

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, April 3, 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

- SevenDays proclamation
Molly Kerr
- Antisemitism presentation and resolution
- Fentanyl presentation by Johnson County Crime Lab
Julinne Kemp
- Teen Council presentation: Public transportation in Prairie Village, KS
Abigail Swanson and Sneha Thomas

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 April 3. 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 - March 20, 2023

IX. COMMITTEE REPORTS

Insurance Committee

- Consider 2023-2024 insurance renewals

Planning Commission

- PC2023-103 Consider Ordinance 2481 to approve a renewal of a special use permit for the service station at 7720 State Line Road
Nickie Lee

X. MAYOR'S REPORT

XI. STAFF REPORTS

XII. OLD BUSINESS

XIII. NEW BUSINESS

COU2023-16 Consider additional funding for 2023 property tax rebate program
Adam Geffert

COU2023-17 Consider Ordinance #2482 amending City ward boundaries
David Waters

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

XV. EXECUTIVE SESSION

XVI. ANNOUNCEMENTS

XVII. ADJOURNMENT

CITY OF PRAIRIE VILLAGE

Proclamation

SevenDays 2023

Whereas, SevenDays Make a Ripple, Change the World overcomes hate by promoting kindness and understanding through education and dialogue;

Whereas, SevenDays provides opportunities to encourages all people to participate in activities that promote and practice kindness;

Whereas, SevenDays 2023 will begin its events on Wednesday, April 5 with the Kindness Kickoff Breakfast, a celebration of youth and announcement of the third annual Ripple of Kindness Award; and conclude with its Annual Kindness Walk on Sunday, April 16;

Whereas, SevenDays continues with themed days of Love, Discover, Others, Connect, You, Go and Onward as we bring all people together to overcome hate with acts of kindness based on these themes each day;

Whereas, the memories of three wonderful and unique people, Reat Underwood, Dr. William Corporon, and Terri LaManno, will be honored through kindness and understanding;

Whereas, The City of Prairie Village fully supports and encourages residents, businesses, organizations and visitors, to come together during the SevenDays to act more kindly and be more understanding of differences, thereby making the world a better place one ripple at a time;

Now, therefore, I, Eric Mikkelson, Mayor of the City of Prairie Village do hereby invite and encourage residents of Prairie Village to participate in:

SevenDays of Kindness

in Prairie Village, Kansas and urge all citizens to engage in acts of kindness throughout the week and remember the events of April 13, 2014, not only for the losses of that day but also for the significance of the powerful and enduring vow to overcome hate with kindness.

Mayor Eric Mikkelson

Adam Geffert, City Clerk

RESOLUTION NO. 2023-01

A RESOLUTION RECOGNIZING THE GROWING PROBLEM OF ANTISEMITISM IN THE UNITED STATES AND CALLING FOR THE ADOPTION OF THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE WORKING DEFINITION OF ANTISEMITISM AS AN IMPORTANT TOOL TO ADDRESS THE PROBLEM

WHEREAS, Antisemitism, including harassment based on actual or perceived Jewish origin, ancestry, ethnicity, identity, affiliation, or faith, remains a persistent and disturbing problem in American society; and

WHEREAS, The Jewish community continues to be targeted in the United States and is consistently the most likely of all religious groups to be victimized by incidents of hate; and

WHEREAS, Incidents motivated by antisemitism are increasing at an alarming rate; and

WHEREAS, The deadliest attack to date against the American Jewish community took place on October 27, 2018, at the Tree of Life Synagogue in Pittsburgh, Pennsylvania, where a senseless act of violence took the lives of 11 members of the Tree of Life, New Light and Dor Hadash congregations; and

WHEREAS, The Kansas Jewish community has experienced firsthand the deadly result of antisemitism when, on April 13, 2014, three people lost their lives due to antisemitic attacks at the Jewish Community Center of Greater Kansas City and the Village Shalom, both located in Overland Park, Kansas; and

WHEREAS, State officials and institutions have a responsibility to protect citizens from acts of hate and bigotry, including antisemitism, and must adopt the tools to do so; and

WHEREAS, Valid monitoring, informed analysis, investigation, and effective policy-making benefit from accurate and uniform definitions; and

WHEREAS, In May 2016, the International Holocaust Remembrance Alliance (IHRA), by a consensus vote of its member states, adopted a Working Definition of Antisemitism; and

WHEREAS, The IHRA's Working Definition of Antisemitism includes eleven examples of contemporary antisemitism that capture some of the many ways antisemitism manifests itself, whether in public life, media, schools, the workplace, or the religious sphere; and

WHEREAS, The IHRA's Working Definition of Antisemitism has become the internationally recognized and authoritative definition used by governments, international organizations, and educational institutions; and

WHEREAS, The IHRA's Working Definition of Antisemitism is utilized by numerous government and law enforcement agencies, including the United States Department of State and the United States Department of Education, in monitoring, training and education, and has been adopted through legislative or executive action in an increasing number of U.S. states; and

WHEREAS, The City of Prairie Village recognizes the important contributions of the Jewish community;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE, KANSAS:

SECTION ONE: The City of Prairie Village adopts the non-legally binding International Holocaust Remembrance Alliance Working Definition of Antisemitism, including the 11 contemporary examples; and

SECTION TWO: The Governing Body of the City of Prairie Village will ensure that the Working Definition of Antisemitism is made available as an educational resource to all City employees; and

SECTION THREE: Nothing in this resolution shall be construed to diminish or infringe upon any right protected under the First Amendment to the Constitution of the United States or the Constitution of the State of Kansas; and

SECTION FOUR: The City Clerk shall send certified copies of this resolution to the Jewish Community Relations Bureau/American Jewish Committee and the Combat Antisemitism Movement.

ADOPTED by the Governing Body this 3rd Day of April 2023.

CITY OF PRAIRIE VILLAGE:

Eric Mikkelson, Mayor

ATTEST:

Adam Geffert, City Clerk

APPROVED AS TO FORM:

David A. Waters, City Attorney



**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
MARCH 20, 2023**

The City Council of Prairie Village, Kansas, met in regular session on Monday, March 20 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 (via Zoom), Inga Selders, Ron Nelson, Piper Reimer, Greg Shelton, Courtney McFadden, and Ian Graves. Staff present: Byron Roberson, Chief of Police; Melissa Prenger, Public Works; Cliff Speegle, 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 Boom, Assistant City Administrator; Jason Hannaman, Finance Director; Adam Geffert, City Clerk.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Nelson made a motion to approve the agenda for March 20, 2023 as presented. Ms. Reimer seconded the motion, which passed 8-0.

INTRODUCTION OF STUDENTS AND SCOUTS

No students or scouts were present at the meeting.

PRESENTATIONS

Teen Council members David Allegri, Ainsley Pyle and Ava Van Alstyne gave a presentation proposing a bike lane plan on Mission Road between Somerset Drive and 71st Street.

PUBLIC PARTICIPATION

- The following residents voiced concerns regarding certain proposals recommended by the Ad Hoc Housing Committee:
 - Tom Clough, 8510 Delmar Lane
 - Tom Ward, 22 Coventry Court
 - Leon Patton, no address provided



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 - March 6, 2023
2. Consider approval of expenditure ordinance #3024
3. Consider approval of the purchase of a 2023 R1250 BMW police motorcycle
4. Consider approval of the purchase of a 2023 Ford Utility PI AWD hybrid vehicle
5. Consider approval of bid award for highway rock salt
6. Consider approval of bid award for swimming pool chemicals

Mr. Nelson 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, Reimer, Shelton, McFadden, Graves. The motion passed 8-0.

COMMITTEE REPORTS

None

MAYOR’S REPORT

- The Mayor stated he had participated in the following events since the prior Council meeting:
 - A meeting with staff and the Johnson County Appraiser. The Mayor noted that the average appraised value increase in Prairie Village was approximately 16.5% relative to the prior year.
 - Several meetings with residents regarding housing initiatives.
 - A Northeast Johnson County Mayors meeting.
- The Mayor noted the following upcoming events:
 - A Prairie Hills Homes Association meeting on March 27.
 - The National League of Cities conference in Washington D.C., March 26-28.
 - Additional meetings with area legislators.
 - The City’s annual large-item trash pickup over four weekends in late-April and early-May.
- The Mayor also reported the following:
 - The final 2022 City financial report was released. Expenditures were under budget, while sales and use tax revenues had both increased.
 - The survey for a proposed community center was completed with results expected to be shared at the April 17 Council meeting.
 - The Mid-America Regional Council had awarded \$200,000 to the City for the Windsor Park trail project, which would begin construction in 2026 and include an ADA-compliant ramp.



- The City was once again named a “Tree City USA” by the Arbor Day Foundation for its efforts to preserve, protect and grow the tree population.

STAFF REPORTS

- Mr. Jordan said that committee budgets and decision packages would be discussed at the April 17 Council meeting.
- Chief Roberson reported that a Coffee with a Cop event had been held at Caffeteria on March 15. He also noted that Captain Brady Sullivan had completed the ten-week “Police Staff and Command” program provided by Northwestern University.
- **Update on Ward Boundaries project** - Mr. Waters presented a map showing proposed updates to the City’s ward boundaries and said that a discussion and vote on potential changes would be held at an upcoming Council meeting. He noted that both the U.S. Constitution and state law required districts and wards to be divided as evenly as possible by population, preferably within 5% of the average ward population. Growth in wards 2 and 5 had caused an imbalance that exceeded the 5% variance in several wards. The proposed adjustments would move a section of ward 5 to ward 4, and a section of ward 1 to ward 2.

Mr. Waters noted that some voting precincts would likely need to be redrawn by the county election commissioner. He added that the goal was to complete the boundary changes prior to the June 1st election filing deadline to ensure that candidates were aware of what ward they would represent.

OLD BUSINESS

None

NEW BUSINESS

COU2023-12

Consider interlocal agreement with Johnson County for the reimbursement of project design costs associated with project MIRD0007: Mission Road near 68th Street flood control project

Mr. Speegle stated that Johnson County had approved sharing 50% of the design and construction costs for the flood control project on Mission Road near 68th Street. The agreement would allow for reimbursement of up to \$550,000 in design costs which would come from the County’s stormwater management program. Mr. Speegle noted that design was ongoing, and construction was anticipated to begin in the summer of 2023.

Mr. Herring made a motion to approve the interlocal agreement with Johnson County for the reimbursement of design costs for project MIRD0007: Mission Road near 68th Street flood control project. The motion was seconded by Mr. Nelson and passed 8-0.



COU2023-13 Consider interlocal agreement with Johnson County Wastewater for the reimbursement of sanitary sewer design costs associated with project MIRD0007: Mission Road near 68th Street flood control project

Mr. Speegle said that Johnson County Wastewater (JCW) had coordinated sewer improvements in conjunction with the Mission Road flood control project. Affinis Corporation, the consulting engineer designing the flood control project, had also designed the sanitary sewer improvements for JCW as part of the overall project design. He noted that JCW would fund 100% of the sanitary specific improvements, including design. The agreement would allow for reimbursement by JCW of \$161,750.00 in design costs.

Mr. Herring made a motion to approve the interlocal agreement with Johnson County Wastewater for the reimbursement of sanitary sewer design costs for project MIRD0007: Mission Road near 68th Street flood control project. The motion was seconded by Mr. Shelton and passed 8-0.

COU2023-14 Consider engineering design contract amendment with Affinis Corporation for project MIRD0007: Mission Road near 68th Street flood control project

Mr. Speegle said that a preliminary engineering study was completed in 2018 to secure Johnson County Stormwater (SMAC) funding for the flood control project along Mission Road. Funding was approved by the County and project design began in 2021.

He stated that the amendment included \$161,750.00 for JCW-specific design costs, and \$139,807.64 for supplemental services related to the flood control design portion on the project which included design changes, calculations, revisions, and additional cost estimating. JCW would fund 100% of the sanitary-specific improvements, and SMAC would fund 50% of the City's project design costs.

Mr. Herring made a motion to approve the engineering design contract amendment #2 with Affinis Corporation in the amount of \$301,557.64 for project MIRD0007: Mission Road near 68th Street flood control project (SMAC). The motion was seconded by Mr. Graves and passed 8-0.

COU2023-15 Consider construction contract for the 2023 residential street rehabilitation program

Ms. Prenger said that Public Works requested proposals from firms to provide engineering services for Prairie Village for 2021 - 2023 in November 2020. Affinis Corporation was selected as the City's design consultant from the three firms interviewed. She noted that



PRAIRIE VILLAGE
KANSAS

construction was anticipated to begin in the early summer of 2023, and that an analysis of the scope and fees indicated that costs had not significantly increased from the previous year's contract.

