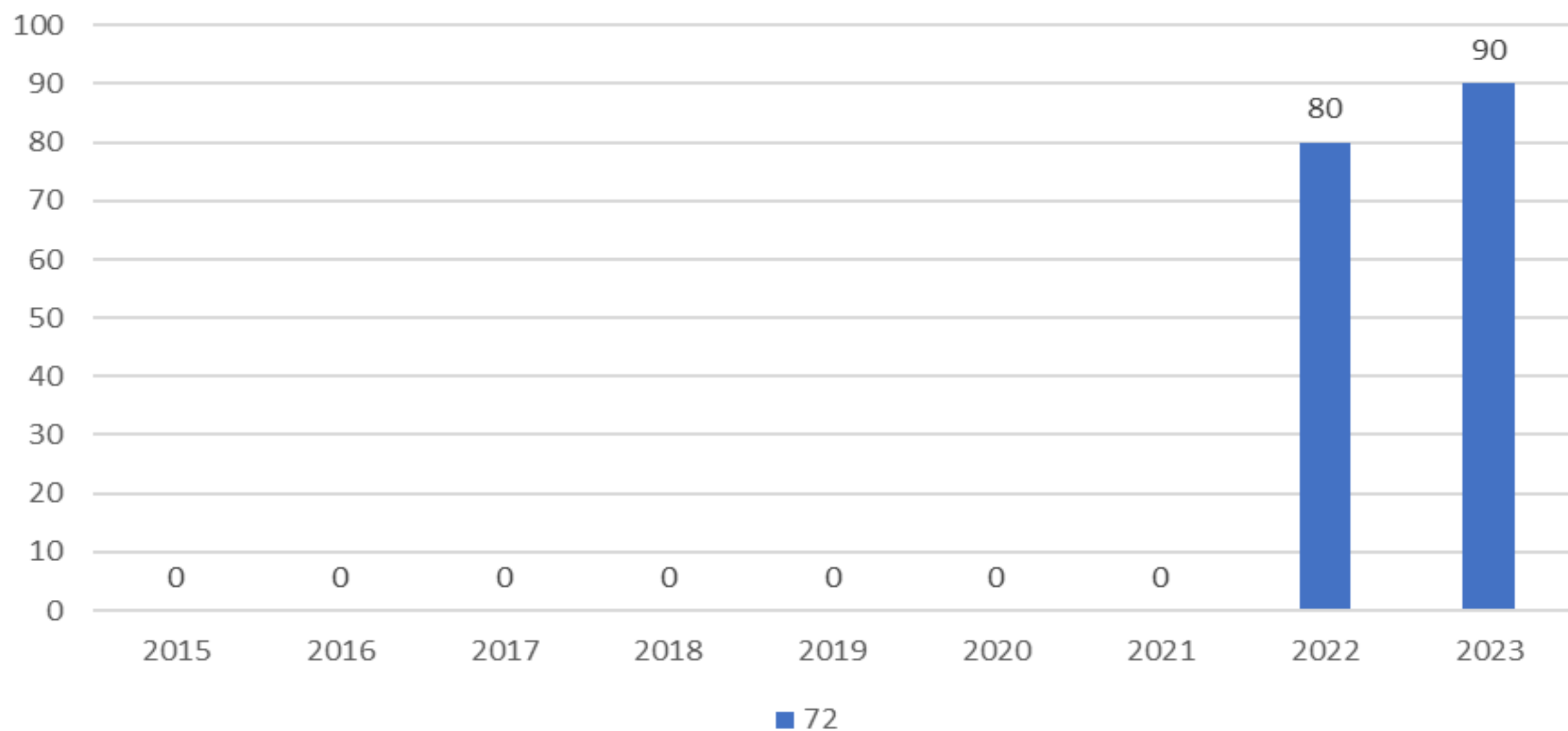


265 / 2015 FORD EXPLORER K9



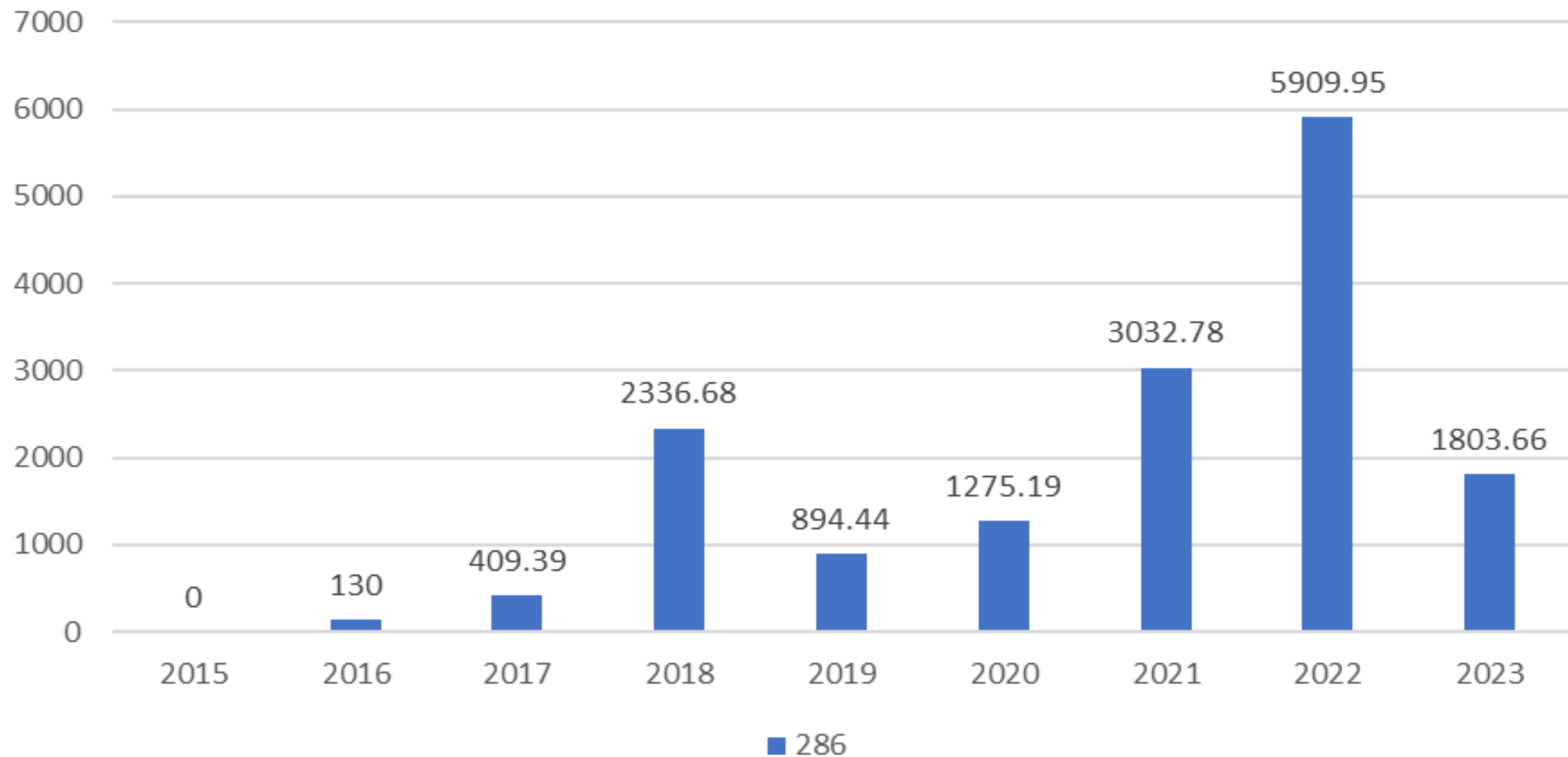


72 / 2022 FORD EXPLORER - PATROL



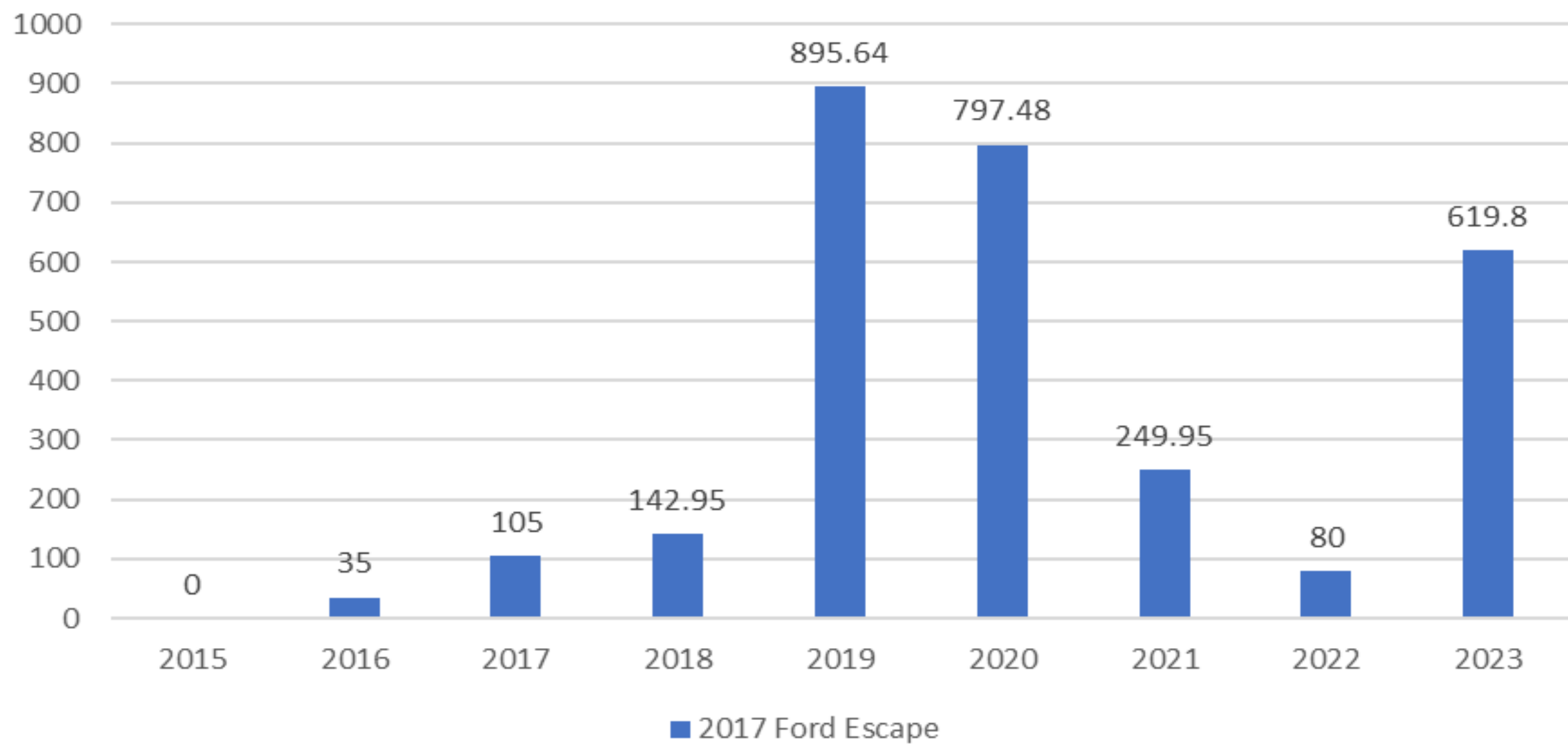


286 /2016 FORD EXPLORER - PATROL





ESCAPE / 2017 FORD ESCAPE - CHIEF





The current Ford Explorer Hybrids are delayed being built due to a “chip” shortage. The 2022 models were never built, and we’ve ordered three new 2023 hybrid units with no guarantee of them being built.

Fleet is showing signs of being worn out and does not provide a positive image. Repairs continue to escalate as the units age. We have spent over \$13,000 for repairs so far this year, with the most recent cost of \$3000 for new catalytic converters on the highest mileage vehicle in the fleet.

A few pictures of our fleet. Some doors panels (2) need replacement at a cost \$3,131.38 They were repaired before and we were hoping new cars would of already arrived. Several seats have been recovered. Some painting touch-ups are scheduled for an estimate.









