

**CITY OF WARRENVILLE
BICYCLIST AND PEDESTRIAN ADVISORY
COMMISSION REGULAR MEETING**

Tuesday, March 10, 2020 at 7:00 p.m.

At Warrenville City Hall

Council Chambers

28W701 Stafford Place

MINUTES

A. CALL TO ORDER

Chairman Sugrue called the meeting to order at 7:01 p.m.

B. ROLL CALL

Members Present: Chair Jerry Sugrue, Commissioners Amy Murphy and Kate Perkins

Members Absent: Commissioner Harlan Davis

Also Present: Staff Liaison Kristin Youngmeyer, Alderman Bill Weidner (arrived 7:05),

Guests: Pete Cleary, Matt Odom from the Warrenville Park District

C. APPROVAL OF MINUTES

Commissioner Murphy made a motion to approve the minutes of the February 11, 2020, meeting, seconded by Commissioner Perkins. Motion was approved.

D. CITIZEN COMMENTS

None.

E. STAFF REPORT

Staff Liaison Youngmeyer presented the Staff Report which included a link to the most recent Illinois Prairie Path Organization (IPPO) Newsletter and a schedule of upcoming City events. In September, the BPAC will meet downstairs in the conference room because the City Council will be using the Council Chambers. The City's volunteer appreciation dinner will be at Markito's Restaurant on April 15, 2020. Post Meeting Update: In light of COVID 19, the appreciation dinner was postponed.

F. BUSINESS OF MEETING

1. 2020 Bike Rodeo

a) Many action items have been accomplished. The certificates have been completed. Matt Odom shared a sample copy. Pete Cleary requested that All Spoked Up's logo be added to the poster as an event sponsor, and it was agreed that the logo would be added. Commissioner Perkins said that if she received a pdf version of the posters, she would email them to her PTA contacts at the elementary schools.

b) At the Community Development meeting, the City Council approved the solicitation request and the road closing. Alderman Weidner noted that the Council, in recognition of All Spoked Up's (ASU) many years of support for the rodeo, had approved buying bicycles from ASU instead of from a Warrenville store. Pete Cleary stated that 20 inch bikes with coaster brakes could be obtained from ASU for prices in the range of \$125 – 135. Pete had brought a catalog with him to show the kinds of bikes that ASU could get for the rodeo. It was noted that we could also get helmets from ASU, but Commissioner Perkins pointed out that one of the Bike Rodeo vendors, Northwestern Medicine, already gives every attendee a helmet.

c) In 2019, the safety course cardboard buildings from Liberty Mutual lacked connectors and had to be taped together. The buildings are at the Park District, and the Park District will purchase new connectors so that the buildings are easier to put and keep together.

d) The event budget includes money to buy t-shirts for volunteers, promotional items, and lunch. BPAC discussed whether to hold the promotional items for National Night Out since there are several other vendors at the Bike Rodeo who give away promotional items. The Park District will provide the t-shirts. They will buy 30 t-shirts of mixed sizes.

e) Alderman Weidner took an action item to ask Lance Haack to be the emcee.

f) Matt Odom said he was in contact with the Key Club at Wheaton Warrenville South and would like to have 12 – 15 members volunteer to help with the safety course. Commissioner Perkins said she would ask Melissa Simmons if her basketball team could help out with certificates and pictures with the Mayor, as they did last year.

f) Staff Liaison Youngmeyer will make sure there is a first aid kit on site.

2. Review of BPAC Responsibilities and the Bicycle Friendly Communities “Five E’s” (Engineering, Education, Encouragement, Enforcement, Evaluation & Planning)

a) Communication Plan: Staff Liaison Youngmeyer distributed copies of the City's communication plan and the social media guide. Space is limited in Hometown Happenings. The general process for City communications is to send any items to Staff Liaison Youngmeyer. She and City Administrative staff will review it, and if the item is approved, it will be posted in the appropriate place. Alderman Weidner mentioned the

City Message Board and the possibility of adding short safety messages on it. The City has a written policy governing the use of the message board.

b) New Events: Staff Liaison Youngmeyer distributed a City policy outlining tasks that need to be accomplished in order to have a City sponsored event.

c) Commissioner Terms: Commissioners Murphy and Sugrue's terms end in 2020. Commissioner Perkins' term ends in 2022. The BPAC is short one commissioner. We discussed whether we could find a younger person or even a high school student to join the BPAC. Staff Liaison Youngmeyer will check with the Wheaton Warrenville High School Key Club to see if any members would be interested.

d) May is Bike Month. Commissioners Perkins and Murphy will contact the Bower and Johnson PTAs to see if they would like BPAC or City assistance with Bike to School events.

G. COMMISSIONER COMMENTS

Commissioner Sugrue observed that if only one Council Room or City Hall door is unlocked, it should be the handicapped accessible door. Commissioner Murphy brought up the lighting your bike project. She will use the City events checklist to get started planning the event. This event may be deferred until next year. Commissioner Sugrue shared a picture of the worlds cutest grand baby, Leo Sugrue.

H. ADJOURN

Commissioner Perkins made a motion to adjourn the meeting at 7:55 p.m. Commissioner Murphy seconded the motion, and it was unanimously approved.

Respectfully Submitted
Commissioner Perkins