Mr. Herring made a motion to approve the design agreement with Affinis Corporation for the design of the 2023 paving program in the amount of \$171,500. The motion was seconded by Mrs. McFadden and passed 8-0.

COUNCIL COMMITTEE OF THE WHOLE

There was no business to come before the Council Committee of the Whole.

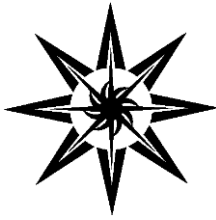
ANNOUNCEMENTS

Announcements were included in the Council meeting packet.

ADJOURNMENT

Mayor Mikkelson declared the meeting adjourned at 6:48 p.m.

Adam Geffert
City Clerk



INSURANCE COMMITTEE

Council Meeting Date: April 3, 2023

Consider 2023-2024 Insurance Renewals

RECOMMENDATION

The Insurance Committee recommends the City Council approve the renewal of all of the City's insurance needs with Travelers and Lloyds (Cyber Liability) for the coverage year May 2023 to May 2024.

Traveler's coverage for year May 2023 to May 2024 will include:

- Property
- Inland Marine
- General Liability
- Employee Benefits Liability
- Law Enforcement Liability
- Public Entity Management Liability
- Employment Practices Liability
- Auto Liability / Auto Physical Damage
- Umbrella
- Crime/Kidnap & Ransom
- Fiduciary Liability
- Worker's Compensation
- Treasurer Bond - Scott McDonald

Lloyds coverage for year May 2023 to May 2024:

- Cyber Liability

SUGGESTED MOTION

Recommend the City Council approve the insurance renewal policy and rates with Travelers and Lloyds at a renewal rate not to exceed \$465,027 for the upcoming coverage year.

BACKGROUND

The Insurance Committee met on January 12, 2023 to discuss the City's insurance needs for the upcoming year. The Committee discussed with HUB changes in City covered property, and any changes to relevant City processes.

The City's coverage inventory was fully detailed as part of the renewal process prior to HUB sending out requests for carrier proposals. City staff provides HUB with detail of all buildings, vehicles, equipment, number of employees, and various other factors that drive coverages needed.

Following this review, HUB proceeded with requesting quotes from carriers interested in insuring the City. Ultimately, at the March 21, 2023 Insurance Committee meeting HUB recommended staying with Traveler's for coverage other than Cyber Liability, and continuing with Lloyd's for that coverage. The Insurance Committee discussed the renewal options at that meeting and ultimately recommended approval to Council.

Overall, the renewal represents an increase of \$27,904 or 6.4%. The proposed policy is very similar to the current plan, with all coverage levels remaining the same. In 2022, HUB moved from a commission model to a flat fee. This year's renewal reflects the same flat fee of \$30,000.

The Property and Casualty coverage rate (i.e. all lines except Workers' Compensation and Cyber Liability) increased 7% due increases in value of property covered, higher rates for automobile coverage. as well as to the exclusion of commission and Worker's Compensation increased \$4,851 or 3.6% due to expected increases in total compensation. The amount in the expiring premium column reflects the mid-year audited payroll amount.

The Cyber Liability rate increased from \$25,970 to \$30,581 due to market price increases. The City and HUB worked through an extensive process reviewing and updating internal processes in order to receive the best prices. The City received 2 bids with Lloyds offering the best price and coverage. The City and HUB will continue to monitor this market and remain in compliance with best cyber security practices.

FUNDING SOURCE

The premiums are budgeted in the general fund in 2023 and the renewal amount will be budgeted as part of the 2024 budget process. With coverage starting in May, both budget years will be affected by the renewal amount. The deductible amounts will be taken from insurance reserve fund.

ATTACHMENTS

- Premium Comparison
- Agreement of Services

PREPARED BY:

Jason Hannaman, Finance Director

Date: March 29, 2023

City of Prairie Village Premium Comparison

Coverage	Carrier AM Best Rating	Expiring Premium	Renewal Premium
Property	Travelers, A++ XV	\$46,918	\$49,158
Inland Marine	Travelers, A++ XV	\$6,083	\$6,391
General Liability	Travelers, A++ XV	\$21,406	\$26,734
Employee Benefits Liability	Travelers, A++ XV	\$343	\$343
Law Enforcement Liability	Travelers, A++ XV	\$41,735	\$41,735
Public Entity Management Liability	Travelers, A++ XV	\$5,662	\$6,112
Employment Practices Liability	Travelers, A++ XV	\$13,862	\$15,995
Automobile Liability	Travelers, A++ XV	\$47,438	\$52,079
Automobile Physical Damage	Travelers, A++ XV	\$21,263	\$23,239
Umbrella	Travelers, A++ XV	\$32,019	\$33,765
Crime & Kidnap & Ransom	Travelers, A++ XV	\$5,330	\$5,407
Fiduciary Liability	Travelers, A++ XV	\$4,687	\$4,230
Workers' Compensation	Travelers, A++ XV	\$134,407	\$139,258
Cyber Liability	HDI/Lloyds, A, XV	\$25,970	\$30,581
	Subtotal	\$407,123	\$433,296
	Agency Fee	\$30,000	\$30,000
	(Cyber Commission Credit)	-\$3,000	
	TOTAL	\$437,123	\$465,027

Coverage	Carrier AM Best Rating	Expiring Premium	Renewal Premium
Treasurer Bond- S. McDonald, Eff. 10/18/22	Travelers, A++ XV	\$158	\$158
Kansas Underground Storage Tank, KUST Eff. 1/9/22	Great American, A+ XV	\$654	\$720

Coverage	Expiring Exposure	Expiring Premium	Expiring Rate	Description of Exposure Basis	Renewal Exposure	Renewal Premium	Renewal Rate
Property	\$31,903,418	\$46,918	\$0.15	Building, Business Personal Property, Business Income Limits	\$33,468,593	\$49,158	0.15
Inland Marine	\$1,606,387	\$6,083	\$0.38	Scheduled Equipment & Art	\$1,607,007	\$6,391	\$0.40
General Liability	\$13,531,919	\$21,406	\$0.16	Net Expenditures less Street/Road, Capital Expenditures, Interfund Transfers or Law Enforcement	\$19,212,230	\$26,734	\$0.14
Employee Benefits Liability	196	\$343	\$1.75	Number of Full and Part Time Employees	220	\$343	\$1.56
Law	52 FTE	\$41,735	\$802.60	Number of Police Officers (Full/Part Time & Animal Control with Canine)	48	\$41,735	\$869.48
Public Entity Management	\$16,578,420	\$5,662	\$0.03	Net Expenditures less Capital Expenditures, Interfund Transfers or Law Enforcement	\$16,578,420	\$6,112	\$0.04
Employment Practices Liability	196 FTE	\$13,862	\$70.72	Number of Full and Part Time Employees. (Volunteers not used in Rating.)	220	\$15,995	\$72.70
Auto Liability	75	\$47,438	\$632.51	Number of Autos & Trailers	74	\$52,079	\$703.77
Auto Physical Damage	75	\$21,263	\$283.51	Number of Autos & Trailers	74	\$23,239	\$314.04
Umbrella	\$13,531,919	\$32,019	\$2.37	Net Expenditures less Street/Road, Capital Expenditures, Interfund Transfers or Law Enforcement	\$19,212,230	\$33,765	1.76
Crime & Kidnap/Ransom	234 FTE	\$5,330	\$22.78	Number of Employees Including Volunteers (Coverage Included in Policy Language)	240	\$5,407	\$22.53
Fiduciary	380 \$33,357,844	\$4,687	\$12.33	Number of Members in All Plans Current Asset Values All Plans	446 \$29,416,117	\$4,230	\$9.48
Work Comp	\$8,081,645	\$134,407	\$1.51	Employee Payroll	\$9,482,171	\$139,258	1.47
EMOD	0.76			Experience Modification Rating	0.67		
Cyber	\$34,261,737	\$25,970	\$0.76	Annual Revenue	\$35,237,897	\$30,581	0.82
Agency Fee		\$30,000				\$30,000	
Total		\$437,123			Total	\$465,027	
Treasurer Bond – Scott McDonald, Eff. 10/18/22	\$50,000	\$158	\$0.32	Limit and Type of Duties Determine Rate <i>(Not Included in Total Premium)</i>	\$50,000	\$158	
Kansas Underground Storage Tank, Eff. 1/9/23	4 Tanks	\$654	\$163.50	Number of Tanks <i>(Not Included in Total Premium)</i>	4 Tanks	\$720	\$180

Agreement of Services

THIS AGREEMENT, is to be effective from **April 1, 2023 to April 1, 2024** by and between **The City of Prairie Village** hereinafter referred to as "Client", and **HUB International Mid-America** hereinafter referred to as "Agency",

WHEREAS, Client has need for certain services which can be performed by Agency; and

WHEREAS, Agency can provide and desires to render to Client such services; and

WHEREAS, the parties agree that it would be to their mutual advantage to execute this Agreement and thereby define the payment terms which shall apply;

NOW, THEREFORE, Client desires to compensate Agency relative to placement of the following policies of insurance with policy effective dates:

- a) All Property & Casualty Placements
- b) Worker's Compensation Placement

Client agrees to pay Agency an annual compensation of \$30,000. The compensation will be paid as a consulting fee from the Client to Agency. In the case insurance policies cannot be "net" commission, the fee amount will be reduced. Annual compensation to Agency will not exceed \$30,000.

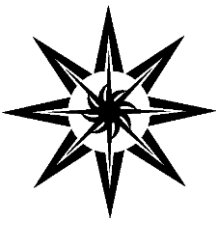
Client understands and acknowledges that some policies are issued with or without commission and any amount over the agency compensation will be returned. The terms and conditions of this Agreement constitute the entire Agreement between the parties with respect to the subject matter hereof; it shall not be amended except by a written amendment signed by both of them and no promise, agreement, or representation not herein set forth shall be of any force or effect between them.

Dated this _____ day of April, 2023.

Client Name: **City of Prairie Village**
Signed by: _____
Title: _____

Agency: **HUB International Mid-America**
Signed by: _____
Title: _____





PC2023-103: Consider Ordinance 2481 to approve a renewal of a special use permit for the service station at 7720 State Line Road

RECOMMENDATION

Make a motion to accept the Planning Commission's recommendation and approve PC2023-103.

BACKGROUND

The applicant is Hy-Vee, Inc. for the Hy-Vee Service Station at 7720 State Line Road. The original special use permit was issued to Getty, Inc. in 1983 for a period of twenty years. It was transferred to new owners in 1995 and amended to include a food mart. The permit was renewed in 2003 with no proposed changes to the site or operations. The current special use permit expires in 2023, 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 us.

The Planning Commission held a public hearing on March 7. 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. A landscape plan shall be submitted and approved by staff that brings the site further into compliance with the landscape standards. The plan shall include:
 - a. At least 6 but no more than 12 street trees. The species and location shall be determined by the City's landscape architect and Public Works, with the range dependent on location of existing trees, configuration of landscape areas and other site considerations.
 - b. Low-level and ornamental landscape associated with the monument sign and compliant with any applicable sight distance requirements.
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 other conditions of the original special use permit, which are listed as:
 - a. The existing canopy lighting be retained, and no glare be visible on adjacent streets and properties. If the applicant desired to change the fixtures or light intensity in the future it must be approved first by the Planning Commission as a site plan modification.
 - b. Since no changes are proposed to the service station, the site plan illustrating existing development is the approved site plan. Any changes in the signage, rebranding architectural style, or exterior materials of the buildings and structures shall be submitted to the Planning Commission for site plan approval.
 - c. That future changes and improvements to the site be handled as a site plan approval rather than an amendment to the special use permit.

- d. That the special use permit “run with the land” and remain valid for a period of twenty years from the date of City Council approval. (*Staff now recommends no expiration, subject to on-going enforcement and/or revocation for non-compliance*).
- e. If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null-and-void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
- f. That the applicant be responsible for the mitigation and cleanup of any environmental contamination as determined by the Kansas Department of Health and Environment.

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.

The applicant will be present in case there are any questions.

ATTACHMENTS

Ordinance 2481
Planning Commission Staff Report
Special Use Permit Application
Excerpt from March 7, 2023 Planning Commission Minutes

PREPARED BY

Nickie Lee
Deputy City Administrator
Date: March 23, 2023

ORDINANCE NO. 2481

**AN ORDINANCE APPROVING A RENEWAL OF A SPECIAL USE PERMIT
FOR THE SERVICE STATION LOCATED AT 7720 STATE LINE ROAD**

WHEREAS, the City of Prairie Village, Kansas, previously approved a certain Special Use Permit for property commonly known and numbered as 7720 State Line Road, Prairie Village, Kansas, as such Special Use Permit may have been renewed from time-to-time;

WHEREAS, an application for renewal of such Special Use Permit (Case No. PC2023-103) has heretofore been made, and notice of said application was duly given as required by law by publication and mailing; and

WHEREAS, a public hearing on such Special Use Permit renewal was held pursuant to law before the Planning Commission of the City of Prairie Village, Kansas.

