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**AGENDA  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)**

**City Conference Room  
County-City Building  
1515 Strongs Avenue**

**April 19, 2016  
10:00 AM**

(A Quorum of the City Council May Attend This Meeting)

1. Call to Order.
2. Minutes and Actions from February 16, 2016 meeting, special sessions held February 19 and March 3, 2016, and March 15, 2016 meeting.
3. Welcome Scott Cole as the newly appointed member of BPAC.
4. Persons who wish to address committee for up to three (3) minutes on a non-agenda item.\*

**Consideration and Possible Action on the Following:**

5. Information about Midwest Active Transportation Conference - Trevor Roark attending.
6. Discuss UWSP new and transfer student orientations held in June and August; how to educate students about bicycle licensing and provide convenient licensing; bicycling safety; encourage bicycling to school and work.
7. Introduce Nick Myers and the pending UWSP Pedestrian Safety Task Force.
8. Review tag design for abandoned bicycle ordinance.
9. Discuss tenant bicycle parking Downtown.
10. Hmong youth bicycle skills and safety clinic.
11. Discuss & approve possible sponsorship of new event – Main Street Parks.
12. League of American Bicyclists staff visit, tour and presentation – scheduled for Tuesday, April 27, 2016 at 8:30 AM at City Hall.
13. Schedule next meeting.
14. Adjourn.

\* Persons who wish to speak on an agenda item (Public Hearing) will be limited to a five (5) minute presentation.

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Any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715)346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

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**REPORT OF BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Tuesday, February 16, 2016 - 10:00 AM

Conference Room, County-City Building  
1515 Strongs Avenue - Stevens Point WI 54481

PRESENT: Tori Jennings, Trevor Roark, Marlene Pohl

ABSENT: Liz McDonald

ALSO PRESENT: Kyle Kearns, Bob Fisch, Cathy Dugan, Megan Rheaume-Brand, Madelin Petz

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1. Call to Order.
2. Minutes and Actions from January 19, 2016 meeting.
3. Persons who wish to address committee for up to three (3) minutes on a nonagenda item.
4. Finalize plans and approve press release for special session (Portage County Countywide Bicycle Pedestrian Plan prioritization and bicycling information session). The special session is scheduled for Thursday, March 03, 2016. 5:00-7:00 PM, Pinery Room, Portage County Library.
5. UWSP Common Council passes resolution to create a bike/ped task force to develop a campus bike/ped plan for UW-Stevens Point.
6. Approve bicycle license brochure created by UWSP students.
7. Bicycle license form distribution by BPAC members.
8. Discuss Volunteer Caregivers of Portage County (or other program) to fill service gap for elderly/disabled/other qualified residents who cannot shovel sidewalks.
9. Bike Parking Ordinance update.
10. Schedule next meeting.
11. Adjourn.

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Discussion and possible action on the following:

1. Meeting was called to order by Tori Jennings at 10:25 AM (meeting was delayed because quorum was not present at 10:00).
2. Report of the January 19, 2016 BPAC meeting.  
**Motion by Marlene Pohl to approve minutes; second by Trevor Roark. Motion carries 3-0-0.**
3. Persons who wish to address committee for up to three (3) minutes on a non-agenda item.  
Cathy Dugan asked for status on Safe Routes to Schools. Chairperson Tori Jennings reminded everyone that non-agenda items are statements by public rather than question/answer.
4. Finalize plans and approve press release for special session (Portage County Countywide Bicycle Pedestrian Plan prioritization and bicycling information session). The special session is scheduled for Thursday, March 03, 2016. 5:00-7:00 PM, Pinery Room, Portage County Library.  
**Motion by Trevor Roark to table plans for special session and schedule another meeting to discuss agenda item 4; second by Marlene Pohl. Motion carries 3-0-0.**

The committee discussed ways to advertise the special session workshop in addition to a press release prepared by Trevor Roark. Trevor Roark suggested Facebook and printed flyers. Cathy Dugan stated that posters and flyers work well in our community.

**Marlene Pohl motioned to move forward with the press release; second by Trevor Roark. Motion carries 3-0-0.**

5. UWSP Common Council passes resolution to create a bike/ped task force to develop a campus bike/ped plan for UW-Stevens Point.

