

**Greenway, Bicycle and Pedestrian Advisory Committee (GBPAC)**  
**Formerly the Greenway & Trail Users Advisory Group**  
**Tuesday, May 10, 2016 – 7:00 PM**  
**GF City Hall, 255 North 4<sup>th</sup> Street, Grand Forks, ND – Room A102**

## Meeting Notes

Dan Splichal  
Stephanie Erickson, GF planning  
Wes Rogers  
Richard O'Connor  
Art Young

Dave Sears  
Nikki Seabloom  
Aaron Kennedy  
David Kuharenko, GF engineering  
Kim Greendahl, City of GF

### I. Greenway items

- A. **Downtown trail & dock project:** Plans are moving forward for installing the trail and dock. A start date has not been identified yet. Richard commented that he thinks the rip rap at the site has been helpful for canoers and kayakers getting in and out of the water.
- B. **River Access Master Plan public input:** Public meetings are scheduled for Tuesday, May 16 at the EGF city hall and Thursday, May 19 in GF city hall from 6PM – 8PM. It is an open house format with no formal presentation. An online comment form will be available soon. The information collected from these meetings will be assembled and reviewed for a draft report later in the summer.

### II. Bikeway items

- A. **GF Planning: Bike share program in Fargo:** Stephanie, Councilman Bret Weber, Pete Haga and a representative from UND Student Council recently met with the manager of the bike share program in Fargo. The Fargo program has been very successful and is exceeding the expectations for ridership. There are currently eleven stations and 100 bikes in the program. The bikes are not used in the winter because the solar panels that power the data from the bike racks do not work in the cold weather.

The Fargo program is supported with \$65,000 annually from NDSU student fees. Students use their identification (id) card to rent the bike. The first thirty minutes are free for students using their id card. Other fees are \$4 per hour or \$15 a month. Bikes are open to the public for use. Membership can be used for bike share programs in other cities.

Bret met with the Ground UP Adventures (GUP) board of directors to discuss management of the bike share program. GUP was interested in the idea but would like to focus on getting the boathouse established before considering another project. Another idea would be to partner with a health-related facility for management. Great Northern Bicycle Company started a non-profit foundation to serve as the fiscal agent for the Fargo program. That allowed them to hire a part-time manager to run the program. Stephanie is creating a focus group to explore local options for management of a program in GF.

- B. **MPO: Bicycle and Pedestrian Plan Update:** The advisory group for this project will be meeting later today. Their role will be to gather data and input for the final report and recommendation. Jairo is looking at the possibility of televising some of the meetings.

### III. Other

- A. **Boathouse:** Ground UP Adventures has hired a manager for the boathouse. Plans are to open to the public Memorial Day weekend.

