

CITY OF PRAIRIE VILLAGE

January 22, 2013

Council Committee Meeting 6:00 pm

City Council Meeting 7:30 pm



**COUNCIL COMMITTEE OF THE WHOLE
Council Chambers
January 22, 2013
6:00 PM**

AGENDA

CHARLES CLARK, COUNCIL PRESIDENT

AGENDA ITEMS FOR DISCUSSION

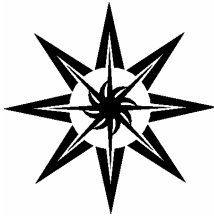
Presentation regarding Community Center Feasibility Study
360 Architecture

Presentation of annual report of 2012 Exterior Grant Program
Dennis Enslinger

Discussion regarding naming of public facilities

Discussion regarding residency requirement of appointed positions
Quinn Bennion

***Council Action Requested the same night**



PARKS & RECREATION

Council Committee Meeting Date: January 22, 2013

Presentation regarding Community Center Feasibility Study

360 Architecture will be making a presentation on the Community Center Feasibility Study. [Click Here](#) to download the Final Draft Report.

<http://www.pvkansas.com/Modules/ShowDocument.aspx?documentid=2687>

2012 Exterior Grant Program Overview



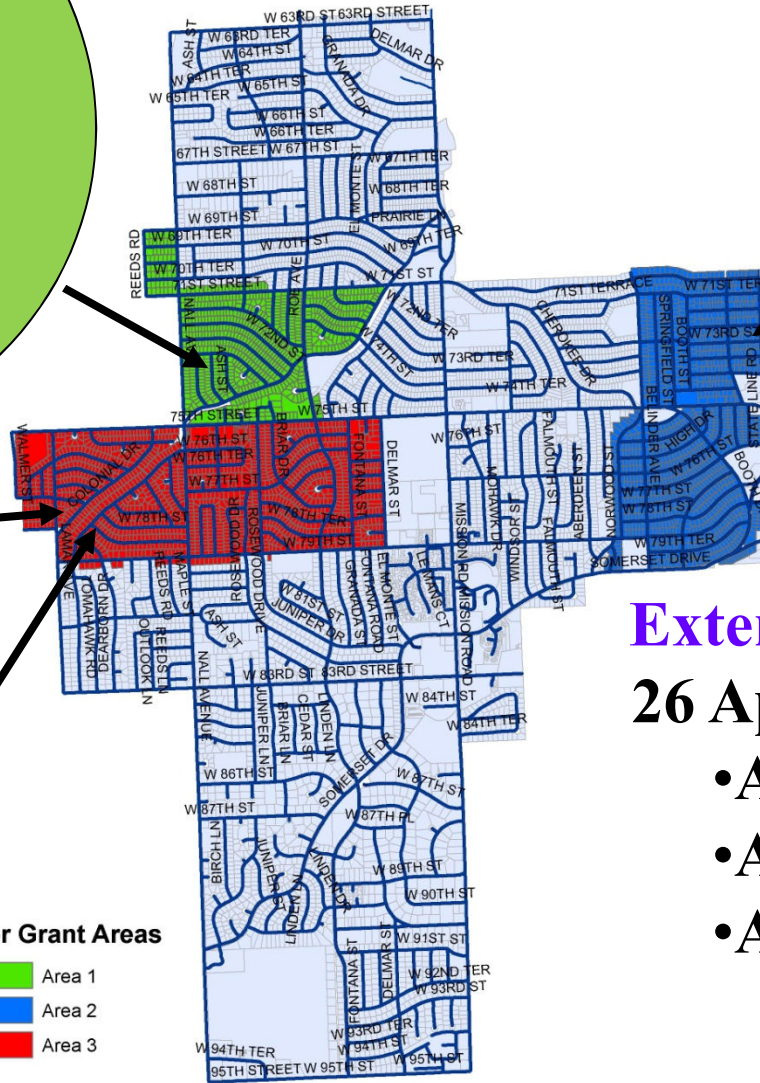
Prairie Village Exterior Grant Program

City of Prairie Village
Exterior Grant Program

AREA 1
All PV addresses
from 69th to 71st
from Reeds to Nall.
71st to 75th from
Nall East to Roe.
71st and Nall to
Tomahawk.

AREA 2
All PV
addresses on
Belinder and
Norwood, 71st
to Somerset,
East to State
Line

AREA 3
All PV
addresses
from 75th to
79th from
Walmer East
to Delmar



Exterior Grant Areas

- Area 1
- Area 2
- Area 3

Exterior Grants 2012

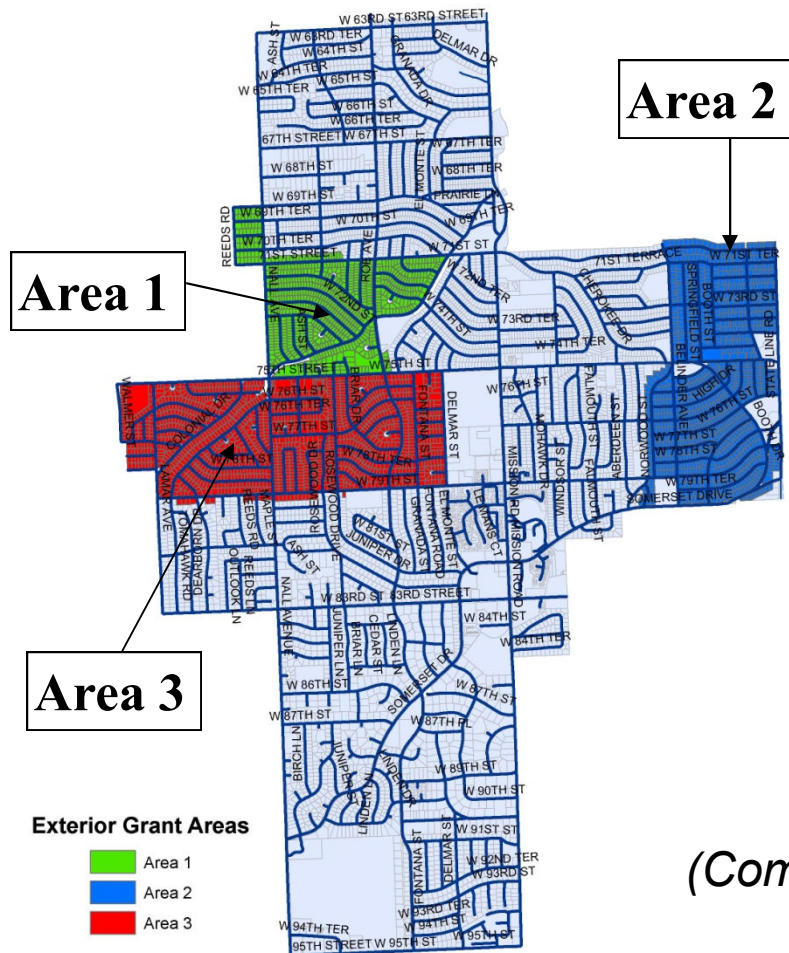
26 Approved Grants

- Area 1: 6 grants
- Area 2: 8 grants
- Area 3: 11 grants



Value of Improvements

City of Prairie Village
Exterior Grant Program



Status as of Jan 1, 2013 on 2012 Projects:

25 Projects completed

\$39,251.64 City investment

\$233,956.93 Resident investment

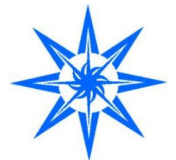
Total Investment of \$ **273,208.57**

Area 1: Total Investment of \$ 51,641.58

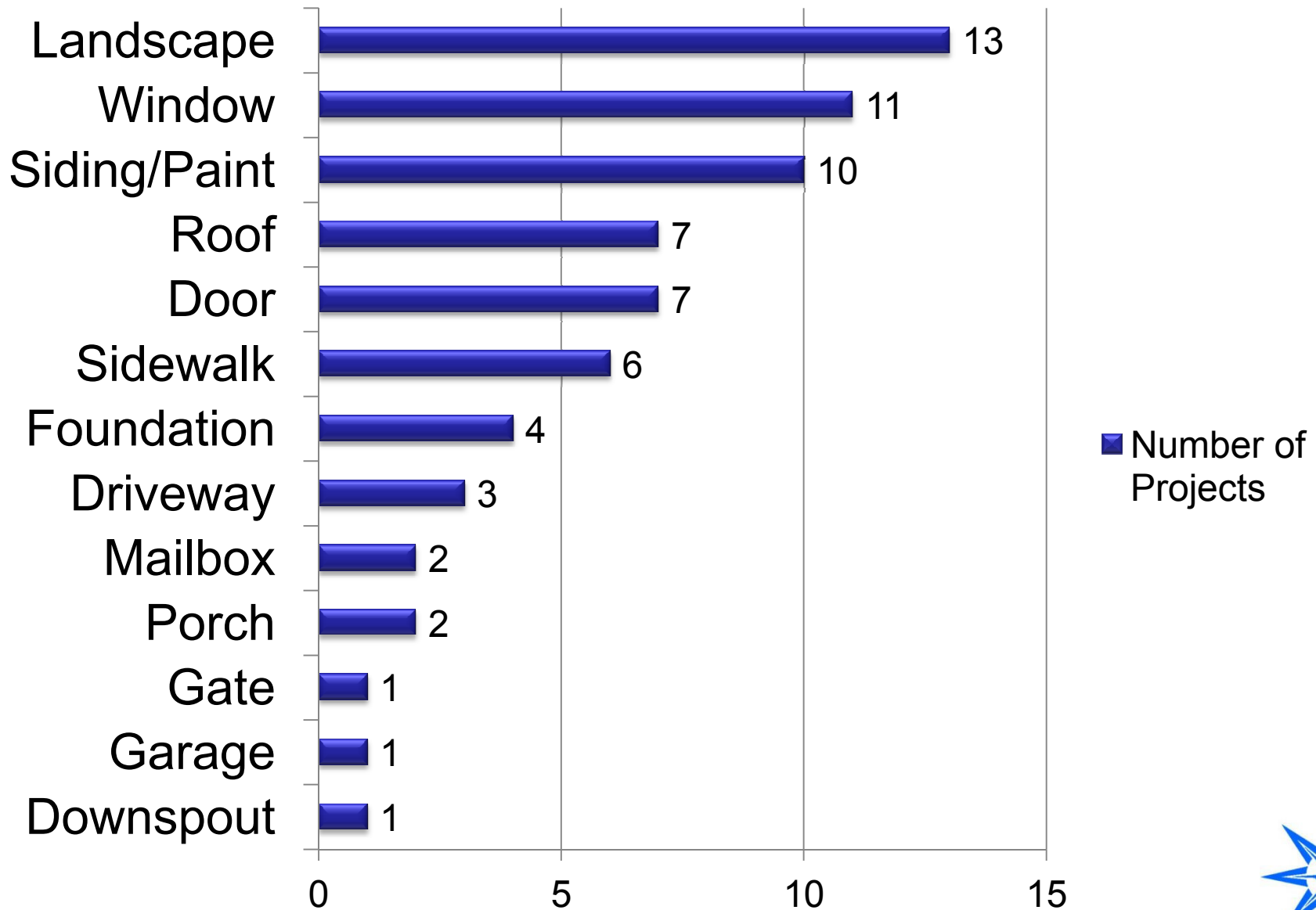
Area 2: Total Investment of \$ 82,783.14

Area 3: Total Investment of \$ 138,783.85

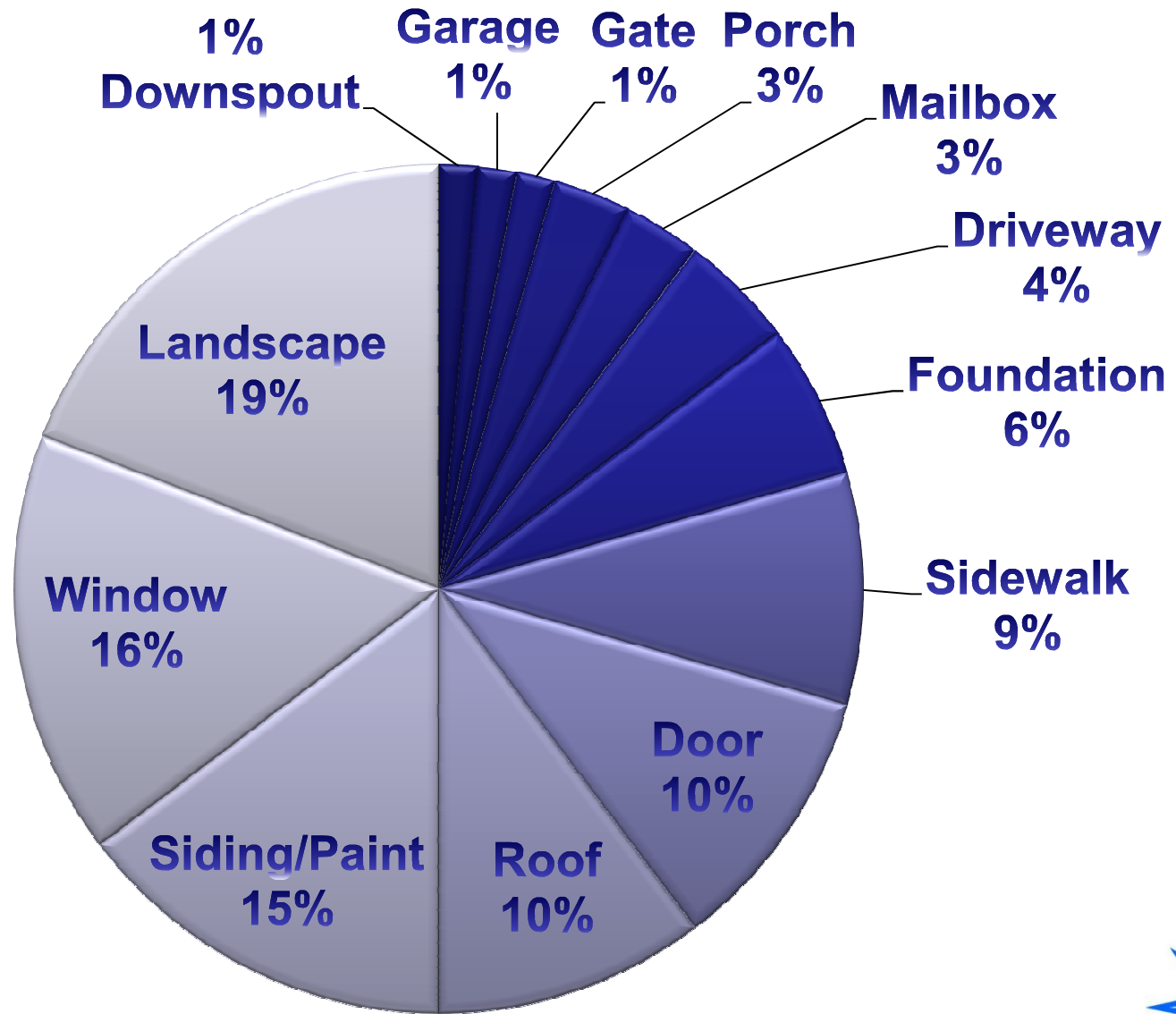
(Compared to \$184,127.24 total investment in 2011)



Exterior Grant Projects 2012



2012 Projects by Percentage



Area 1: 4414 Tomahawk Rd.

Before



Area 1: 4414 Tomahawk Rd.

After



New:

- **Paint**
- **Shutters**
- **Front Door**



Area 2: 7628 Rainbow Dr

Before



After



- New windows
- New siding



Area 3: 5803 W 78th Terr



Before



Area 3: 5803 W 78th Terr

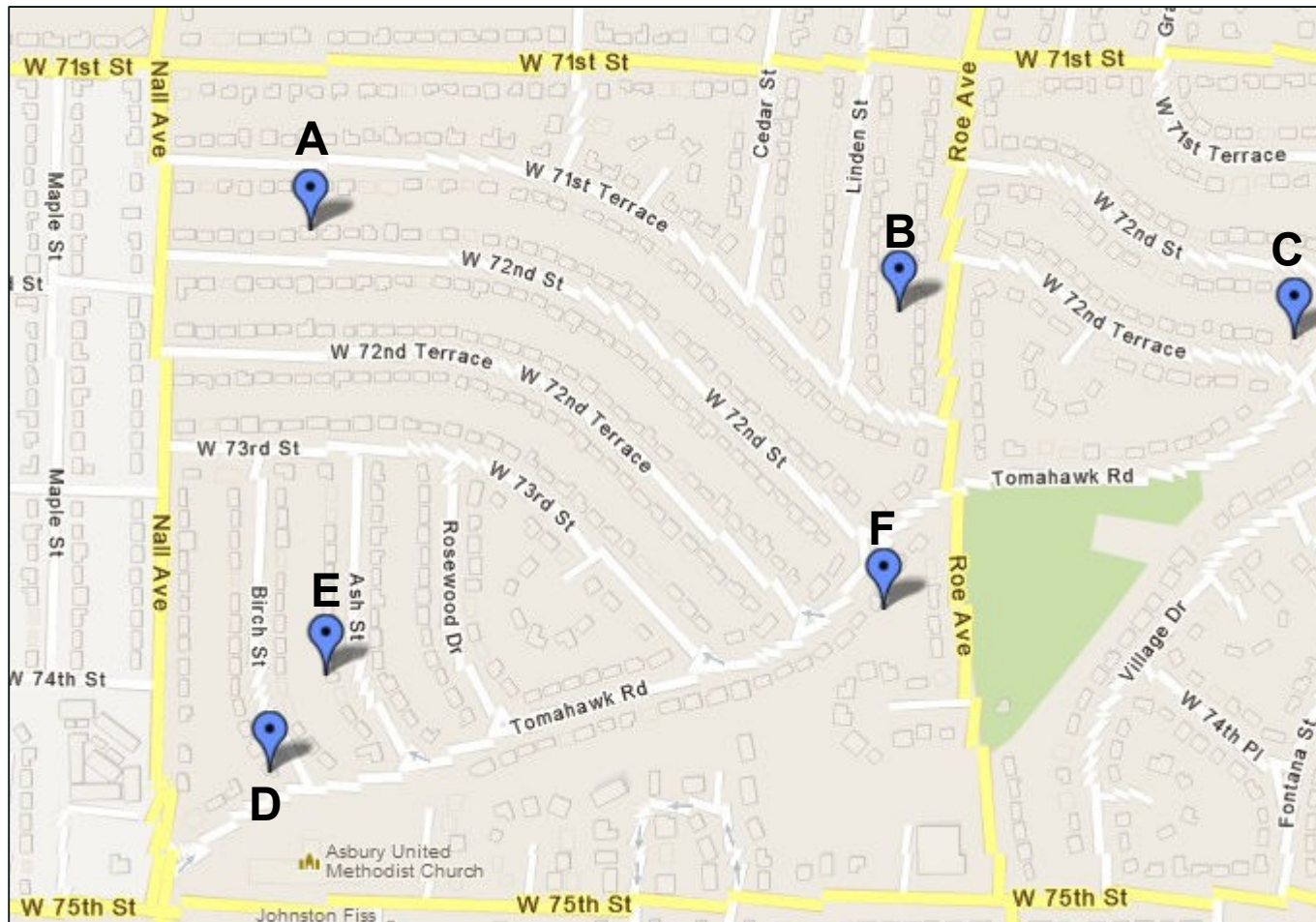


After

- New Paint
- New Windows



Area 1: 2012 Grant Recipients



| | |
|---|---------------|
| A | 5308 W 72nd |
| B | 7236 Roe |
| C | 4414 Tomahawk |
| D | 7414 Birch |
| E | 7344 Ash |
| F | 4801 Tomahawk |