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

Section 1. Approval and Conditions. That the Governing Body, 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, hereby approves the renewal of a Special Use Permit for a service station located at 7720 State Line Road, subject to the following conditions:

1. A landscape plan shall be submitted and approved by staff that brings the site further into compliance with the landscape standards. The plan shall include:
 - a. At least 6 but no more than 12 street trees. The species and location shall be determined by the City's landscape architect and Public Works, with the range dependent on location of existing trees, configuration of landscape areas and other site considerations.
 - b. Low-level and ornamental landscape associated with the monument sign and compliant with any applicable sight distance requirements.
2. Per the recommendation of staff and the Planning Commission, the Special Use Permit shall have 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 Planning Commission, as adopted by the Governing Body.
3. The Special Use Permit, as renewed, be subject to all other conditions of the original Special Use Permit, which are listed as:
 - a. The existing canopy lighting be retained, and no glare be visible on adjacent streets and properties. If the applicant desired to change the fixtures or light intensity in the future it must be approved first by the Planning Commission as a site plan modification.

- b. Since no changes are proposed to the service station, the site plan illustrating existing development is the approved site plan. Any changes in the signage, rebranding architectural style, or exterior materials of the buildings and structures shall be submitted to the Planning Commission for site plan approval.
- c. That future changes and improvements to the site be handled as a site plan approval rather than an amendment to the Special Use Permit.
- d. If the Special Use Permit is found not to be in compliance with the terms of the approval of the Special Use Permit, it will become null-and-void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
- e. That the applicant/property owner be responsible for the mitigation and cleanup of any environmental contamination as determined by the Kansas Department of Health and Environment.

Section 2. Findings of the Governing Body. That at its meeting on April 3, 2023, and by its adoption of this ordinance, the Governing Body adopted and does hereby adopt by specific reference the findings of fact as contained in the Minutes of the Planning Commission meeting dated March 7, 2023, and the recommendations of the Planning Commission, including the above-described conditions.

Section 3. To the extent required by law, the City is hereby directed to amend the official zoning district map of the City in accordance with the foregoing. The official zoning district map of the City is hereby amended in accordance with this ordinance, and is hereby reincorporated by reference.

Section 4. This ordinance shall take effect and be in force from and after its publication in the official city newspaper as provided by law.

PASSED by the City Council of the City of Prairie Village, Kansas on _____, 2023.

APPROVED:

Eric Mikkelson, Mayor

ATTEST:

Adam Geffert, City Clerk

APPROVED AS TO LEGAL FORM:

David E. Waters, City Attorney

STAFF REPORT

TO: Prairie Village Planning Commission
FROM: Chris Brewster, Multistudio, Planning Consultant
DATE: March 7, 2023, Planning Commission Meeting

Application: PC 2023-103

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: 7720 State Line Road, Prairie Village, KS

Applicant: Hy-Vee, Inc.

Current Zoning & Land Use: C-2 General Business District – Service Station, Convenience Store

Surrounding Zoning & Land Use:

North: C-2 General Business – Retail, Service, Grocery Store
East: B3-2 – Community Business – Retail Service (Kansas City, MO)
South: R-1B Single-family Residential - Park
West: C-2 General Business – Retail, Services

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: 0.43 acres (18,595.77 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, neighborhood meeting background

General Location Map



Aerial Map



Site



Birdseye



Street Views



Looking south from Cambridge Street



Looking southwest on State Line Road

Background:

Hy-Vee is requesting the renewal of a special use permit for a service station. The original special use permit was issued to Getty, Inc. in 1983 for a period of twenty years. It was transferred to new owners in 1995 and amended to include the food mart. The permit was renewed in 2003 with no proposed changes to the site or operations. This period is expiring, and the applicant is again requesting renewal with no changes to the site or operations.

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 February 15, 2023, 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 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 approved in 1983, and Johnson County AIMS records indicate the building was constructed in 1986. The permit was most recently updated 2003. 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 within a commercial center that crosses the boundary of Prairie Village and Kansas City, Missouri. 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 State Line Road and Cambridge Street. The property includes landscape buffers on the south (between parking for the park) and streetscape buffers on the northwest and east. There appears to be only one street tree on the State Line side. This property has over 450 feet of street frontage on State Line Road and Cambridge Street. The landscape standards (adopted in 2018) require approximately 12 street trees. [\[19.47.020\]](#) Due to the unique configuration of the site and the access points, at least 6 trees should be provided. Additionally, the existing monument sign at the corner of Cambridge Street and State Line Road does not include any associated landscape. These elements should be brought closer to full compliance with this application.

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)
- 1 space per 250 square feet of gross floor area (retail – 500 s.f.)

This results in approximately 19 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 available surfaces for parking spaces, this site complies with the ordinance requirement (12 queuing or service station spots and space for 10 to 12 cars on the south end of the site, and other surface parking areas available). 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, except for street trees and monument sign landscaping.

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 required for the Planning Commission to approve the special use permit, 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. A landscape plan shall be submitted and approved by staff that brings the site further into compliance with the landscape standards. The plan shall include:
 - a. At least 6 but no more than 12 street trees. The species and location shall be finally determined by the City's landscape architect and public works, with the range dependent on location of existing trees, configuration of landscape areas and other site considerations.
 - b. Low level and ornamental landscape associated with the monument sign and compliant with any applicable sight distance requirements.

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 other conditions of the original special use permit, which are listed in Ordinance 2050 as:
 - [1.] The existing canopy lighting be retained and no glare be visible on adjacent streets and properties. If the applicant desired to change the fixtures or light intensity in the future it must be approved first by the Planning Commission as a site plan modification.
 - [2.] That since no changes are proposed to the service station, the site plan illustrating existing development is the approved site plan. Any changes in the signage, rebranding architectural style, or exterior materials of the buildings and structures shall be submitted to the Planning Commission for site plan approval.
 - [3.] That future changes and improvements to this site be handled as a site plan approval rather than an amendment to the Special Use Permit
 - [4.] That the special use permit run with the land and is valid for a period of twenty years from the date of City Council approval. *[Staff now recommends no expiration, subject to on-going enforcement / revocation for non-compliance.]*
 - [5.] If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null-and-void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
 - [6.] That the applicant be responsible for the mitigation and cleanup of any environmental contamination as determined by KDHE.

SPECIAL USE PERMIT APPLICATION

CITY OF PRAIRIE VILLAGE, KANSAS

For Office Use Only

Case No.: PC 2023-103
Filing Fees: \$100
Deposit: \$500



Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____

APPLICANT: Hy-Vee, Inc. PHONE: 515-267-2949
ADDRESS: 5820 Westown Parkway
West Des Moines, IA 50266 E-MAIL: kpalmer@hy-vee.com
OWNER: Hy-Vee, Inc. PHONE: _____
ADDRESS: 5820 Westown Parkway ZIP: 50266
West Des Moines, IA 50266
LOCATION OF PROPERTY: 7720 State Line Rd. PV, KS 66208
LEGAL DESCRIPTION: See Attached

ADJACENT LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Commercial</u>	<u>C2</u>
South	<u>Residential (Park)</u>	<u>R-1</u>
East	<u>Commercial (offices, food)</u>	<u>C (Missouri Side)</u>
West	<u>Residential (Island Center)</u>	<u>R-1</u>

Present Use of Property: Service Station, Food Mart

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>	<u> </u>
2. Is so designed, located and proposed to be operated that the public health, safety, and welfare will be protected.	<u>x</u>	<u> </u>
3. Is found to be generally compatible with the neighborhood in which it is proposed.	<u>x</u>	<u> </u>
4. Will comply with the height and area regulations of the district in which it is proposed.	<u>x</u>	<u> </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>	<u> </u>
6. Adequate utility, drainage, and other such necessary facilities have been or will be provided.	<u>x</u>	<u> </u>

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

If Yes, what length of time? 20 years

SIGNATURE: 

DATE: 2/2/23

BY: Andrew Schroeder

TITLE: SVP Accounting, Controller

Attachments Required:

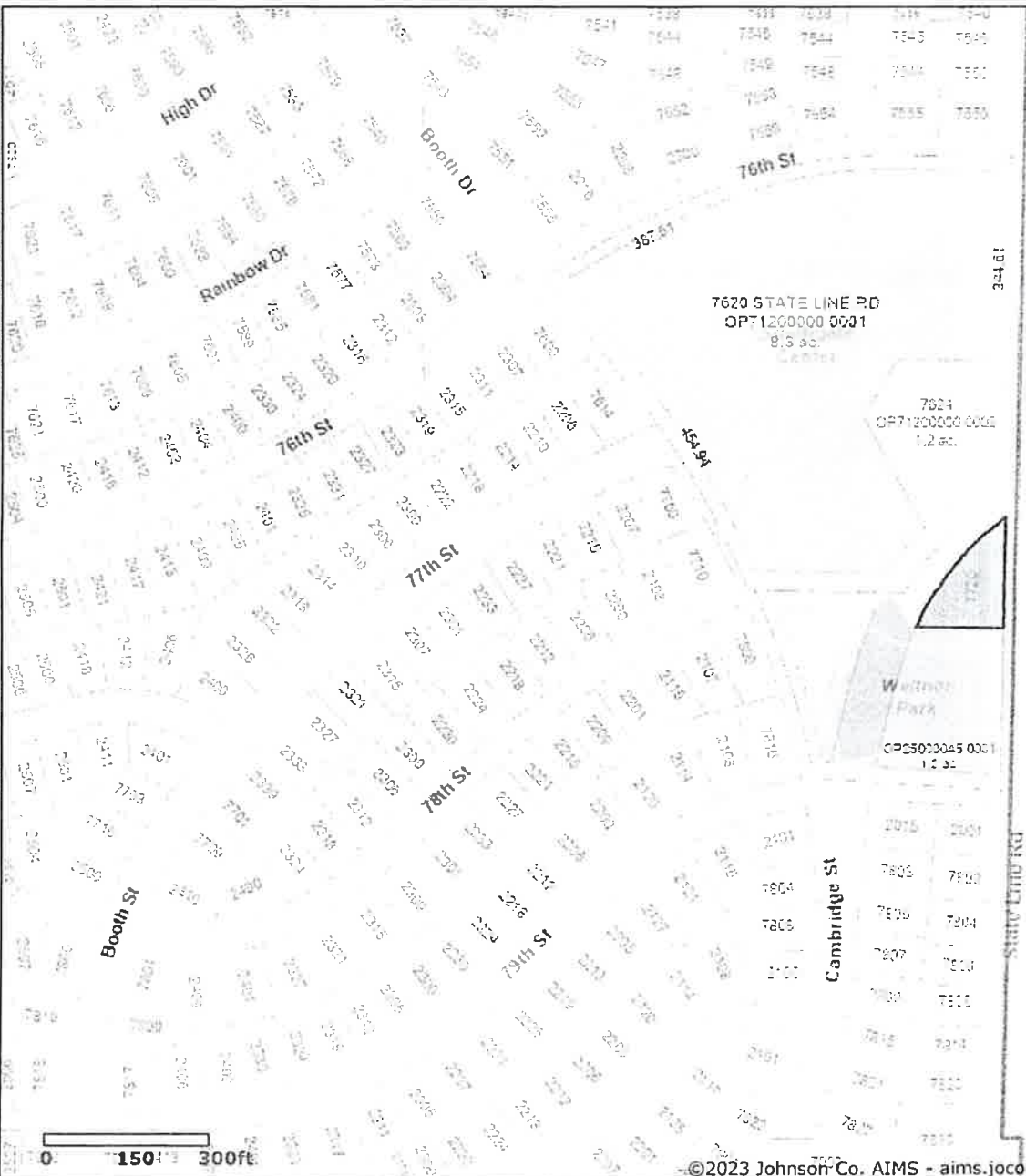
- Site plan showing existing and proposed structures on the property in questions, and adjacent property, off-street parking, driveways, and other information.
- Certified list of property owners

Lot 1, Block 46, MEADOW LAKE, BLOCKS 44,45,46, a subdivision in the City of Prairie Village, Johnson County, Kansas.

