

**COUNCIL COMMITTEE OF THE WHOLE
Council Chambers
Tuesday, February 20, 2018
6:00 PM**

AGENDA

DAN RUNION, COUNCIL PRESIDENT

AGENDA ITEMS FOR DISCUSSION

Tax Increment Financing (TIF) Update - Meadowbrook
Jeff White

2019 Budget Process and Calendar
Lisa Santa Maria

Review of the final draft of 2018 Citizen Survey
Alley Porter

COU2018-11 Consider approval of policy revisions to CP001: City Committees
Jamie Robichaud

***Council Action Requested the same night**



Tax Increment Financing (TIF) Update - Meadowbrook

PROJECT BACKGROUND

In 2015 Van Trust Real Estate, LLC along with Johnson County Government, the City of Prairie Village, and Johnson County Park & Recreation District announced their intent to work together on a redevelopment project including a significant opportunity for a regional park in Northeast Johnson County.

The plan preserved approximately two-thirds of the green space which would be owned, operated, and maintained as a county park by Johnson County Park and Recreation District. Substantially all of the park acquisition, park improvements, and other public improvements would be funded by the taxes generated by the private development. The remaining 42 acres of the approximate 136 acre site would be developed by Van Trust, a Kansas City-based national developer of residential communities and commercial projects, and would provide multiple housing options.

In 2016 bonds were issued and ground was broke on the project.

PROJECT UPDATE

Attached please find the Memorandum from Columbia Capital. The City asked Jeff White to provide an assessment on the performance of Meadowbrook Development and their latest projections.

Jeff White from Columbia Capital will present his finding and be available for questions.

ATTACHMENTS: Columbia Capital Memorandum dated 2.8.2018

Prepared By:

Lisa Santa Maria

Finance Director

Date: February 14, 2018



COLUMBIA CAPITAL
MUNICIPAL ADVISORS

Jeff White
Principal
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jwhite@columbiacapital.com

MEMORANDUM

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Wes Jordan
Lisa Santa Maria
City of Prairie Village

You asked us to provide our assessment of the actual and projected performance of the Meadowbrook tax increment financing (TIF) project. Over the last two weeks, we have met with representatives of VanTrust and have secured tax levy information from Johnson County to inform our analysis. Our findings are below.

PROJECT

The performance of the TIF is driven in roughly equal measure from four housing types at the project: single family; townhomes; apartments; and senior living (plus the inn). For each of these components, the key drivers of TIF revenue are **timing of completion** (the sooner the better) and **valuation for tax purposes** (the higher the better). We expect Johnson County's tax valuation of the single family and townhome components to be primarily driven by the combination of land purchase price and costs to construct. We expect the valuation of the apartments and senior living to be valued using cost information, but also the value of comparable properties (sales approach) and the financial performance of the components (income approach).

ANALYSIS

To our knowledge, VanTrust is in good standing with respect to all of its obligations under its development agreement with the City. Based upon our detailed conversations with VanTrust, we understand that the overall project is developing more slowly than initially modeled with respect to the senior housing component (which has a different operator (Dial) than originally anticipated) but that construction/sales values and expected as-completed values are higher than initially modeled. Based upon these updated projections, **we expect that TIF revenues will materialize less quickly than expected but will ultimately be higher than initially modeled.**

IMPLICATIONS

The City issued full faith and credit TIF bonds in the par amount of \$11.3 million to support the project, the proceeds of which were used to acquire the parkland and to construct public infrastructure, including the east-west street bisecting the former golf course. "Full faith and credit" means that the City is obligated to make principal and interest payments from any source available (including through raising property taxes) to make payments on the bonds in full and on time if TIF revenues are not sufficient to make those payments.

We structured the bonds to pay interest-only through 2019 with amortization commencing in 2020. In addition, we structured the bonds to fund *capitalized interest*, that is, to make bond proceeds available to pay interest on the bonds through a portion of the expected construction period. Capitalized interest will cover the City's debt service obligations on the bonds through most of 2019.

Once amortization commences in 2020, principal amounts due ramp up over three years, providing the City with additional cushion as the TIF project's components reach completion and start to be fully assessed for tax purposes.

UPDATED PROJECTIONS

Based upon VanTrust's latest timing and valuation expectations and using actual TIF revenues captured from the 2016 and 2017 tax years, we have updated our modeling as shown on the attachment to this memorandum.

The key columns on this pro forma are the three at the far right. The first, "Debt Service Coverage," shows the amount of TIF revenues projected to be available each year for each dollar of debt service due. A figure of 1.29x, for instance, indicates a projection that \$1.29 in TIF revenues will be available for each \$1.00 of debt service due. Ideally, this figure will always be 1.00x or higher.

The model projects, however, at least two years where coverage is below 1.00x. For these cases, it is important to look to the far right column, "Cum[ulative] Excess Revenues." For any year in which debt service coverage exceeds 1.00x, the City will bank "excess" TIF revenues that may be used in subsequent years to cover debt service shortfalls in those years. Even though the model shows projected coverage in 2020 and 2022 to be less than 1.00x, the model projects the City to have more than sufficient balances from prior years' surpluses to cover any temporary shortfalls in those years. At issuance, we structured the bonds to produce projected coverage of approximately 1.10x in each year.

Commencing in 2022, accumulated excess revenues not needed to cover debt service in such year will automatically be used to reduce the balance of bonds outstanding. As such, the large cumulative surplus balances shown in the modeling attached during and after 2022 are illustrative only.

CONCLUSION

Through our review of the project, we find that, although the project's timing lags the modeling we used at the time of issuance of the bonds, expected financial results from the TIF exceed those projected at the time of issuance of the bonds. We continue to believe that TIF revenues will be sufficient to pay debt service due on the bonds and that the City should not have to use its general resources to cover debt service costs in any year. Additionally, VanTrust continues to make significant progress toward construction completion of each of the four major areas of the project, further adding to our comfort that the project is likely to be successful in covering debt service on the TIF bonds over time.

As always, we note that these projections are subject to change. The amount of TIF revenues ultimately produced by the project relies on the strength of the economy, the ability of VanTrust to complete the project in a timely manner, the consistency of Johnson County in appraising properties for tax purposes in a consistent manner over time, the stability over time of the total property tax levy for Prairie Village businesses and residences, and the continued demand for the mix of housing provided by the development.

Please let me know if you have questions or require additional analysis. We plan to update this analysis again early in 2019.



CITY OF PRAIRIE VILLAGE

Meadowbrook Redevelopment District
Bond Debt Service and Coverage

Dated Date: 5/17/16
Delivery Date: 5/17/16

TIF Plan Adoption: 3/31/16
Maximum Bond Maturity Date: 3/31/36
Date of Source File: 5/2/16

GENERAL OBLIGATION BONDS

Revenue Share: 50%

	Incremental Revs	Taxables			Tax-Exempts				Net Debt Service	Debt Service Coverage	Excess Revenues	Cum. Excess Revenues
		Scale	Principal	Interest	Cap I	Scale	Principal	Interest				
2016	0						84,392	(84,392)				
2017	35,866						292,125	(292,125)	0	n/a	35,866	35,866
2018	69,535						292,125	(292,125)	0	n/a	69,535	105,401
2019	208,484						292,125	(243,438)	48,688	4.28x	159,796	265,197
2020	316,801				0.95	100,000	289,625		389,625	0.81x	(72,824)	192,373
2021	565,497				1.05	275,000	280,250		555,250	1.01x	10,247	202,620
2022	807,890				1.20	590,000	261,575		851,575	0.94x	(43,685)	158,935
2023	948,187				1.32	615,000	243,625		858,625	1.10x	89,562	248,496
2024	1,032,176				1.45	635,000	231,125		866,125	1.19x	166,051	414,547
2025	1,084,485				1.65	655,000	218,225		873,225	1.24x	211,260	625,807
2026	1,141,710				1.80	680,000	204,875		884,875	1.29x	256,835	882,641
2027	1,153,467				2.05	700,000	191,075		891,075	1.29x	262,392	1,145,033
2028	1,165,339				2.22	725,000	176,372		901,372	1.29x	263,967	1,409,000
2029	1,177,329				2.41	750,000	160,231		910,231	1.29x	267,097	1,676,098
2030	1,189,436				2.59	775,000	142,106		917,106	1.29x	272,330	1,948,428
2031	1,201,663				2.65	805,000	122,356		927,356	1.29x	274,307	2,222,734
2032	1,214,010				2.74	835,000	101,334		936,334	1.29x	277,676	2,500,410
2033	1,226,478				2.89	870,000	78,413		948,413	1.29x	278,066	2,778,476
2034	1,239,070				2.89	900,000	54,075		954,075	1.29x	284,995	3,063,471
2035	1,251,785				3.03	935,000	27,675		962,675	1.30x	289,110	3,352,581
2036	595,300				3.03	455,000	6,825		461,825	1.28x	133,475	3,486,055



2019 Budget Process and Calendar

Attached please find the 2019 Budget Calendar for review.

Lisa will present the calendar and go over the 2019 proposed budget process.

SUGGESTED MOTION

Recommend the City Council approve the 2019 Budget Calendar.

ATTACHMENTS: 2019 Budget Calendar

Prepared By:
Lisa Santa Maria
Finance Director
Date: February 14, 2018

2019 Budget Calendar

Month	Date	Day	Assigned To	Action Item
February	2/5	Mon	Lisa	Council Meeting -
	2/10	Sat		Council Retreat - Johnson County Arts & Heritage Center
	2/19	Mon		Holiday
	2/20	Tues		Council Meeting - 2019 Budget Calendar Outline & Meadowbrook update (6pm)
	2/28	Wed		Agenda deadline for 3/5 Council meeting
March	3/1	Thurs	Lisa	Finalize 2017 Actuals (auditors onsite 3/26 - 3/30)
	3/1	Thurs	All	Springbrook Extended Budget module ready for entry.
	3/1	Thurs	Wes/Lisa/PW	Staff 2019 Preliminary CIP Discussion
	3/5	Mon		Council Meeting - Goals and Objectives discussion (includes CIP Funding Request)
	3/7	Wed	Insurance Committee	Insurance Committee meeting to discuss WC and P&C insurance cost assumptions (May 1, 2018 renewal)
	3/14	Wed		Agenda deadline for 3/19 Council meeting
	3/19	Mon		Council Meeting - Committee 2019 budget and funding requests: (Village Fest, Arts Council, Environmental, Jazz Fest) and 2019 Preliminary CIP Discussion
	3/26	Mon	ALL	Special Meeting - discuss "Decision Packages"
	3/28	Wed		Agenda deadline for 4/2 Council meeting
	3/30	Fri	Wes/Lisa/Amy	Develop personal services budget assumptions
	3/1 - 3/31		Lisa	Revenue Estimates - 2018 estimates & 2019 budget
	3/1 - 3/31		Lisa	Compile equipment replacement information from departments
April	4/2	Mon	Lisa	Council Meeting - Approve WC and P&C Insurance
	4/2 - 4/6		Lisa	Allocate and enter WC and P&C insurance cost assumptions
	4/2 - 4/6		Lisa	Enter personnel services numbers
	4/6	Fri	Departments	Budget requests due; Springbrook Extended Budget Module locked
	4/9 - 4/13		Wes/Lisa	Budget Review - Department's Requests in Springbrook
MPR Room	4/9	Mon	Wes/Lisa	11am - 12pm City Clerk Operating Budget Review
MPR Room	4/9	Mon	Wes/Lisa	1pm-3pm Public Works Operating Budget Review
MPR Room	4/9	Mon	Wes/Lisa	3:30pm - 4:30pm Finance Operating Budget Review
MPR Room	4/10	Tues	Wes/Lisa	10am - 11am HR Operating Budget Review
MPR Room	4/10	Tues	Wes/Lisa	1pm - 3pm Police Dept Operating Budget Review
MPR Room	4/10	Tues	Wes/Lisa	3pm - 4pm Court Operating Budget Review
MPR Room	4/10	Tues	Wes/Lisa	4pm - 5pm Codes Dept Operating Budget Review
MPR Room	4/11	Wed	Wes/Lisa	1pm - 3pm Mgmt & Planning / Legal / Mayor & Council Budget Review
MPR Room	4/11	Wed	Wes/Lisa	3pm - 4pm Parks & Community Programs Operating Budget Review
	4/11	Wed		Agenda deadline for 4/16 Council meeting
	4/16	Mon		Council Meeting - flexible (available if needed)
	4/18	Wed	Finance Committee	Finance Committee Meeting (4pm to 6pm)
	4/25	Wed		Agenda deadline for 5/7 Council meeting
May	5/2	Wed	Finance Committee	Finance Committee Meeting - Preliminary 2019 Budget established (4pm to 6pm)
	5/7	Mon	Lisa	Council Meeting - Preliminary 2019 Budget; Finale CIP Request; Decision Packages
	5/16	Wed		Agenda deadline for 5/21 Council meeting
	5/21	Mon	Lisa	Council Meeting - Proposed Budget to Council
	5/28	Mon		HOLIDAY
	5/30	Wed		Agenda deadline for 6/4 Council meeting
June	6/4	Mon		Council Meeting - budget discussion (if needed)
	6/13	Wed		Agenda deadline for 6/18 Council meeting
	6/18	Mon	Lisa	Council Meeting - Permission to Publish Budget or additional budget discussion
	6/19	Tues	Lisa	Budget published in the Legal Record
	6/27	Wed		Agenda deadline for 7/2 Council meeting
July	7/1	Sun	Lisa vacation (6/30 to 7/7)	Deadline for county to notify the county clerk and election office if an election is necessary to approve a budget resolution (Property Tax Lid)
	7/2	Mon		Council Meeting -
	7/4	Wed		Holiday
	7/11	Wed		Agenda deadline for 7/16 Council meeting
	7/16	Mon	Lisa	Council Meeting - Budget Hearing/Adopt Budget or Permission to Publish Budget again (if needed) or additional budget discussion (if needed)
	7/27	Fri	Lisa	Latest Date - last day for notice to be published in the Legal Record
August	8/1	Wed		Agenda deadline for 8/6 Council meeting
	8/6	Mon	Lisa	Council Meeting - Budget Hearing/Adopt Budget (if needed)
	8/25	Sat	Lisa	Submit budget forms to County Clerk (Due August 25th)
September	9/1 - 9/30		Lisa	Finalize Budget Book/Deliver Budget Book to Printer
	9/1 - 9/30		Lisa	Submit budget to GFOA Award Program



ADMINISTRATION
Council Committee Date: February 20, 2018

Review Final Draft of Citizen Survey

BACKGROUND

Council reviewed a draft of the citizen survey at the Council Work Session on February 10, 2018. Staff has worked with ETC Institute to incorporate Council's feedback and asks approval of the final draft.

FUNDING

N/A

ATTACHMENTS

Citizen Survey - Final Draft

PREPARED BY

Alley Porter

Assistant to the City Administrator

Date: February 15, 2018



PRAIRIE VILLAGE, KANSAS

2018 City of Prairie Village Citizen Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's planning process and will be used by City leaders to make planning and investment decisions. If you have questions, please call Alley Porter at 913-385-4635.

1. **Overall.** Please rate your overall satisfaction with the following major categories of services provided by the City of Prairie Village. Please rate each item on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of police services	5	4	3	2	1	9
02. Overall maintenance of city streets, sidewalks and infrastructure	5	4	3	2	1	9
03. Overall quality of city parks/trails/open spaces	5	4	3	2	1	9
04. Overall enforcement of City codes and ordinances	5	4	3	2	1	9
05. Overall quality of customer service you receive from City employees	5	4	3	2	1	9
06. Overall effectiveness of City communication with the public	5	4	3	2	1	9
07. Overall flow of traffic and congestion management in the City	5	4	3	2	1	9
08. Overall quality of the City's stormwater runoff/stormwater management system	5	4	3	2	1	9
09. Overall quality of trash collection services	5	4	3	2	1	9
10. Overall quality of curbside recycling services	5	4	3	2	1	9

2. **Which THREE of the services listed in Question 1 do you think are MOST IMPORTANT for the City to provide?** [Write-in your answers below using the numbers from the list in Question 1, or circle 'NONE'.]

1st: ____ 2nd: ____ 3rd: ____ NONE

3. **Perceptions of Prairie Village.** Several items that may influence your perception of the City of Prairie Village are listed below. Please rate your satisfaction with each item on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall value that you receive for your City tax dollars and fees	5	4	3	2	1	9
02. Overall image of the City	5	4	3	2	1	9
03. How well the City is planning growth	5	4	3	2	1	9
04. Overall quality of life in the City	5	4	3	2	1	9
05. Overall feeling of safety in the community	5	4	3	2	1	9
06. Overall quality of services provided by the City	5	4	3	2	1	9

4. **Please rate the City of Prairie Village with your satisfaction with each item on a scale of 1 to 5 where 5 means "Excellent" and 1 means "Poor."**

How would you rate The City of Prairie Village:	Excellent	Good	Neutral	Below Average	Poor	Don't Know
01. As a place to live	5	4	3	2	1	9
02. As a place to raise children	5	4	3	2	1	9
03. As a place to retire	5	4	3	2	1	9
04. As a community that is moving in the right direction	5	4	3	2	1	9

5. **City Leadership.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of leadership provided by the City's elected officials	5	4	3	2	1	9
02. Overall effectiveness of appointed boards and committees	5	4	3	2	1	9
03. Overall effectiveness of City Administration	5	4	3	2	1	9

6. **Police Department.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. The visibility of police in neighborhoods	5	4	3	2	1	9
02. The visibility of police in commercial and retail areas	5	4	3	2	1	9
03. How quickly police respond to emergencies	5	4	3	2	1	9
04. The City's efforts to prevent crime	5	4	3	2	1	9
05. Enforcement of local traffic laws	5	4	3	2	1	9
06. Quality of animal control services	5	4	3	2	1	9

7. **Which TWO of the Police Department services listed in Question 6 do you think are MOST IMPORTANT for the City to provide?** *[Write-in your answers below using the numbers from the list in Question 6, or circle 'NONE'.]*

1st: _____ 2nd: _____ NONE

8. **City Maintenance.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Maintenance of City streets	5	4	3	2	1	9
02. Maintenance of City sidewalks	5	4	3	2	1	9
03. Maintenance of street signs and traffic signals	5	4	3	2	1	9
04. Condition of pavement markings on streets	5	4	3	2	1	9
05. Accessibility of streets, sidewalks, & buildings for people with disabilities	5	4	3	2	1	9
06. Maintenance of city buildings	5	4	3	2	1	9
07. Snow removal on major City streets	5	4	3	2	1	9
08. Snow removal on neighborhood streets	5	4	3	2	1	9
09. Mowing and trimming of island and other City owned property	5	4	3	2	1	9
10. Overall cleanliness of City streets and other public areas	5	4	3	2	1	9
11. Adequacy of City street lighting	5	4	3	2	1	9

9. **Which TWO of the city maintenance services listed in Question 8 do you think are MOST IMPORTANT for the City to provide?** *[Write-in your answers below using the numbers from the list in Question 8, or circle 'NONE'.]*

1st: _____ 2nd: _____ NONE

10. **Code Enforcement.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Enforcing the cleanup of litter and debris on private property	5	4	3	2	1	9
02. Enforcing the mowing and trimming of grass and weeds on private property	5	4	3	2	1	9
03. Enforcing the exterior maintenance of residential property	5	4	3	2	1	9
04. Enforcing the exterior maintenance of business property	5	4	3	2	1	9

11. Which TWO of the code enforcement services listed in Question 10 do you think are the MOST IMPORTANT for the City to provide? [Write-in your answers below using the numbers from the list in Question 10, or circle 'NONE'.]

1st: ____ 2nd: ____ NONE

12. **Parks and Recreation.** For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Maintenance of City parks	5	4	3	2	1	9
02. The number of City parks	5	4	3	2	1	9
03. Walking and biking trails in the City	5	4	3	2	1	9
04. City swimming pool	5	4	3	2	1	9
05. Quality of outdoor practice ball fields (i.e. baseball, soccer, and softball)	5	4	3	2	1	9
06. Condition of equipment, such as shelters and playgrounds, at City parks	5	4	3	2	1	9
07. Amount of park programming (tennis lessons, skateboarding lessons, etc.) offered by the City	5	4	3	2	1	9
08. Fees that are charged for recreation programs	5	4	3	2	1	9
09. Ease of registering for programs	5	4	3	2	1	9
10. Mowing in City parks	5	4	3	2	1	9

13. Which TWO of the Parks and Recreation services listed in Question 12 do you think are MOST IMPORTANT for the City to provide? [Write-in your answers below using the numbers from the list in Question 12, or circle 'NONE'.]

1st: ____ 2nd: ____ NONE

14. Where do you currently get news and information about city programs, services, and events? [Check all that apply.]

- ____(1) Village Voice (City newsletter)
- ____(2) Kansas City Star
- ____(3) Television news
- ____(4) City website
- ____(5) Shawnee Mission Post
- ____(6) E-mail updates
- ____(7) City's social networking sites (Facebook, Twitter, etc.)
- ____(8) Other: _____

15. From which THREE sources of information listed in Question 14 would you prefer to get information from the City? [Write-in your answers below using the numbers from the list in Question 14, or circle 'NONE'.]

1st: ____ 2nd: ____ 3rd: ____ NONE

16. For each of the following, please rate your satisfaction on a scale of 5 to 1 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied".

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. The availability of information about City programs and services	5	4	3	2	1	9
02. City efforts to keep you informed about local issues	5	4	3	2	1	9
03. The level of public involvement in local decision making	5	4	3	2	1	9
04. Village Voice (City newsletter)	5	4	3	2	1	9
05. The usefulness of the City's website	5	4	3	2	1	9
06. E-mail updates	5	4	3	2	1	9
07. City social media accounts	5	4	3	2	1	9

17. **Customer Service.** Have you called or visited the City with a question, problem, or complaint during the past year?

____(1) Yes [Answer Q17a-b.] ____ (2) No [Skip to Q18.] ____ (9) Don't Know [Skip to Q18.]

17a. How easy was it to contact the person you needed to reach?

____(4) Very Easy ____ (2) Difficult ____ (9) Don't Know
 ____ (3) Somewhat Easy ____ (1) Very Difficult

17b. Several factors that may influence your perception of the quality of customer service you receive from City employees are listed below. For each item, please rate how often the employees you have contacted during the past year have displayed the behavior described on a scale of 5 to 1, where 5 means "Always" and 1 means "Never".

Frequency that:	Always	Usually	Sometimes	Seldom	Never	Don't Know
01. They were courteous and polite	5	4	3	2	1	9
02. They gave prompt, accurate, and complete answers to questions	5	4	3	2	1	9
03. They did what they said they would do in a timely manner	5	4	3	2	1	9
04. They helped you resolve an issue to your satisfaction	5	4	3	2	1	9

18. Listed below are various bicycle riding activities. For each activity, please indicate how many members of your household under age 18 who currently ride a bicycle for that activity, and approximately how often they ride a bicycle for the activity.

Activity	Number of Riders Under 18	Frequency?				
		Always	At Least Once/Week	Once/Month	Occasionally	Never
01. Exercise		5	4	3	2	1
02. Transportation		5	4	3	2	1
03. Recreation		5	4	3	2	1

19. Listed below are various bicycle riding activities. For each activity, please indicate how many members of your household age 18 or older who currently ride a bicycle for that activity, and approximately how often they ride a bicycle for the activity.

Activity	Number of Riders 18 and Older	Frequency?				
		Always	At Least Once/Week	Once/Month	Occasionally	Never
01. Exercise		5	4	3	2	1
02. Transportation		5	4	3	2	1
03. Recreation		5	4	3	2	1

20. How important is it that the City allocate funds to bicycle infrastructure (bike lanes, signs, pavement markings, trails)?

- (5) Very Important (3) Neutral (1) Not at All Important
 (4) Important (2) Not Important

21. How important is it that the City allocate additional funds to the arts in Prairie Village?

- (5) Very Important (3) Neutral (1) Not at All Important
 (4) Important (2) Not Important

21a. What specific arts would you like to see?

22. Community amenities provided by the City can enhance the quality of life in Prairie Village. If you could identify ONE new community amenity that could be provided by the City, what would it be?

22a. *[If you listed something in Question 22.]* Would you be willing to pay more in taxes or fees to support this new community amenity?

- (1) Very Supportive *[answer Q22b]* (4) Not at all Supportive *[skip to Q23]*
 (2) Somewhat Supportive *[answer Q22b]* (5) Don't know *[skip to Q23]*
 (3) Not Supportive *[skip to Q23]*

22b. If you would be willing to pay more, how do you propose paying?

