

Members of the Governing Body will participate in a hybrid-meeting format. The public may attend the meeting in person or view it online at <https://www.facebook.com/CityofPrairieVillage>.

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Monday, March 7, 2022
6:00 PM**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **APPROVAL OF THE AGENDA**
- V. **INTRODUCTION OF STUDENTS AND SCOUTS**
- VI. **PRESENTATIONS**

Women's History Month proclamation

Legislative Update - Little Government Relations

- VII. **PUBLIC PARTICIPATION**

If you would like to speak live during the public participation portion of the meeting and would prefer to do so remotely, please notify City Clerk Adam Geffert at cityclerk@pvkansas.com, and provide your name and address prior to 3 p.m. on March 7. The City will provide you with a link to join the meeting and will call on those who signed up to speak for up to 3 minutes once public participation begins. Alternatively, you may speak in-person at the meeting without signing up beforehand.

To submit written comment to the Council, please email cityclerk@pvkansas.com prior to 3 p.m. on March 7 to be shared with Councilmembers prior to the meeting.

- VIII. **CONSENT AGENDA**

All items listed below are considered to be routine by the Governing Body and will be enacted by one motion (roll call vote). There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the regular agenda.

By Staff

- 1. Approval of regular City Council meeting minutes - February 22, 2022
- 2. Consider appointment of committee members

- IX. **COMMITTEE REPORTS**

- X. **MAYOR'S REPORT**

XI. **STAFF REPORTS**

XII. **OLD BUSINESS**

XIII. **NEW BUSINESS**

COU2022-19 Consider approval of design agreement with BBN Architects, Inc. for the design of the restroom at Windsor Park
Keith Bredehoeft

XIV. **COUNCIL COMMITTEE OF THE WHOLE** (Council President presiding)

2023 Budget goals and objectives
Nickie Lee

XV. **ANNOUNCEMENTS**

XVI. **ADJOURNMENT**

CITY OF PRAIRIE VILLAGE

Proclamation

Women's History Month

March, 2022

Whereas, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of Prairie Village, Kansas and our Nation in countless recorded and unrecorded ways; and

Whereas, American women have played and continue to play critical economic, cultural, and social roles in every sphere by constituting a significant portion of the labor force working inside and outside of the home; and

Whereas, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force; and

Whereas, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions, including the Prairie Village Foundation; and

Whereas, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

Whereas, American women have served our country courageously in the military; and

Whereas, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which helped create a more fair and just society for all; and

Whereas, women have played and continue to play significant roles in leadership positions in the City of Prairie Village, as staff members, elected officials, and on City committees; and

Whereas, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history,

Now, therefore, I, Eric Mikkelson, Mayor of the City of Prairie Village, do hereby proclaim that March is designated as "Women's History Month", and call upon the residents of Prairie Village to observe March as Women's History Month with appropriate programs, ceremonies, and activities.

Mayor Eric Mikkelson

Adam Geffert, City Clerk



**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
FEBRUARY 22, 2022**

The City Council of Prairie Village, Kansas, met in regular session on Tuesday, February 22, 2022, at 6:00 p.m. Due to the COVID-19 pandemic, Councilmembers attended a virtual meeting via the Zoom software platform. Mayor Mikkelson presided.

ROLL CALL

Roll was called by the City Clerk with the following Councilmembers in attendance: Chad Herring, Cole Robinson, Ron Nelson, Lauren Wolf, Bonnie Limbird, Dave Robinson, Piper Reimer, Greg Shelton, Courtney McFadden, Ian Graves, and Terrence Gallagher. Staff present: Byron Roberson, Chief of Police; Keith Bredehoeft, Director of Public Works; City Attorney David Waters, attorney with Lathrop & Gage; Wes Jordan, City Administrator; Jamie Robichaud, Deputy City Administrator; Tim Schwartzkopf, Assistant City Administrator; Meghan Boom, Assistant City Administrator; Nickie Lee, Finance Director; Adam Geffert, City Clerk.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Herring made a motion to approve the agenda for February 22, 2022. Ms. Reimer seconded the motion, which passed 11-0.

PRESENTATIONS

None

PUBLIC PARTICIPATION

None

CONSENT AGENDA

Mayor Mikkelson asked if there were any items to remove from the consent agenda for discussion:

1. Approval of regular City Council meeting minutes - February 7, 2022
2. Approval of expenditure ordinance #3011
3. Consider Ordinance 2467 correcting nuisance abatement numbering error
4. Consider appointment of committee members



5. Approval of construction contract for Taliaferro Park shelter and restroom improvements (BG460001)

Mr. Herring made a motion to approve the consent agenda as presented. A roll call vote was taken with the following votes cast: “aye”: Herring, C. Robinson, Nelson, Wolf, Limbird, D. Robinson, Reimer, Shelton, McFadden, Graves, Gallagher. The motion passed 11-0.

COMMITTEE REPORTS

- Mr. Graves stated that the Housing Committee had begun analyzing zoning in the City, and that recommendations would be brought to the Council in the spring.
- Mr. Gallagher said that the Park and Recreation Committee met on February 16 to prioritize park capital improvement projects over the next five years. A presentation would be given to the Council at an upcoming meeting.
- Ms. Limbird noted that the Arts Council’s rescheduled February artist reception event at the Meadowbrook Park clubhouse had taken place on February 16.
- Ms. Reimer stated that the UCS Drug and Alcoholism Council held a meeting on February 17, at which a presentation was given by the Artists Helping the Homeless organization.

MAYOR’S REPORT

- The Mayor reported that a Council work session was held on February 12. As a result of discussion at the meeting, the Ad Hoc Civic Center Committee would begin meeting again, with Mr. Graves as Chair and Ms. Limbird as Vice-Chair.
- The Mayor stated that the Johnson County Charter Commission had completed its work, and no changes were recommended to be made to the County charter.
- The Mayor and Ms. Robichaud met with a developer to discuss the construction of “net zero” emission workforce housing in the City.
- The Mayor thanked Public Works staff for their efforts plowing City streets during the prior week’s snowstorm.
- The Mayor congratulated the Shawnee Mission East boys’ swim team for winning the state championship.
- The Mayor, Council and staff delivered another round of COVID-19 test kits to residents the prior week.
- The Mayor stated that he would attend the Kansas City, Missouri Mayor’s Prayer Breakfast on February 23.
- The Mayor said that the Diversity Committee, Stand Up for Black Lives+ Prairie Village, the Johnson County NAACP and the Village Church would be holding a rescheduled Martin Luther King, Jr. Day celebration event on February 26.



PRAIRIE VILLAGE
KANSAS

- The Mayor stated that he would be providing an update on City business to Mission Chateau residents on March 2.
- The Mayor, Ms. Lee and Mr. Nelson would meet with the Johnson County appraiser on March 3.
- The Mayor provided a COVID-19 update, noting that case numbers had fallen significantly in Johnson County since the previous Council meeting. The percent positive rate had dropped to 8.7%, and 72% of residents were considered fully vaccinated in zip code 66208, per the County Health Department. He added that both the cities of Mission and Fairway had recently elected to drop their indoor mask mandates, though the City of Roeland Park's mandate would remain active until March 16. Lastly, all school districts in Johnson County had made masking optional for students and staff.

STAFF REPORTS

- Mr. Geffert said that a link to a satisfaction survey for residential solid waste, recycling and compost services would be included in the next edition of the Village Voice. The link would also be shared via the City's website and social media platforms.
- Ms. Robichaud said that staff would be meeting with the compensation and benefits study consultant on February 25 to review positions and gather information. A presentation would then be given to Council at an upcoming meeting.
- Chief Roberson provided an update on a recent carjacking incident that occurred at a service station at 95th and Mission Road on February 19. He noted that the camera-based technology installed at the intersection had provided beneficial information for police.

OLD BUSINESS

There was no old business to come before the Council.

NEW BUSINESS

COU2022-16

Consider approval of Resolution 2022-01, declaring it to be the intent of the Governing Body to vacate and discontinue a public utility easement at 4415 W. 89th Street

Ms. Robichaud stated that the owners of the residence at 4415 W. 89th Street had requested that the public utility easement located on their property be vacated by the City. The City's subdivision regulations do not address the process by which a utility easement on a private property should be vacated. As a result, the City must complete the following steps based on state statute requirements:



- 1) The Governing Body must adopt a resolution to set the date for a public hearing in consideration of the easement vacation.
- 2) Staff must issue public notice to the Legal Record and notify all public utilities of the date of the public hearing at least 20 days in advance.
- 3) The Governing Body must hold a public hearing and adopt an ordinance authorizing the vacation of the easement.
- 4) Staff must publish the ordinance summary and send copies of the ordinance to the County for recording.

Ms. Robichaud noted that staff did not have concerns about vacating the easement, pending any issues raised by utilities that may be affected. She added that utilities would be notified directly of the proposed vacation and be provided information about the public hearing.

Mr. Dave Robinson asked if there was any historical information that addressed how the home had been allowed to be built over an existing easement. Ms. Robichaud said that it had been constructed in 1962, and that no records regarding its construction over the easement had been located from that period.

After further discussion, Mr. Herring made a motion to approve Resolution 2022-01, setting the date for public hearing and ordinance adoption to vacate a utility easement located at 4415 W. 89th Street for Monday, March 21 at 6:00 p.m. Mr. Nelson seconded the motion, which passed 11-0.

