

Bicycle Advisory Committee (BAC) Meeting Minutes

April 25, 2016, 6:00 p.m.

Community Room
215 North Mason Street
Fort Collins, CO 80522

FOR REFERENCE:

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

COMMITTEE MEMBERS PRESENT

Ragan Adams, Parks and Recreation Board
Sylvia Cranmer, Chair, Colorado State University
Todd Dangerfield, Downtown Development Authority
Mark Houdashelt, Air Quality Advisory Board
Chris Hunt, Poudre School District
Chris Johnson, Bike Fort Collins, Director
Kelly McDonnell, Bicycle Pedestrian Education Coalition
Ryan Nicholson, Fort Collins Bike Co-op
Edward Reifsnnyder, Land Conservation & Stewardship Board
York, Transportation Board

AT LARGE MEMBERS PRESENT

Cathy Busch-Kinkaid, At Large Member
Patrick McCarty, At Large Member

ABSENT

Bruce Henderson, Parks and Recreation Board (alternate)
Greg Wells, Senior Advisory Board

CITY OF FORT COLLINS STAFF PRESENT

Tessa Greegor, FC Bikes Program Manager
Paul Sizemore, FC Moves Program Manager

GUESTS and CITIZENS PRESENT

Alan Braslau, Citizen
Kristi Savig, Recorder

CALL TO ORDER

The meeting was preceded with dinner provided by Pizza Casbah (5:45 – 6:00), and called to order by Chair Sylvia Cranmer at 6:02 p.m.

AGENDA REVIEW

Chair Cranmer stated that review and discussion regarding the BAC 2016 Work Plan would be the primary emphasis for the evening. If time Chris Johnson would also give an overview of the Bike Friendly Business Program.

The Chair asked members if they had received or had time to review the Draft 2016 BAC Work Plan e-mailed to members the afternoon of 4/25/16. Also included was a summary of member comments received since the last meeting. Given the varied level of committee input, the chair felt it would be better to make changes to the plan and objectives online with all members participating in the process. The BAC recorder, Kristi Savig, arranged to make changes to the plan on the conference room computer during the course of the meeting.

PUBLIC COMMENT

No public comments were made.

APPROVAL OF MINUTES

Mark Houdashelt (Air Quality Advisory Board) made a motion to approve the minutes of March 28, 2016, as written. A second to the motion was made and approved by members present at the last meeting. Two (2) members abstained as they were not present on March 28th.

FOLLOW-UP FROM PRIOR MEETING/FUTURE BUSINESS...

The meeting agenda was structured to continue Work Plan development initiated in February and March.

ACTION ITEMS

2016 BAC Work Plan – Sylvia Cranmer (Chair)

An updated e-mail draft 2015 BAC Work Plan and a page of items to discuss for inclusion in to the 2016 Work Plan were provided by Chair Cranmer for all BAC members prior to the meeting. Members present discussed the process of Plan revisions, the need for clear objectives, and the differences of Standard Operating Procedures (SOP) statements versus specific annual BAC objectives. Several if not all of the bulleted discussion items were addressed during the revision process.

The Chair clarified up front, that the goal is to come up with a BAC Work Plan that will take us through December 2016; however, in October, we will begin the 2017 Work Plan that will be finished in time to be incorporated in to the Transportation Board's (TB) 2017 Work Plan, which will be finalized in December.

Below is an abbreviated summary of discussion highlights that were not captured in the Draft Work Plan revision and initial SOP components compiled online by the recorder during the meeting.

Committee Discussion related to proposed Plan changes:

- Work on 2016 Plan now
- In October we will prepare BAC 2017 Work Plan. The BAC Plan will be incorporated into the TB 2017 Work Plan that is presented to the City Council annually. Note: the BAC is a subcommittee of the Transportation Board.
- Incorporate BAC/TB relationship into Work Plan
- Note: The Draft e-mailed was initially developed several years ago
- Suggest thorough biennial reviews.

The Chair asked if there were any other suggestions for the process of revising the plan.

- Chris Hunt (Poudre School District) liked the general nature of the TB Plan.
- Going step by step and revising as we go. Broaden or narrow scope as we make changes.
- Keep it simple.

BAC Mission, Guidelines, Objectives, Standard Operating Procedures considerations:

Ed Reifsnnyder (Land Conservation & Stewardship Board) asked how often the TB specifically asks for BAC input.

- Paul Sizemore (FC Moves) responded that City Plans come to BAC typically before they go to TB.
- City often incorporates BAC input into Plan changes.
- York also reports BAC input as agenda item for monthly TB meetings.

Ryan Nicholson asked where bike related issues can be brought to the city's attention.

- Depending on the issue, Tessa Greigor (FC Bikes) indicated that these issues can be first logged on ACCESS FC web site (<https://clients.comcate.com/newrequest.php?id=150>).
- Discussion centered around current flaws of online reporting system. Some members expressed that ACCESS does not always adequately address issues or respond to citizens' concerns.
- A suggestion was made to look at ACCESS FC and try to improve resolution of issues. Review and improve efficiency of ACCESS FC application. Look at issues brought up on ACCESS and facilitate visibility of appropriate issues to proper board/city department(s).

As the BAC addresses issues the question should be asked: "Is this an issue that should be addressed by BAC?"

