TONGANOXIE BOARD OF ZONING APPEALS

Agenda
September 3, 2020
7:00 p.m.
City Council Chambers
321 S. Delaware St.

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES –** August 6, 2020

3. **OLD BUSINESS**

4. **NEW BUSINESS**

5. **OPEN AGENDA** is not available during this meeting. Comments received by the City Clerk or emailed to info@tonganoxie.org by 1:00 PM the day of the meeting will be reviewed and possibly shared for review by the Governing Body. Any public hearing comments or questions will also need to follow this submission process.

6. **GENERAL INFORMATION**

7. **ADJOURN**

TONGANOXIE BOARD OF ZONING APPEALS
Meeting Minutes
August 6, 2020, 7:00 p.m. via Zoom

1. **CALL TO ORDER**

- Chair John Morgan opened the meeting at 7:01 p.m.
- Roll Call: Board of Zoning Appeals ("Board") members present were Chair John Morgan, Vice Chair Monica Gee, Zach Stoltenberg, John Kirk, Patti Bitler, Crystal Henson and Jennifer McCutchen. No Board members were absent. City Manager George Brajkovic, City Attorney Anna Krstulic, Planning Clerk Melanie Bilby and City Planner Graham Smith with Gould Evans were also present via Zoom.

2. **APPROVAL OF MINUTES – None.**

3. **OLD BUSINESS – None.**

4. **NEW BUSINESS**

a) Variance Application – 404 E. Hwy 24/40 – Submitted by Loren Feldkamp and Tonganoxie USD 464

- Mr. Smith presented the planning report. He stated that the proposal is for two signs in the R-SF District, one on the side of the new gymnasium facing State Avenue and one facing the football field. He discussed the conditions for variance approval and how this application addresses those items.
- Mr. Morgan opened the public hearing.
- Mr. Brajkovic said that no members of the public submitted comments for or against the item.
- Mr. Morgan asked if the applicant would like to speak in regard to the project.
- Mr. Feldkamp thanked the Board for their consideration and time this evening. He said that the intent of the project is to promote pride in the school district and the beautiful new high school.
- Mr. Morgan asked if any of the Board members had any comments or concerns.
- Mr. Stoltenberg stated that he was discouraged that the applicant had not addressed comments from the from the last Planning Commission meeting regarding the materials being used and the nonconforming walls. He said that the signs are too large in an area zoned single-family residential, and he does not see any hardship to grant the variance.
- Ms. Gee and Mr. Morgan clarified that Mr. Stoltenberg was referring to his own comments from the last meeting and not those of the entire Planning Commission.
- Ms. Gee said that she thinks the signs fit well and are typical of variances granted in the past. She noted that the "Chieftain" sign would face the highway and the businesses that occupy the north side while the "T" sign would face Chieftain Park.
- Ms. Bitler agreed that the signs are appropriate for the size of the building.
- Ms. Henson agreed with Mr. Stoltenberg and asked what is the undue hardship placed upon the school district.
- Erin Merrill, the school district's representative for project construction, described the layout of the campus and said that the signs are needed to identify the gym as opposed to the main entrance.
- Robin O'Roark added that out-of-town visitors need to be able to see the sign from the highway so they know where to go.

- Mr. Stoltenberg expressed that he would still like to see the school bring the signs within compliance.
- Mr. Morgan asked the applicant if it is possible to shrink the signs enough to meet size limitations.
- Ms. O'Roark replied that it would be possible with additional work.
- Mr. Feldkamp said that he felt the signs are an appropriate size. He asked Ms. O'Roark and her associates to design signs of this scale because he feels that they will serve as wayfinding for those from out of town and demonstrate the immense school pride that Tonganoxie has.
- Mr. Stoltenberg asked about lighting for the signs.
- Ms. O'Roark replied that the "T" to the east is internally lit and the "Chieftain" sign to the north is backlit.
- Mr. Stoltenberg said that he thinks the "T" sign should be eliminated.
- Mr. Morgan asked if the Board had any additional comments and there were none.
  - **Ms. Gee made a motion to approve the variance request submitted by Loren Feldkamp and Tonganoxie USD 464 for 404 E. Hwy 24/40 to allow the signs as submitted.**
  - **Ms. Bitler seconded the motion.**
  - **Roll call vote of 5-2 (Mr. Stoltenberg and Ms. Henson voted no), motion carried.**

5. **OPEN AGENDA**

6. **GENERAL INFORMATION**

7. **ADJOURN**

  - **Ms. Gee moved to adjourn the meeting.**
  - **Mr. Stoltenberg seconded motion.**
  - **Vote of all ayes, motion carried.**
  - **Meeting adjourned at 7:42 p.m.**

Respectfully submitted,

Melanie Bilby, Planning Clerk

TONGANOXIE PLANNING COMMISSION

Agenda
September 3, 2020
7:00 p.m.
City Council Chambers
321 S. Delaware St.

*Note – This meeting may be transmitted via Facebook Live on the City of Tonganoxie page

CALL TO ORDER – Planning Commission Meeting

1. **APPROVAL OF PC MINUTES –** August 6, 2020

2. **OPEN AGENDA** is not available during this meeting. Comments received by the City Clerk or emailed to info@tonganoxie.org by 1:00 PM the day of the meeting will be reviewed and possibly shared for review by the Governing Body. Any public hearing comments or questions will also need to follow this submission process.