COU2022-18 Consider repealing Ordinance 2466 requiring the wearing of face coverings or masks

Mayor Mikkelson stated that the current masking ordinance would expire at midnight on March 16, 2022. However, with COVID-19 transmission levels dropping significantly in the community, he suggested that a discussion on repealing the ordinance sooner was warranted. He noted that staff had prepared a draft ordinance that would repeal the mandate, taking effect upon publication on March 1, 2022.

Ms. Reimer made a motion to adopt Ordinance 2468, repealing the mask mandate authorized in Ordinance 2466, effective upon publication on March 1, 2022. Mr. Dave Robinson seconded the motion. A roll call vote was taken with the following votes cast: "aye": Herring, C. Robinson, Nelson, Wolf, Limbird, D. Robinson, Reimer, Shelton, McFadden, Graves, Gallagher. The motion passed 11-0.

Consider return to hybrid Council meeting format



Mayor Mikkelson recommended that the Council return to a “hybrid” meeting format, in which Councilmembers would meet in person, but have the option to attend remotely if they preferred. The Mayor noted that, if approved, the change would apply to all other committee meetings as well. Mr. Jordan added that staff was in favor of returning to in-person meetings.

After further discussion, Mr. Herring made a motion to return all City meetings to a hybrid meeting format. Ms. Limbird seconded the motion. A roll call vote was taken with the following votes cast: “aye”: Herring, C. Robinson, Nelson, Wolf, Limbird, D. Robinson, Reimer, Shelton, McFadden, Graves, Gallagher. The motion passed 11-0.

Mrs. McFadden made a motion for the City Council to move to the Council Committee of the Whole portion of the meeting. The motion was seconded by Ms. Limbird and passed 11-0.

COUNCIL COMMITTEE OF THE WHOLE
COU2022-17 2023 Budget calendar

Ms. Lee said that staff created a budget-planning calendar every year to schedule activities that had to be completed to develop the annual budget. She noted that the proposed 2023 budget calendar was similar to the 2022 calendar, though the Finance Committee meetings and initial Council discussion were pushed back a few weeks due to the timing of budget adoption.

Ms. Lee added that State Senate Bill 13 required that a notification be sent to residents from the County Clerk in August regarding the revenue neutral rate, if applicable. The proposed calendar would include two separate scenarios: one scenario exceeding the revenue neutral rate, and another which did not exceed the rate. The revenue neutral rate is the tax rate in mills that would generate the same property tax in dollars as the previous tax year using the current tax year’s total assessed valuation. She noted that Johnson County would provide the City with rate information in June 2022.

Mr. Nelson made a motion to approve the 2023 budget calendar as presented. Mrs. McFadden seconded the motion, which passed 11-0.

Transient guest tax discussion

Ms. Lee stated that the City Council passed Charter Ordinance 27 in November 2015, creating a 9% transient guest tax on the “gross receipts derived from or paid directly or through an accommodations broker by transient guests for sleeping accommodations.”



The original intent of the tax would permit the City to keep \$25,000 of collections for City use as allowed under state statute, while excess funds would be returned to the developer as part of the overall development agreement for Meadowbrook Park. The Meadowbrook Inn opened in 2020 and had been charging the transient guest tax and remitting a portion to the City since that time.

In December 2021, the City restructured the Meadowbrook bonds, and in doing so amended the development agreement to direct all transient guest tax collections to the City for allowable uses. Ms. Lee noted that the current balance of the fund was \$112,831, with an estimated annual collection of \$280,000.

Ms. Lee said staff recommended that the Council discuss uses of transient guest tax funds for both the 2022 and 2023 budgets. Per the charter ordinance, funds could be used for “community, economic development and cultural activities which encourage or which are deemed to result in increased economic development, visitors and tourism for the City, and to the payments of principal and interest on bonds issued by the City.” Mr. Jordan added that funds could also be used to help pay for community events that were traditionally subsidized through fundraising.

Mrs. McFadden made a motion to have the Finance Committee first vet how the funds should be used before a final decision was made by Council. Ms. Limbird seconded the motion.

After further discussion, a roll call vote was taken with the following votes cast: “aye”: Herring, C. Robinson, Nelson, Wolf, Limbird, D. Robinson, Reimer, Shelton, McFadden, Graves, Gallagher. The motion passed 11-0.

Mr. Herring moved that the City Council end the Council Committee of the Whole portion of the meeting. The motion was seconded by Ms. Reimer, and passed 11-0.

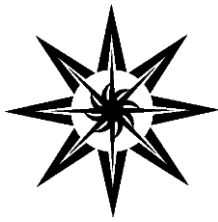
ANNOUNCEMENTS

Announcements were included in the Council meeting packet.

ADJOURNMENT

Mayor Mikkelson declared the meeting adjourned at 7:39 p.m.

Adam Geffert
City Clerk



MAYOR

**Council Meeting Date: March 7, 2022
CONSENT AGENDA**

Consider appointment of committee members

RECOMMENDATION

Mayor Mikkelson requests Council ratification of the appointment/reappointment of the following individuals:

Committee	First Name	Last Name	Term	New/Reappoint
Arts Council	Dr. Laurel	Thomas	2022-24	New
Arts Council	Jessie	Cartwright	2022-24	Reappointment
Arts Council	Lisa	Frey	2022-24	Reappointment
Arts Council	Sherrod	Taylor	2022-24	Reappointment
Arts Council	Trudy	Williams	2022-24	Reappointment
Diversity Committee	Etienne	Clatanoff-Orozco	2022-24	Reappointment
Civil Service Committee	Patrick	Delaney	2022-25	Reappointment
Civil Service Committee	Braden	Perry	2022-25	Reappointment

BACKGROUND

The individuals listed above have expressed interest in service on the indicated Prairie Village committees. Committee Chairs and staff have reviewed all applications, met with the individuals and desire to have these committee members appointed. The new volunteer application is attached.

ATTACHMENTS

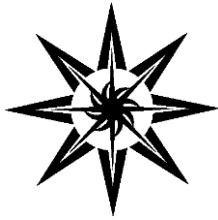
Volunteer Application

PREPARED BY

Adam Geffert

City Clerk

Date: February 24, 2022



PUBLIC WORKS DEPARTMENT

Council Meeting Agenda: March 7, 2022

COU2022- 19: CONSIDER APPROVAL OF DESIGN AGREEMENT WITH BBN ARCHITECTS, INC. FOR THE DESIGN OF THE RESTROOM AT WINDSOR PARK

RECOMMENDATION

Move to approve the design agreement with BBN Architects, Inc. for the design of the new permanent restroom at Windsor Park: Windsor Park Restroom (BG90 0004).

BACKGROUND

BBN was chosen in 2018 as our Parks Architect through the qualification based selection process. Staff is recommending continuing this partnership with BBN as they have grown to understand our expectations, procedures and overall design appearance in the Prairie Village Parks.

This agreement is for the design of the restroom project at Windsor park which will remove the temporary restroom facility and construct a permanent restroom.

FUNDING SOURCE

There is funding for the design in the CIP projects BG900004.

ATTACHMENTS

1. BBN Professional Services Agreement

PREPARED BY

Melissa Prenger, Senior Project Manager

March 3, 2022



**AGREEMENT FOR PROFESSIONAL
DESIGN SERVICES**

Of

WINDSOR PARK RESTROOM (BG90 0004)

THIS AGREEMENT, made at the Prairie Village, Kansas, this ____ day of _____, by and between the City of Prairie Village, Kansas, a municipal corporation with offices at 7700 Mission Road, Prairie Village, Kansas, 66208, hereinafter called the “**City**”, and BBN Architects, Inc. a corporation with offices 411 Nichols Road, Suite 246, Kansas City, Missouri, hereinafter called the “**Consultant**”.

WITNESSED, THAT WHEREAS, the City has determined a need to retain a professional engineering firm to provide civil engineering services for the Design of the Windsor Park Restroom (BG90 0004), hereinafter called the “**Project**”,

AND WHEREAS, the City is authorized and empowered to contract with the Consultant for the necessary consulting services for the Project,

AND WHEREAS, the City has the necessary funds for payment of such services,

NOW THEREFORE, the City hereby hires and employs the Consultant as set forth in this Agreement effective the date first written above.

Article I City Responsibilities

- A. Project Definition** The City is preparing to design and construct roadway and stormwater improvements throughout the city as part of Paving Program.
- B. City Representative** The City has designated, Melissa Prenger, Public Works Senior Project Manager, to act as the City’s representative with respect to the services to be performed or furnished by the Consultant under this Agreement. Such person shall have authority to transmit instructions, receive information, interpret and define the City’s policies and decisions with respect to the Consultant’s services for the Project.
- C. Existing Data and Records** The City shall make available to the Consultant all existing data and records relevant to the Project such as, maps, plans, correspondence files and other information possessed by the City that is relevant to the Project. Consultant shall not be responsible for verifying or ensuring the accuracy of any information or content supplied by City or any other Project participant unless specifically defined by the scope of work, nor ensuring that such information or content does not violate or infringe any law or other third party rights. However, Consultant shall promptly advise the City, in writing, of any inaccuracies in the information provided or any other violation or infringement of any law or third party rights that Consultant observes. City shall indemnify Consultant for any infringement claims resulting from Consultant’s use of such content, materials or documents.

