

**Minneapolis Pedestrian Advisory Committee  
Meeting Notes**

**Wednesday, September 2, 2009**

3:00 pm to 4:30 pm  
Room 333 City Hall

- 3:00 pm**    **Introductions**  
**Approval of Meeting Notes**  
**Announcements**
- 3:05 pm**    **Sidewalk Snow Clearance Communications** – Elizabeth Haugen from Communications will review existing communications tools for sidewalk snow clearance and seek ideas from the committee on simple and cost-effective ways to improve public awareness of sidewalk snow clearance responsibilities.
- 3:20 pm**    **St. Anthony Parkway Bridge** – Joe Klejwa from Public Works will present the proposed design for the St. Anthony Parkway Bridge. He is seeking a resolution from the PAC supporting the proposed bridge cross-section.
- 3:30 pm**    **Boards and Commissions Diversity Survey** – Jennifer Lastoka, the City’s Community Engagement Coordinator, will explain and request PAC members to complete an online survey for members of City boards and commissions. The purpose of this survey is to help the City to better understand the composition of membership on boards and commissions in the City and develop appropriate recruiting strategies for the future.
- 3:40 pm**    **Pedestrian Advisory Committee 2.5 Year Review** – Anna Flintoft and Jennifer Lastoka, the City’s Community Engagement Coordinator, will facilitate a discussion of how the committee is fulfilling its mission, how the committee compares with other city advisory committees, and opportunities to improve effectiveness of the committee.

<b>PAC Member</b>	<b>Attendees</b>	<b>Representing</b>	<b>Present</b>
X	Jim Adams	Senior Citizens Advisory Committee	
X	James Andrew	Metropolitan Council	
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 <sup>th</sup> Ward Citizen – North Loop	X
X	Loretta Grewe	Advisory Committee on People with Disabilities	
X	Stephanie Gruver	4 <sup>th</sup> Ward Citizen	
X	Diane Hansen	12 <sup>th</sup> Ward Citizen	X
X	Sarah Harris	Walking Minneapolis Foundation	

X	Elizabeth Haugen	Minneapolis Communications Department	X
X	Steven Hay	Minneapolis CPED	X
X	Robin Hennessy	City of Minneapolis Attorney's Office	
X	Mary Jackson	Minnesota Department of Transportation	
X	Karen Nikolai	Hennepin County	
X	Jennifer Ringold	Minneapolis Park & Recreation Board	X
X	Mike Rumppe	Minneapolis Fire Department	
X	Jan Sandberg	7 <sup>th</sup> Ward Citizen – Loring Park	
X	Steve Sanders	University of Minnesota	
X	David Smith	Minneapolis Public Schools	
X	Mackenzie Turner	Bicycle Advisory Committee	
X	Kathy Waite	Minneapolis Police Department	
X	Mary Watson	6 <sup>th</sup> Ward Citizen	
	Trevis Graham	Public Works	X
	Joe Klejwa	Public Works	X
	Jennifer Lastoka	Neighborhood and Community Relations Dept	X
	Dan Bauer	Public Works	X

**Sidewalk Snow Clearance Communications**

The committee reviewed existing communications tools for sidewalk snow clearance. Elizabeth Haugen, Dan Bauer, and Anna Flintoft will meet before the next meeting and report back on a potential approach to improve sidewalk snow clearance communications.

**St. Anthony Parkway Bridge**

Joe Klejwa from Public Works presented the existing conditions and the proposed design for the St. Anthony Parkway Bridge rehabilitation project and requested committee support for the proposed design. The committee passed the following resolution in support of the St. Anthony Parkway Bridge rehabilitation project as follows:

The Pedestrian Advisory Committee supports a cross-section for the rehabilitation of the St. Anthony Parkway Bridge over the BNSF railroad which includes a 14 foot wide multi-use bicycle and pedestrian trail on the south side of the bridge and a 10 foot wide sidewalk on the north side of the bridge. It is important that the bridge project maintain the continuity of the sidewalks and trails on either side of the bridge and provide sufficient width and separation from moving traffic for pedestrians and bicyclists. Maintaining a 5 foot wide sidewalk on the north side of the bridge is a substandard design that does not provide a safe separation from moving traffic for pedestrians. This recommended cross-section is consistent with the City's pedestrian design guidelines developed under the guidance of this committee as part of the Pedestrian Master Plan.

**Boards and Commissions Diversity Survey**

Jennifer Lastoka from the Neighborhood and Community Relations Department explained the purpose of the online survey for members of City boards and commissions.

The purpose of this survey is to help the City to better understand the composition of membership on boards and commissions in the City and develop appropriate recruiting strategies for the future. Because the PAC has many staff members on the committee, Jennifer was not sure whether all PAC members should complete the survey or not and will email Anna Flintoft regarding which PAC members should complete the survey.

### **Pedestrian Advisory Committee 2.5 Year Review**

Anna Flintoft explained that the purpose of this discussion is to identify where to take the committee from here now that the committee is 2.5 years old, the Pedestrian Master Plan is nearly completed, and committee attendance has been waning. Anna distributed a handout summarizing the committee's mission, responsibilities and work to date; comparison to other advisory committees; attendance summary; and a list of questions for discussion (attached to these meeting notes).