- (1) Increase property tax (4) No preference
 (2) Increase of sales tax (5) Other: _____
 (3) Increase user fees

23. What THREE ideas do you think are MOST IMPORTANT for Prairie Village to focus on during the next two years? *[Number one being highest priority]*

- 1.) _____

- 2.) _____

- 3.) _____

24. **Teardown/Rebuild.** Because Prairie Village is fully developed, residential development increasingly involves demolishing an existing home and building a new home in its place. Are you concerned with "teardown/rebuilds"?

- (1) Yes *[answer Q24a.]* (2) No *[skip to Q25.]*

24a. If so, what is the reason for your concern with the increase in "teardown/rebuilds"?

25. The Mayor and 12 elected Council Members serve as the legislative and policy-making body of the City. These are volunteer positions and are not provided a salary or benefits. The City does offer a communication stipend (Council Members can deny the stipend) and pays for travel related expenses. How supportive are you of Council Members and the Mayor receiving some form of pay for their service to the community?

- | | |
|--|--|
| <input type="checkbox"/> (1) Very Supportive | <input type="checkbox"/> (4) Not at all Supportive |
| <input type="checkbox"/> (2) Somewhat Supportive | <input type="checkbox"/> (5) Don't know |
| <input type="checkbox"/> (3) Not Supportive | |

DEMOGRAPHICS

26. Including yourself, how many people in your household are...

- | | | | |
|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Under age 5: <input type="checkbox"/> | Ages 15-19: <input type="checkbox"/> | Ages 35-44: <input type="checkbox"/> | Ages 65-74: <input type="checkbox"/> |
| Ages 5-9: <input type="checkbox"/> | Ages 20-24: <input type="checkbox"/> | Ages 45-54: <input type="checkbox"/> | Ages 75+: <input type="checkbox"/> |
| Ages 10-14: <input type="checkbox"/> | Ages 25-34: <input type="checkbox"/> | Ages 55-64: <input type="checkbox"/> | |

27. Approximately how many years have you lived in Prairie Village? _____ years

28. Where do you plan to retire? (1) Current Home (2) Senior Living in Prairie Village (3) Other

29. Do you own or rent your current residence? (1) Own (2) Rent

30. What is your age? _____ years

31. If you have any other suggestions you would like to make, please write them in the space provided below.

This concludes the survey – Thank you for your time!

Please return your completed survey in the enclosed postage-paid envelope addressed to:
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed to the right will ONLY be used to help identify which areas of the City are having problems with city services. If your address is not correct, please provide the correct information. Thank you.



ADMINISTRATION

Council Committee Meeting Date: February 20, 2018

COU2018-11

Consider Approval of Policy Revisions to CP001: City Committees

BACKGROUND:

The Committee on Committees presented suggested revisions to Council Policy 001 - City Committees at the last Council meeting on February 5. Based on feedback received at that meeting and from the Council work session on February 10, the suggested revisions have been amended as follows:

- Keep the Environmental Committee and Parks and Recreation Committee.
- Add a requirement that the Arts Council, Environmental Committee, and Finance Committee will have a City Council Member serve as voting members in the positions of Chair and Vice-Chair, as appointed by the Mayor (current policy already requires this for the Parks and Recreation Committee and the Insurance Committee. It also requires a Council Member to serve as Chair of the Finance Committee, but does not have a requirement for Vice-Chair).
- Revise the attendance policy to require 75% attendance of meetings held (instead of a majority of meetings, as the policy currently reads).
- Amend the removal process for appointed committee members and volunteers, which would no longer require approval by the City Council in a public meeting, but instead would require a recommendation of removal by the Council Liaison and City Administrator, with final approval by the Mayor.
- Require all appointed committee members and city volunteers to sign a liability & photo waiver; the policy revisions would not include a requirement for a background screening.
- Require all committee chairs, who are not Council Members, to be elected or appointed at least every two years (unless otherwise specified by ordinance).
- Keep the Planning Commission meeting start time at 7:00 p.m.
- Changed the meeting frequency for the Arts Council to read that the Arts Council will meet "every month, as needed", instead of "every other month." This change is suggested to reflect current practice, as the Arts Council is currently meeting at least once per month.

In the process of making the revisions above, staff discovered a number of items that were in need of clarification and/or cleanup in the policy:

- The Police Pension Board of Trustees/Employee Retirement Board policy requires the Mayor to appoint a Council Member as Chair; however, the retirement plan requires only the appointment to the Board of Trustees. The policy was cleaned up to match retirement plan, which requires three voting members on the Board: two City representatives and one member elected by the Police Department employees.
- The Police Civil Service Commission policy stated that the Chair would be selected by the Commission, but the Ordinance states that the Mayor will select the Chair without the consent of the City Council; the suggested revision changes the wording in the policy to match the Ordinance.

- Added a requirement for notice of all meetings to be posted on the City's website (to ensure compliance with Kansas Open Meetings Act)
- Changed the requirement for city staff to attend Committee meetings only when necessary, and added that Committees would be responsible for taking their own minutes.
- Added a requirement for Committee Members to notify the Committee Chair or Staff Liaison if unable to attend a meeting to ensure a quorum will be present.
- Changed the wording on the youth representative requirement from "will" to "may" on Parks and Recreation, Arts Council, and Environmental Committees. Current wording states that youth representatives "will" serve on the Committee; suggested wording states that youth representatives "may" serve on the Committee.
- Changed the Planning Commission policy to state that all members must reside in or within "3" miles of Prairie Village. The current policy reads that members should reside within "7" miles of Prairie Village; however, the City Code states that the members must reside within "3" miles, so the revision is suggested to be consistent with the Ordinance.
- Changed the requirement for the Chair and Vice-Chair of the Planning Commission to be elected once per year; current policy does not state how often the Chair and Vice-Chair should be elected, but the City Code states that they should be elected once per year.

RECOMMENDATION

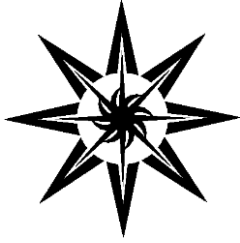
Move to approve the suggested revisions to CP-001 - City Committees.

ATTACHMENTS

1. CP001 - City Committees (red-lined copy with suggested revisions)
2. CP001 - City Committees (clean copy with suggested revisions incorporated)
3. Committee Information Table

PREPARED BY

Jamie Robichaud
Assistant City Administrator
Date: February 14, 2018



City Council Policy: CP001 - City Committees

Effective Date: ~~June 5, 2017~~ February 20, 2018

Amends: CP001 - dated June ~~1, 2015~~ 5, 2017

Approved By: Governing Body

I. PURPOSE

To establish public committees which will allow citizen involvement and provide recommendations to the Governing Body.

II. RESPONSIBILITY

- a. Except as otherwise provided herein, the Mayor, with the consent of the City Council, will be responsible for appointing members to serve on the committees established by this policy.
- ~~b.~~ The Mayor will appoint a City Council Member to serve as ~~both a voting member and~~ Committee Chair and a City Council Member to serve as Vice-Chair for the Parks and Recreation Committee, Environmental Committee, Prairie Village Arts Council, Insurance Committee, and Finance Committee. Both Council Members will be voting members. all committees except the Planning Commission/Board of Zoning Appeals, Environmental Committee, Arts Council, VillageFest Committee, and JazzFest Committee.
- ~~b-c.~~ The Mayor will appoint a City Council Member to serve as a voting member of the Police Pension Board of Trustees without the consent of the City Council, and will appoint one additional voting member to the Police Pension Board of Trustees, with the consent of the City Council.
- ~~e-d.~~ The Mayor will appoint a City Council Member as a nonvoting "Council Liaison" to the ~~Environmental Committee, Arts Council, VillageFest Committee, and JazzFest Committee and Tree Board.~~ e.
- ~~d-e.~~ The Mayor will appoint a City Council Member as a "Council Liaison" nonmember observer to the Planning Commission/Board of Zoning Appeals.
- ~~e-f.~~ Vacancies ~~which occur in these committees~~ will be filled for the unexpired term by appointment by the Mayor with the consent of the City Council, where applicable.
- ~~f-g.~~ Each Council Member, Committee Chair, and Council Liaison (except Council Liaison to the Planning Commission/Board of Zoning Appeals) will set direction, attend meetings, communicate the Governing Body's direction, priorities, and policies, prepare committee budget, in consultation with City staff, manage city resource requests, including the budget and staff time, and report back any necessary information and recommendations to and from the City Council.
- ~~g-h.~~ City staff will attend meetings, ~~when necessary, and will be responsible for, take meeting minutes if necessary, publicize~~ publicizing meeting notices, providing budget and policy oversight, and assisting with committee objectives, as needed. Committees will normally be responsible for taking their own minutes and submitting them to the Staff Liaison, once approved by the Committee.
- ~~h-i.~~ All committee meetings, including subcommittee meetings and special meetings, are considered open meetings if a quorum is present, as defined by Kansas Open Meetings Act.
- ~~i-j.~~ Committee meetings will be held on public property unless permission is granted from the Mayor and Committee Chair.

III APPOINTMENT PROCESS

The following process is outlined as a guide for committee appointments. Minor adjustments may be made by the Mayor and City Administrator.

- a. Advertise opportunities in October and November in the Village Voice, City website, news release, etc.
- b. Applications are due by December 1st; online applications preferred. All applications will be sent to the City Council.
- c. Committee Chair, Council Liaison, and City staff representative discuss incumbents, attendance and contributions to the committee along with applications and vacancies, and may interview candidates. The Committee Chair and Council Liaison for each committee, except the Planning Commission/Board of Zoning Appeals, will recommend appointments to the Mayor.
- d. For Planning Commission/Board of Zoning Appeals, the selection committee will consist of the Mayor, Planning Commission Council Liaison, Assistant City Administrator, Planning Consultant, and Council President. The selection committee will recommend appointments to the Mayor.
- e. Mayor will make the final determination of recommended appointees for all committees.
- f. Mayor will forward the applications for the recommended appointees to the City Council at least one week prior to the City Council meeting at which the recommended appointments will be considered. This will provide council members additional time to review the applications prior to the recommendation being included in the agenda packet.
- g. Mayoral appointment of Council members to serve on committees, as directed by this policy, will typically become effective the second meeting in February.
- h. Applicants who are not selected or approved will be notified by City administration.
- i. Appointments will typically be presented and voted on by the second City Council meeting in February.
- j. In the event of vacancies after the regular annual appointments, the applicants who submitted applications in October and November will be first considered, and vacant positions will be re-advertised, if needed.
- j.k. All appointed Committee Members and non-appointed Volunteers must sign a liability and photo waiver prior to serving on a Committee or volunteering for the City.—

IV. REMOVAL PROCESS

The following process is outlined as a guide for the removal of a committee member. This does not apply to the members of the Planning Commission, whose removal is governed by Ord. 1901; PVMC 16, Article 1 and the adopted bylaws of the Planning Commission.

Appointees serve at the pleasure of the Governing Body. A committee member may be removed prior to the expiration of his or her term by the Mayor, with the consent of the City Council, the recommendation of the Council Liaison and City Administrator, with final approval by the Mayor. All committee members are expected to attend meetings and are subject to the City's ethics code. This removal process applies to appointed committee members and non-appointed committee volunteers.

V. COMMITTEE GUIDELINES

- a. Length of Terms - All committee terms will be two years, except for Planning Commission and Civil Service Commission, who, by code, serve for three years, and Committee Chairs, and Council Liaisons, and youth representatives, who serve for a one-year term. all committee member terms will be two years. All committee members and youth representatives will serve without compensation.—
- b. Attendance - All committee members must attend a majority 75% of the meetings held in a calendar year. A member who does not meet attendance requirements may be subject to removal prior to the end of the appointed term. Members who are unable to attend a meeting must notify the Committee Chair or Staff Liaison in advance to ensure a

[quorum will be present.](#)

- c. City Operation Committees include the Insurance Committee, Police Pension Board/Employee Retirement Committee, Finance Committee, Tree Board, Parks and Recreation Committee, and the Civil Service Commission.
- d. Event Committees include the JazzFest Committee and the VillageFest Committee, which are responsible for specific city-sponsored events.
- e. Lifestyle Committees include the Environmental Committee and the Arts Council.
- f. Statutory Committees include the Planning Commission, Board of Zoning Appeals, and the Board of Code Appeals as required by Kansas Statutes.
- g. Committee Resources - City Council reviews and approves the committee budget each year. No committee is allowed to lend or transfer given funds to another committee or another organization without staff approval except The Prairie Village Foundation. The committee budget is for specific items or events, which are the responsibility of that committee. If additional funds are needed, committee representatives must make a request to the City Council. No committee may use its funds to contribute funding support to another organization outside of required membership dues without specific City Council approval.
- h. If a committee desires additional staff time for an event, initiative, or program, that request will be communicated to the City Administrator through the Committee Chair or Council Liaison. Any significant new program or proposal that requires staff time or additional funding will need to come before the City Council to determine if and where it fits on the priority list and obtain City Council approval before the committee may proceed.
- i. Special meetings may be called by the Committee Chair, with approval of the Mayor, along with required public notification.
- j. A quorum for each committee is a majority of the then sitting, voting members of each committee.
- k. [Notice of all meetings must be posted on the City's website.](#)

POLICY

There are established public committees with the following requirements for membership, meetings and duties:

1. Insurance Committee

- a. The Insurance Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. The Mayor, with the consent of the City Council, appoints three other voting members who have an insurance background.
- b. The Insurance Committee will meet during the day as needed and adjourn no later than 6:00 p.m.
- c. The Insurance Committee will monitor and discuss insurance issues relating to the City, and ~~to~~ recommend insurance bid award, when applicable.

2. Police Pension Board of Trustees//Employee Retirement Board

- a. The Police Pension Board of Trustees//Employee Retirement Board will consist of three voting members. One member will be a council member who is appointed by the Mayor, without the consent of the City Council. One member will be appointed by the Mayor, with the consent of the City Council. a Chair, who is a City Council Member appointed by the Mayor without the consent of the City Council, one additional voting member appointed by the Mayor with the consent of the City Council, and One voting member will be designated by the Police Department employees, with a term of service until the appointment of successor.
- b. The Police Pension Board of Trustees//Employee Retirement Board will meet as needed during the day and adjourn no later than 6:00 p.m.
- c. The Board has the powers and duties as designated in the Prairie Village, Kansas Police Department Revised Retirement Plan.

3. Finance Committee

- a. The Finance Committee will consist of four voting members, including a Chair and Vice-Chair, who are City Council Members, appointed by the Mayor without the consent of the City Council.
- b. The Finance Committee will meet as needed during the day and adjourn no later than 6:00 p.m.
- c. The Finance Committee will counsel and recommend policies and activities to the Governing Body and as directed by the Governing Body, including but not limited to, management of financial resources, financial/investment policies and provide direction and guidance to staff on financial issues.

4. Tree Board

- a. The Tree Board will consist of nine voting members appointed by the Mayor with the consent of the City Council, which includes a Chair appointed–elected by the Committee at least every two years. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. All voting members are appointed by the Mayor with the consent of the City Council.
- b. The Tree Board will meet as needed during the day and adjourn no later than 6:00 p.m.
- c. The Tree Board will study, investigate, assess, counsel and recommend to the Governing Body, and as directed by the Governing Body, a policy relating to trees, shrubs and other plantings upon city–owned property; to promote and preserve the beautification of the City; to provide the protection of the public health and safety; and to protect and encourage the preservation of trees, shrubs and plantings. (Ord. 1911, 1927 & 207)

5. Parks and Recreation Committee

- a. The Parks & Recreation Committee will consist of voting members who serve as Chair and Vice-Chair, each a ~~–~~City Council Member appointed by the Mayor without the consent of the City Council. Ten other voting members who include one from each ward, two at-large, a tennis representative, and a swim representative are appointed by the Mayor with the consent of the City Council. There will–may be two non-voting youth representatives.
- b. The Parks & Recreation Committee will normally meet at 6:30 p.m. six times per year.
- c. The Park & Recreation Committee will counsel and recommend policies and activities to the Governing Body, and as directed by the Governing Body, including, but not limited to, recreational activities in the parks, intergovernmental agreements pertaining to park and recreation facilities, use of park system facilities, development of park system facilities, short and long-range plans for city parks, operations and activities related to the park system. (Ord. 1541 & 1875)

6. Police Civil Service Commission

- a. The Police Civil Service Commission will consist of five voting members appointed by the Mayor with the consent of the City Council. A Chair will be designated by the Mayor, without the consent of the City Council. ~~–selected by the Commission.~~ Members will not hold any other public office of the City.
- b. The Civil Service Commission will meet as needed and adjourn no later than 6:00 p.m.
- c. The Civil Service Commission responsibilities, as established in PVMC 1-807 & 1-808, including, ~~–~~but not limited to, assisting in determining qualifications and fitness of applicants for the position of commissioned police officer, for promotion of officers; and further will serve as an appeals board for commissioned officers. (Ord. 1468 & 1614).

7. JazzFest

- a. The JazzFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed —by the Mayor without the consent of the City Council.
- b. The JazzFest Committee will meet at 5:30 p.m. as needed.
- c. The JazzFest Committee will coordinate and host the annual JazzFest event.

8. VillageFest

- a. The VillageFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the —Mayor, without the —consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed —by the Mayor without the consent of the City Council.
- b. The VillageFest Committee will meet at 5:30 p.m. as needed.
- c. The VillageFest Committee will coordinate and host the annual VillageFest event.

9. Prairie Village Arts Council

- a. The Prairie Village Arts Council will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members appointed by the Mayor, with consent of the City Council, will also serve on the Committee. ~~twelve voting members appointed by the Mayor, with the consent of the City Council, which includes a Chair appointed by the Committee. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison.~~ There will may be two non-voting youth representatives.
- b. The Prairie Village Arts Council will meet at 5:30 p.m. every other each month, as needed.
- c. The Prairie Village Arts Council will counsel and implement policies and activities to the Governing Body and as directed by the Governing Body, including, but not limited to, ~~promotion~~ and development of the arts in Prairie Village, and development of cultural activities for the city.

10. Environment/Recycle Committee

- a. The Environment/Recycle Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. ~~Twelve~~ additional voting members shall be appointed by the Mayor, with the consent of the City Council, ~~which includes a Chair appointed by the Committee.~~ There will may be two non-voting youth representatives.
- b. The Environment/Recycle Committee will normally meet at 5:30 p.m. every other month.
- c. The Environment/Recycle Committee will implement policies and activities as directed by the Governing Body, including, but not limited to, maintaining and enhancing air quality, reducing waste disposal in landfills, increasing awareness of the need to conserve natural resources and generally educating the public on methods to protect the environment.

11. Planning Commission/Board of Code & Zoning Appeals

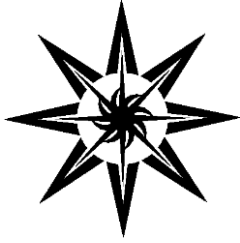
- a. The Planning Commission/Board of Code & Zoning Appeals will consist of seven voting members including a Chair, Vice-Chair and five other voting members all residing in or within seven three (37) miles of Prairie Village. All voting members are appointed by the Mayor with the consent of the City Council. The Chair and Vice-Chair will be elected once per year by the Commission, with different leadership

elected for the Board of Code & Zoning Appeals. The term of appointment on the committee will be three years. A Council Liaison appointed by the Mayor, without the consent of the City Council, ~~will attend~~ meetings as a nonmember observer.

- b. The Planning Commission will meet on the First Tuesday of the month at 7 p.m. The Board of Code & Zoning Appeals will meet as needed at 6:30 p.m. on the First Tuesday of the month.
- c. The duties of the Planning Commission are described in PVMC Chapter XVI covering such responsibilities as Comprehensive Plan, subdivision & zoning regulations, approval of plats. (Ord. 1901; PVMC 16, Article 1 and their adopted bylaws). The duties of the Board of Zoning Appeals are described in PVMC 19.54 covering the hearing of requests for variances to the zoning regulations and appeals of an interpretation of the zoning regulations (Ord. 1409; PVMC 19.54).

12. Ad Hoc Committee

- a. The Mayor will appoint a voting Chair and voting members to serve on Ad Hoc Committees, as needed, and without the consent of the City Council. Meetings of the committee will be held as designated by the Mayor, the Governing Body and/or the Chair of the committee. These committees will continue to meet as long as necessary, but will not be considered permanent committees.
- b. The Committee will discuss issues as requested by the Mayor and/or the Governing Body. Ad Hoc Committees will be established by the Mayor to discuss a particular subject and make recommendations related to the subject matter to the Mayor and Council.



City Council Policy: CP001 - City Committees

Effective Date: February 20, 2018

Amends: CP001 - dated June 5, 2017

Approved By: Governing Body

I. PURPOSE

To establish public committees which will allow citizen involvement and provide recommendations to the Governing Body.

II. RESPONSIBILITY

- a. Except as otherwise provided herein, the Mayor, with the consent of the City Council, will be responsible for appointing members to serve on the committees established by this policy.
- b. The Mayor will appoint a City Council Member to serve as Committee Chair and a City Council Member to serve as Vice-Chair for the Parks and Recreation Committee, Environmental Committee, Prairie Village Arts Council, Insurance Committee, and Finance Committee. Both Council Members will be voting members.
- c. The Mayor will appoint a City Council Member to serve as a voting member of the Police Pension Board of Trustees without the consent of the City Council, and will appoint one additional voting member to the Police Pension Board of Trustees, with the consent of the City Council.
- d. The Mayor will appoint a City Council Member as a nonvoting "Council Liaison" to the VillageFest Committee, JazzFest Committee and Tree Board.
- e. The Mayor will appoint a City Council Member as a "Council Liaison" nonmember observer to the Planning Commission/Board of Zoning Appeals.
- f. Vacancies will be filled for the unexpired term by appointment by the Mayor with the consent of the City Council, where applicable.
- g. Each Council Member, Committee Chair, and Council Liaison (except Council Liaison to the Planning Commission/Board of Zoning Appeals) will set direction, attend meetings, communicate the Governing Body's direction, priorities, and policies, prepare committee budget, in consultation with City staff, manage city resource requests, including the budget and staff time, and report back any necessary information and recommendations to and from the City Council.
- h. City staff will attend meetings, when necessary, and will be responsible for publicizing meeting notices, providing budget and policy oversight, and assisting with committee objectives, as needed. Committees will normally be responsible for taking their own minutes and submitting them to the Staff Liaison, once approved by the Committee.
- i. All committee meetings, including subcommittee meetings and special meetings, are considered open meetings if a quorum is present, as defined by Kansas Open Meetings Act.
- j. Committee meetings will be held on public property unless permission is granted from the Mayor and Committee Chair.

III APPOINTMENT PROCESS

The following process is outlined as a guide for committee appointments. Minor adjustments may be made by the Mayor and City Administrator.

- a. Advertise opportunities in October and November in the Village Voice, City website, news release, etc.

- b. Applications are due by December 1; online applications preferred. All applications will be sent to the City Council.
- c. Committee Chair Council Liaison and City staff representative discuss incumbents, attendance and contributions to the committee along with applications and vacancies, and may interview candidates. The Committee Chair and Council Liaison for each committee, except the Planning Commission/Board of Zoning Appeals, will recommend appointments to the Mayor.
- d. For Planning Commission/Board of Zoning Appeals, the selection committee will consist of the Mayor, Planning Commission Council Liaison, Assistant City Administrator, Planning Consultant, and Council President. The selection committee will recommend appointments to the Mayor.
- e. Mayor will make the final determination of recommended appointees for all committees.
- f. Mayor will forward the applications for the recommended appointees to the City Council at least one week prior to the City Council meeting, at which the recommended appointments will be considered. This will provide council members additional time to review the applications prior to the recommendation being included in the agenda packet.
- g. Mayoral appointment of Council members to serve on committees, as directed by this policy, will typically become effective the second meeting in February.
- h. Applicants who are not selected or approved will be notified by City administration.
- i. Appointments will typically be presented and voted on by the second City Council meeting in February.
- j. In the event of vacancies after the regular annual appointments, the applicants who submitted applications in October and November will be first considered, and vacant positions will be re-advertised, if needed.
- k. All appointed Committee Members and non-appointed Volunteers must sign a liability and photo waiver prior to serving on a Committee or volunteering for the City.

