

Kansas City

414 E. 12th Street
Kansas City, MO 64106



Docket - Final-Revised

Thursday, August 17, 2023

3:00 PM

Webinar Link: <https://us02web.zoom.us/j/89195928794>

Council Chambers

Council

Councilmember Kevin O'Neill
Councilmember Nathan Willett
Councilmember Lindsay French
Councilmember Wes Rogers
Councilmember Melissa Patterson Hazley
Councilmember Melissa Robinson
Councilmember Crispin Rea
Councilmember Eric Bunch
Councilmember Darrell Curls
Councilmember Ryana Parks-Shaw
Councilmember Andrea Bough
Councilmember Johnathan Duncan
Mayor Quinton Lucas

CHAPLAIN OF THE MONTH:

Pastor Dr. Serita Wright - Commissioned to Heal Outreach

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PUBLIC OBSERVANCE OF MEETINGS:

Members of the City Council may attend this meeting via videoconference.

The public can observe this meeting at the links provided below.

Closed Sessions may be held by teleconference.

SPECIAL ACTIONS:

**Parks-Shaw, Bough, Patterson Hazley, Rea, Lucas, Curls, Duncan, Bunch, Robinson,
French, O'Neill, Rogers and Willett**

[230684](#) Sponsor: Councilmember Ryana Parks-Shaw

RESOLUTION - Honoring and declaring August 29, 2023, as Joanne Collins Day.

FINAL READINGS:

CONSENT DOCKET

DEBATE DOCKET

COMMITTEE ADVANCES:

CONSENT DOCKET

NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE

City Plan Commission and Director of City Planning & Development[230149](#)

Sponsor: Director of City Planning and Development Department

Approving the plat of I-49 Commerce Center, First Plat, an addition in Jackson County, Missouri, on approximately 57.25 acres generally located along East 155th Street approximately 1,000 feet west of U.S. 71 Highway, creating 1 lot and 1 tract for the purpose of 1 lot office and warehouse subdivision; accepting various easements; authorizing the Director of City Planning and Development to execute and/or accept certain agreements; and directing the City Clerk to record this ordinance and attached documents. (CLD-FnPlat-2022-00026)

Attachments: [2022-00026 Docket Memo](#)

DEBATE DOCKETFINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE**Director of Parks & Recreation**[230324](#)

Sponsor: Director of the Parks and Recreation Department

Calling for submission to the voters of Kansas City, at a special election to be held on November 7, 2023, a question to remove certain city property devoted to park use in the park system generally located between North Oak Trafficway to the west, North Holmes to the east and north of Northeast 32nd Terrace; directing the City Clerk to notify the responsible election authorities on or before August 29, 2023 for the November election; and recognizing this ordinance with an accelerated effective date.

Attachments: [Park Property Location Map N.Oak to N. Holmes @NE 32nd Ter](#)
[December Park Board Resolution #32061](#)
[TMP 2993 Docket Memo](#)
[230324 cs to org ord-com](#)

City Manager's Office[230657](#)

Sponsor: City Manager

Authorizing the City Manager to execute a real estate sale contract with Grayson Communities, LLC for the sale of surplus property located at 1531 Holmes Street; estimating revenue in the amount of \$400,000.00 for the sale of surplus property; and to negotiate and execute an equity participation agreement for future payments related to 1531 Holmes Street.

Attachments: [1531 Holmes - Sale Contract 8.2.23 clean](#)
[Docket Memo 1531 Holmes Sales Contract](#)

[230666](#) Sponsor: Director of Parks and Recreation Department

Appropriating \$1,150,000.00 from the Unappropriated Fund Balance of the Golf Operations Fund to pay for the repair of the Minor Park Golf Course parking lot and the renovation of the Shoal Creek Golf Course bunkers; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Ordinance - Golf Course Renovation Final](#)
[Approp-Admin Golf Course Renovation](#)
[230666 Docket Memo](#)

[230667](#) Sponsor: Director of Parks and Recreation Department

Appropriating \$1,000,000.00 from the Unappropriated Fund Balance of the Parks Sales Tax Fund to update fitness equipment in all community centers as needed.

