

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
Tuesday, February 21, 2023
6:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE AGENDA

V. INTRODUCTION OF STUDENTS AND SCOUTS

VI. PRESENTATIONS

- Demonstration garden at Wassmer Park - update and award announcement

VII. PUBLIC PARTICIPATION

Participants may speak for up to three minutes. To submit written comment to the Council regarding current agenda items, please email cityclerk@pvkansas.com prior to 3 p.m. on February 21. Comments will be shared with Councilmembers prior to the meeting.

VIII. CONSENT AGENDA

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

By Staff

1. Consider approval of regular City Council meeting minutes - February 6, 2023
2. Consider approval of expenditure ordinance #3023
3. Consider appointment of committee members
4. Consider changes to CP001 - City committees

IX. COMMITTEE REPORTS

X. MAYOR'S REPORT

XI. STAFF REPORTS

XII. OLD BUSINESS

XIII. NEW BUSINESS

COU2023-06 Consider design agreement with GBA, Inc. for the design of the 2023 drainage program
Cliff Speegle

COU2023-07 Consider memorandum of agreement with Mid-America Regional Council for participation in the update to stormwater engineering standards and planning guidelines
Cliff Speegle

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

COU2023-08 2024 Budget calendar
Jason Hannaman

XV. ANNOUNCEMENTS

XVI. ADJOURNMENT



**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
FEBRUARY 6, 2023**

The City Council of Prairie Village, Kansas, met in regular session on Monday, February 6 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, Piper Reimer, Courtney McFadden, Ian Graves, and Terrence Gallagher. Staff present: Byron Roberson, Chief of Police; Keith Bredehoeft, Director of Public Works; City Attorney David Waters, attorney with Spencer Fane LLP; Wes Jordan, City Administrator; Nickie Lee, Deputy City Administrator; Tim Schwartzkopf, Assistant City Administrator; Meghan Buum, Assistant City Administrator; Jason Hannaman, Finance Director; Adam Geffert, City Clerk.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Nelson made a motion to amend the agenda by moving the old business item regarding Ad Hoc Housing Committee recommendations to immediately follow public participation. Ms. Reimer seconded the motion, which passed 11-0.

INTRODUCTION OF STUDENTS AND SCOUTS

Girl Scouts from Daisy Troop 3137 were present at the meeting to earn their “respect authority” petal.

PRESENTATIONS

- Police K-9 “Blitz” was given a supervisory recognition award for outstanding performance on a case in which he and handler Officer Ben Overesch assisted the Mission Police Department.
- Mr. Cole Robinson read a proclamation declaring February as Black History Month in Prairie Village.
- Mayor Mikkelson recognized Councilmembers for their service and presented their annual ceremonial checks.



- The City's Urban Forestry Specialist, Bridget Tolle, along with Tree Board members Kevin Dunn and Mark Morgan, gave a presentation on accomplishments resulting from the tree protection ordinance.

PUBLIC PARTICIPATION

The following residents voiced concerns regarding certain proposals recommended by the Ad Hoc Housing Committee.

- Leon Patton, no address provided
- Brian Lee, 5401 W. 83rd Street
- Bill Meeker, 4401 W. 69th Terrace
- Tom Clough, 8510 Delmar Lane
- Jori Nelson, 4802 W. 69th Terrace
- Pam Justus, 7627 Chadwick Street
- Barb Wheeler, 5204 W. 81st Street
- Mike Sullinger, 7908 El Monte Street
- Karen Gibbons, 2904 W. 71st Street
- Jan Lane, 4100 W. 63rd Street
- Kirk Carpenter, 4 Coventry Court
- Mike Levin, 4927 W. 88th Street
- Tom Ward, 22 Coventry Court
- John Stacy, 8200 Briar Street
- Brent Hoover, 4508 W. 74th Terrace
- Jim McGrath, 7178 Buena Vista Street
- Lauren Fischer, 2504 W. 78th Street
- Mark Vianello, 5209 W. 83rd Terrace
- Barbara Cantrell, no address provided
- Dan Runion, 8417 Reinhardt Street
- Tim Swanson, 7328 Cherokee Drive
- Lisa Mann, no address provided
- Michael Shook, no address provided

The following individuals voiced support of the proposals made by the Ad Hoc Housing Committee:

- Jacob Wagner, 3615 W. 73rd Terrace
- Tucker Poling, 3321 W. 74th Street
- Lauren Martin, 8411 Somerset Drive
- Bonnie Cutler, 4217 W. 74th Street
- Elaine Dalglish, 8826 Juniper Street
- Johanna Comes, 7800 Canterbury Street



PRAIRIE VILLAGE
KANSAS

- Clayton Harper, 7325 Canterbury Street
- Madelyn Samuel, 7325 Canterbury Street
- Cameron Garrison, 4303 Homestead Drive
- David Magariel, 4210 W. 69th Terrace
- Dennis Solis, 7339 Mission Road
- Sherri Solis, 7339 Mission Road
- Dennis Boody, 7639 Chadwick Street
- Dr. Jameelah Lang, no address provided
- Karen Heath, 6003 W. 75th Terrace
- Trudy Williams, 7801 Colonial Drive
- Dr. George Williams, 7801 Colonial Drive
- Dawn Olney, 8936 Cedar Lane
- Marty Dressman, 2101 W. 79th Street
- Michael Jones, 7437 Belinder Avenue
- Margaret Thomas, 8401 Roe Avenue
- Chi Nguyen, 7416 Springfield Street
- Jessica Fick, 5205 W. 104th Street, Overland Park, KS
- Dan Tilden, 7656 Canterbury Street
- Cathy Wolters, 7516 Windsor Street
- Kira Lillard, 7421 Village Drive
- Whitney Wilson, 6737 Granada Lane
- John James, no address provided

Terry O'Toole, 4610 Homestead Drive, and Brian O'Laughlin, 8104 Granada Street, voiced concerns regarding certain proposals recommended by the Ad Hoc Housing Committee and spoke in opposition to the proposal to allow Councilmembers to participate in the City's health, dental and vision insurance plans with the same cost-sharing as full-time City employees.

OLD BUSINESS

COU2023-05 Consider removing references to R-1, R-2, and by-right in the "Amended Council Recommendations" that were previously sent to the Planning Commission concerning attainable housing

Mrs. McFadden said that she and Mr. Dave Robinson had brought the agenda item to Council in an effort to address concerns regarding the attainable housing discussion. Mr. Dave Robinson added the goal was to temporarily pause the discussion and reduce the level of apprehension and misunderstanding among residents.



