# Bicycle Board: September 2016 General Meeting

**Date:** Thursday, September 1, 2016 **Time:** 6:30pm-8:30pm **Location:** Public Safety Building, Training Room 1

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| **Clock Time** | **Duration (min.)** | **Topic** | **Discussion Leader** | **Desired Outcome** |
| 6:30 PM | 5 | Schmooze time | Everyone | All ready to start work |
| 6:35 PM | 5 | Agenda | Drew | August minutes approved, September agenda finalized |
| 6:40 PM | 10 | Ripe banana issues | Drew | Issues identified and plan to address them defined |
| 6:50 PM | 10 | Engineering | Chip | Outstanding projects status reported, expected dates adjusted |
| 7:00 PM | 10 | Open Action Items | Chip | Items reviewed, closed, and/or due date adjusted |
| 7:10 PM | 15 | 2016 Discretionary Budget | Drew | $5K allocation budgeted, additional expenditures itemized |
| 7:25 PM | 10 | Sticker Design | Harry | Design shared with board, sticker’s role in education campaign discussed |
| 7:35 PM | 10 | Tour de Sharrow / Grant Celebration Event | Drew | Initial plans and aspirations outlined for an event surrounding installation of first the sharrow / R4-11 sign |
| 7:45 PM | 10 | New Action Items | Christina | List open items, responsible person, dates |
| 7:55 PM | - | Meeting Adjourned | Drew |  |

**Read-aheads 1)** August Minutes

**In Attendance:** John Whitmore, Harry Grandon, Jing Zhang, Frank Gmeindl, Drew Gatlin, Chip Wamsley, Jonathan Nellis, Christina Hunt

