

**Minneapolis Pedestrian Advisory Committee
Meeting Notes**

Wednesday, March 17, 2010

3:30 pm to 4:30 pm
Room 333 City Hall

- 3:30 pm** **Introductions**
Approval of Meeting Notes
Announcements
- 3:35 pm** **Request for PAC Volunteers**
- **7th Street N Pedestrian Enhancements Project** – Minneapolis Public Works has requested 1 or 2 PAC members participate in a field tour sometime between April 10 and April 13 with neighborhood stakeholders to better understand the opportunities and constraints in improving the pedestrian environment on 7th Street N between Plymouth Avenue N and Twins Way. Volunteers are requested.
 - **Boards/Commissions Open House** – Two PAC community member seats are currently vacant, and applications are being advertised. 1 PAC member volunteer is requested to attend the Boards/Commissions Open House on March 25, 4:30-6:30pm, at 331 Second Ave South Room 220, to answer questions about the PAC to potential member applicants.
- 3:40 pm** **PAC Membership/Structure Proposed Changes**
- Review of subcommittee recommendations memo (attached)
 - Request for PAC approval recommendations
 - Next steps for recommendation to Council
 - Outreach strategies for new member recruitment
- 4:10 pm** **Upcoming Meetings**
Meeting Schedule/Times for 2010
- Frequency (monthly vs. every other month)
 - Time of Day (3pm vs. later afternoon/early evening)
 - Day of Week (Wednesdays vs. other day)
- Meeting Topics for 2010
- Ballpark pedestrian improvements tour
 - Cedar/Franklin/Minnehaha pedestrian enhancements project (May 2010)
 - Riverside Avenue reconstruction project (May 2010)
 - 7th Street N pedestrian enhancements project
 - Cedar/Washington (“7 Corners”) pedestrian enhancements project
 - Snow season year-end review
 - Hennepin County TOD grant program overview
 - Other
- 4:25 pm** **Next Meeting** – set date, time, agenda items

PAC Member	Attendees	Representing	Present
X	Jim Adams	Senior Citizens Advisory Committee	
X	James Andrew	Metropolitan Council	X
X	Kristen Klingler	Minneapolis Dept of Health & Family Support	X
X	Theresa Cain	Metro Transit	
X	Aaron Day	City of Lakes Chamber	
X	Anna Flintoft	Minneapolis Public Works, PAC Chair	X
X	Anna Gillette	7 th Ward Citizen – North Loop	X
X	Martha Hage	Advisory Committee on People with Disabilities	X
X	Diane Hansen	12 th Ward Citizen	X
X	Sarah Harris	Walking Minneapolis Foundation	
X	Elizabeth Haugen	Minneapolis Communications Department	X
X	Steven Hay	Minneapolis CPED	
X	Robin Hennessy	City of Minneapolis Attorney’s Office	
X	Mary Jackson	Minnesota Department of Transportation	X
X	Karen Nikolai	Hennepin County	X
X	Jennifer Ringold	Minneapolis Park & Recreation Board	
X	Mike Rumppe	Minneapolis Fire Department	X
X	Jan Sandberg	7 th Ward Citizen – Loring Park	X
X	Steve Sanders	University of Minnesota	
X	David Smith	Minneapolis Public Schools	X
X	Mackenzie Turner	Bicycle Advisory Committee	
X	Kathy Waite	Minneapolis Police Department	

Request for PAC Volunteers

- Anna Gillette, Jan Sandberg, David Smith and Mary Jackson are interested in participating in the 7th Street Pedestrian Enhancements Project field tour.
- Jan Sandberg and Martha Hage are interested in attending the Boards/Commissions Open House.

PAC Membership/Structure Proposed Changes

The Committee reviewed the proposed membership/structure changes outlined in the subcommittee’s memo (attached). Two of the eight recommended transitional term members were specified as “TBD” in the subcommittee’s memo. Anna Gillette volunteered to be recommended for one of the “TBD” seats, and the committee recommended contacting Tony Hull, who is not an official PAC member, but has been an active participant on the committee, for the other “TBD” seat. The Committee approved subcommittee’s recommended changes and recommended that those changes be forwarded to Council, as recommended in the subcommittee’s memo.

The committee recommended the following outreach strategies for recruiting new PAC members: neighborhood newspapers, pedestrian listserve, pedestrian website, neighborhood association emails, email people who attending pedestrian plan open houses, stakeholders identified for Pedestrian master Plan, Facebook & Twitter, email people who’ve attended PAC

meetings, email Bicycle/People with Disabilities/Senior committees, school PTOs, and co-op postings.

