



Lawrence- Douglas County Bicycle Advisory Committee  
January 17<sup>th</sup>, 2012  
Public Works Conference Room  
Ground Floor, Lawrence City Hall  
6 E. Sth Street, Lawrence, KS

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## AGENDA

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1. **Call Meeting to Order and Assurance of Quorum**
2. **Approval of the December 6<sup>th</sup>, 2011 Meeting Minutes** (draft attached)
3. **Discussion/Action Item: 2012 BAC Work Plan:** (draft attached) Staff will present a draft work plan for the BAC.
4. **Discussion/Action Item: BAC Bylaws:** (current Bylaws attached) Staff will discuss the BAC Bylaws for review, asking members to work on revising some unclear language and forwarding requested changes to the City and County Commissions.
5. **Discussion Item: Proposed Shared Use Pathway connection of Burroughs Creek Trail and the proposed Riverfront Connector:** Staff will share a project that was presented by Mike Myers that has evolved since the Riverfront Connector proposal. Parks and Recreation staff will be present to share the vision for the area.
6. **Discussion Item: BAC Logo:** BAC Chairwoman Lisa Hallberg will present new logo designs for discussion.
7. **Discussion Item: Mobile Applications for Bicycle Mapping:** Staff will follow up on the BAC request to pursue a mobile application for bicycle route mapping.
8. **Other Business**
9. **Public Comments:** This item is to allow brief public comments on items. Comments from each individual or organization will be limited to five minutes.
10. **Adjournment of Meeting:** The next meeting is scheduled for February 21<sup>st</sup>, 2012.

# City of Lawrence

## Lawrence – Douglas County Bicycle Advisory Committee December 6, 2011 Minutes

MEMBERS PRESENT: Chris Burger, Jay Bialek, Lisa Hallberg, Rhonda Houser,  
Chad Foster  
MEMBERS ABSENT: Tom Jerome  
STAFF PRESENT: Jessica Mortinger, Steve Lashley, David Woosley  
PUBLIC PRESENT: Dickie Heckler, PJ Karlin

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### 1. Call Meeting to Order and Assurance of Quorum.

The meeting was called to order at 5:00 p.m.

### 2. A quorum was present. Approval of the November 15, 2011 Meeting Minutes

A motion to approve the minutes from the November 15th meeting was moved by Lisa Hallberg seconded by Rhonda Houser and passed unanimously.

### 3. Discussion/Action Item: BAC recommendations for bicycle facility improvement in relation to the 2012 Lawrence Street Maintenance Program:

The BAC subcommittee provided comments to MPO staff to finalize the recommendations. Ms. Mortinger presented a draft memo that reflected all the recommendations that the BAC had made to public works over the past two meetings, including the addition of two more recommendations as suggested by the subcommittee. Mr. Woosley indicated that public works will be unable to meet some of the recommendations for bike lane additions due to limitations of roadway width; they would investigate the use of sharrows in those corridors. He also indicated in locations like Monterey Way where the roadway allows for on street parking, future investigations and possible removal of parking could permit bike lanes. This would require additional work with neighboring neighborhoods and parks and recreation due to the proximity of Dad Perry Park. A motion was made by Mr. Burger to approve the memo, seconded by Mrs. Hallberg and passed unanimously.

### 3. Other Business:

Ms. Mortinger informed the BAC she was working with KDOT to update the existing bikeway systems map layer for a new version of their Kansas Bicycle Guide.

Ms. Mortinger indicated she had received an email from the former BAC chair he had received from the League of American Bicyclists informing us that the time for renewing our application for Bicycle Friendly Community is approaching in February. Staff will work with the BAC chair to complete the application.

### 5. Public Comments: Mr. Karlin, representing the Community Mercantile asked what work the BAC was currently doing, how often they met and expressed concern about improving

bicycle facility connections to the store location at 901 Iowa. Members discussed the current projects and invited Mr. Karlin to attend future monthly meetings.

**6. Adjournment of Meeting:** The meeting was adjourned at 5:30 p.m. The next meeting is scheduled for January 17, 2012.

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**2012  
LAWRENCE – DOUGLAS COUNTY BICYCLE ADVISORY COMMITTEE  
WORK PLAN**

**MEETING DATES AND TIME:** Meetings are on the 3rd Tuesday unless otherwise noted. Meetings begin at 5:00 p.m. and are generally held in the Public Works Conference Room in Lawrence City Hall at 6 E. 6th Street

**January**

- § Review and approval of 2012 Work Plan
- § Review to BAC Bylaws
- § Logo development

**February**

- § Review and update to BAC Bylaws
- § Logo Approval
- § Google Map updates, divide up work/responsibilities

**March**

- § Plan for Bike Month Activities
- § Rideability Map distribution (divide up locations for distribution)

**April**

- § Plan for Bike Month Activities
- § Participate in Public Involvement for MTP
- § Go live with Google Maps and Mobile Applications

**May**

- § Bike Month/Week Activities
- § Attend and participate in Helmet Fairs
  1. Baldwin
  2. Eudora
  3. Lawrence
- § Participate in Public Involvement for MTP

**June**

- § Review and comment on draft Bicycle Chapter of the MTP (and the rest of the MTP draft if BAC members want to)

**July**

- § Review final draft of MTP-Bicycle Chapter
- § Plan for and recruit volunteers for the Bicycle and Pedestrian Counts
- § Work with consultants on development of the new Countywide Bikeway System Plan

**August**

- § Work on recruiting volunteers for the Bicycle and Pedestrian Counts
- § Work with consultants on Countywide Bikeway System planning