Attachments: [230667 Appropriation Accounting](#)
[Approp-Admin Community Center Fitness Equipment](#)
[Docket Memo-Community Center Fitness Equipment](#)

NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE

Director of City Planning & Development

[230665](#) Sponsor: Director of City Planning and Development Department

Rezoning an area of about 5.26 acres generally located at N.W. 112th Street and Interstate 29 from District B3-3 to District B4-2. (CD-CPC-2023-00098).

Attachments: [Docket Memo](#)

Director of City Planning & Development and City Plan Commission

[230668](#) Sponsor: Director of City Planning and Development Department

Rezoning an area of about two acres generally located on the north side of Highway 92, about one-half mile east of N Bethel Avenue from District AG-R to M1-1. (CD-CPC-2023-00102).

Attachments: [Docket Memo CD-CPC-2023-00102](#)

TRANSPORTATION, INFRASTRUCTURE AND OPERATIONS COMMITTEE

Lucas

[230446](#) Sponsor: Mayor Quinton Lucas

Enacting a new Section 68-476, Code of Ordinances; providing for submission to the qualified voters of the City for their approval at an election called for Tuesday, November 7, 2023 the question of renewing for 10 years a 3/8 cent sales tax for the purposes of developing, operating, maintaining, equipping, and improving a public bus transit system for Kansas City, pursuant to contract with Kansas City Area Transportation Authority; authorizing and directing the City Clerk to notify the responsible election authorities of this election; and recognizing this ordinance as having an accelerated effective date.

Attachments: [230446 Docket Memo](#)
[compared version 230446 cs](#)
power point 230446
[Public Testimony 230446 Anthony Cunningham](#)
[Public Testimony 230446-Shawn Tolivar - Shortcut](#)

Bunch, Shields and Rea

[230529](#) Sponsor(s): Councilmembers Eric Bunch and Katheryn Shields

Appropriating \$3,000,000.00 from the Unappropriated Fund Balance of the General Obligation Bond Series 2024A Q1-22 Project Fund, designating requisitioning authority; declaring the intent of the City to reimburse itself from the bond proceeds for certain expenditures; and authorizing the Director of Finance to close project accounts; and recognizing this ordinance as having an accelerated effective date.

Attachments: [230529 FINAL - Jarboe Pool Docket Memo](#)
[compared version 230529 cs](#)

[230644](#) Sponsor: Director of the Public Works Department and Director of the General Services Department

Authorizing the Manager of Procurement Services to execute a contract with Gunter Construction, with such funds that are appropriated in the city Budget; authorizing the Manager of Procurement Services to amend and extend the contracts; and recognizing this ordinance to have an accelerated effective date.

Attachments: [Docket Memo 230644](#)
[compared version 230644 cs](#)
[CREO](#)

Director of Aviation

[230658](#) Sponsor: Director of the Aviation Department

Authorizing a Lease with Worldwide Flight Services, Inc. at the Kansas City International Airport, Contract No. 6223050079; and estimating annual revenues in the amount of \$214,894.96.

Attachments: [Docket Memo 230658](#)
[Budget](#)
[CREO 230658](#)
Power Point 230658

[230661](#) Sponsor: Director of the Public Works Department

Authorizing the Director of Public Works to execute \$3,376,343.00 construction contract with Gunter Construction for Sidewalk repairs with 20% contingency; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Docket Memo 230661](#)
[MBE WBE 230661](#)
Power Point slides 230661
[CREO 230661](#)

SECOND READINGS:**NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE****Director of City Planning & Development**

[230662](#) Sponsor: Director of City Planning and Development Department

Approving the plat of The Depot on Old Santa Fe, an addition in Jackson County, Missouri, on approximately 32 acres generally located at East 93rd Street and Old Santa Fe Road, creating one lot and one tract for the purpose of multi-unit residential development; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development to execute and/or accept certain agreements; and directing the City Clerk to record this ordinance and attached documents. (CLD-FnPlat-2023-00011)

Attachments: [Docket Memo Depot Final Plat](#)

FIRST READINGS:**FINANCE, GOVERNANCE AND PUBLIC SAFETY COMMITTEE**

Director of the Law Department

[230671](#) Sponsor: Director of the Law Department

Approving and authorizing settlement of a claim for a Workers' Compensation benefit filed by Kelley Auch for injuries resulting from an accident on April 12, 2022 while employed by the City.