- D. **Review For Approval** The City shall review all criteria, design elements and documents as to the City requirements for the Project, including objectives, constraints, performance requirements and budget limitations.
- E. **Standard Details** The City shall provide copies of all existing standard details and documentation for use by the Consultant for the project.
- F. **Submittal Review** The City shall diligently review all submittals presented by the Consultant in a timely manner.
- G. The City has funded the Project which may include:

Article II Consultant Responsibilities

- A. **Professional Engineering Services** The Consultant shall either perform for or furnish to the City professional engineering services and related services in all phases of the Project to which this Agreement applies as hereinafter provided.
- B. **Prime Consultant** The Consultant shall serve as the prime professional Consultant for the City on this Project.
- C. **Standard Care** The standard of care for all professional consulting services and related services either performed for or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the Consultant's profession, practicing under similar conditions at the same time and in the same locality.
- D. **Consultant Representative** Designate a person to act as the Consultant's representative with respect to the services to be performed or furnished by the Consultant under this Agreement. Such person shall have authority to transmit instructions, receive information, and make decisions with respect to the Consultant's services for the Project.

Article III Scope of Services

ATTACHMENT A - SUPPLEMENT FOR PROJECT SCOPE

Article IV Time Schedule

- A. **Timely Progress** The Consultant's services under this Agreement have been agreed to in anticipation of timely, orderly and continuous progress of the Project.
- B. **Authorization to Proceed** If the City fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase, the Consultant shall be entitled to equitable adjustment of rates and amounts of compensations to reflect reasonable costs incurred by the Consultant as a result of the delay or changes in the various elements that comprise such rates of compensation.
- C. **Default** Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. Should such circumstances occur, the consultant shall within a reasonable time of being prevented from performing, give written notice to the City describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

D. **Completion Schedule** Recognizing that time is of the essence, the Consultant proposes to complete the scope of services as specified in the Scope of Services:

Design Phase	August 2022
Issued to Contractor	October 2022

Article V Compensation

A. **Maximum Compensation** The City agrees to pay the Consultant as maximum compensation as defined in Attachment B for the scope of services the following fees:

Design Phase	\$ <u>43,819.00</u>
Construction Services Phase	\$ <u>11,024.00</u>
Total Fee for Project	\$ <u>54,843.00</u>

B. **Invoices** The compensation will be invoiced by phase, detailing the position, hours and appropriate hourly rates (which include overhead and profit) for Consultant's personnel classifications and the Direct Non-Salary Costs.

C. **Direct Non-Salary Costs** The term "Direct Non-Salary Costs" shall include the Consultant payments in connection with the Project to other consultants, transportation, and reproduction costs. Payments will be billed to the City at actual cost. Transportation, including use of survey vehicle or automobile will be charged at the IRS rate in effect during the billing period. Reproduction work and materials will be charged at actual cost for copies submitted to the City.

D. **Monthly Invoices** All invoices must be submitted monthly for all services rendered in the previous month. The Consultant will invoice the City on forms approved by the City. All properly prepared invoices shall be accompanied by a documented breakdown of expenses incurred and description of work accomplished.

E. **Fee Change** The maximum fee shall not be changed unless adjusted by Change Order mutually agreed upon by the City and the Consultant prior to incurrence of any expense. The Change Order will be for major changes in scope, time or complexity of Project.

Article VI General Provisions

A. **Opinion of Probable Cost and Schedule:** Since the Consultant has no control over the cost of labor, materials or equipment furnished by Contractors, or over competitive bidding or market conditions, the opinion of probable Project cost, construction cost or project schedules are based on the experience and best judgment of the Consultant, but the Consultant cannot and does not guarantee the costs or that actual schedules will not vary from the Consultant's projected schedules.

B. **Quantity Errors:** Negligent quantity miscalculations or omissions because of the Consultant's error shall be brought immediately to the City's attention. The Consultant shall not charge the City for the time and effort of checking and correcting the errors to the City's satisfaction.

C. **Reuse of Consultant Documents:** All documents including the plans and specifications provided or furnished by the Consultant pursuant to this Agreement are instruments of service in respect of the Project. The Consultant shall retain an ownership and property interest upon payment therefore whether or not the Project is completed. The City may make and retain copies for the use by the City and others; however, such documents are not intended or suitable for reuse by the City or

others as an extension of the Project or on any other Project. Any such reuse without written approval or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability to the Consultant. The City shall indemnify and hold harmless the Consultant from all claims, damages, losses and expenses including attorney's fees arising out of or resulting reuse of the documents.

- D. Reuse of City Documents** In a similar manner, the Consultant is prohibited from reuse or disclosing any information contained in any documents, plans or specifications relative to the Project without the expressed written permission of the City.
- E. Insurance** The Consultant shall procure and maintain, at its expense, the following insurance coverage:
1. Workers' Compensation -- Statutory Limits, with Employer's Liability limits of \$100,000 each employee, \$500,000 policy limit;
 2. Commercial General Liability for bodily injury and property damage liability claims with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
 3. Commercial Automobile Liability for bodily injury and property damage with limits of not less than \$1,000,000 each accident for all owned, non-owned and hired automobiles;
 4. Errors and omissions coverage of not less than \$1,000,000. Deductibles for any of the above coverage shall not exceed \$25,000 unless approved in writing by City.
 5. In addition, Consultant agrees to require all consultants and sub-consultants to obtain and provide insurance in identical type and amounts of coverage together and to require satisfaction of all other insurance requirements provided in this Agreement.
- F. Insurance Carrier Rating** Consultant's insurance shall be from an insurance carrier with an A.M. Best rating of A-IX or better, shall be on the GL 1986 ISO Occurrence form or such other form as may be approved by City, and shall name, by endorsement to be attached to the certificate of insurance, City, and its divisions, departments, officials, officers and employees, and other parties as specified by City as additional insureds as their interest may appear, except that the additional insured requirement shall not apply to Errors and Omissions coverage. Such endorsement shall be ISO CG2010 11/85 or equivalent. "Claims Made" and "Modified Occurrence" forms are not acceptable, except for Errors and Omissions coverage. Each certificate of insurance shall state that such insurance will not be canceled until after thirty (30) days' unqualified written notice of cancellation or reduction has been given to the City, except in the event of nonpayment of premium, in which case there shall be ten (10) days' unqualified written notice. Subrogation against City and City's Agent shall be waived. Consultant's insurance policies shall be endorsed to indicate that Consultant's insurance coverage is primary and any insurance maintained by City or City's Agent is non-contributing as respects the work of Consultant.
- G. Insurance Certificates** Before Consultant performs any portion of the Work, it shall provide City with certificates and endorsements evidencing the insurance required by this Article. Consultant agrees to maintain the insurance required by this Article of a minimum of three (3) years following completion of the Project and, during such entire three (3) year period, to continue to name City, City's agent, and other specified interests as additional insureds thereunder.
- H. Waiver of Subrogation** Coverage shall contain a waiver of subrogation in favor of the City, and its subdivisions, departments, officials, officers and employees.
- I. Consultant Negligent Act** If due to the Consultant's negligent act, error or omission, any required item or component of the project is omitted from the Construction documents produced by the Consultant, the Consultant's liability shall be limited to the difference between the cost of adding the item at the time of discovery of the omission and the cost had the item or component been included in the construction documents. The Consultant will be responsible for any retrofit expense, waste, any intervening increase in the cost of the component, and a presumed premium of 10% of the cost

of the component furnished through a change order from a contractor to the extent caused by the negligence or breach of contract of the Consultant or its subconsultants.

- J. Termination** This Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure the failure in a manner acceptable to the other party. In any such case, the Consultant shall be paid the reasonable value of the services rendered up to the time of termination on the basis of the payment provisions of this Agreement. Copies of all completed or partially completed designs, plans and specifications prepared under this Agreement shall be delivered to the City when and if this Agreement is terminated, but it is mutually agreed by the parties that the City will use them solely in connection with this Project, except with the written consent of the Consultant (subject to the above provision regarding Reuse of Documents).
- K. Controlling Law** This Agreement is to be governed by the laws of the State of Kansas.
- L. Indemnity** To the fullest extent permitted by law, with respect to the performance of its obligations in this Agreement or implied by law, and whether performed by Consultant or any sub-consultants hired by Consultant, the Consultant agrees to indemnify City, and its agents, servants, and employees against all claims, damages, and losses, including reasonable attorneys' fees and defense costs, caused by the negligent acts, errors, or omissions of the Consultant or its sub-consultants, to the extent and in proportion to the comparative degree of fault of the Consultant and its sub-consultants.
- M. Severability** Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.
- N. Notices** Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears on the signature page to this Agreement (as modified in writing from item to time by such party) and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.
- O. Successors and Assigns** The City and the Consultant each is hereby bound and the partners, successors, executors, administrators, legal representatives and assigns of the City and the Consultant are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, legal representatives and assigns of such other party in respect of all covenants and obligations of this Agreement.
- P. Written Consent to Assign** Neither the City nor the Consultant may assign, sublet, or transfer any rights under the Agreement without the written consent of the other, which consent shall not be unreasonably withheld; provided, Consultant may assign its rights to payment without Owner's consent, and except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Agreement.
- Q. Duty Owed by the Consultant** Nothing in this Agreement shall be construed to create, impose or give rise to any duty owed by the Consultant to any Contractor, subcontractor, supplier, other person or entity or to any surety for or employee of any of them, or give any rights or benefits under this Agreement to anyone other than the City and the Consultant.