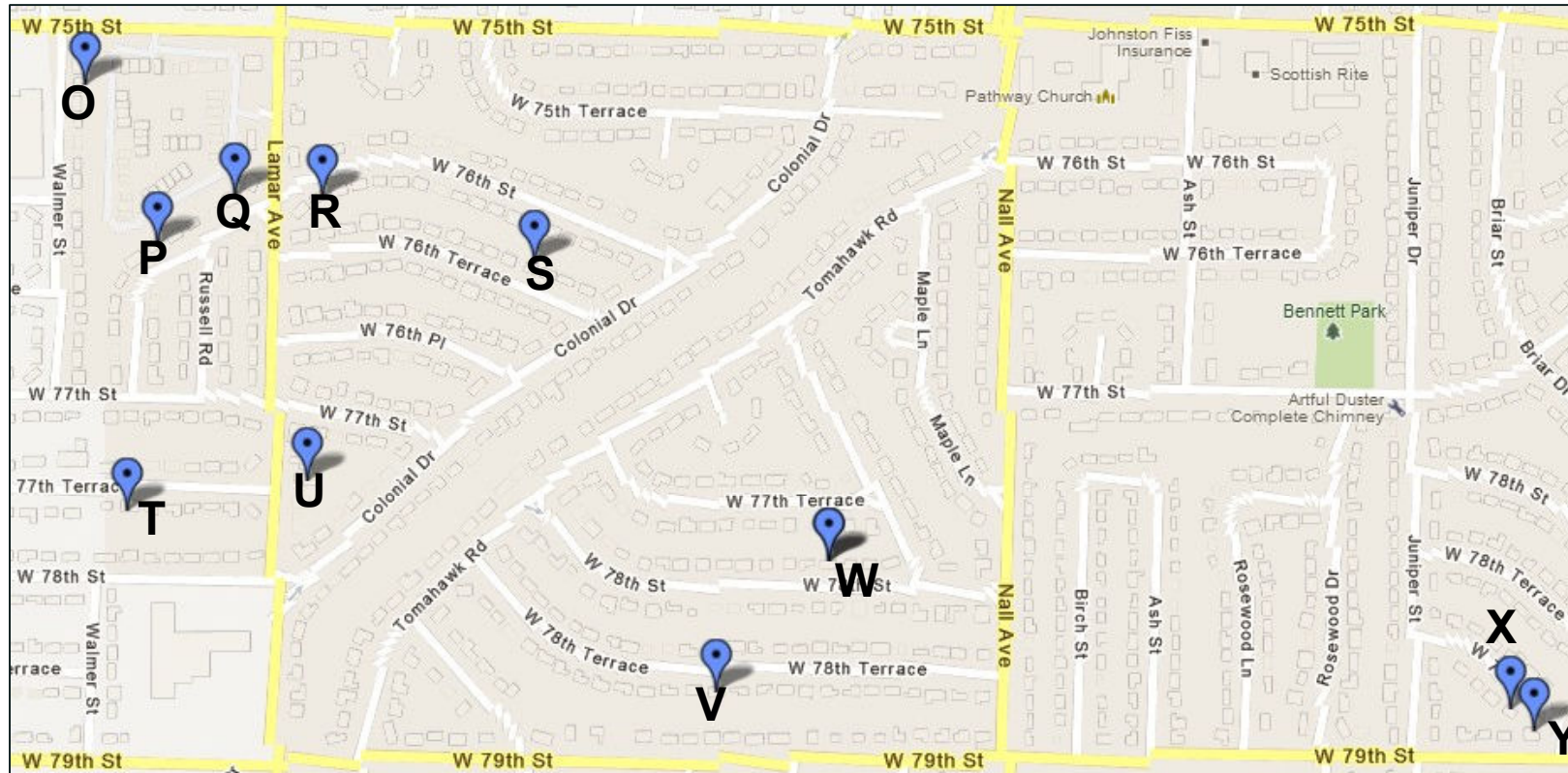
Area 2: 2012 Grant Recipients



| | |
|---|-----------------|
| G | 2011 W 72 St |
| H | 1900 W 72 Terr |
| I | 7223 High Dr |
| J | 7411 Booth |
| K | 2205 W 74 St |
| L | 7579 High Dr |
| M | 7628 Rainbow Dr |
| N | 2612 W 76 St |

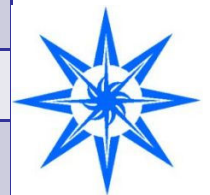


Area 3: 2012 Grant Recipients



| | |
|---|----------------|
| O | 7511 Walmer |
| P | 6404 W 76 St |
| Q | 6304 W 76 St |
| R | 6219 W 76 St |
| S | 6002 W 76 Terr |

| | |
|---|----------------|
| T | 6411 W 77 Terr |
| U | 7709 Lamar |
| V | 5803 W 78 Terr |
| W | 5616 W 78 St |
| X | 4911 W 78 PL |
| Y | 4900 W 79 St |



Conclusion

2008 Program

- The City awarded \$30,133 of the \$37,500 budgeted

2009 Program

- The City awarded \$42,360.52 of the \$50,000 budgeted.

2010 Program

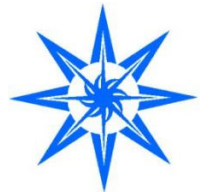
- City Council awarded \$37,024.30, to date, of the budgeted \$50,000.

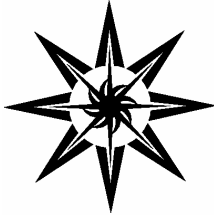
2011 Program

- City Council awarded \$34,319.58 of the budgeted \$50,000.

2012 Program

- City Council awarded **\$39,251.64** of the budgeted \$50,000.





ADMINISTRATION

Council Committee Meeting Date: January 22, 2013

Discussion regarding residency requirement of appointed positions

RECOMMENDED MOTION:

City Council direct staff to prepare an ordinance and amendment to the Employee Handbook to modify residency requirement of the Public Works Director and Chief of Police positions.

BACKGROUND:

The City Code and Employee Handbook require that the City Administrator, Public Works Director and Chief of Police be residents of Prairie Village within two years of position appointment and remain residents. All other employees must live within a 35 mile radius of their place of work. The other appointed positions of City Clerk and Assistant City Administrator do not have a residency requirement beyond the standard 35 mile radius provision.

This topic was mentioned as a future discussion item during the Handbook revisions in November. Prairie Village is one of a few cities in Johnson County that require the Department Head to reside in the City.

City Administrator recommends removing the residency requirement for the Public Works Director and Chief of Police positions. The primary reason for the recommendation is to increase the applicant pool during a Director search. A residency requirement dissuades quality candidates who reside in nearby communities and place a high value on their current neighborhood, house, or school.

On the other side, consideration could be given to the advantage of residency including possible greater involvement in the immediate community, schools and a Prairie Village neighborhood.

Should the Council decide to move forward with changing the residency requirement for the Public Works Director and Chief of Police, the following steps would need to occur:

- Amend the Employee Handbook policy
- Amend the City Code to remove the residency requirement for the two Director positions

ATTACHMENT:

- Comparison of Johnson County city requirements
- Employee Handbook policy related to the subject

PREPARED BY:

Quinn Bennion

City Administrator

Date: January 18, 2013

Comparison of Johnson County city requirements

| | City Administrator | Public Works Director | Chief of Police | Comments |
|----------------------|-----------------------|--------------------------|-----------------|--|
| Leawood | Y | N | N | PD & Fire within a given response time |
| Lenexa | Y | Y | Y | |
| Merriam | N | N | N | No residency requirements |
| Mission | N | N | N | Just need to live in Johnson County |
| Olathe | Y | N | N | Asst City Manager req'd. If director is hired from outside of area, they must move to Olathe. |
| Overland Park | N | N | N | Officer w/in 45 minute response time. Director preferred, but not req'd. |
| Shawnee | Y | Y | Y | Current Metro resident when hired/promoted, not req'd; Outside Metro when hired, Shawnee resident w/in 1 year |
| Mission Hills | N | N | N | |
| Fairway | N | N | N | Police Chief within a given response time - believed to be 30 mins City Administrator must live within Johnson County |
| Roeland Park | N | N | N | |

EMPLOYEE HANDBOOK

1.7 RESIDENCY REQUIREMENTS

The City Administrator, Chief of Police and Public Works Director must become residents of Prairie Village, Kansas within two (2) years of being appointed to the position and remain residents during the rest of their appointment. No later than two (2) years after their date of hire, other employees (hired after January 1, 2013), are to live and remain living within a mile radius from their place of work. The City Administrator may grant temporary exceptions to the residency requirements for exceptional circumstances, upon the recommendation of the Department Manager and approval of the Mayor.

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
January 22, 2013
7:30 PM**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PUBLIC PARTICIPATION**
- V. **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. Approve Regular Council Meeting Minutes - January 7, 2013
- 2. Approve Claims Ordinance 2901
- 3. Approve the 2013 Recreation Fee Schedule as written
- 4. Approve the recreation contracts with Challenger Sports for Flag Football and British Soccer camps as written
- 5. Approve the agreements by and among the City of Prairie Village, Kansas, the City of Merriam, Kansas, the City of Leawood, Kansas, the City of Mission, Kansas, the City of Fairway, Kansas, the City of Roeland Park, Kansas, and Johnson County Parks and Recreation District for use of swimming pool facilities for 2013 SuperPass program
- 6. Ratify the Mayor's appointment of Shelly Trewolla as the Chair of the Arts Council
- 7. Ratify the Mayor's appointment of Benjamin Claypool to the Environment/Recycle Committee with his term expiring in April, 2015
- 8. Approve Resolution 2013-01 establishing revised salary ranges for 2013

By Committee

- 9. Approve the request from the City of Overland Park to add Microsurface and Chip Seal Streets in 2013 (Council Committee of the Whole Minutes - January 7, 2013)

- VI. **MAYOR'S REPORT**

Ratify the Mayor's appointment of Keith Bredehoeft as Interim Public Works Director

VII. **COMMITTEE REPORTS**

Planning Commission

PC2013-01 Consider proposed amendment to Chapter 19.28 Special Use Permits to Incorporate a Protest Process

VIII. **STAFF REPORTS**

IX. **OLD BUSINESS**

Consider Ordinance 2270 repealing Ordinance 2265 to repeal the moratorium on Special Use Permits

Request by Jazz Fest Committee - Jack Shearer

X. **NEW BUSINESS**

XI. **EXECUTIVE SESSION**

XII. **ANNOUNCEMENTS**

XIII. **ADJOURNMENT**

If any individual requires special accommodations - for example, qualified interpreter, large print, reader, hearing assistance - in order to attend the meeting, please notify the City Clerk at 385-4616, no later than 48 hours prior to the beginning of the meeting.

If you are unable to attend this meeting, comments may be received by e-mail at cityclerk@pvkansas.com

CONSENT AGENDA

CITY OF PRAIRIE VILLAGE, KS

January 22, 2013

**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
January 7, 2013**

The City Council of Prairie Village, Kansas, met in regular session on Monday, January 7, 2013, at 7:30 p.m. in the Council Chambers of the Municipal Building.

ROLL CALL

Mayor Ron Shaffer called the meeting to order and roll call was taken with the following Council members present: Ashley Weaver, Dale Warman, Ruth Hopkins, Steve Noll, Michael Kelly, Andrew Wang, Laura Wassmer, Brooke Morehead, Charles Clark, David Morrison, Ted Odell and David Belz.

Also present were: Wes Jordan, Chief of Police; Keith Bredehoeft, Project Manager; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Chris Engel, Assistant to the City Administrator; Lisa Santa Maria, Finance Director; Joyce Hagen Mundy, City Clerk.

Mayor Shaffer led all those present in the Pledge of Allegiance.

PUBLIC PARTICIPATION

No one was present to address the Council. However, Mayor Shaffer acknowledged the presence of a Boy Scout from Troop 284 attending the meeting for his "Citizenship in the Community" badge.

CONSENT AGENDA

Charles Clark moved the approval of the Consent Agenda for January 7, 2013:

1. Approve the Regular Council Meeting Minutes - December 17, 2012
2. Approve the contract with The New Theatre Restaurant for the annual employee appreciation event

3. Ratify the Mayor's appointment of Mary English to the Environment/Recycle Committee with her term expiring in April, 2015.

A roll call vote was taken with the following members voting "aye": Weaver, Warman, Hopkins, Noll, Kelly, Wang, Wassmer, Morehead, Clark, Morrison, Odell and Belz.

MAYOR'S REPORT

Mayor Shaffer reported he attended the following events on behalf of the City: MARC Board Meeting, Northeast Johnson County luncheon, NE Mayors' meeting and the UCS board meeting.

COMMITTEE REPORT

Council Committee of the Whole

Consider contract with Great Plains SPCA for animal care services

Over the past several months the Police Department has conducted an extensive review of Great Plains to provide animal care services. Great Plains has demonstrated their ability to provide care for impounded animals and the City should save considerable funds based on their fee-per-service structure. Great Plains specializes in pet adoption (no kill shelter) and currently has a 96% success rate.

Charles Clark moved the City Council approve the contract with Great Plains SPCA to board and dispose of dogs, cats and other animals found running at large or otherwise impounded pursuant to City ordinances. The motion was seconded by Laura Wassmer and passed unanimously.

Consider amendment to Prairie Village Municipal Code Chapter 2 entitled "Animal Control and Regulation"

With the change in animal care providers, it is necessary to amend the city's code relative to the waiting period for adoption reducing the number of days kept prior to adoption

from 10 days to 5 days. The associated fees would be paid directly to Great Plains and no longer to the City Clerk.

Charles Clark moved the City Council adopt Ordinance 2268 amending Chapter 2 of the Prairie Village Municipal Code entitled “Animal Control and Regulation” by amending Article 2-131 entitled “Seizure”. The motion was seconded by Laura Wassmer.

A roll call vote was taken with the following members voting “aye”: Weaver, Warman, Hopkins, Noll, Kelly, Wang, Wassmer, Morehead, Clark, Morrison, Odell and Belz.

COU2013-01 Consider Design Agreement with Affinis Corporation for the design of the 2013 CARS Project, the 2013 Paving Program and the 2012 Drainage Project

Charles Clark moved the City Council approve the design services agreement with Affinis Corporation for the design of the 2013 CARS Project, the 2013 Paving Program and the 2012 Drainage Project in the amount of \$135,765.00. The motion was seconded by Ted Odell and passed unanimously.

COU2013-03 Discussion regarding recently revised Right-of-Way Permit & Inspection Fees and Drainage Permit & Inspection Fees

Quinn Bennion noted that in November of 2012 the City Council approved revised Right-of-Way and Drainage fees as recommended by the Public Works Director to better align the permit fee with the actual cost associated with providing the service. The computations for the suggested increase did not take into consideration the franchise fees received by the City from utility companies for the ability to be in city right-of-way.

Also Public Works staff was not consulted in the final development of the fees including the PW Inspector in charge of administering the process and inspections.

The 2012 fees for Right-of-Way permit and inspection as well as Drainage permit and inspection was \$70. The 2013 recommended increase was significant, almost doubling one

fee and adding more than \$100 to the other making the new fees \$175 for Right-of-Way permit and inspection and \$125 for Drainage permit and inspection fee.

Mr. Bennion advised that a communication sent out by Public Works modified the fee approved by the City Council in November reducing the Right-of-Way Permit fee from \$175 to \$110 for residential properties.

City Administrator recommended the revised fees be suspended and the 2012 rates be reestablished with the Council taking action at the January 7th meeting prior to permits being issued. Public Works staff will review, research and recommend fee changes at a future meeting.

Laura Wassmer moved the revised Right-of-Way and Drainage fees approved on November 5, 2012 be suspended and the 2012 fees be used until further review can be conducted. The motion was seconded by Brooke Morehead and passed unanimously.

STAFF REPORTS

Mayor Shaffer reported that Staff Reports had been presented at the earlier Council Committee of the Whole meeting.

OLD BUSINESS

Consider Final Plat for Prairie Village shopping Center

Dennis Enslinger noted there are four property owners reflected on this plat. The applicant is still working out details with the multiple property owners involved on the final plat for the "Prairie Village Shopping Center" as well as right-of-way issues. They have requested this item be continued until February 4, 2013.

Steve Noll moved at the applicant's request to table this item to the February 4, 2013 City Council meeting. The motion was seconded by Andrew Wang and passed unanimously.

Mayor Shaffer asked for an update on the demolition of the Waids' building. Mr. Enslinger stated they are still working to resolve a right-of-way issue and have not yet applied for a demolition permit.

NEW BUSINESS

Request by JazzFest Committee

Mayor Shaffer called upon Jack Shearer, chairman of the JazzFest Committee, who noted that 2013 will be the fourth Prairie Village Jazz Festival. Last year's festival was attended by over 6,000 people and press reviews stated it was "the best outdoor Jazz Festival in the last five years". He noted the committee has been fortunate over the years to have in-kind support from the City, from Crawford's and last year from BRGR and MarkOne Electric. In addition to \$3000 in repeat sponsorships already received for 2013, the committee also has commitments for in-kind donations for banners from Stouse and marketing from Strategic Marketing Services.

Based on the success and popularity of the festival, the committee is looking to grow the festival over the next few years. Raising funds in 2012 was difficult with the economy and coming off from a shortened 2011 festival due to weather conditions. JazzFest received \$13,000 in donations (\$8000 from 5 - \$1000 to \$2000 donations; \$5000 from 30+ donors giving less than \$1000). The event itself raised \$9200 with the committee raising \$7000 from fund-raising events. As with previous years, this left the committee with little seed money with which to begin efforts for the 2013 festival.

