

# MINUTES | June 13, 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, Bob Pierson, Jim Potter, Mike Schaadt, Chris Schultz

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

**Members Absent:** Scott Pashia

**Guests:** Jim Twigg, Environmental Programs Coordinator; City of Overland Park, KS  
Tiff Achtenberg, Recycling Manager; Lakemary Center  
Jim Howell, Energy Solutions Manager; Renshouse Electric Supply

## MEMBERS

Debra Filla, Chair  
Julie Cain, Vice-Chair  
Martha Conradt  
Mike Gillaspie  
Alicia Jennings  
Gareth Matthews  
Scott Pashia  
Bob Pierson  
Jim Potter  
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 7:30 am, welcoming our newest member Jim Potter.
- Introductions were made to our guests: Jim Howell and Tiff Achtenberg.

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

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

### ✚ Approval of the past meeting minutes.

- Alicia Jennings made a motion to approve the May 9th corrected minutes.  
Vice-Chair Cain seconded the motion. Motion passed unanimously. Motion passed unanimously.

### ✚ Recycling – Bob Pierson

#### Lakemary Center – Speaker Tiff Achtenberg

- A nonprofit agency that serves people with intellectual disabilities.
- Originated in Paola, KS and serving children and adults. The Olathe location provides day and residential services to their folks. They provide work opportunities such as package/assembly, document destruction, technology recycling, work teams and individual job placements. Lakemary is bonded/insured and a member of the Kansas Organization of Recyclers.
- Tiff Achtenberg passed out a brochure, briefly explaining Lakemary's various services and testimonials.
- Chair Filla extended an invitation for Lakemary to attend the HOA meeting in February as a vendor.

#### Recycling Extravaganza

- They were very busy despite the rain. Bob Pierson passed out a list of items and amounts collected.

## ACTION ITEMS

- ✓ **Chris C.**
  - Discuss using Constant Contact with Mark Andrasik.
- ✓ **Brian**
  - Order recirculation signs for the next event.
  - Will work with Mike S to coordinate volunteer efforts for stream cleanup.
- ✓ **Marica & Mike G.**
  - Create and maintain master calendar.
- ✓ **Martha**
  - Create a work template for press releases and emails.
  - Contact Mark about citing sources for web content and any copyright concerns.
  - Create press release for Brian's Bike Expo at Ironwoods Lodge and post on website.
- ✓ **Chris S.**
  - Create the first step in planning, checklist, and calendar for the HOA meeting for the next meeting.
- ✓ **Chair Filla**
  - Check with neighbors if they have had an energy audit done and present their story if they did.
  - Determine what the school essay topic for next month.

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

### Bob Pierson

- 2 events per year, spring/fall, alternating south/north sections of Leawood.
- Town & Country sent out 4 trucks on Sunday, each came back with a ½ load each (approximately 2 truck loads worth).
- Brian Anderson suggested making more signs as he is missing 7 signs.
- Martha Conradt sent a notice to Reuse It – Kansas City and asked if she should post in the free area of Craig’s List. She spoke of her concern of people dumping their items in Leawood. Chair Filla felt it was a wonderful idea to post on Craig’s List and stated that people dumping items would not be a great concern as they would most likely go to remote/isolated area if they felt inclined to do so.

### ACTION ITEMS

- ✓ **Mike S.**
  - Will create a promotional letter about the JoCo BMP for Martha and Debra.
  - Be the primary contact for installing rain barrels/rain gardens for schools.
  - Will work with Brian to coordinate volunteer efforts for stream cleanup.
- ✓ **Mike G.**
  - Look for an energy audit speaker.
- ✓ **Everybody**
  - Give Mike G. and Gareth feedback on the Energy Efficiency handout and website ideas

## ✚ Master Calendar & Communications

### Martha Conradt and Mike Gillaspie

- Martha Conradt presented her Excel rolling calendar. She and Mike Gillaspie discussed having the school liaison list on a separate tab. Marica Putman also presented a similar calendar format in InDesign. Both has pros and cons to their format. It was decided that we would go with Martha Conradt’s calendar designed in Excel which is the most familiar to everyone and available for easier updates. Mike Gillaspie and Marica Putman will maintain the Excel calendar format.

