

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, June 6, 2022
6:00 PM**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MOTION FOR FORMER COUNCIL PRESIDENT TO PRESIDE OVER MEETING**
- V. **APPROVAL OF THE AGENDA**
- VI. **INTRODUCTION OF STUDENTS AND SCOUTS**
- VII. **PRESENTATIONS**
Pride Month proclamation
- VIII. **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 June 6. 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 June 6 to be shared with Councilmembers prior to the meeting.

IX. 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 - May 16, 2022
- 2. Consider agreement with Transystems for traffic study on Nall Avenue from 67th Street to 75th Street

X. COMMITTEE REPORTS

Planning Commission

- PC2022-105 Consider Ordinance 2473 to approve a renewal of a special use permit for the service station at 9440 Mission Road
Chris Brewster

XI. **MAYOR'S REPORT**

XII. **STAFF REPORTS**

XIII. **OLD BUSINESS**

XIV. **NEW BUSINESS**

Presentation from McGrath Consulting on compensation study and discussion on compensation philosophy
Victoria McGrath - McGrath Consulting

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

COU2022-47 Consider approval of Ordinance 2474, an ordinance deleting Article 8 (Sign Regulations) of Chapter 16 (Zoning and Planning) from the municipal code
Jamie Robichaud

COU2022-48 Consider traffic calming on 69th Street from Nall Avenue to Fonticello Street
Keith Bredehoeft

XVI. **ANNOUNCEMENTS**

XVII. **ADJOURNMENT**

CITY OF PRAIRIE VILLAGE

LGBTQ+ Pride Month

WHEREAS, our nation was founded on the principle of equal rights for all people, but the fulfillment of its promise has been long in coming for many Americans. Some of the most inspiring moments in our history have arisen from the various civil rights movements that have brought one group after another from the margins to the mainstream of American society; and

WHEREAS, in the movement toward equal rights for the LGBTQ+ community, a historic turning point occurred on June 28, 1969, in New York City, with the onset of the Stonewall Riots. During these riots, LGBTQ+ citizens rose up and fought against the discriminatory criminal laws that have since been declared unconstitutional; and

WHEREAS, LGBTQ+ pride celebrations have taken place around the country every June to commemorate the beginning of the Stonewall Riots and pride in their community; and

WHEREAS, June is celebrated as LGBTQ+ Pride Month nationwide; and

WHEREAS, Prairie Village has a diverse LGBTQ+ community that includes people of all ethnicities, religions, and professions; and

WHEREAS, everyone should be able to live without fear of prejudice, discrimination, violence, and hatred based on race, religion, gender identity or sexual orientation.

NOW THEREFORE, I, Eric Mikkelson, Mayor of Prairie Village, Kansas, do hereby proclaim **June 2022** as

PRIDE MONTH

In the City of Prairie Village and urge all residents to respect and honor our diverse community and celebrate and build a culture of inclusiveness and acceptance.

Mayor Eric Mikkelson

City Clerk

Date



**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
MAY 16, 2022**

The City Council of Prairie Village, Kansas, met in regular session on Monday, May 16, 2022, at 6:00 p.m. Mayor Mikkelson presided.

ROLL CALL

Roll was called by the City Clerk with the following Councilmembers in attendance: Chad Herring, Cole Robinson, Inga Selders, Ron Nelson, Lauren Wolf, Bonnie Limbird, Dave Robinson, Greg Shelton, Courtney McFadden, Ian Graves, and Terrence Gallagher. Staff present: Captain Eric McCullough, Police Department; Keith Bredehoeft, Director of Public Works; Attorney Katie Logan, attorney with Lathrop & Gage; Wes Jordan, City Administrator; Meghan Boom, Assistant City Administrator; Tim Schwartzkopf, Assistant City Administrator; Nickie Lee, Finance Director; Adam Geffert, City Clerk.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Cole Robinson made a motion to approve the agenda for May 16, 2022. Mr. Nelson seconded the motion, which passed 11-0.

PRESENTATIONS

- Mayor Mikkelson read a proclamation declaring June 10, 2022, as “MARC 50 - Forward Day” in Prairie Village. MARC Community Development Director Marlene Nagel was present to accept the proclamation.
- Mr. Herring read a proclamation declaring May 2022 as Asian American and Pacific Islander Heritage Month.
- Stuart Little of Little Government Services provided a legislative update.

PUBLIC PARTICIPATION

Resident Vicki Riffle, 3627 Somerset Drive, stated that she was in favor of the construction of a new civic center.

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 - May 2, 2022
2. Approval of expenditure ordinance #3014
3. Approval of contract with Vance Brothers for the 2022 crack seal / microsurfacing program
4. Purchase request of police vehicle
5. Consider purchase of replacement Bobcat skid-steer loader and disposal of asset #5044
6. Consider an Ordinance approving the Juneteenth event as a special event and authorizing the sale, consumption and possession of alcoholic liquor and cereal malt beverages with the boundaries of a barricaded public area of the event
7. Consider approval of a short-term special use permit for the Prairie Village Art Fair at the Prairie Village Shops

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, Selders, Nelson, Wolf, Limbird, D. Robinson, Shelton, McFadden, Graves, Gallagher. The motion passed 11-0.

COMMITTEE REPORTS

- Ms. Limbird stated that the Arts Council’s “Art of Photography 2022” exhibit was currently on display at City Hall, and that an artist reception had been held on May 13. She added that the “State of the Arts” call for entry would go live on June 6.
- Mr. Gallagher said that the Parks and Recreation Committee had recently toured Harmon Park and the pool complex to discuss on-going and future projects.
- Ms. Selders reported that Diversity Committee met the prior week to discuss the upcoming Juneteenth celebration event on June 18 at Harmon Park. She noted that the committee would have a booth at the Prairie Village Art Fair featuring a children’s poster contest for the holiday, and that Representative Sharice Davids would be the keynote speaker at the event.
- Mr. Cole Robinson stated that he had completed the Northeast Johnson County Chamber of Commerce’s “Leadership Northeast” program, along with Mr. Schwartzkopf and Human Resources Manager Cindy Volanti.

MAYOR’S REPORT

- The Mayor stated that he recently spoke with resident Gloria Steinzeig, who had lived in the City for 70 years. He helped her get in touch with staff to apply for the property tax rebate program.



PRAIRIE VILLAGE KANSAS

- The Mayor of Lawrence, Kansas sent a letter thanking the Prairie Village Police Department for assisting during the University of Kansas' basketball championship celebrations and parade.
- The Mayor and staff attended a recent meeting sponsored by the YMCA at which future plans for the facility were discussed.
- The Mayor noted that Kansas City Missouri Mayor Quentin Lucas was a guest at the Johnson County / Wyandotte County mayors' meeting. Mayor Lucas discussed ways that regional cities could cooperate to accomplish mutual goals. He also provided an update on the Kansas City International Airport reconstruction project.
- The Mayor attended United Community Services' board meeting on May 6. A panel presentation was given on the racial equity program.
- The Ukrainian Club had been invited to set up a booth at the July 4th VillageFest event.
- The Finance Committee met to discuss decision packages. Votes on each package would be taken at the next meeting.
- The Mayor recognized recent high school and college graduates.
- The Mayor congratulated the Shawnee Mission East boys' tennis team for once again winning the state championship.
- The Mayor stated he would attend the MARC Board meeting on May 24, and noted that he had been elected to fill retiring Westwood Hills Mayor Schwach's seat on the board.
- The Mayor noted that the Northeast Johnson County Chamber of Commerce would be holding a ribbon-cutting event for the newly opened Sherwin Williams store in Corinth Quarter.

STAFF REPORTS

- Mr. Jordan stated that 93 "walkie-talkie" radios had been procured for Dolyna, Ukraine, and that he was in the process of coordinating shipping.
- Ms. Buum said that the municipal pool complex would open on May 28, and that it was already fully staffed for the season. She noted that the Johnson County Parks and Recreation District (JCPRD) was not able to fill swimming instructor positions, and as a result, the first two sessions had been cancelled. Additionally, the JCPRD tennis instructor had resigned, and the district was working to fill the role. The City's junior tennis league season would still take place, however. Lastly, she reported that a record number of children had signed up for the swim team, and that more pool memberships had been sold than at the same date in 2021.
- Captain McCullough stated that a "safe internet exchange zone" had been installed in the City's parking lot by the skate park. The zone was intended to allow individuals to complete internet-based transactions in a safe environment.

OLD BUSINESS



There was no old business to come before the Council.

NEW BUSINESS

COU2022-43 Consider bid award for the installation of two electric vehicle charging stations to Teague Electric and transfer \$20,000 from Building Reserve to project ELEC2020

Mr. Bredehoeft said that the installation of electrical vehicle charging stations for public use at City Hall had been included in the CIP and approved by Council at its September 20, 2021, meeting. Each charging station unit would consist of two vehicle chargers, allowing four vehicles to be charged simultaneously. The chargers would operate on the “Charge Point” network, like those previously installed in Prairie Village.

The project was originally funded at \$20,000 in the 2020 budget based on cost estimates received from Evergy. Mr. Bredehoeft noted that current estimated costs were substantially higher:

- Pro Circuit Inc. \$38,614.25
- Teague Electric \$38,943.00

Although the bid from Teague Electric was \$328.75 greater, Mr. Bredehoeft stated that he felt Teague had a better understanding of the installation of charging stations, and that the company had previously installed the station at the Public Works facility.

Mrs. McFadden made a motion to approve the bid award for the installation of two electric vehicle charging stations to Teague Electric for \$38,943.00 and transfer \$20,000 from the building reserve fund to project ELEC2020. Ms. Wolf seconded the motion, which passed 11-0.

COU2022-46 Consider approval of design agreement with Lamp Rynearson for the design of pool repairs for the lap and adult pools

Mr. Bredehoeft said that upon opening the pools in 2021, it was determined that the adult and lap pools, which share a surge pit and essentially function as a single pool, were losing a significant amount of water. After thorough leak detection was performed, repairs were made to two locations where the cast iron pipes had deteriorated. At the time, it was difficult for staff to determine how much of the rest of the 30-year-old piping was in a similar condition.

Mr. Bredehoeft said that Lamp Rynearson had been selected to help design the project, and that the company’s aquatics division had provided significant assistance to the City in the past as a consultant for the entire pool complex. The proposed contract would include initial on-site surveys as well as document preparation. After a solution to replace the



pipng had been determined, a full set of construction drawings and specifications would be designed. The company would also provide basic construction services, attend meetings, and be available for questions as they arise.

Mr. Bredehoeft said that construction was expected to begin in October 2022, with full completion by the spring of 2023 prior to the opening of the pool complex.

Ms. Selders asked what the total cost of repairs would be. Mr. Bredehoeft stated that the budgeted number was roughly \$1,200,000, but that the presented agreement was only for the design portion, and that the proposal for the repairs themselves would need to come back to Council for approval.

Mrs. McFadden made a motion to approve the design agreement with Lamp Rynearson for the design of the pool repairs for the lap and adult pools in the amount of \$101,746. Ms. Wolf seconded the motion.

Ms. Selders asked if it was appropriate for the project to proceed while there was still on-going discussion about having an indoor pool facility at a potential civic center in the future. Mr. Bredehoeft stated that the outdoor lap pool was very popular with residents and was unlikely to be removed even if an indoor pool was constructed in the future.

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

Ms. Limbird 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 Mr. Nelson and passed 11-0.

COUNCIL COMMITTEE OF THE WHOLE

COU2022-44 Protocols for adding new agenda items

Mr. Jordan stated that the Council had last discussed the topic at its 2019 work session, at which the following protocols were developed:

- As duly elected representatives, each Council member had the right to raise any new issue, and make any motion (with a very few exceptions such as intentionally disruptive or defamatory topics) during new business at any Council meeting. Except in rare circumstances, these adopted "best practice" procedural guidelines would be voluntarily followed in the interest of good process.
- New items proposed by a Council member should generally be first raised at a Council Committee of the Whole (CCoW) meeting to determine whether there is enough support to warrant significant staff time and/or moving to a Council agenda.



Exceptions and clarifications:

- There should be a corresponding easy and transparent way for any Council member to raise an issue and seek to garner support at a CCoW meeting, including access to the CCoW agenda. For example, ensuring that a set “new business” agenda slot was included on every CCoW agenda where suggestions would be allowed, and if any two Council members request it in writing (via email) to the City Administrator, Council President, and Mayor at least a week in advance, an item will be specifically placed on a future CCoW agenda.
- As an exception, if there is a reasonable need or significant benefit for urgency, any Council member can raise an issue for the first time at a Council meeting during "new business" and seek to garner support there.
- The Mayor and staff retain the right to place any item on any Council or CCoW agenda and the discretion to adjust agendas based on the availability of key personnel. Additionally, agenda items may be added or removed to ensure an even distribution of workload at each meeting.

Mr. Herring agreed that a “new business” section should be included in CCoW agendas to allow for new items to be considered. The Mayor noted that emergency items, such as taking action quickly during the COVID pandemic, could be introduced to the Council during a meeting.

COU2022-45 Consider agreement with Transystems for traffic study on Nall Avenue from 67th Street to 75th Street

Mr. Bredehoeft said that the proposed agreement with Transystems would update the traffic study the company completed approximately 10 years prior on the Nall Corridor. The study would focus on the section of Nall Avenue from 67th Street to 75th Street to determine if reducing lanes from four to three would be appropriate, given the volume of traffic. Dedicated bike lanes required by the City’s bike/ped plans would also be included.

The result of the study would lay the foundation for the design used in the upcoming CARS project on the corridor, which was approved as part of the overall Prairie Village CARS submittal at the April 18th Council meeting for 2023, and would be a joint project with the City of Overland Park.

Ms. Limbird made a motion to recommend approval of the agreement with Transystems for traffic study on Nall Avenue from 67th Street to 75th Street in the amount of \$22,000. Ms. Selders seconded the motion, which passed 11-0.



PRAIRIE VILLAGE
KANSAS

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

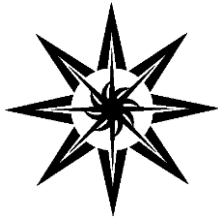
ANNOUNCEMENTS

Announcements were included in the Council meeting packet.

ADJOURNMENT

Mayor Mikkelson declared the meeting adjourned at 7:42 p.m.

Adam Geffert
City Clerk



PUBLIC WORKS DEPARTMENT

Council Committee Meeting Date: May 16, 2022

Council Meeting Date: June 6, 2022

COU2022-45 CONSIDER AGREEMENT WITH TRANSYSTEMS FOR TRAFFIC STUDY ON NALL AVENUE FROM 67TH STREET TO 75TH STREET

RECOMMENDATION

Move to approve the agreement with Transystems for the traffic study of the Nall Avenue corridor from 67th Street to 75th Street in the amount of \$22,000.

BACKGROUND

This agreement is to update the traffic study performed by Transystems approximately 10 years ago on the Nall Corridor. This study will focus on the section of Nall Avenue from 67th Street to 75th Street to determine if reduction of lanes from 4 to 3 is appropriate given the volume of cars and turning traffic. Included in the new layout will be dedicated bike lanes per the City of Prairie Village and the City of Overland Park Bike/Ped plans.

The result of the study will lay the foundation for the design used in the upcoming CARS project on this corridor.

The CARS project was approved as part of the overall Prairie Village CARS submittal at the April 18th Council meeting for 2023 and is a joint project with the City of Overland Park.

FUNDING SOURCE

Funding is available in the CIP project NAAV0005.

ATTACHMENTS

1. Agreement with Transystems

PREPARED BY

Melissa Prenger, Senior Project Manager

May 11, 2022



TranSystems

2400 Pershing Road
Suite 400
Kansas City, MO 64108
Tel 816 329 8600
www.transystems.com

4/19/22

Ms. Melissa Prenger, PE
Sr. Project Manager
Prairie Village Public Works
3535 Somerset Drive,
Prairie Village, KS 66208

**Re: Letter Agreement for Professional Consulting Services
on Nall Corridor Study Update (the "Project")**

Dear Ms. Prenger:

TranSystems is pleased to submit this proposal to provide professional consulting services for Prairie Village on the above referenced Project. The city wishes to revisit the 67th to 75th Street section of the Nall Corridor study to review whether a road diet can be implemented in the area and include a bike lane through the project without affecting operations. TranSystems will conduct an update to the 67th to 75th Street section of the Nall Corridor study dated February of 2010. The study will focus on road diet options including bike lanes for that section of the roadway, and how it will transition at each location.

This letter details the services TranSystems proposes to perform in connection with the Project, the pricing at which TranSystems proposes to perform these services, the schedule for completing these services and the assumptions upon which TranSystems has based this proposal. If the proposal outlined in this letter is acceptable, TranSystems would request that you indicate your acceptance of this proposal by executing this letter agreement in the space provided below.

SCOPE OF SERVICES

In connection with the above referenced Project, TranSystems shall perform the following described Services:

1. Inventory the existing study intersections identifying lane configurations, traffic control devices, roadway functional classification, speed limits and sight distances. The study intersections are to include:
 - 67th Street
 - 68th Street
 - 69th Street
 - 69th Terrace
 - 70th Street
 - 70th Terrace
 - 71st Street
 - 71st Terrace
 - 72nd Street
 - 72nd Terrace
 - 73rd Street
 - 73rd Terrace
 - 74th Street
 - Tomahawk Road
 - 75th Street
2. Conduct daily traffic volume counts at the locations listed below. Counts will be conducted on a typical Tuesday, Wednesday or Thursday with information collected in 15-minute intervals.
 - Nall Avenue north of 75th
 - Nall Avenue south of 67th
3. Conduct A.M., midday and P.M. peak hour turning movement counts (assumed 7:00-9:00; 11:00-1:00 and 3:00-6:00) at the signalized intersections:
 - 67th Street
 - 71st Street
 - 75th Street

4. The majority of the intersections in Task 1 will not be directly recounted, but volumes from the previously completed 2010 study will be adjusted based on data obtained from the turning movement counts conducted in Task 3.
5. Develop up to two (2) typical section concepts for a road diet of the Nall Avenue study corridor that illustrate widths and options for proposed travel lanes, bike lanes, and pedestrian accommodations (widened sidewalks/paths).
6. Conduct peak hour volume/capacity analyses at the study intersections listed in Task 1 for the following development scenarios:
 - Existing Conditions
 - Existing plus Road Diet and Bike Lane conditions
7. Document the results of the study in a brief report including:
 - Up to two (2) conceptual figures depicting improvement and pavement markings
 - Up to two (2) typical sections for the conceptual improvements
 - Technical analysis worksheets.

Please note that one (1) meeting with city staff has been included in this scope of services. Preparation for and attendance at additional meetings will be billed as Additional Services on a time and materials basis in accordance with the general provisions of this Agreement.

SCHEDULE

TranSystems anticipates that the Services outlined above can be completed within 6 weeks following acceptance of this proposal.

COMPENSATION

As compensation for the performance of the above-described Services, TranSystems will be reimbursed by the Client on a time and materials basis according to our standard hourly rates in effect at the time the services are performed up to a maximum fee of Twenty Two Thousand Dollars (\$22,000.00). Invoices will be sent monthly and will be based on the total Services actually completed as of the time of billing.

If Client fails to make any payment due TranSystems for services and expenses within thirty (30) days after receipt of TranSystems' statement therefore, the unpaid contract balance shall accrue interest at the lesser of: i) 1.5% per month; or, ii) the highest rate of interest allowed under applicable law. The entire unpaid balance due TranSystems shall bear said rate of interest from the thirtieth day after Client's receipt of TranSystems' statement, until the entire unpaid balance has been paid to TranSystems. In addition to being entitled to interest, TranSystems may, after giving seven (7) days written notice to Client, suspend services under this Agreement until TranSystems has been paid in full all amounts due for Services, expenses and charges.

ASSUMPTIONS

This proposal and TranSystems' agreement to perform the Services is based upon, and subject to, the following assumptions, which were developed during our discussions with Prairie Village:

- The existing Nall study dated February 2010 is still overall valid, and this is a general update to look at the alternative of a road diet with bike lanes.
- No crash data, traffic signal warrant analysis, speed data, or other traffic information not specifically mentioned in the scope of services will be conducted.

SPECIAL AND EXTRA SERVICES

Extra services will be provided in addition to those required to complete the scope of services described above, as requested by the Client. Such services may include: meetings with the design team, city or state personnel; attendance and presentation of the study results at public meetings; additional study elements identified by the Client; additional information requested by the Client; special trips requested by the Client other than those required to complete the original scope of services; special services which may be required if the work is suspended or abandoned; additional analyses due to changes in the proposed project; or any special engineering services not required to complete the original scope of service which may be requested by the Client. Payment to TranSystems as compensation for these services will be in addition to the contract amount identified above in the Compensation section. TranSystems will be reimbursed by the Client for these services on a time and materials basis according to our standard hourly rates in effect at the time the services are performed.

GENERAL PROVISIONS

Prairie Village grants to TranSystems during the term of this agreement and thereafter a non-exclusive license to use its name and logo in TranSystems' marketing materials such as press releases, case study briefs/project summaries, TranSystems' website or brochures. This license shall be perpetual and irrevocable for such use on all materials distributed and or printed but not yet distributed prior to termination and revocation of said license; said license shall remain in effect unless and until Prairie Village shall terminate and revoke the same by giving TranSystems 60 days advanced written notice thereof whereupon at the end of 60 days the licenses shall be deemed terminated.

Services performed by TranSystems under this Agreement will be conducted in a manner consistent with the level of care, diligence and skill ordinarily possessed and exercised by members of the profession currently practicing in the same locality under similar conditions. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE SPECIFICALLY EXCLUDED. The parties' rights, liabilities, responsibilities and remedies with respect to the Services, whether in contract or otherwise, shall be exclusively those set forth in this Agreement. To the fullest extent permitted by law, TranSystems shall not, in any event, be liable to the Client for any special, indirect, incidental or consequential damages. These, include, but are not limited to, damages from delay, lost distribution, loss of product, loss of use, loss of profits or revenue, increased cost of operation, cost of capital, or the cost of new or replacement equipment or systems or power. TranSystems' and/or its individual principals, directors, officers, employees, agents and servants of the firm total liability to the Client for all claims, losses, damages and expenses resulting or arising in any way from the performance of the Services shall not exceed the total compensation received by TranSystems under this Agreement. This Agreement shall be governed by and interpreted in accordance with the laws of Missouri.

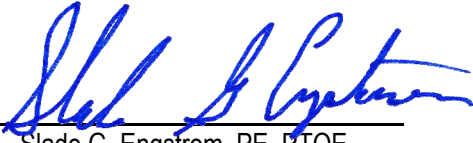
The proposal outlined in this Letter is valid for 120 days.



We sincerely appreciate the opportunity to work with you on this Project. If you concur with the proposal outlined in this Letter of Agreement, please execute the enclosed extra copy and return it to TranSystems. Unless otherwise instructed by the Client in writing at the time you return the executed copy of this Letter Agreement, TranSystems will consider the executed Letter Agreement as our notice to proceed. Please let us know if you have any questions or need any further information.

