

# MINUTES | May 9, 2013

7:30 am • Leawood City Hall • 4800 Town Center Drive • Main Conference Room

**Members Present:** Debra Filla, Julie Cain, Martha Conradt, Mike Gillaspie, Alicia Jennings, Gareth Matthews, Scott Pashia, Bob Pierson, Chris Schultz

**Staff Present:** Chris Claxton, Marica Putman

**Members Absent:** Mike Schaadt

**Guests:** Shelly Schneider, Franklin Associates

## MEMBERS

Debra Filla, Chair  
Julie Cain, Vice-Chair  
Martha Conradt  
Mike Gillaspie  
Alicia Jennings  
Gareth Matthews  
Scott Pashia  
Bob Pierson  
Mike Schaadt  
Chris Schultz

Scott Lambers,  
City Administrator

Kevin Jeffries,  
Pres. & CEO Leawood  
Chamber of Commerce

Chris Claxton,  
Director of Parks  
& Recreation

Brian Anderson,  
Parks Superintendent

Marica Putman,  
Adm. Graphics Tech

### ✚ Welcome & Introductions

- The SAB meeting came to order at 7:47 am.

### ✚ Approval of today's meeting agenda.

- Vice-Chair Cain made a motion to approve the agenda. Alicia Jennings seconded the motion. Motion passed unanimously.

### ✚ Approval of the past meeting minutes.

- Mike Gillaspie made a motion to approve the April 11<sup>th</sup> minutes. Vice-Chair Cain seconded the motion. Motion passed unanimously. Minutes were amended to include Martha Conradt's action items. Martha Conradt made a motion to approve the amended April 11<sup>th</sup> minutes. Mike Gillaspie seconded the motion. Motion passed unanimously.

### ✚ Recycling – Bob Pierson

#### Recycling Extravaganza – April 27<sup>th</sup>

- Despite the pouring rain, they were very busy. Bob Pierson passed out a list of items and amounts collected.
- Many of the volunteers did not show up for the 2<sup>nd</sup> shift, causing a volunteer shortage.
- Bob Pierson suggests a guest speaker from the Lake Mary recycling program at one of our meetings. Chair Filla agrees and asks that they be our guest at the next meeting along with Jim Twiggs. This may help incorporate Lake Mary's recycling program with the recycling extravaganza.

#### Large Item Recirculation Day – I-435 –135<sup>th</sup> St., June 8<sup>th</sup>

##### Bob Pierson

- JR Pesek confirmed the date.
- An email was previously sent out. A reminder email will be sent out on Wednesday, May 28<sup>th</sup>.
- Members discuss signage for the event.

#### Glass Recycling

- Vice Chair Cain received a call from Curbside Glass Recycling Company. They are a company who will come to your home and recycle your glass for a fee (\$9/month). They have been invited to the HOA meeting February 27<sup>th</sup>, 2014.

## ACTION ITEMS

- ✓ **Chris C.**
  - Speak with Mark A. about sharing docs/drive.
  - Confirm staff speakers for the next HOA meeting.
  - Post the employee bike ride on the City's website and also on the Leawood Chamber of Commerce's website.
- ✓ **Bob**
  - Invite Jim Twiggs and guest speaker from Lake Mary to our next meeting (8:30 am, June 13<sup>th</sup>).
- ✓ **Chair Filla**
  - Create a promotional letter about the JoCo BMP for an email blast with Martha/Mike S.
  - Follow up with Mayor to confirm HOA date.
- Gareth**
  - Post green ideas for the web.
- Marica**
  - Recirculation flier reminder to be sent out on May 28<sup>th</sup>.
  - Send out promotional JoCo BMP email blast to HOAs after it is created.
- Martha**
  - Work with Mike G. on the master calendar layout.
  - Create a promotional letter about the JoCo BMP for an email blast with Debra & Mike S.

## ✚ Master Calendar and Shared Data – Martha Conradt

- Martha Conradt passed out a draft of a calendar idea, merging our current 2 calendar format (Time Line Review/4 Month Calendar). She presents the idea of a rolling 12 month calendar, listing important or key events/deliverables/deadlines at a glance.
- Members agree this is a great idea. They discuss layout and details to include. Mike Gillaspie will assist Martha Conradt on the rolling calendar design. Gareth Matthews suggests reviewing the calendar for the next meeting. The master calendar will also assist Mark Andrasik as he updates our web information.

• Gareth Matthews makes a motion to go to a master calendar format and to review the calendar each meeting as a standing action. Chris Schultz seconds the motion. The motion passes unanimously.

- Martha Conradt suggests Goggle Drive to share documents. Vice-Chair Cain pointed out that some of the HOA information is not public and not shareable. Administration wants a person in house maintaining the HOA master list (Planning), receiving phone calls and emails, etc. Chair Filla suggested putting our master calendar on the website and as a shared document. She asked Chris Claxton to speak with Mark Andrasik to research the idea of sharing files (i.e. HOA presentation) with team members other than staff. The shared data topic will be on next month's agenda. Members discuss what items can be available as shared documents and on the website. We could use Google Drive for interim working projects, shared drive concept for big projects, and look at what we could put out to the public and on archive basis. To use Google Drive, one must have a Google email.

