

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

Tuesday, January 15, 2013
7:00 p.m.

Present –

<i>* Aija Mignon</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>Present</i>	<i>Eric Kratz</i>	<i>Present</i>
<i>Kathryn Biagioli</i>	<i>Present</i>	<i>Vacant</i>	
<i>Mike Barnett</i>	<i>Present</i>	<i>Vacant</i>	
<i>Craig Faith</i>	<i>Absent</i>		

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

1. CALL TO ORDER:

Chair, Aija Mignon, called the meeting to order at 7:02 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Ed Kraemer, second by Dan Wiltshire, the Board voted unanimously to approve the agenda.

4. APPROVAL OF December 18, 2012 MEETING MINUTES:

On motion of Ryan Philyaw, second by Bob Busby, the Board voted unanimously to approve the December 18th, 2012 meeting minutes.

5. COMMITTEE ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Kathryn Biagioli reviewed the top 3 reasons for board service and support of livable streets submitted by each board member and shared commonalities. She wants everyone to contribute at least one article, or at least have the opportunity to contribute an article throughout the year. She wants the articles to include common themes of the top 3 list, such as why you serve and what has been done. Ms. Biagioli will make monthly assignments as noted to schedule articles for the next 6 months: Aija Mignon is responsible for the January article, Bob Busby the February article, Dan Wiltshire the March article, Eric Kratz the April article, Ed Kraemer the May article, and Ryan Philyaw the June article. Eric Kratz was asked to write about biking. Ed Kraemer was asked to write about biking and walking for bike/walk month. Ed Kraemer expressed concern the assignment would be too prescriptive and time sensitive relevant information could be missed. He was also concerned the top 3 in every article could be too repetitive. Kathy Biagioli explained flexibility exists in the monthly topic and hoped while the top 3 had commonalities among board members, there were still individual differences that could be shared in the monthly articles. She is very open to emerging topics and assignments could change. Bob Busby supported the flexibility in general concepts for special, opportune topics. Aija Mignon's article for January will focus on winter activity.

Kathy Biagioli will attend an R7 principals meeting the first week of February. She reviewed her presentation, which is focused on bike/walk month activities. She especially wants the principals to be more aware of the resources available to the schools, importance of the walk/bike to school events, importance for data collection, and offer support from the board. She has about 15 minutes to make her presentation. Ed Kraemer asked her to include some emphasis on biking/walking encouragement. He also asked her to convey some of the health benefits to children from walking/biking to school. Dan Wiltshire would like her to remind the principals of available safe routes to school maps, studies, and other related resources. Ajia Mignon noted available police resources too. Generally, the board wanted her to “sell” the activity to the school principals, not just the day’s bike/walk to school event.

- Designations/Awards Committee

There was nothing to report. Ed Kraemer expressed the need to continue the committee. The committee is vital for continuous improvement. The board still intends to review feedback from the League of American Bicyclists regarding the City’s Bicycle Friendly Community application and designation at a future agenda. This review may identify future work for the committee between program applications and other bicycle friendly business interests.

- Development Standards/Codes Committee

Kathy Biagioli said there has been no meeting yet with Police and Fire Departments. Ed Kraemer said he met with the Chamber of Commerce (Nancy Bruns) and Truman Medical Center. Craig Faith was unable to attend the meetings with Ed Kraemer due to an emergency. Ed Kramer reported the Chamber of Commerce as very supportive of Livable Streets. There is a mutually desired opportunity for more cooperation and collaboration between the board and the Chamber, especially in walk/bike month activities. He shared the Walk Friendly and Bicycle Friendly Community information. The Chamber welcomed this information which may be helpful in promotional uses. In general, he and the Chamber thought more communication and joint efforts between the board and the Chamber would be beneficial.

New assignment considerations were postponed until all existing tasks are completed. Only a meeting with the Fire Department and Police Department remain from the list of existing tasks.

6. BUSINESS:

- Letterhead

Ajia Mignon asked if the board could use the new City logo. Councilman Binney gave explanation of the brand and brand status. He suggested the board share the Bicycle Friendly Community and Walk Friendly Community information with the brand manager. Michael Park noted the intent to have the brand manager discuss the marketing initiative with the board and/or several members of the board at a future meeting(s). This meeting is being coordinated by Melissa Fears, Lee’s Summit Public Information Officer. Councilman Binney suggested the brand manager review and recommend board letterhead that fits best with the City’s marketing initiative. Ajia Mignon will consider a future board agenda that includes a branding presentation by the brand manager. The letterhead issue was tabled until after discussion with the brand manager.

7. PROJECT UPDATES/UPCOMING EVENTS:

- Website Server Application

Michael Park noted the website was approved and is being developed.

- Traffic Enforcement – Bicycle Enforcement Position Statement by the Board

Ajia Mignon said she would have the statement to Michael Park by the end of week. Michael will provide the statement to the police chief.

- Branding

Michael Park referred to the discussion earlier in the meeting regarding branding. The City is in the process of a “roll-out” plan for the brand beginning in February.

- Project Solicitation of Potential Bond Issue

Michael Park noted the City Council will consider bond questions on Thursday, January 17th. Councilman Binney provided an overview of the bond projects and potential questions for voter consideration.

- Development Activity Update

Michael Park provided an update for recent development projects including, Wal-Mart application near M-150 and Market and Price Chopper near Todd George Pkwy and US 50 Highway.

8. Discussion

- Residual Sidewalks

Bob Busby continued last month’s discussion regarding residual sidewalks. Councilman Binney expressed interest in the idea the board would support a new, different, and supplemental process for project consideration. This new process would target smaller projects primarily supporting livable streets (e.g. pedestrians, cyclists, etc.) that currently do not compete well for funding priority among other capital improvement projects within infrastructure/maintenance dedicated funding sources. This idea was not a board recommendation for any particular project. Several challenges to this idea were noted; identification of projects, project selection, project prioritization, and availability of alternative funding sources. Councilman Binney stated similar discussion among a few council members. He suggested the board table this issue for further Council consideration and wait for Council to request board review and support.

- Smart Growth Conference

Ed Kraemer provided information about the Conference and reiterated the board’s co-sponsorship commitment. He asked the board to promote the conference through email and other means. Eric Kratz suggested the board utilize Facebook to further promote the Conference. Michael Park provided conference promotional materials to Ajia Mignon for distribution. The Conference is scheduled for February 7th, 8th, and 9th at the Kansas City Convention Center. Ed Kraemer noted MoBikeFed, the State of Missouri, MARC, and Lee’s Summit have made significant strides in complete streets/livable streets. Consequently, Brent Hugh from MoBikeFed, MARC, and the City of Lee’s Summit will be hosting a livable streets session at the Conference. Ed Kraemer and Michael Park will make presentations for the City of Lee’s Summit.

9. ROUNDTABLE:

Ajia Mignon was recognized by the Kansas City Business Magazine as a 2013 Rising Star.

10. **NEXT MEETING:** *February 19, 2013*

11. **ADJOURN:**

*There being no further business, on motion by Bob Busby, second by Ed Kraemer, the Board voted unanimously to adjourn the meeting. The January 15, 2013 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:36 p.m.*

Michael Park, PE, PTOE
City Traffic Engineer