Upcoming Meetings

The committee decided that future meetings should alternate between committee meetings and field walks. Meetings should continue to be the first Wednesday of the month, but the time of day may need to be later to accommodate more citizen members. The following schedule was agreed upon:

April 7	Field Walk
May 5	Committee Meeting
June 2	Field Walk
July 7	Committee Meeting
Aug 4	Field Walk
Sept 1	Committee Meeting
Oct 6	Field Walk
Nov 3	Committee Meeting
Dec 1	Field Walk

Future meeting topics of interest, in addition to those on agenda, included:

- Field tour of curb ramp design issues in downtown
- Presentation on Mn/DOT bridge projects (redecking of LaSalle, Park, Portland, Chicago bridges)
- Discussion/tour of pedestrian access during construction

Next Meeting

The next PAC meeting will be a field walk. The location is TBD – either tour of Cedar/Washington or Cedar/Franklin/Minnehaha projects or tour of ballpark pedestrian improvements. Anna Flintoft will coordinate with appropriate City staff and schedule the field walk.

MEMO

TO: Pedestrian Advisory Committee
FROM: Jan Sandberg, Diane Hansen, Anna Flintoft, James Andrew, Jennifer Lastoka
DATE: 03/16/10
SUBJECT: Subcommittee Recommended Changes on PAC Structure and Function

In December 2009, the Pedestrian Advisory Committee established a subcommittee to evaluate and recommend potential changes to the structure and function of the Committee. This memo summarizes the conclusions of that subcommittee's effort.

Background/Supporting Information

In December 2006, the City Council established the Minneapolis Pedestrian Advisory Committee. The mission of the Committee is:

To advise the Mayor and City Council on policies, programs, and actions for improving pedestrian safety, mobility, accessibility, and comfort; for promoting walking for transportation, recreation, and health purposes; and for strengthening the linkage between the pedestrian environment and public transportation.

The Committee held its first meeting in March 2007. Since then, it has successfully guided the development of the City's first Pedestrian Master Plan (approved in 2009), recommended funding priorities for federal Bike/Walk Twin Cities funding, provided input to staff on pedestrian design of infrastructure projects, and discussed many pedestrian-related programs and initiatives of the City and partner agencies.

The Committee is currently comprised of representatives from 7 City departments, 8 partner agencies, 2 local organizations, 3 representatives of other City advisory committees, and 5 citizen members. This membership composition has been an effective structure for initiating the committee's work and for coordinating citizen and staff input into the development of the Pedestrian Master Plan. But to serve as an ongoing committee advising the City on pedestrian issues, the subcommittee recommends restructuring the Pedestrian Advisory Committee to have a citizen-based membership, while maintaining non-voting members from city departments and partner agencies to provide expertise on pedestrian issues and to serve as a liaison between the Committee and city departments and partner agencies.

There are a number of reasons for increasing citizen membership on the committee:

- The City benefits from the involvement of engaged residents.
- The existing community members who were appointed through the open appointment process are among the most active and engaged members on the Committee. Expanding the number of community members who are highly engaged in pedestrian issues and who volunteer to serve on the committee will improve the Committee.
- Having more community members on the Committee makes it easier to engage a

broader public in discussion of pedestrian issues and to foster a broader understanding of pedestrian issues and solutions throughout the City.

- Most advisory committees in Minneapolis are comprised of community members who are appointed through the open appointment process, not staff representing City departments and partner agencies.

Recommended Changes

The following changes to the committee are recommended and detailed in the attached table:

- **Membership Composition:** Change the membership composition from 18-24 members representing designated City departments, partner agencies, and other advisory committees, as well as 5 citizen members, to 15 community members representing a diversity of perspectives on pedestrian issues. City department and partner agency members will be requested to continue to serve on the committee as non-voting members.
- **Terms and appointment process:** Reduce term lengths from 4 years to 2 years, add a provision to stagger terms by appointing half the members one year and half the members the next year, and require that all voting members be appointed through the open appointment process.
- **Chair/Officers:** Allow the committee to select its own Chair and officers.

No changes are recommended to the purpose of the committee, staff support for the committee (provided by Public Works), compensation for service (no compensation), or the committee budget (no budget).