Sincerely,

TranSystems Corporation

By: 
Slade G. Engstrom, PE, PTOE



ACCEPTANCE

The Client hereby accepts the proposal outlined above and does hereby engage TranSystems to perform the Services described above, on the terms and conditions set forth in the forgoing Letter Agreement. The Client accepts and agrees to the terms and conditions of the foregoing Letter Agreement.

Client Name: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

Contact/Billing Information:

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-Mail: _____



**TranSystems Corporation
Schedule of Hourly Rates for 2022
Kansas City Office**

Classification	Rate	Classification	Rate
Technician V	\$201	Principal/Structural Engineer V	\$296
Technician IV	\$141	Structural Engineer IV	\$253
Technician III	\$115	Structural Engineer III	\$205
Technician II	\$90	Structural Engineer II	\$148
Technician I	\$74	Structural Engineer I	\$109
Scientist III	\$141	Electrical Engineer IV	\$227
Scientist II	\$116	Electrical Engineer I	\$137
Scientist I	\$81	Principal/Civil Engineer V	\$358
Surveyor V	\$166	Civil Engineer IV	\$254
Surveyor IV	\$116	Civil Engineer III	\$195
Surveyor III	\$101	Civil Engineer II	\$148
Surveyor II	\$79	Civil Engineer I	\$110
Surveyor I	\$59	Construction Services IV	\$142
Planner IV	\$258	Construction Services III	\$140
Planner III	\$211	Construction Services II	\$99
Planner II	\$133	Construction Services I	\$79
Planner I	\$99	Architect IV	\$243
Industry Specialist V	\$390	Architect III	\$226
Industry Specialist IV	\$295	Architect II	\$100
Industry Specialist III	\$230	Marketing Administrator III	\$200
Inspector V	\$237	Marketing Administrator II	\$115
Inspector IV	\$136	Marketing Administrator I	\$56
Inspector III	\$98	Administrative Manager I	\$200
Inspector II	\$78	Administrator II	\$109
		Administrator I	\$70

Sub-contracted labor, material testing equipment, printing and technical photography, and all other direct job costs to be paid at cost. Vehicle mileage to be paid at the current IRS rate per mile.
 The rates set forth on this initial Schedule of Rates shall be the rates provisions in effect from the date of this Agreement until December 31, 2022. TranSystems will revise the Schedule of Rates annually and will submit the revised Schedule of Rates which shall automatically become effective with regard to this Agreement and the Services performed under this Agreement on January 1st of the next calendar year.



PC2022-105: Consider Ordinance 2473 to approve a renewal of a special use permit for the service station at 9440 Mission Road

RECOMMENDATION

Make a motion to accept the Planning Commission's recommendation and approve PC2022-105.

BACKGROUND

The applicant is Stevens & Brand, LLP who is acting as the owner's agent for the Minit Mart at 9440 Mission Road. The original building was constructed in 1963. In 1992, the City approved a special use permit for the service station for a period of 30 years. The application was most recently updated in 2014 for the reconstruction of the car wash. The current special use permit expires in 2022, and the applicant is seeking renewal of the permit for an indefinite period of time. There are no physical or operational changes planned for the property or use.

The Planning Commission held a public hearing on May 3 remotely via Zoom. Nobody submitted comments beforehand and nobody was present in the meeting to speak in favor or against the application. The Planning Commission voted unanimously to recommend approval of this amended Special Use Permit to the City Council subject to the following conditions:

1. The use continues to comply with all conditions of the original special use permit and renewals, and all other applicable standards of the zoning ordinance.
2. Staff recommends approval with no expiration date, but the permit is still subject to revocation for non-compliance with any ordinance standards, other regulations, or special use permit conditions; or if unforeseen problems or significant changes in conditions in the area make the use and operation no longer consistent with the findings of the Commission.
3. The application be subject to all conditions of the original special use permit, except for those changes approved through the applicable site plan process according to the standards in place at the time of a proposed change. The original conditions listed in Special Use Permit 91-13 are summarized as:
 1. Compliance with all City standards and regulations.
 2. The use is conducted according to the approved plans filed with the permit (unless above exception applies).
 3. Environmental audits / compliance shall be provided prior to any construction.
 4. Uses are limited to those permitted by the zoning code.
 5. Previously a 30-year period but recommending no expiration with this renewal.
 6. Ability for revocation continues.

An excerpt of the meeting minutes pertaining to the application are attached for the Council's review.

A special use permit application requires the City Council to act in its quasi-judicial role. When acting in this capacity, rather than a legislative capacity, the governing body must set aside personal opinions and, like a judge, apply the law to facts presented in the public record, taking into consideration the following criteria, commonly referred to as the "Golden" factors:

1. The character of the neighborhood.
2. The zoning and uses of property nearby.
3. The suitability of the property for the uses to which it has been restricted under its existing zoning.
4. The extent that a change will detrimentally affect neighboring property.
5. The length of time of any vacancy of the property.
6. The relative gain to public health, safety, and welfare by destruction of value of the applicant's property as compared to the hardship on other individual landowners.
7. City staff recommendations.
8. Conformance with the Comprehensive Plan.

An analysis of all of these factors is provided in the attached Planning Commission staff report.

According to Section 19.52.040 of the Zoning Regulations, the Governing Body can take the following actions on a special use permit recommendation from the Planning Commission:

1. Adopt the Planning Commission's recommendation by a simple majority of members present.
2. Override the Planning Commission's recommendation by a 2/3 majority vote of the entire Governing Body (9 votes including the Mayor)
3. Return the recommendation to the Planning Commission with a statement specifying the basis for the Governing Body's failure to approve or disapprove by a simple majority. The Planning Commission can then submit the original recommendation or submit a new and amended recommendation. The Governing Body then can adopt or amend the recommendation by a simple majority (7 votes) or take no further action.

Chris Brewster, the City's Planning Consultant, will be present at the meeting to provide a short presentation and answer any associated questions. The applicant will also be present in case there are any questions.

ATTACHMENTS

Ordinance 2473
Planning Commission Staff Report
Special Use Permit Application
Excerpt from May 3, 2022 Planning Commission Minutes

PREPARED BY

Jamie Robichaud
Deputy City Administrator
Date: June 1, 2022

ORDINANCE 2473

AN ORDINANCE APPROVING A RENEWAL OF A SPECIAL USE PERMIT FOR THE SERVICE STATION LOCATED AT 9440 MISSION ROAD

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE, KANSAS:

Section I. **Planning Commission Recommendation.** That having received a recommendation from the Planning Commission; having found favorably on the findings of fact, proper notice having been given and hearing held as provided by law and under the authority of and subject to the provisions of the Zoning Regulations of the City of Prairie Village, Kansas, that the City Council approve the renewal of a Special Use Permit for the service station located at 9440 Mission Road, subject to the following conditions:

1. The use continues to comply with all conditions of the original special use permit and renewals, and all other applicable standards of the zoning ordinance.
2. Staff recommends approval with no expiration date, but the permit is still subject to revocation for non-compliance with any ordinance standards, other regulations, or special use permit conditions; or if unforeseen problems or significant changes in conditions in the area make the use and operation no longer consistent with the findings of the Commission.
3. The application be subject to all conditions of the original special use permit, except for those changes approved through the applicable to site plan process according to the standards in place at the time of a proposed change. The original conditions listed in Special Use Permit 91-13 are summarized as:
 1. Compliance with all City standards and regulations.
 2. The use is conducted according to the approved plans filed with the permit (unless above exception applies).
 3. Environmental audits / compliance shall be provided prior to any construction.
 4. Uses are limited to those permitted by the zoning code.
 5. Previously a 30-year period but recommending no expiration with this renewal.
 6. Ability for revocation continues.

Section II. **Findings of the Governing Body.** That at its meeting on June 6, 2022 the Governing Body adopted by specific reference the findings of fact as contained in the Minutes of the Planning Commission meeting dated May 3, 2022 and the recommendations of the Planning Commission, including conditions, and approved the renewal of the special use permit as docketed PC2022-105.

Section III. **Granting of Special Use Permit.** Be it therefore ordained that the City of Prairie Village grant a renewed Special Use Permit which remains in effect for the operation of the service station at 9440 Mission Road, Prairie Village, Kansas subject to the specific conditions listed above.

Section IV. **Take Effect.** That this ordinance shall take effect and be in full force from and after its passage and publication in the official City newspaper as provided by law.

PASSED BY THE GOVERNING BODY THIS 6th DAY OF JUNE, 2022.

APPROVED BY THE MAYOR THIS 6TH DAY OF JUNE, 2022

CITY OF PRAIRIE VILLAGE, KANSAS

By: _____
Eric Mikkelson, Mayor

ATTEST:

APPROVED AS TO FORM:

Adam Geffert, City Clerk

David E. Waters, City Attorney

STAFF REPORT

TO: Prairie Village Planning Commission
FROM: Chris Brewster, Gould Evans, Planning Consultant
DATE: May 3, 2022, Planning Commission Meeting

Application: PC 2022-105

Request: Renewal of Special Use Permit – Service Station

Action: *A Special Use Permit requires the Planning Commission to evaluate facts and weigh evidence, and based on balancing the factors and criteria in the zoning ordinance, make a recommendation to the City Council.*

Property Address: 9440 Mission Road, Prairie Village, KS

Applicant: Stevens & Brand, LLP / Christopher F. Berger, for Minit Mart LLC (owner)

Current Zoning and Land Use: C-2 General Business District – Restaurant

Surrounding Zoning and Land Use: **North:** C-2 General Business – Restaurant / Retail / Services
East: SD-CR Planned General Retail (Leawwod) – Retail / Restaurant
South: CP-1 Planned Restricted Business (Overland Park) – Retail / Services
West: C-1 Restricted Business District– Restaurant / Retail

Legal Description: 33-12-25 BG SE CR SE1/4 N 240'W 42' TO POB W 173' S 200' E 155.21' NE ON CUR 22.18' N 188.93' TO POB .79 AC M/L PVC 715D

Property Area: 0.79 acres (34,280.86 s.f.)

Related Case Files: PC 2014-117 Site Plan for New Car Wash
PC 2005-120 Site Plan Approval for Re-Imaging
PC 1994-101 Site Plan Approval
PC 1991-13 SUP for Service Station and Carwash

Attachments: Application, survey

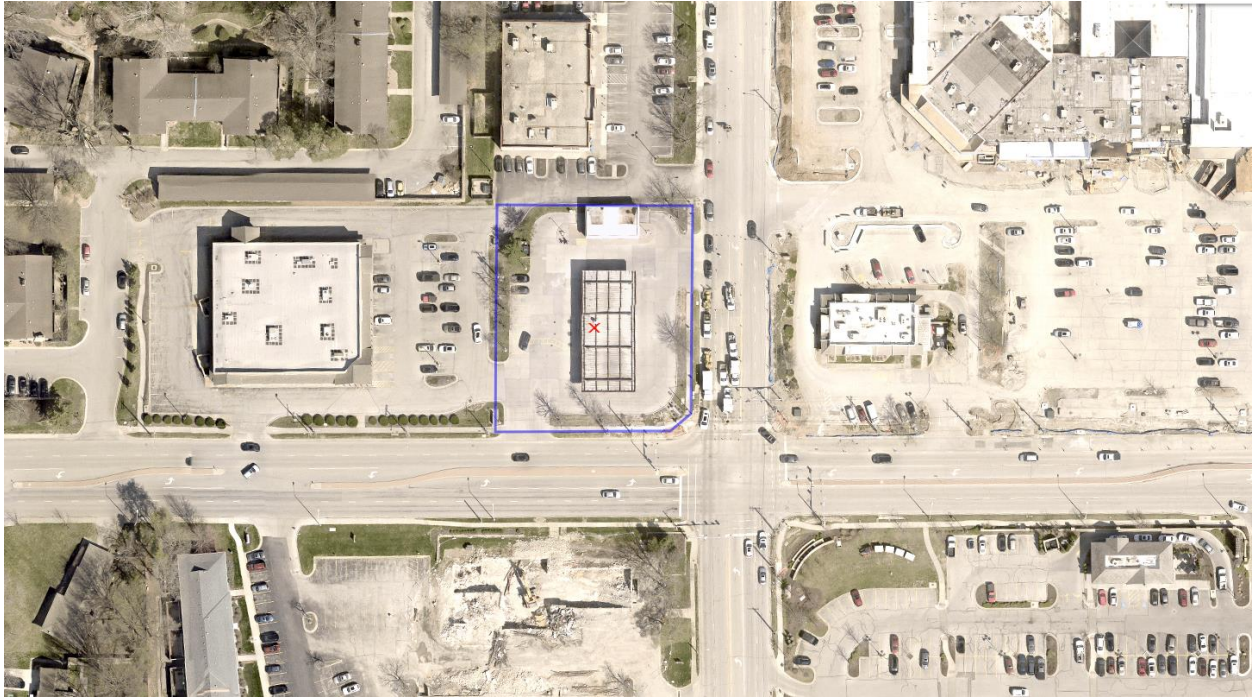
General Location Map



Aerial Map



Site



Birdseye



Street Views



Looking east on 95th Street



Looking south on Mission Road



Looking northwest from the intersection of 95th & Mission

Background:

The applicant is requesting the renewal of a special use permit for a service station. The original building was constructed in 1963. In 1992 the City approved a special use permit for the service station for 30 years. The application was most recently updated in 2014 for the reconstruction of the car wash. This application is a renewal due to expiration (April 5, 2022 expiration date) and does not involve any physical or operational changes to the property or use. The city does not have records of any complaints or other reports of non-compliance with ordinances or the conditions of the special use permit.

The applicant held a neighborhood meeting on April 14, 2022, in accordance with the City's Resident Participation Policy, and has provided background on the meeting to supplement the application.

Zoning Requirements:

The property is zoned C-2 General District, and the building and site meet all C-2 standards. Service stations with accessory car washes and retail stores are permitted uses in C-2, subject to review and approval of a special use permit. The permit application is accompanied by a survey demonstrating all facilities unchanged from the most recent site plan approved by the City.

Special Use Permit Factors:

The Planning Commission shall make findings of fact to support its recommendation to approve, conditionally approve, or disapprove this Special Use Permit. It is not necessary that a finding of fact be made for each factor. However, there should be a conclusion that the request should be approved or denied based upon consideration of as many factors as are applicable. The factors to be considered in approving or disapproving a Special Use Permit include the following [19.28.035:]

A. The proposed special use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations and use limitations.

The building and site meet all standards of the C-2 zoning district.

B. The proposed special use at the specified location will not adversely affect the welfare or convenience of the public.

The proposal is the renewal for an existing building and use, that was originally built in 1962, issued a special use permit in 1982 (most recently updated 1992), and the most recent site construction was an approved site plan in 2014. No changes have occurred to the use, intensity, or physical nature of the site since that time, and none are proposed. The site is on an intersection of a commercial corridor that spans three cities (Prairie Village – this site and the north and west), Leawood (east), and Overland Park – west). All property is zoned and used in a similar way with compatible design and intensity of uses. The site complies with all standards and will not adversely affect the welfare or convenience of the public.

C. The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.

Similar to the analysis in B. above, there will not be any substantial injury to the value of other property and there are no changes proposed to how the use has been situated and operating in the past.

D. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will so dominate the immediate neighborhood consideration shall be given to:

1. The location, size, nature and height of buildings, structures, walls, and fences on the site; and
 2. The nature and extent of landscaping and screening on the site.
-

There are no changes to the proposed site. It is situated on a corner and has access from both Mission Road and 95th Street, and includes cross access easements to property to the west. The property includes landscape buffers on the north and west (between parking) and streetscape buffers with street trees and sidewalks on the public frontages on the south and east. This is an appropriate design and street treatment for a busy commercial corridor.

E. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas will be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect.

This is a renewal for an existing site and building, use does not necessarily trigger the parking standards. However, the ordinance would require the following:

- 1 space per employee and two spaces for each service bay (service station)
- 3 holding spaces for each washing stall (automobile wash)
- 1 space per 250 square feet of gross floor area (retail)

This results in approximately 24 parking spaces, queuing areas, or service stops for this site, despite no activity being conducted to trigger a new parking requirement. Between the service areas, queuing areas, and 7 parking spaces, with accessible parking stalls this site appears to comply with the ordinance requirement. Further, there have been no problems or unusual difficulties with access reported in this area that impact other businesses or traffic flow on the street. As indicated under D., the site is appropriately landscaped based on the context and adjacent property and streets

F. Adequate utility, drainage, and other such necessary facilities have been or will be provided.

The application is reuse of an existing building and site, with no site development activity. There are adequate utilities in the area, and there have been no reports of drainage issues caused by the existing site layout.

G. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys.

There are no proposed changes to the access or intensity and operations on the site. The site has functioned properly under these conditions and there have been no reports of problems or unusual difficulties with access or traffic in this area due to the use or site layout.

H. Adjoining properties and the general public shall be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors or unnecessarily intrusive noises.

Storage of gasoline can produce environmental or hazardous material concerns, and underground storage tanks are subject to safety and remediation standards. Staff is not aware of any evidence of non-compliance or any other reports of problems or concerns regarding hazardous or toxic materials. The applicant shall be subject to all other applicable state or federal requirements for use, operation, and removal of tanks should the use change or be discontinued.

I. Architectural style and exterior materials are compatible with such style and materials used in the neighborhood in which the proposed building is to be built or located.

No changes are proposed for the building or site, and the site meets all applicable standards and conditions of previous approvals. Should any changes be proposed in the future the application shall be subject to the standard in effect at that time.

Recommendation:

Staff considers that the facts support the requisite findings of fact required for the Planning Commission, and that the Planning Commission should recommend that the City Council approve the renewal of the special use permit subject to the following: recommends approval of the site plan subject to the following (Planning Commission approval):

1. The use continues to comply with all conditions of the original special use permit and renewals, and all other applicable standards of the zoning ordinance.
 2. Staff recommends approval with no expiration date, but the permit is subject to revocation for non-compliance with any ordinance standards, other regulations, or special use permit conditions; or if unforeseen problems or significant changes in conditions in the area make the use and operation no longer consistent with the findings of the Commission.
 3. The application be subject to all conditions of the original special use permit, except for those changes approved through the applicable to site plan process according to the standards in place at the time of a proposed change. The original conditions listed in Special Use Permit 91-13, but are summarized as:
 1. Compliance with all City standards and regulations.
 2. The use is conducted according the approved plans filed with the permit (unless above exception applies)
 3. Environmental audits / compliance shall be provided prior to any construction.
 4. Uses are limited to those permitted by the zoning code
 5. 30 year time period (except recommending no expiration with this renewal)
 6. Ability for revocation continues.
-

EXCERPT OF PLANNING COMMISSION MINUTES
May 3, 2022

PUBLIC HEARINGS

PC2022-105 Renewal of Special Use Permit for Service Station, Car Wash and Convenience Store
Minit Mart, LLC
9440 Mission Road
Zoning: C-2
Applicant: Christopher S. Burger, Stevens & Brand, LLP

Ms. Kinney stated that the applicant was requesting the renewal of a special use permit for a service station. The original building was constructed in 1963; in 1992, the City approved a special use permit for the service station for 30 years. The permit was most recently updated in 2014 for the reconstruction of the car wash. The current application is only a renewal and does not involve any physical or operational changes to the property or use. The City does not have records of any complaints or other reports of non-compliance with ordinances or the conditions of the special use permit.

Ms. Kinney noted that staff recommended that the Planning Commission should recommend approval of the renewal of the special use permit to City Council, subject to the following conditions:

1. The use continues to comply with all conditions of the original special use permit and renewals, and all other applicable standards of the zoning ordinance.
2. Staff recommends approval with no expiration date, but the permit is still subject to revocation for non-compliance with any ordinance standards, other regulations, or special use permit conditions; or if unforeseen problems or significant changes in conditions in the area make the use and operation no longer consistent with the findings of the Commission.
3. The application be subject to all conditions of the original special use permit, except for those changes approved through the applicable to site plan process according to the standards in place at the time of a proposed change. The original conditions listed in Special Use Permit 91-13 are summarized as:
 1. Compliance with all City standards and regulations.
 2. The use is conducted according to the approved plans filed with the permit (unless above exception applies).
 3. Environmental audits / compliance shall be provided prior to any construction.
 4. Uses are limited to those permitted by the zoning code.
 5. Previously a 30-year period but recommending no expiration with this renewal.
 6. Ability for revocation continues.

Mrs. Wallerstein recommended changing the wording of condition #3-5 to “Previously a 30-year time period, with the recommendation of no expiration with this renewal.”

Chris Burger of Stevens and Brand LLP, 900 Massachusetts, Suite 500, Lawrence, KS, was present on behalf of the applicant.

Mrs. Wallerstein opened the public hearing at 7:13 p.m. With no one present to speak, Mrs. Wallerstein closed the hearing at 7:14 p.m.

Mr. Valentino made a motion to recommend approval of the renewal of the special use permit with the listed conditions, including Mrs. Wallerstein’s edit of condition #3-5. Ms. Brown seconded the motion, which passed 4-0.

**IN RE APPLICATION NO. PC2022-105
MINIT MART LLC SPECIAL USE PERMIT**

AFFIDAVIT OF MAILING AND COMMUNITY MEETING

STATE OF KANSAS)
) ss:
COUNTY OF DOUGLAS)

Christopher F. Burger, of lawful age, being first duly sworn upon his oath, states that:

1. I have personal knowledge of the facts stated below.
2. I am an attorney for Applicant in this matter.
3. On March 25, 2022, I caused notice of the proposed special use permit to be mailed to all the owners of lands located within 200 feet, except public streets and ways, of the application area, by certified mail, return receipt requested. A copy of the returns is attached as Exhibit A.
4. The form of the notice was a letter describing the proposed special use. A copy of the notice is attached as Exhibit B.
5. The notice also included a notice for a neighborhood meeting via Zoom on April 14, 2022.
6. The April 14, 2022, neighborhood meeting was held as scheduled. Representatives for the Applicant were present, but no other person was in attendance. The meeting went very well.
7. I have read the contents of this affidavit, and the facts stated in it are true.

FURTHER, AFFIANT SAITH NAUGHT.

Christopher F. Burger,
Stevens & Brand LLP
Attorneys for Applicant

SUBSCRIBED AND SWORN to before me this 26th day of April, 2022, by Christopher F. Burger.



