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January Meeting Minutes

January 19, 2017

Attending were Mark Deshon (chair and resident), Susan Grasso (resident), Karl Hassler (resident), Al Porach (resident), Karen Rosenberg (resident), Brian Bahnson (resident), Lauri Webber (resident), Barb Hughes (resident), Joel Schwaber (non-resident), Heather Dunigan (WILMAPCO and Newark Bike Project), John Bare (Bike Delaware), Paul Moser (DelDOT), Joe Charma (Downtown Newark Partnership), Joe Spadafino (City of Newark/Parks and Recreation), Mike Fortner (City of Newark/Planning), Ban Phommachanh (University of Delaware/Parking), and Officers Michael Slater and Michelle Haney (University of Delaware/Police).

Regrets: Tom Coleman (City of Newark/Public Works and Water Resources)

- *Progress report from ad hoc BikeNewark organizational subcommittee*

Brian Bahnson began by saying that he, Susan Grasso, and Karl Hassler had met twice in the past couple days to try to pull together the spreadsheet with regard to membership options and liability protection that was handed out at this meeting.

Two key questions were discussed at length—What constitutes membership? and What do we need in terms of insurance? Articles of incorporation require that we submit verbiage around what constitutes membership in BikeNewark as well as create a board of directors and a set of bylaws.

Susan said she'd go ahead and file on BikeNewark's behalf as "BikeNewark, Inc." and pay the \$75 fee. The spreadsheet the subcommittee handed out included several membership models (combination, free, flat-fee, tiered, donation) and elucidated our goals in formalizing as an official nonprofit entity:

- Create broad-based support.
- Create a large pool of potential volunteers and donors.
- Create a source of revenue/organization support.
- Create a pathway to leadership positions/active engagement.

Having explained the models, Brian indicated the subcommittee recommends a version of the combination membership model with descriptive levels something like the following:

- Community member—anyone who participates in any BikeNewark event
- “Flat Tire” member—a volunteer or participant at 3 events or meetings annually, plus signing a membership form
- “Bent Spoke” member—\$10–25 (includes Bicycle Benefits sticker)
- “Rusty Chain” member—\$26–50 (includes above level plus discounted rate on events and coupons to local bike shops)
- “Broken Derailleur” member—\$51–100 (includes above level plus BikeNewark T-shirt)
- “Refurbished Bike” member—\$101–500 (includes above level plus BikeNewark bike jersey)
- “Carbon Fiber” member—over \$500 (includes above level plus name on BikeNewark website)

Organizational support can be solicited and tiered in a similar fashion with tiered benefits. In answering a question posed by John Bare about whether we’re more interested in revenue or political clout, Mark insisted that money is not the “driver” for our coalition.

There was some discussion around whether attending three meetings was enough to secure membership, while some insisted that our monthly meeting time precludes some from being able to attend. This will have to be discussed further. There was also some discussion about voting privileges and how paid membership (without meeting attendance) could potentially look like one would be “buying” the right to vote.

Heather Dunigan insisted that we have really operated by consensus [except for one circumstance last summer, wherein we used the word “vote” somewhat unintentionally] and that we’d have to decide in the bylaws how and when votes are taken and who has the right to vote. We all agreed that liaisons from partner organizations will not be voting members.

In terms of an executive board, the feeling was that it should be elected (i.e., voted on) by the membership. Joe Charma said that the “high-altitude” strategic direction of BikeNewark ought to be the responsibility of the executive board.

The homework done on liability insurance indicated that the League of American Bicyclists (LAB) offers its organizational members general liability and participant accident insurance at an annual \$189 cost (this year’s figure). Directors and officers insurance cost through a third party is less clear but is probably in the realm of \$550 or more per year. LAB membership is free for year one and \$77 annually for subsequent years.

- *Proposal to City for formation of Main Street pave & rehab task force*

Susan began by sharing some background for a proposal, based on an upcoming scheduled pave and rehab project by DelDOT. Frank Warnock had copied Mark and Heather on a group email suggesting that a better way to enhance visibility for the legitimacy and safety of bicycling on East Main Street—a solid green path in the middle of the right lane along its entire length.

