

**Brookings Bicycling Advisory Committee**  
**September 9, 2015 Minutes**

The first meeting of the Brookings Bicycling Advisory Committee was held on Wednesday, September 9, 2015 at 4:00 p.m. in the Brookings City and County Government Center. Members present: Emily Braun, Caleb Finck, Van Fishback, Joanie Holm, Julie Hendricks, Vern Olson, and Meghan Thoreau. Members absent: Steve Paula. Liaisons: Mike Lockrem, SDSU & Sustainability Council and Steve Berseth, Park and Recreation Board. City staff present: Jackie Lanning, City Engineer; Mike Struck, Community Development Director; Shari Thornes, City Clerk; Jeff Weldon, City Manager; and Darren Hoff, Recreation Director.

Jeff Weldon, City Manager, called the meeting to order.

**Agenda Process & Open Meeting Requirements**. Staff reviewed the following procedural items:

- All committee meetings are open to the public.
- All agendas and supporting materials are available online. All agenda materials will be emailed to members.
- Meeting dates and times will be determined via “doodle” polls.
- A quorum is required to hold meeting. Five constitutes a quorum. Members are asked to notify city staff if they can’t attend a meeting.
- The agenda will be developed by the chair with assistance from staff. The chair will develop process for public input during the meetings.
- Location of meetings won’t necessarily be in City Hall, but must be held in an accessible location with city staff present. Subcommittee meetings are not open to public and can be anywhere.

**Review of Committee Charter**. The Committee reviewed the Committee Charter adopted by the City Council on August 25, 2015.

Brookings Bicycle Advisory Committee (BBAC) Charter

**Role/Purpose:**

The role of the Brookings Bicycle Advisory Committee (BBAC) is to advise the City Council, City Manager, and City Boards on bicycling related issues; help advance the state of bicycle infrastructure; encourage bicycling for transportation and recreation; public education and awareness; improve safety and compliance with traffic laws; assist the City with bicycle plans; review and suggest legislative and policy changes; recommend priorities for use of the public funds on bicycle projects; and help ensure Brookings retains and enhances its status as a bike friendly community.

**Objectives:**

The objectives of the BAC shall include, but are not limited to:

1. Policies

- A. Advise the City Manager on implementation of the bicycle master plan for the City of Brookings.
  - B. Review and make recommendations on planning documents prepared by City departments affecting the use of the bicycle as a transportation and recreational mode. These shall include, but are not limited to, the Comprehensive Plan, Master Transportation Plan, Arterial Streets Classification Policy, neighborhood plans, area-wide development plans, and the Central Business District Plan.
  - C. Review and make recommendations regarding funding priorities for bicycle program activities and capital improvement projects insofar as they relate to bicycling.
  - D. Monitor activities of other jurisdictions as they affect bicycling in the city.
  - E. Advise City Manager on issues related to the current and future bicycle network, traffic safety, and innovative or best practices.
  - F. Consult with the Park and Recreation Advisory Board, Traffic Safety Committee, Sustainability Council and Planning Commission as needed to insure proper coordination of bicycle-related activities.
2. Implementation
- A. Review and make recommendations on capital improvement projects developed by the City departments and outside agencies to ensure that adequate consideration is given to bicycles.
  - B. Review and make recommendations regarding bikeway signage and improvement plans.
3. Education and Enforcement
- A. Advise city staff on promoting bicycle safety education and enforcement activities in the city.
  - B. Interact with local and regional law enforcement, other governmental agencies, and advocacy organizations as they relate to bicycle and pedestrian safety and on- and off-road bicycle network developments.
4. Community Involvement & Input
- A. Provide a forum for citizens to comment to the city on the state of cycling locally and regionally.
  - B. Advise city staff on issues related to public involvement in bikeway improvement projects with the goal of developing a consensus among the affected public.
  - C. Establish and maintain communication with similar advisory committees in adjoining jurisdictions to support the enhancement of bicycle networks regionally.

### Membership

- 1. Composition size: 7 to 9 members
- 2. Voting Members to be chosen from, but not limited to the following areas:
  - A. Local Biking Organizations
  - B. Citizens-at-large
  - C. Brookings School District faculty, staff, and students
  - D. SDSU Student Senate and Administration
  - E. Brookings Area Transit Authority
  - F. Business Community
- 3. Non-voting liaisons:
  - A. Brookings Sustainability Council
  - B. Park & Recreation Board

- C. South Dakota State University
- 4. Expectations of members:
  - A. Interest and/or expertise in bicycle and pedestrian issues
  - B. Continued education in bicycling best practices
  - C. Adhere to the City's Code of Ethics
  - D. Favorable/positive interest in bicycling and sustainability

Meetings:

1. The BBAC shall meet monthly. Regular meeting times, dates, and locations will be set by the membership.
2. Quorum shall consist of a majority of appointed voting members.
3. BBAC meetings shall be open to the public and comply with City open meetings policies.