Mrs. McFadden made a motion to remove references to R-1, R-2 and by-right in the “Amended Council Recommendations” based on the Ad Hoc Housing Committee recommendations that were previously sent to the Planning Commission for consideration. Specifically, the following items would be removed:

1. Amend the City’s zoning regulations to allow quality, attainable housing, especially missing middle housing by-right in more zoning districts in the following ways:
 - ~~Promote and remove impediments to Accessory Dwelling Units in R-1A and R-1B districts~~
 - ~~Consider “neighborhood-scale” housing options in R-1A and R-1B in the form of small-lot detached, single-family houses~~
 - ~~Council recommends Planning Commission to exclude multifamily units traditionally associated with other Residential zoning districts including but not limited to duplexes, 3 and 4-plexes, row houses, and apartments from consideration in R-1A and R-1B zones.~~
 - ~~Improve the R-2 district for wider range of small-scale, multi-unit types, such as:
 - ~~Smaller lot duplexes~~
 - ~~3 and 4-plex “multi-unit” houses~~
 - ~~Row houses (small lot)~~~~

Mr. Dave Robinson seconded the motion.

Mr. Cole Robinson made a motion to amend the motion to add back in language regarding R-2 districts [fourth bullet point above] so that they would still be considered by the Planning Commission. Mr. Herring seconded the motion.

After discussion, a roll call vote was taken with the following votes cast: “aye”: Herring, C. Robinson, Nelson, Wolf, Limbird, McFadden, Graves, Gallagher; “nay”: Selders, D. Robinson, Reimer. The motion to amend the original motion passed 8-3.

Ms. Selders and Mr. Nelson stated that they were opposed to removing any items from the recommendations sent to the Planning Commission. Mr. Gallagher added that the goals of the process were confusing and unclear and needed to be given more consideration.

Mr. Herring noted that “by-right” already existed in the City’s zoning regulations, and that as long as a project met the requirements of a zoning district, it could be completed without the approval of surrounding residents. He added that he did not see a benefit in stopping the process.

Mr. Cole Robinson stated he was supportive of sending R-2, R-3, and R-4 forward to the Planning Commission, but to table R-1. Mr. Graves said that he was not supportive of the motion, as he preferred to have the Planning Commission determine what specifically needed to come back to Council to consider and develop proposals.



After further discussion, Ms. Reimer made a motion to add back the “by-right” reference as well as the first three bullet points regarding R-1 with an indication that those items would not be sent to the Planning Commission at this time, but instead be brought back to Council for further review and discussion. The motion was seconded by Ms. Wolf. A roll call vote was taken with the following votes cast: “aye”: Wolf, Limbird, D. Robinson, Reimer, Graves, Gallagher; “nay”: Herring, C. Robinson, Selders, R. Nelson, McFadden. The motion to amend the motion passed 6-5.

A roll call vote on the original motion as amended was taken with the following votes cast: “aye”: C. Robinson, Wolf, D. Robinson, Reimer, McFadden, Gallagher; “nay”: Herring, Selders, R. Nelson, Limbird, Graves. The original motion as amended passed 6-5.

CONSENT AGENDA

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

1. Consider approval of regular City Council meeting minutes - January 17, 2023
2. Consider 2023 recreation fee schedule
3. Consider approval of Ordinance 2480, an ordinance regarding nondomiciled contractor licenses amending Sections 5-101, 5-103, 5-106, and 5-110 of Article 1 (General Provisions), Chapter 5 (Business Regulations) of the Municipal Code
4. Consider amendment #1 renewing the agreement with Witt O’Brien’s, LLC to provide consulting services to the City regarding the use of American Rescue Plan Act funds

Mrs. McFadden 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, Reimer, McFadden, Graves, Gallagher. The motion passed 11-0.

COMMITTEE REPORTS

- Mrs. McFadden stated that the VillageFest Committee had met the prior week to continue planning for the annual July 4th event.
- Ms. Reimer said that the Teen Council participated in a public works learning session with Mr. Bredehoeft prior to the meeting. She also noted that the Environmental Committee had passed its 2023 budget, which would include partnering with Overland Park on a recycling event. Additionally, a second recycling event would be held in conjunction with other Northeast Johnson County cities in September.
- Mr. Graves noted that he had attended his first Tree Board meeting as council liaison and learned a great deal about trees in the City.



MAYOR'S REPORT

- The Mayor stated he had attended the following events since the prior Council meeting:
 - The Northeast Johnson County Chamber of Commerce's State of the Cities event
 - The League of Kansas Municipalities Local Government Day event in Topeka
 - A MARC Board of Directors meeting
 - A United Community Services of Johnson County board meeting
 - A Prairie Village Foundation meeting
- The Mayor noted the following upcoming events:
 - A meeting with Representative Sharice Davids on February 10
 - A City Council work session on February 11

STAFF REPORTS

- Mr. Jordan stated more information about the Tree Board's presentation related to the tree protection ordinance would be shared in the annual report and other publications. He added that the monthly plan of action was included in the meeting packet.

Mr. Gallagher asked when the phone survey portion of the community center market sustainability study would begin. [Mr. Jordan later shared a timeline with Councilmembers that stated phone surveys began the week of January 30].

Mr. Dave Robinson asked where he should direct residents that needed help with the online survey. Mr. Jordan said the Johnson County Library system had offered to provide assistance and access to the survey via computers at library facilities.

NEW BUSINESS

There was no new business to come before the Council.

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

COUNCIL COMMITTEE OF THE WHOLE

- COU2023-04 Consider change in CP001 - City Committees



Mr. Schwartzkopf said that on January 10, 2023, the Diversity Committee recommended a change to its leadership structure, which would include the addition of a second vice-chair position to be filled by a member of the Diversity Committee. Additionally, the committee voted to meet at 4:00 p.m. monthly rather than every other month.

Mr. Schwartzkopf shared the following proposed changes recommended in bold text:

Council Policy 001 - City Committees (Section VII)

11. Diversity Committee

- a. The Diversity Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Nine additional voting members shall be appointed by the Mayor, including a representative from the Planning Commission, with the consent of the City Council. **In addition, the Chair will select a second Vice-Chair from the Committee members. The second Vice-Chair will be confirmed by the Committee and will serve a one-year term.** A non-voting representative from the Police Department shall serve on the committee. There may be two non-voting youth representatives.
- b. The Diversity Committee will normally meet at ~~5:30~~ **4:00** p.m. every ~~other~~ month

Mrs. McFadden made a motion to recommend approval of the revisions to CP001 as presented. The motion was seconded by Mr. Herring and passed 11-0.

- Discussion on adding members of the Governing Body to the City's health, dental and vision insurance plans with the same cost sharing as if they were full-time City employees

Mr. Cole Robinson made a motion to table the item until the March 6, 2023 City Council meeting. The motion was seconded by Mr. Dave Robinson and passed 11-0.

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

ANNOUNCEMENTS

Announcements were included in the Council meeting packet.



PRAIRIE VILLAGE
KANSAS

ADJOURNMENT

Mayor Mikkelsen declared the meeting adjourned at 10:33 p.m.