Attachments: [docket memo-auch](#)

[230672](#) Sponsor: Director of the Law Department

Approving and authorizing settlement of a claim for a Workers' Compensation benefit filed by Brian Cook for injuries resulting from an accident on October 12, 2015 while employed by the City.

Attachments: [docket memo-cook](#)

Director of the Law Department

[230678](#) Sponsor: Director of the Law Department

Approving and authorizing settlement of a lawsuit entitled Eubanks. v. City Kansas City, Missouri; Case No. 2216-CV23316.

Attachments: [docket memo-eubanks.pdf](#)

Director of General Services

[230683](#) Sponsor: Director of General Services Department
Estimating revenue in the amount of \$12,194.00 in the General Fund; authorizing the Director of General Services to execute a three (3) year with an option to renew for one (1) year Non-Exclusive License Agreement with Sprint Communications Company, L.P. for the use of the telecommunication conduit system within the KC Live Entertainment District.

Attachments: [CREO Nondiscrimination and Equal Opportunity Review Form Sprint2023-signed](#)
[Docket Memo Sprint2023](#)
[Admin Approp SPRINT 2023](#)
[Sprint Conduit License ordinance \(002\)](#)

Director of the Law Department

[230685](#) Sponsor: Director of the Law Department

Approving and authorizing settlement of lawsuit entitled Patrice Nelson v. City of Kansas City, Missouri, Case No. 2116-CV04606, in the amount of \$100,000.00.

Attachments: [docket memo-nelson](#)

Lucas**230701** Sponsor: Mayor Quinton Lucas

Amending Chapter 2, Code of Ordinances, by repealing and reenacting Section 2-2024, Conflict of interest annual report, in order for the City to meet the requirements of Section 105.485.4 of the Missouri Revised Statutes, allowing the City to establish its own method of disclosing conflicts of interest; adding candidates for Council and Mayor to the list of individuals required to file personal financial disclosure statements; and directing the City Clerk to file a certified copy of this ordinance with the Missouri Ethics Commission within ten days of passage of this ordinance.

NEIGHBORHOOD PLANNING AND DEVELOPMENT COMMITTEE**Director of City Planning & Development and City Plan Commission****230673** Sponsor: Director of City Planning and Development Department

Approving the plat of Redwood Kansas City Shoal Creek, MO, an addition in Clay County, Missouri, on approximately 18 acres generally located at the northwest corner of Northeast 76th Street and North Brighton Avenue, creating one lot and one tract for the purpose of a multifamily development; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development to execute and/or accept certain agreements; and directing the City Clerk to record this ordinance and attached documents. (CLD-FnPlat-2023-00008)

Attachments: [Docket Memo Redwood Shoal Creek](#)
[C3 CLD-FnPlat-2023-00008 Staff Report 5-16-23](#)
[Final Plat Redwood Shoal Creek](#)
[Dispo CPC-CLD-FnPlat-2023-00008 5-16-23](#)

Director of City Planning & Development

[230674](#) Sponsor: Director of City Planning and Development

Approving the plat of Three Trails Commerce Center Second Plat, an addition in Jackson County, Missouri, on approximately 30 acres generally located at the southeast corner of East 87th Street and Elmwood Avenue, creating one lot and one tract for the purpose of industrial development; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development to execute and/or accept certain agreements; and directing the City Clerk to record this ordinance and attached documents.
(CLD-FnPlat-2023-00016)

Attachments: [Docket Memo for Three Trails Commerce](#)
[Final Plat Drawing](#)
[CLD-FnPlat-2023-00016 CPCStaffReport 07 18 23](#)
[CPC Final Dispo](#)