R. Non Discrimination The Consultant agrees that it shall abide by the Prairie Village Non Discrimination Code (Section 5-801 et seq) and shall not discriminate against any person in the performance of Work under the present contract because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry. If the City determines that the Consultant has violated any applicable provision of any local, state or federal law, or has discriminated against any person because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry, such violation and/or discrimination shall constitute a breach of contract and the City may cancel, terminate or suspend this agreement in whole or in part.

IN WITNESS WHEREOF: the parties hereto have executed this Agreement to be effective as of the date first above written.

City:

City of Prairie Village, Kansas

By: _____

Eric Mikkelson, Mayor

Address for giving notices:

City of Prairie Village
Department of Public Works
3535 Somerset Drive
Prairie Village, Kansas 66208

Telephone: 913-385-4640

Email: publicworks@pvkansas.com

ATTEST:

Adam Geffert, City Clerk

Consultant:

Consultant Firm

By _____

Address for giving notices:

BBN Architects, Inc.
411 Nichols Road, Suite 246
Kansas City, Missouri 64112

Telephone: 816-753-2550

Email: sbingham@bbnarchitects.com

APPROVED AS TO FORM BY:

David Waters, City Attorney

This supplemental section further defines the project scope of services and fee proposal for restroom at Windsor Park. The design team for this work includes architects and landscape architects from BBN Architects, with the following subconsultants: SK Design Group (civil engineering), Leigh & O’Kane (structural engineering), Antella (M/E/P engineering), and Greg Grant Surveying

Please find the following description of our proposed scope of services and proposed fee for your consideration.

Scope of Services

- 1) **Assessment of existing conditions and initial direction:** Once the survey has been completed, BBN will evaluate the anticipated restroom location as it relates to utilities, access, existing features and topography. A schematic level site plan will be developed for City review and approval prior to the next task.
- 2) **Concept Development:** The design team will develop and present (2) concepts for the proposed restroom, including floor plans, elevations and a site plan to demonstrate how the structure relates to the surrounding context and function as a gateway to the park. Deliverables will include the two design concepts for the restroom with the corresponding order of magnitude cost estimates.
- 3) **Public Engagement:** BBN will attend and present aspects of the concepts at an outdoor public meeting at the park. It is assumed City Staff will organize and promote the meeting. BBN will also supply City Staff with the graphics used at the meeting for a Survey Monkey. The purpose of this survey will be to receive feedback on key aspects of the design and educate the public on how and when the improvements will be undertaken. It is assumed that City Staff will administer the survey.
- 4) **Final Concept:** At the conclusion of the survey, BBN will meet with City Staff to discuss the results. The objective of this meeting will be to reach consensus on the direction of the final concept for the restroom. BBN will then produce and share a final concept and its projected costs with City Staff. Deliverables will include a final concept site drawings and supporting images along with projected construction costs.
- 5) **Solar Panels:** Once the location of the proposed restroom has been determined, the City will engage Evergy to assess the possibility of installing solar panels on the roof of this structure. If the City decides to pursue solar panels, the design team will use the information provided by Evergy to make the necessary accommodations to the structure. This will include minimizing exposure of conduits, the panels’ impact on the structural design, and their impact on the proposed electrical system. The additional fee will be determined once the design team has had an opportunity to assess the information provided by Evergy and will be done using the hourly rate schedule included.
- 6) **Bid Documents:** Based on the direction given by City Staff, the BBN team will develop construction bid documents for the Windsor Restroom. This will include drawings and specifications for the proposed work. The bid documents, along with the projected costs, will be

reviewed with City Staff at 50% and 95% progress milestones. BBN will coordinate with the City on the front end specification.

- 7) **Bidding:** BBN will provide the bid documents to a commercial online plan room for bidding. The design team will respond to bidder inquiries and issue addenda if needed. After bidding, BBN will review the bids with City Staff and make a recommendation to award. Deliverables for this task will include bid addenda, bid evaluation (bid tab) and a recommendation to award.
- 8) **Construction Administration:** During the course of construction, the BBN team will attend (6) contractor-led pre-construction meetings at the site and observe the work being done. This will include substantial and final punch list reviews documenting items observed that are not in conformance with the bid documents. The BBN team will respond to contractor requests for information, review submittals and issue any additional documentation as necessary. Deliverables will include construction administration documents and correspondence.

Assumptions

1. The future trail work will be provided and coordinated by the City of Prairie Village.
2. The restroom structure at the park will be similar in scope, scale and style as the restroom design and constructed at Wassmer Park, except that its roof structure will extend further to serve as a gateway feature to the park's east entrance. The restroom will be heated and vented, but not air-conditioned.
3. The public engagement will consist of a single outdoor meeting at the park and a Survey Monkey administered by the City.
4. The civil engineering scope assumes that the existing storm and sewer infrastructure will remain in place and that the project will not require a sewer main extension.
5. This proposal assumes that the increase in impervious area will be insignificant so stormwater detention, a stormwater study and stormwater quality best management practices are excluded from this proposal.
6. The restrooms will not impact the flood plain nor require grading within the flood plain. Consequently, a flood plain study, elevation certificate, USACE permitting, and/or FEMA permitting will not be required.
7. This proposal excludes replatting, modifications to existing plats, and updates to existing JCW as-builts that may be requested by JCW as part of the project.
8. This proposal includes a topographical survey of the park area east of the tennis courts. A boundary survey can be provided at an additional cost.
9. This proposal excludes a Stormwater Pollution Prevention Plan (SWPPP), all Notice of Intent to Disturb Land notifications to the Kansas Department of Health and Environment (KDHE), and any local erosion control permitting. Basic erosion control measures will be identified on the demolition plan.

Prairie Village – 2022 Park Projects
ATTACHMENT A – SUPPLEMENT FOR PROJECT SCOPE
February 15, 2022

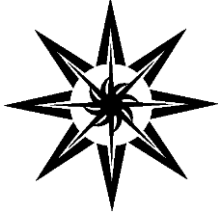
10. This proposal does include preparation of plans for a new JCW sewer service for the new permanent restroom. The scope also includes the design of a new water service to serve the restroom building. This scope does not include communications or gas.
11. Foundations for the restrooms will take a conservative approach and follow International Building Code standards rather than conducting a geotechnical study of the site.
12. Construction administration progress meetings will be held bi-weekly during the active construction period. Requested site meetings beyond the stated maximum will be charged on an hourly basis (see Attachment C for the hourly rate schedule). The city will provide site inspections and any required field testing.

WINDSOR RESTROOM FEE																	
Task	Principal Arch Hrs	Principal Arch Fee	Principal LA Hrs	Principal LA Fee	Cost Estimator Hrs	Cost Estimator Fee	Project Arch Hrs	Project Arch Fee	Arch Intern Hrs	Arch Intern Fee	BBN Hours	BBN Fee	Greg Grant Survey	SK Design Fee	Leigh O'Kane Fee	Antella Fee	Team Fee
Rate	\$ 245		\$ 170		\$ 160		\$ 135		\$ 78								
EXISTING CONDITIONS ASSESSMENT & SURVEY	0	\$ -	4	\$ 680	0	\$ -	2	\$ 270	0	\$ -	6.0	\$ 950	\$ 1,900				\$ 2,850.00
CONCEPT DEVELOPMENT	2	\$ 490	8	\$ 1,360	8	\$ 1,280	16	\$ 2,160	8	\$ 624	42.0	\$ 5,914		\$ 500	\$ 400	\$ 200.00	\$ 7,014.00
PUBLIC ENGAGEMENT	0	\$ -	8	\$ 1,360	0	\$ -	8	\$ 1,080	3	\$ 234	19.0	\$ 2,674					\$ 2,674.00
FINAL CONCEPT	0	\$ -	2	\$ 340	2	\$ 320	6	\$ 810	0	\$ -	10.0	\$ 1,470					\$ 1,470.00
BID DOCUMENTS	2	\$ 490	24	\$ 4,080	2	\$ 320	59	\$ 7,965	24	\$ 1,872	111.0	\$ 14,727		\$ 4,500	\$ 1,500	\$ 6,504	\$ 27,231.00
BIDDING	0	\$ -	6	\$ 1,020	0	\$ -	6	\$ 810	0	\$ -	12.0	\$ 1,830		\$ -			\$ 1,830.00
CONSTRUCTION ADMINISTRATION	0	\$ -	12	\$ 2,040	0	\$ -	36	\$ 4,860	8	\$ 624	56.0	\$ 7,524		\$ 1,000	\$ 1,000	\$ 1,500	\$ 11,024.00
EXPENSES											250		\$ 500		\$ -		\$ 750
Total Project	4	\$ 980	64	\$ 10,880	12	\$ 1,920	133	\$ 17,955	43	\$ 3,354	256.0	\$ 35,339	\$ 1,900	\$ 6,500	\$ 2,900	\$ 8,204	\$ 54,843.00

Prairie Village – 2022 Park Projects
ATTACHMENT C – SUPPLEMENT FOR PROJECT FEE

Schedule of Hourly Rates

Principal Architect	\$245.00
Principal Landscape Architect	\$170.00
Cost Estimator	\$160.00
Project Architect	\$135.00
Architectural Intern	\$78.00
Structural Engineer	\$145.00
Structural Engineering Technician	\$90.00
Structural Construction Admin	\$135.00
Structural Administrative	\$65.00
M/E/P Administrative/Clerical	\$ 75.00
2-D CADD Technician	\$ 90.00
3-D Revit Designer	\$120.00
Mechanical/Electrical Designer 2	\$110.00
Mechanical/Electrical Designer 1	\$133.00
Mechanical/Electrical Engineer 2	\$144.00
Mechanical/Electrical Engineer 1	\$160.00
Lighting Designer	\$165.00
M/E/P Project Manager	\$167.00
M/E/P Principal	\$186.00



ADMINISTRATION

Council Meeting Date: March 7, 2022

COMMITTEE OF THE WHOLE AGENDA - 2023 Budget Goals and Objectives

Attached please find a draft of the proposed 2023 Budget Goals and Objectives.