3. **OLD BUSINESS**

4. **NEW BUSINESS**

   a) Final Plat – West Village Apartments – 00000 West Street (5.15 Acres) - Submitted by Tomica and Ljubinka Cvetkovic
   b) Consideration of Planning Commissioner Applications

5. **GENERAL INFORMATION**
   a) Housing Reports – April, May and June 2020

6. **ADJOURN**

TONGANOXIE PLANNING COMMISSION
Meeting Minutes
August 6, 2020, 7:00 p.m. via Zoom

CALL TO ORDER

- Chair John Morgan opened the meeting at 7:42 p.m.
- Roll Call: Planning Commission ("Commission") members present were Chair John Morgan, Vice Chair Monica Gee, Zach Stoltenberg, John Kirk, Patti Bitler, Crystal Henson and Jennifer McCutchen. No Commission members were absent. City Manager George Brajkovic, City Attorney Anna Krstulic, Planning Clerk Melanie Bilby and City Planner Graham Smith with Gould Evans were also present via Zoom.

1. APPROVAL OF PC MINUTES – June 4, 2020

- **Ms. Gee moved to approve the minutes from the June 4, 2020 Commission meeting.**
- **Ms. Bitler seconded.**
- **Vote of all ayes, motion carried.**

2. OPEN AGENDA

- No members of the public submitted any questions or comments.
- Mr. Morgan addressed the Commission to formally announce that he would not be applying for reappointment.
- Mr. Brajkovic thanked Mr. Morgan for his 14 years of service and leadership.

3. OLD BUSINESS

4. NEW BUSINESS

a) Discussion of Upcoming Term Expirations and Appointments

- Mr. Brajkovic addressed the Commission regarding upcoming term expirations for Mr. Morgan, Mr. Stoltenberg and Ms. McCutchen. He explained that the City has been accepting applications since July 17th and would continue until August 17th.
- Ms. Bitler asked where staff advertised the openings.
- Ms. Bilby responded that it had been posted on the City website.
- Ms. Bitler asked if staff considered utilizing the local newspapers.
- Mr. Brajkovic replied that he will ask the *Tonganoxie Mirror* about publication.
- Mr. Morgan asked about Facebook or other social media.
- Mr. Brajkovic replied that he can post the link to the request for applications on the City's Facebook page and said that he can also send to the Tonganoxie Business Association.
- **The Commission directed staff to advertise for the two openings for City residents and the opening for the county position and accept applications until September 2, 2020.**

5. GENERAL INFORMATION

6. ADJOURN

- **Ms. Gee moved to adjourn the meeting.**
- **Mr. Stoltenberg seconded.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 8:10 p.m.**

Respectfully submitted,

Melanie Bilby, Planning Clerk

DRAFT

Boards and Committees Application

City of Tonganoxie

Submitted On:
July 20, 2020 5:37pm
America/New_York

Name (First and Last)	Zachary B Stoltenberg
grp_q8PcIz	430 W. Washington Street N/A Tonganoxie KS 66086
Email	zach.stoltenberg@gmail.com
Phone Number	7855504919
Are you a registered voter?	Yes
Do you live within the city limits of Tonganoxie?	Yes
Where do you work? Please include your job title and a brief description of your job duties and responsibilities.	I'm a Kansas Registered Architect currently working for Tevis Architects.
What Board/Committee would you like to serve on?	Planning Commission
Why do you wish to serve on this board?	I have enjoyed the opportunity to serve the community and wish to stay involved by continuing to serve the planning commission.
What other Tonganoxie boards and committees have you served on?	Planning and Zoning Comission
Is this an application for a reappointment to a board you currently serve on?	Yes
Describe any work or volunteer experience that is related to the function of this board or committee.	I also serve as a volunteer for the National Council of Architecture Registration Boards, which is the national entity that oversees licensing for Architects.
Select your highest education completed.	Graduate Degree
Other information or comments	Can't get the upload feature to work so I will email my letter directly to Melanie.

Commission Members,

Over the last three and a half years it has been my honor and privilege to serve along side you all as a member of this group. I have seen many new faces join us over the years and have really enjoyed the dynamic and input all of our different perspectives have brought to the many development actions that we've evaluated. As an architect I am often on the opposite side of the room when it comes to development actions and it has been very rewarding to serve our community as a part of the Planning Commission. I know that my perspective as a design professional is very different from many of the other commissioners and believe that I have been an asset to our city and this commission.

I am requesting your support to renew my membership for another appointment to the planning commission and look forward to continuing the important work we do together. As we consider the future updates to the comprehensive plan, a revision of our signage ordinances, and other proposed development actions my experience on the commission and professional perspective will hopefully continue to be valuable to our group and to the responsible future development of our community.

We weathered the storm of Tyson, oversaw major redevelopment of downtown with the new Library, a new Casey's, and two different multi-family developments all in the last few years. Developments with the business park, the newly established rural incentive districts, and all of the efforts our city staff and council are working to bring to Tonganoxie leave me very excited about what is yet to come. I would like to continue to serve the community and this commission to the best of my ability and look forward to continuing to work with you all as we evaluate future growth opportunities for Tonganoxie.

Zachary Stoltenberg

Boards and Committees Application

City of Tonganoxie

Submitted On:
August 8, 2020 10:36am
America/New_York

Name (First and Last)	Sherri Rebarchek
grp_q8PcIz	2310 E. Willow Point Circle Tonganoxie KS 66086
Email	iteachprms@aol.com
Phone Number	9132716364
Are you a registered voter?	Yes
Do you live within the city limits of Tonganoxie?	Yes
Where do you work? Please include your job title and a brief description of your job duties and responsibilities.	Retired school teacher of 33 years, 29 of those in the Easton 449 district.
What Board/Committee would you like to serve on?	Planning Commission Library Board
Why do you wish to serve on this board?	I have lived in Tonganoxie since 2007. Now that I am retired from teaching and coaching, I feel I have time to volunteer for my community.
What other Tonganoxie boards and committees have you served on?	None
Is this an application for a reappointment to a board you currently serve on?	No
Describe any work or volunteer experience that is related to the function of this board or committee.	I was an English/reading teacher for 29 years. Served on the Bonner Springs Planning and Zoning committee for several years. (Resigned in 2007 when moved to Tonganoxie).
Select your highest education completed.	Graduate Degree
Other information or comments	

