

**AGENDA**  
**CITY OF ROELAND PARK, KANSAS**  
**CITY COUNCIL MEETING**  
**ROELAND PARK**  
**Roeland Park City Hall, 4600 W 51st Street**  
**April 1, 2024 6:00 PM**

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Michael Poppa, Mayor</li><li>• Emily Hage, Council Member</li><li>• Benjamin Dickens, Council Member</li><li>• Jan Faidley, Council Member</li><li>• Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Jeffrey Stocks, Council Member</li><li>• Tom Madigan, Council Member</li><li>• Kate Raglow, Council Member</li><li>• Matthew Lero, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Keith Moody, City Administrator</li><li>• Jennifer Jones-Lacy, Asst. Admin.</li><li>• Kelley Nielsen, City Clerk</li><li>• John Morris, Police Chief</li><li>• Donnie Scharff, Public Works Director</li></ul> |
|--|---|--|

**Admin**

Lero

Faidley

**Finance**

Stocks

Dickens

**Safety**

Hage

Hill

**Public Works**

Raglow

Madigan

**Pledge of Allegiance**

A. Instructions on Logging into Meeting Remotely

**Roll Call**

**Modification of Agenda**

**I. Public Comments**

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

**II. Consent Agenda**

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

A. Appropriations Ordinance #1040

- B. City Council Meeting Minutes March 18, 2024
- C. Resolution 708 to Approve 2025 to 2029 CARS Program

**III. Business From the Floor**

**A. Applications / Presentations**

**IV. Mayor's Report**

- A. Child Abuse Prevention Month Proclamation
- B. Earth Day Proclamation
- C. Arbor Day Proclamation
- D. AAPI Proclamation
- E. Fair Housing Month Proclamation

**V. Workshop and Committee Reports**

**VI. Reports of City Liaisons**

**VII. Unfinished Business**

- A. Review Chapter 1 of City Code (10 min)

**VIII. New Business**

- A. Review Proposed 2025 Solid Waste Assessment (5 min)
- B. Review Proposed 2025 Storm Water Utility Fee (10 min)
- C. Special Use Permit Amendment for Daycare at 5015 Buena Vista (5 min)
- D. Approve Task Order for 2024 CDBG Project (5 min)

**IX. Ordinances and Resolutions:**

- A. Charter Ordinance No 40 – Elections for Appointed Governing Body Members

**X. Workshop Items:**

**XI. Reports of City Officials:**

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

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

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering;

whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the Mayor (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor (Chair). Any person wishing to speak, whether during Public Comments or on an agenda item, shall first complete a Public Comment or Request to Speak form and submit this form to the City Clerk before the Mayor (Chair) calls for Public Comments or calls the particular agenda item
1. **Public Comment on Non-Agenda Items.** The Agenda shall provide for public comment about matters that are within the jurisdiction of the City but are not specifically listed on the Agenda. A member of the public who wishes to speak under Public Comments must fill out a Public Comment Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls for Public Comments.
  2. **Public Comment on Agenda Items.** Public comment will be accepted on Agenda items. A member of the public, who wishes to speak on an Agenda item, including items on the Consent Agenda, must fill out a Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls the Agenda item.
- C. **Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.
- D. **Speaker Decorum.** Each person addressing the City Council, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the Council meeting. Any person, who so disrupts the meeting shall, at the discretion of the Mayor (Chair) or a majority of the Council Members present, be subject to removal from that meeting.

- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the City Council, each speaker shall limit comments to five minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available.
- F. **Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Council.** Comment and testimony are to be directed to the Mayor (Chair). Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor (Chair). Always speak from the microphone to ensure that all remarks are accurately and properly recorded. Only one speaker should be at the microphone at a time. Speakers are requested to state their full name, address and group affiliation, if any, before delivering any remarks.
- H. Agendas and minutes can be accessed at [www.roelandpark.org](http://www.roelandpark.org) or by contacting the City Clerk

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



**Item Number:** Pledge of Allegiance- -A.  
**Committee** 4/1/2024  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

---

Date:

Submitted By:

Committee/Department:

Title: **Instructions on Logging into Meeting Remotely**

Item Type:

### **Recommendation:**

**See instructions to log in below.**

### **Details:**

The City Council Meeting will be held remotely. Below are instructions for joining the meeting by phone, online or both.

**Kelley Nielsen is inviting you to a scheduled Zoom meeting.**

**Topic: City Council and Governing Body Workshop Meeting**

**Time: This is a recurring meeting Meet anytime**

#### **Join Zoom Meeting**

**<https://zoom.us/j/97767592270?pwd=VWNXbjNkejVb0JBaStWMDF5WXpoZz09>**

**Meeting ID: 977 6759 2270**

**Passcode: council**

**One tap mobile**

**+16699006833,,97767592270# US (San Jose)**

+12532158782,,97767592270# US (Tacoma)

**Dial by your location**

- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

**Meeting ID: 977 6759 2270**

**Find your local number: <https://zoom.us/j/97767592270>**

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

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

**Additional Information**

**REVIEWERS:**

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/11/2024 - 11:21 AM

## Goals/Objectives & Terms

Item Number:       Consent Agenda- II.-A.  
Committee           4/1/2024  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title:                       **Appropriations Ordinance #1040**  
Item Type:

<b>Recommendation:</b>
------------------------

**Details:**

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/28/2024 - 12:28 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Appropriations Ordinance #1040	Cover Memo

# Appropriation Ordinance - 4/1/2024 - #1040

*4600 West Fifty-First Street*

*Roeland Park, Kansas 66205*

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

Thursday, March 28, 2024

## Appropriation Ordinance -4/1/2024 - #1040

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

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

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this March 18, 2024.

Attest:

---

City Clerk

---

Mayor

\$ 714,231.43

# Appropriation Ordinance -4/1/2024 - #1040

					Check /EFT				
Vendor	Dept	Acct #	Description	Invoice Description	Date	Amount	Chk #	Check Amount	
					Distribution			Check	
Vendor	Dept	Account	Account Description	Reference	Date	Amount	Check #	Amount	
Luis G Palos	300	5470.300	Park Maintenance	4	03/27/24	1,650.00	76395	1,650.00	
Advance Auto Parts	106	5302.106	Motor Fuels & Lubricants	5128400637260	03/20/24	102.09	76362	102.09	
Airgas USA, LLC	106	5214.106	Other Contracted Services	5506391453	03/20/24	23.89	76363	23.89	
Airgas USA, LLC	106	5308.106	Clothing & Uniforms	9147805346	03/27/24	20.21	76396	20.21	
All City Management Services, Inc.	102	5214.102	Other Contracted Services	91996	03/20/24	601.38	76364	601.38	
All Copy Products Inc.	102	5214.102	Other Contracted Services	AR4307610	03/20/24	122.58	76365	214.22	
All Copy Products Inc.	105	5214.105	Other Contracted Services	AR4307610	03/20/24	91.64			
American Fidelity Assurance Co.	101	2052.101	Supplemental Insurance Payable	2262261	03/20/24	83.34	76366	83.34	
American Fidelity Assurance Co.	101	2052.101	Supplemental Insurance Payable	2262260	03/27/24	83.34	76366	83.34	
American Fidelity Assurance	101	2052.101	Supplemental Insurance Payable	D703900	03/27/24	480.16	76398	480.16	
Augustine Exterminators, Inc.	290	5210.290	Maintenance & Repair Building	2433790	03/27/24	84.98	76399	84.98	
Balls Food Stores	101	5237.101	Community Events	8	03/27/24	129.73	76400	284.77	
Balls Food Stores	101	5237.101	Community Events	50	03/27/24	77.92			
Balls Food Stores	101	5237.101	Community Events	83931	03/27/24	16.83			
Balls Food Stores	101	5253.101	Public Relations	83938	03/27/24	40.31			
Balls Food Stores	102	5301.102	Office Supplies	83998	03/27/24	19.98			
Black & McDonald	101	5217.101	Public Art	761611311	03/27/24	16,450.00	76401	16,450.00	
Breeden Holdings, LLC	102	5260.102	Vehicle Maintenance	1085448	03/27/24	8.16	76402	54.96	
Breeden Holdings, LLC	106	5260.106	Vehicle Maintenance	1085523	03/27/24	46.80			
Casey's Business Mastercard	106	5302.106	Motor Fuels & Lubricants	3D5L 3/18/24	03/19/24	246.26	32915	246.26	
City of Mission Kansas	101	5268.101	Bikeshare Program	1	03/27/24	1,006.00	76403	1,006.00	
Civic Plus	101	5214.101	Other Contracted Services	295918	03/20/24	89.25	76367	89.25	
Occupational Health Centers of the Kans	102	5207.102	Medical Expense & Drug Testing	1015419427	03/20/24	170.00	76368	170.00	
Constellation Newenergy- Gas Division, I	220	5289.220	Natural Gas	3990042	03/20/24	232.16	76369	232.16	
Corporate Health - KU Midwest	105	5207.105	Medical Expense & Drug Testing	55739851	03/20/24	6.00	76370	70.00	
Corporate Health - KU Midwest	106	5207.106	Medical Expense & Drug Testing	55739851	03/20/24	58.00			
Corporate Health - KU Midwest	290	5207.290	Medical Expense & Drug Testing	55739851	03/20/24	6.00			
Danny's Plumbing	101	4265.101	Business Occupational Licenses	3/11/24	03/20/24	40.00	76371	40.00	
ETC Institute	101	5214.101	Other Contracted Services	32136	03/20/24	749.55	76372	749.55	
Green For Life Environmental	115	5235.115	Disposal Fees	AS0001237769	03/20/24	1,159.73	76373	1,159.73	
Gilmore & Bell, P.C.	400	5214.400	Other Contracted Services	8053685	03/27/24	700.00	76404	700.00	
Gordon CPA, LLC	101	5213.101	Audit Fees	495232	03/20/24	19,300.00	76374	19,300.00	
Granicus	101	5266.101	Computer Software	180959	03/20/24	5,353.92	76375	5,353.92	
Hanna Rubber Company	106	5306.106	Materials	1373643IN	03/27/24	75.00	76405	75.00	
Holiday Outdoor Decor	106	5306.106	Materials	INV13879	03/20/24	142.00	76376	142.00	
Hometown Lawn, LLC	110	5262.110	Grounds Maintenance	2952	03/27/24	1,576.00	76406	1,672.00	
Hometown Lawn, LLC	110	5262.110	Grounds Maintenance	6497	03/27/24	48.00			
Hometown Lawn, LLC	110	5262.110	Grounds Maintenance	6498	03/27/24	48.00			



Johnson County Wastewater	101	5288.101	Waste Water	3179 3/14/24	03/27/24	15.47 76407	243.00
Johnson County Wastewater	220	5288.220	Waste Water	7792 3/14/24	03/27/24	42.50	
Johnson County Wastewater	290	5288.290	Waste Water	7943 3/14/24	03/27/24	185.03	
Johnson County Wastewater	106	5288.106	Waste Water	1970 2/22/24	03/27/24	888.43 76408	888.43
KAW Valley Engineering Inc.	270	5430.270	Residential Street Reconstruction	C38166	03/27/24	18.00 76409	18.00
Kansas City Board of Public Utilities	106	5201.106	Electric	6657 3/22/24	03/27/24	440.91 76410	863.18
Kansas City Board of Public Utilities	106	5201.106	Electric	6657 3/22/24	03/27/24	77.84	
Kansas City Board of Public Utilities	106	5287.106	Water	6657 3/22/24	03/27/24	213.26	
Kansas City Board of Public Utilities	106	5288.106	Waste Water	6657 3/22/24	03/27/24	131.17	
KU Public Management Center	108	5214.108	Other Contracted Services	A3ED82	03/27/24	4,120.00 76411	4,120.00
Lamp, Ryneerson & Assoc., Inc.	300	5209.300	Professional Services	323094010000007	03/20/24	1,410.00 76377	1,410.00
Lamp, Ryneerson & Assoc., Inc.	270	5209.270	Professional Services	2 3/21/24	03/27/24	9,165.83 76412	45,183.27
Lamp, Ryneerson & Assoc., Inc.	106	5421.106	Street Maintenance	2 3/21/24.	03/27/24	797.10	
Lamp, Ryneerson & Assoc., Inc.	510	5428.510	Roe Parkway Extension & Maintenance	22 3/21/24	03/27/24	4,699.00	
Lamp, Ryneerson & Assoc., Inc.	360	5442.360	Building Improvement	14 3/21/24	03/27/24	1,713.30	
Lamp, Ryneerson & Assoc., Inc.	370	5455.370	Public Infrastructure Improvements	12 3/12/24	03/27/24	2,585.18	
Lamp, Ryneerson & Assoc., Inc.	270	5464.270	2025 CARS - Mission Rd. 47th-53rd	7 3/21/24	03/27/24	23,831.86	
Lamp, Ryneerson & Assoc., Inc.	270	5465.270	RSRP - Nall from 51st to 58th	5 3/21/24	03/27/24	2,391.00	
Lowe's Business Acct./GEMB	101	1210.101	Prepaid Expenses	1760 4/12/24	03/26/24	(1,349.04) 32918	398.77
Lowe's Business Acct./GEMB	101	5210.101	Maintenance & Repair Building	1760 4/12/24	03/26/24	76.31	
Lowe's Business Acct./GEMB	106	5210.106	Maintenance & Repair Building	1760 4/12/24	03/26/24	48.93	
Lowe's Business Acct./GEMB	106	5210.106	Maintenance & Repair Building	1760 4/12/24	03/26/24	9.16	
Lowe's Business Acct./GEMB	106	5210.106	Maintenance & Repair Building	1760 4/12/24	03/26/24	26.58	
Lowe's Business Acct./GEMB	106	5210.106	Maintenance & Repair Building	1760 4/12/24	03/26/24	41.79	
Lowe's Business Acct./GEMB	106	5210.106	Maintenance & Repair Building	1760 4/12/24	03/26/24	105.35	
Lowe's Business Acct./GEMB	101	5301.101	Office Supplies	1760 4/12/24	03/26/24	(15.18)	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	164.37	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	46.93	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	189.88	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	45.82	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	37.98	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	30.11	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	42.08	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	22.74	
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 4/12/24	03/26/24	5.19	
Lowe's Business Acct./GEMB	290	5306.290	Materials	1760 4/12/24	03/26/24	70.23	
Lowe's Business Acct./GEMB	290	5307.290	Other Commodities	1760 4/12/24	03/26/24	210.91	
Lowe's Business Acct./GEMB	106	5318.106	Tools	1760 4/12/24	03/26/24	(4.32)	
Lowe's Business Acct./GEMB	106	5318.106	Tools	1760 4/12/24	03/26/24	47.67	
Lowe's Business Acct./GEMB	106	5425.106	Other Capital Outlay	1760 4/12/24	03/26/24	545.28	
Midwest Alarm Services	360	5442.360	Building Improvement	Q85384	03/20/24	800.00 76378	800.00
Midwest Public Risk	107	5126.107	Health/Dental/Vision Insurance	4/2024 Final Inv	03/27/24	76,668.00 76413	76,668.00
Moss Printing	101	5301.101	Office Supplies	17685	03/20/24	140.00 76379	140.00
Moss Printing	106	5306.106	Materials	17777	03/27/24	55.00 76415	55.00

National Business Furniture, LLC	360	5442.360	Building Improvement	ZK235693BUS	03/27/24	1,335.52	76415	3,722.46
National Business Furniture, LLC	360	5442.360	Building Improvement	ZK2356693HIR	03/27/24	2,386.94		
Northeast Johnson Cty. Chamber of Com	101	5253.101	Public Relations	42457	03/27/24	550.00	76416	550.00
Newman Signs, Inc.	106	5259.106	Traffic Control Signs	TRFINV052560	03/20/24	303.92	76380	303.92
Newman Signs, Inc.	106	5259.106	Traffic Control Signs	TRFINV052813	03/27/24	326.55	76417	326.55
Kelley Nielsen	105	5206.105	Travel Expense & Training	12/18-3/14/24EXP	03/27/24	123.28	76418	123.28
Adam Peer	103	5209.103	Professional Services	3/15/24 Attorney	03/20/24	375.00	76381	375.00
Wex Bank	106	5302.106	Motor Fuels & Lubricants	95773116	03/19/24	1,287.68	32916	1,348.29
Wex Bank	110	5302.110	Motor Fuels & Lubricants	95773116	03/19/24	60.61		
Principal Life Insurance Co.	107	5130.107	City Paid Life/ST Disability	1 3/17/24	03/27/24	772.93	76419	772.93
Pro Circuit, Inc.	101	5239.101	Public Art Maintenance	1006146	03/27/24	1,467.80	76420	1,842.80
Pro Circuit, Inc.	101	5239.101	Public Art Maintenance	1006503	03/27/24	375.00		
Pur-O-Zone, Inc.	290	5304.290	Janitorial Supplies	891063	03/20/24	664.75	76382	664.75
RLK Home Solutions LLC	300	5470.300	Park Maintenance	JP4281735	03/27/24	1,431.00	76421	1,431.00
Roeland Park Community Foundation - F	101	5217.101	Public Art	3/27/24 Ck Req	03/27/24	3,000.00	76422	3,000.00
Roeland Park Community Foundation - F	101	5283.101	RP Community Foundation Grant Expense	3/19/24 Ck Req	03/20/24	10.00	76383	1,010.00
Roeland Park Community Foundation - F	101	5283.101		3/19/24 Ck Req	03/20/24	1,000.00		
Shawnee Mission School District	220	5206.220	Travel Expense & Training	2024021511	03/27/24	507.00	76423	507.00
Staples	101	5301.101	Office Supplies	8073527496	03/20/24	445.11	76384	445.11
Staples	101	5301.101	Office Supplies	8073601295	03/27/24	259.79	76424	259.79
Strasser True Value	106	5306.106	Materials	450055	03/27/24	9.48	76425	36.81
Strasser True Value	106	5306.106	Materials	450248	03/27/24	27.33		
Universal Construction Co.	360	5442.360	Building Improvement	7	03/20/24	126,839.17	76385	126,839.17
Unique Paving Materials Corp.	300	5421.300	Street Maintenance	79415	03/27/24	118.15	76426	118.15
US Infra Rehab Services, LLC	370	5455.370	Public Infrastructure Improvements	1	03/20/24	387,406.15	76386	387,406.15
US Postal Service	101	5208.101	Newsletter	3267 3/25/24	03/25/24	790.92	32917	790.92
Veterinary Allergy and Dermatology Clinic	109	5316.109	K9 Expenses	26560	03/27/24	130.06	76427	130.06
Water District No 1 of Johnson County	106	5287.106	Water	2212 3/8/24	03/20/24	29.20	76387	300.43
Water District No 1 of Johnson County	220	5287.220	Water	8373 3/8/24	03/20/24	101.00		
Water District No 1 of Johnson County	290	5287.290	Water	3054 3/8/24	03/20/24	170.23		
The Work Zone, Inc.	106	5259.106	Traffic Control Signs	68479	03/27/24	49.50	76428	49.50
Everygy	101	5201.101	Electric	3/26/24 EFT	03/26/24	537.66	EFT	537.66
Everygy	106	5201.106	Electric	3/26/24 EFT	03/26/24	115.93	EFT	115.93
Everygy	220	5201.220	Electric	3/26/24 EFT	03/26/24	261.98	EFT	261.98
Everygy	290	5201.290	Electric	3/26/24 EFT	03/26/24	306.67	EFT	306.67
Everygy	101	5222.101	Traffic Signal Expense	3/26/24 EFT	03/26/24	174.27	EFT	174.27
Everygy	101	5269.101	Electric Vehicle Charging Program	3/26/24 EFT	03/26/24	129.97	EFT	129.97
Everygy	106	5290.106	Street Light Electric	3/26/24 EFT	03/26/24	432.96	EFT	432.96
Miller Management Systems, LLC	101	5214.101	Other Contracted Services	Recurring EFT	03/20/24	2,678.00	EFT	2,678.00

714,231.43



Item Number:       Consent Agenda- II.-B.  
Committee           4/1/2024  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title:                       **City Council Meeting Minutes March 18, 2024**  
Item Type:

<b>Recommendation:</b>
------------------------

**Details:**

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/28/2024 - 12:29 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▫ City Council Meeting Minutes March 18, 2024	Cover Memo

**CITY OF ROELAND PARK, KANSAS  
CITY COUNCIL MEETING MINUTES  
ROELAND PARK CITY HALL  
4600 WEST 51<sup>ST</sup> STREET, ROELAND PARK, KS 66205  
March 18, 2024, 6:00 P.M.**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"><li>• Michael Poppa, Mayor</li><li>• Emily Hage, Council Member</li><li>• Benjamin Dickens, Council Member</li><li>• Jan Faidley, Council Member</li><li>• Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Tom Madigan, Council Member</li><li>• Jeffrey Stocks, Council Member</li><li>• Matthew Lero, Council Member</li><li>• Kate Raglow, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Keith Moody, City Administrator</li><li>• Jennifer Jones-Lacy, Asst. City Admin.</li><li>• Kelley Nielsen, City Clerk</li><li>• John Morris, Police Chief</li><li>• Donnie Scharff, Public Works Director</li></ul> |
|--|---|---|

**Admin**  
Lero  
Faidley

**Finance**  
Stocks  
Dickens

**Safety**  
Hage  
Hill

**Public Works**  
Raglow  
Madigan

(Roeland Park Council Meeting Called to Order at 6:00 p.m.)

### **Pledge of Allegiance**

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

### **Roll Call**

City Clerk Nielsen called the roll. All Governing Body members were present. Staff present were City Administrator Moody, City Attorney Walker, Assistant City Administrator/Finance Director Jones-Lacy, Deputy Chief Honas, Public Works Director Scharff, and City Clerk Nielsen.

### **Modification of Agenda**

Mayor Poppa noted the Project RISE Update will be given at the April 1<sup>st</sup> Council meeting.

#### **I. Public Comments**

**Jodi Wilson** (5006 Mission) Ms. Wilson stated she received the City’s invitation to attend and share information about the upcoming 2025 Mission project. She attended the meeting, but it was not open to opinions. Residents were informed of the project and told what would be done. She also noted that CMBR Faidley was the only Governing Body member in attendance. Ms. Wilson reiterated that there was no time at the meeting to express their opinions and felt blindsided by the project. Following the meeting, she and her husband printed off the presentation and went door to door and noted that none of her neighbors were aware of the scope of the project. They saw it as a simple project as it was posted on Facebook and did not feel the need to attend the meeting. Ms. Wilson expressed her concerns about the loss of parking. She stated she will be putting a petition together to present to the Council at the April 1<sup>st</sup> meeting asking them to consider the input of the residents. She stated that she is not against bike lanes on Mission but does want to be heard and have her opinions taken into consideration.

Mayor Poppa said he appreciated Ms. Wilson's comments. He asked City Manager Moody what the petition process would be. City Manager Moody stated there is a petition process to request a vote of the entire population, but he will need to look into a process of a petition requesting the Governing Body take action.

Mayor Poppa said the meeting was a neighborhood reveal of a project that has been in the works for quite some time and they were seeking resident feedback. Mayor Poppa said he was unable to attend because of a work obligation. Following the meeting, City staff briefed the Governing Body, and he added they did receive resident e-mails. He also got together with City Manager Moody and the City of Westwood to discuss those issues. He said they would not be able to discuss this at their April 1<sup>st</sup> meeting and asked Ms. Wilson to reach out to her ward councilmembers. He added that she is also welcome to speak at the meeting again during public comment. Mayor Poppa stated they do want to hear their voices.

Ms. Wilson said they felt pressure for the March 8<sup>th</sup> deadline. Mayor Poppa said that was a deadline to apply for CARS funds and asked Ms. Wilson to come back April 1<sup>st</sup>. He added that he is happy to meet with her and her ward councilmembers to talk about this further.

CMBR Dickens said he will be out of town the next two weeks.

**Evelyn Long** (5054 Mission) Ms. Long stated she has lived in Roeland Park since 1968 and loves it. Her main concern is where they would park, especially when her large family comes to visit, which they do quite regularly. She said she has never had to worry about parking before. Mayor Poppa said the engineers are working out a plan and she is welcome to reach out to her ward representatives and to him.

Mayor Poppa said he appreciated Ms. Wilson and Ms. Long coming in and sharing their voice.

## **II. Consent Agenda**

- A. Appropriations Ordinance #1039**
- B. City Council Meeting Minutes March 4, 2024**

**MOTION:** CMBR MADIGAN MOVED AND CMBR LERO SECONDED TO APPROVE THE CONSENT AGENDA AS PRESENTED. (MOTION CARRIED 8-0.)

## **III. Business from the Floor**

### **A. Proclamations/Applications/Presentations**

*There was no Business from the Floor.*

## **IV. Mayor's Report**

### **A. Seven Days Proclamation**

Lama Matthew Palden Gocha, spiritual director at Rime Buddhist Center, is a board member of Seven Days. He thanked the Mayor, City Council, and Roeland Park for being a Seven Days Kindness City.

April 13<sup>th</sup> marks the tenth anniversary of the hate-based murders of Dr. William Corporon, his



grandson Reat Underwood, and Teresa LaManno at the Jewish Community Center. To commemorate the anniversary, Seven days is holding a breakfast on April 10<sup>th</sup> at 7:00-9:30 a.m. at the Foundry Church of the Resurrection in Leawood. They will also hold their first ever Community Kindness Festival on April 14<sup>th</sup> at 4:30 p.m. at the Jewish Community Center in Overland Park. This is a free event, and all are welcome to attend.

Lama Matt gave Ms. Nielsen kindness cards that can be passed on to anyone when they see acts of that kind. He also presented the City with a plaque of gratitude for being a kindness city.

Mayor Poppa read the proclamation into the record noting that they vow to overcome hate with kindness.

All Councilmembers signed on to the proclamation.

CMBR Faidley said they used to do a walk. Lama Matt said they are having the festival this year in lieu of a walk to commemorate the tenth anniversary.

To learn more about Seven Days and to see a schedule of events visit [www.sevendays.org](http://www.sevendays.org).

(Photos were taken)

## **V. Reports of City Liaisons and Committees**

### **A. Ad-Hoc Historical Committee**

CMBR Madigan said he was appointed chair of the committee last January. He noted that Anna Jacobson, their historian, is continuing her research and that it will take longer than expected due to funds not being used as quickly as anticipated. Ms. Jacobson was surprised to find that Roeland Park has been a trendsetter in working to remove racial covenants and updating their non-discrimination ordinance. She suggested that should be included in their history as something to be proud of.

CMBR Madigan noted that CMBR Raglow is working with Ms. Jacobson on the oral history project. He thanked CMBR Raglow for helping with that.

To mark the City's 75<sup>th</sup> anniversary, they are working on historical signage with the first one to denote the Roe family house. Anna is reviewing the verbiage of the sign. Before any signs are installed, they will be reviewed by the DEI committee for their input.

CMBR Hill clarified that the one sign is a city marker where the Roe family home stood and will not go into an historical depth of information. They would like to have that one done for the 75<sup>th</sup> anniversary.

CMBR Raglow added that if any residents want to tell their oral histories, she will get them scheduled with the historian. Anyone can reach her at [kraglow@cityofroelandpark.org](mailto:kraglow@cityofroelandpark.org).

### **B. Board of Zoning Appeals**

Ms. Jones-Lacy said the Board of Zoning Appeals met last in December of 2023. There was a variance request made for the house at the corner of Reinhardt and 47<sup>th</sup> Street. The property owners had erected a fence that was too tall and obstructed the sight triangle and so were required to request a

variance. The BZA decided it did not meet the requirements for a variance and it was denied. Mr. Holtkamp has been working with the homeowners to get them into compliance. There is a plan in place, and they are working to meet their timeline.

On April 18<sup>th</sup>, the Board of Zoning Appeals will meet at 6 p.m. regarding the daycare on Buena Vista in the former church. They would like to erect a privacy fence in the front yard to enclose the children's play area. The applicant is sending out notices to homeowners. Also, the applicant is requesting to modify their special use permit due to the demand of the daycare and they would like to operate on the first floor as well as the basement. This would require an amendment to the SUP. It does not require a public hearing, nor does it require it to go before the Planning Commission but can be amended directly by the City Council.

CMBR Faidley asked where the fence is to be in relation to the church. Ms. Jones-Lacy said it would be in front of the church building on the Buena Vista side.

## **VI. Unfinished Business**

*No Unfinished Business was discussed.*

## **VII. New Business**

### **A. Approve Revised Task Order for Roe Parkway Project**

Mayor Poppa congratulated Public Works on the opening of their new facility.

Public Works Director Scharff said they are asking the Council to approve a revised task order to add a southbound left turn lane between Roe Blvd and Roe Pkwy as well as to reconfigure the cul-de-sac, add a sidewalk on the south side of Roe Pkwy, and expand the sidewalk on Roe Blvd to The Rocks. The revised task order includes all elements of the project.

**MOTION:** CMBR MADIGAN MOVED AND CMBR HILL SECONDED TO APPROVE AN UPDATED TASK ORDER COVERING THE DESIGN, BIDDING, AND CONSTRUCTION ADMINISTRATION FOR THE EXTENSION AND IMPROVEMENT TO ROE PARKWAY. (THE MOTION CARRIED 8-0.)

### **B. Appoint Chris Thowe to the Board of Zoning Appeals**

**MOTION:** CMBR HAGE MOVED AND CMBR RAGLOW SECONDED TO APPROVE THE APPOINTMENT OF CHRIS THOWE TO THE BOARD OF ZONING APPEALS. (THE MOTION CARRIED 8-0.)

## **VIII. Ordinances and Resolutions**

*No ordinances or resolutions were presented.*

## **IX. Reports of City Officials**

CMBR Faidley reminded everyone of the Egg Hunt at R Park beginning 10 a.m. on March 23<sup>rd</sup>.

Mayor Poppa said some bunny special will be there.

**Adjourn:**

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

(Roeland Park City Council Meeting Adjourned at 6:34 p.m.)

---

Kelley Nielsen, City Clerk

---

Michael Poppa, Mayor

**Item Number:** Consent Agenda- II.-C.  
**Committee** 4/1/2024  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

---

**Date:** 3/28/2024  
**Submitted By:** Donnie Scharff  
**Committee/Department:** Public Works  
**Title:** **Resolution 708 to Approve 2025 to 2029 CARS Program**  
**Item Type:** Resolution

### **Recommendation:**

**Approve Resolution 708, a resolution approving the proposed 2025-2029 Five Year program under the County Assistance Road System (CARS).**

### **Details:**

Staff has worked with our engineer to develop the City's 5-year plan for large street maintenance projects through the CARS program. A breakdown of these projects per year is as follows:

2025

- Mission Rd - 47th St to 53rd St
- 55th St - Shawnee Mission Parkway to Roe Blvd(joint with Fairway)

2026

- 51st St - Cedar to Nall Ave

2027

- 47th St - Mission Rd to Roe Lane

2028

- 50th Terr(Roe Blvd to Cedar St) & Cedar St(51st St to 50th Terr)

2029

- Johnson Dr and Ash Dr - Traffic Signal Replacement

All projects are placed in the City's 5-year CIP accordingly. CARS will generally fund a cities #1 priority in the next year. Roeland Park will complete Mission Rd between 53rd St & 47th St as joint project with Westwood in 2025.

For reference, cities submit projects for a 5-year period to assist with planning and budgeting. Most out year projects are place holders and cities have the flexibility to make changes to the project scope or locations.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

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

**Additional Information**

**REVIEWERS:**

Department	Reviewer	Action	Date
Public Works	Nielsen, Kelley	Approved	3/28/2024 - 2:52 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Resolution 708 CARS 2025-2029	Cover Memo
▣ 2025-2029 CARS 5-Year Program	Cover Memo

**CITY OF ROELAND PARK, KANSAS  
RESOLUTION NO 708**

**A RESOLUTION APPROVING THE PROPOSED 2025-2029  
FIVE YEAR PROGRAM UNDER THE  
COUNTY ASSISTANCE ROAD SYSTEM.**

WHEREAS, the City Engineer has prepared 2025-2029 Five Year Program under the County Assistance Road System (CARS); and

WHEREAS, a copy of the proposed 2025-2029 Five Year Program and supporting documentation is attached hereto as Exhibit “A,” and incorporated herein by reference; and

WHEREAS, the City Council has reviewed the proposed 2025-2029 Five Year Program and supporting documentation and determined that they are acceptable and should be submitted for approval to the Board of County Commissioners;

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

That the proposed 2025-2029 Five Year Program for the County Assistance Road System (CARS), including supportive documentation attached hereto as Exhibit “A” is hereby approved and shall be submitted for approval to the Board of County Commissioners of Johnson County, Kansas.

PASSED by the City Council this 1<sup>st</sup> day of April, 2024

\_\_\_\_\_  
Michael Poppa, Mayor

ATTEST:

\_\_\_\_\_  
Kelley Nielsen, City Clerk

March 8, 2024

Keith Moody  
City Administrator  
City of Roeland Park  
4600 W. 51st Street  
Roeland Park, KS 66205

**RE: 2025-2029 CARS Report  
Roeland Park Kansas**

Dear Keith,

Enclosed please find the 2025-2029 County Assistance Road System (CARS) report that has been submitted online to Johnson County for inclusion in the CARS program.

Lamp Rynearson utilized the current project cost estimate for the 2025 Mission Road project currently under design. The project cost estimate for the 2025 55<sup>th</sup> Street project we utilized aerial imagery and field measurements.

The project information was obtained from Google imagery, JOCO AIMS Mapping System, inspection and historic knowledge of the projects. The engineer's estimates of probable costs were taken from estimates of project quantities and previous contractor bids.

You may contact me with any questions, or if you need additional information.

Sincerely,

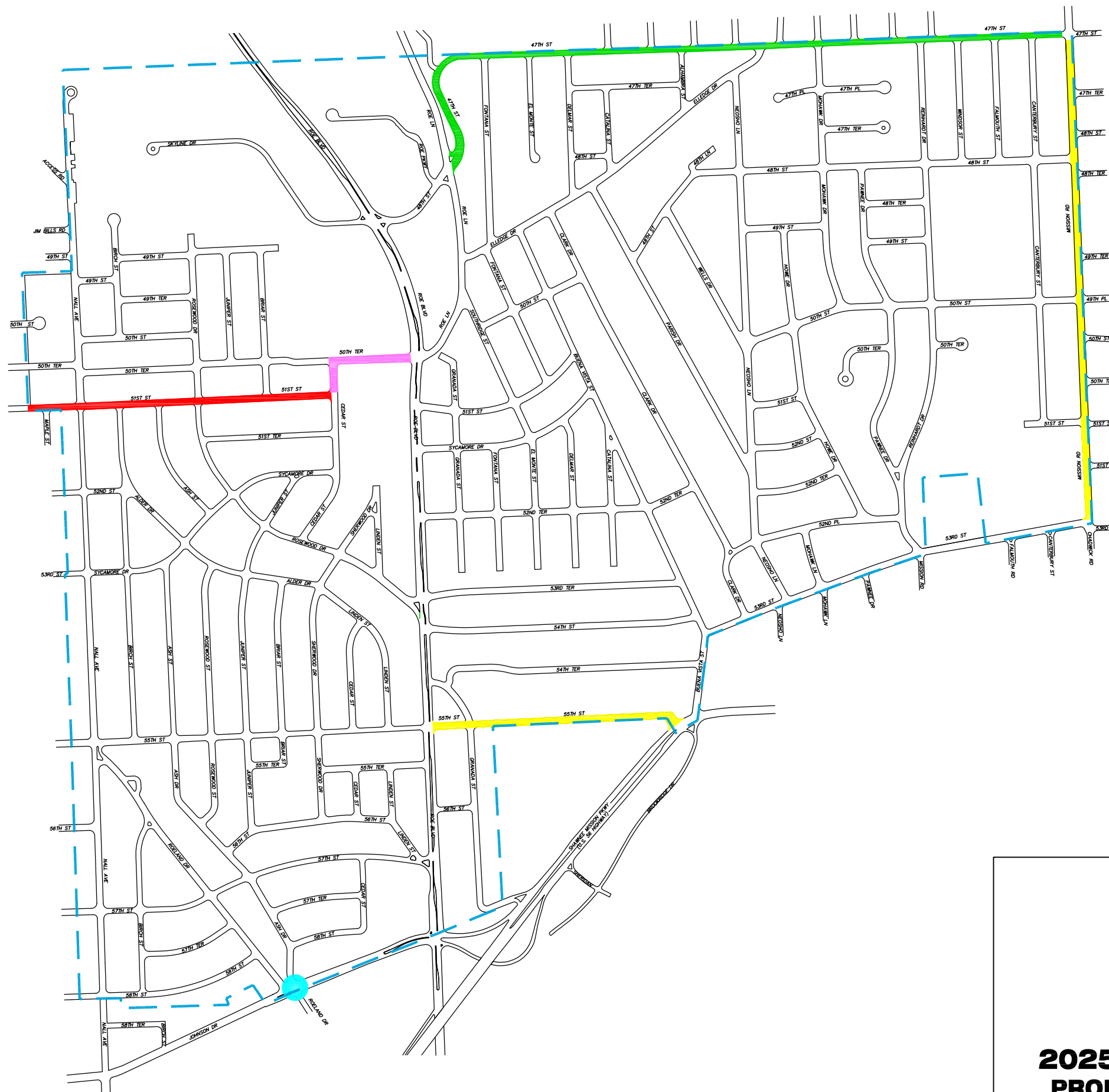
Lamp Rynearson



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

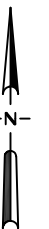
email c: Project File  
Donnie Scharff, Public Works Director





**LEGEND**

- 2025 PROPOSED PROJECT
- 2026 PROPOSED PROJECT
- 2027 PROPOSED PROJECT
- 2028 PROPOSED PROJECT
- 2029 PROPOSED PROJECT
- CITY BOUNDARY



**2025 - 2029 CARS PROGRAM  
PROPOSED PROJECT LOCATIONS  
ROELAND PARK, KANSAS**

# CARS Form A

## 2025-2029 Project Application for the County Assistance Road System (CARS) Program

Submit one form for each project.

Online Submittals due March 8, 2024 \*

Submitting city	<input type="text" value="Roeland Park"/>	City priority ranking	<input type="text" value="1"/>
Project location	<input type="text" value="Mission Road - 47th Street to 53rd Street"/>		
Joint project with	<input type="text" value="Westwood"/>	Administering city	<input type="text" value="Roeland Park"/>
Contact name and title	<input type="text" value="Donnie Scharff, Public Works Director"/>		
Estimated project schedule: Start date (mm/yy)	<input type="text" value="04/25"/>	Completion date (mm/yy)	<input type="text" value="10/25"/>
Current Average Daily Traffic (ADT)	<input type="text" value="4,130"/>	Year	<input type="text" value="2001"/>
Accident history (Prior 3 years)	<input type="text"/>		
Project type	<input type="text" value="Major Maintenance"/>	Sufficiency rating (bridge projects)	<input type="text"/>
Level of Service (LOS) [System Management projects only]	<input type="text"/>	Pavement condition	<input type="text" value="Fair"/>

Description of existing infrastructure/deficiencies (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/replaced.)

Existing two lane pavement with curb and gutter, sidewalk and driveway aprons in fair condition.

Description of proposed improvements (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/ replaced.)

The project includes 2 inch mill and overlay with spot pavement repair, spot curb and gutter repair, sidewalk, ADA compliance, storm sewer repair, driveway apron replacement, additional street lighting, and pavement marking restoration.

### Total Project Cost Calculation

Design	<input type="text" value="\$ 185,394"/>
Right-of-way acquisition	<input type="text" value="\$ 0"/>
Utility relocation	<input type="text" value="\$ 0"/>
Other project costs	<input type="text" value="\$ 0"/>
Construction	<input type="text" value="\$ 2,423,076"/>
Construction engineering (including testing services)	<input type="text" value="\$ 205,962"/>
Total Project Cost	<input type="text" value="\$ 2,814,432"/>

### Net CARS Eligible Cost Calculation

Total reimbursable project cost	<input type="text" value="\$ 2,629,038"/>	Construction+Construction engineering from above
Federal Aid funding	<input type="text"/>	
State Aid funding	<input type="text"/>	
Other non-Johnson County-city funding	<input type="text"/>	
Net CARS eligible costs	<input type="text" value="\$ 2,629,038"/>	

### CARS FUNDING REQUEST:

NOTE: CARS funding request must be equal to or less than 50% of the Net CARS Eligible Costs above.