**Bike Friendly Application Report Card.** The Committee reviewed the bike friendly report card for Brookings. Brookings received an Honorable Mention for their application to become a Bicycle Friendly Community. This was the city's first attempt at becoming a Bicycle Friendly Community (BFC), and the application was submitted in February. The BFC program provides a roadmap for building a Bicycle Friendly Community. Since the program's inception, more than 800 distinct communities have applied and the five levels of the award - diamond, platinum, gold, silver and bronze - provide a clear incentive for communities to continuously improve. The League of American Bicyclists has outlined key steps Brookings can take in order to become a Bronze Level Bicycle Friendly Community.

- Develop a comprehensive bike plan.
- Bicycle Advisory Committee should meet monthly to step up your Bicycle Friendly Community efforts.
- Adopt standards for bike parking that conform to APBP guidelines.
- Upgrade non-compliant bike racks and continue to increase the amount of bike parking throughout the community.
- Upgrade your on-street bicycle network. Ensure that all bicycle facilities conform to current best practices and guidelines.
- Adequately maintain on and off street bicycle infrastructure to ensure usability and safety.
- Increase the frequency of sweepings (particularly in the spring) and address potholes and other hazards faster.
- Offer regular bicycling skills training opportunities for adults. There are options from short videos and 1-2 hour courses to more in-depth training incorporating in-classroom and on-bike instruction.
- Promote cycling throughout the year by offering or supporting more family-oriented community and charity rides and bicycle-themed festivals, parades or shows.
- Encourage South Dakota State University to promote cycling to students, staff, and faculty and to seek recognition through the Bicycle Friendly University program.

**Resolution No. 15-092.** On August 25, 2015, the Brookings City Council also passed the following resolution of commitment regarding bicycling initiatives.

Resolution 15-092

## A Resolution of Commitment regarding City of Brookings Bicycling Initiatives

Whereas safe and accessible infrastructure and transportation are critical to the success of a community; and

Whereas bicyclists spend more locally and bike lanes increase property value; and

Whereas bicycling improves the health and quality of life of a community; and

Whereas the support of bicycling can be seen across all age ranges, attracts the creative class and makes life easier for visitors to our community.

Now, Therefore, Be It Resolved that the City Manager and City of Brookings staff should work to achieve Silver Level Status from the League of American Bicyclists by the end of 2017.

Be It Further Resolved that the Bicycle Advisory Committee should be convened with the goal of assisting in the application and a specific focus on:

- Creating a Master Plan for bicycle usage;
- Developing a schedule for further development of bike lanes
- Planning for future bicycle connection points to the east side of the interstate; and
- Identifying ways to increase bicycle parking and bicycle safety, and

Be It Further Resolved that the City of Brookings lead by example by adding bicycle parking near the main entrances of all city buildings which serve the public no later than March 31, 2016.

Be It Further Resolved that bike lanes, as the preferred option, or bicycle advisory lanes, as the secondary option, are created by March 31, 2016 on the following roads:

- 11<sup>th</sup> St. from 3<sup>rd</sup> Ave. to Medary Ave. and 16<sup>th</sup> Ave. to 22<sup>nd</sup> Ave.
- 8<sup>th</sup> St. from Western Ave. to 20<sup>th</sup> Ave.
- 3<sup>rd</sup> St. from 5<sup>th</sup> Ave. to 17<sup>th</sup> Ave.
- 5<sup>th</sup> Ave. from 8<sup>th</sup> St. to 3<sup>rd</sup> St.
- 12<sup>th</sup> Ave. from 8<sup>th</sup> St. to 3<sup>rd</sup> St.
- 20<sup>th</sup> Ave. from 8<sup>th</sup> St. to 3<sup>rd</sup> St.

### **Brainstorming:**

- Committee input on bike rack design was discussed. Hoff recommended a design with two points of contact.
- Adoption of a bike “standards” document was recommended. Some cities have their own standards.
- Members will be provided with an overview of bike lane types and definitions.
- What qualifies as a “bike advocacy group” per the League of American Bicyclists?
- Adding a high school student to the committee was suggested. Hoff will contact the school for recommendations.

- Holly Tilton Byrne, Sustainability Council chair, said the Council is also encouraging individual businesses to apply for a Bicycle Friendly Business Designation.
- Lockrem submitted a bike friendly designation application on behalf of SDSU in order to determine what is needed to achieve a bronze designation.
- Submittal dates for the bike friendly application are February and August 2016.
- Weldon will be drafting a bike master plan and seeking committee input on plan examples and review of the draft. Staff has obtained plan examples from Iowa City, Madison, WI, Eugene, Portland, Fort Collins, Boulder, Minneapolis, St. Paul, and Grand Forks.

**Meeting Schedule.** The next meeting was tentatively scheduled for Wednesday, October 14<sup>th</sup> at 4:00 p.m. Meeting duration will be typically 1 ½ hours in length.

**Committee Leadership.** Finck was selected as acting chair and will develop the next agenda. Action to elect a chair and vice chair will be scheduled for the next meeting.

Meeting adjourned at 5:00 p.m.

Submitted by Shari Thornes