### KC Star 913 featuring Williams-York’s LEED Platinum Home

- KC Star picked up the LEED certified Williams-York home from the Martha Conradt’s press release.
- They toured the home last Friday. Perhaps the SAB might receive a mention in the reporter’s article of the Williams-York home.

### Mailings to HOAs – BMP, etc.

- Chair Filla discussed having Constant Contact, Swiftpage, etc. as an option for us to explore. SAB emails that are sent out have people’s personal emails and do not look professional. Another option is for Martha Conradt to create a graphic format or template that can be used for press releases, etc. Discussion moves toward creating an html format rather than a text email format.

### Website

- Chair Filla suggests that as we work on our to do list and master calendar, she will ask Martha Conradt at the end of every meeting that whatever is created and talked about will automatically be communicated to Mark Andrasik. An automatic monthly task.

## ✚ Conservation – Water

### Promoting BMP Program

- Mike Schaadt was present for Joe Johnson’s presentation of the BMP Program in April. He will draft a letter this week for Martha Conradt and Chair Filla. He also visited the EPA Region 7 Lab and got a sense of what they were doing.
- Chair Filla shared that she had been exchanging emails with a volunteer organization, RBC Wealth Management, who is interested in stream cleaning. Unfortunately, the streams have flooded; areas are overgrown, and conditions are not ideal for protecting volunteers. They would like to do something on June 14<sup>th</sup>. Brian Anderson explains that when a volunteer group would like to a project to do, he always works with them. However, this group requested stream clean up and that requires much more planning, such as chest waders,

etc. Members discuss other project ideas for them. Mike Schaadt and Brian Anderson will coordinate their efforts and assign them a cleanup project.

- Chair Filla asked Mike Schaadt to be the primary contact for installing rain barrels/rain gardens. She is interested in the installation of a rain barrel or rain gardens as something we would do for our schools as a school liaison. Volunteer help to do that would be welcomed.

## Energy

- Mike Gillaspie passed out an Energy Efficiency and Conservation handout, focusing on energy (electricity and primarily gas). Mike Gillaspie and Gareth Matthews discussed creating standard for information to be posted on the website; appropriate and pertaining to the community. The handout is a first draft of a list of ideas for how that info can be filtered for the website. The document is a starting point, a framework and may need more refining. Chair Filla also pointed out that information needs to be current and to be a good resource page. Others suggested providing links so the team is not responsible for the updates. Members also discuss website traffic and connecting it to the HOAs, essays and schools, etc.

- Chair Filla states, "In terms of what is actionable, what will we get people to do that is actionable after this?" She asks about lighting and whether or not people have replaced their lights with new energy efficient ones. Mike Gillaspie briefly noted the benefits of LED lights. Jim Howell gives his insight with lighting issues and concerns. He notes that the Department of Energy is a good site for resources and that they keep it updated. He deals with all three major manufacturers for fluorescents and that business is going away. Everyone is going to LED. He believes that if you explain the story right and it will become accepted. There is more cost upfront but there are a lot of advantages. There's a brief discussion of LED acceptability such as warmth and color.

- Gareth Matthews added that his intent was to create a resource page for residents and what will be the most effective, most presentable way to present this potentially massive amount of information. He expects the format to go through adjustments as it is presented live on the website.

- Chair Filla suggested that the team focus on lighting (energy conservation) for the HOA meeting and follow up on the website. It is practical and can be tied to the essays for schools. It applies to everybody. Chris Schultz brought up the subject of energy audits. Members agree that we should focus on that as well. They also discuss the idea of metrics, newsletters/factoids, and past experiences. Martha Conradt suggested a book: *It's Easy Being Green* a resource for the web. She will speak with Mark Andrasik about putting it on the web and for any copyright concerns.

