

Tree lighting to be December 2

Join Mayor Eric Mikkelson, KC Wolf, Santa Claus, and your friends and neighbors for the 36th annual Holiday Tree Lighting on Thursday, December 2 at Corinth Square. The event will kick off at 6 p.m. with performances from Dancerz Unlimited, the Shawnee Mission East Chamber Choir, the Shawnee Mission East Drumline and more.

The Mayor's Holiday Tree Lighting is the major fundraiser for the Prairie Village Foundation. The Foundation began in 1983 to raise funds for the Prairie Village Park system and has grown to become a resource to help area residents who find themselves in need of assistance. The Foundation supports utility and rental assistance, minor home repair, food assistance and other needs vital to our community.

In 2020, the Foundation supported the food pantries located at churches in Prairie Village. With our partners at the Shawnee Mission Cares Fund, we provided utility and rent assistance for students that attend our Prairie Village schools. The Foundation also supports arts and recreational scholarships for families. Back to School with a Firefighter and Shop with a Cop are two programs the foundation supports to provide local children with the supplies they need for a successful school year and a meaningful holiday season.

Donations to the Mayor's Holiday Tree Fund allow the Foundation to continue to make a difference in the lives of Prairie Village residents. You can donate online using the QR code on the back page of this Village Voice, at the event or at City Hall.

- Mayor's message
- 3 **Upcoming events** Solid waste reminders Volunteer opportunities **Gingerbread party**
- **Skate Park**
- **Community Garden LEED practices at home** Puppy Pool-Ooza
- 2022 Budget
- State of the Arts Call for artists
- 10 Holiday tree disposal Shop with a Cop **Teen Council**
- Staff spotlight 11
- 12 Leaf removal

And more!

Elected Officials

MAYOR Eric Mikkelson 913-385-4600 • mayor@pvkansas.com

WARD I

Chad Herring 913-383-8752 • cherring@pvkansas.com **Jori Nelson** Unlisted • jnelson@pvkansas.com

WARD II

Ron Nelson 913-602-9003 • rnelson@pvkansas.com **Inga Selders** 913-648-5804 • iselders@pvkansas.com

WARD III

Bonnie Limbird 913-214-6127 • blimbird@pvkansas.com Tucker Poling 785-760-0686 • tpoling@pvkansas.com

WARD IV

Sheila Myers 913-645-8093 • smyers@pvkansas.com **Piper Reimer** 816-510-8573 • preimer@pvkansas.com

WARD V

Courtney McFadden 913-381-8089 • cmcfadden@pvkansas.com Dan Runion 913-648-8861 • drunion@pvkansas.com

WARD VI

Terrence Gallagher 913-642-4163 • tgallagher@pvkansas.com **Ian Graves** 816-665-9255 • igraves@pvkansas.com

Unsure which ward you live in? Visit www.pvkansas.com/wardmap.

A Message from the Mayor



Dear friends and neighbors,

Along with the brilliant colors of our treasured tree canopy, this fall we enjoy exciting improvements, initiatives and accomplishments throughout Prairie Village.

A sample of my personal favorites:

Efficient 2022 Budget Investment. We adopted a 2022 budget that invests primarily in public safety and infrastructure, including material increases to police and road budgets. By emphasizing efficiency, we did this without raising our relatively low property tax rates. The City's General Fund operating expense budget was held to less than the current

annual rate of inflation. Some residents will see effective tax rate decreases in 2022 with cash back through our new and expanded grant programs. Our home values continue to grow. Our Aaa top-rated City finances remain exceptionally strong.

Outstanding Infrastructure Improvements. We recently completed several major road improvement and drainage projects. Our already-high road quality ratings are rising. In September, our new public works building opened to serve us for the next fifty-plus years with state-of-the-art functionality and sustainability features. We refurbished our skate park, already the "best in the metro" according to afficionados. In 2022, look for a new Harmon Park playset, Windsor Park restrooms, Meadowbrook Park enhancements, a drainage project on Mission Road, more rehabilitated streets, and many other infrastructure improvements. We are resuming discussion of significant renovations to our aging City Hall, pools, community and recreation facilities on our Mission Road civic center campus.