IV. **REMOVAL PROCESS**

The following process is outlined as a guide for the removal of a committee member. This does not apply to the members of the Planning Commission, whose removal is governed by Ord. 1901; PVMC 16, Article 1 and the adopted bylaws of the Planning Commission.

Appointees serve at the pleasure of the Governing Body. A committee member may be removed prior to the expiration of his or her term by the recommendation of the Council Liaison and City Administrator, with final approval by the Mayor. All committee members are expected to attend meetings and are subject to the City's ethics code. This removal process applies to appointed committee members and non-appointed committee volunteers.

V. **COMMITTEE GUIDELINES**

- a. Length of Terms - All committee terms will be two years, except for Planning Commission and Civil Service Commission, who, by code, serve for three years, and Committee Chairs, Council Liaisons, and youth representatives, who serve for a one-year term.. All committee members and youth representatives will serve without compensation.
- b. Attendance - All committee members must attend 75% of meetings held in a calendar year. A member who does not meet attendance requirements may be subject to removal prior to the end of the appointed term. Members who are unable to attend a meeting must notify the Committee Chair or Staff Liaison in advance to ensure a quorum will be present.
- c. City Operation Committees include the Insurance Committee, Police Pension Board/Employee Retirement Committee, Finance Committee, Tree Board, Parks and Recreation Committee, and the Civil Service Commission.
- d. Event Committees include the JazzFest Committee and the VillageFest Committee, which are responsible for specific city-sponsored events.

- e. Lifestyle Committees include the Environmental Committee and the Arts Council.
- f. Statutory Committees include the Planning Commission, Board of Zoning Appeals, and the Board of Code Appeals as required by Kansas Statutes.
- g. Committee Resources - City Council reviews and approves the committee budget each year. No committee is allowed to lend or transfer given funds to another committee or another organization without staff approval except The Prairie Village Foundation. The committee budget is for specific items or events, which are the responsibility of that committee. If additional funds are needed, committee representatives must make a request to the City Council. No committee may use its funds to contribute funding support to another organization outside of required membership dues without specific City Council approval.
- h. If a committee desires additional staff time for an event, initiative, or program, that request will be communicated to the City Administrator through the Committee Chair or Council Liaison. Any significant new program or proposal that requires staff time or additional funding will need to come before the City Council to determine if and where it fits on the priority list and obtain City Council approval before the committee may proceed.
- i. Special meetings may be called by the Committee Chair, with approval of the Mayor, along with required public notification.
- j. A quorum for each committee is a majority of the then sitting, voting members of each committee.
- k. Notice of all meetings must be posted on the City's website.

POLICY

There are established public committees with the following requirements for membership, meetings and duties:

1. Insurance Committee

- a. The Insurance Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. The Mayor, with the consent of the City Council, appoints three other voting members who have an insurance background.
- b. The Insurance Committee will meet during the day as needed and adjourn no later than 6:00 p.m.
- c. The Insurance Committee will monitor and discuss insurance issues relating to the City and recommend insurance bid award, when applicable.

2. Police Pension Board of Trustees/Employee Retirement Board

- a. The Police Pension Board of Trustees/Employee Retirement Board will consist of three voting members. One member will be a council member who is appointed by the Mayor, without the consent of the City Council. One member will be appointed by the Mayor, with the consent of the City Council. One voting member will be designated by the Police Department employees, with a term of service until the appointment of successor.
- b. The Police Pension Board of Trustees/Employee Retirement Board will meet as needed during the day and adjourn no later than 6:00 p.m.
- c. The Board has the powers and duties as designated in the Prairie Village, Kansas Police Department Revised Retirement Plan.

3. Finance Committee

- a. The Finance Committee will consist of four voting members, including a Chair and Vice-Chair, who are City Council Members, appointed by the Mayor without the consent of the City Council.
- b. The Finance Committee will meet as needed during the day and adjourn no later than 6:00 p.m.
- c. The Finance Committee will counsel and recommend policies and activities to the Governing Body and as directed by the Governing Body, including but not limited to,

management of financial resources, financial/investment policies and provide direction and guidance to staff on financial issues.

4. Tree Board

- a. The Tree Board will consist of nine voting members appointed by the Mayor with the consent of the City Council, which includes a Chair elected by the Committee at least every two years. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. All voting members are appointed by the Mayor with the consent of the City Council.
- b. The Tree Board will meet as needed during the day and adjourn no later than 6:00 p.m.
- c. The Tree Board will study, investigate, assess, counsel and recommend to the Governing Body, and as directed by the Governing Body, a policy relating to trees, shrubs and other plantings upon city-owned property; to promote and preserve the beautification of the City; to provide the protection of the public health and safety; and to protect and encourage the preservation of trees, shrubs and plantings. (Ord. 1911, 1927 & 207)

5. Parks and Recreation Committee

- a. The Parks & Recreation Committee will consist of voting members who serve as Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Ten other voting members who include one from each ward, two at-large, a tennis representative, and a swim representative are appointed by the Mayor with the consent of the City Council. There may be two non-voting youth representatives.
- b. The Parks & Recreation Committee will normally meet at 6:30 p.m. six times per year.
- c. The Park & Recreation Committee will counsel and recommend policies and activities to the Governing Body, and as directed by the Governing Body, including, but not limited to, recreational activities in the parks, intergovernmental agreements pertaining to park and recreation facilities, use of park system facilities, development of park system facilities, short and long-range plans for city parks, operations and activities related to the park system. (Ord. 1541 & 1875)

6. Police Civil Service Commission

- a. The Police Civil Service Commission will consist of five voting members appointed by the Mayor with the consent of the City Council. A Chair will be designated by the Mayor, without the consent of the City Council. Members will not hold any other public office of the City.
- b. The Civil Service Commission will meet as needed and adjourn no later than 6:00 p.m.
- c. The Civil Service Commission responsibilities, as established in PVMC 1-807 & 1-808, including, but not limited to, assisting in determining qualifications and fitness of applicants for the position of commissioned police officer, for promotion of officers; and further will serve as an appeals board for commissioned officers. (Ord. 1468 & 1614).

7. JazzFest

- a. The JazzFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed by the Mayor without the consent of the City Council.
- b. The JazzFest Committee will meet at 5:30 p.m. as needed.
- c. The JazzFest Committee will coordinate and host the annual JazzFest event.

8. VillageFest

- a. The VillageFest Committee is an open committee and the volunteer committee members are not appointed by the Mayor. A City Council Member will be appointed by the Mayor, without the consent of the City Council, to serve as the non-voting Council Liaison. A Chair will be appointed by the Mayor without the consent of the City Council.
- b. The VillageFest Committee will meet at 5:30 p.m. as needed.
- c. The VillageFest Committee will coordinate and host the annual VillageFest event.

9. Prairie Village Arts Council

- a. The Prairie Village Arts Council will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members appointed by the Mayor, with consent of the City Council, will also serve on the Committee. There may be two non-voting youth representatives.
- b. The Prairie Village Arts Council will meet at 5:30 p.m. each month, as needed.
- c. The Prairie Village Arts Council will counsel and implement policies and activities to the Governing Body and as directed by the Governing Body, including, but not limited to, promotion and development of the arts in Prairie Village and development of cultural activities for the city.

10. Environment/Recycle Committee

- a. The Environment/Recycle Committee will consist of a voting Chair and Vice-Chair, each a City Council Member appointed by the Mayor without the consent of the City Council. Twelve additional voting members shall be appointed by the Mayor, with the consent of the City Council. There may be two non-voting youth representatives.
- b. The Environment/Recycle Committee will normally meet at 5:30 p.m. every other month.
- c. The Environment/Recycle Committee will implement policies and activities as directed by the Governing Body, including, but not limited to, maintaining and enhancing air quality, reducing waste disposal in landfills, increasing awareness of the need to conserve natural resources and generally educating the public on methods to protect the environment.

11. Planning Commission/Board of Code & Zoning Appeals

- a. The Planning Commission/Board of Code & Zoning Appeals will consist of seven voting members including a Chair, Vice-Chair and five other voting members all residing in or within three (3) miles of Prairie Village. All voting members are appointed by the Mayor with the consent of the City Council. The Chair and Vice-Chair will be elected once per year by the Commission, with different leadership elected for the Board of Code & Zoning Appeals. The term of appointment on the committee will be three years. A Council Liaison appointed by the Mayor, without the consent of the City Council, will attend meetings as a nonmember observer.
- b. The Planning Commission will meet on the First Tuesday of the month at 7 p.m. The Board of Code & Zoning Appeals will meet as needed at 6:30 p.m. on the First

Tuesday of the month.

- c. The duties of the Planning Commission are described in PVMC Chapter XVI covering such responsibilities as Comprehensive Plan, subdivision & zoning regulations, approval of plats. (Ord. 1901; PVMC 16, Article 1 and their adopted bylaws). The duties of the Board of Zoning Appeals are described in PVMC 19.54 covering the hearing of requests for variances to the zoning regulations and appeals of an interpretation of the zoning regulations (Ord. 1409; PVMC 19.54).

12. **Ad Hoc Committee**

- a. The Mayor will appoint a voting Chair and voting members to serve on Ad Hoc Committees, as needed, and without the consent of the City Council. Meetings of the committee will be held as designated by the Mayor, the Governing Body and/or the Chair of the committee. These committees will continue to meet as long as necessary, but will not be considered permanent committees.
- b. The Committee will discuss issues as requested by the Mayor and/or the Governing Body. Ad Hoc Committees will be established by the Mayor to discuss a particular subject and make recommendations related to the subject matter to the Mayor and Council.

Committee Information Table

Committee Name	Meeting Frequency	Meeting Day and Start Time	# of Staff Who Attend	Average Length of Meetings	Chair (Council Member or Volunteer)	Scope of Responsibilities
Arts Council	Twice per month (1 event and 1 meeting)	Wednesday before second Friday of the month; 5:30 p.m.	2 staff members for regular meetings; up to 10 employees for larger events, such as State of the Arts	2 - 3 hours	Volunteer	Select art to be displayed in art gallery each month; Host monthly art exhibits on second Fridays; Plan State of the Arts and Future of the Arts Events, plan the annual photography contest; display at JazzFest; assist with Prairie Village Arts Fair
Planning Commission/BZA	Once per month	First Tuesday of the month; 7:00 p.m. for Planning Commission; 6:30 p.m. for BZA	3 to 4 staff members depending on topic; plus planning consultant and occasionally city attorney	2 - 3 hours	Volunteer	Reviews development within the City; makes recommendations to the City council on special use permits, rezoning, and preliminary development plans; updates and makes recommendations to the City Council on the Comprehensive Land Use plan
Environmental Committee and Environmental/Recycling Subcommittee	9 times per year for committee; once per month for subcommittee	Fourth Wednesdays; 5:30 p.m. for whole committee; second Thursday of the month for subcommittee; 5:30 p.m.	1 (at least 6 meetings per year, but attend as needed) for whole committee; 0 at subcommittee	1.5 hours for whole committee; 1 - 1.5 hours for subcommittee	Volunteer for whole committee; no chair for subcommittee	Plans Earth Fair, Community Forum, Community Garden, and Booth at VillageFest, sets agendas, invites speakers, etc.
Parks & Rec Committee	At least 6 times per year	Second Wednesday of the month; 6:30 p.m.	2 (one city hall and one public works)	1.5 - 2 hours	Council Member	Recommends policies and activities to the Governing Body regarding recreational activities in the parks, development of park system facilities, short and long-range plans for city parks, and operations and activities related to the park system
Finance Committee	2 -3 times per year, or as needed	Varies	2 (sometimes more when needed)	2 - 3 hours	Council Member	Provides financial oversight for the City. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. Staff would like to see the finance committee be more involved in vetting the budget and budget decision packages.
Insurance Committee	4 - 6 times per year	Varies	2 (sometimes more when needed)	2 - 3 hours	Council Member	Review and monitor Workers Compensation and Property & Casualty coverage; typical task areas should include vetting out insurance proposals and monitoring the budget.
Police Pension Board	4 times per year	Thursday; 2:00 p.m.	3-4 employees	1-2 hours	No Chair	Make decisions regarding the pension plan, investments, and retiree approvals.
Civil Service Commission	4 - 6 times per year, as needed	Varies	0	Varies (1 hour - all day)	Volunteer	Assists with hiring and promotion process for commissioned police officers
Tree Board	Once per month	First Wednesday; 6:00 p.m.	1 staff member	1 hour	Volunteer	Provide input to staff on City tree issues; Promotes tree knowledge and info to residents; meets Tree City USA requirements; organizes annual Arbor Day Event, Fall Seminar, and new Tree Planting Initiative; conducts special tree projects as needed.
VillageFest	Once per month, January - July	Fourth Thursday; 5:30 p.m.	1 -3 staff members per meeting; day of event = large contingency of employees	1 hour	Volunteer	15 volunteers who plan the annual VillageFest on July 4. Each committee member spearheads one component of the event and leads the coordination of that aspect
JazzFest	Once per month, January - October	Meeting day varies; 5:30 p.m.	1 - 2 staff members per meeting; day of event = large contingency of employees	1 hour	Volunteer	Plans the annual JazzFest event in September of each year
Neighborhood Design Phase 2 Ad Hoc Committee	Once per month	5:00 p.m. start time; meeting day varies	2 staff members plus planning consultant	2 hours	No Chair	Reviewing zoning regulations in regards to neighborhood design; compiling recommendations for changes to Planning Commission and City Council
Village Square Ad Hoc Committee	Varies	Meeting day varies; 5:30 p.m.	3 staff members	1.5 - 2 hours	Council Member	Developing a conceptual plan for Harmon and Santa Fe Parks to build upon the 2009 Parks Master Plan
Prairie Village Foundation	Twice per year, plus 4 special events	5:30 p.m. semi-annually	3 staff members at meetings; each event requires more staff to work	2-3 hours	Volunteer	The committee members plan and execute four special events: Back to School with a Firefighter, Shop with a Cop, Gingerbread House Party, and the Mayor's Holiday Tree Lighting. The committee also allocates donated funds to different organizations throughout the metro area
Bicycle/Pedestrian Plan Ad Hoc Committee	Varies	Meeting day varies; 5:30 p.m.	3 staff members	1.5 hours	No Chair	Updating the bicycle/pedestrian master plan

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
Tuesday, February 20, 2018
7:30 PM**

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PLEDGE OF ALLEGIANCE**

IV. **INTRODUCTION OF STUDENTS & SCOUTS**

V. **PRESENTATIONS**

Police Department Recognition Awards

VI. **PUBLIC PARTICIPATION**

(5 minute time limit for items not otherwise listed on the agenda)

VII. **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 the regular City Council meeting minutes - February 5, 2018
2. Approve claims ordinance 2963
3. Amend City Fee Schedule to include the small cell franchise and pole attachment fees

VIII. **COMMITTEE REPORTS**

IX. **MAYOR'S REPORT**

X. **STAFF REPORTS**

XI. **OLD BUSINESS**

Council meeting efficiency - Tucker Poling

XII. **NEW BUSINESS**

XIII. **ANNOUNCEMENTS**

XIV. 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

**CITY COUNCIL
CITY OF PRAIRIE VILLAGE
February 5, 2018**

The City Council of Prairie Village, Kansas, met in regular session on Tuesday, February 5, 2018 at 7:30 p.m. in the Council Chambers at the Municipal Building, 7700 Mission Road, Prairie Village, Kansas.

ROLL CALL

Acting Mayor Dan Runion called the meeting to order and roll call was taken with the following Council members present: Chad Herring, Jori Nelson, Serena Schermoly, Ronald Nelson, Tucker Poling, Andrew Wang, Sheila Myers, Brooke Morehead, Dan Runion, Courtney McFadden, Ted Odell and Terrence Gallagher.

Staff present: Tim Schwartzkopf, Chief of Police; Keith Bredehoeft, Public Works Director; Melissa Prenger, Senior Project Manager; Katie Logan, City Attorney; Wes Jordan, City Administrator; Jamie Robichaud, Assistant City Administrator; Lisa Santa Maria, Finance Director; Alley Porter, Assistant to the City Administrator and Joyce Hagen Mundy, City Clerk. Also present was teen council member Luke Hafner.

INTRODUCTION OF STUDENTS & SCOUTS

No scouts or students were in attendance.

PRESENTATIONS

Swearing in ceremony for new Prairie Village Police Officers

Chief Tim Schwartzkopf welcomed family, friends, civil service members and police department personnel in attendance for the swearing in of three new police officers. Chief Schwartzkopf spoke briefly on the challenges and difficulties

faced today by police personnel. However, he voiced optimism for the future with the quality of these officers joining the Prairie Village police department who go out every day with the desire to help our community. These officers have successfully completed their Police Academy training; field training and some have prior law enforcement experience. Officer Beau Madden was previously a Deputy Sheriff with the Johnson County Sheriff's Office. Officer Sarah Magin has received her B.S. degree in Criminal Justice from the University of Colorado - Denver. Officer Ben Overesch was previously a Dispatcher with the Jackson County, Missouri Sheriff's Office and is currently working towards his B.S. in Criminal Justice at UMKC. Chief Schwartzkopf issued the Oath of Office to Officers Madden, Magin and Overesch.

Recognition of Faith Lutheran Church

Acting Mayor Dan Runion recognized Bob Lindeblad with Faith Lutheran Church and on behalf of the Mayor and City Council sincerely thanked Faith Lutheran Church on its generosity toward the City of Prairie Village with its very significant gift of \$20,000. He noted those funds would be used in establishing a monument on the former site of the church to acknowledge, honor and recognize the church's kindness, goodwill and significant part in the community in making it possible for that land, the home of the church for over 60 years, to be used as a park.

Mr. Lindeblad stated that although it can be sad to close a church; the church is the people, not a brick building and the church continues through the giving of all of the physical assets that have been accumulated to more than a dozen other churches. They have experienced much joy through giving of the monetary assets to a wide variety of ministries and organizations. The church continues through these gifts as well as

through former members' participation in new congregations. They are especially pleased that this land will continue as a park for the City and are confident it will be visited often by past members. Mr. Lindeblad thanked the city staff for their efforts to make this happen and stated they look forward to the completion of the park.

PUBLIC PARTICIPATION

Elizabeth Johnson, an at-large member of the Parks and Recreation Committee, urged the Council against dissolving the Parks & Recreation Committee. She feels the committee's input is especially important as the City moves forward with the development of North Park. The Committee provides a means for residents to voice their ideas and concerns regarding city parks and programs.

Devin Scrogum, 4301 West 73rd Terrace, read a statement from members of the Environmental Committee opposing the recommendation of the Committee on Committees, stating that it was in opposition to the City's long term policy of encouraging resident participation. The proposed action would reduce resident participation and the opportunity to receive input and recommendations on important environmental issues facing Prairie Village. He noted the accomplishments of the Environmental Committee over the past 14 years, such as the Earth Fair, community forums on environmental issues and the educational activities at VillageFest. The Committee felt that none of these activities would have occurred under the proposed Volunteer Corps. Rather than eliminating the committee, they feel it should be given a fresh new charter by the City, with leadership by two Council Members, additional budget and a mandate to provide review and input on a broad range of city purchases

Mr. Scrogum noted that while there are only five current members, several pending members continue to serve and several applicants have expressed an interest to join the committee.

Nathan Kovac, 4112 West 75th Street, one of the individuals that have applied to serve on the Environmental Committee, spoke in opposition to the proposed action.

With no one else to address the City Council, public participation was closed at 8:00 p.m.

CONSENT AGENDA

Chad Herring asked for item number 6 on the consent agenda to be removed for discussion. Jori Nelson moved for the approval of the Consent Agenda for Monday, February 5, 2018 with the removal of #6:

1. Approval of the regular City Council meeting minutes - January 16, 2018
2. Approval of Claims Ordinance #2962
3. Approval to purchase one 2018 Ford Mustang at a cost of \$34,385 from Shawnee Mission Ford
4. Approval of the purchase of three 2018 Ford Police Interceptors from Shawnee Mission Ford through the Mid America Council of Public Purchasing (MACPP) Metropolitan Joint Vehicle Bid
5. Approval of Construction Change Order #1 (Final) with Guarantee Roofing Inc, for the City Hall Roof Repair in the amount of \$22,322.00
6. Removed

A roll call vote was taken with the following members voting “aye”: Herring, Nelson, Schermoly, Nelson, Tucker, Wang, Myers, Morehead, Runion, McFadden, Odell and Gallagher.

Chad Herring confirmed that no substantive changes had been made from the agreement that was presented at the last meeting. Mr. Herring believes this is a good action for the city to take. He is concerned with the use of warrants particularly to those with limited financial means. He would like to amend the approval to add direction to

staff to bring back a report on the effectiveness of the program, pros and cons, and any recommendations for changes at the conclusion of its first year.

Jori Nelson noted she had asked for references from local municipalities. Mr. Herring responded that they were included in the packet. Wes Jordan stated that references were checked prior to the presentation to the Council.

Brooke Morehead moved the City Council approve an agreement with Collection Bureau of Kansas, Inc. (CBK) for the collection of outstanding court fines and fees and direct staff to present a report on the effectiveness of the program, including any deficiencies or recommendations at the conclusion of its first year of operation. The motion was seconded by Chad Herring and passed unanimously.

COMMITTEE REPORTS

Council Committee of the Whole

COU2018-06 Consider approval of the Final Design Engineering Contract with Water Resources for the Delmar and Fontana Low Water Crossing Removal and Drainage Project

Keith Bredehoeft stated on September 6, 2016, the City Council directed public works to move forward with the Delmar and Fontana low water crossing and drainage project. Subsequently, on October 3, 2016, the city council approved the Preliminary Engineering Study (PES) for the County's SMAC Program. The PES was submitted to the County in January 2017 and was selected in the summer of 2017 to receive funding.

The County Commission approved funds for this project in September 2017. SMAC funding for this project will only be available for the construction phase of the project given that SMAC funds were utilized for this project over 10 years ago. The prior project which had a different design solution was cancelled by City Council in 2008. This

current project has an estimated construction cost over 4 Million dollars. SMAC funding for this project has been approved and capped at \$3,204,083.

Mr. Bredehoeft noted the neighborhood residents are aware of the improvement proposed in the Preliminary Engineering Study and staff will continue to include them in the planning of the final design for this project. It is planned to design this project in 2018 with construction beginning in March of 2019 with available funding in the CIP under Project DELN0001.

Ron Nelson moved the City Council approve the final design engineering contract with Water Resources Solutions, LLC in the amount of \$353,722 for Project DELN0001 for the Delmar and Fontana low water crossing removal and drainage project. The motion was seconded by Sheila Myers and passed unanimously.

COU2018-07 Consider approval of contract with Dale Brothers for the North Park Building Demolition Project

Melissa Prenger reported on January 24, 2018, the City Clerk opened bids for the North Park Building Demolition. Eight bids were received ranging from \$217,221.37 to \$349,199. The engineer's estimate for the project was \$325,000.

Mrs. Prenger stated \$250,000 has been budgeted for this project which consists of demolition of the building, the east parking lot and a portion of the west parking lot to make grade to a future park. The budgeted project amount includes the required testing and demolition. Staff reviewed the bids for accuracy and received positive references on Dale Brothers. Funding is available in the CIP project for demolition from Economic Development in the amount of \$250,000.

Ron Nelson moved the City Council authorize the Mayor to sign the Construction Contract with Dale Brothers for the North Park Building Demolition project at a cost of \$217,221.37. The motion was seconded by Jori Nelson and passed unanimously.

COU2018-08 Consider approval of Design Agreement with BBN Architects, Inc. for the design of the 2018 Parks Projects

Melissa Prenger stated the City recently requested proposals from firms to provide parks engineering services for Prairie Village for the next three years. The City received 11 submittals and interviewed Clark Enersen Partners, BBN Architects, Stantec and MKEC. Based on their original proposals and the interviews, the selection committee consisting of Terrence Gallagher, Sheila Myers, Chad Herring, Keith Bredehoeft, Alley Porter, and herself, chose BBN Architects to be the City's parks professional services consultant for 2018-2020.

This agreement is for the design of the 2018 Parks Projects. The largest project is the North Park project which will include the development of the new park from concept to construction. The scope includes public input, concept development, and construction documents. The Porter Restroom project is a highly anticipated addition to the park and was listed as a top priority by the Parks and Recreation Committee. The restroom location is conceptually located at the site of the existing portable restroom. Also included is the fitness court at a location yet to be determined.

Chad Herring asked why the agreement was only for one year rather than three. Mrs. Prenger replied that a new agreement is created each year specifically addressing the projects for that year.