### Funding participation by other Johnson County Cities

City name:	<input type="text" value="Westwood"/>	Funding:	<input type="text" value="\$ 499,047"/>
City name:	<input type="text" value="Fairway"/>	Funding:	<input type="text" value="\$ 21,328"/>

Print

Save As



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

Engineer's Preliminary Construction Cost Estimate								
Mission Road CARS								
W 47th St to W 51st St								
Cities of Roeland Park, Westwood, and Fairway KS								
Item No.	Item Description	Unit	Estimated Quantity	Unit Price	Roeland Park	Westwood	Fairway	Total
1	Mobilization	L.S.	1	\$ 120,000.00	\$ 60,000.00	\$ 60,000.00		\$ 120,000.00
2	Traffic Control	L.S.	1	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00		\$ 40,000.00
3	Erosion Control	L.S.	1	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00		\$ 30,000.00
4	Contractor Construction Staking	L.S.	1	\$ 25,000.00	\$ 12,500.00	\$ 12,500.00		\$ 25,000.00
5	Clearing, Grubbing, Demolition	L.S.	1	\$ 65,000.00	\$ 32,500.00	\$ 32,500.00		\$ 65,000.00
6	Sidewalk (4") (KCMMB4K)	S.F.	1965	\$ 10.00	\$ 19,650.00			\$ 19,650.00
7	Sidewalk (4") (Remove and Replace) (KCMMB4K)	S.F.	900	\$ 15.00	\$ 6,885.00	\$ 6,615.00		\$ 13,500.00
8	Stairs (Concrete) (6") (KCMMB4K)	S.F.	160	\$ 250.00	\$ 40,000.00			\$ 40,000.00
9	Handrail	L.F.	65	\$ 200.00	\$ 13,000.00			\$ 13,000.00
10	Retaining Wall (Modular Block With Stone Finish)	S.F.F.	686.3	\$ 40.00	\$ 27,452.00			\$ 27,452.00
11	ISRW (Concrete) (KCMMB4K)	L.F.	16	\$ 220.00		\$ 3,520.00		\$ 3,520.00
12	Sidewalk Ramps with Detectable Warning Surface (6") (KCMMB4K)	S.F.	2518	\$ 20.00	\$ 24,700.00	\$ 25,660.00		\$ 50,360.00
13	Detectable Warning Surface	S.F.	342	\$ 75.00	\$ 8,025.00	\$ 17,625.00		\$ 25,650.00
14	Driveway (Residential) (6" Concrete) (Install)	S.Y.	268.6	\$ 115.00	\$ 30,889.00			\$ 30,889.00
15	Driveway (Residential) (6" Concrete) (Remove and Replace)	S.Y.	833	\$ 140.00	\$ 116,550.00			\$ 116,550.00
16	Commercial Drive Aproach (Concrete) (6") (Remove and Replace)	S.Y.	79	\$ 150.00	\$ 11,850.00			\$ 11,850.00
17	Curb and Gutter (Combined) (Remove and Replace)	L.F.	1671	\$ 55.00	\$ 64,625.00	\$ 27,280.00		\$ 91,905.00
18	Curb and Gutter (Combined) (Install)	L.F.	316	\$ 40.00	\$ 12,640.00			\$ 12,640.00
19	Concrete Blockout (Manhole) (Water Valve)	E.A.	35	\$ 3,000.00	\$ 36,000.00	\$ 69,000.00	\$ 12,000.00	\$ 117,000.00
20	Milling (2")	S.Y.	14812	\$ 3.80	\$ 27,401.80	\$ 27,401.80	\$ 1,482.00	\$ 56,285.60
21	Asphaltic Concrete Surface (2") (APWA Type 5 MOD - 30% FRAP)	TON	1801	\$ 110.00	\$ 96,415.00	\$ 96,415.00	\$ 5,280.00	\$ 198,110.00
22	Base Repair (3") (APWA Type 5 MOD - 30% FRAP)	S.Y.	611.2	\$ 80.00	\$ 15,776.00	\$ 33,120.00		\$ 48,896.00
23	Inlet Lid (5'X3') (Remove and Replace)	E.A.	1	\$ 3,500.00	\$ 3,500.00			\$ 3,500.00
24	Inlet Lid (6'X6') (Remove and Replace)	E.A.	1	\$ 4,000.00		\$ 4,000.00		\$ 4,000.00
25	Grate Inlet (2'X2')	E.A.	1	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00
26	Curb Inlet (5'X4')	E.A.	2	\$ 8,000.00		\$ 16,000.00		
27	Junction Box (5'X4')	E.A.	1	\$ 7,000.00		\$ 7,000.00		\$ 7,000.00
28	Junction Box (5'X5')	E.A.	3	\$ 8,000.00	\$ 24,000.00			\$ 24,000.00
29	Curb Inlet (6'X4')	E.A.	1	\$ 8,000.00	\$ 8,000.00			\$ 8,000.00
30	Junction Box (7'X4')	E.A.	1	\$ 11,000.00	\$ 11,000.00			
31	Storm Pipe (15") (RCP)	L.F.	110	\$ 180.00	\$ 14,760.00	\$ 5,040.00		\$ 19,800.00
32	Storm Pipe (24") (RCP)	L.F.	130	\$ 225.00	\$ 29,250.00			\$ 29,250.00
33	Storm Pipe (30") (RCP)	L.F.	450	\$ 275.00	\$ 123,750.00			\$ 123,750.00
34	Storm Pipe (42") (RCP)	L.F.	47	\$ 325.00	\$ 15,275.00			\$ 15,275.00
35	Riprap (Grouted) (D12)	S.Y.	5.6	\$ 140.00		\$ 784.00		\$ 784.00
36	Type 1 Street Repair	S.Y.	140.1	\$ 140.00	\$ 17,990.00	\$ 1,624.00		\$ 19,614.00
37	Median (W 53rd Street)	L.S.	1	\$ 14,000.00			\$ 14,000.00	\$ 14,000.00
38	Sodding	L.S.	1	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00		\$ 20,000.00
39	Pavement Markings	L.S.	1	\$ 35,000.00	\$ 17,500.00	\$ 17,500.00		\$ 35,000.00
40	Retrofit RRFB on Pedestal Pole	L.S.	1	\$ 18,000.00	\$ 9,000.00	\$ 9,000.00		\$ 18,000.00
41	CARS Sign	E.A.	2	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ 2,000.00
42	Signage	L.S.	1	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00		\$ 10,000.00
43	Lighting	L.S.	1	\$ 436,000.00	\$ 218,000.00	\$ 218,000.00		\$ 436,000.00
44	Force Account	SET	1	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00		\$ 40,000.00
Subtotal					\$ 1,219,883.80	\$ 766,584.80	\$ 32,762.00	\$ 1,992,230.60
Contingency (20%)					\$ 243,976.76	\$ 153,316.96	\$ 6,552.40	\$ 403,846.12
Total Construction Cost					\$ 1,463,860.56	\$ 919,901.76	\$ 39,314.40	\$ 2,423,076.72



Testing Services (1.5%)	\$ 21,957.91	\$ 13,798.53	\$ 589.72
Construction Administration/Observation	\$ 102,470.24	\$ 64,393.12	\$ 2,752.01
Total Cost	\$ 1,588,288.71	\$ 998,093.41	\$ 42,656.12
50% CARS Match	\$ 794,144.35	\$ 499,046.70	\$ 21,328.06
City Share	\$ 794,144.35	\$ 499,046.70	\$ 21,328.06



2025 CARS- MISSION ROAD CARS  
W 47TH STREET TO W 53RD STREET  
CITY OF ROELAND PARK, KANSAS  
LAMP RYNEARSON NO. 0323099  
ROELAND PARK PROJECT NO. TBD



ALL UTILITIES ARE SHOWN BASED ON THE INFORMATION AVAILABLE TO THE ENGINEER. THERE IS NO GUARANTEE ALL FACILITIES ARE SHOWN OR THAT THE LOCATION, DEPTH, AND SIZE OF EACH FACILITY IS CORRECT. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITIES AND SERVICE LINES PRIOR TO CONSTRUCTION. COORDINATE NECESSARY RELOCATIONS WITH UTILITY COMPANIES.

UTILITY CONTACTS

SPECTRUM  
DESIGN & CONSTRUCTION  
8221 W. 119TH ST.  
OVERLAND PARK, KANSAS 66213  
(816) 215-0909  
ATTN.: ROD MURPHY  
ROD.MURPHY@CHARTER.COM

EVERGY  
8730 NIEMAN ROAD  
OVERLAND PARK, KANSAS 66214  
(913) 549-0652  
ATTN.: BRYSON HEENAN  
BRYSON.HEENAN@EVERGY.COM

KANSAS GAS SERVICE  
11401 WEST 89TH STREET  
OVERLAND PARK, KANSAS 66214  
(913) 599-8940  
ATTN.: BRETT SWOYER  
BRETT.SWOYER@ONEGAS.COM

WATERONE  
10747 RENNER BOULEVARD  
LENEXA, KANSAS 66219-9624  
(913) 895-5768  
ATTN.: KIRK CULBERTSON  
KCULBERTSON@WATERONE.ORG

JOHNSON COUNTY UNIFIED  
WASTEWATER DISTRICT  
7311 W. 130TH SUITE 100  
OVERLAND PARK, KANSAS 66213  
(913) 207-5234  
ATTN.: BRANDON MORRIS  
BRANDON.MORRIS@JCW.ORG  
(913)715-8537  
ATTN.: MIKE FILLER  
MIKE.FILLER@JCW.ORG

AT&T  
(913) 383-6948  
ATTN.: RANDY GASKIN  
RG9513@ATT.COM

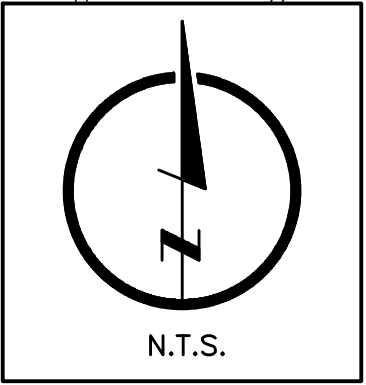
GOOGLE FIBER  
908 BROADWAY BLVD-6TH FLOOR  
KANSAS CITY, MO 64105  
ATTN.: DOUG FOLK  
KC-GOOGLE-UC@GOOGLE.COM

UNITED PRIVATE NETWORKS  
(816) 814-9768  
ATTN.: SAM VOGSEN  
UPNGIS@UPNFIBER.COM

EVERLAST FIBER NETWORK  
(913) 322-9629  
ATTN.: CLARENCE GRIFFIN  
CLARENCE.GRIFFIN@EVERLASTFIBER.COM

INDEX OF SHEETS

SHEET	TITLE
01	COVER SHEET
02	GENERAL NOTES, QUANTITIES SHEET
03-05	PAVEMENT PLAN SHEETS
06	BISHOP MIEGE SITE LAYOUT
07-10	ADA RAMP PLAN SHEETS
11	STORM LINE 100 PLAN AND PROFILE
12	STORM LINE 200 PLAN AND PROFILE
13	DRAINAGE AREA AND CALCULATIONS SHEET
14-17	DETAIL SHEETS



APPROVED: \_\_\_\_\_ DATE: 3-5-2024  
GREG VANPATTEN, PE

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
DONNIE SCHARFF, DIRECTOR OF PUBLIC WORKS  
ROELAND PARK, KANSAS

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
JOHN SULILIVAN, DIRECTOR OF PUBLIC WORKS  
WESTWOOD, KANSAS



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



GENERAL CONSTRUCTION NOTES:

1.

PRIOR TO THE BEGINNING OF CONSTRUCTION THE CONTRACTOR SHALL ATTEND A PRE-CONSTRUCTION MEETING TO ADDRESS ANY ISSUES. THIS MEETING SHALL INCLUDE THE PROJECT MANAGER, CONSTRUCTION SITE FOREMAN, CITY PROJECT MANAGER, ENGINEER AND IMPACTED UTILITY COMPANIES.
2.

THE CONTRACTOR SHALL THOROUGHLY REVIEW AND BECOME FAMILIAR WITH THE SPECIFICATIONS AND SPECIAL CONDITIONS OF THE CONTRACT DOCUMENTS PRIOR TO BEGINNING CONSTRUCTION ON THIS PROJECT.
3.

CONTRACTOR SHALL, AT THE TIME OF THE PRE-CONSTRUCTION CONFERENCE, SUBMIT A DETAILED PLAN FOR HANDLING TRAFFIC DURING CONSTRUCTION AND NON-WORKING HOURS FOR REVIEW AND APPROVAL BY THE CITY BEFORE COMMENCING ANY WORK. AN ATSSA CERTIFIED WORKSITE TRAFFIC SUPERVISOR SHALL CERTIFY THE TRAFFIC CONTROL PLAN.
4.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE "MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS", 2009 EDITION AND ITS MOST CURRENT REVISIONS.
5.

LOCAL TRAFFIC ON ALL STREETS SHALL BE CARRIED THROUGH CONSTRUCTION, TO THE EXTENT PRACTICABLE. DETOURS SHALL ONLY BE USED WITH PRIOR APPROVAL FROM THE CITY.
6.

MINIMUM 24HR. NOTICE TO COUNTY, CITY POLICE, PARAMEDIC UNITS, FIRE DISTRICTS, POST OFFICE AND SCHOOL DISTRICT SHALL BE GIVEN BY THE CONTRACTOR BEFORE CLOSING A PUBLIC THOROUGHFARE.
7.

CONTRACTOR SHALL REMOVE AND REPLACE OR RELOCATE ALL STREET SIGNS LOCATED WITHIN THE LIMITS OF GRADING. (NO DIRECT PAY).
8.

THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING EROSION AND SEDIMENT CONTROL BMPS (BEST MANAGEMENT PRACTICES) TO PREVENT SEDIMENT FROM REACHING PAVED AREAS, STORM SEWER SYSTEMS, DRAINAGE COURSES AND ADJACENT PROPERTIES. IN THE EVENT THE PREVENTION MEASURES ARE NOT EFFECTIVE, THE CONTRACTOR SHALL REMOVE ANY DEBRIS, SILT, OR MUD AND RESTORE THE RIGHT-OF-WAY, OR ADJACENT PROPERTIES TO ORIGINAL OR BETTER CONDITION.
9.

EXCEPT WHERE NECESSARY TO INSTALL EROSION AND SEDIMENT CONTROL DEVICES, CLEARING ACTIVITIES SHALL NOT BEGIN UNTIL ALL PROPER EROSION AND SEDIMENT CONTROL DEVICES HAVE BEEN INSTALLED AND THE SOIL STABILIZED.
10.

ALL CLEARING AND GRUBBING SHALL INCLUDE CLEARING OF TREES, STUMPS, BRUSH, FENCES, POSTS, MAILBOXES, SIGNS, EXISTING ASPHALT, CONCRETE, CURB, OTHER EXISTING SURFACE FEATURES, STORM SEWER PIPE, STORM SEWER STRUCTURES, OTHER STORM SEWER FEATURES AS NECESSARY BY CONTRACTOR, TO PERFORM THE WORK AS SHOWN ON PLANS. ALL DEBRIS, UNSUITABLE WASTE MATERIAL FROM THE STREET\YARDS SHALL BE DISPOSED OF BY THE CONTRACTOR OFF SITE. DISPOSAL OF DEBRIS AND UNSUITABLE WASTE MATERIAL SHALL BE SUBSIDIARY TO CLEARING AND DEMOLITION.
11.

ALL WORK SHALL BE CONFINED WITHIN THE EASEMENTS AND/OR CONSTRUCTION LIMITS AS DIRECTED BY THE ENGINEER. ALL GRADING LIMITS SHOWN ARE APPROXIMATE AND MAY BE EXTENDED OR REDUCED AT THE DIRECTION OF THE ENGINEER.
12.

CONTRACTOR TO REVIEW AND ADHERE TO ALL PROVISIONS ON EASEMENTS, IF ANY, PROVIDED TO CONTRACTOR BY OWNER
13.

THE CONTRACTOR SHALL AT NO TIME LEAVE EQUIPMENT, MATERIALS OR DEBRIS AT LOCATIONS THAT COULD OBSTRUCT INTERSECTION SIGHT DISTANCE, IMPEDE PEDESTRIAN TRAFFIC, OBSTRUCT ANY EXISTING CAPACITY OF STORM SEWER SYSTEM, IMPEDE TRAFFIC, OR CAUSE FLOODING OR EROSION TO RESIDENCES.
14.

DRIVEWAYS, SIDEWALKS, AND OTHER AREAS DAMAGED BY THE CONTRACTOR SHALL BE RESTORED TO A CONDITION EQUAL TO OR BETTER THAN EXISTING BEFORE DAMAGE OCCURRED.
15.

WHEN CONSTRUCTION OPERATIONS REQUIRE THE CLOSING OF PRIVATE DRIVEWAYS, WHETHER PERMANENT OR TEMPORARY, THE CONTRACTOR SHALL GIVE 48 HOURS NOTICE TO THE HOMEOWNER (BY DOOR HANGER) AND THE CITY. WHERE NECESSARY, CONTRACTOR SHALL CONSTRUCT TEMPORARY ACCESSIBILITY MEASURES (SUCH AS WHEEL CHAIR RAMPS) TO MEET THE NEEDS OF THE HOMEOWNER.
16.

CONTRACTOR SHALL MINIMIZE THE TIME BETWEEN DRIVEWAY REMOVAL AND REPLACEMENT. CONTRACTOR SHALL PROVIDE ROCK FOR VEHICULAR ACCESS ON SAME DAY DRIVEWAY IS REMOVED UNLESS APPROVED BY CITY.
17.

DRIVEWAYS SHALL BE REMOVED AND REPLACED TO EXISTING JOINTS, UNLESS OTHERWISE NOTED.
18.

SAW CUTS FOR MATERIAL REMOVAL SHALL BE FULL DEPTH.
19.

THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL UTILITY LOCATIONS. CONTACT KANSAS ONE-CALL AT 811 OR KANSAS1CALL.COM AT LEAST 2 FULL BUSINESS DAYS PRIOR TO EXCAVATION.
20.

THE INFORMATION SHOWN ON THESE PLANS CONCERNING THE TYPE AND LOCATION OF UNDERGROUND UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITY COMPANIES FOR FIELD LOCATION OF ALL UNDERGROUND UTILITY LINES PRIOR TO COMMENCEMENT OF WORK AND FOR MAKING HIS OWN VERIFICATION AS TO THE TYPE AND LOCATION OF UNDERGROUND UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THERETO. THE CONTRACTOR SHALL NOTIFY ALL THOSE UTILITY COMPANIES WHICH HAVE FACILITIES IN THE VICINITY 72 HOURS PRIOR TO CONSTRUCTION. THE REMOVAL OF EXISTING OR ABANDONED UTILITIES IS SUBSIDIARY TO "CLEARING AND GRUBBING"
21.

THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES AT ALL TIMES. RELOCATION OF EXISTING UTILITIES BY CONTRACTOR MUST BE COORDINATED WITH AND APPROVED BY THE UTILITY OWNER, CITY, AND ENGINEER. (NO DIRECT PAY).
22.

CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANY FOR REPLACEMENT OR TEMPORARY BRACING OF ALL UTILITY AND STREET LIGHTING POLES LOCATED WITHIN THE LIMITS OF GRADING. (NO DIRECT PAY).
23.

CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANY FOR RELOCATION OF ALL TELEPHONE, GAS, CABLE, AND OTHER FACILITIES LOCATED WITHIN THE LIMITS OF GRADING. (NO DIRECT PAY).
24.

CONTRACTOR SHALL COORDINATE WITH WATERONE FOR ALL WATER LINE ADJUSTMENTS AND RELOCATION OF WATER MAINS AND SERVICE LINES, RELOCATION OF FIRE HYDRANTS AND RESETTING OF METER VAULTS, WATER VALVES, AND COVERS TO MATCH FINISHED GRADE. ALL WORK IS SUBSIDIARY TO OTHER BID ITEMS. (NO DIRECT PAY).
25.

CONTRACTOR SHALL ADJUST SANITARY SEWER MANHOLE FRAMES AND COVERS, AS REQUIRED TO MATCH NEW GRADE. FRAMES AND COVERS SHALL BE ENCASED IN CONCRETE UP TO SURFACE ELEVATION AS SHOWN IN THE DETAIL HEREIN. ALL SANITARY SEWER WORK MUST CONFORM TO JOHNSON COUNTY WASTEWATER DETAILS AND SPECIFICATIONS. COORDINATE ALL SANITARY SEWER WORK WITH JCW INSPECTOR. ALL WORK IS SUBSIDIARY TO OTHER BID ITEMS. (NO DIRECT PAY).
26.

SPRINKLER SYSTEMS, WHERE ENCOUNTERED AND IN CONFLICT WITH GRADING, SHALL BE REMOVED TO THE LIMITS OF GRADING AND REPLACED AT NEW GRADE. CONTRACTOR SHALL REPLACE THE SPRINKLER SYSTEM WITH NEW MATERIALS MATCHING THE EXISTING SYSTEM AND SHALL INSTALL PER MANUFACTURER'S RECOMMENDATIONS. SPRINKLER SYSTEMS IN CONFLICT WITH NEW SIDEWALK SHALL BE REMOVED AND PIPES CAPPED BEHIND SIDEWALK. CONTRACTOR SHALL CONTACT THE HOMEOWNER PRIOR TO ADJUSTING SPRINKLER SYSTEM. SPRINKLER SYSTEMS SHOWN ON PLANS WHERE KNOWN.
27.

RESTORATION OF ANY AREAS OUTSIDE OF THE GRADING LIMITS THAT ARE DISTURBED DURING UTILITY RELOCATION, SHALL BE REPAIRED BY THE UTILITY. CONTRACTOR SHALL COORDINATE SAID WORK.
28.

CONTRACTOR SHALL PROVIDE TEMPORARY FENCING WHERE EXISTING FENCE IS TO BE REMOVED AND REPLACED, IF REQUIRED BY HOMEOWNER. TEMPORARY FENCE SHALL BE CHAIN LINK. PROVIDE GATES, AS REQUIRED TO MATCH EXISTING.

29.

CONTRACTOR SHALL REMOVE AND REPLACE EXISTING FENCES TO EQUAL OR BETTER CONDITION AS NECESSARY WHERE CALLED OUT IN THE PLANS.
30.

TREES NOT MARKED WITH AN "X" BUT FOUND TO BE IN CONFLICT WITH THE PROPOSED WORK MAY BE REMOVED ONLY WITH PRIOR WRITTEN APPROVAL OF THE ENGINEER.
31.

CONTRACTOR SHALL NOTIFY ENGINEER IF A TREE MARKED WITH AN "X" IS FOUND TO BE SALVAGEABLE. ENGINEER WILL MAKE THE FINAL DETERMINATION REGARDING SAID TREE.
32.

CONTRACTOR SHALL REMOVE SHRUBS AND OTHER LANDSCAPING, AS REQUIRED, WITHIN THE GRADING LIMITS.
33.

CONTRACTOR SHALL PROVIDE A MINIMUM OF 2 WEEKS WRITTEN NOTICE TO HOMEOWNERS PRIOR TO COMMENCEMENT OF CLEARING, GRUBBING AND GRADING ACTIVITIES. TRANSPLANTING WILL BE THE RESPONSIBILITY OF THE HOMEOWNER.
34.

CONTRACTOR SHALL SOD AND FERTILIZE ALL DISTURBED AREAS. RESTORATION OF ANY AREAS OUTSIDE OF THE GRADING LIMITS THAT ARE DISTURBED DURING UTILITY RELOCATION, SHALL BE REPAIRED BY THE UTILITY. CONTRACTOR SHALL COORDINATE SAID WORK. CONTRACTOR SHALL EXERCISE EFFORT TO MINIMIZE DISTURBANCE TO ONLY WHAT IS NECESSARY FOR CONSTRUCTION.
35.

TREE ROOTS 18" BELOW GROUND SHALL BE CLEAN CUT PRIOR TO TRENCH EXCAVATION.
36.

CONTRACTOR SHALL MAINTAIN DRAINAGE DURING CONSTRUCTION AND IS RESPONSIBLE FOR ANY DEWATERING NECESSARY FOR CONSTRUCTION. DEWATERING SHALL BE SUBSIDIARY TO OTHER BID ITEMS.
37.

THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL PROPERTY CORNERS/MONUMENTS AND SECTION CORNERS. ANY PROPERTY CORNER AND/OR SECTION CORNERS DISTURBED OR DAMAGED BY CONSTRUCTION ACTIVITIES SHALL BE RESET BY A REGISTERED LAND SURVEYOR LICENSED IN THE STATE OF KANSAS AT THE CONTRACTORS EXPENSE, UNLESS OTHERWISE NOTED
38.

OPEN PITS SHALL NOT BE LEFT AT THE END OF A WORK DAY. ALL EXCAVATIONS SHALL BE BACKFILLED OR COMPLETELY ENCLOSED WITH TEMPORARY FENCING
39.

CONTRACTOR TO STAKE RIGHT OF WAY AND EASEMENTS PRIOR TO CONSTRUCTION.
40.

THE CONTRACTOR SHALL EXCAVATE AHEAD OF STORM SEWER CONSTRUCTION TO POSITIVELY ESTABLISH UTILITY CONFLICTS. THE ENGINEER RESERVES THE ABILITY TO ADJUST PIPE ELEVATIONS AT STRUCTURES UP TO 12" UP OR DOWN TO CLEAR UTILITIES. (NO DIRECT PAY)
41.

RESIDENTS MUST BE GIVEN AT LEAST 3 DAYS NOTICE FOR DRIVEWAY CLOSURES. UPON 75% DESIGN STRENGTH ON A 3 DAY CONCRETE BREAK DRIVEWAYS CAN BE REOPENED.

LEGEND:

SS	SANITARY SEWER	FIBER OPTIC PULLBOX	TELEPHONE PEDESTAL
ST	STORM SEWER	FIRE HYDRANT	TELEPHONE PULLBOX
CA	CABLE	FLAGPOLE	TREE DECIDUOUS
FO	FIBER OPTICS	GAS CURB STOP	WATER METER
G	GAS	GAS METER	WATER VALVE
T	TELEPHONE	GAS WARNING SIGN	WELL
W	WATER	GRATE INLET	X 1020.12 SPOT ELEVATION
AC UNIT		HANDICAP SIGN	FL FLOWLINE
BENCH		HANDICAP SYMBOL	I.E. INVERT ELEVATION
BENCHMARK		LIGHT POLE	MH MANHOLE
BUSH		LIGHT YARD	FES FLARED END SECTION
CONFEROUS TREE		MONUMENT FOUND	PVC POLYVINYL CHLORIDE
CONTINUE SYMBOL		POWER POLE	VCP VITRIFIED CLAY PIPE
CONTROL POINT		SAN CLEANOUT	CPP CORRUGATED PLASTIC PIPE
DECIDUOUS TREE		SANITARY MANHOLE	
DOWN SPOUT		SECTION CORNER	CHAIN LINK FENCE
ELECTRIC METER		SIGN	VEGETATION LINE
ELECTRIC PULLBOX		STOP SIGN	
ELECTRIC TRANSFORMER		STORM MANHOLE	TEMPORARY CONSTRUCTION EASEMENT BOUNDARY
FES 36		STORM PIPE END	

ABBREVIATIONS

C.I.P.	CAST IRON PIPE	S	SURVEY LINE
C.S.P.A.	CORRUGATED STEEL PIPE ARCH	B	BASE LINE
C.S.P.	CORRUGATED STEEL PIPE	C	CENTERLINE
D.I.P.	DUCTILE IRON PIPE	E	EASEMENT
M.T.D.	MULTIPLE TILE DUCT	ESMT.	TEMPORARY CONSTRUCTION EASEMENT
P.V.C.	POLY VINYL CHLORIDE PIPE	T.C.E.	PERMANENT DRAINAGE EASEMENT
R.C.P.	REINFORCED CONCRETE PIPE	P.D.E.	PERMANENT GRADING EASEMENT
R.C.B.	REINFORCED CONCRETE BOX	C.F.	CHAIN LINK FENCE
V.C.P.	VITRIFIED CLAY PIPE	WWF	WOVEN WIRE FENCE
A.C.	ASPHALTIC CONCRETE	BWF	BARBED WIRE FENCE
P.C.C.	PORTLAND CEMENT CONCRETE	MH	MANHOLE
CR. STN.	CRUSHED STONE	CI	CURB INLET
H.B. C&G	HIGH BACKED CURB & GUTTER	DI	DITCH INLET
L.B. C&G	LOW BACKED CURB & GUTTER	BC	BURIED CABLE
(R) REM	REMOVE	BK CB	BACK OF CURB
L.I.P.	LEAVE IN PLACE	V.C.P.	VITRIFIED CLAY PIPE
U.I.P.	USE IN PLACE		

QUANTITIES

Item No.	Item Description	Unit	Estimated Quantity
1	Mobilization	L.S.	1
2	Traffic Control	L.S.	1
3	Erosion Control	L.S.	1
4	Contractor Construction Staking	L.S.	1
5	Clearing, Grubbing, Demolition	L.S.	1
6	Sidewalk (4") (KCMMB4K)	S.F.	1965
7	Sidewalk (4") (Remove and Replace) (KCMMB4K)	S.F.	900
8	ISRW (Concrete) (KCMMB4K)	L.F.	200
9	Sidewalk Ramps with Detectable Warning Surface (6") (KCMMB4K)	S.F.	2311
10	Detectable Warning Surface	S.F.	322
11	Driveway (Residential) (6" Concrete) (Install)	S.Y.	175
12	Driveway (Residential) (6" Concrete) (Remove and Replace)	S.Y.	641
13	Commercial Drive Aproach (Concrete) (6")	S.Y.	79
14	Curb and Gutter (Combined) (Remove and Replace)	L.F.	1566
15	Curb and Gutter (Combined) (Install)	L.F.	316
16	Concrete Blockout (Manhole) (Water Valve)	E.A.	35
17	Asphaltic Concrete Surface (2") (APWA Type 5 MOD - 30% FRAP)	TON	1809
18	Base Repair (3") (APWA Type 5 MOD - 30% FRAP)	S.Y.	611.2
19	Inlet Lid (5'X3') (Remove and Replace)	E.A.	1
20	Inlet Lid (6'X6') (Remove and Replace)	E.A.	1
21	Junction Box (5'X4')	E.A.	1
22	Junction Box (5'X5')	E.A.	3
23	Storm Pipe (15") (RCP)	L.F.	92
24	Storm Pipe (24") (RCP)	L.F.	130
25	Storm Pipe (30") (RCP)	L.F.	509
26	Riprap (Grouted) (D12)	S.Y.	5.6
27	Sodding	L.S.	1
28	Pavement Markings	L.S.	1
29	Retrofit RRFB on Pedestal Pole	L.S.	1
30	CARS Sign	E.A.	2
31	Signage	L.S.	1
32	Lighting	L.S.	1
33	Force Account	SET	1

LAMP RYNEARSON

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

Preliminary

GREG VANPATTEN  
KANSAS PE - 2700

GENERAL NOTES, AND QUANTITIES SHEET

MISSION ROAD IMPROVEMENTS – 2025 CARS  
CITY OF ROELAND PARK AND WESTWOOD, KANSAS

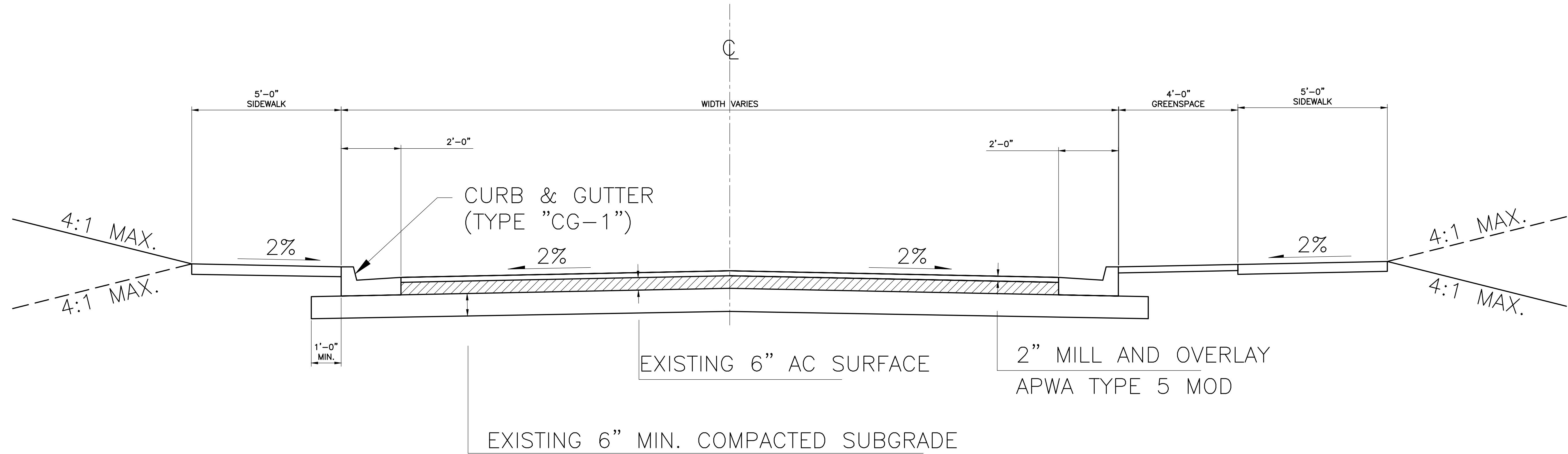
REVISIONS

DESIGNER / DRAFTER

TMM  
DATE  
1/24/2023  
PROJECT NUMBER  
0323099  
BOOK AND PAGE

SHEET

Drawing Date: 3/8/2024 11:33:32 AM TRD MONTAGUE LAMP RYNEARSON



## MISSION ROAD TYPICAL STREET SECTION

**LAMP  
RYNEARSON**

LAMP RYNEARSON.COM

OMAHA, NEBRASKA  
14710 W. DODGE RD., STE. 100 (402) 496-2496  
NE AUTHORIZATION NO.: CA21030

FORT COLLINS, COLORADO  
4715 INNOVATION DR., STE. 100 (970) 228-0342

KANSAS CITY, MISSOURI  
8001 STATE LINE RD., STE. 200 (816) 361-0440  
MO AUTH. NO.: E-2013011963 | LS-2018043127

PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

GREG VANPATTEN

2700

MISSION ROAD TYPICAL SECTION

2025 MISSION ROAD CARS  
CITIES OF ROELAND PARK AND WESTWOOD, KANSAS



ALL UTILITIES ARE SHOWN  
BASED ON THE INFORMATION  
AVAILABLE TO THE ENGINEER.  
THERE IS NO GUARANTEE ALL  
UTILITIES ARE SHOWN OR THAT  
THE LOCATION, DEPTH, AND  
SIZE OF EACH FACILITY IS  
CORRECT. THE SUBMITTOR IS  
RESPONSIBLE FOR LOCATING  
ALL UTILITIES AND SERVICE  
LINES PRIOR TO CONSTRUCTION.

Know what's below.  
Call before you dig.

REVISIONS

DESIGNER / DRAFTER

DATE

2024

PROJECT NUMBER

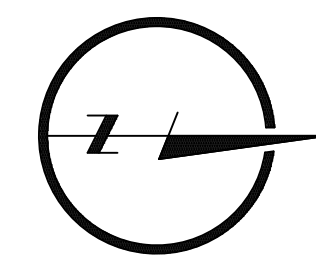
0323099

BOOK AND PAGE

SHEET

01





NOT RELEASED FOR CONSTRUCTION

GREG VAN  
2701

MISSION ROAD IMPROVEMENTS – 2025 CARS  
CITY OF ROELAND PARK AND WESTWOOD, KANSAS



Know what's **below**.  
**Call** before you dig

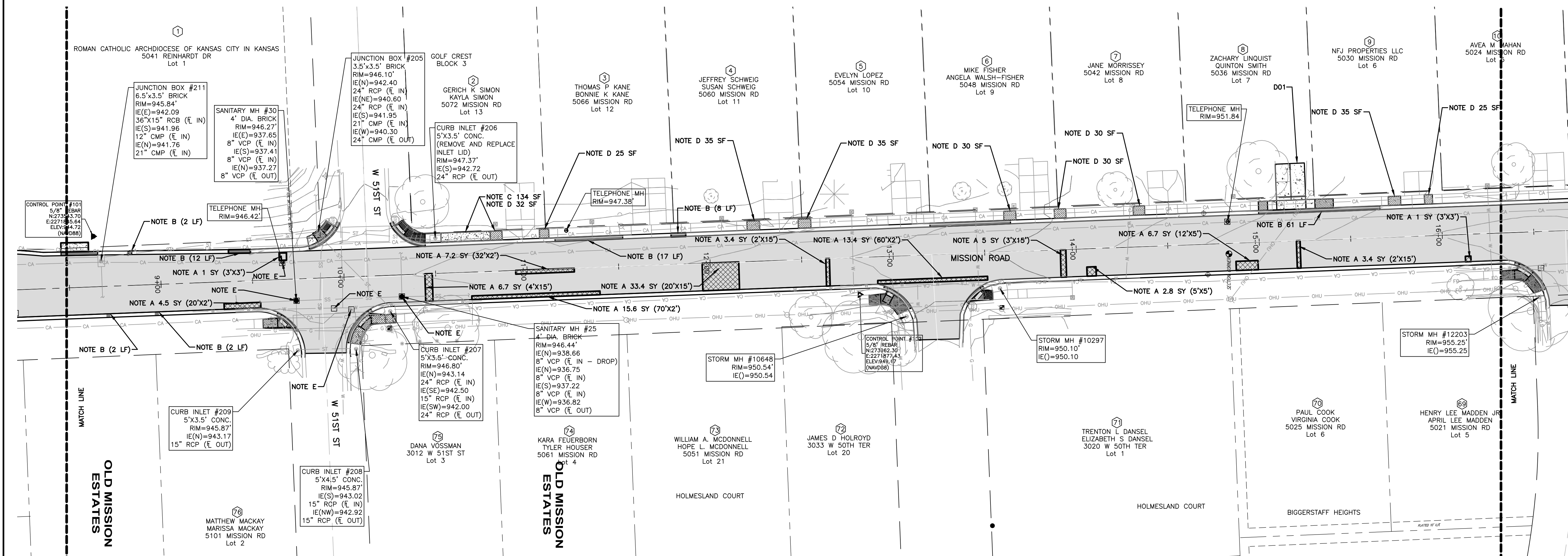
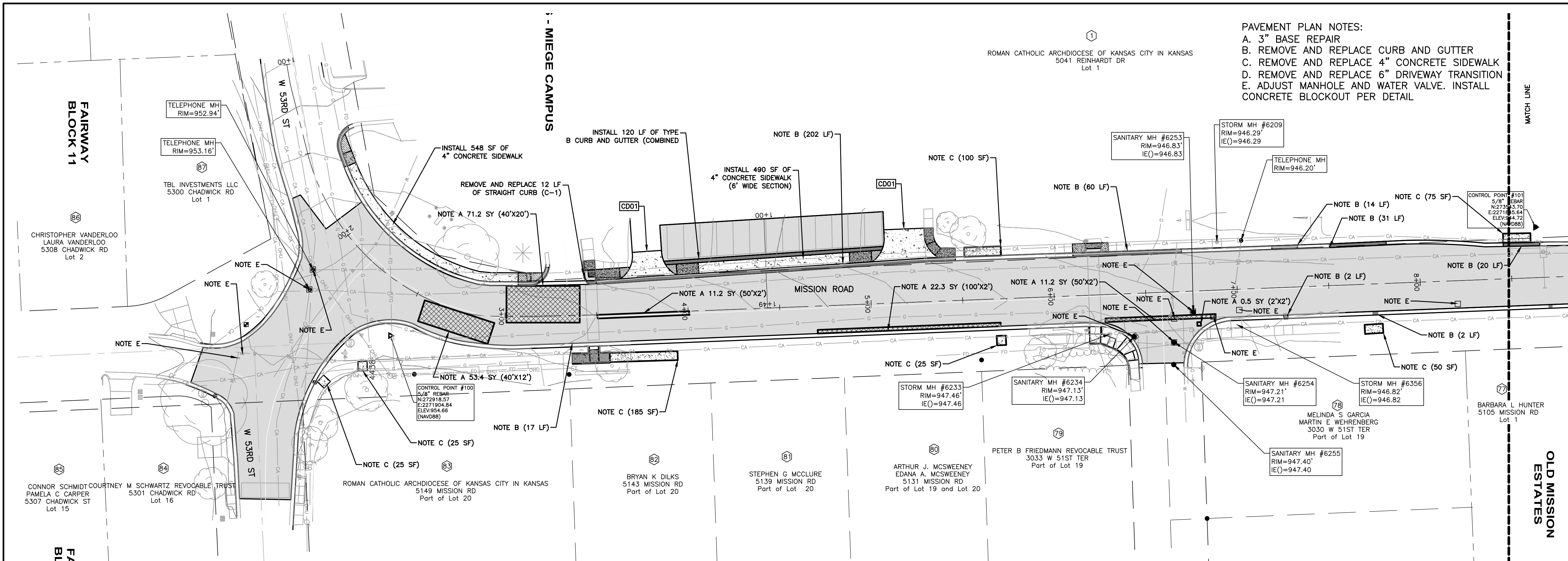
## REVISIONS

DESIGNER / DRAFTER

DATE	2024
PROJECT NUMBER	0323099
BOOK AND PAGE	

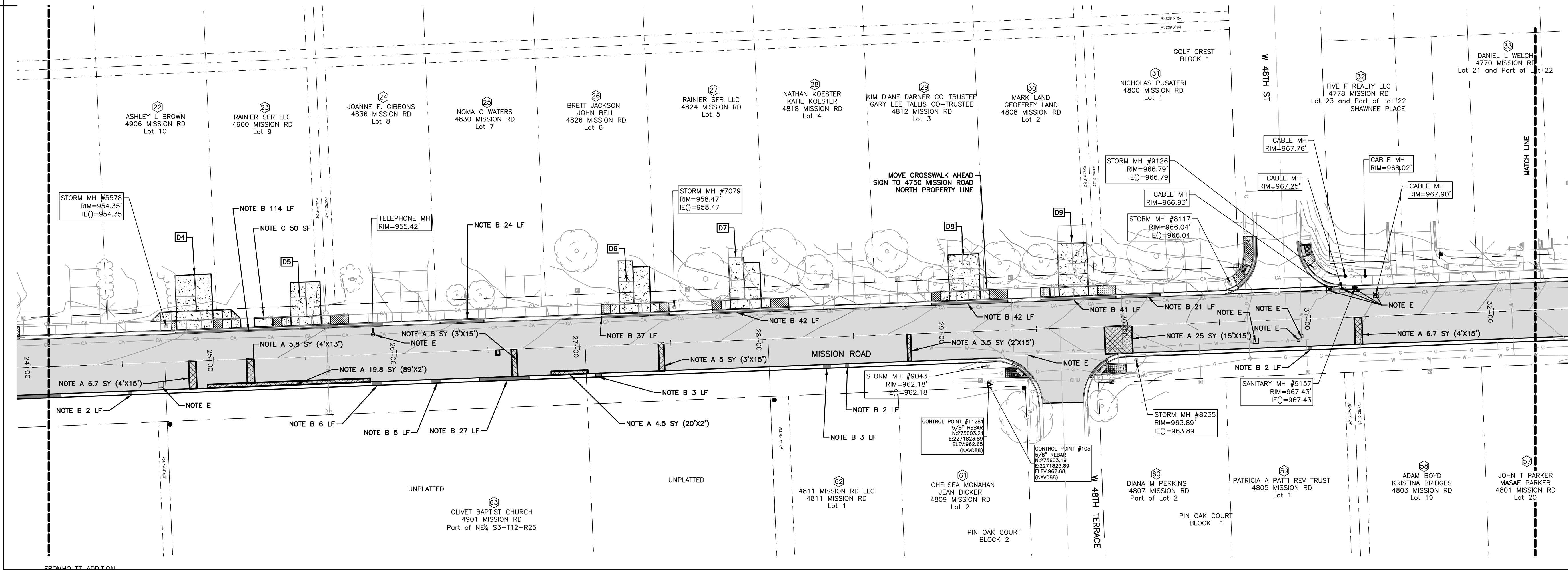
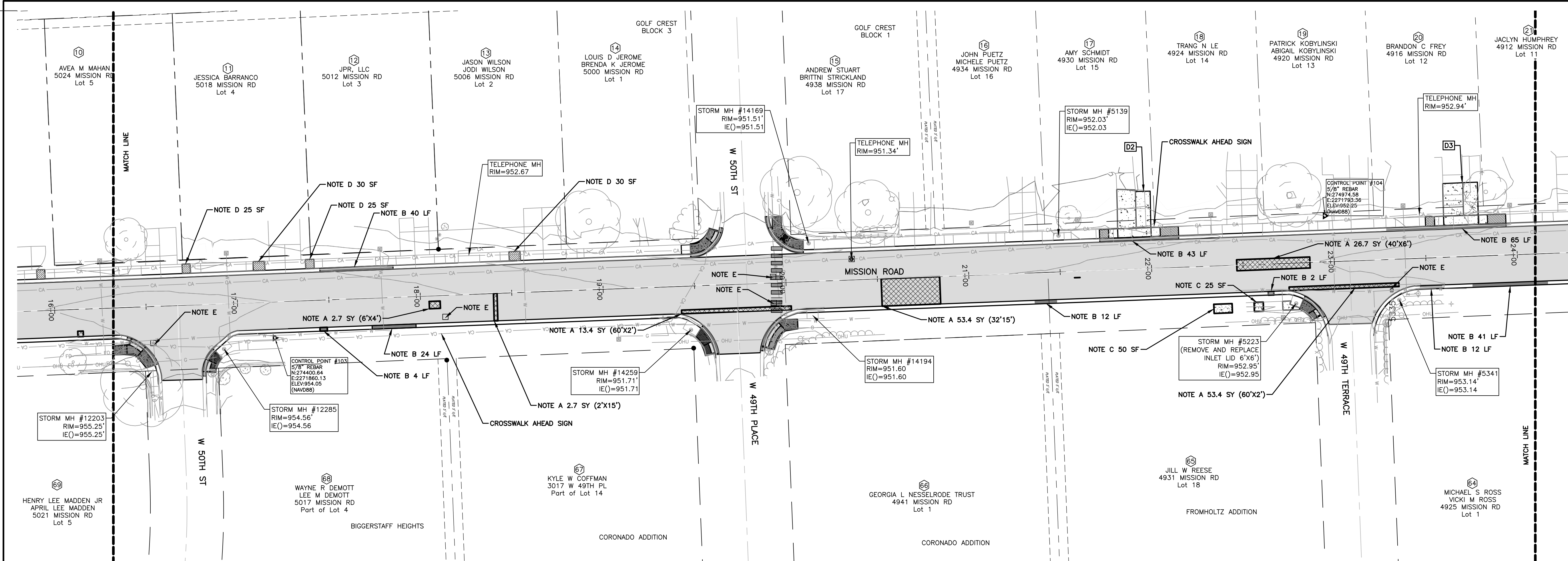
SHEET

03 OF





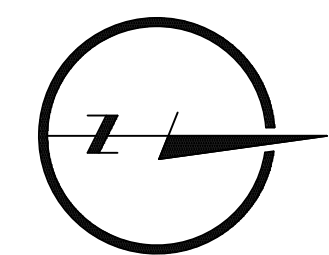
LA:\Engineering\0323099 - Road\Drawings\CONSTRUCTION\Drawings\0323099 - RW PLAN.dwg, 2/22/2024 1:08:34 PM, TROY MONTAGUE, LAMP RYNEARSON



LAMP  
RYNEARSON

LAMPRYNEARSON.COM

OMAHA, NEBRASKA  
14710 W. DODGE RD., STE. 100 (402) 496-2496  
NE AUTHORIZATION NO.: CA1030  
FORT COLLINS, COLORADO  
4715 INNOVATION DR., STE. 100 (970) 226-0342  
KANSAS CITY, MISSOURI  
9001 STATE LINE RD., STE. 200 (816) 361-0440  
MO AUTH. NO.: E-2013011963 | LS-2018043127



PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

GREG VANPATTEN  
2700

PAVEMENT PLAN SHEET 2

MISSION ROAD IMPROVEMENTS - 2025 CARS  
CITY OF ROELAND PARK AND WESTWOOD, KANSAS



ALL UTILITIES ARE SHOWN  
BASED ON THE INFORMATION  
AVAILABLE TO THE ENGINEER.  
THERE IS NO GUARANTEE ALL  
UTILITIES ARE SHOWN OR THAT  
THE LOCATION, DEPTH, AND  
SIZE OF EACH FACILITY IS  
CORRECT. THE CONTRACTOR IS  
RESPONSIBLE FOR LOCATING  
ALL UTILITIES AND SERVICE  
LINES PRIOR TO CONSTRUCTION.