New Business and Redevelopment Surging. To describe each of the amazing new businesses opening in Prairie Village, I'd need three more pages. New Corinth Quarter is filling up fast with exciting locally-owned tenants, quickly becoming an area fitness mecca. A mixed-use renovation plan will substantially improve the Prairie Village Shops' former Macy's space. Meadowbrook Shopping Center at 95th and Nall has major improvements and new tenants coming as well.

Diversified Housing Portfolio. Our sustained civic success is raising our home values and increasing our quality of life. It is also, however, impacting the diversity of the housing portfolio historically available in Prairie Village. Our workforce, including cops, teachers, nurses, firefighters, retail workers, young professionals starting out, as well as seniors on fixed incomes, are increasingly struggling to attain and retain residency in or near Prairie Village. City Council, staff, residents and I are looking into this and will be making recommendations in the coming months through our Housing Committee. There is a path addressing these challenges while simultaneously embracing and encouraging beneficial market forces. With your thoughtful input, we'll chart that path to preserve and enhance the good things we've always loved about Prairie Village, including our diversified housing portfolio.

As we head into this special holiday season, let's savor moments of collective gratitude for these and the many other blessings we share in this village we call home.

Best regards,



November

Small bulky item week: 11/1 - 11/5 Holiday delay starting Thursday, 11/26

December

Small bulky item week: 12/6 - 12/10 There will be NO holiday delay because Christmas is on Saturday.

January

Small bulky item week: 1/3 - 1/7 There will be NO holiday delay because New Year's Day is on Saturday.

For information on items allowed for pickup during bulky item week, visit www.pvkansas.com.

Dates to Note

Date	Event	Time	Location
11/1	City Council Meeting	6 p.m.	City Hall
11/2	Election Day		Various
11/3	Planning Commission Meeting	7:00 p.m.	City Hall
11/11	City offices closed	All day	City offices
11/15	City Council Meeting	6 p.m.	City Hall
11/25-26	City offices closed	All day	City offices
12/2	Holiday Tree Lighting	6 p.m.	Corinth Square
12/6	City Council Meeting	6 p.m.	City Hall
12/7	Planning Commission Meeting	7 p.m.	City Hall
12/20	City Council Meeting	6 p.m.	City Hall
12/23	City offices closed early	Noon	City offices
12/24	City offices closed	All day	City offices
12/31	City offices closed	All day	City offices

As of October 18, City meetings are taking place in a hybrid format with some members of the Governing Body participating remotely and others participating in the City Council Chambers at City Hall. For a more comprehensive list of upcoming meetings and events as well as their locations, visit pvkansas.com.





Volunteers needed

The City of Prairie Village is accepting volunteer applications for all City Committees. Interested residents should submit their application at pvkansas.com/volunteer before December 31.









Area skaters celebrate project's completion

The newly reconstructed skate park at Harmon Park is now open. Area skaters and residents joined elected officials and City staff for a celebration at the park September 15. In addition to the official ribbon cutting, the program featured speeches by Mayor Eric Mikkelson, Public Works Director Keith Bredehoeft, New Line Skateparks Project Manager Kanten Russell, and Dan Mapes of Dan's Sk8 School. Skaters from Escapist provided demonstrations for the crowd.

SKATE PARK RULES

- Respect your park.
- No glass containers, alcohol, tobacco products, drugs, loud music, vandalism, soliciting, fires, motorized vehicles, littering, sleeping, or unpermitted events or vending.
- •Leash and clean up after your dog.
- All non-motorized vehicles are welcome, including bikes, skateboards, scooters, and inline skates.
- Parents/guardians are responsible for supervising their children.
- Spectators and pedestrians should not enter the skate area.
- Make sure your riding equipment is in good working condition.
- Inspect the park before use, and stay off surfaces when wet or otherwise hazardous.

CODE OF CONDUCT

Encourage a safe environment for all park participants.

No hate just skate. The skate park is an all-inclusive environment. Everyone is welcome regardless of race, age, gender, sexual orientation, creed, economic status, or abilities.

All skill levels welcome. The skate park has been designed for all skill levels. Ride within your abilities and be considerate of other riders. Look before you go, do not drop in on others, and wait your turn.

Show respect. Be courteous and respectful to other people using the skate park and all other park patrons.