Sarah Melody, Notary Public

My appointment expires: January 5, 2026

STEVENS & BRAND, L.L.P.
US BANK TOWER
900 MASSACHUSETTS, SUITE 500
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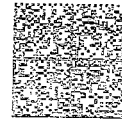
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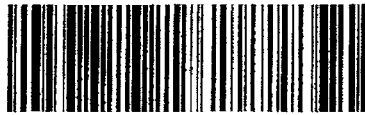


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OVERLAND PARK, KS 66206

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1919 OLATHE BLVD UNIT 106
KANSAS CITY, KS 66103

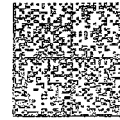
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LYND INVESTMENTS, LLC
1810 TURNER DR
NOLENSVILLE, TN 37135

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1700 BROADWAY STE 620
DENVER, CO 80290

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DENVER, CO 80290

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4C MISSION LLC
9500 MISSION RD
OVERLAND PARK, KS 66206



April 4, 2022

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Item Details

Status: Delivered, To Original Sender
Status Date / Time: April 4, 2022, 10:58 am
Location: LAWRENCE, KS 66044
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

Shipment Details

Weight: 2.0oz

Recipient Signature

Signature of Recipient:	
Address of Recipient:	Alexa Kester Stamps Brand LLP PO Box 1891 Lawrence, KS, 66044

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March 31, 2022

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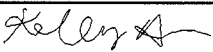
Item Details

Status: Delivered, Front Desk/Reception/Mail Room
Status Date / Time: March 31, 2022, 10:29 am
Location: DENVER, CO 80202
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

Shipment Details

Weight: 2.0oz

Recipient Signature

Signature of Recipient:	 ANDERSON
Address of Recipient:	1760 Bwy 620

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March 29, 2022

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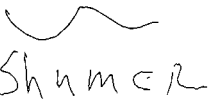
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Location: DENVER, CO 80202
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

Shipment Details

Weight: 2.0oz

Recipient Signature

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March 28, 2022

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Status Date / Time: March 28, 2022, 11:52 am
Location: NOLENSVILLE, TN 37135
Postal Product: First-Class Mail®
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Shipment Details

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Recipient Signature

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March 28, 2022

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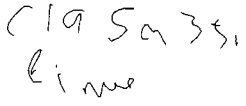
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Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

Shipment Details

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Recipient Signature

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SHERRI E. LOVELAND
MOLLY M. WOOD
CHRISTOPHER F. BURGER*
WESLEY F. SMITH
BRADLEY R. FINKELDEI
MATTHEW H. HOY*
LESLIE M. MILLER
EMILY A. DONALDSON, CELA*
REBECCA J. WEMPE
PATRICIA E. HAMILTON*
JOHN T. BULLOCK²

*ADMITTED IN KANSAS AND MISSOURI

²ADMITTED IN KANSAS, MISSOURI,
AND CALIFORNIA

²ADMITTED IN KANSAS AND VIRGINIA

*CERTIFIED ELDER LAW ATTORNEY

STEVENS
&
BRAND^{LLP}
ATTORNEYS AT LAW

US BANK TOWER
900 MASSACHUSETTS, SUITE 500
POST OFFICE BOX 189
LAWRENCE, KANSAS 66044-0189
PHONE: (785) 843-0811 FAX: (785) 843-0341

JEFFREY L. HEIMAN
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SCOTT E. TADDIKEN, PA
DENISE L. M'NABB*
J. ERIC WESLANDER*
AMY L. DURKIN
RICHARD S. SCHOENFELD*
KATE MARPLES SIMPSON*
WHITNEY L. CASEMENT
ANN J. PREMER²
THOMAS D. HANEY, OF COUNSEL

PETER K. CURRAN, RETIRED

RICHARD B. STEVENS
1899-1991

JOHN W. BRAND
1907-1971

JOHN W. BRAND, JR.
1932-2015

EVAN H. ICE
1963-2016

March 25, 2022

RLM PRAIRIE VILLAGE LLC
PO BOX 1159
DEERFIELD, IL 60015

Re: 9440 Mission Road renewal of Special Use Permit

This office is representing Minit Mart LLC, which is requesting to renew Special Permit 91-13 for the existing and operating service station, car wash and accessory convenience store located at 9440 Mission Road (the northwest corner of 95th & Mission).

As part of the application process, we are hosting a neighborhood meeting for all property owners within 200 feet of this site. Please allow this letter to serve as your formal invitation to this meeting that will be held at *via Zoom* on Thursday, April 14, 2022 at 9:00 a.m. CDT. The information for the Zoom meeting is as follows:

<https://zoom.us/j/91952582026?pwd=bnVOdGtiWVR3VWFUOTJHdjJ2RjZ3U0T09>
Meeting ID: 919 5258 2026
Passcode: 035641

The intent of this meeting is to provide additional information regarding the application, as well as offer a forum for questions.

Additionally, in this letter packet, we have included the formal Notice to Owners for the Planning Commission hearing regarding this site and application.

Very truly yours,
STEVENS & BRAND, L.L.P.



Christopher F. Burger
cburger@stevensbrand.com

CFB:sam
Cc: EGA
Enclosure: Notice

LAWRENCE
900 MASSACHUSETTS, SUITE 500

WWW.STEVENSBRAND.COM

TOPEKA
4848 S.W. 21ST STREET, SUITE 201

SPECIAL USE PERMIT APPLICATION

CITY OF PRAIRIE VILLAGE, KANSAS

For Office Use Only

Case No.: _____

Filing Fees: _____

Deposit: _____



Date Advertised: _____

Date Notices Sent: _____

Public Hearing Date: _____

APPLICANT: Stevens & Brand, LLP/Christopher F. Burger PHONE: 785-843-0811

ADDRESS: 900 Massachusetts, Suite 500, Lawrence, KS 66044 E-MAIL: cburger@stevensbrand.com

OWNER: Minit Mart LLC PHONE: _____

ADDRESS: 165 Flanders Rd. Westborough, MA ZIP: 01581

LOCATION OF PROPERTY: 9440 Mission Road (Northwest corner of 95th & Mission)

LEGAL DESCRIPTION: 33-12-25 BG SE CR SE1/4 N 240'W 42' TO POB W 173' S 200' E 155.21' NE
ON CUR 22.18' N 188.93' TO POB .79 AC M/L PVC 715D
(OF251233-4011)

ADJACENT LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>For All - Business-Commercial:</u> <u>General Business District</u>	<u>C2</u>
South	<u>Planned Revisited Business District</u>	<u>CP-1, C-1</u>
East	<u>Planned General Retail</u>	<u>SD-CR</u>
West	<u>Restricted Business District</u>	<u>C-1</u>

Present Use of Property: Service Station, Car Wash and Convenience Store (Retail-Micro)

Please complete both pages of the form and return to:
Planning Commission Secretary
City of Prairie Village
7700 Mission Road
Prairie Village, KS 66208

Does the proposed special use meet the following standards? If yes, attach a separate Sheet explaining why.

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Is deemed necessary for the public convenience at that location. | <u>X</u> | |
| 2. Is so designed, located and proposed to be operated that the public health, safety, and welfare will be protected. | <u>X</u> | |
| 3. Is found to be generally compatible with the neighborhood in which it is proposed. | <u>X</u> | |
| 4. Will comply with the height and area regulations of the district in which it is proposed. | <u>X</u> | |
| 5. Off-street parking and loading areas will be provided in accordance with the standards set forth in the zoning regulations, and such areas will be screened from adjoining residential uses and located so as to protect such residential use from any injurious effect. | <u>X</u> | |
| 6. Adequate utility, drainage, and other such necessary facilities have been or will be provided. | <u>X</u> | |

Should this special use be valid only for a specific time period? Yes _____ No X

If Yes, what length of time? _____

SIGNATURE: Chris Burger

DATE: 3-23-22

BY: Chris Burger, Counsel

TITLE: Attorney for Minit Mart LLC/EG America

Attachments Required:

- Site plan showing existing and proposed structures on the property in questions, and adjacent property, off-street parking, driveways, and other information.
- Certified list of property owners

This is a request to renew Special Permit 91-13 for the existing and operating service station, with its car wash and accessory convenience store. The continuation of the use is in accord with Ordinance 19.27.010 per 19.18.005, and 19.28.070 (j) & (k) & (u), as applicable. This application does not propose any change to the nature or intensity of the existing use, and the site plan is unchanged. The continuation of the use will:

- a. continue to comply with all the applicable provisions of the City's regulations, including intensity of use regulations, yard regulations and use limitations;
- b. not adversely affect the welfare or convenience of the public;
- c. not cause substantial injury to the value of other property in the neighborhood in which it is to be located;
- d. not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations;
- e. continue to provide applicable off-street parking and loading areas in accordance with the applicable standards set forth in the City's regulations;
- f. continue to use adequate utility, drainage, and other such necessary facilities;
- g. continue to use adequate entrance and exit drives to prevent traffic hazards and to minimize traffic congestion in public streets and alleys;
- h. continue to adequately protect adjoining properties and the general public from any hazardous or toxic materials, obnoxious odors or unnecessarily intrusive noises; and
- i. continue in an architectural style and exterior materials that remain compatible with such style and materials used in the neighborhood.

In response to the questions in the Application:

1. The continuation of the use under Special Permit 91-13 advances the public convenience at the location. The site is at the intersection of highly trafficked roads and is surrounded by businesses that are dependent upon vehicular traffic.
2. The continuation of the design, location and operation protects public health, safety and welfare. The business remains permitted by KDHE, without incident, and has been designed and operated in a manner that is compatible with the surrounding properties. All gasoline storage tanks are below ground.
3. The continuation of the use remains generally compatible with the neighborhood, which remains commercial and dependent upon vehicular traffic. All performance standards under 19.18.010 are satisfied, with the possible exception that fuel is dispensed under a canopy (permissible under 19.28.070 (j)). Any retail use is of low intensity, occurs through a small scale building, has little to no impact on adjacent properties, is

harmonious with other uses in the area, and has no detrimental effect on the character of the area.

4. The continuation of the use complies with the district's height and area regulations under 19.18.015; the structures are under 35 feet in height and under 2.5 stories.
5. There are no adjoining residential uses and the application does not include any requests for new buildings or structures, or additions thereto. Parking and loading is in accordance with the applicable zoning regulations.
6. The site continues to have adequate utility, drainage, and other such necessary facilities.

3.6 ft²

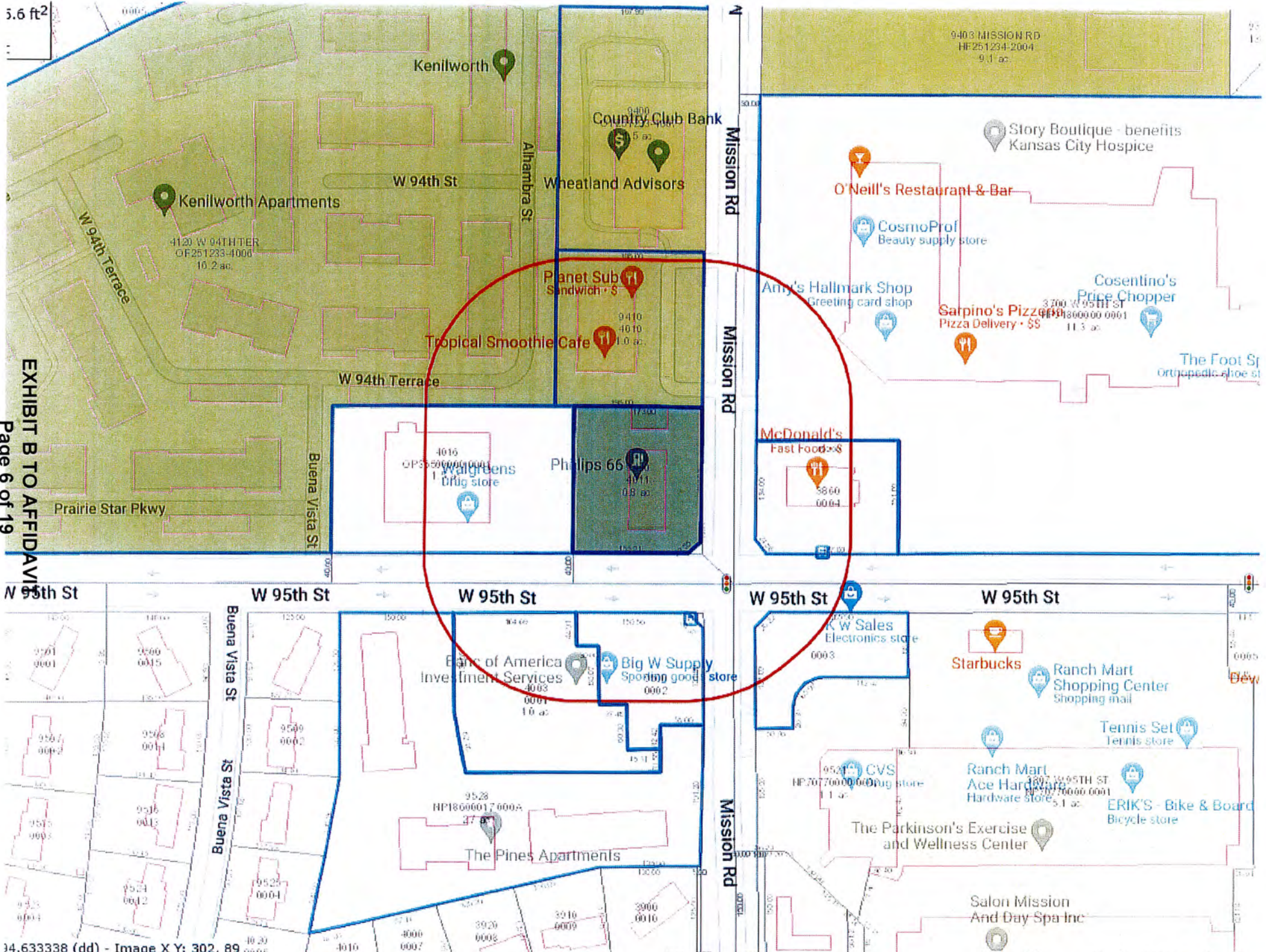
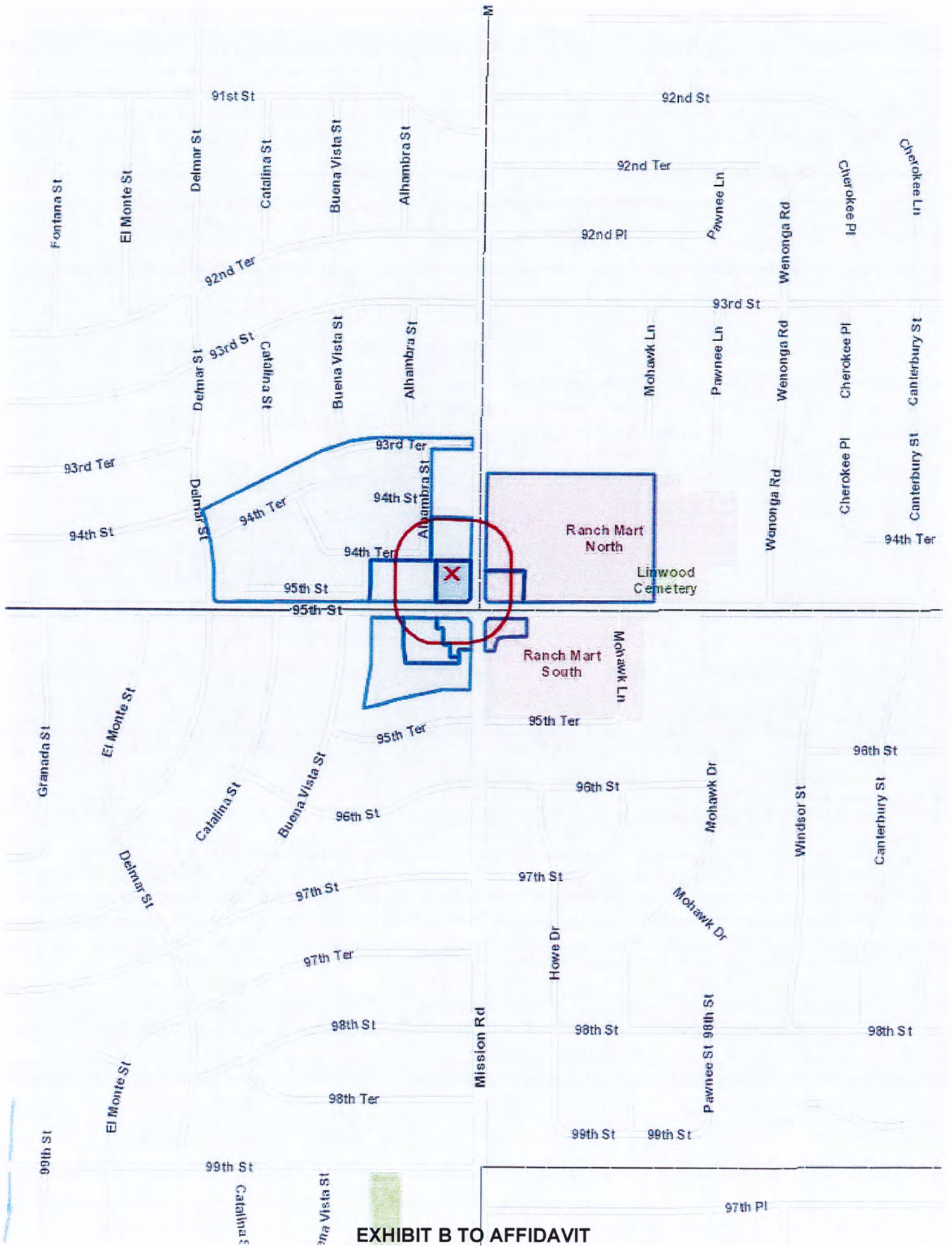
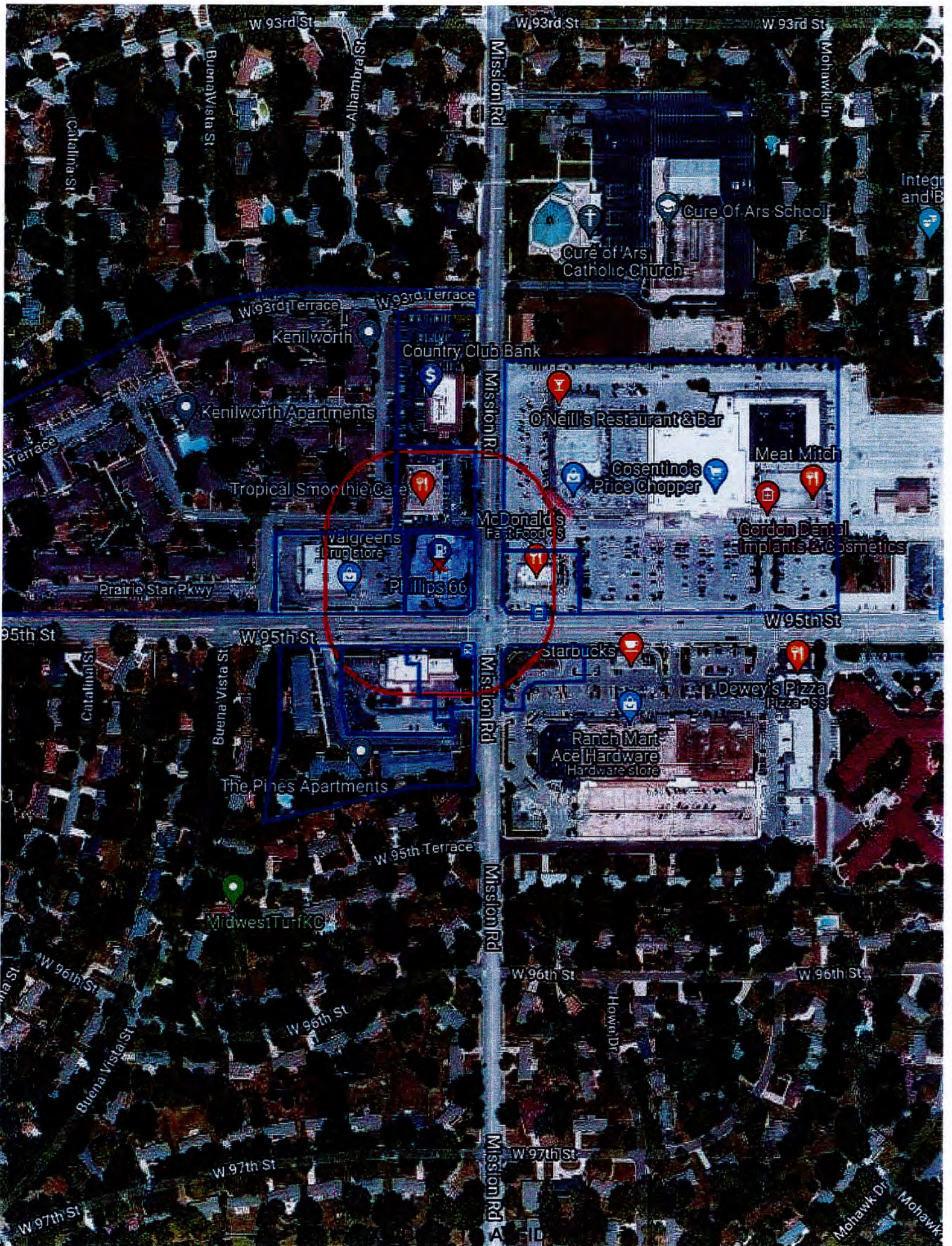
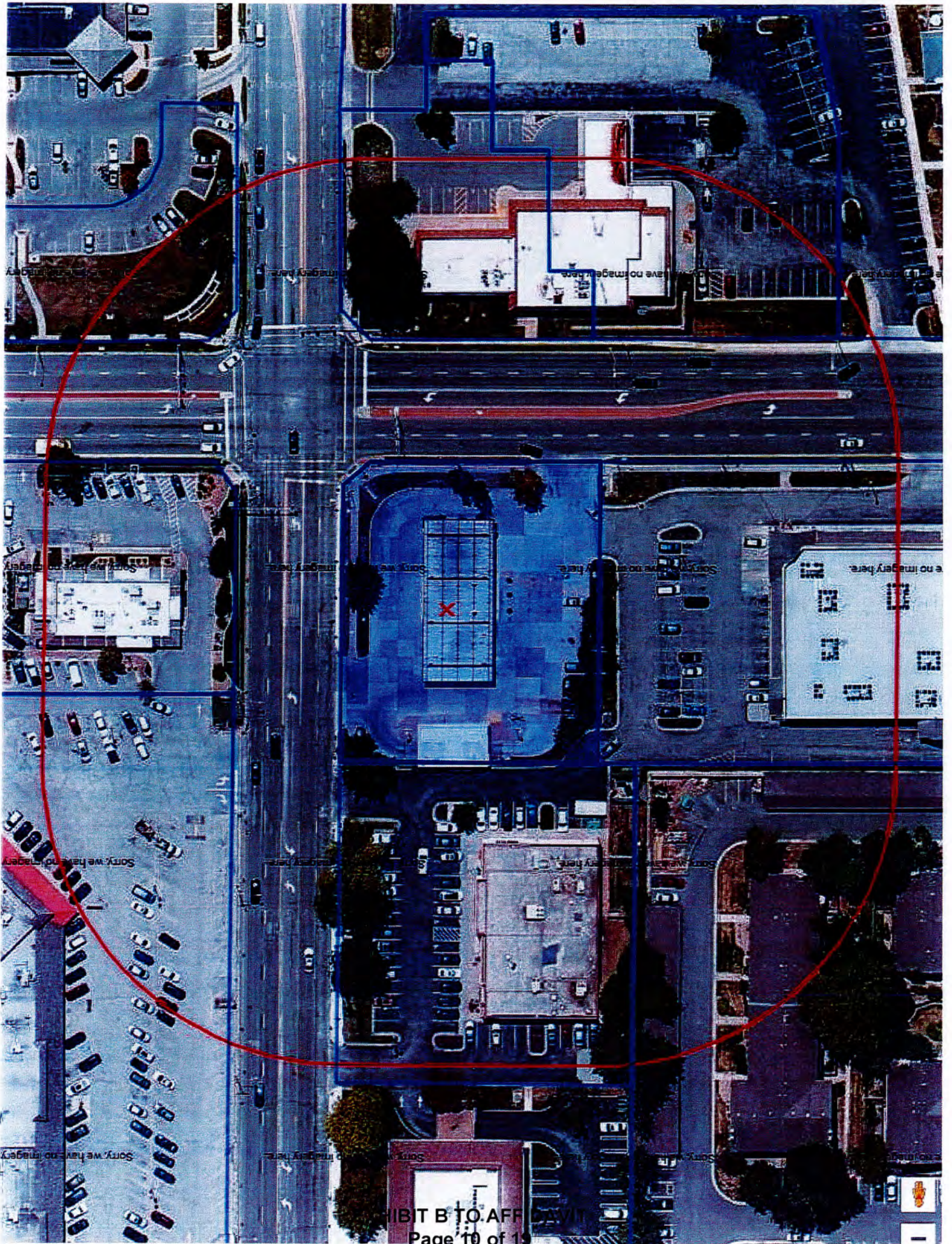


EXHIBIT B TO AFFIDAVIT
Page 6 of 19










This is your Retail Cigarette/Electronic Cigarette Dealer's License. For change of location or request for a duplicate license, please contact Cigarette and Tobacco Tax at 785-368-8222. Select option five, then option four, then option one, or email kdor_cigtob@ks.gov.