Dan Runion asked for further information on the proposed Fitness Court. Melissa Prenger noted Franklin Park has several pieces of fitness equipment located at various

fitness stations along the trail. The fitness court concept brings all of the equipment together at one location on a 30' x 30' pad. Keith Bredehoeft added that last fall he gave a presentation to council on a new concept in fitness. Prairie Village was contacted by the National Fitness Campaign to be one of the first 100 cities around the country to feature this concept. Under the program the city constructs the pad and Free Fitness provides the equipment. Mr. Bredehoeft noted approval of this agreement does not commit the City to participate in the program but directs BBN to assist with the determination of the location and necessary site grading required.

Ted Odell moved the City Council approve the design agreement with BBN Architects, Inc. for the design of the 2018 Parks Projects: North Park (BG080001), Porter Restroom (BG600002) and Fitness Court Facility in the amount of \$136,810. The motion was seconded by Tucker Poling and passed unanimously.

COU2018-09 Consider Meadowbrook Project (MBDRAINX) Construction Change Order #1 with Superior Bowen Asphalt Company for modifications to pond spillway outlets

Keith Bredehoeft stated the next two items relate to the work at Meadowbrook. During the significant rains in July and August significant erosion downstream of the spillways occurred. Staff has coordinated the necessary additional work with the Johnson County's SMAC program and additional SMAC reimbursement at 75% of the construction cost has been approved. Phelps Engineering is not billing for the additional design costs.

The total cost for the increased work is \$467,842.51 bringing the new contract amount to \$6,367,616.85. Funding for the additional work will come from the Meadowbrook TIF with 75% of the this change order funded by the County's SMAC program

At the upper two Spillways at these locations a concrete slab and toe wall was placed after the erosion occurred last summer. The design was simple and the costs were reasonable at these locations. Due to this, staff approved this work to be done at that time.

Lower Spillway - Due to the elevation from the spillway to the culvert under 95th Street the design had to be modified to reduce the velocity of the water to a point that future erosion could be eliminated. The city's engineers studied multiple solutions. The solution selected solves the issues while still fitting aesthetically with the Meadowbrook project. Mr. Bredehoeft stated the solution requires a large concrete slab to be constructed, additional concrete retaining walls, the extension of the stone walls that exist at the spillway, and larger stone riprap. This design will eliminate significant erosion problems into the future.

Terrence Gallagher asked why this cost was coming to Prairie Village and not to Van Trust. Katie Logan replied that the work is on park property, not Van Trust property.

Dan Runion confirmed that if what is now being proposed with the change order would have been built the damage would not have occurred and that this action would fulfill the city's responsibilities. Mr. Bredehoeft replied Johnson County Parks & Recreation is aware of the work that has been completed and that the city's agreement with them specifies that they are responsible for the ongoing maintenance of the park property. He added there is also a two year bond on the project which would cover occurrences within the next two years, after that it would be Johnson County's responsibility.

Ted Odell stated he was supportive of the change order provided that SMAC funding has been secured. Mr. Bredehoeft confirmed that SMAC funding has been

approved and noted authorization for the work to proceed will not be given until it is received.

Ted Odell moved the City Council approve Construction Change Order #1 in the amount of \$467,842.51 with Superior Bowen Asphalt Company for modifications to pond spillway outlets for the Meadowbrook Project. The motion was seconded by Sheila Myers.

Dan Runion stated he wants to make sure there is clarity on the action being taken and who would be responsible. Mr. Bredehoeft replied that this was addressed in the agreements with the County. Katie Logan added it was also addressed in the agreements with Phelps Engineering.

Serena Schermoly asked if the motion was contingent upon approval of the funding Agreement. Mr. Odell replied the motion only addressed the change order.

The motion was voted on and passed by a vote of 11 to 0 with Brooke Morehead abstaining due to a professional conflict of interest.

COU2018-10 Consider amendment to the Johnson County SMAC funding agreement for the Meadowbrook Project (MBDRAINX)

Keith Bredehoeft stated this funding amendment was necessary for the increased SMAC funds required due to Change Order #1 for the Meadowbrook project. The new funding limit for SMAC funds would be set at \$2,314,236 as per the agreement.

Sheila Myers moved the City Council approve the amendment to the Johnson County SMAC Funding Agreement for the Meadowbrook Project. The motion was seconded by Ted Odell and passed by a vote of 10 to 1 with Mr. Gallagher voting in opposition and Mrs. Morehead abstaining due to a professional conflict of interest.

Planning Commission

PC2018-101: Consider Final Plat for “Meadowbrook Park, Second Plat”

Jamie Robichaud stated on January 9th the Planning Commission approved a replat of the Final Plat for “Meadowbrook Park” subject to three conditions. The original plat had the area where the senior living component was to be constructed as a single lot. The new plat has this area now platted into four lots.

Dan Runion asked if the change from one lot into four lots impacted the rights and obligations under the city’s development agreement with Van Trust. City Attorney Katie Logan responded that it did not.

Ted Odell moved the City Council authorize the Mayor to execute the Final Plat for “Meadowbrook Park, Second Plat” subject to the conditions required by the Planning Commission. The motion was seconded by Chad Herring and passed by a vote of 11 to 0 with Mrs. Morehead abstaining due to a professional conflict of interest.

MAYOR’S REPORT

In Mayor Wassmer’s absence no Mayor’s Report was given.

STAFF REPORTS

Public Safety

- Chief Schwartzkopf reported the show “Crime Watch Daily” was producing a show on the Marti Hill case from 2010. He did not know when it would air, but will let the Council know as more information becomes available.
- The next “Coffee with a Cop” will be on Friday, February 23rd from 7 a.m. to 9 a.m. at Starbucks.

Chad Herring noted there was a fire in Ward 1 last week and asked Chief Schwartzkopf if he receives reports from the Fire Chief on the fire events in the city other than the incident report that is received monthly. If possible, he would like to receive

information on fires occurring in his ward. Chief replied that he would forward the request to Chief Lopez.

Terrence Gallagher noted the recent incident in Overland Park where it was reported that a mental health counselor was not available to respond and asked if the city was under the same agreement where an individual would not be able to respond on weekends. Chief Schwartzkopf replied the city has the same Mental Health Co-Responder agreement and that co-responders are not available 24/7. However, he added that they can call and request assistance with incidents occurring after hours or on weekends so officers are not without resources.

Public Works

- Keith Bredehoeft reported there would be a public information meeting on Wednesday, February 21st on the “Bike/Pedestrian Plan”
- Staff has met with the neighbors on 69th Street who oppose the proposed change of that street to a one way street and will be looking into other alternatives to address the current issues.

Administration

- Lisa Santa Maria referenced the Moody’s Investor Service Report stating that the city was in good financial condition and has retained its Aaa Bond rating. She said that \$17.125M is currently out in Bonds.
- Mrs. Santa Maria provided information on “Dark Store” which addresses how retail big box property is assessed; i.e., whether it is based on worth of the current user or a potential seeker user. The impact of this for Prairie Village would be approximately a mil (\$366,000). It would have a major impact on the schools.

Dan Runion asked if there was level of bonding which the city cannot go beyond without impacting its Aaa rating. Mrs. Santa Maria responded there was; but she did not know that number. However, she did not feel the city was close to that number and added the state does not allow cities to bond more than 30%.

- Jamie Robichaud reported two items on the Planning Commission agenda for February have been continued. Being continued is the Homestead County Club application for the completion of a drainage study on the impact of the proposed changes. Also being continued is the rezoning of a residential property at 7540 Reinhardt for failure to hold the Planning Commission required neighborhood

meeting. Terrence Gallagher confirmed that the car wash application for 7930 State Line Road was still on the agenda.

- Wes Jordan reminded the Council of the work session to be held on Saturday, February 10th beginning at 8:30 a.m. He noted some council members needed to leave prior to the 1 o'clock closing so the order of the agenda has been changed. The work session will begin with discussion of the Budget process, followed by discussion of the Citizen Survey (with a representative of ETC present) and conclude with discussion of the Council Initiatives. He noted that Mayor Wassmer found a copy of the 1999 Citizen Survey. Staff has compared the benchmarking questions from the 1999 Survey with those proposed. Mr. Jordan stated the benchmarking questions are those which can be compared with other cities. The survey will also include other questions that cannot be compared and only specific to Prairie Village. Work session packet information will be distributed to council members no later than Wednesday. Lisa Santa Maria stressed Council members should be ready to begin the work session presentations/discussion at 8:30. Breakfast food would be available at 8 a.m.

OLD BUSINESS

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

NEW BUSINESS

Cities for CEDAW

Ron Nelson stated the information presented was for the Council's consideration in adopting the principles of the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW). There are two options whereby cities can recognize CEDAW -- by Ordinance or Resolution. Mr. Nelson stated that Ordinances tend to be adopted by large cities and/or counties. Kansas City, Missouri and University City, Missouri have both adopted resolutions adopting the principles of CEDAW. He would like to see Prairie Village investigate this further and possibly adopt a resolution of support.

Mr. Nelson provided background information on the Convention on the Elimination of all forms of Discrimination Against Women which was adopted by the United States in

1979. To date 187 of 193 United Nations countries have signed and ratified the CEDAW Treaty. Especially considering what has been happening in the past few months and the statistics that confirm women are under-represented in government in Missouri, Kansas and specifically in Johnson County, Mr. Nelson urged the Council to consider action.

Tucker Gallagher asked what would be required of the City if this were adopted. Mr. Nelson replied it would depend on the nature by which the city adopts it, noting that adoption by ordinance tends to require specific action such as setting up commissions, etc. His recommendation would to initially adopt a resolution supporting the principles of CEDAW.

Gail James representing the Midwest Coalition for CEDAW was present to answer any questions from the Council and stated that she would be willing to make a formal presentation to the Council at a future date. The goal of CEDAW is to have adoption by 100 cities by 2020 with 46 cities having already taken action.

Ted Odell stated he supported the idea, it is his hope that there is no discrimination in Prairie Village; however, he supports moving forward this. Chad Herring noted he was also supportive and asked if there were any municipalities in the state of Kansas that have taken action. Mr. Nelson responded that there were none. Andrew Wang stated he would need more information before taking formal action.

Tucker Poling stated he was supportive of moving forward noting that discrimination still exists even in great communities like Prairie Village. He believes the City has a duty to be proactive on this. Mr. Poling moved the City Council direct staff to schedule Ms. James organization make a presentation to the Council at a future meeting. The motion was seconded by Ron Nelson.

Courtney McFadden stated she had not received any information on this and needed to see information before taking action, but supports Mr. Poling's motion to have Ms. James return for a presentation.

Sheila Myers questioned when the presentation would be. Mr. Jordan stated that staff can work with Ms. James to find a mutually convenient date. The motion was voted on and passed unanimously.

Council meeting efficiency

Tucker Poling stated this was to be a discussion on consolidating the Council Committee of the Whole meeting and the City Council Meeting and distributed information on the topic. He feels the current meeting structure duplicates discussion/presentations and is confusing to residents. He noted that only one other area city holds both a committee meeting and a Council meeting. However, to allow for continued discussion of the recommendations of the Committee on Committees, he suggests that this be continued to the February 20th meeting.

Tucker Poling moved to continue the discussion of Council Meeting Efficiency to the February 20th City Council meeting as Old Business. The motion was seconded by Ron Nelson and passed unanimously.

Continued discussion on Committee on Committees Recommendation

Sheila Myers stated she was disappointed at the abruptness of this action and would have liked to have had some time to discuss this with committee members and feels bad for the committee members. She asked if it was driven by sensitivity to staff time. Wes Jordan replied that sometimes there is duplicity of what staff is doing presentation wise. Mrs. Myers stated she believes there is some frustration on the Parks

Committee who spend time thoughtfully discussing and debating issues and making recommendations that are basically tossed out by the Council.

Terrence Gallagher stressed the important role played by committees. The Parks Committee provides valuable feedback to public works on keeping the parks useful and safe as well as feedback on what is happening at the pool and with programs. The committed reached out to the teen council for ideas to enhance the parks. He felt that may get lost with the creation of a committee of Council members. These committees consist of multiple individuals with unique talents and passions that bring forth new ideas. He noted the plastic bag initiative brought up by the Environment/Recycling Committee. He believes that having these committees is useful and that they integrate residents into the community. He acknowledged that there are committee members who need to be removed to allow others to participate, particularly if they are not attending meetings. He supports the recommended change to the attendance policy. However, he does not support background checks.

Mr. Gallagher questioned why these two active committees were being recommended to transition to the Volunteer Corps, while increasing membership on the Arts Council. He felt the proposed action is inconsistent and if this moves forward he believed it needed to be consistently applied to all committees that are not required by Statute. He noted the short notice given to committee members has brought a lot of discomfort and agrees with Mrs. Myers that this should have been discussed with the committee. Mr. Gallagher clarified that the Parks Committee did not provide feedback on the Harmon Park proposals given earlier because it was just completed in February and the committee does not meet in February. He feels this is a bad idea and needs to be readdressed or implemented consistently across the board for all committees.

Courtney McFadden confirmed the Volunteer Corps was not taking the place of VillageFest and JazzFest. She felt that this action was simply moving the problems occurring with committees and not addressing them as there has been no clear policy and direction established for the operation of the volunteer corps

Serena Schermoly stated some of the reasoning for the volunteer corps was to provide an opportunity for interested residents to be able to participate. She noted that she waited for over a year for an opening that allowed her to be appointed to the Arts Council. Mrs. McFadden acknowledged that problem. Mrs. Schermoly noted that individuals check multiple committees they are interested in and the volunteer corps would allow them to participate in multiple committee activities based on the council priority listing. Individuals could be brought together to provide input on budget proposals, to research solar panels or to volunteer at a city event. Three or four times per year presentations would be made on what opportunities are coming up and where help is needed. These individuals' experience and expertise could be called upon in many different ways.

Mrs. McFadden stated she supports the idea of the volunteer corps but feels the idea steamrolled into the disbanding of committees that are providing a valuable service to the City to form this volunteer corps

Mrs. Schermoly responded the recommendations are coming forward for discussion and noted that not all committee members supported all the recommendations. She stated she does not support blanket background checks. As Mr. Poling stated earlier, there may be some situations where it would be advisable.

Mrs. McFadden noted there would need to be software to track the different volunteers, their experiences and skills along with the opportunities available. She felt

that perhaps this concept could grow and eventually the committees could operate through the volunteer corps

Mrs. Schermoly responded the idea originated to address the 35 interested volunteers who will not be able to be appointed to a committee. She added it is the responsibility of the Governing Body to set direction for each of the committees, not the committees setting the direction. The committee felt that a volunteer corps with activities based on the council's priorities would provide an opportunity for residents to work with the Governing Body to carry out its objectives.

Chad Herring agreed that the Governing Body does have the responsibility to provide direction to committees. He is delighted and thankful for the number of volunteers in the city that give of their time and energy. Not everyone who wants to serve in a position should. There needs to be balance and a mechanism by which members are rotated to provide an opportunity for others. He acknowledged the Environmental Committee is passionate about what they do. The Council needs to provide the tools needed for these committees to work efficiently and to maintain proper lines of direction and order. He likes the idea of a volunteer corps that could be targeted to many different opportunities, but is uncomfortable with the disbanding of committees. He suggested these recommendations need to go back to the committee for reconsideration. He felt the Council needs to hear ways the committees are not functioning and agrees that this action came about quickly and encourages some revisions be made to the proposed recommendations.

Ron Nelson has concerns with the quick action being proposed. He acknowledged there are efficiencies that need to be addressed. He noted that Mr.

Poling's discussion on council efficiency applies also to the operation of committees and is an important issue that needs to be analyzed.

Ted Odell stated when the committee on committees was initially formed they gave a lot of attention to details seeking to improve efficiencies and reduce staff time. There is no desire to push people away from volunteering. The intent of the recommendations is not to push back at committees, but to look at efficiencies from the perspective of committee members as well as staff. He believes there is a solution that will be beneficial to all and that more exploration is needed.

Jori Nelson stated that she feel there has been push back and it is not against all committees, but intentionally against two very active committees. She noted the email sent to the Environmental Committee encouraged them to join the Johnson County Environmental committee and noted there isn't an environmental committee. There is a Solid Waste Management Committee that is full. So these members have no place to go.

Ms. Nelson noted what hasn't been discussed is who and how is the volunteer corps would be managed and how much more staff time it is going to take. She believes it is the responsibility of the council liaison to communicate ideas from and direction to committees. She suggested that interested volunteers could serve on the volunteer corps until positions become available on committees. Disbanding committees is not the answer. The City needs to look at what is not working and address it, not disband the committees.

Brooke Morehead provided background on what was occurring that caused the committee on committees to be formed including meeting in homes, meetings that lasted several hours and were more social in nature than productive. It addresses the problem

of having people interested in serving, but no committees with openings. The volunteer corps is meant to build relationships while having people work together for a specific purpose or direction. Jori Nelson asked if this wasn't how JazzFest and VillageFest Committees operated as open committees. Mrs. Morehead replied that the JazzFest and VillageFest are structured committees with individuals in charge of different aspects of the event. Ms. Nelson responded that the Environmental Committee functions the same way with subcommittees in charge of the Earth Fair, Community Forums, etc.

Mrs. Morehead noted there were only five members currently on the committee. Devin Scrogum noted there were 10 people at their last meeting. The group is small, but there are eight individuals who have submitted applications to join the committee and resigned members are continuing to attend until their replacements have been appointed.

Tucker Poling felt a false choice is being created placing the volunteer corps against established committees. He believes the volunteer corps is a good idea and should be discussed further. He also agrees there are things that need to be done to improve the efficiencies of existing committees that need to be discussed. What does not need to be discussed was disbanding the Environmental Committee. Mr. Tucker moved the City Council reject recommendation number three to disband the Environmental committee. The motion was seconded by Jori Nelson.

Sheila Myers responded to Ms. Nelson's comment that two committees were being targeted noting that these two committees are advisory committees. The Arts Council has a clear purpose carried out through monthly art exhibits and other events. She was not sure if the issue is an unclear mission or direction.

Serena Schermoly added the approval of 1% of development funding going towards arts brings a greater need for the Governing Body to oversee the direction and activities of the Arts Council. The Arts Council participates in 16 events per year. Currently Council Liaisons are not voting members and do not actively participate in the decisions made by committees. By adding Council members as chair and vice chair oversight and communication with the Governing Body is assured.

Ted Odell noted that earlier in committee discussion it was indicated that the Council would continue discussion of the recommendations but not necessarily take action. The discussion seems to be focused on the Environmental committee when the Council should be talking about all the recommendations.

Terrence Gallagher acknowledged that there was a motion on the floor but noted there seems to be a general consensus that there is still a lot of discussion that needs to occur. The statement was made in committee that no action would be taken this evening, so he believes the motion just made should be voted down with the recommendations sent back to the Committee on Committees for further discussion or brought back to another committee meeting for more discussion by the Governing Body.

Dan Runion asked how the proposed volunteer corps addressed the current access the City has through its committees' expertise to new ideas and opportunities. If the activities of the volunteer corps are based on current council initiatives and direction, how does the city ensure that it is receiving new ideas. Serena Schermoly responded there are many things in the city that needed to be addressed. She would not limit the volunteer corps to meeting only three times per year that would be a minimum. There are 35 people who want to become involved and this provides that opportunity. Mr. Runion still expressed concern that the city retains a way to get new ideas from this

valuable resource outside of their volunteering on existing initiatives or events that are already defined by the Council.

Tucker Poling restated that his motion is simply to end debate on the elimination of the one committee that has been targeted to be dissolved - the Environmental Committee. The Council has heard from the members of the committee and he does not feel there is anything else that needs to be heard on the elimination of this committee. There are still a lot of things to talk about as to how to make it more efficient and to provide more guidance and reduce the burden on staff and that can still be done. His motion is to reject recommendation #3 to dissolve the Environmental Committee.

Chad Herring agrees with keeping the Environmental Committee. However, he does not feel the Council is ready to vote and the issue should go back to the committee on committees who will reconsider their recommendations based on the comments made and come back with a revised proposal or make the case for their recommendation.

Wes Jordan noted the Mayor offered a lot of perspective and comments during the committee meeting. When this process started staff brought forth some situations which it did not know how to handle. The staff does not supervise any committee member. Staff does not have the ability to say no to a committee or to direct action. For example, the council has directed that volunteer applications be acted upon promptly and that is not happening. Committee chairs are not reviewing applications and making recommendations to the Mayor. We keep amassing applications. How does staff handle that. As Mr. Poling stated there are things that can be done to provide more structure, guidance and direction. Mr. Jordan stated the issue is there is a large group of citizens that are not getting to participate in committees. How does the city respond to applications where every committee is checked because they just want to get involved.

There are several committee members who are very tenured who bring a lot of experience and expertise, yet there is another group of people anxious to become involved. The volunteer corps was a brainstorm coming from the discussion of this issue by the committee. He was concerned with the speed at which this was coming forward; however, the Mayor was concerned that there is a council policy that calls for the appointment of committees to take place at the second meeting in February.

Ted Odell stated he would not be voting in support of the motion. This does not mean he does not support the Environmental Committee, but that he feels that more discussion is needed.

Courtney McFadden supports sending the question back to the committee on committee for further exploration. She is not against the Environmental Committee. However, as the concept of the volunteer corps is further explored it may be that all committees could be rolled under it and to therefore she does not want to take action on Mr. Poling's motion at this time.

Jori Nelson stated that she would like to think that the Environmental Committee would be saved although they only currently have five members. She would like to use the volunteer corps as a place where those persons interested in multiple committees can become active and it can also be used as a source for committee appointments as committees have openings.

Wes Jordan noted that another problem that is occurring is what the staff liaison does when a committee chair does not act on the volunteer applications. Staff is trying to follow the direction of the City Council to act upon these applications, but does not have the ability to require the committee chair to act. Ms. Nelson asked if the Arts Council would be added to the Volunteer Corps Mr. Jordan responded there are times when

there are not enough committee members available to work an event so yes the volunteer corps could step up to fill that gap.

Joyce Hagen Mundy reported the process followed by staff when an application is received noting that it was forward to the staff liaison to then forward to the chairman for review and action. Vacancies can be filled during the course of the year as vacancies occur. Volunteer applications are kept for one year.

Terrence Gallagher noted he supports the Environmental Committee; however, he strongly feels that this needs to go back to the Committee on Committees and all of the committees need to be looked at and suggested that representatives of committees be included in that discussion. He as chairman of the Parks committee would like to be made aware of inefficiencies in that committee.

Tucker Poling stated that this was good discussion that he felt it should continue. However, his motion impacts only one recommendation, to reject the recommendation to eliminate the Environmental Committee.

Dan Runion confirmed that this motion does not impact any of the other recommendations and does not prohibit changes in the operation of the Environmental committee or other committees to improve efficiencies.

Council President Dan Runion called for a vote on the motion to reject recommendation #3 disbanding the Environmental Committee. The motion was defeated by a vote of 5 to 7 with the following members voting in support of the motion: Poling, Nelson, Tucker, Nelson and Schermoly; voting in opposition: Herring, Wang, Myers, Morehead, Runion, McFadden, Odell and Gallagher.

Terrence Gallagher moved to return this item to the Committee on Committees for further consideration. The motion was seconded by Ron Nelson.

Wes Jordan suggested that a possible solution could be that the chairs of the committees being changed be involved in this discussion. He wants this process to be of value. Jori Nelson asked if this could be discussed further at the Council work session. Mr. Jordan replied that it could be discussed under council initiatives if time permitted. He noted the existing policy calls for the appointment of committee members at the next council meeting. City Attorney Katie Logan recommended that committee members continue to serve until appointments are made by the Mayor. Mr. Runion confirmed that this was acceptable and noted committee members will continue to serve until replaced. Sheila Myers requested additional information on what each committee does along with the committee recommendation.

Dan Runion called for a vote on the motion to return this to the committee on committees for further consideration. The motion passed by a vote of 11 to 1 with Mr. Poling voting in opposition.

ANNOUNCEMENTS

Committee meetings scheduled for the next two weeks include:

Board of Zoning Appeals	02/06/2018	6:30 p.m.
Planning Commission	02/06/2018	7:00 p.m.
Tree Board	02/07/2018	6:00 p.m.
Prairie Village Arts Council	02/07/2018	5:30 p.m.
Environment/Recycle Education SubCommittee	02/08/2018	5:30 p.m.
Council Work Session	02/10/2018	8:30 a.m.
JazzFest Committee	02/13/2018	5:30 p.m.
Council Committee of the Whole (Tuesday)	02/20/2018	6:00 p.m.
City Council (Tuesday)	02/20/2018	7:30 p.m.