Apply now for 2022 community garden plot

The Prairie Village community gardens are now accepting applications for growing plots for the 2022 season.

Garden plots are located near Global Montessori School and in Harmon Park. Plots rent annually for the growing season that runs April 1 through October 31.

Garden plots are always in high demand, with a new wait list established every season. Interested new and returning gardeners can read the rules and regulations and apply online before December 15 at pvkansas.com/communitygardens.











Cities celebrate Home Rule Day

October 11 was celebrated as Home Rule Day in Kansas. This year marks the 60th anniversary of Home Rule in in our state. Before 1960, a state statute was required to authorize a city to take action on a particular issue — a city had no power to act at the local level. If a city wanted to move on anything, from animal control to fire prevention, they first had to petition the state legislature for statutory permission. This type of state oversight prevented cities from being innovative and adapting to the rapidly changing environments in which they continue to operate. Home Rule is the solution.



Local decision-making. Self-government. Citizen-centered solutions.

We have 625 cities in the State of Kansas. All are different, with unique needs and services. Commonly, cities offer these services:











Home Rule gives us the power to decide which services we want and to solve problems locally.

(M) LEAGUE



Applying LEED practices at home

The September/October issue of the Village Voice highlighted several features incorporated into the Public Works Facility to help achieve Leadership in Energy and Environmental Design (LEED) certification. A new page on our website goes into further detail, and also gives residents some tips on incorporating similar practices at home. Check it out at pykansas.com/PublicWorksLEED.



2022 BUDGET

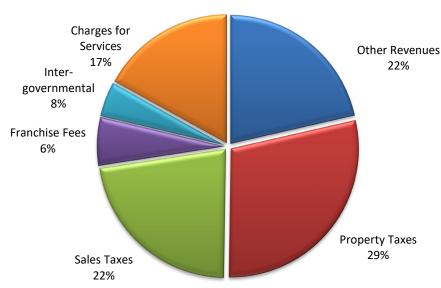
The annual budget serves as a financial plan, provides guidance to City staff, and communicates the City's financial condition. Most importantly, it presents the Governing Body's vision for the community by describing how public funds are spent in order to achieve policy objectives.

The next few pages provide an overview of the City's 2022 Budget and cover the items most relevant to residents. A full version of the budget is located on the City's website, www.pvkansas.com. Questions regarding the budget can be directed to Finance Director Nickie Lee at 913-385-4661 or nlee@pvkansas.com.

BUDGET GOALS & OBJECTIVES

- Maintain high quality services and programs
- Maintain quality streets, parks and infrastructure
- Continue strong financial condition
- Maintain Aaa bond ratina
- Increase financial transparency
 - Increase citizen participation in budget issues
- Be mindful of the tax burden

2022 Revenue Sources - All Funds



Property Tax- Tax on real estate and personal property. It is computed by applying the City's mill rate to the County's assessed valuation

Sales Tax- Tax comes from two sources: Local Sales Tax and County Sales Tax

Franchise Fees- Franchise fees are charged on major utilities within the City. The fee is 5% of gross receipts as defined and permitted by state statutes

Charges for Services- Includes revenue that is a charge for contract services and special assessments to recipients of certain services

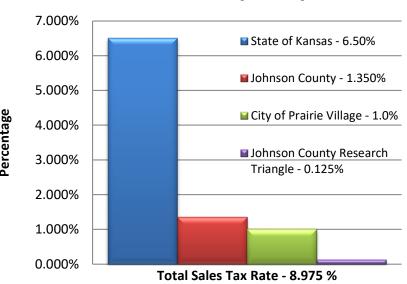
Inter-governmental- Includes revenues provided by other jurisdictions, primarily the State and Federal governments

Other Revenues- Includes use tax, motor vehicle tax, liquor tax, license and permits, recreation fees, fines, interest income and miscellaneous revenue

SALES TAX

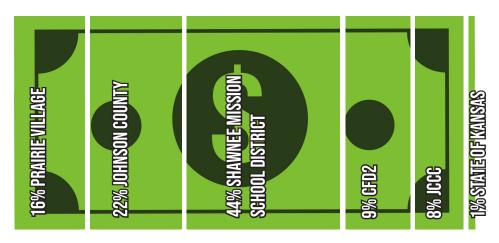
In Prairie Village, sales tax is collected by four entities - the State of Kansas, Johnson County, the City of Prairie Village, and the Johnson County Research Triangle. The total sales tax in Prairie Village is 8.975%. An additional 1% is applied to purchases made at Corinth Square and the Prairie Village Shops due to the Community Improvement Districts (CID) established at those locations. The total sales tax rate at those locations is 9.975%.