Trevor Roark explained that a resolution was passed at UWSP to develop a bike/ped task force. Once the task force is developed, BPAC can work with UWSP to promote events and offer assistance with the bike/ped plan.

6. Approve bicycle license brochure created by UWSP students.

The committee discussed the brochure designed by UWSP students. Kyle Kearns provided edits on wording and graphics. Tori Jennings noted a problem with graphic resolution. Marlene Pohl suggested changing quote attribution and wording on why get a bicycle license.

Bob Fisch stated that the wording on lights is incorrect.

Cathy Dugan said that images taken from the Internet should receive attribution.

**Marlene Pohl motioned to send the brochure back for revision and approve later; second by Trevor Roark. Motion carries 3-0-0.**

7. Bicycle license form distribution by BPAC members.

Trevor Roark stated that we do not have the forms at this time.

8. Discuss Volunteer Caregivers of Portage County (or other program) to fill service gap for elderly/disabled/other qualified residents who cannot shovel sidewalks.

Tori Jennings said that snow shoveling has improved under the new Mayor and with the new ordinance enforcement officer. However, shoveling walkways is problematic for elderly residents and residents with limited mobility. Trevor Roark investigated options and briefly explained the Volunteer Caregivers of Portage County and Chore Service Provider programs. If a resident cannot shovel their walkways in Portage County, they might be referred to Chore Service Providers. Chore Providers collects a nominal fee for snow shoveling. If the resident cannot afford this fee, they will be referred to church pastors around town. Trevor Roark suggested that it would be advisable for the city enforcement officer to have this information when he addressing residents who fail to shovel their walks.

Marlene Pohl disagrees that snow shoveling has improved. She feels that snow shoveling is in fact worse this year. Tori Jennings stated that the responsiveness to complaints seems better and referenced the City webpage where complaints for shoveling and other violations can be submitted.

Cathy Dugan stated that some Downtown businesses are not doing a good job shoveling. She stated that more improvement is needed. The committee agreed.

9. Bike Parking Ordinance update.

Tori Jennings stated that the Parking Ordinance drafted by the City Attorney will be on the Plan Commission agenda in March and will then go to Council.

**10.** Schedule next meeting.

Next meeting scheduled for Friday, February 19 at 2:00 PM to address agenda item #4.

**11.** Adjourn.

Meeting adjourned at approximately 11:30 AM.

**REPORT OF BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE  
SPECIAL SESSION**

Friday, February 19, 2016 – 2:00 PM

City Conference Room – County-City Building  
1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Marlene Pohl; Trevor Roark; Tori Jennings  
EXCUSED: Maud LaMarche; Liz McDonald  
ALSO PRESENT: Kyle Kearns; Heidi Oberstadt; Bob Fisch

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1. Call to Order
2. Finalize plans and approve press release for special session (Portage County Countywide Bicycle Pedestrian Plan prioritization and bicycling information session). The special session is scheduled for Thursday, March 03, 2016. 5:00-7:00 PM. Pinery Room, Portage County Library.
3. Schedule next meeting.
4. Adjourn.

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Discussion and possible action on the following:

**1. Call to Order**

Chairperson Tori Jennings called meeting to order at 2:00 PM.

**2. Finalize plans and approve press release for special session (Portage County Countywide Bicycle Pedestrian Plan prioritization and bicycling information session).**

Prior to the start of the meeting, Chairperson Tori Jennings placed large sheets of paper on the walls of the meeting room representing the 5 E's of the Portage County Countywide Pedestrian Plan (PCCBPP)(5 E's=Engineering, Education, Evaluation, Encouragement, and Enforcement). Tori Jennings began the discussion by stating the purpose in meeting was to brainstorm how BPAC would present PCCBPP recommendations to the public, and that the committee needed to decide which recommendations would be listed in an effort to narrow down priorities. Vice Chair, Trevor Roark, previously asked committee members to review the PCCBPP and select 5 recommendations from each of the 5 E's including the 'Other' category and bring these to this meeting.

