

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

Tuesday, July 15, 2014
6:30 p.m.

Present –

<i>Craig Faith</i>	<i>Absent</i>	<i>Ed Kraemer</i>	<i>Absent</i>
<i>*Bob Busby</i>	<i>Present</i>	<i>Molly Wichman</i>	<i>Absent</i>
<i>Dan Wiltshire</i>	<i>Present</i>	<i>Eric Kratz</i>	<i>Present</i>
<i>Eric Vaughan</i>	<i>Present</i>	<i>Greg Hunsucker</i>	<i>Present</i>
<i>Barbara Keller</i>	<i>Absent</i>	<i>Matthew Fuller</i>	<i>Absent</i>
<i>Gary Denny</i>	<i>Present</i>		

Staff Liaison Michael Park and City Council Liaison Trish Carlyle were present.

1. CALL TO ORDER:

Bob Busby called the meeting to order at 6:35 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Eric Vaughan, second by Greg Hunsucker, the Board voted unanimously to approve the agenda as posted.

4. APPROVAL OF June 17, 2014 MEETING MINUTES:

On motion of Dan Wiltshire, second by Eric Vaughan, the Board voted unanimously to approve the June 17th, 2014 meeting minutes as written.

Craig Faith present at 6:38 p.m.

Ed Kraemer present at 6:40 p.m.

5. COMMITTEE ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Mr. Busby shared notes prepared by Matthew Fuller; those notes requested members to submit articles for publication, described current publications (Take Your Workout to the Local Park by Molly Wichman and draft of accessibility subject), and information about the July Handlebar Happy Hour. The Handlebar Happy Hour is scheduled at the Filling Station on July 24th from 6-8 p.m. Several routes for the event were shared with Rachel at BikeWalkKC preceding the meeting and routes were further discussed at the meeting (to be finalized later by the committee, specifically Eric Vaughan and Ed Kraemer). Ed Kraemer will make a presentation at the event regarding Livable Streets Lee's Summit Advisory Board. Eric Kratz said he would be attending the event too.

Eric Kratz provided information about the Jr. Triathlon event scheduled this weekend. He is actively involved in the event coordination. He has Livable Streets information and contact cards he will be sending out with all the participating kids.

Ed Kraemer has asked MARC to add LSAB member contact information to their mailing lists. Michael Park will send R7 School Contact Information to Matthew Fuller and Greg Hunsucker.

- Designations/Awards Committee

There was nothing to report. The Board decided this committee would be abandoned. It served its purpose and no longer requires appointments or activity.

- Development Standards/Codes Committee

Craig Faith accepted the committee Chair position. The bicycle related ordinances are still pending and a brief schedule was reviewed by Michael Park. The ordinances could go to Public Safety Advisory Board in August, then to Council Committee in September, and lastly to City Council for adoption in October, depending on the Police Department's priorities given they are responsible for shepherding the process. Michael Park will advise Craig when the PSAB meeting is scheduled.

6. BUSINESS/DISCUSSIONS:

- Assignment of Work Session Set Priorities

Mr. Busby suggested a temporary committee be created (Community Outreach Prioritization Committee) to filter down the list of events to which the board should be involved; a substantial part of the short term goals identified in the work session set priorities. The COP Committee should seek the most reasonable things to prioritize/start assignments from the detailed activities noted in the short term goals since the content is still a bit overwhelming. The temporary COP Committee would only exist until the list is shortened. The board agreed and established this committee. Greg Hunsucker will chair the committee. The committee also includes Barbara Keller (based on her voluntary email correspondence of interest), Eric Vaughan, Dan Wiltshire (tentative), and Gary Denny. Bob Busby will invite Molly Wichman to replace Dan Wiltshire at Dan's request. The board sent the work session set priorities (attached) to the temporary committee that was established. The board decided to frame the expected member time commitment for related goal activities to assist in prioritization; about 2-3 hours per month per board member outside the regular board meeting was considered reasonable. This may include committee meetings, MARC meetings, Council meetings, event coordination and participation as a board member, article publications, etc. Eric Vaughan will also provide the committee with some volunteer (time) guidance and expectations for further consideration. Craig Faith requested, and the board agreed, the committee should show some alignment between selected activities and the board's mission.