The budget goals and objectives were developed under the framework of the Council's organizational priorities:

- Quality of Life
- Superior Services
- Community Safety
- Be mindful of tax burden
- Invest in Public Realm
- Environmental Sustainability

Each year the Council reaffirms its Goals and Objectives specific to that upcoming budget year. The draft 2023 document carries forward the adopted 2022 budget goals and objectives but with several recommended updates:

- Added "Maintain employee stability through a comprehensive review of pay and benefits" as an objective;
- Edited the content under "Continue strong financial condition" to mirror current practice;
- Combined the goals "Maintain financial transparency" and "Citizen Participation in budget issues" to acknowledge the progress that has been made in these areas and the overlap between the topics.

Staff will present an overview of the budget process and the City's updated mill levy information along with this agenda item.

Staff is seeking Council's direction on whether to amend the proposed 2023 Budget Goals and Objectives before approving the document.

SUGGESTED MOTION

Recommend the City Council approve the 2023 Goals and Objectives.

ATTACHMENTS:

- **2023 Goals and Objectives**
- **2023 Goals and Objectives and Mill Levy Presentation**

Prepared by: Nicole Lee, Finance Director
Date: February 28, 2022

**City of Prairie Village
2023 Budget Goals and Objectives**

2023 BUDGET GOALS	OBJECTIVES
Maintain high quality services and programs	<ul style="list-style-type: none"> • Manage and plan to meet demand for City services • Promote sustainable growth and development • Understand the scope of available options (solutions within the City’s sphere of influence or control) • Maintain employee stability through a comprehensive review of pay and benefits
Maintain quality streets, parks and infrastructure	<ul style="list-style-type: none"> • Maintain a comprehensive plan • Plan and construct capital projects
Continue strong financial condition	<ul style="list-style-type: none"> • Maintain AAA bond rating • Budget for General Fund ending fund balance to be a minimum of 25% of revenues (excluding transfers) • Continue emphasis on Equipment Reserve Fund and other funding sources for non-routine equipment purchases • Prepare and adopt a fiscally prudent 2023 City Budget
Maintain financial transparency and citizen participation in budget issues	<ul style="list-style-type: none"> • Communicate with Citizens and key local partners • Continue to utilize “PV Checkbook” • Continue to stream budget-related meetings and invite public participation in the budget process • Continue to utilize social media and the Village Voice to communicate key financial issues



City of Prairie Village 2023 Budget Goals & Objectives and Mill Levy Information

- **March 7, 2022**



Proposed 2023 Budget Goals

2

- Maintain high quality services and programs
- Maintain quality streets, parks and infrastructure
- Continue strong financial condition
- Maintain financial transparency and citizen participation in budget issues



Proposed 2023 Objectives

3

- Maintain high quality services and programs
 - Manage and plan to meet demand for City services
 - Promote sustainable growth and development
 - Understand the scope of available options
 - Maintain employee stability through a comprehensive review of pay and benefits



Proposed 2023 Objectives

4

- Maintain quality streets, parks and infrastructure
 - ▣ Maintain a comprehensive plan
 - ▣ Plan and construct capital projects



Proposed 2023 Objectives

5

- Continue strong financial condition
 - ▣ Maintain AAA bond rating
 - ▣ Budget for General Fund ending fund balance to be a minimum of 25% of revenues
 - ▣ Continue emphasis on Equipment Reserve Fund and other funding sources for non-routine equipment purchases
 - ▣ Prepare and adopt a fiscally prudent 2023 City Budget



Proposed 2023 Objectives

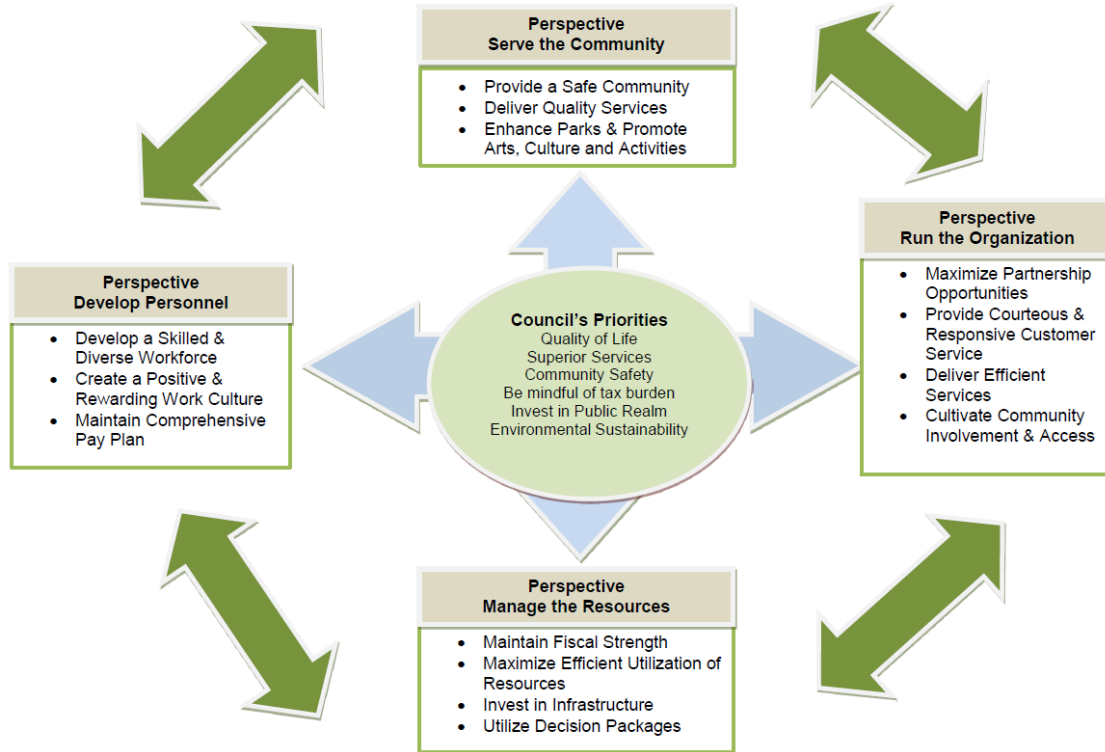
6

- Maintain financial transparency and citizen participation in budget issues
 - Communicate with citizens and key local partners
 - Continue to utilize “PV Checkbook”
 - Continue to stream budget-related meetings and invite public participation in the budget process
 - Continue to utilize social media and the Village Voice to communicate key financial issues



Budget Process

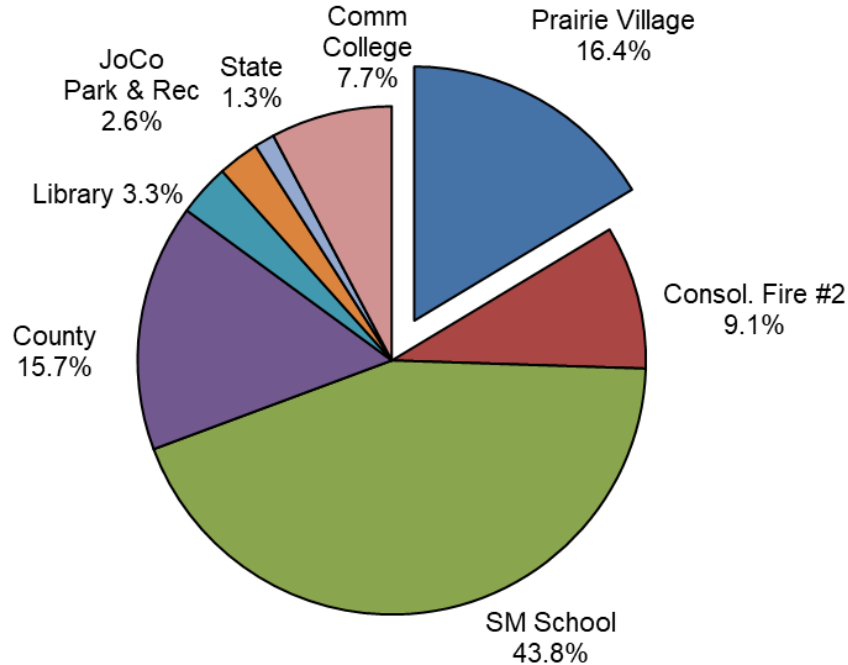
Goals and Objectives - Budget Process





Mill Levy: 2021 Taxes Levied for 2022

2021 Taxes Levied for 2022





Mill Levy: Average Prairie Village Home

2021 Taxes Levied for 2022 - Average Prairie Village House

Average Home Appraised Value: \$ 426,865

Mill Levies

2021/2022

Assessed Value (11.5%): \$ 49,089

			<u>Annual</u>	<u>Monthly</u>
Prairie Village	19.322	Prairie Village	\$ 948	\$ 79
Consol. Fire #2	10.775	Consol. Fire #2	529	44
SM School	51.667	SM School	2,536	211
County	18.564	County	911	76
Library	3.908	Library	192	16
JoCo Park & Rec	3.096	JoCo Park & Rec	152	13
State	1.500	State	74	6
Comm College	9.110	Comm College	447	37
	<u>117.942</u>		<u>\$ 5,789</u>	<u>\$ 482</u>