REVISIONS

DESIGNER / DRAFTER

DATE

2024

PROJECT NUMBER

0323099

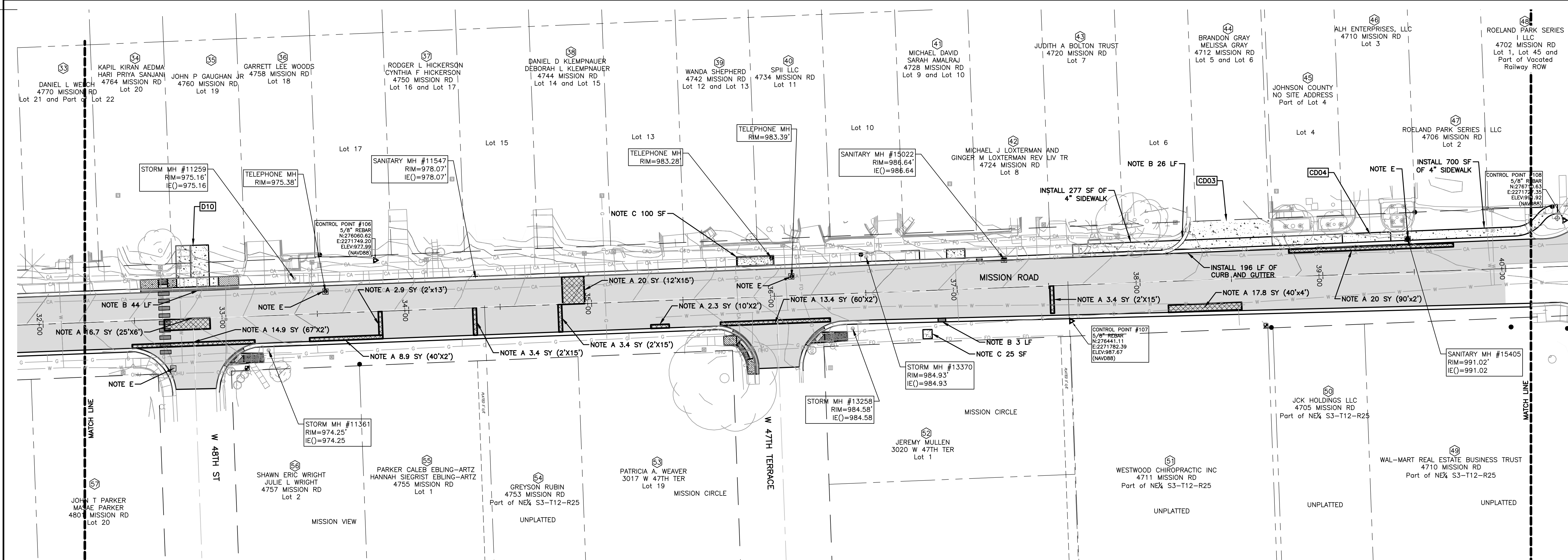
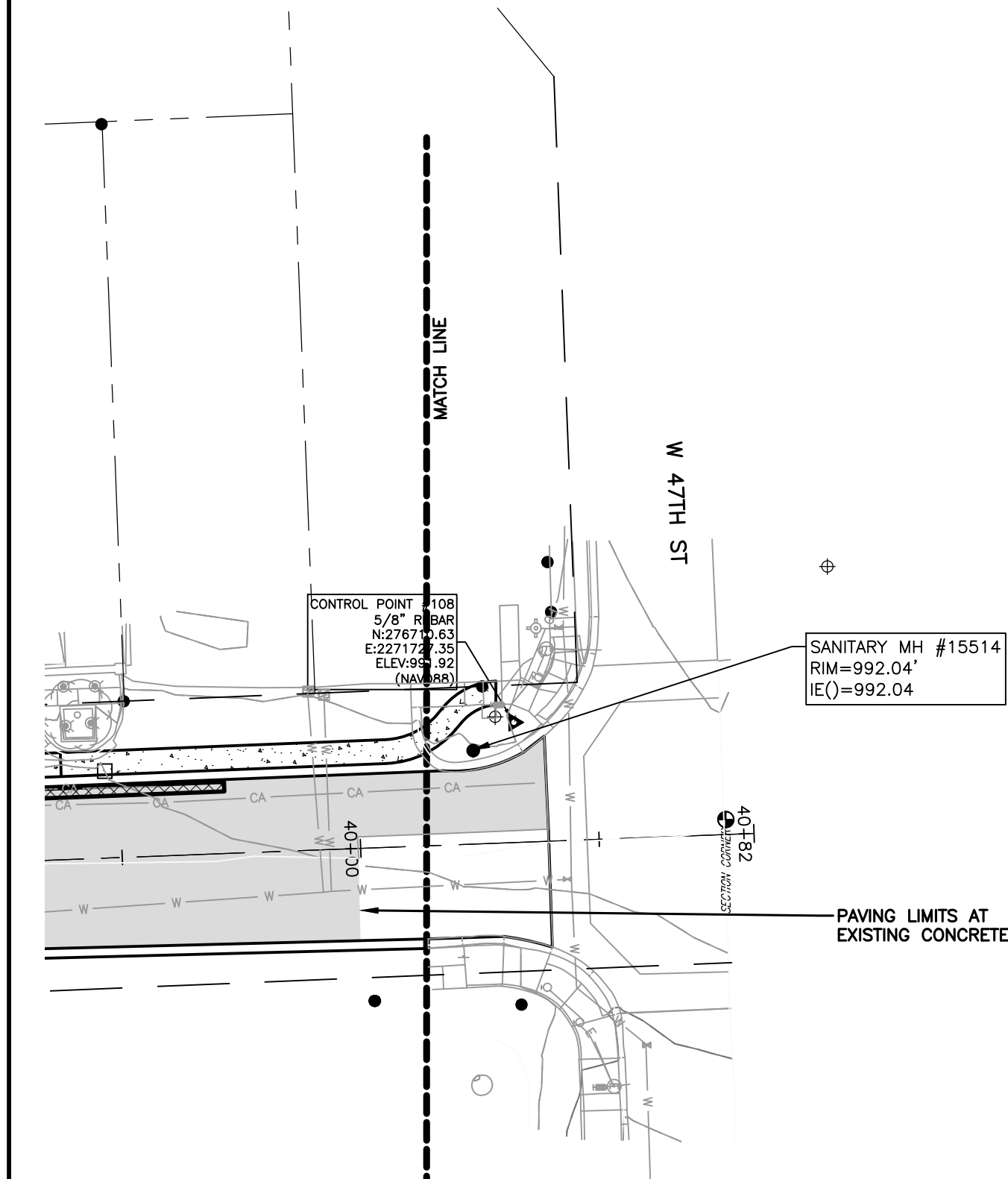
BOOK AND PAGE

SHEET

04 OF



L:\Engineering\0323099 - Road\Drawings\CONSTRUCTION\Drawings\0323099 - RW PLAN.dwg, 2/22/2024 1:05:55 PM, TROY MONTAGUE, LAMP RYNEARSON



DRIVEWAY SCHEDULE											
ID	ADDRESS	EXISTING MATERIAL	LENGTH	WIDTH	CURB TYPE	REMOVE AND REPLACE S.Y. 6" CONCRETE	EXTENSION WIDTH	EXTENSION LENGTH	INSTALL S.Y. 6" CONCRETE	S.F. 6" TRANSITION PANEL CONCRETE	
D1	5036 MISSION ROAD	CONCRETE	8	20	C	33	8	20	18	75	
D2	4930 MISSION ROAD	CONCRETE	10	21	C	40	8	20	18	75	
D3	4916 MISSION ROAD	CONCRETE	11	18	C	38	8	20	18	75	
D4	4906 MISSION ROAD	CONCRETE	11	20	C	60	9	20	20	65	
D5	4900 MISSION ROAD	CONCRETE	8	8	C	33	8	20	18	50	
D6	4826 MISSION ROAD	CONCRETE	8	24	C	36	9	20	20	50	
D7	4824 MISSION ROAD	CONCRETE	8	20	C	33	9	20	20	75	
D8	4812 MISSION ROAD	CONCRETE	8	20	C	33	9	20	20	75	
D9	4808 MISSION ROAD	CONCRETE	16	24	C	57				50	
D10	4760 MISSION ROAD	CONCRETE	8	20	C	32	10	20	23	75	
CD01	5401 REINHARDT DRIVE	ASPHALT	31	14	C	32					
CD02	5402 REINHARDT DRIVE	ASPHALT	37	17	C	47					
CD03	4712 MISSION ROAD	ASPHALT	43	17	C	78					
CD04	4710 MISSION ROAD	ASPHALT	26	5	C	14.7					
Total						566.7			175	665	

LAMP  
RYNEARSON

LAMPRYNEARSON.COM

OMAHA, NEBRASKA

14710 W. DODGE RD., STE. 100 (402) 498-2498

NE AUTHORIZATION NO.: CA0130

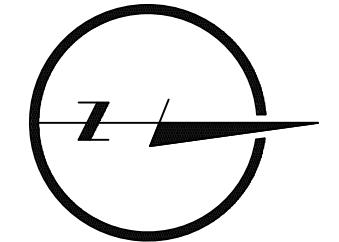
FORT COLLINS, COLORADO

4715 INNOVATION DR., STE. 100 (970) 228-0342

KANSAS CITY, MISSOURI

9001 STATE LINE RD., STE. 200 (816) 361-0440

MO AUTH. NO.: E-2013011963 | LS-2019043127



PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

GREG VANPATTEN

2700

PAVEMENT PLAN SHEET 3

MISSION ROAD IMPROVEMENTS – 2025 CARS  
CITY OF ROELAND PARK AND WESTWOOD, KANSAS



ALL UTILITIES ARE SHOWN BASED ON THE INFORMATION AVAILABLE TO THE ENGINEER. THERE IS NO GUARANTEE ALL UTILITIES ARE SHOWN OR THAT THE LOCATION, DEPTH, AND SIZE OF EACH FACILITY IS CORRECT. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITIES AND SERVICE LINES PRIOR TO CONSTRUCTION.

REVISIONS

DESIGNER / DRAFTER

DATE

2024

PROJECT NUMBER

0323099

BOOK AND PAGE

SHEET

05 OF

## CARS Form A

### 2025-2029 Project Application for the County Assistance Road System (CARS) Program

Submit one form for each project.

Online Submittals due March 8, 2024 \*

Submitting city	<input type="text" value="Roeland Park"/>	City priority ranking	<input type="text" value="2"/>
Project location	<input type="text" value="55th Street - Shawnee Mission Parkway to Roe Blvd."/>		
Joint project with	<input type="text" value="Fairway"/>	Administering city	<input type="text" value="Fairway"/>
Contact name and title	<input type="text" value="Donnie Scharff, Public Works Director"/>		
Estimated project schedule: Start date (mm/yy)	<input type="text" value="04/25"/>	Completion date (mm/yy)	<input type="text" value="10/25"/>
Current Average Daily Traffic (ADT)	<input type="text" value="3,805"/>	Year	<input type="text" value="2017"/>
Accident history (Prior 3 years)	<input type="text" value="4"/>		
Project type	<input type="text" value="Major Maintenance"/>	Sufficiency rating (bridge projects)	<input type="text"/>
Level of Service (LOS) [System Management projects only]	<input type="text"/>	Pavement condition	<input type="text" value="Fair"/>

Description of existing infrastructure/deficiencies (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/replaced.)

Existing two lane pavement with curb and gutter and sidewalk on the north side. Pavement is in fair condition. Curb and Gutter and sidewalk are in fair condition. Storm sewer inventory shows a couple of pipes in poor condition that need replaced.

Description of proposed improvements (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/ replaced.)

Mill and Overlay with 2-inch asphalt concrete surface. Replace curb and gutters and sidewalk where needed. Replace full depth pavement where needed. Replace storm sewer pipe where needed. Restore pavement markings.

#### Total Project Cost Calculation

Design	<input type="text" value="\$ 45,400"/>
Right-of-way acquisition	<input type="text" value="\$ 0"/>
Utility relocation	<input type="text" value="\$ 0"/>
Other project costs	<input type="text" value="\$ 0"/>
Construction	<input type="text" value="\$ 558,515"/>
Construction engineering (including testing services)	<input type="text" value="\$ 32,670"/>
Total Project Cost	<input type="text" value="\$ 636,585"/>

#### Net CARS Eligible Cost Calculation

Total reimbursable project cost	<input type="text" value="\$ 591,185"/>	Construction+Construction engineering from above
Federal Aid funding	<input type="text"/>	
State Aid funding	<input type="text"/>	
Other non-Johnson County-city funding	<input type="text"/>	
Net CARS eligible costs	<input type="text" value="\$ 591,185"/>	

#### CARS FUNDING REQUEST:

NOTE: CARS funding request must be equal to or less than 50% of the Net CARS Eligible Costs above.

#### Funding participation by other Johnson County Cities

City name:	<input type="text" value="Fairway"/>	Funding:	<input type="text" value="\$ 99,996"/>
City name:	<input type="text"/>	Funding:	<input type="text"/>

Print

Save As





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



**2025 CARS Project (No. )**  
**55th Street - Shawnee Mission Parkway to Roe Blvd.**  
**Fairway- Roeland Park, Kansas**

2/29/2024

Item	Description	Unit	Estimated Quantity	Unit Price	Total	Roeland Park Quantity	Roeland Park Total	Fairway Quantity	Fairway Total
1	Mobilization	LS	1	\$ 30,000.00	\$ 30,000.00	0.5	\$ 15,000.00	0.5	\$ 15,000.00
2	Traffic Control	LS	1	\$ 10,000.00	\$ 10,000.00	0.5	\$ 5,000.00	0.5	\$ 5,000.00
3	Clearing, Grubbing and Demolition	LS	1	\$ 20,000.00	\$ 20,000.00	0.5	\$ 10,000.00	0.5	\$ 10,000.00
4	Contractor Construction Staking	LS	1	\$ 5,000.00	\$ 5,000.00	0.5	\$ 2,500.00	0.5	\$ 2,500.00
5	2" Asphalt Pavement Milling	SY	6223	\$ 4.00	\$ 24,892.00	3811.5	\$ 15,246.00	2411.5	\$ 9,646.00
6	2" Type 5 Asphalt Surface	TON	757	\$ 105.00	\$ 79,485.00	464	\$ 48,720.00	293	\$ 30,765.00
7	Asphalt Base Repair (3")	SY	623	\$ 85.00	\$ 52,955.00	381.5	\$ 32,427.50	241.5	\$ 20,527.50
8	Concrete Curb and Gutter	LF	400	\$ 75.00	\$ 30,000.00	245	\$ 18,375.00	155	\$ 11,625.00
9	Sidewalk (4") (Concrete) (KCMMB4K)	SF	1000	\$ 15.00	\$ 15,000.00	1000	\$ 15,000.00		\$ -
10	Driveway (6") (Concrete) (KCMMB4K)	SY	619	\$ 145.00	\$ 89,755.00	619	\$ 89,755.00		\$ -
11	Turn Arrow Pavement Marking	EA	1	\$ 500.00	\$ 500.00	0.5	\$ 250.00	0.5	\$ 250.00
12	"ONLY" Pavement Marking	EA	1	\$ 500.00	\$ 500.00	0.5	\$ 250.00	0.5	\$ 250.00
13	Straight Arrow + Turn Arrow Pavement Marking	EA	2	\$ 500.00	\$ 1,000.00	1	\$ 500.00	1	\$ 500.00
14	4" White Thermoplastic Striping	LF	90	\$ 3.00	\$ 270.00	45	\$ 135.00	45	\$ 135.00
15	4" Double Yellow Thermoplastic Striping	LF	180	\$ 6.00	\$ 1,080.00	90	\$ 540.00	90	\$ 540.00
16	24" Thermoplastic White Stop Bar	LF	55	\$ 25.00	\$ 1,375.00	27.5	\$ 687.50	27.5	\$ 687.50
17	Pipe Connections to Existing Structure	EA	2	\$ 1,500.00	\$ 3,000.00	0.5	\$ 1,500.00	0.5	\$ 1,500.00
18	Inlet (4'x3') (Curb)	EA	2	\$ 9,000.00	\$ 18,000.00	0.5	\$ 9,000.00	0.5	\$ 9,000.00
19	15" RCP Storm Pipe	LF	100	\$ 250.00	\$ 25,000.00	0.5	\$ 12,500.00	0.5	\$ 12,500.00
20	Concrete Blockout (Manhole) (Water Valve)	EA	2	\$ 3,000.00	\$ 6,000.00	2	\$ 6,000.00		
21	Project Sign	EA	2	\$ 1,500.00	\$ 3,000.00	1	\$ 1,500.00	1	\$ 1,500.00
22	Restoration	LS	1	\$ 10,000.00	\$ 10,000.00	0.5	\$ 5,000.00	0.5	\$ 5,000.00
23	Force Account	SET	1	\$ 20,000.00	\$ 20,000.00	0.5	\$ 10,000.00	0.5	\$ 10,000.00

**Total** \$ 299,886.00 **Total** \$ 146,926.00

Subtotal: \$ 446,812.00  
Contingency (25%) \$ 111,703.00  
Total Construction \$ 558,515.00

Design and Survey (8.1%) \$ 45,400.00  
Construction Administration/Observation (3.9%) \$ 21,500.00  
Testing Services (2%) \$ 11,170.30  
Total Project Cost \$ 636,585.30

**CARS Eligible** \$ 591,185.30  
**CARS Request** \$ 295,592.65

Roeland Park	Fairway
\$ 299,886.00	\$ 146,926.00
\$ 74,971.50	\$ 36,731.50
\$ 374,857.50	\$ 183,657.50
\$ 22,700.00	\$ 22,700.00
\$ 10,750.00	\$ 10,750.00
\$ 5,585.15	\$ 5,585.15
\$ 413,892.65	\$ 222,692.65
\$ 391,192.65	\$ 199,992.65
\$ 195,596.33	\$ 99,996.33

2025 CARS - 55TH STREET  
SHAWNEE MISSION PARKWAY TO ROE BOULEVARD  
CITY OF ROELAND PARK, KANSAS  
CITY OF FAIRWAY, KANSAS



ALL UTILITIES ARE SHOWN BASED ON THE INFORMATION AVAILABLE TO THE ENGINEER. THERE IS NO GUARANTEE ALL FACILITIES ARE SHOWN OR THAT THE LOCATION, DEPTH, AND SIZE OF EACH FACILITY IS CORRECT. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITIES AND SERVICE LINES PRIOR TO CONSTRUCTION. COORDINATE NECESSARY RELOCATIONS WITH UTILITY COMPANIES.

## INDEX OF SHEETS

<u>SHEET</u>	<u>TITLE</u>
01	COVER SHEET
02	TYPICAL SECTION AND PLAN SHEET

### UTILITY CONTACTS

**SPECTRUM**  
DESIGN & CONSTRUCTION  
8221 W. 119TH ST.  
OVERLAND PARK, KANSAS 66213  
(816) 215-0909  
ATTN.: ROD MURPHY  
ROD.MURPHY@CHARTER.COM

JOHNSON COUNTY UNIFIED  
WASTEWATER DISTRICT  
7311 W. 130TH SUITE 100  
OVERLAND PARK, KANSAS 66213  
(913) 207-5234  
ATTN.: BRANDON MORRIS  
BRANDON.MORRIS@JCW.ORG  
(913)715-8537  
ATTN.: MIKE PILLER  
MIKE.PILLER@JCW.ORG

EVERGY  
8730 NIEMAN ROAD  
OVERLAND PARK, KANSAS 66214  
(913) 549-0652  
ATTN.: BRYSON HEENAN  
BRYSON.HEENAN@EVERGY.COM

AT&T  
(913) 383-6948  
ATTN.: RANDY GASKIN  
RG9513@ATT.COM

**KANSAS GAS SERVICE**  
11401 WEST 89TH STREET  
OVERLAND PARK, KANSAS 66214  
(913) 599-8940  
ATTN.: BRETT SWOYER  
BRETT.SWOYER@ONEGAS.COM

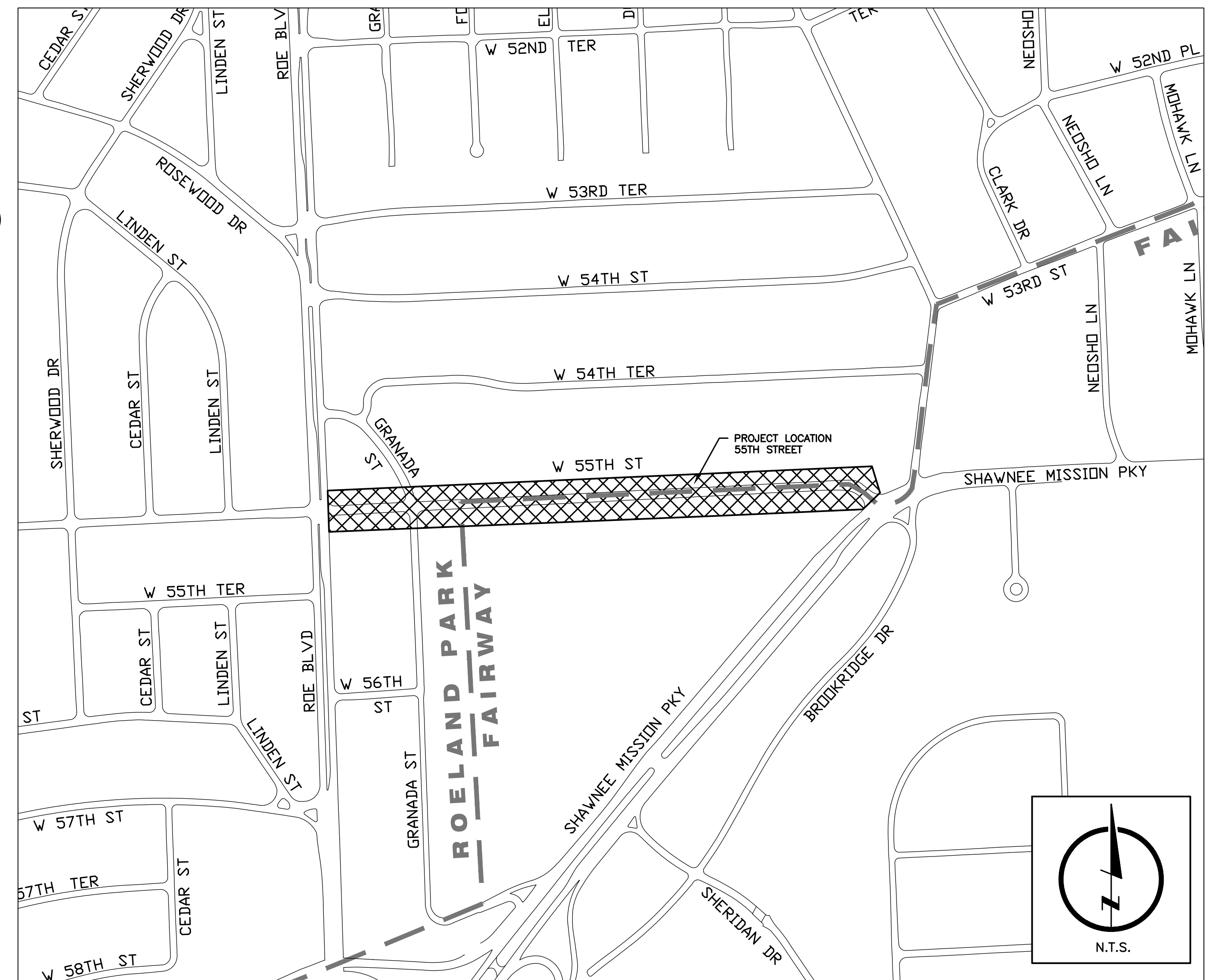
GOOGLE FIBER  
908 BROADWAY BLVD-6TH FLOOR  
KANSAS CITY, MO 64105  
ATTN.: DOUG FOLK  
KC-GOOGLE-UC@GOOGLE.COM

**WATERONE**  
10747 RENNER BOULEVARD  
LENEXA, KANSAS 66219-9624  
(913) 895-5768  
ATTN.: KIRK CULBERTSON  
KCULBERTSON@WATERONE.ORG

UNITED PRIVATE NETWORKS  
(816) 814-9768  
ATTN.: SAM VOGSEN  
UPNGIS@UPNFIBER.COM

EVERLAST FIBER NETWORK  
(913) 322-9629  
ATTN.: CLARENCE GRIFFIN  
CLARENCE.GRIFFIN@EVERLASTFIBER.COM

## PRELIMINARY PLANS



LOCATION MAP



APPROVED: \_\_\_\_\_ DATE: 3-5-2024  
GREG VANPATTEN, PE

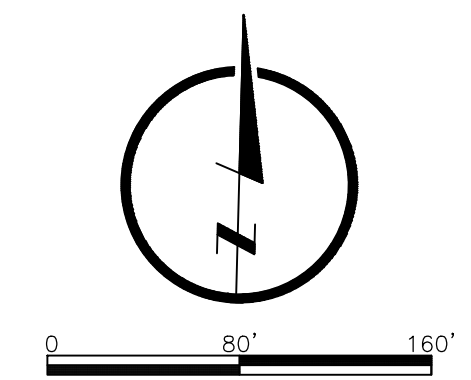
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
DONNIE SCHARFF, DIRECTOR OF PUBLIC WORKS  
ROELAND PARK, KANSAS

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
BILL STOGSDILL, DIRECTOR OF PUBLIC WORKS  
FAIRWAY, KANSAS

**LAMP  
RYNEARSON**

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





PRELIMINARY

NOT RELEASED FOR CONSTRUCTION

GREG VANPATTEN  
KS PE-27000

TYPICAL SECTION AND PLAN SHEET  
55TH STREET

2025 CARS PROJECT – 55TH STREET  
CITY OF ROELAND PARK AND CITY OF FAIRWAY, KANSAS

REVISIONS

DESIGNER / DRAFTER

JEA

DATE

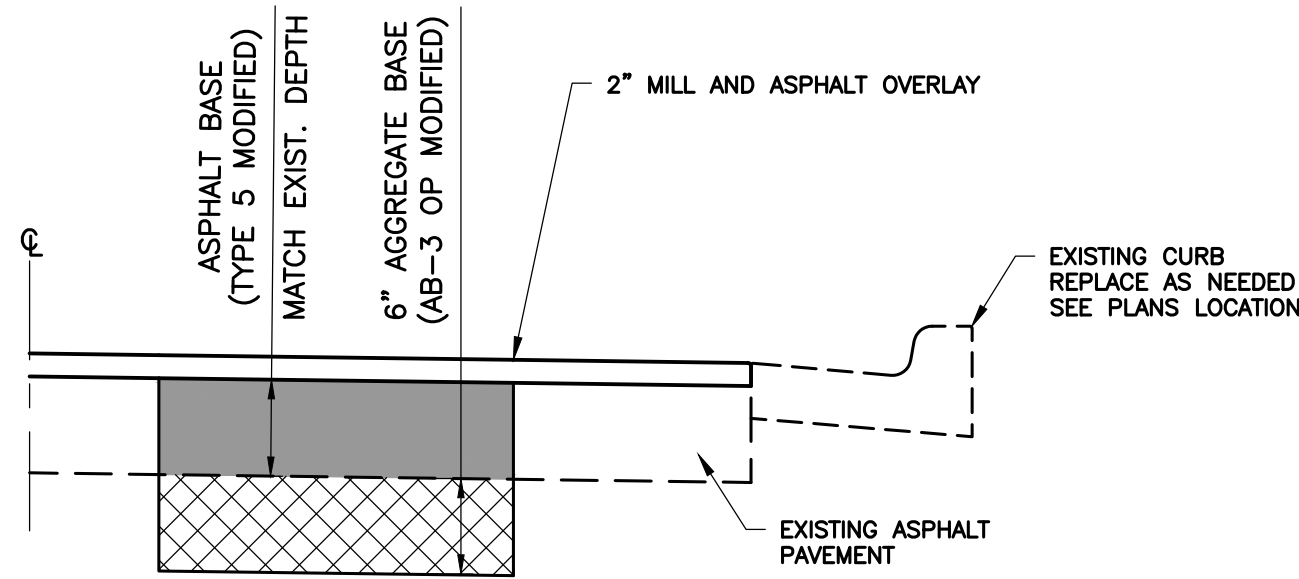
MARCH 2024

PROJECT NUMBER

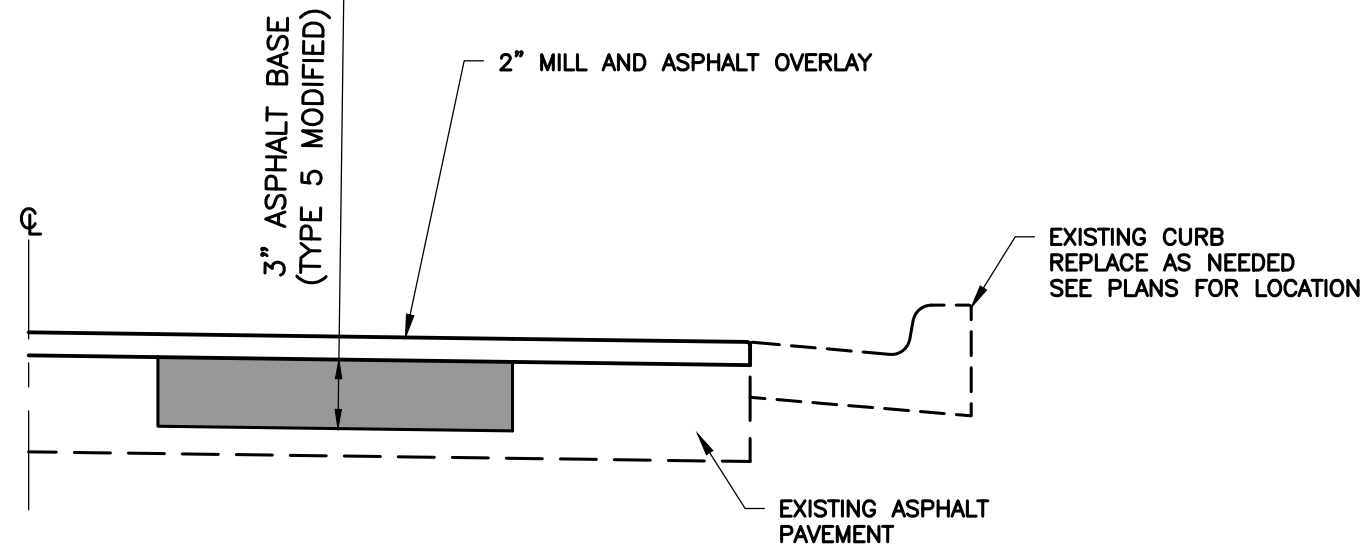
BOOK AND PAGE

SHEET

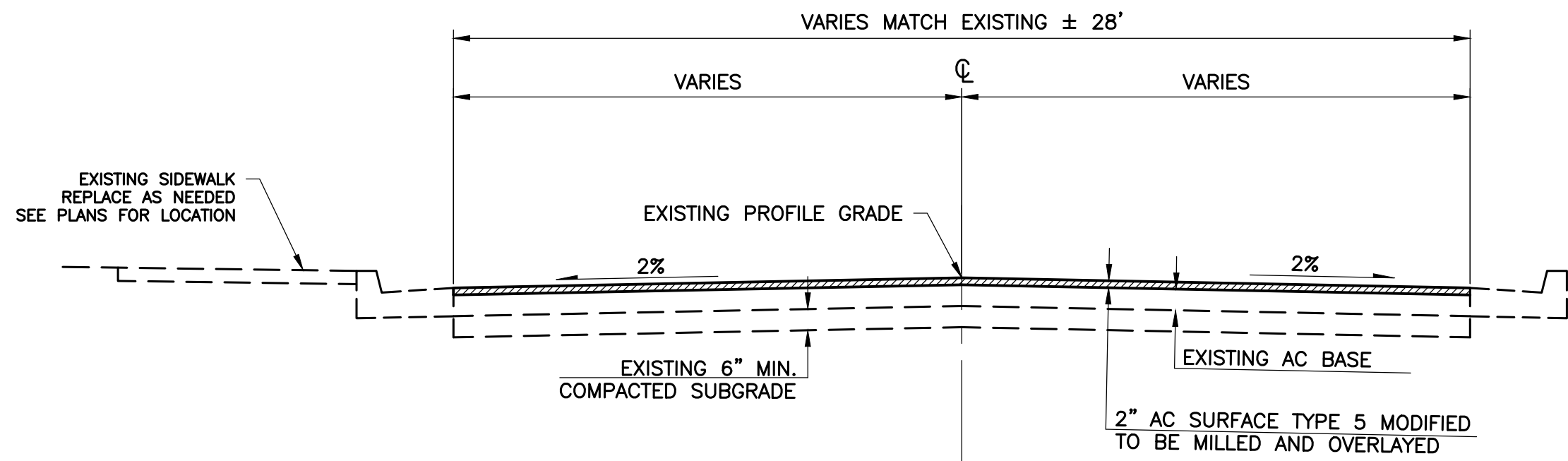
2



TYPICAL SECTION – FULL DEPTH PATCH



TYPICAL SECTION – ASPHALT BASE REPAIR



MILL AND OVERLAY TYPICAL SECTION  
55TH STREET

NOTE:

1. ALL PATCHES SHALL BE REMOVED AND REPLACED THE SAME DAY. SEE PLAN SHEET FOR THE LOCATIONS. STREET SHALL BE MILLED 2" PRIOR TO MILLING BASE REPAIR PATCHES. BASE REPAIR QUANTITY MAY BE REDUCED OR OVERRUN AFTER INSPECTION OF MILLED SURFACE. FULL DEPTH REMOVALS SHALL BE PERFORMED WITH MILLING MACHINE OR SAW CUT TO THE SATISFACTION OF THE ENGINEER.





# CARS Form A

## 2025-2029 Project Application for the County Assistance Road System (CARS) Program

Submit one form for each project.

Online Submittals due March 8, 2024 \*

Submitting city	<input type="text" value="Roeland Park"/>	City priority ranking	<input type="text" value="1"/>
Project location	<input type="text" value="51st Street - 395' W. of Nall Ave. to Cedar Street"/>		
Joint project with	<input type="text"/>	Administering city	<input type="text" value="Roeland Park"/>
Contact name and title	<input type="text" value="Donnie Scharff, Public Works Director"/>		
Estimated project schedule: Start date (mm/yy)	<input type="text" value="04/26"/>	Completion date (mm/yy)	<input type="text" value="10/26"/>
Current Average Daily Traffic (ADT)	<input type="text" value="375"/>	Year	<input type="text" value="2010"/>
Accident history (Prior 3 years)	<input type="text"/>		
Project type	<input type="text" value="Major Maintenance"/>	Sufficiency rating (bridge projects)	<input type="text"/>
Level of Service (LOS) [System Management projects only]	<input type="text"/>	Pavement condition	<input type="text" value="Fair"/>

Description of existing infrastructure/deficiencies (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/replaced.)

Existing 24' wide two lane asphalt street with curb and gutter and sidewalk on the north side. Pavement is in fair condition. Curb and Gutter and sidewalk are in fair condition. Storm sewer inventory shows a couple of pipes as CMP that will likely need replaced.

Description of proposed improvements (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/ replaced.)

Mill and overlay with curb and gutter and sidewalk repairs. Fix drive aprons to be ADA compliant.. Asphalt base repair where needed. Replace storm sewer pipe where needed. Restore pavement markings.

### Total Project Cost Calculation

Design	\$ 80,968
Right-of-way acquisition	\$ 0
Utility relocation	\$ 0
Other project costs	\$ 0
Construction	\$ 674,737
Construction engineering (including testing services)	\$ 60,726
Total Project Cost	\$ 816,431

### Net CARS Eligible Cost Calculation

Total reimbursable project cost	\$ 735,463	Construction+Construction engineering from above
Federal Aid funding		
State Aid funding		
Other non-Johnson County-city funding		
Net CARS eligible costs	\$ 735,463	

### CARS FUNDING REQUEST:

\$ 367,731

NOTE: CARS funding request must be equal to or less than 50% of the Net CARS Eligible Costs above.

### Funding participation by other Johnson County Cities

City name:	<input type="text"/>	Funding:	<input type="text"/>
City name:	<input type="text"/>	Funding:	<input type="text"/>

Print

Save As

## CARS Form A

### 2025-2029 Project Application for the County Assistance Road System (CARS) Program

Submit one form for each project.

Online Submittals due March 8, 2024 \*

Submitting city	<input type="text" value="Roeland Park"/>	City priority ranking	<input type="text" value="1"/>
Project location	<input type="text" value="47th Street - Roe Lane to Mission Road"/>		
Joint project with	<input type="text"/>	Administering city	<input type="text" value="Roeland Park"/>
Contact name and title	<input type="text" value="Donnie Scharff, Public Works Director"/>		
Estimated project schedule: Start date (mm/yy)	<input type="text" value="04/27"/>	Completion date (mm/yy)	<input type="text" value="10/27"/>
Current Average Daily Traffic (ADT)	<input type="text" value="8,905"/>	Year	<input type="text" value="2017"/>
Accident history (Prior 3 years)	<input type="text"/>		
Project type	<input type="text" value="Major Maintenance"/>	Sufficiency rating (bridge projects)	<input type="text"/>
Level of Service (LOS) [System Management projects only]	<input type="text"/>	Pavement condition	<input type="text" value="Fair"/>

Description of existing infrastructure/deficiencies (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/replaced.)

Existing 28' wide two lane asphalt street with curb and gutter and sidewalk on the south side. Pavement is in fair condition. Curb and Gutter and sidewalk are in fair condition. Storm sewer inventory shows poor condition pipe that needs replaced.

Description of proposed improvements (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/ replaced.)

Mill and overlay with spot curb, sidewalk and driveway apron repair. Asphalt base repair where needed. Replace storm sewer pipe where needed. Restore pavement markings. A portion of this project (43%) is in KCK, their portion of funding is shown below in the Other non-JOCO city funding as CARS ineligible costs.