Director of City Planning & Development and City Plan Commission

[230679](#) Sponsor: Director of City Planning and Development Department

Approving the plat of Twin Creeks Plaza, an addition in Clay County, Missouri, on approximately 17 acres generally located at the northeast corner of N. Platte Purchase Drive and Highway 152, creating four lots for the purpose of commercial development; accepting various easements; establishing grades on public ways; authorizing the Director of City Planning and Development to execute and/or accept certain agreements; and directing the City Clerk to record this ordinance and attached documents. (CLD-FnPlat-2023-00017)

Attachments: [CPC Staff Report \(07-18-2023\)](#)
[CPC Disposition Letter \(07-18-2023\)](#)
[CPC Approved Plan \(07-18-2023\)](#)
[Docket Memo](#)

Lucas

[230691](#) Sponsor: Mayor Quinton Lucas

Authorizing the collection of the annual special assessment imposed by the Westport Special Business District; consenting to the proposed uses of the revenues produced therefrom; estimating and appropriating revenue in the amount of \$48,165.00 in the Westport Special Business District Fund; re-estimating and re-appropriating the remaining uncollected revenues and unexpended and unencumbered appropriations to the 2024-25 Fiscal Year; designating requisitioning authority; and recognizing this ordinance as having an accelerated effective date.

Robinson

[230703](#) Sponsor: Councilmember Melissa Robinson

Approving a contract in the amount of \$17,500.00 from previously appropriated funds in the Neighborhood Tourist Development Fund with Troost Market Collective as part of the FY 2023-2024 annual application cycle for the purpose of promoting neighborhoods and tourism through cultural, social, ethnic, historic, educational, and recreational activities.

City Plan Commission and Director of City Planning & Development

[230705](#) Sponsor: Director of City Planning and Development Department

Rezoning an area of about .9 acres generally located at 4526 Warwick Boulevard from District R-5 to District R-5/HO in order to designate the George B. Richardson residence as a local landmark on the KC Register of Historic Places. (CD-CPC-2023-00079).

Attachments: [Docket Memo 4526 Warwick Blvd](#)
[3_CD-CPC-2023-00079_StaffReportwHP](#)
[REVISED Communications Received Cover Sheet - Copy](#)
[4526 HO CPC Dispo Letter \(1\)](#)
[Section 88-20A-1403 4526 Warwick Blvd](#)

TRANSPORTATION, INFRASTRUCTURE AND OPERATIONS COMMITTEE**Bough**

[230677](#) Sponsor: Councilmember Andrea Bough

Approving a modification of the incentivized project construction timeline for the Tilden Station Project located generally at 1 East 135th Street.

Director of Aviation

[230680](#) Sponsor: Director of Aviation Department

Estimating revenue in the amount of \$9,867,460.00.00 to the Federal Stimulus Grants account; authorizing acceptance of an anticipated Airport Improvement Program (AIP) Grant Offer from the United States of America, acting through the Federal Aviation Administration (FAA); authorizing the Director of Aviation to accept the grant; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Docket Memo 230680](#)
[Legislative Fact Sheet](#)
[Approp Admin](#)
[Fiscal Note](#)

Director of Aviation

[230681](#) Sponsor: Director of Aviation Department

Estimating revenue in the amount of \$2,845,600.00 to the Federal Stimulus Grants account; authorizing acceptance of the Grant Offer for Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant (AIG) Project No. 3-29-0040-091-2023 at Kansas City International Airport from the United States of America, acting through the Federal Aviation Administration (FAA); authorizing the Director of Aviation to accept the grant; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Docket Memo 230681](#)
[Approp Admin](#)
[Fact Sheet](#)
[Fiscal Note](#)
Agreement