MINIT MART, LLC
MINIT MART
165 FLANDERS RD
ATTN LAW DEPT
WESTBOROUGH, MA 01581

KANSAS DEPARTMENT OF REVENUE Division of Taxation Retail Cigarette/Electronic Cigarette Dealer's License	
 Department of Revenue	
MINIT MART MINIT MART, LLC 9440 MISSION RD LEAWOOD, KS 66206	Year: 2022-2023 License No: RD010955 on and after January 1, 2022 including December 31, 2023 ✓
This license shall be posted in a conspicuous place.	

Should you decide to close, sell your business or cease selling cigarette products, please complete the information requested below and return the license.

DISCONTINUATION OF BUSINESS

To cancel your license, sign below and indicate the date the business ceased selling cigarette products. Mail the license to Kansas Department of Revenue, Cigarette and Tobacco Tax, PO Box 750680 Topeka, KS 66625-0680. If you have any questions or need additional assistance, please contact our office at 785-368-8222. Select option five, then option four, then option one from 8:00 a.m. to 4:45 p.m., Monday through Friday, or email us at: kdor_cigtob@ks.gov.

Date business ceased selling cigarette products under this ownership _____

Signature of Owner, Partner or Principle Officer _____

Date _____

Phone Number _____

CWCERT

060120

Kansas State Fire Marshal's Office

Hereby Grants This License To:

BLUE RHINO

9440 MISSION RD

MINI-MART #54

LEAWOOD, KS 66206

LICENSE #: JO61P3X1

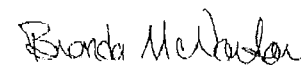
AS: C6 CYLINDER EXCHANGE CABINET LICENSE

31631-22 MINI-MART #75

This license is granted under authority of K.S.A. 55-1809 and 55-1812 and meets provisions of the Kansas Propane and Licensing Act.

Effective Date: 10/01/2021

Expiration Date: 09/30/2022 ✓



Brenda A. McNorton
Deputy State Fire Marshal
Chief, Fire Prevention

Kansas Department of Agriculture, Food Safety and Lodging, 1320 Research Park Drive, Manhattan, KS 66502 (785) 564-6733

----- ATTENTION -----

This is a two-part document:
The bottom portion of this document is your OFFICIAL AUTHORIZATION from Kansas Department of Agriculture. Your license MUST be displayed in a conspicuous location at your place of business.

MINIT MART LEAWOOD
165 FLANDERS RD
Westborough, MA 01581

Please Display License Below

Kansas Department of Agriculture, Manhattan, Kansas
certifies

MINIT MART LEAWOOD

License Number : 24979 - Food Establishment
9440 MISSION RD
LEAWOOD, KS 66206

Owned by: MINIT MART, LLC
has met the requirements for

Licensing Under the Kansas Food, Drug and Cosmetic Act, KSA 65-619 et. seq.
and is hereby granted

Authority to operate as a Food Establishment

Under Business Registration Number: **24979**

Size: Under 5,000 sq feet

Effective and Expiration Dates:
03-31-2022 03-31-2023 ✓



Mike Beam
Secretary of Agriculture

NOTICE: THIS LICENSE IS NOT TRANSFERABLE

Kansas Department of Agriculture, Food Safety and Lodging, 1320 Research Park Drive, Manhattan, KS 66502 (785)564-6733 www.agriculture.ks.gov



Kansas Department Of Health & Environment

Permit must be posted in a conspicuous place.

Effective: August 1, 2021 to July 31, 2022 ✓

Owner ID: 30481

Facility ID: 27351

Be it known, that having properly filed applications with the Kansas Department of Health and Environment and provided documentation, was found to be in substantial compliance with laws, rules and regulations and upon the issuance of this permit by the Secretary of Health and Environment the following is hereby authorized to operate the following described storage tanks at the addressed facility as follows:

Tank Owner

MINI MART, LLC
165 FLANDERS ROAD
WESTBOROUGH, MA 01581

Facility

MINI MART LEAWOOD #754
9440 MISSION ROAD
PRAIRIE VILLAGE, KS 66206

Tank(s)

- U005, 12000 gallons, Gas Unleaded Regular (CERCLA/CAS No. 8006-61-9 (Fire, Chronic, Acute))
- U006, 10000 gallons, Gas Unleaded Midgrade (CERCLA/CAS No. 8006-61-9 (Fire, Chronic, Acute))
- U007, 10000 gallons, Gas Unleaded Premium (CERCLA/CAS No. 8006-61-9 (Fire, Chronic, Acute))

Date Issued: July 2, 2021



Lee Norman, M.D.
Lee Norman, M.D.
Secretary

KSEP Watermark
UST-002644 v27.

Approved

Issued On: 07/02/21

Fee \$ 50.00

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

No. 018522

DEALER'S RETAIL LICENSE

From January 1, 2022
Month Day Year

To December 31, 2022 ✓
Month Day Year

To All Whom it May Concern: Minit Mart #754

License is hereby granted to _____ to sell at retail

CEREAL MALT BEVERAGES

For sale in original and unopened containers and not for consumption on premises.

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on premises.)

at 9440 Mission Road

(Give exact location, with street number if any.)

In the City of Prairie Village in Johnson County, Kansas

~~Application therefor, on file in the office of the city clerk of said city, having been approved by the governing body of such city as provided by the laws of Kansas and the rules, regulations, and ordinances pertaining thereto.~~

This license will expire December 31, 2022 unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.



Given under our hands and the corporate seal of said city, this 6th day of December, 2021

[Signature]
Mayor

[Signature]
City Treasurer

[Signature]
City Clerk

Expires: 12/31/2022 ✓

Application No. **160101**

License No. **018470**

Customer No. **20411**



**CITY OF PRAIRIE VILLAGE
ADMINISTRATIVE/RETAIL BUSINESS LICENSE**

Prairie Village Business:

**Minit Mart
9440 MISSION RD
Prairie Village KS 66206**

This license has been granted to the above named individual/company
for conducting a business in the City of Prairie Village, Kansas.

City Clerk

**PLEASE POST IN A CONSPICUOUS PLACE
IT IS THE RESPONSIBILITY OF LICENSEE TO RENEW LICENSE**
This license is not transferable.

Schedules

STATE OF KANSAS
STATE BOARD OF PHARMACY

N^o 10-108099

RETAIL DEALER PERMIT

This registration Must Be Renewed
Annually by February 28th.

Minit Mart, LLC

has complied with the Pharmacy Act of the State of Kansas providing **Retail Dealers Permit** within the State of Kansas,
and is hereby granted a PERMIT as defined in K.S.A 65-1643 (f) and K.S.A. 65-1645 of the State of Kansas under the
name of

Minit Mart #754

at 9440 MISSION RD LEAWOOD KANSAS

from this date until 2/28/2023, unless this registration is surrendered, or revoked or suspended by the Kansas State
Board of Pharmacy. ✓

This registration issued December 5, 2018.



KANSAS STATE BOARD OF PHARMACY

By Allyson

Executive Secretary

THIS REGISTRATION MUST BE POSTED IN A CONSPICUOUS PLACE - NOT TRANSFERABLE
DO NOT DESTROY - Return to Secretary for change in ownership, location or pharmacist in charge



CITY OF PRAIRIE VILLAGE
The Star of Kansas

Planning Commission Application

For Office Use Only
Case No.:
Filing Fee:
Deposit:
Date Advertised:
Date Notices Sent:
Public Hearing Date:

Please complete this form and return with Information requested to:

Assistant City Administrator
City of Prairie Village
7700 Mission Rd.
Prairie Village, KS 66208

Applicant: Christopher F. Burger Phone Number: 785-843-0811
 Address: Stevens & Brand, LLP
900 Massachusetts, Suite 500 E-Mail cburger@stevensbrand.com
Lawrence, KS 66044
 Owner: MINIT MART LLC /EG America Phone Number: 508-270-1434
165 Flanders Road, mackenzie.leahy@eg-america.com
 Address: Westborough, MA 01581 Zip: _____

Location of Property: 9440 Mission Road, Leawood, KS 66206
33-12-25 BG SE CR SE1/4 N 240'W 42' TO POB W 173' S 200' E
 Legal Description: 155.21' NE ON CUR 22.18' N 188.93' TO POB .79 AC M/L PVC 715D
Property ID: OF251233-4011, KS Parcel Num: 0460683304017005000
 Applicant requests consideration of the following: (Describe proposal/request in detail) Requesting a continuation of the special permit effective 4/6/92 and expiring 4/5/22, maintaining existing conditions of the permit

AGREEMENT TO PAY EXPENSES

APPLICANT intends to file an application with the PRAIRIE VILLAGE PLANNING COMMISSION or the PRAIRIE VILLAGE BOARD OF ZONING APPEALS of the CITY OF PRAIRIE VILLAGE, KANSAS (City) for continuation of an existing special permit located at 9440 Mission Road, Leawood, KS. As a result of the filing of said application, CITY may incur certain expenses, such as publication costs, consulting fees, attorney fees and court reporter fees.

APPLICANT hereby agrees to be responsible for and to CITY for all cost incurred by CITY as a result of said application. Said costs shall be paid within ten (10) days of receipt of any bill submitted by CITY to APPLICANT. It is understood that no requests granted by CITY or any of its commissions will be effective until all costs have been paid. Costs will be owing whether or not APPLICANT obtains the relief requested in the application.

Chris Burger 3-23-22
Applicant's Signature/Date

Nick Unkovic
Owner's Signature/Date
Nick Unkovic, SVP General Counsel & Secretary



Presentation from McGrath Consulting on Compensation Study and Discussion on Compensation Philosophy

ACTION NEEDED

Provide direction to the compensation consultant on the council's compensation philosophy and where in the market the City should strive to pay employees (i.e. top of the market, middle of the market, or below market).

BACKGROUND

The City entered into an agreement earlier this year with McGrath Consulting to complete a compensation and benefits study. McGrath has completed their initial review of our compensation plan and is planning to present their initial findings to the City Council. Based on the information provided by McGrath, the Council will need to provide direction to the consultant on the compensation philosophy and where in the market the council would like to be in regards to employee compensation and benefits.

City administration recommends that the Council strive to be in the upper tier of the market in order to remain the most competitive on recruitment and retention of city employees. We believe we have budgeted adequate funds to accommodate increased compensation for employees to ensure they are paid a competitive rate.

ATTACHMENTS

Presentation from McGrath

PREPARED BY

Jamie Robichaud
Deputy City Administrator
Date: June 2, 2022



Compensation and Classification Study

June 6, 2022

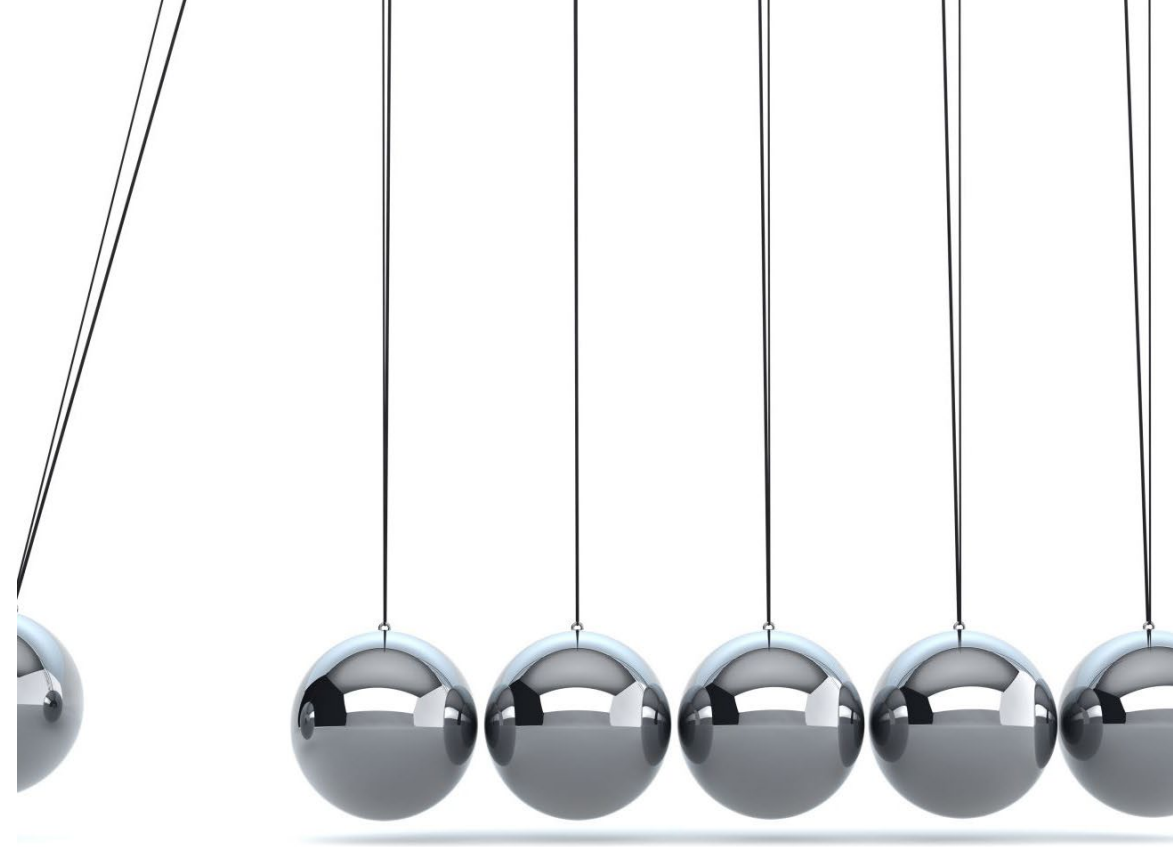


McGrath
HUMAN RESOURCES GROUP

About Us

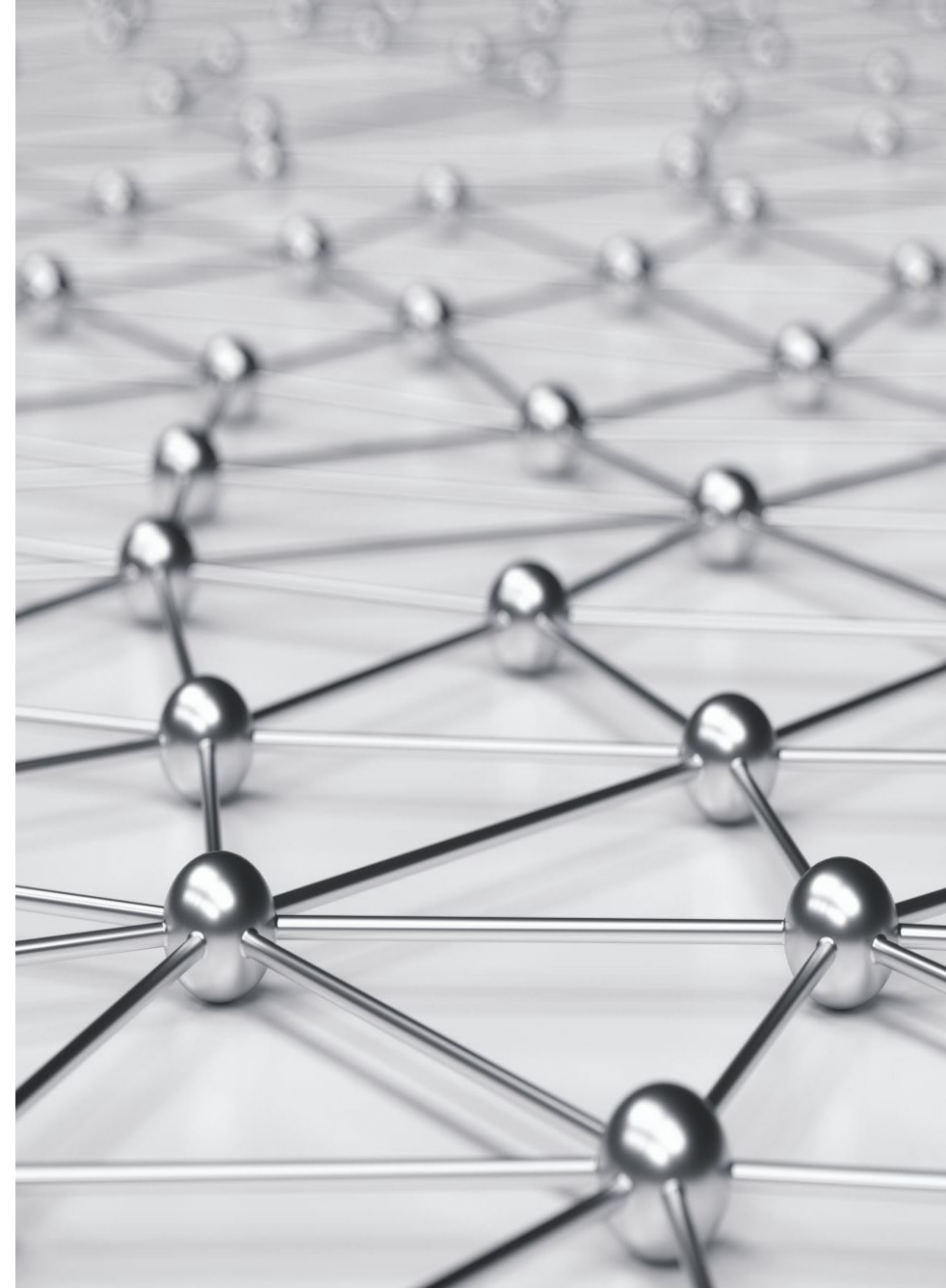
Celebrating 21 Years

- McGrath Consulting Established in 2000
 - Sept 2012 – McGrath Human Resources Group
 - 450 Clients in 40 States Companywide
- Public Sector Consultants
 - Human Resources
 - Public Safety (Police, Fire, EMS, Dispatch)
- Specializing In
 - Compensation Studies
 - Performance Management
 - Development of Policies and Procedures/Handbooks



Study Objectives

- Review the current compensation plan and classifications.
- Determine the City's level of market competitiveness through evaluation of the external market.
- Establish internal equity among positions within the City.
- Integrate the data from the external market, job evaluations, department interviews into a salary schedule for competitiveness.
- Make recommendations on keeping the plan current, equitable and up to date.
- Make recommendations on major benefits for market competitiveness.

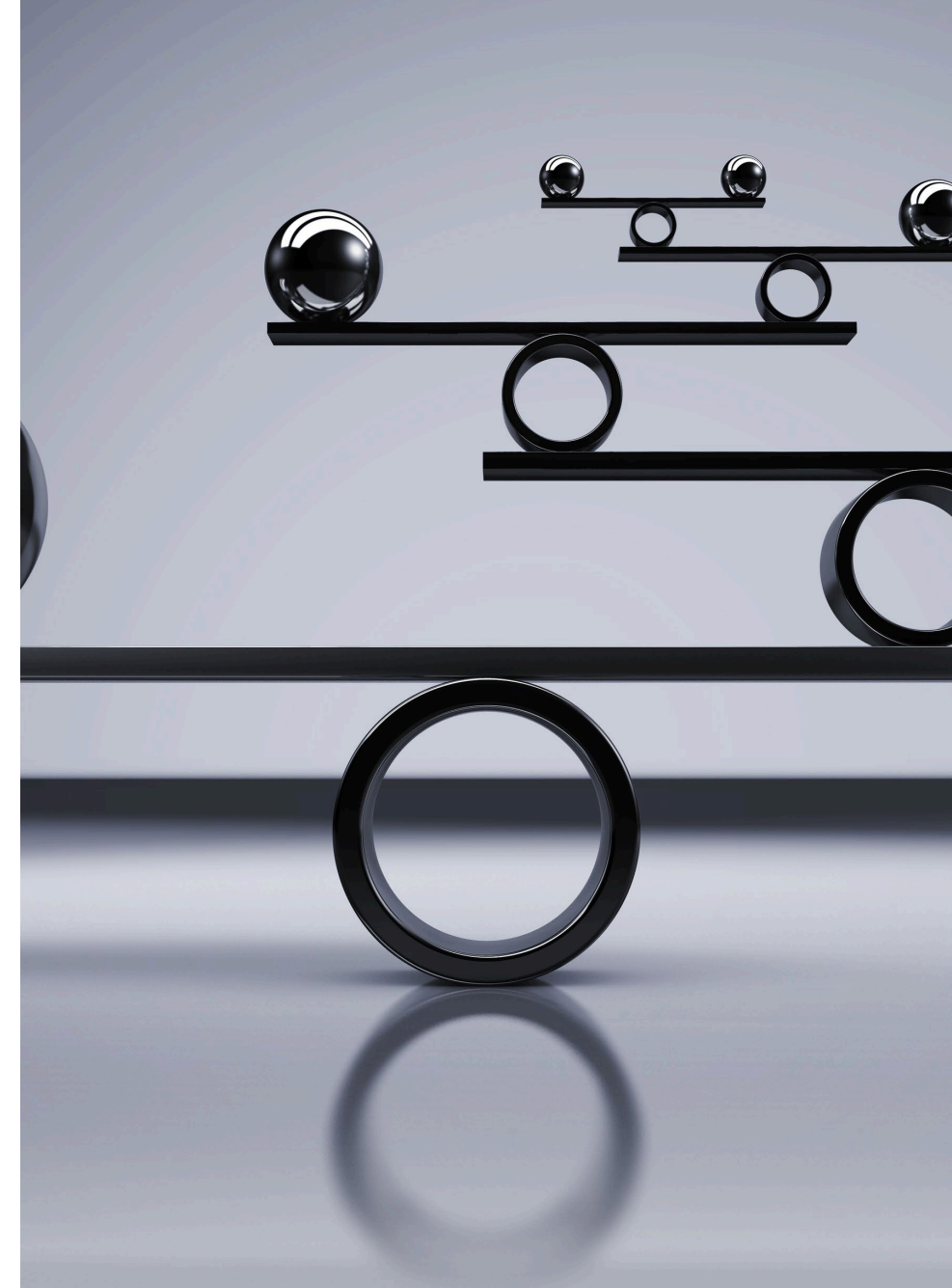


Project Work (to date)