Sales Tax Rate by Entity

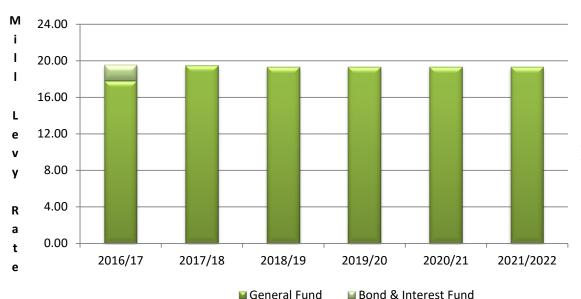


PROPERTY TAX

For Prairie Village residents, the property tax bill is divided among several entities. The City collects 16%. The other taxing entities are: Johnson County, Shawnee Mission School District, Consolidated Fire District #2 (CFD2), Johnson County Community College (JCCC), and the State of Kansas.



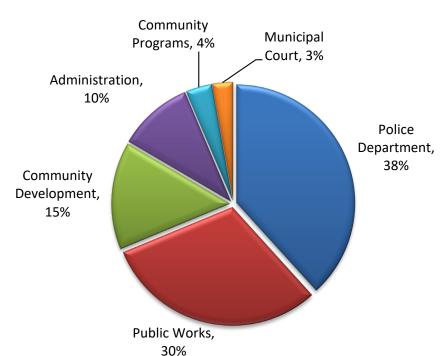
City Mill Levy Rate 2016 - 2022



MILL LEVY

The mill levy rate is applied to property's assessed valuation. The 2022 budget did not include a mill levy rate increase. The mill levy rate was last increased in 2012 by 0.6 mills.

2022 Budget by Department



Police- Animal Control, Crime Prevention, Patrol, Investigations, DARE, Emergency Services, and Information Technology

Public Works- Operation and maintenance of drainage system, streets, buildings and grounds, swimming pool, tennis courts, parks, and vehicles

Community Development- Building Permits, Code Enforcement, and Solid Waste Management

Administration- Mayor and Council support, Management and Planning, Financial Management, Human Resources, Business Licensing, and Animal Licensing

Community Programs - Arts Council, VillageFest, JazzFest, swimming pool, aquatic teams, and tennis program

Court- Municipal Judges, Prosecutor Services, and Court Services

MONTHLY PROPERTY TAX BILL

In 2021, the average market value of a Prairie Village home is \$380,419. In 2021, on average, a homeowner will pay \$70 each month for City services. The breakdown below illustrates how this amount is divided among various City programs.

Program	Monthly Cost		
Police	\$26.79		
Public Works	\$21.34		
Community Development	\$10.26		
Administration	\$7.16		
Community Programs	\$2.49		
Municipal Court	\$1.95		

Average Homeowner City of Prairie Village		DATE:	: May 15, 2022	
PAY TO:	City of Prairie Village	*** DOLLARS	\$ 70.00	
MEMO:	Monthly property tax for City services	— —	TAXPAYER	

SPECIAL ASSESSMENTS

Property taxes also include special assessments or fees for trash and recycling services and stormwater system maintenance.

Trash Fee: \$227/ year or \$18.92/month Stormwater Fee: \$0.04/sq ft of impervious area

CAPITAL INFRASTRUCTURE PROGRAM

The City maintains a four-year Capital Infrastructure Program (CIP) to aid the City Council and staff in planning and budgeting for the City's infrastructure needs. The CIP is reviewed and updated each year during the budget process. The majority of the funding for the CIP comes from the General Fund. Other funding sources include bond proceeds, the gas tax, the stormwater utility fee, grants, participation by neighboring cities and 1/3 of the liquor tax which is required to be spent on parks and recreation programs.