Director of Aviation

[230682](#) Sponsor: Director of Aviation Department

Estimating revenue in the amount of \$1,810,963.00 to the Federal Stimulus Grants account; authorizing acceptance of the Grant Offer for Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant (AIG) Project No. 3-29-0040-093-2023 at Kansas City International Airport from the United States of America, acting through the Federal Aviation Administration (FAA); authorizing the Director of Aviation to accept the grant; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Docket Memo](#)
[Approp Admin](#)
[Fact Sheet](#)
[Fiscal Note](#)

Director of Aviation

[230688](#) Sponsor: Director of the Aviation Department

Authorizing a \$714,000.00 Amendment No. 7 to a contract with Crawford, Murphy & Tilly for 62200528 - Landside Pavement Design project at KCI Airport for a total contract amount of \$2,969,766.33; authorizing the Director of Aviation to increase this contract amendment by a contingency amount of \$71,400.00; and authorizing a maximum expenditure under this Amendment of \$785,400.00.

Attachments: [Docket Memo](#)
[CREO](#)

Director of General Services

[230702](#) Sponsor: Director of General Services Department

Authorizing a \$17,416,817.00 an agreement with McCownGordon Construction, LLC., for Phase 2 of Project No. 07P22025-02 - City Hall Garage and South Plaza Restoration CM@Risk for a total contract amount of \$17,456,817.00; authorizing a 1% Arts contribution of \$153,063.00 for Project No. 07P22025-02 - City Hall Garage and South Plaza Restoration CM@Risk for artwork to be constructed at the project site; and recognizing this ordinance as having an accelerated effective date.

Attachments: [Docket Memo](#)
[CREO](#)
[MBE WBE](#)
Contract Amendment 1

Director of Aviation

[230704](#) Sponsor: Director of Aviation Department

Appropriating \$1,971,481.00 from the Unappropriated Fund Balance of the Aviation Fund; and authorizing a \$12,421,575.00 contract with Siemens Industry, Inc. for operations and maintenance service of low voltage systems in the single terminal facility at Kansas City International Airport.

Attachments: [Docket Memo](#)
[Approp Admin](#)
[CREO](#)
[CREO 230704](#)
Contract

Director of Water Services

[230706](#) Sponsor: Director of Water Services Department

Authorizing a \$6,613,066.00 construction contract with SHEDIGS IT, L.L.C., for the Water Main Replacement along Prospect Avenue, from E. Linwood Boulevard to E. 63rd Street: Phase I; and authorizing a maximum expenditure of \$7,274,372.00.

Attachments: [Docket Memo](#)
[CREO](#)
[MBE](#)
[Request for Waiver MBE](#)
[Project Manual](#)

Lucas and Bough

[230707](#) Sponsors: Mayor Quinton Lucas and Councilmember Andrea Bough

Authorizing the City Manager to negotiate and enter into all necessary agreements consistent with this ordinance, including but not limited to a pre-development agreement, development agreement, lease, and any other necessary agreements, with 816 Solar Consortium for development of a solar array on property at the Kansas City International Airport; provide a 180-day period for negotiations; and recognizing this ordinance as having an accelerated effective date.

FLOOR INTRODUCTION(S)**Parks-Shaw**

[230708](#) Sponsor: Councilmember Ryana Parks-Shaw

Recognizing the historical value of the Swope Park Swimming Pool Complex; directing the City Manager to develop a funding strategy to preserve and renovate Swope Park Swimming Pool Complex by identifying potential funding sources; and reporting back within 45 days.

O'Neill

[230709](#) Sponsor: Councilmember Kevin O'Neill

Authorizing the Director of Public Works to execute a Cooperative Agreement with the Ambassador Building Community Improvement District for the N.W. Cookingham/Interstate 29 Roundabout Project; appropriating \$5,500,000.00 for the project; authorizing the Director of Public Works to expend a maximum amount of \$5,500,000.00; and designating requisitioning authority.

COMMUNICATIONS:**Director of Public Works**

[230675](#) Temporary Traffic Regulation Package 66030 through 66039

Attachments: [FS66030](#)
[I66035](#)
[Interdepartmental Communication](#)
[R66030](#)

Director of Public Works

[230676](#) Temporary Traffic Regulations No. 66040 through 66044

Attachments: [FS66040](#)
[I66041](#)
[Interdepartmental Communication](#)
[R66040](#)

[230686](#) Notice to the City Clerk the 46th and Wornall Community Improvement District #1 Annual Report for fiscal year ending April 30, 2023.