Boards and Committees Application

City of Tonganoxie

Submitted On:
August 11, 2020 5:22pm
America/New_York

Name (First and Last)	Jennifer McCutchen
grp_q8PcIz	107 W 2nd St Tonganoxie KS 66086
Email	jennifermccutchen86@gmail.com
Phone Number	9136207936
Are you a registered voter?	Yes
Do you live within the city limits of Tonganoxie?	Yes
Where do you work? Please include your job title and a brief description of your job duties and responsibilities.	Maximus Federal Program Analyst Responsible for conducting research, analyzing data, identifying trends and preparing reports for the Medicare Advanced Rosolution Center
What Board/Committee would you like to serve on?	Planning Commission
Why do you wish to serve on this board?	To participate in the future growth of my community.
What other Tonganoxie boards and committees have you served on?	Spooktacular Planning Committee
Is this an application for a reappointment to a board you currently serve on?	Yes
Describe any work or volunteer experience that is related to the function of this board or committee.	Tongie Days Volunteer Unofficial Auxillary for the Tonganoxie City Fire Department
Select your highest education completed.	High School
Other information or comments	

Dear Tonganoxie Planning and Zoning Commission,

Please accept this as my letter of intent to be considered for a seat on the Tonganoxie Planning & Zoning Commission. I have lived in Tonganoxie for many years and have had the opportunity to see how both my parents serve this great city. Like my parents I too have a love for this community and believe I would be a strong addition to the commission due to my age and knowledge of the City as a whole.

As a citizen and hopefully the next appointed Planning & Zoning member, I would love nothing more than to be part of helping guide Tonganoxie into a successful future for many years to come.

Thank you for your consideration,

Jennifer McCutchen

Jennifer McCutchen

jenniferrmccutchen@maximus.com
107 West Second Street
Tonganoxie, Kansas 66086
Mobile: (913)-620-7936

Professional Experience

Program Analyst, Medicare Advanced Resolution Center, Contact Center Operations
MAXIMUS Federal ▪ Lawrence, Kansas ▪ June 2020-Present,

- Conducting research, analyzing data, identifying trends, and preparing reports.
- Determining program requirements and making recommendations.
- Analyzing programs, policies, procedures, and systems and making recommendations to optimize these.
- Drafting new or revised policies and procedures.

Supervisor- Medicare Advance Resolution Center, Contact Center Operations
MAXIMUS Federal ▪ Lawrence, Kansas ▪ October 2019 – June 2020,

- Leading and maintaining a highly skilled team of Customer Service Representatives
- Completing all administrative duties related to the ARC department
- Computer proficiency

Senior Specialist - Medicare Advanced Resolution Center, Contact Center Operations
MAXIMUS Federal ▪ Lawrence, Kansas ▪ September 2017 – October 2019,

- Performed outbound phone and written correspondence to resolve advanced Medicare issues
- Received incoming correspondence via phone regarding advanced Medicare issues
- Served as a mentor for acting Medicare ARC Senior Specialists
- Worked special projects as part of the ARC backlog/SWAT team

Customer Service Representative - Medicare Web Chat/Technical Support
General Dynamics ▪ Lawrence, Kansas ▪ May 2014 - September 2017,

- Received incoming correspondence via chat and phone regarding mymedicare.gov
- Provided general Medicare information and technical support troubleshooting
- Answered both email and TTY correspondence regarding Medicare programing

Jennifer McCutchen

jenniferrmccutchen@maximus.com
107 West Second Street
Tonganoxie, Kansas 66086
Mobile: (913)-620-7936

Medicare Customer Service Representative
General Dynamics ▪ Lawrence, Kansas ▪ August 2013 – May 2014,

- Remained up to date on all required trainings
- Answered inbound calls regarding the Medicare program from insurance recipients
- Demonstrated performance improvement in all required areas while adhering to all regulations policies and procedures
- Excelled while being a part of a growing team

Customer Service/Cashier/Switchboard Operator
Cabela's ▪ Kansas City, Kansas ▪ August 2012 - September 2013,

- Greeted customers and offered immediate assistance upon arrival
- Cross-trained and provided back up for other team members when needed
- Operated cash register, answered phones and directed calls to appropriate departments

Customer Service/Cashier/Shift Supervisor
Halloween Express ▪ Lawrence, Kansas ▪ August 2011 – November 2011,

- Greeted customers entering the store to ascertain what each customer wanted and/or needed
- Worked as a team member performing cashier duties and housekeeping duties
- Provided product assistance while offering outstanding customer service

Emergency Room Technician
Cushing Memorial Hospital ▪ Leavenworth, Kansas ▪ June 2006 – August 2011,

- Admitted patients to the Emergency Room
- Handled money in regard to pre-payment for Emergency Room visits
- Answered and transferred calls
- Administered patient care and customer service

Assistant Manager
Dollar General ▪ Tonganoxie, Kansas ▪ June 2004 – June 2005,

- Assisted customers with store and product complaints
- Worked as a team member performing cashier duties while giving great customer service
- Administered light housekeeping duties and responsible for opening and closing store
- Cross-trained and provided back up for other customer service representatives when needed.
- Handled money in regard to paychecks and nightly bank deposits

Jennifer McCutchen

jenniferrmccutchen@maximus.com
107 West Second Street
Tonganoxie, Kansas 66086
Mobile: (913)-620-7936

Volunteer and Committees

Spooktacular Planning Committee ▪ Tonganoxie, Kansas ▪ 2014-2019

Volunteer for Tongie Days ▪ Tonganoxie, Kansas ▪ 2017-2018

Planning and Zoning Commission ▪ Tonganoxie, Kansas ▪ 2020-Present

Education and Certifications

- Certified Medical Assistant – Pinnacle Career Institute , Lawrence KS (2006)
- High School Diploma, Tonganoxie High School, Tonganoxie, KS (2004)