Marlene Pohl expressed concern about this approach and went on to explain that we need to step back from how this committee is run. Chairperson Jennings restated the agenda for the meeting and asked that consideration be given to a workshop in which the public could visit

information tables, followed by a brief Power Point presentation about the PCCBPP, followed by a public input session.

Considerable discussion followed and Marlene Pohl suggested that we ask questions such as: What is your barrier to riding? What barriers are most urgent to allow you to get out and ride your bike? If you could fix barriers to biking and walking, what would those be? Trevor Roark suggested that we list the recommendations from the PCCBPP. He explained that since some of the E's already have 5 recommendations, the committee only needed to decide which 5 would be listed on the posters. The committee discussed which recommendations to eliminate in categories with more than five recommendations. The committee then discussed other workshop details.

Tori Jennings volunteered to create the posters. Kyle Kearns said his office could print them. Trevor Roark volunteered to prepare food for the event. The committee agreed that each member would contribute \$7 to cover food costs for the special event. Trevor Roark said he would prepare a press release for the workshop which would be submitted to Kyle Kearns for final approval. Marlene Pohl suggested that another meeting be held before the March 3 event. Tori Jennings said this would be difficult and visuals for the workshop would be sent to committee members in advance along with last minute details.

**3.** Schedule next meeting

Next meeting will be held March 15, 2016 at 10:00 AM

**4.** Adjournment

Chairperson Jennings adjourned the meeting at approximately 3:10 PM.

**Report from Bicycle & Pedestrian Advisory Committee**

Public Workshop – March 3, 2016, 5:00 to 7:00 PM

Portage County Library Pinery Room

1001 Main St, Stevens Point, WI 54481

BPAC members present: Tori Jennings; Trevor Roark; Marlene Pohl; Liz McDonald; Maud LaMarche

**PRELIMINARY PRESENTATION FINDINGS:**

Approximate number of attendees: 135

Number of participants in poster session: 70

Highest priority recommendations from public:

- Include annual bicycle & pedestrian education information in municipal communications.
- Develop bicycle user maps of area streets.
- Encourage businesses to apply for League of American Bicyclists, Bicycle Friendly Business Award.
- Enforce crosswalk laws (motorists yield to pedestrians).
- Incorporate bike/ped facilities into new street projects.

Results of 5 E's and Other Recommendations:

<b>EDUCATION</b>	
Rodeos for children	18%
Rodeos for adults	10%
<b>Education in municipal communications</b>	<b>43%</b>
Bike/Ped education on website	4%
Education in lieu of punishment	25%
<b>ENCOURAGEMENT</b>	
Bike to work/school week	11%
Bike Challenge	17%
Promote local health/wellness events	16%
<b>Develop bicycle user maps of area streets</b>	<b>54%</b>
<b>EVALUATION</b>	
Perform bike/ped counts	32%
Track number of bicycle facilities	7%
Pursue Bicycle Friendly Community Award	19%
<b>Encourage businesses to apply for Bicycle Friendly Business Award</b>	<b>40%</b>

<p><b>ENFORCEMENT</b></p> <p><b>Crosswalk enforcement (motorists yield to pedestrians)</b></p> <p>Speed enforcement</p> <p>Snow clearance (enforce snow shoveling ordinance)</p> <p>Automated speed tracking</p> <p>Law Enforcement training</p>	<p>47%</p> <p>23%</p> <p>23%</p> <p>1%</p> <p>8%</p>
<p><b>OTHER</b></p> <p>Develop bike share program</p> <p>Sidewalks where transit stops are located</p> <p>Provide bike parking at major transit stops</p> <p><b>Incorporate bike/ped facilities into new street projects</b></p> <p>Safe Routes to Schools</p>	<p>9%</p> <p>3%</p> <p>6%</p> <p><b>64%</b></p> <p>19%</p>
<p><b>ENGINEERING</b></p> <p>Problem area most noted was the I-39/Main Street interchange</p>	

\*Note: numbers are rounded to nearest whole.