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The Prairie Village Arts Council is pleased to feature a mixed media exhibit in the R.G. Endres Gallery featuring Lorrie Engles, Kim Taggart, Gloria Gale and Chris Langseth during the month of February. The artist reception will be held at 6:30 p.m. on Friday, February 9, 2018.

City offices will be closed on Monday, February 19th in observance of the President's Day holiday.

Republic does not observe the Presidents Day holiday. Trash services **will not** be delayed.

Mark your calendar for the 2018 NLC Congressional City Conference in Washington, D.C. March 11-14, 2018.

ADJOURNMENT

Brooke Morehead moved that the City Council meeting be adjourned. The motion was seconded by Sheila Myers and passed unanimously. With no further business to come before the City Council, the meeting was adjourned at 9:55 p.m.

Joyce Hagen Mundy
City Clerk

CITY TREASURER'S WARRANT REGISTER

DATE WARRANTS ISSUED:

Warrant Register Page No. 1

February 5, 2018

Copy of Ordinance
2963

Ordinance Page No. _____

An Ordinance Making Appropriate for the Payment of Certain Claims.

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

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

NAME	DATE	AMOUNT	TOTAL
EXPENDITURES:			
Accounts Payable			
16259-16269	1/5/2018	108,176.40	
16270	1/9/2018	422.55	
16271-16364	1/12/2018	365,012.62	
16365	1/19/2018	1,113.17	
16366-16474	1/26/2018	811,078.47	
Payroll Expenditures			
1/5/2018		283,493.40	
1/19/2018		302,257.27	
Electronic Payments			
Electronic Pmnts	1/1/2018	478.87	
	1/5/2018	187.92	
	1/10/2018	563.99	
	1/12/2018	12,392.70	
	1/17/2018	3,480.82	
	1/26/2018	413.30	
	1/29/2018	7,254.76	
TOTAL EXPENDITURES:			1,896,326.24
Voided Checks			
	Check #	(Amount)	
ASCAP	16274	(348.00)	
Michael M Seeley	16328	(254.87)	
TOTAL VOIDED CHECKS:			(602.87)
GRAND TOTAL CLAIMS ORDINANCE			1,895,723.37

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

Passed this 5th day of February 2018.

Signed or Approved this 5th day of February 2018.

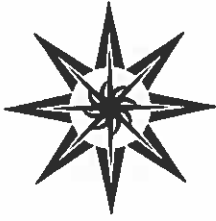
(SEAL)

ATTEST:

Fielding J. Norton Jr.
City Treasurer

ATTEST:

[Signature] - 2.8.18
Finance Director



CITY CLERK DEPARTMENT

Council Meeting Date: February 20, 2018
CONSENT AGENDA

Amendment to City Fee Schedule

RECOMMENDATION

RECOMMEND THE CITY COUNCIL APPROVE THE FOLLOWING ADDITIONS TO THE CITY'S FEE SCHEDULE:

- Franchise Fee (Wireless Infrastructure Provider): 5.00% of gross receipts.
- Franchise Fee (Wireless Services Provider): \$25.00 per pole/antenna on an annual basis.
- Pole Attachment Fee: \$45.00 per pole/antenna per month.

BACKGROUND

At the June 5, 2017 Council Committee of the Whole meeting David Waters presented proposed fees to address small cell franchise and pole attachment fees as the City had been approached from wireless services providers and wireless infrastructure providers desiring to use city right-of-way and city facilities (utility poles) as allowed under K.S.A. 60-2019 (the 2016 wireless siting act). Information on franchise fees and pole attachment fees was presented from area cities and there was a consensus of the City Council to move forward with fees similar to those established by other cities and recommended by staff. The proposed fees included a 5.00% franchise fee for wireless infrastructure providers, a \$25 per-pole franchise fee for wireless services providers, and a monthly pole attachment fee of \$45 per pole/antenna for providers that might attach to city poles. However, formal action was not taken at the City Council to formalize these fees.

ATTACHMENTS

Council Committee Minutes of June 5, 2017

PREPARED BY

Joyce Hagen Mundy
City Clerk

Date: January 29, 2018

COUNCIL COMMITTEE OF THE WHOLE
June 5, 2017

The Council Committee of the Whole met on Monday, June 5, 2017 at 6:00 p.m. in the Council Chambers. The meeting was called to order by acting Council President Ted Odell with the following members present: Mayor Laura Wassmer, Serena Schermoly, Steve Noll, Eric Mikkelson, Andrew Wang, Sheila Myers, Brooke Morehead, Dan Runion, Courtney McFadden, Ted Odell and Terrence Gallagher.

Staff Members present: Tim Schwartzkopf, Chief of Police; Keith Bredehoeft, Director of Public Works; Melissa Prenger, Senior Project Manager; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Wes Jordan, Assistant City Admin; Lisa Santa Maria, Finance Director; Alley Williams, Assistant to the City Administrator and Meghan Boom, Deputy City Clerk. Also present was David Waters with Lathrop & Gage.

Small Cell Franchise and Pole Attachment Fee Discussion

David Waters stated that in October 2016, the Governing Body approved revisions to the City's Right-of-Way ordinance in order to accommodate new requirements under the Kansas New Wireless Deployment Act of 2016, codified at K.S.A. 60-2019 (the "Act"). The Act relates to both "wireless service providers" (such as Verizon, AT&T, Sprint) and "wireless infrastructure providers" (companies that build out networks and then lease the facilities to the wireless service providers themselves). Generally speaking, the Act provides all of these providers with expanded rights to use the City's public right-of-way for the installation of wireless and "small cell" facilities, including utility poles and antenna.

The City has been contacted by both Verizon (as a wireless service provider) and by Mobilitie (as a wireless infrastructure provider) about proceeding with new facilities within the City. Verizon has not filed any formal application yet, but Verizon's intent is to request the attachment of small-cell facilities/antenna on existing City-owned light poles, or replacing such poles when necessary. Mobilitie has approached the City about replacing one existing City pole with a new pole that would incorporate small cell facilities into it (which facilities could then be leased out). City staff is reviewing the application and supporting materials and plans provided by Mobilitie.

Although the Act does expand providers' rights, it is our opinion—one that is shared by neighboring cities, and so far seemingly accepted by the providers—that the City must still grant a "franchise" to the providers under K.S.A. 12-2001. At its simplest, a franchise is the mechanism or vehicle through which providers and utility companies are authorized to utilize the public right-of-way for the provision of utilities and other services. An exception to this is that "video service providers," such as Google, that are governed by a different set of statutes. Accordingly, staff has been negotiating appropriate franchise agreements with both Verizon and Mobilitie.

The franchise agreement only applies to the use of the right-of-way itself, whether facilities are placed above-ground or underground. The franchise agreement itself does not cover the actual connection of facilities to City-owned poles. Mr. Waters stated that for that situation, which would be in addition to the mere granting of access to the right-

of-way, staff has been negotiating a master license agreement or pole attachment agreement with the providers. This work has been performed in conjunction with the city attorneys for Overland Park, Leawood, Shawnee, Westwood, Lenexa, Olathe, Merriam, and Topeka in order to provide a more uniform document to providers working within our cities.

The franchise agreement and the pole attachment agreement cover such things as protection of city property, maintenance obligations, insurance and indemnity, installation methods, compliance with city codes, and the like. City staff continues to work through these provisions. The agreements also provide for the payment of fees to the City for the right to use the right-of-way, and the right to attach to City facilities.

David Waters provided the following information on franchise fees as specified by Kansas statutes and from other cities for discussion by the Governing Body.

Franchise Fees.

K.S.A. 12-2001—the primary franchise statute—states that no franchise shall be given unless it provides for "adequate compensation" for the use of a city's right-of-way. The statute provides that the grantee shall pay such "fixed charge" as may be established in the franchise, which charge "may consist of a percentage of the gross receipts derived from the service permitted by the grant, right, privilege or franchise." For utilities in the right-of-way, we understand that the City—similar to most others—charges a franchise fee of 5% of the gross receipts the utility receives from providing services to residents and businesses in Prairie Village.

A similar approach—a percentage of gross receipts—could be used as to wireless infrastructure service providers such as Mobilitie. For every physical facility/pole/antenna that Mobilitie maintains within the City, and then leases out to wireless service providers, a franchise fee of 5% could be applied to the rent received by Mobilitie. At this time, neighboring cities appear to be agreeing to take this approach.

However, Mr. Waters noted that this approach would not work as well for wireless services providers such as Verizon as it may be practically impossible to measure fees attributable to Verizon customers as they travel through the City and connect, disconnect, and reconnect to various small cell facilities (as signals get passed from antenna to antenna). Second, K.S.A. 12-2001(c)(6) excludes from the definition of gross receipts (against which a percentage fee could be applied) "wireless telecommunications services." Therefore, cities have struggled a bit in calculating an appropriate fee structure for the anticipated use by wireless providers of the right-of-way.

In discussing this with our neighboring cities, most have settled on a per-pole fee of between \$18.00 and \$25.00 per year. These numbers were arrived at first by Overland Park and Leawood, based on their already having poles in their cities which are utilized by wireless infrastructure providers such as Mobilitie and ExteNet. The goal of our joint-city attorney work has been to approximate the annual per-antenna/pole fee paid by wireless infrastructure providers (based on a percentage applied to gross receipts), and then translate that into a fixed fee that can be paid by wireless service providers, such as Verizon. For Overland Park, which has a 3% franchise fee, that

number was close to **\$18.00** per pole/antenna, per year. For Leawood, which has a 5% franchise fee, that number was closer to **\$24.00** per pole/antenna, per year.

Mr. Waters noted that neighboring cities appear to be moving in this direction, so that Verizon and other providers end up paying the same (or reasonably similar) rate as wireless infrastructure providers. But, negotiations with Verizon have not been finalized. Verizon is aware that the municipalities are currently working through this. It is our expectation that whatever is agreed-upon as to Verizon will serve as the model for other providers.

Pole Attachment Fees.

In addition to the franchise fee, the City may also charge a separate pole attachment fee for connections to City-owned poles. Not having historically owned its own poles, the City again does not have historical information that would suggest a proper fee or market rate; therefore staff reached out to neighboring cities and received the following information on rates being charged by them:

- Overland Park:** \$45 per month, per pole/antenna (\$540 per year). Set by fee resolution.
- Lenexa:** Same as Overland Park (\$45/month, \$540/year for street lights and other poles).
- Olathe:** \$45 per pole/antenna per month, with annual CPI escalations.
- Leawood:** Also \$45 per pole/antenna.
- Shawnee:** They expect to be similar to Overland Park, but have not yet finalized their rates.

Staff is seeking direction from the Governing Body related to its desired fee structure for guidance as negotiations with wireless providers and wireless infrastructure providers continue.

Eric Mikkelson asked why the fixed fees wouldn't be subject to a CPI escalation like the City of Olathe model. Mr. Waters responded that language within the agreement allows for the City to revisit the fee structure and make changes if necessary. He, and most other Johnson County, are taking a more simple approach.

Mr. Mikkelson asked if the \$25 fee was derived from a rough estimate of what 5% of gross receipts would be if that were allowed under the law. Mr. Waters responded that yes, it was calculated to be approximately \$18-25.

Serena Schermoly asked if standards would be set for power boxes. Mr. Waters responded that the details of what would or would not be allowed would be outlined in the right-of-way ordinance, and each site would be individually reviewed by staff. Ms. Schermoly addressed Keith Bredehoeft and stated her desire to see consistency in the power sources. Mr. Bredehoeft is hopeful that eventually the power source would be contained within the pole to minimize impact on the right-of-way.

Terrence Gallagher noted that he had seen large solar panels attached to telephone poles which he believed to power sources for Verizon's WiFi repeaters. He would not

like to see that allowed in Prairie Village. Mr. Waters responded that would be determined by how the City manages the right-of-way. At this point in time, what the City can prevent or control is a bit of an open question. Courtney McFadden stated that the solar panels were likely a backup power source.

Mayor Wassmer asked to include solar panels in the revision of the Special Use Permit requirements. Quinn Bennion responded that staff would look into it.

COU2017- 30 Consider approval of proposed amendments to Chapter XV - Utilities; Articles 1 - 3 related to Solid Waste

Wes Jordan stated the proposed amendments have been discussed over the past few months and have been reviewed by the City Attorney for compliance with state statutes with changes being made after receiving input and direction from Council during presentations, the latest during the April 17, 2017, Council Meeting.

Mr. Jordan highlighted the following revisions to the proposed code:

15-203: Storage Requirements

- Language was clarified concerning storage and screening requirements
- The types unacceptable screening materials
- How long carts could be placed at the curb
- Exceptions for disabled residents
- Exceptions for inclement weather
- Fine amounts set at \$25.00 with a mechanism for dismissal

15-222: Penalties

- Penalties were identified as being inconsistent between section 15-222 and 15-223 (h.). In this draft, Section 15-224 was added to allow for a more unified enforcement protocol (excluding screening as outlined in 15-203).

Brooke Morehead noted a reference to a 12 hour cart placement requirement. Mr. Jordan will make the correction in the final version.

Eric Mikkelson would like to strengthen the language allowing the judge latitude to issue fines greater than \$25 in case of repeated non-compliance.

Mr. Mikkelson stated that language related to screening should state three sided rather than two. Mr. Jordan responded that the third side is assumed to be the house. Andrew Wang agreed with that assumption but would like to see it written as three sides.

Mr. Mikkelson had several comments that he would work on directly with Mr. Jordan. Terrence Gallagher asked if holiday pickup dates would be excluded from the 24 hour set up requirement. Mr. Jordan responded that city code enforcement officers would offer leniency in those circumstances.

Mr. Jordan highlighted changes to composting requirements. Staff worked with Johnson County Health and Environment to update requirements

15-223: Composting

- Permitted materials, size, and moisture content

Serena Schermoly stated that she was uncomfortable with “imprisonment” component for failure to comply with the ordinance. She asked how city staff would determine the moisture content of compost. Eric Mikkelson expressed similar concerns and recommended adding “at least” to the 50% moisture requirement. He also would like to see the words “damp wrung out sponge” removed. Courtney McFadden suggesting striking the moisture content requirement from the ordinance entirely.

Mr. Mikkelson asked for clarification on the size requirements. The ordinance as presented has a minimum size requirement rather than a maximum size. Mr. Jordan responded that a minimum size is required for proper composting according Johnson County’s best practices. Mr. Mikkelson would like to see a maximum size added as well. Mr. Jordan suggested going back to the previous language.

Ms. Schermoly followed up on the fine and jail component. Ms. McFadden suggested implementing the same fine system as the screening requirements. Mr. Jordan stated that this has not been in issue in the City before. Terrence Gallagher asked why the city should address this in the ordinance if it hasn’t been an issue. Ted Odell stated that the city should have the ability for recourse if it does become an issue. Mr. Mikkelson agreed that without direction, a resident could call a pile of garbage “compost.”

Mr. Jordan stated that he would rework the proposed ordinance based on Council feedback to be presented at a future meeting date.

Presentation and discussion of the 2018 Capital Improvement Plan CIP and Economic Development Fund

Melissa Prenger, Project Engineer, began with a brief review of the current 2017 CIP Projects including work on 14 streets, 1 CARS project, 1 drainage project, concrete repair project, asphalt repairs and crack seal/microsurface project and the City Hall parking lot.

Melissa Prenger explained the infrastructure rating process done by the City on an annual basis and noted the change in the condition ratings over the past year. She reported that 72% of the city's arterial and collector streets have received a good to excellent rating, down from 86% in 2016.

She noted that 70% of the residential streets have this rating, down slightly (73%) in 2016. In 2016, 16% of residential streets had a rating of poor while in 2017 17% of the residential streets rated poor with 13% rated fair reflecting a continuing decline in the condition of city streets.

While the majority of City streets are in good to excellent condition, the number of fair to poor streets increased to 31% in 2017 up from 23% in 2016. It costs approximately \$1M

to reconstruct one mile of street. At the current level of funding streets falling into the poor category in 2017 would be addressed in seven years.

Ted Odell asked what causes the roads to deteriorate more quickly, and for a total dollar amount to expedite the repair process. Ms. Prenger responded that salt is the biggest enemy to roads. She reinforced that maintaining the streets in the “good” category is the best line of defense. If no maintenance is done to the good roads, the city can expect the fair/poor category to grow by five miles per year. It is roughly \$1M to reconstruct a mile of street, so it would require \$31M to bring all streets into the excellent/good categories. Public Works currently has a budget of around \$3M to address deteriorating roads. She stated that streets do have a life cycle, so there will always be a few in the fair/poor category. Keith Bredehoeft stated that if a \$3.5M program was implemented, headway could be made to increase the response time on deteriorating streets. It is difficult to make headway as the amount of fair/poor streets increases.

Mayor Wassmer recalled a previous Public Works Director stating it would take \$6M per year to get all the streets into the good category, and that was many years ago. Mr. Bredehoeft stated that the Council needs to determine what an acceptable timeframe is for repair. He doesn’t believe that seven years is an acceptable timeframe.

Eric Mikkelson stated that he doesn’t believe it is fiscally responsible to have all streets in good or excellent condition, as long as there is a plan for eventual repair.

Brooke Morehead stated she hears more complaints about snow on the streets than the condition of the streets. She asked how the more expensive salt has impacted deterioration. Mr. Bredehoeft stated that less salt has to be used, and believes it to be a good product.

Ms. Morehead asked if the reconstruction of the City Hall parking lot could wait until the future of Village Square was decided. Mr. Bredehoeft stated that the city will see how the concepts develop over the next several months and adjust accordingly.

Keith Bredehoeft shared historical information on the General Fund transfers to the CIP. The proposed General Fund transfer to CIP is \$5.24M with a \$50K transfer from Street Lights.

The proposed 2018 CIP funding is from the following sources:

• Transfer from General Fund	\$5,240,560
• Transfer from Special Highway Fund	\$ 643,000
• Transfer from Stormwater Utility Fund	\$1,000,000
• Transfer from Special Park & Rec Fund	<u>\$ 139,000</u>
Total	\$7,022,632
• Prior Year CIP funding	\$ 700,000
• Funding from CARS and Federal Funds	<u>\$6,405,286</u>
CIP TOTAL	<u>\$14,127,918</u>

Recommended Parks Program - \$1,850,000

The 2018 Parks Program includes the following projects:

• Park Infrastructure Reserve	\$ 120,000
• Harmon Park Skate Park	\$ 320,000
• Franklin Park	\$ 120,000
• Porter Park Restrooms	\$ 240,000
• Pool Bathhouse Repairs	\$ 50,000
• North Park	<u>\$ 1,000,000</u>
Total	\$ 1,850,000

Mr. Bredehoeft noted that the 2017 funding for the Skate Park was for design with construction funded in the 2018 budget.

Terrence Gallagher asked how the results of the MARC bike and pedestrian plan study will impact the budget. Mr. Bredehoeft responded that would be addressed following the study but would not impact the 2018 budget.

Recommended Drainage Program - \$5,972,536

Public Works Director Keith Bredehoeft noted this program includes two potential SMAC Projects.

• Delmar & Fontana Drainage	\$3,468,236
• Reinhardt Drainage Project	\$2,504,300

Brooke Morehead asked what percentage of the projects comes from the City budget. Mr. Bredehoeft stated that 75% of the project is covered by SMAC. The city is always responsible for the design component.

Recommended Streets Program - \$5,500,382

The 2018 Streets Program includes the following projects:

• Traffic Calming	\$ 25,000
• Paving Program	\$2,998,382
• Roe Avenue - 67 th Street to 75 th Street (CARS)	\$1,775,000
• Mission Road - 84 th Ter to 95 th St. (Leawood)	\$ 627,000
• Nall Avenue - 83 rd St. to 95 th St. (OP)	<u>\$ 75,000</u>
Total	\$5,500,382

Andrew Wang commented on the traffic calming measures. He has previously voted against traffic calming measures due to the lack of measureable components on which to base a decision. On the Tomahawk item discussed at the last meeting, there are variety of issues including cut-through traffic, speed, and volume. He believes that volume is the main issue, and a reduction in speed limit will not address these issues. He does not agree with the sentiment stated by a resident that too many people who don't live in his neighborhood are driving through the area.

Recommended Buildings Program - \$50,000

This budget contains funding for the Building Reserve.

The 2018 Buildings Program includes the following project:

• Building Reserve	\$ 50,000
Total	\$ 50,000

Mr. Bredehoeft stated that there are no building projects planned in 2018 so the funds will be set aside for future projects.

Recommended Other Programs - \$755,000

The 2018 Other Program includes the following projects:

• ADA Compliance Program	\$ 25,000
• Concrete Repair Program	\$ 700,000
• Landscape Node & Public Art	\$ 30,000
Total	\$ 755,000

Keith Bredehoeft stated that the public art item is related to a resident who would like to donate a sculpture to the city. He outlined an example of scale and type of landscaping which would be around \$30,000. Sheila Myers stated that she has not agreed to fund this and would like to see a council vote. She has an issue spending additional funds in response to a donation. Eric Mikkelson introduced Mr. Brad Johnson, the donor, who will speak during public participation at the City Council meeting. Mr. Mikkelson stated that Mr. Johnson was inspired by the improvements made to Mission Road after living here for decades during his youth. He has asked for very little recognition in return. A group of people have been meeting for more than a year to discuss options, and it was determined that the statue would be a boy on a bicycle created by a local artist who was also a Shawnee Mission East graduate, who offered to create the piece at a discount. First Washington has donated the land in the easement. Mr. Mikkelson is confident that this might be an impetus for future donations. He believes a commitment from the city is the next step to jumpstart the project. It won't necessarily cost \$30,000 but up to that amount in case it can't be funded through private donations. It is high visibility corner of the city. \$250,000 worth of value in exchange for \$30,000 is a significant bang for the buck. Mr. Mikkelson also stated that it has the support of the arts council, unanimously endorsing the project.

ADJOURNMENT

Mr. Odell moved to continue the remaining items to New Business in the City Council meeting. The Council Committee of the Whole meeting was adjourned at 7:30 p.m.







Ted Odell
Acting Council President

Memo

To: Governing Body
From: Tucker Poling, Council Member, Ward 3
Date: February 14, 2018
Re: Improving council meeting efficiency and transparency

SUMMARY OF PROPOSAL

Combine Committee of Whole meeting “COW” with Council Meeting (“CM”) into functionally one meeting. Within this proposal, I also propose flipping the order of the COW and the CM portions within the streamlined meeting structure. This will serve two primary goals: (1) improved efficiency; and (2) improved transparency. We can make our process more productive while improving our customer service by making the process more clear and approachable for residents.

- Two separate meetings.  Proposal = one meeting.
- Two separate meeting times.  Proposal = one meeting time.
- Two separate agendas.  Proposal = one agenda.
- Two separate packets.  Proposal = one packet.
- Two separate sets of minutes.  Proposal = one set of minutes
- Duplicated agenda items.  Proposal = items raised once per night.

BACKGROUND

1. Our process includes unnecessary inefficiency.

- Duplicative staff efforts.
 - Staff must create two packets. These packets contain duplicative memos and sometimes duplicative materials. For example, at the 2/5/18 meeting, there were 5 duplicative memos.
 - They then must sometimes duplicate presentation/time at the podium because the same matters raised in COW are then raised again the same night during CM.
 - Staff must create two separate sets of minutes. Further, these separate sets of minutes often duplicate the same motions and action items.

- Staff must create and post two separate and duplicative agendas. Not a tremendous amount of extra time, but waste is waste and it's our residents' resources we're expending.
- Duplicate council motions and votes.
 - Currently, we often raise the same issues twice during the same night. For example, at the 2/5/18 meeting, there were 5 items raised for motion and vote at both the COW and CM.
 - 5 unnecessary motions.
 - 5 unnecessary votes.
- Other cities don't do this.
 - As the chart in your packet shows, most other cities don't even have a committee of the whole, and those that do generally use it as it was intended – as a substantively separate work session meeting on a different night. We appear to be the only city that duplicates agenda items, motions, and votes in COW and CM on the same night.