#### Total Project Cost Calculation

Design	<input type="text" value="\$ 146,616"/>
Right-of-way acquisition	<input type="text" value="\$ 0"/>
Utility relocation	<input type="text" value="\$ 0"/>
Other project costs	<input type="text"/>
Construction	<input type="text" value="\$ 1,368,416"/>
Construction engineering (including testing services)	<input type="text" value="\$ 109,962"/>
Total Project Cost	<input type="text" value="\$ 1,624,994"/>

#### Net CARS Eligible Cost Calculation

Total reimbursable project cost	<input type="text" value="\$ 1,478,378"/>	Construction+Construction engineering from above
Federal Aid funding	<input type="text"/>	
State Aid funding	<input type="text"/>	
Other non-Johnson County-city funding	<input type="text" value="\$ 572,775"/>	
Net CARS eligible costs	<input type="text" value="\$ 905,603"/>	

#### CARS FUNDING REQUEST:

NOTE: CARS funding request must be equal to or less than 50% of the Net CARS Eligible Costs above.

#### Funding participation by other Johnson County Cities

City name:	<input type="text"/>	Funding:	<input type="text"/>
City name:	<input type="text"/>	Funding:	<input type="text"/>

Print

Save As

**CARS Form A**  
**2025-2029 Project Application for the**  
**County Assistance Road System (CARS) Program**

Submit one form for each project.

Online Submittals due March 8, 2024 \*

Submitting city	<input type="text" value="Roeland Park"/>	City priority ranking	<input type="text" value="1"/>
Project location	<input type="text" value="50th Terrace (Roe Blvd. to Cedar St.) &amp; Cedar Street (51st St. to 50th Ter.)"/>		
Joint project with	<input type="text"/>	Administering city	<input type="text" value="Roeland Park"/>
Contact name and title	<input type="text" value="Donnie Scharff, Public Works Director"/>		
Estimated project schedule: Start date (mm/yy)	<input type="text" value="04/28"/>	Completion date (mm/yy)	<input type="text" value="10/28"/>
Current Average Daily Traffic (ADT)	<input type="text" value="3,704"/>	Year	<input type="text" value="2007"/>
Accident history (Prior 3 years)	<input type="text" value="1"/>		
Project type	<input type="text" value="Major Maintenance"/>	Sufficiency rating (bridge projects)	<input type="text"/>
Level of Service (LOS) [System Management projects only]	<input type="text"/>	Pavement condition	<input type="text" value="Fair"/>

Description of existing infrastructure/deficiencies (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/replaced.)

Existing 28' wide two lane asphalt street with curb and gutter with turn lanes at Roe Boulevard. Sidewalks on north and south sides of the street along 50th Terrace and sidewalk along the east side of Cedar Street. Curb and Gutter and sidewalk are in fair condition.

Description of proposed improvements (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/ replaced.)

Mill and overlay with spot curb, sidewalk and driveway apron repair. Asphalt base repair where needed. Restore pavement markings.

**Total Project Cost Calculation**

Design	<input type="text" value="\$ 33,443"/>
Right-of-way acquisition	<input type="text" value="\$ 0"/>
Utility relocation	<input type="text" value="\$ 0"/>
Other project costs	<input type="text" value="\$ 0"/>
Construction	<input type="text" value="\$ 312,131"/>
Construction engineering (including testing services)	<input type="text" value="\$ 25,082"/>
Total Project Cost	<input type="text" value="\$ 370,656"/>

**Net CARS Eligible Cost Calculation**

Total reimbursable project cost	<input type="text" value="\$ 337,213"/>	Construction+Construction engineering from above
Federal Aid funding	<input type="text"/>	
State Aid funding	<input type="text"/>	
Other non-Johnson County-city funding	<input type="text"/>	
Net CARS eligible costs	<input type="text" value="\$ 337,213"/>	

**CARS FUNDING REQUEST:**

NOTE: CARS funding request must be equal to or less than 50% of the Net CARS Eligible Costs above.

**Funding participation by other**  
**Johnson County Cities**

City name:	<input type="text"/>	Funding:	<input type="text"/>
City name:	<input type="text"/>	Funding:	<input type="text"/>

Print

Save As



**CARS Form A**  
**2025-2029 Project Application for the**  
**County Assistance Road System (CARS) Program**

Submit one form for each project.

Online Submittals due March 8, 2024 \*

Submitting city	<input type="text" value="Roeland Park"/>	City priority ranking	<input type="text" value="1"/>
Project location	<input type="text" value="Johnson Drive and Ash Drive - Traffic Signal Replacement"/>		
Joint project with	<input type="text" value="Mission"/>	Administering city	<input type="text" value="Roeland Park"/>
Contact name and title	<input type="text" value="Donnie Scharff, Public Works Director"/>		
Estimated project schedule: Start date (mm/yy)	<input type="text" value="04/29"/>	Completion date (mm/yy)	<input type="text" value="10/29"/>
Current Average Daily Traffic (ADT)	<input type="text" value="11,700"/>	Year	<input type="text" value="2017"/>
Accident history (Prior 3 years)	<input type="text"/>		
Project type	<input type="text" value="System Management"/>	Sufficiency rating (bridge projects)	<input type="text"/>
Level of Service (LOS) [System Management projects only]	<input type="text" value="C"/>	Pavement condition	<input type="text" value="Fair"/>

Description of existing infrastructure/deficiencies (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/replaced.)

Traffic signal poles and equipment are becoming outdated and approaching their useful life span.

Description of proposed improvements (If it is a street, include the number of lanes, pavement width, pavement type, and other infrastructure to be improved/ replaced.)

Replace traffic signal poles and equipment including pedestrian facilities upgrades. Restore pavement markings.

**Total Project Cost Calculation**

Design	<input type="text" value="\$ 48,000"/>
Right-of-way acquisition	<input type="text" value="\$ 0"/>
Utility relocation	<input type="text" value="\$ 0"/>
Other project costs	<input type="text" value="\$ 0"/>
Construction	<input type="text" value="\$ 448,000"/>
Construction engineering (including testing services)	<input type="text" value="\$ 36,000"/>
Total Project Cost	<input type="text" value="\$ 532,000"/>

**Net CARS Eligible Cost Calculation**

Total reimbursable project cost	<input type="text" value="\$ 484,000"/>	Construction+Construction engineering from above
Federal Aid funding	<input type="text"/>	
State Aid funding	<input type="text"/>	
Other non-Johnson County-city funding	<input type="text"/>	
Net CARS eligible costs	<input type="text" value="\$ 484,000"/>	

**CARS FUNDING REQUEST:**

NOTE: CARS funding request must be equal to or less than 50% of the Net CARS Eligible Costs above.

**Funding participation by other**  
**Johnson County Cities**

City name:	<input type="text" value="Mission"/>	Funding:	<input type="text" value="\$ 121,000"/>
City name:	<input type="text"/>	Funding:	<input type="text"/>

Print

Save As

**County Assistance Road Program  
2025-2029 Program Summary Sheet  
Roeland Park, Kansas  
3-8-2024**

Priority	Administrating City	Project Location	Proposed Start/ Finish	Project Type	CARS Route Classification		Construction Cost	Design Cost	Const Eng	Total Project Cost	City Portion	CARS Funding
					Major	Minor						
1	Roeland Park	Mission Road - 47th St to 53rd St (Joint project with Westwood and Fairway)	4/2025 to 10/2025	Major Maintenance	x		\$2,423,076	\$185,394	\$205,962	\$2,814,432	\$1,499,913	\$1,314,519
2	Fairway	55th Street - Roe Blvd to SMPKY (Joint project with Fairway)	4/2025 to 10/2025	Major Maintenance		x	\$558,515	\$45,400	\$32,670	\$636,585	\$340,994	\$295,592
1	Roeland Park	51st Street - 395' W. of Nall Ave. to Cedar Street	4/2026 to 10/2026	Major Maintenance		x	\$674,737	\$80,968	\$60,726	\$816,431	\$448,701	\$367,731
1	Roeland Park	47th Street - Roe Lane to Mission Road (Joint Project with UG)	4/2027 to 10/2027	Major Maintenance		x	\$1,368,416	\$146,616	\$109,962	\$1,624,994	\$1,172,193	\$452,801
1	Roeland Park	50th Terrace (Roe Blvd. to Cedar St.) & Cedar Street (51st St. to 50th Ter.)	4/2028 to 10/2028	Major Maintenance		x	\$312,131	\$33,443	\$25,082	\$370,656	\$202,050	\$168,606
1	Roeland Park	Johnson Drive and Ash Drive - Traffic Signal Replacement (Joint Project with Mission)	4/2029 to 10/2029	System Management	x		\$448,000	\$48,000	\$36,000	\$532,000	\$290,000	\$242,000

**Note:**

A portion of 47th Street (43%) is in KCK. Their portion of funding (\$572,775) has been subtracted from CARS eligible cost.

Item Number: Mayor's Report- IV.-A.  
Committee 4/1/2024  
Meeting Date:



City of Roeland Park  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: Child Abuse Prevention Month Proclamation  
Item Type:

<b>Recommendation:</b>
------------------------

Details:

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

Financial Impact

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/27/2024 - 1:06 PM

**Goals/Objectives & Terms**

**ATTACHMENTS:**

Description	Type
▣ Child Abuse Prevention Month 2024	Cover Memo



# Proclamation

## Child Abuse Prevention Month 2024

WHEREAS, children are our nation's most vulnerable members as well as our nation's most valuable resources, helping to shape the future of the City of Roeland Park, Kansas; and

WHEREAS, childhood trauma can have long-term psychological, emotional, and physical effects throughout an individual's lifetime and impact future generations of their family; and

WHEREAS, childhood trauma, including abuse and neglect, is a serious problem affecting every community in the U.S., and finding solutions requires input and action from everyone; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

WHEREAS, children who live in families with access to concrete economic and social supports are less likely to experience abuse and neglect; and

WHEREAS, we acknowledge that in order to solve the public health issue of abuse and neglect we must work together to change hearts and mindsets through storytelling and sharing, center the needs of families, break down bias and barriers, and inspire action from expected and unexpected partners in prevention; and

WHEREAS, prevention remains the best defense for our children and families.

Therefore, I, Michael Poppa, Mayor of the City of Roeland Park, Kansas do hereby proclaim April 2024 as **Child Abuse Prevention Month**.

---

MICHAEL POPPA  
Mayor

Item Number: Mayor's Report- IV.-B.  
Committee 4/1/2024  
Meeting Date:



City of Roeland Park  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: Earth Day Proclamation  
Item Type:

<b>Recommendation:</b>
------------------------

Details:

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

Financial Impact

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/27/2024 - 1:07 PM



**Goals/Objectives & Terms**

**ATTACHMENTS:**

Description	Type
▣ Earth Day Proclamation	Cover Memo



# Proclamation

## Earth Day

**Whereas**, Earth Day is an annual event that was created to celebrate our Earth's environment and raise awareness about pollution. It was founded by Senator Gaylord Nelson on April 22, 1970; and

**Whereas**, we acknowledge our collective responsibility for environmental equity, education, stewardship, and community sustainability and we have the insight, drive, capacity and capital to work together across social and city borders to build transformative networks to combat climate change; and

**Whereas**, it is more important than ever to cooperate to find solutions for the plastic waste that is concentrating in several enormous patches in the ocean and that threatens the human food chain; and

**Whereas**, each year, corporations and activists create new projects, initiatives, and campaigns to protect and restore our Earth. Children in the United States celebrate by creating Earth Day themes crafts and school projects; and

**Whereas**, Earth Day is important because it raises awareness of the impact we have on the environment and what can be done about it. Ways to celebrate Earth Day are or include to plant some trees, clean up streams or help your local community.

**Now, therefore**, I, Michael Poppa, Mayor of the City of Roeland Park, Kansas, do hereby proclaim April 22, 2024, to be "Earth Day" in the City of Roeland Park.

Done this 1st day of April, 2024

---

MICHAEL POPPA  
Mayor

Item Number: Mayor's Report- IV.-C.  
Committee 4/1/2024  
Meeting Date:



City of Roeland Park  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: Arbor Day Proclamation  
Item Type:

<b>Recommendation:</b>
------------------------

Details:

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

Financial Impact

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/27/2024 - 1:08 PM

**Goals/Objectives & Terms**

**ATTACHMENTS:**

Description	Type
▣ Arbor Day Proclamation	Cover Memo



# Proclamation

## Arbor Day 2024

Whereas, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Michael Poppa, Mayor of the City of Roeland Park, therefore do hereby proclaim April 26, 2024 as Arbor Day in the City of Roeland Park, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

In testimony whereof, I have hereunto set my hand and caused to be affixed the Seal of the City of Roeland Park, this 1st day of April, 2024.

---

MICHAEL POPPA  
Mayor

Item Number: Mayor's Report- IV.-D.  
Committee 4/1/2024  
Meeting Date:



City of Roeland Park  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: AAPI Proclamation  
Item Type:

<b>Recommendation:</b>
------------------------

Details:

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

Financial Impact

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/27/2024 - 1:08 PM



**Goals/Objectives & Terms**

**ATTACHMENTS:**

Description	Type
▣ AAPI Proclamation	Cover Memo



# Proclamation

## Roeland Park Stands Against Anti-Asian Discrimination Proclamation

WHEREAS, Roeland Park, Kansas, strives to empower residents of all identities; and

WHEREAS, hate, violence and bias are not accepted in our community especially when targeting or scapegoating individuals based on their race or identity; and

WHEREAS, the Asian American and Pacific Islander (AAPI) community is a group that has contributed and continues to contribute to our country's progress, culture and success; and

WHEREAS, throughout the country there are widespread reports of anti-Asian racism and violence, mostly targeting women, exacerbated by false narratives and xenophobia regarding the existence and spread of COVID-19.; and

WHEREAS, Roeland Park remains committed to our vision of not just recognizing our diversity as a key strength for the city and our character, but that we are a city where everyone has a deep sense of belonging; and

WHEREAS, Each of us has a personal responsibility to prevent the spread of misinformation, condemn violent acts in any form, support all fellow community members and reject stigma, hate and bias in all its forms; and

WHEREAS, there is an urgent need for the community at large to unite and come together to support the AAPI community and report incidences of hate and bias; and

NOW THEREFORE, I, Mayor Michael Poppa do hereby proclaim our renewed and ongoing commitment to be a diverse and inclusive community free from racism, so all who live, work, and play in Roeland Park feel welcomed. Roeland Park strongly stands against hate, bias, or violence based on race, nationality, gender, disability, or religion, and I urge all residents to unite together in solidarity with our Asian-American and Pacific-Islander neighbors.

---

Michael Poppa, Mayor

Item Number: Mayor's Report- IV.-E.  
Committee 4/1/2024  
Meeting Date:



City of Roeland Park  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: Fair Housing Month Proclamation  
Item Type:

<b>Recommendation:</b>
------------------------

Details:

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

Financial Impact

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/27/2024 - 1:09 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
Fair Housing Month Proclamation	Cover Memo



# Proclamation

## Fair Housing Month May 2024

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Roeland Park is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved, upon investigation, to be in violation of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our City that can and should be achieved;

Therefore, be it resolved that Mayor Michael Poppa on behalf of its citizens of Roeland Park, proclaims the month of April

## Fair Housing Month April 2024

And expresses the hope that this year's observance will promote fair housing practices throughout the City

Dated this 1st day of April, 2024.

---

MICHAEL POPPA  
Mayor

**Item Number:** Unfinished Business- VII.-A.  
**Committee** 4/1/2024  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

---

**Date:** 3/4/2024  
**Submitted By:** Jennifer Jones-Lacy, Assistant City Administrator/Finance Director  
**Committee/Department:** Admin  
**Title:** **Review Chapter 1 of City Code (10 min)**  
**Item Type:** Other

### **Recommendation:**

**To discuss outstanding changes and questions the Council had from the previous discussion on Chapter 1 code review on March 4th in preparation for an ordinance to be approved on April 15th.**

### **Details:**

At the previous discuss on chapter 1 on March 4th, the Governing Body wanted to further investigate two items:

- 1) Changing the oath for swearing in elected officials; and
- 2) If a quorum could be lowered for various city committees

City Attorney Alex Felzien has investigated both issues and will discuss these at the meeting. The full redline of Chapter 1 is attached.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

### **What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?

- How will the program be communicated to all stakeholders?

### Financial Impact

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

### Additional Information

#### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Jones-Lacy, Jennifer	Approved	3/28/2024 - 3:31 PM



## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Municipal Code Review Presentation Ch 1	Cover Memo
▣ Chapter 1 redline changes	Cover Memo

# Municipal Code Review

Chapter 1: Administration

Significant Changes & Points of Discussion

# Changes Recommended to improve DEI

- Change all pronouns to gender neutral *they* or *their* throughout.
- Sec. 1-102 Definitions: Remove the definition for Gender, which is just used to describe that all words with the “masculine gender include feminine and neuter.”
- Allow City Administrator to live within 25 miles of RP, instead of just Johnson County (described in later section)
- Sec. 1-1104 Duties & Responsibilities for Arts Advisory Committee: state that it’s the duty of the Gallery Director to “find artists *from a variety of backgrounds and cultures* to exhibit their works in the gallery”
- Sec. 1-1304 Duties & Responsibilities for Sustainability Committee: added “educating the public on the disproportionate impacts of climate change” to the list.
- Sec. 1-401 Oaths and Bonds: change to the oath (described later)

Sec. 1-203: Council President Currently elected at the first Council meeting in January

### **Pros to moving to March**

- New council members get a chance to get comfortable and get to know one another.

### **Cons of moving to March**

- If the council president loses their seat, the position could be vacant for the first two months of the year, or you would need to appoint an interim.
- Requires a charter ordinance change (Charter Ord 33).

# Article 3. Officers and Employees



## **Sec. 1-308: Fiscal records (duties of the City Clerk)**

Remove sections b-d stating the city clerk will assist in preparing the annual budget, audit city accounts and keep an accurate account of bonds. These duties will be moved to the City Treasurer/Finance Director.



## **Sec. 1-311 Duties of the City Treasurer**

City Treasurer is a KS statutory term, but we are adding language to show that this is also the Finance Director.

(b) remove the requirement to give quarterly treasurer's reports in a specific month.

Add sections previously described as the City Clerk's duties (budget, auditing accounts, and keeping account of city bonds).

# Article 3. Officers and Employees (cont)



## **Sec. 1-314: Duties of the City Engineer**

Removed “The general supervision of the maintenance and repair of all public facilities.” as this is actually a Public Works Director responsibility.



## **Sec. 1-318: Code of Ethics**

Remove all references to “ethics” attorney and replaced with “city attorney” when it comes to consulting on ethics issues.

# Article 3. Officers and Employees (cont)

- Sec. 1-315 City Administrator
  - (c) *Qualifications* – remove the requirement for the person to be a resident of Johnson County and change to “live within 25 miles of Roeland Park”. This would expand the reach into Kansas City, MO and KS which are more diverse communities.
  - Also removing “public relations” as a qualifying experience and changing it to “or related fields”.
    - *and shall be a graduate of an accredited university or college, majoring in public or municipal administration or shall have the equivalent qualifications and experience in financial, administration or related fields.*
  - (g)(4) Remove the duty of providing an annual report on city affairs to Council. This is done through regular updates from PW, PD, and finance and the updates on Strategic Planning and Objectives reports.
  - Also added national conferences to the “conference attendance” section (12)

# Article 4. Oaths and Bonds

- Sec. 1-401: remove “So help me God” from the oath.
  - This was recommended by the DEI committee. Precedence in Lawrence, KS.
- Sec. 1-403: remove section on bonds and replace with Insurance Required in the amount of at least \$500k per occurrence.
  - The City does not provide bonds any longer for specific public officials and has a blanket liability policy.





# Article 6. Open Records

- Sec. 1-610. Requests to Be Directed to ~~Custodians~~ the City Clerk.
  - All members of the public, in seeking access to, or copies of, a public record in accordance with the provisions of the Kansas Open Records Act, shall address their requests to the ~~custodian charged with responsibility for the maintenance of the record sought to be inspected or copied~~ City Clerk who will forward the request to the appropriate record custodian.
  - ~~• (b) Whenever any City officer or employee appointed or designated as a custodian under this article is presented with a request for access to, or copy of, a public record which record the custodian does not have in his or her possession and for which he or she has not been given responsibility to keep and maintain, the custodian shall so advise the person requesting the record. Further, the person making the request shall be informed as to which custodian the request should be addressed to, if such is known by the custodian receiving the request.~~
  - Streamlining this and having all requests flow through the City Clerk who will forward them on to the correct individuals/custodians.



# Article 7: Investment of Public Funds

---

- This section was reviewed, and updates were made based on recommendations from the City's Financial Advisors at Columbia Capital and complies with state law.
- Sec. 1-708: Removed the section that states we will deposit all interest in the General Fund. We deposit interest in all of our funds based on the percentage of total idle cash invested from each fund.



# Changes to All Standing Committees

---

- Each Committee will have
  - 2 Council members, one primary and one alternate
  - Up to nine additional members
  - A majority shall be residents of the City
- At the first meeting of each year, committees shall elect a chair and vice chair or co-chairs as determined by the committee.





# Article 12. Youth Advisory Committee

---

- Deleted this section as this committee has never been established due to a lack of interest.
- Staff recommends incorporating youth into standing committees if there is a desire to have youth involvement.



# Possible Charter Ordinance Changes:

- Charter Ord. 32
  - **Sec. 1-301. Appointment**
    - The Mayor shall appoint, by and with the consent of the Council, a Judge of the Municipal Court, a City Attorney, a City Prosecutor, ~~an Ethics Attorney~~ and a City Engineer. Prior to any initial appointment, ~~a committee of the Governing Body appointed by the City Council~~ of staff and the Governing Body shall interview candidates for the position and recommend one for appointment by the Mayor.
    - **Note – this was changed via ord 1050 on Jan 2, 2024, however it actually requires a charter ordinance to remove.**
- Charter Ord 33:
  - **Sec. 1-203. President of the Council.**
    - (a) change council president election to March instead of January.
    - (b)(2) Under duties of Council President, leave “Preside at all Governing Body Workshops” and strike “given that co-chairs may present items specific to their assigned service area (i.e. Administration, Public Works, Public Safety, or Finance)”

## ARTICLE 1. GENERAL PROVISIONS

### Sec. 1-101. Code Designated.

The chapters, articles and sections herein shall constitute and be designated as "The Code of the City of Roeland Park, Kansas," and may be so cited. The Code may also be cited as the "Roeland Park City Code."

(Code 1986)

### Sec. 1-102. Definitions.

In the construction of this Code and of all ordinances of the City, the following definitions and rules shall be observed, unless such construction would be inconsistent with the manifest intent of the City Council or the context clearly requires otherwise:

- (a) *Bond*. When a bond is required, an undertaking in writing shall be sufficient.
- (b) *City* shall mean the City of Roeland Park, Kansas.
- (c) *Code* shall mean "The Code of the City of Roeland Park, Kansas."
- (d) *Computation of time*. The time within which an act is to be done shall be computed by excluding the first and including the last day; and if the last day be a Saturday, Sunday, or legal holiday, that day shall be excluded.
- (e) *County* means the County of Johnson in the State of Kansas.
- (f) *Delegation of authority*. Whenever a provision appears requiring or authorizing the head of a department or officer of the City to do some act or perform some duty, it shall be construed to authorize such department head or officer to designate, delegate and authorize subordinates to do the required act or perform the required duty unless the terms of the provision designate otherwise.
- (g) ~~Gender. Words importing the masculine gender include the feminine and neuter.~~
- (h) *Governing body* shall be construed to mean the Mayor and City Council of the City.
- (i) *In the City* shall mean and include all territory over which the City now has, or shall hereafter acquire jurisdiction for the exercise of its police powers or other regulatory powers.
- (j) *Joint authority*. All words giving a joint authority to three or more persons or officers shall be construed as giving such authority to a majority of such persons or officers.
- (k) *Month* shall mean a calendar month.
- (l) *Number*. Words used in the singular include the plural and words used in the plural include the singular.
- (m) *Oath* includes an affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the word "swear" is equivalent to the word "affirm."
- (n) *Officers, departments, etc.* Officers, departments, boards, commissions and employees referred to in this Code shall mean officers, departments, boards, commissions and employees of the City of Roeland Park, unless the context clearly indicates otherwise.

**Commented [JL1]:** This is something we can change throughout the code: use gender neutral pronouns-DEI item. Then this definition can go away or change.

- (o) *Owner* applied to a building or land, shall include not only the owner of the whole but any part owner, joint owner, tenant in common or joint tenant of the whole or a part of such building or land.
- (p) *Person* includes a firm, partnership, association of persons, corporation, organization or any other group acting as a unit, as well as an individual.
- (q) *Property* includes real, personal and mixed property.
- (r) *Real property* includes lands, tenements and hereditaments, and all rights thereto and interest therein, equitable as well as legal.
- (s) *Shall, may*. "Shall" is mandatory and "may" is permissive.
- (t) *Sidewalk* means any portion of a street between the curb line and the adjacent property line intended for the use of pedestrians.
- (u) *Signature, subscription* includes a mark when the person cannot write, when ~~his or her~~their name is written near such mark and is witnessed by a person who writes ~~his or her~~their own name as a witness.
- (v) *State* shall be construed to mean the State of Kansas.
- (w) *Street* means and includes public streets, avenues, boulevards, highways, roads, alleys, lanes, viaducts, bridges and the approaches thereto and all other public thoroughfares in the City.
- (x) *Tenant or occupant* applied to a building or land, shall include any person holding a written or oral lease of, or who occupies the whole or a part of such building or land, whether alone or with others.
- (y) *Tenses*. Words used in the past or present tense include the future as well as the past and present.
- (z) *Writing or written* may include printing, engraving, lithography and any other mode of representing words and letters, except those cases where the written signature or the mark of any person is required by law.
- (aa) *Year* means a calendar year, except where otherwise provided.

(Code 1986)

### Sec. 1-103. Existing Ordinances.

The provisions appearing in this Code, so far as they are in substance the same as those of ordinances existing at the time of the effective date of this Code, shall be considered as continuations thereof and not as new enactments. ~~hho~~ (Code 1986)

### Sec. 1-104. Effect of Repeal.

The repeal of an ordinance shall not revive an ordinance previously repealed, nor shall such repeal affect any right which has accrued, any duty imposed, any penalty incurred or any proceeding commenced under or by virtue of the ordinance repealed, except as shall be expressly stated therein. ~~hho~~ (Code 1986)

### Sec. 1-105. Catchlines of Sections.

The catchlines of the sections of this Code printed in boldface type are intended as mere catchwords to indicate the contents of the section and shall not be deemed or taken to be titles of such sections, nor as any part of any section, nor unless expressly so provided, shall they be so deemed when any section, including its catchline, is amended or reenacted.

(Code 1986)

Created: 2023-10-02 15:06:51 [EST]

(Supp. No. 15, Update 5)

---

**Sec. 1-106. Parenthetical and Reference Matter.**

The matter in parenthesis at the ends of sections is for information only and is not a part of the Code. Citations indicate only the source and the text may or may not be changed by this Code. This Code is a new enactment under the provisions of K.S.A. 12-3014 and 12-3015. Reference matter not in parenthesis is for information only and is not a part of this Code.

(Code 1986)

**Sec. 1-107. Amendments: Repeal.**

Any portion of this Code may be amended by specific reference to the section number as follows: "Section \_\_\_\_\_ of the Code of the City of Roeland Park is hereby amended to read as follows: (the new provisions shall then be set out in full)..." A new section not heretofore existing in the Code may be added as follows: "The Code of the City of Roeland Park is hereby amended by adding a section (or article or chapter) which reads as follows:...(the new provisions shall be set out in full)..." All sections, or articles, or chapters to be repealed shall be repealed by specific reference as follows: "Section (or article or chapter) \_\_\_\_\_ of the Code of the City of Roeland Park is hereby repealed."

(Code 1986)

**Sec. 1-108. Powers Generally.**

All powers exercised by cities of the second class, or which shall hereafter be conferred upon them, shall be exercised by the Governing Body, subject to such limitations as prescribed by law.

(Code 1986)

**Sec. 1-109. Ordinances.**

The Governing Body shall have the care, management and control of the City and its finances, and shall pass all ordinances needed for the welfare of the City. All ordinances shall be valid when a majority of all the members-elect of the City Council shall vote in favor. Where the number of favorable votes is one less than required, the Mayor shall have power to cast the deciding vote in favor of the ordinance.

(Code 1986)

State law reference(s)—K.S.A. 12-3002.

**Sec. 1-110. Same; Subject and Title; Amendment.**

No ordinance shall contain more than one subject, which shall be clearly expressed in its title; and no section or sections of an ordinance shall be amended unless the amending ordinance contains the entire section or sections as amended and the section or sections amended shall be repealed.

(Code 1986)

State law reference(s)—K.S.A. 12-3004.



---

**Sec. 1-111. Same; Publication.**

No ordinance, except those appropriating money, shall be in force until the ordinance, or a certified summary thereof, is published in the official City newspaper by the City Clerk. One publication of any such ordinance shall be sufficient unless additional publications are required by statute or ordinance. The publisher of the newspaper shall prefix such published ordinance by a line in brackets stating the month, day and year of such publication.

(Code 1986)

State law reference(s)—K.S.A. 12-3007.

**Sec. 1-112. Same; ~~Code of Ordinances~~ ~~Book~~.**

Following final passage and approval of each ordinance, the City Clerk shall enter the same in the ~~ordinance book~~ ~~code of ordinances~~ of the City as provided by law. Each ordinance shall have appended thereto the manner in which the ordinance was passed, the date of passage, the page of the journal containing the record of the final vote on its passage, the name of the newspaper in which published and the date of publication.

(Code 1986)

State law reference(s)—K.S.A. 12-3008.

**Sec. 1-113. Resolutions, Motions.**

Except where a state statute or City ordinance specifically requires otherwise, all resolutions and motions shall be passed if voted upon favorably by a majority of a quorum of the City Council.

(Code 1986)

**Sec. 1-114. City Records.**

The City Clerk or any other officer or employee having custody of City records and documents shall maintain such records and documents in accordance with K.S.A. 12-120 to 12-121 inclusive, which is incorporated by reference herein as if set out in full.

(Code 1986)

State law reference(s)—K.S.A. 12-120, 12-121.

**Sec. 1-115. Altering Code.**

It shall be unlawful for any person, firm or corporation to change or amend by additions or deletions, any part or portion of this Code, or to insert or delete pages, or portions thereof, or to alter or tamper with such Code in any manner whatsoever which will cause the law of the City of Roeland Park to be misrepresented thereby. This restriction shall not apply to amendments or revisions of this Code authorized by ordinance duly adopted by the Governing Body.

(Code 1986)

---

**Sec. 1-116. Scope of Application.**

Any person convicted of doing any of the acts or things prohibited, made unlawful, or the failing to do any of the things commanded to be done, as specified and set forth in this Code, shall be deemed in violation of this Code and punished in accordance with Section 1-117. Each day any violation of this Code continues shall constitute a separate offense.

(Code 1986)

**Sec. 1-117. General Penalty.**

Whenever any offense is declared by any provision of this Code, absent a specific or unique punishment prescribed, the offender shall be punished in accordance with this section.

- (a) A fine of not more than \$2,500.00; or
- (b) Imprisonment in jail for not more than 179 days; or
- (c) Both such fine and imprisonment not to exceed subsections (a) and (b) above. Each such person is guilty of a separate offense for each and every day during any portion of which any violation of any provision of the City ordinances or this Code is committed, continued or permitted by any such person, and such person shall be punished accordingly.

(Code 1998)

**Sec. 1-118. Severability.**

If for any reason any chapter, article, section, subsection, sentence, clause or phrase of this Code or the application thereof to any person or circumstance, is declared to be unconstitutional or invalid or unenforceable, such decision shall not affect the validity of the remaining portions of this Code.

(Code 1986)

## **ARTICLE 2. GOVERNING BODY**

**Sec. 1-201. Governing Body.**

The Governing Body shall consist of a Mayor and eight Councilmembers, all of whom shall be elected in the manner provided by Charter Ordinance No. 5, as set out in Chapter 6 and Appendix A of this Code.

(Code 1986)

**Sec. 1-202. Mayor; Powers and Duties.**

The Mayor shall:

- (a) Preside at all meetings of the Governing Body, except as set forth in subsection 1-203(b)(2);
- (b) Have the tie-breaking vote on all questions when the members present are equally divided, except as set forth in subsection 1-203(a);

- 
- (c) Promote good conduct and cause to be remedied any neglect, carelessness, or other violation of duty of all elected officers;
  - (d) Sign the commissions and appointments of all officers elected or appointed;
  - (e) Endorse the approval of the Governing Body on all official bonds;
  - (f) From time to time communicate to the City Council such information and recommend such measures as ~~he or she~~they may deem advisable;
  - (g) Have the power to approve or veto any ordinance as the laws of the state shall prescribe; and
  - (h) Sign all orders and drafts drawn upon the City Treasurer for money.

(Code 1977, § 1-102; Code 1986; Chart. Ord. No. 34, § 1, 9-19-2016)

Note(s)—For authority to remove any appointed officer see Sections 1-302—1-306.

### Sec. 1-203. President of the Council.

- (a) There shall be a President of the Council who shall serve a one-year term and who shall be selected in accordance with the following procedure. **At the first Council meeting in January of each year or the Council meeting following the resignation of the acting Council President, nominations shall be made. At the second meeting in January, or the second meeting following the resignation of the Council President, and an election shall be held on the Council President.** Once the nominations are made, a brief five-minute speech will be allowed from each candidate. Upon election by a majority of the Councilmembers present, the President of the Council shall be elected for the next term. The Mayor does not have a tie-breaking vote in the selection of the President of the Council. If a majority vote of Councilmembers present cannot be met, the following procedure shall be followed. If there are more than two nominations, the number of nominations shall be narrowed down to two and the process repeated. The top two vote getters shall move on. If there is a tie between the second or more vote getters, a coin flip shall decide who is in the top two. If there is a tie in the vote of the final two, a coin shall be flipped to determine the President of the Council. This process will be repeated annually each January.
- (b) The President of the Council shall have the following duties:
  - (1) Preside at meetings of the City Council in the absence of the Mayor while retaining all the privileges of a Councilmember;
  - (2) Preside at all Governing Body Workshops, ~~given that Co-Chairs may present items specific to their assigned service area (i.e. Administration, Public Works, Public Safety or Finance);~~
  - (3) Participate in meetings or events on behalf of the Mayor when the Mayor cannot attend due to a schedule conflict; and
  - (4) Advise and consult with City staff when an urgent issue arises and the Mayor cannot be reached in a reasonable period of time after attempts to reach the Mayor have been made.

(Chart. Ord. No. 26, §§ 2, 3, 5, 1-21-2014; Chart. Ord. No. 33, § 1, 9-19-2016; Ord. No. 989, § 1, 1-6-2020)

Note(s)—At the discretion of the editor, the provisions of Chart. Ord. No. 26 §§ 2 and 3, pertaining to the President of the Council have been codified as § 1-203, above. Provisions of § 4 pertaining to the Acting President of the Council have been codified as § 1-203.1, below.

---

### **Sec. 1-203.1 Acting President of the Council.**

In the absence of both the Mayor and the President of the Council at a meeting of the Governing Body, the Council shall elect one of its members to serve as Acting President of the Council who shall preside at the meeting. While presiding at a meeting of the Governing Body, the Acting President of the Council shall retain all the privileges of a Councilmember. If the election for the Acting President of the Council results in a tie, a coin shall be flipped.

(Chart. Ord. No. 26, § 4, 1-21-2014; Chart. Ord. No. 33, § 2, 9-19-2016)

### **Sec. 1-204. Administrative Powers.**

The Governing Body may designate whether the administration of a policy or the carrying out of any order shall be performed by a committee, an appointive officer, or the Mayor. If no administrative authority is designated it shall be vested in the City Administrator or his/her designee.

(Code 1986; Ord. No. 931, § 1, 9-19-2016)

#### **Sec. 1-204.1. Council Purpose, Powers and Duties.**

- (a) *Purpose.* Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the City and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of ethics and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the long-term public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach. The Council is responsible for setting policy and community direction.
- (b) *Powers and Duties.* The Council has the duty to meet and consider policy and community direction issues and the authority to adopt said policy. All powers exercised by cities of the second class or which shall hereafter be conferred upon them shall be exercised by the Governing Body, subject to such limitations as prescribed by law. All legislative authority granted or limited by law shall be vested in the Mayor and City Council as the Governing Body to the City. No member of the Council shall directly interfere with the conduct of any department, except at the express direction of the Council.

(Ord. No. 931, § 7, 9-19-2016)

### **Sec. 1-205. Meetings.**

The regular meetings of the Governing Body shall be held on the first and third Monday of each month at 6:00 p.m. in the Council Chambers of the Roeland Park City Hall, 4600 West 51st Street, Roeland Park, Kansas, or at such other location as may be designated in a notice of meeting. In case the first or third Monday of any month falls on a holiday, the regular meeting shall be held on the next secular day thereafter that is not a legal holiday. In the event of an emergency which jeopardizes the safety of meeting participants or the general public, and/or ability to conduct the meetings as previously set forth, alternative arrangements may be made. To do so, the Mayor, Council President, and City Administrator must all agree as to a date, time and procedure to conduct the meeting. In that event, the limitations of Section 1-1604 shall not apply.

(Ord. 771, § 1; Code 2007; Ord. No. 900, § 1, 11-17-2014; Ord. No. 982, § 1, 7-22-2019; Ord. No. 992, § 1, 3-16-2020)

---

### Sec. 1-206. Special Meetings.

Special meetings of the Governing Body shall be called by the Mayor at any time upon written request of not fewer than three members of the City Council.

(Ord. 786, § 1; Code 2007)

State law reference(s)—K.S.A. 14-111.

### Sec. 1-207. Workshops.

The regular meetings of the Governing Body Workshop shall be held on the first and third Mondays of each month immediately following the regular meeting of the Governing Body in or adjacent to the Council Chambers of the Roeland Park City Hall, 4600 West 51st Street, Roeland Park, Kansas, or at such other location as may be designated in a notice of meeting. In case the first or third Monday of any month falls on a holiday, the regular meeting may be held on the next secular day thereafter that is not a legal holiday or the fourth Monday of the same month. The procedure for a Councilmember to add a topic as an agenda item for a Workshop meeting shall be as follows:

- (1) A Councilmember generates an idea for an agenda topic;
- (2) The Councilmember gains the support of two (2) other Councilmembers;
- (3) The Councilmember submits a completed Action Form to the City Administrator;
- (4) The City Administrator takes the completed Action Form to the agenda-setting meeting with the Mayor and Council President;
- (5) Space is identified for discussion of the topic on an upcoming Workshop agenda (not necessarily the next Workshop meeting); and
- (6) The topic is placed on an upcoming agenda and workshopped.

(Ord. No. 931, § 2, 9-19-2016; Ord. No. 982, § 2, 7-22-2019)

Editor's note(s)—Ord. No. 931, § 2, adopted Sept. 19, 2016, repealed the former § 1-207, and enacted a new § 1-207 as set out herein. The former § 1-207 pertained to adjourned meetings and derived from Code 1986.

### Sec. 1-208. Quorum.

At all meetings of the Governing Body, a majority of the Councilmembers elect, ~~excluding the Mayor,~~ shall constitute a quorum to do business, but a minority may adjourn from day to day and may compel the attendance of absentees by a fine not exceeding \$10.00 for each offense unless a reasonable excuse be offered.

(Code 1977, § 1-103; Ord. No. 931, § 3, 9-19-2016)

State law reference(s)—K.S.A. 14-111.

### Sec. 1-209. Compensation.

- (a) The Mayor shall receive a salary of \$510.00 per month for ~~his or her~~their services. Each Councilmember shall receive a salary of \$425.00 per month for ~~his or her~~their services.

- 
- (b) The Mayor or any Councilmember may elect to receive monthly compensation in amounts less than the amounts set forth in this section. Such election may be made by the Mayor or any Councilmember irrespective of any election made by any other member of the Governing Body.
  - (c) Any election made pursuant to subsection (b) shall be effective beginning the pay period following the submission of a written request therefore, and shall remain in effect for a period of one year or the end of that Governing Body member's term of office, whichever occurs first. If, at the expiration of any such period, the Governing Body member does not renew such election in writing, the Governing Body member shall automatically be compensated in the monthly amount specified in this section.

(Ord. No. 852, § 1—4)

#### **Sec. 1-210. Expenses.**

Members of the Governing Body shall be reimbursed for all expenses incurred in the performance of their official duties. However, no expense shall be reimbursed until an itemized accounting ~~shall have been presented is~~ provided to the City Clerk and the payment is approved by the Governing Body in a regular meeting of the Council.

(Code 1986)

#### **Sec. 1-211. Incorporating Code of Procedure for Kansas Cities.**

There is hereby incorporated by reference for the purpose of regulating Governing Body procedures, that certain standard code known as the "Code of Procedure for Kansas Cities, Fourth Edition," prepared and published in pamphlet form by the League of Kansas Municipalities, Topeka, Kansas, save and except such sections as are hereafter modified or changed, such incorporation being authorized by K.S.A. 12-3009 through 12-3012, inclusive, and K.S.A. 12-3301 and 12-3302, as amended. At least one copy of said Code of Procedure for Kansas Cities shall be marked or stamped "Official Copy as Adopted by Ordinance No. 1046," with all sections or portions thereof intended to be changed clearly marked to show any such change, and to which shall be attached a copy of the ordinance from which this section is derived, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The City Attorney, Police Department, Municipal Judge and all administrative departments of the City charged with enforcement of the ordinance shall be supplied, at the cost of the City, such number of official copies of such Code of Procedure for Kansas Cities similarly marked, as may be deemed expedient. This section shall take effect upon the publication of the ordinance from which this section is derived, or the publication of a summary thereof, in the official City's designated newspaper.

(Ord. No. 899, § 1, 9-22-2014; Ord. No. 1046, 6-10-2023)

Editor's note(s)—Ord. No. 899, § 1, adopted September 22, 2014, repealed the former § 1-211, and enacted a new § 1-211 as set out herein. The former § 1-211 pertained to rules and order of business and derived from Ord. No. 872, § 1.

#### **Sec. 1-212. Same; Amendment to Section 7.**

Section 7 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Public Comment.** The Governing Body may by resolution adopt guidelines for the consideration of public comment at meetings of the Governing Body.