RLT

BOOK 8964 PAGE 968

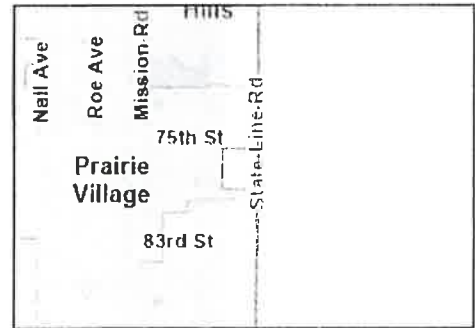
A product of Johnson County AIMS, 111 S Cherry, Ste 3100, Olathe KS 66061 - 913-715-1600 - <https://aims.jocogov.org> - mapper@jocogov.org



Prairie Village Hy-Vee Fast & Fresh 7720 State Line Road

LEGEND

- Address Point
- Building/Structure
- Property
 - Untaxed
 - Vertical
 - Unplatted
 - Mineral Rights
 - Common Interest
 - Platted
 - Right-of-way
 - Leased Land



Disclaimer: No person shall sell, give, reproduce, or receive for the purpose of selling or offering for sale, any portion of the data provided herein. Johnson County makes every effort to produce and publish the most current and accurate information possible. Johnson County assumes no liability whatsoever associated with the use or misuse of such data, and disclaims any representation or warranty as to the accuracy and currency of the data.

JOHNSON COUNTY
KANSAS
AIMS GIS & Mapping

2/2/2023

FILED BY
CHICAGO TITLE INS. CO.
OLATHE, KANSAS
2002-3645

3623299

ENTERED IN TRANSFER RECORD
DATE May 7 2003
ja

WARRANTY DEED

JOHN A BARTOLAC, COUNTY CLERK
JOHNSON COUNTY, KANSAS

2258.3

THIS INDENTURE, Made this 07th day of May, 2003, between Alpha Petroleum Co., a Kansas corporation, (Grantor) existing under and by virtue of the laws of the State of Kansas and having its principal place of business at 14020 Denson Dr, in the State of Kansas, and Hy-Vee, Inc., an Iowa corporation (Grantee), with mailing address of 5820 Westown Parkway, West Des Moines, IA 50266:

WITNESSETH, THAT Grantor, in consideration of the sum of TEN DOLLARS AND OTHER VALUABLE CONSIDERATIONS, the receipt whereof is hereby acknowledged, does by these presents, grant, bargain, sell and convey unto said Grantee, its successors and assigns, all of the following described REAL ESTATE, situated in the County of JOHNSON and State of KANSAS to-wit:

See Exhibit "A" attached hereto and made a part hereof.

Subject to: (i) easements, restrictions, reservations and covenants of record, if any, (ii) the reservation of all right, title and interest in and to any oil, gas and other minerals on said described premises in favor of Texaco Refining and Marketing Inc. as set forth in Special Warranty Deed dated July 1, 1998 and recorded June 24, 1998 in Book 5640 at Page 893, and (iii) the encroachments of fiber optic lines on the east side of the premises, the pay phone on the northwesterly lot line, and guard posts over the south property line as shown on the survey dated January 8, 2003 by Continental Consulting Engineers, Inc.

TO HAVE AND TO HOLD THE SAME, together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in any wise appertaining forever.

And said Grantor, for itself, successors and assigns, does hereby covenant, promise and agree, to and with said Grantee, that at the delivery of these presents, it is lawfully seized in its own right of an absolute and indefeasible estate of inheritance, in fee simple, of and in all and singular the above granted and described premises, with the appurtenances; that the same are free, clear, discharged and unencumbered of and from all former and other grants, titles, charges, estates, judgments, taxes, assessments and encumbrances, of what nature and kind soever,

and that it will WARRANT and FOREVER DEFEND the same unto said Grantee, its successors and assigns, against said Grantor, its successors and assigns, and all and every person or persons whomsoever, lawfully claiming or to claim the same.

#1000
#600
STATE OF KANSAS }
COUNTY OF JOHNSON } SS
FILED FOR RECORD
2003 MAY -8 P 12: 07

RT
REBECCA L. JAVIS
REGISTER OF DEEDS

BOOK 8964 PAGE 966

KANSAS WARRANTY DEED
PAGE 2

IN WITNESS WHEREOF, said Grantor has hereunto caused this Deed to be signed on its behalf by the President, thereunto duly authorized so to do, the day and year last above written.

ALPHA PETROLEUM CO.

By: *Thomas Turner*
Thomas Turner, President

ACKNOWLEDGEMENT

In the State of *Johnson*, County of *Kansas*, on this *7th* day of May, 2003, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Thomas Turner, as President of Alpha Petroleum Co., a Kansas corporation duly organized and existing under and by virtue of the laws of Kansas, and who is personally known to me to be the same person(s) who executed as President, the within instrument on behalf of said corporation, and such person(s) duly acknowledged the execution of the same to be the act and deed of said corporation.

Witness my hand and Notarial Seal subscribed and affixed in said County and State, the day and year in this certificate above written.

TJT

(SEAL)



Nona Kirkpatrick

Notary Public

BOOK 8964 PAGE 907

My commission expires:

Application No: PC2023-103

AFFIDAVIT OF MAILING AND COMMUNITY MEETING

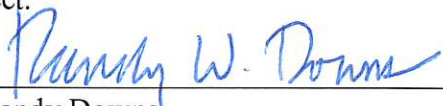
STATE OF IOWA, COUNTY OF POLK, ss.

I, Randy Downs, being of lawful age, and first duly sworn upon his oath, hereby depose and state of my personal knowledge that:

1. I have personal knowledge of the facts below.
2. I am an employee of the owner of the property described in the attached notice upon which application has been filed before the Planning Commission of the City of Prairie Village, Kansas.
3. On Wednesday, February 15, 2023, I caused notice of the proposed special use permit (SUP) to be mailed to all of the owners of lands located within 200 feet, except public streets and ways, of the property. Notice was mailed to the following from listing provided by city:

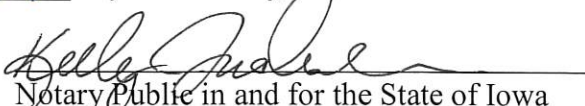
Name: Address:

- State Line OPCO LLC, 11440 San Vicente Blvd. Apt. 200, Los Angeles, CA 90049
 - Bank of America-Corp. Real Estate Dept., 101 North Tryon Street, Charlotte, NC 28255
 - Texaco Refining & Marketing, Inc., PO Box 7813, Universal City, CA 91618-7813
4. The notice was a letter describing the proposed special use, and included a notice for a neighborhood meeting via Zoom on Thursday, February 23, 2023 at 6:30 p.m. CST. Copies of the notice are attached hereto.
 5. The February 23, 2023, the neighborhood meeting was held as scheduled. Representatives from the applicant were present.
 6. I caused a sign to be posted and maintained on the property in accordance with Section 19.28.025 of the Prairie Village Zoning Regulations. Photographic evidence of the posted sign are attached hereto.
 7. I hereby certify that the foregoing is true and correct.



Randy Downs
Assistant Director, Site Planning
Hy-Vee, Inc.

SUBSCRIBED AND SWORN TO before me this 24th day of February, 2023.



Notary Public in and for the State of Iowa





February 15, 2023

(RE: 7620 State Line Rd PV KS)

State Line OPCO LLC
11440 San Vincente Boulevard Apt 200
Los Angeles, CA 90049

**Re: Hy-Vee Fast & Fresh, 7720 State Line Road, Prairie Village 66208
Special Use Permit (SUP) Renewal - Neighborhood Informational Meeting**

Dear Madam/Sir,

Hy-Vee Inc. has applied to the City of Prairie Village, KS for renewal of a Special Use Permit (SUP) to continue operation an existing service station/convenience store at 7720 State Line Road. You are hereby notified of our request as required by the application process.

Hy-Vee Inc. will host a virtual neighborhood informational meeting on Thursday, February 23, 2023 at 6:30 pm CST to discuss & answer any questions from property owners within 200 feet of the subject property. The specifics of the ZOOM meeting are:

<https://hy-vee.zoom.us/j/92471706179?pwd=ZWl1UDNuTnlzSmEvQWJmbldzdZlZUT09>
Meeting ID: 924 7170 6179
Passcode: 764794

The Planning Commission will formally consider the application on Tuesday, March 7, 2023 at 7:00 pm CST in the council chambers of the Municipal Building.

If you have any questions or need additional information, please give me a call or write.

Respectfully,

Randy Downs

Assistant Director, Site Planning
Hy-Vee, Inc.
P: (515) 559-5703
E: rdowns@hy-vee.com

cc: Adam Geffert (City of Prairie Village, via email)
Enclosure: SUP Application

Hy-Vee, Inc.

5820 Westown Parkway, West Des Moines, Iowa 50266
Phone: (515) 267-2800



February 15, 2023

(RE: 7624 State Line Rd PV KS / NC1-001-03-81)

Bank of America - Corporate Real Estate Department
101 North Tryon Street
Charlotte NC 28255

**Re: Hy-Vee Fast & Fresh, 7720 State Line Road, Prairie Village 66208
Special Use Permit (SUP) Renewal - Neighborhood Informational Meeting**

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Assistant Director, Site Planning
Hy-Vee, Inc.
P: (515) 559-5703
E: rdowns@hy-vee.com

cc: Adam Geffert (City of Prairie Village, via email)
Enclosure: SUP Application

Hy-Vee, Inc.

5820 Westown Parkway, West Des Moines, Iowa 50266
Phone: (515) 267-2800



February 15, 2023

Texaco Refining & Marketing, Inc.
PO Box 7813
Universal City, CA 91618-7813

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Randy Downs

Assistant Director, Site Planning
Hy-Vee, Inc.
P: (515) 559-5703
E: rdowns@hy-vee.com

cc: Adam Geffert (City of Prairie Village, via email)
Enclosure: SUP Application

Hy-Vee, Inc.

5820 Westown Parkway, West Des Moines, Iowa 50266
Phone: (515) 267-2800



DATE: 2-21-2023 (MEC)



DATE: 2-21-2023 (MEC)

EXCERPT OF PLANNING COMMISSION MINUTES
March 7, 2023

PUBLIC HEARINGS

PC2023-103 Renewal of Special Use Permit for Service Station and
Convenience Store
Hy-Vee Fast & Fresh
7720 State Line Road
Zoning: C-2
Applicant: Hy-Vee, Inc.

Mr. Brewster stated that the applicant was requesting the renewal of a special use permit for a service station. The original special use permit was issued to Getty, Inc. in 1983 for a period of twenty years. It was transferred to new owners in 1995 and amended to include a food mart. The permit was renewed in 2003 with no proposed changes to the site or operations. Mr. Brewster noted that the 20-year period of the current permit term was expiring, and the applicant was again requesting renewal with no changes to the site or operations. He added that the City did not have records of any complaints or other reports of non-compliance with ordinances or the conditions of the special use permit.

Mr. Brewster said that the property was zoned C-2, and the building and site met all C-2 standards. Service stations 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.

Mr. Brewster 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:

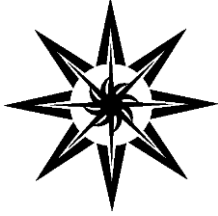
1. A landscape plan shall be submitted and approved by staff that brings the site further into compliance with the landscape standards. The plan shall include:
 - a. At least 6 but no more than 12 street trees. The species and location shall be determined by the City's landscape architect and Public Works, with the range dependent on location of existing trees, configuration of landscape areas and other site considerations.
 - b. Low-level and ornamental landscape associated with the monument sign and compliant with any applicable sight distance requirements.
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 other conditions of the original special use permit, which are listed as:
 - a. The existing canopy lighting be retained, and no glare be visible on adjacent streets and properties. If the applicant desired to change the fixtures or light intensity in the future it must be approved first by the Planning Commission as a site plan modification.
 - b. Since no changes are proposed to the service station, the site plan illustrating existing development is the approved site plan. Any changes in the signage, rebranding architectural style, or exterior materials of the buildings and structures shall be submitted to the Planning Commission for site plan approval.
 - c. That future changes and improvements to the site be handled as a site plan approval rather than an amendment to the special use permit.
 - d. That the special use permit “run with the land” and remain valid for a period of twenty years from the date of City Council approval. (*Staff now recommends no expiration, subject to on-going enforcement and/or revocation for non-compliance*).
 - e. If the permit is found not to be in compliance with the terms of the approval of the special use permit, it will become null-and-void within 90 days of notification of noncompliance, unless the noncompliance is corrected.
 - f. That the applicant be responsible for the mitigation and cleanup of any environmental contamination as determined by the Kansas Department of Health and Environment.

Tom Smith from McClure Engineering, 11031 Strang Line Road, Olathe, KS, was present in representation of the applicant.