1 mill for the City = \$493,053 (2021 Annual Abstract of Taxes)

1 mill for the average house = \$49.06 (annual)



Mill Levy Comparisons

Johnson County Cities 2021 Mill Levies On each \$1,000 Tangible Assessed Valuation

City	Mill Levy					
	City	Fire	Bond & Interest	Stormwater	Other	Total
Bonner Springs	29.397		9.017		4.477	42.891
Roeland Park	26.920	10.775	1.627			39.322
Westwood Hills	22.602	10.775	4.000			37.377
Spring Hill C/F	21.364	13.076	1.571		0.277	36.288
Mission Hills	21.962	10.775	0.801			33.538
Westwood	20.700	10.775	0.497			31.972
Fairway	18.636	10.775	1.292			30.703
Prairie Village	19.322	10.775	-			30.097
Edgerton	29.913					29.913
Lenexa	23.073		6.029			29.102
Merriam	26.623		1.042			27.665
Mission	16.369	10.775				27.144
Shawnee	19.680	1.284	5.040			26.004
Olathe C/F	9.945	1.733	9.731		3.049	24.458
Leawood	19.209		4.867			24.076
De Soto	13.202	5.200	4.000			22.402
Gardner	14.048		5.806			19.854
Overland Park	13.615			0.963		14.578

S: 2021 Mill Levies on Each \$1,000 Tangible Assessed Valuation - Johnson County, Kansas worksheet found on the Johnson County Dept of Records & Tax Administration website.



Mill Levy Comparisons (continued)

Johnson County Cities 2021 Mill Levies (Without Fire District) On each \$1,000 Tangible Assessed Valuation

City	Mill Levy					Total
	City	Fire	Bond & Interest	Stormwater	Other	
Bonner Springs	29.397		9.017		4.477	42.891
Spring Hill C/F	21.364	13.076	1.571		0.277	36.288
Edgerton	29.913					29.913
Lenexa	23.073		6.029			29.102
Roeland Park	26.920	-	1.627			28.547
Merriam	26.623		1.042			27.665
Westwood Hills	22.602	-	4.000			26.602
Shawnee	19.680	1.284	5.040			26.004
Olathe C/F	9.945	1.733	9.731		3.049	24.458
Leawood	19.209		4.867			24.076
Mission Hills	21.962	-	0.801			22.763
De Soto	13.202	5.200	4.000			22.402
Westwood	20.700	-	0.497			21.197
Fairway	18.636	-	1.292			19.928
Gardner	14.048		5.806			19.854
Prairie Village	19.322	-	-			19.322
Mission	16.369	-				16.369
Overland Park	13.615			0.963		14.578

S: 2021 Mill Levies on Each \$1,000 Tangible Assessed Valuation - Johnson County, Kansas worksheet found on the Johnson County Dept of Records & Tax Administration website.



Mill Levy: Estimated Value of One Mill

Estimated Value Of One Mill For 2022 (Mill Rate = 19.322) - NO TIF		
		AVG PV Home
The estimated value of one mill would be:	\$493,053	
1/10 mill	\$49,305	\$4.91
2/10 mill	\$98,611	\$9.81
3/10 mill	\$147,916	\$14.72
4/10 mill	\$197,221	\$19.62
5/10 mill	\$246,526	\$24.53
6/10 mill	\$295,832	\$29.44
7/10 mill	\$345,137	\$34.34
8/10 mill	\$394,442	\$39.25
9/10 mill	\$443,748	\$44.15
1 mill	\$493,053	\$49.06
1.1 mill	\$542,358	\$53.97
1.2 mill	\$591,664	\$58.87
1.3 mill	\$640,969	\$63.78
1.4 mill	\$690,274	\$68.68
1.5 mill	\$739,579	\$73.59
1.6 mill	\$788,885	\$78.50
1.7 mill	\$838,190	\$83.40
1.8 mill	\$887,495	\$88.31
1.9 mill	\$936,801	\$93.21
2 mill	\$986,106	\$98.12



Decision Packages – Past Examples

13

- Decision Packages – Past Examples
 - Adding/Expanding on Exterior Grant Program
 - Adding/Expanding on Sustainability Grant Program
 - Adding a Canine unit to the Police Department
 - Increasing funding for street maintenance in the Capital Improvement Plan

- Identify estimated amount and recommended funding source
- Submit to Finance by April 8, 2022 to be discussed by the Council and Finance Committee

A “decision package” has traditionally been an item which is above and beyond the existing or core services of the City.



Next Steps

14

- March 8: Transient Guest Tax Discussion with Finance Committee
- April 4: Worker's Compensation and Insurance Cost Assumptions
- April 4: Committee 2023 Budgets and Outside Funding Requests
- April 18: Decision Package Discussion (Send to Nickie by 4/8/2022)
- April 18: Preliminary Revenue Estimate
- May 2: CIP and Annual Road Condition Discussion

Due to COVID-19 restrictions, some meetings will be held virtually. Please continue to check <http://pvkansas.com> for access details.

MAYOR'S ANNOUNCEMENTS
Monday, March 7, 2022

Insurance Committee	03/08/2022	1:00 p.m.
Finance Committee	03/08/2022	3:30 p.m.
Diversity Committee	03/08/2022	5:30 p.m.
Parks and Recreation Committee	03/09/2022	5:30 p.m.
Arts Council	03/09/2022	5:30 p.m.
Housing Committee	03/10/2022	4:00 p.m.
Arts Council - Art Reception	03/11/2022	6:00 p.m.
City Council	03/21/2022	6:00 p.m.

INFORMATIONAL ITEMS
March 7, 2022

1. Arts Council minutes – January 12, 2022
2. Environmental Committee minutes – January 26, 2022
3. March plan of action
4. Plan of action project update

PRAIRIE VILLAGE ARTS COUNCIL | MEETING MINUTES
Zoom
Wednesday, January 12, 2022 5:30 PM

BUSINESS MEETING

Bonnie Limbird called the meeting to order at 5:39 after 15 minutes of social time to catch up with one another. Council members present were Trudy Williams, Nancy Kalikow Maxwell, Jessie Cartwright, Shelly Trewolla, Sherrod Taylor, Inga Selders, Bonnie Limbird, Kate Whitefield (Teen Council), and Nicole Lee. Not in attendance: Lisa Frey, Maddie Kamphaus, Sheila Evans, and Karin Frey. *(Currently down two members.)*

Shelly Trewolla and Kathy Clark moved and seconded respectively to approve the **Agenda**. The agenda was approved unanimously.

Public Participation none.

Kathy Clark moved to approve the **Consent Agenda**. A second is not required for consent agenda. The Consent Agenda was unanimously approved.

Bonnie and Inga gave a **City Council Update**, including a special Council meeting after this meeting tonight to discuss going back to all virtual meetings again and approving a proposed mask ordinance. The MLK Jr. Day event to celebrate MLK Jrs. legacy and local community contributions has been moved to Saturday, February 26th at Village Church and will be live streamed.

Current Year Financial Update: Bonnie pointed out that the only transactions since our last meeting were regularly monthly expenses and event expenses, and that Al and Julie had more expenses that needed to be recorded for State of the Arts. We will send a thank you note to the A. Holmes Foundation. We have a little more than \$30,000 in carryover funds to start 2022 since we haven't been able to do most of our events.

Old Business: Bonnie updated Council on the KCUR proposal included in the packet, Nancy Kalikow Maxwell and Kathy Clark moved and seconded respectively, and Council voted unanimously to approve the \$1,350 proposal for three events in 2022 (ArtWalk, Art of Photography, and State of the Arts). We will be able to check out analytics to see how our traffic to our website and/or Facebook did or did not increase with this particular method of marketing.

New Business:

After discussion about various levels of sponsorship, Shelly Trewolla and Kathy Clark moved and seconded and Council voted unanimously to sponsor the **Prairie Village Art Show** in 2022 at the Silver level for \$1,000.00. This level also provides the Arts Council with a booth that we will need to staff throughout the entire weekend. We will promote our 2022 events and maybe sell whatever little tchotchkes we have (ducks, stickers, etc.) at our booth. First Washington (FWR) also wants us to provide

a juror for the Art Show to help select the booths and the awards, which is a great partnership opportunity!

Shelly asked if we could also provide a special PVAC award to a booth with a cash prize. Bonnie and Nickie will ask FWR if that's a possibility. We could also choose to select a piece of 2D or 3D art to purchase for our collection.

Bonnie provided the background on the **light pole banner** idea and the estimated cost. Council thought it was a great idea. Kathy Clark moved, Sherrod Taylor seconded, and Council approved the cost and initial design unanimously. We would hang these for April and May. There was talk about the Diversity Committee wanting to do this as well, so we can coordinate with them to share some of the available months.