The CIP is divided into five sections:

Parks- Includes plans for redevelopment and replacement of existing park structures and materials.

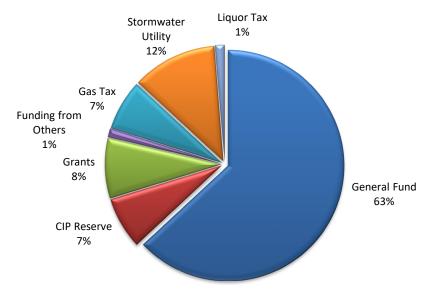
Drainage- Includes plans for replacement of components of the City's storm drainage system.

Streets- Includes plans for major improvements that extend the life of the City's street system.

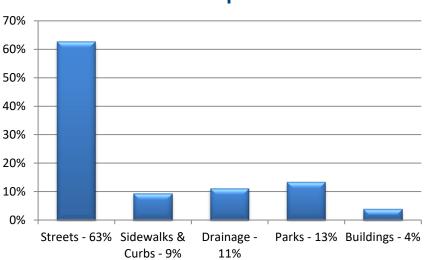
Buildings- Includes plans for replacement or major improvements that extend the life of the City's buildings.

Sidewalks & Curbs- Includes plans for replacement or major improvements that extend the life of the City's sidewalk and curb system. Also includes plans for additions to the system to comply with the City's sidewalk policy or ADA regulations.

2022 CIP Funding Sources



2022 CIP Expenditures



Celebrating Strength in **Diversity** plans underway

Committed to celebrating the diversity of voices within the Kansas City metro area, the Prairie Village Arts Council, Johnson County Parks Recreation District, and Prairie Village Diversity Committee are accepting artwork submissions for the inaugural exhibition of Celebrating Strength in Diversity.

The Celebrating Strength in Diversity exhibition focuses on the rich and diverse contribution BIPOC and LGBTQ artists make to the contemporary American art scene. Our goal is to highlight and showcase the works of these artists currently residing in the Kansas City metro area. Based on submitted pieces of artwork, the Prairie Village Arts Council and Prairie Village Diversity Committee will curate and select the artwork that will be featured at the NEW Meadowbrook Park Clubhouse gallery for the very first time at 9101 Nall Avenue, from January to March 2022.

Watch our website www.artspv. org, Instagram, Facebook and Twitter pages for how to apply.









State of the **Arts winners** announced

The Prairie Village Arts Council is pleased to announce the winners of the 2021 State of the Arts (SotA) juried competition and gallery show!

The Best in Show Award is presented to Kristen Reichert's oil on canvas portrait "Burning."

Merit Awards are presented to Robert Klausing for his work "Ruby Gets a Cool Drink" and to Kim Taggart for her piece "Charity's Joy."

Honorable Mention Awards are presented to Cindy Brendzel for "Distant Mountains," Norman Carr for "Stravinsky's Junk Drawer," Jeanette Hammerstein for "end of the hall," Shyanne Dickey for "Exodusters," and Julie Flanagan for "A KC Rivermarket Ascension."

You can view these winning pieces at the R.G. Endres Art Gallery inside City Hall, 7700 Mission Road.

The People's Choice Award winner, with more than 1,800 votes cast, is Michael Coupe with a portrait of American icon Janis Joplin. The piece is not in the R.G. Endres Gallery, but is part of the digital show available at www.artspv.org.

Pictured at left are winning entries: "Burning," "Ruby Gets a Cool Drink," "Charity's Joy," and "Janis Joplin."

Submissions sought from local artists for Meadowbrook Shopping Center



In partnership with the R.H. Johnson Company, new owners of the Meadowbrook Shopping Center, the Prairie Village Arts Council will be accepting submissions from local artists to enter into a loan agreement for a two-year rotating sculpture program beginning in May 2022. An artist will be selected for each of the two locations at 95th and Nall and will receive stipends in exchange for their work.

Watch our website www.artspv. org, Instagram, Facebook Twitter pages for more details and information on how to apply.