Adam Geffert
City Clerk

CITY TREASURER'S WARRANT REGISTER

DATE WARRANTS ISSUED:

Warrant Register Page No. 1

February 21, 2023

Copy of Ordinance
3023

Ordinance Page No. _____

An Ordinance Making Appropriate for the Payment of Certain Claims.

Be it ordained by the governing body of the City of Prairie Village, Kansas.

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

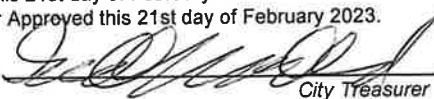
NAME	DATE	AMOUNT	TOTAL
EXPENDITURES:			
Accounts Payable			
27604-27683	1/9/2023	628,670.33	
27684-27695	1/12/2023	262,523.88	
27696-27826	1/20/2023	619,712.25	
27827-27833	1/27/2023	15,024.72	
Payroll Expenditures			
1/13/2023		411,257.16	
1/27/2023		435,172.79	
Electronic Payments			
Electronic Pmnts	1/9/2023	30,660.26	
	1/12/2023	61.90	
	1/13/2023	17,605.18	
	1/17/2023	5,263.09	
	1/23/2023	3,654.68	
	1/24/2023	850,000.00	
	1/31/2023	43,436.19	
TOTAL EXPENDITURES:			3,323,042.43
Voided Checks	Check #	(Amount)	
Cellebrite USA Inc.	27714	(6,100.00)	
Council \$1.00 Checks	27834-27846	(13.00)	
TOTAL VOIDED CHECKS:			(6,113.00)
GRAND TOTAL CLAIMS ORDINANCE			3,316,929.43

Section 2. That this ordinance shall take effect and be in force from and after its passage.

Passed this 21st day of February 2023.

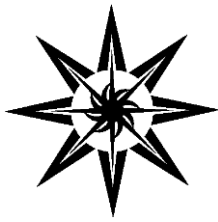
Signed or Approved this 21st day of February 2023.

ATTEST:


City Treasurer

ATTEST:


Finance Director



MAYOR

**Council Meeting Date: February 21, 2023
CONSENT AGENDA**

Consider appointment of committee members

RECOMMENDATION

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

Committee	First Name	Last Name	Term	New/Reappoint
Parks and Recreation	Diane	Mares	2023-25	Reappointment
Parks and Recreation	Jay	Moorman	2023-25	Reappointment
Parks and Recreation	Carey	Bickford	2023-25	Reappointment
Parks and Recreation	Matthew	Moeder	2023-25	Reappointment
Parks and Recreation	Lauren	Ozburn	2023-25	Reappointment
Arts Council	Renee	Duval	2023-25	New
Environmental Committee	Dave	Huyett	2023-25	New
Environmental Committee	Magda	Born	2023-25	Reappointment
Environmental Committee	Penny	Mahon	2023-25	Reappointment
Environmental Committee	Nathan	Kovac	2023-25	Reappointment
Diversity Committee	Rachael	Pegg	2023-25	New
Diversity Committee	Hazel	Krebs	2023-25	New
Diversity Committee	David	Magariel	2023-25	Reappointment
Diversity Committee	George	Williams	2023-25	Reappointment
Diversity Committee	Dennis	Solis	2023-25	Reappointment
Insurance Committee	Erik	Hansey	2023-25	Reappointment
Insurance Committee	Sabrina	Conway	2023-25	Reappointment
Pension Committee	Kristin	Patterson	2023-25	Reappointment
Civil Service	Marie	Ramirez	2023-25	Reappointment
Civil Service	Jeff	Anthony	2023-25	Reappointment
Tree Board	Kevin	Dunn	2023-25	Reappointment
Tree Board	Mark	Morgan	2023-25	Reappointment
Tree Board	Kimberly	Biagioli	2023-25	Reappointment

BACKGROUND

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

ATTACHMENTS

Volunteer Applications

PREPARED BY

Adam Geffert

City Clerk

Date: February 15, 2023

* Full Name
Renee Duvall

* Full Address
4634 W 70th St
Prairie Village KS 66208

* **Email**
renee.k.duvall@gmail.com

* Phone
(913) 907-8407

* Select your City Ward
Ward 2

* **Please select your FIRST committee choice**
Arts Council

* **Please select your SECOND committee choice**
VillageFest Committee

* **Please select your THIRD committee choice**
Parks & Recreation

* **Please tell us about yourself, listing any special skills or experiences you have.**

I live in Ward 1 with my husband, Eric, and our 5-year-old daughter, Charlotte. We have two dogs, Sylvia and Gracie, and we are frequent visitors to the many parks within walking distance of our house! I have worked in the Healthcare IT industry for the past 15 years with 10 of those being at Children's Mercy Hospital. Outside of work, I enjoy playing the piano and clarinet. I would love to have a community band in Prairie Village and would happy to provide support for this initiative.

This application is available November 1 through December 31 or when there are specific mid-year vacancies. Appointments are typically made by the end of February.

Thank you for your interest in serving our community.

* Full Name
John David Huyett

* Full Address
7447 Springfield St
Prairie Village KS 66208

* **Email**
davehuyett@gmail.com

* Phone
(913) 424-8718

* Select your City Ward
Ward 3

* **Please select your FIRST committee choice**
Parks & Recreation

* **Please select your SECOND committee choice**
Environmental Committee

* **Please select your THIRD committee choice**
Planning Commission

* **Please tell us about yourself, listing any special skills or experiences you have.**

I retired after 32 years with Honeywell and 3 years prior experience with the EPA. Most of my early career focused on Environmental, Waste Management and Emergency Response. More recently however, I worked in Facilities, Maintenance and Operations where I served as construction project manager and leased facilities manager for offsite locations totaling over 400,000 sq ft and 900+ employees. I relocated to Prairie Village 3 years ago after living in Leawood for 28 years.

This application is available November 1 through December 31 or when there are specific mid-year vacancies. Appointments are typically made by the end of February.

Thank you for your interest in serving our community.

* Full Name
Rachael Pegg

* Full Address
3742 W 75th St
KS Prairie Village 66208-4107

* **Email**
rachaeldpegg@gmail.com

* Phone
(913) 327-9028

* Select your City Ward
Ward 3

* **Please select your FIRST committee choice**
Diversity Committee

* **Please select your SECOND committee choice**
Prairie Village Foundation

* **Please select your THIRD committee choice**
Civil Service Commission

* **Please tell us about yourself, listing any special skills or experiences you have.**

I have been a resident for about seven years. I am an active member of the KC Chamber Centurions Leadership Program as well as Underground Social KC, where we are focused on emerging leadership and civic engagement. There is a heavy focus on community diversity and improvement across our greater KC region, and I would love to bring some of what we are learning and working on home to Prairie Village (and vice versa).

This application is available November 1 through December 31 or when there are specific mid-year vacancies. Appointments are typically made by the end of February.