- Consideration of Amending the Strategic Plan for Work Session Set Priorities (Short Term Goals)

Craig moved that the board modify the strategic plan to convey the work session set priorities (attached) and such amendment(s) would be presented at the next board meeting with direction as further discussed herein. The motion was 2nd by Greg Hunsucker and unanimously approved. Eric Kratz will draft the amendment to the Strategic Plan. The amendment, as wanted by the board, should only include the set priority headings (bold lines) and not include the descriptive activity details for each short term goal. The amendment should also create a section for achievements to address completed goals – not delete completed goals from the plan.

- Consideration of Letterhead Design

Craig Faith made a motion to use the City provided and City branded Livable Streets Lee's Summit/Advisory Board logo on all official board correspondence such as letter, publications, articles, advertisements, etc. as presented by Eric Kratz and referenced on the Livable Streets Lee's Summit website homepage (livablestreetsls.com). The motion was 2nd by Eric Vaughan and unanimously approved by the board.

- Neighborhood Assessments for Walkability

Craig Faith reviewed the history of Springfield, MO, Neighborhood Assessments for Walkability. He said Springfield would share forms used for data collection, but not the analysis tools. The assessments require volunteers and may need professional resources to analyze the information and make it useful for staff. The volunteer based survey/assessment would augment the City's Road Safety Audit and School Area Traffic Safety Study Programs. Eric Vaughan said BikeWalkKC offers regular audits. He will send Craig Faith the contact information for the BikeWalkKC audit program. Mr. Faith is researching resource needs and costs. Resources are lacking. Ed Kraemer suggested MARC as another potential resource, as well as Healthcare Foundations. Mr. Faith would consider contacts from Ed Kraemer and Eric Vaughan to see if someone is willing to do the volunteer work in Lee's Summit. The information researched by Mr. Faith as well as any potential survey findings if the project moves forward would be sent to Traffic Engineering to be incorporated in capital projects and Codes for property code enforcement.

7. REVIEW COMMITTEE STRUCTURES, APPOINTMENTS AND COMMITTEE CHAIR DESIGNATIONS:

The board decided to maintain the Education and Encouragement Committee and Standards and Codes Committee until the COP Committee (temporary) completes its work that will result in a list of activities for distribution. Until then, it's unknown what new committees might be created or how many and what their roles would be. It's also unknown without a scope of committee work and volume to appoint board members best suited and interested to compose the new committee(s).

8. PROJECT UPDATES/UPCOMING EVENTS:

- Development Activity Update

Michael Park shared an update on the ¾ cent Missouri Transportation Sales Tax project list and reminded members to vote on Tuesday, August 5th. An update on various capital and development projects was also provided by Mr. Park.

9. ROUNDTABLE:

Dan Wiltshire noted the Tour of KC was a very successful event this year. He was in attendance and helped with event. Ed Kraemer reiterated an invitation to the Handlebar Happy Hour.

Gary Denny mentioned a KCPL Grant opportunity (micro grant for environmental projects ranging from \$500 to \$3000). The grant application deadline is August 15 for Sept./Oct. implementation. Any organization, including the LSAB, may submit an application. Craig Faith volunteered to work with Downtown Lee's Summit Main Street on a potential application for a downtown project (bike racks or benches) that the board has shown interest in completing.

Eric Vaughan indicated a professional development work shop through BikeWalkKC would be

available for anyone interested. He also reminded people to go vote on Aug. 5th.

Craig Faith shared information about a JKV \$90M redevelopment proposal. He also invited participants to the JKV Accessibility Challenge. He has additional information if anyone is interested.

Eric Kratz and Trish Carlyle requested some path maintenance along 3rd Street west of Pryor. There is a slick area from water (and "slime") that both have witnessed public safety concerns. Michael Park would address this issue through Public Works Operations Division.

10. NEXT MEETING: August 19, 2014

11. ADJOURN:

*There being no further business, on motion by Eric Vaughan, second by Ed Kraemer, the Board voted unanimously to adjourn the meeting. The July 15, 2014 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:37 p.m.*

Michael Park, PE, PTOE
City Traffic Engineer