

Minutes

The City Council of the City of Leawood, Kansas, met for a Special Call Meeting at City Hall, 4800 Town Center Drive, at 6:00 P.M., on Monday, September 19, 2016. Mayor Peggy Dunn presided.

Councilmembers Present: Chuck Sipple, Jim Rawlings, Julie Cain, Andrew Osman, James Azeltine, Debra Filla, Dr. Steven Kaster and Lisa Harrison

Councilmembers Absent: None

Staff present: Scott Lambers, City Administrator	Chief Dave Williams, Fire Department
Joe Johnson, Public Works Director	Richard Coleman, Comm. Dev. Director
Chris Claxton, Parks & Recreation Dir.	Kim Curran, Supt. of Recreation
Joe Johnson, Public Works Director	Dawn Long, Finance Director
Richard Coleman, Comm. Dev. Dir.	Marcy Knight, Assistant Prosecutor
Karl Weinfurter, Info. Serv. Specialist II	Chief Troy Rettig, Police Department
Debra Harper, City Clerk	Cindy Jacobus, Assistant City Clerk

Others Present: Troy Newport, Troon, Ironhorse Golf Course General Manager

Proposed 2017 Fee Schedule

Mayor Dunn called the meeting to order and introductions with affiliation were made. She anticipated a quick review based on excellent materials distributed in advance and to accommodate the scheduled photoshoot of Governing Body between the Work Session and Council meetings. Ms. Claxton and Ms. Harper would lead the discussion. Ms. Harper conducted a page-by-page review of the draft 2017 fee schedule after asking for urgent questions. The minutes reflect supplemental comments provided by staff.

Page 1, Police – Animal Impoundment

Fee increased \$5, from \$25 to \$30, which is the last of the incremental increases planned for the fee. Former Councilmember Lou Rasmussen had been concerned the City’s fee was far less expensive in comparison to other cities, and the City’s fees were benchmarked to determine needed adjustment. The City imposes approximately 100 impound fees each year.

Page 2, Police – Fingerprint Cards

Addition of \$2 fee for each additional card after first two free cards. There has been an increase in the number of print and card requests. A business chief executive officer requested 40 to 50 copies. Requests are received from attorneys going for their bar examination, stock businesses, realtors and child care providers.

Page 2, Police – Parade/Runs Permit and Event Security Officer

Addition of a \$25 parade fee, which requires traffic control and security fee in addition to the parade permit fee. Traffic Control and Event Security fee is \$35 per hour, per officer, with a four-hour minimum. Increased hourly fee for Event Security Officer is also mentioned on Pages 19 and 22 of the fee schedule. All events involving alcohol require an Event Security Officer and events with over 150 attendees require two officers. City Police Department Officers are used, the event sponsor can request a specific officer and there have been no event staffing issues. The City's past experience with private security companies was less than optimal. Officer time is not reported as a contractor, but rather considered off-duty overtime. The City's fee would likely not recoup a tenured officer's overtime, but would recoup the overtime of less-tenured officers. The department has a policy which is followed and Chief Rettig monitors the use and impact of overtime. On average, events are four to five hours in duration for a fee of \$140. If Parks & Recreation collects the City fee, it is passed to the Police Department to cover their costs.

Page 3, Police – 8-1/2 x 11 DUI Report

Per Kansas law, reduction to \$0.25 from \$0.50 per page for copy of DUI report. Fee for all other reports remains the same at \$0.50 per page.

Page 3, City-Wide – Audio Copying and MP3 Copying

Addition of \$25 audio and MP3 format production fees. Process for production by Information Services is similar to DVD production.

Page 8, Planning – Blade Signs, Building Identification Symbols, Directional Sign, Directory Sign and Signage on Architectural Structures

Addition of \$25 minimum fee for these types of signs, consistent with all other sign permits. An example of a directional sign would be an entry/exit sign. In the past, a fee of \$4 per sq. ft. had been charged for the permit.

Page 17, Parks & Recreation – Tennis Lessons

Maximum fee increased for resident and non-resident tennis lessons. Maximum fee for resident increased from \$125 to \$250. Maximum fee for non-resident increased from \$135 to \$275. The minimum fees are used for small number of classes with a short duration of time, such as the tiny tots program. Maximum fees are used for classes of a longer duration, occurring over a six-week period. To prohibit public courts being utilized for private-company instruction, the City has posted signs and the Police Department alerted.

Page 17, Parks & Recreation – Sports Camps/Clinics

Maximum fee increased for resident and non-resident sports camps/clinics. Maximum fee for resident increased from \$175 to \$190. Maximum fee for non-resident increased from \$185 to \$200. No complaints have been received about the increase. This fee has not increased since 2011 and is not the most expensive of its type in the area.

Page 18, Community Center – Walnut Room

Addition of hourly rental fees for the Walnut Room of \$35 for resident, \$50 for non-resident, \$70 for commercial/business and \$25 for Leawood Civic. The Walnut Room had been used for training and other City activities, but is now open and available for rental by external parties.