Thank you for your interest in serving our community.

* Full Name
Ms Hazel Krebs

* Full Address
4021 W 84th St Apt B
Prairie Village KS 66207

* **Email**
hazelgkrebs@gmail.com

* Phone
(402) 201-3189

* Select your City Ward
Ward 5

* **Please select your FIRST committee choice**
Diversity Committee

* **Please select your SECOND committee choice**
Arts Council

* **Please select your THIRD committee choice**
Environmental Committee

* **Please tell us about yourself, listing any special skills or experiences you have.**

I am proudly transgender. Diversity is a passion of mine, so I devote considerable time and effort promoting DE&I. I like to think of myself as someone who can bring people together by giving everyone a voice, as well as assigning responsibility to everyone to listen and learn. As far as skills, I am an aspiring writer, who also a weekly blog that is published on her website, which she updates and maintains.

This application is available November 1 through December 31 or when there are specific mid-year vacancies. Appointments are typically made by the end of February.

Thank you for your interest in serving our community.



ADMINISTRATION

Council Meeting Date: February 21, 2023
Consent Agenda

Consider changes to CP001 - City Committees

RECOMMENDATION

Move the Governing Body approve new revisions to Council Policy 001 entitled "City Committees."

BACKGROUND

On February 6, 2023, the Council Committee of the Whole approved the following changes to the CP001 as recommended by the Diversity Committee.

NEW: Since that Council meeting, the Planning Commission (PC) representative on the Committee resigned her seat. The Mayor, Diversity Committee leadership, and City Staff discussed the necessity of having a PC member serve on the Diversity Committee. It was decided at this time, this requirement was not necessary. Therefore, it is recommended to remove this language from the policy.

The following changes in bold were approved. The strike-through is new from the last meeting:

Council Policy 001 – City Committees VII (11)

Diversity Committee

a. The Diversity Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Nine additional voting members shall be appointed by the Mayor, ~~including a representative from the Planning Commission,~~ with the consent of the City Council. **In addition, the Chair will select a second Vice-Chair from the Committee members. The second Vice-Chair will be confirmed by the Committee, and will serve a one year term.** A non-voting representative from the Police Department shall serve on the committee. There may be two non-voting youth representatives.

b. The Diversity Committee will normally meet at ~~5:30~~ **4:00** p.m. every ~~other~~ month

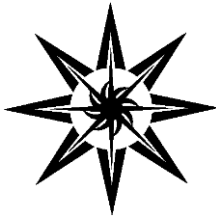
ATTACHMENTS

None

PREPARED BY

Tim Schwartzkopf
Assistant City Administrator

February 9, 2023



PUBLIC WORKS DEPARTMENT

Council Meeting Date: February 21, 2023

COU2023-06

CONSIDER DESIGN AGREEMENT WITH GBA, INC. FOR THE DESIGN OF THE 2023 DRAINAGE PROGRAM

RECOMMENDATION

Move to approve the design agreement with George Butler Associates Inc. for the design of the 2023 Drainage Program in the amount of \$61,590.00.

BACKGROUND

This agreement is for the design of the 2023 Drainage Program and contains multiple improvement locations. Construction is anticipated to begin in the summer of 2023.

1. 7150 Village Drive - Replacement of deteriorated storm pipe. This location has received Johnson County Storm Management funds that will fund 50% of the construction cost.
2. 7450 Village Drive - Replacement of deteriorated storm pipe. This location has received Johnson County Storm Management funds that will fund 50% of the construction cost.
3. Canterbury Street near Chadwick Drive detailed design. This design will determine the final layout of storm sewer improvements to alleviate structure and property flooding along Canterbury Drive between 79th Street and 77th street. Detailed design will determine easement requirements and allow for easement acquisition to begin.

GBA Inc. was selected to be the City's drainage program consultant through qualification-based selection in February 2021 for a three-year contract.

FUNDING SOURCE

CIP Funding is available for design in the capital project: DRAIN-23X.

ATTACHMENTS

Design Agreement with GBA Inc.

PREPARED BY

Cliff Speegle, Senior Project Manager

February 9, 2023



AGREEMENT FOR PROFESSIONAL ENGINEER

For

DESIGN SERVICES

Of

DRAIN23X- 2023 DRAINAGE REPAIR PROGRAM

THIS AGREEMENT, made at the Prairie Village, Kansas, this ____ day of _____, by and between the City of Prairie Village, Kansas, a municipal corporation with offices at 7700 Mission Road, Prairie Village, Kansas, 66208, hereinafter called the “**City**”, and George Butler Associates, Inc., a corporation with offices at 9801 Renner Boulevard, Lenexa, KS, 66219, hereinafter called the “**Consultant**”.

WITNESSED, THAT WHEREAS, the City has determined a need to retain a professional engineering firm to provide civil engineering services for the Design of the 2023 Drainage Repair Program, hereinafter called the “**Project**”,

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

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

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

Article I City Responsibilities

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

indemnify Consultant for any infringement claims resulting from Consultant's use of such content, materials or documents.

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

Article II Consultant Responsibilities

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

Article III Scope of Services

- A. **Design Phase:** Upon receipt of notice to proceed from the City, the Consultant shall provide all consulting services related to this project including, but not limited, to these phases and tasks. The scope is generally defined in Exhibit A.

Article IV Time Schedule

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

agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. Should such circumstances occur, the consultant shall within a reasonable time of being prevented from performing, give written notice to the City describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

- D. **Completion Schedule** Recognizing that time is of the essence, the Consultant proposes to complete the scope of services as specified in the Scope of Services within 3 months from notice to proceed.

Article V Compensation

- A. **Maximum Compensation** The City agrees to pay the Consultant as maximum compensation of \$61,590.00 as defined in Exhibit B for the scope of services.
- B. **Invoices** The compensation will be invoiced by phase, detailing the position, hours and appropriate hourly rates (which include overhead and profit) for Consultant's personnel classifications and the Direct Non-Salary Costs.
- C. **Direct Non-Salary Costs** The term "Direct Non-Salary Costs" shall include the Consultant payments in connection with the Project to other consultants, transportation, and reproduction costs. Payments will be billed to the City at actual cost. Transportation, including use of survey vehicle or automobile will be charged at the IRS rate in effect during the billing period. Reproduction work and materials will be charged at actual cost for copies submitted to the City.
- D. **Monthly Invoices** All invoices must be submitted monthly for all services rendered in the previous month. The Consultant will invoice the City on forms approved by the City. All properly prepared invoices shall be accompanied by a documented breakdown of expenses incurred and description of work accomplished.
- E. **Fee Change** The maximum fee shall not be changed unless adjusted by Change Order mutually agreed upon by the City and the Consultant prior to incurrence of any expense. The Change Order will be for major changes in scope, time or complexity of Project.