The committee would like to request from the City seed money of \$10,000 to be repaid as funds permit to secure the services of a professional fund-raiser with metro-wide contacts and experience to put the committee in the position to grow this popular community event. It is

important to begin fund-raising early in the year as organizations review requests and to raise funds to enable contracts to be negotiated for talent. The committee's goal is to begin the festival with funding to cover all expenses and a substantial contribution to Heartland Habitat for Humanity for the Brush with Kindness program in Prairie Village. A portion of the funds raised by sales at the event would be available to cover beginning expenses for 2014.

Laura Wassmer asked if there were any guarantees from the fundraiser that the desired funds would be raised. Mr. Shearer responded there are not; however, based on the individual's experience and expertise, he is confident that more than the desired funds will be raised.

Brooke Morehead stated the funding would be a loan that would be repaid. The committee has already secured return funding from previous sponsors and significant in-kind donations for marketing services and banners. She noted the fundraiser has the expertise and the contacts that the City and committee have. She has a proven track record in raising funds.

Michael Kelly asked who the fundraiser was. Mrs. Morehead responded Brenda Pelofsky. Mr. Kelly confirmed she would be getting a flat fee for her initial services. He expressed hesitation to pay in advance and questioned the need to enter into a contract now. Mr. Shearer noted the committee cannot enter into an agreement without the available funding to cover the costs incurred in the agreement. He added she will not receive the entire \$10,000 immediately, but it will be given as established fund-raising levels are attained and the City can cancel the contract if it is not working out. Mr. Kelly stated he would like to know more about the individual. Mr. Shearer responded that he has checked her references and would be glad to provide the council with additional information.

David Morrison stated he shares some of the concerns mentioned, but does not have any issues with the requested loan. He feels the fee is unacceptable for fundraising services.

Mr. Shearer responded that Kate Fields with Heartland Habitat has been involved in the discussions and has extensive experience with fund-raising. She has reviewed contracts from several individuals and stated the requested fee is in line for such services in this area. Brooke Morehead added she has met Brenda and is very impressed with her credentials, contacts and passion. She noted the requested funds are a loan to be repaid and noted the amount possibly could be negotiated.

Michael Kelly asked how much was raised by the committee in previous years and if she would be receiving commission on funds received from established contacts. Mr. Shear replied the committee raised approximately \$35,000 in donations and that funds from previous donors would not be credited to Mrs. Pelofsky. Her commission would be based on new contacts.

Mr. Kelly confirmed that sponsorship tents would still be available and would be sold by the committee.

Mr. Kelly asked how Jazz in the Woods raised funds. Mr. Shearer responded Jazz in the Woods is organized by a group of 80+ established businessmen from companies who support the event as well as receiving \$40,000 in funding from Corporate Woods. He added they also have a 40 year history backing the event.

Quinn Bennion noted the agreement with the fundraiser would be with the City of Prairie Village with the funds raised being channeled through the Prairie Village Municipal Foundation. He has spoken with the Foundation President to make her aware that the contract is with the City and not the foundation. He noted the City Attorney has received the contract and is in the process of reviewing it. This is a new concept and Council members should consider how it may impact other organizations/events within the city such as Villagefest and the Arts Council.

Jack Shearer said the committee recognizes this is new ground and wanted to give the Council time to fully consider the request before taking action. The formal request will be made at the January 22nd City Council meeting.

ANNOUNCEMENTS

| | | |
|--|------------|-----------|
| Planning Commission | 01/08/2013 | 7:00 p.m. |
| Parks & Recreation Committee | 01/09/2013 | 7:00 p.m. |
| Sister City Committee | 01/14/2013 | 7:00 p.m. |
| Prairie Village Arts Council | 01/16/2013 | 7:00 p.m. |
| JazzFest Committee | 01/17/2013 | 7:00 p.m. |
| Council Committee of the Whole (Tuesday) | 01/22/2013 | 6:00 p.m. |
| City Council (Tuesday) | 01/22/2013 | 7:30 p.m. |

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The Prairie Village Arts Council is pleased to announce an oil painting exhibit by Eileen McCoy in the R. G. Endres Gallery for the month of January. The reception will be held on January 11th from 6:30 to 7:30 p.m.

The 2013 State of the Cities Address will be held on January 17th at 11:00 a.m. at the Sylvester Powell Community Center.

The City offices will be closed January 21st in observance of Martin Luther King, Jr. Day. Deffenbaugh observes this holiday so pick-up will be delayed one day.

City Hall Day is February 6, 2013 in Topeka, Kansas.

The City will be offering holiday tree drop sites from December 17 through January 21 at Porter, Franklin and Taliaferro parks. Harmon Park **will not** be a drop off site this year.

The annual large item pick-up has been scheduled. Homes on 75th Street and north of 75th Street will be collected on Saturday, April 13th. Homes south of 75th Street will be collected on Saturday, April 20th.

Charles Clark moved to suspend the City Council meeting and return to the Council Committee of the Whole meeting. The motion was seconded by Andrew Wang and passed unanimously.

Mayor Shaffer reconvened the City Council meeting at 10:18 p.m. and reminded the City Council that due to the Martin Luther King, Jr. Holiday, the next Council meeting would be held on Tuesday, January 22nd.

ADJOURNMENT

With no further business to come before the City Council, the meeting was adjourned at
10:20 p.m.

Joyce Hagen Mundy
City Clerk

CITY TREASURER'S WARRANT REGISTER

DATE WARRANTS ISSUED:

Warrant Register Page No. 1

 January 22, 2013

**Copy of Ordinance
2901**

Ordinance Page No.

An Ordinance Making Appropriate for the Payment of Certain Claims.

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

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

| NAME | WARRANT NUMBER | AMOUNT | TOTAL |
|-------------------------------------|----------------|-------------|---------------------|
| <u>EXPENDITURES:</u> | | | |
| Accounts Payable | | | |
| 3840-3858 | 12/3/2012 | 850.00 | |
| 3859-3959 | 12/7/2012 | 361,234.07 | |
| 3960-3976 | 12/14/2012 | 10,230.50 | |
| 3977-4032 | 12/21/2012 | 219,333.91 | |
| | | | |
| Payroll Expenditures | | | |
| 12/14/2012 | | 238,004.38 | |
| 12/28/2012 | | 271,155.66 | |
| | | | |
| Electronic Payments | | | |
| Electronic Pmnts | 12/6/2012 | | 363.08 |
| Electronic Pmnts | 12/12/2012 | | 1,203.86 |
| Electronic Pmnts | 12/13/2012 | | 6,788.61 |
| Electronic Pmnts | 12/18/2012 | | 959.29 |
| Electronic Pmnts | 12/19/2012 | | 3,453.38 |
| Electronic Pmnts | 12/28/2012 | | 870.73 |
| Electronic Pmnts | 12/31/2012 | | 3,416.35 |
| | | | |
| TOTAL EXPENDITURES: | | | \$ 1,389,636.52 |
| | | | |
| Voided Checks | | | |
| Janssen Glass & Door | # 3899 | (291.12) | |
| Qualification Targets | # 3974 | (35.30) | |
| United States Marshals Service | # 3976 | (13,125.00) | |
| EE Reimbursement | # 3993 | (1,856.60) | |
| EE Reimbursement | # 3995 | (120.00) | |
| | | | |
| TOTAL VOIDED CHECKS: | | | (15,428.02) |
| | | | |
| GRAND TOTAL CLAIMS ORDINANCE | | | 1,391,263.80 |

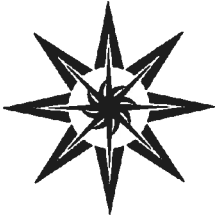
Section 2. That this ordinance shall take effect and be in force from and after its passage.

Passed this 22nd day of January 2013.

Signed or Approved this 22nd day of January 2013.

(SEAL)

ATTEST: _____
City Treasurer
Mayor



PARKS & RECREATION

Parks & Recreation Committee Date: January 9, 2013

Consent Agenda:

Consider 2013 Recreation Fee Schedule

RECOMMENDATION

Recommend approval of the 2013 Recreation Fee Schedule as written.

BACKGROUND

Per Council direction, staff annually reviews recreation fees to ensure they keep pace with any operational increases. In 2011, after a comparison with our neighboring communities and careful consideration of the state of the economy, staff recommended holding resident fees at 2010 levels and rolling back non-resident pool membership rates to align closer with Fairways.

In 2012, anticipating higher operational and commodity costs, as well as ~2% salary increases, the Committee approved modest increases of ~3% for pool memberships, a \$5 increase for swim/dive lessons sold in blocks of five and a 1.1% increase for the tennis program. In 2012 we did realize an increase in the cost of operations and commodities and currently anticipate some of those costs to rise further in 2013. In addition, after an analysis of the recreation teams it was decided that those fees should also be increased to keep pace with operational costs.

For 2013 staff recommends the following increases -

- A 2.9% increase to resident memberships and 2.8% increase to non-resident memberships to keep up with 2.5% salary increases and increased operational costs.
- A 2.4% increase in Aquatic Team fees for the same reason as above. Also a 4.8% increase in tennis fees to bring team revenues more in line with expenditures.
- A decrease in the pool rental fee from \$387 down to \$300. Pool reservations have decreased over the last 3 years (2009 - 7, 2010 - 2, 2011 - 2, 2012 - 3) while the fee has increased. The cost of staffing a pool rental is less than \$200.
- Increase in the daily rate from \$6 to \$7, twilight rate from \$4 to \$5 and daycare rate from \$4.50 to \$5. These fees have remained the same each of the last 6 years while costs have annually increased 2%. It is recognized this is a large percentage increase.
- Create a "Babysitter" membership for \$60 resident and \$65 non-resident that can only be purchased in combination with another pass. This is a constant request and needed in our community. Fairway has offered a similar membership to great success.

The Parks Committee reviewed and approved the 2013 Recreational Fee Schedule as attached at their January 9, 2013 meeting.

FINANCIAL IMPACT

The average General Fund subsidy for the last two years is ~\$78,000. This does not include personnel costs for Public Works or the debt service for the FY2000 Bonds used to upgrade

the pool. All things held equal, pool membership revenues would increase by \$5,200, aquatics by \$600 and tennis by \$500. Total projected increase - ~\$6400.

ATTACHMENTS

Recommended 2013 Recreation Fee Schedule

PREPARED BY

Chris Engel

Assistant to the City Administrator

Date: 1/4/13

2013 Recreation Fee Schedule

| RESIDENT | 2012 | 2013 Recommended Fee | Increase |
|------------------------------|-------------|---------------------------------|-----------------|
| Household of 4 | \$153 | \$157 | 2.6% |
| Two Person Family | \$143 | \$147 | 2.8% |
| Individual | \$74 | \$76 | 2.7% |
| Senior | \$57 | \$59 | 3.5% |
| Babysitter [NEW] | n/a | \$60 | 0.0% |
| 10 Swim | \$50 | \$55 | 10.0% |
| | | | 2.9% |
| NON-RESIDENT | | | |
| Household of 4 | \$255 | \$262 | 2.7% |
| Individual | \$155 | \$159 | 2.6% |
| Senior | \$105 | \$108 | 2.9% |
| Child | \$105 | \$108 | 2.9% |
| Babysitter [NEW] | n/a | \$65 | 0.0% |
| 10 Swim | \$55 | \$60 | 9.1% |
| | | | 2.8% |
| AQUATICS | | | |
| Resident | \$97 | \$99 | 2.1% |
| additional child | \$91 | \$93 | 2.2% |
| NR w/o membership | \$138 | \$142 | 2.9% |
| NR w/membership | \$97 | \$99 | 2.1% |
| Lessons (.5 hr) | \$35 | \$36 | 2.9% |
| | | | 2.4% |
| TENNIS | | | |
| JTL | \$92 | \$100 | 8.7% |
| additional child | \$86 | \$90 | 4.7% |
| Warm-Up Session | \$50 | \$52 | 4.0% |
| Cardio Tennis | \$66 | \$69 | 4.5% |
| Pee-Wee | \$42 | \$43 | 2.4% |
| Mighty Mites | \$55 | \$57 | 3.6% |
| Future Stars | \$55 | \$57 | 3.6% |
| Adult Lessons | \$66 | \$69 | 4.5% |
| Private (.5 hr) | \$23 | \$24 | 4.3% |
| Semi-Private (.5 hr) | \$15 | \$16 | 6.7% |
| Three & a Pro (hour) | \$17 | \$18 | 5.9% |
| | | | 4.8% |
| POOL RENTAL | \$ 387 | \$300 | -22.5% |
| DAILY | \$ 6.00 | \$7.00 | 16.7% |
| TWILIGHT (> 5:30p) | \$ 4.00 | \$5.00 | 25.0% |
| DAYCARE | \$ 4.50 | \$5 | 11.1% |



PARKS AND RECREATION COMMITTEE

Parks and Recreation Committee Date: January 9, 2013

Consider Recreation Contracts with British Soccer and Challenger Sports.

RECOMMENDATION

Staff recommends approval of the recreation contracts with Challenger Sports for Flag Football and British Soccer camps as written.

BACKGROUND

The City annually contracts with these outside agencies to offer recreation programming in the various parks. The attached contracts are very similar to the ones we have signed for the past few years. These contracts were reviewed and approved by the Parks Committee on January 9, 2013.

FINANCIAL IMPACT

There are no direct costs to the City in administering these contracts outside of normal park maintenance costs and minimal administrative staff time. The service providers directly charge and collect fees of which a nominal portion is passed on to the City to cover the above costs.

ATTACHMENTS

Challenger Sports Flag Football and British Soccer agreements.

PREPARED BY

Chris Engel
Assistant to the City Administrator
Date: 1/4/13

AGREEMENT BETWEEN THE CITY OF PRAIRIE VILLAGE AND CHALLENGER

The undersigned, Challenger Sports, a corporation organized and existing under the laws of the State of Kansas, located at 8263 Flint, Lenexa, KS 66214 (hereinafter termed "Challenger") and the City of Prairie Village, a municipal corporation (hereinafter termed "City"), enter into the following rental agreement with regard to the dates and terms specified below. This rental agreement is for the purpose of conducting flag football camps for the children of Prairie Village and its surrounding area.

Challenger and the City do hereby agree to the following terms:

Services Provided:

Challenger shall make available, conduct, and maintain (1) instructional flag football camp in accordance with the terms of this Agreement. There will be at least one qualified coach for each coaching group (12-15) campers. The morning camp shall consist of five (5) sessions of at least three (3) hours each. Challenger shall not be required to conduct the camps if it is determined by mutual agreement of the parties that there is not sufficient interest among participants to justify the camp.

Cost of Camp:

The cost for each participant for the morning camp sessions during the week of June 24-28, 2013, and shall be \$95. Challenger shall be in charge of collecting these fees from participants.

Facility Reserved:

Challenger and the City agree that camp will be held at Taliaferro Park, which is located in the City of Prairie Village, Kansas.

Camp Date:

The camps will take place from June 24, 2013 through June 28, 2013. In the event of a cancelled day of camp due to weather, the City will allow the use of said facility at no additional cost to Challenger for make-up days mutually agreed upon.

Facility Use/ Condition:

The City will allow Challenger exclusive use of said facility from 9:00 a.m.-12:00 p.m. This applies to all applicable areas of said facility, including, but not limited to all playing field areas, restrooms, and covered shelter areas. However, Challenger understands that the facility is a public park and the residents of Prairie Village may reasonably use the portions of the facility not in use by Challenger.

The City also agrees to prepare the facility (i.e. Proper lawn care, sanitize restrooms and shelters, removal of trash, etc.) prior to the first day of camp. Challenger and the City will agree upon the satisfactory condition of the facility within seven (7) days prior to the start of the first day of camp. Any additional facility maintenance agreed upon by both parties will be provided by the City throughout the camp week at no additional charge.

In the event of any property damage caused directly through the negligence of or the act or actions of Challenger or participants in said camp program, the City will notify Challenger within five (5) business days of the damage and any related claims against Challenger; and Challenger shall be liable for the costs of repair or replacement thereof.

Rental Payment:

Challenger agrees to pay a rental fee of ten U.S. dollars (\$10.00) per student enrolled in said morning camps. This fee is intended to reimburse the City for its costs in making the facility available for the

camps. Challenger will pay the City of Prairie Village by check no later than September 1, 2013. This shall be the only payment required in consideration of the use of said site for said camp. Challenger, as proof of camp attendance, will provide enrollment rosters.

Insurance:

Challenger will provide proof of insurance prior to the first day of camp. The City will be recognized as a Certificate Holder and a copy of the insurance certificate will be sent to the City.

Liability:

The City shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Challenger, its agents, employees, or camp attendants, from any cause or causes whatsoever while in or upon the facility or any part thereof during the term of the camp or occasioned by any occupancy or use of the facility or any activity carried on by Challenger in connection therewith. Challenger agrees to indemnify and save harmless the City from any claim or loss by reason of Challenger's, or any camp attendant under the supervision of Challenger, or person connected thereto, use or misuse of the facility and from any claim or loss by reason of any accident or damages, during the camp, to any person or property happening on or in said facility.

The Agreement:

When signed by an authorized representative of both parties, this document accurately reflects the entire and only agreement between these parties. This agreement may be modified only in writing signed by an authorized representative of each party. This constitutes as an agreement between Challenger and the City with respect to the 2013 Challenger Camp season, from May 1, 2013 to September 1, 2013, and supersedes all prior representations and agreements. This agreement also contains within the option to renew annually upon the written consent of both parties.

Challenger Representative

Date

City of Prairie Village Representative
Ronald L. Shaffer, Mayor

Date

AGREEMENT BETWEEN THE CITY OF PRAIRIE VILLAGE AND CHALLENGER

The undersigned, Challenger Sports, a corporation organized and existing under the laws of the State of Kansas, located at 8263 Flint, Lenexa, KS 66214 (hereinafter termed "Challenger") and the City of Prairie Village, a municipal corporation (hereinafter termed "City"), enter into the following rental agreement with regard to the dates and terms specified below. This rental agreement is for the purpose of conducting **British Soccer** camps for the children of Prairie Village and its surrounding area.

Challenger and the City do hereby agree to the following terms:

Services Provided:

Challenger shall make available, conduct, and maintain (1) instructional British Soccer camp in accordance with the terms of this Agreement. There will be at least one qualified coach for each coaching group (12-15) campers. The morning camp shall consist of five (5) sessions of at least three (3) hours each and will be scheduled 9am-12pm. Challenger shall not be required to conduct the camps if it is determined by mutual agreement of the parties that there is not sufficient interest among participants to justify the camp.

Cost of Camp:

The cost for each participant for the morning camp shall be \$130. Challenger shall be in charge of collecting these fees from participants.