The following is a summary of the major issues discussed by the committee:

- *Comparison to Other Committees* - The committee is unusual compared with other City advisory committees because it has a lot of members who are staff representatives to specific agencies or departments and do not go through the open appointment process; because the committee is chaired by a staff person; and because the committee has more official members (25 members) than most advisory committees. Most advisory committees have a staff person working with the committee chair to develop agendas and invite appropriate staff to the committee meetings relative to agenda topics.
- *Attendance* - On average, 11 of the 25 official members attend PAC meetings. Some members have attended 1 or fewer meetings in the past 12 months. Given that the committee has a lot of members representing specific departments and agencies, people may not be attending meetings regularly because the agenda topics are not always relevant to their work. Poor attendance is a growing challenge for the committee.
- *Mission* - The committee is fulfilling its mission in terms of the types of issues it is addressing.
- *Staff vs. Citizen Participation* – Citizen members appointed through the open appointment process feel that it's very important to have staff members on the committee to provide guidance and a reality check to the work of the committee. Members representing specific City departments and partner agencies feel their participation on the committee is valuable to learn about pedestrian issues and to contribute knowledge to the group; however, they will typically attend when agenda items are most relevant. Too much staff participation on the committee can raise questions about the credibility of the committee; not enough staff participation on the committee can leave a committee without sufficient direction.

The committee discussed the following purposes for the committee moving forward:

- *Advocacy* – Advocate for pedestrian needs in everything the City does. This is a proactive role for influencing pedestrian needs.
- *Review* – Respond to staff and policy maker requests for pedestrian-related input into City plans and projects. This is a reactive role for influencing pedestrian needs.
- *Public Engagement Forum* – Provide a standing committee through which the City may most efficiently engage the public about the needs of pedestrians and most effectively address the needs of pedestrians in the City’s work.
- *Not Implementation* – The primary role of the committee is not to directly implement pedestrian projects or initiatives, but rather to influence and advise the City on specific projects or general pedestrian needs.

Next steps were not developed; the committee will continue the discussion at the next meeting.

## **Pedestrian Advisory Committee**

### September 2009 Review

#### **Mission (established by Council)**

The mission of the Pedestrian Advisory 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.

#### **Committee Responsibilities (developed by committee 2007)**

##### Expertise

- Serve as the City's primary resource for expertise on pedestrian issues.
- Actively build the committee's collective knowledge of the barriers to walking and best practices for creating a great walking city, using outside expertise and community input.

##### Policy & Implementation

- Guide the development and implementation of a pedestrian master plan.
- Recommend funding and capital improvement opportunities and priorities.
- Recommend programs and policies affecting the implementation of pedestrian improvements.

##### Promotion, Education and Enforcement

- Guide the promotion of walking for transportation, recreation, and health purposes.
- Advise the City on pedestrian safety and accessibility through education and enforcement of traffic laws and other ordinances.

##### Coordination and Public Involvement

- Facilitate cooperation and communication among various agencies, City departments, organizations and neighborhoods regarding pedestrian issues.
- Encourage and use public and business participation in identifying pedestrian needs, opportunities and priorities.

#### **Work to Date**

- Provided guidance on development of Pedestrian Master Plan and Pedestrian Design Guide
- Recommended funding priorities for federal NTP bike/walk funding – top priority subsequently funded
- Reviewed and provided input on infrastructure improvement projects (Hennepin/1<sup>st</sup>, Chicago/9<sup>th</sup>, Washington Avenue Pedestrian & Transit Mall, 5<sup>th</sup> St/5<sup>th</sup> Ave)
- Shared information on programs and initiatives (roundabouts, Safe Routes to Schools, Sidewalk Maintenance, Health Dept Initiatives, Hennepin County Active Living, Bike Walk Ambassadors, Street Lighting Policy, Walking Minneapolis, Coordinated Street Furniture, MPRB Bike Walk Roll Plan)
- Endorsed ordinance change (newspaper box)

### Comparison to Other City Advisory Committees

	<b>PAC</b>	<b>Other Committees</b>
Membership Size	25	15 average
Representation	7 City staff 5 partner agency staff 1 advocacy organization 1 business organization 1 US congress office 3 other advisory committees 5 open appointment process seats	Most seats go through open appointment process (not staff or agency reps)
Terms	4 years	2-3 years
Meeting Frequency	Monthly	Typically Monthly
Chair	City staff person, appointed by City Council	Elected by committee
Bylaws	None	Some have bylaws; some don't
Meeting Notes	Yes	Some do; some don't

#### Who Attends?

- Average attendance - 11 members and 4 non-members
- Frequent non-member attendees: Bike/Walk Ambassadors, TLC, PW staff

<b>Attendance over last 12 meetings</b>	<b># of members</b>	<b>Members representing</b>
6-12 meetings	11	3 City Depts (PW, Communications, Health) 4 Partner Agencies (MPS, Mn/DOT, HC, MetCouncil) 3 Citizens 1 Advisory Committee (People w/ Disabilities)
2-5 meetings	9	4 City Depts (Fire, Police, CPED, Attorney) 2 Partner Agencies (MPRB, Metro Transit) 1 Advocacy Org (Walking Mpls) 1 Advisory Committee Rep (Bicycle) 1 Citizen
1 or fewer meetings	5	1 Partner Agency (U of M) 1 Citizen 1 Business Organization 1 US Congress Office 1 Advisory Committee (Senior Citizens)

## **Questions for Committee**

How does the committee fulfill its mission?

Are the right people at the table to fulfill its mission?

How important is regular attendance?

What is the role of staff vs. non-staff?

Are the right topics on the agenda? How do they get on the agenda?