Transition Approach/Schedule

In order to maintain continuity of membership, the following transition approach and schedule is recommended:

1. **April 16, 2010** City Council meeting (April 6 T&PW meeting): Appoint 8 existing members who live in Minneapolis as voting members for a transitional term beginning immediately and expiring June 30, 2011. The following existing members are residents of Minneapolis, are interested in serving and are recommended as voting members for a transitional term on the Committee:
 - Jan Sandberg, existing citizen member
 - Diane Hansen, existing citizen member
 - Martha Hage, existing Minneapolis Advisory Committee on People with Disabilities member
 - David Smith, existing Minneapolis Public Schools representative
 - James Andrew, existing Metropolitan Council representative
 - Elizabeth Haugen, existing Minneapolis Communications Department representative
 - Additional member TBD
 - Additional member TBD

The following existing City and partner agency members are expected to continue as non-voting members on the committee:

- Anna Flintoft, Public Works

- Steve Hay, Community Planning and Economic Development
- Kristen Klinger, Health and Family Support
- Kris Arneson, Police
- Rebecca Gomez, Bike/Walk Ambassadors
- Mary Jackson, Mn/DOT
- Karen Nikolai, Hennepin County
- Jennifer Ringold, Minneapolis Park and Recreation Board
- TBD, Minneapolis School District
- Theresa Cain, Metro Transit
- James Andrew, Metropolitan Council
- Steve Sanders, University of Minnesota

2. **April/May 2010:** Solicit applications for 7 new voting members for two year terms beginning July 1, 2010.
3. **June 18, 2010** City Council Meeting (June 8 T&PW meeting): Appoint 7 new voting members for two year terms beginning July 1, 2010.
4. **July 2010:** Convene first Committee meeting with full Committee membership.
5. **Spring 2011:** Solicit applications and appoint 8 new or reappointed voting members for 2 year terms beginning July 1, 2011.
6. **Spring Annually:** Solicit applications and appoint new or reappointed voting members for 2 year terms beginning on July 1st, with 8 members being appointed in odd numbered years and 7 members being appointed in even numbered years.

Comparison of Existing vs. Recommended Structure of the Pedestrian Advisory Committee

	Existing (Established by Resolution 2006R-636)	Recommended Change
Membership composition	<p>The committee shall be composed of 18-24 members of the public and city and partner agency staff including:</p> <ul style="list-style-type: none"> • 1 member of the Minneapolis Senior Citizen Advisory Committee • 1 member of the Minneapolis Advisory Committee on People with Disabilities • 1 member of the Minneapolis Bicycle Advisory Committee • 5-8 members representing City Departments, including the City Attorney’s office, Public Works, Community Planning and Economic Development, Public Health, Police, Fire, and Communications • 5-8 members representing partner agencies, including Hennepin County, Metro Transit, Metropolitan Council, Minneapolis Park and Recreation Board, Minneapolis Public Schools, MnDOT, University of Minnesota, and U.S. Congressional Office • 5 community members who reside or own a business in the City representing the following areas: city residents, city business owners, senior citizens, persons with disabilities, university students, child/school advocates, and walking/transit advocates 	<p>The committee shall be composed of 15 voting members who reside or own a business in the City and who have an interest in promoting walking and improving the pedestrian environment in Minneapolis. The voting membership as a whole should represent the following perspectives on pedestrian issues:</p> <ul style="list-style-type: none"> • distinct pedestrian user groups, such as people with disabilities, senior citizens, parents or people who work with children, and transit riders; • caretakers of the pedestrian environment, such as property owners, neighborhood groups, business owners, and business associations; • people with relevant technical expertise, such as traffic safety, urban design, and public health; • people representing diverse social, cultural and economic groups in the City; and • people representing distinct geographic areas of the City, including at least one member from each of the five sectors of the City (Downtown, East, North, South, and Southwest), as defined in the attached map. <p>The committee shall also include non-voting members from City Departments and partner agencies, as identified by the Committee, with an interest in and impact on pedestrian issues to provide expertise on pedestrian issues and to serve as a liaison between the Committee and City departments and partner agencies. The following City departments shall assign a non-voting member to the committee: the Public Works Department, the Bike/Walk Ambassador Program, the Community Planning and Economic Development Department, the Police Department, and the Health and Family Services Department. The following partner agencies shall be requested to provide a non-voting member to the committee: Minneapolis Public Schools, Minneapolis Park and Recreation Board, Hennepin County, the Minnesota Department of Transportation, the University of Minnesota, the Metropolitan Council and Metro Transit.</p>
Terms & appointment process	<p>The 5 community members shall be appointed through an open appointment process for a 4 year term. The City departments and partner agencies shall assign a staff member to the Committee.</p>	<p>Voting members shall be appointed through the open appointment process for 2 year terms beginning on July 1st, with 8 members being appointed in odd numbered years and 7 members being appointed in even numbered years. Non-voting members shall be assigned by City departments and partner agencies.</p>
Chair/Officers	<p>The chair of the Committee shall be appointed by the City Council and other officers shall be selected by the Committee.</p>	<p>The chair and officers of the Committee shall be selected by the Committee.</p>