

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

Tuesday, August 19, 2014
6:30 p.m.

Present –

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

Staff Liaison Michael Park was present and City Council Liaison Trish Carlyle was absent.

1. CALL TO ORDER:

Bob Busby called the meeting to order at 6:34 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Ed Kraemer, second by Craig Faith, the Board voted unanimously to approve the agenda as posted.

4. APPROVAL OF July 15, 2014 MEETING MINUTES:

On motion of Greg Hunsucker, second by Ed Kraemer, the Board voted unanimously to approve the July 15th, 2014 meeting minutes as written.

5. COMMITTEE ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Michael Park shared an update from Matthew Fuller regarding articles. Bob Busby noted Matthew's desire to step down from the committee chair position due to increased work activities outside the board; although he has interest to continue working on the committee in a lesser role. Molly Wichman volunteered for the committee Chair position and was subsequently appointed by Mr. Busby.

Dan Wiltshire present at 6:45 p.m.

Greg Hunsucker talked about the October Walk and Bike to School Event. Michael Park sent Lee's Summit and Blue Springs School Contact information to Matthew Fuller and Greg Hunsucker. The school's principals, district officials, Mayor and Council will be sent an invitation about the event encouraging them to participate. Mr. Park suggested two email invitations, one pertinent to the 5 schools that participated last year and another to previously non-participating schools. Maybe a competitive participation environment could spur more involvement. Participation and activities can be logged online on a database hosted by the national and regional Walk and Bike to School Day organizers. Additional event coordination will continue between Greg, Matthew Fuller and Michael Park. Mr. Busby, Chair, and Molly Wichman,

Education and Encouragement Committee Chair, should be copied on coordination correspondence. Molly Wichman committed to author the September article and it would relate to the Walk and Bike to School Event.

- Development Standards/Codes Committee

The bicycle related ordinances are still pending and a definitive schedule was reviewed by Michael Park. The ordinances will go to Public Safety Advisory Board in September, then to Council Committee, and lastly to City Council for adoption. Craig Faith was advised of the normally scheduled meeting dates for these activities and will be present as needed and as his schedule permits.

- Temporary Community Outreach Prioritization Committee

The committee, consisting of Greg Hunsucker (Chair), Eric Vaughan, Molly Wichman, Gary Denny, and Barbara Keller, met on August 5th, 2014. Greg reviewed the priorities developed by the committee based on the work session and subsequent July board meeting discussions and drafted priority report/list. The revised report/list aligns with the LSAB mission and strategic goals. The board agreed to the committee amended and recommended priority report/list by consensus (see attachment). The report/list was assigned to committees and individuals as noted in minutes under agenda Item #6 by the Chair, Bob Busby with the board cooperation and consent.

6. REVIEW OF COMMITTEE APPOINTMENTS AND COMMITTEE CHAIR DESIGNATIONS:

The Education/Encouragement Committee was appointed as follows: Molly Wichman (Chair), Matthew Fuller, Eric Kratz, Eric Vaughan, and Barbara Keller. The E/E Committee Work Session Goal set priorities are: 1. Social Media (LSAB Website, FB, Twitter, City Website and City FB), 2. Newspaper Articles, 3. LSTV, 4. Utility Bill Messages, 5. Cityscope Newsletter

The Standards/Codes Committee was confirmed as follows: Craig Faith (Chair), Greg Hunsucker, Ed Kraemer, and Eric Vaughan. The S/C Committee responsibilities and scope of activities remained unchanged.

Work Session Goals related to Partnerships and Promotions will be addressed as a board rather than committee with member “champions” assigned to particular event/organizational focus areas as noted:

- *Parks and Recreation Partnership – Bob Busby*
- *Downtown Main Street Partnership – Craig Faith*
- *BikeWalkKC Partnership – Eric Vaughan*
- *School Partnerships – Greg Hunsucker*
- *Chamber of Commerce Partnership – Molly Wichman*
- *Healthcare Organizations & HEAB Partnerships – Ed Kraemer & Barbara Keller*
- *City Branding/Marketing Partnership – Ed Kraemer & Greg Hunsucker*
- *John Knox Village Partnership – Craig Faith*

- *Walk and Bike to School Day Promotion – Greg Hunsucker & Eric Vaughan*
- *Bike/Ped Day at the Capital Promotion – Ed Kraemer*
- *Bike/Walk Month Promotion – Gary Denny*
- *Tour of KC Promotion – Dan Wiltshire & Eric Vaughan (potentially)*

Noted focus Partnerships with HOA’s and Businesses (generally) were deferred for lack of resources and prioritization. Assigned “champions” are responsible for strategic partnerships, being informed

and activity coordination. Members have power to engage and develop partnerships without the board consent or chair approval. Members should copy the board Chair on correspondence and brief the Chair of activities. A monthly agenda item will reoccur for activity reporting (if any). Individual members are encouraged to update the LSAB calendar with event activity. The monthly activity reporting will serve as a reporting of upcoming and attended events (LSAB calendar).