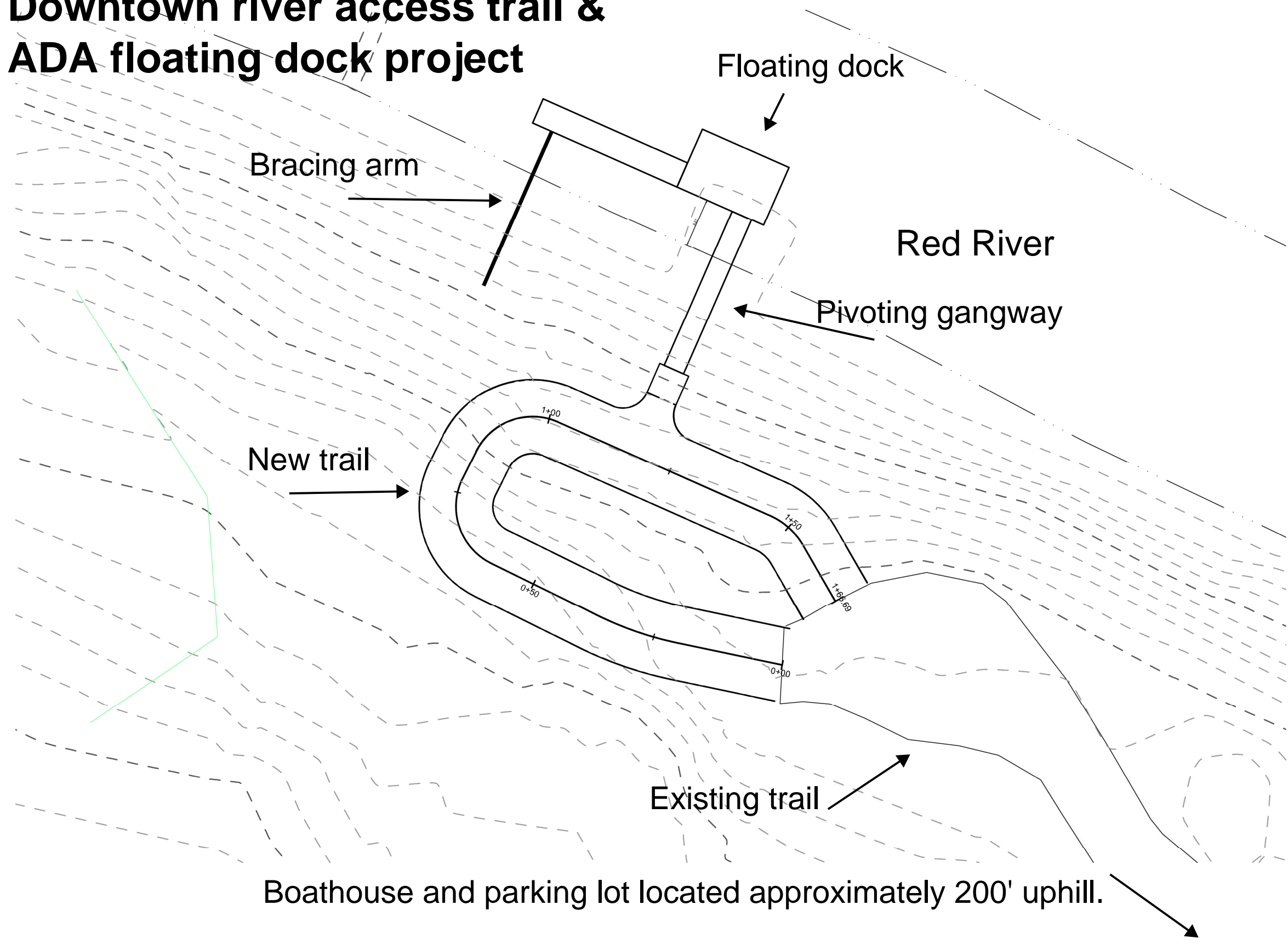
**IV. Next meeting date: 7PM, Tuesday, September 13, 2016, GF City Hall, 255 North 4th Street, Grand Forks, ND – Room A101.**

Submitted by: Kim Greendahl, Greenway specialist, city of Grand Forks

Supporting documents:           Aerial view of downtown trail & dock project  
Draft 2016 Bicycle and Pedestrian Plan Advisory Committee Bicycle and  
Pedestrian Plan Update: Role & Expectations

# Grand Forks, ND Downtown river access trail & ADA floating dock project

Attachment A



NO.	DATE	REVISION

DRAFTED RS
REVIEWED JM
PROJECT NUMBER 13615101
ISSUE DATE DATE

**GREENWAY RECREATIONAL DOCK**  
CITY OF GRAND FORKS  
GRAND FORKS, NORTH DAKOTA  
PLAN SHEETS

This drawing is preliminary and not for recording or implementation purposes.

M.P.O.  
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# Grand Forks - East Grand Forks Metropolitan Planning Organization

Earl Haugen, Executive Director

## OPPORTUNITIES FOR PUBLIC INVOLVEMENT & ACTIVE PARTICIPATION!

### BICYCLE AND PEDESTRIAN PLAN UPDATE (2016)



#### CONTACT:

Jairo Viafara, AICP Senior Transportation Planner,  
Grand Forks-East Grand Forks MPO  
[jairo.viafara@theforksmpo.org](mailto:jairo.viafara@theforksmpo.org) Phone: (701) 746-2656 (MWF) Phone: (218) 399-3372 (T TH)

Grand Forks-East Grand Forks MPO  
Bicycle and Pedestrian Plan Update, 2016  
Advisory Committee Bicycle and Pedestrian Plan Update: Role & Expectations

**I. Purpose**

The purpose of this document is twofold: a) it is prepared to address comments brought to our attention by stakeholders at the Technical Advisory Committee; b) it is also organized to serve as a guide in the implementation of Task 1 points 2 & 3 of the approved Scope of Work. These tasks are advanced to facilitate the Grand Forks-East Grand Forks Bicycle and Pedestrian Plan Update.

- Point 2 guides MPO staff to research and prepare a “membership focus document” which summarizes member responsibilities, time commitment, and attendance requirements.
- Point 3 seeks “a community-wide representation and participation of not-for-profit agencies, local governments, and related interest groups, including police services, public transport and planning authorities, schools, business representatives and health, tourism and education representatives.

