

CITY OF PRAIRIE VILLAGE

March 18, 2013

Council Committee Meeting 6:00 pm

City Council Meeting 7:30 pm



COUNCIL COMMITTEE OF THE WHOLE
Council Chambers
March 18, 2013
6:00 PM

AGENDA

CHARLES CLARK, COUNCIL PRESIDENT

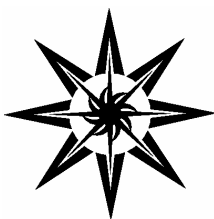
AGENDA ITEMS FOR DISCUSSION

COU2013-10 Consider approval of a contract with Securitas Security Services USA, Inc. for the purpose of providing school crossing guards at designated public school locations throughout the City of Prairie Village
Wes Lovett

Discussion regarding 2014 Budget - Overview of Significant Items
Quinn Bennion & Lisa Santa Maria

EXECUTIVE SESSION

***Council Action Requested the same night**



POLICE DEPARTMENT

Council Committee Meeting Date: March 18, 2013

Council Meeting Date: April 1, 2013

COU 2013-10: Consider approval of a contract with Securitas Security Services USA, Inc. for the purpose of providing school crossing guards at designated public school locations throughout the City of Prairie Village

RECOMMENDATION

Staff recommends the City Council approve contracting with Securitas Security Services USA, Inc. to provide crossing guard services at seven (7) designated locations that are currently being performed by employees of the Police Department effective Fall Semester, 2013. The per session cost would be \$17.50 as previously approved by the City Council as part of the 2013 Public Safety Budget. [It should be noted that Securitas Security Services plans to hire all current employees.]

COUNCIL ACTION REQUESTED ON: April 1, 2013

SUGGESTED MOTION

I move for approval of an agreement as recommended between the City of Prairie Village and Securitas Security Services USA to provide crossing guard services for 2013.

BACKGROUND

The majority of police departments in Johnson County, Kansas, and Kansas City, Missouri, contract crossing guard services with Securitas Security Services. Securitas Security Services is currently the only company in the metro area that provides this service. Contracting these services would reduce the Department's exposure/risk to workman's compensation insurance costs; eliminate the need to cover absences or backfill with an officer(s) or community services officer, and minimize supervisory oversight and hiring/training responsibilities of (7) seven employees.

ATTACHMENTS

Copy of the proposed Agreement between Securitas Security Services and the City of Prairie Village as approved by the City Attorney.

PREPARED BY

Wes Jordan
Chief of Police

**AGREEMENT FOR SCHOOL CROSSING
GUARD SERVICES
2013-2014 SCHOOL YEAR**

THIS AGREEMENT is entered into by and between the City of Prairie Village, Kansas, ("City") and Securitas Security Services USA, Inc. ("Company")

For and in consideration of the promises and agreements herein set forth, the City and the Company agree as follows:

1. Purpose

The purpose of this agreement is to provide school crossing guards at certain designated public school locations throughout the City of Prairie Village, Kansas.

2. Term

This agreement shall commence on the 1st day of August, 2013, and terminate on or about May 31, 2014.

In the event the Company fails to adequately meet the requirements of the contract, the City reserves the right to cancel the contract at any time.

3. Scope and Description of Services

- A. The Company will provide trained individuals to work at designated locations throughout the City of Prairie Village.
- B. The City requires the furnishing of school crossing guards at times and locations designated in "APPENDIX B - CROSSING GUARD LOCATIONS" attached hereto and incorporated herein by reference. (number of locations may be modified at any time at the sole discretion of the City).
- C. All personnel of the Company assigned as school crossing guards shall be appropriately trained and shall meet the following criteria:
 - Minimum age of eighteen (18) years
 - No criminal convictions
 - Good physical and mental health
 - Ability to read and write English
 - Ability to understand and follow directions
- D. All personnel of the Company assigned as school crossing guards shall be provided with proper equipment and uniforms, and shall, when working, be in uniform and identifiable as a school crossing guard.
- E. Supervisors shall be selected by the Company to supervise all guards. Supervisors shall be responsible for scheduling the crossing guards, visiting and inspecting the guards while they are on duty, and filling in as necessary for open shifts, illness, etc. Supervisors shall ensure that each crossing is covered as required by a trained guard, and that the guards are performing the duties required of them.
- F. A Company staff person shall be assigned to be the project manager. This person shall work with the above-described supervisor(s) and City staff to

Agreement for Crossing Guard
Services 2013-14 School Year

ensure that the overall goals of the program are met, to make unannounced periodic visits to the crosswalks to observe the crossing guards' performance while on duty, and to hold regularly scheduled meetings with City staff to review the program and administer any adjustments necessary to maintain an effective, efficient, and well-managed program.

4. Payment for Services

Unless otherwise authorized by the City In writing, the City shall pay to the Company, as full payment for all services to be performed by the Company pursuant to this agreement,

2013-14 School Year

Crossing Officers \$17.50 per crossing

Service added, service not actually provided, or service not complying with this agreement, will be added/deducted to/from this amount on an appropriate, prorated basis, reflecting the number of service days in each month. The increase/reduction in cost is a matter of contract and shall not be construed as a liquidation of the City's right to collect damages that result from the Company's failure to complete the requested work.

The Company shall submit invoices for payment on a bi-weekly basis to include all services performed in the previous bi-weekly period. Terms are Net 30 days.

The Company shall not be held responsible for delays caused by the City or regulatory agencies.

5. Independent Contractor

The Company shall at all times operate as an Independent contractor and shall not at any time be considered an agent or employee of the City.

6. Taxes and Overhead

The Company shall assume full responsibility for workers' compensation, state and federal unemployment taxes, social security, withholding tax deductions, uniforms, training programs, liability insurance, legal liability Insurance, and all necessary licenses, administration, Inspection, and supervision costs.

7. Compliance with All Laws

The Company shall comply with all applicable statutes, ordinances, and regulations of the United States, the state of Kansas, and the City of Prairie Village.

8. Insurance and Indemnification

- A. The Company shall carry and keep in force insurance as required in the attached "APPENDIX A".
- B. The Company shall indemnify the City from any liability, including legal fees that the City may incur as a consequence of any negligent act or omission or other actionable fault by the Company or its employees, in the performance of the obligations under this agreement.
- C. The Company shall not be liable to the City for any alleged negligence attributable to the City.

Agreement for Crossing Guard
Services 2013-14 School Year

- D. Nothing in this agreement is intended to be interpreted to expand any liability that the Company may have to any third party.
- E. City agrees to limit the liability of Company to any action filed by the City to no more than \$5,000,000. This limit applies only to the Company's direct liability to the City and not to any third party action.

9. Termination

The City may cancel this agreement for any or no reason by issuing thirty (30) days written notice to the Company.

10. Successors and Assigns

This agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the parties hereto. Any successor to the Company's rights under this agreement must be approved by the City in writing. Any successor will be required to accede to all of the terms, conditions, and requirements of this agreement as a condition precedent to such succession. Assignment of any portion of the work must be approved in advance, in writing, by the parties thereto.

11. Noncollusion

The Company warrants and represents that it has not paid and agrees not to pay any bonus, commission, fee, or gratuity to any employee or official of the City for the purpose of obtaining this agreement.

12. Prohibited Interests

No officer or employee of the City during their tenure shall have any interest, direct or indirect, in this agreement or the proceeds thereof.

13. Nondiscrimination in Employment

In accordance with K.S.A. 44-1030, Company agrees that:

- (1) Company shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present Agreement because of race, religion, color, sex, disability, national origin or ancestry;
- (2) In all solicitations or advertisements for employees, Company shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("Commission");
- (3) If Company fails to comply with the manner in which it reports to the Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, Company shall be deemed to have breached the present Agreement and it may be cancelled, terminated or suspended, in whole or in part, by the City;
- (4) If Company is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, Company shall be deemed to have breached the present Agreement and it may be cancelled, terminated or suspended, in whole or in part, by the City; and

Agreement for Crossing Guard
Services 2013-14 School Year

(5) Company shall include the provisions of subsections (1) through (4) (immediately above) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

The provisions of this Section shall not apply to Company if:

(1) It employs fewer than four employees during the term of this Agreement; or

(2) This Agreement cumulatively totals \$5,000 or less during the fiscal year of City.