Facility Reserved:

Challenger and the City agree that camp will be held at Taliaferro Park, which is located in the City of Prairie Village, Kansas.

Camp Date:

The camps will take place from June 17, 2013 through June 21, 2013. In the event of a cancelled day of camp due to weather, the City will allow the use of said facility at no additional cost to Challenger for make-up days mutually agreed upon.

Facility Use/ Condition:

The City will allow Challenger exclusive use of said facility from 9:00 a.m. - 12:00 p.m. This applies to all applicable areas of said facility, including, but not limited to all playing field areas, restrooms, and covered shelter areas. However, Challenger understands that the facility is a public park and the residents of Prairie Village may reasonably use the portions of the facility not in use by Challenger.

The City also agrees to prepare the facility (i.e. Proper lawn care, sanitize restrooms and shelters, removal of trash, etc.) prior to the first day of camp. Challenger and the City will agree upon the satisfactory condition of the facility within seven (7) days prior to the start of the first day of camp. Any additional facility maintenance agreed upon by both parties will be provided by the City throughout the camp week at no additional charge.

In the event of any property damage caused directly through the negligence of or the act or actions of Challenger or participants in said camp program, the City will notify Challenger within five (5) business days of the damage and any related claims against Challenger; and Challenger shall be liable for the costs of repair or replacement thereof.

Rental Payment:

Challenger agrees to pay a rental fee of ten U.S. dollars (\$10.00) per student enrolled in said camps. This fee is intended to reimburse the City for its costs in making the facility available for the camps. Challenger will pay the City of Prairie Village by check no later than September 1, 2013. This shall be the only payment required in consideration of the use of said site for said camp. Challenger, as proof of camp attendance, will provide enrollment rosters.

Insurance:

Challenger will provide proof of insurance prior to the first day of camp. The City will be recognized as a Certificate Holder and a copy of the insurance certificate will be sent to the City.

Liability:

The City shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Challenger, its agents, employees, or camp attendants, from any cause or causes whatsoever while in or upon the facility or any part thereof during the term of the camp or occasioned by any occupancy or use of the facility or any activity carried on by Challenger in connection therewith. Challenger agrees to indemnify and save harmless the City from any claim or loss by reason of Challenger's, or any camp attendant under the supervision of Challenger, or person connected thereto, use or misuse of the facility and from any claim or loss by reason of any accident or damages, during the camp, to any person or property happening on or in said facility.

The Agreement:

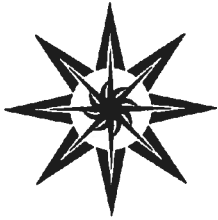
When signed by an authorized representative of both parties, this document accurately reflects the entire and only agreement between these parties. This agreement may be modified only in writing signed by an authorized representative of each party. This constitutes as an agreement between Challenger and the City with respect to the 2013 Challenger Camp season, from May 1, 2013 to September 1, 2013, and supersedes all prior representations and agreements. This agreement also contains within the option to renew annually upon the written consent of both parties.

Challenger Representative

Date

City of Prairie Village Representative
Ronald L. Shaffer, Mayor

Date



PARKS & RECREATION

Parks & Recreation Meeting Date: January 9, 2013

Consent Agenda

Consider approval of the 2013 SuperPass Interlocal Agreements

RECOMMENDATION

Recommend approval of the agreements by and among the City of Prairie Village, Kansas, the City of Merriam, Kansas, the City of Leawood, Kansas, the City of Mission, Kansas, the City of Fairway, Kansas, the City of Roeland Park, Kansas, and Johnson County Parks and Recreation District for use of swimming pool facilities.

BACKGROUND

The SuperPass program allows residents of partner cities to pay an up-charge on their regular pool membership to gain access to the other cities' pools' during the summer season. The program is in its fourth year and is considered a success by all participant municipalities.

Total usage between all cities decreased from 21,168 visits in 2011 down to 20,919 in 2012. Over 24% of all Prairie Village residents that purchased a pool membership in 2012 also purchased a SuperPass. Visits to other pools by Prairie Village residents increased from 5,266 in 2011 to 5,733 in 2012.

In addition to the SuperPass agreement the partnering cities also annually approve a Letter of Understanding to allow all residents with a regular pool membership to attend each other's pools on dates the host pools are closed for swim/dive meets. This occurs approximately 4 days per summer and provides resident pool members an alternative option when we close the pool. There is no fee charged or incurred for this service enhancement.

The Parks Committee reviewed and approved these agreements on January 9, 2013.

FINANCIAL IMPACT

SuperPass fees in 2012 are scheduled to increase. A resident SuperPass will increase to \$50 family / \$25 individual in 2012. There has not been an increase since 2010 and Fairway charged these increased rates in 2012 with no negative feedback. A family will once again be defined as five individuals with an additional \$5 for any extra members.

In 2012 the program generated \$12,784 in membership sales.

ATTACHMENTS

Pool usage agreement and Letter of Understanding between the cities of Prairie Village, Merriam, Leawood, Mission, Fairway, Roeland Park, and the Johnson County Parks District.

PREPARED BY

Chris Engel

Assistant to the City Administrator

Date: 1/9/13

AGREEMENT BY AND AMONG THE CITY OF FAIRWAY, KANSAS, THE CITY OF LEAWOOD, KANSAS, THE CITY OF MERRIAM, KANSAS, THE CITY OF MISSION, KANSAS, THE CITY OF PRAIRIE VILLAGE, KANSAS, THE CITY OF ROELAND PARK, KANSAS, AND JOHNSON COUNTY PARK AND RECREATION DISTRICT FOR USE OF SWIMMING POOL FACILITIES

This Agreement made and entered into as of the effective date specified herein by and among the City of Fairway, Kansas (“Fairway”), the City of Leawood, Kansas (“Leawood”), the City of Merriam, Kansas (“Merriam”), the City of Mission, Kansas (“Mission”), the City of Prairie Village, Kansas (“Prairie Village”), the City of Roeland Park, Kansas (“Roeland Park”), and Johnson County Park and Recreation District (“JCPRD”) as operator of the Roeland Park swimming pool facility.

RECITALS

A. The cities of Fairway, Leawood, Merriam, Mission, Prairie Village and Roeland Park (each a “City” and collectively the “Cities”) and JCPRD as operator of the swimming pool facility for Roeland Park, operate the public outdoor swimming pool facilities (“Pool Facilities”) described on the attached Exhibit A.

B. The Cities desire to enter into this Agreement to allow the residents of each City the option to use all of the Pool Facilities during the 2013 swim season with the purchase of a special pass.

C. K.S.A. § 12-2908 authorizes the cities to enter into this agreement.

D. K.S.A. § 19-2862 authorizes JCPRD to enter into this agreement.

NOW, THEREFORE, pursuant to, and in accordance with, the statutory authority invested in the parties to this Agreement, and in consideration of the mutual advantage received by each party, the parties hereto enter into this Agreement upon, and subject to, the following terms and conditions:

I. PURPOSE AND INTENT.

The purpose of this agreement is establish cooperation among the Cities, and JCPRD as operator of the Roeland Park pool facility, by making all of the Pool Facilities available for use by the qualified patrons of all the Cities with the purchase of a special pass during the 2013 swim season, which commences approximately May 25, 2013 and ends approximately September 2, 2013.

II. EFFECTIVE DATE AND TERM.

This Agreement shall become effective upon its adoption by each participating jurisdiction and shall remain in full force and effect for a term of one (1) year from the effective date hereof.

III. COOPERATION USE OF POOL FACILITIES.

As part of its program for use of its Pool Facilities during the 2013 swim season, each City shall establish and authorize a category of pool pass entitled "Super Pool Pass" with the following features:

a. The Super Pool Pass will be offered by each City as an additional option to Qualified Patrons, defined below, who are purchasing a family or individual season pass to that City's Pool Facilities. As to each City, the term "Qualified Patron" means (a) residents of the City, and (b) non-residents of the City who have purchased a pool membership in the City for the immediately preceding two years.

b. For Qualified Patrons who are residents of a City, the cost of a Super Pool Pass will be \$50 per up to five (5) person family category of seasonal pool pass, with an additional charge of \$5 for each additional family member, and \$25 per individual category of seasonal pool pass. For Qualified Patrons who are non-residents of a City, the cost of a Super Pool Pass will be \$55 per up to five (5) person family category of seasonal pool pass, with an additional charge of \$5 for each additional family member, and \$30 per individual category of seasonal pool pass.

c. The Super Pool Pass fee will be collected by each City in the same manner as standard seasonal pool passes.

d. The Super Pool Pass will be designated with a high quality, not easily reproducible sticker added to the seasonal pass card of qualified patrons. The Cities will agree in advance on the form and cost of the sticker. Cities without seasonal pass cards will need to produce a form of season pass card on which to affix the sticker. The cost of the stickers will be funded by the pooled dollars described below.

e. The Super Pool Pass will authorize the holders access to any of the Pool Facilities described on the attached Exhibit A during the 2013 swim season.

f. Each City will keep track of (i) the sales of Super Pool Passes by category, and (ii) the number of times each day a Super Pool Pass is used to enter any of its Pool Facilities and how many

individuals are admitted for each use of a family Super Pool Pass; and report these counts by email at the end of June, July, August and at the end of the season, to the Assistant to the City Administrator at Prairie Village. Prairie Village will email the tally to all of the Cities promptly upon receipt of the tallies from all Cities.

g. Each City will retain one-half of the Super Pool Pass revenue, and hold the other half (the “Shared Revenue”) in suspense until the end of the season.

h. The Shared Revenue will be summed to reach a total of pooled revenue, and used initially to pay for the cost of the stickers. The remaining pooled revenue will then be distributed proportionally to each City based on the Super Pool Pass use count at the City’s Pool Facilities divided by the total number of Super Pool Pass use count. The calculation will be used to determine the transfer of funds among Cities based on money collected and due each entity. For example, if at the end of the 2013 swim season Super Pool Passes were used on 500 occasions at all Pool Facilities, and on 100 occasions at the Mission Pool Facilities, then Mission would be credited 1/5th of the pooled revenue. This number will be compared to dollars collected in Mission to determine transfer in or out of funds.

i. Qualified Patrons who are residents may only purchase Super Pool Passes from the City in which they reside.

IV. POOL SAFETY STANDARDS

Each City agrees to operate and maintain its Pool Facility in compliance with safety standards generally applicable to municipal pool facilities in Kansas, including, but not limited to, the following practices:

a. All Pool Facilities must comply with federal regulations contained in the Virginia Graeme-Baker Act.

b. All Pool Facilities must be municipally owned and either (a) operated by municipal staff, (b) operated by a professional pool management company engaged by the city, or (c) operated by JCPRD.

c. All Pool Facilities must meet facility standards in regards to proper placement of guards, number of guards on duty and facility readiness standards as published by the American Red Cross, Ellis and Associates, or Starguard.

d. All lifeguards must receive lifeguard certification from an accredited association.

V. LIABILITY

The purpose of this Agreement is only to set forth the rights and duties of the parties with regard to the cooperative use of Pool Facilities described above. This Agreement does not create any right, benefit, or cause of action for any third party. By executing this Agreement, none of the parties waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. Each party shall be solely responsible for any loss, damage, injury, or death to a third party (parties) arising out of or related to the acts or omissions of its employees or agents and not those of any other party.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed by each of the parties hereto on the day and year indicated by each signature.

[signature pages follow]

CITY OF FAIRWAY, KANSAS

By _____
Jerry Wiley, Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF LEAWOOD, KANSAS

By _____
Peggy Dunn, Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF MERRIAM, KANSAS

By _____
Ken Sissom, Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF MISSION, KANSAS

By _____
Laura McConwell, Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF PRAIRE VILLAGE, KANSAS

By _____
Ronald L. Shaffer, Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF ROELAND PARK, KANSAS

By _____
Adrienne Foster, Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

JOHNSON COUNTY PARKS AND
RECREATION DISTRICT

By _____
Steven L. Baru, Board Chair

Attest:

R. Eric Hughes, Secretary

Approved as to Form:

Bill Tuley, District Legal Counsel

Exhibit A

| CITY | OUTDOOR POOL FACILITIES |
|--|---|
| Fairway | 6136 Mission Road Fairway, KS 66205 |
| Leawood | 10601 Lee Boulevard Leawood, KS 66206 |
| Merriam | 6040 Slater Merriam, KS 66202 |
| Mission | 6090 Woodson Road Mission, KS 66202 |
| Prairie Village | 7711 Delmar Street Prairie Village, KS 66208 |
| Roeland Park/Parks and Recreation District | 4843 Rosewood Drive Roeland Park, KS 66205 |

Letter of Understanding

This UNDERSTANDING (“Understanding”) is made and entered into this ___ day of _____, by and between the **Johnson County Park & Recreation District** and the **Cities of Fairway, Leawood, Prairie Village, Roeland Park, Mission and Merriam** (individually referred to as “Hosting Agency and collectively as “Hosting Agencies”), for the following arrangement (the "Arrangement"): On days when an agency hosts a swim or dive meet, all other non-hosting agencies will honor host agency memberships.

RECITALS

1. The Hosting Agencies recognize the importance of cooperation for the purposes of providing high quality services to their constituents; and
2. Each of the Hosting Agencies is involved in the Johnson County Swim and Dive League or the MOKAN Swim and Dive League.

CONDITIONS

1. This Arrangement shall only apply to the 2013 swim and dive team season from the beginning of June to the end of July.
2. This Arrangement is only applicable on days when a Hosting Agency must be closed during regular business hours to host a meet.
3. Members of the Hosting Agencies may gain admission, at no cost, to any non-Hosting Agency’s outdoor swimming pool facilities by providing agency issued membership identification.
4. Non-Hosting Agencies will honor host agency memberships during ALL regular business hours on meet days.
5. Any Hosting Agency may “opt out” of this Arrangement by providing written notice to each other Hosting Agency. Hosting Agencies shall meet at the end of the season to evaluate the success of the Arrangement and determine participation for the 2014 season.
6. The purpose of this Agreement is only to set forth the rights and duties of the parties with regard to the cooperative use of Pool Facilities described above. This Agreement does not create any right, benefit, or cause of action for any third party. By executing this Agreement, none of the parties waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. Each party shall be solely responsible for any loss, damage, injury, or

death to a third party (parties) arising out of or related to the acts or omissions of its employees or agents and not those of any other party.

[signatures]

CITY OF FAIRWAY, KANSAS

By: _____
Mayor

Attest: _____

CITY OF LEAWOOD, KANSAS

By: _____
Mayor

Attest: _____

CITY OF MERRIAM, KANSAS

By: _____
Mayor

Attest: _____

CITY OF MISSION, KANSAS

By: _____
Mayor

Attest: _____

CITY OF PRAIRIE VILLAGE, KANSAS

By: _____
Mayor

Attest: _____

CITY OF ROELAND PARK, KANSAS

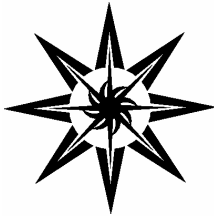
By: _____
Mayor

Attest: _____

JOHNSON COUNTY PARK AND RECREATION DISTRICT

By: _____

Attest: _____



MAYOR

Council Meeting Date: January 22, 2013

**CONSENT AGENDA: CONSIDER APPOINTMENT OF ARTS COUNCIL
CHAIRPERSON**

RECOMMENDATION

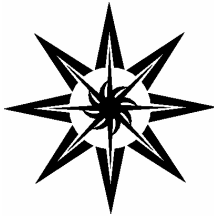
Ratify the Mayor's appointment of Shelly Trewolla as the Chair of the Arts Council.

BACKGROUND

Mayor Shaffer is pleased to place before you the appointment of Shelly Trewolla as Chair of the Arts Council.

PREPARED BY

Jeanne Koontz, Deputy City Clerk
January 16, 2013



MAYOR

Council Meeting Date: January 22, 2013

**CONSENT AGENDA: CONSIDER APPOINTMENT TO THE
 ENVIRONMENT/RECYCLE COMMITTEE**

RECOMMENDATION

Ratify the Mayor's appointment of Benjamin Claypool to the Environment/Recycle Committee with his term expiring in April 2015.

BACKGROUND

Mayor Shaffer is pleased to place before you the appointment of Benjamin Claypool to the Environment/Recycle Committee. His volunteer application is attached.

ATTACHMENTS

1. Volunteer Application

PREPARED BY

Jeanne Koontz, Deputy City Clerk
January 16, 2013



**City of Prairie Village
APPLICATION TO VOLUNTEER**

Please complete this form and return it to the City Clerk's Office, 7700 Mission Road, Prairie Village, Kansas 66208. If you have any questions, please contact the City Clerk's Office at 913-381-6464 or send an e-mail to cityclerk@pvkansas.com.

Name Benjamin Claypool Spouse's Name Janis Ellis-Claypool
Address 8016 Juniper Dr Zip 66208 Ward 4
Telephone: Home [REDACTED] Work _____ Fax _____
E-mail [REDACTED] Other Number(s): [REDACTED]
Business Affiliation _____
Business Address _____
What Committee(s) interests you? Environmental

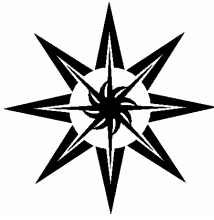
Please tell us about yourself, listing any special skills or experiences you have which would qualify you for a volunteer with the City of Prairie Village.

I am a 37 year old father of two, a Kansas City native and we chose to move to Prairie Village three years ago to raise our family in this great community.

I am an IT professional by day and I would like to contribute my time and energy to something that is very important to me, the environment.

Thank you for your consideration!

Thank you for your interest in serving our community.



AMINISTRATION

City Council Meeting Date: January 22, 2013

**Consent Agenda: Consider Amendment to the Adopted 2013 Salary Ranges
(Resolution 2013-01)**

BACKGROUND/DISCUSSION:

When a position vacancy is created through either retirement or voluntary separation, city staff takes the opportunity to review the position description, title, and salary range.

With the departure of the Management Assistant, staff reviewed the position description, title and salary range. The position of Management Assistant has been commonly known as the Assistant to the City Administrator. Staff recommends changing the position title of Management Assistant and replacing it with the position title of Assistant to the City Administrator with a corresponding salary range of \$44,950 to \$67,425. The previous salary range is \$55,271 to \$89,907. The proposed salary range is based upon the average of the two most similar positions with corresponding required skills and responsibility (Human Resources Manager and the Court Administrator).