- Interviews with City Administration, Human Resources, Department Heads and Managers.
- Reviewed data from current Compensation System, current job descriptions, and current policies.
- Reviewed of all completed positions questionnaires
- Solicitation of market data and analysis

Public Comparable Organizations

Community/Municipality	
City of Blue Springs, MO	
City of Gladstone, MO	
City of Lee's Summit, MO	
City of Lenexa, KS	
City of Liberty, MO	
City of Olathe, KS	
City of Overland Park, KS	
City of Shawnee, KS	
Gardner, KS	
Johnson County, KS	
Kansas City, MO	DNP
Unified Government of Wyandotte County and Kansas City, Kansas	
Village of Leawood, KS	

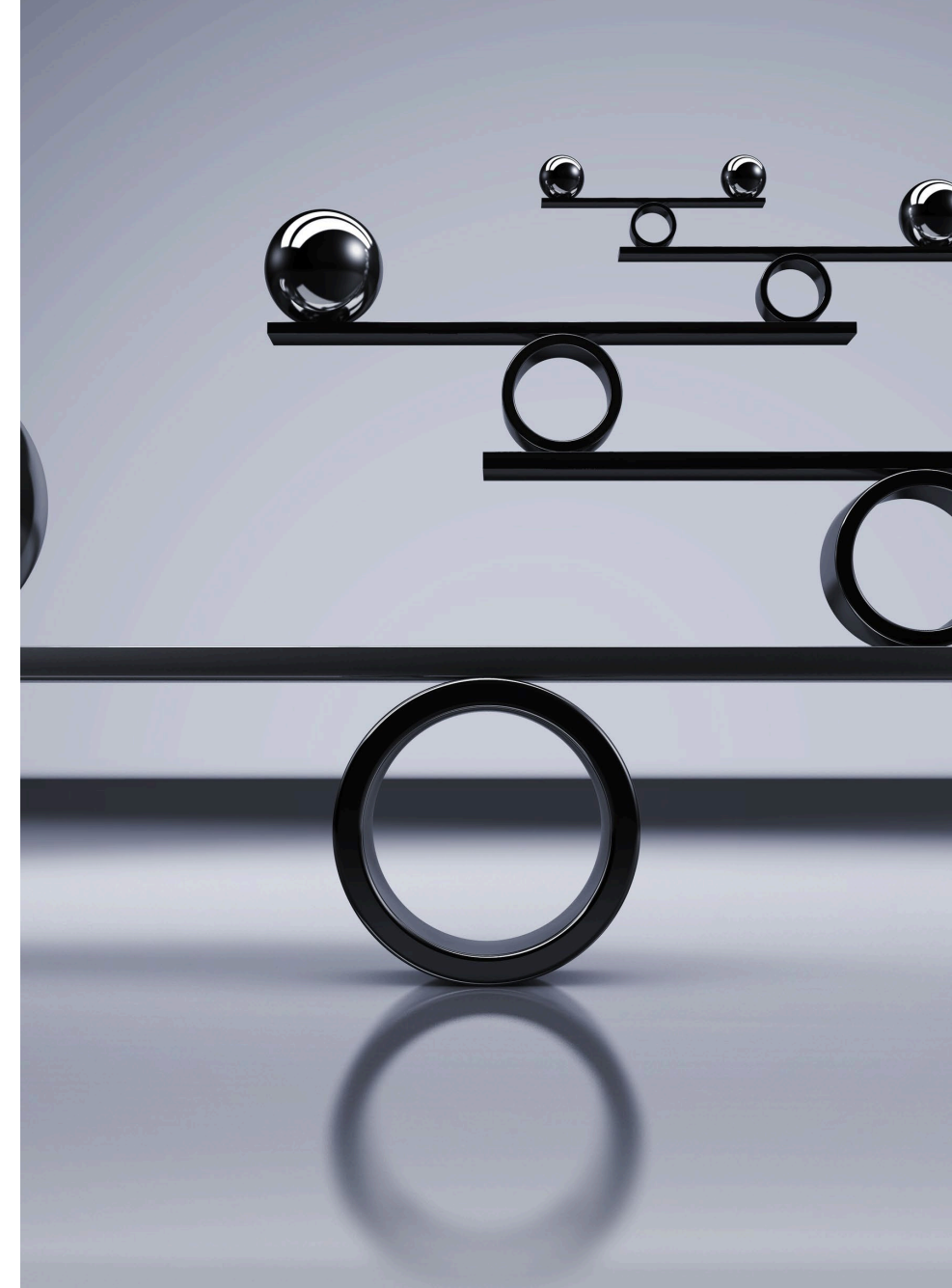


Market Analysis

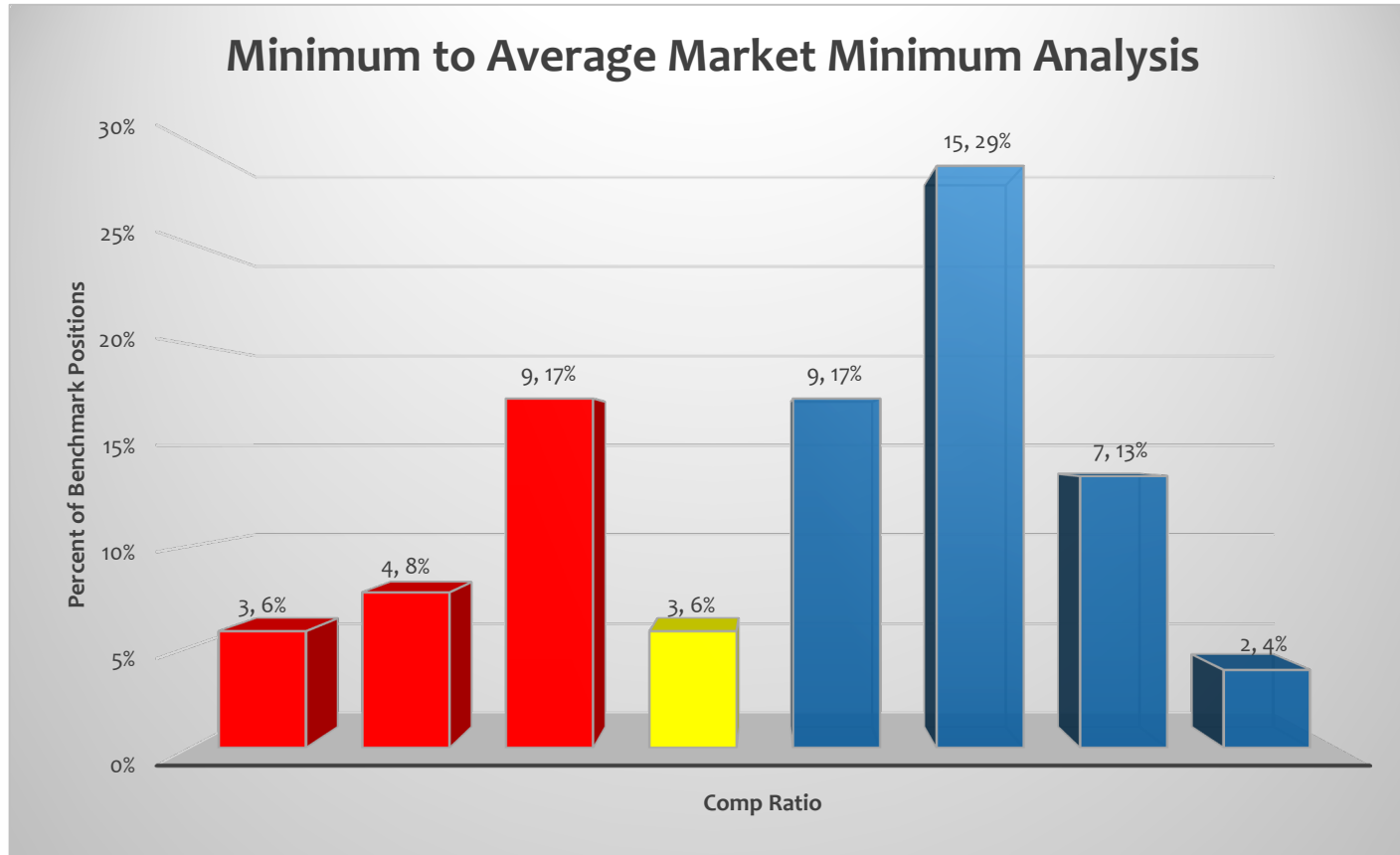
Comp Ratio

- A comparison of the City's Salary Range and/or salaries to the “Market”
- Average Market Rate: 50%
- Acceptable Comp Ratio Range: 40%* - 60%
 - Review positions in lower part of range for risk of falling too low in near future

*Current market conditions show 40%-44% is too low in some markets



Minimum Rate Analysis



31% under Market

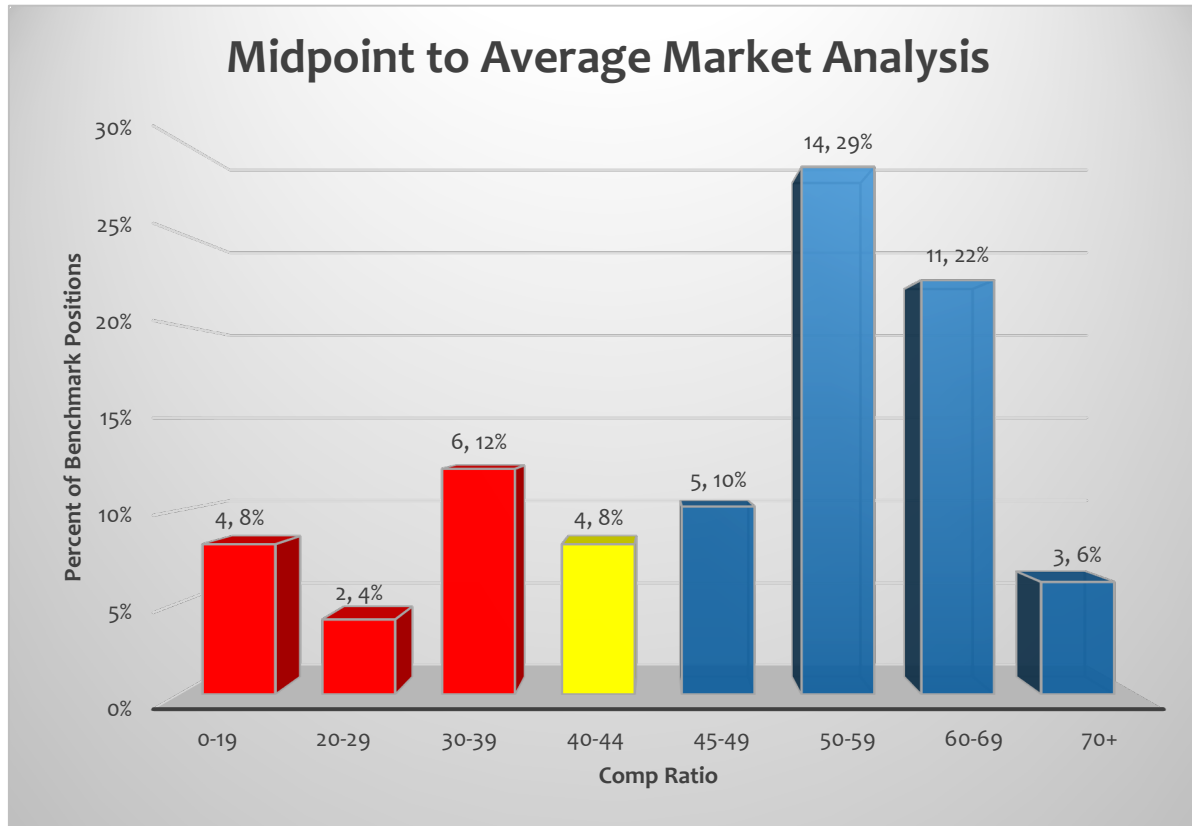
69% aligned with Market

6% at risk to fall under Market

City minimums are competitive with external market; some need adjustments

May not result in 100% due to rounding

Midpoint to Market Analysis



May not result in 100% due to rounding

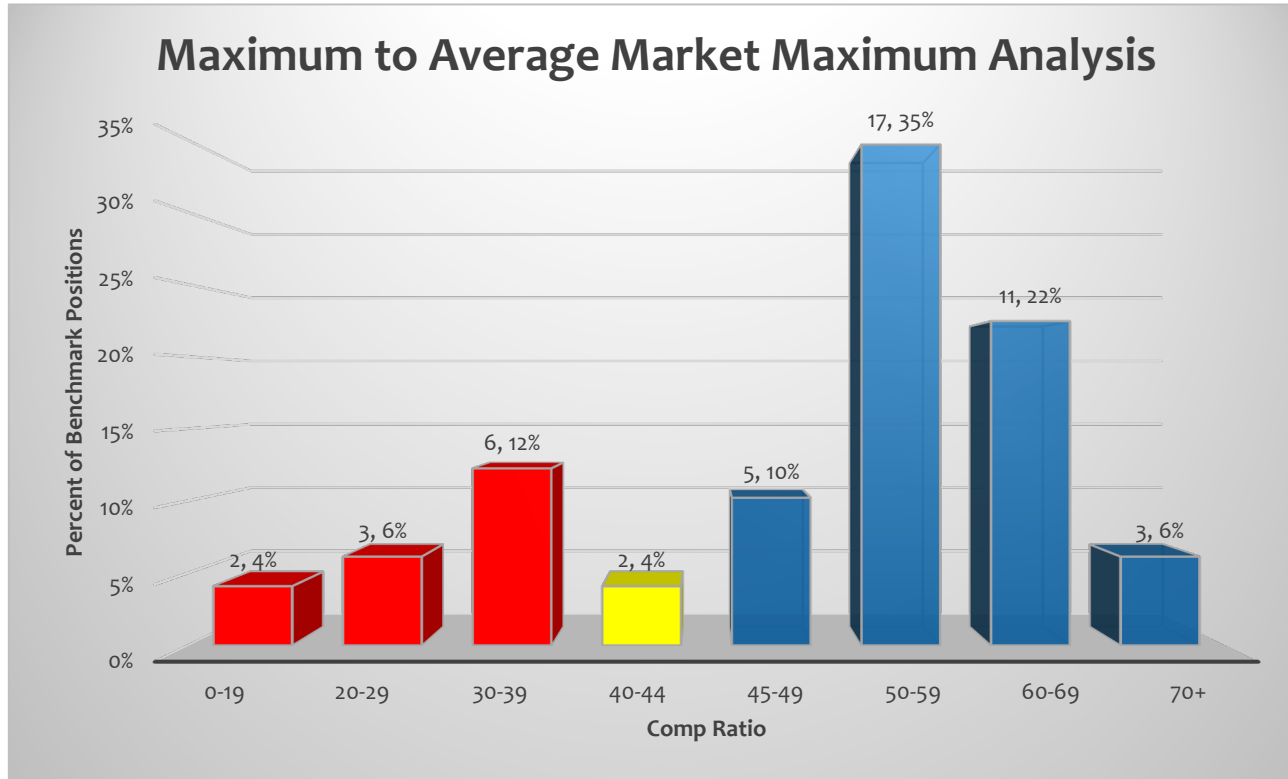
24% under Market

76% aligned with Market

8% at risk to fall under Market

Should reach the average market rate within 3 – 5 years of service. Fully capable & competent to do the job. City works to get to midpoint by 7 years.

Maximum Analysis



78% at or above Market

22% less than Market

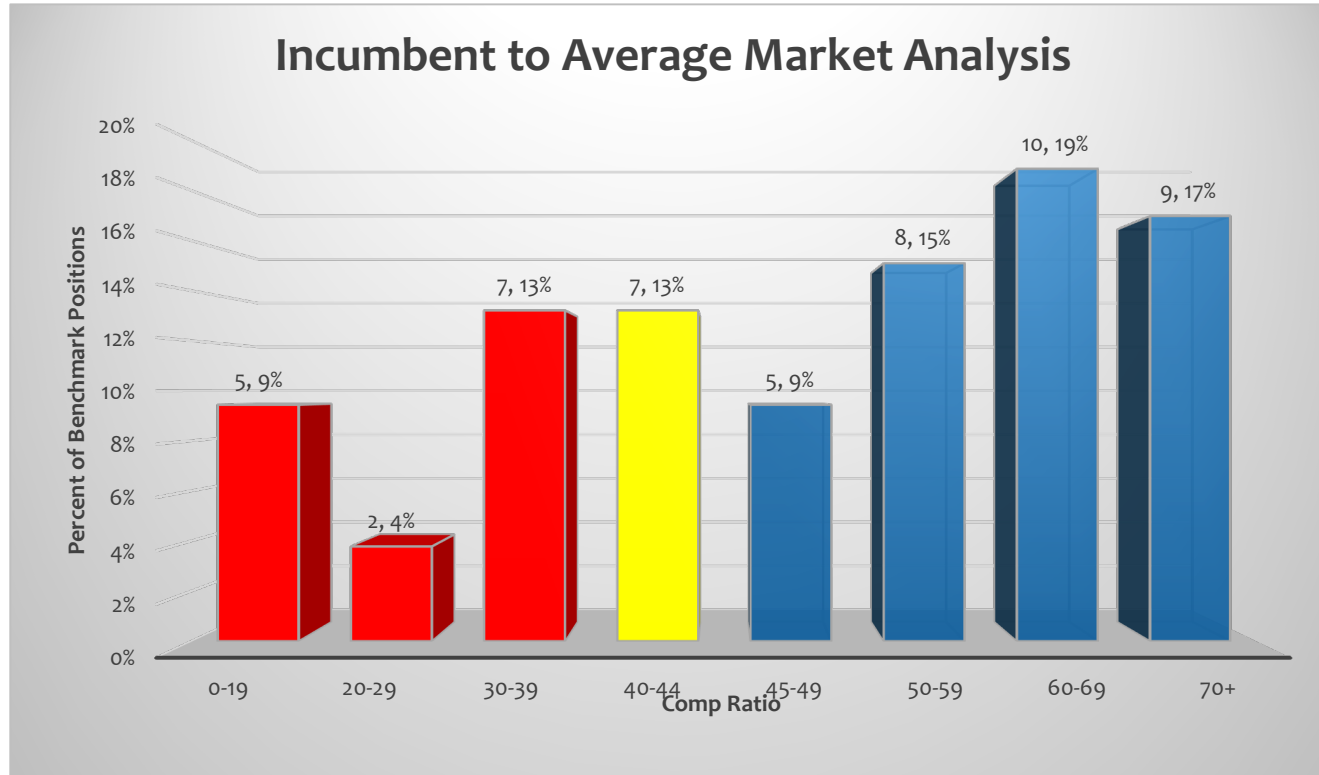
4% at risk to fall out of market

Although some positions need adjustment, the schedule is in line with the average market rate.

May not result in 100% due to rounding

Incumbent Analysis

Is most reflective of the City to current market



May not result in 100% due to rounding

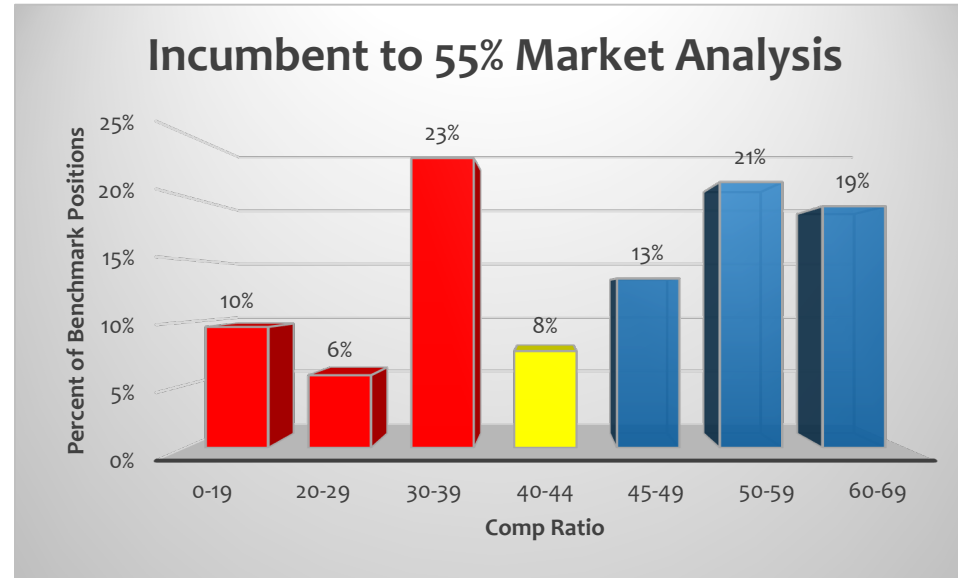
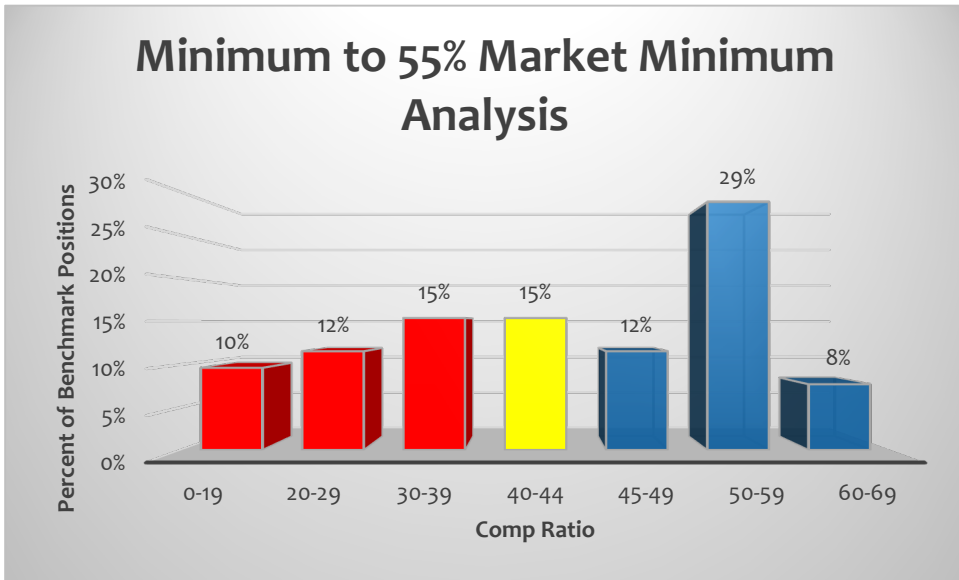
26% under Market

74% aligned with Market

13% at risk to fall under Market

Tenure impacts these findings

55th Percentile Analysis



May not result in 100% due to rounding

63% of benchmark minimums are in line with the 55th percentile market minimum

62% of current incumbent salaries are at or above the 55th percentile market rate

Identified Issues

Salary Structure

- Salary Schedule in line with average market rate
- Salary schedule in line with 55th percentile
- Some positions will need adjustment

