



MINUTES

BIKE TASK FORCE

CITY HALL SECOND FLOOR CONFERENCE ROOM
505 BUTLER PLACE
PARK RIDGE, IL 60068

WEDNESDAY, FEBRUARY 8, 2017 AT 7:00PM

I. Roll Call

On roll call, the following indicated their presence: Eric Coker, Melissa Hulting, Jim O'Donnell, Joe DeYoung, Lauren Pahnke, Adam Sciortino and Matthew Talbert. Also present were Jim Brown - Director of the Community Preservation and Development Department, Howard Coppari - Zoning Coordinator and Senior Administrative Assistant Brigid Madden.

Alderman Roger Shubert, Claris Olsen and Scott Scheuber were absent.

II. Approval of Minutes – December 14, 2016

On a motion by Melissa Hulting, seconded by Matthew Talbert, the Task Force agreed to approve the minutes from the December 14, 2016 meeting.

The motion was approved unanimously by voice vote.

III. Introduction of New Member – Adam Sciortino

Adam Sciortino introduced himself and discussed his interest in joining the Bike Task Force.

The members of the Bike Task Force introduced themselves. Jim Brown explained that his Department has not been involved with the Bike Task Force yet, but does believe that it is a natural fit. He explained his background and experience with bike plans.

IV. Report on Status of Bike Plan Proposals

Jim O'Donnell explained that during early conversations about the Bike Plan, Alderman Shubert and Acting Mayor Maloney advised the Task Force to focus on "quick hits" which would have an immediate impact and establish credibility with the City Council. This led to the decision to refresh the 2005 Bike Plan instead of creating a complete active transportation plan. Members of the Bike Task Force then met with Ride Illinois (RI) and the Active Transportation Alliance (ATA), who provided a proposal to refresh the Bike Plan. Chairman O'Donnell reviewed this proposal.

The Task Force presented to the City Council on December 19th. The Bike Plan proposal was discussed again at the January 9th Public Works Committee of the Whole meeting, at which time there was a consensus for staff to develop a statement of work, with input from the Task Force, and have Procurement obtain three quotes to update the Bike Plan.

Chairman O'Donnell explained that Jim McGuire, the City's Procurement Officer, suggested additional options for the proposal, which were to be included as options to ensure there would be an "apples to apples" comparison with the quote from RI and ATA. Mr. McGuire also suggested that the Task Force apply for a Cook Count grant to pay for the development of a Bike Plan.

The statement of work was posted to the City's website earlier in the day (February 8th) and Chairman O'Donnell shared it with the Task Force. Chairman O'Donnell expressed his concerns with the amount of time between the December presentation to City Council and the Call for Bid. He is concerned that the responses will not be an appropriate comparison to the RI and ATA proposal. Chairman O'Donnell also addressed the lack of contact between himself / the Task Force and City staff.

Ms. Hulting asked if RI and ATA needed to respond to the bid. Chairman O'Donnell explained that they would need to respond in order to have an accurate comparison.

The Task Force members discussed the bid deadline and opening process as well as how organizations are notified of the Call for Bid.

Chairman O'Donnell reviewed email correspondence between himself, Alderman Shubert and City staff. Chairman O'Donnell also explained that the grant suggested by Mr. McGuire might not cover the development of a Bike Plan, but instead would provide funding for implementation.

Mr. Brown explained that sole source procurement was an option indicated in an email but the Procurement Officer. He suggested that the Task Force ask that that option be reconsidered.

Mr. Sciortino suggested that the Task Force request an update to the Statement of Work, enumerating the options that are outside the RI and ATA proposal. Chairman O'Donnell explained that the Statement of Work blends the original proposal with the additional options suggested by the City and thus would not yield an "apples to apples" comparison to the original RI and ATA proposal.

Chairman O'Donnell explained that he would be requesting a meeting with Jim McGuire.

V. Update on Bike Parking

Chairman O'Donnell explained that he met with Alderman Shubert and requested a meeting with Public Works Director Wayne Zingsheim and his staff to discuss bike parking configuration and types of racks at the Uptown station. He was informed that bike parking – Phase 1 would be included in the upcoming budget sessions. Chairman O'Donnell was informed that funds might be available in the current budget as well.

Mr. DeYoung explained that there are three websites that provide bike rack solutions for public entities. This information was included in the spreadsheets provided to the City Council and Department Heads.

