

City of Minneapolis Pedestrian Advisory Committee Meeting

Wednesday, November 3, 2010

3:30 pm to 5:30 pm

Room 333 City Hall, 350 5th Street South

Agenda:

1. Approval of September Committee Meeting Notes (*attachment 1*)
2. Approval of October Field Walk Notes (*attachment 2*)
3. Announcements (opportunity for members to inform committee of activities of interest)
4. Snow Clearance Communications Plan (*attachment 3*)
5. Pedestrian Master Plan Implementation – Maintenance Chapter (*attachment 4*)
(Opportunity to review Maintenance Chapter recommendations and identify an implementation strategy for which to request a staff update at December meeting)
6. Riverside Avenue Reconstruction Project (*attached via url:*
<http://www.ci.minneapolis.mn.us/council/2010-meetings/20101105/Docs/12-Riverside-LAYOUT.pdf>)
7. Next Meeting, Next Field Walk, Potential Future Topics

Next Committee Meetings:

December 1, 2010 (previously scheduled as field walk)

January 5, 2011

Next Field Walk: February 2, 2011 – Snow Issues Field Walk

Potential Future Meeting/Field Walk Topics:

City of Minneapolis Pedestrian Advisory Committee Meeting
Meeting Notes
Wednesday, September 1, 2010

Attendance:

Voting Members: James Andrew, Neal Baxter, Anna Gillette, Matti Gurney, Martha Hage, Diane Hansen, Elizabeth Haugen, Dan Herber, Tony Hull, Kelly Wilder

Non-Voting Members: Anna Flintoft, Liliana Rivera, Karen Nikolai, Sarah Stewart, Mary Jackson

Others: Kristin Klinger, Scott Engel, Beth Elliott

1. **Approval of May and July Committee Meeting Notes.** The committee approved the May and July committee meeting notes.
2. **Approval of August Field Walk Notes.** The committee approved the field walk notes for the August field walk of the Target Field Area with the correction that Diane Hansen attended the walk. Neal Baxter and Matti Gurney offered to prepare a revised field walk worksheet for the next field walk, in order to make it easier for participants to record observations. Diane Hansen suggested that the committee make an effort to have participants using wheelchairs and strollers at every field walk because of their unique perspective.
3. **Announcements.** Liliana Rivera from the Bike/Walk Ambassadors and Sarah Stewart from the Dept of Health and Family Support introduced themselves and explained that they would be serving as non-voting members representing their organizations. Tony Hull announced that the state Non-motorized Transportation Advisory Committee is seeking an applicant from the metro area and that TLC is seeking volunteers to conduct bike and walking counts. Anna Flintoft will forward the information from Tony to the committee.
4. **Approval of Bylaws.** The committee approved the draft bylaws with the following modifications:
 - Article II, Section 2 (a) (1) – Change “Health and Family Services Department” to “Health and Family Support Department.”
 - Article III, Section 3 – Strike section 3 (b).
 - Article III, Section 4 – Modify as follows: “In lieu of meetings ~~approving documents~~ committee actions can be accomplished by a ~~quorum~~ simple majority of the members of the Committee by using faxes, e-mails and other written means available.”
 - Article III – correct the section numbers for sections 3-9.
 - Article IV (a) – Change “Board” to “Committee.”

The bylaws were approved 9-1, with Martha Hage dissenting. Martha felt that the bylaws should contain the standard language on accessibility accommodations. Anna Flintoft will investigate city policy for including this language on all committee documents.

The committee also discussed the need for more diversity among committee members.