FLEX FLEX





Contact was made numerous times with the dealers on the Hybrids and they are still unaware as of April 27,2023 of the status.

Options Available

- 1- Wait to see what happens for hybrids. \$44,589
- 2- Change to gas only Explorers if still available. Stock is **very limited**. One listed @ \$46,730 SM Ford.
- 3- Other vehicle(s) / Dodge Durango @ \$40,500 V6

K9 unit has concerns from already purchased equipment.

QUESTIONS ?

Item Number: DISCUSSION ITEMS- II.-2.
Committee 5/1/2023
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 4/3/2023
Submitted By: Madison Wiseman
Committee/Department: Admin.
Title: Review Committee Operations Guide (10 min)
Item Type: Presentation

Recommendation:

Staff recommends approval of a Committee Handbook as a reference guide.

Details:

Changes include removal of Bike and Pedestrian committee listing and updates to the Racial Equity committee listing. Information regarding appointments and membership is updated to reflect terms and reappointments. The financial stewardship section reflects the \$1000 annual stipend. Information on quorum has been bolded. Section on Agendas and Minutes updated to include detailed guidance. Elected and Staff Liaison section added, detailing responsibilities and operations. Community Foundation Advisory Committee description has been added.

The Committee Handbook serves as an overview of Roeland Park's committees, expectations of membership, and Kansas open records and meetings acts. It also includes the full Code of Ethics in the Roeland Park Code of Ordinances. Its purpose is to inform new and returning committee members about general committee operations and serve as a consolidated resource for our committees.