Upon considering this further, Susan felt that maybe BikeNewark should suggest to the City of Newark that it form a task force, like what had been done with Cleveland Avenue last year, to gather stakeholders and take a holistic look better infrastructure for cyclists on Main Street.

Susan had prepared a draft letter for discussion, which included four possible scenarios for lane configuration, which she briefly explained. Mark noted that now is the time for beginning such a process of collaborative planning, because, like the Cleveland Avenue project, what is decided will end up being in place for many years. All agreed that we should pursue this.

Heather noted that DelDOT would not accept Frank Warnock's specific proposal but could go with "green-backed sharrows" (white sharrows on a green rectangle) for surface signage, which would be the City's responsibility to maintain. Paul Moser made the point that the design work that has already been done is inconsistent with the alternatives presented in Susan's proposal, particularly with respect to a separated bike lane(s) approach (configurations B, C, and D). He also said that Jeff Riegner had said that the City could possibly set up a temporary "demo" of a desired configuration on East Main Street, east of S. Chapel Street, where there is less active parking. Heather said that she's very nervous about the suggested narrowing of travel lanes (to less than 10 feet), because this would be dangerous with all the truck traffic that the route handles. In the one-side, back-in angled-in parking scenario (D), she said that this parking configuration needs 16 feet perpendicular to the curb with a minimum lane width of 10 feet.

Susan thought that the City should look at parking along Main Street as well as improving bicycle access. There was a discussion on a parking garage proposal that Lang Development has presented to the City, wherein the City would pay nothing for the construction and reap 20% of the revenue. Susan's proposed configuration D, which included back-in angled-in parking and a separated bike lane, would be dependent on such a parking garage's existence. It was agreed that Susan's draft would need some work to better take into account some of the aforementioned comments. Of the four scenarios presented, Heather recommended a modified version of Susan's configuration A (the one closest to what we currently have in place), which would include sharrows painted in both lanes (staggering them was suggested), which would help better communicate to cyclists the space available to them.

With further input from Heather and Paul, Susan will modify the draft and share it with the committee for final comments before sending it to Mark to have the letter finalized and delivered to the Mayor and City Council.

- *Progress report on BikeNewark website*

Mark reported that the BikeNewark.org website is now live and officially launches tomorrow. He intends to get the word out, in an official capacity, to each of our partner organizations and ask for their help in spreading the word about our new entity name, website, and interest survey.

Special thanks to BikeDelaware for allowing us to use the domain name BikeNewark.org, especially James Wilson for his help in "flipping the switch" necessary. Thanks, too, goes to Heather for all the past work she's done over many years in maintaining our web presence on the WILMAPCO site.

Plans are to use the blog page for articles of interest that relate either directly or indirectly to our work and our mission.

- *Initial discussion concerning spring events*

- *Bike Central – safety checkpoint events*

Paul said that the two dates had been said but that he couldn't remember what they were. Ban Phommachanh verified them as March 29 and April 13. Someone indicated that March 29 is during UD's Spring Break, so another date is being considered. [Subsequent to the meeting, Ban said that Susan had suggested May 3 as the alternate date. Ban will check into availability.] Ban said he had lights to give out; Paul asked about helmets, and Ban said that only about three helmets have been given out, on average, during each session, so it may not make sense for DelDOT to order them for these events.

- *Mayor's Fun Ride*

Joe Spadafino reported that there will be an initial meeting tomorrow at 11 a.m. to begin planning for the Mayor's Fun Ride. The date chosen for the event this year is Saturday, May 6. It is still meant to be a "kick-off" to National Bike Month, but this year it won't conflict with UD's Ag Day.

- *Bike to Work Day*

Mike Fortner reported that this year Bike to Work Day in Newark will be on Friday, May 19, from 7:30–9:00 a.m. He indicated that he has applied to Gov. Carney's office for the Governor to be present, and said that City Communications Director Kelly Bachman will ask former Gov. Jack Markell to attend. We want to make a special presentation to Markell during the event. Mike explained what has typically been done as far as organizing supplies and random prizes. When asked about Downtown Newark Partnership's involvement, Joe Charma suggested sending a sponsorship pitch to the City's Community Affairs Officer, Megan McNerney.