**II. Proposed Membership**

Through this update process, contact has been established with organizations and agencies that one way or another are involved in the promotion of public and community safety and health, transportation, and biking and walking activities. Members from these organizations will help develop goals and objectives, performance measures and targets for a long term vision for a safe, accessible and connected bicycle and pedestrian network in the planning area.

Initial contact for the purpose of the plan update has been established -whether directly or through other agencies-with members of the following agencies:

**AGENCIES**

- Grand Forks – East Grand Forks Greenway User’s Group
- Grand Forks-East Grand Forks Safe Kids
- Coalition of Healthy Greater Grand Forks
- Biking the Forks (Bicycle Friendly Communities)
- Independent Living Options
- Ground Up Adventures
- Human Service Coordination Committee Representative
- UND Student Representative
- Northland Student Representative

**STATE & FEDERAL AGENCIES**

- North Dakota Department of Transportation
- Minnesota Department of Transportation
- Federal Transit Administration (FTA)
- Federal Highway Administration (FHWA)

**LOCAL GOVERNMENTS**

- City of East Grand Forks School District. Staff
- City of East Grand Forks Planning Dept. Staff
- City of East Grand Forks Engineering Dept. Staff
- City of East Grand Forks Public Works Dept.
- City of East Grand Forks Senior Center Representative
- City of East Grand Forks Parks & Recreation Dept.
- City of Grand Forks School District, Staff
- City of Grand Forks Planning Dept. Staff
- City of Grand Forks Engineering Dept. Staff
- City of Grand Forks Public Works Dept.
- Community Resources Bureau, Grand Forks Police
- City of Grand Forks Senior Center Representative
- Grand Forks Public Health Staff
- Cities Area Transit (CAT) staff

**COMMUNITY MEMBERS**

- Ski & Bike Shop
- Mr. Bruce Keifenheim
- Mr. Aaron Kennedy

### III. Anticipated Committees

Ideally, the proposed Plan Update shall be guided by an Advisory Committee which is open to all representatives from the agencies listed in the roster. In addition, a working committee of (9) nine members will be organized drawing talents from the Advisory Committee.

- Role of the Advisory Committee

It is expected that- assisted by MPO staff- all members of the Advisory Committee will actively participate in the process of:

- a) Identifying pedestrian and bicycle issues and needs;
- b) Providing input on policy recommendations and proposed pedestrian and bicycle networks; and
- c) Evaluating technical and financial constrained criteria for prioritizing project recommendations

All aspects of the plan update will be overseen by the Advisory Committee.

The Advisory Committee will make recommendations to the MPO on the update to the Pedestrian and Bicycle Plan. The group will work closely with staff representing the Cities of Grand Forks and East Grand Forks and other relevant agencies throughout the plan development process. The group will help to facilitate civic engagement. It will provide input on pedestrian and bicycle issues and needs, policy and facility recommendations, and criteria for project prioritization.

The Pedestrian and Bicycle Plan Update will include:

- a) An assessment of the existing transportation network;
- b) Identification of priority pedestrian and bicycle corridors; and
- c) Recommendations for policies and programs that support increased walking and bicycling in the Grand Forks and East Grand Forks MPO Planning Area.

Members of the Advisory Committee will play an integral role in implementing the plan. They will also seek to have the resulting plan approved by MPO Technical Advisory Committee, and the MPO Executive Policy Board. The Advisory Committee will also strive to have the Final Plan adopted by the East Grand Forks City Council, and by Grand Forks City Council. Members of the Advisory Committee will play an important role in helping to promote project activities and opportunities for public involvement to their affiliated organizations and networks.

The Advisory Committee will meet seven (7) times during the planning process: (Please see Section IV Proposed Meetings).

May 10, 2016  
June 7, 2016

July 13, 2016  
August 29, 2016

October 12, 2016  
November 1, 2016

December 6, 2016

- Role of the Working Group

Members of the Working Group are engaged volunteers, agency or local government(s) staff. They are expected to:

- a) Lend their subject-matter expertise to identify cost effective and valuable priorities in support of the Bicycle and Pedestrian Plan Update.

- b) Play an active role in the planning process by attending and participating all scheduled working group meetings and public meetings.
- c) Members will gather input from community and community residents unable to attend meetings. They will share those insights at working group meetings.
- d) Provide insights on topic related best practices that –in their opinion- should be considered to enhance the plan under consideration. Members may contribute their expertise and knowledge of community agencies, and non-profit organizations and their related bicycle and pedestrian needs and concerns.
- e) Assist in rationally prioritizing recommendations according to their understanding of the Plan update and benefits to the community.
- f) Act as an Ambassador by promoting community engagement and disseminating support for the Plan Update.