(Ord. No. 899, § 2, 9-22-2014; Ord. No. 931, § 4, 9-19-2016)

---

**Sec. 1-213. Same; Amendment to Section 21.**

Section 21 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Motion to Refer; Motion to Table; Motion to Take From Table.** If the Governing Body deems it appropriate, it may refer an ordinance, resolution, contract, or any other matter back to staff, committee, board, or other appropriate location for further review and consideration. A Motion to Refer may or may not contain a time certain for the item to be returned to the Governing Body. A pending question may also be tabled. A Motion to Table is non-debatable. A Motion to Table may or may not contain a time certain for the item to be returned to the Governing Body; however, once tabled, the question shall not be discussed until a Motion to Take From Table is passed. A Motion to Take From Table is non-debatable.

(Ord. No. 899, § 3, 9-22-2014)

**Sec. 1-214. Same; Amendment to Section 33.**

Section 33 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Same; Ordinary Ordinance.** The adoption of an ordinary ordinance requires five (5) affirmative votes of the Council.

(Ord. No. 899, § 4, 9-22-2014)

**Sec. 1-215. Same; Amendment to Section 35.**

Section 35 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Same; Ordinary Ordinance; Mayor's Veto.** The Mayor may veto any ordinance passed by the Council on or before the next regularly scheduled meeting with the exception of ordinances on which the Mayor casts the deciding vote and appropriation ordinances. Ordinances not signed or vetoed by the Mayor take effect without the Mayor's signature. Any ordinance vetoed by the Mayor may be passed over the veto by a vote of six (6) councilmembers. The President of the Council, acting in the absence of the Mayor, shall have no power to sign or veto ordinances.

(Ord. No. 899, § 5, 9-22-2014)

**Sec. 1-216. Same; Amendment to Section 37.**

Section 37 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Same; Charter Ordinance.** The adoption of a charter ordinance requires six (6) affirmative votes of the Governing Body. The Mayor is a member of the Governing Body and shall vote on a charter ordinance, but has no power to veto a charter ordinance.

(Ord. No. 899, § 6, 9-22-2014)

**Sec. 1-217. Same; Addition to Code of Procedure for Kansas Cities (Chairs and Co-Chairs of Service Areas).**

The following shall be an addition to the Code of Procedure for Kansas Cities:

Chairs and Co-Chairs of Service Areas. All members of the City Council shall serve as Service Area representatives. Two members shall be appointed annually to serve one-year terms as Co-Chairs of each standing Service Area for the following year. Beginning on January 1, 2017, service area membership shall rotate annually each March in accordance with the schedule set forth below. The following shall be the standing Service Areas:

Administrative (1)

Finance (2)

Safety (3)

Public Works (4)

Each Council position has been assigned a position number for purposes of Service Area assignments:

Ward	Term Expiring	Position
1	<del>2027 (2031) 2019 (2023)</del>	1
1	202 <del>5</del> 4 (202 <del>9</del> 5)	2
2	202 <del>5</del> 4 (202 <del>9</del> 5)	3
2	20 <del>27</del> 49 (20 <del>31</del> 23)	4
3	202 <del>5</del> 4 (202 <del>9</del> 5)	5
3	20 <del>27</del> 49 (20 <del>31</del> 23)	6
4	20 <del>25</del> 24 (202 <del>9</del> 5)	7
4	20 <del>27</del> 49 (20 <del>31</del> 23)	8

Appointments will change on an eight-year rotation schedule according to the following schedule:

Service Area	<del>2024</del>	<del>2025</del>	<del>2026</del>	<del>2027</del>	<del>2028</del>	<del>2029</del>	<del>2030</del>	<del>2023</del> <del>2031</del>	<del>2024</del>	<del>2025</del>	2026	2027	2028
(1)	<del>8-1</del>	<del>1-7</del>	<del>7-2</del>	<del>2-6</del>	<del>6-3</del>	<del>3-5</del>	<del>5-4</del>	4-8	<del>8-1</del>	<del>1-7</del>	7-2	2-6	6-3
(2)	<del>7-4</del>	<del>4-6</del>	<del>6-1</del>	<del>1-5</del>	<del>5-2</del>	<del>2-8</del>	<del>8-3</del>	3-7	<del>7-4</del>	<del>4-6</del>	6-1	1-5	5-2
(3)	<del>6-3</del>	<del>3-5</del>	<del>5-4</del>	<del>4-8</del>	<del>8-1</del>	<del>1-7</del>	<del>7-2</del>	2-6	<del>6-3</del>	<del>3-5</del>	5-4	4-8	8-1
(4)	<del>5-2</del>	<del>2-8</del>	<del>8-3</del>	<del>3-7</del>	<del>7-4</del>	<del>4-6</del>	<del>6-1</del>	1-5	<del>5-2</del>	<del>2-8</del>	8-3	3-7	7-4

Whoever is elected to fill that member's seat will take the position that the outgoing member had in the rotation. At the end of the rotation after year 8, the rotation schedule will start over (with the assignments being the same as for year 1).

(Ord. No. 899, § 7, 9-22-2014; Ord. No. 931, § 5, 9-19-2016; Ord. No. 1048, § 1, 8-7-2023)

Editor's note(s)—Ord. No. 931, § 5, adopted Sept. 19, 2016, changed the title of § 1-217 from "Same; Addition to Code Procedure for Kansas Cities (Standing Committees of the City Council)" to "Same; Addition to Code of Procedure for Kansas Cities (Chairs and Co-Chairs of Service Areas)."

#### **Sec. 1-218. Same; Deletions from Code of Procedure for Kansas Cities.**

Sections 36, 38 and 41 of the Code of Procedure for Kansas Cities are hereby deleted in their entirety.

(Ord. No. 899, § 8, 9-22-2014)



---

#### Sec. 1-219. Same; Amendment to Section 23.

Section 23 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Motion to Call the Previous Question.** A Motion to Call the Previous Question is not debatable and, if passed by a majority of the City Council present and voting at a meeting, calls for an immediate vote on the substantive motion. This motion requires a vote.

(Ord. No. 900, § 2, 11-17-2014)

#### Sec. 1-220. Same; Amendment to Section 27.

Section 27 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Form of Vote.** All votes shall be by voice vote, a "show of hands," or a roll call vote. No vote shall be by secret ballot.

(Ord. No. 900, § 3, 11-17-2014)

#### Sec. 1-221. Same; Amendment to Section 42.

Section 42 of the Code of Procedure for Kansas Cities is hereby amended to read as follows:

**Rules.** For those matters not covered by these rules, the procedure shall be as decided by a majority vote of the City Council. These rules may be amended after their adoption by a subsequent ordinance amending the specific rules as identified in the amending ordinance. Such ordinance amends the adopting ordinance.

(Ord. No. 900, § 4, 11-17-2014)

#### Sec. 1-222. Same; Addition to Code of Procedure for Kansas Cities (Point of Order; Appeal).

The following shall be an addition to the Code of Procedure for Kansas Cities:

**Point of Order; Appeal.** When a member of the Governing Body believes that any person is violating one of these rules of procedure or any procedural guidelines adopted pursuant to section 7 of these rules of procedure, or any amendments thereto, ~~he or she~~<sup>they</sup> may raise a Point of Order, thereby calling upon the Chair of the meeting for a ruling and an enforcement of the rules. Any two members of the Governing Body may appeal from the decision of the Chair on a Point of Order. By one member taking the appeal and the second member seconding it, the question is taken from the Chair and vested in the Governing Body for final decision. The question on an Appeal is whether the ruling of the Chair shall be upheld. The Chair does not vote on an Appeal. An Appeal is not debatable, and a majority or tie vote sustains the ruling of the Chair.

(Ord. No. 900, § 5, 11-17-2014)

### ARTICLE 3. OFFICERS AND EMPLOYEES

#### Sec. 1-301. Appointment.

The Mayor shall appoint, by and with the consent of the Council, a Judge of the Municipal Court, a City Attorney, a City Prosecutor, ~~an Ethics Attorney~~ and a City Engineer. Prior to any initial appointment, a committee of ~~the Governing Body appointed by the City Council~~<sup>staff and the Governing Body</sup> shall interview candidates for

Commented [JL2]: These are Charter Ordinance changes

(Supp. No. 15, Update 5)

Created: 2023-10-02 15:06:52 [EST]

---

the position and recommend one for appointment by the Mayor. Any officers appointed and confirmed shall hold an initial term of office of not to exceed one year and until their successors are appointed and qualified. Any officers who are reappointed shall hold their offices for a term of one year and until their successors are appointed and qualified. The Council shall by ordinary ordinance specify the duties and compensation of the office holders, and by ordinary ordinance may abolish any office created by the Council whenever deemed expedient.

(Chart. Ord. No. 24, § 1; Code 2012; Chart. Ord. No. 32, § 10, 7-18-2016)

### **Sec. 1-302. Removal.**

In addition to all other powers conferred by ordinance, statute or law upon the Mayor and City Council for the removal of appointed officials of the City, officers appointed by the Mayor with the consent of the City Council may be removed from office for good cause. For the purposes of Sections 1-302—1-306, the following terms, phrases and words, and their derivations shall have the following meaning:

- (a) *Good cause* shall mean any act or acts by an officer which constitutes misconduct, misfeasance, malfeasance, gross neglect of official duty or incompetency.
- (b) *Gross neglect of official duty* shall mean willful failure to perform or utter disregard of the duties incumbent on an officer.
- (c) *Incompetency* shall mean lack of ability to discharge the required duties of an officer.
- (d) *Malfeasance* shall mean any wrongful conduct that affects, interrupts or interferes with the performance of official duties.
- (e) *Misconduct* shall mean a violation of the rules of propriety by which all persons should govern their behavior.
- (f) *Misfeasance* shall mean the improper performance of an act lawfully permitted to be performed by an officer.

(Ord. No. 425, § 1, A)

### **Sec. 1-303. Same; Request for Removal.**

- (a) Any request for the removal of an officer for good cause shall be in writing by the Mayor or a member of the City Council and shall be addressed to the members of the City Council, and shall state clearly and concisely the facts constituting the cause upon which the request is based.
- (b) On receipt of such request for removal, the City Council shall cause to be sent to the officer whose removal is sought a copy of the request for removal and a statement that the officer has ten days within which to request a public or private hearing before the City Council regarding the allegations contained therein.

(Ord. No. 425, § 1, B, C)

### **Sec. 1-304. Same; Hearing.**

If the officer whose removal is sought requests a hearing on the allegations contained in the request for removal, the City Council shall hold such hearing, either public or private as requested, at a time and place determined by the City Council, with at least five days notice of such time and place being given to the individual requesting such hearing. If no request for such hearing is received within ten days of the forwarding of the request for removal by the City Council, the City Council may proceed to act upon the request for removal without further notice.

---

Created: 2023-10-02 15:06:52 [EST]

(Supp. No. 15, Update 5)

(Ord. No. 425, § 1, D)

#### Sec. 1-305. Same; Vote of Council.

Removal of an appointive officer shall be by majority vote of all elected Councilmembers, irrespective of the number of elected Councilmembers present and voting at the time of the hearing.

(Ord. No. 425, § 1, E)

#### Sec. 1-306. Same; Suspension.

Pending the determination of the City Council as provided in Sections 1-303—1-305, the Mayor, with the consent of the City Council, may suspend such officer with or without pay.

(Ord. No. 425, § 1, F)

#### Sec. 1-307. City Clerk.

The City Clerk shall:

- (a) Be custodian of all City records, books, files, papers, documents and other personal effects belonging to the City and not properly pertaining to any other office;
- (b) Carry on all official correspondence of the City;
- (c) Attend and keep a record of the proceedings of all regular and special meetings of the Governing Body;
- (d) Keep official record of ~~Enter~~ every appointment of office and the date thereof ~~in the journal~~;
- (e) Enter ~~or place~~ each ordinance of the City in the code of ordinances ~~books~~ after its passage;
- (f) Publish all ordinances, except those appropriating money, and such resolutions, notices and proclamations as may be required by law or ordinance.

(Code 1977, § 1-303; Code 1986)

#### Sec. 1-308. Same; Fiscal Records.

The City Clerk shall:

- (a) Prepare and keep suitable fiscal records according to generally accepted accounting principles;
- ~~(b) Assist in preparing the annual budget;~~
- ~~(c) Audit all claims against the City for goods or services rendered for the consideration of the Governing Body. His or her Their accounts shall properly show the amounts paid from any fund of the City and the cash balance existing in each fund;~~
- ~~(d) Keep an accurate account of all bonds issued by the City;~~
- (e) Keep a record of all special assessments.

(Code 1977 § 1-303; Code 1986)

**Commented [JL3]:** These are not exclusive duties of the Clerk

### Sec. 1-309. Same; Seal; Oaths.

The City Clerk shall:

- (a) Have custody of the corporate seal of the City and shall affix the same to the official copy of all ordinances, contracts, and other documents required to be authenticated;
- (b) Have power to administer oaths for all purposes pertaining to the business and affairs of the City;
- (c) Keep suitable files of all such oaths required in to be deposited in his or her their office office, custody, or control.

(Code 1977, § 1-303; Code 1986)

**Commented [AF4]:** Added this language because, as edited, it was an incomplete sentence.

### Sec. 1-310. Same; Withholding Agent.

The City Clerk is designated as the withholding agent of the City for the purposes of the Federal Revenue (Income) Act, and shall perform the duties required of withholding agents by said act or any other act requiring withholding from the compensation of any City officer or employee. The City Clerk shall perform such other duties as may be prescribed by the Governing Body and the Kansas statutes.

(Code 1986)

### Sec. 1-311. City Treasurer.

The duties of the City Treasurer, also referred to as the Finance Director, shall be as follows:

- (a) Publish or cause to be published quarterly statements of the financial records of the City in the manner and style provided by law;
- (b) Make a quarterly statement report to the Governing Body on the second meeting date in February, May, August and November of each year;
- (c) Perform such other and further duties as may be provided by the Governing Body such as assisting in internal control analysis and recommending changes in procedures to minimize risk of fraud and collusion in handling cash;
- (d) Reviews entries made to the general ledger for correctness; and
- (e) Advise on application of accounting principles.
- (f) The City Administrator may designate City staff to perform the duties assigned to the City Treasurer by the Code or by state statutes.

(g) Assist in preparing the annual budget;

(h) Audit all claims against the City for goods or services rendered for the consideration of the Governing Body. His or her Their accounts shall properly show the amounts paid from any fund of the City and the cash balance existing in each fund;

(i) Keep an accurate account of all bonds issued by the City;

(Code 2014)

Created: 2023-10-02 15:06:52 [EST]

(Supp. No. 15, Update 5)

---

### Sec. 1-312. City Attorney.

The City Attorney shall:

- (a) Attend meetings of the City Council when so directed to attend by the City Council;
- (b) Advise the City Council and all officers of the City upon such legal questions affecting the City and its offices as may be submitted to him or her;
- (c) When requested by the City Council, give opinions in writing upon any such questions;
- (d) Draft such ordinances, contracts, leases, easements, conveyances and other instruments in writing as may be submitted to him or her in the regular transaction of affairs of the City;
- (e) Approve all ordinances of the City as to form;
- (f) Attend Planning Commission and Board of Zoning Appeals meetings when so directed by the boards;
- (g) Prosecute municipal violations and all other matters before the municipal court, except when such violations or matters are prosecuted by the City Prosecutor.
- (h) Perform such other duties as may be prescribed by the Governing Body and the Kansas statutes.

(Code 1977, § 1-307; Code 1986)

### Sec. 1-313. City Prosecutor.

The duties of the City Prosecutor shall be consistent with the duties set forth in K.S.A. 12-4110 and section 1-312 of this Code and shall consist of prosecuting cases in the municipal court and performing such other duties as assigned to him or her by the City Attorney. With the exception of the duties of assisting, conjunctively in the prosecution of matters in the municipal court, the City Prosecutor's duties shall not in any way diminish the general duties of the City Attorney as set forth in Section 1-312.

(Ord. No. 820, § 1)

### Sec. 1-313A. Special Prosecutor.

Special Prosecutor 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.

(Chart. Ord. No. 12)

### Sec. 1-314. City Engineer.

The City Engineer shall be responsible for:

- (a) The design and specifications for all City streets, public buildings and other public facilities, unless otherwise assigned to a third party firm;
- (b) The inspection of all public works projects including streets, and other public facilities;
- (c) ~~The general supervision of the maintenance and repair of all public facilities.~~

(Code 2014)

---

### Sec. 1-315. City Administrator.

- (a) *Office of City Administrator established.* There is hereby created and established the office of City Administrator for the City.
- (b) *Appointment and tenure.* A qualified person shall be appointed City Administrator by the Mayor. Such appointment shall be approved by a majority of the City Council. The person so appointed shall serve at the pleasure of the Council, for an indefinite term.
- (c) *Qualifications.* The person appointed to the office of City Administrator shall be at least 25 years of age and shall ~~be a resident of Johnson County, Kansas~~ live within 25 miles of Roeland Park, unless otherwise waived, at the time of the effective date of such appointment; and shall be a graduate of an accredited university or college, majoring in public or municipal administration or shall have the equivalent qualifications and experience in financial, administration ~~or related and/or public relations~~ fields.
- (d) *Bond.* The City Administrator, before entering upon the duties of ~~his or her~~ the office, shall file with the City a bond in the amount of \$50,000.00, such bond shall be approved by the City Council and such bond shall ensure the City for the faithful and honest performance of the duties of the City and for rendering a full and proper account to the City for funds and property which shall come into the possession or control of the City Administrator. The cost of such bond shall be paid by the City; however, should the City Administrator be covered by a blanket bond to the same extent, such individual bond shall not be required.
- (e) *Compensation.* The City Administrator shall receive such compensation as may be determined from time to time by the City Council and such compensation shall be payable bi-weekly.
- (f) *Removal of City Administrator.* The City Administrator shall serve at the pleasure of the City Council. The Mayor, with the consent of a majority of the City Council, may remove the City Administrator from office at will, and such City Administrator may also be removed by a 2/3 vote of the City Council independently of the Mayor's approval or disapproval.
- (g) *Duties.*
  - (1) *Administrative office:* The City Administrator shall be the Chief Administrative Assistant to the Governing Body. Except as otherwise specified by ordinance or by the law of the State of Kansas, the City Administrator shall coordinate and supervise the operation of all departments of the City.
  - (2) *Budget:* The City Administrator shall be the budget officer of the City in accordance with Kansas Statutes and shall assemble estimates of the financial needs and resources of the City for each ensuing year and shall prepare a program of activities within the financial power of the City, embodying in it a budget document with proper supporting schedules and an analysis to be proposed to the Mayor and the City Council for their final approval.
  - (3) *Financial reports:* The City Administrator, or their designee, shall make ~~monthly~~ quarterly reports to the Mayor and City Council relative to the financial condition of the City. Such reports shall show the financial conditions of the City in relation to the budget.
  - (4) ~~Annual report: The City Administrator shall prepare and present to the Mayor and the City Council an annual report of the City's affairs, including in such report a summary of reports of department heads and such other reports as the Mayor and City Council may require.~~
  - (5) *Personnel system:* The City Administrator shall act as the personnel officer of the City and shall recommend an appropriate position classification system and pay plan to the Mayor and City Council and administer an appropriate position classification system and pay plan, as approved by the Mayor and City Council. The City Administrator, after consultation with department heads, shall approve advancements and appropriate pay increases within the approved pay plans and position classification

---

system. The City Administrator shall have the power to appoint and remove (in accordance with personnel system regulations approved by the City Council) all subordinate employees of the City. The City Administrator shall make recommendations to the Mayor regarding the appointment and removal of all appointive officials of the City.

- (6) *Policy formulation:* The City Administrator shall recommend to the Mayor and City Council adoption of such measures as ~~he or she~~they may deem necessary or expedient for the health, safety, or welfare of the City or for the improvement of administrative services for the City.
- (7) *City Council agenda:* The City Administrator shall assist the Mayor in preparing an agenda for each City Council meeting at least 48 hours before the time of the regular Council meeting.
- (8) *Boards and committees:* The City Administrator shall work with all City boards and committees to help coordinate the work of each.
- (9) *Attend Council meetings:* The City Administrator shall attend all meetings of the City Council.
- (10) *Bid specifications:* The City Administrator shall supervise the preparation of all bid specifications for services and equipment, and receive sealed bids for presentation to the City Council.
- (11) *State and federal aid program:* The City Administrator shall coordinate federal and state programs which may have application to the City.
- (12) *Conference attendance:* The City Administrator shall attend state, ~~and regional~~, and national conferences and programs applicable to ~~his or her~~their office, and the business of the City, whenever such attendance is directed and approved by the City Council and the Mayor.
- (13) *Press release:* The City Administrator, in conjunction with the Mayor, shall be responsible for keeping the public informed in the purposes and methods of City government through all available news media.
- (14) *Record keeping:* The City Administrator shall keep full and accurate records of all actions taken ~~by him or her~~ in the course of ~~his or her~~their duties, and ~~he or she~~they shall safely and properly keep all records and papers belonging to the City and entrusted to ~~his or her~~their care; except as otherwise provided by law, all such records shall be and remain the property of the City and be open to inspection by the Mayor and the City Council at all times.
- (15) *Sign contracts:* The City Administrator shall sign contracts on behalf of the City after the contract has been approved or authorized by the City Council.
- (16) *Enforce ordinances:* The City Administrator shall execute and enforce all ordinances of the City.
- (17) The City Administrator shall perform such other duties as may be described or amended in any City Administrator job description or employment contract.

(h) *Powers.*

- (1) *City property:* The City Administrator shall have responsibility for all real and personal property of the City subject to ~~his or her~~their authority. ~~He or she~~They shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the City Administrator only with approval of the City Council. Real property may be sold only with the approval of the City Council by resolution or ordinance.
- (2) *Implement administrative policies:* The City Administrator shall have the power to prescribe such rules and regulations as ~~he or she~~they shall deem necessary or expedient for the implementation of administrative policies as set forth by the Governing Body.
- (3) *Coordinate officials:* The City Administrator shall have the power to overrule any action taken by a department head subject to ~~his or her~~their authority, and may supersede him or her in the functions of such office.

---

Created: 2023-10-02 15:06:52 [EST]

- 
- (4) *Investigate and report:* The City Administrator shall have the power to investigate and to examine or inquire into the affairs or operation of any department of the City under ~~his or her~~their jurisdiction, and shall report on any condition or fact concerning the City government requested by the Mayor or City Council.
  - (5) *Appear before the City Council:* The City Administrator shall have the power to appear before and address the City Council at any meeting.
  - (6) At no time shall the duties or powers of the City Administrator supersede the lawful action of the Mayor and/or City Council.

(Ord. No. 650, §§ 1—8; Code 1998; Ord. No. 931, § 6, 9-19-2016)

#### **Sec. 1-316. Appointment or Employment in More Than One Position.**

The same person may be appointed to more than one appointive office, or employed in more than one department, except that the same person shall not be appointed to incompatible offices. Salaries or wages of such persons shall be prorated between the proper funds of the several offices or departments.

(Code 1986)

#### **Sec. 1-317. Conflict of Interest.**

- (a) No City officer or employee shall be signatory upon, discuss in an official capacity, vote on any issue concerning or otherwise participate in ~~his or her~~their capacity as a public official or employee in the making of any contract with any person or business:
  - (1) In which the officer or employee owns a legal or equitable interest exceeding \$5,000.00 or five percent, whichever is less, individually or collectively with ~~his or her~~their spouse; or
  - (2) From which the officer or employee receives, in the current or immediately preceding or succeeding calendar year, any salary, gratuity, other compensation or a contract for or promise or expectation of any such salary, gratuity or other compensation or remuneration having a dollar value of \$1,000.00 or more; or
  - (3) In which ~~he or she~~they shall hold the position of officer or director, irrespective of the amount of compensation received from or ownership held in the business.
- (b) The prohibitions contained in subsection (a) of this section shall not apply to the following:
  - (1) Contracts let after competitive bidding has been solicited by published notice; and
  - (2) Contracts for property or services for which the price or rate is fixed by law.

(Code 1986)

State law reference(s)—K.S.A. 75-4301.

#### **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

---

Created: 2023-10-02 15:06:52 [EST]

(Supp. No. 15, Update 5)



---

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:
- 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~~themselves 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~~their official duties or would tend to impair ~~his or her~~their 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 ~~him~~themselves, ~~herself, his or her~~their 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~~their constituents in the course of ~~his or her~~their 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~~their capacity as such officer participates in the making of a contract in which ~~he or she~~they ~~has~~have 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~~their 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~~they personally participated during the period of ~~his or her~~their service, or which was under ~~his or her~~their active consideration. No elected official shall apply for or be considered for any employment with the City following ~~his or her~~their departure from elected office for the length of ~~his or her~~their 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~~themselves 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 action.*

- (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~~they may apply in writing to the Governing Body for a formal advisory opinion from the ~~Ethics~~ City Attorney. The officer shall have the opportunity to present ~~his or her~~their 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~~ City 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-City~~ 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-City~~ 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-City~~ 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~~their office.

(Chart. Ord. No. 29, §§ 1, 2, 3-30-2015)

Editor's note(s)—Chart. Ord. No. 29, §§ 1, 2, adopted Mar. 30, 2015, repealed the former § 1-318, and enacted a § 1-318 as set out herein. The former § 1-318 pertained to similar subject matter and derived from Chart. Ord. No. 12, §§ 3—11.

### **Sec. 1-319. Personnel Rules and Regulations.**

There is hereby incorporated by reference for the purpose of establishing employee personnel rules and regulations the document entitled "City of Roeland Park ~~Personnel Policy~~Employee Handbook" A copy of said

document shall be marked "Official Copy as adopted by the Code of the City of Roeland Park." and shall be filed with the City Clerk and shall be open to inspection and available to the public at all reasonable business hours.

(Code 2014)

## ARTICLE 4. OATHS AND BONDS

### Sec. 1-401. Oath; Affirmation.

All officers and employees of the City, whether elected or appointed, either under the laws of the State of Kansas or ordinances of the City, shall before entering upon the duties of their respective offices, take and subscribe an oath or affirmation as follows:

Oath: "I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Kansas and all ordinances, both ordinance and charter of the City of Roeland Park, and faithfully discharge the duties of \_\_\_\_\_ (here enter name of office or position). (So help me God)". The phrase "So help me God" is can be included or omitted by the person at the discretion of the person -being sworn in-"

Affirmation: "I do solemnly, sincerely and truly declare and affirm that I will support the Constitution of the United States and of the State of Kansas and faithfully discharge the duties of \_\_\_\_\_ (enter name of office or position). This I do under the pains and penalties of perjury."

(Code 2007)

State law reference(s)—K.S.A. 75-4308, 54-104, 54-106.

### Sec. 1-402. Oaths Filed.

All officers and employees required to take and subscribe or sign an oath or affirmation shall be supplied the forms for the purpose at the expense of the City and upon taking and subscribing or signing any such oath or affirmation, the same shall be filed by the City Clerk.

(Code 1986)

### Sec. 1-403. ~~Bonds Insurance~~ Required.

(a) ~~The following City officers shall each, before entering upon the duties of his or her their office, give a good and sufficient surety company bond to the City. The bond shall be in the following amount:~~

~~(1) City Treasurer —\$10,000.00;~~

~~(2) City Clerk —\$10,000.00;~~

~~(3) City Administrator —\$10,000.00;~~

~~(4) Clerk of Municipal Court —\$1,000.00;~~

~~(5) Judge of Municipal Court —\$1,000.00;~~

~~(6) Chief of Police —\$1,000.00.~~

**Commented [JL5]:** Alex, this is what I added based on the convo with Council. Can you check to see if this language is acceptable and if not or you have better wording, please amend.

**Commented [AF6R5]:** Please see my edits. Based upon Lawrence's municipal code and relevant case law regarding other oaths, we believe that the elected officials can choose whether or not to include "So help me God".

**Commented [JL7]:** We provide coverage for our employees and electeds up to \$500k but we do not "buy bonds", it's just liability insurance.

- 
- (b) The Governing Body ~~may~~shall provide for the coverage by blanket ~~bond~~liability insurance of ~~such officers~~all ~~and employees~~ and public officials ~~and in such amounts as the Governing Body may, by resolution,~~ designate ~~In an amount of at least Five Hundred Thousand Dollars (\$500,000.00) per occurrence.~~

(Code 1977, § 1-313; Code 1986)

#### **Sec. 1-404. Same; Premiums.**

All premiums on ~~surety bonds~~liability insurance shall be paid by the City.

(Code 1986)

State law reference(s)—K.S.A. 78-111.

#### **Sec. 1-405. Condition of Bonds.**

~~Each of the bonds~~The liability insurance required in section 1-403 of this article shall be conditioned for the faithful performance of duty and all acts required by the laws of Kansas and the ordinances of the City, and for the application and payment over to the proper persons of all moneys or property coming into the hands of each such officer by virtue of ~~his or her~~their office.

(Code 1986)

#### **~~Sec. 1-406. Approval of Bonds.~~**

~~All bonds given to the City shall be approved as to their form by the City Attorney and as to surety and sufficiency by the Governing Body, unless otherwise provided by the laws of the State of Kansas.~~

(Code 1986)

## **ARTICLE 6. OPEN RECORDS**

#### **Sec. 1-601. Policy.**

- (a) It is hereby declared to be the policy of the City of Roeland Park that all public records which are made, maintained or kept by or are in the possession of the City, its officers and employees, shall be open for public inspection as provided by, and subject to the restrictions imposed by, the Kansas Open Records Act.
- (b) Any person, upon request, shall have access to such open public records for the purpose of inspecting, abstracting or copying such records while they are in the possession, custody and control of the appointed or designated record custodian thereof, or ~~his or her~~their designated representative.

(Code 1986)

#### **Sec. 1-602. Record Custodians.**

- (a) All City officers and employees appointed or designated as record custodians under this article shall: protect public records from damage and disorganization; prevent excessive disruption of the essential functions of the City; provide assistance and information upon request; insure efficient and timely action and response to

---

all applications for inspection of public records; and shall carry out the procedures adopted by this City for inspecting and copying open public records.

- (b) The official custodian shall prominently display or distribute or otherwise make available to the public a brochure in the form prescribed by the Local Freedom of Information Officer that contains basic information about the rights of a requester, the responsibilities of a public agency, and the procedures for inspecting or obtaining a copy of public records under the Kansas Open Records Act. The official custodian shall display or distribute or otherwise make available to the public the brochure at one or more places in the administrative offices of the City where it is available to members of the public who request public information in person.

(Code 2003)

#### **Sec. 1-603. Local Freedom of Information Officers.**

The Local Freedom of Information Officer shall:

- (a) Prepare and provide educational materials and information concerning the Kansas Open Records Act;
- (b) Be available to assist the City and members of the general public to resolve disputes relating to the Kansas Open Records Act;
- (c) Respond to inquiries relating to the Kansas Open Records Act;
- (d) Establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise made available to the public under the Kansas Open Records Act. In establishing such requirements for the content of the brochure, the Local Freedom of Information Officer shall include plainly written basic information about the rights of a requester, the responsibilities of the City, and the procedures for inspecting and obtaining a copy of public records under the Act.

(Code 2003)

#### **Sec. 1-604. Public Request for Access.**

All City offices keeping and maintaining open public records shall establish office hours during which any person may make a request for access to an open public record. Such hours shall be no fewer than the hours each business day the office is regularly open to the public. For any City office not open Monday through Friday, hours shall be established by the record custodian for each such day at which time any person may request access to an open public record.

(Code 2003)

#### **Sec. 1-605. Facilities for Public Inspection.**

All City offices keeping and maintaining open public records shall provide suitable facilities to be used by any person desiring to inspect and/or copy an open public record. The office of the City Clerk, being the principal record keeper of the City, shall be used as the principal office for providing access to and providing copies of open records to the maximum extent practicable. Requesters of records shall be referred to the office of the City Clerk except when the requested records are not in that office and are available in another City office.

(Code 2003)

### Sec. 1-606. Procedures for Inspection.

Any person requesting access to an open public record for purposes of inspecting or copying such record, or obtaining a copy thereof, shall abide by the procedures adopted by the Governing Body for record inspection and copying, including those procedures established by record custodians as authorized by the Governing Body. Such procedures shall be posted in each City office keeping and maintaining open public records.

(Code 2003)

### Sec. 1-607. Appointment of Official Custodians.

The following City officers are hereby appointed as official custodians for purposes of the Kansas Open Records Act and are hereby charged with responsibility for compliance with that Act with respect to the hereinafter listed public records:

- (a) *City Clerk*. All public records kept and maintained ~~in~~by the City Clerk's office and all other public records not provided for elsewhere in this section.
- (b) *City Treasurer/Finance Director*. All public records not on file ~~in~~with the office of the City Clerk and kept and maintained ~~in~~by the City ~~Treasurer/Finance Director~~'s office.
- (c) *Chief of Police*. All public records not on file ~~in~~with the office of the City Clerk and kept and maintained ~~in~~by the City police department.
- (d) *City Attorney*. All public records not on file ~~in~~with the office of the City Clerk and kept and maintained ~~by~~in the City Attorney's office.
- (e) *Clerk of the Municipal Court*. All public records not on file ~~in~~with the office of the City Clerk and kept and maintained ~~in~~by the municipal court.

(Code 2003)

**Commented [JL8]:** These changes denote the move to digital files

### Sec. 1-608. Appointment of Local Freedom of Information Officer.

The City Clerk is hereby appointed as the local freedom of information officer and charged with all of the duties as set forth in section 1-603.

(Code 2003)

### Sec. 1-609. Designation of Additional Record Custodians.

- (a) Each of the official custodians appointed in section 1-606 is hereby authorized to designate any subordinate officers or employees to serve as record custodian. Such record custodians shall have such duties and powers as are set out in the Kansas Open Records Act.
- (b) Whenever an official custodian shall appoint another person as a record custodian ~~he or she~~they shall notify the City Clerk of such designation and the City Clerk shall maintain a register of all such designations.

(Code 2003)



---

**Sec. 1-610. Requests to Be Directed to ~~Custodian~~the City Clerk.**

- (a) All members of the public, in seeking access to, or copies of, a public record in accordance with the provisions of the Kansas Open Records Act, shall address their requests to the ~~custodian charged with responsibility for the maintenance of the record sought to be inspected or copied~~City Clerk who will forward the request to the appropriate record custodian.
- ~~(b) Whenever any City officer or employee appointed or designated as a custodian under this article is presented with a request for access to, or copy of, a public record which record the custodian does not have in his or her possession and for which he or she has not been given responsibility to keep and maintain, the custodian shall so advise the person requesting the record. Further, the person making the request shall be informed as to which custodian the request should be addressed to, if such is known by the custodian receiving the request.~~

(Code 2003)

**ARTICLE 7. INVESTMENT OF PUBLIC FUNDS**

**Sec. 1-701. Purpose and Goals.**

It is the purpose of this statement to set forth the public policies of the City relating to the investment of public moneys, and establish procedural requirements as to investment management practice. The objective of the investment policy and program of the City shall be as follows:

- (a) The safeguarding of all public moneys shall be of the highest priority. Public money shall not be invested or managed in any matter which would jeopardize the safety of the principal.
- (b) Consistent with the requirement of safety, the objective of the investment program shall be to aggressively manage and invest all public moneys to maximize net earnings, consistent with the public responsibility to secure maximum, safe investment return possible from moneys assigned to its stewardship, to relieve demands on the property tax and to otherwise reduce the cost of public services.

(Code 2007)

**Sec. 1-702. Active Funds; Designation of Depositories; Eligible Depositories.**

- (a) The Governing Body shall designate the banks, savings and loan associations and savings banks which shall serve as depositories of its funds. The Clerk, ~~Treasurer~~Finance Director or other City officer or employee having the custody of City funds shall deposit such funds only at the designated banks, savings and loan associations and savings banks. Only banks, savings and loan associations and savings banks that have main or branch offices in Johnson County shall be designated as official depositories. No such bank, savings bank or savings and loan association shall be designated as a depository until the City is assured that it can obtain satisfactory security for its deposits.
- (b) The Clerk, ~~Treasurer~~Finance Director or other City officer or employee depositing public funds shall deposit all such public funds coming into such person's possession in their name and official title as such officer. If the Governing Body fails to designate an official depository or depositories, the officer thereof having custody of City funds shall deposit such funds with one or more banks, savings and loan associations or savings banks which have main or branch offices in Johnson County if satisfactory security can be obtained therefore and if not then elsewhere. In such event, the officer or employee shall serve notice in writing on

---

the Governing Body showing the names and locations of such banks, savings and loan associations and savings banks where such funds are deposited, and upon so doing the officer or employee having custody of such funds shall not be liable for the loss of any portion thereof except for official misconduct or for the misappropriation of such funds by the officer or employee.

- (c) If eligible banks, savings and loan associations or savings banks under subsections (a) or (b) cannot or will not provide an acceptable bid, which shall include services, for the depositing of public funds under this section, then banks, savings and loan associations or savings banks which have main or branch offices in any immediately adjoining county may receive deposits of the City's active funds, if such banks, savings and loan associations or savings banks have been designated as official depositories under subsection (a) and the City can obtain satisfactory security therefore.

(Code 2007)

### **Sec. 1-703. Definitions.**

As used in this article the following words and phrases shall mean:

- (a) *Bank* means any bank incorporated under the laws of the state of Kansas or any other state, or organized under the laws of the United States and which has a main or branch office in Kansas;
- (b) *Savings and loan association* means any savings and loan association incorporated under the laws of the state of Kansas or any other state, or organized under the laws of the United States and which has a main or branch office in Kansas;
- (c) *Savings bank* means any savings bank organized under the laws of the United States and which has a main or branch office in Kansas;
- (d) *Main office* means the place of business specified in the articles of association, certificate of authority or similar document, where the business of the institution is carried on and which is not a branch;
- (e) *Branch* means any office within this state, other than the main office, that is approved as a branch by a federal or state supervisory agency, at which deposits are received, checks paid or money lent. Branch does not include an automated teller machine, remote service unit or similar device or a loan production office;
- (f) *Investment rate* means a rate which is the equivalent yield for United States government securities having a maturity date as published in the Wall Street Journal, nearest the maturity date for equivalent maturities. The 0—90 day rate shall be computed on the average effective federal funds rate as published by the federal reserve system for the previous week.

(Code 2007)

### **Sec. 1-704. Investment of Idle Funds.**

- (a) Temporarily idle moneys of the City not currently needed, may in accordance with the procedure hereinafter described be invested:
  - (1) In temporary notes or no-fund warrants issued by the City;
  - (2) In savings deposits, time deposit, open accounts, certificates of deposit or time certificates of deposit with maturities of not more than two years:
    - A. In banks, savings and loan associations and savings banks, which have main or branch offices located in the City; or

---

Created: 2023-10-02 15:06:53 [EST]

(Supp. No. 15, Update 5)

- 
- B. If no main or branch office of a bank, savings and loan association or savings bank is located in the City, then in banks, savings and loan associations and savings banks, which have main or branch offices in Johnson County;
- (3) In repurchase agreements with:
- A. Banks, savings and loan associations and savings banks, which have main or branch offices located in the City, for direct obligations of, or obligations that are insured as to principal and interest by, the United States government or any agency thereof; or
- B. (i) If no main or branch office of a bank, savings and loan association or savings bank is located in the City; or
- (ii) If no such bank, savings and loan association or savings bank having a main or branch office located in the City is willing to enter into such an agreement with the City at an interest rate equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, then such repurchase agreements may be entered into with banks, savings and loan associations or savings banks which have main or branch offices in Johnson County; or
- C. If no bank, savings and loan association or savings bank, having a main or branch office in Johnson County is willing to enter into such an agreement with the City at an interest rate equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, then such repurchase agreements may be entered into with banks, savings and loan associations or savings banks located within the State of Kansas;
- (4) ~~In United States treasury bills or notes with maturities as the Governing Body shall determine, but not exceeding two years. Such investment transactions shall only be conducted with banks, savings and loan associations and savings banks; the federal reserve bank of Kansas City, Missouri; or with primary government securities dealers which report to the market report division of the federal reserve bank of New York, or any broker-dealer engaged in the business of selling government securities which is registered in compliance with the requirements of section 15 or 15C of the securities exchange act of 1934 and registered pursuant to K.S.A. 2005 Supp. 17-12a401, and amendments thereto; In direct obligations of or obligations that are insured as to principal and interest by the United States or any agency thereof, not including mortgage-backed securities with maturities as the governing body shall determine, but not exceeding two years. Such investment transactions shall only be conducted with banks, savings and loan associations and savings banks; the federal reserve bank of Kansas City, Missouri; or with primary government securities dealers which report to the market report division of the federal reserve bank of New York, or any broker-dealer engaged in the business of selling government securities which is registered in compliance with the requirements of section 15 or 15C of the securities exchange act of 1934 and registered pursuant to K.S.A. 17-12a401, and amendments thereto;~~
- (5) In the municipal investment pool fund established in K.S.A. 12-1677a, and amendments thereto;
- (6) In the investments authorized and in accordance with the conditions prescribed in K.S.A. 12-1677b, and amendments thereto; or
- (7) In multiple municipal client investment pools managed by the trust departments of banks which have main or branch offices located in Johnson County or with trust companies incorporated under the laws of Kansas which have contracted to provide trust services under the provisions of K.S.A. 9-2107, and amendments thereto, with banks which have main or branch offices located in Johnson County. Public moneys invested under this paragraph shall be secured in the same manner as provided for under K.S.A. 9-1402, and amendments thereto. Pooled investments of public moneys made by trust

---

departments under this paragraph shall be subject to the same terms, conditions and limitations as are applicable to the municipal investment pool established by K.S.A. 12-1677a, and amendments thereto.

- (8) Municipal bonds or other obligations issued by any municipality of the State of Kansas as defined in K.S.A. 10-1101, and amendments thereto, which are general obligations of the municipality issuing the same.
- (b) The investments authorized in subsections (4), (5), (6), (7) or (8) of this section shall be utilized only if the banks, savings and loan associations and savings banks eligible for investments authorized in subsection (b), cannot or will not make the investments authorized in subsection (b) available to the City at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto.
- (c) In selecting a depository pursuant to subsection (b), if a bank, savings and loan association or savings bank eligible for an investment deposit thereunder has an office located in the City and such financial institution will make such deposits available to the City at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, and such financial institution otherwise qualifies for such deposit, the Governing Body shall select one or more of such eligible financial institutions for deposit of funds pursuant to this section. If no such financial institution qualifies for such deposits, the City shall select for such deposits one or more eligible banks, savings and loan associations or savings banks which have offices in Johnson County which will make such deposits available to the City at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, and which otherwise qualify for such deposits.
- (d) (1) All security purchases and repurchase agreements shall occur on a delivery versus payment basis.
- (2) All securities, including those acquired by repurchase agreements, shall be perfected in name of the City and shall be delivered to the purchaser or a third-party custodian which may be the State Treasurer.
- (e) Public moneys deposited pursuant to subsection (b)(2) of K.S.A. 12-1675, and amendments thereto, by the Governing Body, through a selected bank, savings and loan association or savings bank which is a part of a reciprocal deposit program in which the bank, savings and loan association or savings bank:
- (1) Receives reciprocal deposits from other participating institutions located in the United States in an amount equal to the amount of funds deposited by the City; and
- (2) For which the total cumulative amount of each deposit does not exceed the maximum deposit insurance amount for one depositor at one financial institution as determined by the federal deposit insurance corporation.