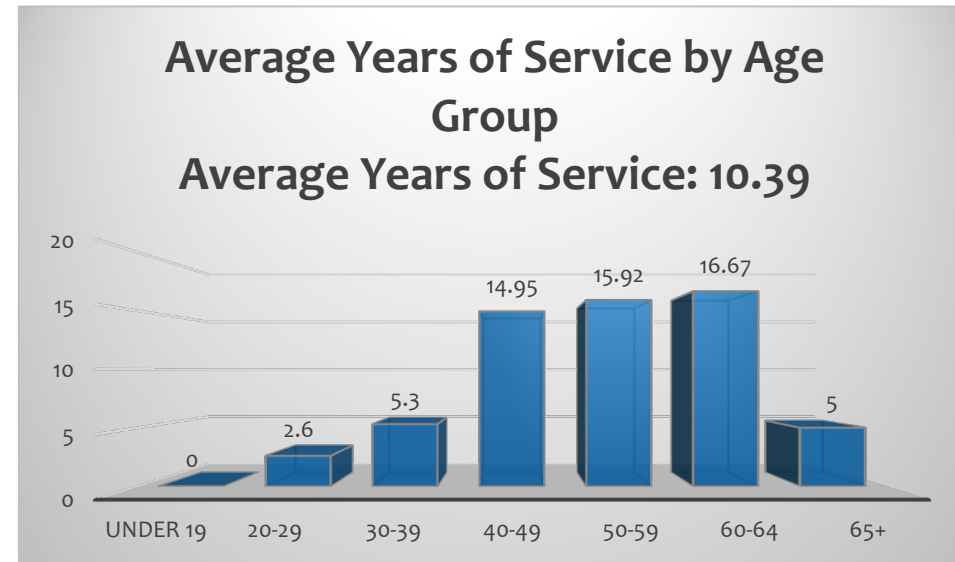
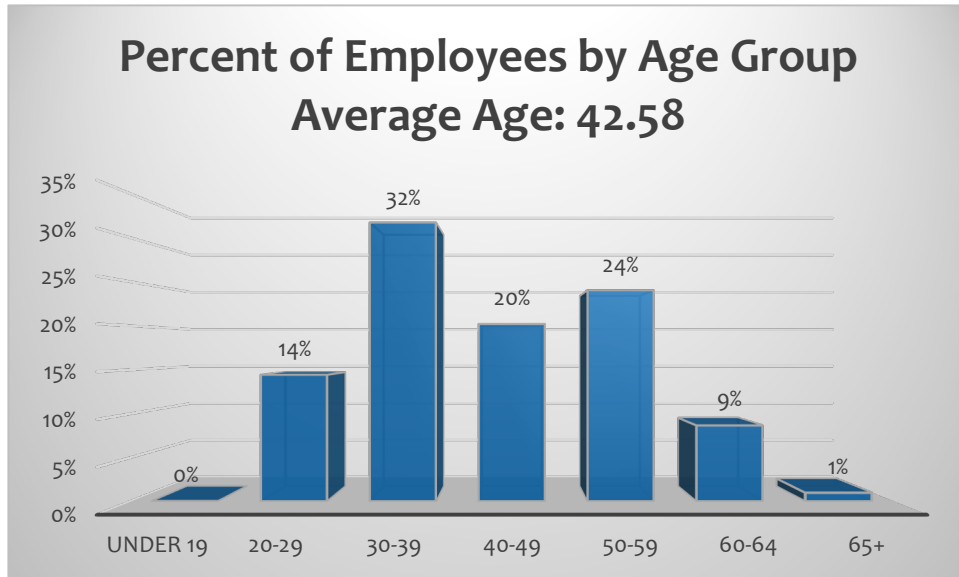
Recruitment Trends

- Decrease in national applicant volume by 37%
- National turnover rate in local government currently 21.2%

Other Factors

- Geography
- Public Sector competition
- Great Resignation of 2021
- City has worked on non-traditional recruitment/retention
- Needs to continue in this tight labor market
 - Work life balance

Employee Demographics



- Age groups 50 and over have the longest tenure of the organization and represent 34% of all employees
- City has a cross section of generations (positive)
- 46% are mobile generation (under age 40) and have an average of 4.35 years with the City

Compensation Philosophy

An organization's commitment of compensation for its employees. The goal of a compensation philosophy (and practice) is to attract, retain, and motivate qualified people. A consistent philosophy sets the direction for determining the compensation package to offer employees and should align with the overall Mission of the organization.

- ❖ Lead the local market for competitive recruitment/retention by setting the ranges over average market. *Can the City afford to lead the market?*
- ❖ Meet the local market by aligning the ranges to the average market. *Most organizations strive for average.*
- ❖ Follow the local market by not reaching average. *This typically only happens for financial purposes, and fiscal resources will then be allocated to recruitment and turnover.*

1. Is your compensation philosophy keeping in line with labor market change, industry change, and organizational change?
2. Does the compensation system mirror the high value you place on positions within the organization?
3. Is your compensation strong enough to retain employees?

Develop Salary Schedule

???? Market Compensation Philosophy

- Range
- Step/Range
- Step





Questions



ADMINISTRATION

Council Committee of the Whole Meeting Date: June 6, 2022
City Council Meeting: June 21, 2022

COU2022-47: Consider approval of Ordinance 2474, an ordinance deleting Article 8 (Sign Regulations) of Chapter 16 (Zoning and Planning) from the municipal code

ACTION NEEDED

Make a motion to approve COU2022-47.

BACKGROUND

This proposed ordinance is intended to clean up an issue in our municipal code. There are currently two different sets of sign regulations in the municipal code (Chapter 16 - Zoning and Planning and Chapter 19 - Zoning Regulations). The sign regulations that staff uses for enforcement is Chapter 19.48 in the zoning regulations. This is the sign ordinance that was updated and approved by council in the past few years and the appropriate spot for the sign regulations to live. As such, staff is proposing to delete Chapter 16, Article 8 from the municipal code to clean up this discrepancy.

City attorney David Waters drafted the attached ordinance to address this issue.

ATTACHMENTS

Ordinance 2474

PREPARED BY

Jamie Robichaud
Deputy City Administrator
Date: June 2, 2022

ORDINANCE NO. 2474

AN ORDINANCE DELETING ARTICLE 8 (SIGN REGULATIONS) OF CHAPTER XVI (ZONING AND PLANNING) FROM THE CODE OF THE CITY OF PRAIRIE VILLAGE.

WHEREAS, Article 8 (Sign Regulations) of Chapter XVI (Zoning and Planning) of the Code of the City of Prairie Village, Kansas, contains certain regulations pertaining to signs and signage within the City; and

WHEREAS, such sign and signage regulations are deemed to be unnecessary, as signs and signage are most currently regulated under Chapter 19.48 (Sign Standards) of Chapter XIX (Zoning Regulations) of the Code of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRAIRIE VILLAGE, KANSAS:

Section 1. That Article 8 (Sign Regulations) of Chapter XVI (Zoning and Planning), and Sections 16-801 through 16-808, inclusive, in existence as of and prior to the adoption of this ordinance, is and are hereby repealed and hereby deleted in their entirety.

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

PASSED by the City Council of the City of Prairie Village, Kansas, on June 21, 2022.

APPROVED by the Mayor on June 21, 2022.

CITY OF PRAIRIE VILLAGE, KANSAS

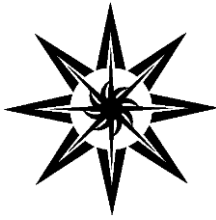
Eric Mikkelson, Mayor

ATTEST:

Adam Geffert, City Clerk

APPROVED AS TO FORM:

David E. Waters, City Attorney



PUBLIC WORKS DEPARTMENT

Council Committee Meeting: June 6, 2022

Council Meeting: June 21, 2022

COU2022-48

CONSIDER TRAFFIC CALMING ON 69th STREET FROM NALL AVENUE TO FONTICELLO STREET

RECOMMENDATION

Staff recommends City Council approve the installation of traffic calming measures on 69th Street from Nall Avenue to Fonticello Street.

BACKGROUND

Residents along 69th Street desire traffic calming measures and have met the requirements of the traffic calming program. The final petition exceeded 60% approval of the residents to install these measures. These measures will include two speed tables installed between Nall Avenue and Fonticello Street. Speed Tables have been successful in Prairie Village in the past and will help calm traffic on this section of 69th Street. It is anticipated that these improvements will be built in the summer of 2022. The approximate cost of the two speed tables will be about \$10,000 with funds coming from the traffic calming CIP project.

Residents within the traffic calming project limits were notified that the project would be discussed at this council meeting.

FUNDING SOURCE

Funding is available under project TRAFRESV, Traffic Calming.

ATTACHMENTS

1. TranSystems Study

PREPARED BY

Keith Bredehoeft, Director of Public Works

June 1, 2022

**69th Street Traffic Calming Eligibility Study
Nall Avenue to Fonticello Street**

**Prepared for
CITY OF PRAIRIE VILLAGE**

By



November 2021

Introduction

In accordance with your request, TranSystems Corporation has prepared the following traffic calming eligibility study for the roughly one-quarter mile segment of 69th Street between Nall Avenue and Fonticello Street in Prairie Village, Kansas. The criteria used to determine eligibility for traffic calming measures are defined in the Prairie Village Traffic Calming Program. This section of 69th Street is classified as a Local Street Traffic Calming Project with respect to the application of eligibility criteria. The street was evaluated using average daily traffic volumes, the 85th percentile speed of vehicles, and the percentage of cut-through traffic. A local street segment must receive a minimum score of 40 points in order to be eligible for a Local Street Traffic Calming Project.

Data Collection

Road Segment Inventory

As part of the data collection, we reviewed the study segments and documented various existing features which may affect vehicle speed. These included characteristics such as road width, horizontal and vertical alignment, parking practices, and roadside development. A summary of our findings is listed below:

- ▶ This segment of 69th Street is a two-lane street with curbs and gutters along both sides of the street. The street is generally 26 feet wide, measured between the backs of curb for the entire length. A sidewalk runs along the south side of the street, and it is offset roughly three feet from the curb.
- ▶ The posted speed limit is 25 m.p.h.
- ▶ There is no horizontal curvature in the alignment of 69th Street. The study segment is straight.
- ▶ The vertical alignment of the roadway is generally level with a slight sag vertical curve to the east of Nall Avenue.
- ▶ The study segment of 69th Street is located in a residential area. Single-family homes are set back roughly 50 feet from the street along the south side of 69th Street, and more than 100 feet along the north side. Most of these homes have one driveway onto 69th Street.
- ▶ On-street parallel parking is allowed along both sides of 69th Street. Some parked vehicles were observed along the street during our site visits.
- ▶ There are no intersecting streets along the study segment between Nall Avenue and Fonticello Street. Northbound and southbound movements on Fonticello Street are stop sign controlled while 69th Street is allowed uninterrupted flow. Eastbound and westbound movements on 69th Street are stop controlled at the intersection with Nall Avenue.
- ▶ This segment of 69th Street is designated as a shared street in the Citywide Bike/Pedestrian Plan.

Average Daily Traffic Volumes

TranSystems placed machine traffic volume counters at two locations along the study segment. The counters were in place from Tuesday, November 2, 2021 through Thursday, November 4, 2021. The results of the counts are shown on the following page in Table 1. See the Appendix (Figure A-1) for the average daily traffic volume at each location. The average daily traffic volume was based on the three weekdays included in the count period. Detailed tabulations of the counts are included in the Appendix (Pages A-2 to A-3). The average daily traffic volume falls in the “751-1,000 vehicles per day” range, per the Traffic Calming Program. This corresponds to a score of 20 points.

Table 1 Vehicle Volume Data	
Location	Total Daily Traffic Volume (vehicles)
69th Street, east of Nall Avenue	787
69th Street, west of Fonticello Street	784

Vehicle Speeds

Spot speed studies were conducted using the vehicle speed-measuring feature of the traffic counters. The results of the studies are shown below in Table 2. Relative frequency distributions for the data have also been prepared and are included in the Appendix (Pages A-4 to A-5).

Table 2 Vehicle Speed Data		
Location	85th Percentile Speed (m.p.h.)	Average Speed (m.p.h.)
69th Street, east of Nall Avenue	32.6	28.1
69th Street, west of Fonticello Street	34.7	29.1

Table 2 shows that the measured 85th percentile speeds for the study segment is approximately 34 m.p.h. These speeds are higher than the posted speed limit of 25 m.p.h. These 85th percentile speeds fall in the “6-10 m.p.h. over the posted speed limit” range, per the Traffic Calming Program, corresponding to a score of 15 points.

Cut-Through Traffic

Origin and destination surveys were conducted on Monday, October 12, 2020 between 5:00 p.m. and 6:00 p.m. to determine the percentage of cut-through traffic. From comparing the recorded license plates at both the Fonticello Street and Nall Avenue intersections, it was found that 84% of vehicles were determined to be cut-through vehicles. This percentage corresponds to a score of 15 points, per the Traffic Calming Program.

Total Eligibility

The study segment of 69th Street between Nall Avenue and Fonticello Street meets the eligibility requirements as outlined in the Traffic Calming Program. According to the criteria, a street must receive a minimum score of 40 points in order to be eligible for traffic calming measures. Table 3 indicates that the study segment is assessed with **50** points.

**Table 3
Total Eligibility
69th Street between Nall Avenue and Fonticello Street**

Eligibility Criteria	Measurement	Point Assessment
Average Daily Traffic Volumes	786 Vehicles	20
85th Percentile Speeds	9 mph above limit	15
Cut-through Traffic	84%	15
Total Points:		50

We trust that the enclosed information proves beneficial to the City of Prairie Village. We appreciate the opportunity to be of service to you and will be available to review this study at your convenience.

Sincerely,
TranSystems

By: Emma Martin

Emma Martin, EIT

By: Jeffrey J. Wilke

Jeffrey J. Wilke, PE, PTOE

Appendix

Daily Traffic Volume and Travel Speed Summary Figure A-1

Daily Traffic Volume Counts A-2 to A-3

Spot Speed Studies A-4 to A-5

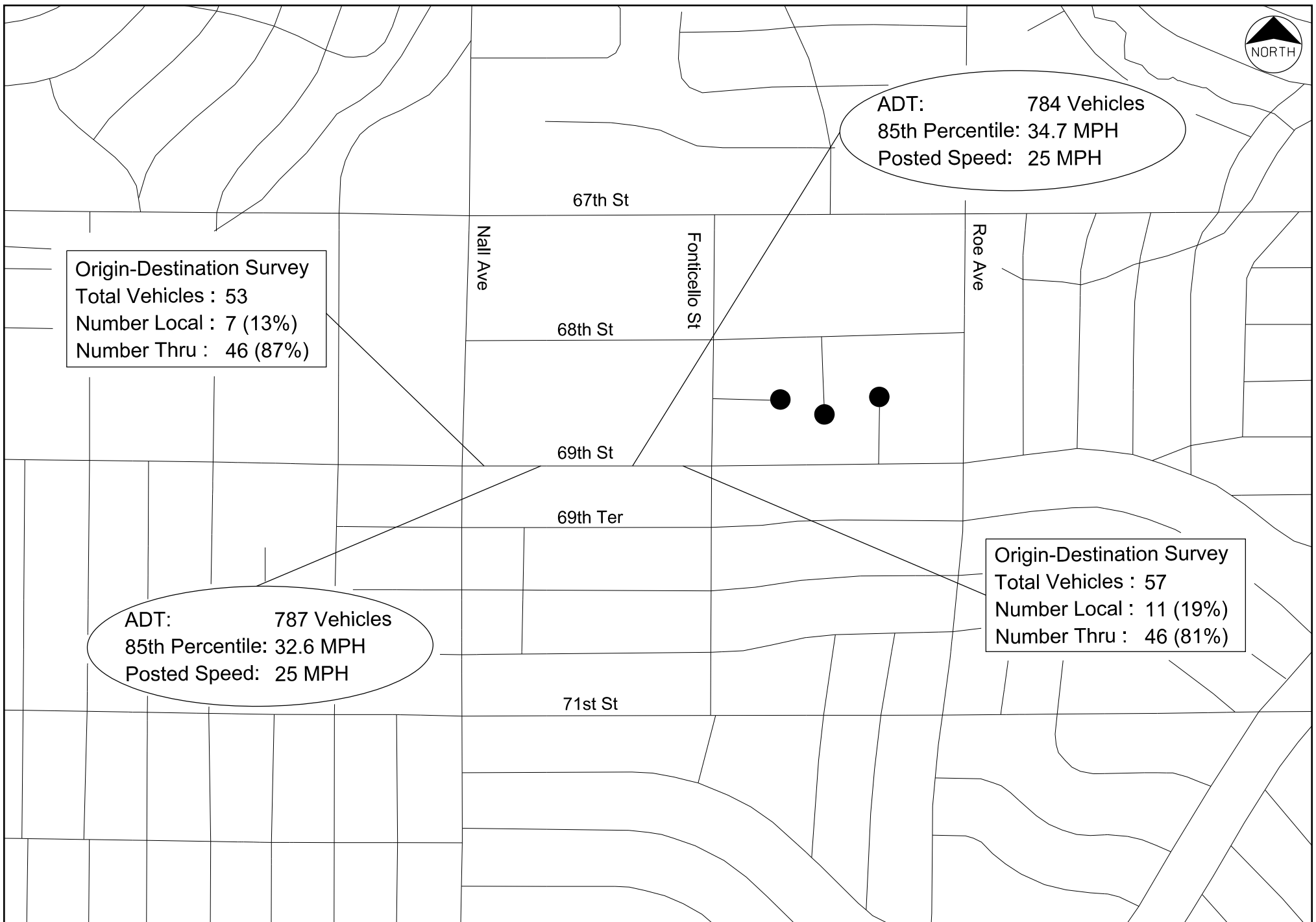


ADT: 784 Vehicles
85th Percentile: 34.7 MPH
Posted Speed: 25 MPH

Origin-Destination Survey
Total Vehicles : 53
Number Local : 7 (13%)
Number Thru : 46 (87%)

ADT: 787 Vehicles
85th Percentile: 32.6 MPH
Posted Speed: 25 MPH

Origin-Destination Survey
Total Vehicles : 57
Number Local : 11 (19%)
Number Thru : 46 (81%)



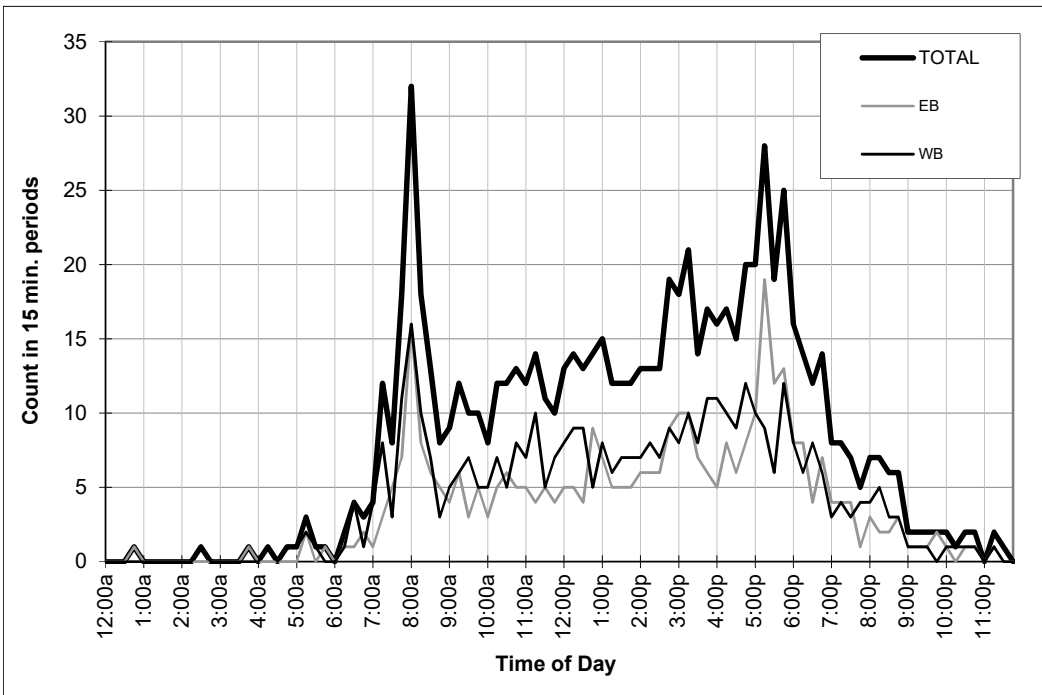
Daily Traffic Count

Prairie Village Traffic Calming Study

Prairie Village

Location: **69th Street East of Nall Avenue**

Period Start	EB	WB	TOTAL	Period Start	EB	WB	TOTAL	Period Start	EB	WB	TOTAL	Period Start	EB	WB	TOTAL
12:00a	0	0	0	6:00a	0	0	0	12:00p	5	8	13	6:00p	8	8	16
12:15a	0	0	0	6:15a	1	1	2	12:15p	5	9	14	6:15p	8	6	14
12:30a	0	0	0	6:30a	1	4	4	12:30p	4	9	13	6:30p	4	8	12
12:45a	1	0	1	6:45a	2	1	3	12:45p	9	5	14	6:45p	7	6	14
1:00a	0	0	0	7:00a	1	4	4	1:00p	7	8	15	7:00p	4	3	8
1:15a	0	0	0	7:15a	3	8	12	1:15p	5	6	12	7:15p	4	4	8
1:30a	0	0	0	7:30a	5	3	8	1:30p	5	7	12	7:30p	4	3	7
1:45a	0	0	0	7:45a	7	11	18	1:45p	5	7	12	7:45p	1	4	5
2:00a	0	0	0	8:00a	16	16	32	2:00p	6	7	13	8:00p	3	4	7
2:15a	0	0	0	8:15a	8	10	18	2:15p	6	8	13	8:15p	2	5	7
2:30a	0	1	1	8:30a	6	7	13	2:30p	6	7	13	8:30p	2	3	6
2:45a	0	0	0	8:45a	5	3	8	2:45p	9	9	19	8:45p	3	3	6
3:00a	0	0	0	9:00a	4	5	9	3:00p	10	8	18	9:00p	1	1	2
3:15a	0	0	0	9:15a	6	6	12	3:15p	10	10	21	9:15p	1	1	2
3:30a	0	0	0	9:30a	3	7	10	3:30p	7	8	14	9:30p	1	1	2
3:45a	1	0	1	9:45a	5	5	10	3:45p	6	11	17	9:45p	2	0	2
4:00a	0	0	0	10:00a	3	5	8	4:00p	5	11	16	10:00p	1	1	2
4:15a	0	1	1	10:15a	5	7	12	4:15p	8	10	17	10:15p	0	1	1
4:30a	0	0	0	10:30a	6	5	12	4:30p	6	9	15	10:30p	1	1	2
4:45a	0	1	1	10:45a	5	8	13	4:45p	8	12	20	10:45p	1	1	2
5:00a	0	1	1	11:00a	5	7	12	5:00p	10	10	20	11:00p	0	0	0
5:15a	2	2	3	11:15a	4	10	14	5:15p	19	9	28	11:15p	1	1	2
5:30a	0	1	1	11:30a	5	5	11	5:30p	12	6	19	11:30p	0	0	1
5:45a	1	0	1	11:45a	4	7	10	5:45p	13	12	25	11:45p	0	0	0