- ✓ Chair Filla reiterated that focus for the HOA meeting will be energy audits and lighting to kick off the "How Low Can You Go" theme. Members discuss what gets people excited, research, and feedback. For energy audits, there's a need to find someone who has had one done and its benefits. Savings, etc. As for speakers and other agenda items, the team has decided to wait a month or two and see what they will get in terms of information and how it presents itself. A follow up will be made next month.
- ✓ Martha Conradt to work on a template for press releases and emails. She will receive updates from each meeting. Each month will have something new added to our calendar.

- Chair Filla has decided to table the school essay topic for the next meeting. Martha Conradt suggested proposing a tentative work session date after the July meeting.

## Recycling Extravaganza – Speaker Jim Twigg

- Jim Twigg is hoping to do a fall recycling extravaganza in October, possibly the 5th. He would like to schedule it with the Prescription Take Back Day with the police and DEA (they have not release that date). The Black & Veatch location is not available to host the event until fall of 2014 due to current construction. He is going to talk to them about using their

parking lot of their building on College Boulevard. He has also been talking to his neighborhood planner. They are interested in an event for remodeling homes, codes, etc.

- Actual numbers.
  - ✓ More successful. 2 days of collection – Employee Event for BV & Sprint (Friday) and then the public (Saturday). Steady flow and great number of volunteers.
    - 120 lbs (40,000lbs Friday; 80,000lbs on Saturday)
    - 120 bikes for Revolve Bikes
    - 28,500 lbs of paper shredding project
    - 99 pairs of eyeglasses
    - 8.8 tons of carpet & padding
    - 7,000 lbs of hardback books
    - Goodwill completely filled their 53' trailer
    - Habitat ReStore filled 2 box trucks
- He is concerned that Black & Veatch may not be able to supply volunteers for the next event. He is anticipating that he will need more volunteers. Chair Filla expressed her hope that Lakemary Center will be a part of the recycling extravaganza.

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

##### **Complete Streets Policy – Updates on RFQs**

- Brian Anderson and Alicia Jennings met with RDG and resolved timelines and dates. The bike committee will need to form an expanded steering committee. They are looking for people in the following categories: business retail restaurant, schools, wellness representative, mall manager, etc. They will review the work going on and provide expertise from their viewpoint. Brian Anderson spoke with Kevin Jeffries, Chamber of Commerce, and he will provide a list of persons willing to serve on the committee. In August, there will be several stake holder meetings for groups. There will be a civic committee like a Public Works committee, etc. They want to interview and get thoughts about biking and pedestrian facilities, etc. No dates have been determined. RDG is building a web page specifically for this bike pedestrian master plan for information on meetings, past agendas, surveys, and events. It will be linked from the Leawood website and be very active. They city will be represented into 3 sections for neighborhood work sessions: Northern end to I-435<sup>th</sup> (will need to find a location), I-435 to 135<sup>th</sup>, and 135<sup>th</sup> to the southern limits of town.
- A community kickoff event with the police department is at Ironwoods Park on July 22. This mini expo event will showcase bike shops, sporting goods, etc. and an expo show. He is working on the details. They will also present a quick project overview to those who come. The event is tentatively from 6-7:30 pm.
- Martha Conradt will create a press release and post to website.
- Alicia Jennings shared that there is a second Revolve Bike store now. It is in Kansas City, Kansas.

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

- Topic update is tabled for next month's meeting.
- School liaisons to be assign to new members next meeting.

#### **Adjourn**

- Meeting adjourns at 9:03 am. Next meeting is on July 11<sup>th</sup>, 2013.
- Upcoming meeting: Tentative Work meeting 1<sup>st</sup> week in August. No Meetings in March, August, and December.