

Minutes

Meeting of the Board of Directors

The Martin City Community Improvement District

Date: February 9, 2012

Time: 8:30 a.m. – 10:00 a.m.

Place: Jess & Jim's Restaurant - 517 East 135th Street, Kansas City, Missouri

Board Members Attending: Debbie Van Noy, Mark Nigro, Howard Barewin, Warren Keith, Bo Stucek

Staff Attending: Barbara Engel, District Manager

Guests Attending: Craig Bennett & John Moser, Right of Way Associates; Brianne Bon Giovanni, Bambini Creativi; Kelly Johnston, KCMO City Planning Dept.; Ryan Cocherl, Martin City State Bank Building; Brad Schaffner, George's Imports; Matt Moore, Martin City Brewing Company; Steve Rinne, Economic Development Corporation of Kansas City; Missy Wilson, consultant; Vickie Wolgast, South Kansas City Chamber of Commerce.

I. CALL TO ORDER – 8:30 a.m.

Introductions of guests and CID Board

Hardees Martin City breakfast served

II. Announcements were read by Debbie Van Noy:

32 days until the 25th Anniversary St. Patrick's Day Parade. How can we count on the Board to participate? Parade entry, volunteering, sponsorships, gift cards?

This year for something special we are having a Party Tent across the street from Jess & Jim's featuring the Irish Band, The Kelihans, from 3:00 p.m. – 7:00 p.m. www.irishpalooza.com for all the parade details.

Past Participation:

Reno's Power Sports – parade entry

Suburban Lawn & Garden – parade entry, volunteering, post parade clean-up crew

Rosehill Gardens – parade entry, volunteering

Jess & Jim's Steakhouse – beer concession and/or party tent, gift cards, parade entry, planning committee

Martin City Sports Complex – gift cards

We are requesting *Friends of Martin City Sponsorships* – 25 Martin City businesses to give \$100 as an Anniversary Parade Sponsorship and one way to get involved.

- **Second Fridays at the Trailside Center with 6th District Council Representatives**

Date: February 10, 2012

Time: 7:30 a.m. – 9:00 a.m.

Location: The Trailside Center at 9901 Holmes Road (816-942-3581)

Speakers: Dave Caughey, National Nuclear Security Administration (NNSA), and Jeremiah Nelson, General Services Administration (GSA), who will both be speaking on the 2012 National Environmental Policy Act (NEPA) process for the reuse of the Bannister Federal Complex.

Everyone invited. A great networking opportunity.

- **Environmental Impact Statement for the Disposition of the Bannister Federal Complex**

The Department of Energy's National Nuclear Security Administration (NNSA) is holding a public scoping meeting to solicit comments and provide information on the proposed Environmental Impact Statement (EIS) for the Disposition of the Bannister Federal Complex (BFC).

The proposed EIS will evaluate the potential environmental impacts associated with the disposition of the BFC and reasonable potential future uses. NNSA will conduct a public scoping meeting to discuss issues and receive comments.

Monday, February 13, 2012

Evangel Temple Fellowship Center, 1414 East 103rd Street, Kansas City, Missouri 64131

Open House: 6:30 p.m. – 7:00 p.m.

Public Hearing: 7:00 p.m. – 10:00 p.m.

- **The South Kansas City Chamber monthly luncheon**

Date: Thursday, February 17, 2012

Time: 11:30 a.m. – 1:00 p.m.

Location: Jess & Jim's Steakhouse

Speaker Anne Cull, ThinkViral, "How to Use Social Media and Your Chamber Membership for Business Development"

Sponsor: The 2012 Martin City St. Patrick's Day Parade

Cost: \$18 for members and \$23 for non-members.

Reservations required by February 15, 2012

Call 816-761-7660 or email vwolgast@southkcchamber.com to RSVP or for more information.

III. Approval of Minutes from Board Meetings

(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)

The January 2012 minutes were emailed to the Board prior to this meeting.

The Kelihans, the Irish band playing at the Post Parade Party Tent on March 11th, had their name misspelled with two l's and a g.

IV. 135th St. Design/ROW & PIAC Funding Update:

Warren Keith, TapanAm Associates

Design completion status: Preliminary Design, Right-of-Way Negotiation & Acquisition, and Final Design in agreement with Jackson County and KCMO

Right of Way Committee: Barbara Engel, Warren Keith, Curtis Stroud, Debbie Van Noy, Mark Nigro and Don Pearce

Right of Way Procedure Timeline:

Right of Way Associates – John Moser and Craig Bennett spoke to the Board and guests.