1. Minutes & Agenda
   1. August minutes reviewed, corrections noted. H. Grandon moves to approve minutes as corrected. F. Gmeindl seconds. All in favor. Minutes approved as corrected at 6:37pm.
   2. D. Gatlin noted on agenda that the Engineering updates section will now be listed as a Bicycle Board member rather than City employee. C. Wamsley moves to approve the agenda. H. Grandon seconds. All in favor. Agenda approved at 6:39pm.
2. Ripe Banana Issues
   1. Morgantown Monongalia Metropolitan Planning Organization (MMMPO) Metropolitan Transportation Plan (formerly known as the Long Range Transportation Plan) – the MMMPO is updating this plan. Please participate in the survey here: <https://www.surveymonkey.com/r/MTPUpdate> . The MMMPO website also includes a bicycle page (<http://www.plantogether.org/bicycle-1)>. If anyone has comments or information to add, send to J. Zhang. C. Wamsley will continue to attend Citizen Advisory Committee meetings for this plan. There is an open public meeting in November; J. Zhang will give date, time and place as it is scheduled.
   2. Bicycle Friendly Community (BFC) application – has been submitted! John Whitmore was the official submitter. We will find out if we were awarded BFC status or not in November.
   3. Bike parking downtown – on Pleasant Street between Don Knotts and High Street, and on Willey Street between Chestnut and High Street, there used to be trees, signposts, etc. that could be used to secure a bicycle. These have been removed. This is about a 50% reduction in bike parking on Willey Street, and 30-40% reduction on Pleasant Street. There are parking rings remaining; F. Gmeindl suggests putting up some of these rings on Pleasant and Willey Streets to bring bike parking back. These locations were also prioritized in our bike parking survey.
   4. New interchange from I-79 – this is now open. It includes bike facilities like sharrows and a designated bike lane!
   5. Pedestrian Safety Board Meeting (PSB) – D. Gatlin attended the PSB meeting on 8/29, multiple issues were discussed:
      1. Jimmy John’s delivery cyclists riding on sidewalks. Bike Board members are encouraged to talk to their City Council ward representative about this. BB members can also reach out to police contacts to alert them to this.
      2. Safe Routes to Schools – this is still an active project for the PSB meeting. D. Gatlin will let the PSB know that we are still interested in working on this.
      3. City Manager candidate interviews – idea was discussed for members of PSB and BB to meet with Morgantown City Manager candidates during the hiring process.
      4. Bike/Ped Coordinator position – D. Gatlin mentioned the idea of using the user fee funding to hire a bike/ped coordinator; PSB was interested in this idea. D. Gatlin will continue to discuss with PSB Chair Matt Cross.
   6. Sign post on Mon River Boulevard – a new sign was installed in the planned bicycle climbing lane / shoulder of Mon River Boulevard with no warning. Believed to be a WVU sign. This was also brought up in the PSB meeting.
   7. University Ave / Collins Ferry /Baldwin intersection – this intersection is open for comment; plans can be reviewed here: <http://www.plantogether.org/ongoing-construction-projects>
   8. Women on Wellness Retreat – Mannington, September 24. Retreat organizers contacted the BB about possibly doing a cycling safety class. Positive Spin will also be there with a bike donation, so this would tie in nicely. Maybe this is something Marilyn could do?
   9. LCI Training, Cycling Class – D. Gatlin is signing up for an LCI training in October. Tentative dates for a cycling class will be October 8-9; this class will qualify participants to go on to LCI training. We will advertise to try to get more participants for October 8-9 class.
3. Engineering
   1. C. Wamsley and D. Gatlin met with City Engineer Damien Davis on August 25 about ongoing engineering projects.
      1. Sharrows – street pavement is behind schedule; only 9 out of 28 streets are paved. Sharrows can go down on City roads first.
      2. Bike lockers and signs – C. Wamsley talked to Tom Arnold about these, will follow up with him again.
      3. BFC signs – some of these still remain to be placed; let’s try to get sharrows down first
   2. Parking rings – C. Wamsley gave Tom Arnold the bike parking ring survey and followed up with him about installing remaining bike parking rings. For some locations, Tom thinks the sidewalk may not be wide enough to meet ADA standards if rings are installed; possible that sidewalk widths are at the City Engineer’s discretion. Right now they’re swamped with paving. Could possibly pull out some bricks that were just laid on Willey, Pleasant streets (where trees were removed) and put in a pole to put up ring.
   3. Bus shelters – D. Gatlin talked with Engineering Department new hire Alex; she took pictures of bus shelters and has a document specifying locations for bike parking. Pending approval, she will forward this to D. Gatlin. Then this needs to be submitted to DOH.
   4. Signpost in climbing lane on Mon River Blvd – D. Gatlin also spoke to Alex about this; she will discuss with Damien.
4. Open Action Item Review
   1. Items Closed: #4 (2016 BFC Application); #21 (Meet with Damien Davis); #47 (Sharrows Stickers); #51 (CVB Request); #53 (Banking Accommodations); #57 (PSB Representation); #59 (Local Press); #61 (Email Contact)
   2. Items with Adjusted Dates: #25 (Safe Communities), now 10/6; #36 (Cooperation with Adjacent Communities), now 10/6; #38 (Bike Board Schedule), now 9/15; #46 (Website Additions); #60 (Change Request Version Control), now 10/6 and following meetings.
   3. Items Dropped - #58 (Drivers Ed Committee) – F. Gmeindl will make recommendation about material, and then we will drop this item
5. 2016 Discretionary Budget
   1. BB has $5000 from City of Morgantown. Ideas for this money include website or web hosting; data (from Strava or similar); match for a small grant; Dero bike repair station; Positive Spin funding
6. Sticker Design
   1. H. Grandon brought stickers from the designer for initial review
7. Tour de Sharrow / Grant Celebration Event
   1. Depending on timing, these may be separate events – one event to celebrate when the first sharrow is painted, and a longer tour de sharrows when they are all completed. Depends on timing of sharrow painting.
8. New Action Items
   1. Everyone
      1. review Plantogether.org website and Metropolitan Transportation Plan, take survey, send any feedback to Jing – 10/6
      2. review bike map, send any change requests to Jonathan Nellis – by 10/5
      3. publicize cycling class on October 8-9 – by 10/7
   2. Christina
      1. send link to Metropolitan Transportation Plan out with minutes - by 9/11
      2. ask Marilyn about teaching a bike safety session at WOW retreat in September; copy Drew and Karri Roberts – by 9/6
      3. email Derek and Jonathan Nellis about adding bike rack locations to our commuter map, copy Drew – by 9/10
   3. Harry
      1. talk to Chief Preston and see if one of the bicycle police can join us at meeting on 10/6– by 9/9
      2. follow up with Drew re: CVB re: map; they can use it as long as it links to webpage and/or has date – 9/8
      3. get illustrator files and jpg files from designer and send to BB – by 9/7
   4. Frank
      1. forward Pedestrian Safety Board minutes – by 9/2
      2. review plantogether.org website, particularly for driver’s ed content and videos; to consider combining our materials with theirs, or replacing; give opinion – 9/7
   5. Jonathan N.
      1. Talk to Jonathan R. about Safe Routes to Schools and making contact; let him know that Ped Board / Dan Shook are moving on this – 9/2
   6. Drew
      1. forward bus shelter document detailing locations and specs from Alex – as soon as it is released
   7. Jing
      1. research grant that Amy Boggs is talking about, possibly FAST Act Section 402 grant; write brief description of grant and send to BB as to whether or not we qualify, and next round due date – by 10/6
      2. email Fouad re: who did the sharrows at the new interchange? – by 9/15
   8. John Whitmore
      1. talk to Chris Fletcher about larger scale area mapping, let him know BB would like to be in the loop – 10/6
9. C. Wamsley moves to adjourn meeting. H. Grandon seconds. All approve. Meeting adjourned at 8:43pm.