Skills related to the position I'm applying for

- Previous supervisor experience
- Experience working with customers both in person and on the phone
- Great customer service
- Previous training experience
- Technical support
- Experience working on an individual basis and in a team setting

Reference

Available Upon Request

Boards and Committees Application

City of Tonganoxie

Submitted On:
August 20, 2020 7:34pm
America/New_York

Name (First and Last)	Howard K. Brewington
grp_q8PcIz	20260 Parallel Road Tonganoxie KS 66086
Email	howard.k.brewington3.civ@mail.mil
Phone Number	913-416-3451
Are you a registered voter?	Yes
Do you live within the city limits of Tonganoxie?	No
Where do you work? Please include your job title and a brief description of your job duties and responsibilities.	Fort Leavenworth Deputy Director, Mission Command Center of Excellence Responsible for the day-to-day operations of the MCCoE at large and is the Director's principal assistant for directing, coordinating, supervising, and training the staff, as well as, providing advice and support to the Director. The Deputy Director frees the Director from routine details and passes pertinent data, information, and insight from the staff and subordinate organizations to the Director and from the Director to the staff and subordinate organizations. The Deputy Director provides direction, guidance, decision-making, and support to the MCCoE in order to function effectively, efficiently, and synergistically. Fulfills the responsibilities of the Director in the Director's absence and provides the continuity of operations and expertise throughout leadership changes. This position is essential for operations, planning and administering programs and activities, setting overall policies, objectives, timeframes and procedures necessary for program accomplishment and effective management to accomplish the MCCoE mission.
What Board/Committee would you like to serve on?	Planning Commission
Why do you wish to serve on this board?	I am a retired US Army Infantry Officer, have lived in Tonganoxie since 2013, and desire to contribute to the community. I believe I have the skill set to make a meaningful contribution as a member of the Planning Commission
What other Tonganoxie boards and committees have you served on?	None. Applied for the Recreation Commission but was not chosen.
Is this an application for a reappointment to a board you currently serve on?	No
Describe any work or volunteer experience that is related to the function of this board or committee.	None
Select your highest education completed.	Graduate Degree

Other information or comments	

Boards and Committees Application

City of Tonganoxie

Submitted On:
August 22, 2020 7:19pm
America/New_York

Name (First and Last)	Meagan M Vestal
grp_q8PcIz	135 E Third St Tonganoxie KS 66086
Email	meaganvestal@yahoo.com
Phone Number	8165853803
Are you a registered voter?	Yes
Do you live within the city limits of Tonganoxie?	Yes
Where do you work? Please include your job title and a brief description of your job duties and responsibilities.	Tonganoxie Middle School-Library Clerk Morgan Hunter Education-Substitute Teacher I am responsible for managing the school and district's library budget, I sponsor several book clubs, I manage the collection and maintenance of materials in the library's circulation.
What Board/Committee would you like to serve on?	Planning Commission
Why do you wish to serve on this board?	I have always been a firm believer in community service and outreach. I feel it is my civic duty to volunteer in any capacity I am capable of and be of service to the town in which I am firmly invested in and call home.
What other Tonganoxie boards and committees have you served on?	Tonganoxie Public Library Board of Trustees - Vice President
Is this an application for a reappointment to a board you currently serve on?	No
Describe any work or volunteer experience that is related to the function of this board or committee.	I volunteer as a Board of Trustees member for the Tonganoxie Public Library and helped facilitate the building of the new library. I have volunteered for Spooktacular Committee, Tongie Days, Clean Up days, as well as local food drives. I have developed great working relationships with my fellow board members, council members, and the mayor. I previously worked for two of the former Superintendents of USD 464 and was considered a great asset.
Select your highest education completed.	Associate Degree
Other information or comments	Was unable to attach documents requested, will send via email to Melanie.

Meagan Vestal
135 E 3rd Street
Tonganoxie, KS 66086
August 22, 2020

To whom it may concern,

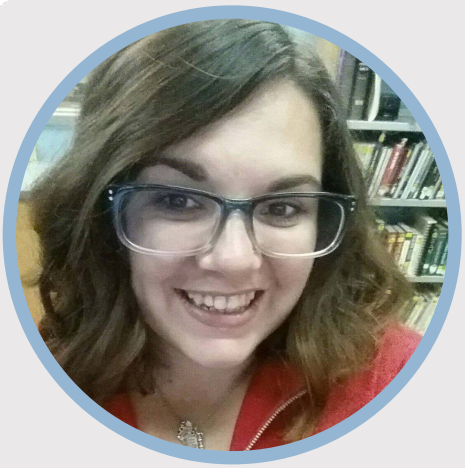
My name is Meagan Vestal and I am writing to express my interest in filling a position on the Tonganoxie City Planning Commission. I'd like to begin by telling you a little bit about myself. I am 34 years old and have lived in Tonganoxie since 1997. I am married to a life-long resident of Tonganoxie, Justin (Gator) Vestal. We have two sons, Conner and Sawyer, who are high school and elementary students respectively. I currently work as the Library Clerk for Tonganoxie Middle School and a Substitute Teacher for Morgan Hunter Education. Recently I graduated from Kansas City Kansas Community College with an Associate's degree in Liberal Arts and Applied Sciences and am currently enrolled in an undergraduate program at Ottawa University to complete a Bachelor's degree in English. My passions include reading, crafting, and volunteering for my community.