HOURLY TOTALS

Period Start	EB	WB	TOTAL
12:00a	1	0	1
1:00a	0	0	0
2:00a	0	1	1
3:00a	1	0	1
4:00a	0	2	2
5:00a	3	4	6
6:00a	4	6	9
7:00a	16	26	42
8:00a	35	36	71
9:00a	18	23	41
10:00a	19	25	45
11:00a	18	29	47
12:00p	23	31	54
1:00p	22	28	51
2:00p	27	31	58
3:00p	33	37	70
4:00p	27	42	68
5:00p	54	37	92
6:00p	27	28	56
7:00p	13	14	28
8:00p	10	15	26
9:00p	5	3	8
10:00p	3	4	7
11:00p	1	1	3

Approach	3-Day Average	AM Peak 7:45a - 8:45a	Noon Peak 12:15a - 1:15p	PM Peak 5:00p - 6:00p	Totals
Eastbound		37	25	54	360
Westbound		44	31	37	423
TOTAL		81	56	92	787



TranSystems Corporation

2400 Pershing Road, Suite 400, Kansas City, Missouri 64108 (816) 329-8600

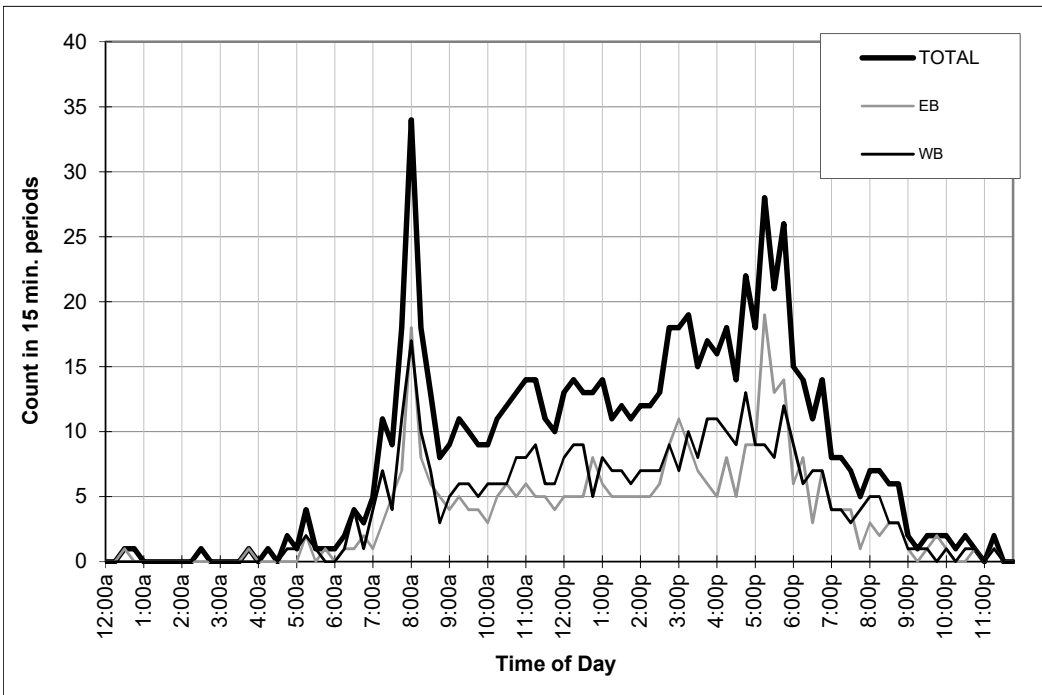
Daily Traffic Count

Prairie Village Traffic Calming Study

Prairie Village

Location: **69th Street West of Fonticello Street**

Period Start	EB	WB	TOTAL	Period Start	EB	WB	TOTAL	Period Start	EB	WB	TOTAL	Period Start	EB	WB	TOTAL
12:00a	0	0	0	6:00a	0	0	1	12:00p	5	8	13	6:00p	6	9	15
12:15a	0	0	0	6:15a	1	1	2	12:15p	5	9	14	6:15p	8	6	14
12:30a	1	0	1	6:30a	1	4	4	12:30p	5	9	13	6:30p	3	7	11
12:45a	0	0	1	6:45a	2	1	3	12:45p	8	5	13	6:45p	7	7	14
1:00a	0	0	0	7:00a	1	4	5	1:00p	6	8	14	7:00p	4	4	8
1:15a	0	0	0	7:15a	3	7	11	1:15p	5	7	11	7:15p	4	4	8
1:30a	0	0	0	7:30a	5	4	9	1:30p	5	7	12	7:30p	4	3	7
1:45a	0	0	0	7:45a	7	11	18	1:45p	5	6	11	7:45p	1	4	5
2:00a	0	0	0	8:00a	18	17	34	2:00p	5	7	12	8:00p	3	5	7
2:15a	0	0	0	8:15a	8	10	18	2:15p	5	7	12	8:15p	2	5	7
2:30a	0	1	1	8:30a	6	7	13	2:30p	6	7	13	8:30p	3	3	6
2:45a	0	0	0	8:45a	5	3	8	2:45p	9	9	18	8:45p	3	3	6
3:00a	0	0	0	9:00a	4	5	9	3:00p	11	7	18	9:00p	1	1	2
3:15a	0	0	0	9:15a	5	6	11	3:15p	9	10	19	9:15p	0	1	1
3:30a	0	0	0	9:30a	4	6	10	3:30p	7	8	15	9:30p	1	1	2
3:45a	1	0	1	9:45a	4	5	9	3:45p	6	11	17	9:45p	2	0	2
4:00a	0	0	0	10:00a	3	6	9	4:00p	5	11	16	10:00p	1	1	2
4:15a	0	1	1	10:15a	5	6	11	4:15p	8	10	18	10:15p	0	0	1
4:30a	0	0	0	10:30a	6	6	12	4:30p	5	9	14	10:30p	0	1	2
4:45a	0	1	2	10:45a	5	8	13	4:45p	9	13	22	10:45p	1	1	1
5:00a	0	1	1	11:00a	6	8	14	5:00p	9	9	18	11:00p	0	0	0
5:15a	2	2	4	11:15a	5	9	14	5:15p	19	9	28	11:15p	1	1	2
5:30a	0	1	1	11:30a	5	6	11	5:30p	13	8	21	11:30p	0	0	0
5:45a	1	0	1	11:45a	4	6	10	5:45p	14	12	26	11:45p	0	0	0



HOURLY TOTALS

Period Start	EB	WB	TOTAL
12:00a	1	0	2
1:00a	0	0	0
2:00a	0	1	1
3:00a	1	0	1
4:00a	0	2	3
5:00a	3	4	7
6:00a	4	6	10
7:00a	16	26	43
8:00a	37	37	73
9:00a	17	22	39
10:00a	19	26	45
11:00a	20	29	49
12:00p	23	31	53
1:00p	21	28	48
2:00p	25	30	55
3:00p	33	36	69
4:00p	27	43	70
5:00p	55	38	93
6:00p	24	29	54
7:00p	13	15	28
8:00p	11	16	26
9:00p	4	3	7
10:00p	2	3	6
11:00p	1	1	2

Approach	3-Day Average	AM Peak 7:45a - 8:45a	Noon Peak 12:15a - 1:15p	PM Peak 5:00p - 6:00p	Totals
Eastbound		39	24	55	357
Westbound		45	31	38	426
TOTAL		83	54	93	784



TranSystems Corporation

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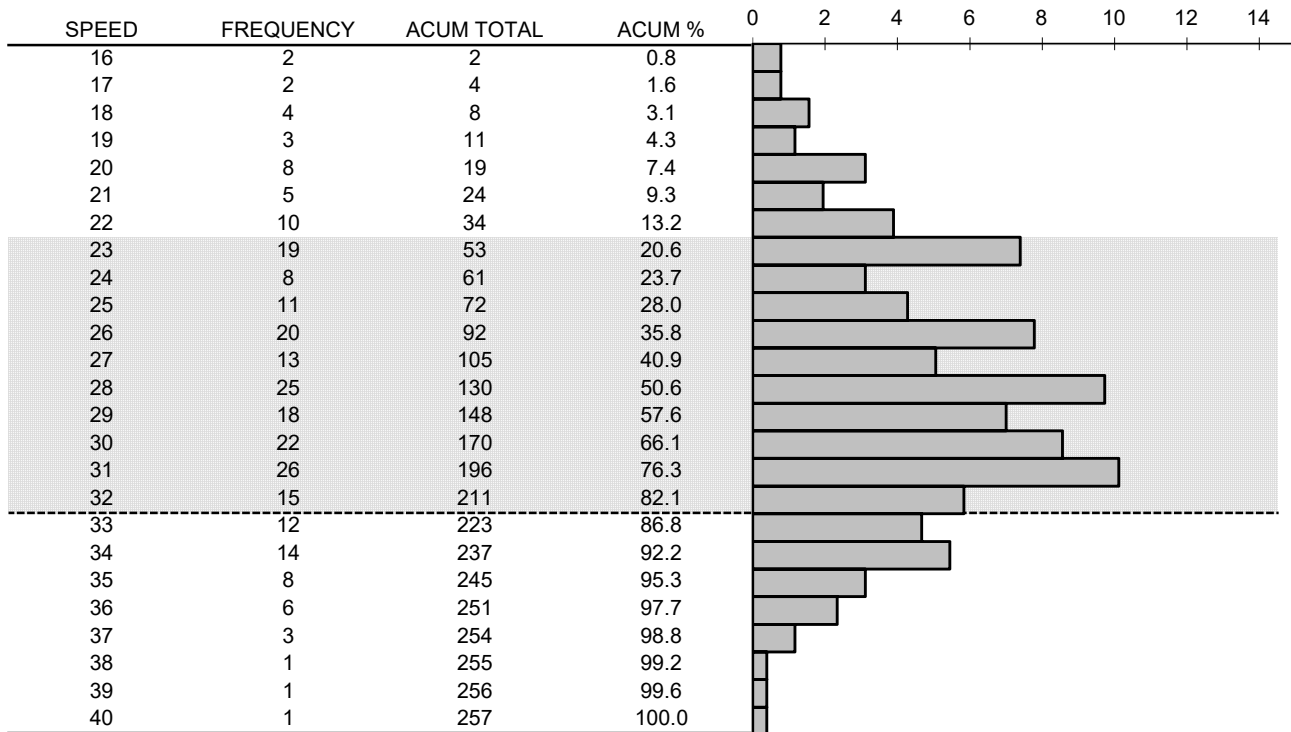
SPOT SPEED STUDY RESULTS RELATIVE FREQUENCY DISTRIBUTION

CITY: Prairie Village
OBSERVER: EHM
DATE: 11/4/2021

COUNTY: Johnson
SPEED LIMIT: 25 mph
DIRECTION: EB+WB

LOCATION: 69th Street east of Nall
TIME START: 9:00 AM
TIME END: 3:00 PM

PERCENTAGE BREAKDOWN



AVERAGE SPEED = 28.1
50th PERCENTILE = 27.9
85th PERCENTILE = 32.6
90th PERCENTILE = 33.6
95th PERCENTILE = 34.9

PACE = 23 - 32
VEHICLES IN PACE = 177
% IN PACE = 68.9
% BELOW PACE = 13.2
% ABOVE PACE = 17.9

SAMPLE VARIANCE = 22.8552408
STANDARD DEVIATION = 4.7807155
RANGE 1*S = 68.8716
RANGE 2*S = 95.71984
RANGE 3*S = 100.

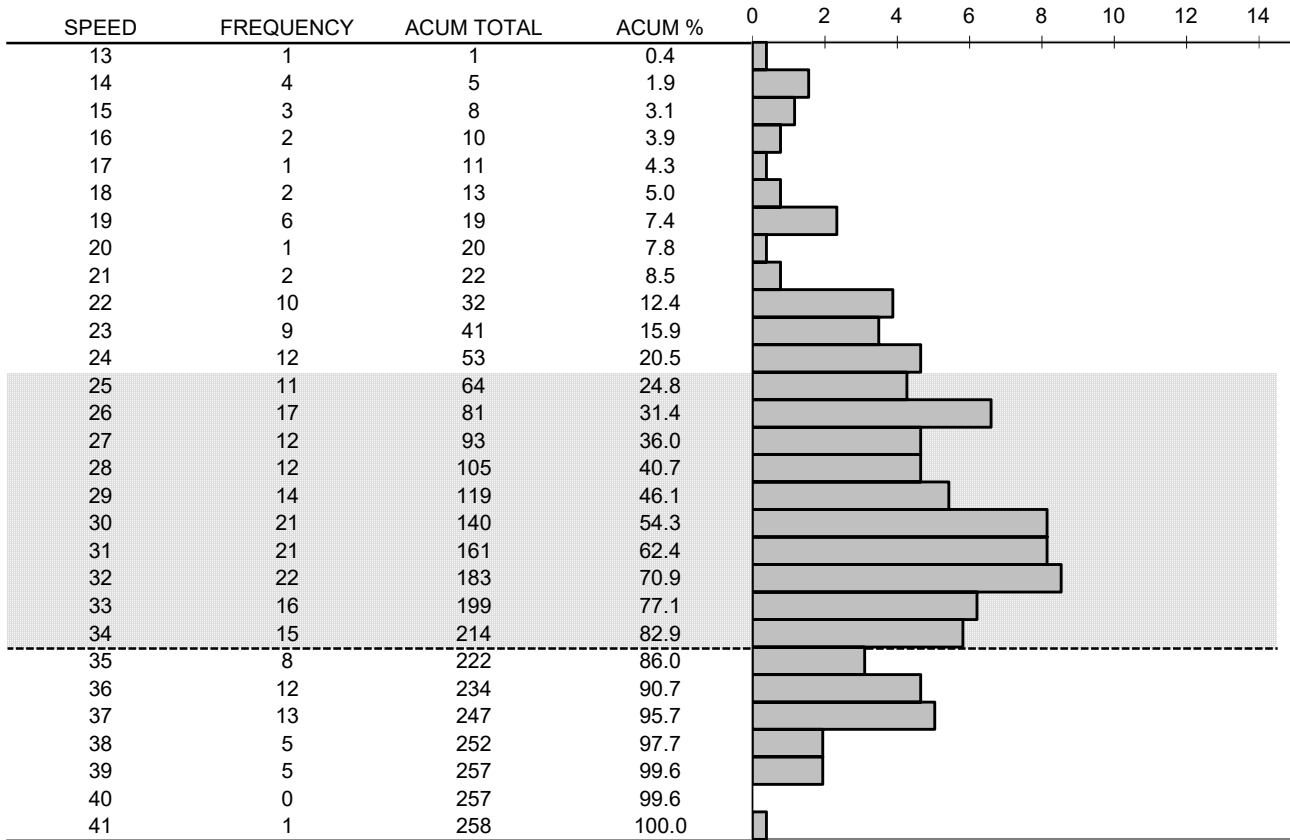
SPOT SPEED STUDY RESULTS RELATIVE FREQUENCY DISTRIBUTION

CITY: Prairie Village
OBSERVER: EHM
DATE: 11-4-2021

COUNTY: Johnson
SPEED LIMIT: 25 mph
DIRECTION: EB+WB

LOCATION: 69th Street west of Fonticello Street
TIME START: 9:00 AM
TIME END: 3:00 PM

PERCENTAGE BREAKDOWN



AVERAGE SPEED = 29.1
50th PERCENTILE = 29.5
85th PERCENTILE = 34.7
90th PERCENTILE = 35.9
95th PERCENTILE = 36.9

PACE = 25 - 34
VEHICLES IN PACE = 161
% IN PACE = 62.4
% BELOW PACE = 20.5
% ABOVE PACE = 17.1

SAMPLE VARIANCE = 32.9446656
STANDARD DEVIATION = 5.7397444
RANGE 1*S = 70.54263
RANGE 2*S = 95.34883
RANGE 3*S = 100.

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, June 6, 2022

Planning Commission	06/07/2022	7:00 p.m.
Arts Council	06/08/2022	5:30 p.m.
Diversity Committee	06/14/2022	5:30 p.m.
Juneteenth observed – City offices closed	06/20/2022	
City Council	06/21/2022	6:00 p.m.
Environmental Committee	06/22/2022	5:30 p.m.
VillageFest Committee	06/23/2022	5:30 p.m.
Independence Day – City offices closed	07/04/2022	
VillageFest	07/04/2022	

INFORMATIONAL ITEMS
June 6, 2022

1. Civic Center Ad Hoc Committee meeting minutes – March 30, 2022
2. Arts Council meeting minutes – April 6, 2022
3. Environmental Committee meeting minutes – April 27, 2022
4. Tree Board meeting minutes – May 4, 2022
5. VillageFest Committee meeting minutes – May 26, 2022
6. June plan of action

Civic Center Ad Hoc Committee
Prairie Village City Hall
7700 Mission Road, Prairie Village, KS 66208
March 30, 2022 | 4:00 p.m.

Meeting Minutes

I. Introductions

Ian Graves welcomed the committee and members of the public to the meeting. Committee members in attendance: Chair Ian Graves; Vice-Chair Bonnie Limbird; City Council Representative Dave Robinson; Parks and Recreation Committee representative Randy Knight; Planning Commission representative Melissa Brown; citizen appointee Lauren Ozburn; citizen appointee Jamie Senter. Also in attendance: Mayor Eric Mikkelson, Wes Jordan, City Administrator; Jamie Robichaud, Deputy City Administrator; Nickie Lee, Finance Director; Keith Bredehoeft, Public Works Director; Meghan Buum, Assistant City Administrator; Tim Schwartzkopf, Assistant City Administrator

II. Role of the Committee & Expected Outcomes – Ian Graves

Mr. Graves stated the goals of the re-established Ad Hoc Civic Center committee is to consider the community center concept post pandemic, evaluate next steps, and make a recommendations to the City Council as it relates to the Civic Center.

Mayor Mikkelson thanked the volunteers who were serving on the committee. He reminded participants that this group isn't making binding decisions, rather recommending next steps to the City Council which may in turn go to public vote.

III. General Update

a. Public Input & Site Design – Wes Jordan

Mr. Jordan provided background information on the status of the community center concept prior to being tabled in March 2020 due to the COVID 19 pandemic. The original partners included the City of Prairie Village, the YMCA, and Johnson County Library. A community survey had been completed, and the project was set to move into the public input and site design phase at a cost estimated at \$150,000 to be shared between the City of Prairie Village and the Johnson County Library. Changes to the market and impacts from COVID may require the survey process to be revisited.

b. COVID Impacts to Fitness & Community Centers – Nickie Lee

Ms. Lee shared informal information provided by four area public sector community centers in the area, including Overland Park, Mission, Merriam, and Lenexa. Some cities plan to subsidize community centers, and some cities plan to recover all expenditures through memberships and fees. Ms. Lee shared cost recovery numbers from area centers both pre-and-post pandemic.

c. YMCA – Ian Graves

Mr. Graves asked John Mikos, President of the Greater Kansas City YMCA, to provide an update to the committee. Mr. Mikos reported that, generally, the Y has started to see patrons returning to their fitness facilities. The Y is holding a community forum on May 12 at Meadowbrook Community Center to identify the needs in Prairie Village specifically, whether it be fitness, child care, nutrition education, or other services.

d. Library – Wes Jordan

Mr. Jordan reported that he had a meeting with the County Manager's office regarding the Library's interest in moving forward on a combined project. Pre-pandemic, the Library had planned to rebuild the Corinth Library in 2026, with public engagement completed by 2024. That timeline is currently under evaluation and has not yet been determined.

e. Bond Capacity – Nickie Lee/Wes Jordan

Ms. Lee shared information about the City's bond capacity, including the amount of new debt that could be issued without negatively impacting the City's "Aaa" rating. The City has been advised by financial advisors that we could be at risk for possible downgrade if borrow more than \$20 million. The "Aaa" rating allows us to keep borrowing costs low and is a point of pride for the community.

Another measurement of debt capacity is determined by presuming the City's annual debt service demands remain constant at current levels over time. Currently, the City budgets approximately \$1.2 million/year for debt service. A previous bond issuance payment will be falling off in 2024 which would allow for approximately a \$15 million dollar project with current budgeted levels.

Mr. Jordan encouraged committee members to be cognizant of the fact that a community center will come at a significant cost and asked them think realistically about the parameters of what could be included in a community center in relation to what the City can afford.

Mr. Graves reminded the committee that this conversation has generally focused on capital expenditures, but ongoing expenses to run and maintain a facility also would have to be considered.

Mr. Knight cautioned that funding something new can come at a cost to something else, and highlighted the recent work of the Parks & Recreation Committee that identified over \$3 million in needed park improvements as an example of other area of need within the City.

f. Validity of Community Survey – Ian Graves

Mr. Graves reported that the Library, YMCA, and City of Prairie Village conducted a statistically valid survey on the community center concept in 2019 that was generally favorable. He asked staff to share the survey results with the committee, and encouraged members to review the outcomes. Due to COVID 19, changes to the market, changing demographics, and the passage of time, he believes it is reasonable to revisit the survey to validate the results. Mr. Graves asked staff to reach out to the survey company to see what next steps might be available.

g. Genesis Facility – Wes Jordan

Mr. Jordan stated that Genesis entering the market is a new factor to consider that wasn't present when the market study was completed.

Michael O'Donnell, Public Affairs Representative for Genesis Fitness, reported that Genesis will be entering the market in the old Macy's location. The details of the project are on hold as they wait for the outcomes of the community center process, and are willing to partner to provide services to the City of Prairie Village.

h. Pending Pool Repairs – Keith Bredehoeft

Mr. Bredehoeft reported that a large leak was identified and repaired in the lap pool in 2021. Additional pipe repairs were discovered during that project with an estimated cost of \$1 million.

Ms. Ozburn shared that because of the cost of the repair, the committee and community might consider what other amenities could be offered in place of the 50 meter lap pool.

i. City Hall/PD Improvements – Jamie Robichaud

Ms. Robichaud reported that in addition to the challenges at the pool, the Police Department and City Hall are aging, approaching 50 years for the original facility and approaching 40 years for the addition. She provided an overview of challenges in the current building configuration, including a lack of office and meeting space, security, restrooms, noise and privacy issues, lack of ability to accommodate growth, and other items.

j. Location Review – Keith Bredehoeft

Mr. Bredehoeft reviewed prospective locations for a potential community center. Based on available locations, he believes that the City Hall and Police Department improvements and lap pool repairs could be addressed without negative implications for any future community center development.

k. Clarification on name, i.e. Community Center, Civic Center, etc. – Jamie Robichaud

Ms. Robichaud shared that definition of the “Civic Center” is based on Village Vision 2.0 and includes the land from 79th Street to 75th Street, Delmar to Mission Road. It encompasses the municipal buildings, pool, park land, high school, fire department, churches, villas, and YMCA properties. The comprehensive plan states that the use of this land should be preserved for the public good.