RECOMMENDATION

Staff recommends the City Council approve Resolution 2013-01 establishing revised salary ranges for 2013

ATTACHMENTS

Resolution 2013-01 establishing revised salary ranges for 2013

PREPARED BY

Quinn Bennion
City Administrator

Dennis J. Enslinger
Assistant City Administrator
Date: January 17, 2013

RESOLUTION 2013-01

WHEREAS, the Governing Body of the City of Prairie Village is authorized to establish salary ranges for city positions; and

WHEREAS, it is the desire of the Governing Body that these salary ranges be reviewed annually to ensure appropriate funds are budgeted and the salary ranges remain competitive;

WHEREAS, it is necessary from time to time for the Governing Body modify the salary ranges from the annually approved ranges;

NOW, THEREFORE, be it resolved the Governing Body of the City of Prairie Village, Kansas, hereby adopts the following revised compensation ranges for 2013:

Compensation generally.

The elected officers, appointive officers and employees of the city shall be compensated within the salary ranges provided in this section. The amount of compensation shall be fixed by the Governing Body in accordance with personnel procedures as adopted by the Governing Body from time to time, provided, however, that the salaries and compensation during calendar year 2013 shall be within and determined by the following ranges:

| | 2013 | |
|--|-----------------------|-----------------------|
| 000 ADMINISTRATIVE SUPPORT | <u>Minimum</u> | <u>Maximum</u> |
| Receptionist A | 31,715 | 47,572 |
| Receptionist B | 23,723 | 35,585 |
| Administrative Support Specialist A | 31,715 | 47,572 |
| Administrative Support Specialist B | 29,633 | 44,450 |
| Management Intern | 40,039 | 60,058 |
| <i>Assistant to the City Administrator</i> | <i>44,950</i> | <i>67,425</i> |
| Management Assistant | 55,271 | 82,907 |
| Codes Support Specialist | 40,039 | 60,058 |
| Executive Assistant | 40,039 | 60,058 |
| Court Clerk A | 31,715 | 47,572 |
| Court Clerk B | 28,635 | 42,952 |
| Accounting Clerk A | 31,715 | 47,572 |
| Accounting Clerk B | 27,469 | 41,204 |
| Office Manager | 41,620 | 62,430 |
| Code Enforcement Officer | 38,457 | 57,685 |
| Building Inspector | 41,703 | 62,555 |
| Human Resources Manager | 43,118 | 64,678 |
| Court Administrator | 46,781 | 70,171 |
| Building Official | 59,683 | 89,525 |
| City Clerk | 55,355 | 83,032 |
| Finance Director | 81,492 | 122,238 |
| Assistant City Administrator | 73,668 | 110,501 |
| City Administrator | 109,711 | 164,566 |

100 PUBLIC WORKS

| | | |
|---------------------------|--------|---------|
| Laborer | 25,118 | 35,460 |
| Maintenance Worker | 32,193 | 45,449 |
| Senior Maintenance Worker | 38,826 | 54,814 |
| Crew Leader | 44,487 | 62,805 |
| Mechanic | 34,128 | 51,193 |
| Construction Inspector | 41,703 | 62,555 |
| Field Superintendent | 53,856 | 80,785 |
| Project Manager | 59,683 | 89,525 |
| Public Works Director | 86,237 | 129,355 |

200 PUBLIC SAFETY

| | | |
|-----------------------------|--------|---------|
| Records Clerk A | 31,715 | 47,572 |
| Records Clerk B | 30,965 | 46,448 |
| Property Clerk | 32,880 | 49,320 |
| Community Service Officer A | 32,713 | 49,070 |
| Community Service Officer B | 31,049 | 46,573 |
| Dispatcher | 35,200 | 53,836 |
| Communications Supervisor | 47,780 | 71,670 |
| Police Officer | 40,039 | 62,560 |
| Police Corporal | 53,752 | 71,670 |
| Police Sergeant | 63,585 | 84,780 |
| Police Captain | 74,167 | 111,250 |
| Police Chief | 85,155 | 127,732 |

Seasonal/Part-time Employees

Seasonal/Part-time employees shall be compensated as follows:

| Seasonal/Part-Time Employees | <u>Minimum</u> | <u>Maximum</u> |
|-------------------------------------|-----------------------|-----------------------|
| Seasonal Worker (hourly) | 8.61 | 12.84 |
| Lifeguard (hourly) | 8.46 | 12.62 |
| Tennis Assistant (hourly) | 8.61 | 18.27 |
| Concession Stand Worker (hourly) | 7.25 | 9.06 |
| Clerical Assistant (hourly) | 9.35 | 13.72 |
| Assistant Pool Manager (hourly) | 9.71 | 16.16 |
| Bailiff (hourly) | 10.95 | 13.14 |
| Swim/Dive Coaches (season) | 2,157 | 5,930 |
| Synchronized Coaches (season) | 1,081 | 1,942 |
| Assistant Synchro Coaches (season) | 701 | 1,186 |
| Assistant Coaches (season) | 1,260 | 1,574 |
| Pool Manager (season) | 9,709 | 19,942 |

Employee/Consultant

A person may be compensated in a category defined as "independent contractor consultant". The rate of pay and other terms of employment for an individual in this category will be established and approved by the City Council.

Part-time Appointed Officials

Part-time appointed officials shall be compensated as follows in 2013:

| | <u>Minimum</u> | <u>Maximum</u> |
|---------------------------|----------------|----------------|
| Municipal Judge (monthly) | 1,100 | 1,672 |
| Treasurer (monthly) | 361 | 453 |

Adopted this ____ Day of _____.

Ronald L. Shaffer, Mayor

ATTEST:

Joyce Hagen Mundy
City Clerk

COUNCIL COMMITTEE OF THE WHOLE
January 7, 2013

The Council Committee of the Whole met on Monday, January 7, 2013 at 6:00 p.m. in the Council Chambers. The meeting was called to order by Council President Charles Clark with the following members present: Mayor Ron Shaffer, Ashley Weaver, Dale Warman, Ruth Hopkins, Steve Noll, Michael Kelly, Laura Wassmer, Brooke Morehead, Charles Clark, Ted Odell and David Belz. Andrew Wang and David Morrison arrived late. Staff Members present: Wes Jordan, Chief of Police; Captain Wes Lovett, Captain Tim Schwartzkopf, Sgt. Bryon Roberson; Keith Bredehoeft, Public Works Project Manager; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Chris Engel, Assistant to the City Administrator; Lisa Santa Maria, Finance Director and Joyce Hagen Mundy, City Clerk.

Executive Session

Michael Kelly moved pursuant to KSA 75-4319 (b) (1) that the Governing Body, recess into Executive Session for twenty (20) minutes for the purpose of consulting with the City Attorney on personnel matters of nonelected personnel. Present will be the Mayor, City Council, City Administrator and City Attorney. The motion was seconded by Steve Noll and passed unanimously.

Council President Charles Clark reconvened the Council Committee of the Whole meeting at 6:20 p.m.

COU2013-01 Consider Design Agreement with Affinis Corporation for the Design of the 2013 CARS Project, the 2013 Paving Program and the 2012 Drainage Project

Keith Bredehoeft noted Affinis Corporation is the City's current design consultant and this agreement is for the design of the 2013 CARS Project, the 2013 Paving program, and the 2013 Drainage Project. Affinis has been our design consultant for the last few years and has performed very well. They have already completed preliminary design for six streets under the 2011 Bond Project that did not end up being a part of that construction project, but will be part of the 2013 Paving Program. Public Works plans to request proposals for our drainage design consultant in 2013 and for our street design consultant in 2014.

Mr. Bredehoeft noted the drainage work is being done on one of the streets in the Paving Program so it makes sense to include the work in the design contract. Laura Wassmer asked when the construction would begin. Mr. Bredehoeft responded the work would begin in May. Ms Wassmer asked if the drainage work would affect the traffic on Roe. Mr. Bredehoeft responded it would not.

Funding amounts for the above projects is as follows and in the City's CIP budget:

| | |
|----------------------------------|----------------|
| 2013 CARS Project(SODR0003)- | \$879,000.00 |
| 2013 Paving Program(PAVP2013)- | \$2,036,355.00 |
| 2012 Drainage Project(DRAIN12x)- | \$526,870.00 |
| Total- | \$3,442,225.00 |

Steve Noll made the following motion, which was seconded by Dale Warman and passed unanimously:

**MOVED THE CITY COUNCIL APPROVE THE DESIGN
AGREEMENT WITH AFFINIS CORPORATION FOR THE DESIGN
OF THE 2013 CARS PROJECT, THE 2013 PAVING PROGRAM AND
THE 2012 DRAINAGE PROJECT IN THE AMOUNT OF \$135,765.00
COUNCIL ACTION TAKEN
01/07/2013**

**COU2013-02 Consider Overland Park request to Microsurface and Chip Seal
additional border streets in 2013**

Just prior to the end of 2012, the City of Overland Park approached Public Works to see if the City wanted to add additional Microsurfacing and Chip Seals on border streets in 2013. As Overland Park was preparing bid documents for their 2013 Microsurface and Chip Seal project the border streets listed below were selected as streets in need of this preventative maintenance. There are two streets where it made logical sense to extend the work to past the City boundary to an ending point where it would be 100% a Prairie Village cost. Below is a summary of these streets and approximate costs.

| <u>List of streets</u> | <u>Shared Cost (50% PV)</u> | <u>Cost to Extend in PV (100% PV)</u> |
|---|---------------------------------|---|
| Nall Avenue(Micro- 67 th to 75 th) | \$35,000 | \$24,000(69 th to 71 st) |
| 95 th Street(Micro- Mission to Nall) | \$51,000 | |
| Lamar Avenue(Chip- 75 th to 83 rd) | \$13,000 | \$26,000(75 th to 78 th) |
| 83 rd Street(Chip- Nall to Lamar) | \$10,000 | |

Total Approximate Cost to Prairie Village- \$159,000

Public Works agrees that these streets are good candidates for preventative maintenance but the city did not plan for this work in 2013. It is proposed that the funds to pay for the cost of this work come from the 2013 City Contingency Fund. If all these streets were completed then all but a few residential border streets with Overland Park would have been worked on the last few years and would therefore not need additional work in the near future.

If approved, the actual transfer of funds and the interlocal agreement with Overland Park, with costs based on bid quantities, will be brought back to Council for approval. Keith Bredehoeft noted other options for funding would be 1) using funds from the 2013 Paving Program which is currently funded at \$2,036,355 resulting in fewer streets being fully rehabilitated in 2013 or 2) defer the work until 2014 and budget for it in the 2014 budget.

Laura Wassmer asked if it would be less expensive to go forward with Overland Park. Mr. Bredehoeft responded the materials would be bid as part of a much larger contract in huge quantities and therefore would be expected to be bid at much lower cost.

Ruth Hopkins asked if the proposed streets were on the City's list for repair. Mr. Bredehoeft noted the proposed work is not rehabilitation but preventative maintenance. Laura Wassmer asked if the area was on the City's maintenance list. Mr. Bredehoeft replied the City generally uses micro-seal only on residential roadways, not on the major roadways of Nall, Mission, 83rd and 95th Street.

Brooke Morehead asked if only part of the work could be completed. Mr. Bredehoeft recommended the proposed work with the street extensions be completed to provide for complete roadway maintenance at the same time.

Ruth Hopkins noted the proposed motion does not mention funding and stated she was not comfortable making a motion for work which the city does not have funding to complete. Keith Bredehoeft stated if approved, it is staff's intent to have the work funded by 2013 contingency. Laura Wassmer asked how much was available in the contingency fund. Lisa Santa Maria responded the balance is approximately \$500,000.

Ruth Hopkins made the following motion, which was seconded by Laura Wassmer and passed unanimously:

**MOVE THE CITY COUNCIL APPROVE THE REQUEST FROM
THE CITY OF OVERLAND PARK TO ADD MICROSURFACE
AND CHIP SEAL STREETS IN 2013**

**COUNCIL ACTION REQUIRED
CONSENT AGENDA**

***COU2013-03 Discussion regarding recently revised Right-of-Way Permit &
Inspection Fees and Drainage Permit & Inspection Fees**

Due to the shortness of time, Council President Charles Clark asked for a motion to move COU2013-03 to the City Council agenda without recommendation for discussion and action. Michael Kelly moved that COU2013-03 be moved to the City Council agenda without recommendation for discussion and action. The motion was seconded by Steve Noll and passed unanimously.

STAFF REPORTS

Chief Wes Jordan reported that in response a growing number of questions city staff has received regarding open carry and current weapon laws his staff has prepared an overview of the weapons on city streets and the laws that govern them. He thanked Representatives Bollier, Rooker and Clayton for their interest and attendance.

Sgt. Byron Roberson noted that Federal firearm law prohibits the sale of a handgun or ammunition to anyone under the age of 18. States set further restrictions on gun use and sales. Cities can adopt regulations more restrictive than those set by the state. Prairie Village regulations prohibit the open carrying of any weapons on public property within the city and requires that when transporting weapons, they must be in a closed container and unloaded.

Sgt. Roberson provided information on the Kansas Concealed Carry Law adopted in 2006 and the process required to secure a concealed carry permit as well as who was prohibited from securing a permit. He noted that while city, county or political subdivisions are able to post signs restricting concealed weapons; they may only post their buildings. Parks, parking lots and other open public property is no longer able to be restricted through signage. He added that Kansas concealed carry licensees have an exception to the general rule keeping firearms outside of 1000 feet of a school. Schools can obtain signage to place on its buildings prohibiting all guns in the school, but this signage does not apply to the parking lot of the school if a person has a Kansas Conceal Carry License.

Sgt. Roberson reviewed the process for purchasing a gun in Kansas and had several weapon types on display that were discussed from revolvers and pistols to assault rifles.

Council member David Morrison arrived.

Chief Jordan stated there is no firearm registration required in Kansas. The City does receive a list of individuals who have concealed carry permits, but that information does not identify the type of weapon they will carry.

Mayor Shaffer thanked Sgt. Roberson for the presentation and information.

Public Safety

- Chief Jordan reported “48 Hours” would be on-site filming on Tuesday, January 8th for the feature to be shown on Saturday, February 2nd.

Public Works

- Keith Bredehoeft noted the surprise snow event on New Year’s Eve and expressed appreciation to the crews for working the holiday.
- After further discussions the City of Leawood regarding the sidewalk along 83rd Street decided not to immediately pursue grant money as discussed at the previous meeting for sidewalk improvements along 83rd Street on the south side from Corinth Elementary into Leawood. Mr. Bredehoeft noted the City will look at taking action independently on that issue.

Administration

- Chris Engel reported the 2013 Legislative Program had been distributed to the Council. The Legislative Breakfast will be held on Saturday, February 2nd at Homestead Country Club.
- City Hall Day at the Capitol is Wednesday, February 6th. The following Councilmembers have expressed an interest in attending: Hopkins, Morehead and Odell.
- He has not received the schedule for the Legislative Breakfasts. He will forward it to Council when it is received.
- Dennis Enslinger announced the Tutera Group will be holding a neighborhood meeting on the proposed development of Mission Valley on Thursday, January 24th at Shawnee Mission East,

- Benton House has received their certification from the State and a certificate of occupancy from the City.
- As of last Friday, traffic tickets can be paid on-line as part of the technology upgrade for the Municipal Court software. The first tickets were processed over the weekend.
- Lisa Santa Maria announced that the City received the GFOA Certificate of Achievement for its 2013 budget. She is currently working on closing out 2012.
- Quinn Bennion announced that Jeanne Koontz recently received her Masters' Degree in Public Administration from the University of Kansas and congratulated her on this accomplishment.

Council President Charles Clark suspended the Council Committee of the Whole Meeting at 7:25 p.m. until the conclusion of the City Council Meeting.

Council President Charles Clark reconvened the Council Committee of the Whole meeting at 8:07 p.m.

Executive Session

Michael Kelly moved pursuant to KSA 75-4319 (b) (1) that the Governing Body, recess into Executive Session for one hour & twenty (80) minutes for the purpose of consulting with the City Attorney on personnel matters of nonelected personnel. Present will be the Mayor, City Council, City Administrator and City Attorney. The motion was seconded by Steve Noll and passed unanimously.

Council President Charles Clark reconvened the Council Committee of the Whole meeting at 9:27 p.m.

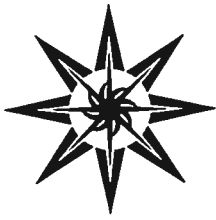
Michael Kelly moved pursuant to KSA 75-4319 (b) (1) that the Governing Body, recess into Executive Session for 1 hour (60) minutes for the purpose of consulting with the City Attorney on personnel matters of nonelected personnel. Present will be the Mayor, City Council, City Administrator and City Attorney. The motion was seconded by Steve Noll and passed unanimously.

Council President Charles Clark reconvened the Council Committee of the Whole meeting at 10:16 p.m. and stated no action will be taken by the Committee. The City Administrator's position regarding the personnel matter was upheld.

Adjournment

With no further business to come before the Council Committee of the Whole, Council President Charles Clark adjourned the meeting at 10:17 p.m.

Charles Clark
Council President



PLANNING COMMISSION

Council Meeting Date: January 22, 2013

PC2013-01 Consider Amendment to Zoning Ordinance - Chapter 19.28 "Special Use Permits"

SUGGESTED MOTION

The Planning Commission recommends the Governing Body adopt Ordinance 22769 amending Chapter 19.28 of the Prairie Village Municipal Code, entitled "Special Use Permits" by adding Section 19.283041 entitled "Protest".

BACKGROUND

In November, 2012 the City Council directed the Planning Commission to consider the addition of language allowing for the protest petition process in the consideration of Special Use Permits as it is in the consideration of rezoning applications.

Staff researched other cities' regulations and prepared language for consideration by the Planning Commission at a public hearing held on Tuesday, January 8, 2013. Several members of the public were present at the public hearing to express their support of the proposed amendment. The Planning Commission voted unanimously to recommend adoption of the proposed amendment to the Governing Body.

The amendment is as follows:

19.28.041 Protest

Regardless of whether or not the Planning Commission recommends approval or disapproval of a Special Use Permit, if a valid protest petition against such Special Use Permit is filed in the Office of the City Clerk within 14 days after the date of the conclusion of the public hearing, signed by the owners of record of 20% or more of the total area required to be notified of the proposed Special Use Permit, excluding streets and public ways, such Special Use Permit shall not be passed except by at least a 3/4 vote (10 votes) of all members of the Governing Body.

Valid Protest Petitions must be signed and acknowledged by each and every owner(s) of property protesting a given action. The word "owner(s)" for purposes of protest petitions shall include all those individuals that may have ownership in subject real property or property within the notification area. If the property is owned by joint tenancy, all such owners must sign the petition by their own hand to be valid, unless the petition itself clearly indicates that one tenant has the legal authority to sign for and on behalf of

the other. In the event a corporation, partnership or other organization meets the requirements to protest an action and desires to sign a petition, the following must appear on the petitions for such an organization to be counted with the petition: a) the proper name in which title to their property is held; and b) the address of their property; and c) the name of the individual signing on behalf of the corporation, partnership or other organization; and d) some indication of capacity or authorization of the individuals to sign on behalf of the corporation, partnership or organization.