**September**

- § Conduct Bicycle and Pedestrian Counts
- § Work with consultants on Countywide Bikeway System planning

**October**

- § Work with consultants on Countywide Bikeway System planning
- § Review and comment on Lawrence's 2013 Comprehensive Street Maintenance

Program

**November**

- § Work with consultants on Countywide Bikeway System planning
- § Review and comment on Lawrence's 2013 Comprehensive Street Maintenance Program

**December**

- § Develop 2013 Work Plan

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*City of Lawrence*  
*And*  
*Douglas County*  
Bicycle Advisory Committee  
By-laws

**Article I**  
Purpose

- Section 1. The Bicycle Advisory Committee (Committee) was established to make recommendations to the Lawrence City Commission, Douglas County Commission and the Lawrence/Douglas County Metropolitan Planning Organization (L-DC MPO) concerning issues related to bicycle use within the community. These responsibilities include making recommendations regarding the location and design of bicycle facilities, the expenditure of City, County and Federal funds for bicycle facilities, the location and design of public streets and roads for bicycle use, development of a bicycle safety education program, sponsorship and promotion of bicycle related events for the City and County, on-going renewal of the City of Lawrence Bicycle-Friendly Community designation, and other related bicycle issues. These responsibilities should be addressed as part of a Bicycle Work Plan to be submitted to both the City of Lawrence and the Douglas County Commission on an annual basis. In conjunction with the Bicycle Work Plan an annual report on proposed projects should be submitted to the City of Lawrence and Douglas County prior to the budget process of each commission.

**Article II**  
Membership

- Section 1. The Committee shall be composed of nine members.
- Section 2. Committee members shall be residents of the City of Lawrence, Eudora, Baldwin City, Lecompton, or Douglas County.
- Section 3. Committee members shall have an interest in issues and policies regarding bicycle use.

- Section 4. Committee members shall serve three year terms, except upon initial appointments to this Committee which, may involve completing the remainder of a current appointment.
- Section 5. Committee members shall be limited to serving two (2) complete terms.
- Section 6. The Mayor of Lawrence will appoint **four** Committee members with consent of the City Commission. The Mayor of Eudora will appoint **one** Committee member with consent of the City Commission. The Mayor of Baldwin City will appoint **one** Committee member with consent of the City Commission. The Mayor of Lecompton will appoint **one** Committee member with consent of the City Commission. The Chair of the Douglas County Commission, with consent of the County Commission, will appoint **two** members to represent the County.
- Section 7. If a jurisdiction decides not to participate or appoint a representative within 4 months of notice of vacancy, the BAC will have the authority to elect a member by a majority vote, That member will be eligible to serve one complete term before the non-participating jurisdiction can appoint a replacement.
- Section 8. Committee representation should include an individual from the following areas: Fire/Medical; Public Safety Department; the University of Kansas. The remaining positions shall be filled with at-large community members. Committee members may not be employed by or elected officials of the City or County they represent.

### **Article III**

#### **Officers**

- Section 1. The elected officers of the Committee shall be:
- a. Chair
  - b. Vice-chair
- Section 2. Terms shall be for one (1) year beginning January 1.
- Section 3. Officers shall be elected at the first regularly scheduled meeting of each year.
- Section 4. The duties of the elected officers shall be:

- a. Chair
  - 1. Shall preside at all meetings of the Committee.
  - 2. Shall represent the Committee at City and County Commission meetings.
  - 3. Shall serve as the BAC representative to the L-DC MPO's Technical Advisory Committee or have the authority to appoint a representative.
- b. Vice-chair
  - 1. Shall preside at Committee meetings in the absence of the Chair.
  - 2. Shall represent the Committee at City and County Commission meetings in absence of the Chair.

Section 5. A representative of the Douglas County Metropolitan Planning Department or other designee of the City Manger shall serve as staff liaisons to the Committee.

#### **Article IV** Meetings

Section 1. The Committee shall meet the third Tuesday of each month at 5:30 p.m. unless otherwise designated by the Committee.

Section 2. The Chairman may call special meetings provided at least three (3) full days notice is given to all Committee members and the media.

#### **Article V** Quorum

Section 1. A majority of currently appointed Committee members **(5)** shall constitute a quorum. A majority of those present and voting is necessary to conduct business.

#### **Article VI** Resignation Procedures

Section 1. Upon the voluntary or involuntary (see Article VII, Section 2 and Article VIII) resignation of a Committee member, the staff liaison shall notify the Mayor of the appropriate jurisdiction or the County

Commission Chair of the appropriate facts and request that a replacement member be appointed.

**Article VII**  
Attendance

- Section 1. Committee members are expected to attend all regularly scheduled and special Committee meetings.
- Section 2. Failure to attend three (3) consecutive meetings without valid excuse and notice to the Chair or staff liaison will be deemed as automatic resignation by a Committee member.

**Article VIII**  
Conduct

- Section 1. Committee members are subject to all rules and regulations as established by the City of Lawrence and/or other governmental jurisdiction and agencies having legal authority to regulate public officials' behavior and conduct.
- Section 2. No Committee member may use his/her title or office in public representations unless authorized by the Committee.

**Article IX**  
Amendments

- Section 1. Amendments to these bylaws may be initiated at any time during a regular Committee meeting.
- Section 2. Passage of an amendment will require a majority vote of all Committee members.
- Section 3. Amendments shall take effect immediately unless otherwise stipulated in the amendment.

The Bicycle Advisory Committee hereby adopts and approves these by-laws on this 18th Day of August 2009



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Eric Struckhoff, Chair  
Lawrence Douglas County Bicycle Advisory Committee