Tips to help thwart porch pirates

With the holidays upon us and online shopping in its peak season, the Crime Prevention Unit would like to remind residents of ways to prevent being a victim of package theft crimes committed by "Porch Pirates." Porch Pirates are people who drive residential streets and steal delivered

packages from a porch or front door area. Here are some ways to prevent Porch Pirates from stealing your holiday gifts:

- Have your package delivered to a secure location (FedEx office, Amazon pick-up);
- Schedule delivery for weekends or after-hours:
- Have packages delivered to your work/office;
- Have a neighbor pick up your delivery;
- Send packages to a family/friend who is home during the day, or
- Install a doorbell camera.

Reserve a ball field

Ball fields in Prairie Village are always in demand. The City of Prairie Village allows reservations of ball fields for soccer, baseball, and softball practices.

Teams with majority of players who are Prairie Village residents or students will be given priority for field reservations, but any team may apply to reserve a field. Teams can reserve two practice times per week for up to 11/2 hours. Fields are available in Porter, Franklin, Windsor, and Taliaferro Parks.

If your team reserved a field during 2021, your coach should have received a 2022 application form via email. You may also obtain one at the City Clerk's Office inside City Hall, 7700 Mission Road, or online at www.pvkansas.com. Applications for the spring season are due January 14.

Holiday tree disposal

When the holidays have come and gone, and it's time to un-deck the halls, Prairie Village residents have multiple options for live tree disposal.

Republic Services will pick up live trees at the curbside for the first two weeks in January 2022. Trees taller than 6 feet must be cut in half prior to removal. The trees will be picked up with other compost/yard waste items on each resident's typical trash pickup

Additionally, the City sponsors a tree recycling program which runs from December 23, 2021 to January 16, 2022. Trees can be placed in designated areas of Porter, Franklin, and Taliaferro Parks. Trees must be free of all lights, ornaments, stands, metal nails, etc. as these items will damage the chipping machine. Residents may take the chips for their own use.

Police to team up with local students for Shop With A Cop

The eleventh annual Shop With A Cop event will be held in December. Sponsored by the Prairie Village Foundation, Shop With A Cop is a chance for the Prairie Village Police Department to team up with deserving elementary school children in our community.

Each year for the last ten years, the Police Department has hosted ten children identified by school principals, counselors and the Police Department's D.A.R.E. officer. Once again this year, police officers will take children holiday shopping and pay for their purchases. Children may buy gifts for both themselves and family members. After shopping, each child is treated to dinner and

has all their packages wrapped free of charge. If you are a Prairie Village area business or resident who would like to make a contribution to this special program, either monetary or specific gifts for children, please contact Jennifer Wright at 913/385-4607 or jwright@ pvkansas.com.

Also, don't forget to drop off

your old cell phone at the Police Station, 7710 Mission Road. The Police Department is collecting phones to help support the "Shop-With-A-Cop" program. Phones may be dropped off at any time for recycling at the Records or Communications desks in our lobby. Your old cell phone is our treasure!

Introducing 2021-2022 **Teen Council members**

Prairie Village Teen Council is an opportunity for Prairie Village youth to learn and actively participate in municipal government, positively impact the community, and gain leadership experience. Congratulations to the 2021-2022 Teen Council members. They are: Emma Jones, Whitefield Academy; Ayla Ozkan, Shawnee Mission East; Amalia Millard, Notre Dame de Sion: Michael Newbold, Shawnee Mission East; and Kate Whitefield, Shawnee Mission East. Teen Council members are pictured with Mayor Eric Mikkelson at the October 18, 2021 City Council Meeting.





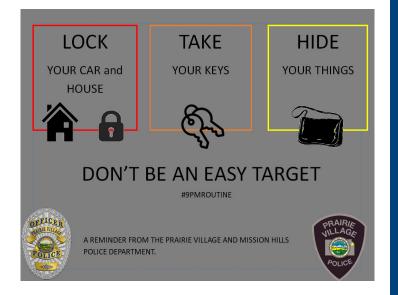
Outstanding clerk

Congratulations to Court Administrator Deana Scott who was awarded the 2021 Outstanding Court Clerk by the Kansas Association for Court Management.



New treasurer

Scott McDonald was appointed City Treasurer at the October 18 City Council Meeting. McDonald is a retired Senior Accountant from the City of Olathe.