I am interested in joining the planning commission because I have a desire to serve my community. I currently serve as the Vice President of the Board of Trustees of the Tonganoxie Public Library, for which I have served as a board member since 2017. I have volunteered for five consecutive years as a member of the Tonganoxie Business Association's Spooktacular Committee for which it has been my great pleasure and honor to be a part of, volunteered for community member Tammie McCutchen's cleanup day at Tonganoxie High School, and for several past Tongie Days festivals in various ways including organizing a cake walk and helping organize other volunteers. Most recently I volunteered my time for Mayor David Freese's food drive during the COVID Pandemic. I feel strongly that volunteering in one's community is the best way to serve and have instilled this belief and passion in my children as well. My sons both serve on student councils, volunteer for cleanup days when the opportunity arises, and have been known to pick up trash while on walks throughout beautiful Tonganoxie.

Working for USD 464 for the past five years I have learned a great many skills and insights into working in a structured entity. I worked under the Superintendent Lyn Rantz for two years and learned a great deal from her during the building of the new Tonganoxie Elementary School. During those years, I served as the Deputy Clerk of the Board and am well versed on the legalities and innerworkings of public meetings, agendas, confidentiality, and the need for community involvement in decision making. I also learned a great deal more about planning, zoning, and construction by serving on the board of the Tonganoxie Public Library as we built the new library where I served on the new building committee. I feel my time on these boards and committees will be of great value to the Planning Commission and look forward to serving my community in this way. Thank you for your time and your consideration.

Sincerely,

Meagan Vestal



MEAGAN VESTAL

Tonganoxie Middle School Library Clerk

CONTACT

PHONE:
816-585-3803

EMAIL:
meaganvestal@yahoo.com
mvestal@tong464.org

REFERENCES

Mark Altman:
maltman@tong464.org
913-626-5756
Kasi Brown:
kbrown@tong464.org
316-734-0198
Brianna Guinn:
bguinn@usd329.com
913-416-3784
Mary Bartels:
mbartels@tong464.org
816-810-2641
Shelly Hunter:
shunter@tong464.org
913-416-0051
Rachel Padfield:
rpadfield@tong464.org
785-640-4439

EDUCATION

Tonganoxie High School
2000 - 2004
High School Diploma; Honor Roll Student

Kansas City Kansas Community College
2018 - 2020
Associates Degree in Liberal Arts and Applied Sciences
3.85 GPA; Phi Theta Kappa; Magna Cum Laude

Ottawa University
2020-Present
Working on obtaining a bachelor's degree in English

WORK EXPERIENCE

Tonganoxie Middle School - Library Clerk
07/2017–Present
Manage District library budget and Tonganoxie Middle School building library budget. Responsible for circulation and purchasing of all library materials including, but not limited to, books and supplies. Sponsorship of all Tonganoxie Middle School Book Clubs. Organization and upkeep of library. Inventory of all books, movies, and equipment of the library. Administration duties of Follett system for library circulation. Writing grants to obtain reading materials for book clubs. Hosting and organizing Scholastic Book Fairs for TMS.

Tonganoxie USD 464 - Human Resources Clerk/Deputy Clerk of the Board of Education
12/2014–06/2017
Assisting Human Resources Coordinator with payroll and daily needs. Completing and maintaining federal and state forms. Assisting Board of Education with needs. Compiling data to report to IRS for Affordable Care Act. Posting and maintain multiple job openings. Screening potential candidates by way of background checks, checking references, and administering Wonderlic exam. Responsible for hiring substitutes and keeping track of their licensure and hours worked. Using various Microsoft Works and Google on a daily basis. Operating job specific computer programs efficiently. Sorting all District mail. Assisting patrons and staff members alike with needs. Answering the phones and directing calls to appropriate departments if unable to assist myself.

Halloween Express - Manager
08/2011–11/2015
Operated cash register. Directed team members to fulfill daily responsibilities. Helped costumers with all needs. Directly responsible for using advanced computer programs and internet to enter all inventory into company database. Responsible for the hiring and dismissal of all staff members. Handled large amounts of cash for deposits. Filing of and keeping confidential all staff records. Scheduling of employees with use of Microsoft Spreadsheet. Handling of all customer concerns. Using various Microsoft programs and the internet to achieve marketing.

SKILLS

Working knowledge of Microsoft Works, Google, Skyward, Aesop, TalentEd, Follett, and BoardDocs. Ability to quickly learn and operate any computer program and various types of technology. Type at 80 wpm. Able to work in a fast-paced environment with frequent interruptions.

PROFESSIONAL ACHIEVEMENTS

Introduced a new program to improve hiring procedures and cut back on paper usage, trained District administrators on new program. Organized and led a meeting between District administrators to resolve concerns and create procedures to prevent further confusion. Written several grants to expand my schools book club reading selections. Appointed as the Districts System Representative for the North Eastern Kansas Library System. Wrote grant and am solely responsible for bringing digital reading to USD 464. Book Club Sponsor. Worked on the building committee for the Tonganoxie Public Library as it built its brand-new library.

EXTRACURRICULAR

Tonganoxie Spooktacular Committee member. Team Captain of 2015-16 winning TES Battle of the Books team. Book reviewer for Library Things early reviewers' program. Vice President of the Board of Trustees for Tonganoxie Public Library and have served on Board of Trustees since 2017. Team representative for TMS Social Committee.