Article VI General Provisions

- A. **Opinion of Probable Cost and Schedule:** Since the Consultant has no control over the cost of labor, materials or equipment furnished by Contractors, or over competitive bidding or market conditions, the opinion of probable Project cost, construction cost or project schedules are based on the experience and best judgment of the Consultant, but the Consultant cannot and does not guarantee the costs or that actual schedules will not vary from the Consultant's projected schedules.
- B. **Quantity Errors:** Negligent quantity miscalculations or omissions because of the Consultant's error shall be brought immediately to the City's attention. The Consultant shall not charge the City for the time and effort of checking and correcting the errors to the City's satisfaction.
- C. **Reuse of Consultant Documents:** All documents including the plans and specifications provided or furnished by the Consultant pursuant to this Agreement are instruments of service in respect of the Project. The Consultant shall retain an ownership and property interest upon payment therefore whether or not the Project is completed. The City may make and retain copies for the use by the City and others; however, such documents are not intended or suitable for reuse by the City or others as an extension of the Project or on any other Project. Any such reuse without written approval or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability to the Consultant. The City shall indemnify and hold harmless the Consultant from all claims, damages, losses and expenses including attorney's fees arising out of or resulting reuse of the documents.

- D. Reuse of City Documents** In a similar manner, the Consultant is prohibited from reuse or disclosing any information contained in any documents, plans or specifications relative to the Project without the expressed written permission of the City.
- E. Insurance** The Consultant shall procure and maintain, at its expense, the following insurance coverage:
1. Workers' Compensation -- Statutory Limits, with Employer's Liability limits of \$100,000 each employee, \$500,000 policy limit;
 2. Commercial General Liability for bodily injury and property damage liability claims with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
 3. Commercial Automobile Liability for bodily injury and property damage with limits of not less than \$1,000,000 each accident for all owned, non-owned and hired automobiles;
 4. Errors and omissions coverage of not less than \$1,000,000. Deductibles for any of the above coverage shall not exceed \$25,000 unless approved in writing by City.
 5. In addition, Consultant agrees to require all consultants and sub-consultants to obtain and provide insurance in identical type and amounts of coverage together and to require satisfaction of all other insurance requirements provided in this Agreement.
- F. Insurance Carrier Rating** Consultant's insurance shall be from an insurance carrier with an A.M. Best rating of A-IX or better, shall be on the GL 1986 ISO Occurrence form or such other form as may be approved by City, and shall name, by endorsement to be attached to the certificate of insurance, City, and its divisions, departments, officials, officers and employees, and other parties as specified by City as additional insureds as their interest may appear, except that the additional insured requirement shall not apply to Errors and Omissions coverage. Such endorsement shall be ISO CG2010 11/85 or equivalent. "Claims Made" and "Modified Occurrence" forms are not acceptable, except for Errors and Omissions coverage. Each certificate of insurance shall state that such insurance will not be canceled until after thirty (30) days' unqualified written notice of cancellation or reduction has been given to the City, except in the event of nonpayment of premium, in which case there shall be ten (10) days' unqualified written notice. Subrogation against City and City's Agent shall be waived. Consultant's insurance policies shall be endorsed to indicate that Consultant's insurance coverage is primary and any insurance maintained by City or City's Agent is non-contributing as respects the work of Consultant.
- G. Insurance Certificates** Before Consultant performs any portion of the Work, it shall provide City with certificates and endorsements evidencing the insurance required by this Article. Consultant agrees to maintain the insurance required by this Article of a minimum of three (3) years following completion of the Project and, during such entire three (3) year period, to continue to name City, City's agent, and other specified interests as additional insureds thereunder.
- H. Waiver of Subrogation** Coverage shall contain a waiver of subrogation in favor of the City, and its subdivisions, departments, officials, officers and employees.
- I. Consultant Negligent Act** If due to the Consultant's negligent act, error or omission, any required item or component of the project is omitted from the Construction documents produced by the Consultant, the Consultant's liability shall be limited to the difference between the cost of adding the item at the time of discovery of the omission and the cost had the item or component been included in the construction documents. The Consultant will be responsible for any retrofit expense, waste, any intervening increase in the cost of the component, and a presumed premium of 10% of the cost of the component furnished through a change order from a contractor to the extent caused by the negligence or breach of contract of the Consultant or its subconsultants.
- J. Termination** This Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure the failure in a manner acceptable to

the other party. In any such case, the Consultant shall be paid the reasonable value of the services rendered up to the time of termination on the basis of the payment provisions of this Agreement. Copies of all completed or partially completed designs, plans and specifications prepared under this Agreement shall be delivered to the City when and if this Agreement is terminated, but it is mutually agreed by the parties that the City will use them solely in connection with this Project, except with the written consent of the Consultant (subject to the above provision regarding Reuse of Documents).

- K. Controlling Law** This Agreement is to be governed by the laws of the State of Kansas.
- L. Indemnity** To the fullest extent permitted by law, with respect to the performance of its obligations in this Agreement or implied by law, and whether performed by Consultant or any sub-consultants hired by Consultant, the Consultant agrees to indemnify City, and its agents, servants, and employees against all claims, damages, and losses, including reasonable attorneys' fees and defense costs, caused by the negligent acts, errors, or omissions of the Consultant or its sub-consultants, to the extent and in proportion to the comparative degree of fault of the Consultant and its sub-consultants.
- M. Severability** Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.
- N. Notices** Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears on the signature page to this Agreement (as modified in writing from item to item by such party) and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.
- O. Successors and Assigns** The City and the Consultant each is hereby bound and the partners, successors, executors, administrators, legal representatives and assigns of the City and the Consultant are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, legal representatives and assigns of such other party in respect of all covenants and obligations of this Agreement.
- P. Written Consent to Assign** Neither the City nor the Consultant may assign, sublet, or transfer any rights under the Agreement without the written consent of the other, which consent shall not be unreasonably withheld; provided, Consultant may assign its rights to payment without Owner's consent, and except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Agreement.
- Q. Duty Owed by the Consultant** Nothing in this Agreement shall be construed to create, impose or give rise to any duty owed by the Consultant to any Contractor, subcontractor, supplier, other person or entity or to any surety for or employee of any of them, or give any rights or benefits under this Agreement to anyone other than the City and the Consultant.
- R. Non Discrimination** The Consultant agrees that it shall abide by the Prairie Village Non Discrimination Code (Section 5-801 et seq) and shall not discriminate against any person in the performance of Work under the present contract because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry. If the City determines that the Consultant has violated any applicable provision of any local, state or federal law, or has discriminated against any person because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry, such violation and/or discrimination shall

constitute a breach of contract and the City may cancel, terminate or suspend this agreement in whole or in part.