- *Bike to School Day*

Susan said she had nothing to report on this event yet, which will tentatively be scheduled sometime during May—National Bike Month. Joel Schwaber wondered whether certified ride leaders could help with this event in some way.

Paul mentioned that UD's Institute for Public Administration (IPA) wants to implement a bike-evaluation toolkit, and that this event might be an opportunity for IPA to be involved.

- *Quick subcommittee updates*

- *Communication subcommittee*

Karen Rosenberg reported that the subcommittee met on December 29 and updated BikeNewark's interest survey and, based on feedback from the larger group at the NBC meeting on December 15, discussed and chose a logo for BikeNewark. Mark displayed it visually and added that the logo has the versatility to be used in various secondary colors with

black. [It is flexible enough to be printed onto various color backgrounds (either as is or in just black or white), which was one of the critical comments about the drafts that had been presented on December 15.]

○ *Education/Encouragement subcommittee*

Susan reported that the next First Friday Ride will be held on February 3. She said that liability waivers are being used and tracked. She also said that Barb Hughes is checking into Wood-Fired Pizza as the after-ride meeting location. Mark said he hoped this would work out, because Heather has already posted this information on BikeNewark's Facebook page.

Susan mentioned the Bicycle Benefits program, which is run by a third party. The idea is that helmet stickers would be bought at \$2.50 each and sold for \$5.00 to the public and that participating businesses would decide what kind of benefit or perk would be given to those who ride and bring their stickered helmets in as proof of their membership in the program. The question was asked if the sticker was an annual buy, or a one-time purchase. Susan said it was to be a one-time purchase. Joe Charma had shared this idea with the Downtown Newark Partnership (DNP) and said that the DNP is interested in finding ways to encourage synergies like this program.

○ *Engineering subcommittee*

Mark reported that the subcommittee met on January 6 and discussed four topics: the proposed UD-Connector, bikeway options in front of Newark High School (part of the Delaware Ave. cycletrack project), destinations and wayfinding as relates to the spring roll-out of an experimental central Newark bikeway loop, and bike lane options for an upcoming Main Street pave and rehab project (see second agenda item in these minutes).

Unfortunately, the representative from UD who came to the meeting had no new information on UD's end relative to our UD-Connector proposal. With Tom Coleman's walk-through, we discussed and made recommendations to him with regard to our preference for a planned eastbound bicycling amenity in front of Newark High School. The subcommittee will be individually working on signage suggestions for a central Newark bikeway loop mock-up (see next page), which will take place this spring.

○ *Safety and Enforcement subcommittee*

Though there was nothing to from this subcommittee to report, John Bare said that Bike Delaware has been working on updating and clarifying a "Stop as Yield" law that may be introduced as a legislative bill at some point. He indicated there has been a good response from the Delaware State Police. This potential law would apply especially on roads with stop signs. John said the concept would have to go to the public for crowd-sourcing and feedback.

• *One talking point to feed Mayor Sierer for February City Council meeting*

Brian and Susan suggested that the Mayor present our desire that the City set up a task force to discuss and make recommendations for bicycle-amenity options for Main Street. There was a question as to whether she should be asked prior to her reading our proposal, which is still in