In addition to the meetings outlined above, the Working Group will meet six (6) times –from May to October- through the duration of the plan update. Prospective members could be selected from the roster outlined in Section III. Notice: All Working Group’s meetings will take place at Room A101 at 9:30-11:30am Grand Forks City Hall, 255 North 4th Street

May 12, 2016  
June 9, 2016

August 2, 2016  
September 6, 2016

October 4, 2016  
October 25, 2016

#### IV. Meeting Structure & Ground Rules

This public engagement process advances a 3C’s “continuing, comprehensive and cooperative” planning process. The procedure ensures that transportation programs in this region address mobility, connectivity and accessibility goals. These planning activities support programs, and policies for the betterment of designated “disadvantaged populations” through a more comprehensive and inclusive approach during the transportation planning process.

The process ensures that members of the community are actively, constructively, and meaningfully involved in the public decisions that affect their lives. All meetings of the Advisory Committee are open to the public. Opportunities to participate for members of the public will be made available at the corresponding meeting.

#### V. Proposed Meeting Agendas

Active members of the Advisory Committee will be asked to attend the following meetings during the planning process to provide the necessary guidance. In addition the Advisory Committee and MPO staff will provide presentations to the Committees listed below. Presentations will provide updated information on the project status and will seek input from Technical Advisory Committee and Executive Policy Board Committees on priorities, issues, and proposed pedestrian and bicycle networks.

Meeting # 1	Introducing the project Questions & Answers	May 10, 2016 9:30 a.m.	Conference Room, Planning Department* 255 North 4 <sup>th</sup> Street, Grand Forks
<p>Will include an introduction to the project; establish communication protocol; clarify tasks and finalize project schedule. The format of the meeting will be a question and answer session. The stakeholders will participate in a facilitated exercise to identify issues, goals and objectives to support training program.</p> <p>(*Tentative suggested venue subject to availability).</p>			



Meeting # 2	Public Involvement Building support for Plan Development	June 7, 2016 7:00 p.m.	Holy Family Church* 17 <sup>th</sup> Avenue South
<p>Will provide information to the public regarding the scope of the plan; to gather input on issues and perceived problems in the bicycle and pedestrian system, origins, and destinations; and to review draft goals and objectives. MPO's staff will attend the community meetings and provide all display materials; including displays that help portray the project efforts and accurately frame input and involvement opportunities.  <i>(*Tentative suggested venue subject to availability).</i></p>			
Meeting # 3	Assessing Existing Conditions and Trends	July 13, 2016 7:00 p.m.	East Grand Forks City Hall,* Conference Room
<p>A meeting will be held in conjunction with the proposed Visioning and Assessment phases of the project. Stakeholders will be asked to assess existing goals and objectives. Stakeholders will be asked to assess existing conditions &amp; trends.  <i>(*Tentative suggested venue subject to availability).</i></p>			
Meeting # 4	Identifying Network Assets	August 29, 2016 7:00 p.m.	Grand Forks Public Library*
<p>A meeting will be held toward the end of the existing conditions analysis. Stakeholders will contribute to identify network assets; the objective of the meeting is to identify strategies and evaluation criteria. Stakeholders will be asked to identify problems, prioritize draft strategies and determine data needs for evaluation criteria.  <i>(*Tentative suggested venue subject to availability).</i></p>			
Meeting # 5	Public Involvement Building support for Plan Development & Identifying and Selecting Projects	October 12, 2016 7:00 p.m.	East Grand Forks City Hall,* Conference Room
<p>A meeting will be held during the identification and selection of project phase and will emphasize consensus building exercises to finalize goals and objectives and to prioritize projects for inclusion into the plan  MPO's staff will attend the community meetings and provide all display materials; including displays that help portray the project efforts and accurately frame input and involvement opportunities.  <i>(*Tentative suggested venue subject to availability).</i></p>			
Meeting # 6	Soliciting Comments on Draft Report	November 1, 2016	See corresponding Locations
<p>Draft Report-Comments:</p> <p>Grand Forks Service &amp; Safety Committee Meeting October 25, 2016 5:30 p.m. Council Chambers City Hall  Grand Forks Planning and Zoning Commission Meeting November 2, 2016 5:30 p.m.  Grand Forks Council Meeting November 7, 2016 5:30 p.m. Council Chambers City Hall  East Grand Forks City Council Work Session Meeting November 8, 2016 5:00 p.m. Council Chambers City H.  Technical Advisory Committee Meeting November 9, 2016 1:30 p.m. East Grand Forks Training Room  East Grand Forks Planning and Zoning Committee Meeting November 10, 2016 12:00 Noon Training Room  East Grand Forks City Council Meeting November 15, 2016 5:00 p.m. Council Chambers City Hall  MPO Executive Policy Board Meeting November 16, 2016 12:00 Noon East Grand Forks Training Room</p>			



