



# City of Manitowoc

Citizen Park Building  
930 N. 18th Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes - Final Complete Streets Advisory Committee

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Friday, July 16, 2015

6:30 PM

Conference Room

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### 1. CALL TO ORDER

*The meeting was called to order at 6:30 p.m.*

### 2. ROLL CALL

**Present:** 4 - J. Brunner, R. Gabriel, D. Koski (City), J. Reimer (Community)

**Absent:** 4 - M. Kadow, L. Larsen, B. DeWitt (Community), J. Brey (Alderman)

### 3. PUBLIC COMMENT

*None.*

### 4. APPROVAL OF MINUTES

*R. Gabriel noted corrections to minutes. No quorum available to motion or approve June minutes. Approval of minutes tabled for next meeting.*

### 5. DISCUSSION & ACTION ITEMS

**EDUCATION. Event: Cycling for Sustainability.** *R. Gabriel and J. Reimer reported that while greater participation was wanted, the event was a successful networking event. Partners present at the event included: City of Manitowoc Complete Streets, Heavy Pedal Velo Club, Clipper City Co-op, The Fitness Store, Wisconsin Bicycle Federation, and Lakeshore Pedalers. Other groups participated in the event and feedback to adopt this event annually was given. Groups were also interested in becoming more involved with Complete Streets efforts in the future.*

*J. Reimer offered her prepared educational bulletin from the event as a future resource to the committee.*

**Event: "Bikenomics" Book Discussion.** *R. Gabriel stated she and L. Larsen are working together to present the book "Bikenomics" at Manitowoc Public Library(MPL) on Tuesday, August 25 at 6:00pm in Balkansky Community Room A. Books are available to check out at the MPL service counter and due back August 31. R. Gabriel displayed promotional materials for the event at the meeting, has provided H. Sohlden the information for social media, is promoting the event through MPL's event calendar and has uploaded flyers to the Complete Streets private Facebook for group use.*

**Action Items:**

- ✓ L. Larsen to create questions for discussion at event.

- ✓ Open opportunity to co-lead event with R. Gabriel.

**Event: Share the Road Awareness Ride.** R. Gabriel spoke on L. Larsen's behalf about a proposed bicycle ride on Tuesday, July 28 or Wednesday, July 29 at 5:00pm starting from Time Out Sports Bar & Grill TBD yet by L. Larsen. R. Gabriel made three proposed route maps approximately 10 miles in length for the ride and inquired feedback from the group. The group selected the route east on Waldo, downtown via the bike lane, along the Mariner's trail and returning west along Reed, Magnolia and Menasha and finally south along Rapids Road to the Time Out. Helmets and bright clothing are strongly suggested.

**Action Items:**

- ✓ D. Koski to see about getting a pothole filled on Waldo.
- ✓ J. Reimer to follow up with R. Gabriel with Herald Times Reporter contacts.
- ✓ R. Gabriel to email interested parties to participate and contact HTR reporter.
- ✓ J. Reimer to issue HTR press release.
- ✓ L. Larsen to handle social media and determine event date.

**Project: Yard Sign.** J. Brunner proposed that we create 1-3 bicycle awareness designs, paid for and distributed by local bicycle shops to promote safe cycling (similar to motorcycle awareness signs). D. Koski informed the group that signs would need to be placed at least a foot within the property line of the sidewalk. The group discussed distribution and placement of the yard signs as well as potential designs. The group decided 1 design selection would be best. J. Brunner stated each sign would cost \$4.50 as quoted by 2 vendors. An example of the sign quality was displayed to the group. J. Reimer informed the group that the signs are a very durable design. D. Koski suggested distributing the signs just before the start of the school year. J. Reimer added that the first Wednesday of October is "Walk to School Day." The group proposed a Fall deadline for the project.

**Action Items:**

- ✓ R. Gabriel proposed checking for other funding sources to print yard signs from B. DeWitt of WI Bicycle Federation, instead of bicycle shops.
- ✓ R. Gabriel to email committee members and community participants a survey to select a yard sign design.

**Resources: American Heart Association for Healthy Kids.** R. Gabriel informed that committee that promotional materials for following kits are available and relevant for the Complete Streets Advisory Committee to use and share: Complete Streets Kit, State- Safe Routes to Schools, Federal – Safe Routes to Schools. J. Reimer stated she also received a lot of information for Complete Streets by email. The group discussed the best way to sift through resource relevance and share the resources with the group. Potential document sharing could be done through google docs or the private Facebook page.

**RAILS TO TRAILS. Wisconsin Network Plan.** R. Gabriel received a copy of email correspondence from Gary Robinson (Manitowoc County DNR) on July 13 requesting similar support documents to the ones already provided for the Newton-Cleveland land acquisition by July 15 and has not yet been informed of the progress of the decision.

**Action Items:**

- ✓ R. Gabriel to research and determine status of railways in Manitowoc County

**CITY BICYCLE ROUTE.** J. Brunner has nothing new to report.

**Action Items:**

- ✓ J. Brunner to set up a meeting with D. Koski, G. Mlnikel, R. Gabriel and other interested parties to discuss a city bicycle route in September.

**BICYCLE RACK.** *J. Brunner noted a Facebook post by Barry Nelson about a bicycle that broke his front store window when it was resting there and inquired why Manitowoc didn't have bicycle racks. J. Brunner felt bicycle racks should not be considered until after the City had an established bicycle route. D. Koski updated the group on the Mayor's concerns for bicycle rack placement and budget allocated to bicycle racks for this current year and downtown business requests. R. Gabriel verified requests for bicycle racks from downtown business owners she has spoken with. J. Brunner expressed his concern with establishing a plan for bicycle rack placement repeatedly. D. Koski reiterated that he wanted N. Sparacio to be involved with bicycle rack placement for the City of Manitowoc.*

**Action Items:**

- ✓ D. Koski to keep the group informed on City bicycle rack plans.

**COMPLETE STREETS PRIVATE FACEBOOK GROUP.** *All group members of the committee were added to the Complete Streets Private Facebook. This private group is only for communication between group members and is not maintained for the public.*

**COMPLETE STREETS BRANDING.**

**Action Items:**

- ✓ D. Koski to check with Kathleen McDaniel about the usage of the Manitowoc "M" for Complete Streets Advisory Committee branding.

**MANITOWOC STREET PROJECTS.** *J. Reimer inquired about the potential for changes in local streets projects with the state budget of Complete Streets funding being cut.*

*D. Koski informed the committee that the City plans to only reconstruct the surface of Dewey, not incorporate bicycle-pedestrian friendly guidelines in a total reconstruction. The City would have to pay more to create a bike lane than the federal funding that would be received towards incorporating a bicycle-pedestrian-compliant design would provide or give up a lane of traffic, neither of which the City Council has an appetite for. The viaduct also poses a challenge. In the future when the street is completely redone, bicycle-pedestrian use may be considered.*

*Rapids Road is a county project that doesn't involve the City and it is D. Koski's understanding that they are considering bicycle-pedestrian usage.*

*D. Koski reported that the City plans for Waldo will incorporate larger sections that could incorporate a bike lane but the project has been pushed until at least 2019.*

**MAINTENANCE.**

**Action Items:**

- ✓ R. Gabriel to email Mayor to confirm what City committee Complete Streets Advisory Committee reports to.
- ✓ D. Koski to email audio recording of the meeting to R. Gabriel.

## 5. ADJOURNMENT.

*Meeting adjourned at 7:25pm.*

*Submitted by Rhienna Gabriel, Appointed Complete Streets Member & Volunteer.*