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
 Committee Operations Guide - changes	Cover Memo



COMMITTEE HANDBOOK

APRIL 2023

INTRODUCTION



WELCOME

Thank you for volunteering to serve the City of Roeland Park as a citizen committee member. This handbook is designed to provide you with information regarding your role and responsibilities.

Committees were established to increase citizen input and participation in City government. Committees exist to advise and make recommendations to the Council on distinct issues and subjects affecting the city. Although committees are unique to themselves, there are procedures, protocols and policies that are common to all of them. This handbook has been developed to assist members in becoming familiar with standard procedures and protocol. Use this guide as a road map during your appointment.

By accepting this role, you are uniquely situated to work directly with your local government, on behalf of your fellow citizens, to better the community. Thank you for your dedication and service to the City of Roeland Park.

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COMMITTEE PURPOSE

SERVE WITH PURPOSE

Aquatic Center Advisory Committee

The purpose of the Aquatic Center Advisory Committee is to review and provide feedback on pool operations, programs, facility conditions, and events at the City pool. They provide recommendations to the Governing Body and serve as a sounding board for City staff concerning issues of pool policy and service quality.

Staff Liaison: **Keith Moody**



: kmoody@roelandpark.org

Staff Liaison: **Anthony Marshall**



: amarshall@roelandpark.org

Arts Advisory Committee

The purpose of the Arts Advisory Committee is to make recommendations concerning the public display and purchase of art on City owned property. The Arts Committee also coordinates the public display of art on City-owned property. The Arts Advisory Committee makes decisions on art and art programs for the City of Roeland Park. The Arts Advisory Committee also manages and maintains the George R. Schlegel Gallery housed at City Hall.

Staff Liaison: **Kelley Nielsen**



: knielsen@roelandpark.org

Board of Zoning Appeals Committee

The Board of Zoning Appeals receives, hears, and decides appeals to official decisions pertaining to zoning requirements.

Primary Staff Liaison: **Building Official**



: to be determined

Secondary Staff Liaison: **Micah Rehmert**



: mrehmert@roelandpark.org

Community Engagement Committee

The purpose of the Community Engagement Committee is to help foster broad and inclusive participation of our residents and highlight city amenities. The Committee will serve as a liaison between the business community, residents and city government. The Committee will make recommendations to the City Council concerning opportunities to enhance engagement and report on outcomes from engagement efforts.

Staff Liaison: **Daniel Vandebos**



: dvandebos@roelandpark.org

Community Foundation Advisory Committee

The purpose of the Community Foundation Advisory Committee is to promote community engagement and development, serving as the central resource for personalized charitable funds from individuals, families, and organizations.

Staff Liaison: **Micah Rehmert**



: mrehmert@roelandpark.org

COMMITTEE PURPOSE

CONT.

Ad Hoc Historical Committee

The Historical Committee makes recommendations to the City Council relating to the preservation, protection and development of historic areas, buildings, structures and sites.

Staff Liaison: Edward Morris  : emorris@roelandpark.org

Parks & Trees Committee

The Parks & Trees Committee makes recommendations to the City Council concerning City owned parks and parkland in order to protect the City of Roeland Park's historical trees and green landscape.

Primary Staff Liaison: Donnie Scharff

 : dscharff@roelandpark.org

Secondary Staff Liaison: Daniel Vandebos

 : dvandebos@roelandpark.org

Staff Liaison: Anthony Marshall

 : amarshall@roelandpark.org

Planning Commission

The Planning Commission adopts and amends regulations governing subdivisions, approves plats, and recommends zoning changes.

Primary Staff Liaison: Micah Rehmert


 : mrehmert@roelandpark.org

Secondary Staff Liaison: Building Official

 : to be determined

Racial Equity Committee

The Racial Equity Committee started in September 2020 after the City approved a racial equity resolution no. 682. It became a permanent committee in September 2021. Part of this charge was to begin a committee to review the City's policies and determine how the City could be a more inclusive community.

Staff Liaison: Micah Rehmert  : mrehmert@roelandpark.org

Sustainability Committee

The Sustainability Committee makes recommendations to the City Council concerning issues relating to or affecting environmental sustainability.

Staff Liaison: Wade Holtkamp  : wholtkamp@roelandpark.org

Youth Advisory Committee

The Youth Advisory Committee is comprised of teens ages 13 – 19 that advise the Governing Body on issues impacting young people in Roeland Park. The committee will meet once a month and help coordinate the Neighbors Helping Neighbors program which uses volunteers and contractors to help those who are elderly, disabled or show a financial need make exterior improvements to their home.

