

Sustainability Advisory Board

August 18TH, 2016 MINUTES

✚ Welcome, Introductions, and News

- Members introduce themselves to Kenny Johnston!
- Our newest staff member is Scott Gamerl, Outdoor Education Supervisor.

✚ The SAB meeting came to order at 7:40 am.

- Vice-Chair Filla made a motion to approve the amended agenda. Alicia Jennings seconded the motion. Motion passed unanimously.
- Vice-Chair Filla made a motion to approve the June 9th meeting minutes. Scott Pashia seconded the motion. Motion passed unanimously.

✚ Master Calendar

- Members reviewed and revised the calendar.
- Action items from 6-9-16 were reviewed and confirmed completed or uncompleted. Uncompleted action items will be moved to the next month.

Completed

- Brian Cullum and Vice-Chair Filla will select the topics for the Sustainability Summit.
- Brian Cullum and Marica Putman will then draft the Sustainability Summit ad for the program guide.
- Chair Sipple to confirm crossing guard positions at Nativity and St. Michaels will be renewed.
- Brian Cullum will send out a survey to inquire whether to have Saturday pick-up only or Saturday and Sunday pick-up for the next recirculation day.
- Brian Cullum and Marica Putman will revise the recirculation flier and send it out.
- Marica Putman's goal is to provide minutes and action items within 10 days.

To Be Completed

- Brian Anderson to order recirculation signs to increase awareness.
 - For recirculation, 30 signs at \$25 each. Members discuss verbiage and sign stake.
 - Alicia Jennings would like 20 signs for Bike/Walk to School.
- The goal for everyone is take lead on one of the roles and responsibilities.
- Vice-Chair Filla will send Jim Potter Corinth contact information.

Action Items: *Marica Putman will provide an updated action item list.*

✚ Scott Gamerl Introduction

- Scott Gamerl makes a brief introduction about his position, programing, and future plans at the Prairie Oak Nature Center.
- Members discuss involving scouts in various programs. He shares the sign projects from two eagle scouts that are in the park. These informative signs are of museum quality; lasting up to 20 years outdoors.

✚ Green Mobility

Bicycle Friendly Committee Updates

▪ Kermis on the Parkway – Brian Anderson

- Several members from SAB and BFC attended the Friday Kermis meetings. They discussed the traffic control plan, needed resources, etc.

ATTENDEES

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

- Chuck Sipple, Chair**
- Debra Filla, Vice-Chair**
- Brian Cullum**
- Katherine Gallion**
- Alicia Jennings**
- Kenny Johnston**
- Gareth Matthews**
- Kenn Miller**
- Scott Pashia**
- Bob Pierson**
- Jim Potter**

- Chris Claxton**
Parks & Recreation Director
- Brian Anderson**
Parks Superintendent
- Marica Putman**
Administrative Graphics Tech
- Scott Gamerl**
Outdoor Education Supervisor
- Scott Lambers**
City Administrator
- Kevin Jeffries**
President & CEO
Leawood Chamber of
Commerce

Guests

- _____
- _____
- _____

- Food trucks: Little Italy, Bochi, Kona Ice, and possible waffle truck.
- Met with Gordon Biersch for set up details, etc.
- Registration at www.usacycling.com.
- Volunteers for sign up genius.
- Members discuss various rides and event details.
- Members feel that the promoting company is not doing enough and that Parks and Recreation will have to step up advertising methods.
- Public Works has programmable traffic arrow boards that can be set out to announce road closure due to bike event a few days ahead.

Action Items: *Brian Anderson and Marica Putman will work on the kermis flier to be sent out ASAP.*

▪ **Self-Propelled Leewood Metrics/Goals – Brian Anderson**

- Public Works took over with the signage on the circle routes and shared the cost estimate with the BFC. They also discussed signage and recreational loops.

▪ **Sign Design by Consultant – Brian Anderson**

- Sign design will be done later (\$50,000 budget). There are 3 directional signs on one and they are debating on just having 2 directional signs instead (\$140,000 budget). No consultant has been selected. Members discussed contacting various sign organizations.

✚ **Conservation**

▪ **Recirculation Day – September 17th**

- Signs ordered and fliers will be sent out. Banners are suggested at specific locations.