POSTER IMAGES:



# Encouragement Recommendations



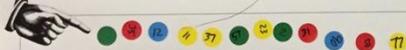
Sponsor Bike to Work Week & Bike and Walk to School Day



Promote the Wisconsin Bicycle Challenge | Employers encourage bicycling to work



Promote bicycling & walking at local health and wellness events

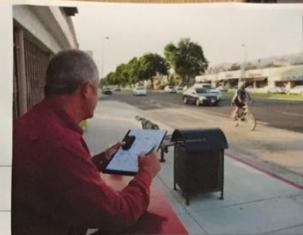


Develop Bicycle User Maps for Area Streets



Wisconsin Bicycle Planning Association

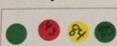
# Evaluation Recommendations



Conduct Bicycle and Pedestrian Counts



Keep track of total number of bicycle facilities | city and county



Pursue Bicycle Friendly Community Award | League of American Bicyclists



Encourage Businesses to apply for Bicycle Friendly Business status



Will you volunteer to conduct bicycle or pedestrian counts?

Please sign up with BPAC member!  



# Enforcement Recommendations

Enforce single lanes: 22 23 24



Crosswalk Enforcement | motorist must yield to pedestrian in crosswalks



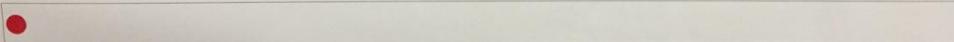
Speed Enforcement | enforce posted speed limits, particularly in school zones



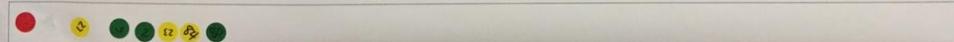
Snow Clearance | enforce ordinance and ticket responsible parties who have not cleared snow



Automated speed-tracking equipment | provide feedback to motorists



Law enforcement training | for officials on bicycle related enforcement techniques and strategies



The City needs to follow an ADA transition plan.

# Other Recommendations

Create a Bike Share program



Provide sidewalks on streets that have transit stops



Provide bicycle parking at popular transit stops



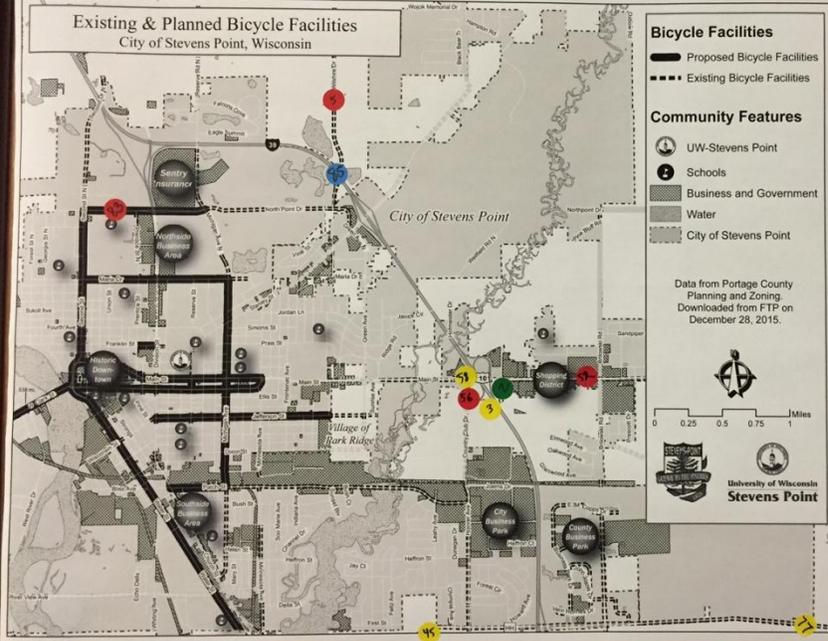
Incorporate bicycle and pedestrian facilities into new street projects



Safe Routes to Schools



# Engineering Recommendations



A primary goal of the Plan is to increase the safety of users. Several recent studies have indicated that as more and more bicyclists are seen using streets and bikeways, crashes drop because of the increased motorist awareness.

**CONSTRUCT SIDEWALKS**   
Include sidewalks in all upcoming street projects.

The City needs to follow an ADA transition plan.