MEMBERSHIP & ATTENDANCE



MEMBERSHIP

All committee members are appointed by the Mayor and approved by the Governing Body at a regular Governing Body meeting. All committee members serve as volunteers without compensation.

Appointment terms vary by committee. The section of City code that deals with specific committees indicates the length of the appointment term. The following committees have one-year terms: Arts, Aquatic Center, Community Engagement, Historical, Parks and Trees, Racial Equity, Sustainability

Any member may be removed from a committee at any time by majority vote of the City Council. Memberships begin on January 1st of the appointed year. Members that would like to be reappointed to a committee must notify the City Clerk.

ATTENDANCE

Regular attendance at meetings is critical to the effective operation of committees, as most of the work of the committee is accomplished at meetings. Frequent absences can generate frustration for members attempting to complete projects. Therefore, all committee members are expected to regularly attend all meetings. If you know in advance that you will be unavailable for a meeting, please communicate with your staff liaison prior to the meeting.

If a member misses 4 or more regular or special meetings within a 12 month period, unless excused in advance by the staff liaison, the member shall be automatically terminated as a committee member.

ROLES & RESPONSIBILITIES

APPOINTMENT TO A COMMITTEE PROVIDES AN OPPORTUNITY FOR GENUINE PUBLIC SERVICE. EACH APPOINTED MEMBER SHOULD BE AWARE OF THE RESPONSIBILITIES AND EXPECTATIONS THAT ACCOMPANY SERVICE WITH THE CITY OF ROELAND PARK,

1 LEADERSHIP

All committee members are appointed by the Mayor and approved by the Governing Body at a regular Governing Body meeting. All committee members serve as volunteers without compensation.

Committees have governing body liaisons that may or may not be voting members. All appointed members serve a term length outlined in the City Code. Some committees may elect a chair and vice-chair who are responsible for organizing and running meetings.

2 CONFLICT MANAGEMENT

Cooperation among fellow committee members plays an important role in community problem-solving. In order to build consensus around common goals and objectives, members should, objectively, first show a willingness to define the issues at hand and then work to reconcile opposing viewpoints. When appointed members interact positively, the group will be more effective.

Important points to keep in mind in working with other appointed members are:

- Respect an individual's viewpoint, even though it may be different from your own
- Allow other members adequate time to present their views before making comments
- Be open and honest
- Welcome new members and help them become acquainted with their board, commission, or committee
- Accept responsibility, voice opinions, be fair and factual

3 FINANCIAL STEWARDSHIP

Every year, Committees receive a \$1000 stipend. Together with the city's Financial Director, the committee's staff liaison is responsible for exercising financial oversight by reviewing and analyzing financial reports, asking probing questions about those reports, and using their knowledge of the City's finances to make decisions regarding new ventures or projects.

4 ETHICAL BEHAVIOR

Ethical behavior is the cornerstone for all aspects of city government. Committees reinforce the City's commitment to ethical government by adopting the letter and spirit of this Code of Ethics. The Code's aim is to affirm an identity of excellence and integrity for our City's government through our citizens, our employees and our dealings with other communities and build public trust.

The Code applies to all who represent our City's government. As representatives of the City, all are required to subscribe to and understand how the Code applies to them. All must agree to practice the values expressed in the Code in day-to-day service to the City. Additional information on the Code of Ethics is included in the Appendix.

MEETINGS TYPES & REGULATIONS



MEETINGS

There are three types of meetings: regular meetings, special meetings, and emergency meetings. All meetings must be open session meetings, with limited exceptions for specified items that may be discussed in a closed session (for which the public cannot attend). A committee may want to use a meeting as a retreat or a planning session, but such a meeting would still have to be noticed and open to the public. All meetings require a **quorum** to proceed with the meeting.



A **quorum** is a majority (half+1) of the entire committee members, not just those members present or those seats that are filled. **When a quorum is not present for a scheduled meeting, the committee cannot hold the meeting.** If there is a chance that additional members (needed to comprise a quorum) will arrive within a reasonable time, the staff Liaison may orally announce that they will wait for a specified time (e.g., 15 minutes) to decide on whether the meeting will proceed or need to be declared cancelled due to lack of a quorum.

ALL MEETINGS ARE SUBJECTED TO KANSAS' TWO SUNSHINE LAWS: THE KANSAS OPEN RECORDS ACT (KORA) AND THE KANSAS OPEN MEETING ACT (KOMA).