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

City:

City of Prairie Village, Kansas

By: _____

Eric Mikkelson, Mayor

Address for giving notices:

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

Telephone: 913-385-4640
Email: publicworks@pvkansas.com

ATTEST:

Adam Geffert, City Clerk

Consultant:

Consultant Firm

By _____

Gary Beck, Principal

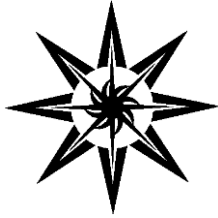
Address for giving notices:

George Butler Associates, Inc.
c/o Gary Beck
9801 Renner Blvd
Lenexa, KS 66219

Telephone: 913-577-8363
Email: gbeck@gbateam.com

APPROVED AS TO FORM BY:

David Waters, City Attorney



PUBLIC WORKS DEPARTMENT

Consent Agenda: February 21, 2023

COU2023-07 CONSIDER MEMORANDUM OF AGREEMENT WITH MID-AMERICA REGIONAL COUNCIL FOR PARTICIPATION IN THE UPDATE TO STORMWATER ENGINEERING STANDARDS AND PLANNING GUIDELINES

RECOMMENDATION

Move to approve the memorandum of agreement with Mid-America Regional Council (MARC) for participation in a regional partnership to update regional stormwater management standards and planning guidelines.

BACKGROUND

The majority of local governments in the Kansas City metro area adopt American Public Works Association (APWA) engineering standards, tailoring regional approaches to meet local needs and opportunities for engineering projects. These standards are used for the design of both private development projects and public capital improvement projects.

The current stormwater engineering standards were originally adopted by APWA in 2005. APWA has recommended to update the standards to better align with updated stormwater management approaches based on changes in technology, data, and community priorities. MARC is providing project management, administration and facilitation of the process. The process is expected to take 18 - 24 months.

Nearly two dozen local cities and counties are participating resources in this update effort. Funding participation is based on community size. Prairie Village's participation will be \$10,000.

FUNDING SOURCE

Funding is available in the CIP project DRAIN-23X.

ATTACHMENTS

Memorandum of Agreement with Mid-America Regional Council

PREPARED BY

Cliff Speegle, Sr. Project Manager

January 6, 2023

MID-AMERICA REGIONAL COUNCIL
UPDATE TO STORMWATER ENGINEERING STANDARDS
AND PLANNING GUIDELINES

MEMORANDUM OF AGREEMENT

PARTIES: **City of Prairie Village Kansas (City) and Mid-America Regional Council, (“MARC”)**

R E C I T A L S:

1. The American Public Works Association (APWA) – Kansas City Chapter adopted significant updates to regional engineering standards and criteria (“APWA 5600”) and planning guidelines (“MARC/APWA BMP Manual”) in 2005. These documents were subsequently updated in December 2010 and October 2012, respectively.
2. The majority of local governments in the Kansas City metro area adopt APWA engineering standards, tailoring regional approaches to meet local needs and opportunities.
3. The APWA-Kansas City Chapter Executive Committee voted in October 2021 to update regional standards upon the recommendation of the Sustainable Stormwater Task Force and Water Resources Committee.
4. Committee recommendations to update stormwater management approaches were based on changes in technology, modeling, data, and community priorities. Support for new stormwater management approaches is undergirded by concepts of integrated watershed management, climate resilience, environmental justice, and environmental stewardship.
5. The Project leverages substantial resources from a variety of Stakeholders. The following cities, counties and agencies have agreed to participate in the Project:
 - American Public Works Association – Kansas City Chapter
 - Cities of Bonner Springs, Gardner, Leawood, Lenexa, Merriam, Mission, Westwood and Westwood Hills in Kansas
 - Cities of Blue Springs, Excelsior Springs, Gladstone, Grandview, Independence, Kansas City, Liberty, North Kansas City, Parkville and Riverside in Missouri
 - Johnson and Miami Counties in Kansas
 - the Unified Government of Wyandotte County and Kansas City, Kansas,
 - Mid-America Regional Council.
6. APWA and community stakeholders have requested that MARC serve as the project manager for the study. MARC will coordinate and facilitate community and stakeholder participation in and contributions to the study. Further, MARC will manage procurement and contracting processes for consulting services for the study. Project technical and advisory groups will guide MARC activities including the development of a request for

proposals/qualifications, and consultant selection, and the development of a detailed scope of work, schedule, and budget, and subsequent project activities.

PURPOSE: The City of Prairie Village, Kansas is interested in participating in a regional partnership to update regional stormwater management standards and planning approaches (“Project”).

PROJECT COST Total project cost is contingent upon contributions from participating communities and organizations, and upon the final scope of work agreed to by project stakeholders and consultants. The project is anticipated to be conducted from December 2022 – March 2025.

- Participating communities – Development of project scope, schedule, and budget and project consultants. Project contributions are estimated to be between \$740,000 - \$1 million.
- MARC – Management, facilitation and administration cost - \$59,270.

EFFECTIVE The parties mutually agree to Articles I, II, and III in accordance with this Agreement from the 1st day of December 2022 until the 31st day of March 2024. This agreement may be renewed thereafter to provide continued funding for the Project as mutually determined by project partners.

ARTICLE I

City of Prairie Village, Kansas AGREES:

1. To fund its portion of the Project not to exceed \$10,000, with payment due on or before March 15, 2023.
2. To provide MARC at least sixty (60) day notice of its intent to no longer participate in the Project.

ARTICLE II

MARC AGREES:

1. To provide project management, administration and facilitation under the guidance of the project technical and advisory committees.
2. To manage the procurement of consulting services and subsequent contracts to develop and implement a scope of work, schedule and budget.
3. MARC will collect funds from the city and other stakeholders, and disburse funds to selected consultants; and
4. MARC will retain \$59,270 to administer and facilitate the project during the life of the study.

ARTICLE III

BOTH PARTIES MUTUALLY AGREE:

1. That this Agreement and all contracts entered into under provisions of this Agreement shall be binding upon the City and MARC; and
2. That no third-party beneficiaries are intended to be created by this Agreement, nor do the parties herein authorize anyone not a party to this Agreement to maintain a suit for damages pursuant to the terms or provisions of this Agreement.

IN WITNESS WHEREOF: the parties hereto have caused this Agreement to be signed by their authorized officers on the day and year first above written.

Mid-America Regional Council

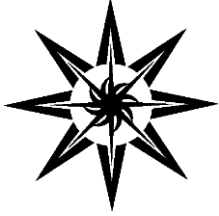
City of Prairie Village, Kansas

David Warm
Executive Director

Eric Mikkelson
Mayor

Date

Date



ADMINISTRATION

Committee of the Whole Meeting Date: February 21, 2023

COU2023-08

2024 Budget Calendar

SUGGESTED MOTION

Move that the Council approve the 2024 Budget Calendar.

BACKGROUND

Staff creates a Budget Planning Calendar every year to schedule activities that must be completed to create and develop the annual budget. The calendar does have some flexibility in it to adjust if needed, however staff intends for this timeline to be followed. The 2024 budget calendar is similar to the 2023 budget calendar, and will allow for the City to meet all statutory deadlines as well as submit the budget for the GFOA award program.

