

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

Tuesday, March 17, 2015
6:30 p.m.

Present –

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

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

1. CALL TO ORDER:

Chairman Bob Busby called the meeting to order at 6:38 p.m.

Mr. Craig Luebbert introduced himself as a new member to the board and each board member shared their background and interests.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Ed Kraemer, second by Greg Hunsucker, the Board voted unanimously to approve the agenda as published.

4. APPROVAL OF January 20, 2015 and February 17, 2015 MEETING MINUTES:

On motion of Gary Denny, second by Matthew Fuller, the Board voted unanimously to approve the January 20th, 2015 meeting minutes as written.

On motion of Barbara Keller, second by Eric Vaughan, the Board voted unanimously to approve the February 17th, 2015 meeting minutes as written.

5. ACTIVITIES, ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Molly Wichman said an article by Barbara Keller was submitted (an article about preparing your bike for spring). She also received information from Michael Park regarding recent capital improvement projects that impact livable streets for an article she intends to write. Mr. Busby requested articles and/or ideas for articles be submitted to Molly. He also reviewed the process for article publication and expectations with the board. Eric Vaughan will submit an article for the historic bike ride to be published in April. The board desired an article for May that lists known events that are scheduled (e.g. bike races/rides, 5K runs, parades, Truly150 event(s), marathon, triathlons, festivals, etc.). If events are referenced in an article to the livable streets website, the website must be current and the board member needs to coordinate with Eric Kratz. Multiple articles are typically published in May for Bike and Walk Month.

- Development Standards/Codes Committee

There are no current activities by the Committee. New activities for the Committee will be discussed in the near future.

- Event/Organizational Champions
 - Review Board Assignments

Bob Busby reviewed the direction and assignments for Event/Organizational “Champions”. Changes and updates to the partnerships, activities and assignments were solicited of the board. The Event/Organizational Champions assigned were confirmed. The assignments remained the same with no additions, deletions or changes from those listed in the meeting minutes from August 19, 2014. Those assignments are restated below:

- Parks and Recreation – Bob Busby
- Downtown Main Street – Craig Faith (Mr. Luebbert to offer Craig Faith assistance)
- BikeWalkKC – Eric Vaughan
- Schools – Greg Hunsucker
- Chamber of Commerce – Molly Wichman
- Healthcare Organizations & HEAB – Ed Kraemer & Barbara Keller
- City Branding/Marking – Ed Kraemer & Greg Hunsucker
- John Knox Village – Craig Faith
- Walk and Bike to School Promotion – Greg Hunsucker & Eric Vaughan
- Bike/Ped Day at the Capital Promotion – Ed Kraemer
- Bike/Walk Month Promotion – Gary Denny
- Tour of KC Promotion – Eric Vaughan

- Miscellaneous Topics

Greg Hunsucker recommended the board generate some educational information, such as a flyer or tri-fold brochure, with applicable livable streets references, benefits, activities, etc. that could be shared with school principals to send home with school children at the end of the school year. Any information would need to be finalized by the end of next meeting if distribution is to occur this year. He would distribute to elementary schools as a packet of information they could print. Examples of information included bike safety, helmet safety, healthy levels of physical activity, benefits of physical activity, etc. There was a common stay active/stay safe theme desired. Ed Kraemer committed to work with the Health Education Advisory Board and Mr. Hunsucker and Mr. Vaughan to develop this information and bring a draft to the next meeting for review. Michael Park will send Mr. Hunsucker the electronic files of previously published Livable Streets tri-fold brochures to use as reference materials.

Dr. Kraemer reported on a meeting between he and Jim McKenna, Marketing Manager for Lee’s Summit. Livable Streets is a part of Mr. McKenna’s marketing message for the community; “a sense of place”. Lifestyle magazine has requested an article due by the end of March. Dr. Kraemer will write this article regarding May Bike and Walk Month. Ed Kraemer recommended Mr. McKenna come back to visit with the board and the board desired his attendance in June, if possible.

Barbara Keller noted its health fair season. She will ask around if anyone will participate. If anyone is interested in participation at an event they should send their information, availability and interests to Ms. Keller.

Eric Vaughan shared a recap of the Historic Bike Ride planned in coordination with the Arts and Artifacts Fair and Public Works Equipment Show. This will occur at the same Truly 150 event when the time capsule is revealed on May 16th. The ride begins at 1:45 and volunteers need to be there at 1:15. Mr. Busby and Ms. Keller committed to be there from LSAB. Rick Wassin is the person in charge; Eric Vaughan will send out contact information to the board.

6. BUSINESS/DISCUSSIONS:

- LSAB Shirts/Tags

Michael Park reported the Tags are in the proposed City Public Works Traffic Engineering budget to be approved.

- Sec. Foxx's Mayor's Challenge (7 Challenge Activities)

Michael Park advised that he was asked by the Mayor to act on the Mayor's behalf and sign up Lee's Summit to Sec. Foxx's Mayor's Challenge. This is a Complete Streets Challenge for communities across the nation. Mr. Park explained all the actions and 7 challenge activities included and steps already taken by Lee's Summit to address these issues. The City should continue its work in support of this initiative. Unless the Mayor requests additional action, which is not expected, there is nothing more or less the board needs to do as a result of the City's involvement.

- Ordinances Review

Mr. Busby, with concurrence of the board, has placed a hold on the ordinance review until after the board elects its chair in April and the chair determines an appropriate approach, scope and schedule for this work.

- April Board Elections (Chair/Vice-Chair) and Committee Appointments

Any board member with interest in the Chair or Vice-Chair position should send their nomination to Michael Park. Nominations will also be solicited during the April board meeting prior to elections.

7. PROJECT UPDATES/UPCOMING EVENTS:

- Development Activity Update

Mr. Park provided an update on recent development and capital projects. Examples of development activity included Sky Zone, an industrial development near Independence and Strother, residential subdivisions near Hook and Pryor, New Longview subdivision growth, a memory care facility in New Longview, and the Missouri Innovation Campus near Ward and Tudor (future intersection). Capital project updates included Bailey Road, Jefferson Street, M291 South Junction at US 50 Highway, Blackwell Interchange at US 50 Highway, Tudor Road Phase 2, 2nd Street Sidewalk/Lighting gap, and Lee's Summit Road. The annual review of the 2016-2020 Capital Improvement Plan is scheduled for the April board agenda.

8. ROUNDTABLE:

Michael Park noted the Public Safety Advisory Board was working with the Codes and Planning Department to inventory and assess ADA parking compliance on private properties throughout the City.

9. **NEXT MEETING:** *April 21, 2015*

10. **ADJOURN:**

*There being no further business, on motion by Ed Kraemer, second by Greg Hunsucker, the Board voted unanimously to adjourn the meeting. The March 17, 2015 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:23 p.m.*

Michael Park, PE, PTOE
City Traffic Engineer