Page 22, Ironhorse Golf Course – Banquet Center Rental

Rental fees broken are down by event type, duration and prime/non-prime time. Ms. Claxton and Mr. Newport have reviewed banquet center rental fees against fees for Ironwoods Lodge, and agreed Ironhorse fees should be slightly more expensive than the Lodge, with an opportunity for more revenue. Also, stated rate fees for other competitor facilities in the area were considered. Fees were kept to an hourly basis rather than a lump sum. Fees would be static, but could be revised as needed year-to-year. Troon staff would organize and set the schedule; a process Mr. Newport will initially handle. Beginning April 3, 2017, reservations would be taken for September 2017. On-line reservation requests can be made and information packets on the Ironhorse banquet center, containing business cards for Mr. Newport or Ms. Adent, would be available at the Ironwoods Lodge. A draft brochure for the Ironhorse banquet center, prepared by the City's Administrative Graphics Technician Marica Putman in conjunction with Mr. Newport, was distributed. The brochure contains a "first blush" list of approved caterers, which have not yet been vetted. Food catering would be charged on consumption rather than flat fee, with a service charge of 10% added. Food caterers cannot provide any alcohol, which may impact the interest of potential caterers. Cost of bartender service would be covered from the service charge. Mr. Newport stated he and Ms. Claxton had discussed a 30-day booking first window for resident versus non-resident reservations, as is used at the Lodge. Mayor Dunn commented this would be a nice public relations touch.

Attendee comments on the draft brochure, as follows:

- A. Cover picture could be that of a church, funeral parlor or nursing home. Consider use of photograph taken from balcony looking down Number 2 Green; feature beautiful landscaping.
- B. Do not use the term "venue."
- C. Add Corner Bakery to list of approved caterers.
- D. Ensure Lon Lane Inspired Occasions remains on list of approved caterers.

Page 25, Ironhorse Golf Course – Callaway Rental Clubs

Reduction of \$5 from \$55 to \$50 for rental of set of Callaway golf clubs. The reduced fee was already being charged in 2016; fee schedule was updated to match.

Page 26, Ironhorse Golf Course – Ironhorse Golf Association

Increase of \$1 to the flat rate pricing of Ironhorse Golf Association program fees. Monday-Thursday fee increased from \$42 to \$43, Friday-Sunday fee increased from \$52 to \$53 and Twilight increased from \$32 to \$33.

Page 26, Ironhorse Golf Course – Triple Crown Club [TCC] Annual Pass Holders

For March 1, 2017 to February 28, 2018, guest fees will increase by \$1. Monday-Thursday fee increased from \$42 to \$43, Friday-Sunday fee increased from \$52.00 to \$53 and Twilight increased from \$32 to \$33. Additional family members may be added for \$1,099, an increase of \$199. TCC fees can be paid in two installments, on March 1, 2017 and June 1, 2017. Deduction of \$225 for TCC pass holders that waited for play until after Noon on Saturdays was removed; it was used infrequently.

Page 27, Ironhorse Golf Course – League Rate

Increase of \$1 in golf course league rate, offered to groups who sign up for multiple weeks of play throughout the season. Two high schools, Blue Valley and Blue Valley West, and no colleges have official practices at the course; some nearby courses have five or six schools. This amount of schools is manageable and should not crowd paying customers.

Mr. Lambers stated annual review of the fee schedule was important; this can be shared if negative public feedback is received about fees. The Lodge fee has been researched and is market-priced. Mayor Dunn noted staff time for room set-up is the same, regardless of what type of group reserves or the fee charged. Mr. Newport added logistics for large events of civic groups are often more complex than party groups of similar size, due to the number of contacts involved.

Councilmember Sipple requested details of complaints received about fee pricing and availability, so those could be a point of reference database and considered in next year's fee schedule review. Mr. Lambers stated the most frequent complaint is the Lodge is too expensive. Councilmember Azeltine suggested if the Lodge is booked 18 months in advance, that would indicate the need to increase the rental fee.

Councilmember Filla suggested when the Aquatic Center hours are reduced to 4:00 P.M. to 7:00 P.M., the rates are adjusted accordingly. Ms. Claxton stated the average pool visit is three hours, but Parks & Recreation would take the suggestion into consideration; all agencies struggle in this regard.

Councilmember Cain noted those reserving the Lodge have the benefit of control in regard to catering and ability to supply their own alcohol. Many liquor stores allow the return of unopened bottles. In regard to a recent family event and metro-wide investigation of options, this made the Lodge extremely competitive. Ms. Claxton stated very few facilities offer this option.

Mayor Dunn and Councilmember Filla noted the fee schedule review process was efficient and continuing to improve. Ms. Harper stated the fee schedule would be on the December 5, 2016 Governing Body meeting agenda, and once approved, becomes effective January 1, 2017.

Ms. Harper provided brief instructions on the photoshoot process. Mr. Lambers stated he had received an email in regard to the upcoming I-Lan Sister City trip, indicating the visiting delegation would stay in I-Lan beginning October 6, making only day trips from that city.

There being no further business, the Work Session was adjourned at 6:48 P.M.

Debra Harper, CMC, City Clerk

Cindy Jacobus, Assistant City Clerk