HOME BUILDERS ASSOCIATION
OF GREATER KANSAS CITY

Residential Building Permit Statistics

APRIL 2020

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
CASS COUNTY						
Archie	0	0	**0**	2	0	**2**
Belton	43	0	**43**	168	0	**168**
Cass County	0	0	**0**	11	0	**11**
Cleveland	0	0	**0**	0	0	**0**
Garden City	0	0	**0**	0	0	**0**
Harrisonville	0	0	**0**	3	0	**3**
Lake Winnebago	1	0	**1**	9	0	**9**
Lee's Summit	1	0	**1**	7	0	**7**
Peculiar	5	0	**5**	16	0	**16**
Pleasant Hill	0	0	**0**	0	0	**0**
Raymore	12	0	**12**	44	0	**44**
Village of Loch Lloyd	0	0	**0**	6	0	**6**
	62	**0**	**62**	**266**	**0**	**266**
CLAY COUNTY						
Clay County	5	0	**5**	14	0	**14**
Excelsior Springs	0	0	**0**	10	0	**10**
Gladstone	0	0	**0**	1	0	**1**
Kansas City	52	0	**52**	179	315	**494**
Kearney	3	0	**3**	12	0	**12**
Lawson	0	0	**0**	0	0	**0**
Liberty	7	0	**7**	12	0	**12**
North Kansas City	0	0	**0**	0	0	**0**
Pleasant Valley	0	0	**0**	0	0	**0**
Smithville	3	0	**3**	10	0	**10**
	70	**0**	**70**	**238**	**315**	**553**
JACKSON COUNTY						
Blue Springs	15	0	**15**	83	0	**83**
Buckner	0	0	**0**	0	0	**0**
Grain Valley	16	0	**16**	31	0	**31**
Grandview	0	0	**0**	3	0	**3**
Greenwood	0	0	**0**	0	0	**0**
Independence	11	0	**11**	33	0	**33**
Jackson County	5	0	**5**	17	0	**17**
Kansas City	13	0	**13**	42	116	**158**
Lake Lotawana	0	0	**0**	0	0	**0**
Lee's Summit	36	0	**36**	112	0	**112**
Oak Grove	0	0	**0**	0	0	**0**
Raytown	0	0	**0**	0	0	**0**
Sugar Creek	0	0	**0**	0	0	**0**
	96	**0**	**96**	**321**	**116**	**437**
PLATTE COUNTY						
Kansas City	14	0	**14**	66	0	**66**
Parkville	0	0	**0**	22	0	**22**
Platte City	0	0	**0**	0	0	**0**
Platte County	16	0	**16**	44	0	**44**
Riverside	0	0	**0**	9	0	**9**
Weatherby Lake	0	0	**0**	0	0	**0**
Weston	0	0	**0**	0	0	**0**
	30	**0**	**30**	**141**	**0**	**141**
JOHNSON COUNTY						
De Soto	2	0	**2**	12	0	**12**
Edgerton	0	0	**0**	0	0	**0**
Fairway	0	0	**0**	0	0	**0**
Gardner	4	0	**4**	27	0	**27**
Johnson County	2	0	**2**	11	0	**11**
Leawood	5	0	**5**	18	0	**18**
Lenexa	13	0	**13**	65	298	**363**
Merriam	0	0	**0**	0	0	**0**
Mission Hills	0	0	**0**	0	0	**0**
Olathe	65	0	**65**	208	39	**247**
Overland Park	32	0	**32**	124	0	**124**
Prairie Village	3	0	**3**	14	0	**14**
Roeland Park	0	0	**0**	0	0	**0**
Shawnee	10	0	**10**	34	67	**101**
Spring Hill	8	0	**8**	23	0	**23**
Westwood	0	0	**0**	0	0	**0**
	144	**0**	**144**	**536**	**404**	**940**

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
LEAVENWORTH COUNTY						
Basehor	3	0	**3**	20	0	**20**
Lansing	0	0	**0**	10	0	**10**
Leav. County	5	0	**5**	21	0	**21**
Leavenworth	1	0	**1**	6	0	**6**
Tonganoxie	5	0	**5**	21	0	**21**
	14	**0**	**14**	**78**	**0**	**78**
WYANDOTTE COUNTY						
Bonner Springs	2	0	**2**	3	0	**3**
Edwardsville	0	0	**0**	0	0	**0**
KCK/Wyandotte Co	8	0	**8**	91	0	**91**
	10	**0**	**10**	**94**	**0**	**94**
MIAMI COUNTY						
Louisburg	0	0	**0**	1	0	**1**
Miami County	8	0	**8**	16	0	**16**
Osawatomie	0	0	**0**	0	0	**0**
Paola	0	0	**0**	1	0	**1**
Spring Hill	0	0	**0**	10	0	**10**
	8	**0**	**8**	**28**	**0**	**28**
Totals	**434**	**0**	**434**	**1702**	**835**	**2537**

Comparison of Single Family Building Units for Greater Kansas City

(Cass, Clay, Jackson, Platte, Johnson, Leavenworth, Miami, Wyandotte Counties)

Month/Year	2013	2014	2015	2016	2017	2018	2019	2020
January	273	287	240	274	457	463	234	355
February	224	216	260	408	477	463	234	475
March	335	362	393	542	571	549	357	438
April	444	439	437	523	562	564	411	434
May	337	385	395	503	504	598	391	
June	333	364	438	578	567	569	387	
July	409	375	399	494	512	485	471	
August	354	352	425	536	480	514	429	
September	384	383	462	424	514	353	396	
October	369	468	459	466	583	485	500	
November	340	312	360	417	502	354	410	
December	288	328	432	352	468	276	434	
Annual Total	4,090	4,271	4,700	5,517	6,197	5,673	4,654	1,702

Comparison of Permits By Units Issued Year to Date

2013 - 2020

	S-F Units	M-F Units	Total Units
2013	1276	1281	2557
2014	1304	1159	2463
2015	1330	999	2329
2016	1747	1348	3095
2017	2067	471	2538
2018	2039	203	2242
2019	1236	846	2082
2020	1702	835	2537

^The Single Family number is units and includes both attached and detached units.
%Multi-Family units are in buildings with 5 or more units.
Not available at time of report