To be a valid protest petition, the signature of each owner(s) signing the petition must be properly notarized.

RECOMMENDED ACTION:

1. Approve the recommendation of the Planning Commission and adopt Ordinance 2269 by a simple majority (7 votes) of the Governing Body.
2. Override the recommendation of the Planning Commission by a 2/3 (9 votes) majority vote of the Governing Body.
3. Return the recommendation to the Planning Commission with a statement specifying the basis for the Governing Body failure to approve or disapprove by a simple majority of the quorum present.

RELATIONSHIP TO VILLAGE VISION

LR1A "Update the zoning ordinance to reflect contemporary land uses issues while preserving the identity and character of Prairie Village."

ATTACHMENTS

Draft of PC Minutes of 01/08/2013
Ordinance 2269

PREPARED BY

Joyce Hagen Mundy
City Clerk/Planning Commission Secretary

Date: January 10, 2013

PLANNING COMMISSION MINUTES
January 8, 2013

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, January 8, 2013, in the Multi-Purpose Room, 7700 Mission Road. Chairman Ken Vaughn called the meeting to order at 7:00 p.m. with the following members present: Randy Kronblad, Bob Lindeblad, Dirk Schafer, Nancy Wallerstein, Gregory Wolf and Nancy Vennard.

The following persons were present in their advisory capacity to the Planning Commission: Ron Williamson, City Planning Consultant; Dennis Enslinger, Assistant City Administrator; Jim Brown, Building Official, Keith Bredehoeft, Public Works Project Manager, Ted Odell, Council Liaison and Joyce Hagen Mundy, City Clerk/Planning Commission Secretary.

APPROVAL OF MINUTES

Randy Kronblad moved the minutes of the December 4, 2012 be approved as written. The motion was seconded by Nancy Vennard and passed by a vote of 6 to 0 with Gregory Wolf abstaining.

PUBLIC HEARINGS

PC2013-01 Proposed Amendment to Chapter 19.28 "Special Use Permits" to incorporate a protest process

Ron Williamson noted the City Council established a 90 day moratorium on Special Use Permits at their meeting on November 5, 2012, to allow for the consideration of incorporating a protest process currently found in the rezoning process to the special use permit process. The City of Prairie Village has used the Special Use Permit provision for forty years or more, but a protest provision has never been a part of the approval process.

The special use permit regulations include several provisions that build in protection, such as, the ability to impose conditions, safeguards and restrictions upon the premises benefited by the special use as may be necessary to reduce or minimize any potentially injurious effect upon other property in the neighborhood. All special use permits are valid for a specified time period and cannot be transferred or assigned without acceptance of the terms or conditions of the original approval. Special use permits may be revoked by the Governing Body for violation of the ordinances of the City, for violation of district regulations or non-compliance with the conditions, limitations or requirements contained in the special use permit. With these built in protections, a protest process was not included in the original drafting of the zoning regulations.

Staff has verified that the Cities of Overland Park, Olathe, Lenexa, Mission, Fairway, Westwood, Roeland Park, Shawnee, Bonner Springs, Gardner and Leawood all have protest petitions for Special Use Permits. The Cities of Springhill and Edgerton do not use Special Use Permits, but use Conditional Use Permits instead and have protest petitions. Johnson County also has a protest petition for Special Use Permits.

Mr. Williamson noted that by adding the protest petition provision the application will be presented to the Governing Body at their first meeting of the month rather than the next Council meeting after the Planning Commission meeting. The opponents of a Special Use Permit will have 14 days after the conclusion of the Planning Commission public hearing to file valid protest petitions. There are only 13 days between a regular Planning Commission meeting (2nd Tuesday of the month) and a Governing Body meeting (3rd Monday of the month). Therefore, the application will normally be considered by the Governing Body at its first meeting of the month (1st Monday of the month). This will add two to three weeks to the approval process.

In reviewing the ordinances from other cities, several clarify what is a "valid" protest petition and some language has been added for clarification.

The proposed amendment is as follows:

Add the following Section to Chapter 19.28 Special Use Permits:

19.28.041 Protest

Regardless of whether or not the Planning Commission recommends approval or disapproval of a Special Use Permit, if a valid protest petition against such Special Use Permit is filed in the Office of the City Clerk within 14 days after the date of the conclusion of the public hearing, signed by the owners of record of 20% or more of the total area required to be notified of the proposed Special Use Permit, excluding streets and public ways, such Special Use Permit shall not be passed except by at least a 3/4 vote (10 votes) of all members of the Governing Body.

Valid Protest Petitions must be signed and acknowledged by each and every owner(s) of property protesting a given action. The word "owner(s)" for purposes of protest petitions shall include all those individuals that may have ownership in subject real property or property within the notification area. If the property is owned by joint tenancy, all such owners must sign the petition by their own hand to be valid, unless the petition itself clearly indicates that one tenant has the legal authority to sign for and on behalf of the other. In the event a corporation, partnership or other organization meets the requirements to protest an action and desires to sign a petition, the following must appear on the petitions for such an organization to be counted with the petition: a) the proper name in which title to their property is held; and b) the address of their property; and c) the name of the individual signing on behalf of the corporation, partnership or other organization; and d) some indication of capacity or authorization of the individuals to sign on behalf of the corporation, partnership or organization.

To be a valid protest petition, the signature of each owner(s) signing the petition must be properly notarized.

Chairman Ken Vaughn reviewed the process to be followed for the public hearing asking speakers to identify themselves and asking those present to remain quiet during the comments to allow for all to be heard. He asked those speaking to keep their comments brief and not to repeat things previously stated.

Neil Shortlidge, attorney for the Mission Valley Neighborhood Association, addressed the Commission in support of the proposed language. He noted special use permits normally are a change in land use which may have a negative impact on the underlying zoning and noted this is why many cities allow for the protest of special use permits, as well as, rezoning. Mr. Shortlidge referenced case law regarding the interpretation and treatment of special use permits and zoning applications and the applicability of the "Golden Factors" to special use permits as well as in rezoning. He noted the KS Supreme Court ruled in at least 4 cases on the validity of the protest process for special use permits recognizing the neighboring property owners' right to be heard.

Mr. Shortlidge noted that protest petitions are allowed by state statutes and if the city fails to add the protest process, he feels its actions would be against state statutes and could be effectively challenged. Gregory Wolf asked if he was saying the current process followed by the city is flawed by Kansas law requirements. Mr. Shortlidge responded that it is his interpretation that it is.

Craig Satterlee, 8600 Mission Road, spoke in support of the proposed revision addressing the potential of in-fill development to negatively impact the existing neighborhood character and property values and the need to grant residents due process in consideration of the requested special use permit as well as in rezoning. .

Brian Doerr, 4000 West 86th Street, spoke in support of the proposed amendment noting that a land use change is a land use change whether it be by the rezoning of property or the allowance of a special use permit and a protest petition process should be available to residents in both scenarios to ensure their due process rights.

Mr. Doerr noted the extensive community input and involvement sought in the development of Village Vision and the Parks Master Plan. He stated a recent example of the city's support of its residents and neighborhoods is the recent approval of the establishment of neighborhood conservation districts giving residents a greater voice in the development and preservation of their community. The addition of the protest petition process for special use permits is another opportunity for the City to facilitate greater participation by its residents. There is no reason to not approve the proposed amendment.

Whitney Kerr, 4020 West 83rd Street, spoke in support of the amendment. He referenced the lack of communication during the initial Mission Road & 84th Street development proposal and between the developer and the residents. He feels the protest petition is needed to get the maximum communication between developers, residents and the City. He believes that without the protest petition process, it is easier for developers to strong-arm their plans through the process.

Jori Nelson, 4802 West 69th Terrace, spoke in support of the amendment as she believes residents should have a voice in the development of property surrounding

their property. She noted that Prairie Village is one of very few cities that do not already allow for this process in the consideration of special use permits. She feels this process will encourage a more open line of communication between the developer, the City and the residents. Ms. Nelson stated that when residents become involved the outcome is better development and urged the Commission to vote to recommend the adoption of the proposed language.

Larry Dollar, 4112 West 91st Street, spoke in support of the amendment which affords neighbors a larger voice in the development of surrounding property. He feels this will improve communication between the city, community and developer. He noted getting neighborhoods involved is the role of government. The amendment will give Prairie Village residents the same rights given to most other Johnson County residents.

David Lillard, 3607 West 84th Terrace, a long-time resident of the city spoke in support of the proposed amendment and urged the City to join other cities by adopting the proposed amendment as others have. He believes the best results are achieved when all stakeholders have a voice and referenced his involvement in the development of property by Village Church along Mission Road and 94th Street in which the original application was challenged and through work with the neighboring residents a better project design and layout was created. It is important to give the community the opportunity to participate as full-fledged stakeholders in the development of land surrounding their properties.

With no one else wishing to address the Commission, Chairman Vaughn closed public participation at 7:35 p.m.

Gregory Wolf confirmed the City Attorney is aware of and will review the proposed amendment.

A resident in the audience confirmed that the protest petition applies to all property owners within 200' of the property and requires signatures of 20% of the landowners to be valid. If the protest petition is valid, Mr. Williamson stated the Governing Body will be required to have a supermajority (10 votes) to approve the requested special use permit.

Nancy Vennard stated she agreed with the concept of the protest petition process, but questioned the required 20% criteria. She felt that level potentially placed a lot of power with the contiguous property owners which may not represent the feelings of the entire neighborhood.

Bob Lindeblad noted that at the public hearing anyone is allowed to speak. The 20% criteria is established by state statute for rezoning applications. Mrs. Vennard felt that 30% would provide a better representation. Ron Williamson stated he felt it was better to stay with the 20% stipulated by the state for rezoning applications, noting that to increase it would be breaking new ground and would be more likely to be challenged. Ken Vaughn noted Mrs. Vennard raises a good point. Mrs. Vennard stated she does not want to see a protest based on a few opposing residents.

Nancy Wallerstein stated the need to be very clear on the number of votes - clarifying that a ¾ majority is 10 votes. Mr. Williamson responded the Governing Body includes the Mayor and would be 10 votes.

Mr. Williamson reviewed the process that would be followed in that a certified list of property owners would need to be acquired from the County of all property owners within 200 feet of the affected property. The signatures on the petition will need to be notarized with all property owners signing. Once submitted City staff will verify the petition.

Bob Lindeblad moved the Planning Commission recommend the Governing Body adopt the proposed amendment as written. The motion was seconded by Randy Kronblad and passed by a vote of 7 - 0.

Bob Lindeblad moved the Planning Commission recommend that the last two paragraphs of the amendment be added to Section 19.52.045, the protest petition for zoning amendments after the appropriate publication and public hearing. The motion was seconded by Dirk Schafer and passed by a 7-0 vote.

NON-PUBLIC HEARINGS

**PC2013-101 Site Plan Approval - Roe 89 Shops
8825 & 8839 Roe Avenue**

Dennis Enslinger stated the applicant has requested that this item be continue to the February 5th meeting of the Planning Commission.

Randy Kronblad moved that PC2013-101 be continued to the February 5, 2013 meeting of the Planning Commission. The motion was seconded by Dirk Schafer and passed by a 7 - 0 vote.

**PC2013-102 Site Plan Approval - St. Ann's
7231 Mission Road**

Arnie Tulloch, with Shafer, Kline & Warren, stated St. Ann Catholic Church and School are proposing a number of changes to their campus. They will be done in four phases. He noted revised plans were distributed at the meeting to address the addition of five feet to the north end of the school building.

Phase 1 changes include the demolition of the existing portion of the building north of the cell tower equipment room. This will be replaced by a smaller addition that will include a chapel and administrative offices. The main entrance to the church will be relocated to the lower level off the parking lot on the east side. A new lobby area will be built including an elevator for ADA accessibility.

Eight new classrooms are proposed to be added to the north end of the classroom wing. These classrooms will be on two levels with four on each level. An elevator will also be added to provide ADA access.

ORDINANCE NO. 2269

AN ORDINANCE AMENDING CHAPTER 19 OF THE PRAIRIE VILLAGE MUNICIPAL CODE ENTITLED "SPECIAL USE PERMITS" BY ADDING SECTION 19.28.041 ENTITLED "PROTEST."

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

Section 1. The following Section 19.28.041 entitled "Protest" is added to Chapter 19.28 entitled, "Special Use Permits" of the Prairie Village Municipal Code to read as follows:

19.28.041 Protest

Regardless of whether or not the Planning Commission recommends approval or disapproval of a Special Use Permit, if a valid protest petition against such Special Use Permit is filed in the Office of the City Clerk within 14 days after the date of the conclusion of the public hearing, signed by the owners of record of 20% or more of the total area required to be notified of the proposed Special Use Permit, excluding streets and public ways, such Special Use Permit shall not be passed except by at least a 3/4 vote (10 votes) of all members of the Governing Body.

Valid Protest Petitions must be signed and acknowledged by each and every owner(s) of property protesting a given action. The word "owner(s)" for purposes of protest petitions shall include all those individuals that may have ownership in subject real property or property within the notification area. If the property is owned by joint tenancy, all such owners must sign the petition by their own hand to be valid, unless the petition itself clearly indicates that one tenant has the legal authority to sign for and on behalf of the other. In the event a corporation, partnership or other organization meets the requirements to protest an action and desires to sign a petition, the following must appear on the petitions for such an organization to be counted with the petition: a) the proper name in which title to their property is held; and b) the address of their property; and c) the name of the individual signing on behalf of the corporation, partnership or other organization; and d) some indication of capacity or authorization of the individuals to sign on behalf of the corporation, partnership or organization.

To be a valid protest petition, the signature of each owner(s) signing the petition must be properly notarized.

Section 2. This ordinance shall take effect and be in force effective upon publication as required by law.

PASSED AND APPROVED BY THE GOVERNING BODY THIS 22nd DAY OF
JANUARY, 2013.

Ronald L. Shaffer, Mayor

ATTEST:

APPROVED AS TO FORM:

Joyce Hagen Mundy
City Clerk

Catherine Logan
City Attorney

CITY OF PRAIRIE VILLAGE, KANSAS

ORDINANCE NO. 2270

AN ORDINANCE OF THE CITY OF PRAIRIE VILLAGE, KANSAS, REPEALING ORDINANCE NO. 2265 ESTABLISHING A TEMPORARY MORATORIUM ON ALL SPECIAL USE PERMIT APPLICATIONS

WHEREAS, Ordinance No. 2265 was adopted on November 5, 2012 and became effective upon publication, November 6, 2012; and

WHEREAS, Ordinance No. 2265 created a moratorium on applications for special use permits for a period of 90 days to allow for consideration of adding a protest provision to the City's code provisions; and

WHEREAS, the Governing Body has adopted Ordinance 2269 amending Chapter 19.28 entitled "Special Use Permits" adding Section 19.28.041 entitled "Protest" on January 22, 2013.

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

Section 1. Ordinance No. 2265 is hereby repealed for the reasons set forth herein.

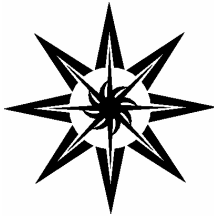
Section 2. This ordinance shall take effect and be in force effective upon publication as required by law.

Passed by the Governing Body this 22nd day of January, 2013.

/s/ Ronald L. Shaffer
Ronald L. Shaffer, Mayor

ATTEST:
/s/ Joyce Hagen Mundy
Joyce Hagen Mundy, City Clerk

APPROVED AS TO FORM:
/s/ Catherine P. Logan
Catherine P. Logan, City Attorney



JAZZFEST COMMITTEE

Council Meeting Date: January 7, 2013
January 22, 2013

Old Business: Consider Jazzfest contract

RECOMMENDED MOTION

Move the City Council approve the Memorandum of Agreement on behalf of the JazzFest Committee with Brenda Pelofsky.

POSSIBLE ADDITIONAL MOTION

Move the City Council authorize a one-time loan of up to \$10,000 from the general contingency fund to the Prairie Village Jazz Fest Committee

BACKGROUND

At the January 8th City Council meeting, Jack Shearer reported to the Council the committee's desire to enter into an agreement with Brenda Pelofsky for professional fund raising services as well as a request for a loan in the amount of up to \$10,000 to be able to enter into the agreement as soon as possible.

The committee sees the following advantages for entering into this agreement:

- This individual has extensive experience in raising funds and metro-wide contacts.
- The outside contacts will benefit the community by getting a broader advertising bases for the festival bringing more people and publicity to Prairie Village for the Festival.
- With outside funding sources, the requests made to Prairie Village residents and businesses (who are receiving requests for multiple City events - Villagefest, State of the Arts, JazzFest, Mayors' Holiday Tree, Shop with a Cop, etc.) will be less.
- With an organized fund-raising campaign early in the year, it is the goal of the committee to have all costs for the Festival covered prior to the festival, allowing festival funds to be donated and kept as seed money for future festivals.
- This will allow committee members time to solicit in-kind donations and to organize fund-raising events.
- The early receipt of funding will allow for artist contracts to be negotiated and executed by Spring, providing for greater opportunities to secure and promote the desired talent.
- The line-up, which is the primary expense for the festival, is also a prime component in the securement of sponsorships, as one begets the other.

Having a professional fund-raiser focused on securing funds now will enable the procurement of desired artists early that will in turn bring in additional funding and additional people to the festival.

While there is no guaranteed level of funds that will be raised under the contract, which is standard for such services, the committee through discussions with Ms Pelofsky and discussions with organizations and agencies that have used her services, is confident that she will be able to raise the funds necessary for the City to again hold “the best outdoor Jazz Festival in the last five years”.

City policy requires that all contracts executed must have funding on hand. The proposed agreement requires an immediate payment of \$1600 with the remaining funds to be paid on at a rate of \$1400 per month over the term of the agreement. The committee currently has a balance of \$3650 and contract language to terminate the agreement with 30 days notice without cause.

Based on the success and popularity of the festival, the committee is looking to grow the festival over the next few years. The committee was able to raise just over \$15,000 in funds for the 2012 festival and approximately \$19,000 in 2011 through sponsorships/donations. The event itself raised \$9200 with the committee raising \$7000 from fund-raising events. As with previous years, this left the committee with little seed money with which to begin efforts for the 2013 festival. The committee is requesting up to a \$10,000 loan which will be paid back to the City as funds become available to put the committee in the position to grow this popular community event through the efforts of the committee with the assistance of a fund-raiser. The committee hopes to raise enough money to donate to Heartland Habitat for Humanity for to help Prairie Village residents in need with minor home repairs.