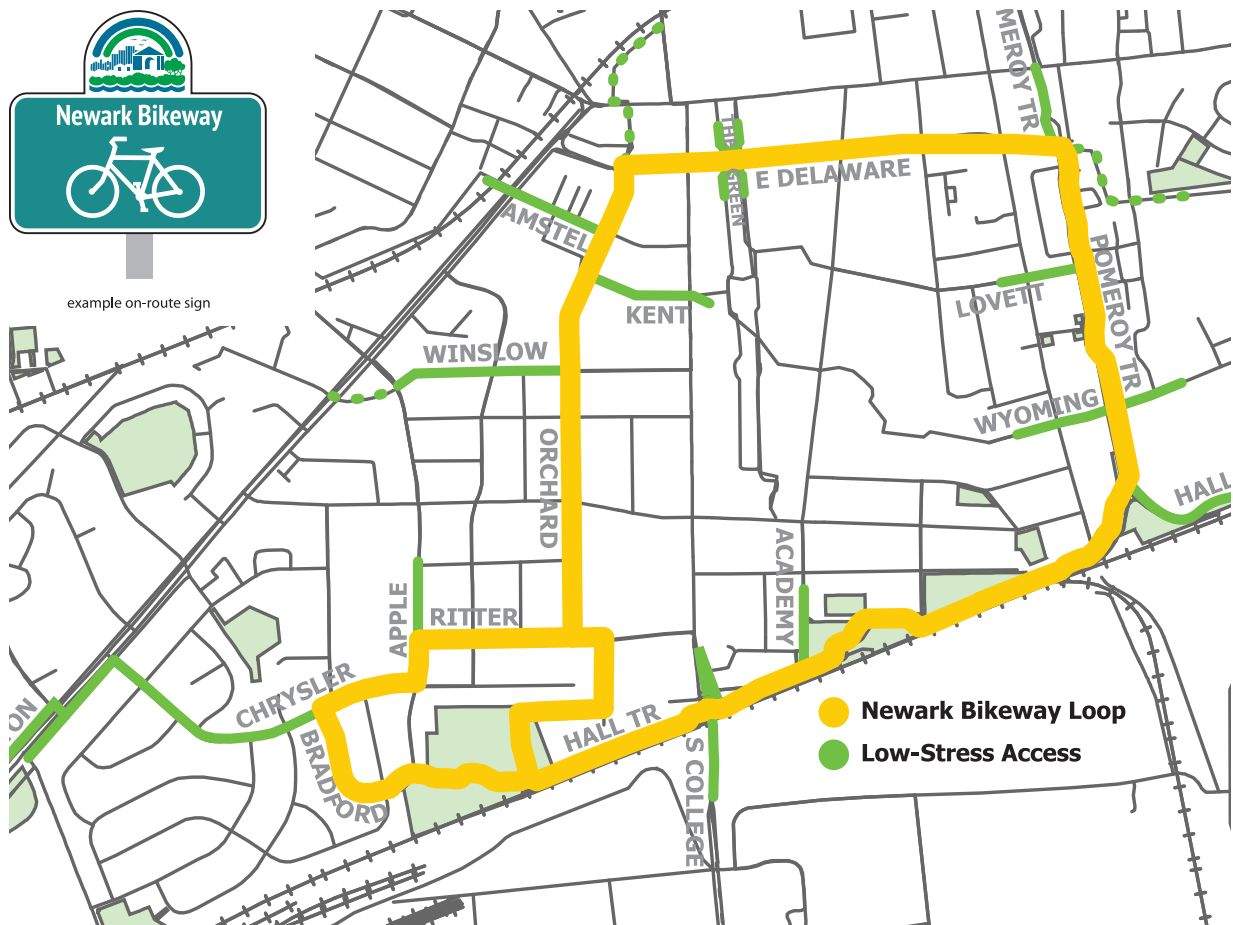
draft stage at this point. Mark said he would be in touch with the Mayor and alert her to what is coming (see second agenda item in these minutes).

- *Old or new business*

Mark mentioned the importance of our participation and support in the public workshop on the Florida-T and Cleveland Avenue on Monday, March 6, from 7–9 p.m. at the Newark Senior Center. This will be a critical step in getting the entire Cleveland Avenue pave and rehab project on its way.

Heather said that she is on the advisory committee for the Delaware Statewide Bicycle Policy Plan and that will be two upcoming public workshops to discuss the plan—Monday, Feb. 27, from 4–7 p.m. at Middletown High School and Wednesday, Mar. 1, from 4–7 p.m. at the Wilmington Public Library.

Our next monthly meeting will be on Thursday, February 16, at 4 p.m. at WILMAPCO.



(Experimental central loop. See engineering subcommittee report on previous page that goes with this figure.)