Mr. Wolf opened the public hearing at 7:07 p.m. With no one present to speak, Mr. Wolf closed the hearing at 7:08 p.m.

Mr. Lenahan made a motion to recommend approval of PC2023-103 to the City Council as presented. Mr. Valentino seconded the motion, which passed 4-0.



ADMINISTRATION

Council Meeting Date: April 3, 2023

COU2023-16: Consider additional funding for the 2023 property tax rebate program

RECOMMENDATION

Approve an additional \$5,000.00 for the 2023 property tax rebate program.

BACKGROUND

In 2022, the City Council voted to allocate \$20,000 from the City's general fund to a property tax rebate program designed to alleviate some of the burden of home ownership due to rising property values. The program offers financial assistance in the form of a property tax relief grant to low-income residents in need. Like similar programs in other Johnson County cities, staff used the U.S. Department of Housing and Urban Development's "[Very Low Income](#)" guidelines to determine eligibility. Only property owners that are Prairie Village residents, are current on payment of their property taxes and special assessments, live in their own home, meet the income guidelines, and own property that is assessed at or below the previous year's median home value in the City are eligible for the program.

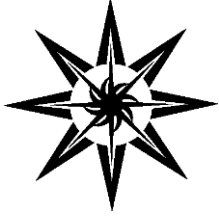
In 2022, rebates were issued to 28 households totaling \$14,015.94, with \$5,984.06 remaining unexpended. In order to increase participation in 2023, the City Council voted to raise the income limits of applicants at its December 5, 2022 meeting. The Council also approved the option to allocate additional funds if a significant number of applications were received in 2023.

The result of raising income limits has been significant: as of March 29, 2023, 47 households have received refunds totaling \$25,589.41, with an average rebate of \$544.46. Currently, only \$410.59 remains unexpended of the initial \$20,000.00 allocation and rollover of funding from 2022. Additional funds will be needed to provide rebates to two applicants that are pending approval, as well as any additional applications that are received.

Staff recommends allocating an additional \$5,000.00 to the program for 2023 in order to assist the two pending applicants and any other applications that may be received throughout the remainder of the year.

PREPARED BY

Adam Geffert
City Clerk
Date: March 29, 2023



ADMINISTRATION/CITY ATTORNEY

City Council Meeting Date: April 3, 2023

COU2023-17

Consider Ordinance No. 2482 amending City Ward Boundaries

RECOMMENDATION:

RECOMMEND THE CITY COUNCIL DISCUSS AND CONSIDER TAKING ACTION ON ORDINANCE NO. 2482, AMENDING CITY WARD BOUNDARIES.

BACKGROUND:

By City Code, Prairie Village is divided into six (6) wards. Under Constitutional law, wards must be divided nearly as equal in population as possible. This rule is based on the principle of “one person, one vote”. The term “nearly equal” does not require absolute equality, and Kansas courts have held that the population of each ward should ideally be within five percent (5%) of the average ward population. Additionally, the total variation between the most and least populated wards should not exceed ten percent (10%), except in extraordinary circumstances.

In recent years, because of growth patterns, populations within wards have shifted such that ward sizes and boundaries need to be adjusted. Based on a population figure of 22,969 persons (from the 2020 U.S. Census), the average ward size should be approximately 3,828 people. Current ward sizes, and their deviation from the average, are currently as follows:

Ward 1:	4,024	5.1% above the desired average
Ward 2:	3,436	10.2% below the desired average
Ward 3:	3,702	3.3% below the desired average
Ward 4:	3,521	8.0% below the desired average
Ward 5:	4,376	14.3% above the desired average
Ward 6:	3,910	2.1% above the desired average

In establishing updated ward boundaries, City Staff and its professional consultants consider many factors, including the following:

- Constitutional requirements for ward sizes;
- Avoid splitting established neighborhoods, as much as possible;
- Keep boundaries simple so that the average citizen can recognize what ward they are in; and
- Limit changes to existing ward boundaries as much as possible.

Based on these factors, an updated ward map is presented for the Council’s final approval. Under this new map, current ward sizes, and their deviation from the desired average, would be as follows:

Ward 1:	3,610	5.7% below the desired average
Ward 2:	3,744	2.2% below the desired average
Ward 3:	3,702	3.3% below the desired average

Ward 4:	4,018	5.0% above the desired average
Ward 5:	3,879	1.3% above the desired average
Ward 6:	3,910	2.1% above the desired average

Under this proposal, there is one ward (Ward 1) that is above the presumptively valid 5% deviation. *See Petition of House Bill No. 2620*, 225 Kan. 827 (1979). Furthermore, the percentage difference between the Ward 1 population (new lowest) and the Ward 4 population (new highest) is 10.7%, above the presumptively valid difference of 10%. *See In re Stovall*, 273 Kan. 715 (2002).

However, such deviations may be permitted if there are rational policy reasons for establishing the wards in this way. Such policies include, but are not limited to, natural boundaries and physical barriers, making districts compact, preserving the cores of prior districts, and avoiding contests between incumbents. *See Stovall*, 273 Kan. at 719; *Petition of House Bill No. 2620*. *See also Harris v. Anderson*, 192 Kan. 302 (1965) (holding that an 11% deviation was constitutional). The City’s professional consultants can advise further as the policy reasons for drawing new ward lines as they have.

Note, however, that under the current ward maps, a majority of the wards (four out of six) fall outside of the presumptively valid 5% test (two wards by over double that percentage), and the deviation between the Ward 2 population (current lowest) and the Ward 5 population (current highest) is 24%, well above the 10% guidelines. The new ward maps greatly improve the current ward size balance. Failure to approve updated maps may expose the City to constitutional challenges.

The Governing Body may revise its ward boundaries by ordinance. K.S.A. 19-3438.

City Staff has worked with the Johnson County Election Commissioner on the timing and process for adopting updated ward boundaries. One reason for this is that, if the City adopts the updated ward map that impacts voting precinct boundaries (as the proposed map would), the Johnson County Election Commissioner will need to make revisions to such voting precinct boundaries. *See K.S.A. 19-3437* (applicable to Johnson County) (“No precinct shall be divided by a ward boundary line, and if any ward territory is changed ... such that a precinct is divided by a ward boundary line, such county election commissioner shall change the boundaries of such precincts in accordance with this act within one (1) year”).

Furthermore, pursuant to K.S.A. 19-3438, boundary lines of wards may be changed no more often than once per year, but only “at a time which will not interfere with any election procedure”. The phrase “any election procedure” does not appear to be defined by statute, nor any case law or attorney general opinions. However, it is Staff’s understanding that the Johnson County Election Office has a strong preference that ward boundaries be revised prior to local office filing deadlines (the filing deadline for the Fall 2023 elections is June 1, 2023), so as to not interfere with 2023 primary and general elections.

Additionally, K.S.A. 19-3426 provides that the election commissioner is required to publish any changes to ward boundaries at least thirty (30) days prior to any election. The last election at which Prairie Village residents participated was November 8, 2022 (therefore, in 2022, any changes to ward boundaries would have needed to have been completed and published by October 9, 2022, assuming that doing so would not itself have been deemed an interference with an election procedure). However, K.S.A. 25-26a03(a) further provides:

Notwithstanding any other law or provisions to the contrary, no election precinct shall be created, divided, abolished or consolidated or the boundaries thereof

changed during the period four months prior to each primary election and the succeeding general election or between January 1 of a year the last digit of which is 8 and December 1 of a year the last digit of which is 0, and from **and after January 1, 1993, between January 1 of a year the last digit of which is 7 and the time when the legislature has been redistricted in a year the last digit of which is 2 ...**

Emphasis supplied. There are certain exceptions to this rule, but none of them are applicable to the City.

Therefore, between 2017 and 2022, even if the City had adopted updated ward boundaries that would require a change in precincts, the Johnson County Election Commissioner would have been prohibited by statute from making changes to such underlying election precincts (the last legislature redistricting occurred in 2022, with Governor Kelly having signed the new state legislative districts into law on April 15, 2022). This “freeze period” spans the time before and after the decennial federal census and the subsequent redistricting process and election.

There is currently no primary election scheduled in Prairie Village, such that K.S.A. 25-26a03(a) would also not prohibit the Johnson County Election Commissioner from redrawing precinct lines at this time.

Although K.S.A. 25-26a03 would not have absolutely prohibited the City from revising ward boundaries in 2022, the Johnson County Election Commissioner has advised that, given the limitations on its powers under this statute during the freeze period, the managing of elections with precincts split by wards would have been difficult to handle. Furthermore, any ward boundary changes by the City that would have impacted voting precinct boundaries in 2021 or 2022 would have triggered the Johnson County Election Office’s one-year precinct boundary change requirement under K.S.A. 19-3437, which would then have conflicted with the freeze period under K.S.A. 25-26a03. Having ward boundaries that do not line up with precinct boundaries for a period of time could have led to additional voting confusion and made it more difficult for the Johnson County Election Office to manage elections with split precincts. The Johnson County Election Office has expressed to the City that the City’s current timing is appropriate and workable.

By way of comparison, in April 2022 the City of Lenexa itself reestablished ward boundaries, but Lenexa’s amendments did not require any changes to precinct boundaries, such that the provisions of K.S.A. 25-26a03(a) were not impacted.

As to waiting until 2024 (after the 2023 general election) to redraw ward boundaries, Staff and the Johnson County Election Commissioner have expressed concerns that this would result in residents very soon after an election not actually being represented by the persons for whom they voted. Similarly, residents living within a changed boundary would not have had an opportunity to cast their vote for or against the person that would then represent them. This would also have been the result if the City pursued ward boundary changes in 2022, following the November 2021 general election. Another concern with establishing new wards closely after general elections is that an elected official may be “removed” from the ward he or she actually represents (that is, the official would be representing his or her “old” ward while now living in a “new” ward).

Of course, these situations can result any time ward boundaries are changed, for a period of time, but Staff believes it is preferable to establish new wards in advance of upcoming elections, instead of as a seeming response to past elections. Staff notes that the proposed maps do not remove any incumbents nor any currently-filed candidates from their current wards.

Additionally, final census data was not available to the City until the Spring or Summer of 2021, such that establishing new wards at that time would have had the City possibly interfering more with the 2021 elections, and later in that election cycle than the current situation. In addition, any window for changes in 2021 would have been quite short, given the time it takes for the City's professional consultants to prepare new maps, and given the requirement of K.S.A. 19-3426 that ward changes must be published at least thirty (30) days prior to any election.

City Staff can speak further as to its work with the Johnson County Election Commissioner on these matters, and the Election Commissioner's proposed timing and establishment of updated voting precincts (note, the City does not itself establish or approve voting precincts). See K.S.A. 25-26a02.

As the population within Prairie Village continues to shift and grow, further amendments to ward boundaries may be necessary. Staff would suggest that that the Governing Body plan to reconsider these boundaries again at some time in 2026, as that will be the final year before 2032 (after the next legislative redistricting) when any changes that require precinct-level splits or mergers may be performed by the Johnson County Election Commissioner.

ATTACHMENTS

Ordinance No. 2482

PREPARED BY
David E. Waters
City Attorney

Date: March 28, 2023

ORDINANCE NO. 2482

AN ORDINANCE AMENDING CITY WARD BOUNDARIES, AMENDING SECTIONS 6-202, 6-203, 6-204, 6-205, 6-206, AND 6-207 OF ARTICLE 2 (WARDS), CHAPTER VI (ELECTIONS), OF THE CODE OF THE CITY OF PRAIRIE VILLAGE.

WHEREAS, Section 6-101 of the Code of the City of Prairie Village, Kansas, establishes that the city shall be divided into six (6) wards;

WHEREAS, the City Council periodically reviews and adjusts ward boundaries to reflect changes in the population in order to comply with state and federal law requirements;

WHEREAS, the City received population data from the 2020 Census that indicates ward boundaries should be amended to account for growth and changes in population among wards; and

WHEREAS, the ward boundary adjustment will result in minimal changes to voting precincts and the City will work with the Johnson County Election Commissioner to ensure any new precinct numbers and ward boundaries are updated for the proper handling of upcoming election cycles;

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

Section 1. Section 6-202 of the Prairie Village Municipal Code is hereby deleted in its entirety and amended to read as follows:

6-202. – WARD ONE.

Ward one shall be as follows:

That part of the city bounded on the east by the city limits to the northeast corner of the city limits on Mission Road; thence west along the back lot lines between 62nd Terrace and 63rd Street to its intersection with the centerline of Roe Avenue; thence south along the centerline of Roe Avenue to its intersection with the centerline of 63rd Street; thence west along the centerline of 63rd Street to its intersection with the centerline of Nall Avenue; thence south along the centerline of Nall Avenue to its intersection with the centerline of 69th Street; thence east along the centerline of 69th Street to its intersection with the centerline of Fonticello Street; thence south along the centerline of Fonticello Street to its intersection with the centerline of 71st Street; thence east along the centerline of 71st Street to a point which is the east city limit; thence north along the city limit to the point of beginning.