KANSAS OPEN MEETINGS ACT

The Kansas Open Meetings Act (KOMA) is established by K.S.A. 75-4317 et seq. The City Council and any committees of a public body are subject to KOMA. KOMA states the meetings of these public bodies are required to be open to the public. KOMA defines a meeting as:

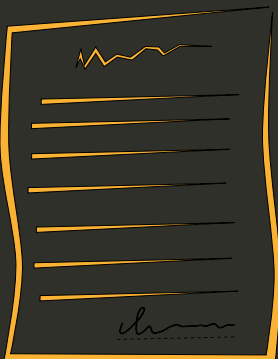
- A gathering or assembly in person, by a telephone, or any other medium for interactive communication,
- By a majority of the membership of the body, and
- For the purpose of discussing the business or affairs of the body.

All three must be present for it to be considered a meeting. However, be careful about public perception should a majority of a body be meeting for purposes other than the affairs of the body. Informal discussions before, after or during a recess of a public meeting are subject to KOMA. KOMA also notes that "serial communications" may be considered a meeting if they:

- Collectively involve a majority of the membership of the body,
- Share a common topic of discussion, and
- Are intended by any or all participants to reach an agreement on a matter that requires binding action to be taken by the body.



KANSAS OPEN RECORDS ACT



The Kansas Open Records Act (KORA) is established by K.S.A. 45-215 et seq. KORA provides the procedure for the public to view and make copies of public records. It states that all public records shall be open unless otherwise provided by K.S.A. 45-216(a). It also defines and categorizes records. Public records are records made, maintained, created or possessed by a public agency in any form including electronic storage. Public Agency includes the committee members.

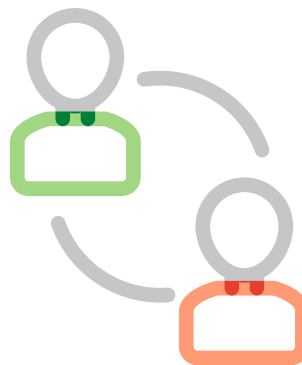
Effective July 1, 2016, records made, maintained, or kept by a member are public records if they relate to the City of Roeland Park. Records may be discretionarily closed due to personal privacy, safety/security, or internal communication while policies are being developed. There are nearly 300 types of records that are mandatorily closed.

Additional information and a comprehensive understanding of KOMA & KORA regulations, please visit <https://ag.ks.gov/open-government>

AGENDAS, MINUTES, AND COMMUNICATIONS

AGENDAS & MINUTES

Committee agendas should be prepared in advance of each meeting and shared with the City Clerk, members, and staff liaisons. Minutes should be taken that reflect the items being considered, a brief description of the discussion, and direction or recommendation provided by the committee. Minutes should be reviewed and submitted to the City Clerk for publication on the City website within 3 days of the meeting occurring.



ELECTED AND STAFF LIAISONS

Each committee is appointed a **staff liaison**, who works to facilitate the agenda and the resources needed for your committee. Your staff liaison is a vital resource as they are aware of the City Council priorities as well as the City resources and rules. Committee members and staff are expected to always work courteously and professionally with each other. Any questions, issues or concerns about your committee, the work plan, or other city business can be directed to your staff liaison. Appointed members are encouraged to use their staff liaison as a resource and contact them directly if they require additional material or clarification of data. Members are not allowed to direct staff for individual projects.

Elected liaisons are appointed on an annual basis to committees by the Mayor. The elected liaison is anticipated to share feedback and insights from the Governing Body and may be a voting member of the committee. The decision on if a liaison is a voting member is left to each committee.

APPENDIX

CODE OF ETHICS

Roeland Park, Kansas Code of Ordinances § Sec. 1-318 Code of Ethics.

(a) *Code of ethics for elective and appointive offices; declaration of policy.* The proper operation of democratic government requires that public officials be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for certain City officials is hereby established. The purpose of this code is to establish guidelines for ethical standards of conduct for such officials by setting forth those acts or actions that are incompatible with the best interests of the City and directing disclosure by such officials of private financial or other interests in matters affecting the City.

(b) *Definitions.*

(1) Interest means direct or indirect pecuniary or material benefit accruing to a public officer as a result of a contract or transaction which is or may be the subject of any official act or action by or with the City, except for such contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. For the purposes of this code, a public officer shall be deemed to have an interest in the affairs of:

- A. Any person related to him/her by blood or marriage in a degree closer than the fourth degree of consanguinity or affinity (determined by the civil law method), and a divorce or separation between spouses shall not be deemed to terminate any such relationship;
- B. Any person or business entity with whom a contractual relationship exists with the public officer that would be positively or negatively impacted by that individual's relationship with the City;
- C. Any business entity in which the public officer is an officer, director, or member having a financial interest in, or by which the public officer is employed;
- D. Any business entity in which the stock of; or legal or beneficial ownership of, in excess of five percent of the total stock or total legal and beneficial ownership, is controlled or owned by the public officer.