Action Items: *Brian Anderson and Marica Putman will work on the kermis flier to be sent out ASAP.*

✚ **Sustainability Summit (Annual HOA Meeting)**

▪ **Program Guide Ad for Annual Meeting**

- Vice-Chair Filla thanks Marica Putman for the program guide ad which will become the save-the-date card in November and the invite in January.

Action Items: *Marica Putman will create and send out the save-the-date cards in mid-November and the invite the first week of January.*

▪ **DB For HOAs – Gareth Matthews**

- Mark Andrasik created an HOA database with Gareth Matthews input and assistance.
- Gareth Matthews reviews the database information for members on-screen. He shares the differences between the private and public forum. Information from the Justice Center will be combined to assist departments for various HOA needs. He cited reasons as to why this information is needed, i.e. gas leak, water leak, zoning, etc. Vice-Chair Filla shared a brief history of how HOA information came to be (started with trash and recycling contracts) and how far the committee has come in gathering the information.

Action Items: *Gareth Matthews will meet with Mark Andrasik to revise a couple of questions of the HOA form.*

✚ **Roles and Responsibilities**

▪ Chair Sipple and Vice-Chair Filla announces the roles/responsibilities:

- Friends of SAB – Brian Cullum
- Sustainability Summit Project Manager – Scott Pashia
 - Sustainability Summit Coordinator and Presenter – Debra Filla
 - Sustainability Summit Raffle – Chris Schultz
 - Sustainability Summit Vendors – Alicia Jennings
- Recycling – main focus for 2017 and then cycling through green mobility and conservation.
- Communications: PR, Guide, Website – Brian Cullum
- Green Mobility – Alicia Jennings
- Volunteer Tree Subcommittee – Debra Filla

- Conservation – Kenny
- School liaisons – All those assigned
- Top 44 HOA liaisons – As assigned

Chuck	Chair/Stream Team	Sunrise Elementary	Church of The Nativity
Debra	Vice-Chair/Volunteer Tree Committee/School Routes/School Outreach	Corinth w/Jim	Leawood Presbyterian Church/Leawood Baptist Church
Brian C	PR, Newsletter, Website, Media, Friends of SAB	none assigned	none assigned
Katherine	Energy Conservation	none assigned	Lord of Life Lutheran Church/Covenant Chapel/Village Presbyterian
Alicia	Safe Routes, Bike/Walk to School/Vendors	Nativity, Cure, Shawnee Mission East	Cure of ARS
Kenny	Water Conservation/Stream Teams	Leawood Elementary & Middle, BVHS	none assigned
Gareth	School Routes/Composting/Database/School Outreach	Mission Trail Elementary	United Methodist Church of the Resurrection (COR)
Kenn	Communication Outreach/Volunteer Resources	Prairie Star Elementary & Middle	none assigned
Scott	Education/Sustainability Summit Project Manager	Brookwood, Shawnee Mission South	none assigned
Bob	Waste Management, Recycling	St. Michael	St. Michael the Archangel
Jim		Corinth	Leawood United Methodist Church
Kevin	Honorary Member		none assigned
Staff Liaisons: Chris Claxton, Brian Anderson, Marica Putman, Scott Gamerl			

- Members are assigned tasks, schools, and places of workshop.
- Scott Gamerl will work with the stream team and next year's clean-up will set up through rec track for more participation.
- Vice-Chair Filla will share responsibilities with Alicia Jennings on school routes. She shared that Public Works is working with schools to determine which streets are used most often and update the masterplan. This allows Public Works to prioritize the streets. Members discussed calling these "safe routes" to school to "school routes" instead to avoid legal responsibilities of naming them "safe".

Action Items: *Vice-Chair Filla and Gareth Matthews to finish assigning members for the Top 44 for the October meeting. Vice-Chair Filla to send Scott Pashia project lists for the sustainability summit. Vice-Chair Filla, Gareth Matthews, Kenn Miller, and Alicia Jennings to provide school outreach letters that the committee is promoting (intro, leadership award, 5th grade tree arbor day program, walk/bike to school).*

✚ Adjourn

▪ Upcoming Meetings

- Next SAB meeting is September 8, 2016.
- Future meeting dates in 2016: October 13th, November 10th
- No meetings in March, August, and December.