ATTACHMENTS

Information
Budget

PREPARED BY
Joyce Hagen Mundy
City Clerk

January 14, 2013

Brenda Pelofsky
President
Pelofsky & Associates, Inc.

My due diligence

Samuel U Rogers Health Center (Robert Caro, COO)

A community health center serving downtown Kansas City and Lexington

“Brenda is an experienced fund raiser and has exceeded our expectations on all her contracts with us.”

J.E. Dunn Foundation (Bob Dunn, Paula Boyle)

“Brenda can raise money – she’s done a wonderful job for us. We recommend her.

Northland Healthcare Access Services (Karen Dolt, CEO)

“We have had a long and beneficial relationship with Brenda. She has raised a lot of money for us.”

From the web site www.pelofsky.org.

Founded Pelofsky & Associates, Inc. in June 2002 and is President

Has been fund raising for 30 years

Has been with Swope Parkway Health Center as their fund raiser – managed several campaigns for them developing millions

Has been honored as one of 25 “Women Who Mean Business” by the KC Business Journal

Numerous board positions throughout Kansas City



Jack,

I wanted to share information based on my experience in fundraising for Heartland Habitat for Humanity. When I started with Heartland in 2007, my predecessor had hired a fundraising company to help with the affiliate's first gala. The idea was for the company to take the reins of the event and run with it, freeing up the staff for their everyday responsibilities and fundraising for our new home projects. The agreement was for the company handle: the details of the event, solicitation of silent auction items, promotions and marketing, invitations and tracking responses, and of course, running the event. The purpose of the gala was to become an annual major fundraising event. It was a year of labor, and the company charged **\$10,000**. There was, however, a disagreement – my predecessor had wanted the company to raise the table sponsors (major funding – without, the event would not succeed). She was told that no fundraising organization would solicit funders for an event – it is the affiliate's responsibility to raise the sponsorships.

In 2008, a different company was hired with the same agreement. They would handle everything, minus the fundraising, for the same amount: **\$10,000**.

Pelofsky and Associates is the first company I've heard of who is offering to take the lead on fundraising. In my experience, and in checking with other organizations, \$10,000 is a standard charge. I'd look at this as an investment for the future, and the growth of the PV Jazz Festival.

Thank you for allowing me to be a part of the process. I can't wait for September 7th!

Kate Fields
Director of Resource Development
Heartland Habitat for Humanity

2013 Budget

| | <u>2013</u> | <u>2012</u> |
|--------------------|--------------------|--------------------|
| Major Sponsors | \$5,500 | 12,250 |
| BP Sponsors | 75,000 | |
| PVAC | 1,500 | 1,500 |
| Vendor Income | 1,000 | |
| Beer, wine, etc. | 9,000 | 9,225 |
| Corporate Tents | 5,000 | |
| Events & Other | | 7,350 |
| Total Donations | \$97,000 | 30,325 |
| | | |
| Expenses | | |
| Brenda Pelofsky | \$15,000 | |
| Talent | 25,000 | 18,294 |
| Stage & equipment | 8,000 | 5,275 |
| Tents etc | 2,500 | 1,926 |
| Advertising | 7,500 | 2,594 |
| Supplies | 5,000 | 1,017 |
| Merchandise | 2,000 | 1,495 |
| Other | | 1,135 |
| Total expenses | \$65,000 | 31,737 |
| | | |
| Net after expenses | \$32,000 | 575 |
| | | |
| Heartland Habitat | \$10,000 | |
| | | |
| Loan payment | \$10,000 | |
| | | |
| Reserve | \$22,000 | |

MAYOR'S ANNOUNCEMENTS

January 22, 2013

Committee meetings scheduled for the next two weeks include:

| | | |
|---------------------------------|------------|-----------|
| Environmental/Recycle Committee | 01/23/2013 | 7:00 p.m. |
| VillageFest Committee | 01/24/2013 | 7:00 p.m. |
| Council Committee of the Whole | 02/04/2013 | 6:00 p.m. |
| City Council | 02/04/2013 | 7:30 p.m. |

The Prairie Village Arts Council is pleased to announce an oil painting exhibit by Eileen McCoy in the R. G. Endres Gallery for the month of January.

The Legislative Breakfast and Council Worksession is February 2nd at Homestead Country Club.

The League of Kansas Municipalities will be hosting City Hall Day on February 6th in Topeka. RSVP to Jeanne Koontz at jkoontz@pvkansas.com or 913-385-4662.

Trash pick-up will be delayed one day the week of January 21st in observance of Martin Luther King, Jr. Day.

INFORMATIONAL ITEMS
January 22, 2013

1. Planning Commission Minutes - December 3, 2012
2. Park & Recreation Committee Minutes - December 12, 2012
3. Prairie Village Arts Council Minutes - December 19, 2012
4. Environment/Recycle Committee Minutes - October 24, 2012
5. Sister City Committee Minutes - November 11, 2012
6. Mark Your Calendars

PLANNING COMMISSION MINUTES December 4, 2012

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, December 4, 2012, in the Council Chamber, 7700 Mission Road. Chairman Ken Vaughn called the meeting to order at 7:00 p.m. with the following members present: Randy Kronblad, Bob Lindeblad, Dirk Schafer, Nancy Wallerstein and Nancy Vennard.

The following persons were present in their advisory capacity to the Planning Commission: Ron Williamson, City Planning Consultant; Dennis Enslinger, Assistant City Administrator; Jim Brown, Building Official, Chris Engel, Assistant to the City Administrator, Keith Bredehoeft, Public Works Project Manager, Ted Odell, Council Liaison and Joyce Hagen Mundy, City Clerk/Planning Commission Secretary.

APPROVAL OF MINUTES

Minor changes to the minutes were made on the following pages: 6 (¶#9 - replace "deals with" with **determines**), 7 (¶#4 - replace "a" with **of**), 11 (last ¶ - delete sentence "The applicant is to report back to the Council on November 5th."), 19 (¶#5 - last sentence to read, "**All sides of the building are very visible**") and 29 (¶#3 - replace "send" with **sent**).

On page 25 Nancy Vennard noted the reference in the second to the last paragraph should be "**The Tavern**" not "The Story".

On page 14 Dirk Schafer the following sentence after the first sentence in the third paragraph: "**The applicant and staff will do an on- site tour of the Center to determine the use of space, including basements to determine to necessary parking required.**"

Ron Williamson responded to questioned raised by Curtis Petersen regarding the minutes. Some of the wording questioned came directly from the staff report on the application and is appropriate. **If the staff and applicant cannot agree on the clearstory design, it will be returned to the Planning Commission for review and approval.**

Curtis Petersen, Polsinelli Shughart, addressed the Commission regarding the November 6th Planning Commission minutes. He noted there was significant discussion on the parking requirement issue and the methodology of determining how many parking spaces would be required. He requested that the following language be added to the minutes for further clarification: "The developer and staff agree that the parking table will show all the basement areas within the Center and will further identify the basement square footage as either office, public use/access and/or storage. In addition, the developer and staff will analyze and agree on the percentages of first floor space that is currently being used for storage".

Mr. Petersen also noted there was significant discussion on the entry element that is not reflected in the minutes. He noted it is very important to "Hen House" to maintain

the height and prominence of this entrance and have the ability to provide adequately sized signage that would still need to be approved by staff.

Randy Kronblad clarified that the Conditions of Approval on page 20 supersede the confirmation comment made by Curtis Petersen regarding the building façade design.

Nancy Wallerstein moved the minutes of the November 6, 2012 Planning Commission meeting be approved as amended with the changes noted by Commission members. The motion was seconded by Randy Kronblad and passed by a vote of 6 to 0.

PUBLIC HEARINGS

PC2012-09 Proposed revisions to Zoning Regulations adding Chapter 19.25 entitled “Overlay Zoning Districts”

The City of Prairie Village has been looking at ways to assist homes associations with the issues involved with the construction of additions and new homes within existing residential areas. The City’s Homes Association Committee discussed several ways to assist homes associations with these issues. An outgrowth of this work has been the idea of a conservation overlay district which would address design issues within a specific neighborhood.

In 2010, the City Council directed staff to work with the Countryside East Homes Association in the development of a neighborhood conservation overlay district and the development of development/design standards. It was decided the Countryside East Homes association would be the initial model for the development of this tool.

Dennis Enslinger presented the proposed enabling language for the Neighborhood Conservation Overlay District which sets forth the criteria for the establishment of neighborhood conservation overlay districts, the use of development/design standards and the appeal process.

The process allows for the Planning Commission, Governing Body, or at least 51% percent of the property owners within the proposed area to initiate the establishment of a district. There would be a formal hearing process before the Planning Commission who would make a recommendation to the Governing Body. The Governing Body would then have the final authority for the approval of each district. The area must be at least 25 years or older, minimum of 5 acres, and have “built environmental characteristics that create an identifiable setting, character or association.”

Projects subject to review would be reviewed at the City staff level for compliance with the approved development/design standards. If staff determines the project is not in compliance with the standards, the applicant could appeal the decision. The current draft language has a two-stage appeal process.

Staff, in consultation with the several homes associations, felt that it was important to have some input from the property owners within the overlay district during the in the appeal process. Therefore, the first appeal would consist of one member from the Planning Commission (appointed by the Chair) and two members from the

participating neighborhood association (appointed by the homes association which is covered under the overlay district).

To comply with legal requirements, there must be a final appeal body which has final authority to review the decision of the first appeal body. The current draft establishes this body as the Board of Zoning Appeals.

Nancy Wallerstein asked for clarification on the definition of a Neighborhood Conservation Overlay District. Mr. Enslinger responded there is not a specific definition. An area must meet the selection criteria of an area of at least five acres, possess an identifiable setting, character and association and have been established for at least 25 years. Also 51% of the landowners directly impacted must support the proposed district. He noted it could be an entire homes association as in the case of Countryside East or part of a homes' association.

Nancy Vennard confirmed the proposed language does not establish a neighborhood conservation overlay, but sets in place the language for an application to be made for the establishment of one and does not relate to a particular project or area.

Ken Vaughn asked who would work with the neighborhoods wanting to establish a district. Mr. Enslinger replied it would be someone from the City's Planning staff, probably himself or Mr. Williamson.

Chairman Ken Vaughn opened the public hearing for comments asking individuals wishing to address the Commission to come to the podium and give their name and address prior to making comment.

Dan Blom, 5408 West 64th Terrace, spoke on behalf of the Town & Country Homes Association who will be submitting for the first neighborhood Conservation Overlay District in support of the proposed revision to the code. He noted they took their final plan before their association at its last meeting and have 100% support for the district. Mr. Blom reviewed the process followed beginning with the discussion of the concept at the Homes Association Committee three years ago. He feels this option gives homes association with a way to address outdated or unclear deed restrictions. He noted that many times homes association boards do have members with the expertise and experience to address these issues and expressed appreciation for the support of Mr. Enslinger in the development of their district.

In their situation, they are not recreating deed restrictions, but providing a backup for the enforcement of deed restrictions while providing flexible guidelines while maintaining consistency throughout the neighborhood in the review and approval of proposed improvements while keeping in place the character of their neighborhood.

Dennis Enslinger noted an e-mail communication received from Loring Leifer in opposition to the proposed zoning regulations.

With no further comments the public hearing was closed at 7:32 p.m.

Nancy Vennard asked if there would be any fees other than the permit assessed. Mr. Enslinger stated that staff does not foresee any additional fees, but that will be a Council decision. Mrs. Vennard noted that during the development stage additional

city staff time will be required. Mr. Enslinger agreed but noted the review process will not require extra time and can be handled by staff in conjunction with the plan review.

Bob Lindeblad moved the Planning Commission recommend the Governing Body adopt the proposed change to the zoning code by adding Section 19.25 entitled "Overlay Zoning Districts". The motion was seconded by Nancy Wallerstein and passed unanimously.

Bob Lindeblad expressed his appreciation to the Board of Countryside East for their past three years of work to get the City to this point and commended them for their well thought-out guidelines and process.

Dennis Enslinger announced that this will go forward to the City Council on Monday, December 17th.

**PC2012-120 Request for Vacation of Utility Easement
7348 Roe Circle**

Jerad Foster, 7348 Roe Circle, stated there is an existing utility easement across the rear portion of his lot. He is proposing an addition to the rear of the dwelling and a few inches of the southeast corner of the addition will encroach into the easement. Mr. Foster noted he has contacted all the utilities and there are no utilities in the platted easement. There is an overhead utility line located south of the utility easement which is not in an easement. He is seeking approval to vacate the easement.

Nancy Wallerstein asked for the letter from KCP&L regarding the proposed vacation. The Commission Secretary read the letter received from KCP&L approving the proposed vacation.

Randy Kronblad confirmed the new easement will follow the actual location of the existing overhead lines.

Staff advised Mr. Foster he would need to dedicate a utility easement by separate instrument so that the existing utility line is within an easement. Because a drainage easement is located along the rear of the lot, the proposed utility easement will need to be coordinated with Public Works.

Randy Kronblad moved the Planning Commission approve PC2012-120 approving the vacation of the platted utility easement at 7348 Roe Circle and forward their recommendation for approval to the Governing Body subject to the following conditions:

1. That the applicant provide easement vacation document to be filed with County for review by City Staff.
2. That the applicant dedicates an easement by separate instrument for the existing utility line subject to the approval of Public Works and KCP&L.

The motion was seconded by Dirk Schafer and passed unanimously.

**PC2012-121 Request for Approval of City Entrance Signs
3535 Somerset Drive & 7700 Mission Road**

Dennis Enslinger stated on November 5th, City Council reviewed and gave tentative approval for the expenditure funds for the installation of new monument signs at the

City Hall Complex and at the Public Works Facility. As part of the review process, City Council is requesting the Planning Commission review and approve the proposed signs prior to City Council formally approving the installation of the signs.

The proposed monuments are based on a design similar to the City's entry markers and park monument signs. They will be constructed of similar materials as the existing park monument signs. The signs will be two-sided. Based on the weight of the signs they will be placed on a permanent footing. Specifications and drawings of the proposed signs were reviewed.

Exact site placement of the signs has not yet been determined but the Public Works Department has provided a generalized location for each sign. The signs will be located a minimum of twelve (12) feet from the back of curb as per ordinance requirements.

Mr. Enslinger noted the proposed signs meet the height, size, and sign square footage requirements as outlined in Section 19.48.M with the exception that the City Hall sign exceeds the square footage requirement of 20 sq. ft. by .67 sq. ft. Section 19.48 M also has requirements for placement of the signs to be 3 feet from the property line or 12 feet from back of curb. In addition, the section indicates that the sign base should be located in a landscaped area.

Randy Kronblad noted the proposed sign for City Hall does not include the R.G. Endres Gallery as it is on the current sign. Mr. Enslinger stated he would make that recommendation to the City Council

Nancy Vennard confirmed the change from "Public Safety" to "Police Department". Nancy Wallerstein questioned if the façade sign stated "Public Safety" and noted the two signs need to be consistent. Keith Bredehoeft stated Chief Jordan has requested the change to "Police Department".

Nancy Wallerstein asked if the signs would be lighted. Mr. Enslinger responded the City Hall would be lit as it currently is. There will be no lighting of the Public Works sign.

Bob Lindeblad moved the Planning Commission approve the proposed sign design for monument signs at 7700 Mission Road and 3535 Somerset subject to the following condition that the Planning Commission grant Public Works staff the authority to approve the site placement and landscaping plans for each sign and with the recommendation that the art gallery be identified on the City Hall sign. The motion was seconded by Randy Kronblad and passed unanimously.

OTHER BUSINESS

Request from City Council for authorization of public hearing on Proposed Code Revisions adding Protest Petition process for Special Use Permit Applications

Ron Williamson state that at its regular meeting on November 19, 2012, the City Council discussed the issue of including protest petitions for Special Use Permits and requested the Planning Commission authorize a public hearing to consider an

amendment. He noted there is a protest provision for zoning change requests which is mandated by State Statute which states that if 20% of the property owners within the required notification area file a protest petition against the proposed change a 3/4 vote of all members of the Governing Body (10) are required to override a protest. There is no statutory requirement for protest petitions for Special Use Permits and each city can establish its own procedure. Prairie Village has had a Special Use Permit process in the ordinance since at least 1975 and probably longer, but has not included a protest provision.

As reported by citizens, most communities in Johnson County provide for protest petitions for Special Use Permits.

If a protest provision is to be included, it is suggested that it be similar to the protest provision used for zoning change requests. A new section would need to be added to Chapter 19.28 Special Use Permits. The proposed language would generally be as follows, however, it may be modified and revised based on input from the public hearing:

19.28.041 Protest

Regardless of whether or not the Planning Commission recommends approval or disapproval of a Special Use Permit, if a protest petition against such Special Use Permit is filed in the Office of the City Clerk within 14 days after the date of the conclusion of the public hearing, signed by the owners of record of 20% or more of the total area required to be notified of the proposed Special Use Permit, excluding streets and public ways, such Special Use Permit shall not be passed except by a last a 3/4 vote (10 votes) of all members of the Governing Body.

Ted Odell report the Council felt that some of the special use permits have gone outside of the customary uses for the underlying zoning districts and feel the same option to protest should be available for residents.

Nancy Vennard asked how this would fit within the current moratorium. Dennis Enslinger reviewed the proposed timeline with the public hearing being held on January 8th and the Planning Commission's recommendation going before the Governing Body on January 21st. Once action is taken by the City Council, an ordinance will then be presented repealing the moratorium which was established to allow for consideration of this language.

Bob Lindeblad moved the Planning Commission authorize a public hearing for January 8, 2013 before the Planning Commission for consideration of a revision to the City's code adding a protest petition procedure for Special Use Permits. The motion was seconded by Randy Kronblad and passed unanimously.

Discussion regarding possible remodel to an existing non-compliant structure at 5225 West 87th Street.

John Sullivan, 5225 West 87th Street, is seeking to remodel a current non-compliant structure at this location. The property currently has a main house constructed in the 1920's and a second structure building in approximately 1964. They would like to remodel the smaller house. At this time, they are only allowed to work on the main

house as two houses are not allowed under code on one lot. Mr. Sullivan noted they were looking at a possible pool house or an unattached garage. Staff have advised him neither are allowed under current zoning.

Ken Vaughn stated the question before the Commission is the possibility of changing the regulations to allow for such use, not consideration of any action on this particular property. Mr. Enslinger reviewed what would currently be allowed under the zoning regulations.