2. Our process is unnecessarily confusing.

- Our current process is confusing to the uninitiated, which is most of our residents. To a resident who doesn't follow the council closely, the process is not clear and user-friendly.
 - It can be difficult for residents to know which meeting to attend. They have to wade through a 200 page packet, make sense of the inexplicably duplicative agendas, and try to figure out which meeting to attend.
 - Many residents don't even know what "committee of the whole" is and whether they can attend.
 - They often don't realize that if they see something on the city council meeting agenda and come to the city council meeting, they may miss most or all of the substantive discussion on the item because the discussion occurred during COW.
- Another way to think about transparency is customer service. Our residents are our customers. Information is one of the products we provide. Engagement with their local government is one of the services we provide. We should make it as easy and intuitive as possible for them to understand, follow, and engage with what we're doing. It's not sufficient to say "we're not hiding anything." Transparency is about proactive customer service to our constituents – it's their government and they're paying the bills.
- The current process also places public participation comments after COW discussion and deliberation has already occurred. This means we may have already discussed and voted on an item in COW before hearing from residents who came to the meeting to provide their thoughts on the item.

PROPOSED IMPROVEMENTS

1. Combine the two meetings into functionally one meeting.

- One meeting agenda, packet, and minutes.
- Items would appear only once on the agenda. No duplicative motions and votes. Items that require same night action (which are currently duplicated in both the COW and CM meetings) would be heard only once, under new business.
- I am not proposing to eliminate the COW. The COW would become a segment of the unified meeting. It would be a work session for items that do not require same-night action.
 - Items passed favorably during the COW portion of the meeting would be raised for final action at the next council meeting (or designated future meeting) under new or old business. This would align our process with the intended purpose of a committee function in parliamentary procedure – to consider, deliberate, and work up items for final action on a later date.
- See explanations in attached example agenda, based on 2/5/18 meeting.
 - I. Call to Order.
 - II. Roll Call.
 - III. Pledge.
 - IV. Intro of Students and Scouts.
 - V. Presentations.
 - VI. Public Participation.
 - VII. Consent Agenda.
 - VIII. Committee Reports.
 - IX. Mayor's Report.
 - X. Staff Reports.
 - XI. Old Business.
 - XII. New Business.
 - [pro-forma motion to recess CM into COW work session]
 - XIV. Committee of the Whole Work Session. (Council President presides consistent with current process)
 - XIV. Announcements.
 - XV. Adjorn.
- Would allow us to incorporate public participation comments from residents in our deliberation of all agenda items for the evening.

2. Flip the order of the CM and COW segments of the meeting.

- Substantively better process.
 - In regular order, the purpose of a committee meeting is to work-shop proposals and then either move them forward for final consideration by the body or reject them.
 - Think legislative committees – it's a more deliberative and interactive filter step before moving a proposal to final consideration of the body.
 - For items that do not require immediate action, this provides some built-in breathing room between our initial discussion of an item and our final decision. This allows for a more thoughtful and deliberative process. It also gives staff an opportunity to consider the council's thoughts and directions regarding a proposal and provide more meaningful feedback when the matter is presented for action in final form.

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
Monday, February 05, 2018
6:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. INTRODUCTION OF STUDENTS & SCOUTS

V. PRESENTATIONS

Swearing in ceremony for new Prairie Village Police Officers

Recognition of Faith Lutheran Church

VI. PUBLIC PARTICIPATION

(5 minute time limit for items not otherwise listed on the agenda)

VII. CONSENT AGENDA

By Staff

1. Approve the regular City Council meeting minutes - January 16, 2018
2. Approve claims ordinance 2962
3. Approve the purchase of a DARE Police vehicle
4. Approve the purchase of three 2018 Ford Police Interceptor Utilities
5. Approve Construction Change Order #1 (Final) with Guarantee Roofing Inc. for the City Hall roof repair

By Committee

6. Approve an agreement with Collection Bureau of Kansas, Inc. (CBK) for collecting outstanding court fines and fees.

VIII. COMMITTEE REPORTS

****[duplicative C.O.W. items, currently raised again under this agenda section after being already raised during C.O.W., are eliminated. They are raised and acted upon only once per meeting, items that require same-evening action are raised during new/old business]****

Planning Commission

PC2018-101 Consider Final Plat for "Meadowbrook Park, Second Plat"

IX. MAYOR'S REPORT

X. STAFF REPORTS

XI. OLD BUSINESS

XII. NEW BUSINESS

****[items that require same-night action, which are currently included in C.O.W. agenda, would now be here or under old business]****

COU2018-06 Consider approval of the final design engineering contract with Water Resources Solutions, LLC for the Delmar and Fontana low water crossing removal and drainage project

COU2018-07 Consider approval of an agreement with Dale Brothers for the North Park building demolition project

COU2018-08 Consider approval of a design agreement with BBN Architects, Inc. for the design of the 2018 parks projects

COU2018-09 Consider approval of Meadowbrook Project Construction Change Order #1 with Superior Bowen Asphalt Company for the modifications to the pond spillway outlets

COU2018-10 Consider approval of an amendment to the Johnson County SMAC Funding Agreement for the Meadowbrook project Planning Commission

XIII. CITY COUNCIL MEETING ADJURNS OR RECESSES [BY PRO FORMA MOTION]

XIV. COMMITTEE OF THE WHOLE WORK SESSION

****[All items that do not require same-night action would be considered here. If passed favorably by the committee, final action would occur at next/later council meeting under old business.]**

COU2018-XX Consider approval of . . .

Cities for CEDAW - Ron Nelson

Council meeting efficiency - Tucker Poling

XIV. ANNOUNCEMENTS

XIV. ADJOURNMENT

City	Meeting Start Time	Committee of the Whole	Council Agenda Order
Fairway	7:30 p.m.	No	1. Pledge of Allegiance 2. Proclamations 3. Standing Committee Reports 4. Special Committee Reports 5. Public Comment for items on agenda 6. Consent Agenda 7. New Business 8. Public Comment for items not on agenda
KCK	7:00 p.m.	No	1. Invocation 2. Pledge of Allegiance 3. Mayor's Agenda 4. Consent Agenda 5. Public Hearing Agenda 6. Standing Committee Agenda 7. Administrator's Agenda 8. Commissioner's Agenda 9. Public Announcements
Leawood	5:30 p.m.	No	1. Pledge of Allegiance 2. Approval of Agenda 3. Public Comment 4. Proclamations 5. Consent Agenda 6. Mayor's Report 7. Councilmember's Report 8. City Administrator's Report 9. Staff Reports 10. Committee Reports 11. Old Business 12. Other Business 13. New Business
Lenexa	7:00 p.m.	Yes (committee of the whole is held on 2nd and 4th Tuesdays; Council is held on 1st and 3rd Tuesdays) - no action taken in committee of the whole	1. Roll Call 2. Minutes 3. Agenda Modifications 4. Presentations 5. Consent Agenda 6. Board Recommendations 7. Public Hearings 8. New Business 9. Business from the Floor 10. Councilmember Reports 11. Staff Reports 12. Executive Session
Mission	7:00 p.m.	No	1. Pledge of Allegiance 2. Public Hearings 3. Special Presentations 4. Issuance of Notes and Bonds 5. Consent Agenda 6. Committee Reports 7. Public Comments 8. Action Items 9. Unfinished Business 10. New Business 11. Comments from Council 12. Mayor's Report 13. City Administrator's Report 14. Executive Session
Mission Hills	6:30 p.m.	No	1. Pledge of Allegiance 2. Approval of Minutes 3. Consent Agenda 4. Financial Reports 5. Old Business 6. New Business 7. City Staff Reports 8. Mayor's Comments 9. Council Liaison Reports
Olathe	7:00 p.m.	No	1. Pledge of Allegiance 2. Special Business 3. Public Hearings 4. Consent Agenda 5. New Business 6. New City Council Business 7. General Issues and Concerns of Citizen 8. City Council and City Manager Review Items
Overland Park	7:30 p.m.	Yes (usually only held for executive session or special items in a conference room separate from council chambers before the meeting at 6:30 p.m.)	1. Pledge of Allegiance 2. Public Hearings 3. Mayor's Agenda Items 4. Council President Agenda 5. City Manager Agenda 6. Consent Agenda 7. Regular Agenda (Committee Reports and Staff Reports) 8. Economic Development and Public-Private Partnership Projects 9. Planning Commission Recommendations 10. Old Business 11. New Business
Roeland Park	7:00 p.m.	No (will have work sessions occasionally at 6)	1. Invocation 2. Pledge of Allegiance 3. Agenda Revisions 4. Mayor's Agenda 5. Consent Agenda 6. Public Hearing Agenda 7. Standing Committees' Agenda 8. Administrator's Agenda 9. Commissioners' Agenda 10. Land Bank Board of Trustees' Consent Agenda 11. Public Announcements
Shawnee	7:00 p.m.	Yes (first Tuesday of the month at 7 p.m. - regular meetings are on 2nd and 4th Monday of the month, but works very similar to Prairie Village's committee of the whole).	1. Pledge of Allegiance 2. Consent Agenda 3. Mayor's Items 4. Business from the Floor 5. Public Items 6. Staff Items 7. Miscellaneous Items
Westwood	7:00 p.m.	No	1. Pledge of Allegiance 2. Visitor Presentations and Reports 3. Public Comment on Non-Agenda Items 4. Financial Reports 5. City Attorney Report 6. Administrative Report 7. Police/Court Report 8. Public Works Report 9. Committee Reports
DeSoto	7:30 p.m.	No	1. Pledge of Allegiance 2. Consent Agenda 3. Public Comment 4. Old Business 5. New Business 6. Executive Session 7. Advisory/Staff Reports 8. Council & Mayor Comments
Gardner	7:00 p.m.	No	1. Pledge of Allegiance 2. Public Comments 3. Consent Agenda 4. Committee Recommendations 5. Old Business 6. New Business 7. Council Updates 8. Executive Session

Johnson County	9:30 a.m.	No	1. Pledge of Allegiance 2. Public Comments 3. Notes for the Record 4. Consent Agenda 5. Action Agenda 6. Reports and Communications 7. Commission Comments 8. Executive Session
Merriam	7:00 p.m.	No	1. Pledge of Allegiance 2. Public Comments 3. Consent Agenda 4. Mayor's Report 5. Council Items - Finance and Administration 6. Council Items - Community Development/Public Works/CIP 7. Staff Items 8. New Business 9. Executive Session

MAYOR'S ANNOUNCEMENTS

Tuesday, February 20, 2018

Committee meetings scheduled for the next two weeks:

VillageFest Committee	02/22/2018	5:30 p.m.
Environment/Recycle Committee	02/28/2018	5:30 p.m.
Council Committee of the Whole	03/05/2018	6:00 p.m.
City Council	03/05/2018	7:30 p.m.

=====
The Prairie Village Arts Council is pleased to feature a mixed media exhibit in the R.G. Endres Gallery featuring Lorrie Engles, Kim Taggart, Gloria Gale and Chris Langseth during the month of February.

Republic does not observe the Presidents Day holiday. Trash services **will not** be delayed.

Mark your calendar for the 2018 NLC Congressional City Conference in Washington, D.C. March 11-14, 2018.

Mark your calendar for the 2018 State of the County Address on Tuesday, March 27th. Let Meghan know if you will be attending.

The 2018 Annual Large Item Pick up has been scheduled for Saturday, April 14th for homes on 75th Street and north of 75th Street; homes south of 75th Street will be collected on Saturday, April 21st.

INFORMATIONAL ITEMS
February 20, 2018

1. Council Committee of the Whole minutes - February 5, 2018
2. Board of Zoning Appeals Minutes - December 5, 2017
3. Planning Commission Minutes - January 9, 2018
4. JazzFest Committee Minutes - January 9, 2018
5. Prairie Village Arts Council Minutes - January 10, 2018
6. Mark Your Calendar

COUNCIL COMMITTEE OF THE WHOLE
February 5, 2018

The Council Committee of the Whole met on Monday, February 5, 2018 at 6:00 p.m. in the Council Chambers. The meeting was called to order by Council President Dan Runion with the following members present: Chad Herring, Jori Nelson, Serena Schermoly, Ronald Nelson, Tucker Poling, Andrew Wang, Sheila Myers, Brooke Morehead, Dan Runion, Courtney McFadden, Ted Odell, and Terrence Gallagher.

Staff Members present: Tim Schwartzkopf, Chief of Police; Keith Bredehoeft; Public Works Director; Melissa Prenger, Senior Project Manager; Katie Logan, City Attorney; Wes Jordan, City Administrator; Jamie Robichaud, Assistant City Administrator; Alley Porter, Assistant to the City Administrator; Lisa Santa Maria, Finance Director; Deana Scott, Municipal Court Administrator, and Joyce Hagen Mundy, City Clerk. Also in attendance was Teen Council member Jack Mikkelson.

Discussion of Options for the Village Square concept as part of the update to the Harmon and Santa Fe Parks Master Plan

Brooke Morehead noted that tonight's presentation was the culmination of more than a year's worth of work by the committee and BBN to develop plans for the Council's considerations after receiving input from residents. Mrs. Morehead restated that the mission and purpose of the Village Square concept is to do more than design physical improvements to Harmon Park with a new skate park and amphitheater. It is to create the center stage, even town square for our Village. Its elements should connect with each other and offer an experience to each resident, young and old, through every season. With wayfinding and programming, the existing structures, basketball courts, community center, pavilion, skate park, and swimming pool would be enhanced with upgrades, increased disc golf holes, more picnic areas, new inter-generational playground equipment, amphitheater, shuffleboard courts, pickleball courts and walking trails to become revenue-enhanced assets for Prairie Village. The City is currently focusing on the physical upgrade of Harmon and Santa Fe Parks that would be coupled with modern marketing and on-line programming. The purpose is to attract users of all ages to a small, reasonable venue to be used for sports, entertainment, exercise, and community. Being in the center of the City surrounded by schools, shopping centers and senior living housing, the City has a wonderful opportunity to create more than a park, but to create a unique destination and city icon. Hopefully, the City can maintain that vision as it comes up with a plan for development.

Keith Bredehoeft acknowledged the Village Square Committee comprised of Council Members Morehead, Gallagher, McFadden, and Myers, two Prairie Village residents (Randy Knight and Jon Birkel), and three City Staff members (Wes Jordan, Keith Bredehoeft, and Alley Porter).

Mr. Bredehoeft noted that a master plan is used to help guide projects into the future. Typically, master plans are developed without funding being identified. It is a plan for potential development. As with the Parks Master Plan, the projects identified were completed over a period, as funding was budgeted or became available. The Village Square concept presents potential modifications to the Parks Master Plan for Harmon

and Santa Fe Parks that was created in 2009. That Plan identified a number of improvements including: expanding play areas to include nature play, new shelters, restrooms, trails and much more. One specific improvement was to develop the amphitheater area, creating a more permanent facility. He noted that none of the significant improvements identified have been undertaken.

Mr. Bredehoeft reviewed the 2009 Parks Master Plan for Harmon Park, which included a trail system around the perimeter of the park, a skate park built to accommodate a temporary stage, replacing the shelter, a nature play area, moving practice tennis courts, and moving parking. The Village Square concept study looked at how to make this area more robust and used more frequently. BBN Architects was selected to study how Harmon and Santa Fe parks could be modified to accommodate a permanent amphitheater structure with expanded seating area, as well as other park amenities.

Feedback on the concepts prepared by BBN Architects has been received from the Village Square Committee, the Parks and Recreation Committee, the Tree Board, as well as the general public.

Two public meetings were held and well attended, with a summary of the comments compiled. From the comments received, residents appear to be generally supportive of improvements in the park. Comments on the concept of a permanent amphitheater structure were about 50% in support of the idea and 50% against. While this data is not necessarily representative of all Prairie Village residents, it is data to help with the decision making process.

After the public meetings, the Village Square Committee met and discussed comments received by the public and how potential park improvements should move forward. The Committee decided on the following options for consideration by the City Council:

Option 1- Direct staff to modify the 2009 Master Plan to the full “Village Square” concept that was presented to City Council on October 2, 2017 and presented to the public on November 14th and 16th.

The most significant item to consider related to this option is to determine if the City of Prairie Village wants/needs a permanent amphitheater structure and expanded seating area. This option will require major renovations of this area. Most of the other ideas presented in this plan are similar in concept to the 2009 Master Plan. The park shelter and play areas can be detailed when the final design project is considered for construction in the future. It was noted that the Park & Recreation Committee provided input on this option.

Mr. Bredehoeft noted that this option could be constructed in phases with the following cost/phase breakdown: Phase 1- \$2,250,000, Phase 2- \$2,250,000, and Phase 3- \$700,000.

Cost Impact-

Cost of Option 1-	\$5,200,000
2009 Plan in today’s dollars-	\$3,000,000 (Excludes pool related items)
Cost more than the 2009 Plan-	\$2,200,000

Option 2- Direct staff to modify the 2009 Master Plan to a modified version that eliminates the permanent amphitheater structure but includes the expanded seating area.

Mr. Bredehoeft noted this plan is very similar to Option #1 but without the permanent amphitheater structure. The main question related to this option is if the City wants/needs an expanded seating area. A performance pad would be built and it would function similar to how it does today by utilizing a temporary stage for performances. The skate park would be relocated and constructed in conjunction with this pad. This option also requires a significant amount of this work to be completed up front, as it re-grades a significant area near the existing shelter.

This would need to be completed prior to the all-inclusive play area planned in the 2019 CIP. The initial project would cost a minimum of \$2,250,000.

Cost Impact-

Cost of Option 2-	\$3,500,000
2009 Plan in today's dollars-	\$3,000,000 (Excludes pool related items)
Cost more than the 2009 Plan-	\$500,000

Option 3- Follow the 2009 Master Plan but include an improved performance pad as part of the skate park reconstruction.

The existing skate park was designed and constructed to accommodate a temporary stage for use during outdoor performances. This option also involves some regrading of the slope. The skate park is planned for reconstruction, given its deteriorating condition, and this project provides the opportunity to expand the skate park to construct a more significant performance pad. It would still function as a multi-use area but would be improved from what it is currently. Mr. Bredehoeft noted the 2009 plan does not include an all-generational play set

Cost Impact-

Cost of Option 3-	Same as 2009 Plan
2009 Plan in today's dollars-	\$3,000,000 (Excluded pool related items)
Skate Park-	Possibly add up to \$50,000 for performance pad

Mr. Bredehoeft stressed the primary question before the Council is what the city council wants to do with this area. The 2009 Plan was a very detailed plan including the idea to build a more formal amphitheater facility. It is estimated the 2009 Plan would cost \$3,000,000 in today's dollars. None of the plan changes/amenities have been budgeted for final design and construction with the exception of the All-Inclusive Play area in the CIP budget for 2019. Options 1 and Option 2 would significantly change the 2009 Master Plan, as the expanded seating area for the amphitheater changes the site grading significantly.

Jori Nelson thanked the committee for their work. She feels that the funding component is important and would like to know how it would be funded. Mr. Bredehoeft replied that this is a concept plan; when the Council decides to move forward with constructing the project, they will need to determine the source of funding. Ms. Nelson confirmed there is not \$5.2M available in the City's budget to fund Option #1.

Ms. Nelson referenced Council meeting minutes from May 20, 2013, where the City Council approved the expenditure of \$985,000 over the course of four years for park improvements, removing the amphitheater and other items from the 2009 Plan. She asked why the city wasn't following the revised plan based on that action. Mr. Bredehoeft responded that the 2009 Park Master Plan was still in effect and that motion from 2013 was to authorize expenditures to several parks. Improvements to Harmon Park included \$135,000 allocated to new playground equipment and \$20,000 for a disc golf course. Mr. Bredehoeft added that the disc golf course was built - however, the \$135,000 for new playground equipment was reallocated to Windsor Park for a new shelter. He is not aware of any formal modification to the 2009 Parks Master Plan.

Ms. Nelson noted the actions were taken in conjunction with changes to McCrum, Bennett, Porter, and other parks, so she understood the action to be directed toward the Parks Master Plan. Mr. Bredehoeft replied that a Master Plan contains conceptual ideas for development. With limited funding being available, staff met with the Parks & Recreation Committee to set a priority for what items from the Master Plan they wanted implemented in various parks. There was no intention to change the Master Plan, but rather it was establishing direction as to what concepts would be implemented with the funding that was available at the time.

Terrence Gallagher stated when the group came together last year, they determined that the 2009 Parks Master Plan would be the plan of reference for the criteria developed for the study by BBN. He acknowledged that as Parks & Recreation Committee Chair, he was unaware of the 2013 action by the Council. However, the criteria approved for the Village Square study by the Council was based on the 2009 Parks Master Plan.

Mr. Gallagher stated that it is very difficult to find parking by the tennis courts when there is a tournament occurring and asked if this was an on-going problem for the City. Mr. Bredehoeft replied that parking is a challenge for events, particularly when school is still in session. However, for the regular use of the courts and park, parking can be accommodated. Mr. Gallagher stated that if a plan could be developed that would add a couple of additional parking spaces in this area it would be good.

Ted Odell expressed confusion with all the conversation regarding the 2009 Parks Master Plan. He noted the plan presented has several features and amenities suggested; however, he believes it comes down to available dollars. He personally likes Option #1, which brings additional uses for the area, but he feels the Council needs to focus on the funding. He added the numbers presented exclude funding for updates to the City's pool complex, and he feels that needs to be considered. The Council's focus needs to be directed forward, not back.

Tucker Poling commended staff on the clarity and completeness of the options presented. As he sees the three options, Option #1 at \$5.2M has a significant cost element with the permanent amphitheater and grading, and Option #2, at \$3.5M, has grading as the significant cost element. Mr. Poling stated he shares Mr. Odell's concern with potential future expenditures on the pool complex over the next five years.

Mr. Bredehoeft reported that the pool was evaluated in 2014, and many of its needs have been addressed in their operational budget. The CIP includes modifications to the bathhouse. He does not foresee any large-scale reconstruction in the next five years. However, he acknowledged that significant funds are spent on pool operations and maintenance annually. What drives pool projects is the desire to add new amenities, and he is not aware of any of these being proposed. The 2014 evaluation determined that the Olympic size pool does not need to be rebuilt, as was anticipated in the Parks Master Plan. Mr. Bredehoeft stressed that all of the cost projections given exclude any pool related costs that the City might incur.

Mr. Poling asked if the inclusive playground could be incorporated into Option #3. Mr. Bredehoeft replied that this is a plan and it is flexible; nothing has been set in stone. He stated this could be done and provided possible other locations for it, as well as other possible additional amenities.

Tucker Poling stated he supports Option #3 with the natural play theme. He is not convinced that a permanent amphitheater is needed and feels that the extended pad would meet the City's needs. He feels that Option #3 is the most fiscally responsible, with a savings of \$500,000 or \$2.2M over the other options. He agrees with Mr. Bredehoeft on the need to be flexible. He does not feel stone seating is needed. Nor does he believe that the goal should be to get as many people in the park as possible. He likes open quiet spaces and likes the proposed incorporation of natural landscaping.

Chad Herring felt the financing piece was very important and noted it would be difficult for him to move forward without knowing how the project would be funded. He feels that a Master Plan is a helpful way to focus on the improvement of Harmon Park. He feels the goal should be to focus on green space, which is essentially what the City's park program is built on and to provide improved access and a balance between quiet spaces and useable spaces. He approves the concept of a master parks plan, but he needs to know how it will be funded.

Mr. Herring questioned who would program events at the amphitheater under option #1, handle scheduling and rental of the facility and noted extra related costs for increased patrol required by the police department. He asked how the amphitheater would be used. Mr. Bredehoeft replied that Johnson County Parks & Recreation could assist with the programming, but stated many of these questions have not yet been addressed. City staff would be impacted by the coordination, maintenance, and patrolling of activities. The market analysis indicated the amphitheater would be cost neutral. If this Option is pursued, these issues would need to be addressed.

Mr. Herring stated he was grateful for the public input that was given. There was concern with the disc golf course and skate park. Mr. Bredehoeft replied the only real impact on the disc golf course is from the fire department construction. The course will need to be modified to regain the lost two holes. The proposed Village Square plan does not impact the golf course. Mr. Bredehoeft added the large open green space is not being impacted at all. The proposed plan is very similar to the 2009 plan. A play stream included in the 2009 plan is not being proposed, as there is one in Franklin Park. He has not gotten feedback from people concerned with losing a use that currently exists.

Mr. Herring stated he is trying to weigh the cost benefit of a permanent amphitheater. He feels there would need to be 12 to 15 events per year to be cost effective. Would like to see more concrete plans not only on how Option #1 or Option #2 would be built, but also how they would be used. Without that information, he supports Option #3.