The Task Force discussed the placement of bike racks by the Public Works Department. Chairman O'Donnell explained that when the Department receives a request for a bike rack, they installed one. He requested that the Bike Task Force be consulted going forward as to the location and type of rack.

Mr. DeYoung explained that the Bike Task Force would be better served if they had funds attached to its projects, specifically a line item on the upcoming budget. Chairman O'Donnell stated that Alderman Shubert is in support of creating a line item for bike parking.

Chairman O'Donnell discussed the Northwest Highway Beautification grant, in which \$1.3 million was awarded to the City to update the streetscape on Northwest Highway between Prospect and Washington. He explained that Andrea Cline inquired about whether storm water retention was included. Chairman O'Donnell stated that bike parking and storm water retention are not presently included. He received feedback from the Public Works Department and Alderman Shubert that arrangements could be made to consult with the Task Force and include bike parking.

Jim Brown stressed the importance of working with the City for the consideration of a line item in the FY18 budget. He suggested that the Task Force also consider requesting funds for potential grant matches. He left the meeting at 8:00pm.

VI. Available Grants

Eric Coker displayed the RI website on the projector and the Task Force reviewed recently issued Illinois Transportation Enhancement Program (ITEP) grants.

Ms. Hulting expressed interested in reviewing the grant submittal for the Northwest Highway project.

The Task Force discussed the options added to the Bike Plan proposal including the request for theft data and GIS data points. Mr. Sciortino suggested utilizing Google Maps to satisfy the request for GIS data.

VII. Sewer Covers

Chairman O'Donnell explained that the Public Works Department is switching out the dangerous sewer covers identified by the Task Force. He asked how to go about identifying all of the effected covers. He suggested utilizing Go Green Park Ridge. Public Works explained that not all of the covers are standard, but they will begin replacing all of the standard covers. Mr. DeYoung stated that the dangerous covers would not be used in the future.

Ms. Hulting stated that she would utilize community pages on Facebook to locate sewer covers, asking followers to comment or send her a private message with the location.

Chairman O'Donnell suggested contacting Public Works directly with the location of the sewer cover. Mr. De Young explained that it would be better to provide a list to the Department.

VIII. Bike Task Force Website (Added to the Agenda by Chairman O'Donnell)

Chairman O'Donnell explained that website developments are on hold due to budget discussions and the redevelopment / changes have not been finalized yet. He stated that the City Attorney informed the Task Force that they are not authorized to have their own website. Alderman Shubert ask that the Task Force not move forward with plans for a website, but Chairman O'Donnell would like to continue to discuss the look of the site and possible content.

Ms. Hulting shared suggested content for a Bike Task Force landing page on the City's website.

Mr. Coker asked if he should take down the site bikeparkridge.org. Chairman O'Donnell said that site can remain up, but any reference back to the City or the City's Task Force should be removed.

Chairman O'Donnell explained that he would reach out to Acting City Manager Joe Gilmore to discuss a Bike Task Force landing page, accessible from the "Living in Park Ridge" section.

IX. Bike Sale

The Friends of the Park Earth Day Bike Sale is scheduled for April 29th. Mr. Talbert outlined details of the sale, as he has volunteered in the past. Chairman O'Donnell asked if it would be worthwhile to host a tabling event at the Bike Sale and collect email addresses. He also asked what the Task Force would do with the emails collected.

Ms. Hulting has attended the event in the past and collected information on preferred bike routes.

Ms. Pahnke and Ms. Hulting stated that they would attend the Bike Sale on behalf of the Task Force.

Chairman O'Donnell will reach out to Claris Olsen to secure a table.

X. District 64 and District 207 Outreach

Chairman O'Donnell explained that the Task Force invited the school districts to attend a meeting. He stated that the Task Force must identify the correct contacts within each District and talk to them in person. Claris Olsen had reached out to Public Information Coordinator at District 64. Mr. Sciortino suggested reaching out to the principals at each school, and volunteered to reach out to Field Elementary and Emerson Middle School. Ms. Hulting will reach out to Carpenter Elementary.

Chairman O'Donnell explained that feedback from the schools would provide input to the route planning.

Mr. DeYoung asked if the Task Force should be securing grants at this time. Ms. Hulting explained that ITEP would be a great source of grant funding, as well as Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding.

Mr. DeYoung asked if City staff would eventually be responsible for seeking grants for implementation of the Bike Plan. Ms. Hulting explained that City Departments do not have the capacity to take on this additional responsibility.

XI. New Business

XII. Adjournment

The meeting adjourned at 9:00pm.