

**MEETING MINUTES OF  
BICYCLE ADVISORY COMMITTEE (BAC)**

**December 9, 2013  
6:00 pm  
Community Room  
215 N. Mason St.  
Fort Collins, CO 80521**

**FOR REFERENCE:**

Chair: Sylvia Cranmer	970-493-5277
Staff Liaison: Tessa Greegor	970-416-2471

**BOARD/CITY ORGANIZATION MEMBERS PRESENT**

Parks and Recreation Board: Ragan Adams  
Fort Collins Bicycle Co-op: Tim Anderson  
Colorado State University: Joy Childress  
Downtown Development Authority: Todd Dangerfield  
Bicycle Pedestrian Education Coalition: Kim Sharpe  
Bike Fort Collins: Sylvia Cranmer  
Transportation Board: Garry Steen  
Fort Collins Bicycle Retailers Alliance: Libby Harrow

**AT LARGE PRESENT**

Dee Colombini  
Dan Gould  
Michael Hinterberg

**ABSENT**

Land Conservation & Stewardship Board: Kathryn Grimes  
Natural Resources Advisory Board: Joe Halseth  
Poudre School District: MacKenzie Mushel

**CITY OF FORT COLLINS PRESENT**

Tessa Greegor, Bicycle Program Manager  
Paul Sizemore, FC Moves Program Manager  
Amy Lewin, Transportation Planner

**CITIZENS PRESENT**

Michele Scalva, Minute Taker

**CALL TO ORDER**

The meeting was called to order at 6:07 p.m. by Chair, Sylvia Cranmer, with eight BAC board members and two City staff present.

**AGENDA REVIEW**

No changes.

## **PUBLIC COMMENT**

No public present to comment.

## **APPROVAL OF MINUTES**

Sylvia Cranmer stated a name correction, in the November minutes, that should be Joe Halseth. This was noted by the City Staff Liaison, Tessa Greegor, who will make the correction.

Sylvia Cranmer asked if anyone remembered who motioned to approve the October minutes since that person's name is missing in the November minutes, and no one could remember.

In the November meeting minutes under BOARD REPORTS/COMMENTS, Sylvia Cranmer clarified what she meant by saying that groups were "under-represented". Sylvia Cranmer explained that there may be groups in the community whose interests are not currently being represented on the BAC and it may be valuable to identify who these under-represented groups are and invite them to participate in BAC.

With inclusion of the above changes to the November minutes, Dan Gould motioned to approve the minutes and it was seconded by Todd Dangerfield and approved by all.

Tim Anderson and Michael Hinterberg joined the meeting during these opening functions.

## **FOLLOW UP FROM PRIOR MEETING/FUTURE BUSINESS**

### **ACTION ITEMS**

#### **Nominations and Election for New BAC Chair**

Sylvia Cranmer apologized for needing to step down and explained she feels the position needs someone that is more proactive and devotes more time to the role by representing BAC at City Council meetings and other functions. Currently, she does not have additional time to devote to the BAC Chair position.

Sylvia Cranmer requested that the members present nominate themselves or nominate one another for the Chair. There was a review/discussion of if there were enough members present to vote on a new chair and it was decided there was.

Sylvia Cranmer nominated Todd Dangerfield. Todd explained that he too has limited additional time to devote to the BAC Chair role. Also, Todd stated he has only served on the Bicycle Advisory Committee for six months and suggested that there may be advantages to having someone serve as Chair that been a member of the committee for longer than him.

Discussion followed amongst the members of what their current time availabilities were, etc. and exploring who might be able to devote more time to the position.

Ragan Adams stated that her term for serving on BAC as a Parks and Recreation representative may soon be finished and, thus, she would not be appropriate to assume the Chair role.

Michael Hinterberg announced he recently moved to Lakewood, Colorado, due to a personal life change, and, therefore, would not be continuing on as a board member.

Based on the discussion of those present and because other board members were absent and not able to state their interests in serving as Chair, Sylvia Cranmer proposed that she continue on till additional solutions could be worked out.

The group then discussed dividing up the Chair tasks and responsibilities among all board members. Ragan Adams explained how the Parks and Recreation Board shares responsibilities. Discussion followed about how this may work for BAC. Sylvia Cranmer suggested a separate meeting to further discuss how to find a new chair and/or find options for sharing the role.

Discussion concluded with Sylvia Cranmer agreeing to continue on as Chair unless another individual wanted to take the role.

There was general discussion about identifying board vacancies and how to fill these spaces. City staff is in contact with the Clerk's Office for guidance with this.

Sylvia Cranmer suggested adding representation from Larimer County to BAC. November's guest from Larimer County had also inquired about there being regular participation from the County.

At this point, Garry Steen from the Transportation Board stated that Sylvia made an excellent presentation to the Transportation Board last month (November).

Garry Steen also mentioned how the BAC is in a unique position to have interconnections with other boards based on its membership, and how this is often missing on other boards. Ragan Adams added how it is a benefit that BAC is represented at the Transportation Board meetings.