Sheila Myers suggested that Option #1 be taken off the table as she did not see any level of support and to focus discussion on Options #2 and #3. The biggest cost difference is the grading required by Option #2 and added that Option #2 also doubles available seating space. Another difference is the relocation of the skate park from its current location to over by the fire station. She noted this needs to be decided so work can begin on the skate park, which is part of the 2018 CIP. Mrs. Myers confirmed that the skate park would be constructed to accommodate a temporary stage.

Mrs. Myers stated she does not support anything placed at the location of the swales in Santa Fe Park; however, she would be ok with the construction of a small play area to the north of the Santa Fe pavilion.

Serena Schermoly noted that Roeland Park just received a \$30,000 grant from USTA and stated that the City has to look at what is available from grants. As a Council Member, she feels that the City must be proactive in seeking outside funding for every program and project that is completed. There are so many opportunities for the city to be better stewards of taxpayer money. She is supportive of offering the residents what they want and feels that a lot of information will be gathered from the citizen survey before any action is taken on any of the options. The bottom line is that the City needs to be searching for grants and other alternative funding sources.

Jori Nelson confirmed that the all-inclusive playground is part of the CIP and already funded. Mr. Bredehoeft replied that if Option #2 were selected, it would require significant grading and it would have to be determined where it could be located. He thinks it could be done, but does not want to proceed without a specific direction as to what option the council wants to pursue.

Ms. Nelson stated that she likes the natural hillside as it is for the Jazz Festival and does not see a need for stone seating. She asked why there was not an Option #4 to stay with the current plan and not spend \$3M that the city does not have. Mr. Bredehoeft replied that Option #3 is essentially following the 2009 plan. He added an additional \$50,000 for additional concrete on the skate park. Ms. Nelson suggested the \$50,000 could be removed. Mr. Bredehoeft replied it was included to provide the option of having a better skate park without a significant increase in cost. Ms. Nelson replied that she agrees with Mr. Poling's desire to retain as much green space as possible, noting there is value in green space. In analyzing the 86 responses from the public, she noted there were 26 "yes", 32 "maybe" and 26 "no". This does not reflect an overwhelming support of taking up more green space, particularly as additional parking spaces will be needed.

Ted Odell stated he loves Option #1, but the City needs to determine how to pay for it. The Council has to consider the big picture and come up with a plan for funding.

Terrence Gallagher stated that in order to get to the cost number everyone is asking for, the council first has to give some direction as to what will be included in the plan. Options 1 through 3 offer different plans and the Council needs to decide what they want to see in Harmon Park. Mr. Gallagher pointed out that Option #3 provides the least amount of green space, as it moves all the concrete up by the tower down. He is hearing that an all-inclusive playground is wanted somewhere. Does the Council want a splash park? He would rather have the City spend more money on the pool than on a splash park. He added Option #3 also moves the parking up by the tennis courts and relocates the practice courts to the north between the playground and the existing tennis courts. This plan also calls for a new shelter.

Mr. Gallagher stated that the committee was not in unanimous agreement on every element of the plan, but has worked together to produce the best options possible. He cannot and will not support the placement of a permanent amphitheater in this park. He has not gotten support for the amphitheater from the residents of Ward 6. Secondly, when visiting Gladstone and Lee's Summit, who had built new amphitheatres, committee members specifically asked if these cities were getting inquiries from the public to rent and use these facilities. The response was no and he feels that the response would be the same for Prairie Village. Lastly, he expressed concern with the construction of an amphitheater, with its primary use being for the city's Jazz Festival, with the closing of the long-standing "Jazz in the Woods" program. This could create an opportunity for the City's festival to become a bigger venue, or it could be a sign of possible loss of interest in this type of event.

Mr. Gallagher stressed the need for the Council to give direction as to what is wanted so that prices can be determined and funding sources investigated and discussed.

Tucker Poling stated the all-inclusive playground is an important amenity to him, noting that this is not currently in the City's park portfolio and confirmed that this could be done in Option #3. He does not feel stone seating is necessary. He likes the picnic community feel that exists at JazzFest. Regarding the inclusion of a splash park, he is neutral.

Chad Herring appreciated it being pointed out that Options #1 & #2 expand available green space. He did not feel rousing support for the permanent amphitheater and felt that feature could be put aside in discussion. However, he viewed the replacement of the pavilion as another major difference between Options #1 & #2 and felt it should be discussed. He noted that, on the principle of access (all inclusive playground) and additional green space, he is leaning toward Option #2, but stressed that he still needs to know how it is going to be paid for.

Dan Runion stated he was not supportive of discussing a project without knowing how it would be funded. In the bigger picture of funding, he noted there are things/amenities that are desired for the City, and he feels that this project is clearly a want. He also noted that there are things the City has to provide as needs. One of those needs is to fund the police pension plan, which is currently only funded at 72% with that percentage of funding continuing to decrease. The City had record revenues last year and adopted a budget that did not address closing that gap. He noted the Moody's report distributed to the Council addresses pension funding. While the report paints the pension funding in

a positive light, he was concerned a point will come when the underfunding of the pension program will negatively impact the City's current Aaa rating and impact the City's ability to successfully bond projects at a favorable interest rate. Mr. Runion believes the City needs to come up with a plan to address its "needs" before it goes forward approving a "want," such as the project proposed. He distributed a chart reflecting the current status and projected downward trend in the funding of the police pension.

Jori Nelson noted between the unfunded police pension, streets, infrastructure, salaries and insurance, and maintenance of the City, she also sees this as a huge "want" not "need" and suggested the Council consider Option #4 to do nothing other than that which has been approved in the CIP, which will retain green space.

Sheila Myers reminded the Council that the purchase of North Park was approved without knowing where the funds to develop the park would come from. The purchase funds were known to come from the economic development fund. Funds have been found for the development of the park. She noted Harmon is the City's largest park and asked when the last improvements were made to this park. Mr. Bredehoeft replied the last significant money would have been for the installation of the skate park. Mrs. Myers noted it has been a decade since any significant improvements have been made to this site, which hosts the City's two premier community events, VillageFest and JazzFest.

Council President Dan Runion noted it was 7:05 and asked how the committee wanted to proceed with other agenda items.

Tucker Poling stated that he did not feel that the Council was making any progress towards resolution on this item and noted there were a number of residents in attendance interested in the next agenda item.

Mr. Runion asked if action was needed at this meeting. It was the consensus of the Council that discussion on this would be continued to a future meeting.

Jori Nelson noted that funding was known before the purchase of North Park. Mrs. Myers replied that she was referencing the funding for the development of the park. Ms. Nelson replied that it was discussed.

Presentation and update on Committee on committees proposed recommendations

Jamie Robichaud noted the Committee on Committees met recently to discuss and address challenges the City is experiencing with the Council Committee policy. The committee consists of Mayor Wassmer, Brooke Morehead, Serena Schermoly, Ted Odell and staff Wes Jordan, Alley Porter, Joyce Hagen Mundy and herself. Mr. Odell was unable to attend the most recent meeting. Mayor Wassmer was influential in several of the recommendations and since the current policy calls for committee appointments to be made at the second meeting in February, these recommendations are being brought forward for discussion by the Council.

The recommendations were as follows:

1. Create the Prairie Village Volunteer Corps

Mrs. Robichaud stated this committee would be a comprehensive list of residents (by area of interest) who would like to be considered for volunteer opportunities that arise with the City for events, projects, and initiatives. Currently, the City has 39 volunteers who have applied to serve on several committees. While there are a few vacancies on existing committees, the majority of these pending applicants will not be able to serve. The proposed recommendation includes a Councilmember chairing this committee and a staff member aiding in publicizing, coordinating, and filling volunteer needs, such as VillageFest, JazzFest, Arts Council events, and other ad hoc priorities set by the Council that would benefit from resident input and/or volunteer help.

2. Transition the current Parks and Recreation Committee into the Prairie Village Volunteer Corps and appoint four Council Members to become the restructured Parks Committee

This recommendation is to transition the current Parks and Recreation Committee members into the PV Volunteer Corps. There may also be an opportunity for them to become involved with the Johnson County Parks and Recreation District. In addition, a restructured Parks Committee would then be created with four council members serving on this committee with a redefined scope of responsibilities.

The recommendation is being made to address confusion for Staff concerning operational authority of park/pool operations and park planning, which has often times created duplicate information being presented at Parks & Recreation meetings and City Council meetings. The line is often blurred on where operational decisions should be made; i.e., with staff, with the Parks Committee or with Council. Recently the Parks Committee presented a recommendation for a change in pool hours, which was ultimately changed by the City Council.

Additionally, City Staff has been engaged in conversations and planning with Johnson County Parks & Recreation to take over park programming for the City with staff bringing an agreement to the Council for approval in the very near future, which will likely reduce the scope of responsibilities of the current Parks and Recreation Committee.

3. . Transition the Environmental Committee into the Prairie Village Volunteer Corps

The recommendation is that this committee would be transitioned to serving on the Prairie Village Volunteer Corps. It also recommended that the current five remaining members of the Environmental Committee be asked to serve on an ad hoc community garden committee that would report to the redefined Parks Committee.

4. Appoint two Council Members as Chair and Vice-Chair of the PV Arts Council, with 10-12 additional appointed volunteers, and change meeting frequency to monthly meetings

It was recommended this committee structure be modified to include two Council Members, appointed by the Mayor, to serve as voting members of the committee in the role of chair and vice-chair. In turn, the committee would continue to have 10-12 appointed volunteers (subject to direction from the City Council). The chair and vice-chair would work with the staff liaison to put together the agendas, annual budget, expenditure approvals, and ensure vacancies on the council are addressed in a timely manner. In addition, it is recommended to change the Committee Policy on meeting

frequency of the Arts Council from bi-monthly meetings to monthly meetings, as the Arts Council is currently meeting monthly.

5. Revise the attendance requirement to 75% of meetings attended

The current policy requires that committee members only attend a majority of the meetings; however, the Committee felt that policy allowed a committee member to miss meetings quite frequently and therefore recommends requiring attendance at 75% of all meetings held.

6. Amend the removal process for appointed committee members and volunteers

The current policy requires ratification by the City Council in a public meeting to remove an appointed committee member, and the policy does not state anything about how a committee volunteer can be removed. The removal of a volunteer or appointed committee member can be sensitive, and the Committee felt that it would be better managed by requiring the approval of the Council Liaison, City Administrator and Mayor, rather than discussed in a public forum.

7. Hold elections for Committee Chairs, who are not Council members, at least every two years

Current policy does not spell out when elections should occur for Committee Chairs who are not Council Members. The Committee recommended that they should be elected at least every two years amongst members of the committee.

8. Change the start time of the Planning Commission meeting to 6 p.m. instead of 7 p.m.

This change was recommended to be consistent with the start time of the Council Committee meetings and to prevent late nights when the Planning Commission agendas are full. This has not yet been discussed with Planning Commission, so this recommendation is pending their approval.

Tucker Poling responded to the proposed recommendations stating his support of the creation of a volunteer corps as an alternate means for residents to become involved. He does not support recommendations #2 and #3. He provided the following input from a resident that felt it made sense to eliminate inactive committees, but noted the Parks & Recreation Committee and the Environmental Committee are active and making valuable contributions. The resident does not support removal from a committee without a vote from Council, as he feels that decreases transparency.

Mr. Tucker stated he agreed with the resident's thoughts. Operational issues and lack of clarity are solvable problems. The Council needs to take responsibility to address these concerns. He noted now more than ever local communities need to become involved in environmental issues and take the lead. He cannot think of a committee where citizen involvement is more important than the Parks and Recreation. He is open to adding Council members to the committee, but does not feel citizens should be eliminated from that committee.

Regarding the other recommendations Mr. Poling stated he did not feel the number of meetings for Arts Council needs to be changed. He agrees with a strong attendance policy; he has concerns with removing the checks and balances on the Mayor's removal

of a committee member. He does not support blanket background checks being conducted on all committee members and volunteers without a specific reason.

Jori Nelson stated she agreed with Mr. Poling in his opposition to recommendation #2 & #3. She received calls from several Environmental Committee members who were shocked and upset by an e-mail they received that they took as an attempt to dismantle their committee, which began in 1975. They didn't understand why this action was proposed and questioned if it was a cost saving action or to control their activities. They noted the committee has been seeking additional members and stressed the need for communities to become involved in environmental issues. She felt this committee has done great work researching and investigating issues for the city. She believes city committees provide an opportunity for residents to work together and provide valuable service to the City. She felt the Environmental Committee is one of the most engaged committees in the City. Ms. Nelson noted that several city committees were dissolved in 2014 by the committee on committees. She believes that our residents deserve better and that committees provide a great service.

Council President Dan Runion stated, due to time restrictions, he felt this item would need to be continued. He noted that although the Council Policy currently calls for reappointments to be made the second meeting in February, the City Attorney has confirmed those appointments could be delayed with existing committee members continuing until appointments are made.

Tucker Poling confirmed that residents would be able to speak on this issue during public participation at the City Council. Serena Schermoly agreed that this discussion should be continued at the City Council meeting. Mr. Runion agreed that discussion would continue; however, noted the Council may or may not take action.

Terrence Gallagher noted there are several residents that were not able to be in attendance, as they had just received their notice and he would like to provide those residents an opportunity to speak and would prefer moving discussion to the next meeting.

Tucker Poling moved to continue discussion of this item to New Business during the City Council meeting, noting that final action may not be taken. The motion was seconded by Jori Nelson and passed by a vote of 10 to 2 with Mr. Odell and Mr. Gallagher voting in opposition.

ADJOURNMENT

Brooke Morehead moved the Council Committee of the Whole meeting be adjourned. The motion was seconded by Jori Nelson and passed unanimously. Council President Dan Runion adjourned the Council Committee of the Whole meeting at 7:30 p.m.

Prepared by Joyce Hagen Mundy
City Clerk

Reviewed by Dan Runion
Council President

**BOARD OF ZONING APPEALS
CITY OF PRAIRIE VILLAGE, KANSAS
MINUTES
TUESDAY, DECEMBER 5, 2017**

ROLL CALL

The meeting of the Board of Zoning Appeals of the City of Prairie Village, Kansas was held on Tuesday, December 5, 2017 in the Council Chambers of the Municipal Building at 7700 Mission Road. Vice Chairman James Breneman called the meeting to order at 6:30 p.m. with the following members present: Jonathan Birkel, Melissa Brown, James Breneman, Patrick Lenahan and Nancy Wallerstein. Also present in their advisory capacity to the Board of Zoning Appeals were: Chris Brewster, Planning Consultant; Wes Jordan, City Administrator; Jamie Robichaud, Assistant City Administrator; Mitch Dringman, Building Official and Joyce Hagen Mundy, Board Secretary.

APPROVAL OF MINUTES

Patrick Lenahan moved the approval of the minutes of the November 7, 2017 meeting as presented. The motion was seconded by Melissa Brown and passed 4 to 0 with Mr. Valentino and Mr. Birkel abstaining.

**BZA2017-06 Request for a Variance from PVMC 19.06.030 "Side Yard" and 19.06.025 "Front Yard" to construct an addition of a garage to be built to 7 feet from the side yard property line and 12.5 feet from the front yard property line on a corner lot
8330 Reinhardt**

Shawn Kennedy, 8330 Reinhardt, stated the proposed replacement of the existing garage is to address flooding problems as the driveway slopes significantly toward the side entry garage. Mr. Kennedy noted that there is not a storm drain nearby to collect the water. They will fill in the sunken driveway and build down toward the street. The two car garage will be in line with the current houses.

Chris Brewster stated the property is zoned R-1A, and though the address is 8330 Reinhardt, the house fronts on and is oriented toward the intersection of Reinhardt and West 83rd Terrace. The R-1A district requires lots to be at least 80 feet wide and 125 feet deep (10,000 s.f.). This lot's dimensions are approximately 93 feet (west boundary) by 130 feet (south boundary) with a total area of 11,870 square feet. The lot is a corner lot with the property lines on the north and east sides arching with the curve of the street and the intersection of Reinhardt and West 83rd Terrace.

The lot is on an irregular-shaped block that is essentially a triangle formed by the loop of West 83rd Terrace, Reinhardt, and West 84th Street, and is on the northeast corner of this block. Each of the abutting lots share a side lot boundary line with the subject lot, and there is no rear-to-rear lot line relationships for this lot.

The applicant is proposing to add a single-story, first-floor addition to the southeast corner, for a garage addition (approximately 26' x 27'), including associated grading, fill and retaining wall work. This work would eliminate the existing below-grade garage entry and bring a side entry garage to the surface. Part of the reason for the applicant requesting this change is to eliminate storm water and flooding issues associated with the prevailing drainage, existing driveway slope, and below-grade garage entry. The addition would be 12.5 feet from the lot line along Reinhardt at its closest point, and 7 feet from the abutting properties side lot line at its closest point. Due to the angled orientation of the existing house, the proposed structure tapers back into compliance with setbacks further towards the existing home.

Mr. Brewster noted that due to the irregular shape and corner location of the lot, and the existing building's "intersection orientation", it is difficult to apply the required setbacks. However, the strict interpretation of the code would require the Reinhardt side to be the "front" requiring a 30-foot setback, and the south property line being the "side" requiring at least 7 feet, but 20% of the lot width total. In this case, the lot width would be approximately 93 feet, requiring approximately 18.6 feet between both "sides." The proposed addition is proposed to be 12.5 feet from the east ("front" property line, rather than 30 feet); and 7' from the south ("side") property line - generally compliant. (The 20% cumulative side setback is difficult to determine with the curving lot line and angle of the existing home. However, no portion of the proposed addition, or the existing home, is near West 83rd Terrace, and the closest point is the far northwest corner, which is approximately 20 feet from West 83rd Terrace - therefore the 20% is likely met under any interpretation).

Public Works staff has reviewed the proposed plans and do not see any additional drainage issues created by the proposed construction. However, a condition of approval requiring that as part of the building permit process, Public works shall review and approve any grading plans and ensure that drainage to the adjacent property and to the public stormwater system is not adversely impacted.

Vice Chairman opened the public hearing on this application. With no one present to address the Board on this application, the public hearing was closed at 6:40 p.m.

Patrick Lenahan asked if the platted building line shown on the plans impacted the Board's action. Mr. Brewster replied that if recorded, the Planning Commission would need to grant a waiver from the platted building line. Brad Satterwhite, architect for the applicant, stated that platted building line was indicated on the records received from AIMS.

James Breneman asked what action would be needed to address this. Mr. Brewster replied any modification to a building line would require Planning Commission action. However, he noted that when there is a conflict, the stricter of the conflicting regulations applies and the requested variance is the stricter criteria.

Mr. Lenahan suggested that if a waiver is required it could be addressed by a condition of approval for the variance if approved. Mr. Brewster agreed and stated the original

filed plat at the County would need to be checked to verify if the platted building line had been recorded. Mr. Satterwhite stated the document was attached to the plat. He asked if correction would be a procedural process to be handled by the Planning Commission at its next meeting. Mr. Brewster replied yes.

Nancy Wallerstein confirmed if the platted setback line was not recorded the applicant could proceed with only the Board's approval of the requested variance. Mr. Satterwhite stated it was recorded. Mr. Breneman advised Mr. Satterwhite to work with the city to get on the January Planning Commission agenda for action if determined by staff to be necessary

Mr. Breneman noted on the plan a reference to 8' high landscape. Mr. Satterwhite replied it should be eight inches, not eight feet.

Vice Chairman James Breneman led the Board in discussion of the five conditions required under K.S.A. 12-759 to be met as presented by staff:

A. Uniqueness

That the variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant.

The Board agreed that this lot is on an triangle-shaped block and is a corner lot with an irregular shape. The existing home is angled on the lot with an "intersection orientation". Although it is larger than required, the corner location and intersection orientation of the existing structure makes it difficult to apply the required setbacks appropriately.

B. Adjacent Property

That the granting of the permit for the variance would not adversely affect the rights of adjacent property owners or residents.

The requested variance would allow an extension primarily to the east and closer to the street, but due to the angle of the existing building, it would also angle closer to the lot and building to the south. It would be approximately 20.35 feet from the existing structure at the closest point and would extend about 7 feet in front of the adjacent house's frontage at the closest point along Reinhardt. This is the side orientation of the house to the south and is beyond the 14-foot separation required for side setbacks of two adjacent homes.

Patrick Lenahan confirmed that the applicant had discussed his plans with the neighboring property owners. The Board agreed that adjacent property owners would not be adversely affected.

C. Hardship

That the strict application of the provisions of these regulations from which a variance is requested will constitute an unnecessary hardship upon the property owner represented in the application.

Although the lot meets the R-1A minimum area standards, the irregular shape of the lot leaves an unusual buildable footprint when setbacks are applied to the lot. The layout

essentially creates two front yards (Reinhardt and West 83rd Terrace) and two side yards (south and west boundaries), but no rear yard. However, a strict interpretation of the ordinance would make:

- Reinhardt the front (30 feet minimum setback),
- the south lot line an interior side (7 feet minimum setback, plus 20% cumulative lot width)
- West 83rd Terrace a street side (15 feet minimum setback, plus 20% cumulative side)
- The west lot line the rear (25 feet minimum setback)

This buildable area is slightly smaller than typical R-1A lots and smaller than those in the area. Although it can result in a usable building footprint and modest home, expansion of the existing house is constrained by this footprint due to the angle, and when compared to other typical homes in the area.

Additionally, the applicant has indicated that the prevailing drainage in the area, combined with the existing driveway grade and sub-grade garage entry is creating drainage and flooding problems for the structure. The proposal is to fill this in to correct that, while adding an above-grade garage entry.

Jonathan Birkel suggested an alternative plan rotating the angled corner so that it would be perpendicular to the south to reduce the size of the projection into the setback. Mr. Satterwhite stated that the addition was designed to maintain the character of the neighborhood and be consistent with the architectural designs found in the existing neighborhood.

D. Public Interest

That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.

The proposed building complies with all other setback and building coverage standards. The proposed addition is consistent with the architectural character of the existing building, is of a similar scale to other buildings in the vicinity. The proposal reflects investment in existing structures within the neighborhood.

E. Spirit and Intent of the Regulation

That the granting of the variance desired would not be opposed to the general spirit and intent of these regulations.

The intent of the R-1A zoning rear, front and side yard setbacks is to manage the relationship of the building to the streetscape and to adjacent buildings, as well as to permit building footprints in scale with the lot size.

The extent of the requested deviation is modest compared to the size and shape of the lot, and the resulting permissible building footprint. Arguably, each of the lot lines impacted by this request (east and south sides) is a side lot relationship, and the requested variance is either comparable to or meets what would be required. The 12.5 feet from Reinhardt is comparable to the 15 feet required for street side yards on corner lots, and the 7 feet from the south lot line would meet the minimum required side yard

setback. The existing home has its deepest setbacks and more prominent relationship to West 83rd Terrace (greater than 30 feet at most locations, and only slightly encroaching into this area at the southwest corner due to the angle of the home). The proposed addition will project in front of the typical house frontages on this block further south on Reinhardt Street, but it is only approximately 7 feet in front at the closest point to these lots, while deeper the closer it gets to West 83rd Terrace.

The proposed addition is comparable in style and massing to the existing home. Other than the expanded footprint, the proposed addition does not introduce any significant changes into the neighborhood compared to the existing home. The Board agreed with the staff analysis and felt this condition to be met.

Patrick Lenahan moved the Board, after reviewing the information submitted finds that all criteria required by state statutes and Section 19.54.030 of the Prairie Village Zoning Ordinance have been met and approve BZA2017-06, requesting a variance from PVMC 19.06.030 "Side Yard" and 19.06.025 "Front Yard" to construct an addition of a garage to be built to 7 feet from the side yard property line and 12.5 feet from the front yard property line for the property located at 8330 Reinhardt subject to the following conditions:

1. That the variance be granted only to the extent shown on the submitted plans, and specifically only to allow an addition up to 7 feet from the south lot line and up to 12.5 feet from the Reinhardt lot line, limited to the extent shown on the proposed building plans.
2. As part of the building permit process, Public Works shall review and approve any grading plans, and particularly ensure that drainage to the adjacent property and to the public stormwater system is not adversely impacted.
3. The variance, if approved, be recorded with the County Register of Deeds within 1 year of approval.
4. That the applicant work with staff to determine if the indicated platted building setback line is registered and if so that it will be submitted to the Planning Commission for waiver at the next available meeting.

The motion was seconded by Melissa Brown and passed by a vote of 5 to 1 with Jonathan Birkel voting in opposition, stating that there were alternative design options that could be applied to mitigate the requested variance.