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HOME BUILDERS ASSOCIATION
OF GREATER KANSAS CITY

Residential Building Permit Statistics

MAY 2020

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
CASS COUNTY						
Archie	2	0	**2**	4	0	**4**
Belton	4	0	**4**	172	0	**172**
Cass County	0	0	**0**	11	0	**11**
Cleveland	0	0	**0**	0	0	**0**
Garden City	0	0	**0**	0	0	**0**
Harrisonville	2	0	**2**	5	0	**5**
Lake Winnebago	0	0	**0**	9	0	**9**
Lee's Summit	1	0	**1**	8	0	**8**
Peculiar	8	0	**8**	24	0	**24**
Pleasant Hill	0	0	**0**	0	0	**0**
Raymore	5	0	**5**	49	0	**49**
Village of Loch Lloyd	1	0	**1**	7	0	**7**
	23	**0**	**23**	**289**	**0**	**289**
CLAY COUNTY						
Clay County	5	0	**5**	19	0	**19**
Excelsior Springs	0	0	**0**	10	0	**10**
Gladstone	1	0	**1**	2	0	**2**
Kansas City	39	0	**39**	218	315	**533**
Kearney	11	0	**11**	23	0	**23**
Lawson	0	0	**0**	0	0	**0**
Liberty	10	0	**10**	22	0	**22**
North Kansas City	0	0	**0**	0	0	**0**
Pleasant Valley	0	0	**0**	0	0	**0**
Smithville	5	0	**5**	15	0	**15**
	71	**0**	**71**	**309**	**315**	**624**
JACKSON COUNTY						
Blue Springs	11	0	**11**	94	0	**94**
Buckner	0	0	**0**	0	0	**0**
Grain Valley	18	0	**18**	49	0	**49**
Grandview	1	0	**1**	4	0	**4**
Greenwood	0	0	**0**	0	0	**0**
Independence	8	0	**8**	41	0	**41**
Jackson County	9	0	**9**	26	0	**26**
Kansas City	6	0	**6**	48	116	**164**
Lake Lotawana	0	0	**0**	0	0	**0**
Lee's Summit	31	273	**304**	143	273	**416**
Oak Grove	0	0	**0**	0	0	**0**
Raytown	0	0	**0**	0	0	**0**
Sugar Creek	0	0	**0**	0	0	**0**
	84	**273**	**357**	**405**	**389**	**794**
PLATTE COUNTY						
Kansas City	16	0	**16**	82	0	**82**
Parkville	0	0	**0**	22	0	**22**
Platte City	0	0	**0**	0	0	**0**
Platte County	14	0	**14**	58	0	**58**
Riverside	1	0	**1**	10	0	**10**
Weatherby Lake	0	0	**0**	0	0	**0**
Weston	0	0	**0**	0	0	**0**
	31	**0**	**31**	**172**	**0**	**172**
JOHNSON COUNTY						
De Soto	2	56	**58**	14	56	**70**
Edgerton	0	0	**0**	0	0	**0**
Fairway	0	0	**0**	0	0	**0**
Gardner	2	0	**2**	29	0	**29**
Johnson County	6	0	**6**	17	0	**17**
Leawood	2	0	**2**	20	0	**20**
Lenexa	9	0	**9**	74	298	**372**
Merriam	0	0	**0**	0	0	**0**
Mission Hills	0	0	**0**	0	0	**0**
Olathe	46	38	**84**	254	77	**331**
Overland Park	35	0	**35**	159	0	**159**
Prairie Village	8	0	**8**	22	0	**22**
Roeland Park	0	0	**0**	0	0	**0**
Shawnee	9	0	**9**	43	67	**110**
Spring Hill	9	0	**9**	32	0	**32**
Westwood	0	0	**0**	0	0	**0**
	128	**94**	**222**	**664**	**498**	**1162**

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
LEAVENWORTH COUNTY						
Basehor	5	0	**5**	25	0	**25**
Lansing	0	0	**0**	10	0	**10**
Leavenworth County	7	0	**7**	28	0	**28**
Leavenworth	0	0	**0**	6	0	**6**
Tonganoxie	0	0	**0**	21	0	**21**
	12	**0**	**12**	**90**	**0**	**90**
WYANDOTTE COUNTY						
Bonner Springs	3	0	**3**	6	0	**6**
Edwardsville	0	0	**0**	0	0	**0**
KCKS/Wyandotte Co	15	0	**15**	106	0	**106**
	18	**0**	**18**	**112**	**0**	**112**
MIAMI COUNTY						
Louisburg	2	0	**2**	3	0	**3**
Miami County	4	0	**4**	20	0	**20**
Osawatomie	0	0	**0**	0	0	**0**
Paola	0	0	**0**	1	0	**1**
Spring Hill	1	0	**1**	11	0	**11**
	7	0	**7**	**35**	**0**	**35**
Totals	**374**	**367**	**741**	**2076**	**1202**	**3278**

Comparison of Single Family Building Units for Greater Kansas City

(Cass, Clay, Jackson, Platte, Johnson, Leavenworth, Miami, Wyandotte Counties)

Month/Year	2013	2014	2015	2016	2017	2018	2019	2020
January	273	287	240	274	457	463	234	355
February	224	216	260	408	477	463	234	475
March	335	362	393	542	571	549	357	438
April	444	439	437	523	562	564	411	434
May	337	385	395	503	504	598	391	374
June	333	364	438	578	567	569	387	
July	409	375	399	494	512	485	471	
August	354	352	425	536	480	514	429	
September	384	383	462	424	514	353	396	
October	369	468	459	466	583	485	500	
November	340	312	360	417	502	354	410	
December	288	328	432	352	468	276	434	
Annual Total	4,090	4,271	4,700	5,517	6,197	5,673	4,654	2076

Comparison of Permits By Units Issued Year to Date

2013 - 2020

	S-F Units	M-F Units	Total Units
2013	1613	1450	3063
2014	1689	1604	3293
2015	1724	1269	2993
2016	2250	1555	3805
2017	2571	1049	3620
2018	2637	494	3131
2019	1627	1094	2721
2020	2076	1202	3278