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**REPORT OF BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Tuesday, March 15, 2016 - 10:00 AM

City Conference Room, County-City Building  
1515 Strongs Avenue - Stevens Point WI 54481

PRESENT: Tori Jennings; Maud LaMarche; Marlene Pohl; Trevor Roark

ABSENT: Liz McDonald

ALSO PRESENT: Bob Fisch; Kyle Kearns; Madelin Petz; Sean Piette; Megan Rheaume-Brand; Martin Skibba

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1. Call to Order.
2. Persons who wish to address committee for up to three (3) minutes on a non-agenda item.
3. Review development proposal for a conceptual project to create a three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street presented to Plan Commission on March 7, 2016.
4. Presentation of findings from March 3, 2016 workshop.
5. Bicycle tag & remove and parking tag design to assist Police Department.
6. Schedule next meeting.
7. Adjourn.

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Discussion and possible action on the following:

1. Call to order.

Chairperson Tori Jennings called the meeting to order at 10:00 a.m. The Chair has postponed the review and approval of minutes from the previous meeting and previous special session due to lack of time to compile information. No motions were issued.

2. Persons who wish to address committee for up to three (3) minutes on a non-agenda item.

Madeline Petz & Megan Rheaume-Brand said that they attended as representatives from Portage County Can and would like to learn more about BPAC and possibly collaborate on promoting the well-being of Portage County with physical activity & healthy eating. Further, they're interested to hear the results of the recent Public Workshop to prioritize the Portage County Countywide Bicycle & Pedestrian Plan (PCCBPP). Floor was closed.

3. Review development proposal for a conceptual project to create a three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street presented to Plan Commission on March 7, 2016.

Chairperson Tori Jennings said that reviewing and discussing this conceptual project is a good idea for BPAC today and for future projects that come up.

Vice Chairperson Trevor Roark prefaced the agenda item by mentioning that he attended the most recent Plan Commission meeting and thought that the conversation between Plan Commissioners had merit but the potential conclusion of not requiring sidewalk on the West side of St. Paul along this three-lot subdivision did not fit the spirit of the PCCBPP. The PCCBPP does not specifically make a recommendation for sidewalks along that block of that street, however Trevor suggested that the Safe Routes to Schools recommendations and other general recommendations from the PCCBPP imply that constructing sidewalk along that block of that street would be beneficial.

Marlene Pohl suggested that she agreed with Trevor Roark's points. Families need to be connected to their schools in all areas of the City.

Chairperson Tori Jennings mentioned that using the argument that it's not specifically listed in the PCCBPP is technically accurate, however this PCCBPP was developed within a snapshot of time. Thus, bike/ped plans will evolve and our BPAC is essential to assisting in these decisions.

City Associate Planner Kyle Kearns reiterated the summary of this development review. Kyle Kearns suggested that requiring the developer to construct sidewalks, stormwater drainage, etc. may not be affordable. Due to current subdivision development on the East side of this street, sidewalk and swales will be constructed along the East side of this street along this block. Kyle will bring future developments to BPAC for review.

Bob Fisch shared a short amount of history behind the decision to either build in specific sidewalk recommendations into the PCCBPP (when the plan was being developed) or general sidewalk recommendations. Due to fallout from the public regarding specific sidewalk recommendations in Waukesha's new bike/ped plan (at that time), it was agreed to make general recommendations. In addition, Bob Fish suggested that any recommendation by the City to not do sidewalks because the PCCBPP didn't specifically say so is a circular argument.

Police Chief Martin Skibba asked what authority does the City have to connect sidewalks when the block or neighborhood is disconnected.

City Associate Kyle Kearns said that certified survey lots cannot have requirements for sidewalks. If a new road is built, the City can pay for the sidewalk or can assess fees to homeowner. If one property owner gets assessed for a small section of sidewalk (to connect other sidewalk) it may not seem fair.

Maud LaMarche said that she doesn't understand why the BPAC wouldn't always recommend sidewalks.

**Vice Chairperson Trevor Roark motioned to recommend that the City stay with the recommendations of not requiring sidewalk for three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street presented to Plan Commission on March 7, 2016. No second. Motion failed.**

Chairperson Tori Jennings reminded BPAC that we are advisory to the City Plan Commission.