14. Notices

All notices shall be sent to:

CITY:
Prairie Village Police Department
Attn: Capt. Lovett
7710 Mission Road
Prairie Village, KS 66208
E-mail: wlovett@pv.kansas.com

COMPANY:
Christie McClelland
Securitas Security Services USA, Inc.
2345 Grand Ave Suite 1700
Kansas City, MO 64108
E-mail: Christie.mcclelland@securitasinc.com

15. Governing Law

This agreement shall be interpreted under and governed solely by the laws of the state of Kansas.

16. Headings

The section headings of this agreement are for convenience and reference only and in no way define, limit, or describe the scope or intent of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as recited above.

“City” – City of Prairie Village

City Administrator

Date

Approved as to form:

“COMPANY” – Securitas Security Services USA, Inc.

Christie McClelland, Branch Manager

Date

APPENDIX A INSURANCE REQUIREMENTS

- A. Company shall procure, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the project. The cost of such Insurance shall be the sole responsibility of Company.
- B. Company shall maintain the following coverage's and minimum limits.
1. Commercial General Liability: [ISO "occurrence" form or its equivalent} \$1,000,000 per occurrence limit and products - completed operations aggregate limit. Any general aggregate limit should be at least \$2 million with a per site/project endorsement. ISO form endorsements or other policy provisions which limit contractual liability are not acceptable.
 2. Business Auto Coverage: (*Owned and non-owned autos*) \$1,000,000 per occurrence limit.
 3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the statutes of the state of Kansas and employers liability limits of \$100,000/\$500,000. When workers' compensation insurance policy is applicable, waiver of subrogation and "other states" coverage is required.
 4. Coverage Limits. Coverage limits for General and Auto liability exposures may be met by a combination of primary and umbrella policy limits.
 5. Exposure Limits: The above are minimum acceptable coverage limits and do not infer or place a limit on the liability of the Company. Any Insurance or self-insurance maintained by the City of Prairie Village shall be excess and not contribute with the coverage provided by the Company.
- C. Additional Insured. The City of Prairie Village its officials, officers, employees and agents shall be listed as additional insureds with respect to this Agreement.
- D. Verification of Coverage.
1. Company shall furnish the City certificates of Insurance accompanied by additional insured endorsements (ISO Form CG 20 10 or Its equivalent) effecting the coverage required by the City. The endorsements and certificate for each insurance policy are to be executed by a person authorized by the insurer to bind coverage on Its behalf.
 2. The certificate of insurance must contain a statement that the insurance coverages are or are not provided by Kansas admitted insurance companies. Those that are not licensed in Kansas must specifically be approved by City.
 3. Any self-Insurance or self-Insured retentions must be specified on the certificate of Insurance. In addition, the name, address, and telephone number of the claims office must be indicated on the certificate or separate attached document. Any and all deductibles or self-Insurance in the above described coverages shall be assumed by and be for the account of, and at the sole risk of the Company.
 4. If any of the foregoing insurance coverages are required to remain in force after final payment, a current certificate with appropriate endorsements evidencing continuation of such coverage shall be submitted along with the application for final payment.
- E. Cancellation. Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits; except, after thirty (30) days' written notice by certified mail, return receipt requested, has been given to the City.
- F. Subcontractors. The Company shall include all subcontractors as additional insureds under Its policies or shall furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Agreement for Crossing Guard
Services 2013-14 School Year

APPENDIX B
CROSSING GUARD LOCATIONS

School	Intersection	Shifts
Cure of Ars	94 th & Mission	7:40-8:10; 3:20-3:50
St. Ann's	72 nd & Mission	7:30-8:00; 3:00-3:30
Belinder	73 rd & Belinder	7:50-8:20; 3:00-3:30
Briarwood	86 th & Briar	7:50-8:20; 3:00-3:30
Corinth	83 rd & Mission	7:50-8:20; 3:00-3:30
Prairie	67 th & Mission	7:50-8:20; 3:00-3:30
Tomahawk	79 th & Lamar	7:50-8:20; 3:00-3:30

Significant Budget Proposals Proposed 2014 Budget

At the February 2, 2013 Council Work session, the City Hall staff was asked to compile a list of Significant Budget Proposals for discussion in regards to the Proposed 2014 Budget. The following Significant Budget Proposals have been identified for discussion by Council and staff.

Item	Description	Background / Description of Project	Estimated Budget Amount 2014
A 2	Develop a plan for parks funding and more park/green space (Parks Master Plan)	Discussed by Finance, Council and Parks and Rec Committee. Sales tax initiative not pursued in 2012. Staff and Parks and Rec Committee are recommending adding projects. Staff anticipates parks funding to be between \$200,000 - \$300,000 annually in the CIP budget for several years. More information and a presentation will occur in May from the Parks and Rec Committee.	\$ (250,000)
A 3	Address Emerald Ash Borer infestation	<p>Currently being researched. The Tree Board discussed this item in January and will provide a recommendation in the coming months.. There needs to be a decision to treat and / or remove street trees.</p> <p>Contract to remove trees depends on the dbh (thickness) of the tree. Prices vary from \$140-\$1215. The average of the cost of arterial avenues and minor streets is \$575. For 737, trees that is \$423,775 total. This is also assuming our 2013 contract agreement rate.</p> <p>The cost for a single treatment on average is \$87.02 (using city labor). Because the treatment works for two years the true annual cost is \$43.51 per tree or \$33,540.87 a year excluding admin and training costs.</p> <p>The estimate represents spreading the cost over 5 years.</p>	\$ (100,000)
A 4	Rental licensing program enhancement and home ownerships initiatives	Estimated cost includes a staff position for inspection and program administration. There is also a one-time cost for a vehicle and other equipment. Cost could be offset with a fee increase. There are currently 800 rental properties license.	\$ (65,000)
A 7	Comprehensive Compensation Study	Recommended if Council desires to review employee salary and benefits structure. Full study includes pay, insurance and retirement plans.	\$ (30,000)

