

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roeland Park City Hall, 4600 W 51st Street
Monday, July 24, 2023 6:00 PM**

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| <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• Jennifer Jones-Lacy, Asst. Admin.• Kelley Nielsen, City Clerk• John Morris, Police Chief• Donnie Scharff, Public Works Director |
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Admin	Finance	Safety	Public Works
Dickens	Hill	Madigan	Faidley
Rebne	Castagna-Herrera	Brauer	Raglow

I. APPROVAL OF MINUTES

- A. Governing Body Workshop Meeting Minutes July 10, 2023

II. DISCUSSION ITEMS:

1. Discuss Remote Meeting & Attendance Policy (15 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 **7/24/2023**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Governing Body Workshop Meeting Minutes July 10, 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"/> Workshop Minutes for 7-10-23	Cover Memo

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, July 10, 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 7:11 p.m.)

ROLL CALL

CMBR Hill called the meeting to order. All Governing Body members were present.

I. MINUTES

1. Governing Body Workshop Committee June 20, 2023

The minutes were approved as presented.

II. DISCUSSION ITEMS

1. Review CIP Equity Scoring Component Concept and CIP Investment Per Census Block

City Administrator Moody presented the Equity and Inclusion Scoring components proposed to be used for CIP projects. He said United Community Services (UCS) helped them put this together trying to keep it simple as they do not have a DEI staff.

CMBR Faidley thanked City Administrator Moody, the City engineer, and UCS for compiling the data and creating the rubric. She said it is groundbreaking and is glad they are doing it as a way to hold them accountable. She said the information included is very revealing.

CMBR Faidley also noted that Census Block 501-1 has the least amount allocated for street maintenance. City Administrator Moody said there are not a lot of residential streets in this block area and is largely commercial and also contains the Community Center, the Aquatics Center, Nall Park, and the Boulevard Apartments. Since there aren't as many streets to maintain, there is less spent. The Street Maintenance line item includes the annual street maintenance program consisting of chip seal, UBAS, and mill and overlay. That item does not include the cost of street reconstruction projects. Also, Roe Boulevard is a large part of that census block and if they look at the total investment, it's quite significant.

City Administrator Moody also reviewed the upcoming street projects noting a significant number of projects will be done in the next two years. They will come very close to touching every street in the

community within a ten-year period which is exceptional noting that the condition score for roads continue to get improve.

City Administrator Moody did make observations of investment numbers when he was going through the report. He said it is a challenge to produce insights without a regional or national benchmark to compare to. He said they are investing significantly more per minority resident and low to moderate income resident compared to the investment per capita because these groups make up a relatively small percentage of the total population. This based strictly on the math.

CMBR Madigan asked who decides the boundaries of the census block. City Administrator Moody said the federal government does through the U.S. Census Bureau. CMBR Madigan said the people on the west side of Nall were not included any of the census blocks reflected on the map.

CMBR Rebne said he appreciates the graphics and that a lot of information has been given. He said it clearly shows that Census Block 501-1 includes on average a lower income, more diverse population. The area is seeing more capital investment, which is a good thing. He said they make resolutions and ordinances expressing their sentiments, but when it comes to where the money is going, it doesn't necessarily follow equity projects and it would be good to see it that way. There have been larger projects such as the Community Center, the pool, and Nall Park.

City Administrator Moody said the pool and Community Center projects were distributed to all the census blocks based upon percent of population of the entire city. Nall Park is located entirely in 501-1 and is considered a neighborhood park, the costs of the Nall Park projects have been attributed to that one census block. Improvements at City Hall were allocated across all census blocks.

CMBR Rebne asked that when they look at equity assessment on budget items and write an objective, they show an intent that the money follows the equity objectives. Even though an investment is spread out among different census blocks, could they state that the money was invested in a certain area because it had more lower income people.

City Administrator Moody said they did not have any DEI rubric for the CIP yet. He said they did apply for CDBG funds for areas that have a higher concentration of low to moderate income folks, but they were unsuccessful in securing those grant funds for the Community Center projects. They did receive CDBG funding for improvements to Elledge and El Monte. He said they will continue to pursue grants that leverage our local resources.

CMBR Faidley asked about the problems finding a benchmark and whether MARC or UCS were of any help. City Administrator Moody said MARC had nothing available as a benchmark despite all the data they have. Mr. Moody said he can reach out to them again. He also added that he did not ask UCS as this type of CIP focused reporting might be outside their area of expertise.

CMBR Madigan said that even though Nall Park is a neighborhood park, they extended multi-purpose trails to the Boulevard, and he sees their tenants using it and they probably consider Nall as their neighborhood park too. He said it is one of the best moves they made, and the park is utilized more now.

CMBR Faidley said there is no direct access to the park from the Boulevard. CMBRS Madigan and Faidley agree to discuss this at another time.

City Administrator Moody commented that if the Governing Body voted to move forward with the DEI element, it would be implemented for use in their 2025 budget. He did not envision going back through the CIP projects on the upcoming budget and making changes. He also added that updates need to be completed to the CIP software to include the additional DEI component. They will use this rubric going forward when approved.

CMBR Rebne would like to see the language be more concrete and measurable before finalizing for the Consent Agenda.

City Administrator Moody said he is open to a measure, but needs someone to show him how that measure correlates to the intent.

Mayor Poppa said they need to be careful of demographic information collected as a government agency they become open records. He said he is not sure the information of gym attendants at the Community Center is pertinent for the CIP and infrastructure projects.

CMBR Castagna-Herrera this information is good but slightly misleading. Because someone is in a certain neighborhood and they're able to pull out onto a good road, that's good. She said that the capital improvements they make should be connecting those minority populations to those improvements such as a path from the Boulevard to Nall Park.