(2) Official act or action means any legislative, administrative, appointive or discretionary act of any officer of the City or any agency, board, committee or commission thereof.

(3) Business entity means any business, proprietorship, firm, partnership, person in a representative or fiduciary capacity, association, venture, trust, corporation, limited liability company, or similar business organization.

(4) Public officer means any person, officer holding a position by public election or Governing Body appointment in the service of the City of Roeland Park, whether paid or unpaid, including members of any board, committee or commission thereof.

(5) Transaction shall be defined as any activity that engages the authorization, approval, involvement in an official capacity of a public officer that did or could result in the expenditure of City funds.

(6) Ethics attorney shall be defined as that individual who is licensed to practice law in the State of Kansas who does not currently serve the City that is selected by the Governing Body.

(c) *Standards of Conduct*

(1) The requirements herein set forth shall constitute reasonable standards and guidelines for the ethical conduct of public officers of the City.

(2) Interest in contract or transaction. No public officer having the power or duty to perform an official act or action related to a contract or transaction which is or may be the subject of an official act or action of the City, shall:

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- A. Have or hereafter acquire an interest in such contract or transaction;
 - B. Have an interest in any business entity representing, advising or appearing on behalf of any person involved in such contract or transaction, whether paid or unpaid;
 - C. Have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction;
 - D. Have solicited, accepted or granted a present or future gift, service or thing of value from or to a person involved in such contract or transaction.

(3) Exceptions. The prohibition against gifts, services or things of value in subsection 1-318(c)(2)(D) shall not apply to:

- A. An occasional non-pecuniary gift, service or thing of value, insignificant in value (\$50.00 or less);
- B. An award publicly presented in recognition of public services.

(4) Pre-acquisition of interest. No public officer, with respect to any contract or transaction which is under consideration as an official act or action of the City, shall acquire an interest in or be affected by such contract or transaction at a time when the public officer believes or has reason to believe that it will directly or indirectly be affected by an official act or action of the City.

(5) Disclosure of information prohibited. No public officer, with respect to any contract or transaction which is or is under consideration of an authorization, shall disclose information specifically intended to be confidential concerning the property, government or affairs of the City, or use such information to advance the financial interest of himself, herself or others.

(6) Incompatible service. No public officer shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his official duties, unless otherwise permitted by law and unless disclosure is made as provided in this Code.

(7) Appearances. No public officer shall appear on behalf of any private person, other than himself, herself, his or her spouse or minor children, before any City agency or the Municipal Court. However, a member of the Governing Body may appear before City agencies on behalf of his or her constituents in the course of his or her duties as a representative of the electorate or in the performance of public or civic obligations.

(8) Public contracts. No public officer who in his or her capacity as such officer participates in the making of a contract in which he or she has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his or her part, shall enter into any contract with the City unless:

- A. The contract is awarded through a process of public notice and competitive bidding, or
- B. The contract for property or services is one for which the price is fixed by law.

(9) Public property. No public officer shall engage in, request or permit the unauthorized use of City-owned vehicles, equipment, materials or property for the operation of a private business or for personal use.

(10) Later case interest. No public officer shall, after the termination of service with the City, appear for pay before any board, commission, committee or agency of the City in relation to any case, proceeding or application in which he or she personally participated during the period of his or her service, or which was under his or her active consideration. No elected official shall apply for or be considered for any employment with the City following his or her departure from elected office for the length of his or her tenure or four years, whichever is the longest.

(11) Use of computers by elected officials. Any computer ("computer" being defined to include desktop as well as portable computers, computer functions such as internet access, electronic mail and broadband broadcast; computer databases; servers; hardware; and software) provided by the City for use by elected officials shall be restricted to use for official City business. No elected official shall use any such computer for personal use or cause, permit or allow any other person to use or access any such computer for other than official City business. Use of any such computer for political purposes, including campaigns for City offices, shall be considered to be personal use. Unless approved by the Governing Body, use of any such computer for fund raising activities shall be considered to be personal use.

(d) Exceptions to Code of Ethics

(1) It shall not be deemed a violation of the standards of the code if the interest of a public officer in a person or business entity is a contractual obligation of less than \$500.00 which has not been preceded by any other obligation, discharged or existing, between the parties, and which is not the first in a series of two or more loans or debts which either of the parties is under an obligation to make or incur.

(2) A commercially reasonable loan made in the ordinary course of business by an institution authorized by the laws of this state to engage in the making of such loans shall not be deemed to create an interest in violation of this code. A contract for a commercial retail sale, even though over the value of \$500.00, shall not be deemed to create an interest in violation of this code.