Significant Budget Proposals Proposed 2014 Budget

A 8	Pool closing on weekdays after start of school	<p>Closing the pool Mon-Thurs after the start of schools, would save wages of concession and life guards less lost revenue.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">Members</th> <th style="text-align: center;">Drop-in</th> <th style="text-align: center;">Total Attendance</th> <th style="text-align: center;">Gate Revenue</th> </tr> </thead> <tbody> <tr> <td>Week 1 M-Th 2012</td> <td style="text-align: center;">295</td> <td style="text-align: center;">121</td> <td style="text-align: center;">416</td> <td style="text-align: right;">\$ 624.00</td> </tr> <tr> <td>Week 2 M-Th 2012</td> <td style="text-align: center;">428</td> <td style="text-align: center;">99</td> <td style="text-align: center;">527</td> <td style="text-align: right;">\$ 494.00</td> </tr> <tr> <td>Week 3 M-Th 2012</td> <td style="text-align: center;">534</td> <td style="text-align: center;">142</td> <td style="text-align: center;">676</td> <td style="text-align: right;">\$ 696.00</td> </tr> <tr> <td style="text-align: center;">Total 2012</td> <td style="text-align: center;">1257</td> <td style="text-align: center;">362</td> <td style="text-align: center;">1619</td> <td style="text-align: right;">\$ 1,814.00</td> </tr> <tr> <td>Week 1 M-Th 2011</td> <td style="text-align: center;">442</td> <td style="text-align: center;">119</td> <td style="text-align: center;">561</td> <td style="text-align: right;">\$ 610.00</td> </tr> <tr> <td>Week 2 M-Th 2011</td> <td style="text-align: center;">503</td> <td style="text-align: center;">138</td> <td style="text-align: center;">641</td> <td style="text-align: right;">\$ 658.00</td> </tr> <tr> <td>Week 3 M-Th 2011**</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="text-align: center;">Total 2011</td> <td style="text-align: center;">945</td> <td style="text-align: center;">257</td> <td style="text-align: center;">1202</td> <td style="text-align: right;">\$ 1,268.00</td> </tr> <tr> <td>Week 1 M-Th 2010</td> <td style="text-align: center;">435</td> <td style="text-align: center;">169</td> <td style="text-align: center;">604</td> <td style="text-align: right;">\$ 880.00</td> </tr> <tr> <td>Week 2 M-Th 2010</td> <td style="text-align: center;">189</td> <td style="text-align: center;">111</td> <td style="text-align: center;">300</td> <td style="text-align: right;">\$ 552.00</td> </tr> <tr> <td>Week 3 M-Th 2010*</td> <td style="text-align: center;">204</td> <td style="text-align: center;">47</td> <td style="text-align: center;">251</td> <td style="text-align: right;">\$ 224.00</td> </tr> <tr> <td style="text-align: center;">Total 2010</td> <td style="text-align: center;">828</td> <td style="text-align: center;">327</td> <td style="text-align: center;">1155</td> <td style="text-align: right;">\$ 1,656.00</td> </tr> <tr> <td colspan="5" style="padding-top: 5px;">*Closed one day</td> </tr> <tr> <td colspan="5" style="padding-top: 5px;">** Pool Closed 8 days early at the advice of the Johnson County Health Department</td> </tr> </tbody> </table>		Members	Drop-in	Total Attendance	Gate Revenue	Week 1 M-Th 2012	295	121	416	\$ 624.00	Week 2 M-Th 2012	428	99	527	\$ 494.00	Week 3 M-Th 2012	534	142	676	\$ 696.00	Total 2012	1257	362	1619	\$ 1,814.00	Week 1 M-Th 2011	442	119	561	\$ 610.00	Week 2 M-Th 2011	503	138	641	\$ 658.00	Week 3 M-Th 2011**	0	0	0	\$ -	Total 2011	945	257	1202	\$ 1,268.00	Week 1 M-Th 2010	435	169	604	\$ 880.00	Week 2 M-Th 2010	189	111	300	\$ 552.00	Week 3 M-Th 2010*	204	47	251	\$ 224.00	Total 2010	828	327	1155	\$ 1,656.00	*Closed one day					** Pool Closed 8 days early at the advice of the Johnson County Health Department					\$ 8,000
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A 9	WC Insurance Coverage	<p>Explore joining KERIT instead of traditional Worker's Compensation coverage. Kerit is first dollar coverage with no deductibles. Savings amount reflects transferring to KERIT and cancellation penalty. The Insurance Committee explored the possibility of joining the KERIT insurance pool for workers comp insurance on three occasions and has not recommended a change.</p>	\$ 30,000																																																																											
A 10	Accelerate Street Maintenance	<p>Accelerate street maintenance with a bond issue or a mill levy increase. With the current assessed valuation estimate for 2012, 1 mill would raise \$282,170.</p>	\$ -																																																																											
A 11	Video System - Police Department	<p>Replacement units for in-car video/audio systems.</p> <p>13 units - \$78,000 13 installations - \$5,200</p> <p>Total = \$83,200</p>	\$ (83,200)																																																																											
A 12	Mill levy increase	<p>This is an option even though the preference is not to. With the current assessed valuation estimate for 2012, 1 mill would raise \$282,170.</p>	\$ 282,170																																																																											

Totals (208,030)

**Significant Budget Proposals
 Proposed 2014 Budget**

Removed from A List - not a part of 2014 budget process

A 1	Community Center Feasibility Study	Determine what additional action is needed. If Council wants to proceed, additional project funds will be needed in the CIP budget. At the 03/4/13 meeting, Council voted to not pursue further action at this time.	\$ -
A 5	Review necessity of pet licenses / enumeration	Explore revenue and cost of administering animal licensing program and enumeration. Also discuss the benefits and drawbacks of licensing pets. Savings would be nominal, but would enable staff to focus on other priorities. Will be explored in 2013, but will not affect 2014 budget preparation.	\$ -
A 6	Explore the purchase of the city's street light and /or traffic signal system	<p>Currently KCPL owns the street lights and signal systems. The city pays an annual tariff for the use. Several neighboring cities have found it cost effective (long term) to purchase these systems through the issue of bonds. This item will be explored in 2013, but will not affect the 2014 budget preparation.</p> <p>2013 Budget: Street lights - \$690k Traffic signals - \$680k</p>	\$ -

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
March 18, 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 - March 4, 2013
- 2. Ratify the Mayor's appointment of Aaron Noll to the Sister City Committee with his term expiring in April 2015

- VI. **MAYOR'S REPORT**

Update from Northeast Johnson County Chamber

- VII. **COMMITTEE REPORTS**
- VIII. **STAFF REPORTS**
- IX. **OLD BUSINESS**

Consider Final Plat for PV Shopping Center - Withdrawn

- X. **NEW BUSINESS**
- XI. **ANNOUNCEMENTS**
- XII. **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

March 18, 2013

**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
March 4, 2013**

The City Council of Prairie Village, Kansas, met in regular session on Monday, March 4, 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, 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, Interim Public Works Director; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Lisa Santa Maria, Finance Director; Nic Sanders, Human Resources Specialist and Joyce Hagen Mundy, City Clerk.

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

PUBLIC PARTICIPATION

Mayor Shaffer acknowledged the presence of a Boy Scout present to satisfy a badge requirement for his Eagle Scout. With no one to address the Council Public Participation was closed.

CONSENT AGENDA

Brooke Morehead asked for the removal of item #3. Charles Clark moved the approval of the Consent Agenda for March 4, 2013 as amended:

1. Approve the Regular Council Meeting Minutes - February 19, 2013

2. Approve Claims Ordinance 2903
3. Removed
4. Approve the allocation of \$26,708 from the Equipment Reserve Fund to pay for an upgrade to the school zone beacon system
5. Authorize the Mayor to sign the construction contract with Wm White & Sons Construction Co. for Project CONC2013: 2013 Concrete Repair Program in the amount of \$730,000
6. Authorize the Mayor to sign the construction contract with Vance Brothers, Inc. for Project P5000: 2013 Crack Seal/MicroSurfacing Program in the amount of \$289,000

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

Brooke Morehead noted that since the Council will be considering further future community programs and events that action on this item be delayed. She also questioned why the contract was made out to Phil Jay and not Phil Jay Productions. Katie Logan responded that Phil Jay is doing the work and the contract is acceptable as written. Quinn Bennion noted it is customary to enter into agreements for holiday functions this early in the year. Brooke Morehead noted the contract is for 2013 and would not be impacted by action taken on future budget funding.

Charles Clark moved the City Council approve the agreement with Phil Jay for music and emcee services at the Mayor’s Holiday Party on December 13, 2013 at a cost of \$625.00. The motion was seconded by Laura Wassmer and passed unanimously.

MAYOR’S REPORT

Mayor Shaffer noted that many of his events over the past two weeks were cancelled due to weather; however, he did attend the following grand opening for the new birthing center at Shawnee Mission Medical Center and a United Community Services Board meeting.

COMMITTEE REPORT

Community Center Feasibility Study Committee

David Belz reported on January 22nd the City Council heard a presentation of the findings of 360 Architecture on the feasibility of the City of Prairie Village constructing a Community Center.