## ✚ Conservation – Water

### Johnson County BMP Program/Rain Barrels/Rain Gardens

- Johnson County Stormwater has a \$10,000 program to give out grants to cities to help them promote Best Management Practices for water processes. Joe Johnson, Public Works Director, presented this program and received approval from the council and Johnson County. It is currently available online.
- Joe Johnson has already received questions concerning the program. Johnson County has started to promote this program too. Members discuss the program and how to publicize it to HOAs. Mike Schaadt will be in charge of that.
  - Members discuss water issues. Alicia Jennings spent a day at Kansas Land Institute in Salina with Wes Jackson. She learned why one of the reasons the rivers and lakes are down is because we've captured the water. Corn and high-yield crops have taken in so much water and thus not allowing the natural runoff. Chair Filla spoke about fracking where high pressure water gets contaminated by oils, drillings, etc. They force it back down to get rid of it underneath the existing aquifer. This in turn takes something out of the water cycle forever. According to Kate Delehunt, 85% of all the water just whooshes through on the hardscape never ever getting a chance to percolate down through the aquifer. Members discuss this more.
  - This is a good agenda item for the HOA meeting.
  - Available promotional areas: Parks and Recreation program guide, slide show, lobby, press releases, email blast to HOAs, and Facebook.

## ✚ Green Mobility Update – Brian Anderson, Alicia Jennings

### Complete Streets Policy – Updates on RFQs

- RDG Planning & Design Consultant was selected for the Bicycle/Pedestrian Master Plan. They have our contract and are in the process of getting their insurance certificates and other documents sent to Brian Anderson. Then he will send it to Legal and the goal is to have it submitted for the May 20<sup>th</sup> council meeting for approval to get started. The time scope is approximately 1 year for completion. They will develop an online survey and we need to publicize and send it to as many residents as possible to complete the survey. The survey will provide resident feedback as to what they would want in their bicycle/pedestrian plan. There will be several public meetings and reconnaissance rides to discuss issues, needs, and fixes. Their purpose is to recommend bike lanes, side paths,

## ACTION ITEMS

### Mike G.

- Work with Martha on the master calendar layout.
- Get the LED lighting regional program info that involved many municipalities. It'll be sent to Joe Johnson for comparison.
- Assist Gareth in posting of green ideas for the web.

### Mike S.

- Create a promotional letter about the JoCo BMP for an email blast with Martha/Debra.

### Scott Pashia

- To keep details of the Walking School bus so that the team can create a database of info.

development ordinance to improve/include bike parking requirements, pedestrian access, etc. Items like an overall design concept like fancy lighting or unifying a look is a separate product. Their objective is developing a system and program that expands routine bike and pedestrian transportation. The objective is encouraging more people to use active transportation more often to reach more destinations. A great point that they have is implementing a meaningful active transportation system soon enough to make a difference. They also have a local cycling advocate as sub consultant, the president of KanBikeWalk, to assist and guide on a local level and they have Shockey Consulting for marketing purposes. Members discuss issues for cyclists.

- Chris Claxton shares another similar program called Walkable Communities. After the bike program is finished, then we could make an application similar to what we do for Bicycle Friendly. They provide recommendations too.

### **Walk/Bike to School**

- Gareth Matthews sent out a note about his schools. Martha Conradt did not see as many students participating due to the weather. Scott Pashia said Brookwood had a good turnout and cut their car usage in half. They discuss several walking school buses. Signs can be brought back at any time.
- Brian Anderson shares that next week is "Ride to Work" week. May 17<sup>th</sup>, 7:00 am, south of Sears, employees will meet at Metcalf South mall and ride their bikes to work.
- Brian Anderson handed out the new MARC map. They have some new features like a QR code that provides an app that you can zoom in on specific areas on the map. The app will be updated frequently.

### **Other**

#### **July/August meeting.**

- Chair Filla and Martha Conradt discuss meeting in August to get a jump on the school year. It is the best time to discuss school events to get them on the calendar with the schools for participation.
- Martha Conradt suggested in doing an outreach to schools in August and to continue with Art & Essays, Walk/Bike to Schools (October 8<sup>th</sup>). It does not necessarily mean we meet in August but if a meeting is not scheduled in August, then these items should be discussed in the July meeting.
- Members discuss the options and decided to have the July meeting as usual and a "Back to School" working meeting the 1<sup>st</sup> week of August.

### **2013 HOA Annual Meeting**

- The Lodge is booked for February 27, 2014.
- Chair Filla spoke with Joe Johnson about presenting the BMP and LED Lighting, prompted by Skip Talley's email concerning LED lighting.
- Tag line is: HOAs. Key to Sustainability and Viability of Our City.
- Discussed "How Low Can You Go" in terms of water usage, lighting, recycling, landfill, etc. Implementation of this topic will be discussed later. This topic will go on the next meeting and maybe a focus to be launched at the next HOA meeting.
- Chair Filla will put energy conservation on the next agenda for Mike Gillaspie to discuss.
- Gareth Matthews provided his research methods for green ideas. Chair Filla asked him to capture and post green ideas for the website.
- Chair Filla thanked Shelly Schneider for being our guest and if she is interested to be ambassador for us in the interim until she is a future member.

### **Adjourn**

- Meeting adjourns at 9:00 am. Next meeting is on June 13<sup>th</sup>, 2013.
- Upcoming meeting: July 11<sup>th</sup>. Work meeting 1<sup>st</sup> week in August. No Meetings in March, August, and December.