Mr. Vaughn stated the Commission is not making a change in the zoning regulations at this time and advised Mr. Sullivan to work with staff within the guidelines of the current regulations and bring a specific plan back to the commission for consideration.

Consideration of Mission Valley Work session

Dennis Enslinger advised the Commission that the applicant for the development of the Mission Valley site has requested a work session with the Planning Commission to be held in February prior to the official public hearing and consideration of their application. The earliest the applicant could file would be January 22nd once the moratorium is lifted. That would place them on the March Planning Commission Agenda. Staff has recommended a March work session with an April public hearing and action by the City Council; however, they would like to get started as soon as possible.

Nancy Vennard asked what they are looking for in the work session. Mr. Enslinger stated they will be presenting three applications - one for an SUP for senior housing; an SUP for assisted living and site plan approval of the design elements. They are looking for preliminary feedback and interaction with the Commission.

Randy Kronblad confirmed the meeting would be open to the public. Mr. Enslinger stated it would need to be, but it would be the staff's recommendation that the Commission would not take public comment. It would be solely an informational opportunity for the residents. This timeline would allow staff more time for their review of this project.

Ken Vaughn confirmed that no action would be taken by the Commission but there would be interchange with the applicant. Nancy Vennard asked if this would be part of their regular meeting. Mr. Enslinger replied it is currently being considered as part of a regular meeting. He added staff has secured space at Shawnee Mission East and Indian Hills Middle School for the meetings when this is being considered.

Bob Lindeblad stated it is a reasonable request; however, he does not want to do it as part of a meeting. Ron Williamson stated the Commission could hold their regular meeting, adjourn and then enter into the work session. Staff is recommending a two month review process due to the scope of this project. Nancy Wallerstein noted that even starting in February, this may not get final action until April.

Nancy Vennard asked if they would have had neighborhood meetings with residents prior to the work session. Mr. Enslinger stated he could request that they do. They

cannot be required until they actually make application and the policy calls for the meeting to be held within a week of filing.

After additional discussion on meeting dates, times and format, staff was directed to notify the applicant that the Commission would hold a work session after the completion of its regular meeting on Tuesday, February 5, 2013 provided they hold an informational meeting with residents prior to this date/

Dennis Enslinger stated he would announce the work session in the January/February issue of the Village Voice. The notice would state that resident comments would not be taken at the work session with the only communication being between the developer and the Commission.

Next Meeting

The next meeting will be Tuesday, January 8th. At this time the only agenda item is the public hearing authorized this evening. The filing deadline is Friday, December 7th so there may be additional items on the agenda.

ADJOURNMENT

With no further business to come before the Planning Commission, Chairman Ken Vaughn adjourned the meeting at 8:25 p.m.

Ken Vaughn
Chairman

PARK AND RECREATION COMMITTEE
December 12, 2012
Council Chambers

Park and Recreation Committee met at 7:00 pm. In attendance: Laura Wassmer, Chair, Ashley Weaver, Vice-Chair, Diane Mares, Peggy Couch, Tim O'Toole, Maggie Swartz, Clarence Munsch, Max Rieper, Eric Blevins and Dan Searles. Staff: Bruce McNabb and Chris Engel. Also present: Ross Marshall.

PUBLIC PARTICIPATION

Ross Marshall appeared on behalf of the Kansas City Area Historic Trails Association. His is the local organization that installs the brown signs around the metro marking the Oregon, California and Santa Fe Trail routes. They would like the City to install a historic marker in Weltner Park that would be provided by his organization and the National Park Service. The marker would commemorate two historic events in the area. The first is the 1823 creation of the Missouri / Kansas border which occurred prior to Kansas statehood. Records indicate the border was created at the confluence of the Kansas and Missouri Rivers downtown and ran due south. Surveyors created a dirt mound at every mile marker to indicate the border and Weltner Park is located at the 9-mile mound marker. There is no other marker in the metro that indicates this story. The second item the marker will commemorate is the location of the original Santa Fe Trail as surveyed by George Sibley in 1825. Research indicates that Sibley's survey placed the original Santa Fe Trail as crossing the MO/KAN border at the current location of the McDonalds. The Committee agreed that a marker could be placed at Weltner Park but would like the opportunity to view the exact location and what the sign would look like. Bruce will work with Mr. Marshall and report back.

CONSENT AGENDA

The minutes from November 14, 2012 were approved.

REPORTS

Public Works Report

Bruce reported the Porter swings were still a work in progress. Lighting upgrades in the skate park have started. Another bag of recycling has been hauled out of Franklin Park. The LED holiday lights in the parks were hung by Public Works this year. New lights were hung to outline the top of the Porter Park pavilion and staff has received lots of positive comments. Pick-up of Christmas trees this year will occur in Franklin, Taliaferro and Porter Parks. Harmon is no longer being used but Deffenbaugh will take trees from the curb as part of the city's recycling/composting service.

Recreation Report

Chris reported he's mailed return offers to guards, concessions, and pool managers. He has also started working on the recreation guide for 2013.

Community Center Report

Chris reported a draft version of the study has been presented to the committee and they have reviewed and suggested a few minor changes. The plan is to present the study to the Parks Committee at the January meeting. Clarence added the plan would need a champion if it were to proceed. The Parks Committee was suggested as that champion at the Community Center Committee meeting.

Chairperson's Report

Laura indicated there were still vacancies in two wards.

OLD BUSINESS

Parks Master Plan Priorities

Laura shared the discussion was to not only establish priorities but also make the plan more manageable when funding is available. There is \$330,000 in the budget for 2014-2015 and she would like to assign that funding to a specific project(s).

General Comments: On-street parking and parallel parking could easily be eliminated from most parks to save money. Drainage improvements could be made to most ballfields by having Public Works change the way they grade the fields; dragging the dirt to the pitcher's mound would help with the pooling water that currently appears on most fields. The blue "Park Rules" signs all look aged and moldy because they are not constructed to be waterproof.

The Committee discussed the itemized list of park items from the agenda packet and prioritized them by park. The features below are taken directly from that list and include the 2009 estimated costs of each feature. What the total figure does not reflect is the cost of design and construction administration of the improvements which usually adds an additional 15% - 18% to the total cost.

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|--|---------------------|
| Total Prioritized Parks Projects | \$ 1,634,300 |
| Porter Park | \$ 121,900 |
| New nature play area to enhance play experience | \$ 60,800 |
| Sports field drainage improvements for baseball and soccer | \$ 14,800 |
| Extension of trail from SW Roe sidewalk to NE along creek connecting to existing | \$ 40,000 |
| Second porta-john on a new concrete slab by WaterOne facility on Roe | \$? |
| Need ADA access to at least one picnic table | \$ 2,000 |
| More benches and trash receptacles | \$ 4,300 |
| Meadowlake Park | \$ 143,900 |
| New nature play area to enhance play experience | \$ 70,000 |
| Sports field improvements and expansion for baseball and soccer | \$ 72,900 |
| New volleyball net | \$ 1,000 |
| Bennett Park | \$ 56,300 |
| New 8 foot perimeter walking path | \$ 51,000 |
| Sand box needs ADA access and moved closer to play area | \$ 2,000 |
| Nature play area | \$ 3,300 |
| Windsor Park | \$ 56,000 |
| More shade at play area | \$ 40,000 |
| Develop tree replacement plan in anticipation of losses due to tree age | \$ 6,000 |
| Volleyball Court posts secured + new net | \$? |

| | |
|--|-------------------|
| Field drainage | \$ 10,000 |
| McCrum Park | \$ 250,700 |
| New play area and equipment if PW determines existing is unfit or not ADA | \$ 127,000 |
| New tricycle path | \$ 17,800 |
| New 6 foot perimeter walking path | \$ 21,600 |
| New small shelter | \$ 67,300 |
| Need fence along Roe Avenue from tennis courts to 69 th Terrace | \$ 6,000 |
| Paint tennis fence black | \$ 1,000 |
| Fake climbing rock | \$ 10,000 |
| Prairie Park | \$ 6,300 |
| Add toddler swings for play area | \$ 4,300 |
| Add one evergreen tree on north edge to screen house | \$ 500 |
| ADA accessible curb-cut | \$ 1,500 |
| Harmon Park | \$ 19,200 |
| Nine hole disc golf park | \$ 19,200 |
| Trail Priorities (outside of parks) | \$ 980,000 |
| Mission Road – 63 rd Street to Corinth Shopping Center | \$ 980,000 |

Trail Comments: There was discussion on the role the Committee should play in supporting the trail plan. Some were in favor of full support of the plan, others were in favor of supporting trails only within the parks and do not view trail connectivity as being a priority. The item will be further discussed at a later date.

Nall Avenue Church Parkland

Laura reported that she, Ashley and Chris had met with the pastor and discussed possible options for the park. The impression was they are looking for the City to purchase the land. It was shared the City currently had no money but there were other opportunities to maintain the surrounding areas that might be of value to the church. The pastor was going to discuss the item with his elders and then reach back out to the City.

Adjournment

The next meeting will be January 9, 2013.

Prairie Village Arts Council
Wednesday, December 19, 2012
7:00 p.m.
City Hall Council Chambers

Minutes

The Prairie Village Arts Council met at 7:00 p.m. in the City Council Chambers at City Hall. Members present: Randy Kronblad, Chair, Pam Marshall, Dan Andersen, Lindsey Rosemann, Jack Shear, Truss Tyson, Art Weeks, and Julie Flanagan. Ian Arnold arrived at 7:20 p.m. Staff: Dennis Enslinger.

Introductions were made of the New Council Members

Minutes

The minutes were approved as submitted.

Financial Reports

Mr. Enslinger presented the financial reports for the city budget Prairie Village Municipal Foundation accounts.

Arts Council voted to donate \$1000 to Jazzfest for 2013 account. Remainder should be spent on other miscellaneous expenses.

Arts Council donated the art work piece.

City Council Report

Council Member Laura Wassmer was not present. Dennis Enslinger indicated that the Parks and Recreation Committee will be reviewing parks master plan and improvements for the parks. In addition, he noted that the Community Study was complete and it will be under review by the Parks and Recreation Committee and City Council.

Exhibit/Receptions

December Exhibition/Reception – Eileen McCoy, December 14, 2012; there were over 60 people.

January Exhibition/Reception – Eileen McCoy, January 11, 2013. 6:30-7:30 p.m. Volunteers for the reception were: Dan Andersen, Randy Kronblad and Art Weeks.

New Business

2013 Budget Discussion

The Arts Council approved the attached budget.

Discussion about the Percentage of Sales at the Gallery

Randy indicated that MAPs may be interested in coming back to exhibit at the Gallery. They are looking to relocate from the Kansas City Club. They would like to receive 20% of the 30% of the commission. The Arts Council would then receive 10% of the commission.

Dan Andersen wanted some agreement that they will not back out if the Arts Council agrees to the proposal. Dan Andersen made a motion which was seconded by Art Weeks to allow MAPs to keep 20% of the commission if they agreed to a commitment of one year.

Old Business

There was no old business

Meeting was adjourned at 8:25 p.m.

PRAIRIE VILLAGE ENVIRONMENT AND RECYCLE COMMITTEE

Minutes, October 24, 2012

Pete Jarchow, for the steering committee, called the meeting to order at 7pm. Attending were Pete, Polly Swafford, Kathy Riordan, Dennis Enslinger, Ashley Weaver, Deborah English, Thomas O'Brien, Margaret Goldstein, Penny Mahon, Sarah Garcia, Anne-Marie Hedge and supporting member, Mary English.

The minutes were approved as written.

Reports and business.

- **Community Forum**

- Kathy Riordan gave a final, detailed report on the Forum.
- 42 people accessed the on-line payment form. 75 sent snail mail.
- 134 suppers were served, making \$2555 income and a bill of \$2520 for the Bluebird Café. Jane suggested using tickets to keep track of people for dinner. This means giving people tickets for dinner when they check in, and then they surrender them in the dinner line. Jane charged \$18/plate.
- Our committee expenses: printing = \$142, church = \$97, postage = \$202, Guests = \$160. Have to write check to KNRC for the \$160.
- Have to decide who will head the committee next year, and what the topic will be.
- Note: we have to be out of the church by 8:30pm, so the forum can't run overtime.
- Program should be decided by April-May at the latest and be timely.
- Reserved October 3, 2013 for next forum.
- Kathy asked for comments. Deb suggested a follow-up e-mail for feedback. Dennis suggested we do Survey Monkey. Tom agreed to do this. The issue of charging for dinner and keeping the talk free was discussed. Decided to keep it the way it is.

Reports were stopped to allow our guest speaker, Mary English, to present her talk, "Residential Green: Trends and Efficiency" She discussed the pros and cons of all the methods we use to retrofit our homes to save energy. The most efficient is weatherization. She also discussed the HERS score, home energy rating system, to get the most accurate overview of our home's energy efficiency. Her web page is [www: smallstepenergy.com](http://www.smallstepenergy.com).

Reports resumed.

- **Community Garden**

- Tom reported that cleanup of the gardens was underway, bylaws have been undated, and the leadership decided. Decision about the removal of the elm tree is still pending.

- **Earth Fair: No report.**

Old business.

The status of Bennet Park was discussed. Ashley wonders if it is truly chemical free. Can we do soil testing and would the committee pay the \$540 needed for this. Tom said we should have some way to back up our statement that the park is chemical free. Dennis suggested we ask Public Works what is

meant by chemical -free? Are fertilizers included? Further discussion included: How could we be sure the soil test is representative of the entire Park and half-life of pesticides. Since a good dialogue with Public Works is important, we can ask Bruce McNabb back in January. In mean time, the archives will be checked to see how this all started, and perhaps ask Lindsay Mohn for more details. Sarah will also ask her soil teacher for information. This discussion will continue at the next meeting.

Deb suggested we have a handout about the committee available for new members. Margaret G. reported that 3 people signed up at the Forum to visit our meetings.

New business.

Dennis E. had 3 issues to present.

- Training in recycling in Public Works has not been set up yet, hopefully by January.
- A HUD grant enabled 250 LED street lights to be installed in the city. MARC is required to have a meeting with this committee and other community groups to get feedback. This meeting will be in the community center, and Dennis will let us know the particulars.
- Expenditure item: Would the committee be willing to split the cost of food collections bins for Normandy Square? In a program with JC solid waste and Deffenbaugh, Normandy Square is being used as a test subject to test collection of food waste. Dennis will report back with the cost to the committee. This could come out of the \$5000 allocated for e-recycling expenditures.

The meeting adjourned at 8:40pm.

Next meeting is November 28, 2012 at 7pm.

Respectfully submitted,

Anne-Marie Hedge (substituting for Karin McAdams)

SISTER CITY COMMITTEE
11 November 2012
MINUTES

CALL TO ORDER

Chair Jim Hohensee called the meeting to order. Present: Vice Chair Carole Mosher, Cindy Dwigans, Ivan Novikov and Bob McGowan. Also present: Rockhurst students. Staff: Chris Engel

MINUTES

Minutes from September 10, 2012 were approved.

Recent Travels

Jim shared photos of him and Sally's recent trip to Ukraine. Carole shared some of her recent experiences in Europe. Cindy also shared she had recently been in Germany and Amsterdam.

STUDENT RECEPTION

The Student Exchange Reception has been rescheduled for Monday, January 14, 2013 during our next regularly scheduled meeting. **Cindy moved that Carole be authorized to spend no more than \$200.00 for the event. Bob McGowan seconded and the motion carried.**

SPEAKER SERIES

Jim reported he and Sally would be the Jan/Feb speakers and share their recent experiences about the Ukraine. Jim also confirmed that Robin Eleazer was still willing to come up from Oklahoma sometime and share her experiences as the Peace Corp volunteer in Dolyna for the last 4 years.

PHOTO EXCHANGE

Jim shared the Ukrainian Photography Club had raised the bar on the quality of photos that are exchanged and he would be getting with Rod and Dan to work at producing some better images. Ideally, the goal of the Ukrainians would be to exchange photographers and have our residents shoot Dolyna and their photographers come here and do the same.

SUNFLOWERS

Carole will be moving forward with a bulk purchase of sunflower seeds. The breed is a shorter version, an annual, and costs \$40 for 1,000 seeds. She needs to order then soon for April. They will be sold around town and given away at some events like Earth Day. **Bob McGowan moved that Carole be authorized up to \$100.00 for the purchase of seeds and small packets/envelopes for distribution. Cindy seconded and the motion carried.**

BRICKS

Tabled until next meeting.

HOLIDAY DINNER

The holiday dinner will be at Tatsu's on Wednesday, December 12 at 6:30.

The next regularly scheduled meeting will be Monday, January 14, 2013.

Jim Hohensee
Chair

**Council Members
Mark Your Calendars
January 22, 2013**

January 2013

January 21 Eileen McCoy oils exhibit in the R. G. Endres Gallery
January 22 City offices closed in observance of Martin Luther King Jr Day
City Council Meeting

February 2013

February 2 Richard Findley exhibit in the R.G. Endres Gallery
February 4 Council Worksession and Legislative Breakfast
February 4 City Council Meeting
February 6 City Hall Day
February 8 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
February 18 City offices closed in observance of Presidents' Day
February 19 City Council Meeting

March 2013

March 4 City Council Meeting
March 8 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
March 9-13 National League of Cities Conference in D.C.
March 18 City Council Meeting

April 2013

April 1 City Council Meeting
April 12 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
April 15 City Council Meeting

May 2013

May 6 City Council Meeting
May 10 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
May 20 City Council Meeting
May 27 City offices closed in observance of Memorial Day

June 2013

June 3 City Council Meeting
June 14 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
June 17 City Council Meeting

July 2013

July 1 City Council Meeting
July 4 City offices closed in observance of Independence Day
July 4 VillageFest
July 12 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
July 15 City Council Meeting

August 2013

August 5 City Council Meeting
August 9 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
August 19 City Council Meeting

September 2013

September 2 City offices closed in observance of Labor Day
September 3 City Council Meeting
September 13 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.

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| September 16 | City Council Meeting |
| October 2013 | State of the Arts Exhibit in the R. G. Endres Gallery |
| October 7 | City Council Meeting |
| October 11 | Artist reception in the R. G. Endres Gallery 6:00 - 8:00 p.m. |
| October 21 | City Council Meeting |
| November 2013 | |
| November 4 | City Council Meeting |
| November 8 | Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m. |
| November 12 - 16 | National League of Cities Conference in Seattle, WA |
| November 18 | City Council Meeting |
| November 25 | City offices closed in observance of Thanksgiving |
| November 26 | City offices closed in observance of Thanksgiving |
| December 2013 | |
| December 2 | City Council Meeting |
| December 13 | Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m. |
| December 16 | City Council Meeting |
| December 25 | City offices closed in observance of Christmas |