Section 2. Section 6-203 of the Prairie Village Municipal Code is hereby deleted in its entirety and amended to read as follows:

6-203. – WARD TWO.

Ward two shall be as follows:

That part of the city beginning at the intersection of Brush Creek and 71st Street, thence in a southwesterly direction along Brush Creek, including the property of Porter Park, to its intersection with the centerline of Roe Avenue; thence south along the centerline of Roe Avenue to its intersection with the centerline of 75th Street; thence west along the centerline of 75th Street to its intersection with the centerline of Juniper Avenue; thence south on Juniper Avenue to the centerline of 79th Street; thence west along the centerline of 79th street to its intersection with the centerline of Lamar Avenue; thence north along the centerline of Lamar Avenue to its intersection with the centerline of 78th Street; thence west along the centerline of 78th Street to its intersection with the centerline of Walmer Lane; thence north along the centerline of Walmer Lane to its intersect with the centerline of 77th Street; thence west along the centerline of 77th Street to its intersection with the centerline of Walmer Lane; thence north along the centerline of Walmer Lane to its intersection with the centerline of 75th Street; thence east along the centerline of 75th Street to its intersection with the centerline of Nall Avenue; thence north along the centerline of Nall Avenue; thence north along the centerline of Nall Avenue to its intersection with the centerline of 71st Street; thence west along the centerline of 71st Street to its intersection with the centerline of Reeds Road; thence north along the centerline of Reeds Road to its intersection with the centerline of 69th Street; thence east along the centerline of 69th Street to its intersection with the centerline of Fonticello Street; thence north along the centerline of Fonticello Street to its intersection with the centerline of 71st Street; thence west along the centerline of 71st Street to the point of beginning.

Section 3. Section 6-204 of the Prairie Village Municipal Code is hereby deleted in its entirety and amended to read as follows:

6-204. – WARD THREE.

Ward three shall be as follows:

That part of the city beginning at the intersection of Brush Creek and 71st Street; thence southwesterly along Brush Creek excluding the property of Porter Park, to its intersection with the centerline of Roe Avenue; thence south along the centerline of Roe Avenue to its intersection with the centerline of 75th Street, thence east on the centerline of 75th Street to its intersection with the centerline of State Line Road; thence north on the centerline of State Line Road to its intersection with the northeast boundary of the city; thence west along the north boundary of the city to its intersection with the centerline of Mission Road; thence west along the centerline of 71st Street to the point of the beginning.

Section 4. Section 6-205 of the Prairie Village Municipal Code is hereby deleted in its entirety and amended to read as follows:

6-205. – WARD FOUR.

Ward four shall be as follows:

That part of the city beginning at the intersection of the centerline of 75th Street with the centerline of Mission Road; thence west along the centerline of 75th Street to its intersection with the centerline of Juniper Street; thence south along the centerline of Juniper Street to its intersection with the centerline of 79th Street; thence west along the centerline of 79th Street to its intersection with the centerline of Lamar Avenue; thence south along the centerline of Lamar Avenue to its intersection with the centerline of 83rd Street; thence east along the centerline of 83rd Street to its intersection with the centerline of Nall Avenue; thence south along the centerline of Nall Avenue to its intersection with the centerline of 86th Street; thence east along the centerline of 86th Street to its intersection with the centerline of Somerset Drive; thence northeast along the centerline of Somerset Drive to its intersection with the centerline of Roe Avenue; thence north along the centerline of Roe Avenue to its intersection with the centerline of 83rd Street; thence east along the centerline of 83rd street to its interaction with the centerline of Mission Road; thence north along the centerline of Mission Road to the centerline of 75th Street, the point of beginning.

Section 5. Section 6-206 of the Prairie Village Municipal Code is hereby deleted in its entirety and amended to read as follows:

6-206. – WARD FIVE.

Ward five shall be as follows:

That part of the city beginning at the intersection of 86th and Nall Avenue, thence south along the centerline of Nall Avenue to its intersection with the centerline of 95th Street; thence east along the centerline of 95th Street to its intersection with the centerline of Mission Road; thence north along the centerline of Mission Road to a point being the back lot line of 84th Terrace; thence east along the back lot lines to a point being the back lot line of Reinhardt; thence north along the back lot line and its prolongation to the centerline of 83rd Street; thence west along the centerline of 83rd Street, including the property of Corinth School, to its intersection with the centerline of Roe Avenue; thence south along the centerline of Roe Avenue to its intersection with the centerline of Somerset Drive; thence southwest along the centerline of Somerset Drive to its intersection with the centerline of 86th Street; thence west along the centerline of 86th street to its intersection with the centerline of Nall Avenue, the point of beginning.

Section 6. Section 6-207 of the Prairie Village Municipal Code is hereby deleted in its entirety and amended to read as follows:

6-207. – WARD SIX.

Ward six shall be as follows:

That part of the city beginning at the intersection of the centerline of Mission Road with the centerline of 75th Street; thence east along the centerline of 75th Street to its intersection with the centerline of State Line Road; thence south along the eastern boundary of the city to its intersection with the northern city limits of the City of Leawood; thence generally westerly along the northerly city limits of the City of Leawood to its intersection with the centerline of 83rd Street; thence west along the centerline of 83rd Street to Mission Road; thence north along the centerline of Mission Road to the centerline of 75th Street, to the point of beginning.

Section 7. Sections 6-202, 6-203, 6-204, 6-205, 6-206, and 6-207 of the Prairie Village Municipal Code, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

Section 8. This ordinance shall take effect and be in force from and after its publication in the official city newspaper as provided by law. The city clerk shall further provide a copy of this ordinance to the Johnson County Election Commissioner.

PASSED by the City Council of the City of Prairie Village, Kansas on _____, 2023.

APPROVED:

Eric Mikkelson, Mayor

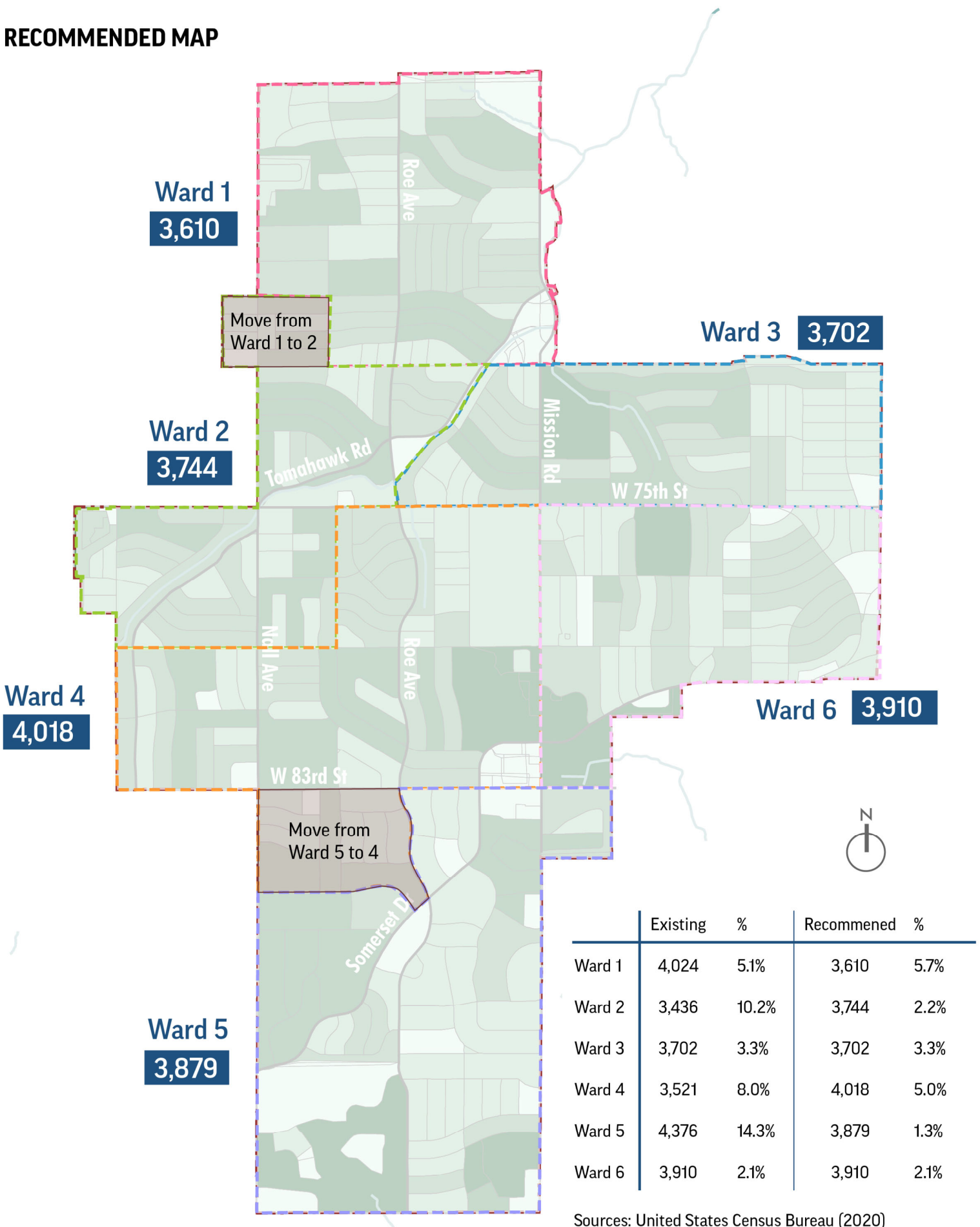
ATTEST:

Adam Geffert, City Clerk

APPROVED AS TO LEGAL FORM:

David E. Waters, City Attorney

RECOMMENDED MAP



	Existing	%	Recommended	%
Ward 1	4,024	5.1%	3,610	5.7%
Ward 2	3,436	10.2%	3,744	2.2%
Ward 3	3,702	3.3%	3,702	3.3%
Ward 4	3,521	8.0%	4,018	5.0%
Ward 5	4,376	14.3%	3,879	1.3%
Ward 6	3,910	2.1%	3,910	2.1%

Sources: United States Census Bureau (2020)

MAYOR'S ANNOUNCEMENTS
Monday, April 3, 2023

Planning Commission	04/04/2023	7:00 p.m.
Tree Board	04/05/2023	6:00 p.m.
Diversity Committee	04/11/2023	4:00 p.m.
City Council	04/17/2023	6:00 p.m.
City Council work session	04/24/2023	6:00 p.m.
Environmental Committee	04/26/2023	5:30 p.m.

INFORMATIONAL ITEMS

April 3, 2023

1. Prairie Village Foundation meeting minutes – September 20, 2022
2. Prairie Village Foundation meeting minutes – January 31, 2023
3. Diversity Committee meeting minutes – February 7, 2023
4. Environmental Committee meeting minutes – February 22, 2023
5. VillageFest Committee meeting minutes – March 23, 2023
6. JazzFest Committee meeting minutes – March 28, 2023
7. April plan of action

Prairie Village Foundation
Tuesday, September 20, 2022
5:30 p.m. | City Hall

MINUTES

1. Approval of minutes of April Meeting

Laura Wassmer moved to approve the minutes. Brooke Morehead seconded the motion and it passed unanimously.

2. Approval of Financial Report

Ms. Wassmer moved to approve the financial report. Marcia Jacobs seconded the motion and it passed unanimously.

3. Event Reports and Budget Approval

- a. Tree Lighting - Marianne Noll presented the budget for the Holiday Tree Lighting for a total of \$1,220. This year and moving forward, the budget will be funded from the Transient Guest Tax rather than being supported from our donations. This means more money can be distributed to community members and programs.
- b. Gingerbread House Party - Brooke Moorehead presented the Gingerbread House Party budget for a total of \$3,050.
- c. Shop with a Cop - Ms. Noll presented the Shop with a Cop budget for a total of \$4,000. It was decided to supplement the budget by an additional \$1,000 from the Holiday Tree Fund to allow the purchase of HyVee giftcards.

Eric Mikkelson moved to approve the event budgets. Terrence Gallagher seconded the motion and it passed unanimously.

4. Volunteers needed for Tree Lighting and Gingerbread House Party -- Ms. Noll distributed a sign up for volunteer support at upcoming Foundation events.