Acquisition is a government process that is very structured and detailed down to the last letter. If MC-CID does not follow the procedure it could impact how we qualify for future federal highway funding for 135th St.

Mark Nigro said he was unaware that federal funding was even an option for 135th St. Warren said that at a meeting with Patty Hilderbrand, KCMO Public Works, she said they were going to add 135th St. to their list to be submitted to Mid America Regional Councils (MARC) list for federal funding. We are not guaranteed anything but one never knows.

The 135th St. project is being administered by the Jackson County Public Works department. TapanAm Associates are the design engineers. They have hired Right of Way Associates to assist them.

The County will execute the entire process and at their pace and schedule.

The first order of business is for MC-CID to create a letter to be sent to all Martin City businesses informing them of the upcoming ROW activities and eventual construction. The letter (see below) must be approved by Jackson County before it can be sent.

The MC-CID ROW Committee will contact the various owners (40 separate owners including Union Pacific Railroad) to discuss with them the benefits of donation of their ROW easements versus being compensated for them. At the heart of the matter is the fact that neither the City nor the County has acquisition funds. MC-CID would have to identify the funding from their own money for any owner requiring compensation. This would impact MC-CID's future ability to provide many of the amenities for the finished road.

During each visit to a property owner, MC-CID must keep detailed records on all conversations and any documents. Each owner will have its own legal-sized manila folder kept on file.

It was suggested that MC-CID may want to set aside one day and make appointments from Noon – 7:00 p.m. and have the businesses meet the ROW committee at Jess & Jim's. The Board liked the idea and Warren said that should be added to the letter we send out.

Jackson County will send a "60-Day Letter" to all 40 property owners involved informing them of their rights in the ROW process including their right to compensation for their property. It will be up to the members of the MC-CID ROW Committee to convince the owners to donate for the good of the project. (The 60 days is how long the owners have before the condemnation process begins if they refuse to donate or sell their property to the city.)

Another question unanswered is "Is the ROW donation tax deductible for the owner"?

Both Warren and Right of Way Associates were unclear as to when the County letter would be sent.

If an owner is adamant about being compensated, the Right of Way Associates would provide an assessment of the property as a starting point for the negotiations.

The 135th St. project cannot proceed without all acquisitions complete.

The next step is to edit the MC-CID letter printed below, email it to the board for approval and then find out when we can mail it to the businesses.

Debbie Van Noy also brought up the fact that the construction advertising, "We Are Open for Business" must start months before the actual construction. The earliest the construction would start would be April 2013 but the moving of utilities could start soon after funding has been identified.

V. Business Development:

Marketing Committee Plan:

Committee Members: Curtis Stroud, Mark Nigro, Bo Stueck, Barbara Engel

The committee met on Tuesday, January 17, 2012 to map out the year. It was decided that **the following process** would be used to evaluate marketing & promotion opportunities that come to the attention of MC-CID:

All information and inquires first start with the District Manager

The District Manager will evaluate the information and if deemed appropriate disseminate to the committee via email for review.

Email and LinkedIn meetings will follow for any discussions. If need be the committee will meet in person to discuss.

If the committee deems the information viable they will bring it to the monthly Board Meeting for discussion and recommendations.

If need be the representative of the information submitted will be invited to the Board Meeting.

When the 135th St. construction begins, funding for an “Open During Construction” Campaign will come from the 135th St. savings.

The committee will also explore MC-CID hosting some events. Mark Nigro is offering his 18-acre location at the corner of Holmes Road & 135th St. for any activities requiring a lot of room. There is lighting for night-time events and plenty of room to hold car shows, carnivals, or concerts (we can even build a stage).

Missy Wilson, Economic Development Consultant Proposals: The committee wanted to meet personally with Missy to discuss each proposal.

Major Saver Cards – distribute through surrounding middle & elementary schools that use the sales as fund-raisers .Coordinate contact with MC merchants to participate on card; coordinate designing card/identify vendor; coordinate ordering card and enlisting organizations to sell in community = \$1,500.00

This proposal has been tabled until more information can be determined about the interest of the surrounding schools to sell the cards and the status of the Honeywell employees moving to the new Hwy. 150 campus.