**BZA2017-07 Request for a Variance from PVMC 19.06.035 "Rear Yard" to reduce the rear yard setback from 25 feet to 17 feet
3707 West 83rd Terrace**

Jim Hesse, 419 West 61st Street, Kansas City, MO, stated he purchased this property and is trying to increase and add adequate living space to the home. He is adding a family room where there currently exists a sunroom. The square footage will increase slightly and he believes will make the home more sustainable for a growing family.

Chris Brewster stated the variance will allow a rear addition to the existing building to extend up to 8 feet into the required 25-foot rear yard setback. The applicant owns the

subject lot, zoned R-1A, on West 83rd Terrace. The R-1A district requires lots to be at least 80 feet wide and 125 feet deep (10,000 s.f.). This lot is 120 feet wide and is 80 feet deep on the west boundary and 105 feet deep on the east boundary, and the total area is 10,535 square feet. It is a legal, non-conforming lot platted in 1954, prior to the zoning ordinance and R-1A standards. The lot meets the requirements for R-1A in all respects other than lot depth.

The lot is on an irregular-shaped block that is essentially a triangle formed by the loop of West 83rd Terrace, Reinhardt, and West 84th Street. The lot immediately to the west is the point of the triangle, and has an “intersection orientation”, fronting on the point of the triangle and with a rear lot line abutting the west boundary of this property and the west boundary of the property to the south. Each of the two lots first in from the point of the block are the shallowest lots on the block, with lots increasing in depth further to the east.

The applicant is proposing to add a single-story, first-floor addition to the rear of the southeast corner, including a bedroom (approximately 17' x 13') and a living room (approximately 16' x 18'). The bedroom addition complies with the rear setback; however, the living room addition is deeper and is also located on a shallower portion of the lot where the rear lot line tapers in. This portion of the addition would extend into the required rear setback between 5 feet at the shallowest and 8 feet at the deepest (this would be in place of the existing sunroom that extends into the required setback approximately 3 feet). The addition would be 17 feet from the rear property line at the closest, and approximately 50 to 55 feet from the nearest structure - the rear of the house on the lot to the south that fronts on 84th Street.

Vice Chairman opened the public hearing on this application. With no one present to address the Board on this application, the public hearing was closed at 7:05 p.m.

Jonathan Birkel asked if the front porch was part of the variance. Mr. Brewster replied that the front porch complies with code as it is an open porch. Mr. Birkel asked when it becomes a closed porch. Mitch Dringman, the city's building official informed the BZA that a porch can have posts and railings. When screening is added, it becomes a closed porch.

Melissa Brown confirmed the 30' front building line applies for porches.

Vice Chairman James Breneman led the Board in discussion of the five conditions required under K.S.A. 12-759 to be met as presented by staff:

A. Uniqueness

That the variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant.

In order for the property to meet the condition of uniqueness, it must have some peculiar physical surroundings, shape, or topographical condition that would result

in a practical difficulty as distinguished from a mere inconvenience to utilize the property without granting the variance.

This lot is on an irregular, triangle-shaped block and is the first lot in from a triangle shaped “intersection lot”, making it one of the shallowest lots on the block. The lots get progressively deeper to the east. This also makes the lot irregularly shaped, as the west boundary is less deep than the east boundary. The lot is also a legal, non-conforming lot. Although it is larger than required, and has a significantly greater width than is required in R-1A, it does not meet the depth requirement and is therefore shallower than most lots in the district. The Board agreed that this property meets the uniqueness criteria.

B. Adjacent Property

That the granting of the permit for the variance would not adversely affect the rights of adjacent property owners or residents.

The requested variance would allow an extension into the rear yard. The extension meets the required setback in most locations, except for a 16-foot wide portion that extends between 5 feet and 8 feet into the setback. This extension is a first-floor, single-story addition with a roof pitch matching the existing structure. The portion of the extension that does not meet the setback is in place of an existing sunroom that also did not meet the setback, although the proposed addition extends further. The closest property boundaries to the addition are all rear lot lines due to the “intersection orientation” of the lot to the west, and the nearest structure is the rear of the existing home, approximately 55 feet south located on the lot to the south.

Patrick Lenahan asked the applicant if he had discussed his plans with the neighboring property owners. Mr. Hesse replied he has talked with people walking by the property when he was there, as he does not live at the property yet. Notices were mailed to all of the surrounding property owners. The Board Secretary reported that two notified neighbors had viewed the plans at City Hall and had no objection to the requested variance.

Nancy Wallerstein confirmed that there was no active Homes Association that required building plans. The Board agreed that adjacent property owners would not be adversely affected.

C. Hardship

That the strict application of the provisions of these regulations from which a variance is requested will constitute an unnecessary hardship upon the property owner represented in the application.

Although the lot meets the R-1A minimum area standards, the irregular shape of the lot leaves an unusual buildable footprint when setbacks are applied. The front building line curves with the slight arc of West 83rd Terrace, and the shorter west property line results in a wedge-shaped building footprint. This buildable area is smaller than typical R-1A lots and smaller than those in the area. Although it can result in a usable building footprint and modest home, expansion of the existing house is constrained by this footprint, compared to other typical homes in the area. The Board agreed that the Hardship criteria had been met.

D. Public Interest

That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.

The proposed building complies with all other setback and building coverage standards. The proposed addition is consistent with the architectural character of the existing building, is of a similar scale to other buildings in the vicinity, and proposal reflects investment in existing buildings in the neighborhood. The Board agreed the Public Interest criteria had been met.

E. Spirit and Intent of the Regulation

That the granting of the variance desired would not be opposed to the general spirit and intent of these regulations.

The intent of the R-1A zoning rear-yard setback is to manage the relationship of adjacent buildings, and to permit building footprints in scale with the lot size. The extent of the requested deviation is modest compared to the shape of the lot and the resulting permissible building footprint. The deepest portion of the proposed addition is centered on the back of the home (offset from the prevailing side building line to the east, and nearest to rear lot lines on the west and south). The addition tapers to where it is fully compliant with the required rear setback towards the east side of the lot. The Board agreed that the Spirit and Intent of the Regulations criteria had been met

Patrick Lenahan moved the Board after reviewing the information submitted finds that all criteria required by state statutes and Section 19.54.030 of the Prairie Village Zoning Ordinance to have been met and approve BZA2017-07, requesting a variance from PVMC 19.06.035 "Rear Yard" reducing the rear yard setback from 25 feet to 17 feet as depicted on the submitted plan for the property located at 3707 West 83rd Terrace subject to the following conditions:

1. That the variance be granted only to the extent shown on the submitted plans, and specifically only to allow a rear setback of 17 feet, limited to the extent shown on the proposed building plans.
2. The variance, if approved, be recorded with the County Register of Deeds within one year of approval.

The motion was seconded by Jonathan Birkel and passed unanimously.

OLD BUSINESS

Jonathan Birkel stated that he likes the new process being followed in the review of applications. Chris Brewster stated the Board can choose to follow the new process or take a formal vote on each criteria. He noted that the staff report does not present a recommendation, but a statement of factual information. It is the role of the Board to determine if the criteria have been met.

Nancy Wallerstein asked that the agendas reflect that all Board applications are public hearings. Although this is understood by the Board, it may not be by the general public and they should be made aware of their ability to comment. The Board Secretary responded that this change will be made.

NEXT MEETING

Board Secretary Joyce Hagen Mundy reported no applications have been filed to date for consideration by the Board in January; however, the filing deadline is Friday, December 8th.

ADJOURNMENT

Vice Chairman James Breneman adjourned the meeting of the Board of Zoning Appeals at 7:10 p.m.

James Breneman
Vice Chairman

**PLANNING COMMISSION MINUTES
JANUARY 9, 2018**

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, January 9, 2018 in the Municipal Building Multi-Purpose Room at 7700 Mission Road. Chairman Nancy Wallerstein called the meeting to order at 7:00 p.m. with the following members present: Jonathan Birkel, Jeffrey Valentino, James Breneman and Gregory Wolf.

The following persons were present in their advisory capacity to the Planning Commission: PJ Novick, City Planning Consultant on Meadowbrook Development; Jamie Robichaud, Assistant City Administrator, and Joyce Hagen Mundy, Commission Secretary.

APPROVAL OF MINUTES

James Breneman noted a period instead of a comma joining the two motions made at the bottom of page 10. Jonathan Birkel moved for the approval of the minutes of the December 5, 2017 regular Planning Commission meeting as corrected. The motion was seconded by James Breneman and passed by a vote of 4 to 0 with Mr. Wolf abstaining.

PUBLIC HEARINGS

There were no Public Hearings scheduled before the Commission

NON PUBLIC HEARINGS

PC2018-101 Preliminary & Final Plat Approval - Meadowbrook Park, Second Plat Meadowbrook Parkway & Nall Avenue

Gregory Wolf questioned VanTrust's relationship to this application. Judd Claussen with Phelps Engineering stated that VanTrust is currently the owner of this property that is being sold to Dial Realty. Mr. Wolf stated that as his law firm represents VanTrust, he would be recusing himself and left the meeting.

Judd Claussen with Phelps Engineering representing Dial Properties stated the requested replat of Lot 1 into four lots. This is the Senior Living portion of the Meadowbrook property. He stated that nothing has changed from the final development plan approved by the Planning Commission in October. The plat was being subdivided for the purpose of financing. Mr. Claussen stated they had received the staff report and were in agreement with the conditions of approval recommended by staff.

P.J. Novick noted that this application came as no surprise and is an outgrowth of the owner's actions to develop the lot. The six (6) building, 222-unit senior project is being developed by Dial and branded as Silvercrest at Meadowbrook providing the following:

- 60 Assisted Living Units
- 20 Memory Care Units
- 142 Independent Living Units

As part of the review of the Final Development Plan, the applicant identified that the six (6) planned interconnected buildings would be constructed in 2 to 3 different phases and included a concept plan for the replat.

The Final Development Plan for Meadowbrook was approved in March of 2016. At that time, it was noted that Final Development Plans for the senior living center and the hotel would be submitted at a later date. The Final Development Plan for the Silvercrest at Meadowbrook Senior Living Center was reviewed and approved by the Planning Commission on October 3, 2017.

Mr. Novick stated there are no outstanding issues and the proposed Preliminary and Final Plats are consistent with what was reviewed and approved with the Final Development Plan for the Silvercrest at Meadowbrook.

When replatting was first proposed by the applicant during the Final Development Plan review, City staff acknowledged that the applicant would need to address two items. First, the applicant would need to ensure that any building and property line separation and clearance requirements contained in the building and fire codes be addressed. Second, the applicant would need to establish a lot owner's association or other private consortium agreement to address issues related to these lots sharing utilities, parking, and storm water management as well as building and site maintenance and cross access rights.

The applicant stated that they will comply with the separation requirements of the building and fire codes and will be executing an Easement, Covenants, and Restrictions (ECR) document to cover shared utilities, storm water, parking and cross access.

Due to the relatively minor nature of the proposed replatting and the fact that plat does not include any public improvements, staff had no objections to the Commission taking action on both the preliminary and final plat at the same meeting. Each item will require separate action by the Commission.

Staff recommended the Commission first approve the Preliminary Plat and then the Final Plat as proposed for the replat of Lot 1 of Meadowbrook Park (Meadowbrook Park, Second Plat), both subject to the following conditions of approval:

1. As part of the building permit process, the applicant will verify compliance with all fire and building code fire separation requirements related to the new lot lines.
2. Prior to the release and recording of the final plat, the applicant must execute a private consortium agreement or covenant that addresses all issues related to the proposed lots sharing utilities, parking, and storm water management, including building and site maintenance and cross access rights.

Judd Claussen stated the ECR is currently being drafted and will be presented to the city's attorney for review and approval. Once approved, that document will be filed and recorded simultaneously with the plat at the County. Mr. Claussen noted this same process was followed for the Dial senior living community in Lenexa.

James Breneman asked if all the driveways and parking areas are private. Mr. Claussen responded the only public area shown on the plat is Nall Avenue. The driveways and streets are private. Mr. Breneman noted that all of the sidewalks are located outside of the property and asked about the gas line along Nall. Mr. Claussen replied the gas line along Nall is within the property.

Mr. Novick stated that no public improvements are needed with the plat and that all proposed improvements were approved in the Final Development Plan approved by the Commission in October. Since there are no public improvements or easements to be accepted, the plat technically does not need to go before the City Council. However, since previous Meadowbrook applications have gone before the Governing Body, he would recommend that this be sent on to Council, as well.

Jonathan Birkel asked if the lots could be under separate ownership or if they are all under the same parent company and asked what would happen if one of the lots were sold. Mr. Claussen responded that the ECR covers common grounds and easements related to all lots, regardless of ownership.

James Breneman noted that the building lines are all shown more than 5 feet from the property lines. Mr. Breneman noted a discrepancy between the preliminary and final plats with 31' depicted between lots 1 & 2 on the preliminary plat and 179' depicted on the final plat. Mr. Claussen stated that would be corrected prior to submittal for signature.

Nancy Wallerstein stated she thought there were additional stipulations on the approval of the final development plan. Mr. Novick stated there were some; however, they were related to the final construction document. The plat has not changed at all from what was approved by the Commission

Jeffrey Valentino confirmed that the conditions of approval established in October are retained and that use of the driveways is addressed in the ECR. Mr. Novick added the ECR must be approved by the City Attorney prior to the execution and filing of the plat.

Nancy Wallerstein asked for clarification on the ownership. Mr. Claussen stated the holding companies for the different lots/buildings may be different, but all will fall under the ownership of a single master company.

Jeffrey Valentino asked what would happen if one section were not constructed. Mr. Novick noted that the project as presented and approved is to be phased in. Nancy Wallerstein asked if there were established deadlines for construction to be completed. Mr. Breneman noted that the developer indicated that lots 1 & 2 would be constructed in

the first phase with lots 3 & 4 to follow either jointly or separately depending on the market demand. Mr. Claussen noted that this was very common in this industry.

Nancy Wallerstein noted that this was part of the TIF and she wanted to make sure the development is completed. Jamie Robichaud stated that the requirements for receiving TIF are typically addressed in development agreements, and the TIF funding is not a factor that needs to be considered by the Planning Commission when approving plats, as this is considered an administrative approval.

Jonathan Birkel stated he understands the concept outside of financing and is trying to understand why individual lots are needed. He was concerned that the sale of one of the properties would impact the function of the others. Mr. Claussen explained the ECR was similar to the restrictions governing townhomes with separate property owners and common grounds. He added that the ECR has been used successfully in the development of the Dial properties in Omaha, Belton and Lenexa.

Jeffrey Valentino suggested that a stipulation be added that the ECR be approved by the city's attorney. Mr. Novick noted such a condition is not relevant to preliminary plat approval.

Mrs. Wallerstein asked why the multiple lots were necessary. Mr. Novick responded it would allow for different lenders to finance different parts of the project. He noted some lenders only finance specific types of facilities. Mr. Valentino stated he would be ok if it could be guaranteed that lots 1 & 2 were developed. Mr. Claussen noted that Dial Realty is a recognized and successful developer of senior living facilities. Mrs. Wallerstein asked if the Lenexa facility was a TIF project. Mr. Claussen replied it was not. Mrs. Wallerstein stated the Commission was seeking to protect the city. Mrs. Robichaud assured Mrs. Wallerstein that the Development Agreement between the City and the developer addressed the concerns expressed and these were not factors that needed to be considered by the Planning Commission.

Nancy Wallerstein stated that financing should not have been part of the presentation for plat approval and consideration by the Commission if it wasn't something the Planning Commission should take into account, but since it was, the Commission feels compelled to do its due diligence. Mr. Claussen responded the reason the replat was necessary was to accommodate the financing, and that was the reason it was mentioned in the staff report, so that the Planning Commission understood why this was coming before them again. Jonathan Birkel confirmed there was one primary ownership body. Mr. Claussen stated it was Dial Realty.

Mr. Novick restated that the ECR remains with the land regardless of the owner of each lot.

Nancy Wallerstein reviewed the conditions of approval recommended by staff and asked for a motion.

Nancy Wallerstein moved the Commission approve the Preliminary Plat as proposed for the replat of Lot 1 of Meadowbrook Park (Meadowbrook Park, Second Plat), subject to the following conditions of approval:

1. As part of the building permit process, the applicant must verify compliance with all fire and building code fire separation requirements related to the new lot lines.
2. Prior to the release and recordation of the final plat, the applicant executing a private consortium agreement or covenant that addresses all issues related to the proposed lots sharing utilities, parking, and storm water management, including building and site maintenance and cross access rights.

The motion was seconded by James Breneman and voted on with Mrs. Wallerstein and Mr. Birkel voting in support of the motion and Mr. Breneman and Mr. Valentino voting in opposition. The motion failed for the lack of a majority.

James Breneman stated his opposition was that the project does not contain a skilled nursing component as he believed was promised by VanTrust. Mr. Novick noted that was not germane to approval of a plat. Nancy Wallerstein responded that Mr. Breneman is not supportive of moving forward with this project without the skilled nursing component, which she says was promised, and stated that Mr. Breneman has voted consistently against the project.

Jeffrey Valentino stated that he voted in opposition because he did not get clear answers regarding the ECR "Easement Covenant Restriction" agreement. Mr. Novick stated that condition number 2 can be amended to specifically require approval by the City Attorney.

Nancy Wallerstein reviewed the conditions of approval recommended by staff and asked for a motion.

Nancy Wallerstein moved the Commission approve the Preliminary Plat as proposed for the replat of Lot 1 of Meadowbrook Park (Meadowbrook Park, Second Plat), subject to the following conditions of approval:

1. As part of the building permit process, the applicant must verify compliance with all fire and building code fire separation requirements related to the new lot lines.
2. Prior to the release and recordation of the final plat, the applicant, executing a private consortium agreement or covenant that addresses all issues related to the proposed lots sharing utilities, parking, and storm water management, including building and site maintenance and cross access rights, as approved by the City Attorney.
3. Correct the dimension of the lot line between lots 1 and 2 on the final plat from 179.82' to 30.60' to be consistent with the preliminary plat.

The motion was seconded by James Breneman and voted on passing by a vote of 3 to 1 with Mr. Breneman voting in opposition.

Nancy Wallerstein moved the Commission approve the Final Plat as proposed for the replat of Lot 1 of Meadowbrook Park (Meadowbrook Park, Second Plat), subject to the following conditions of approval:

1. As part of the building permit process, the applicant must verify compliance with all fire and building code fire separation requirements related to the new lot lines.
2. Prior to the release and recordation of the final plat, the applicant executing a private consortium agreement or covenant that addresses all issues related to the proposed lots sharing utilities, parking, and storm water management, including building and site maintenance and cross access rights, as approved by the City Attorney.
3. Correct the dimension of the lot line between lots 1 and 2 from 179.82' to 30.60'.

The motion was seconded by James Breneman and voted on passing by a vote of 3 to 1 with Mr. Breneman voting in opposition.

Jonathan Birkel stated that for something as complex as this, it would have been helpful to have the city attorney present to address the Commission's legal concerns, noting his expertise falls in building and plan review.

Nancy Wallerstein stated she felt the amendment to condition #2 sends the Commission's message of concern to the city attorney.

NEXT MEETING

The Commission Secretary announced the following items had been received for the February 6th meeting.

- BZA application for a side yard setback at 4111 West 73rd Terrace. 4111 W. 73rd Terrace, John Schutt, Variance from 19.08.025A, side yard setback.

Planning Commission

- 7930 State Line Road, TW Macon, LLC, amendment to preliminary development plan - car wash facility
- 7930 State Line Road, TW Macon, LLC, Special Use Permit and Site Plan Approval - car wash facility
- 7540 Reinhardt Street, John Moffitt, MoJo Built, LLC - rezoning request from R-1a to R-1b
- 7540 Reinhardt Street, John Moffitt, MoJo Built, LLC - lot split request
- 5200 W. 95th Street, Garren Miller - site plan approval - exterior and façade changes
- 4504 W. 69th Street, Duanne Pankratz (architect) - building line modification

- 4901 Meadowbrook Parkway, Van Trust Real Estate - final development plan for Meadowbrook Inn
- 4100 Homestead Court - Homestead Country Club - Special Use Permit for Country Club and Site Plan Approval

Jamie Robichaud reported that staff has been reviewing the Comprehensive Plan chapter by chapter noting items that they felt were still relevant, those that were no longer relevant, and those that have been completed. They will have completed their review by the February meeting, but due to the length of the agenda, it will not be discussed at the Planning Commission meeting. It may be presented at a special work session in February or at the March meeting.

ADJOURNMENT

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

Nancy Wallerstein
Chairman

JazzFest Committee Minutes
January 9, 2018

Present: JD Kinney, John Wilinski, Alex Toepfer, Brian Peters, Elissa Andre and Joyce Hagen Mundy.

JD announced that Jazz in the Woods has been cancelled. He has been advised that they still have some alcohol at Rimann's and will follow-up with his contact regarding the committee purchasing it. This leaves the Prairie Village Jazz Festival as the sole outdoor jazz event.

JD stated he would be reviewing and potentially revising the sponsorship information and categories.

Alex Toepfer reviewed several possible performers for the 2018 festival. He is seeking to find a diversity of jazz styles. Interest in performing at the festival is high.

JD reported there has not been any significant change in the budget. Joyce noted that she would be sending letters out before the next meeting to past donors and sponsors.

JD welcomed Elissa Andrea who has expressed an interest in joining the committee. Elissa has worked in digital marketing in the music industry and is new to the area. JD provided background on the committee and met with her individually to discuss past marketing efforts done for the festival.

Next Meeting: Tuesday, February 13, 2018 at 5:30 p.m.

Adjournment: The meeting was adjourned at 6:00 p.m.

Prairie Village Arts Council
January 10th, 2018
5:30 pm
Prairie Village City Hall – 7700 Mission Road
Multi-Purpose Room

In attendance at this meeting were Dan Andersen, chair, Shelly Trewolla, Betsy Holliday, Annette Hadley, Ada Koch, and Jamie Robichaud, assistant city administrator. Lacking a quorum, approval of the minutes of the November 2017 meeting was not voted upon.

Shelly Trewolla discussed the upcoming photo competition show, which is hung and ready to go this Friday the 12th. Awards will be at 7:00 in the council chambers. Dan plans to do a slide show.

Curators reviewed the status of the upcoming 2018 schedule of exhibits. Annette Hadley stated that Trisha Reschly would be out of the country in December, hence would not be able to exhibit for that show. This left only two exhibitors, but Shelly Trewolla said Anne Nye, one of the remaining exhibitors, would surely bring enough pieces to round the show out. Ada Koch pointed out that the hanging date for her show of Monday, September 3, is actually Labor Day, and that the date should be changed to Tuesday, September 4th.

Dan asked Ada to order double the number of lines for our new hanging system. Ada will get a bid for our approval.

Dan opened a discussion of filling the 2 vacant seats on the arts council. Of the 6 applicants, Annette will call Paul Tosh and Spencer Pellant, Shelly will call Teresa Hannan. Jamie Robichaud said appointments would likely be made in February. Shelly suggested that we consider switching FOTA to January and the Photo Competition to April, since April was the most difficult time of the year to get the participation of students. This will be discussed again when more arts council members are present, with a decision to be made before May.

Under new business, Shelly advised that Gloria Hawkins, who had submitted a 3D mixed media work for the photography show which was rejected, is asking for her entry fee back. All present agree that the description of the show in call for entry was thoroughly specific that works needed to be matted. As a compromise, the group agreed that Shelly should not refund the \$30 fee, but would suggest that the fee would be waived if Gloria wanted to submit her work to SOTA. Shelly will contact her by phone.

There being no further business, the meeting was adjourned at 7:10.

**Council Members
Mark Your Calendars
February 20, 2018**

February 2018 **Mixed Media Exhibit in the R.G. Endres Gallery featuring Lorrie Engles, Kim Taggart, Gloria Gale & Chris Langseth**

March 2018 **Mixed Media Exhibit in the R.G. Endres Gallery featuring Anne Garney, Kathleen Connors and Nancy Kramer Bovee**

March 5 City Council Meeting

March 9 Artist Reception in the R.G. Endres Gallery

March 11-14 NLC Congressional Cities Conference in Washington, D.C.

March 19 City Council Meeting

March 27 State of the County Address

April

2018 **Future of the Arts Exhibit in the R.G. Endres Gallery**

April 1 Recreational Memberships go on Sale

April 2 City Council Meeting

April 13 Artist Reception in the R.G. Endres Gallery

April 14 Large Item Pick up for 75th Street and north

April 16 City Council Meeting

April 21 Large Item Pick up for south of 75th Street