Ryan and Sylvia suggested that RAT Ride items be brought regularly to BAC and the attention of City staff. They also mentioned that BAC should add Short-Range planning to the BAC Objectives.

- Consider RAT Rides action items as part of BAC's Short-term Objectives for the year. Many questioned this level of BAC's involvement and/or authority to address these types of issues.
- Chris (Bike Fort Collins) is looking at an advocacy team to look at these issues. The goal is to come up with a systemically driven prioritization method for these goals.
- RAT ride identified issues are reviewed by Tessa Greigor. Ryan again interjected these should be addressed by BAC.
- Ragan Adams (Parks and Recreation Board) proposed that Chris Johnson report of results of RAT ride(s) every other month or as needed.

Tessa stressed the value of the input and feedback that BAC provides the City in its current form. Not everything is going to TB, but the City values/considers BAC opinions and input on all plans and project being presented.

Onboarding Process

- City Staff should be involved in defining onboarding process(es). Gather examples from other City Boards.
- City Staff oversees BAC onboarding process, including At Large Member appointments.
- Sylvia asked for a subgroup to address this offline. Ragan offered to help with this.

Development of SOP's

- Chris Johnson, Sylvia Cranmer (Chair) will work on this document.

Ryan asked if the final work plan could be reviewed by e-mail. It was decided to have the final draft Work Plan (and possibly other documents) ready and e-mailed to BAC Members 2 weeks prior to the next meeting.

DISCUSSION/INFORMATIONAL ITEMS

Bike Friendly Business Program Overview (Chris Johnson, Bike Fort Collins Director)

Due to time spent discussing the BAC Work Plan, Chris' overview was abbreviated to mention of the City's Platinum recognition and reference members to the Bike Fort Collins website for additional details regarding the Bike Friendly Business Program (<http://bikefortcollins.org/bfb>).

Note the February announcement of the City's recent award below.

"Today (February 18, 2016), the League of American Bicyclists recognized the City of Fort Collins Administrative Campus with a Platinum Bicycle Friendly Business (BFBSM) award, joining more than 1,100 visionary businesses from across the country. With the announcement of 73 new and renewing BFBs today, the City of Fort Collins joins a cutting-edge group of 1,132 local businesses, government agencies and Fortune 500 companies in 49 states and Washington, D.C., that are transforming the American workplace."

Developed as a part of the Bike Friendly League, Kurt Freiburg and Bike Fort Collins have joined forces to further develop and promote local efforts. Bike Fort Collins facilitates bike friendly applications for local businesses.

The City's Platinum community award includes a two-year certification.

- Part of Bike Friendly League. <http://www.bikeleague.org/business>
- CSU has also received Platinum university recognition.

STAFF REPORTS/ANNOUNCEMENTS

Upcoming Envirovation Event (Climatewise)

June is Colorado Bike Month – Check out the FC website for planned events.

BOARD MEMBER REPORTS/COMMENTS

(Due to time, only a few members present had reports to share)

Ryan Nicholson (FC Bike Co-op) –

Ryan provided facts about the Bike Co-op's recycling efforts. The Co-op recycles 95% of metal, tires, etc. accumulated through patrons and servicing. In 2015 they recycled a ton of steel. Feel free to publicize having citizens bring parts for recycling to Bike Co-op. Ragan suggested sharing these results with FC Climate Wise and Zero Waste program.

Chris Johnson (Bike Fort Collins) –

Check out Bike Fort Collins news blog at BikeFC.org/news. Look here for recent events and happenings. YGR-Live ("Northern Colorado's Live Bike Talk Show") also provides monthly discussions at Rio Grande Agave Room. Recordings from the show are posted on BFCs events page.

YORK (Transportation Board)– York will be reporting back to the Transportation Board (TB) about who BAC members are and what they represent. The TB reviewed the College and Prospect intersection plan at their last meeting, as well as the Bike Share launch. A recommendation was made that the Bike Share senior price should

match that of student Bike Share rates. An Art in Public Places - Capital Construction Project celebration will be held at the Lincoln Center on Wednesday, April 27th. Check out the new piece at Shields and Vine roundabout.

York also announced the National Bike Challenge event, May through September 2016. See the website (<https://nationalbikechallenge.org/>) for more information on how to track your rides for the week. Consider applying such results to advocate for bike racks etc. at your company.

Sylvia Cranmer (Colorado State University) – A new Bike Education Module is being implemented for incoming CSU students as well as CSU staff. The University has discussed the Pitkin dismount zone and is interested in increasing the number of Bike Share stations on campus. A suggestion was made to have a station at the Admissions Building for campus tours. New parking garages will have secure bike parking. The University is working hard to encourage community involvement and discussion related to Stadium impacts.

NEW BUSINESS/FUTURE AGENDA ITEMS

Tessa asked if the May meeting should be limited to Onboarding, Work Plan, and SOP subcommittees. It was recommended that members provide feedback via e-mail before meeting (2 weeks prior to meeting).

The City Bike Parking Plan presentation will be postponed a month.

ACTION ITEMS

Several BAC members agreed to work on the Work Plan, SOPs, and Onboarding guidelines offline before next month's meeting.

ADJOURN

The Chair adjourned the meeting at 8:26 pm.