As background information, the agenda form included the following information: 360 Architecture was selected in 2010 to conduct the study on behalf of the City in conjunction with the Shawnee Mission School District and Johnson County Park & Recreation District. The \$56,000 cost for the study was funded 66% by the City with the school and park district funding the remaining 34%. As part of the feasibility study a market analysis and citizen survey were conducted to determine overall interest in a community center-type facility, desired program elements and what the respondents would be willing to support financially. The feasibility study proposed three options for a facility located at Harmon Park adjacent to the Prairie Village Pool. Option One provides for the construction of a community center and natatorium with an indoor 50 meter natatorium pool with an estimated construction cost of \$43,890,000 and yearly operational costs of \$3,033,000. Option Two provides for the construction of a community center and natatorium pool with an indoor 25 meter x 25 yard natatorium pool with an estimated construction cost of \$41,849,000 and yearly operational costs of \$2,821,000. Option Three provides for the construction of a community center with an estimated construction cost of \$5,122,000 and yearly operational costs of \$710,000.

Mr. Belz stated this study was requested by the residents to further explore a possible joint partnership between the city and other entities for the construction and operation of a community center. The study has been completed and no significant financial partner has come forward to enable action. Therefore, David Belz moved the City Council accept the

community center feasibility study prepared by 360 Architecture and if at a future date partners come forward with significant financial assets the City Council will reconsider the study for possible action. The motion was seconded by Steve Noll.

Michael Kelly asked if the motion precluded the city from engaging with people regarding partnering. Mr. Belz replied that had already been done.

Laura Wassmer stated she wants the motion to be very clear that the City is not going forward unless there is a significant financial partner identified. Ruth Hopkins agreed with Ms Wassmer and noted the study and committee was reinstated because of the identification of possible partners. She does not feel such language needs to be included in the motion.

David Belz stated he felt the motion needs to address what the city will do with the study; however he was open to amending the motion.

Laura Wassmer would like the motion to state that the city has decided due to the cost estimates that it is not moving forward with the construction of a new community center.

David Belz amended his motion to state the City Council accept the Community Center Feasibility Study prepared by 360 Architecture, but not pursue any of the options presented. The amended motion was accepted by seconder Steve Noll and passed by a unanimous vote.

Environment/Recycle Committee

Ruth Hopkins reported that the Environment/Recycle Committee is recommending participation in “Earth Hour” on Saturday, March 23rd beginning at 8:30 p.m. The event is designed to encourage participants to live more sustainable lives by not using electricity for one hour during “Earth Hour”.

Ruth Hopkins moved the City Council support the Environment/Recycle Committee’s recommended participation in “Earth Hour”. The motion was seconded by David Morrison and passed.

STAFF REPORTS

Public Works

- Keith Bredehoeft reported on the recent snow events. He noted crews encountered trouble with traffic during the first storm which occurred during the day as well as with the volume of snow that fell within a short time frame. This required multiple passes on the main arterial streets delaying service to resident streets and cul-de-sacs.
- Crews were better able to respond to the second storm which began in the evening and had significantly less traffic on the roadways. However, the amount of snow was significant, especially in view of what had been received earlier. The snow was heavy and also caused significant tree damage and power outages within the City.
- Storm debris can be dropped off in Porter Park for the next two weeks. Crews will work to transport and remove the debris.

Council members asked about the street priority listing and how it was determined and if Public Works had communication with KCP&L regarding outage areas. Mr. Bredehoeft responded they did not have direct communication with KCP&L. Dennis Enslinger responded KCP&L has a general map which identifies outage areas by zip code, but it doesn't give specific streets. He noted that these areas were identified by calls to the City and face book communication. Once the information was received it was forwarded to crews and these areas received priority.

Council members expressed concern with the height of some of the snow piles, particularly at intersections creating blind spots. Mr. Bredehoeft replied crews have removed snow from some of the identified higher areas, but acknowledged the limitations on where the excessive amount of snow can be placed. It was noted the two heavy snowfalls in close proximity were not typical and did max out the city's resources. He will have a full report on the cost and the impact of the snow events at the next Council meeting.

Quinn Bennion noted that City Hall was open for all but an hour and a half during the snow events. He expressed appreciation to staff for their extra efforts during these events. Mayor Shaffer echoed his thanks and appreciation to the city staff, particularly the public works crews.

Public Safety

- Chief Jordan reported on the storm response and noted that dispatch received a high volume of calls regarding the power outages. He reported their storm response was improved with the all-wheel drive vehicles officers were able to assist residents and safely travel during the storm.
- Chief noted earlier updates provided to the Council via e-mail.

Administration

- Dennis Enslinger responded to earlier questions regarding the city's snow removal policies. He noted his staff had made over 40 calls to commercial properties to clear snow. There have been 23 letters sent to residents to clear sidewalks based on complaints received. Mr. Enslinger reviewed the process followed, but noted the difficulties encountered in enforcing the policy and sought direction from the Council. He noted Kansas City, Missouri and Lawrence have instituted fines for failure to clear sidewalks. There was some interest in a fine schedule, but no vote was taken.

- Mr. Enslinger reported that staff will be meeting with KCP&L to discuss better coordination of information during storm events and outages. He noted the city's face book account worked very well for residents to communicate with the city and acknowledged Jeanne Koontz' response to residents via Face book.
- He will also be meeting with Deffenbaugh representatives regarding their response to the snow events noting their inconsistent and late actions taken.
- The next Legislative Breakfast will be Saturday, March 9th at 7:30 a.m. Representative Barbara Bollier will be speaking.
- Mr. Enslinger referenced a legislative update e-mailed to Council members earlier in the day.
- Lisa Santa Maria reported that she is current working on preparations for the 2012 audit and the 2014 budget. She announced the city will be using an on-line budget simulator for the public to participate in budget suggestions and priorities
- Quinn Bennion reported on the recent launch of the NotifyJoCo system that is being used by the county and six area cities. He encouraged individuals to register for notifications.
- RFP's for a search firm to conduct the Public Works Director search have been sent out.
- Staff is currently interviewing candidates for the Assistant to the City Administrator position.
- Mr. Bennion reported that he will be out of the office from Friday to next Wednesday at the National League of Cities Conference in Washington, D.C.

OLD BUSINESS

Consider Final Plat for Prairie Village Shopping Center

Dennis Enslinger asked the City Council to continue action on this item to the next City Council meeting. He noted he anticipates the item will be withdrawn before that time, noting the applicant has been unable to come to an agreement with the other property owners and will be resubmitting the plat to the Planning Commission to include only those areas owned by the PV Retail Partnership. They will not be vacating the easement but will enter into an agreement with the City to maintain Prairie Lane.

Charles Clark moved to continue action on this item to the March 18, 2013 City Council Meeting. The motion was seconded by Laura Wassmer and passed unanimously.

Ruth Hopkins reported that she participated in a conference call with the White House last Friday through her involvement in the National League of Cities.

NEW BUSINESS

There was no New Business to come before the City Council.

ANNOUNCEMENTS

Insurance Committee	03/05/2013	3:00 p.m.
Planning Commission	03/05/2013	7:00 p.m.
Tree Board	03/06/2013	6:00 p.m.
JazzFest Committee	03/07/2013	6:30 p.m.
Sister City Committee	03/11/2013	7:00 p.m.
Parks & Recreation Committee	03/13/2013	7:00 p.m.
Council Committee of the Whole	03/18/2013	6:00 p.m.
City Council	03/18/2013	7:30 p.m.

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The Prairie Village Arts Council is pleased to announce a mixed media exhibit by Jere Hanney in the R. G. Endres Gallery for the month of March. The reception will be held on March 8th from 6:30 to 7:30 p.m.

Mayor Shaffer announced two upcoming ribbon cuttings for new city businesses: March 5th at 4 p.m. for College Nannies and Tutors at 4617 West 90th Street and March 14th at 4:30 p.m. for Awaken Higher Brain Living at 4200 Somerset Drive, Suite #237.