Mayoral Breakfast Spring 2012

Coordinate date with Mayor’s Office; Coordinate e-vite design, list of attendees and follow-up with attendees; coordinate with breakfast venue; create agenda and issues to be discussed; coordinate follow-up To Do List = \$1,125.00

This proposal was approved and Missy will proceed to schedule and implement the event.

Offering Marketing Brainstorming Sessions to MC-CID Business: The committee has decided they will make themselves available to any Martin City business that could use some marketing advice. The committee members would go to the business site and hold a brain storm session to help in their marketing efforts. The District Manager will notify all the Martin City businesses in a newsletter and email blasts that this service is now available through an appointment.

Hosting a Summer Event: Mark Nigro said he is giving serious thought to having a summer event on his 18-acre property at the corner of Holmes Road and 135th St. Perhaps a car show along with a Country Music Concert (Q 104 and the Wolf for a possible Battle of the Bands). MC-CID would probably be interested in helping promote such an event.

The Mayor’s Breakfast: The contract has been signed with Missy Wilson to create and implement a Mayor’s Breakfast one Tuesday in April 2012 to be held at RC’s Restaurant. She is still waiting for the Mayor’s office to get back with her with a date.

VI. Property Maintenance

Mr. George Werner emails the District Manager that the KCMO City Planning Codes Inspector has been to the Wholehouse Flooring property recently to issue more complaints. Mr. Werner was assured by the District Manager that the CID had not been in contact with City Planning Codes to complain. We are unaware who is issuing the complaint.

VII. Financial Report:

Bank Accounts:

Checking Account Information through February 09, 2012 – Commerce Bank

Balance as of 2/07/12: \$35,439.58

Sales Tax Assessment Deposit 2/07/12: \$15,513.26

DOR Local Option Disbursement 2/07/12: \$213.02

Property Tax Collection 01/13/12: \$2,376.00

Property Tax Collection 02/02/12: \$666.01

Security Program Payments as of 2/9/12: 21 out of 33 invoices received = 64%

Money Market Information through February 9, 2011 – Commerce Bank

Balance as of 2/06/2012: \$ 406,636.65

\$20,000 transferred from checking 1/30/2012

| 2012 Monthly Sales Tax Revenue Budgeted vs. Actual | | | |
|---|--|---------------|-------------------|
| Deposits made at the first of the month reflect sales tax collected from the previous month. | | | |
| Month | Budget | Actual | Difference |
| January | \$20,000.00 | \$15,513.26 | -\$4,486.74 |
| February | \$20,000.00 | | |
| March | \$20,000.00 | | |
| | 1st Qtr. Sales Tax Gain/Loss | | |
| April | \$20,000.00 | | |
| May | \$20,000.00 | | |
| June | \$20,000.00 | | |
| | 2nd Qtr. Sales Tax Gain/Loss | | |
| July | \$20,000.00 | | |
| Aug | \$20,000.00 | | |
| Sept. | \$20,000.00 | | |
| | 3rd Qtr. Sales Tax Gain/Loss | | |
| Oct. | \$20,000.00 | | |
| Nov. | \$20,000.00 | | |
| Dec. | \$20,000.00 | | |
| | 4th Qtr. Sales Tax Gain/Loss | | |

Commerce Bank Account Interest:

(January = \$139.67; February = _____; March = _____) **First Quarter Interest =**

(April = \$ _____; May = \$ _____; June = \$ _____) **Second Quarter Interest =**

(July = \$ _____; August = \$ _____; September = \$ _____) **Third Quarter Interest =**

(October = \$ _____; November = \$ _____; December = \$ _____)

| |
|---|
| Total Expenses for February 2012 = \$18,338.51 |
|---|

District Manager

√Net monthly salary = **\$2,380.47** net check per month

(\$571.88 automatically deducted monthly for federal taxes)

√January 2012 Mileage Reimbursement - 508 miles x \$.50 per mile): **\$254.00**

Banners

√HighTechSigns – Leprechaun banner installation:**\$1,360.00**

Business Development

√Michelle Wilson – SuperSaver Cards research: **\$262.50**

√Michelle Wilson – Develop Facebook Restaurant Poll: **\$150.00**

√Michelle Wilson – Schedule and implement April 2012 Mayor’s Breakfast – down payment:**\$562.50**

√Anne Cull – Online business development training: **\$375.00**

√Denise Amor – Business Opportunity Banner:**\$250.00**

Business License

City of KCMO – Annual Business License:**\$25.00**

Computer Services:

Dale Engel - Design and launch new web site; create parade data base:**\$500.00**

Credit Card Expenses

√Commerce Bank Monthly VISA bill – Primary Account #1138:**\$103.99**

This card closes the 19th of each month; bills are paid within 20 days of closing.

