# Bicycle Board: December 2015 General Meeting

**Date:** Thursday, November 5, 2015 **Time:** 6:30pm-8:30pm **Location:** Public Safety Building, Training Room 1

**Timekeeper:** not recorded

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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 | Chip | Approve Nov. minutes, finalize Dec. agenda |
| 6:40 PM | 10 | November Action Item Review  | Chip | Status update on action items: how did they go? Should we talk about them at this meeting if they aren’t on the agenda? |
| 6:50 PM | 10 | Ripe Banana Issues | Everyone | Issues identified and plan to address them defined |
| 7:00 PM | 2 | 12/2 Traffic Commission Mtg | Chip | Outcomes of meeting relevant to the Bicycle Board |
| 7:02 PM | 8 | Engineering Dept. Updates | Damien/Chip | 1. SLM/BMUFL Locations - Status
2. BFC signs, locker signs, parking rings, Mon Blvd. climbing lane – Installation Dates
 |
| 7:10 PM | 15 | LCI Instructor Recruitment | Chip? | Anyone have new ideas/new candidates RE: how we can make this happen? |
| 7:25 PM | 10 | Bicycle Facilities Ordinance | Jonathan R. | Presentation / Review of proposed update to ordinance  |
| 7:35 PM | 10 | Transportation Alternatives Program Intent to Apply | Derek | Plan to submit intent to apply |
| 7:45 PM | 15 | Education Plan | Chip | Given the imminent installation of SLM/BMUFL and other infrastructure, we should simultaneously roll out a detailed public relations / education plan – do we need to form a committee? – Needs to be planned \*before\* installation in early Spring |
| 8:00 PM | 10 | Enforcement Plan | Chip | Encourage officers to distribute cards with rollout above |
| 8:10 PM | 10 | Action Item Review | Chip | List open items, responsible person, dates; review closed |
| 8:20 PM | 5 | Next Month’s Agenda | Chip | Draft December Agenda – Revisit Comp Plan |
| 8:25 PM | 5 | Meeting Evaluation | Chip | Solicit feedback; how to improve future meetings |
| 8:30 PM | - | Meeting Adjourned | Chip |  |