Recreation sales begin April 1st.

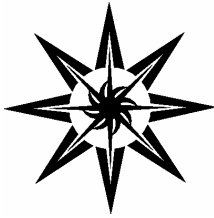
Storm Debris/limb Drop-off at Porter Park from March 1st - March 17th.

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.

ADJOURNMENT

With no further business to come before the City Council, the meeting was adjourned at 8:35 p.m.

Joyce Hagen Mundy
City Clerk



MAYOR

Council Meeting Date: March 18, 2013

**CONSENT AGENDA: CONSIDER APPOINTMENT TO THE SISTER CITY
COMMITTEE**

RECOMMENDATION

Ratify the Mayor's appointment of Aaron Noll to the Sister City Committee with his term expiring in April 2015.

BACKGROUND

Mayor Shaffer is pleased to place before you the appointment of Aaron Noll to the Sister City Committee. His volunteer application is attached.

ATTACHMENTS

1. Volunteer Application

PREPARED BY

Jeanne Koontz, Deputy City Clerk
March 11, 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 Aaron Noll Spouse's Name Annie Noll

Address 7605 Tomahawk Rd. PV, KS Zip 66208 Ward 2

Telephone: Home [REDACTED] Work [REDACTED] Fax

E-mail [REDACTED] Other Number(s):

Business Affiliation Populous (sports architecture firm)

Business Address 300 Wyandotte St. Suite 200 KC, Mo 64105

What Committee(s) interests you? Planning Commission, Board of Zoning Appeals, Board of Code Appeals, ADA Advisory Committee.

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.

My wife and I have been living in Prairie Village for 3 1/2 years. We have a little boy named Jonah who is now almost 1 year old. I am a licensed architect and I have over 6 1/2 years of working experience. I graduated from Kansas State University in 2000 with a Bachelors of Architecture and a minor in Community Planning. I have a great interest in getting involved in the Prairie Village government. I'm specifically interested in committees that are related to my field of expertise such as the Planning Commission, Board of Zoning Appeals, Board of Code Appeals, and the ADA Advisory Committee. If any of those committees have any openings, please let me know. I am excited about the possibility of helping and contributing to the well being of Prairie Village.

Thank you for your interest in serving our community.

MAYOR'S ANNOUNCEMENTS

March 18, 2013

Committee meetings scheduled for the next two weeks include:

Prairie Village Arts Council	03/20/2013	7:00 p.m.
Environmental/Recycle Committee	03/27/2013	7:00 p.m.
VillageFest Committee	03/28/2013	7:00 p.m.
Council Committee of the Whole	04/01/2013	6:00 p.m.
City Council	04/01/2013	7:30 p.m.

The Prairie Village Arts Council is pleased to announce an mixed media exhibit by Jere Hanney in the R. G. Endres Gallery for the month of March.

Recreation sales begin April 1st.

The City, in conjunction with Deffenbaugh Industries, will be holding a free compost pick-up on April 6th for Prairie Village residents. Compost will be available starting at 8:00 am in the parking lot next to the water tower. Staff will also be presenting a brief workshop on composting at 9:00 a.m. in the Santa Fe pavilion.

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.

INFORMATIONAL ITEMS
March 18, 2013

1. Planning Commission Minutes - February 5, 2013
2. Park & Recreation Committee Minutes - February 13, 2013
3. Council Committee of the Whole Minutes - March 4, 2013
4. Tree Board - March 6, 2013
5. Mark Your Calendars

**PLANNING COMMISSION MINUTES
FEBRUARY 5, 2013**

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, February 5, 2013, in the Council Chambers, 7700 Mission Road. Chairman Ken Vaughn called the meeting to order at 7:00 p.m. with the following members present: Randy Kronblad, 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, Ted Odell, Council Liaison and Joyce Hagen Mundy, City Clerk/Planning Commission Secretary.

APPROVAL OF MINUTES

Nancy Vennard noted Mr. Kerr's address on page 3 should be 86th Street, not 83rd Street. Gregory Wolf moved the minutes of the January 8, 2013 be approved as corrected. The motion was seconded by Nancy Vennard and passed unanimously.

PUBLIC HEARINGS

PC2013-02 Ordinance Revisions to Section 19.25 "Overlay zoning District" to adopt Design Guidelines for Countryside East Homes Association

On January 8, 2013, the Planning Commission set the public hearing date for consideration of the Countryside East Neighborhood Overlay District for February 5, 2013. The notice of hearing was published; however, the mailing to the area residents was not sent within the required timeframe. Therefore, staff requests that the Planning Commission continue this item to their March 5, 2013 meeting to allow for proper notification.

Gregory Wolf questioned what would be on the agenda for the March 5th meeting and if it would be better to continue the application to the April Meeting. Dennis Enslinger responded the March agenda has a public hearing for a special use permit for St. Ann's School, a church monument sign, site plan approval for a lot in Mission Pines and the items requesting continuance from this evening's agenda followed by the Mission Valley work session. He noted that it is a full agenda; however, the April agenda will include the public hearing on the Mission Valley Project which is anticipated to include significant resident comments. There will not be any resident comment allowed at the work session.

Nancy Wallerstein moved the Planning Commission continue item PC2013-02 Ordinance Revisions to Section 19.25 "Overlay Zoning District" to adopt Design Guidelines for Countryside East Homes Association to March 5, 2013. The motion was seconded by Randy Kronblad and passed unanimously.

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 March 5th meeting of the Planning Commission.

Nancy Wallerstein moved that PC2013-101 be continued to the March 5, 2013 meeting of the Planning Commission. The motion was seconded by Randy Kronblad and passed unanimously.

**PC2013-104 Preliminary & Final Plat 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 which were approved by the Planning Commission on January 8th with the condition that the property be platted. The area is proposed to be platted in two lots. Lot 1 is approximately 6.1 acres; includes the developed portion of the property, and fronts on Mission Road. Lot 2 is approximately 4.6 acres, includes the recreation area and fronts on Windsor Street.

They have received the staff comments on their application and agree to the staff recommended conditions of approval.

PRELIMINARY PLAT

Ron Williamson noted the Preliminary Plat contains the information normally required. As can be seen there are several easements for sanitary sewer, power and drainage. There is a water line on the east side of the gym that does not show a connection to either the north or south. It is also noted that it is in a "possible easement." An easement needs to be shown on the Final Plat unless a release is granted by Johnson County WaterOne.

FINAL PLAT

Mr. Williamson noted the Final Plat contains essentially all the information required. There is one minor item. A dimension of 365.52' is shown on the north side of Lot 2. There does not appear to be any purpose for this number and it should be removed.

Also, the Governing Body does not approve plats but accepts easements and right-of-ways. A note should be added under dedications as follows: "All right-of-ways and easements as shown on the face of the plat are hereby dedicated to the public." The signature of the Governing Body should also be changed as follows: "The Governing Body of the City of Prairie Village, Kansas does hereby accept all public easements and right-of-ways contained herein, this _____ day of _____, 2013."

The sanitary sewer easement running north and south through Lot 2 is shown on the Preliminary Plat but is left off the Final Plat.

The water line easement on the east side of the gym needs to be shown on the Final Plat or released.

Nancy Vennard moved the Planning Commission approve the Preliminary and Final Plats of Saint Ann's Catholic Church subject to the following conditions:

1. That the dimension of 365.52 feet on the north side of Lot 2 be removed.
2. That the following text be added to the Dedication section:
"All right-of-ways and easements as shown on the face of the plat are hereby dedicated to the public."
3. That the signature block for the Governing Body be revised as follows:
"The Governing Body of the City of Prairie Village, Kansas does hereby accept all public easements and right-of-ways contained herein, this _____ day of _____, 2013."
4. That the sanitary sewer easement be shown on Lot 2.
5. That the water line east of the gym be in an easement or the easement released by WaterOne.
6. That the Final Plat as approved be revised and three copies submitted to the City for their records.
7. That the applicant submit the Final Plat to the Johnson County surveyor for a review.

