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District 1 Citizens Advisory Board Meeting  
Meeting Minutes

Monday, September 20, 2021  
5:30 p.m.

Bel Aire City Hall & Zoom  
7651 E. Central Park Ave., Bel Aire, KS 67226

**Board Members in Attendance:** Daniel W. Bateman, Judah Craig, Amy Cox, Kendall Hershberger, Jacqueline Kelly, Dr. Stephanie Kuhlmann, Jim Reid, Drake Robinson

**County Representatives in Attendance:** Commissioner Pete Meitzner; Karen Bailey, Chief Deputy Clerk; Mike Pepoon, County Counselor; Justin Waggoner, Assistant County Counselor; Philip Zevenbergen, Associate Planner MAPD; Nicole Gibbs, Community Relations Specialist; Corinthian Kelly, County Management Intern

**1. Call to Order**

- a. Commissioner Meitzner called the meeting to order at 5:37 p.m. He introduced himself and held a round table of introductions of the board members.

**2. Swearing in Ceremony**

- a. Chief Deputy Clerk Karen Bailey held the Swearing in Ceremony for the 8 members of District 1 Citizen's Advisory Board (CAB).

**3. New Business**

- a. Overview of Purpose of Citizens Advisory Board
  - i. Chairman Meitzner shared the purpose of the advisory board
- b. Review and Discuss Bylaws
  - i. Assistant County Counselor Justin Waggoner gave an overview of the bylaws and reviewed how the bylaws mirror the resolution. He also clarified that the CAB do not have authority for binding action, discussed the membership and service terms including expirations and limits. Mr. Waggoner also described the roles of Chair and Chair Pro Tem and overviewed the Kansas Open Meetings Act and its application. **Members will vote on the bylaws at the next meeting.**
- c. Chair/Viceperson Discussion
  - i. Commissioner Meitzner described the roles of the Chair and Chair Pro Tem (Vice Chair). **Members will vote at the next meeting to select a Chair and Chair Pro Tem.**
- d. Discuss Order of Meeting Agendas
  - i. Chairman Meitzner described the agenda creation process and how to request meeting topics.
- e. Discuss Meeting Frequency
  - i. Commissioner Meitzner shared the meeting schedule is currently set to the third Monday of each month with meetings starting at 5:30 p.m. The board agreed with this schedule with the ability to discuss location and meeting regularity in the future if changes are needed.
- f. Zoning Example – Commissioner Meitzner / Philip Zevenbergen
  - i. Philip Zevenbergen presented an overview of what zoning cases will look like for the CAB, Zoning District Codes and Zoning Case Number CUP2021-00046 and ZON2021-00040. This request was to change zoning at the location around 29<sup>th</sup> and Greenwich

from rural residential to commercial uses, subject to restrictions. A motion to approve the zoning case as presented was made by Daniel Bateman. A second was made by Judah Craig. **The CAB approved the motion with a vote of 8-0.**

g. Other

- i. Commissioner Meitzner shared possible topics for upcoming CAB meetings including (but not limited to) the KS-254 committee and construction, redistricting process and the Jabara Airport Master Plan. It was also commented about the COVID-19 numbers shared on the County Hospital Call and that approximately 95% of the people in the ICU are not vaccinated.
- ii. Daniel Bateman asked about the Senior Center discussion that was held at the Aug. 25 Board of County Commissioners meeting and if there would be more conversation about funding. It was discussed as a possible topic for a future meeting.
- iii. Jacqueline Kelly made a request to discuss the Jabara Airport Master Plan and for it to be a potential topic for a future meeting.

4. Adjournment

- a. The District 1 Citizen's Advisory Board adjourned at 7:14 p.m.

*The next District 1 Citizens Advisory Board Meeting will be **Monday, October 18, 2021, 5:30 p.m.** at Bel Aire City Hall, 7651 E. Central Park Ave., Bel Aire, KS.*