Commerce Bank Monthly VISA bill – Secondary Account #1146:**\$00.00**

Flowers:

Sidelines Custom Floral Design – welcome flowers to Schraad & Associates: **\$64.50**

Holiday Lighting

Denise Amor – removal custom holiday lights & stands Hwy. 150 – 135th St.:**\$280.00**

√**Legal Expenses** - Husch Blackwell – contract review, submitting state reports = **\$1,026.99**

Martin City Business & Community Association 2012 Parade Grant – Partial payment: **\$5,000.00**

(Commerce Bank Online Transfer)

Mobile Phone:

Monthly phone bill through 01/21/12:**\$126.22**

Direct bill pay from checking account

Security Program

Orion Security Inc. – March 2012 fee: **\$3,635.90**

Signature Signage

Denise Amor – Replace both CID welcome signs Blue Ridge & Holmes and at Mac ’n Seitz property:**\$1,243.00**

Storage Unit

Storage Mart – monthly debit for rental fee:**\$113.98**

Utilities:

√Kansas City Power & Light – monthly electricity for sign at 990 W. 135th St from 12/3/10 –1 /04/12: **\$ 51.58**

in time for this agenda

(This account is paid online monthly.)

January Payments Not Listed:

Crystal Clear Window Cleaning – removal of holiday lighting: **\$3,785.00**

Think VIRAL – social media training & Facebook uploads:**\$750.00**

Dominic Cusimano – quarterly accounting fee:**\$300.00**

VIII. Martin City Business Recaps:

No word on Footloose Dance Studio & Club, or Swagger’s openings. The Subway Sandwich Shop did open on Wednesday, Feb. 8th. The District Manager will make a visit to the store and also send welcome flowers. Matt Moore told the group that the Martin City Brewing Company has won the KC Magazine Burger Wars Contest! Congratulations to Matt and Chancie Adams.

IX. Security Program Report for Martin City Area

January 2012 Orion Security Incident Summary

Unsecured doors/gates/padlocks – 1 incident
Suspicious vehicle – 3 incidents
Suspicious activity – 1 incident
Break –in 01/05/2012 – Martin City Sports Complex
Break in Mac ‘n Seitz (not a member of the security program)
Delivery Driver on site – 1 incident
Employee on site – 1 incident
Used Items Stolen – batteries from Reno’s Power Sports
Open storage unite South KC Mini Storage facility – 1 incident

Officer Mike Hammer - Martin City area KCMO Police crime report for MC-CID and surrounding businesses

- **VICE unit is evidently working the area. World Market** (not in MC-CID) sold alcohol to someone underage (sting operation). Also they recovered several hundred grams of synthetic drugs (k-2) and drug paraphernalia from **Martin City Phillips 66**, 125 W. 135. This is the second time.
- Burglary on 2-6-2012 at 3:30 am at **Sand Trap** (not in MC-CID). Entry gained through hole in rear exterior wall. Looks like at least \$8000 loss. No suspect description.
- Shoplifting at **Beads Galore** on 01-22-2012.
- Stealing at **Hangers Cleaners** – reported on 1-13-2012. Someone stole “sink” which was left outside.

Below are calls for service not in MC-CID with the exception of Newco Mfg.,

- 1-8-2012 Suspicious Person flying radio controlled airplane on **Martin City Elementary School** property. Individual had permission from school officials.
- 1-9-2012 @ 1130 pm Suspicious Car & Occupant at **Target**. Officers could not locate suspicious car (found Target).
- 1-11-2012 Stealing at **Sally’s Beauty Supply**.
- 1-14-2012 @ 4:30 pm Suspicious Car & Occupant in **Commerce Bank’s** parking lot. Vehicle left before we got there.
- 1-14-2012 Shoplifting at **Target**.
- 1-29-2012 @ 12:40 am Prowler at 13531 Wyandotte, **Newco Manufacturing**. Orion Security called in 2 young black males behind facility. Officers were unable to locate individuals.