IV. Consider Pool Repairs & City Hall/PD Improvements – Wes Jordan

Mr. Jordan stated that because of the urgency of the pool repairs, the already budgeted funds for a study of City Hall facilities, and the previously discussed site layouts, city staff recommends extracting these items from the community center feasibility discussion.

Ms. Brown moved to remove the pool repairs and City Hall feasibility study from future consideration as it relates to the community center. Ms. Limbird seconded the motion and it passed unanimously.

V. General Discussion – Ian Graves

None

Mr. Robinson moved to adjourn the meeting. Ms. Limbird seconded the motion and it passed unanimously. The meeting adjourned at 5:57 p.m.

PRAIRIE VILLAGE ARTS COUNCIL | MEETING MINUTES
City Hall MPR & Zoom
Wednesday, April 6, 2022 5:30 PM

BUSINESS MEETING

Bonnie Limbird called the meeting to order at 5:34pm. Council members present were Trudy Williams, Nancy Kalikow Maxwell (Zoom), Shelly Trewolla, Sherrod Taylor, Inga Selders, Abby Margariel, Lisa Frey (Zoom), Laurel Thomas, Bonnie Limbird, and Nicole Lee. Not in attendance: Maddie Kamphaus, Sheila Evans, Jessie Cartwright.

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

Public Participation none.

Sherrod Taylor 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**. Bonnie updated on the Ad Hoc Civic Center Committee's first meeting of 2022 and the Parks & Recreation Committee's proposed 5-year plan. Inga also gave a brief recap on the first Diversity Committee panel this past weekend on Housing in PV: Past, Present, & Future.

Current Year Financial Update: see attached.

Old Business:

- The committee discussed whether to maintain hybrid meetings or switch to a 100% in-person option, and opted to make no changes at this time and continue to offer a hybrid option.
- The committee reviewed and discussed the proposed Public Art Fund request for 2023 City Budget Decision Package. No changes were presented. Shelly Trewolla and Trudy Williams moved and seconded respectively to approve this proposal for request to the City Council Finance Committee. It was noted that we/Council will need to draft a policy for how these funds are spent in the future. The motion passed unanimously.

New Business:

- Shelly brought forward that we need to order some permanent metal tongs for our receptions. Shelly moved to approve the purchase of 12 pairs of metal tongs at a cost not to exceed \$50. Inga seconded. Unanimous approval. Shelly will search online for options, and send those to Nickie for order on the City credit card.

Sherrod and Laurel Thomas moved and seconded respectively to adjourn. This was approved unanimously via a voice vote. The meeting was adjourned at 6:00 PM.

PLANNING COMMITTEE AS A WHOLE

EVENT REPORT

Mar - Exhibit & Reception at R.G. Endres - Shelly thought the event went really well. Abby thought it was a nice turnout - we may have had about 45 people. Utilized the last of the boxed wine. There was a lot of leftover food, which may have been because there was too much touching and sharing (charcuterie, fruit, cheese, and cookies) due to COVID. But PVPD appreciated the leftovers. Once we have our tongs, that may not be a problem as much. Also keep toothpicks in stock. Some folks came that weren't affiliated with the artists. They actually saw the event on KCAC and/or ArtsKCGo! We also have to remember to put out our event banner/sign out on the front lawn too. Coordinate that with Public Works.

Apr - JoCo Photog Invitational Exhibit at MBPC - Shelly updated us on this event/hanging. Shelly went through previous years' AoP applicants from JoCo and invited them. There was a great response, and we had 25 individual artists to show their work. The pieces had to be 16" x 20" or less before framing. Bonnie, Inga, Sheila, Nancy, and Shelly worked on hanging the show.

*Mark your calendar for the June 1st Artist's Reception at Meadowbrook.

COMMUNITY EVENT: Shooting Stars (in lieu of FotA) - Bonnie and Shelly talked about this event and how cool it was. The winning First Prize Literature Award went to Rachael Mallozzi from DeSoto High School. It was highly recommended to attend next year. Plus you get to peruse the Nerman exhibits while you're there!

PLANNING AHEAD

June 8th - Corinth Chair at Corinth Square - Bonnie and Laurel updated on the "jurying" of this event. There weren't that many submissions, but we did the call for entries via word-of-mouth and a Cognito Form, not CaFÉ like our big competition shows. We just juried them via a spreadsheet, and invitations have now gone out to the artists. Next step is to get the chairs picked-up and the artists paid their stipend. Net proceeds from the auction at the end of the show will go to PVAC.

*Mark your calendar for June 8th at Corinth Square.

Apr/May/June - AoP @ RGE and MBPC - Shelly said that the juror, Angie Jennings, has selected 70 pieces, but one had to be removed because it was submitted in the wrong category, and that artist had already applied in the other categories. Another gentleman couldn't actually participate due to a family emergency. The committee agreed to get him a coupon so he can participate for free next year in the AoP call.

Will be framing these on Friday, May 6th at City Hall in the MPR from 9:30am until we finish, and then we will hang them on Saturday, the 7th. KCUR spots are scheduled for the week of May 9th to run all week for the reception.

Some artists have already been shipping, so we need to be careful about instructions for future AoPs and give accurate dates for when we'll start receiving. Staff can store the early arrivals in the MPR closet.

April - ArtWalk 2022/Parade of Hearts - Jessie & Bonnie - We hope to see everyone Saturday, April 9th at 9am. We'll have coffee and donuts at the "Jazzin' KC Nights" Parade Heart and then walk to the future location of the Amie Jacobson "Gateway" sculpture adjacent to the Great Lawn. From there, walkes are

self-guided. KCUR spots are running now until the event!

*Mark your calendar for the June 3rd Meadowbrook Park Festival by JCPRD Foundation when the ribbon-cutting for "Gateway" will occur. (see more info below)

June - PV Art Show - Bonnie, for Jessie, shared that Jessie has already completed Round 1 of the jurying (with the other jurors). We will be staffing our table throughout the weekend. June 10-12th. Need to see if they approved the PVAC award prize and are we delivering food and wine? We will put together a Sign-Up Genius for shifts to work.

NEW Community Event: June 3rd - Gateway ribbon cutting at Meadowbrook Park - Bonnie said to expect a public announcement any day now. These are the details we have so far:

- Friday, June 3, 3 p.m. – 9 p.m.
- Local artists and makers coordinated through the Strawberry Swing
- Live bluegrass music from AM Merker & Friends, and Blackbird Revue
- Lawn games
- Food trucks TBD
- VIP clubhouse experience, \$125/ticket. Link here:
<https://www.jcprdfoundation.org/events/meadowbrook-park-festival>

NEW Community Event: Juneteenth - Kids Poster Contest - Trudy brought this to PVAC from the Stand Up for Black Lives +PV group. They will be hosting, along with the PV Diversity Committee, NAACP JoCO, and others, their second annual Juneteenth celebration June 18th at Harmon Park. They struggled to get much kid involvement in their poster contest, and Trudy asked if we could send out a call.

It was explained that students and their parents don't do well on CaFÉ (plus there's the cost factor), but we could help spread the word. It was suggested that we can do this in our tent at the PV Art Show with the Diversity Committee, and all were in agreement. Bonnie will update Jessie. Add Diversity Committee members to the PV Art Show Sign-Up Genius.

July - VillageFest - PVAC isn't doing anything specific at this event, but we need to create signage to encourage people to go inside to see the show and get out of the heat. Abby suggested a lemonade stand too. We'd need to set up shifts for this. Maybe just 1 hour at a time. Bonnie to ask if this is okay.

Jul-Sep - Stanziola/McNerny @ RGE and MBPC - Bonnie, Trudy and/or Laurel

We have shifted around some of the artists, and Lori Stanziola and Eugene McNerny have agreed to show in July-Sept at one or both galleries:

Bonnie shared the request we received to participate in a Ukraine Sunflower art show and auction. The idea came from local artists who want to help Ukraine. PV has a special connection since our Sister City is in Ukraine: Dolyna. We offered to make our Meadowbrook Park space available (pending Ryan Bell/JCPRD's approval), but not do any of the footwork, aside from the day of installation, because we are too busy. Meghan Buum with the City is working on this, and Bonnie will keep us updated.

Sep 10th - JazzFest - Trudy confirmed that we want a tent, a table, and 2 chairs, and she will let the JazzFest committee know. Some ideas for the tent were discussed:

- wood cut-outs of superheroes or famous paintings.
- Background like a postcard that has Prairie Village Jazz Fest (and perhaps a date that is removable) and blow-up plastic instruments.

- Bring glow sticks, duckies, bumper stickers to sell.
- Create pamphlets/other PVAC takeaways, calendars
- Just during the daytime, and then adults just enjoy the show. 3-9:30 pm

Sep/Oct - State of the Arts 2022 @ RGE, winners travel to MBPC in Oct. - Bonnie & (tbd after AoP reception)

Nov/Dec - Stemp/Nye/_____ @ RGE and MBPC - Shelly & (tbd after AoP reception)

Shelly is finalizing a possible 3rd artist, a sculptor, for this show.

MARKETING

General Communications - We need a new lead or two to take this on a few hours a week.

- **KCUR Radio Spots** - Bonnie has the ArtWalk spot going this week, and the AoP reception spot is scheduled for the week of the reception starting on that Monday.
- **Website** - Bonnie is continuously updating the website and homepage sliders as we roll through various deadlines and events.
- **Social Media** - Bonnie posts 2-4 times per week on all three platforms via the Buffer app
- **Newsletter** - Bonnie is sending this out about every 2 weeks.
- **Community Partnerships** - Bonnie is sharing all events and calls with the partners listed in the Marketing Spreadsheet, including ArtsKCGo, KCAC, KCAI, ACJC, and more.
- **Blog posts**
 - Art Walk kick off photos - Sherrod volunteered to photograph and write this
 - Photo invitational blog and photos - Nancy volunteered to write this
 - AoP actual show - tbd

Sherrod and Abby motioned and seconded respectively to adjourn the meeting, and the committee voted unanimously. The Planning Committee as a Whole meeting ended around 7:00 PM.

END

The Prairie Village Environmental Committee met at 5:30 p.m. Wednesday, April 27 in the multipurpose room at City Hall.

The meeting was called to order at 5:30 p.m.

Members in attendance:

Chair – Piper Reimer

Co-Chair – Greg Shelton

Staff liaison – Ashley Freburg

Committee members - Stephanie Alger, Magda Born, Travis Carson, Johanna Comes, Richard Dalton, Nathan Kovac, Penny Mahon, McKenna Owens, Warren Smith, Margaret Thomas, Rick Wohlfarth

Agenda

Magda made a motion to approve the agenda. Stephanie seconded the motion. All were in favor.

Stephanie moved to approve the minutes from February and March. Rick seconded the motion. All were in favor.

New Business

Banner

The Committee will consider replacing the committee banner if funds are available

Arbor Day

Greg reported on Arbor Day event this Saturday at Wassmer Park from 10 a.m.-12 p.m.

Old Business

Budget Requests

Piper reported that she and Greg visited with the City Administrator about the Committee's 2023 budget requests, including funds for a halftime sustainability coordinator. The official request is for a consulting position that will assist in furthering the City's many environmental initiatives including the Race to Zero and assist with reporting. The committee discussed the scope and duties of the position.

Another budget request is for an ongoing mattress recycling program like the one the committee funded in 2022. The request is for the program to be funded through solid waste or somewhere in the general fund and not from the Committee's budget.

The official request for the committee budget was for \$8,000 again next year.

Recycle Right

Piper reported city staff is coordinating with Johnson County Department of Health and Environment to bring the Recycle Right program to Prairie Village.

Go Green 2022

McKenna gave an update on the Go Green 2022 event, which will be held September 17 at Sylvester Powell Community center in Mission. The committee meets each month.

E-Recycling

Rick reported he's been gathering ideas on how other cities handle e-recycling and what the costs would be for Prairie Village to get involved. He spoke specifically about Overland Park's recycling events, stating that 75 volunteers are needed for large event. Attendance is typically about 1200 cars per event. The next event is June 4 at the Black & Veatch campus. Anticipated total cost is \$8,500. Another event will be October 1. Mark mentioned Olathe E-Cycle event. Margaret noted that in the past Overland Park did not charge Prairie Village to participate. All were in agreement to partner. No motion was needed.

CAKC update: Climate Summit

Penny reported Climate Action Kansas City formed three years ago. Their spring 2022 climate summit was well-attended and featured impactful speakers. The next summit will be September 2. Piper suggested we could take better advantage of their efforts via proposed sustainability coordinator.

Curbside composting

Travis reported he attending a Food Loss and Waste Prevention workshop by MidAmerica Regional Council. MARC received a grant for food loss and waste reduction and will be having quarterly workshops. Travis is asking how to incorporate it in our community. Ashley asked if the new coordinator would be involved. The Foodcycle KC app was discussed. Margaret suggested education for residents on how to better use food, not just education on not wasting food. The objective is deeper, it's not only about disposing food.

Monarch Pledge update

Johanna reported on the native plant sale organize by Deep Roots on April 23. The Environmental Committee had a station set up for making and distributing native plant seed and milkweed balls.

Mattress recycling

Ashley reported on the progress of mattress collection project in partnership with SleepyHead Beds. She stated 163 pieces had been collected in the first week.

Announcements

Participation in July 4 VillageFest was mentioned and added to next month's agenda.

Next meeting will be May 25 in the council chambers at City Hall.

Adjournment

Margaret moved to adjourn. Piper seconded the motion. All were in favor.

Adjourned at 6:46 p.m.

TREE BOARD

City of Prairie Village, Kansas

Wednesday – May 4, 2022 6 PM meeting

Zoom Video and Live

Board Members Present: Deb Brown, Mark Morgan, Kevin Dunn, Kellen Jenkins, Beth Held and Karen Hogan attended by Zoom. Greg Shelton attended live.

Absent: Tricia Suellentrop

Other Attendees: Bridget Tolle attended live.

Chair Kevin Dunn brought the meeting to order at 6:05 pm.

1. Review and approve minutes from April 6, 2022 meeting – A correction was made to Item #6 “OV Tree Board” should read “PV Tree Board.” Mark motioned to approve the minutes. Seconded by Beth. All approved.
2. Kevin reported that Public Information Officer Ashley Freburg said that the city is in favor of the Tree Board using Google Drive to create a digital binder for storing information and sharing it with all board members. The drive can't be used for two-way communication and Bridget, as staff liaison, must have full access. Once the drive is ready, a “read only” access link can be sent to Ashley and she can post it to the site for public view if we want her to. Bridget said she would set up the drive.
3. Mark said that Deb Nixon told him that panel discussions had be a popular format for Tree Board fall seminars in the past and he suggested we try that approach for the 2022 fall seminar. Kevin agreed and suggested Dennis Patton, horticulture agent for Johnson County K-State Research and Extension be contacted to be part of that panel. A nurseryman from KAT was suggested as also being part of the panel with a landscaper and a certified arborist rounding out the panel. Kevin said he would reach out to Dennis first to see what dates he would be available. Rick Allen of the Fairway Tree Board had expressed interest in co-sponsoring the seminar in a discussion with Beth Held.
4. Bridget is still waiting on the County to provide the software before we can begin updating the Arboretum Map.
5. Kevin said that a discussion of a Strategic Plan for the city's trees would be on the June agenda. He reminded board members that June 1st will mark the one year anniversary of the city's newest tree protection ordinance and that date would be a good time

to talk to Bridget about the effectiveness of the new law. He thought that maybe builders who have been especially conscientious about protecting trees during construction projects should be recognized publicly for their efforts.

6. Both the Arbor Day poster winner ceremony held on April 23rd at McCrum Park and the Arbor Day honoree ceremony held on April 30th at Wassmer Park were well attended events. Kevin said he would submit photos and a caption for the poster ceremony for the July/August Village Voice and Mark would do the same for the Arbor Day honoree event.
7. Under New Business, Mark had talked to Kevin about having the Tree Board have a booth at the city's Jazz Festival on September 10th rather at the 4th of July VillageFest that the Tree Board has participated in for the last three years. Mark said that we could better promote the fall seminar which would be held less than a month later and that it would be a better time of the year to give away some trees than the middle of the summer. Mark also said that the Jazz Festival has tended to grow in popularity. After a discussion among other board members, it was agreed to give the Jazz Festival a try. Beth said she would reach out to Dave Robinson, the Jazz Festival liaison, about getting a booth or tent.
8. Agenda for next meeting – June 1, 2022. Some discussion on whether to have meeting by Zoom or live. Also talked about a possible outdoor meeting. Bridget will notify board on virtual and live options in June meeting packet.

Chair Kevin Dunn adjourned meeting at 7:00 pm.

Minutes prepared by Kevin Dunn

VillageFest 2022
Committee Meeting
Thursday May 26, 2022, 5:30 - 6:30p.m.
Multipurpose Room - PV City Hall

Attendees: Amber Fletcher, Alex Fletcher, Officer Luke Roth, JD Kinney, Steve, Ted Fritz, Toby Fritz, Meghan Buum

- Committee Chair Report
 - JD and James Carney met on May 10 to plan the Public Works support of VillageFest, they located items in storage and all seems in good order
 - T-Shirt design was proposed. Blue shirt with white VillageFest logo on front and words "VillageFest" on back. We hope to have these in for the June meeting.
- Pancake Breakfast
 - JD visited Starbucks in the Village Shops and set up five 5 gallon cambros of coffee for pick up in the morning of.
- Spirit Awards
 - Ann Lilak was nominated by the Mayor - possible Lifetime Award
 - Committee has heard of a few other nominations waiting for forms to be filled out
 - Kristy Lambert confirmed to sing the National Anthem at 8:45
- KS National Guard Display and Vehicle
 - Waiting to hear back from SgtMajor Byers, he was at a training when contacted
- History Display
 - Transportation in Kansas, Toby Fritz purchased flash drives, we will use the monitor in the lobby to display pictures with assistance from Ashley Freburg.
- Vendors/Entertainment
 - Rex Nolan and Polar Oasis confirmed
 - Stage has been paid for, will be delivered July 3
- Pie Contest
 - Mely has agreed to be a pie judge.
 - JD contacted SME FACS department but has not heard back.
 - We are in search of more judges. Alex will contact Scratch and Dolce, JD will contact UpperCrust, Steve might have a cook that could judge
- Activities and Attractions
 - Two vintage planes will do a flyover between 11:30-12:00.
 - Huey Helicopter will be delivered July 4. VillageFest will give a donation to offset their transportation costs so they do not need to solicit our attendees for money.
 - Fun Services deposit made and all attractions confirmed
 - Mayor Mikkelson will toss "splash balls" and slap bracelets from the fire department bucket truck. Maybe around 11:15?
 - The Little Village - Courtney's daughters may be able to volunteer in this area?
 - Police Dog Blitz- requested an early time of around 10:00am so it's not too hot. They will show the car, then Blitz will demonstrate how he is able to locate drugs, expect about a 15-20 minute presentation. They will set up cones around the

area they need and have baseball cards they can pass out. We will ask the DJ to borrow his microphone. We need a sign to put up in the area so people will know about this event.

- Bike Parade- Officers may use ATV to lead the parade, they will stop traffic on Mission and line it with police. Suggested time of 10:45 following Blitz event.
- Infrastructure
 - Port a Potties requested from Madden Rental
 - Three 5 gallon coolers filled with ice and water with compostable cups will be available against the patio wall of the Community Center
- Marketing
 - A schedule of events will go out in Village Voice and be posted on social media. Also, suggested we have a few signs out at the event with the schedule posted.
- Next Meeting
 - Thursday, June 16, 2022 at 5:30pm - this earlier date gives us time to make any needed adjustments.



DATE: June 2, 2022
TO: Mayor Mikkelson
City Council
FROM: Wes Jordan
SUBJECT: JUNE PLAN OF ACTION

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

- Education Initiative re Revenue Neutral Rate - Nickie/Ashley (06/22)
- Diversity Training - Tim/Cindy (06/22)
- Ward Boundaries - Nickie/Jamie (06/22)
- 2021 Audit Presentation/ACFR - Nickie (06/22)
- Annual CID Report - Nickie (06/22)
- Crossing Guard Contract - Chief Roberson (06/22)
- Pride Proclamation - Adam (06/22)
- 2023 Budget Draft Presentation - Nickie/Wes (06/22)
- Transition Plan/Training Dep. City Administrator - Staff (06/22)
- Global Ties/Ukrainian Art Auction - Meghan (06/22)
- PV Foundation Marketing Initiative - Meghan/Ashley (06/22)

In Progress

- Fox 4 PV Showcase - Ashley/Staff (05/22)
- Council Chamber Projector Replacement - IS (05/22)
- Juneteenth Celebration Event - Tim (05/22)
- Meadowbrook Park Festival - Meghan (04/22)
- Council Photos - Ashley (04/22)
- Subdivision Regulations Amendments/Easement Vacation - Jamie/Chris (04/22)
- Next Steps UCS Racial Equities - Tim (04/22)
- Researching Plan Review Contracted Services to Improve Turnaround Times - Jamie (04/22)
- City Hall/PD Feasibility Study - Keith (04/22)
- Standard PW Contract Language Review - Keith (03/22)
- Civic Center Ad-Hoc Committee - Staff (03/22)
- Business Continuity Plan - Tim/Dan/Nickie (03/22)

- Disaster Recovery Plan - Dan/Tim (03/22)
- Special Event Planning - JD/Meghan (03/22)
 - VillageFest
 - JazzFest
- 2021 Annual Report - Ashley/Staff (02/22)
- Debris Management Planning - Tim (02/22)
- Compensation and Benefits Study - Cindy/Jamie (02/22)
- Opioid Settlement Process/Funds Allocation - Tim (02/22)
- Diversity Recruitment Review - Cindy/Staff (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)
- Researching Department of Energy Solar App+ Program - Jamie (10/21)
- PW New Building Open House/Social Media - Keith/Melissa/Ashley (07/21)
- American Rescue Plan Act Fund Uses & Expiration - Staff (04/21)
- Pool Mural Project - Meghan (04/21)
- 2021 International Energy Conservation Code - Jamie/Mitch (03/21)
- E/V Charging Station Installation - PW (10/20)
- Memorial Plaques in Parks Criteria Review - Staff (08/19)
- Research Viability of Interior Rental Inspections - Jamie (06/19)

Completed

- Council of Mayors Meetings for 2021-22 - Meghan (10/21)
- Special Use Permit Renewal/Phillips 66 at 95th & Mission - Jamie/Adam (04/22)
- Donation Coordination to Dolyna, Ukraine - Staff (05/22)
- Pension Plan Amendments - Cindy/Jamie (05/22)
- Legislative End of Session Update - Jamie (05/22)
- Finalize 2021 Comprehensive Annual Financial Report (05/22)
- Summer Tennis Programs & Registration - Meghan (04/22) [canceled due to staffing]
- Digital Signage in City Hall - Ashley (04/22)
- Pool Opening Planning and Preparation - Staff (03/22)
- 2023 Budget Process - Staff (05/22)
 - Finance Committee Budget Review
 - CIP Discussion and Road Assessment
 - Establish Solid Waste Fees
 - ARPA Fund Expenditures
 - TGT Fund Expenditures
 - Mission Hills Budget

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](#)]