Such deposits shall not be treated as securities and need not be secured as provided in K.S.A. 12-1675, and amendments thereto, or any other act.

(Code 2014)

## Sec. 1-705. Procedures and Restrictions.

The City ~~Clerk~~Finance Director shall periodically report to the Governing Body as to the amount of money available for investment and the period of time such amounts will be available for investment, and shall submit such recommendations as deemed necessary for the efficient and safe management of City finances. The recommendations of the City ~~Finance Director~~Clerk shall provide for an investment program which shall so limit the amounts invested and shall schedule the maturities of investments so that the City will, at all times, have sufficient moneys available on demand deposit to assure prompt payment of all City obligations. ~~hha02~~ (Code 2007)

---

Created: 2023-10-02 15:06:53 [EST]

(Supp. No. 15, Update 5)

---

#### **Sec. 1-706. Custody and Safekeeping.**

All securities will be perfected in the name of the City and held by the City or a third party custodian. A third party custodian will generally hold securities pledged as collateral by the City's financial institutions. The City is authorized to use the Federal Reserve Bank of Kansas City as a custodian, but may use other custodians as permitted by state law. Safekeeping records of pledged securities may be mailed, faxed or emailed to the City in order to accommodate timely and legal investment transactions.

~~Securities purchased pursuant to this article shall be under the care of the City Clerk and shall be held in the custody of a state or national bank or trust company, or shall be kept by such officers in a safety deposit box of the City in a bank or trust company. Securities in the original or receipt form held in the custody of a bank or trust company shall be held in the name of the City, and their redemption, transfer, or withdrawal shall be permitted only upon the written instruction of the City officers. Securities not held in the custody of a bank or trust company shall be personally deposited by such officer in a safety deposit box in the name of the City in a bank or trust company, access to which shall be permitted only in the personal presence and under the signature of two of the abovementioned officers.~~

(Code 2007)

#### **Sec. 1-707. Sale or Transfer.**

If, in order to maintain sufficient moneys on demand deposit in any fund as provided in Section 5 [section 1-705], it becomes necessary to transfer or sell any securities of such funds, the officers specified in Section 6 [section 1-706] may transfer said securities to any other fund or funds in which there are temporarily idle moneys, or shall sell such securities, and for such purpose they shall have authority to make any necessary written direction, endorsement or assignment for and on behalf of the City.

(Code 2007)

#### **~~Sec. 1-708. Interest on Time Deposits.~~**

~~The City Clerk shall deposit the interest earned on invested idle funds to the general fund, unless otherwise required or authorized by law.~~

(Code 2007)

### **ARTICLE 8. PURCHASING PROCEDURE**

#### **Sec. 1-801. Purchasing Policy.**

The Governing Body shall by resolution adopt a policy to provide internal guidelines and procedures to be followed in purchasing goods and services for the City. The procedures provided therein supercede all prior purchasing directions, memoranda and practices.

(Code 2014)

### **ARTICLE 9. PUBLIC BUILDING COMMISSION**

---

**Sec. 1-901. Creation of Public Building Commission.**

Pursuant to the Act, there is hereby created a Public Building Commission to be known as the Public Building Commission of the City (the Public Building Commission), which shall be a municipal corporation and shall function as authorized by the Act, with the members set forth herein and under the bylaws of the Public Building Commission of the City.

(Ord. No. 593, § 1)

**Sec. 1-902. Functions of the Public Building Commission.**

The Public Building Commission shall have the power to do all things necessary or incidental to facilitate the purposes of constructing, acquiring or enlarging, furnishing, equipping, operating and maintaining buildings to be made available for use by governmental agencies. The Public Building Commission shall have all of the power and authority authorized by statute, and may negotiate a lease or leases for the use of public facilities proposed to be acquired or constructed with the City or with one or more additional public bodies. The Public Building Commission may issue its revenue bonds to provide funds for the purpose of acquiring, creating, repairing, maintaining and operating buildings and other facilities and to acquire sites necessary and convenient therefore and to pay all costs and expenses incident thereto, or to refund its outstanding revenue bonds as authorized by law. Such revenue bonds shall be payable from the rents and revenues to be derived from the operation, management or use of the buildings or other facilities acquired by the Public Building Commission and from any other lawfully available source. The Public Building Commission is authorized to establish and fix rates, rental, fees and charges for the use of any and all buildings or space therein or other facilities owned and operated by the Public Building Commission in amounts sufficient to pay the maintenance and operation costs of such buildings or facilities, the principal of and interest on the revenue bonds issued by such Public Building Commission as the same shall become due and payable, and to make all payments to any accounts created by any bond resolution. The Public Building Commission shall have the authority to rent all or any part of its buildings or other facilities to any federal, state or county governmental agency, or any municipal corporation, quasimunicipal corporation, political subdivision or body politic, or agency thereof, doing business, maintaining an office or rendering a public service in the City and to rent any space that may not be needed by such governmental agencies for such service facilities as the Public Building Commission may determine will primarily serve the comfort and convenience of the occupants of its buildings or other facilities. The Public Building Commission shall have the power to acquire the fee simple title to real property, including easements and reversionary interests in the streets, alleys and other public places, and any personal property required for its purposes by purchase, gift, devise or by the exercise of the power of eminent domain of the state and title thereto shall be taken in corporate name of the Public Building Commission.

(Ord. No. 593, § 2)

**Sec. 1-903. Public Building Commission Members and Terms.**

The members of the Public Building Commission shall be the nine members of the Governing Body of the City holding office at any given time.

Upon the departure from office of each Governing Body member, such Governing Body member's office as a member of the Public Building Commission shall terminate and such Governing Body member's successor shall be appointed as a member of the Public Building Commission for a term of office coinciding with such member's term as Governing Body member.

(Ord. No. 593, § 3)

## ARTICLE 10. COMMUNITY ENGAGEMENT COMMITTEE<sup>1</sup>

### Sec. 1-1001. Purpose.

The purpose of the Community Engagement Committee is the 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.

(Ord. No. 977, § 1, 4-15-2019)

### Sec. 1-1002. Creation and Establishment.

There is hereby created and established a Community Engagement Committee for the City which shall consist of ~~up to~~ two members of the City Council, one primary and one alternate, and up to ~~eight~~ nine additional individuals, one of which may be a non-resident and all additional members of which at least six shall be residents of the City. The Council representatives shall have a total of one (1) vote on the committee. In the event of the presence of both the primary and alternate members, the primary member shall have voting privileges at that meeting. Youth representatives between the ages of 14 and 17 may join a committee with parental consent. All of the individuals shall be nominated by the Mayor and approved by the City Council. The terms of all members shall be for one year beginning January 1 of each year. In the event a vacancy should occur during the term of any member, ~~his or her~~ their successor shall be appointed in the same manner for the unexpired portion of the term. There shall be no limitation on the number of times an individual may be re-appointed. Any member of the Committee may be removed at any time by a majority vote of the City Council. Neither the Committee nor any individual member shall have any authority to financially obligate, commit or contract on behalf of the City.

(Ord. No. 977, § 2, 4-15-2019)

### Sec. 1-1003. Compensation.

Members of the Community Engagement Committee shall serve without compensation.

(Ord. No. 977, § 3, 4-15-2019)

### Sec. 1-1004. Duties and Responsibilities.

It shall be the responsibility of the Community Engagement Committee to plan, organize and carry out community engagement events as may from time to time be sponsored by the City and to support, as requested and able, events planned by other committees. Examples of activities the Committee would engage in are:

- Welcoming new residents and businesses to the City.

Commented [JL9]: Changes made in response to council convo 3/4

<sup>1</sup>Editor's note(s)—Ord. No. 977, §§ 1—7, adopted Apr. 15, 2019, amended art. 10 in its entirety to read as herein set out. Former art. 10, §§ 1-1001—1-1007, pertained to the Community Events Committee, and derived from Ord. No. 711, §§ 1—7; Code 2013; and Ord. No. 711, §§ 1—7, Code 2013.

- Coordinating pop-up events to share information on a new initiative or upcoming project.
- Attending (setting up a table) at local businesses' events to show support, engage the public and share information about the City.
- Planning small scale events designed to raise awareness of City parks, art, and other amenities.
- Supporting events in partnership with local agencies, organizations, City departments, the business community, and other citizen committees.
- Assisting the City in distributing relevant information through informal communication channels as well as social media channels.

(Ord. No. 977, § 4, 4-15-2019)

#### **Sec. 1-1005. Advisors.**

The City Council may designate or employ, with or without compensation, such advisors to the Community Engagement Committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes of this article.

(Ord. No. 977, § 5, 4-15-2019)

#### **Sec. 1-1006. Meetings, Rules and Regulations.**

The Community Engagement Committee shall meet at such times and places as it shall agree upon or upon call by the City Council. ~~The Committee shall elect a chair and vice chair at its first meeting of each calendar year or co-chairs as determined by members of the committee.~~ ~~The Committee shall elect a chair and vice chair at its first meeting of each calendar year.~~ Any bylaws or other rules and regulations relating to its meetings and proceedings must be approved by the City Council. The Committee shall keep minutes of its meetings and provide a copy thereof to the City Clerk. A majority of the members appointed to the Community Engagement Committee shall constitute a quorum for the transaction of the business of the Committee.

(Ord. No. 977, § 6, 4-15-2019)

**Commented [JL10]:** Alex you were going to see if it's possible if you can reduce the number required for a quorum.

#### **Sec. 1-1007. Code of Ethics.**

The Code of Ethics for Elective and Appointive Offices, as adopted pursuant to Charter Ordinance No. 12, and any amendments thereto, shall apply to the appointed members of the Community Engagement Committee.

(Ord. No. 977, § 7, 4-15-2019)

**Commented [AF11R10]:** Under the Kansas Open Meetings Act, subordinate groups (such as committees) are subject to KOMA rules and regulations. Therefore, the quorum cannot be anything other than "a majority of the members appointed" being present.

### **ARTICLE 11. ARTS ADVISORY COMMITTEE**

#### **Sec. 1-1101. Purpose.**

The purpose of the Arts Advisory Committee is to make recommendations to the City Council concerning the public display of art on City owned property.

(Ord. No. 710, § 1; Code 2003)



### Sec. 1-1102. Creation and Establishment.

There is hereby created and established an Arts Advisory Committee for the City which shall consist ~~of not less than three persons, including one two~~ members of the City Council, ~~one primary and one alternate, and up to nine additional individuals, one of which may be a non-resident and all additional members shall be residents of the City.~~ The Council representatives shall have a total of one (1) vote on the committee. ~~In the event of the presence of both the primary and alternate members, the primary member shall have voting privileges at that meeting. Youth representatives between the ages of 14 and 17 may join a committee with parental consent, and two additional individuals, of which at least one shall be a resident of the City.~~ All of the individuals shall be nominated by the Mayor and approved by the City Council. The terms of all members shall be for one year beginning January 1 of each year. In the event a vacancy should occur during the terms of any member, ~~his or her~~ their successor shall be appointed in the same manner for the unexpired portion of the term. The Art Advisory Committee may elect a vice chair or elect to have co-chairs. There shall be no limitation on the number of times an individual may be re-appointed. Any member of the Committee may be removed at any time by a majority vote of the City Council. Neither the Committee nor any individual member shall have any authority to financially obligate, commit or contract on behalf of the City.

(Ord. No. 710, § 2; Code 2003; Ord. No. 1042, § 1, 2-6-2023)

**Commented [JUL12]:** Changes made in response to council convo 3/4

### Sec. 1-1103. Compensation.

Members of the Arts Advisory Committee shall serve without compensation; provided, however, that the Art Gallery Director shall receive a monthly ~~expense allowance stipend~~ to be set annually as part of budget adoption process.

(Ord No. 801, § 1; Ord. No. 1042, § 2, 2-6-2023)

### Sec. 1-1104. Duties and Responsibilities.

- (a) It shall be the responsibility of the Arts Advisory Committee to make recommendations for and coordinate the public display of art on City-owned property.
- (b) It shall be the responsibility of the Art Gallery Director to perform the following duties:
  - (1) Find artists ~~from a variety of backgrounds and cultures~~ to exhibit their works in the Gallery.
  - (2) Plan or coordinate art receptions at the Gallery.
  - (3) Contact social media, publications, or other outlets regarding Gallery events.
  - (4) Produce, record, create, coordinate, or obtain video of current exhibitions for publicity and records purposes.
  - (5) Provide information about the Gallery and exhibitions to the City's newsletter and other City media platforms, including information about the artists, receptions, and other related events.

(Ord. No. 710, § 4; Code 2003; Ord. No. 1042, § 3, 2-6-2023)

### Sec. 1-1105. Advisors.

The City Council may designate or employ, with or without compensation, such advisors to the Arts Advisory Committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes of this article.

---

(Ord. No. 710, § 5; Code 2003)

#### **Sec. 1-1106. Meetings, Rules and Regulations.**

The Arts Advisory Committee shall meet at such times and places as it shall agree upon or upon call by the City Council. ~~The Committee shall elect a chair and vice chair at its first meeting of each calendar year or co-chairs as determined by members of the committee.~~~~The Committee shall elect a chair and vice chair at its first meeting of each calendar year.~~ Any bylaws or other rules and regulations relating to its meetings and proceedings must be approved by the City Council. The Committee shall keep minutes of its meetings and provide a copy thereof to the City Clerk. A majority of the members appointed to the Arts Advisory Committee shall constitute a quorum for the transaction of the business of the Committee.

(Ord. No. 710, § 6; Code 2003)

#### **Sec. 1-1107. Code of Ethics.**

The Code of Ethics for Elective and Appointive Offices, as adopted pursuant to Charter Ordinance No. 12, and any amendments thereto, shall apply to the appointed members of the Arts Advisory Committee.

(Ord. No. 710, § 7; Code 2003)

### **~~ARTICLE 12. YOUTH ADVISORY COMMITTEE~~**

#### **~~Sec. 1-1201. Purpose.~~**

~~The purpose of the Youth Advisory Committee is to make recommendations to the Governing Body concerning issues relating to or affecting youth in Roeland Park.~~

~~(Ord. No. 754, § 1; Code 2007)~~

#### **~~Sec. 1-1202. Creation and Establishment.~~**

~~There is hereby created and established a Youth Advisory Committee for the City which shall consist of the following members: one member of the City Council; and up to eighteen additional individuals, all of whom must be between the age of 13 and 19 and be a resident of Roeland Park. All of the individuals shall be nominated by the Mayor and approved by the City Council. The terms of all members shall be for one year beginning January 1st of each year. In the event a vacancy should occur during the term of any member, his or her~~~~their~~~~successor shall be appointed in the same manner for the unexpired portion of the term. There is no limitation on the number of times an individual may be re-appointed. Any member of the Committee may be removed at any time by a majority vote of the Governing Body. Neither the Committee nor any individual member shall have any authority to financially obligate, commit or contract on behalf of the City.~~~~;~~~~hn0;~~ (Ord. No. 754, § 2; Code 2007)

#### **~~Sec. 1-1203. Compensation.~~**

~~Members of the Committee shall serve without compensation.~~

~~(Ord. No. 754, § 3; Code 2007)~~

---

**~~Sec. 1-1204. Duties and Responsibilities.~~**

~~It shall be the responsibility of the Committee to review current uses and practices as they relate to City youth, and to make recommendations regarding same. When requested by the City Council, the Committee shall consider, investigate, make findings and report upon any matter related to the youth of the City.~~

~~(Ord. No. 754, § 4; Code 2007)~~

**~~Sec. 1-1205. Advisors.~~**

~~The City Council may designate or employ, with or without compensation, such advisors to the Youth Advisory Committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes of this article.~~

~~(Ord. No. 754, § 5; Code 2007)~~

**~~Sec. 1-1206. Meetings, Rules and Regulations.~~**

~~The Youth Advisory Committee shall meet at such times and places as it shall agree upon or upon call by the City Council. The Committee shall elect a chair and vice chair at its first meeting of each calendar year. Any bylaws or other rules and regulations relating to its meetings and proceedings must be approved by the Governing Body. The Committee shall keep minutes of its meetings and provide a copy thereof to the City Clerk. A majority of the members appointed to the Youth Advisory Committee shall constitute a quorum for the transaction of the business of the Committee.~~

~~(Ord. No. 754, Sec. 6; Code 2007)~~

**~~Sec. 1-1207. Code of Ethics.~~**

~~The Code of Ethics for Elective and Appointive Offices, as adopted pursuant to Charter Ordinance No. 12, and any amendments thereto, shall apply to the appointed members of the Youth Advisory Committee.~~

~~(Ord. No. 754, § 7; Code 2007)~~

## ARTICLE 13. SUSTAINABILITY COMMITTEE

**Sec. 1-1301. Purpose.**

The purpose of the Sustainability Committee is to make recommendations to the Governing Body concerning issues relating to or affecting environmental sustainability.

(Ord. No. 814, § 2)

**Sec. 1-1302. Creation and Establishment.**

There is hereby created and established a Sustainability Committee for the City which shall consist of ~~no less than five members, of which at least four shall be residents of the City~~ two members of the City Council, one primary and one alternate, and up to nine additional individuals, one of which may be a non-resident and all

~~additional members shall be residents of the City. The Council representatives shall have a total of one (1) vote on the committee. In the event of the presence of both the primary and alternate members, the primary member shall have voting privileges at that meeting. Youth representatives between the ages of 14 and 17 may join a committee with parental consent, and at least one shall be a member of the City Council.~~ All of the individuals shall be nominated by the Mayor and approved by the City Council. The terms of all members shall be for one year beginning January 1st of each year. In the event a vacancy should occur during the term of any member, ~~his or her~~ their successor shall be appointed in the same manner for the unexpired portion of the term. There shall be no limitation on the number of times an individual may be re-appointed. Any member of the Committee may be removed at any time by a majority vote of the Governing Body. Neither the Committee nor any individual member shall have any authority to financially obligate, commit or contract on behalf of the City.

(Ord. No. 861, § 1)

#### **Sec. 1-1303. Compensation.**

Members of the Committee shall serve without compensation.

(Ord. No. 814, § 4)

#### **Sec. 1-1304. Duties and Responsibilities.**

It shall be the responsibility of the Committee to review current uses and practices as they relate to environmental sustainability, including a review of the City's own practices and procedures, and to make recommendations to the Governing Body relating to policies, guidelines or programs, including but not limited to, maintaining and enhancing air quality, reducing waste disposal and need for landfills, increasing awareness of the need to conserve natural resources and generally educating the public on the disproportionate impacts of climate change and on methods to protect the environment generally.

(Ord. No. 814, § 5)

#### **Sec. 1-1305. Advisors.**

The City Council may designate or employ, with or without compensation, such advisors to the Sustainability Committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes of this article.

(Ord. No. 814, § 6)

#### **Sec. 1-1306. Meetings, Rules and Regulations.**

The Sustainability Committee ~~shall elect a chair and vice chair at its first meeting of each calendar year or co-chairs as determined by members of the committee shall elect a chairperson and a vice chairperson at its first meeting of each calendar year.~~ The Committee shall meet at such times and places deemed appropriate upon the call of the chairperson, the vice chairperson or by any three members of the Committee. Any bylaws or other rules and regulations relating to the Committee's meetings and proceedings must be approved by the City Council. The Committee shall keep minutes of its meetings and shall provide a copy thereof to the City Clerk. A majority of the members appointed to the Committee shall constitute a quorum for the transaction of the business of the Committee.

(Ord. No. 814, § 7)

**Commented [JL13]:** Changes made in response to council convo 3/4

---

**Sec. 1-1307. Code of Ethics.**

The Code of Ethics for Elective and Appointive Offices, as adopted pursuant to Charter Ordinance No. 12, and any amendments thereto, shall apply to the appointed members of the Sustainability Committee.

(Ord. No. 814, § 8)

**ARTICLE 14. AD HOC COMMITTEES**

**Sec. 1-1401. Purpose.**

Ad hoc committees shall be project- or subject-based. The duration of the committee shall be 12 months or until completion of the project or study of the subject.

(Ord. No. 930, § 2, 6-20-2016)

**Sec. 1-1402. Creation and Establishment.**

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

(Ord. No. 930, § 3, 6-20-2016)

**Sec. 1-1403. Compensation.**

Members of ad hoc committees shall serve without compensation.

(Ord. No. 930, § 4, 6-20-2016)

**Sec. 1-1404. Duties and Responsibilities.**

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

(Ord. No. 930, § 5, 6-20-2016)

---

**Sec. 1-1405. Advisors.**

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

(Ord. No. 930, § 6, 6-20-2016)

**Sec. 1-1406. Meetings, Rules and Regulations.**

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

(Ord. No. 930, § 7, 6-20-2016)

**Sec. 1-1407. Code of Ethics.**

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

(Ord. No. 930, § 8, 6-20-2016)

## **ARTICLE 15. TASK GROUPS**

**Sec. 1-1501. Purpose.**

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

(Ord. No. 930, § 9, 6-20-2016)

**Sec. 1-1502. Creation and Establishment.**

Task groups shall be established by the Governing Body, with the approval of the consensus of a majority of the Governing Body members present at a workshop meeting. Task groups shall consist of up to four members of the Governing Body.

(Ord. No. 930, § 10, 6-20-2016)

**Sec. 1-1503. Compensation.**

Members of task groups shall serve without compensation.

(Ord. No. 930, § 11, 6-20-2016)

---

**Sec. 1-1504. Duties and Responsibilities.**

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

(Ord. No. 930, § 12, 6-20-2016)

**Sec. 1-1505. Advisors.**

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

(Ord. No. 930, § 13, 6-20-2016)

**Sec. 1-1506. Meetings.**

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

(Ord. No. 930, § 14, 6-20-2016)

**Sec. 1-1507. Code of Ethics.**

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

(Ord. No. 930, § 15, 6-20-2016)

## **ARTICLE 16. REMOTE PARTICIPATION FOR CITY COUNCIL MEETINGS AND WORKSHOPS**

**Sec. 1-1601. Purpose.**

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

(Ord. No. 962, § 1, 12-18-2017; Ord. No. 1047, § 1, 8-7-2023)

**Sec. 1-1602. Definition.**

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

(Ord. No. 962, § 1, 12-18-2017; Ord. No. 1047, § 1, 8-7-2023)

---

### Sec. 1-1603. Scope and Application.

This policy shall apply to all city council meetings and workshops, of the City of Roeland Park, Kansas.

(Ord. No. 962, § 1, 12-18-2017; Ord. No. 1047, § 1, 8-7-2023)

### Sec. 1-1604. Policy.

- (a) To be eligible for remote participation, a member of the governing body shall notify the 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 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.
- (c) It is incumbent upon the member utilizing remote participation that ~~he or she~~they can participate fully and does not unduly burden the physically present members of the governing body due to technological issues or telecommunication problems.
- (d) Any member of the governing body participating remotely shall ensure ~~his or her~~their camera is turned "on" for the duration of the meeting.
- (e) A member of the governing body cannot utilize remote participation for chairing a council meeting or governing body workshop.
- (f) Once a member of the governing body has used remote participation six times in a calendar year, any further requests to participate will be considered by the mayor on a case-by-case basis.
- (g) City staff shall make reasonable efforts to provide any remote participating member of the governing body with any documents that are needed for full-participation in the meeting.

(Ord. No. 962, § 1, 12-18-2017; Ord. No. 1047, § 1, 8-7-2023)

### Sec. 1-1605. Procedures.

- (a) City staff shall, upon notification by a member of the 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 participants and the remote participants 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.

---

Created: 2023-10-02 15:06:55 [EST]

(Supp. No. 15, Update 5)



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

(Ord. No. 962, § 1, 12-18-2017; Ord. No. 1047, § 1, 8-7-2023)

## ARTICLE 17. RESERVED<sup>2</sup>

### Secs. 1-1701—1-1707. Reserved

## ARTICLE 18. AQUATIC CENTER ADVISORY COMMITTEE<sup>3</sup>

### Sec. 1-1801. Purpose.

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

(Ord. No. 980, § 1, 5-20-2019)

### Sec. 1-1802. Creation and Establishment.

There is hereby created and established an Aquatic Center Advisory Committee for the City which shall consist of two members of the City Council, a primary and an alternate, and up to nine additional individuals, one of which may be a non-resident and all additional members shall be residents of the City. The Council representatives shall have a total of one (1) vote on the committee. In the event of the presence of both the primary and alternate members, the primary member shall have voting privileges at that meeting. Youth representatives between the ages of 14 and 17 may join a committee with parental consent, and up to eight additional individuals, of which at least six shall be residents of the City. If the aquatic center is managed through contract, an ex-officio non-voting seat on the Committee shall be extended to a representative of the management company/organization. All of the individuals shall be nominated by the Mayor and approved by the City Council. The terms of all members shall be for one year beginning January 1st of each year. In the event a vacancy should occur during the term of any member, ~~his or her~~their successor shall be appointed in the same manner for the unexpired portion of the term. There shall be no limitation on the number of times an individual may be re-appointed. Any member of the Committee may be removed at any time by a majority vote of the City Council. Neither the Committee nor any individual member shall have any authority to financially obligate, commit or contract on behalf of the City.

(Ord. No. 980, § 1, 5-20-2019)

**Commented [JL14]:** Changes made in response to council convo 3/4

<sup>2</sup>Editor's note(s)—Ord. No. 977, §§ 1—7, adopted Apr. 15, 2019, amended Art. 10 in its entirety, redesignating Art. 17, §§ 1-1701—1-1707 as §§ 1-1001—1-1007. Previously Art. 17 pertained to the Community Engagement Committee.

<sup>3</sup>Editor's note(s)—Ord. No. 980, § 1, adopted May 20, 2019, set out provisions intended for use as Art. 17, § 1-1701—1-1707. Inasmuch as there are already provisions designated as such, the provisions have been included as Art. 18, §§ 1-1801—1-1807.

---

**Sec. 1-1803. Compensation.**

Members of the Aquatic Center Advisory Committee shall serve without compensation.

(Ord. No. 980, § 1, 5-20-2019)

**Sec. 1-1804. Duties and Responsibilities.**

It shall be the responsibility of the Aquatic Center Advisory Committee to provide recommendations to the governing body concerning rules, programs, operations, marketing, and maintenance of City pools and to serve as the sounding board for City staff concerning issues of pool policy and service quality.

(Ord. No. 980, § 1, 5-20-2019)

**Sec. 1-1805. Advisors.**

The City Council may designate or employ, with or without compensation, such advisors to the Aquatic Center Advisory Committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purposes of this article.

(Ord. No. 980, § 1, 5-20-2019)

**Sec. 1-1806. Meetings, Rules and Regulations.**

The Aquatics Center Advisory Committee shall meet at such times and places as it shall agree upon or upon call by the City Council. ~~The Committee shall elect a chair and vice chair at its first meeting of each calendar year or co-chairs as determined by members of the committee. The Committee shall elect a chair and vice chair at its first meeting of each calendar year.~~ Any bylaws or other rules and regulations relating to its meetings and proceedings must be approved by the City Council. The Committee shall keep minutes of its meetings and provide a copy thereof to the City Clerk. A majority of the members appointed to the Aquatic Center Advisory Committee shall constitute a quorum for the transaction of the business of the Committee.

(Ord. No. 980, § 1, 5-20-2019)

**Sec. 1-1807. Code of Ethics.**

The Code of Ethics for Elective and Appointive Offices, as adopted pursuant to Charter Ordinance No. 12, and any amendments thereto, shall apply to the appointed members of the Aquatic Center Advisory Committee.

(Ord. No. 980, § 1, 5-20-2019)

## **ARTICLE 19. EMERGENCY PREPAREDNESS**

**Sec. 1-1901. Definitions.**

For the purpose of this article, certain terms or words used herein shall be interpreted or defined as follows in this article:

---

*Disaster.* The occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including, but not limited to, fire, flood, earthquake, wind, storm, epidemics, air contamination, blight, drought, infestation, explosion or riot.

(Ord. No. 993, § 1, 3-20-2020)

#### **Sec. 1-1902. Emergency Proclamation; Action.**

Whenever, in the judgment of the mayor or in the event of ~~his or her~~*their* inability to act, the president of the council determines that an emergency exists as a result of a public or natural disaster, or other civil disobedience causing danger of injury or damages to persons or property, ~~he or she~~*they* shall have power to impose by proclamation any or all of the following regulations necessary to preserve the health, safety, peace and order of the City:

- (a) To impose a curfew upon all or any portion of the City requiring all persons in such designated curfew areas to remove themselves from the public streets, alleys, parks or other public places or buildings; provided, however, that physicians, nurses and ambulance operators performing medical services, utility personnel maintaining essential public services, firefighters and City authorized or requested law enforcement officers and personnel may be exempted from such curfew;
- (b) To order the closing of any public buildings and business establishments anywhere within the City for the period of the emergency, such businesses to include, but not be limited to, those selling intoxicating liquors, cereal malt beverages, gasoline or firearms;
- (c) To designate any public street, thoroughfare or vehicle parking areas closed to motor vehicles and pedestrian traffic;
- (d) To call upon regular and auxiliary law enforcement agencies and organizations within or without the City to assist in preserving and keeping the peace within the City.

(Ord. No. 993, § 2, 3-20-2020)

#### **Sec. 1-1903. Emergency Proclamation; Effective When.**

The proclamation of emergency provided in this article shall become effective upon its issuance and dissemination to the public by appropriate news media.

(Ord. No. 993, § 3, 3-20-2020)

#### **Sec. 1-1904. Emergency Proclamation; Termination.**

Any emergency proclaimed in accordance with the provisions of this article shall terminate after seven days from the issuance thereof, or upon the issuance of a proclamation determining an emergency no longer exists, whichever occurs first; provided, however, that such emergency may be extended for such additional periods of time as determined necessary by resolution of the governing body.

(Ord. No. 993, § 4, 3-20-2020)

#### **Sec. 1-1905. Emergency Proclamation; Violation, Penalty.**

Any person who willfully fails or refuses to comply with the orders of duly authorized law enforcement officers or personnel charged with the responsibility of enforcing the proclamation of emergency authorized in this

article is guilty of a misdemeanor, and upon conviction therefore, shall be punished by a fine of not more than \$500.00 or by imprisonment in jail for a period of not to exceed six months, or by both such fine and imprisonment.

(Ord. No. 993, § 5, 3-20-2020)

#### **Sec. 1-1906. Adopting Johnson County Emergency Operations Plan.**

The City of Roeland Park, Kansas hereby adopts the Johnson County Emergency Operations Plan as the Emergency Operation Plan of the City of Roeland Park Kansas.

(Ord. No. 993, § 6, 3-20-2020)

#### **Sec. 1-1907. Adopting National Incident Management System.**

The City of Roeland Park, Kansas hereby additionally adopts the National Incident Management System to the extent it is not inconsistent with the Johnson County Emergency Operations Plan.

(Ord. No. 993, § 7, 3-20-2020)

### **ARTICLE 20. RACIAL DIVERSITY, EQUITY & INCLUSION COMMITTEE**

#### **Sec. 1-2001. Purpose.**

The purpose of the Diversity, Equity & Inclusion Committee is to identify ways the City can better achieve racial and social equality equity within Roeland Park and to make recommendations to the City Council concerning the Diversity, Equity & Inclusion Committee's findings.

(Ord. No. 1010, § 1, 3-15-2021; Ord. No. 1045, § 1, 6-5-2023)

#### **Sec. 1-2002. Creation and Establishment.**

There is hereby created and established a Diversity, Equity & Inclusion Committee for the City which shall consist of ~~not less than three persons, including one two~~ members of the Governing Body, one primary and one ~~and alternate, and two up to nine~~ additional individuals, one of which may be a non-resident and all additional ~~members shall be residents of the City. The Council representatives shall have a total of one (1) vote on the~~ committee. In the event of the presence of both the primary and alternate members, the primary member shall ~~have voting privileges at that meeting. Youth representatives between the ages of 14 and 17 may join a committee~~ with parental consent, of which at least two shall be residents of the City. All of the individuals shall be nominated by the Mayor and approved by the City Council. The terms of all members shall be for one year beginning January 1 of each year. In the event a vacancy should occur during the term of any member, ~~his or her~~ their successor shall be appointed in the same manner for the unexpired portion of the term. There shall be no limitation on the number of times an individual may be re-appointed. Any member of the Committee may be removed at any time by a majority vote of the City Council. Neither the Committee nor any individual member shall have any authority to financially obligate, commit, or contract on behalf of the City.

(Ord. No. 1010, § 1, 3-15-2021; Ord. No. 1045, § 2, 6-5-2023)

**Commented [JL15]:** Changes made in response to council convo 3/4

---

**Sec. 1-2003. Compensation.**

Members of the Diversity, Equity & Inclusion Committee shall serve without compensation.

(Ord. No. 1010, § 1, 3-15-2021; Ord. No. 1045, § 3, 6-5-2023)

**Sec. 1-2004. Duties and Responsibilities.**

It shall be the responsibility of the Diversity, Equity & Inclusion Committee to identify ways the City can better achieve racial and social equity within Roeland Park, and to make recommendations to the City Council concerning the Committee's findings.

(Ord. No. 1010, § 1, 3-15-2021; Ord. No. 1045, § 4, 6-5-2023)

**Sec. 1-2005. Advisors.**

The City Council may designate or employ, with or without compensation, such advisors to the Diversity, Equity & Inclusion Committee as the City Council shall hereafter determine to be necessary and advisable to accomplish the purpose of this article.

(Ord. No. 1010, § 1, 3-15-2021; Ord. No. 1045, § 5, 6-5-2023)

**Sec. 1-2006. Meetings, Rules and Regulations.**

The Diversity, Equity & Inclusion Committee shall meet at such times and places as it shall agree upon or upon a call by the City Council. The Committee shall elect a chair and vice chair, or co-chairs as determined by members of the committee, at its first meeting of each calendar year. Any bylaws or other rules and regulations relating to its meetings and proceedings must be approved by the City Council. The Committee shall keep minutes of its meetings and provide a copy thereof to the City Clerk. A majority of the members appointed to the Diversity, Equity & Inclusion Committee shall constitute a quorum for the transaction of the business of the Committee.

(Ord. No. 1010, § 1, 3-15-2021; Ord. No. 1045, § 6, 6-5-2023)

**Sec. 1-2007. Code of Ethics.**

The Code of Ethics for Elective and Appointive Offices, as adopted pursuant to Chapter Ordinance No. 12, and any amendments thereto, shall apply to the appointed members of the Diversity, Equity & Inclusion Committee.

(Ord. No. 1010, § 1, 3-15-2021; Ord. No. 1045, § 7, 6-5-2023)

**Item Number:** New Business- VIII.-A.  
**Committee** 4/1/2024  
**Meeting Date:**



## **City of Roeland Park**

### Action Item Summary

---

**Date:** 3/28/2024  
**Submitted By:** Keith Moody  
**Committee/Department:** Admin.  
**Title:** Review Proposed 2025 Solid Waste Assessment (5 min)  
**Item Type:** Other

#### **Recommendation:**

**Staff recommends setting the solid waste assessment at \$241.30 for the 2025 Budget.**

#### **Details:**

Attached is the 2025 Solid Waste Assessment Analysis. The 2025 analysis does not reflect Public Works staff costs associated with the leaf pick up program, this is consistent with the approach employed in setting the 2019 through 2024 assessment.

The solid waste fee charged by GFL will increase \$.30/home/month or \$3.60/home/year to \$16.65/month based upon the contract renewed with GFL in 2020. The renewal established a fixed \$.30 per month increase in the fee for 2022, 2023, 2024, and 2025. The average annual increase in the solid waste fee the City is charged over the 2018 to 2025 period is 1.39%. \$200.00 of the total annual solid waste assessment of \$241.30 is tied to the GFL service contract.

The Analysis reflects a \$1.55/yr to cover administrative costs.

\$24.30 of the total assessment will go toward covering the glass recycling cost (\$31.56/yr. is the total cost of the glass recycling service per home). 2025 will be the 3rd year of the glass recycling program. Council direction is to transition to 100% of the cost of this service being reflected in the solid waste assessment over a 4 year period. 2025's solid waste assessment reflects 77% of the glass recycling cost (up from 54% in 2024). The greater portion of the cost being paid directly through the solid waste assessment will afford a .16 property tax mill reduction in 2025. The 4th and final year of this transition will occur in 2026 and a similar corresponding mill reduction will occur in 2026.

\$15.45 of the solid waste assessment is to cover a portion of the leaf collection program costs (does not cover the public works staff man hour costs). The actual cost of the leaf collection program went up considerably in 2023 due to the City contracting for some of the collection when the truck was down. The 2022 actual leaf

collection cost is being used to estimate the cost for 2025.

These 4 individual fees combine for the total \$241.30/yr. solid waste assessment. The equivalent monthly charge of \$20.11 is a very affordable for weekly curbside refuse, recycling and yard waste service, plus seasonal curbside leaf collection and monthly curbside glass recycling. For perspective, residents have 171 curbside service opportunities per year for the \$241.30 fee (that equates to \$1.41/collection event).

Even with adding the new glass recycling service (with a 4-year phased cost implementation) the average annual increase in the solid waste assessment for the period of 2018 through 2025 is only 3.04%.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

Amount of Request: N/A	
Budgeted Item?	Budgeted Amount: Annual Solid Waste Assessment of \$241.30/home
Line Item Code/Description:	

**Additional Information**

**REVIEWERS:**

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	3/26/2024 - 5:26 PM



## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
2025 Solid Waste Assessment	Exhibit

## 2025 Solid Waste Assessment Analysis

### Trash Service Cost:

Includes solid waste, yard debris, unlimited recycling, large item pickup (excluding white goods\*)

### Leaf Program Cost:

Citywide curbside leaf pickup program

### Administrative Cost:

Staff administrative time for questions, new residents trash/recycling startup, etc.

\$	32.02	Administrative Assistant Cost with Benefits and 5% Overhead
	260	hours
\$	8,325.20	

Summary of Program Costs								
Year of Service:	2018	2019	2020	2021	2022	2023	2024 Budget	Projected 2025 Budget
History of Solid Waste Fee Charged City by Contractor (Per Home Per Year)	\$ 182.04	\$ 182.04	\$ 182.04	\$ 185.40	\$ 189.00	\$ 192.60	\$ 196.20	\$ 199.80
Percent Increase	21.55%	0.00%	0.00%	1.85%	1.94%	1.90%	1.87%	1.83%
Total Homes Subject to Assessment	2,849	2,850	2,850	2,850	2,851	2,851	2,852	2,852

Average Annual Increase

### Summary of Solid Waste Program Costs:

Administrative Costs	\$ 4,228.00	\$ 5,496.40	\$ 6,110.00	\$ 6,293.30	\$ 6,359.60	\$ 7,126.60	\$ 8,022.30	\$ 8,325.20
Leaf Pick Up Costs	\$ 51,288.00	\$ 46,207.00	\$ 41,184.00	\$ 41,558.00	\$ 54,342.00	\$ 42,805.00	\$ 55,428.84	\$ 44,089.15
Curbside Glass Recycling Costs						\$ 88,170.00	\$ 90,903.12	\$ 93,283.20
Refuse/Recycling/Yard waste Costs	\$ 518,631.96	\$ 518,814.00	\$ 518,814.00	\$ 528,390.00	\$ 538,839.00	\$ 549,102.60	\$ 559,562.40	\$ 569,829.60
Total program cost	\$ 574,147.96	\$ 570,517.40	\$ 566,108.00	\$ 576,241.30	\$ 599,540.60	\$ 687,204.20	\$ 713,916.66	\$ 715,527.15
Estimated Cost Per Property	\$ 201.53	\$ 200.18	\$ 198.63	\$ 202.19	\$ 210.29	\$ 241.04	\$ 250.32	\$ 250.89

Annual Assessment Breakdown:								
Refuse/Recycling/Yard Waste Annual Charge per property	\$ 183.00	\$ 183.00	\$ 183.00	\$ 185.25	\$ 189.00	\$ 192.50	\$ 196.25	\$ 200.00
Refuse/Recycling/Yard Waste Revenue	\$ 521,367	\$ 521,550	\$ 521,550	\$ 527,963	\$ 538,839	\$ 548,818	\$ 559,705	\$ 570,400
Administrative Fee Charged per property:	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.50	\$ 1.53	\$ 1.55
Administrative Service Fee Revenue	\$ 2,849	\$ 2,850	\$ 2,850	\$ 2,850	\$ 2,851	\$ 4,277	\$ 4,364	\$ 4,421
Curbside Glass Recycling Fee Charged per property:						\$ 9.15	\$ 16.60	\$ 24.30
Glass Recycling Service Fee Revenue						\$ 26,087	\$ 47,340	\$ 69,307
Leaf Program Charge Per property:	\$ 15.00	\$ 13.00	\$ 14.00	\$ 13.75	\$ 11.50	\$ 11.00	\$ 14.68	\$ 15.45
Leaf Program Revenue	\$ 42,735	\$ 37,050	\$ 39,900	\$ 39,188	\$ 32,787	\$ 31,361	\$ 42,000	\$ 44,063
Per Property / Year Charge	\$ 199.00	\$ 197.00	\$ 198.00	\$ 200.00	\$ 201.50	\$ 214.15	\$ 229.05	\$ 241.30
Per Property / Per Month Charge	\$ 16.58	\$ 16.42	\$ 16.50	\$ 16.67	\$ 16.79	\$ 17.85	\$ 19.09	\$ 20.11
Annual Surplus or (Deficient)/Home	\$ (2.53)	\$ (3.18)	\$ (0.63)	\$ (2.19)	\$ (8.79)	\$ (26.89)	\$ (21.27)	\$ (9.58)
Total Estimated Surplus or (Deficiency)	\$ (7,196.96)	\$ (9,067.40)	\$ (1,808.00)	\$ (6,241.30)	\$ (25,064.10)	\$ (76,662.55)	\$ (60,655.07)	\$ (27,336.13)

1.33%

0.43%

3.04%

History of Solid Waste Assessment								
Solid Waste Assessment	\$ 199.00	\$ 197.00	\$ 198.00	\$ 200.00	\$ 201.50	\$ 214.15	\$ 229.05	\$ 241.30
Equivalent Monthly Rate	\$ 16.58	\$ 16.42	\$ 16.50	\$ 16.67	\$ 16.79	\$ 17.85	\$ 19.09	\$ 20.11

3.04%

\*Notes: Solid waste contract with WCA provides for a \$.30/month increase in the solid waste fee per account each year from 2021 through 2025. Public Works personnel costs for the leaf collection program are removed from the proposed Solid Waste Assessment fee (this contributes \$7,000 to the 2025 annual deficit total). In 2025 the Curbside Glass Recycling Service is reflected with 77% of the actual cost being recovered through the solid waste assessment (this contributes \$20,000 to the 2025 annual deficit total). Council has indicated their intent to phase in the full cost of the curbside recycling program over 4 years (2023=30.5%, 2024=54%, 2025=77%, 2026=100%). Leaf collection program costs for 2025 are estimated at 3% above 2023 actual costs (excluding personnel costs). Anticipate a minimum of a \$12.00 increase in the annual solid waste assessment in 2026.