Motion to adjourn the business meeting passed unanimously, and the meeting was adjourned at 6:14 PM.

PLANNING COMMITTEE AS A WHOLE

EVENT REPORT

Strength in Diversity Show at Meadowbrook Park - Bonnie provided some background on the show for the new meeting attendees, and requested volunteers to help hang the show at 1:00 this Saturday. Kathy, Shelly, and Trudy volunteered. JCPRD does have a different process for hanging dates than PVAC, so we're going with the flow. They have their artists arrive at 1:00 so they can check in all the art and meet the artists, etc. We will all wear masks and distance ourselves as much as possible.

PLANNING AHEAD

Shooting Stars (in lieu of FotA) - Bonnie reminded everyone about the volunteer opportunity at auditions coming up at the end of January. She will forward the informational email to Inga and Kate who didn't get it when it was originally sent. Shelly said they still have lots of slots available in two-hour increments. Mark your calendars for Sunday, April 4th for the Gala to see our PVAC-sponsored Literature prize be awarded.

Adirondack Chair with First Washington Realty (Bonnie) - Looking for a lead. Shelly had expressed interest, but she also wants to submit, so she shouldn't be the lead. No others expressed interest in leading but would help (Jessie and Nancy). There will be 6-8 chairs placed around Corinth Square/Corinth Quarter. We need to delineate duties between us and FWR for clarity.

Art of Photography (Shelly & Kathy) - In April we will have a small local show at Meadowbrook, and then May & June will be the full AoP juried show. Shelly and Kathy will figure out the logistics for the call. We have to figure out if it's going to be in person or virtual. It's hard to get excited for virtual-only, and an in-person event takes a lot of people-hours (due to all the framing) to not have a reception, so there are some important things to consider.

Bonnie created a rough calendar for AoP benchmarks based on the new show dates and allowing more time for the juror to review all the artwork, and it has us putting the call out before the end of January. Bonnie will make the request for a new call to CaFÉ to copy last year's AoP, and she will send new login curator credentials for Shelly and Kathy.

Shelly also wants to advertise in KC Studio and Pitch for attendees for the show.

2022 Getty Virtual Tours - No update. Sheila not in attendance.

Mar/Apr Show (Sal/Bello/Bennett) - Bonnie updated that Lori Stanziola asked to be moved to Nov/Dec because she can't be at the March artist reception. Council was okay with that. Katherine Bello has fewer pieces than she originally thought because of another show being extended due to COVID over the holidays. Council was okay with that too. We can allow Ms. Sal and Mr. Bennett to include a few extra pieces to make up the difference.

Mar-Jun ArtWalk 2022 (Jessie) - This will be a lot less work this year than last, but we'll be adding a few more permanent and possible temporary (Adirondack Chairs and/or Parade of Hearts) artworks for 2022, and we'll keep encouraging people to get outdoors and check out these pieces.

Shelly recommended changing the background on the ArtWalk graphic behind the "Prairie Village Art Walk" letters to be white so they pop more from the overall background.

Jessie has an evening school art show April 8th so she won't be able to attend the second Friday event in April if we do that. Maybe we can do it on April 9th in the morning instead?

MARKETING - Bonnie shared the next couple of months of social media posts to keep in mind, as well as blog and newsletter ideas. Would like to engage Maddie and Lisa more with the engagement /marketing side of Council. Nancy volunteered to write the next blog post on the Diversity Show opening. Sherrod volunteered to write a blog about the Art of Photography call. Jessie will do the ArtWalk blog. Bonnie asked if any members were interested in taking on the SendGrid newsletters. No one volunteered.

ONGOING/FUTURE PLANNING

Lobby Monitor - has been installed. Bonnie will get graphic parameters from Ashley Freburg so we can start sharing information there.

New Members - Bonnie has a phone chat coming up with Abby Margariel, and has a few more applicants that she'll be reaching out to to schedule phone chats with.

Rotating Sculptures at Meadowbrook Shopping Center - Nancy asked how this was going. Bonnie said she's behind, but will get those ranked soon and share the top score earners with R.H. Johnson.

The Planning Committee as a Whole meeting ended around 6:59 PM.

END

The Prairie Village Environmental Committee met via Zoom on Wednesday, January 26, 2021, at 5:30 p.m.

The meeting was called to order at 5:31.

Members in attendance:

Chair – Piper Reimer

Co-Chair – Greg Shelton

Staff liaison – Ashley Freburg

Committee members – Nathan Kovac, Magda Born, Rich Dalton, Stephanie Alger, Laura Lyons, Travis Carson, Penny Mahon, Margaret Thomas

Teen Council – Michael Newbold

Agenda

Magda moved to approve the agenda. Nathan seconded the motion. All were in favor.

Piper moved to approve the minutes from the December meeting. Rich seconded the motion. All were in favor.

New Business

Committee Co-Chair

New Council Member representing Ward 5 and Environmental Committee Co-Chair Greg Shelton introduced himself to the committee and shared about his background.

Committee Secretary

A committee secretary was not appointed due to lack of volunteers.

2022 Sleepyhead Beds Program

Gayle Holmes, Executive Director of Sleepyhead Beds, gave a presentation to the committee about her organization, and proposed a mattress pickup program in conjunction with the annual large item pickup. After discussion, Magda made a motion to commit \$8,000, representing the Environmental Committee's 2022 budget, to a mattress pickup partnership with Sleepyhead Beds. Rich seconded the motion. It was approved with a vote of 9 to 1. Nathan was the lone dissenting vote, and he noted that while he supported the program, he had concern about committing the entirety of the committee's budget to it.

Electronics Recycling

In lieu of hosting our own electronics recycling event, the committee discussed the possibility of participating in and promoting the Overland Park recycling event.

New Member Selection

The committee briefly discussed candidates who had applied to fill committee vacancies. Piper and Greg will interview the candidates, so they can be appointed before the next meeting.

Old Business

NEJC Environmental Fair

Piper provided an update on the Northeast Johnson County Environmental Fair, noting that the event will be held from 9 a.m. to noon September 17 at Sylvester Powell Community Center.

Native Plant Sale

Ashley provided an update that the date had changed for the native plant sale. The event is now scheduled for April 23, 2022 in the pool parking lot.

Curbside composting promotion

Looking at ways to support the Cities Race to Zero and make a substantial impact, Greg and Piper discussed the importance of curbside composting. The endgame is to track how many subscribers we have to compost services so that information can be provided to Dynamhex to estimate how much waste we are diverting from landfills. This is an item to think about and discuss at future meetings.

Dynamhex Update

The Dynamhex update was postponed to the next meeting.

Upcoming Meeting dates

- 2/23
- 3/23
- 4/27
- 5/25
- NO JULY
- 6/22
- 8/24
- 9/28
- 10/26
- NO NOVEMBER
- 12/7

Adjournment

Greg motioned to adjourn the meeting. Magda seconded the motion. All were in favor.

Adjourned at 6:32

THE CITY OF PRAIRIE VILLAGE

STAR OF KANSAS

DATE: March 1, 2022

TO: Mayor Mikkelson
City Council

FROM: Wes Jordan 

SUBJECT: MARCH PLAN OF ACTION

The following projects will be initiated during the month of March:

- “SevenDays” Project Support - Meghan (03/22)
- PV Foundation Meeting - Meghan (03/22)
- Republic Services Survey - Adam (03/22)
- Teen Council Presentations - Meghan (03/22)
- Establish Insurance Claim Process - Wes/Dept. Managers (03/22)
- 2022 Exterior Grant Applications - Jamie/Angela/Cindy (03/22)
- 2022 Sustainability Grant Applications - Jamie/Angela/Cindy (03/22)
- 2023 Budget Process - Staff (03/22)
 - Council Goals & Objectives
 - Committee Funding Requests
 - Decision Packages
 - Insurance Cost Assumptions
 - Personnel Assumptions
 - Reappraisal Projections
 - Use of TGT Funds/Finance Committee
 - Preliminary Revenue Estimates Report
 - Meeting w/Appraiser
- Large Item Pickup Coordination/Promotion - Adam/Ashley (03/22)
 - Sleepyhead Bed Mattress Recycling
- New Committee Member Orientation - Staff/Committee Chairs (03/22)
 - Waiver Form
 - Code of Conduct Form
 - Video of CP - 001
 - Video of KORA Requirements
 - Website Update
- 2021 Financial Audit - Nickie (03/22)
- Transient Guest Tax Expenditures - Finance/Nickie/Wes (03/22)
- Severe Weather Preparedness - Tim (03/22)
- Standard PW Contract Language Review - Keith (03/22)
- Civic Center Ad-Hoc Committee - Staff (03/22) [removed from tabled]

- Business Continuity Plan - Tim/Dan/Nickie (03/22)
- Disaster Recovery Plan - Dan/Tim (03/22)
- Pool Open Planning and Preparation - Staff (03/22)
- Special Event Planning - JD/Megan (03/22)
 - VillageFest
 - JazzFest