**Marlene Pohl motioned to recommend that the City require sidewalk for three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street presented to Plan Commission on March 7, 2016. Maud LaMarche second. City Associate Planner Kyle Kearns mentioned that the City hasn't received subdivision plat yet and May is a likely time for this.**

**Chairperson Tori Jennings called the vote. All in favor - motion carries.**

**4. Presentation of findings from March 3, 2016 workshop.**

Chairperson Tori Jennings summarized the results of the event. The recommendation that the City create bicycle user maps for area streets was one of the most popular recommendations.

Chairperson Tori Jennings mentioned that she already knows of 2 GIS faculty at UWSP interested in creating these maps. Another popular recommendation was to encourage businesses to apply for bicycle friendly status (through the League of American Bicyclists) and Chairperson Tori Jennings mentioned that Sentry downtown would be a great leader with this. Other more popular recommendations include: "crosswalk enforcement" and "annual bicycle & pedestrian education in municipal communications" Chairperson Tori Jennings then asked Chief Martin Skibba if the SPPD could coordinate crosswalk stings.

Chief Martin Skibba said that the SPPD could absolutely do these, they are a good priority, and need to be ongoing.

Chairperson Tori Jennings asked the Police Chief what ideas he has in targeting motorists.

Chief Martin Skibba suggested the intersection of Franklin St. and Division St. Sometimes, one car in one lane can stop for a crossing pedestrian and another in a different lane won't stop unless the driver sees the crossing pedestrian, which can result in an accident. This could be an important intersection to focus on. He also suggested that education needs to be the focus through any type of cross walk stings.

Vice Chairperson Trevor Roark asked Chief Martin Skibba if the design of Division is partly to blame for the continued pedestrian dangers we see and hear about on Division.

Chief Martin Skibba said that we need a good dialogue between all people using the streets; motorists, bicyclists, and pedestrians. Doing more education and enforcement are key. For example, the PD could host a bike rodeo for kids/adults at Riverfront Rendezvous. Heavier concentrations of patrol would be important as well.

Maud LaMarche asked if the outside lane driver is not liable for the pedestrian crossing the street.

Chief Martin Skibba said that the driver is liable, but the driver needs to see the pedestrian and until the driver does it can be a dangerous situation.

Maud LaMarche said that there are more than students crossing the intersection of Franklin & Division and it's important to note this. She noted that this intersection is a problem and Chief Martin Skibba agreed.

Marlene mentioned that she gathered contact information from 15-18 people at the March 3, 2016 workshop who are interested in the bike/ped counts.

Bob Fisch said that Sarah Wallace was compiling maps for the very purpose of developing local bicycle user maps. Her office might still have these and they could be accessed by BPAC.

Sean Piette said that the UWSP GIS department would be a good resource for developing maps like these.

Maud LaMarche agreed and said that the Center for Land Use Education would also be a good resource.

Vice Chairperson Trevor Roark said that he could see a workshop like this happening twice a year.

Chairperson Tori Jennings suggested that BPAC needs to collaborate with the PD and others to develop real solutions.

**5. Bicycle tag & remove and parking tag design to assist Police Department.**

Chairperson Tori Jennings said that if this new ordinance is approved by Common Council then BPAC could assist the PD with designing this tag.

Chief Martin Skibba agreed and suggested that BPAC look at other designs to include best practices and how other municipalities simplified their design. He also said that it is very important to use the exact language from the ordinance in order to remain representative, even if it's truncated.

Chairperson Tori Jennings asked if the PD had recommendations on materials for the tags.

Chief Martin Skibba said a laminated card with hole punch and wire twist tie would be best. He also mentioned that we could also design a small placard for sticking on the bike hitches, however he also stated that education on bike rack use is preferable to a placard since the latter will be difficult to read.

Sean Piette asked for clarification on the purpose of the ordinance.

Vice Chairperson Trevor Roark described the ordinance.

Bob Fisch clarified that the ordinance states a bicycle would need to "reasonably appear abandoned" and not just be parked in the same spot for 72 hours.

**6. Schedule next meeting.**

The next BPAC meeting was scheduled for April 19, 2016. Chairperson Tori Jennings said that agenda items need to be submitted to the Vice Chair by April 5, 2016.

**7. Adjourn.**

Meeting was adjourned at 11:04 a.m.