This will be the second year operating under the full requirements of Senate Bill 13, including a notification to residents from the County Clerk in August regarding the Revenue Neutral Rate, if applicable. The calendar includes two separate scenarios: one scenario exceeding the Revenue Neutral Rate and one which does not exceed the Revenue Neutral Rate. As a reminder, the Revenue Neutral Rate is the tax rate in mills that will generate the same property tax in dollars as the previous tax year using the current tax year's total assessed valuation. Johnson County will provide the City with the Revenue Neutral Rate in June 2023. The 2023 budget did exceed the Revenue Neutral Rate.

ATTACHMENTS:

- 2024 Budget Calendar
-

Prepared by: Jason Hannaman, Finance Director
Date: February 15, 2023

**City of Prairie Village
2024 Budget Calendar**

Month	Date	Action Item
February	2/21/23	Council Meeting - Handout 2024 Budget Calendar Outline
March	3/6/23	Council Meeting - (1) 2024 Budget Goals and Objectives (2) Mill Rate Handout (3) Decision Packages (<i>send to Jason by 4/7/2023</i>)
	3/9/23	Meet with Johnson County Appraiser - Beau Boisvert
	3/20/23	Council Meeting - 4th Quarter 2022 Financial Report
April	4/3/23	Council Meeting - (1) Worker's Compensation and Insurance Cost Assumptions
	4/7/23	Department budget requests due
	4/10 - 4/14/23	Budget review process with individual departments
	4/17/23	Council Meeting - (1) Decision Package Discussion (2) Preliminary Revenue Estimate (3) Committee 2024 Budget and Funding requests (Village Fest, Arts Council, Environmental, Diversity and Jazz Fest)
May	5/1/23	Council Meeting - (1) CIP Discussion and Annual Road Condition Report
	5/9/23	Finance Committee Meeting - Preliminary 2023 Budget Established and Decision Packages
	5/15/23	Council Meeting
	5/18/23	Finance Committee Meeting - Preliminary 2023 Budget Established and Decision Packages (Continued)
	5/29/23	HOLIDAY
June	6/5/23	Council Meeting
	6/15/23	SB 13: County Clerk will calculate and notify taxing entities of revenue neutral rate
	6/20/23	Council Meeting - 2023 Budget Discussion and Approval of Preliminary Budget
July	7/3/23	Council Meeting, may be canceled
	7/4/23	HOLIDAY
	7/17/23	Council Meeting - SB 13 Resolution Stating Intent to Exceed Revenue Neutral Rate, Request Permission to Publish 2024 Budget & Set Budget Adoption and Revenue Neutral Rate Public Hearing Date
7/20/23	SB 13: Governing Bodies notify County Clerk of intent to exceed revenue neutral rate w/ date, time and location of hearing	
August	8/7/23	Council Meeting
	8/10/23	Notification sent to taxpayers by the county, if exceeding revenue neutral rate
	8/21/23	Council Meeting
	8/23/22	Latest date for notice to be published in the Legal Record for RNR and Budget Hearing
	8/25/23	Submit budget forms to County Clerk (due August 25th) <i>If not exceeding revenue neutral rate</i>
September	9/5/23	Council Meeting - SB 13 Public Hearing (Must be no later than September 20) and Budget Hearing/Adoption
October	10/1/23	Submit budget forms to County Clerk if Exceeding Revenue Neutral Rate (due October 1st)
	10/1-10/31/23	Finalize Budget Book; Submit to GFOA Award Program

MAYOR'S ANNOUNCEMENTS
Tuesday, February 21, 2023

Environmental Committee	02/22/2023	5:30 p.m.
JazzFest Committee	02/28/2023	5:30 p.m.
Tree Board	03/01/2023	6:00 p.m.
City Council	03/06/2023	6:00 p.m.
Planning Commission	03/07/2023	7:00 p.m.
Arts Council	03/08/2023	5:30 p.m.
Parks and Recreation Committee	03/08/2023	5:30 p.m.
Arts Council gallery reception	03/08/2023	7:00 p.m.
City Council	03/20/2023	6:00 p.m.

INFORMATIONAL ITEMS
February 21, 2023

1. Diversity Committee meeting minutes – January 10, 2023
2. Planning Commission meeting minutes – January 10, 2023

Prairie Village Diversity Committee Meeting Minutes

Meeting: January 10th, 2022, 4:00 p.m. Prairie Village City Hall Council Chambers

Call to Order: by Committee Chair Cole Robinson at 4pm having met Quorum

Attendance: Cole Robinson, Courtney McFadden, Chief Roberson, Captain Washington, Tim Schwartzkopf, Etienne Clatanoff Orozco, Chi Nguyen, George Williams, Dennis Solis, Karen Heath, Melissa Brown, David Magariel, and Hazel Krebs.

Approval of Agenda: Motion to approve the agenda made by Karen, second by Etienne, passed unanimously.

Opening Remarks/Welcome – Cole made mention of slight changes to allow committee members room to make comments during the agenda and is looking forward to the year as part of the committee.

Introduction and remarks of incoming Vice-Chair – Courtney introduction to the committee and excitement about supporting the committees work in the community.

Approval of Meeting Minutes (12/13/22) – Motion to approve the minutes from the previous meeting made by George, second by Karen, passed unanimously.

Presentations – No presentations were made at the January meeting.

Public Participation – No members of the public addressed the committee.

Committee Comments – Cole mentioned that George has been leading weekly volunteer meetings in order to prepare for the upcoming MLK event. Cole and several members of the committee expressed much gratitude to George for all of his work.

Liaison Updates

* Citizen Advisory Board – George Williams/Chief Roberson/Ivan Washington – explanation of the board was given by George and update on past year from the 7-person committee.

* Civil Service Board – George Williams/Chief Roberson/Ivan Washington – explanation of the role the board plays in assisting our PD in hiring.

Project/Event Updates

* MLK Celebration Update – George Williams • January 14th at 4 PM at Village Presbyterian – have confirmations on participants and are expecting around 300+ at the event. Very thankful for all the support and looking to a very welcoming event. Having one final call Thurs PM for review with volunteers.

* Town Hall Planning Update – Karen Heath, Melissa Brown, Hazel Krebs • February 25th at 2 PM • Cole and Tim are unavailable - We have a list of moderators and are working through a panel list. Also working through the social media plans. Considering putting a “save the date” in the flyer at the MLK event.

* Interpretive Panel Update – David Magariel – in round 3 of edits and have a letter and PowerPoint ready for Parks and Rec. Cole asked if could bring the presentation back to the committee for review at a future meeting.

* PV History Page Update – Melissa Brown/David Magariel - Motion to move the item to remove from the agenda and reviewed during the Strategic Planning session made by Courtney, second by Karen, passed unanimously (*David late to meeting and did not participate in vote).