CMBR Hill requested that CMBR Rebne get any information regarding more concrete language to City Administrator Moody before their next Council meeting.

Consensus to move to move forward with the DEI component.

2. Executive Session

MOTION: CMBR HILL MOVED TO RECESS INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS PURSUANT TO THE NON-ELECTED PERSONNEL MATTER EXCEPTION, K.S.A. 75-4319(b)(1) WITH THE OPEN MEETING TO RESUME IN THE COUNCIL CHAMBERS AT 7:55 P.M.

III. COMMITTEE MINUTES

No items were presented.

IV. ADJOURN

CMBR Hill adjourned the meeting.

(Roeland Park Governing Body Workshop Adjourned at 7:55 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 7/24/2023
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 6/1/2023
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Discuss Remote Meeting & Attendance Policy (15 min)**
Item Type: Discussion

Recommendation:

A draft remote meeting and attendance policy is attached for the sake of discussion.

Details:

A draft remote meeting and attendance policy was developed and reviewed during the June workshop as a starting point for discussion. Council members were to provide Jen Hill thoughts on changes. Those changes have been incorporated into the attached redline policy.

The policy provides guidance on how officials/committee members should employ remote attendance. Covid created a new way of meeting and policy should reflect this shift.

The redline draft policy will be attached when final.

What are the racial equity implications of the objective?

No implications anticipated.


How does item benefit Community for all Ages?

Greater flexibility could enable more participation on committees by those with disabilities.

Financial Impact

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

ATTACHMENTS:

Description	Type
 Attendance Policy- Redline 7-24-23	Cover Memo

ORDINANCE NO. ____

AN ORDINANCE OF THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS AMENDING CHAPTER 1, ARTICLE 16 OF THE ROELAND PARK MUNICIPAL CODE.

WHEREAS, the City Council of Roeland Park, Kansas desires to amend the remote attendance policy for the City's public bodies; and

WHEREAS, the City first established a remote attendance policy in 2017. Since then, the global pandemic caused by COVID-19 has changed the way governmental bodies meet and discuss official public business; and

WHEREAS, the City desires to allow its elected and appointed officials to attend meetings remotely to encourage participation in public office, allow greater access to the public, and offer flexibility to public body members.

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

Section 1. Section 1-1601 *et. seq.*, is hereby amended to read as follows:

“Sec. 1-1601. – Purpose.

The purpose of this article is to establish reasonable guidelines for ~~public~~ **public governing** body members to remotely attend and participate in official business of the ~~public~~ **public governing** body when the member is unable to be physically present at a meeting. There is a strong preference for in-person participation at ~~public-governing~~ **public governing** body meetings.

Sec. 1-1602. – Definition.

Remote participation is defined as participation of a ~~public~~ **public governing** body member who is not physically present.

Sec. 1-1603. – Scope and Application.

This policy shall apply to all city council meetings; and workshops, ~~and any other meeting of committees, ad hoc committees, or any other public body~~ of the City of Roeland Park, Kansas.

Sec. 1-1604. – Policy.

(a) To be eligible for remote participation, a member of the ~~public~~ **public governing** body shall notify the ~~body's chair, or the chair's designee mayor or council president~~ no later than noon Central Standard Time the day the meeting is to be held.

(b) Remote participation is intended for use when members of the ~~public governing~~ body are ill, injured, suffering from disability, performing military service, undergoing personal emergencies, ~~or are unable to attend due to geographic (outside Kansas City Metro area) distance. or desire to participate remotely.~~

(c) It is incumbent upon the member utilizing remote participation that he or she can participate fully and does not unduly burden the physically present members of the ~~public governing~~ body due to technological issues or telecommunication problems.

(d) Any member of ~~a public the governing~~ body participating remotely shall ensure his or her camera is turned “on” for the duration of the meeting.

(e) A member of the ~~public governing~~ body cannot utilize remote participation for chairing a ~~council meeting or governing body workshop.~~

(f) Once a member of the ~~public governing~~ body has used remote participation ~~six~~ three times in a calendar year, any further requests to participate will be considered by the ~~public body chair mayor~~ on a case-by-case basis.

(g) City staff shall make reasonable efforts to provide any remote participating member of the ~~public governing~~ body with any documents that are needed for full-participation in the meeting.

Sec. 1-1605. – Procedures.

(a) City staff shall, upon notification by a member of the ~~public governing~~ body for the use of remote participation that abides by the above prescribed rules, make all reasonable and needed technological and other accommodations necessitated by the request.

(b) This policy prescribes no specific required technology such as a speaker phone or video that must be used. However, the strong preference is for video technology that allows the public to observe the public body member’s participation. The technology must function properly so that all members may hear the remote participator and the remote participator may hear all the other members.

(c) The clerk will record the presence of any member using remote participation with a note stating the same. The clerk shall also record the entrance, exit, or re-entrance of any governing body member utilizing remote participation.

(d) Initial technical difficulties shall be dealt with by a suspension of discussion in an attempt to remedy the problem. The body’s chair shall have the authority to discontinue the use of remote participation due to technical issues.

(e) In general, delays collectively lasting longer than ten minutes will result in the discontinuation of remote participation and the termination of any remote connection, at the discretion of the Mayor or the Council President in the Mayor's absence.

(f) The remote participant will verify his or her identity at the beginning of the meeting and state that he or she is fully participating without any undue influence by others.”

Section 2. This ordinance shall take effect and be enforced from and after its passage, approval, and publication by law.

PASSED by the City Council of the City of Roeland Park, Kansas on _____, 202?.

APPROVED by the Mayor on _____, 202?.

ATTEST:

Kelley Nielsen, City Clerk

APPROVED:

Steven E. Mauer, City Attorney