Sylvia Cranmer inquired about representation on BAC from the Air Quality Board and members reminded her that Michael Lynn was the member that represented the Air Quality Board.

There was general discussion about members with consecutive absences at meetings. Ragan Adams clarified that members could miss up to three consecutive meetings before being removed from a board. Sylvia Cranmer suggested notifying board members when they have missed two meetings and to also give them a gentle reminder of board membership commitments.

## **DISCUSSION/INFORMATIONAL ITEMS**

## **Bike Share Update**

Amy Lewin, Transportation Planner with the City of Fort Collins, introduced herself and mentioned that Tessa Greeger and Todd Dangerfield were knowledgeable on the presentation she was to make and could be provide additional information.

There was an Alternatives Analysis in 2012 that looked at what the options are for bike sharing and how to fund it overtime.

Key findings included:

1. The City was proud of their current program;
2. it works well for visitors;
3. and the diverse fleet is useful.

An ultimate recommendation was to look at self-checkout bike stations around the City.

The City won an award from the Environmental Protection Agency (EPA); EPA Building Blocks for Sustainable Communities in 2013. Part of this was the EPA provided next steps for implementation of a bike program as follows:

In a 6-12 month timeframe: complete a Request for Information (RFI). Next complete a Request for Proposal (RFP). This would be followed with establishing a Contract.

In a 9-15 month timeframe: the program would be implemented.

Starting in the beginning and continuing on during all stages, there would be fundraising and identifying sponsorship while conducting public outreach.

Paul Sizemore entered the meeting at approximately 6:45 p.m.

In preparing to implement the bike program, a group traveled to Boulder to learn about their program. Two key things learned were: 1) Bike Share is a form of transportation and 2) there would be value in conducting a widespread RFI, which the City then did. All responses to the RFI were compiled in a matrix that City staff are still reviewing.

The following companies/individuals made proposals for operating a Fort Collins bike share program. The proposals included information on the number of stations and bikes that would be provided, costs, bike and trike (fleet) options, and technology support i.e. website access, apps, etc.

1. Bicycle company is already in Boulder and Denver and Fort Collins members could go to those locations and use the bikes too without further cost,
2. Bike Fort Collins,
3. Parry Burnap proposed running the program since she ran the Bicycle program in Denver,
4. SandVault,
5. Social Bicycles, and
6. Zagster.

Kim Sharpe inquired about roadside repairs and how that would be done. Amy Lewin explained there would be local services for these needs.

Amy Lewin explained that information about bike and dock availability would be online and with mobile apps. with some of the companies that made proposals.

Tim Anderson asked how long the different companies had been in business. Amy Lewin stated she was collecting that information. Tim cautioned about having a contract with a company that did not stay in business and the potential impacts of that, etc. Amy acknowledged this point was being considered.

Libby Harrow entered the meeting at 6:55 p.m.

Sylvia Cranmer asked: 1) how successful and/or how much use these programs have had in other places such as Boulder, and 2) who the primary users are. Also, Sylvia asked how the answers to those questions were considered in the context of local community survey responses for potential use of a similar program in Fort Collins.

Amy Lewin said that some survey respondents in other cities have said they would like to have a bike share program to have access to a non-personal bike for specific uses around a city (when they did not want to use their personal bikes). There was general discussion of how Fort Collins' needs compare and contrast with other towns and cities such as Boulder and Aspen where transportation share programs (bike and car) already exist.

Dan Gould asked about issues with land availability for having bike share stations. Amy Lewin responded that the focus would be for stations to be as convenient as possible to the MAX stations.

Tim Anderson followed up on Sylvia Cranmer's earlier comments on how cars were convenient and affordable for driving and parking, and still widely used in Fort Collins. Tim polled those present to see how many board members knew of any use of the current Bike Share program, and he mentioned how different bikes were needed for different activities, and that bike shops rent bikes.

Michael Hinterberg inquired if the different company proposals addressed season/weather issues in relationship to program membership, etc. Amy Lewin stated that she thought Fort Collins would lean toward a year-around program.

There was discussion of how the current Bike Library will be relocated (due to Old Town Square renovation) and the downtown transit center (DTC) is being considered for the future location. The planned start date for the new location is April 2014.

Sylvia Cranmer stated there has been discussion of Bike Fort Collins and the Bike Library continuing on and being present in perhaps an ambassador role.

Amy Lewin finished the presentation in stating the next step is to develop a Bike Share Business Plan. This is to begin any day and the planned implementation is for April 2014. City Staff were not able to provide the name of the company that would be developing the program.

Kim Sharpe left at 7:19 p.m.

## **Bicyclist and Pedestrian Counts**

Tessa Greegor, Fort Collins Bike Program Manager, made a presentation of the data collected during the bicyclist and pedestrian counts conducted earlier in the year.