In Progress

- 2021 Annual Report - Ashley/Staff (02/22)
- 2021 Audit Preparation - Nickie (02/22)
- Complete Insurance Renewal Reports - Nickie/Staff (02/22)
- Debris Management Planning - Tim (02/22)
- Compensation and Benefits Study - Cindy/Jamie (02/22)
- Recruitment/Retention Policy & Plan Updates - Jamie/Cindy (02/22)
- Portable Storage Unit Ordinance Development - Jamie/Codes Staff (02/22)
- Opioid Settlement Process/Funds Allocation - Tim (02/22)
- 2022 NEJCC State of the Cities - Staff/Mayor (01/22)
- Diversity Recruitment Review - Cindy/Staff (01/22)
- Preparing Annual Statements for Police Pension Members - Cindy (01/22)
- Agenda Management Software Evaluation - Adam (12/21)
- New Permit & Licensing Software Implementation - Jamie/Staff (12/21)
- Receptionist Hiring Process - Meghan/Adam (12/21) [note receptionist was promoted to court clerk]
- Phone System Replacement - IS (11/21)
- Council of Mayors Meetings for 2021-22 - Meghan (10/21)
- Researching Department of Energy Solar App+ Program - Jamie (10/21)
- E/V Charging Station Installation - PW (10/20)
- PW New Building Open House/Social Media - Keith/Melissa/Ashley (07/21)
- UCS Racial Equities in Communities Program - Tim (06/21)
- Regional Benchmarking Initiative - Meghan (04/21)
- American Rescue Plan Act Fund Uses & Expiration - Staff (04/21)
- Pool Mural Project - Meghan (04/21)
- City Hall Conceptual Review - Staff (03/21)
- 2021 International Energy Conservation Code - Jamie/Mitch (03/21)
- Ad Hoc Housing Committee Coordination - Jamie (09/21)
- Historic Trail Signage - Keith (09/20)
- Memorial Plaques in Parks Criteria Review - Staff (08/19)
- Research Viability of Interior Rental Inspections - Jamie (06/19)

Completed

- Annual Health Risk Assessments - Cindy (01/22)
- 2022 Pool Staff Hiring Kick Off - Meghan (11/21)
- Volunteer Committee Appointments - Staff (02/22)

- Village Voice Articles/Publication - Ashley (02/22)
- JCPRD Programming - Meghan (01/22)
- NLC Conference Planning - Jamie (01/22)
- 2023-2028 CIP Parks Master Plan review - Melissa/Meghan (11/21)
- Council Work Session - Meghan/Wes (12/21)
- Acknowledge Council Service Longevity - Adam (01/22)
- KLM Salary Survey - Cindy (02/22)
- 2023 Budget Calendar Review and Presentation - Nickie/Wes (02/22)
 - Budget Presentation Notification to Committees
- Exterior & Sustainability Grant Implementation - Jamie/Codes Staff (02/22)
- 2022 Property Tax Rebate Program - Adam (10/21)

Tabled Initiatives

- Review & update the City Code/Ordinances
- Review & Update City Policies
- Review of Smoking Ordinance/e-cigs
- Single Use Plastic Bag Discussion - Staff (02/20) [\[pending Council direction\]](#)

THE CITY OF PRAIRIE VILLAGE

STAR OF KANSAS

DATE: March 1, 2022

TO: Mayor Mikkelson
City Council

FROM: Wes Jordan *WJ #17*

SUBJECT: PLAN OF ACTION PROJECT UPDATE

Insurance Claims Process Review - Wes/Staff (03/22)

New - The City deals with a variety of claims such as damage to vehicles, equipment, and equipment property. We also handle work comp claims as well as claims from citizens that are filed when they believe the City was negligent in some fashion. Between the types of claims across different department, we believe it would be a good idea to conduct a thorough review of our internal processes as well as increased coordination with our insurance carrier while remaining in compliance with KSA 12-105b.

Standard PW Contract Language Review - Keith (03/22)

New - Keith is going to work with the City's Insurance Broker, HUB, to review standard contractual language. HUB offers a contractual review as part of their services to ensure that our liability is minimized when contractors are working on behalf of the City.

Complete Insurance Renewal Reports - Staff (03/22)

New - Each year our staff is tasked with quite a bit of administrative reporting to our insurance provider to ensure the full scope of insurance needs is adequately met. We have learned this year that cyber insurance will require more safeguards to be in place to minimize higher premium costs. IT Staff is working through those requirements in order to come into compliance prior to the official renewal.

"SevenDays" Project Support - Meghan (03/22)

New - In April 2014, after a white supremacist murdered three Kansas City people because of his hate for Jews, two families and the community joined hands and hearts to shine a light on the darkness of hate. The SevenDays organization provides opportunities to encourage all people to increase kindness through knowledge,

mindset and behavior. The City will host a table at the Kindness Kickoff Breakfast on April 13, and will host a blood drive at City Hall on April 14 in honor of SevenDays Week.

2022 Non-Health Insurance Broker Interview Process - Nickie/Wes (01/22)

Update - The City conducted a Request for Proposal process for Property, Casualty, and Worker's Compensation Insurance Broker services in January. Though the City has been pleased with our existing broker (HUB), it is best practice to occasionally go out for bid to ensure the City is still receiving the best services. The City's insurance committee received 4 qualified applications and after a thorough review process decided to stay with HUB with several modifications to the existing relationship, including going to a flat fee model. The City Council will review the contract with HUB along with insurance renewal information in April.

Diversity Recruitment Review - Cindy/Staff (01/22)

We are going to undertake a comprehensive review of our diversity recruiting efforts to determine future hiring strategies. We will be leveraging resources from the UCS Racial Equities in Communities Pilot program to assist with this initiative.

Phone System Replacement - IS Staff/Tim (11/21)

We received notification that the city-wide phone system (Mitel) had reached end-of-life and would no longer be supported. We will need to determine our needs in relation to new systems and begin the process of moving in the direction of replacing the existing infrastructure. The current system was purchased in 2011 for \$109,000 with an anticipated life expectancy of 10 years.

Researching Department of Energy Solar App+ Program - Jamie (10/21)

The US Department of Energy recently released a new program for local communities to utilize that will streamline the plan review, permitting, and inspection process for solar energy. Soon, this program will expand to other permits like EV charging stations and re-roofing permits. Staff is currently researching the possibility of using this tool and identifying what policies or regulations may need to be revised in order to do so. This is a project staff is working on during slower work days and may take a few months before a further update is available.

2021 International Energy Conservation Code - Jamie/Mitch (03/21)

Update - Mitch (Building Official) is attending a week-long training on the 2021 IECC the first week of March, at which time we will have a better understanding of the code be in a better place to bring recommendations forward for adopting the 2021 International Energy Conservation Code, as requested by Council in March 2021. We hope to bring an ordinance to the Council for consideration of adoption of the IECC 2021 in late Spring 2022.

Ad Hoc Housing Committee Coordination - Jamie (09/21)

Update - The Ad Hoc Housing Committee wrapped up going through the list of strategies from the UCS Toolkit and VV 2.0 at their December meeting and prioritized all of the strategies in January. Most of the top priorities included strategies related to the City's zoning regulations. The next few meetings of the Housing Committee will focus on the City's zoning regulations and will include Chris Brewster, the City's planning consultant. The Committee hopes to finalize their recommendations and bring them to Council for consideration in late Spring.

Council of Mayors Meetings and Administrative Support - Meghan (08/21)

Mayor Mikkelson will be serving as the Chair for the Council of Mayors for a one-year period. And, each Mayor that rotates through the position is also responsible for administrative tasks and meeting coordination which Meghan will be helping with.

Regional Benchmarking Initiative - Meghan (04/21)

This is a project being coordinated by MARC in a regional effort to collect data in a variety of areas ranging from Human Resources to Public Work statistics. Once the data is collected, PV will benefit from having access to all contributed & shared information.

American Rescue Plan Act Fund Uses & Expiration - Staff (04/21)

Update - The City received \$1.62m American Rescue Plan dollars in July 2021, and the additional \$1.6m will be received in July 2022. The Department of Treasury released its Final Rule which included details on how the funds can be spent. The Council discussed uses of funds at the Council Work Session in February, and will follow up with spending recommendations as part of the budget process.

Pool Mural Project - Meghan (04/21)

The City has received grant funding in the amount of \$3,500 for the proposed pool mural. A call for artists will open shortly, and proposed murals will be reviewed by representatives from Park & Rec, the Arts Council, and Diversity Committee.

City Hall Conceptual Review - Staff (03/01)

Melissa provided Council with an update to the City Hall Conceptual Study on March 15, 2021 as well as other key factors affecting this study. The process may be modified due to new possibilities of future expansion alternatives. This item will be brought back to Council before any formal action is taken.

E/V Charging Station Installation - PW (10/20)

Construction should begin soon since Council has now approved the placement of Electric Vehicle charging station(s) in the south parking lot of the Municipal complex near the Skate Park.

Historic Trail Signage - Keith (09/20)

Update - The historic trail signs are currently being installed. These signs were approved by the Council for placement thanks to the concerted work of Mark Morgan. Once complete, there will be a media outreach effort and the City's webpage will be updated as well.

Memorial Plaques in Parks Criteria Review - Staff (08/19)

This item has been temporarily tabled by staff due to prioritization of other projects. When this matter is brought forward, we want to make sure the PV Foundation, Park & Rec, and Council are on the same page about the criteria and cost of memorial plaques in parks.

Research Viability of Interior Rental Inspections - Jamie (06/19)

Jamie hopes to revisit this item in the coming months after evaluating the workload and changes that have been brought forward as a result of the new building code, tree protection ordinance, sustainability grant, construction site screening requirements, new codes software implementation, and moving to the new public works building. We will also have to revisit KSA restrictions on interior inspections.