**Item Number:** New Business- VIII.-B.  
**Committee** 4/1/2024  
**Meeting Date:**



## **City of Roeland Park**

### Action Item Summary

---

**Date:** 3/28/2024  
**Submitted By:** Keith Moody  
**Committee/Department:** Admin.  
**Title:** Review Proposed 2025 Storm Water Utility Fee (10 min)  
**Item Type:**

#### **Recommendation:**

**Staff recommends approval of Storm Water Utility Fee of \$.026/sf of impervious area for the 2025 budget on properties not currently subject to a storm water improvement assessment.**

#### **Details:**

Council adopted a Storm Water Utility Policy in 2023 that began a 4-year phased implementation with the 2024 budget. We historically review the assessments for the next budget year early in the budget process to ensure ample time to record those assessments with the County. Finalizing the assessments also establishes firm revenue budget figures to be incorporated into the line-item budget for next year.

The attached Storm Water Fee Summary sheet reflects the estimated revenue for each of the 4-year implementation period. 2025 is the 2nd year of implementation. The storm water fee is only collected on properties NOT currently subject to a stormwater improvement assessment. We have 3 storm water improvement assessment districts within the city, one expires in 2025, another in 2026 and the final in 2027.

The proposed 2025 storm water fee reflects a \$.001 increase from 2024. As frequently noted during the development and adoption of this "Revenue Neutral" fee, in order for the revenue decrease from the property tax mill reduction to remain equal to the revenue increase from the new storm water fee into the future, the storm water rate will need to be adjusted at a rate equal to the change in the appraised taxable value. This critical marriage along with adding properties whose storm water improvement assessment retires in 2025 to the storm water utility assessment list results in a .22 property tax mill reduction related to the storm water fee. The .22 mill reduction in 2025 along with the 1.47 mill reduction related to the storm water utility in 2024 puts the total mill reduction related to the storm water utility at 1.69. The Council's goal when developing the storm water utility fee is to achieve a cumulative 2.00 property tax mill reduction by the 4th year of implementation. With the proposed .026 storm water fee we remain on track for achieving a goal of revenue neutral with a cumulative 2.00 mill reduction.

In 2024 the \$.025/SF storm water rate resulted in the annual fee for a single-family lot of \$57.75 (recall our published estimate was \$70). In 2025 a \$.026/SF storm water rate results in an annual fee for a single-family lot of \$60.06. By the 4th and final year of implementation (2027) the storm water fee per single family lot should be under our published estimate.

The attached Storm Water Fee Detail reflects the storm water utility fee for the schools, public facilities, multi-family, churches, commercial and industrial sites that are assessed the fee based upon the amount of impervious square footage on their property. For 2025 storm water utility fees are estimated to to total \$222k up from \$185k in 2024. These fees go into the 250 Storm Water Improvement Fund and are used to maintain, replace and operate the components of the storm water collection and conveyance system including, curbs, inlets, piping, open drainage ways along with staff, supplies and contractual services dedicated to storm sewer services. Street sweeping, catch basin cleaning, and brush/debris removal from drainage ways are examples of routine maintenance items that will be supported with the fee.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

Amount of Request: N/A	
Budgeted Item?	Budgeted Amount: \$222,500 of total Storm Water Utility Fee Collections Anticipated in 2025 Budget
Line Item Code/Description: 4610-250 Storm Water Fee	

**Additional Information**

**REVIEWERS:**

Department	Reviewer	Action	Date
Administration	Moody, Keith	Approved	3/18/2024 - 4:56 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Storm Water Fee Summary	Cover Memo
▣ Storm Water Fee Detail	Cover Memo

## ROELAND PARK'S STORMWATER UTILITY FEE SUMMARY

	# of Lots -or- Sq Ft	Rate	2024	2025	2026	2027
<b><u>Lots Outside of Benefit District</u></b>						
Residential Lots Outside of the Benefit Districts (2866 total SFR Lots)	1,548	\$60.06 /Lot	\$89,397	\$92,973	\$92,973	\$92,973
Non-Residential Impervious Square Footage	3,368,175	\$0.0260 /sq ft	\$84,204	\$87,573	\$87,573	\$87,573
City of Roeland Park Impervious Square Footage	446,178	\$0.0260 /sq ft	\$11,154	\$11,601	\$11,601	\$11,601
<b><u>Benefit District (RC-12) Lots</u></b>						
RC-12-013 Breakdown						
Residential Lots (232 Lots)	232	\$60.06 /Lot		\$13,934	\$13,934	\$13,934
Non-Residential Impervious Square Footage in RC-12-013 (11 Lots, 615,879 sf)	615,879	\$0.0260 /sq ft		\$16,013	\$16,013	\$16,013
City of Roeland Park Impervious Square Footage (1 Lot, 10,833 sf)	10,833	\$0.0260 /sq ft		\$282	\$282	\$282
RC-12-012 Breakdown						
Residential Lots (416 Lots)	415	\$60.06 /Lot			\$24,925	\$24,925
Non-Residential Impervious Square Footage in RC-12-012 (2 Lots)	28,519	\$0.0260 /sq ft			\$741	\$741
RC-12-014 Breakdown						
Residential Lots (663 Lots)	663	\$60.06 /Lot				\$39,820
Non-Residential Impervious Square Footage in RC-12-014 (1 Lot)	24,403	\$0.0260 /sq ft				\$634

2,858	RESIDENTIAL FEES	\$89,397	\$106,907	\$131,832	\$171,651
	CITY FEES	\$11,154	\$11,882	\$11,882	\$11,882
	NON-RESIDENTIAL FEES	\$84,204	\$103,585	\$104,327	\$104,961
<b>GRAND TOTAL STORMWATER UTILITY FEES</b>		<b>\$184,756</b>	<b>\$222,375</b>	<b>\$248,041</b>	<b>\$288,495</b>

**Notes:**

*Residential Assumption Used: 70'x110' with 30% impervious area, rounded up.*

*Residential lots zoned SFR; parks, lots with only pervious area and empty adjoining lots with the same owner were not included. Residential lots totaled 2,866.*

Change In Storm Fees Collected/Yr			\$37,619		\$25,666		\$40,454		
	Taxable Value	\$125,692,734	\$	134,244,934	\$	140,957,181	\$	148,005,040	
	Value of 1 mill	\$	125,693	\$	131,977	\$	138,576	\$	145,505



ROELAND PARK'S STORMWATER UTILITY FEE BREAKDOWN

RC-12-013 RC-12-012 RC-12-014	Residential									
	Residential Lots (Total of 2,866 SFR Lots)			# of Lots	Rate	2024		2025	2026	2027
	Residential Lots Outside of Storm Assessment			1,548	\$60.06 /Lot	\$89,397		\$92,973	\$92,973	\$92,973
	Residential Lots paying into RC-12-013			232	\$60.06 /Lot			\$13,934	\$13,934	\$13,934
	Residential Lots paying into RC-12-012			416	\$60.06 /Lot				\$24,985	\$24,985
Residential Lots paying into RC-12-014			663	\$60.06 /Lot					\$39,820	
Total Residential Lots			2,859							
Total Residential Lots Each Year					\$89,397		\$106,907	\$131,892	\$171,712	
Non-Residential Impervious Areas										
Situs Address (No Address for Lots without a Building Footprint)				Sq Ft	Rate	Subtotal for Owners with Multiple Lots		2025	2026	2027
Tax Property ID	Footprint)		Owner Name	Sq Ft	Rate	2024		2025	2026	2027
PP59000000 0002	5150 GRANADA ST	CITY OF ROELAND PARK		10,833	\$0.0260 /sq ft			\$282	\$282	\$282
PF251204-3014	4800 ROE PKWY	CITY OF ROELAND PARK		68,517	\$0.0260 /sq ft	\$1,713		\$1,781	\$1,781	\$1,781
PF251209-1001	5535 JUNIPER ST	CITY OF ROELAND PARK		81,852	\$0.0260 /sq ft	\$2,046		\$2,128	\$2,128	\$2,128
PF251209-1003	0 NS NT	CITY OF ROELAND PARK		1,306	\$0.0260 /sq ft	\$33		\$34	\$34	\$34
PP50000000 0001	4801 NALL AVE	CITY OF ROELAND PARK		40,904	\$0.0260 /sq ft	\$1,023		\$1,064	\$1,064	\$1,064
PP50000000 0002	4850 ROSEWOOD DR	CITY OF ROELAND PARK		199,331	\$0.0260 /sq ft	\$4,983		\$5,183	\$5,183	\$5,183
PP63000017 0030A	0 NS NT	CITY OF ROELAND PARK		763	\$0.0260 /sq ft	\$19		\$20	\$20	\$20
PP63000017 0031	4812 JOHNSON DR	CITY OF ROELAND PARK		8,219	\$0.0260 /sq ft	\$205		\$214	\$214	\$214
PP63000017 0032	4800 JOHNSON DR	CITY OF ROELAND PARK		9,195	\$0.0260 /sq ft	\$230		\$239	\$239	\$239
PP66000022 0009	0 NS NT	CITY OF ROELAND PARK		4,614	\$0.0260 /sq ft	\$115		\$120	\$120	\$120
PP67010000 0U01	0 NS NT	CITY OF ROELAND PARK		26,129	\$0.0260 /sq ft	\$653		\$679	\$679	\$679
PP67010000 0U03	0 NS NT	CITY OF ROELAND PARK		5,349	\$0.0260 /sq ft	\$134		\$139	\$139	\$139
CITY TOTAL				457,011	\$0.0260 /sq ft	\$11,154		\$11,882	\$11,882	\$11,882
PP63000017 0024	5000 JOHNSON DR	5000 JOHNSON DRIVE PROPERTIES LLC		13,793	\$0.0260 /sq ft	\$345		\$359	\$359	\$359
PP67250000 0002	4960 ROE BLVD	AGREE LIMITED PARTNERSHIP		322,024	\$0.0260 /sq ft	\$8,051		\$8,373	\$8,373	\$8,373
PP67250000 0002A	0 NS NT	AGREE LIMITED PARTNERSHIP		103,774	\$0.0260 /sq ft	\$2,594		\$2,698	\$2,698	\$2,698
						\$10,645	\$11,071			
PP62000000 0004	0 NS NT	ALDI INC.		26,621	\$0.0260 /sq ft	\$666		\$692	\$692	\$692
PP62000000 0005	4801 ROE BLVD	ALDI INC.		49,505	\$0.0260 /sq ft	\$1,238		\$1,287	\$1,287	\$1,287
						\$1,903	\$1,979			
PP78000000 0003	4710 MISSION RD	ALH ENTERPRISES, LLC		8,833	\$0.0260 /sq ft	\$221		\$230	\$230	\$230
PF251204-1020	4700 ROE PKWY	ALLIED CONSTRUCTION, INC.		66,834	\$0.0260 /sq ft	\$1,671		\$1,738	\$1,738	\$1,738
PP63000017 0025	4926 JOHNSON DR	AMOS FAMILY, INC.		8,650	\$0.0260 /sq ft	\$216		\$225	\$225	\$225
PP63000017 0029	4900 JOHNSON DR	ASSET COMBINER, LLC		9,488	\$0.0260 /sq ft	\$237		\$247	\$247	\$247
PP67250000 0001	4950 ROE BLVD	BELLA ROE LOTS 1 AND 4 07 A, LLC,		209,001	\$0.0260 /sq ft	\$5,225		\$5,434	\$5,434	\$5,434
PP67250000 0004	4980 ROE BLVD	BELLA ROE LOTS 1 AND 4 07 A, LLC,		36,518	\$0.0260 /sq ft	\$913		\$949	\$949	\$949
PP67250000 0004A	0 NS NT	BELLA ROE LOTS 1 AND 4 07 A, LLC,		2,224	\$0.0260 /sq ft	\$56		\$58	\$58	\$58
PP67250000 0003	4990 ROE BLVD	BELLA ROE LOTS 2 3 AND 6 07 A LLC		28,278	\$0.0260 /sq ft	\$707		\$735	\$735	\$735
PP67250000 0T0A	0 NS NT	BELLA ROE LOTS 2 3 AND 6 07 A LLC		41,282	\$0.0260 /sq ft	\$1,032		\$1,073	\$1,073	\$1,073
PP67250000 0T0A2	0 NS NT	BELLA ROE LOTS 2 3 AND 6 07 A LLC		1,525	\$0.0260 /sq ft	\$38		\$40	\$40	\$40
PP67250000 0T0A1	0 NS NT	BELLA ROE LOTS 2 3 AND 6 07 A LLC		7,632	\$0.0260 /sq ft	\$191		\$198	\$198	\$198
PP67250000 0003A	0 NS NT	BELLA ROE LOTS 2 3 AND 6 19 B LLC		14,360	\$0.0260 /sq ft	\$359		\$373	\$373	\$373
PP67250000 0003B	0 NS NT	BELLA ROE LOTS 2 3 AND 6 19 B LLC		1,854	\$0.0260 /sq ft	\$46		\$48	\$48	\$48





ROELAND PARK'S STORMWATER UTILITY FEE BREAKDOWN

	Situs Address (No Address for Lots without a Building Footprint)			Sq Ft	Rate	Subtotal for Owners with Multiple Lots				
	Tax Property ID		Owner Name			2024	2025			
RC-12-014	PP66000015 000A	5120 CEDAR ST	BD DIR JO CO LIBRARY	24,403	\$0.0260 /sq ft	\$8,567	\$8,910			\$634
	PF251204-1019	4710 ROE PKWY	B-H ACQUISITION, LLC	49,679	\$0.0260 /sq ft		\$1,242	\$1,292	\$1,292	\$1,292
RC-12-013	PP81000019 0018A	5201 ROE BLVD	BINK'M COMPANY LLC	7,690	\$0.0260 /sq ft			\$200	\$200	\$200
	PP64000000 0000	4800 SKYLINE DR	BOULEVARD APARTMENTS, LLC	582,699	\$0.0260 /sq ft		\$14,567	\$15,150	\$15,150	\$15,150
	PF251204-1005	4717 ROE PKWY	CITY OF FAIRWAY	43,267	\$0.0260 /sq ft		\$1,082	\$1,125	\$1,125	\$1,125
	PP09150000 0002	4700 JOHNSON DR	COMMERCE BANK	25,056	\$0.0260 /sq ft		\$626	\$651	\$651	\$651
	PP63000017 0030	4818 JOHNSON DR	D & G BUILDING PARTNERSHIP	7,898	\$0.0260 /sq ft		\$197	\$205	\$205	\$205
	PP06000000 0009	4101 W 54TH TER	G & A RENTAL PROPERTIES LLC	19,342	\$0.0260 /sq ft		\$484	\$503	\$503	\$503
	PP66000009 0006A	0 NS NT	HAINEN PARTNERS LLC	483	\$0.0260 /sq ft		\$12	\$13	\$13	\$13
	PP06000000 0010A	5500 BUENA VISTA ST	HOEDL PROPERTIES LLC	4,632	\$0.0260 /sq ft		\$116	\$120	\$120	\$120



ROELAND PARK'S STORMWATER UTILITY FEE BREAKDOWN

	Situs Address (No Address for Lots without a Building Footprint)			Sq Ft	Rate	Subtotal for				
	Tax Property ID		Owner Name			Owners with Multiple Lots				
RC-12-013	PP66000027 0027	5204 ROE BLVD	IMAGINE ENTERPRISES LLC	3,291	\$0.0260 /sq ft			\$86	\$86	\$86
	PP81500000 0001	5015 BUENA VISTA ST	INDIAN HILLS DEVELOPMENT LLC	25,119	\$0.0260 /sq ft		\$628	\$653	\$653	\$653
	PP62000000 0003	4811 ROE BLVD	JL GROUP HOLDINGS I, LLC	35,313	\$0.0260 /sq ft		\$883	\$918	\$918	\$918
	PF251204-4001	4050 SHAWNEE MISSION PKWY	JWH PROPERTIES, LLC	13,521	\$0.0260 /sq ft		\$338	\$352	\$352	\$352
	PF251204-1001	4702 ROE PKWY	K C POWER & LIGHT CO.	123,100	\$0.0260 /sq ft		\$3,078	\$3,201	\$3,201	\$3,201
	PP03000000 0001B	4700 FONTANA ST	K C POWER & LIGHT CO.	21,728	\$0.0260 /sq ft		\$543	\$565	\$565	\$565
						\$3,621		\$3,766		
	PP66000009 0014	5812 ROELAND DR	KELLERMAN, RYAN	8,554	\$0.0260 /sq ft		\$214	\$222	\$222	\$222
	PP66000009 0015	5100 JOHNSON DR	KHETANI, INC.	13,763	\$0.0260 /sq ft		\$344	\$358	\$358	\$358
	PP63000017 0026	4920 JOHNSON DR	LIEMEN, MILDRED N. TRUSTEE	8,336	\$0.0260 /sq ft		\$208	\$217	\$217	\$217
	PP63000017 0027	4914 JOHNSON DR	LIEMEN, MILDRED N. TRUSTEE	8,675	\$0.0260 /sq ft		\$217	\$226	\$226	\$226
	PP81000009 0015	5023 GRANADA ST	LILLY PAD DAYCARE LLC	10,934	\$0.0260 /sq ft		\$273	\$284	\$284	\$284
	PP83000000 0001	5675 ROE BLVD	LIPT ROE BOULEVARD LLC	59,635	\$0.0260 /sq ft		\$1,491	\$1,551	\$1,551	\$1,551
	PP83000000 001A	0 NS NT	LIPT ROE BOULEVARD LLC	16,799	\$0.0260 /sq ft		\$420	\$437	\$437	\$437
						\$1,911		\$1,987		
RC-12-013	PP59000000 0001	5103 ROE BLVD	MCDONALDS CORPORATION	31,370	\$0.0260 /sq ft			\$816	\$816	\$816
	PP62000000 0002	4815 ROE BLVD	MINIT MART LLC	35,046	\$0.0260 /sq ft		\$876	\$911	\$911	\$911
RC-12-013	PP63500000 0001	5115 ROE BLVD	MISSION BANK (THE)	48,382	\$0.0260 /sq ft			\$1,258	\$1,258	\$1,258
	PP09150000 0001	4720 JOHNSON DR	MPT OF ST LUKE'S ROELAND PARK LLC	44,166	\$0.0260 /sq ft		\$1,104	\$1,148	\$1,148	\$1,148
	PF251204-1021	4715 ROE PKWY	NEW CASTLE ENTERPRISE LLC	40,772	\$0.0260 /sq ft		\$1,019	\$1,060	\$1,060	\$1,060
RC-12-012	PP45000000 0068A	4740 MOHAWK DR	OAK GROVE ASSEMBLY	26,816	\$0.0260 /sq ft				\$697	\$697
	PP63350000 0002	4707 ROE PKWY	PI REAL ESTATE LLC	10,778	\$0.0260 /sq ft		\$269	\$280	\$280	\$280
	PP58000001 0T0I	0 NS NT	QUIKTRIP CORPORATION	17,137	\$0.0260 /sq ft		\$428	\$446	\$446	\$446
	PP58000001 0T0II	5055 ROE BLVD	QUIKTRIP CORPORATION	12,933	\$0.0260 /sq ft		\$323	\$336	\$336	\$336
	PP58000001 0T0III	0 NS NT	QUIKTRIP CORPORATION	20,924	\$0.0260 /sq ft		\$523	\$544	\$544	\$544
	PP81000010 0001	5031 ROE BLVD	QUIKTRIP CORPORATION	7,009	\$0.0260 /sq ft		\$175	\$182	\$182	\$182
						\$1,450		\$1,508		
RC-12-013	PP63500000 0002	5125 ROE BLVD	ROE MARKETPLACE, LLC	36,190	\$0.0260 /sq ft			\$941	\$941	\$941
	PP78000000 0001	4702 MISSION RD	ROELAND PARK SERIES I LLC	2,072	\$0.0260 /sq ft		\$52	\$54	\$54	\$54
	PP78000000 0002	4706 MISSION RD	ROELAND PARK SERIES I LLC	184	\$0.0260 /sq ft		\$5	\$5	\$5	\$5
						\$56		\$59		
RC-12-013	PP66000014 000A1	5110 CEDAR ST	ROELAND PARK UNITED METHODIST CHURCH	15,410	\$0.0260 /sq ft			\$401	\$401	\$401
RC-12-013	PP66000014 0029	4910 W 51ST TER	ROELAND PARK UNITED METHODIST CHURCH	4,526	\$0.0260 /sq ft			\$118	\$118	\$118
RC-12-013	PP66000014 000A1	5110 CEDAR ST	ROELAND PARK UNITED METHODIST CHURCH	3,342	\$0.0260 /sq ft			\$87	\$87	\$87
						\$0		\$605		
	PP82000000 0001-1	5041 REINHARDT DR	BISHOP MIEGE - ROMAN CATHOLIC ARCHDIOCESE OF K	476,493	\$0.0260 /sq ft		\$11,912	\$12,389	\$12,389	\$12,389
	PP82000000 0001-2	5041 REINHARDT DR	SAINT AGNES - ROMAN CATHOLIC ARCHDIOCESE OF KA	201,235	\$0.0260 /sq ft		\$5,031	\$5,232	\$5,232	\$5,232
	PP82000000 0002	3224 W 53RD ST	ROMAN CATHOLIC ARCHDIOCESE OF KANSAS CITY IN KA	1,354	\$0.0260 /sq ft		\$34	\$35	\$35	\$35
	PP82000000 0003	0 NS NT	ROMAN CATHOLIC ARCHDIOCESE OF KANSAS CITY IN KA	21,265	\$0.0260 /sq ft		\$532	\$553	\$553	\$553
	PP82000000 0004	4901 REINHARDT DR	ROMAN CATHOLIC ARCHDIOCESE OF KANSAS CITY IN KA	93,614	\$0.0260 /sq ft		\$2,340	\$2,434	\$2,434	\$2,434
						\$19,849		\$20,643		
	PF251204-3001	4900 PARISH DR	ROSELAND SCHOOL DISTRICT 92	169,138	\$0.0260 /sq ft		\$4,228	\$4,398	\$4,398	\$4,398
	PP81000013 0022	4301 W 51ST ST	SWEENEY, ELLEN F. TRUSTEE	4,745	\$0.0260 /sq ft		\$119	\$123	\$123	\$123
RC-12-013	PP74000000 0001	5150 ROE BLVD	TMM ROELAND PARK CENTER, LLC	402,804	\$0.0260 /sq ft			\$10,473	\$10,473	\$10,473
RC-12-013	PP74000000 0001A	0 NS NT	TMM ROELAND PARK CENTER, LLC	11,932	\$0.0260 /sq ft			\$310	\$310	\$310
RC-12-013	PP74000000 0002	4701 SYCAMORE DR	TMM ROELAND PARK CENTER, LLC	50,943	\$0.0260 /sq ft			\$1,325	\$1,325	\$1,325
	PP74000000 0003	5000 ROE BLVD	TMM ROELAND PARK CENTER, LLC	25,153	\$0.0260 /sq ft		\$629	\$654	\$654	\$654



## ROELAND PARK'S STORMWATER UTILITY FEE BREAKDOWN

	Situs Address (No Address for Lots without a Building Footprint)			Sq Ft	Rate	Subtotal for Owners with Multiple Lots		2024	2025	2026	2027
	Tax Property ID		Owner Name								
RC-12-012	PP74000000 0004	5010 ROE BLVD	TMM ROELAND PARK CENTER, LLC	25,196	\$0.0260 /sq ft		\$630		\$655	\$655	\$655
	PP63000017 0028	4908 JOHNSON DR	TOLLIE INVESTMENTS LLC	8,760	\$0.0260 /sq ft	\$1,259	\$219	\$13,417	\$228	\$228	\$228
	PP67250000 0005	4970 ROE BLVD	U S BANK NATIONAL ASSOCIATION	16,547	\$0.0260 /sq ft		\$414		\$430	\$430	\$430
	PP67250000 0005A	0 NS NT	U S BANK NATIONAL ASSOCIATION	1,160	\$0.0260 /sq ft		\$29		\$30	\$30	\$30
						\$443	\$460				
	PP33000000 0009B	4104 W 48TH ST	WATER DISTRICT #1 OF JOHNSON	1,702	\$0.0260 /sq ft					\$44	\$44
	PP62000000 0001	4951 ROE BLVD	WG DST 1	91,664	\$0.0260 /sq ft		\$2,292		\$2,383	\$2,383	\$2,383
	PP63350000 0001	4705 ROE PKWY	XTIERRA PROPERTIES LLC	10,103	\$0.0260 /sq ft		\$253		\$263	\$263	\$263

**Item Number:** New Business- VIII.-C.  
**Committee** 4/1/2024  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

---

**Date:** 4/1/2024  
**Submitted By:** Jennifer Jones-Lacy, Assistant City Administrator/Finance Director  
**Committee/Department:** Admin  
**Title:** **Special Use Permit Amendment for Daycare at 5015 Buena Vista (5 min)**  
**Item Type:** Other

### **Recommendation:**

**To approve an amendment to the Special Use permit for the Daycare Facility Gioisa Montessori located at 5015 Buena Vista Street in Roeland Park, to allow childcare in the basement or lower level of the facility in addition to the first floor.**

### **Details:**

Brandy Poiry purchased the former Southland Presbyterian Church in Roeland Park with the intention of using the facility as a daycare. Since it is in a single family residential zoning district, and daycares are not a specifically permitted use in any zoning district, she was required to have a Special Use Permit to operate. The Planning Commission held a public hearing on January 23rd and recommended approval of the SUP with certain conditions. Those conditions were subsequently approved by City Council on February 5th along with the SUP. One of the conditions is that childcare would be restricted to operations on the first floor of the facility. The details of the original SUP are listed in the Additional Information Section below.

The applicant has since requested that we expand the SUP to operations in the lower level or basement of the facility. She intends to provide care for up to 81 children in her first year and operating in the lower level would help her accommodate the demand.

According to our City Attorney, this SUP amendment need not go through another public hearing process and only needs to be approved by City Council. The applicant will still be required to go through all building permitting and inspection processes as well as obtain valid licensing from the state to operate a daycare. Staff recommends approval.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

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

**Additional Information**

To accept the recommendation of the Planning Commission and approve the Special Use Permit (SUP) for the applicant to operate a daycare at 5015 Buena Vista, site of the former Southridge Presbyterian Church, with the following conditions:

- Facility only operates on the first floor of the building.
- Facility receives full licensure to operate a daycare from the state of Kansas.
- Applicant receives approval from the state Fire Marshall to operate a daycare in the facility.
- The facility is able to get a certificate of occupancy through the building permitting process; and
- The facility receives a business license from the City to operate.
- Daycare children are required to be walked into the facility by a parent or their designee.

On January 23rd, the City Planning Commission held a public hearing to review the application for a Special Use permit for a daycare to operate out of the former Southridge Presbyterian Church located at 5015 Buena Vista. The building is located in a residential zoning district and daycare centers are permitted by way of a Special Use Permit. Currently daycares require a SUP to operate in any zoning district.

The Planning Commission recommended approval of this Special Use Permit to Brandy Poiry, owner of Gioiosa Montessori, with the above stated conditions.

The applicant states that the morning drop (7:30am-9am) and evening pick up (4:30pm-6:30pm) will take place in the west parking lot. The facility will have 29 total parking spaces available. There will be up to 13 parking spaces taken by staff, the remaining 16 spaces for parents.

After parking their vehicle, the child will be walked into the facility by a parent and signed in. A daycare parking attendant will be outside during those periods to keep vehicles entering and exiting in a timely and efficient manner. Parents will not be parking or idling on the surrounding streets dropping off children to walk in unattended. Children will not be allowed to leave the facility

unattended to walk to a vehicle.

Sec. 16-318. - Special Use Permit.

- (d) Day Care Facilities: Day care facilities for more than five children or adults shall:
- (1) Be licensed with the State pursuant to K.S.A. 65-501 et seq.;
  - (2) Obtain a Special Use Permit from the Planning Commission;
  - (3) Obtain an annual City business license;
  - (4) Obtain and furnish an annual fire inspection from the Fire Marshal or designee;
  - (5) A loading zone capable of accommodating at least two automobiles for picking-up or dropping-off passengers;
  - (6) Meet all requirements of the building code applying to day cares;
  - (7) That any special use permit issued shall be for an indefinite period, and that the rights granted in said special use permit shall extend to the owner or his agent or licensee of said owner requesting such permit and shall not run with the land;
  - (8) The special use permit for the operation of a daycare may be revoked at any time by the Planning Commission upon a determination that it is in violation of the standards of this section or any other City Code requirement including City Code violations such as nuisance violations that endanger the life, health, property, safety, or welfare of the general public and property maintenance violations containing substandard or unsanitary conditions;

16-319. - Special Use Permit Applications—Submission Requirements.

- (a) The following items shall be submitted in support of an application for a special use permit requested pursuant to Subsection 16-319(a).
- (1) Legal description of the property that is covered by the application for a special use permit.
  - (2) A statement of the reasons why the special use permit is being requested.
  - (5) If the Application is for an in-home daycare, the applicant must include:
    - i. Applicant's name;
    - ii. Description of the particular premises in or at which the in-home daycare will be carried on;
    - iii. Hours of operation;
    - iv. Parking plan;
    - v. If staff outside the home are employed, the number of staff and where they will park;
    - vi. Proof of state licensure; and
    - vii. Proof of a fire inspection.
  - (6) All studies as may reasonably be required pursuant to Section 16-304.
  - (7) Assurance of adequate public facilities as required by Section 16-305.

It should be noted on the attached site plan that a west 6 foot solid privacy fence is shared with (2) residential property lots. No setback is present or required for fence construction on a residential zoned lot. Many children may utilize this space thought the day. Also on the site plan is a proposed east fenced playground area that will require a variance for a fence taller than 30 inches.

Also attached you will find.

- SUP application

- Description of Services and Parking
- Site Plan Reflecting Building, Parking and Play Areas

**REVIEWERS:**

Department	Reviewer	Action	Date
Administration	Jones-Lacy, Jennifer	Approved	3/27/2024 - 11:50 AM



## Goals/Objectives & Terms

### ATTACHMENTS:

Description		Type
▣	SUP Application	Exhibit
▣	Statement of Services	Exhibit
▣	Site Plan	Exhibit
▣	SUP Amendment Request	Cover Memo



**SPECIAL USE PERMIT  
TO PROVIDE GENERAL HOME DAY CARE**

4600 W 51st Street  
Roeland Park, KS  
66205

Phone: 913-772-2600  
Fax: 913-772-3713  
[www.roelandpark.net](http://www.roelandpark.net)

☐ New Application

☐ Renewal

Appl  
Date:

Fee Paid: Case

No.: Meeting Date:

\$250.00

*Please include documentation of state current state licenseure with application*

Applicant Name: Brandy Poiry

Phone: 417-529-3906

Address: 5015 Buena Vista St

Zip Code: 66205

Day Care Name: Gioiosa Montessori

Cell: 417-529-3906

E-Mail: brandypoiry@gmail.com

Property Zoning Designation: Single family residential  
(if not known, can be supplied by staff)

Name of Subdivision: SR Church

Do you own the property?

Yes ☐

No ☒

Note: If not, please provide written permission from the owner for the CUP request.

Total number of children which care will be provided:

81

Note:

Number of providers living in the home: 0

Number of Employees: 22

Hours of operation: Days of week: Monday - Friday

Hours: 7:30 am - 6:30 pm

Provide a plot plan or sketch of the home showing the following:

*Location and number of parking and/or drop-off spaces;*

*Location and type of facilities/equipment for the required outdoor activity area;*

*Location, type and height of fencing.*

*Location of the 100ft<sup>2</sup>/per child open area*

Provide a written narrative of the day to day operations / daily schedule to include the following:

*Describe the daily activities / schedule;*

*Drop off/pick up times;*

*# of all day participants and ages;*

*# of before/after school participants and ages.*

*Provide pictures of all rooms where daycare will be held*

Have there been conversations with adjacent neighbors to determine whether or not they have objections to this business? Please describe: No



**Along with this application, a copy of the State of Kansas License or Application for License must be submitted.**

Application information and accompanying site plans are reviewed by the City staff and/or the Fire District, which can include representatives from Neighborhood Services, Fire, and Police.

After reviewing the plans, the City staff prepares comments that are e-mailed to the contact person and that subsequently must be addressed and resubmitted by the applicant according to the required schedule. Resubmittals must include a letter addressing all staff comments and questions in writing.

**Duration Of Permits:**

A Special Use Permit may be revoked at any time by the Governing Body upon a determination that the business is in violation of the standards of the Section or any other City Code requirement.

I hereby affirm the above statements are true and correct. I have read Roeland Park's Home Business Regulations and agree to abide by them and any stipulations added below. I hereby certify that the location (address) of the proposed home business (as noted above) is used as my permanent and primary residence. I understand that false information or violation of any stipulation could result in revocation of the permit / license.

Date: Dec 07, 2023

Applicant Signature: Brandy Poiry

Date: \_\_\_\_\_

Property Owner : \_\_\_\_\_  
Signature (if different than applicant)

Revised 12/6/23



# Gioiosa Montessori Daycare Special Permit

- Describe the daily activities / schedule
  - See below
- Drop off/pick up times
  - Drop off will occur between 7:30 and 8:30 am
  - Pick up will occur between 4 and 6:30
- # of all day participants and ages
  - 12 weeks - 1 year - 9 children
  - 1-2 years - 20 children
  - 2-3 years - 28 children
  - 3-6 years - 24 children
- # of before/after school participants and ages
  - 0 before/after school participants
- Provide pictures of all rooms where daycare will be held
  - See below

Toddler Schedule	
7:30AM-8:00AM	Arrival and Free Play
8:00AM-8:45AM	Handwashing, Breakfast, Clean Up
8:45AM-9:00AM	Diapering, Handwashing
9:00AM-10:00AM	Montessori Work (Naps if Needed)/Music
10:00AM-10:15AM	1st Circle Time: Songs, Colors, Shapes
10:15AM-11:00AM	Outdoor/Indoor Gross Motor Time
11:00AM-11:45AM	Handwashing, Lunch, Clean Up
11:45AM-12:00PM	Diapering, Handwashing
12:00PM-12:30PM	2nd Circle Time: Teacher Books, Language Cards
12:30PM-3:00PM	Nap Time
3:00PM-3:15PM	Diapering, Handwashing
3:15PM-3:30PM	Snack Time
3:30PM-5:30PM	Outdoor/Indoor Gross Motor Time

# Gioiosa Montessori Daycare Special Permit

Early Preschool Schedule	
7:30AM-8:00AM	Arrival and Free Play
8:00AM-8:45AM	Handwashing, Breakfast, Clean Up
8:45AM-9:00AM	Diapering, Handwashing
9:00AM-9:30AM	Greetings, Social Emotional Skills
9:30AM-10:15AM	Outdoor/Indoor Gross Motor
10:15AM-10:45AM	Literacy and Math Lessons
10:45AM-11:15AM	Geography/Spanish/Music
11:15AM-12:00PM	Lunch, Handwashing, Diapering
12:00PM-12:30PM	Montessori Work
12:30PM-3:00PM	Nap Time
3:00PM-3:30PM	Diapering, Handwashing, Snack
3:30PM-5:30PM	Outdoor/Indoor Gross Motor

Preschool	
7:30AM-8:00AM	Arrival and Free Play
8:00AM-8:45AM	Handwashing, Breakfast, Clean Up
8:45AM-9:15AM	Greetings, Social Emotional Skills
9:15AM-9:45AM	Montessori Work
9:45AM-10:30AM	Outdoor/Indoor Gross Motor
10:30AM-11:15AM	Literacy and Math Lessons
11:15AM-11:45AM	Lunch, Handwashing
11:45AM-12:15PM	Music/Montessori Work
12:15PM-12:45PM	Geography/Spanish
12:45PM-1:30PM	Older Preschool Work/Quiet Reading
1:30PM-3:00PM	Nap
3:00PM-3:30PM	Snack, Handwashing
3:30PM-5:30PM	Outdoor/Indoor Gross Motor

# Gioiosa Montessori Daycare Special Permit



Intermediate walls will be removed and space will be combined to create a larger classroom.



Removing segmented sleeping area



# Gioiosa Montessori Daycare Special Permit



Pews will be removed.



# Gioiosa Montessori Daycare Special Permit



Room will be expanded and enclosed to provide bathroom access and hallway traffic



### **Special Use Permit Request Statement**

Gioiosa Montessori is responding to the need for quality childcare services in the community and will provide day care services on a full-time basis for 60+ children in year one and 100+ children in year two. Gioiosa Montessori will run as a child care center and will be licensed by the State of Kansas. The business will provide service to a maximum of 99 children initially and will expand to accommodate more than 100 children and an after school program. It is across the street from Roesland Elementary School.

The facility will be located at 5015 Buena Vista St., Roeland Park, KS 66205. The facility totals 19,262 square feet. In addition, there are three outdoor play areas that are 1300, 2340, and 1000 square feet respectively.

The property is currently zoned as single family residential, necessitating a special use permit per Sec. 16-319 of the Roeland Park Municipal Code. This is in line with the approach leveraged for the Community Center ECLC zoning and approach in Roeland Park.

### **Parking Plan**

The facility will have 29 total parking spaces available. There will be 13 staff onsite at any given time, leaving 16 parking spaces for parents dropping their children off.

BASEMENT OCCUPANT LOAD

SPACE	AREA (SF)	OCCUPANT LOAD FACTOR	CALCULATED OCCUPANT LOAD	WITH MAXIMUM OCCUPANT LOAD PERMITTED BY KDHE
PRESCHOOL PLAY AREA	2,126 SF	35	61 PERSONS	2 STAFF + 24 CHILDREN 26 PERSONS
STAFF LOUNGE	322 SF	15	22 PERSONS	22 PERSONS
GYM / LOCKER	861 SF	50	18 PERSONS	18 PERSONS
TEACHER WORK ROOM	407 SF	150	3 PERSONS	3 PERSONS
KITCHEN	991 SF	200	5 PERSONS	5 PERSONS
TOTAL OCCUPANT LOAD =			109 PERSONS	74 PERSONS

EGRESSED BY

EXTERIOR DOOR = 55 PERSONS
EXIT ACCESS STAIR = 54 PERSONS

FIRST FLOOR OCCUPANT LOAD

SPACE	AREA (SF)	OCCUPANT LOAD FACTOR	CALCULATED OCCUPANT LOAD	WITH MAXIMUM OCCUPANT LOAD PERMITTED BY KDHE
PLAY AREA	1,709 SF	35	49 PERSONS	ACCOUNTED FOR IN BELOW
INFANTS	793 SF	35	23 PERSONS	3 STAFF + 9 CHILDREN 12 PERSONS
TODDLERS	683 SF	35	20 PERSONS	2 STAFF + 14 CHILDREN 16 PERSONS
TODDLERS	631 SF	35	19 PERSONS	2 STAFF + 14 CHILDREN 16 PERSONS
TODDLERS	505 SF	35	15 PERSONS	2 STAFF + 10 CHILDREN 12 PERSONS
TODDLERS	665 SF	35	19 PERSONS	2 STAFF + 10 CHILDREN 12 PERSONS
OFFICE	403 SF	150	3 PERSONS	3 PERSONS
TOTAL OCCUPANT LOAD =			148 PERSONS	71 PERSONS

EGRESSED BY

EXTERIOR DOOR = 37 PERSONS
EXTERIOR DOOR = 37 PERSONS
EXTERIOR DOOR = 37 PERSONS
EXTERIOR DOOR = 37 PERSONS

CODE ANALYSIS:

ALL CODE CITATIONS REFER TO THE 2018 INTERNATIONAL EXISTING BUILDING CODE (IEBC) AND THE 2018 INTERNATIONAL BUILDING CODE (IBC) AS APPLIED BY THE IEBC.

THIS PROJECT WILL BE CLASSIFIED UNDER THE WORK AREA METHOD PROVIDED BY CHAPTERS 6-12 OF THE IEBC.

THE SCOPE OF THE ALTERATION QUALIFIES THIS PROJECT AS A LEVEL 3 ALTERATION (CHAPTERS 7-9) AS WELL AS A CHANGE OF OCCUPANCY ALTERATION (CHAPTER 10).

AUTHORITIES HAVING JURISDICTION:

- CITY OF ROELAND PARK, KANSAS
- JOHNSON COUNTY FIRE DEPARTMENT, CONSOLIDATED FIRE DISTRICT 2
- THE OFFICE OF THE STATE FIRE MARSHAL, KANSAS

BUILDING OCCUPANCY:

THIS PROJECT WAS PREVIOUSLY CLASSIFIED AS AN A-3 OCCUPANCY (CHURCH BUILDING). THE PROJECT IS BEING ALTERED TO BE A DAY CARE FACILITY (TODDLERS THROUGH PRE-SCHOOL). THE OCCUPANCY OF THIS PROJECT WILL BE RE-CLASSIFIED AS AN I-4 OCCUPANCY IN ACCORDANCE WITH THE REQUIREMENTS OF OSFM.

TYPE OF CONSTRUCTION:

THIS EXISTING BUILDING WAS CONSTRUCTED OF NON-COMBUSTIBLE EXTERIOR WALLS AND COMBUSTIBLE INTERIOR CONSTRUCTION WITHOUT ANY FIRE RESISTIVE MATERIALS APPLIED. AS SUCH, IT COULD BE CLASSIFIED AS A III-B STRUCTURE UNDER THE 2018 IBC.