- 5. Selection of Committee Chair and Vice-Chair.** The committee unanimously approved the nomination of Matti Gurney for Committee Chair and Kelly Wilder for Committee Vice-Chair.
- 6. Warehouse District Heritage Streets Plan.** Beth Elliott from the Department of Community Planning and Economic Development presented an overview of the Warehouse District Heritage Streets Plan, the subject of the committee's planned October Field Walk. This area has a lot of historic street infrastructure, including loading docks and street pavers, and it does not have continuous and accessible sidewalks. Determining how to reconstruct these streets to best preserve the historic features and improve pedestrian accessibility is the purpose of this plan. Beth distributed a copy of the scope of work. An RFP for consultant services to complete this scope of work has been released, and proposals are due at the end of the month. Committee members suggested that the scope of work include an assessment of accessibility barriers and ADA complaints and connectivity issues. Beth explained that connectivity issues have been addressed through the North Loop Master Plan. The committee discussed having the field walk focus on the area bounded by Washington Avenue N, 3rd Street N, 10th Avenue N and 5th Avenue N.
- 7. Snow Clearance Follow-up Discussion.** The committee briefly discussed the snow clearance discussion from the July meeting. The committee discussed the potential to organize a pedestrian-oriented snow season kick-off for the media, similar to what is done annually for snow emergencies. The committee requested that Anna Flintoft forward a copy of the snow clearance encouragement emails used last year. The committee should take up this issue at the November meeting.
- 8. Next Meeting, Next Field Walk, Potential Future Topics.** The next committee field walk will be October 6, 2010; the subject will be the Warehouse District Heritage Streets Plan. The next committee meeting will be November 3, 2010; potential agenda items include snow clearance communications, Riverside Avenue reconstruction, the Interchange project presentation, and pedestrian master plan implementation.



Communications Department
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2010-2011 snow shoveling season

Communications plan

Topic	Messages	Tactics	When?	Who?	
Sidewalk shoveling	<ul style="list-style-type: none"> Do your part to make Minneapolis a great year-round walking city Shovel the full width, down to the pavement Be a good neighbor... and follow the law Emergency responders, postal carriers, bus riders need access 	Shoveling season kickoff media event sidewalk award winner checklist of preparation	2011		
		Article in CityTalk intranet site	First snow	Communications	
		?Media pitch. Positive shoveling story about a neighborhood (brainstorm: how about Rebecca Gomez's block—remember she was saying they shovel for each other? Maybe this can be the media event too.)		Communications	
		?Winter walk group		?Ambassadors	
		News release to neighborhood newspapers (message: the rules)	Oct. 15 for November	Communications	x
		News release to neighborhood newspapers (message: be prepared)	Nov. 15 for December	Communications	

Topic	Messages	Tactics	When?	Who?	
		News release to neighborhood newspapers (message: safety and accessibility)	December 15 for January	Communications	
		News release to neighborhood newspapers (message: ice removal)	January 15 for February	Communications	
		News release to neighborhood newspapers (message: go easy on the salt)	Feb. 15 for March?	Communications	
		News release to dailies (message: the rules)	November or first snow	Communications	
		News release to dailies (message: be prepared)	December during snow	Communications	
		News release to dailies (message: safety and accessibility)	January during snow	Communications	
		News release to dailies (message: ice removal)	February during snow	Communications	
		News release to dailies (message: go easy on the salt)	March during snow	Communications	
		Newsbites story written for City Council newsletters – include shovel graphic	Dailies news releases timeline	Communications	

Topic	Messages	Tactics	When?	Who?	
		Web news story posted on the City's Web site – include shovel graphic	Dailies news releases timeline	Communi cations	
		On-hold message	Nov - April	Communi cations	
		Cable still	Nov – April	Communi cations	
		E-mail to neighborhood associations	First snow	Public Works/Co mmunica tions	
		Flyer to neighborhood associations lists, ask them to post on their websites	First snow		
		E-mail to block club lists	First snow		
		Flyer to business associations	First snow		
		Public Works Web pages updated	By first snow		
		Flyers posted in coffee shops and community spaces		PAC members	
		E-mail to pedestrian govdocs list	Dailies news releases timeline		
		Facebook	Dailies news releases	Communi cations	

Topic	Messages	Tactics	When?	Who?	
			timeline		
		Twitter	Dailies news releases timeline	Communi cations	
		Snow shoveling flyer distributed at fire stations, council offices, 311.	With Snow Emergency mailer distribution	Public Works	
		Awards to businesses, residents. Photo feature, certificate they can post	Several throughout winter		
		Short video for Facebook		Communi cations	
		Work with DID on shoveling			