Staff Spotlight

Name: David McAuliffe Position: Building Inspector Years with the City: 16

Responsibilities: I inspect compliance of the adopted building codes and zoning regulations of the city and help interpret the same for contractors and the residents of Prairie Village.



Favorite thing about working for Prairie Village:

I've really enjoyed the time spent with my fellow employees, the residents I've worked with, and the variety of projects over the years.

Name: Chris Hutton Position: Project Inspector Years with the City: 5

Responsibilities: I'm responsible for inspection of Public Works Capital Infrastructure Program (CIP) projects.



Working on everything from sidewalks to skate parks, you have to stay on your toes and be willing to learn. I like problem solving anything from citizens' concerns to making new construction fit and work well with old construction. I also work with a lot of great people I can use as a resource when I need help.

Name: Courtney Sievers Position: Community Services Officer Years with the City: 2

Responsibilities: My primary function is Animal Control. I respond to calls of loose, aggressive, sick, and/or injured animals; educate the public on resolving issues such as nuisance wildlife, unruly energetic dogs,

barking complaints, etc. I enforce the animal ordinances by issuing citations where needed, and perform investigations into reports of animal abuse and/or neglect, and animal bites. I also perform vehicle lock-outs for citizens in Prairie Village, and help out around the Police Department as needed.

Favorite thing about working for Prairie Village:

I have the duty and honor of being the voice for the voiceless. I get to help the people and the animals of the city, and try to help keep everyone safe. I love being able to create relationships with outside organizations and citizens to better serve our communities, through education and public outreach.



Prairie Village Municipal Office 7700 Mission Road Prairie Village, KS 66208

Reader Feedback Please send your comments to: info@pvkansas.com 913-385-4674



Leaf removal requires team effort

The arrival of fall means millions of leaves are falling from trees in the city. For Public Works, this kicks off an intense effort to remove leaves from the streets, drain inlets, channels, parks, and islands.

Streets - The City has one street sweeper, and it operates daily throughout the fall. The street sweeper's primary purpose is not to remove leaves from the street, and it is important that residents attempt to keep as many leaves out of the street as possible. While we do pick up leaves in locations where there are drainage concerns, we will bypass areas if residents have piled significant amounts of leaves along the curb line. Please note, Public Works does not take sweeping requests.

Drain Inlets – Public Works crews make special efforts to clear the opening of street drain inlets when heavy rain is projected. City Code prohibits placing leaves into the

drain inlet or into the curb or street.

Channels - Public Works crews patrol the channels to remove blockages. Again, please note City Code prohibits placing leaves or any debris into the channel.

Parks and Islands – The Public Works mowing crews remove leaves from parks and islands on a rotating schedule until weather prohibits these activities. This activity continues in the winter months if there is no snow. With more than 60 acres of parks and more than 200 islands, it can take significant time to complete all these areas.

Leaf removal in Prairie Village is a significant effort for everyone. We appreciate all that residents do to remove leaves from their individual properties. If we each do our part, the sheer magnitude of this effort is minimized while keeping the drainage system functional and enhancing the water quality in our streams.

City Contact Information

913-381-6464 ■ info@pvkansas.com ■ www.pvkansas.com

CITY HALL AND MUNICIPAL COURT

7700 Mission Road

Wes Jordan, City Administrator Jamie Robichaud, Deputy City Administrator Meghan Buum, Assistant City Administrator Tim Schwartzkopf, Assistant City Administrator Adam Geffert, City Clerk

Nickie Lee, Finance Director

POLICE DEPARTMENT

7710 Mission Road

Byron Roberson, Chief of Police

PUBLIC WORKS

3535 Somerset Drive Keith Bredehoeft, Public Works Director

SOCIAL MEDIA

Are you on social media? Follow the City of Prairie Village and the Police Department for the most up-to-date information on City happenings.

DONATE

If you would like to make a donation to the Prairie Village Foundation, open your smartphone's camera and hover over this QR Code. A page will pop up directing you to the Foundation's website.





EVERYONE MAY PARTICIPATE

If anyone requires an accommodation to participate in public meetings, contact the City Clerk's office at 913-381-6464 (TDD 800-766-2777) at least 48 hours prior to the scheduled meeting time, if possible, to make arrangements.