Adhoc/one-off events (e.g. Handlebar Happy Hour, presentations, Rotary, etc.) that are characterized under board Participation (a work session goal) would be handled by the board as each opportunity arises.

The annual calendar review will be done by the board as will planning and executing the periodic updates to City Council (twice a year).

Temporary COP Committee – No additional work assigns (committee may be dissolved).

7. BUSINESS/DISCUSSIONS:

- Amendment of the Strategic Plan

Eric Kratz reviewed a proposal to amend the strategic plan. In consideration of the new committee, individual assignments and finalized work session priorities report/list, he will further review and revise the strategic plan for presentation and adoption consideration at the September board meeting.

- Event Scheduling Continued Discussion

This issue was addressed as noted in the minutes under agenda Item #6. Future agenda's will include an item for Event/Organizational "Champion" reports and discussions. There will be no official LSAB event calendar assigned or reported monthly for a lack of resources at this time, but individuals are encouraged to update the LSAB calendar of events on the Livablestreetsls.com website based on their activities.

- KCPL Grant Update

Craig Faith provided an update on the grant application. The application was coordinated by Downtown Lee's Summit Main Street organization, Trisha Drape. If awarded, bike racks and walking mile markers (route identification) for downtown would be pursued. However, the style and design of such improvements still needs discussion. The LSAB would like to involve the Arts Council if awarded to assist in style and design that is compatible with the vision for cultural arts downtown. Further discussion is appropriate on this topic next month. Craig also noted Downtown Lee's Summit Main Street would like to build on its relationship with LSAB. A suggested invitation to DTLSMS to attend a LSAB meeting was supported by the board, perhaps as early as the November meeting. Craig Faith will coordinate this invitation.

8. PROJECT UPDATES/UPCOMING EVENTS:

- Development Activity Update

Due to a lack of time, no update was provided. There were no development activities of major significance to note since the last meeting.

9. ROUNDTABLE:

Michael Park shared an update on the ¾ cent Missouri Transportation Sales Tax project list and Missouri Federal Surface Transportation Funds. He also noted an ADA Transition Plan is progressing through City Council adoption and provided information about various capital projects, such as 2nd Street “Road Diet”, Pryor Road, Hook Road, etc. Ed Kraemer noted the success of the Handlebar Happy Hour event held in Lee’s Summit.

10. NEXT MEETING: September 16, 2014

11. ADJOURN:

*There being no further business, on motion by Ed Kraemer, second by Craig Faith, the Board voted unanimously to adjourn the meeting. The August 19, 2014 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:42 p.m.*

Michael Park, PE, PTOE
City Traffic Engineer

Prioritization of Work Session Ideas Report/List

Calendar of Events

1. Monthly report on upcoming events
2. Monthly report on previous months attended events
3. Annual review of attended events

Council Updates

- Provide periodic updates to City Council (semi-annually)

Generate partnerships that further expand the reach of LSAB advocacy and education.

- Partnerships will expose us to the events and opportunities that each organization promotes/participates in.
- Partnerships will help forge interaction with other community groups, boards and organizations.

1. Parks and Recreation (e.g. Tour de Lakes)
2. Downtown Lee's Summit Main Street
3. BikeWalkKC
4. Schools
5. Chamber of Commerce
6. Healthcare Organizations (e.g. HEAB and Hospitals)
7. City Branding/Marketing Departments
8. John Knox Village
9. Public Safety (e.g. Fire and Police Departments)
10. HOA's
11. ~~Businesses that support our objectives~~

Board Promotion of Events

1. Walk and Bike to School Day
2. Bike/Ped Day at the Capital
3. Bike/Walk Month
4. Tour of KC

Board Participation in Events

1. Adhoc/one-off events (e.g. Handlebar Happy Hour, presentations, Rotary, etc.)

Continue/Increase Media Activity

1. Social Media (LSAB Website, LSAB Facebook, Twitter, City Website and City Facebook)
2. Newspaper Articles
3. LSTV
4. Utility Bill Messages
5. Cityscope