^The Single Family number is units and includes both attached and detached units.
%Multi-Family units are in buildings with 5 or more units.
Not available at time of report

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HOME BUILDERS ASSOCIATION
OF GREATER KANSAS CITY

Residential Building Permit Statistics

JUNE 2020

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
CASS COUNTY						
Archie	0	0	**0**	4	0	**4**
Belton	5	0	**5**	177	0	**177**
Cass County	0	0	**0**	11	0	**11**
Cleveland	0	0	**0**	0	0	**0**
Garden City	0	0	**0**	0	0	**0**
Harrisonville	1	0	**1**	6	0	**6**
Lake Winnebago	13	0	**13**	22	0	**22**
Lee's Summit	1	0	**1**	9	0	**9**
Peculiar	0	0	**0**	24	0	**24**
Pleasant Hill	1	0	**1**	1	0	**1**
Raymore	9	0	**9**	58	0	**58**
Village of Loch Lloyd	0	0	**0**	7	0	**7**
	30	**0**	**30**	**319**	**0**	**319**
CLAY COUNTY						
Clay County	0	0	**0**	19	0	**19**
Excelsior Springs	4	0	**4**	14	0	**14**
Gladstone	0	0	**0**	2	0	**2**
Kansas City	51	0	**51**	269	315	**584**
Kearney	1	0	**1**	24	0	**24**
Lawson	0	0	**0**	0	0	**0**
Liberty	0	0	**0**	22	0	**22**
North Kansas City	0	0	**0**	0	0	**0**
Pleasant Valley	0	0	**0**	0	0	**0**
Smithville	4	0	**4**	19	0	**19**
	60	**0**	**60**	**369**	**315**	**684**
JACKSON COUNTY						
Blue Springs	27	0	**27**	121	0	**121**
Buckner	0	0	**0**	0	0	**0**
Grain Valley	10	0	**10**	59	0	**59**
Grandview	4	0	**4**	8	0	**8**
Greenwood	0	0	**0**	0	0	**0**
Independence	0	0	**0**	41	0	**41**
Jackson County	7	0	**7**	33	0	**33**
Kansas City	19	0	**19**	67	116	**183**
Lake Lotawana	0	0	**0**	0	0	**0**
Lee's Summit	38	37	**75**	181	310	**491**
Oak Grove	0	0	**0**	0	0	**0**
Raytown	0	0	**0**	0	0	**0**
Sugar Creek	0	0	**0**	0	0	**0**
	105	**37**	**142**	**510**	**426**	**936**
PLATTE COUNTY						
Kansas City	34	0	**34**	116	0	**116**
Parkville	5	0	**5**	27	0	**27**
Platte City	0	0	**0**	0	0	**0**
Platte County	0	0	**0**	58	0	**58**
Riverside	1	0	**1**	11	0	**11**
Weatherby Lake	0	0	**0**	0	0	**0**
Weston	0	0	**0**	0	0	**0**
	40	**0**	**40**	**212**	**0**	**212**
JOHNSON COUNTY						
De Soto	8	0	**8**	22	56	**78**
Edgerton	0	0	**0**	0	0	**0**
Fairway	0	0	**0**	0	0	**0**
Gardner	19	0	**19**	48	0	**48**
Johnson County	0	0	**0**	17	0	**17**
Leawood	2	0	**2**	22	0	**22**
Lenexa	22	0	**22**	96	298	**394**
Merriam	0	0	**0**	0	0	**0**
Mission Hills	0	0	**0**	0	0	**0**
Olathe	67	8	**75**	321	85	**406**
Overland Park	20	0	**20**	179	0	**179**
Prairie Village	7	0	**7**	29	0	**29**
Roeland Park	0	0	**0**	0	0	**0**
Shawnee	0	0	**0**	43	67	**110**
Spring Hill	12	0	**12**	44	0	**44**
Westwood	0	0	**0**	0	0	**0**
	157	**8**	**165**	**821**	**506**	**1327**

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
LEAVENWORTH COUNTY						
Basehor	4	0	**4**	29	0	**29**
Lansing	0	0	**0**	10	0	**10**
Leav. County	0	0	**0**	28	0	**28**
Leavenworth	0	0	**0**	6	0	**6**
Tonganoxie	1	0	**1**	22	0	**22**
	5	**0**	**5**	**95**	**0**	**95**
WYANDOTTE COUNTY						
Bonner Springs	0	0	**0**	6	0	**6**
Edwardsville	0	0	**0**	0	0	**0**
KCK/Wyandotte Co	12	0	**12**	118	0	**118**
	12	**0**	**12**	**124**	**0**	**124**
MIAMI COUNTY						
Louisburg	3	0	**3**	6	0	**6**
Miami County	8	0	**8**	28	0	**28**
Osawatomie	0	0	**0**	0	0	**0**
Paola	0	0	**0**	1	0	**1**
Spring Hill	0	0	**0**	11	0	**11**
	11	**0**	**11**	**46**	**0**	**46**
Totals	**420**	**45**	**465**	**2496**	**1247**	**3743**

Comparison of Single Family Building Units for Greater Kansas City

(Cass, Clay, Jackson, Platte, Johnson, Leavenworth, Miami, Wyandotte Counties)

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Annual Total	4,090	4,271	4,700	5,517	6,197	5,673	4,654	2496

Comparison of Permits By Units Issued Year to Date

2013 - 2020

	S-F Units	M-F Units	Total Units
2013	1946	1702	3648
2014	2053	1977	4030
2015	2163	1389	3552
2016	2828	1897	4725
2017	3138	1090	4228
2018	3206	1033	4239
2019	2014	1094	3108
2020	2496	1247	3743

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Not available at time of report

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