

**LIVABLE STREETS ADVISORY BOARD  
ACTION LETTER  
CITY OF LEE'S SUMMIT**

Tuesday, July 17, 2012  
7:00 p.m.

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Present –

<i>* Ajia Tenney</i>	<i>Absent</i>	<i>Donnie Priest</i>	<i>Present</i>
<i>Ed Kraemer</i>	<i>Present</i>	<i>Bob Busby</i>	<i>Present</i>
<i>Ryan Philyaw</i>	<i>Present</i>	<i>Dan Wiltshire</i>	<i>Absent</i>
<i>Eric Kratz</i>	<i>Absent</i>	<i>Kathryn Biagioli</i>	<i>Present</i>
<i>Craig Faith</i>	<i>Present</i>	<i>Vacant Position</i>	
<i>Valerie Salazar</i>	<i>Absent</i>		

*Staff Liaison Michael Park and Council Liaison Rob Binney were present.*

**1. CALL TO ORDER:**

*Vice-Chair, Craig Faith, called the meeting to order at 7:06 p.m.*

**2. Public Comments:**

*No Public Comments. There were no visitors in attendance.*

**3. APPROVAL OF AGENDA:**

*On motion of Bob Busby, second by Ed Kraemer, the Board voted unanimously to amend the published agenda and approve the amended agenda. The published agenda was amended to move Item #5 (Discussion – 501c3) ahead of Item #4 (Approval of the June 19, 2012 Meeting Minutes) in consideration of the presenters schedule.*

**4. APPROVAL OF JUNE 19, 2012 MEETING MINUTES:**

*The previous meeting was summarized and discussed among Mr. Park and board members in attendance at the June 19, 2012 meeting at the request and for members who were absent at the June 19, 2012 meeting. Generally, a full explanation and clarification of Mr. Arbo's discussion with the board on June 19, 2012 was voiced. Dr. Kraemer provided several corrections to the minutes as noted below and recommended the distribution of minutes to the board prior to the monthly meeting in which minutes are considered for approval. The board concurred with the amended minutes and the suggested procedural change for advance distribution of the minutes for board review. On motion of Ed Kraemer, second by Bob Busby, the Board voted unanimously to approve the June 19, 2012 meeting minutes as amended.*

*The June 19, 2012 meeting minutes were amended in Section 1, to reflect the board position of Craig Faith as Vice-Chair and amended in Section 4 to clarify that board committee assignments would not otherwise change in consideration of the resignation of former board member Julie Ellis, to add the Tribune among the list of monthly publications for LSAB authored articles (in addition to the Journal), and to remove the Traffic Schedule from the list of Development Standards/Codes Committee documents under review.*

**5. DISCUSSION – 501c3 (Conrad Lamb – City of Lee's Summit Finance Director):**

*Conrad Lamb, Finance Director for the City of Lee's Summit, provided an overview of 501c3 not-for-profit structure and process. Mr. Lamb also addressed questions from the board regarding 501c3. The Lee's Summit Building Authority was used as an example in reference to questions*

regarding attainment of 501c3. If desired by the board, the City can help. A plan would need to be written with the organizations stated purpose, disclosure of what the organization intends to do with funding, how the organization will handle excess funds, and contemplate the dissolution of the 501c3. There are required annual tax filings (990 tax exempt forms), reporting receipts and expenditures, and fees. Any one donation exceeding \$1000 must be publicly published. An estimated \$300-\$900 initial one-time setup fee should be expected. A monthly maintenance fee of approximately \$40 should be expected. Bylaws and organization structure must be formally adopted and recorded for operation, staffing, accounting, and management of the 501c3. An employer ID Number must be obtained from the IRS to begin the process. Federal Form 1023 and State Forms would need to be approved for tax exempt issuance. No political positions or support thereof by the organization would be allowed under a 501c3. Conrad suggested the board develop a budget plan to evaluate its options and the feasibility of 501c3 before it commits to establishing a 501c3.

The board discussed the information presented by Mr. Lamb and alternatives to 501c3. Partnership with the Parks and Recreation Department, specifically "Friends of the Park" and partnership with BikeWalkKC were decided worth researching common goals and shared projects. Both of these entities have not-for-profit status and can accept funding. Other potential partnerships exist, including the City and private entities (e.g. Rotary) that should be researched too. Craig suggested the development of MOU's (memorandum of understanding) with potential partners would be proactive and beneficial to Livable Streets. The Board agreed by consensus not to pursue a 501c3 at this time and that it should consider in future discussions potential partnerships in lieu thereof to achieve the same objectives.