The motion was seconded by Dirk Schafer and passed by a vote of 6 to 0.

Dennis Enslinger noted the final plat will be forwarded to the City Council for acceptance of easements and rights-of-way.

PC2013-105 Amendment to Sign Standards

4601 - 4621 West 90th Street - Somerset Plaza

Jennifer Schellhase, 4617 West 90th Street, is locating her business in the Somerset Plaza Shops and is seeking signage that would allow for logos and lighted signs. Her proposed sign is a sign band that is building into the façade, similar to that of the adjacent tenant. Shirley Nelkin, owner of the center, was also present and has approved the proposed revisions to the sign standards.

Ron Williamson stated the initial sign standard were approved by the Planning Commission in November, 1987. The proposed changes are minor. The old sign standards did not allow logos or lighted signs and the new standards do. The Somerset Plaza Shops were built in 1961 and the tenant that is probably most well-known is Tatsu's French Restaurant.

After reviewing the proposed Sign Standards there are three comments. First, the title of the Sign Standards should contain the addresses of the Plaza Shops, 4601 - 4621 West 90th Street, and the date of Approval, February 5, 2013.

Second, under Tenant Signs in the second line of the first paragraph the word "faced" should be "facade".

Third, a section should be added for the monument sign as follows:

Monument Sign: One monument sign shall be permitted for the Center. The sign face may be changed by approval of City Staff. If the sign is relocated or redesigned it shall be submitted to the Planning Commission for review and approval.

Nancy Wallerstein moved the Planning Commission approve the Amended Sign Standards for Somerset Plaza Shops subject to the following conditions:

1. That the applicant add the shop addresses and date of approval to the title of the Sign Standards.
2. That the word "face" be changed to "facade" in the Tenant Signs section.
3. That a Monument Sign Section be added as follows:
Monument Sign: One monument sign shall be permitted for the Center. The sign face may be changed by approval of City Staff. If the sign is relocated or redesigned it shall be submitted to the Planning Commission for review and approval.
4. That the applicant revise the Sign Standards and submit three copies to City Staff.

The motion was seconded by Gregory Wolf and passed by a 6 to 0 vote.

OTHER BUSINESS

PC2011-116 Consider requested sign change at Corinth Square Hen House

Dennis Enslinger stated on June 5, 2012, the Planning commission approved a site plan for the building façade changes to the Hen House building at Corinth Shopping Center. As part of that process the applicant provided proposed signage for the building that was approved.

The applicant has modified the proposed signage on the south elevation. Originally, the signage was contained within the sign band and was 20 square feet. The proposed signage has been moved to the wall and consists of 85.7 square feet.

Ron Williamson noted the current sign is located on the south wall in the same location as proposed for the new sign.

Jana Foster with Words & Pictures Signs was present representing the Ball Group to answer any questions of the Commission.

Nancy Wallerstein moved the Planning Commission approve the proposed sign modification as shown in the drawings dated 01-08-2013 to allow for a larger wall mounted sign on the south elevation. The motion was seconded by Dirk Schafer and passed by a 6 to 0 vote.

Mission Valley Project

Dennis Enslinger announced that Tutera has moved the timeline back one month. They will be submitting plans on March 1st and hold a work session with the Planning Commission after its March 5th meeting. The official public hearing and consideration of the applications will be at the April 2nd Planning Commission meeting with the item being considered by the Governing Body the month following the Commission action.

Mr. Enslinger announced that Tutera will be holding another community meeting on February 21nd at Shawnee Mission East from 6:30 to 8:30 p.m. Staff has not seen revised plans but will be meeting with the applicant on February 11th.

The commission members and staff discussed the process for review of the application and the protocol to be followed. The impact of a probable protest petition was reviewed. Staff reminded the Commission that they are not required to take action on the application on April 2nd if they feel they need more information or time to make a decision. Staff noted this is a very large multi-phase project and that they do not expect the applicant to have detailed information available particularly on the later phases of the project.

Next Meeting

The March 5th meeting of the Planning Commission will be held at the Indian Hills Middle School Gymnasium. The agenda items will include the public hearing for the Country East Neighborhood Overlay District and for a Special Use Permit for St. Ann's School, the continued application PC2013-101 for site plan approval at 8825 & 8839 Roe Avenue, site plan approval for a lot in Mission Pines and a monument sign request by Hillcrest Covenant Church. The meeting will be followed by a work session with the development team for the former Mission Valley School property. No public comment will be accepted at the work session.

ADJOURNMENT

With no further business to come before the Planning Commission, Chairman Ken Vaughn adjourned the meeting at 7:50 p.m.

Ken Vaughn
Chairman

PARK AND RECREATION COMMITTEE

February 13, 2013

Council Chambers

Park and Recreation Committee met at 7:00 pm. In attendance: Laura Wassmer, Chair, Ashley Weaver, Vice-Chair, Diane Mares, Tim O'Toole, Peggy Couch, Kevin Letourneau and Dan Searles. Staff: Quinn Bennion. Also present: Joe Gittemeier

PUBLIC PARTICIPATION

Joe Gittemeier presented two items to the Committee for their information and consideration: Harmon tennis complex and Franklin Park trail. Joe shared his concern for the condition of the Harmon Park tennis courts especially the courts that have been affected by water drainage. Laura explained that the capital improvement budget includes funds for assessment and replacement of the courts. It was explained that there is about \$800,000 programmed for the courts in the next three years. Joe also shared concern for the condition of the Franklin loop trail. He suggested that the trail be sealed. Quinn provided an update to the committee. Public Works has been working with the bonding company to address needed repairs. In Spring of 2013, a contractor will be replacing the worst sections of the trail and the entire trail will be sealed as part of the project. The bonding company will pay for a majority of the work, but doesn't accept full responsibility due to the drought conditions. Public Works maintenance funds will be used for the difference.

CONSENT AGENDA

Diane asked if the fees were increased from prior year's amount for the contracts. Quinn reported that the fee amounts were the same as last year. The Committee expressed interest in reviewing the fees after the season to keep up with costs and reflect the increases to membership fees.

The consent agenda was approved unanimously as submitted.

1. Minutes from January 9, 2013
2. JCPRD Day Camp Agreement
3. JCPRD Pool Usage Agreement
4. JCPRD Learn to Swim Agreement
5. *Omega Soccer Camp Agreement (added on amended agenda)*

REPORTS

Public Works Report

Quinn updated the Council on the Tree Board's discussion regarding the trees at the community garden in Harmon Park. The Tree Board approved the request to remove the crabapple tree (in decline) and the small pine next the community garden plot. The large elm will remain. The tree removals would enable the desired garden expansion. The Committee agreed to the removal of the two smaller trees. The Committee then discussed the expansion of the community garden. Dan expressed his understanding that the Community Garden group would return and report to Parks and Rec Committee for approval of the expansion. The Committee expressed the request for the Community Garden group to come to the March PRC meeting.

OLD BUSINESS

Diane asked about the projected costs of the Harmon Park tennis courts. There are ten courts and the replacement cost is currently in the budget at \$800,000. She remembered that the Taliaferro

(Meadowlake) Park courts were about \$80,000. Public Works used the Taliaferro costs for the Harmon Park estimate.

The Chair mentioned that there are still two vacant seats on the Parks and Recreation Committee.

Park Priorities and maintenance needs

Laura reported she visited several of the parks on Tuesday, February 12th, with Ashley, Keith, Quinn and Doug Pickert of Indigo Design. The park visits were very productive and informative. The group looked at current maintenance issues and reviewed Parks Master Plan projects. The parks visited by the group included Taliaferro, Bennett, Porter, McCrum, Prairie, Windsor and Harmon. The purpose of the visits was to develop a list of park maintenance items and projects that will be reviewed by the Parks and Rec Committee on March 13th, and in April if needed, and recommend project funding to the Council. The project list will be divided into items that will be completed by Public Works within their annual budgets, added to the Capital Improvement Plan, or for a future project. Doug Pickert will provide updated cost estimates for several of the items noted in each park.