Tessa Greegor began by explaining data counting is being done to support planning efforts for biking and walking in/around the city. Also, the data is used for the National Bicycle and Pedestrian Documentation (NBPD) Project.

The data collection methodology was based on the NBPD Project methodology. Annual volunteer counts, permanent trail counters, and supplemental traffic count data are used.

Data was collected on three dates in the year (a Tuesday, Thursday and Saturday) at various city locations. Tessa Greegor referenced the handout she had provided: “2013 Bicyclist and Pedestrian Count Locations”. The data collection efforts looked at bicyclists, walkers, runners/joggers and others.

General trends in trail use were presented for all users and also broken out separately by bicyclists and pedestrians. Weekend use was generally higher for most locations where tracking was conducted. There was overall higher use of trails by bicyclists than pedestrians: 69% vs. 31%. Helmet use overall was 59%.

In terms of gender, overall use by bicyclists was 67% male and 33% female and pedestrian use overall was 48% male and 52% female.

At the 10 intersection count locations, overall use was higher by males than females: 65% vs. 35%. Helmet use overall was 40%.

Ragan Adams asked how it was decided which intersections would be used to collect data at. Tessa Greegor stated some of the criteria were: where there were high volumes of cyclists, high rates of collisions and where there is planned improvement/future development. Also considered were locations of previous counting.

Also evaluated was helmet use and gender trends by location and this showed lower helmet use by females.

Summary:

- **Highest 2-hour count**
  - Trail: Spring Creek Trail at Edora: 305, 236 cyclists (Saturday, 12-2pm)
  - Int.: Mountain Ave and Mason St: 330 (Sat, 12-2pm)
- **Weekday vs. weekend**
  - Trail generally higher on weekend
  - Intersections more comparable throughout week
- Locations in Old Town and CSU have the highest volumes of cyclists (core)
- Outside of Old Town and CSU, we also see lower percentages of women cyclists
- **Helmet use**
  - Higher on the trails than on street (59% v. 40%)
  - Consistent from 2012 to 2013 (60% v. 59%)
- Comparable gender split of cyclists on trails and on street (~2/3 male, 1/3 female)

The following is a link to the counting study: <http://www.fcgov.com/common/pdfs/spotlight-pdf.php?id=829>

Ragan Adams asked if the weather was tracked for the different data collection days, and if the weather was similar on the days data had been collected. She suggested logging the information because staff would likely not remember. Tessa Greeger stated this had been done.

Sylvia Cranmer asked if the City had thought about how they would use the data. Tessa Greeger responded that it would be used for planning and evaluating where improvements were needed. Amy Lewin added that they also wanted the data to compare to last year, and, secondly, to see what demand/use is.

Dan Gould highlighted the use of Remington Street, as shown in the presentation, as having heavy bike use. Todd Dangerfield asked if the data would be shared with traffic for traffic light and pedestrian light timing. Amy Lewin made a note of this.

Michael Hinterberg talked about use of trails at various locations in the study by different populations i.e. young kids vs. adults and helmet use, and suggested tracking the ages of those using helmets to avoid mis-understandings in the data. Amy Lewin responded that they had considered this, but felt they could only track so much information/data at a given time.

Sylvia Cranmer inquired about how to structure the last 15 minutes of the meeting with the remaining agenda items.

### **Green Lane Project 2.0 Application**

Tessa Greeger provided written information about the Green Lane Project, a grant that the City is applying for. Tessa had copies of the application that is being worked on that she distributed. Tessa also provided draft copies of a letter of support that could be provided to the City in support of the project should the BAC want to do that.

Sylvia Cranmer asked for Tessa Greeger to electronically send the Green Lane Project presentation as well as the count presentation via email. Sylvia mentioned sharing this information with another group she would be meeting with in the near future.

The following is a link to the Green Lane Project: <http://greenlaneproject.org/>

## **REPORTS**

### **Staff Reports**

Amy Lewin announced an open house planned for January 23<sup>rd</sup> at the Streets facility for the Lincoln Corridor Plan.

Tessa Greeger announced that Wednesday, December 11<sup>th</sup> is Bike to Work Day and the event will not be canceled due to weather and will include 23 stations.

## **BOARD MEMBER REPORTS/COMMENTS**

Joy Childress, from Colorado State University (CSU), will not have a station for Wednesday's event. Joy announced that CSU is planning to hire students to facilitate crossings at busy intersections.

Tim Anderson stated a correction in the minutes that the correct spelling of the logo is FC Bike Co-op not FC Bikes Co-op.

Garry Steen thanked Michael Hinterberg and Ragan Adams for their BAC service since both will be leaving the board in the near future.

Other board members chimed in with thanking each for their service times.

### **NEW BUSINESS/FUTURE AGENDA ITEMS**

#### **2014 Calendar**

The calendar was not discussed due to time constraints.

### **ADJOURN**

Garry Steen motioned to adjourn the meeting at 8:01 pm and Joy Childress seconded the motion, and it passed unanimously.