Attachments: [46th & Wornall#1 - Annual Report 8.10.2023](#)

[230687](#) Notice to the City Clerk the 46th and Wornall Community Improvement District #2 Annual Report for fiscal year ending April 30, 2023.

Attachments: [46th & Wornall#2 - Annual Report 8.10.2023](#)

[230689](#) Notice to the City Clerk the Tiffany Square East Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [Tiffany Square East CID - Annual Report 8.15.2023](#)

[230690](#) Notice to the City Clerk the Independence Avenue Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [Independence Avenue - Annual Report 8.11.2023](#)

[230692](#) Notice to the City Clerk the Pioneer Center Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [Pioneer Center - Annual Report 8.10.2023](#)

[230693](#) Notice to the City Clerk the Zona Rosa Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [Zona Rosa - Annual Report 8.1.2023](#)

[230694](#) Notice to the City Clerk the 1707 Locust Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [1707 Locust - Annual Report 8.15.2023](#)

[230695](#) Notice to the City Clerk the Pioneer Plaza Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [Pioneer Plaza - Annual Report 8.15.2023](#)

[230696](#) Notice to the City Clerk the River Market Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [River Market - Annual Report 8.10.2023](#)

[230697](#) Notice to the City Clerk the Downtown Kansas City Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [Downtown Kansas City - Annual Report 8.10.2023](#)

[230698](#) Notice to the City Clerk the 906 Grand Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [906 Grand - Annual Report 8.17.2023](#)

[230699](#) Notice to the City Clerk The 210 Highway Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [210 Hwy - Annual Report 8.15.2023](#)

230700 Notice to the City Clerk the 5050 Main Community Improvement District Annual Report for fiscal year ending April 30, 2023.

Attachments: [5050 MAIN - ANNUAL REPORT 8.17.2023](#)

MISCELLANEOUS BUSINESS:

1. Closed Session

- Pursuant to Section 610.021 subsection 1 of the Revised Statutes of Missouri to discuss legal matters, litigation, or privileged communications with attorneys; or
- Pursuant to Section 610.021 subsection 2 of the Revised Statutes of Missouri to discuss real estate; or
- Pursuant to Section 610.021 subsections 3 and 13 of the Revised Statutes of Missouri to discuss personnel matters; or
- Pursuant to Section 610.021 subsection 9 of the Revised Statutes of Missouri to discuss employee labor negotiations; or
- Pursuant to Section 610.021 subsection 11 of the Revised Statutes of Missouri to discuss specifications for competitive bidding; or
- Pursuant to Section 610.021 subsection 12 of the Revised Statutes of Missouri to discuss sealed bids or proposals; or
- Pursuant to Section 610.021 subsection 17 of the Revised Statutes of Missouri to discuss confidential or privileged communications with auditors; or
- Pursuant to Section 610.021 subsections 20 and 21 of the Revised Statutes of Missouri to discuss security systems for operation of a computer system or computer network.

2. Members of the City Council may attend this meeting via videoconference. The public can observe this meeting at the links provided below.

The city provides several ways for residents to watch City Council meetings:

- Livestream on the city's website at www.kcmo.gov/clerk: Quick Links, Video on Demand, Click on "View" for desired meeting
- Livestream on the city's YouTube channel at <https://www.youtube.com/watch?v=3hOublg4fok>
- Watch Channel 2 on your cable system.

The channel is available through Time Warner Cable (channel 2 or 98.2), AT&T U-verse (channel 99 then select Kansas City) and Google Fiber on Channel 142.

The City Clerk's Office now has equipment for the hearing impaired for use with every meeting. To check out the equipment please see the secretary for each committee. Be prepared to leave your Driver's License or State issued Identification Card with the secretary and she will give you the equipment. Upon returning the equipment your license will be returned.