The following items were mentioned in the summary provided by Laura. The complete list will be reviewed by the Committee in March.

Taliaferro – sandbox, large sand area with possible volleyball court, grills, sidewalk and stairs, playground equipment, playground surface, fields, soccer goal, nature play area

Bennett – play equipment, sandbox, ADA accessibility, nature play area, perimeter path

Porter – playground surface, sandbox, nature play area, swings, perimeter path, and additional porta-potty on South end. It was noted that the shelters were refinished last year by Public Works crews and look good.

McCrumb – playground equipment locations, addition of toddler features, fence, swing location, repurpose shelter from Weltner, power line location and safety

Prairie – toddler swings, relocate large rock, seating needs

Windsor – sand volleyball court, nature play area

Harmon – 9 hole disc golf course, equipment for teens

Laura requested that Tim visit with other youth and ask about the interest in sand volleyball courts and locations and the Frisbee golf. The list of items needing attention or desired will be compiled and reviewed by the Committee in March. The list of recommended items will be sent to Council as part of the CIP budget plan discussion. City staff has indicated a commitment to include projects in each year of the plan. A preliminary report will be given to Council at the March 4th meeting and a full report in May.

Trail Plan Discussion

The topic of the trail along Mission was brought forward by Dan. The Committee continues to support the exploration of a trail and safer pedestrian route from 75th Street to 71st Street along Mission Road. The challenges and positives of the route were discussed. Several members of the committee suggested narrowing the roadway to three lanes similar to the Nall section and Somerset section. The shift would require a traffic study to analyze the traffic counts and impacts. Quinn will share with Public Works the desire for the study and report back.

NEW BUSINESS - none

Adjournment

The next meeting will be Wednesday, March 13, 2013.

COUNCIL COMMITTEE OF THE WHOLE
March 4, 2013

The Council Committee of the Whole met on Monday, March 4, 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, Steve Noll, Ruth Hopkins, Andrew Wang (late), Laura Wassmer, Brooke Morehead, David Morrison, Charles Clark, Ted Odell and David Belz. Staff Members present: Wes Jordan, Chief of Police; Captain Tim Schwartzkopf, Captain Wes Lovett and Tim Kobe; Keith Bredehoeft, Interim Public Works Director; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Lisa Santa Maria, Finance Director; Nic Sanders, Human Resources Specialist and Joyce Hagen Mundy, City Clerk.

Discussion regarding 2014 Budget and Overview of Significant Items

Quinn Bennion noted the City is in a good stable financial position as it heads into the 2014 budget process. It has a healthy fund balance, low debt, city property appraisals have increased overall approximately 1% and currently sales tax revenue is projected to increase 2%. Staff projects that the 2014 budget will contain no additional staff, reduction in services or mill levy increase unless the City Council desires to add a new program or wishes to make any other significant change.

The discussion this evening will provide the Council with the opportunity to provide direction to the staff regarding potential significant changes for the 2014 budget. To assist in that discussion staff has prepared three documents. The first is a listing of significant budget proposals that have been identified for discussion. Mr. Bennion noted that these items are not staff recommendations at this time. The second document is a previously assembled list of items discussed by the Council in past budget sessions. The final document is a listing of actions already taken by the city and staff to reduce city expenditures or raise revenue.

Council President Charles Clark led the Council in discussion of the following items.

A1 Community Center Feasibility Study.

Mr. Clark noted this item is on the Council agenda for action later this evening.

A2 Develop a plan for parks funding and more park/green space

Laura Wassmer stated she, Ashley Weaver and staff recently toured most of the city's park facilities with Doug Pickert to help identify park priorities going forward and to get updated cost figures. The tour revealed a substantial amount of maintenance that needed to be done and equipment that was in need of repair or replacement within the next five years. It is estimated that additional funding in the amount of \$200,000 to \$300,000 needs to be added annually to the parks CIP budget for this work.

Steve Noll confirmed this was deferred maintenance costs, not improvements and asked if it would be a onetime expense or on-going funding. Ms Wassmer responded the Park & Recreation Committee will be bringing forth their recommended priorities for Council consideration. She noted they have taken the \$15 million Parks Master Plan to roughly a half million annual budget for maintenance and equipment replacement. Mr. Noll stated he would like to see a targeted completion date for the deferred maintenance and improvements. Ms Wassmer responded the committee would provide a prioritized list that needs to be addressed.

Council consensus to include in proposed 2014 budget.

A3 Address potential Emerald Ash Borer Infestation

Michael Kelly confirmed that any work done would be let by bid. Quinn Bennion noted the city is still gathering information to determine what is the best approach for the city to take; i.e. to remove or treat trees, do to some areas only, etc.

Council consensus that this will need some level of funding in 2014 budget

A4 Rental licensing program enhancement

Ted Odell noted the full scope of the proposed program will be presented later this spring. The idea is to put much of the additional cost for implementation back on the rental property owner through licensing fees.

Council consensus to continue discussion on implementing program without additional costs.

A5 Review necessity of pet licenses/animal enumeration

Quinn Bennion stated this will not have a significant financial impact. The program operates relatively cost neutral. However, other cities have discontinued licensing. The animal regulations would remain in the code except for licensing. Staff time spent on this program would be spent on other services and programs.

Steve Noll noted his neighbors like the ability to have their animals returned to their homes. Chief Jordan noted this would still be done through other identification on the animal such as collar identification or micro-chips. Laura Wassmer asked if there would be a concern with rabies. Mr. Bennion noted that would need to be researched further. Ted Odell noted it is also important to keep the limitation on the number of pets enforced.

Council consensus to retain for further discussion and research.

A6 Explore the purchase of the city's street light and/or traffic signal system

Quinn Bennion stated this item would need additional research. He reviewed the current tariff paid annually to KCP&L for the operation and maintenance of the system. Steve Noll confirmed the tariff amount does include electricity costs and noted that the city would then have to maintain the poles and lights, noting that many in his ward were more than 50 years old.

Quinn Bennion noted that other cities have reported a three to five year payback. Charles Clark confirmed that this would not impact the 2014 budget but later budgets and could be discussed later.

Council consensus to keep in for consideration at a later date.

A7 Comprehensive Compensation Study

Staff has recommended this if Council desires to review employee salary and benefits structure. Michael Kelly feels this needs to be done. David Belz asked what the 2006 study covers and what was done as a result of the study. Mr. Bennion responded that study looked at both salary ranges and benefits. Mayor Shaffer noted that some of the recommendations of the study were implemented and others were not. Nic Sanders noted that some salary ranges were lowered as a result of the study; however, existing employees were grandfathered under the existing ranges so in some cases the city is operating with two salary ranges for a position. The recommended increases to the health insurance and vacation benefits were not implemented. David Belz stated he doesn't want to do a study just to do it.

Ted Odell asked how the cost was computed. Mr. Bennion responded it was based on the cost for the 2006 study. Andrew Wang stated he does not feel bound to the earlier study and wants some kind of analysis done as personnel costs are a major portion of the city's budget. Quinn Bennion advised that the last study took 4 to 5 months to complete. Laura Wassmer didn't feel a broad-based study was need, but the compensation within the competing area needs to be reviewed. Michael Kelly stated his concerns are more aligned with pension than salaries and recommended a committee be formed.

Charles Clark noted the 2014 budget impact would be the cost of the study with implementation costs addressed in the 2015 budget.

Council consensus to continue discussion.