5. Recommended distribution of funds -- Ms. Noll presented several options for donation. While the majority of funds are distributed in the Spring meeting, there were several needs identified in the community:

- a. Asbury United Methodist Food Pantry: \$1,000
- b. Nall Avenue Baptist Church Food Pantry: \$1,000

Nikol Terrill suggested an additional \$1,300 to be distributed to area school nurses.

Ms. Terrill moved to approve the distributions as described. Mr. Gallagher seconded the motion and it passed unanimously.

6. Recap of past events

Event recaps were provided for VillageFest, JazzFest, and Back to School with a Firefighter.

Prairie Village Foundation

January 31, 2023

5:30 p.m. | City Hall

MINUTES

In attendance: Chair Marianne Noll, Vice Chair Laura Wassmer, Meghan Boom, Pam Gagel, Terrence Gallagher, Marcia Jacobs, Cindy Jenny, Wes Jordan, Eric Mikkelson, Dave Robinson, Inga Selders

1. Approval of \$1,000 to Johnson County for Utility Assistance

Marianne Noll reported that funds are low in our utility assistance account at Johnson County Aging and Human Services, and proposed a \$1,000 contribution to fill the need until the Foundation's board meeting in March.

Laura Wassmer moved to fund \$1,000 for utility assistance. Pam Gagel seconded the motion and it passed unanimously.

2. Combine Mayor's Tree Lighting, General Fund and Gingerbread House income into one line item, The Municipal Fund.

Marianne Noll explained the new financial statement, which shows the separation between Foundation controlled accounts and City Committee accounts. This makes it easier to see how much the Foundation actually controls over for charitable contributions. Ms. Noll proposed combining the General Fund, the Holiday Tree Fund, and the Gingerbread Fund into one "Municipal Fund" that would be our primary source for donations in the community. Terrance Gallagher asked if the Foundation would still fund the recreation scholarships that previously came from the Gingerbread Fund. Ms. Noll clarified that all the donations and scholarships could remain the same, they would just be funded from one account in the Foundation versus three. Dave Robinson asked that the account be called the General Fund instead of the Municipal Fund.

Mr. Gallagher moved to combine the General Fund, the Holiday Tree Fund, and the Gingerbread Fund into one "General Fund" with \$4,000 dollars set aside to fund the Gingerbread event. Marcia Jacobs seconded the motion. Meghan Boom suggested that it would be more simple administratively if the Gingerbread event was structured similarly to other events, with a budget approved annually in the fall, rather than maintaining a separate expense account. Mr. Gallagher amended his motion to remove the \$4,000 set aside. Marcia Jacobs approved the amendment and the motion passed unanimously.

3. Ideas for other things we want to consider funding in 2023

Inga Selders introduced the land trust concept and stated that it would require grants, legacy donors, community partners, etc., to seed this effort. Ms. Noll and other board members expressed interest in the concept, but believe that that it

likely falls out of the purview of the Foundation and would require a separate board and different funding sources.

Marcia Jacobs asked if the Police Department needed funds to support the mental health co-responder. Ms. Noll responded that we provided funds through Johnson County Mental Health in a prior year and they've had trouble spending the funds so the balance remains. Ms. Buum suggested Giving the Basics that the Police Department uses to distribute basic toiletries in the community.

Mr. Robinson would like to increase the amount given to the nurses. Ms. Noll shared that in addition to the nurses, many teachers and administrators in the schools spend their own funds to support students, and this allows a brief respite to them, but it could be difficult to draw a line.

Cindy Jenny suggested Oxford House for donation. Ms. Noll clarified that they are supported through Johnson County Rental Assistance.

Ms. Jenny suggested school lunch assistance funds for accounts in deficit.

Ms. Noll suggested additional ways to support refugees resettled in Prairie Village, by partnering with an agency to vet potential recipients. Mayor Mikkelson suggested reaching out to Global Ties.

Mr. Robinson suggested small handman-type home repairs versus Johnson County Minor Home repair. Ms. Noll stated that this is achieved through our Codes Enforcement Fund.

4. Fundraising opportunities

Ms. Noll stated that Mr. Robinson asked for an update on the letter campaign, we received three responses but it was still a good way to raise awareness about our efforts. Ms. Wassmer asked if the board should reconsider the timing of the distribution since that is a time of many charitable asks.

Ms. Selders suggested making a short video to outline what we've accomplished to share broadly in the community. Ms. Gagel suggested the possibility of speaking in the community about the Foundation's mission, such as area churches.

5. Other

Ms. Noll reported that Ms. Gagel and Ms. Wassmer will be leaving the foundation in March. Please let her know your interest in continued service. The Board will need a new chair for Back to School with a Firefighter.

Meeting Adjourned at 6:40 p.m.

Prairie Village Diversity Committee Meeting Minutes

Meeting: February 7th, 2023, 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, Captain Washington, Melissa Brown, Tim Schwartzkopf, Etienne Clatanoff Orozco, Chi Nguyen, George Williams, Dennis Solis, Karen Heath, Rachel Pegg, David Magariel, and Hazel Krebs, Wes

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

Opening Remarks/Welcome – Cole made mention of acknowledgment Black History Month and motion to post pone vote 2nd vice chair position with Chi Nguyen. 1st Motion - David Magariel, 2nd - Hazel Krebs and passed unanimously

Land Acknowledgement - We recognize that the City of Prairie Village sits on the ancestral land of the Kickapoo, Ocheti Sakowin, Osage and Kansa tribes. This land is of great importance as these communities are still living and breathing. Consistent with our values of community and inclusion, we have a responsibility to acknowledge and honor these tribes. Presented by Chi Nguyen.

Introduction and remarks of new committee members – Hazel Krebs and Rachel Pegg introduction to the committee.

Approval of Meeting Minutes (1/10/2023) – Motion to approve the minutes from the previous meeting made by George, second by Karen, passed unanimously.

Presentations – No presentations were made at the February meeting.

Public Participation – Halie Sims joined to speak from the lens of his committee which is the Roland Park Racial Equity Committee. He reported the committee has lead a lot of educational seminars as they relate to race/culture. Encourages Roland Park residents to engage and explore the cultural events in their area. Halie will join the town hall on 2/25/23.

Liaison Updates

* Citizen Advisory Board – George Williams/Chief Roberson/Ivan Washington – No updates
Civil Service Board George Williams/Ivan Washington – explanation of the role the board plays in assisting our PD in hiring and stop reviews. He discussed 3 positive candidates they interviewed.

Project/Event Updates

* Town Hall Planning Update – Karen Heath, Melissa Brown, Hazel Krebs • February 25th at 2 PM • We have a list of moderators and confirmed a panel list. Finalized the the social media plans and will send out the evite this week. Opened discussion to the committee to develop questions for this event.

* Suggested discussion of diversity as it relates to the past in prairie village and how it relates to current and the future. Ex topic : Police brutality: comment by previous police chief Wes ?? who reported PV police dept have been examining policing styles since 2000 when driving when black or racial profiling was first identified . They have built a foundation to do the right thing and have gathered statistics of police stops. They have made due diligence for their work to continue to deconstruct any racial profiling tactics.

Comments by David Magariel wants to clarify what is the objective of discussion of police brutality. Cole answered and stated this committed was bore out of the murder of George Floyd so it a direct thread.

* Housing as a topic was discussed by the committee but was varied in opinion on how its presented. Committee members were concerned it would become a main topic and they want to use the platform as providing some educational points which explain relationship between housing and diversity but then move foward to other topics for the Town Hall.

* Committee Discussion of Memphis Police /Tyre Nichols Murder- Captain Washington spoke about the reflection of this case and stated they review and discuss their processes which help prevent these situations. Melissa and David gave their reflections of discomfort and the fear associated with situations.

* Interpretive Panel Update – David Magariel – Discussed the vision for the interpretative panel by PowerPoint. He clarified the text which will be included which is the story of PV including deed restrictions and JC Nichols impact. David suggested to send a letter with power point to parks and rec, but suggested by Cole to pause on letter at this time until further discussion from Cole's end is completed with parks and recs in favor of it.

* Village Voice/Social Media Update – Melissa Brown – Need to create framework to work from so we can include a publication in every issue. No update on content at this time.

* MLK event recap by George Williams. Event attendance was up from last year at 400 people. He thanked all involved and stated it was an event that was re-affirming for African American members.

* 2023 Strategic Planning Session Update – Cole Robinson/Tim Schwartzkopf – The planning session is confirmed for all committee members on 2/27/23. UCS will develop questions and structure for us to work from. Encourage committee to develop goals.

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

New Business – Cole brought up SB 77 look at legislation to get racial covenants removed from PV home deeds. Is this a bill we want to move forward on with support and have it taken back to council? It was decided not to vote on it as some committee members do not have clarity on state legislature. The committee was in support of it but was on hold for vote.

Looking Ahead 2023

February

- Diversity 101 Town Hall – 02/25/23 2:00pm at Meadowbrook Clubhouse
- 2023 Strategic Planning Session – 2/27/23 at City Hall

Next Meeting 03/21/23 at 4pm in Council Chambers

Adjournment – motion was made to adjourn at 5pm by Karen, second from Melissa and the motion passed unanimously.

The Prairie Village Environmental Committee met Wednesday, February 22, 2023, 5:30 p.m. Prairie Village City Hall MPR.

The meeting was called to order at 5:30 pm.

Members in Attendance

Piper Reimer (Chair), Greg Shelton (Co-Chair), Ashley Freburg (Staff Liaison) Stephanie Alger, Warren Smith, Paul Winn, Mckenna Owens, Rick Wohlfarth, Johanna Comes, Penny Mahon, Dave Huyett, Nathan Kovac, Travis Carson, Magda Born

Approval of the agenda

Rick moved to approve the agenda. Warren seconded the motion. All in favor.

Piper introduced new member, Dave Huyett.

Approval of January 2022 meeting minutes

Johanna moved to approve the minutes. Rick seconded the motion. All in favor.

New Business: none

Old Business

1. Sustainability Program Management

Piper reported that the contract will be awarded to Keramida, Inc., once approved by the City Council following a brief presentation by City staff and Keramida staff on March 6. The project kickoff meeting will be held on 3/9. The scope of their work will include: climate goals for the city, a list of recommended mitigation efforts, output matrix and recommendations to establish climate reporting. They will also make recommendations about what sustainability program coordination should look like now and into the future and how best to implement the program. The contracted work is expected to be completed by the end of July. Greg and Piper, as well as city staff representing all aspects of city functions, will be involved throughout the process.

Travis asked when the updated IECC standards will be implemented by the city. Greg explained that though city staff has been working toward implementing the 2021 IECC standards for some time, which requires many hours of staff time, recently the possibility of collaborating with other NEJC municipalities to collaboratively implement the 2024 standards is being discussed. The updated IECC standards will also be a part of the conversation as renovation of City Hall is considered.

2. Mayors' Monarch Pledge (MMP)

Piper stated that a decision needs to be made about whether to ask the mayor to renew this pledge for 2023. She explained the goals the subcommittee came up with:

- Proclamation: ask the Mayor to make a monarch protection specific proclamation

- Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. The plans to have the Monarch photo prop, butterfly-oriented youth craft and Mark's Monarch life stage displays at VillageFest/JazzFest meet this.

- Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed/native nectar plant planting programs. This conversation has been initiated.

-Engage with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs. This has been initiated.

- Host or support a native seed or plant sale, giveaway or swap. Seed ball giveaway at VillageFest/JazzFest will meet this goal. This meets the Program and Demonstration Garden requirement.

- Display educational signage at monarch gardens and pollinator habitat beyond monarch demonstration gardens. This conversation has been initiated.

Plant and/or seed ball giveaway, butterfly craft projects – Johanna is coordinating, photo booth with a Monarch butterfly wood cut out for pictures. Travis offered to consider taking on the construction of the Monarch photo prop. Further discussion will take place outside of the meeting. Johanna will manage the painting.

Stephanie moved to ask the Mayor to renew the MMP, including the discussed initiatives. Maga seconded the motion. All in favor.

3. Overland Park Recycling Extravaganza

The event will be held on 4/22, Earth Day, this year. OP informed us that the cost of the tent has increased to \$1700, but the previously agreed upon amount of \$1400 will meet the committee's commitment for this event. The event will take place at the Black & Veatch campus on Lamar. Piper offered to manage the sign up for the needed 5 volunteers.

4. Sustainable lawn concept promotion

Questions were raised regarding the city codes and/or the HOA restrictions/covenants regarding lawn maintenance, and what would be possible while remaining within the restrictions. Nathan offered to write an article on this topic for the May/June Village Voice. Travis suggested the concept of Buffalo grass be included. Magda recommended we check out a friend's house at 634 E 71st for an example of Buffalo grass & a Monarch garden. Greg sent a link to the committee of the pertinent PV city codes.