ALLOWABLE BUILDING HEIGHT, AREA, NUMBER OF STORIES ABOVE GRADE PLANE:

THE WORK AREA METHOD PROVIDED FOR ALTERATIONS TO EXISTING BUILDINGS WITHIN THE IEBC STIPULATES THAT WHERE THE "RELATIVE HAZARD" CLASSIFICATION OF AN EXISTING BUILDING IS NOT UPGRADED TO A HIGHER-HAZARD CATEGORY, THE HEIGHT AND AREA OF THE EXISTING BUILDING "SHALL BE DEEMED ACCEPTABLE" (IEBC 1011.5.2). IEBC TABLE 1011.5 REGARD BOTH A-3 (EXISTING OCCUPANCY) AND I-4 (NEW OCCUPANCY) AS BEING A RELATIVE HAZARD 2. AS SUCH, THE PROVIDED HEIGHT AND AREA WITHIN THE EXISTING BUILDING IS ALLOWED TO ACCOMMODATE THIS CHANGE OF OCCUPANCY WITHOUT ANY ADDITIONAL MEASURES BEING TAKEN.

ACTIVE FIRE SAFETY FEATURES:

THE EXISTING BUILDING IS NOT EQUIPPED WITH A FIRE SPRINKLER SYSTEM. THE ALTERATION WILL NOT PROVIDE A FIRE SPRINKLER SYSTEM IN ACCORDANCE WITH THE PROVISIONS OF IEBC 1011.2 AND IBC 903.2.6 (PROJECT ALTERATION QUALIFIES FOR EXCEPTION 2 - DAY CARE FACILITIES ARE PROVIDED ON THE LEVEL OF EXIT DISCHARGE WITH EACH ROOM HAVING DIRECT EXTERIOR ACCESS).

THIS BUILDING IS EQUIPPED WITH A FIRE ALARM SYSTEM IN ACCORDANCE WITH NFPA 72.

THIS BUILDING IS EQUIPPED WITH EMERGENCY EXIT SIGNAGE AND LIGHTING IN ACCORDANCE WITH THE IBC.

OWNER INFORMATION:

Indian Hills Development, LLC  
John M Stephenson Jr  
6436 Ensley Lane  
Mission Hills, KS 66208  
913-642-0045

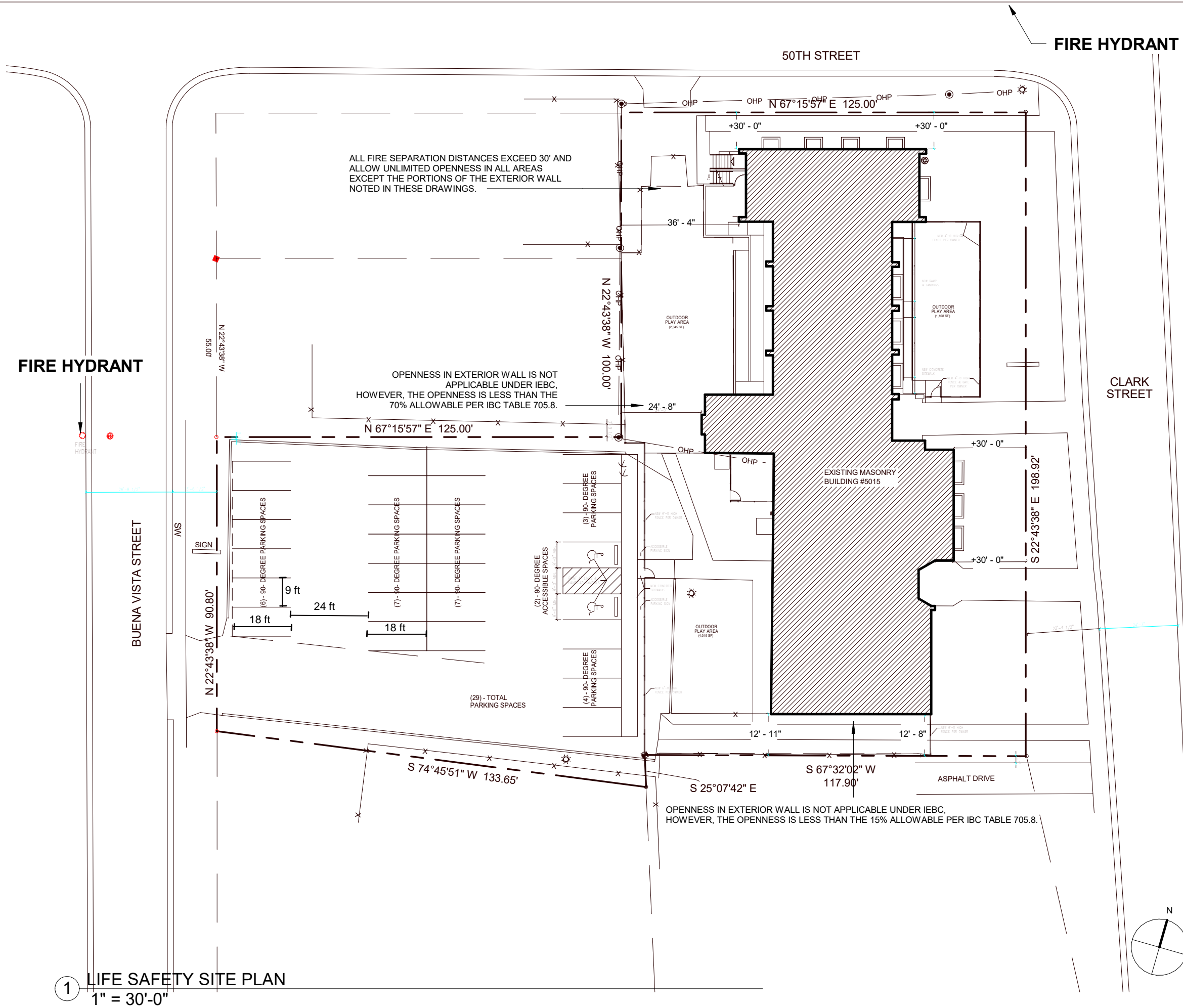


Mark D. George  
Architecture

7812 Caenen Lake Drive  
Lenexa, Kansas 66216  
913-249-6146  
mark.d.george@sbglobal.net

BUILDING ALTERATIONS FOR  
GIOIOSA MONTESSORI DAY  
CARE CENTER  
5015 BUENA VISTA STREET  
ROELAND PARK, KS 66205

Date	Description	Initials
12/16/23	FOR FIRE MARSHALL REVIEW	MDG
1/12/24	REV 01	



1 LIFE SAFETY SITE PLAN  
1" = 30'-0"



**Mark D. George**  
**Architecture**

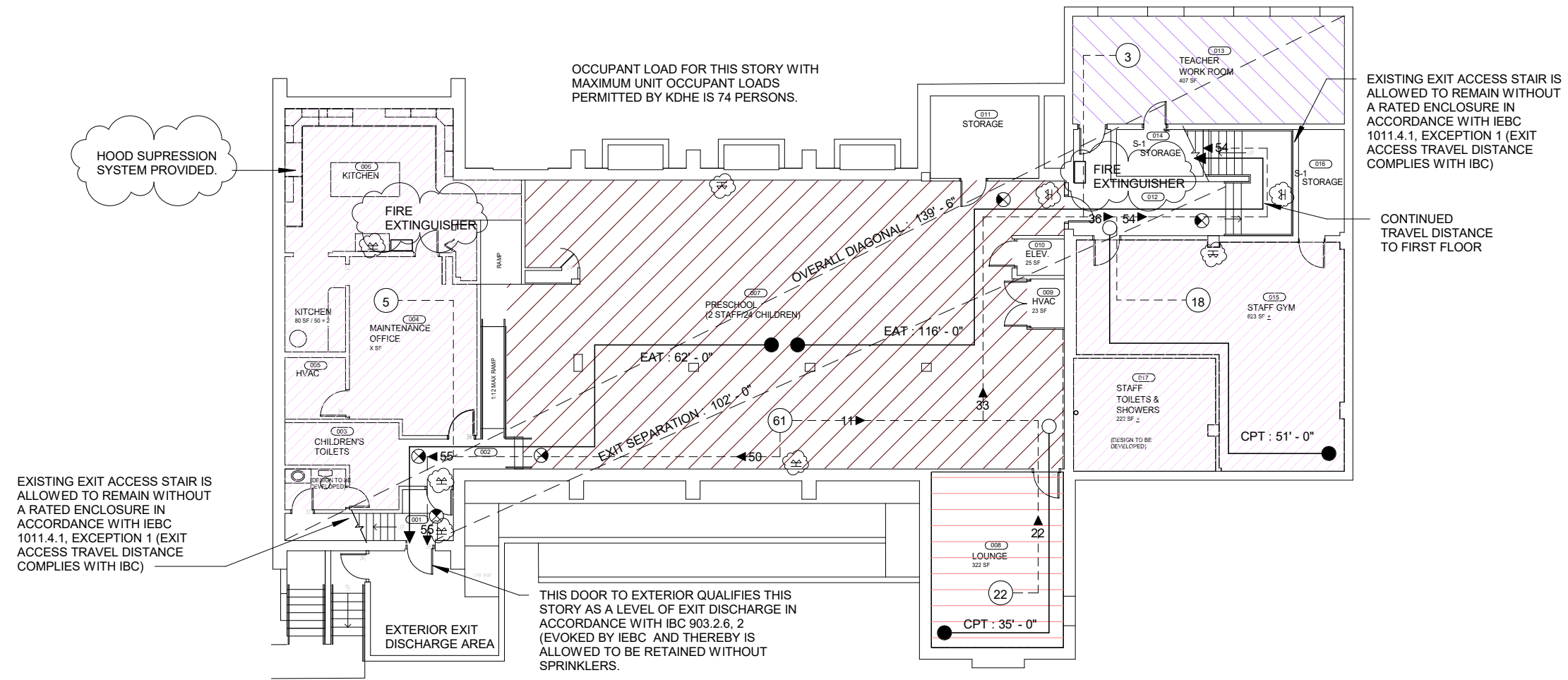
7812 Caenen Lake Drive  
Lenexa, Kansas 66216  
913-249-6146  
mark.d.george@sbglobal.net

**BUILDING ALTERATIONS FOR  
GIOIOSA MONTESSORI DAY  
CARE CENTER**

**5015 BUENA VISTA STREET  
ROELAND PARK, KS 66205**

Date	Description	Initials
12/16/23	FOR FIRE MARSHALL REVIEW	MDG
1/12/24	REV 01	





1 BASEMENT LIFE SAFETY PLAN  
1/16" = 1'-0"

LIFE SAFETY LEGEND

OCCUPANT LOAD SYMBOL (IBC 1004):

◀ 5 (10) 5 ▶

AVAILABLE PATH OF TRAVEL (DOES NOT PROHIBIT ALTERNATIVE TRAVEL PATHS)

OCCUPANT LOAD OF SPACE (SEE OCCUPANT LOAD TABLE FOR CALCULATION)

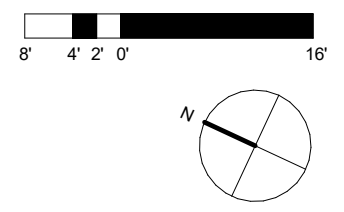
COMPOUNDING EGRESS LOAD UTILIZING A PATH OF TRAVEL.

OCCUPANT LOAD FACTOR PATTERNS:

- DAY CARE OCCUPANT LOAD FACTOR: 35 SF PER OCCUPANT, NET
- BUSINESS (B) OCCUPANT LOAD FACTOR : 150 SF PER OCCUPANT, GROSS
- MISCELLANEOUS SEE FLOOR PLAN FOR OCCUPANT LOAD FACTOR

LIFE SAFETY DRAWING ANNOTATIONS:

- CPT
- EAT
- 1-HOUR FIRE RATED ASSEMBLY (IEBC 802.2.1)
- EXIT SIGN (IBC 1013)
- EXIT ILLIGHTING
- COMMON PATH OF TRAVEL DISTANCE (IBC 1006.2.1)
- EXIT ACCESS TRAVEL DISTANCE (IBC 1017)

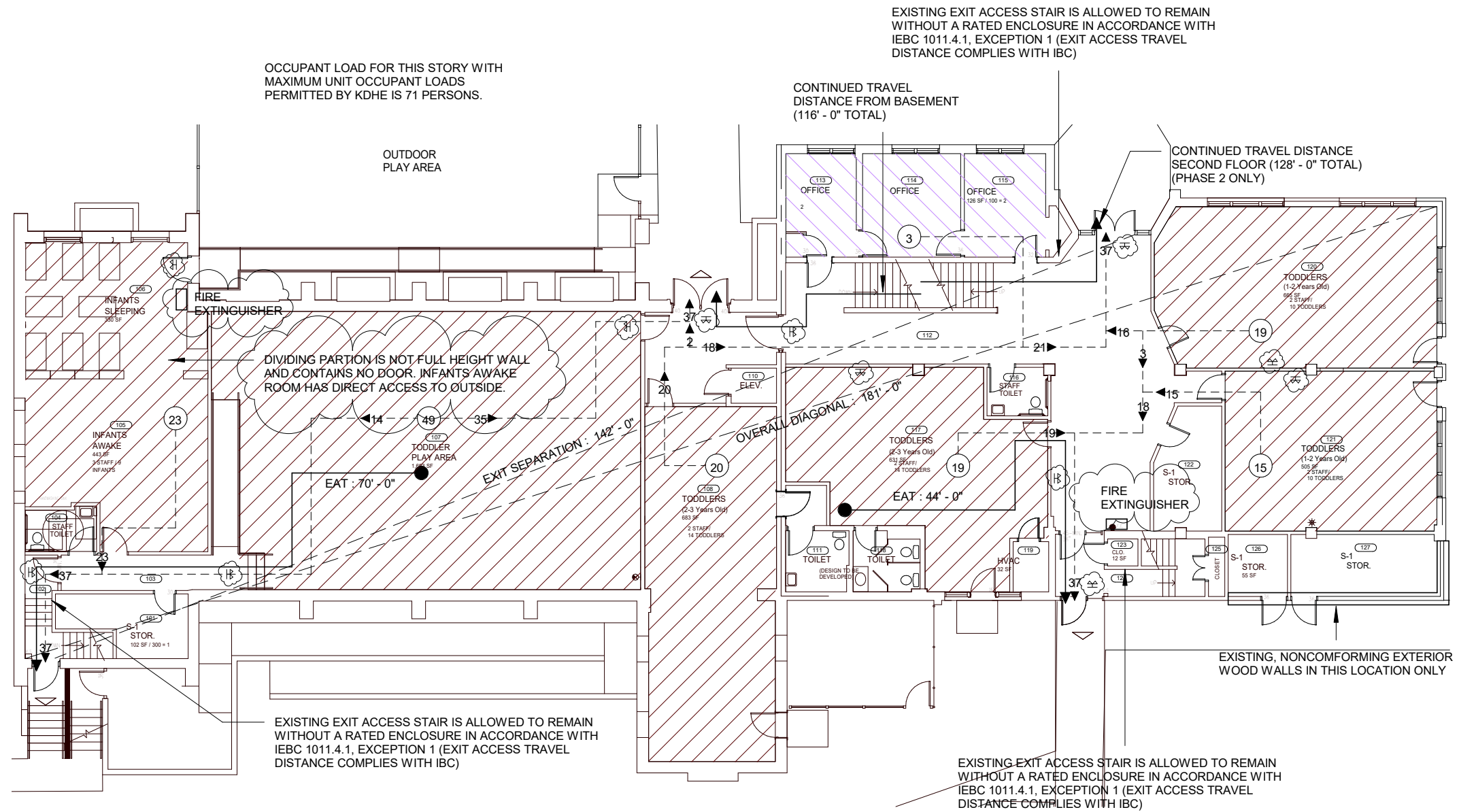


Mark D. George  
Architecture

7812 Caenen Lake Drive  
Lenexa, Kansas 66216  
913-249-6146  
mark.d.george@bcglobal.net

BUILDING ALTERATIONS FOR  
GIOIOSA MONTESSORI DAY  
CARE CENTER  
5015 BUENA VISTA STREET  
ROELAND PARK, KS 66205

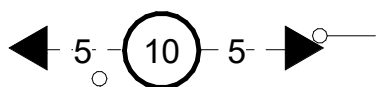
Date	Description	Initials
12/16/23	FOR FIRE MARSHALL REVIEW	MDG
1/12/24	REV 01	



1 FIRST FLOOR LIFE SAFETY PLAN  
1/16" = 1'-0"

### LIFE SAFETY LEGEND

OCCUPANT LOAD SYMBOL (IBC 1004):

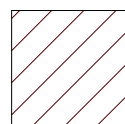


AVAILABLE PATH OF TRAVEL.  
(DOES NOT PROHIBIT  
ALTERNATIVE TRAVEL PATHS)

OCCUPANT LOAD OF SPACE.  
(SEE OCCUPANT LOAD TABLE  
FOR CALCULATION)

COMPOUNDING EGRESS LOAD  
UTILIZING A PATH OF TRAVEL.

### OCCUPANT LOAD FACTOR PATTERNS:



DAY CARE OCCUPANT LOAD FACTOR:  
35 SF PER OCCUPANT, NET

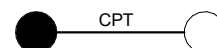


BUSINESS (B) OCCUPANT LOAD FACTOR :  
150 SF PER OCCUPANT, GROSS



MISCELLANEOUS  
SEE FLOOR PLAN FOR OCCUPANT LOAD FACTOR

### LIFE SAFETY DRAWING ANNOTATIONS:



COMMON PATH OF TRAVEL DISTANCE (IBC 1006.2.1)



EXIT ACCESS TRAVEL DISTANCE (IBC 1017)



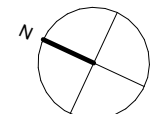
1-HOUR FIRE RATED ASSEMBLY (IEBC 802.2.1)



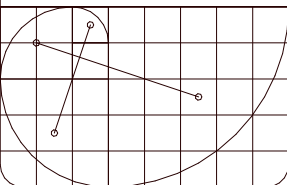
EXIT SIGN (IBC 1013)



EXIT ILLUMINATING



Mark D. George  
Architecture  
7812 Caenen Lake Drive  
Lenexa, Kansas 66216  
913 - 249 - 6146  
mark.d.george@sbglobal.net

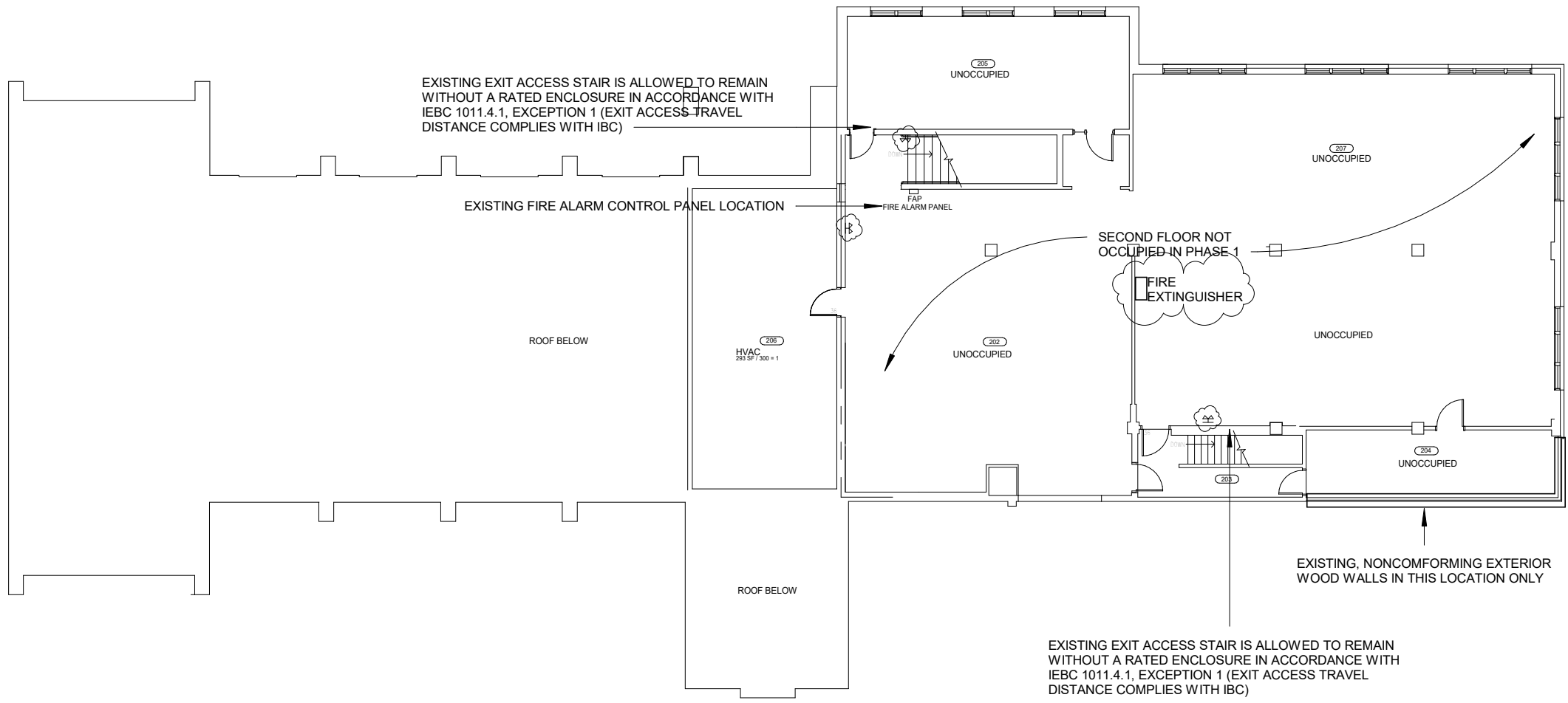


BUILDING ALTERATIONS FOR  
GIOIOSA MONTESSORI DAY  
CARE CENTER  
5015 BUENA VISTA STREET  
ROELAND PARK, KS 66205

Date	Description	Initials
12/16/23	FOR FIRE MARSHALL REVIEW	MDG
1/12/24	REV 01	

CODE FOOTPRINT - PH 1  
1ST FLOOR PLAN

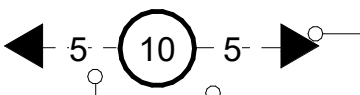




1 SECOND FLOOR LIFE SAFETY PLAN  
1/16" = 1'-0"

LIFE SAFETY LEGEND

OCCUPANT LOAD SYMBOL (IBC 1004):

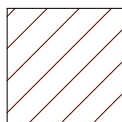


AVAILABLE PATH OF TRAVEL.  
(DOES NOT PROHIBIT  
ALTERNATIVE TRAVEL PATHS)

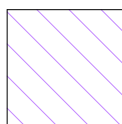
OCCUPANT LOAD OF SPACE.  
(SEE OCCUPANT LOAD TABLE  
FOR CALCULATION)

COMPOUNDING EGRESS LOAD  
UTILIZING A PATH OF TRAVEL.

OCCUPANT LOAD FACTOR PATTERNS:



DAY CARE OCCUPANT LOAD FACTOR:  
35 SF PER OCCUPANT, NET

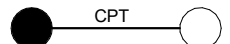


BUSINESS (B) OCCUPANT LOAD FACTOR :  
150 SF PER OCCUPANT, GROSS



MISCELLANEOUS  
SEE FLOOR PLAN FOR OCCUPANT LOAD FACTOR

LIFE SAFETY DRAWING ANNOTATIONS:



CPT

COMMON PATH OF TRAVEL DISTANCE (IBC 1006.2.1)



EAT

EXIT ACCESS TRAVEL DISTANCE (IBC 1017)



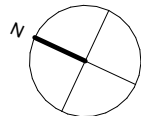
1-HOUR FIRE RATED ASSEMBLY (IEBC 802.2.1)



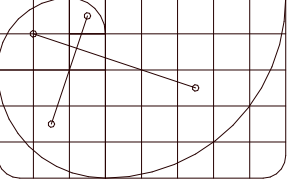
EXIT SIGN (IBC 1013)



EXIT ILIGHTING



Mark D. George  
Architecture  
7812 Caeren Lake Drive  
Lenexa, Kansas 66216  
913 - 249 - 6146  
mark.d.george@sbglobal.net



BUILDING ALTERATIONS FOR  
GIOIOSA MONTESSORI DAY  
CARE CENTER  
5015 BUENA VISTA STREET  
ROELAND PARK, KS 66205

Date	Description	Initials
12/16/23	FOR FIRE MARSHALL REVIEW	MDG
1/12/24	REV 01	

**SPECIAL USE PERMIT****TO PROVIDE GENERAL HOME DAY CARE**4600 W 51st Street  
Roeland Park, KS  
66205Phone: 913-772-2600  
Fax: 913-772-3713  
www.roelandpark.net☐ New Application☐ RenewalAppl  
Date:

Fee Paid: Case

No.: Meeting Date:

\$250.00

April 18, 24

Please include documentation of state current state licenseure with application

Applicant Name: Brandy Poiry

Phone: 417-529-3906

Address: 5015 Buena Vista St

Zip Code: 66205

Day Care Name: Gioiosa Montessori

Cell: 417-529-3906

E-Mail: brandypoiry@gmail.com

Property Zoning Designation: Single family residential (if not known, can be supplied by staff)

Name of Subdivision: SR Church

Do you own the property?

Yes ☐No ☒

Note: If not, please provide written permission from the owner for the CUP request.

Total number of children which care will be provided:

81

Note:

Number of providers living in the home: 0

Number of Employees: 22

Hours of operation: Days of week: Monday - Friday

Hours: 7:30 am - 6:30 pm

**Provide a plot plan or sketch of the home showing the following:**

Location and number of parking and/or drop-off spaces;  
Location and type of facilities/equipment for the required outdoor activity area;  
Location, type and height of fencing.  
Location of the 100ft<sup>2</sup>/per child open area

**Provide a written narrative of the day to day operations / daily schedule to include the following:**

Describe the daily activities / schedule;  
Drop off/pick up times;  
# of all day participants and ages;  
# of before/after school participants and ages.  
Provide pictures of all rooms where daycare will be held

Have there been conversations with adjacent neighbors to determine whether or not they have objections to this business? Please describe:

Yes. The community had the opportunity to express concerns and ask questions at the City Planning meeting as well as the City council meeting. We have also been speaking with many of the neighbors. In all instances, there has been overwhelming support. In this case, we want to ensure that the basement is included as an approved location for children.

**Along with this application, a copy of the State of Kansas License or Application for License must be submitted.**

Application information and accompanying site plans are reviewed by the City staff and/or the Fire District, which can include representatives from Neighborhood Services, Fire, and Police.

After reviewing the plans, the City staff prepares comments that are e-mailed to the contact person and that subsequently must be addressed and resubmitted by the applicant according to the required schedule. Resubmittals must include a letter addressing all staff comments and questions in writing.

**Duration Of Permits:**

A Special Use Permit may be revoked at any time by the Governing Body upon a determination that the business is in violation of the standards of the Section or any other City Code requirement.

I hereby affirm the above statements are true and correct. I have read Roeland Park's Home Business Regulations and agree to abide by them and any stipulations added below. I hereby certify that the location (address) of the proposed home business (as noted above) is used as my permanent and primary residence. I understand that false information or violation of any stipulation could result in revocation of the permit / license.

Date: 3/7/2024

Applicant Signature: \_\_\_\_\_

*Brandy Poiry*

Date: \_\_\_\_\_

Property Owner : \_\_\_\_\_

Signature (if different than applicant)

Revised 12/6/23

**Item Number:** New Business- VIII.-D.  
**Committee** 4/1/2024  
**Meeting Date:**



## City of Roeland Park

### Action Item Summary

**Date:** 3/28/2024  
**Submitted By:** Donnie Scharff  
**Committee/Department:** Public Works  
**Title:** **Approve Task Order for 2024 CDBG Project (5 min)**  
**Item Type:** Discussion

### Recommendation:

**Approve the design task order with Larkin, Lamp, Ryneerson for the 2024 El Monte Street to Delmar Street Sidewalk at a cost not to exceed \$42,000.**

### Details:

The City received \$191K in Community Development Block Grant (CDBG) funding for the year 2024 to be applied toward the El Monte Street to Delmar Street Sidewalk project. Staff intends to use our on-call City Engineer Lamp Ryneerson to perform the design and inspection of the project. This task order is the total cost for these services.

A sidewalk extension from the cul-de-sac end of El Monte east to Delmar Street was selected and approved by CDBG as the project meets all of the CDBG parameters. This sidewalk extension is not reflected on the City's bike and sidewalk master plan. It was likely not contemplated since it does not follow an existing street. The extension makes sense as it provides for a direct route for children living on El Monte walking to Roesland Elementary. The project will also improve drainage of storm water that accumulates in the El Monte cul-de-sac.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

### What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?

- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

### Financial Impact

Amount of Request: \$41,906	
Budgeted Item?	Budgeted Amount: \$50,000
Line Item Code/Description: 270-Spec St. Fund	

### Additional Information

#### REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Nielsen, Kelley	Approved	3/28/2024 - 3:33 PM

**Goals/Objectives & Terms**

**ATTACHMENTS:**

Description		Type
▣	2024 CDBG Engineering Task Order	Cover Memo
▣	Engineer Presentation	Cover Memo

## City of Roeland Park – El Monte Street to Delmar Street Sidewalk

Contract: El Monte Street to Delmar Street Sidewalk

Ordinance or Resolution:

Task Agreement No: 24-02

Funding Amount: \$42,000.00

Purchase Order No:

Project Title: El Monte St to Delmar St Sidewalk

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

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

Project Management Manual reviewed:

Attachments (Gantt Chart, etc.): Fee estimate

### PROJECT Scope:

1. **Survey:** Topographic survey and boundary on all driveways, ADA sidewalk ramps and storm systems relevant to project area (between and around El Monte Street and Delmar Street). Provide easement exhibits and descriptions to construct project.
2. **Design:** Perform a field investigation for the necessary curb, sidewalk, and driveway apron repairs. Provide plans with Cover sheet, general notes, general layout, project plan sheets, grading plan, storm plan and profiles, hydraulic and hydrologic calculations, traffic control, erosion control, sidewalk ramp details and standard details. Address City comments for final design. Provide utility coordination. Prepare engineer's estimate of probable cost and update throughout design. Provide CDBG project manual with technical specifications.  
  
Not included: Street profiles, cross sections, traffic control plan, pavement marking plan and right of way acquisition services.  
  
Schedule: With notice to proceed can complete and be ready for bidding within 3 months.
3. **Bidding:** Conduct a pre-bid meeting, answer questions during bidding, provide addendum if warranted, attend bid opening, tabulate and review bid proposals and qualifications, and provide a bid recommendation to City.
4. **Construction Administration:** Conduct a pre-construction meeting, review shop drawings, attend construction progress meetings (Estimated 2), review pay requests (estimated 2), answer questions during construction, perform final walkthrough and prepare punch list, and prepare record drawings.
5. **Construction Observation:** Provide part time observation services for an estimated 4-week construction.

The attached services will be provided for an hourly rate. Total not to exceed project fee is \$42,000.00, including direct expenses.

### Staff Signatures

**Mayor:**  
Mike Kelly

**City Administrator:**  
Keith Moody

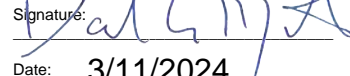
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Partner Signatures

**Division Manager:**  
Daniel G. Miller, P.E.

**Company Principal (if different):**  
Tony O'Malley, P.E.

Signature:   
Date: 3/11/2024

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Project Type: Design ☒ Construction ☒ Property Acquisition \_\_\_\_\_ Conceptual/Problem Solving \_\_\_\_\_ Surveying ☒

Project Discipline(s): Transportation ☒ Planning \_\_\_\_\_ Water \_\_\_\_\_ Wastewater \_\_\_\_\_ Stormwater ☒

Report(s) Received:

Work on File:

This Task Agreement is subject to all the provisions included in the On-Call Professional Services Agreement, Public Works Department, Engineering Division by and between the City and Lamp Rynearson (Professional), dated **11/2/2020**.

Attach scope of work, budget, and other supporting material



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

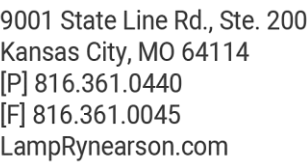
CIVIL DESIGN GROUP FEE ESTIMATE

PROJECT TITLE El Monte St to Delmar St Sidewalk  
LOCATION El Monte St to Delmar St, south of 47th St and north of Elledge Dr, Roeland Park, KS  
DATE 12/21/2023

PROJECT # 0323001  
BY Greg Van Patten

Classification:	Civil Design	Project Manager II	Project Engineer I	Project Designer	Construction Observer V	Project Administrator	Hourly NTE Survey Fee	Subtotal of Hrs per Item	Subtotal of Fee per Item
	Group Leader			Senior I		III			
	Senior II			Senior I		III			
Associate:	Miller	Van Patten	Sinnett	Archer	Bruemmer	Nichols			
Hourly Rate:	\$269.00	\$163.00	\$116.00	\$139.00	\$115.00	\$112.00			
Survey									
Topographic Survey									\$2,276.00
Boundary Survey									\$2,923.00
Easement Descriptions (4)									\$800.00
Subtotal of Hours per Associate									
Subtotal of Fee per Associate									
								Labor Fee	\$5,999.00
								Reimbursables 5%	\$299.95
								Contingency 10%	\$599.90
								Subtotal of Surveying Services	\$6,898.85
Design									
Field Investigation			3	3			6	\$765.00	
Easement Exhibits (4)				2			2	\$278.00	
Cover Sheet and General Notes			1	1			2	\$255.00	
Plan Sheets		1	1	4			6	\$835.00	
Driveway Apron Design (ADA)			4	2			6	\$742.00	
ADA Sidewalk Ramp Design		1	4	2			7	\$905.00	
Grading Plan		1	2	8			11	\$1,507.00	
Storm Plan and Profiles			2	6			8	\$1,066.00	
Hydraulic and Hydrologic Calculations		1	8				9	\$1,091.00	
Detail Sheets		1	1	4			6	\$835.00	
Project Management		2	2	8			12	\$1,792.00	
Utility Coordination, Meeting, Updates		4	4				8	\$1,116.00	
Public Meeting and Prep		3	4	6			13	\$2,155.00	
CDBG Coordination / Special Provisions		1	3			4	8	\$959.00	
Project Manual and Technical Specifications		1	4			8	13	\$1,523.00	
Engineer's Estimate of Probable Construction Cost		4	4				8	\$1,116.00	
Subtotal of Hours per Associate		5	21	55	32	12	125		
Subtotal of Fee per Associate		\$1,345.00	\$3,423.00	\$6,380.00	\$4,448.00	\$1,344.00			
								Labor Fee	\$16,940.00
								Reimbursables 2%	\$338.80
								Contingency 5%	\$847.00
								Subtotal of Design	\$18,125.80





PROJECT # 0323001  
BY Greg Van Patten

PROJECT # 0323001  
BY Greg Van Patten

\\Engineering\0323001 Roeland Park KS 2023 On Call Service\PROJECT MANAGEMENT\EI Monte Delmar Sidewalk\EI Monte Delmar SW Total Fee Estimate.xlsx 2 of 2

# El Monte Street to Delmar Street New Sidewalk Concept

Initial Presentation

October 12, 2022 | Dan Miller



# Site Images



View from El Monte Street



View from Delmar Street



Images Courtesy of Lamp Rynearson

# History and Current Conditions



- Considered location currently in “unused” Right-of-way (an island the right of way is shown as privately owned, need additional title research to confirm)
- Storm sewer system with concrete piping located from Delmar to El Monte, along southern edge of 4808 Delmar Street property
- Trees, fencing and vegetation in corridor
- Currently no ADA ramps for sidewalk crossings at Delmar
- Shared driveway approach between 4801 and 4811 El Monte Street
- El Monte residents report of drainage issues (ponding water in drive/yard during heavy rains), exact cause not yet identified



# Site Aerial View



# Design Concept



- Install a new sidewalk that connects El Monte Street to Delmar Street
- Includes new sidewalk, storm pipe, storm inlets, ADA compliant ramps, driveway replacement, curb and sodding
- Includes reconstruction of driveways and storm inlets
- Includes removal of greenery blocking pathway, including some trees

# Concept Drawing



# Concept Design Considerations



- Sidewalk designed to curve around southern backyard fence of 4808 Delmar St Property with leeway
- 4811 El Monte St driveway meets with southern end of sidewalk. This provides driving space as well as matches existing driveway southern border to protect existing tree
- New driveway will not interfere with existing tree at 4801 El Monte Street (drive could shift south to be adjacent to north edge of sidewalk for more room)
- Smaller inlet advised near eastern end of sidewalk to make ample space
- Current slope of sidewalk near eastern end does not meet ADA compliance (if the sidewalk were along a street with a grade exceeding 5% it would comply).



# Cost and Funding



- Estimated project construction cost: \$200,000
- Estimated total project cost: \$231,000
- Add to sidewalk master plan?
- Designate as high, medium or lower priority on sidewalk master plan?
- Allocate \$100k high priority sidewalk budget for 2023 to this project?
- Apply for 2024 CDBG Funding (locating in a census block which is eligible for CDBG funding)?

# Thank You!



- Questions?

**Item Number:**       **Ordinances and Resolutions:- IX.-**  
                              **A.**  
**Committee**           **4/1/2024**  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

---

**Date:** 4/1/2024  
**Submitted By:** Jennifer Jones-Lacy, Assistant City Administrator/Finance Director  
**Committee/Department:** Admin  
**Title:** **Charter Ordinance No 40 – Elections for Appointed Governing Body Members**  
**Item Type:** Ordinance

### **Recommendation:**

**To approve Charter Ordinance No. 40, which repeals Charter Ordinance No. 38 and replaces it with a new charter ordinance which allows mayoral appointments of councilmembers to remain in office until the next regularly scheduled City election.**

### **Details:**

The attached charter ordinance will repeal all of Charter Ordinance no. 38 and replace it. The only section being altered is the term of the appointment, which will be extended to the next regularly scheduled city election.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

#### **What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

#### **Financial Impact**

---

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

**Additional Information**

**REVIEWERS:**

Department	Reviewer	Action	Date
Administration	Jones-Lacy, Jennifer	Approved	3/28/2024 - 11:27 AM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Charter Ordinance Redlined Changes	Exhibit
▣ Charter Ordinance No. 40	Ordinance

## 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 6, and 7.

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

SECTION 1. 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 regular city general election, as defined in K.S.A. § 25-210225-2107. Any appointment made after 12:00 P.M. on June 1 of any given year in which a regular city general election occurs will serve until the next regular city general election occurring in the-a following year.

SECTION 2. 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. In the case where there is a tie among two (2) Councilmembers, a coin flip shall determine the winner. 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 regular city general election, as defined in K.S.A. § 25-210225-2107. Any appointment made after 12:00 P.M. on June 1 of any given year in which a regular city general election occurs will serve until the next regular general election occurring in the-a following year.

SECTION 3. 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 1 and Section 2 of this Charter Ordinance, respectively.

SECTION 4. This Charter Ordinance shall take effect after its publication in the official City newspaper, and shall have an effective date of December 18th, 2022.

APPENDIX A - CHARTER ORDINANCES  
CHARTER ORDINANCE NO. 38

---

**PASSED** by the Governing Body, not less than two-thirds of the elected members voting in favor thereof, this 3rd day of October, 2022.

(Chart. Ord. No. 38, §§ 1, 2, adopted 10-3-2022)



**CITY OF ROELAND PARK, KANSAS  
CHARTER ORDINANCE NO. 40**

**A CHARTER ORDINANCE AMENDING THE PROCEDURE TO FILL A VACANT GOVERNING BODY SEAT; AMENDING AND REPEALING CHARTER ORDINANCE 38; AND AMENDING AND REPEALING EXISTING SECTION 6-101(e) OF THE CITY OF ROELAND PARK, KANSAS MUNICIPAL CODE**

**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 Governing Body of the City of Roeland Park, Kansas previously passed Charter Ordinance No. 38, which amended the procedure for appointing new Governing Body members in the event of a vacancy, which included a provision that the appointed member serve until the next general election; and

**WHEREAS**, the Governing Body of the City of Roeland Park, Kansas desires to amend this procedure to allow the appointed member to serve on the Governing Body for the balance of the unexpired term, pursuant to K.S.A. 14-204; and

**WHEREAS**, K.S.A. 12-104a(d) allows for the City of Roeland Park, Kansas to enact a different procedure for filling Governing Body vacancies; and

**WHEREAS**, the Governing Body of the City of Roeland Park, Kansas desires, by Charter Ordinance, to amend Sections 1 and 2 of Charter Ordinance No. 38, amend Section 6-101(e) and Section 6-101(f) of the Roeland Park Municipal Code, and repeal Charter Ordinance No. 38 in its entirety.

**NOW, THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, JOHNSON COUNTY, KANSAS**

**SECTION 1.** Existing Section 1 of Charter Ordinance No. 38, is hereby amended to read as follows:

“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 regular city general election, as defined by K.S.A. § 25-2107. Any appointment made after 12:00 P.M. on June 1 of any given year in which a regular city general election occurs, will serve until the next regular city general election occurring in a following year.”

**SECTION 2.** Existing Section 2 of Charter Ordinance No. 38 is hereby amended to read as follows:

“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. In the case where there is a tie among two (2) Councilmembers, a coin flip shall determine the winner. 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 1 of Charter Ordinance No. 40. The Mayoral appointment shall be effective until the next regular city general election, as defined in K.S.A. § 25- 2107. Any appointment made after 12:00 P.M. on June 1 of any given year in which a regular city general election occurs will serve until the next regular city general election occurring in a following year.”

**SECTION 3.** 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 stated in Section 1 and Section 2 of this Charter Ordinance, respectively.

**SECTION 4.** Charter Ordinance No. 38 is hereby repealed in its entirety.

**SECTION 5.** This Charter Ordinance shall be published once a week for two consecutive weeks in the official City newspaper, and shall take effect sixty (60) days after final publication, unless a petition signed by a number of electors of the City equal to not less than ten percent (10%) of the number of electors who voted at the last preceding regular City election shall be filed in the office of the City Clerk demanding that this Charter Ordinance be submitted to a vote of the electors, in which event this Charter Ordinance shall take effect when approved by a majority of the electors voting at an election held for such purpose.

**PASSED** by the Governing Body, not less than two-thirds of the elected members voting in favor thereof, this 1st day of April, 2024.

---

Mayor Michael Poppa

ATTEST:

APPROVED AS TO FORM:

---

Kelley Nielsen, City Clerk

---

Steven E. Mauer, City Attorney