(3) A public officer does not make or participate in the making of a contract or perform an official act or action related to a contract or transaction if the public officer abstains or recuses himself or herself from any official act or action in regard to the contract or transaction, and does not vote on such item.

(e) Disclosure of Interest in Legislative Actions

(1) Any member of the Governing Body who has a financial interest or personal interest in any proposed legislation before the Governing Body shall disclose on the record the nature and extent of such interest.

(2) Any other public officer who has a financial or personal interest in any proposed legislative action of the Governing Body and who participates in discussion with or gives an official opinion or recommendation to the Governing Body, shall disclose on the record of the nature and extent of such interest.

(f) Enforcement. Any alleged violation by a public officer shall be brought to the attention of the Governing Body by a written complaint duly signed by a complaining party. The Governing Body shall consider the complaint, and/or direct that the City Ethics Attorney consider or investigate the complaint, and consideration shall be given to open meetings requirements and standards, including but not limited to those related to consultation with the City's attorneys and personnel matters of non-elected personnel. The Governing Body may take such action, or direct that such action be taken, as the Governing Body deems appropriate, including but not limited to those set forth in subsection 1-318(h) (violations; penalties) below.

(g) Advisory Opinions

(1) When any public officer has a question as to the applicability of any provision of this code to a particular situation, or as to the definition of terms used herein, such public officer should bring the question to the attention of the City Administrator or the Mayor, as may be appropriate. If any such questions are not resolved through such channels, he or she may apply in writing to the Governing Body for a formal advisory opinion from the Ethics Attorney. The officer shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the code before such advisory opinion is made. As appropriate, an opinion from the Kansas Governmental Ethics Commission may also be requested.

(2) Such opinion until amended or revoked shall be binding on the City, the City Council, and the Ethics Attorney in any subsequent actions concerning the public officer who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion. Such opinion shall not be binding in any action initiated by any private citizen. Any ethics opinion shall not be considered attorney-client privilege as between the Ethics Attorney and the public officer.

(3) Whenever, at any meeting of the City Council, any person states or alleges that the participation of any member of the Governing Body with respect to any matter on the agenda for action by the Governing Body at that meeting would or may result in a violation of this code, the Governing Body member affected may request to have the matter tabled until the next regular meeting of the City Council in order to afford said Governing Body member an opportunity to obtain an advisory opinion from the Ethics Attorney.

(h) Violations; penalties.

(1) Action, if any, for violation of this Code may include, but not be limited to, an informal reprimand, formal resolution of public censure, or forfeiture or ouster in accordance with the applicable statutes of the State of Kansas. In addition, in the case of employees, action may be based upon established employment policies of the City, including suspension or dismissal where appropriate.

(2) In addition, any public officer who willfully and knowingly violates any of the provisions of subsections 1- 318(c) (Standards of conduct) or 1-318(e) (Disclosure of interest in legislative action) of this Code may be deemed guilty of a public offense and the Ethics Attorney and/or the City Prosecutor, with the approval of the Governing Body, shall have the power to initiate any suit, and to prosecute any criminal or civil action on behalf of the City where such action is appropriate. Any public officer so found guilty of violating any provision contained in such sections shall be punished in accordance with the penalties set forth in section 1-117 of the City Code. Public officers in violation of the provisions of this Code shall also be subject to submission to the Kansas Governmental Ethics Commission, the Attorney General of Kansas, or the Johnson County, Kansas, District Attorney for review, investigation, and appropriate action pursuant to state law.

(3) In addition, where the violation by the public officer has resulted in financial harm to the City or financial profit or gain to the public officer, the City is authorized to seek damages in an amount not to exceed twice the financial harm suffered by the City or twice the profit or gain realized by the public officer, whichever is greater.

(4) Violations of any provision of this Code may further constitute cause to cancel any contract, cease negotiations on any contract, and/or rescind or modify any previous action based upon any such violation.

(i) Distribution of code of ethics. The City Clerk shall cause a copy of the Code of Ethics to be distributed to every public officer of the City within 30 days after enactment and amendment of the same. Each public officer elected or appointed thereafter shall be furnished a copy and file a signed version with the City before entering upon the duties of his or her office.

MEETING NAME & DATE -

ATTENDEES -

NEXT STEPS / DEADLINES -

MEETING NOTES -

MEETING NAME & DATE -

ATTENDEES -

NEXT STEPS / DEADLINES -

MEETING NOTES -

MEETING NAME & DATE -

ATTENDEES -

NEXT STEPS / DEADLINES -

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ATTENDEES -

NEXT STEPS / DEADLINES -

MEETING NOTES -



CONTACT US

City of Roeland Park
4600 W 51st Street
Roeland Park, KS, 66205

913.722.2600
www.roelandpark.org