## **6. COMMITTEE REPORTS:**

- Encouragement/Education Committee

*Kathryn Biagioli provided an update on the committee's work and the schedule for news paper articles. Her recent article for bus services in Lee's Summit was published in June 2012. Articles for July, August, and September 2012 have been assigned. A September Walk to School Article is planned. Val Salazar is committed to an article about walking. Ed Kraemer is committed to an article on winter activity (also a former HEAB article). Council liaison Rob Binney suggested the board reach out to the Tribune and Journal editors as well as Downtown Main Street and Parks and Recreation for more WIBI exposure and potential article interests. He also suggested an article on brief/simple ADA requirements (Sidewalk and Ramps) and associated public improvements with input/or intended audience of residents such as those in Eagle Creek that are currently going through major ADA improvements throughout the neighborhood.*

- Designations/Awards Committee

*Michael Park will complete the next Bicycle Friendly Community application that is due July 20. The application is nearly complete at the current time. He had a couple questions for the board that were addressed as described herein. The board agreed to use the latest national survey data to represent mode share in the direct question related to mode share, but also use the local survey data (which reflected higher bicycle mode share than represented on the national survey of Lee's Summit) in the question of measuring bicycle activity. The board also provided its understanding of what consisted of public gathering/event places related to an application question for those types of facilities. The following places were added to the application as such facilities: Legacy Park Amphitheatre, Gamber Center, Longview Recreation Center, JKV Pavilion, Longview Mansion.*

- Development Standards/Codes Committee

Donnie Priest and Craig Faith suggested a work session on the next agenda for the identification and priority of Livable Streets related issues the Development Standards/Codes Committee should focus upon in its review and improvement of development standards/codes. The board unanimously agreed to have a work session for this topic on the next regular scheduled meeting date. The work session would immediately follow the regular agenda next month. In preparation for this work session the board desired a questionnaire to spur ideas and discussion. The board desired to have a questionnaire in advance of the meeting. The board suggested several questions to be included on the questionnaire which will be included on the questionnaire when distributed. Any additional questions should be sent to Mr. Park for inclusion. The questionnaire should also include a sample list of Livable Streets elements to remind the board of the full scope of Livable Streets.

## **7. PROJECT UPDATES/UPCOMING EVENTS:**

- Smart Growth Conference Local Sponsorship

Ed Kraemer described the event (the 12<sup>th</sup> Annual) and its scheduled appearance in Kansas City during February 2013. This would be a 3-day event with activities in support of Livable Streets. The organization had requested co-sponsorship by the Livable Streets Advisory Board to help publicize the event. Co-sponsorship did not cost any money. On Motion of Ed Kraemer, second by Ryan Philyaw, the board unanimously supported co-sponsorship of this event. Michael Park would submit the co-sponsorship form on behalf of the board. Bob Busby suggested the board publish an article regarding this event in January (he committed to write the article). Council liaison Rob Binney would consider requesting interest in City Council as co-sponsor in this event to promote regional support for Livable Streets as prescribed in the Livable Streets resolution and ordinance that created the Livable Streets Advisory Board.

- Development Activity Update

Michael Park reported the Hearthview Apartment Project was proceeding through the development approval process and included all supporting livable streets elements (e.g. sidewalk, park area, shared parking, on-street parking, etc.) The multi-family development is located in New Longview. The project supports the mixed-use environment facilitating Livable Streets. Mr. Park also mentioned a sidewalk and street lighting construction project was approved along Persels Road and Ward Road in support of Livable Streets. This project would start construction in August 2012.

## **8. ROUNDTABLE:**

Michael Park noted he is working with the National Pedestrian and Bicycle Information Center to profile the City of Lee's Summit in a Walk Friendly Community Handbook. Mr. Park also gave a presentation to the Lee's Summit Noon Rotary regarding Safe Routes to School and the City's School Traffic Safety Study Program. Council liaison Rob Binney thanked the board for his invitation. There were no other roundtable discussions.

## **9. NEXT MEETING:** August 21, 2012

## **10. ADJOURNMENT:**

There being no further business, on motion by Ryan Philyaw, second by Donnie Priest, the Board voted unanimously to adjourn the meeting. The July 17, 2012 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:40 p.m.

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Michael Park, PE, PTOE  
City Traffic Engineer