**Read-aheads 1)** November Minutes **2)** Bicycle Facilities Ordinance (current found in Nov. Minutes)

**Meeting Minutes:**

1. **November minutes approved, December agenda approved**
2. **November action item review:**
	1. Jonathan Rosenbaum didn’t have enough to report on Bicycle Facilities Ordinance and proposed that Kelli LaNeve from Mountain Line Transit talk about WVU grant for elementary and middle school bicycle programs
	2. **Action items not on the agenda that were discussed:**
		1. Frank invited Matt Watson, a high school student to the meeting as a prospective new member to the board.
		2. Other guests also present to observe the meeting were Christina Hunt, Brian Ricketts, and Jake Lynch from The Hub West Virginia.
		3. Jake commented that he was working on a project to get mileages of bicycle facilities (rail trails, bike lanes etc.) from cities and towns throughout WV.
3. **Ripe Banana issue** was the TAP intent to apply which was on the agenda.
4. **12/2 Traffic Commission meeting**
	1. Chip gave a summary to the commission with regard to presentation to the Council as a Whole on the shared lane markings and bicycles may use full lane signs (BMUFL).
	2. Frank gave a report on bicycle crash data over the last five years. He had an update, since he had given the Bicycle Board that same presentation earlier this year that there were five reported bicycle accidents—nearly double the previous annual average.
5. **Engineering updates**
	1. Damien talked with Fouad as had Jenny at the MPO/DOT public planning meeting the previous evening about the status of the SLM/BMUFL project and it should still be early spring.
	2. **The meeting with Jeff Mikorski, Damien, Chip and Jenny on 12/2 yielded the following:**
		1. Jeff said money was available for **bicycle locker signs** and Damien is checking with Morgantown Printing to get them printed
		2. Jeff and Damien agreed that the **BFC signs** should be installed on city property if we can’t get permission from the DOH
		3. All agreed that it would be best to get the **remaining parking rings** installed as quickly as possible
			1. [Drew’s parking survey was discussed with the best locations being lower pleasant street, south high street near Justice Center and spruce street near the PSB—it was generally thought that private businesses outside of the downtown district should install their own parking]
		4. Damien and Jeff are going to talk to the DOH about **the climbing lane**—this is even more important considering the DOH is planning on doing a climbing lane on the other side of Mon Blvd from Star City to the Coliseum
		5. Jeff and Damien agreed to do **regular progress meetings** with Chip and Jenny in order to keep projects moving.
6. **LCI recruitment** was discussed and it is **an action item** for those in the group that would like to take the classes to get certification **respond to Chip**.
7. **Jonathan Rosenbaum** reported that he and **Jonathan Nellis** are still looking at ordinances from other cities to get ideas for a new city **bicycle parking ordinance**.
8. **Kelli La Neve** reported that she had a **grant with WVU** to do some bicycle education in elementary and middle schools. She and Chip had previously done a bicycle event at Brookhaven elementary. She would like to work with the bike board in doing more including **safe routes to schools**.
9. **TAP Grant**
	1. Derek was unable to attend but had Chip relay info on the new TAP grant. What projects do we want to implement?
	2. Expand on sharrows & shelters, projects from the comprehensive plan or MPO projects
	3. **Intent to apply deadline is Jan 15, 2016 and the application deadline is Mar 15, 2016**
	4. **Who wants to help Derek?**
		1. Option #1: connections to schools, the following took it as an action item: Frank, Christina Hunt, Kelli LaNeve, Matt Watson, Marilyn & Jing
		2. Option #2: shoulders on 705 from Willowdale—Stewartstown Road—Mileground
10. **Education Plan**
	1. Chip emphasized the importance of developing an education plan for the general public with regard to the new shared lane markings and BMUFL signs. There was some discussion about doing some PSA’s in the Morgantown Mall.
	2. **The following agreed to form an education committee: Harry, Frank, Marilyn and Jing.**
11. **Enforcement Plan**
	1. Matt McCabe was not at the meeting to discuss stepped up enforcement by having officers distribute the cyclist/motorist cards. Chip discussed this at the previous days meeting with Jeff and Damien. Currently the Police force is short on manpower; however, that should change later next summer with new officers being added thanks to the new worker fee.
12. **New Board Members**
	1. Matt Watson, Christina Hunt and Brian Ricketts expressed interest in joining the bike board
	2. (all from within Morgantown city limits)
	3. **All three were nominated and elected to serve on the board pending approval by the traffic commission.**
	4. **Damien took it as an action item to propose their approval** at the next traffic commission meeting.
13. **Action items**
	1. **Damien—install bike locker signs, BFC signs, bicycle rings**
	2. **People interested in taking the LCI course: anyone in the group reach out to Chip**
	3. **TAP grant committee: Derek, Frank, Christina Hunt, Kelli LaNeve, Matt Watson, Marilyn & Jing—intent to apply done before Jan 15, 2016 deadline**
	4. **Education Committee: Harry, Frank Marilyn & Jing—develop an advertising strategy to educate the general public about SLM & BMUFL by this coming spring**
	5. **Damien—confirm new members at next traffic commission meeting**

**13. Meeting Evaluation, it was asked to have better organization of action items.**

**Guests present: Matt Watson, Christina Hunt, Brian Ricketts, Keli LaNeve, Jake Lynch**

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| Member Name | **Dec 14** | **Jan 15** | **Feb 15** | **Mar 15** | **Apr 15** | **May 15** | **Jun 15** | **Jul 15** | **Aug 15** | **Sept 15** | **Oct 15** | **Nov 15** | **Dec 15** |
| **Davis, Damien** | ? | X |  | ? | X |  | ? | X |  | X |  |  | X |
| **\*Gatlin, John** | ? |  |  | ? |  |  | X | X | X | X |  | X |  |
| **\*Gmeindl, Frank** | ? | X | X | ? | X |  | ? | X | X | X | X | X | X |
| **\*Grandon, Harry** | ? |  |  | ? |  |  | ? | X | X |  |  |  | X |
| **\*Knabenshue, Traci** | ? |  |  | ? | X |  | ? | ? |  |  |  |  |  |
| **\*Nellis, Jonathan** | ? |  |  | ? |  |  | ? | X | X | X | ? |  | X |
| **\*Newcome, Marilyn** | ? | X | X | ? | X | X | ? | ? | X |  | X | X | X |
| **\*Rosenbaum, Jonathan** | ? |  |  | ? | X | X | ? | X |  | X | ? | X | X |
| **Selin, Jenny** | ? | X | X | ? | X | X | ? | ? |  | X |  | X | X |
| **\*Shogren, Gunnar** | ? |  |  | ? |  |  | ? | ? | X |  |  |  |  |
| **\*Springston, Derek** | ? | X |  | ? | X |  | ? | ? |  | X | X |  |  |
| **\*Vasile, Emily** | ? |  |  | ? |  |  | ? | ? |  |  |  |  |  |
| **\*Wamsley, Chip** | ? | X | X | ? |  | X | ? | X | X | X | X | X | X |
| **\*Zhang, Jing** | ? | X | X | ? | X | X | ? | X | X |  | X | X | X |
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| **\*= Voting Member** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Black = Not Applicable****Blank = Absent****X = Present****Red = Data incomplete** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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