* Village Voice/Social Media Update – Melissa Brown – the MLK event was highlighted in the past VV, however moving forward it was mentioned (Hazel) that perhaps editions of the VV be assigned by committee member for content. Chi has some content to provide and will be sending over to Melissa prior to next meeting.

* 2023 Strategic Planning Session Update – Cole Robinson/Tim Schwartzkopf – looking at what is the committee, what are the goals and how we are trying to succeed by using the educational hours available through the city we have available through UCS. Important to collaborate on a structure and get buy in from the members in order to be successful. Working to look at dates in the first quarter for a 4 hour block of time.

- Intro meeting scheduled with UCS for Jan 24th to discuss what we are looking for and then will set up time with the rest of the committee.
- Need discussion of dates in the future once settle times with UCS

Old Business – there was no old business brought to the committee.

New Business – Cole brought up the idea of bringing a non-council leadership role to the committee. Motion was made by Courtney to send language for non-council vice chair role addition for committee to council, second from Melissa, motion passed unanimously.

Looking Ahead 2023

January

- Subcommittee Meetings - Dates/Times/Location TBD
(MLK Celebration planning- Thursday's 7:00 pm via Zoom)
- MLK Celebration – 01/14/23 4:00-5:30 pm at Village Presbyterian Church

February

- Diversity Committee Meeting – 2/7/23 4:00 – 5:00 pm, Council Chambers (Record Meeting Minutes – TBD)
 - Diversity 101 Town Hall – 02/25/23 2:00pm at Meadowbrook Clubhouse
 - 2023 Strategic Planning Session –TBD at City Hall Information Items or Announcements
- Adjournment – motion was made to adjourn at 5pm by Karen, second from Melissa and the motion passed unanimously.

**PLANNING COMMISSION MINUTES
JANUARY 10, 2023**

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, January 10, at 7:00 p.m. in the Council Chambers at 7700 Mission Road. Vice-Chair James Breneman called the meeting to order at 7:00 p.m. with the following members present: Jon Birkel, Melissa Brown, Nancy Wallerstein and Jeffrey Valentino.

The following individuals were present in their advisory capacity to the Planning Commission: Chris Brewster, Multistudio; Nickie Lee, Deputy City Administrator; Greg Shelton, Council Liaison; Mitch Dringman, Building Official; Adam Geffert, City Clerk/Planning Commission Secretary.

APPROVAL OF MINUTES

Mrs. Wallerstein moved for the approval of the minutes of the December 6, 2022, regular Planning Commission meeting. Mr. Birkel seconded the motion, which passed 5-0.

PUBLIC HEARINGS

None

NON-PUBLIC HEARINGS

PC2023-101 Site Plan for Monument Sign
 3917 W. 84th Street
 Zoning: R-3
 Applicant: Miller Sign Shoppe / Orion Property Group

Mr. Brewster stated that the applicant was requesting approval of a monument sign for the Corinth Gardens apartment complex at 84th Street and Mission Road. The monument sign will replace an existing monument sign in the current location within an established landscape bed. Mr. Brewster noted that all new monument signs require approval by the Planning Commission and have the following specific standards for signs in residential districts:

- 1 per lot
- 20 square feet max
- 5' high max

- 3' setback from all property lines or 12' from street, whichever is greater, with associated landscape plan to integrate sign into site and soften appearance of structure elements
- Base under at least 75% of sign structure, and materials that complement the building or other site elements

The applicant has proposed one sign to replace the current sign, which is in an existing landscape area approximately 14' beyond the sidewalk / property line and 20' from the street curb on both Mission Road and 84th Street. The new sign is less than the 20 square feet limit (14.66 square feet sign area plus a 2.91 square feet address panel on the side of the sign). It is located on a 6.25' wide by 5' high cabinet encased by 4" wood slats. The sign has an "iron ore" colored panel with white letters, but the specific material is not identified.

Mr. Brewster said the application does not include any indication if the sign will be illuminated, so the assumption is that it will not be. Additionally, the application does not include a landscape plan, so the assumption is that the existing landscape bed and plants will be retained through construction of the new sign. Prior to Planning Commission approval, the applicant shall confirm the following three items that can impact further processing of the sign permits:

1. The materials for the sign cabinet and sign panel
2. Confirm that landscape plan will retain all existing landscape materials through construction
3. Confirm if the sign will be illuminated, and if so how (details and specifications may be part of construction permits, provided it meets all City standards)

Mr. Brewster stated staff recommended approval of the of the proposed monument sign, subject to clarification of the above three items prior to Planning Commission approval, and subject to administrative permits confirming any of these details meet city specifications and construction codes.

Applicant Mike Napovanice with Orion Property Group, 8826 Santa Fe Drive, Suite 190, Overland Park, KS was present to discuss the application. He noted that the landscaping area would be replanted in the spring. He also said that the sign was composed of a PVC material that had been stained to look like wood, and that it would not be illuminated.

Mr. Valentino made a motion to approve PC2023-101 as presented. Mrs. Wallerstein seconded the motion, which passed 5-0.

OTHER BUSINESS

Election of Chair, Vice-Chair and Secretary

Mr. Valentino made a motion to reelect the current slate of officers:

- Mr. Wolf, Chair
- Mr. Breneman, Vice-Chair
- Mr. Geffert, Secretary

Ms. Brown seconded the motion, which passed 4-0, with Mr. Breneman in abstention.

Annual review of Planning Commission bylaws

Mr. Geffert stated that per Article 6, Section 3 of the bylaws, the Planning Commission “shall review, amend, and approve” the bylaws in January of each year. He said that amendments had last been made in 2020.

Mr. Breneman noted a correction needed to be made to the last sentence of Article 5, Section 6, replacing the words “a month” with “among”.

Mrs. Wallerstein said that there was no reference to remote meetings, such as via Zoom, in the bylaws. Ms. Lee said an Attorney General’s opinion requires meetings to be held in-person, but that if a remote meeting was necessary, a public place for viewing the meeting would need to be established. She added that if there was a circumstance in which an emergency order was issued by the state or county that allowed remote meetings, the commission could meet remotely.

Ms. Lee stated that she would speak to the City Attorney to determine whether language regarding remote meetings should be added to the bylaws. Mr. Breneman said the bylaws could still be approved as they were currently written, and then reviewed again at a future meeting.

Mrs. Wallerstein made a motion to approve the bylaws with the correction noted by Mr. Breneman. Mr. Birkel seconded the motion, which passed 5-0.

Ms. Lee informed the Commission the next housing discussion would be at the February 7, 2023 Planning Commission meeting.

ADJOURNMENT

With no further business to come before the Commission, Mr. Breneman adjourned the meeting at 7:20 p.m.

Adam Geffert
City Clerk/Planning Commission Secretary