A8 Pool closing on weekdays after start of school

Ted Odell noted the city's pool is an asset that is utilized by many. He would rather increase the cost of the superpass than reduce the operating hours. Ruth Hopkins noted how difficult it is to staff the pool once school begins. Michael Kelly stated he felt this was a minimal expense yielding a large benefit to the city's residents. David Belz asked how many people would be affected. Mr. Bennion replied the estimated cost savings is \$8000. Laura Wassmer stated she needs to see the number of people impacted.

Council Consensus to continue discussion with additional research by staff.

A9 Workers' Compensation Insurance Coverage

Quinn Bennion noted this item was most recently initiated by a Councilmember and involved exploring joining KERIT instead of purchasing traditional Worker's Compensation coverage. KERIT is first dollar coverage with no deductibles. The estimated \$30,000 savings reflects transferring to KERIT and cancellation penalty.

Steve Noll advised that the Insurance Committee explored the possibility of joining the KERIT insurance pool and does not support the move.

Council Consensus to continue discussion with presentations to the Council on both KERIT and traditional coverage.

A10 Accelerated Street Maintenance

Laura Wassmer noted the City has done this the past few years. Charles Clark stated he felt the period of benefit has past with construction costs and interest rates increasing. Michael Kelly confirmed the Council would be looking at the CIP in detail. Charles Clark stated the question for consideration is whether the City wants to consider bonding to enable more projects to be done. Mr. Kelly stated he would be interested in looking at it, but would like to have the specific projects identified. Ms Wassmer agreed more information was needed. Keith Bredehoeft stated staff is currently completing its street analysis rating and stated it will be presented to the Council. Ms. Wassmer stated she wants to know the difference in cost by rating.

Council Consensus to continue discussion with additional information presented by staff.

A11 Video System - Police Department

Chief Jordan noted their equipment is on a five year replacement schedule. This is for the replacement of 13 in-car video/audio system units at a total cost of \$83,200.

Council consensus to include in 2014 budget.

A12 Mill Levy Increase

Quinn Bennion noted this is for reference only noting at with the current assessed valuation estimate for 2012 a one mill increase would raise \$282,170.

The Council continued on with discussion of the items presented on the second list. Mr. Bennion noted these items are not being recommended by staff at this time. Staff compiled the list after Council's request last year of ways to cut the budget.

The Council identified the following items for further discussion:

B2 - Evaluate Community Program Budgets

B5 - Chamber related functions and memberships

There was discussion regarding committees raising more of their own funds. Some Council members felt the chamber related expenses, although small, reflect the city's priorities and should be reevaluated

B6 Island Maintenance - Homes Associations

Council members would like to look into the cost of contracting out these services.

B13 Lochner - no longer use planning services

This require the hiring of an additional staff person. Existing staff cannot absorb this service. Dennis Enslinger noted that current staff does provide plan review on residential applications and noted the charges for plan review on commercial applications are charged back to the applicant. He also noted that some of the services are requested by the City such as the recent overlay district and code revisions. Charles Clark noted that Lochner as a large organization has the ability to provide additional related services such as traffic study reviews, etc.

B15 Convert contracted street maintenance services to in-house utilizing part-time labor during the summer months
Additional information requested

B16 Transfer trimming responsibility for ROW trees to the property owners.
Charles Clark noted this is a big cost but he feels a necessary service. Other council members agreed this service is necessary.

B19 Mayor & Council Commodities
These costs were questioned. Quinn Bennion reported this covers 26 meals for 20 people with the average cost per meal of \$220.

B24 Employee Merit Pool for 2014
Michael Kelly stated he wants the Council to discuss this and not for it to be set by staff and then discussed.

Andrew Wang also wants discussion of **B25 Employee Appreciation Events and B26 Employee Sick Incentive.** Quinn Bennion stated he would provide more information on these items.

B21 Reduce Mayor and Council - Training & Conferences
David Morrison asked for the actual costs for this item. Mr. Bennion stated he would provide these.

Charles Clark noted the time for the Council meeting was nearing and asked if the committee wanted to continue discussion after the Council meeting or at the March 18th committee meeting. A motion was made and seconded to continue discussion after the Council meeting. The motion failed with a vote of 6 to 6.

Adjournment

Council President Charles Clark adjourned the meeting at 7:28 p.m.

Charles Clark
Council President

TREE BOARD

City of Prairie Village, Kansas

MINUTES (DRAFT)

**Wednesday March 6, 2013
Public Works Conference Room
3535 Somerset Drive**

Board Members: Greg VanBooven, Deborah Nixon, Beth Cavanaugh

Other Attendees: Suzanne Lownes

Greg VanBooven called the meeting to order at 6:00 p.m. with a quorum present.

- 1) Review and Approve Minutes of February 6, 2013-** Motion by Greg VanBooven, second by Deborah Nixon **Approved unanimously.**

- 2) Emerald Ash Borer Discussion**

Greg VanBooven discussed about spreading out the tree loss and not treating the ash trees indefinitely but maybe for 10 to 15 years. The spreading out the loss of the trees not only helps the street aesthetics but reduces the issues with stormwater runoff, rapid pavement deterioration and other issues. He also discussed that specific criteria should be established for determining which trees should be treated and which ones should not.

Deborah Nixon stated that there needs to be a detailed communication process to disseminate the information about the process the City elects to follow with ROW trees as well as options for homeowners concerning their private property trees. Deborah Nixon also discussed making sure to outline all the cost factors in the process including: Evaluating trees, Removal of trees, Injection process, Replanting of trees and the Extensive communication process.

Beth Cavanaugh discussed concern about the residents that might not have an interest in saving their trees and then all their private ash trees are left to die while the City is paying money to save trees. She also discussed how she sees the value in spreading out the tree loss over time.

Suzanne Lownes discussed that staff had also discussed maybe adding a longer time period of treating trees on the heavily saturated streets.

Deborah Nixon also referred to several sources for information concerning the Emerald Ash Borer that she had gotten at the JCCC Horticultural Sciences Field Day, including: the University of Purdue and the State of Missouri Department of Agriculture.

3) Sub-Committee Report

3.1) Arbor Day

a) Review Arbor Day Nominees

Suzanne Lownes stated that there were no nominees for the Arbor Day event. The Board decided to not have an honoree this year.

b) Arbor Day Event

Arbor Day is the last Friday in April so the event is usually held on the Saturday after which will be 4/27/13. The Board tentatively scheduled the event for that day and will firm up the event at the next meeting. Deborah Nixon stated that she had been looking at different trees for planting and suggested the Columnar Variety Serviceberry or the City Lights River Birch. She will do more research and have suggestions for the next meeting.

7) Old Business

Luci Mitchell wanted to remind the Board that she will be at the Earth Day Event at Shawnee Mission East on April 13th at the Tree Board table. Suzanne Lownes said she would check with Luci on what she might need for EAB handouts or a raffle prize.

8) New Business

8.1) Emerald Ash Borer Traps - Deborah Nixon was contacted by Erin Stiers with USDA concerning Prairie Village being a trap site for monitoring the Emerald Ash Borer. Suzanne Lownes stated that she would contact Ms. Stiers to get more information.

8.2) Fall Seminar – Greg VanBooven thought that EAB would be a good topic to look into for the Fall Seminar.

7) Next Meeting

The next meeting will be April 3, 2013 at 6:00pm at the Public Works Facility.

The meeting adjourned at 7:00 p.m.

Minutes prepared by Suzanne Lownes.

**Council Members
Mark Your Calendars
March 18, 2013**

March 2013	Jere Hanney exhibit in the R.G. Endres Gallery
March 18	City Council Meeting
April 2013	Dale Cole and Rick Scaletty exhibit in the R.G. Endres Gallery
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	Senior Arts Council exhibit in the R.G. Endres Gallery
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.
September 16	City Council Meeting
September 25	Shawnee Mission Education Foundation Fall Breakfast
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	Greater Kansas City Arts Association exhibit in the R. G. Endres Gallery
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