Below are information items,

- Officers working on hot-rodders/speeders on **150 Hwy & Botts/Thunderbird Rd.** area.
- Multiple complaints/calls-for-service regarding parking issues at 500 E. 135 **Martin City Brewing Company** (135 & Locust). Officers are beginning to write parking tickets due to the complaints. Matt Moore said NO PARKING signs are now posted and that should take care of the problem.

X. Other Business

The next Board Meeting – March 8, 2012

Jess & Jim’s Steakhouse from 8:30 a.m. – 10:00 a.m.

XI. ADJOURN 9:30 a.m.

Minutes submitted by Barbara Engel, District Manager

Bo Stueck, Secretary

DRAFT LETTER TO MC BUSINESSES

TO: Martin City Businesses

FROM: The Martin City Community Improvement District

DATE: 2/10/21

RE: 135th St. Right of Way Negotiations and Acquisitions



Since its inception in 2005, the Martin City Community Improvement District (MC-CID) has continued a long-standing effort by local leaders to have 135th St. from Holmes Rd. to Hwy 150 upgraded. This letter is being sent to update you on this effort and to alert you that communication to certain Martin City property owners will be forth coming from the Jackson County Public Works Department.

Our desire for an improved 135th St. has been nagging at us since the 1990's. It looks as though our wait may be over. The Martin City engineering company, **TapanAm Associates**, is in charge of completing the 135th St. design work under the direction of the Jackson County Public Works Department. That work could be complete in March 2012.

The project construction is being divided into Phase I and II. The first phase along 135th St. from Holmes Road to Oak Street could be viable pending the availability of \$1.5 million dollars in 6th District In-District Public Improvement Advisory Committee (PIAC) funds. Our 6th District Council Representatives, John Sharp and Scott Taylor, have indicated those funds are available.

Let's review the scope of the project:

Project Facts:

- Length = 5,800 feet of Improved Roadway
- Three Lane Secondary Arterial (with Center Turn Lane)
- New Curb & Gutters
- New on-street parking (55 parallel parking spaces)
- New ADA Compliant Sidewalks (both sides of Road)
- Enclosed Underground Storm Drainage System
- New Water Line
- New Street Lighting
- Traffic Signals at Wornall (New), Washington/Inverness (Modified) and Holmes (Modified)

Project Schedule:

- Preliminary Plans have been reviewed by the City/County.
- Right-of-way plans can be complete by middle of January 2012
- Final Design can be complete by March 2012.
- Right-of-way Acquisition – January - April 2012
- Ready for bidding by summer 2012.

Project Costs: Include Preliminary design, Right of Way appraisals and final design and engineering costs, and construction costs: = **\$5,800,000**

As the final design work nears the end, MC-CID is embarking on the right of way (ROW) work necessary to move the project forward. The firm **Right-of-Way Associations** has been engaged by the TapanAm Associates to advise and help steer MC-CID through the ROW phase.

This ROW phase includes:

- Identifying properties where both temporary and permanent easements are necessary to complete the construction work,
- Discussing and negotiating with the property owners affected,
- Ultimately having the City of Kansas City, MO arranging for the temporary easements to be available and acquiring those permanent easements.

MC-CID has identified a ROW Committee made up of Board members, TapanAm Associate engineers, Right of Way Associates personnel, a Jackson County Public Works representative and perhaps several Martin City business owners.

The task of the ROW Committee is to:

- Meet with each property owner to explain the amount of property needed and why it is needed.
- Explain how the process will proceed and that donation of their property will expedite the project construction
- The benefits of donation of the property, in lieu of receiving cash payment for the property because:
 - Neither the City or County have any money for easements and ROW,
 - All the easements and Right-of-way must be acquired before construction can begin,
 - The cost of property acquisitions must be borne by the CID for the project to move forward,
 - Using CID funds for property reduces, or eliminates, the amounts available for other uses such as beatification, grass mowing and security.

Forty Martin City property owners will receive a letter from the Jackson County Public Works Department that initiates the property acquisition process. In that letter the county will provide information about the process that must be followed and that the property owner is entitled to fair compensation for any property taken.

MC-CID plans to keep all Martin City businesses informed throughout this process. In the end we anticipate a smooth and successful ROW negotiation and acquisition period that will then allow us to proceed with the construction of the improvements for which we have been waiting over two decades.

Feel free to contact me for any questions or comments at manager@martincity.org and 816-308-1023.

Sincerely,

Barbara Engel, District Manager