5. Promotions budget

A few ideas were mentioned: promoting through KCUR or the SM Post, using paid ads on social media. This would need to be done via a PV liaison. There is a budget of \$1000 and moving forward we will discuss how best to use. Topic will be tabled for future agenda.

6. Curbside composting

There are two main concerns: the cost, possibly doubling the cost of the current solid waste budget to provide this service to all residents. Recognition that most residents need/want education as to what can and can't be composted. Travis and Nathan discussed their trip to the waste management recycling facility- the information they received was approximately 20% of materials gathered can't be recycled. Piper will investigate the new Olathe Food Waste Composting kiosk and will report back.

7. Piper provided a list of 2023 events that the Environmental Committee has committed to.

This led to a discussion of how to obtain volunteers to staff events, and several committee members expressing the opinion that the committee members can't be expected to staff all of the events, and that we need to find a way to source community volunteers to staff the events. The idea was raised about whether the committee should appoint a volunteer coordinator each year or create a subcommittee to do this. Rick recommended we explore coordinating with the SME environmental committee. Johanna will explore options for student volunteers from SME. Stephanie recommended we use some of the promotional budget for social media ads asking for volunteers. Due to the lateness, no decisions were made.

Announcements

1. Next meeting: March 22, 5:30, secretary: Rick

Adjourn

Stephanie made a motion to adjourn the meeting. Magda seconded the motion. All in favor.

Meeting adjourned at 7:00 p.m.

VillageFest 2023

Meeting Information	
Location	Multipurpose Room - PV City Hall
Date & Time	Thursday March 23, 2023, 2023 5:30PM - 6:30PM
Attendees	<ul style="list-style-type: none">● Amber Fletcher● Alex Fletcher● JD Kinney● Courtney McFadden● Ted Fritz● Toby Fritz● David Allegri -Teen Council

Discussion Notes	
Pancake Breakfast	<ul style="list-style-type: none">● Steve Meyer and the Old Mission Lodge will work the Pancake Breakfast from 7:30-10:00 am.● Price Per Plate will be \$6● Cash and Credit/Debit will be accepted
Patriotic Program	<ul style="list-style-type: none">● Kristy Lambert has been approached to sing the National Anthem
Spirit Awards	<ul style="list-style-type: none">● Now accepting nominations for possible candidates.● Plaque will be made the same style as previous years.
KS National Guard History Museum and Display	<ul style="list-style-type: none">● Sgt. Maj. Byers has confirmed for the museum, he is trying to get a vehicle to bring

History Display	<ul style="list-style-type: none"> ● Steve Noll has agreed to put together a display that can be used for the next few years. It should be ready June 1 for us to preview. ● A larger display is being planned for 2026 when Prairie Village turns 75.
Vendors and Exhibitors	<ul style="list-style-type: none"> ● Rex Nolan funnel cakes confirmed ● Polar Oasis confirmed ● Water Wagon/Quench Buggy confirmed ● Morty's KC Hot Dog Vendor confirmed ● Boba Tea Vendor - waiting on contract
Live Entertainment	<ul style="list-style-type: none"> ● Mainstage, portable stage confirmed ● Mr. Stinky Feet - plan for performance 10:00-11:00 ● Pie Winners Announced 11:00 ● MultiPhonic (cover band and sound tech) confirmed, planning on having them perform 11:30-1:00 ● KC Wolf - 90 minute appearance confirmed ● Mr. Bones confirmed ● Amazing Alex Balloon Twisting confirmed ● Sterling Silver Sound - 2 DJs confirmed ● Sister Act Face Painting confirmed - we will be meeting with the owner to find the best location for face and hair painting to manage lines and keep artists and attendees out of the direct sun. ● Slip n Slide - Terrance Gallagher has confirmed his scouts will work again.
Pie Contest	<ul style="list-style-type: none"> ● We have 4 judges confirmed, waiting to hear back from 2. ● Winners ribbons and engraved pie plate are done and ready to go. ● Minor changes to the pie judging form will be made to better

	<p>accommodate no bakes and include a space for pie names.</p> <ul style="list-style-type: none"> ● Alex will look into finding a polaroid camera to use for taking pictures of the pies.
Activities	<ul style="list-style-type: none"> ● Fun Services - Mechanical Rides - mechanical rides, trackless train, quad jump, tornado, climbing wall, 15' fiberglass slide confirmed ● Top Flight Bounce House - Moonwalk bounce house, blue castle bounce house/slide combo, purple jr slide, obstacle course with slide, jacob's ladder, color rush slide (water), and blue crush double slide (water) confirmed ● We are still looking for a petting zoo and/or pony rides. ● Vietnam Veterans - Huey helicopter last year was a hit, confirmed for 2023. Also looking into adding additional vehicles and equipment. ● The Mayor tossing giveaways is pending input from the Fire Department. ● Children's Craft Area - PV Environmental Committee may do 2 crafts and a photo op in support of the Mayor's Monarch Butterfly initiative. Hillcrest Covenant Church also approached us looking for volunteer opportunities so they may be able to help in this area as well. ● The Little Village - play area for 3 and under will be moved to the shade, looking into adding a sprinkler. ● Yard Games- update TBD
Infrastructure	<ul style="list-style-type: none"> ● Port a Potties, Handwashing stations, Info Tent/Lost & Found/First Aid
Marketing	<ul style="list-style-type: none"> ● Mission Road Banners - light pole banners hang date TBD ● Park Vinyls - Parks and Municipal Campus signs to be reviewed for possible update

Next Meeting	• Thursday, April 27, 2023 at 5:30PM
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- Thursday, April 27, 2023 at 5:30PM

Prairie Village Jazz Fest 2023
Committee Meeting
Tuesday March 28, 5:30 p.m.

Attendees

Joyce Hagen Mundy	Volunteers Chair
J.D. Kinney	Special Events Coordinator, Committee Chair
Kyle Vanlanduyt	Master of Ceremonies
John Wilinski	Backstage and Artist Hospitality Chair

Committee Chair's Report

The 2024 Jazz Fest budget has been prepared and reviewed and will be discussed at the April 17 City Council meeting. JD plans to attend. The budget request is the same for 2024 as it was in 2023.

The 2023 Jazz Fest budget is in good shape. We have sufficient funds available to contract with talent and put down deposits for stage and tents.

Fundraising and Sponsorships

No report

Talent

Alex Toepfer reported via email that he is in discussion with a number of potential acts.

F&B

Dave Hassett reported via email that Crawford Sales confirmed for beer and seltzer donation. Polar Oasis is confirmed and contract is received. The Mad Greek and Butter Fluff Kettle Corn are available and planning to attend contracts pending final signature. 3 other food trucks contacted to gauge interest and availability.

VIP Services

Need to purchase 1 adirondack chair to replace the one that broke in 2022

Stage, Lighting and Technical Services

No report

Infrastructure

No report

Marketing

Elissa Andre reported via email that she was updating our social media in April. She is confirming that there are no carryovers from the 2022 rainout that we can apply to 2023, and confirming rates with vendors for 2023. We are scheduled for our regular buy with Shawnee Mission Post. Ashley Freburg is working on the design of the stage banner that goes across the front of the canopy above the stage. SECT sent the banner dimensions and specs based on the size of the canopy.

Backstage/Artist Hospitality

10x20 tent for the area adjacent to the 20x20 main backstage tent to be ordered in April

American Jazz Museum

No report

City Committees

No report

The next Jazz Fest Committee meeting was scheduled for Tuesday April 25, 2023, at 5:30 pm in the MultiPurpose Room.

The meeting concluded at 6:00 p.m.


Respectfully submitted: JD Kinney

THE CITY OF PRAIRIE VILLAGE

STAR OF KANSAS

DATE: March 28, 2023

TO: Mayor Mikkelson
City Council

FROM: Wes Jordan 

SUBJECT: APRIL PLAN OF ACTION

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

- Teen Council Graduation - Meghan (04/23)
- Special Use Permit Renewal/Hy-Vee Gas - Adam (04/23)
- Insurance Renewal Presentation - Jason (04/23)
- Summer Tennis Programs & Registration - Meghan (04/23)
- 2024 Budget Process - Staff (04/23)
 - Department Budget Reviews by Line Item - Dept. Heads
 - Equipment Reserve Fund - Dept. Heads
 - Healthcare/Benefit costs - Cindy/Tim
 - Merit Pool - Staff
- Community Center Survey Presentation - Wes (04/23)
 - Next Steps Consideration
- Johnson County Crime Lab Presentation - Chief (04/23)
- Antisemitism Resolution/Presentation - Tim/Wes (04/23)
- Seven Days Proclamation - Meghan (04/23)
- Property Tax Rebate Program Funding - Adam (04/23)
- Ward Boundaries/Redistricting Presentation - Nickie/David (04/23)
- Memorial Plaques in Parks Policy Update - Meghan (04/23)
- Employee Benefits Broker RFP - Cindy/Tim (04/23)
- May/June Village Voice - Ashley/Staff (04/23)

In Progress

- Pool Open Planning and Preparation - Meghan (03/23)
- KERAMIDA Sustainability Program implementation - Meghan/Ashley (03/23)
- Livestreaming Alternatives - Tim/Staff (03/23)
- 2024 Budget Process - Staff (03/23)
 - Committee Funding Requests
 - Decision Packages
 - Insurance Cost Assumptions
 - Personnel Assumption

- Use of TGT Funds
 - Preliminary Revenue Estimates Report
- COPS Grant - PD (03/23)
- Large Item Pickup Coordination/Promotion - Adam/Ashley (03/23)
 - Sleepyhead Bed Mattress Recycling
- New Committee Member Orientation - Staff/Committee Chairs (03/23)
 - Waiver Form
 - Code of Conduct
 - Video of CP-001
 - Video of KORA Requirements
 - Website Update
- 2022 Financial Audit - Jason/Nickie (03/23)
- Standard Contract Review w/Insurance Carrier - Keith/Melissa (02/23)
- Annual Committee Member Training - Adam/Meghan (02/23)
- Teen Council Presentations - Piper/Meghan (02/23)
- Seven Days Program - Meghan (02/23)
- Lifeguard and Pool Operational Staff Hiring - Meghan - (01/23)
- Marketing Strategy Evaluation - Ashley/Meghan (01/23)
- Annual Health Risk Assessments - Cindy (01/23)
- Annual Everyy Update - Wes (12/22)
- Research Federal Infrastructure/Jobs Act Grants - Jason/Nickie (12/22)
- Public Arts Fund program planning - Nickie/Meghan (11/22)
- Park Sign Replacement and Branding Process - Melissa (9/22)
- Lap Pool Repair Project - Keith (08/22)
- Recycle Right Initiative - Ashley/Adam (07/22)
- Ad Hoc Housing Committee Recommendations - Nickie/Chris (07/22)
- Ward Boundaries - Nickie/Chris (06/22)
- Subdivision Regulations Amendments/Easement Vacation - Nickie/Chris (04/22)
- Agenda Management Software Evaluation - Adam/Ashley (12/21)
- Phone System Replacement - IS (11/21)
- Researching Department of Energy Solar App+ Program - Nickie (10/21)
- American Rescue Plan Act Fund Uses & Expiration - Staff (04/21)
- 2021 International Energy Conservation Code - Nickie/Mitch (03/21)
- Research Viability of Interior Rental Inspections - Nickie (06/19)

Completed

- Memorial Plaques in Parks Criteria Review - Meghan (08/19)
- Information Systems Specialist Hiring Process - IS/ Cindy/Tim (11/22)
- 2024 Budget Process - Staff (03/23)
 - Council Goals & Objectives
 - Reappraisal Projections
 - Meeting w/Appraiser
 - Insurance Renewals
- Non-selected Committee Applications to Council - Adam (03/23)

- Community Center Survey - Staff (02/23)
- Insurance Renewal Reports - Staff (03/23)
- NLC Conference Planning - Meghan/Nickie (01/23)
- Spring Foundation Board Meeting/annual charitable giving - Meghan
- Intruder Safety Training - PD (03/23)
- Severe Weather Preparedness - Tim (03/23)
- Cyber Preparedness Review - Dan/Mike/Time (02/23)
- Next Steps UCS Racial Equities - Tim (04/22)

Ongoing

- City Hall/PD Feasibility Study - Melissa/Staff (04/22)
- Business Continuity Plan - Tim/Dan/Nickie (03/22)
- Disaster Recovery Plan - Dan/Tim (03/22)
- Diversity Training - Tim/Cindy (06/22)

Tabled Initiatives

- Pool Mural Project - Meghan (04/21) [placed on hold until the Community Center discussion is decided upon]
- 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]