Meeting # 7	Requesting Approval of Final Report	December 6, 2016	See corresponding Locations
<p>Final Report -Adoption:</p> <p>Grand Forks Planning and Zoning Commission Meeting December 7, 2016 5:30 p.m. Council Chambers City Hall  East Grand Forks Planning and Zoning Commission Meeting December 8, 2016 12:00 Noon Training Room  Grand Forks Service Safety Committee Meeting December 13, 2016 5:30 p.m. Council Chambers City Hall  Technical Advisory Committee Meeting December 14, 2016 1:30 p.m. East Grand Forks Training Room  Grand Forks City Council Meeting December 19, 2016 5:00 p.m. Council Chambers City Hall  East Grand Forks City Council Meeting December 20, 2016 5:00 p.m. Council Chambers City Hall  MPO Executive Policy Committee Meeting December 21, 2016 12:00 Noon East Grand Forks Training Room</p>			

**VI. Meeting Structure & Ground Rules**

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**VII. Supporting Activities**

Subject to budgetary considerations and resources availability and MPO’s approval, the following activities are proposed for implementation to support public involvement, gather appropriate information to support the advancement of the plan update activities:

- **Community & Users Survey (Tentative)**

The survey will be designed to determine concerns for bicycle and pedestrian needs. The required methodology will be defined through consultation with the MPO and Advisory Committee.

- **Bicycle and Pedestrian Plan Press Releases**

The press releases strive to increase community involvement, and raise awareness of the plan update through existing community and organizational group networks. The press releases will be distributed to media outlets, community and organizational groups and Advisory Committee members. Every effort will be made to distribute or mail press releases ten (10 calendar days in advance of the event).

- **Social Media Outreach Page (Facebook Page/Website Link)**

Either a Facebook Page or a Website Link will be prepared to provide residents and stakeholders with a means to stay current on the plan’s update progress. All development, highlights and milestones will be announced on the proposed media element to encourage continued awareness and interest in the plan update process.


- **Display Boards**

Stand-alone display boards providing information about the Bicycle and Pedestrian Plan update will be prepared by MPO staff for use at community meetings, festivals, schools (when available). Display boards will be updated throughout the planning process to provide the most current information available.

ADVISORY COMMITTEE BIKE PED ROLES ETH FINAL DRAFT Thursday, May 05, 2016

DRAFT

## BICYCLE & PEDESTRIAN PLAN UPDATE NEW

Task	Activity	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
	 Advisory Committee Meetings/Open to the Public			5-7	(10)	(7)	(13)	(29)	(12)	(1)	(6)	
	Working Group Meetings				(12)	(9)		(2)	(6)	(4)	(25)	
	Identify Stakeholders, Establish Bike-Pedestrian Steering Committee. Exercise to identify issues and opportunities in bicycle and pedestrian planning.											
	Built Public Support for Plan Implementation											
	Project kick off, Training Preparation/Training Delivery			<b>DONE!</b>								
	Background research phase of the project. Stakeholders will be asked to assist in the Development of draft goals and objectives for the plan. Vision and Goals, Performance Measures Criteria and Targets. Revise Scope based on Public Input.											
	Assessment of Existing Conditions, Deficiencies and Needs: Gather baseline information on Bike/Ped Community Assessments; user's needs and multimodal analysis to base strategies and actions necessary to reach the vision and goal statements.											
	Identifying Opportunities & Constraints: Identification of activities required to meet the vision and goals developed above. Development and application of criteria to prioritize and to identify specific facility-related improvements; prioritize draft strategies and determine data needs for evaluation criteria.											
	Strategies & Recommendations: identify and selecting projects to meet the goals and objectives of the plan.											
	Documenting Findings & Aspirations, Next Steps, Plan Evaluation											
	Draft Document Preparation & Review											
	Adoption by TAC, EPB, Planning & Zoning Commissions & City Councils											