**Year To Date Attendance**

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| **Member Name** | **Sep 15** | **Oct 15** | | **Nov 15** | | **Dec 15** | | **Jan 16** | | **Feb 16** | | **Mar 16** | | **Apr 16** | | **May 16** | | **Jun 16** | | **Jul 16** | | **Aug 16** | | **Sep 16** | |
| **Davis, Damien** | X |  | |  | | X | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| **\*Gatlin, John(Drew)** | X |  | | X | |  | | X | | X | | X | | X | | X | | X | | X | | X | | X | |
| **\*Gmeindl, Frank** | X | X | | X | | X | | X | | X | | X | |  | |  | |  | | X | | X | | X | |
| **\*Grandon, Harry** |  |  | |  | | X | | X | | X | | X | |  | | X | | X | | X | |  | | X | |
| **\*Hunt, Christina** |  |  | | X | | X | | X | | X | | X | | X | | X | | X | | X | | X | | X | |
| **Knabenshue, Traci** |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| **\*Nellis, Jonathan** | X | ? | |  | | X | | X | | u | | X | | X | |  | | X | | X | | X | | X | |
| **\*Newcome, Marilyn** |  | X | | X | | X | | ? | | ? | | X | | X | | X | |  | | X | |  | |  | |
| **\*Ricketts, Brian** |  |  | |  | | X | | X | |  | | X | | X | | X | | X | | X | | X | |  | |
| **\*Rosenbaum, Jonathan** | X | ? | | X | | X | |  | | X | | X | | X | | X | | X | | X | | X | |  | |
| **Selin, Jenny** | X |  | | X | | X | | ? | | X | | X | | X | |  | | X | |  | |  | |  | |
| **\*Shogren, Gunnar** |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| **\*Springston, Derek** | X | X | |  | |  | |  | | X | |  | |  | |  | |  | | X | |  | |  | |
| **\*Wamsley, Chip** | X | X | | X | | X | | X | | X | | X | | X | | X | | X | |  | | X | | X | |
| **\*Watson, Matt** |  |  | |  | | X | | X | | X | | X | |  | |  | |  | |  | |  | |  | |
| **Whitmore, John** |  |  | |  | |  | | X | | X | | X | | X | | X | | X | | X | |  | | X | |
| **\*Zhang, Jing** |  | X | | X | | X | | X | |  | | X | | X | |  | |  | |  | | X | | X | |
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| **\*= Voting Member** | **Blank =** | | **Absent** | | **X =** | | **Present** | |  | | **Black =** | | **Not** | | **Applicable** | |  | |  | |  | |  | |