

**Minutes of The
City of Waterloo Complete Streets Advisory Committee
February 11, 2014**

Meeting was called to order of the City of Waterloo Complete Streets Advisory Committee at 1:05 p.m., Tuesday, February 11, 2014 by Secretary Aric Schroeder in the 2nd floor Mollenhoff Conference Room of Waterloo City Hall.

I. Roll Call:

Members present were: Brian Schoon, Kevin Blanshan, Wayne Castle, Brent Johnson, Bill Bauchman representing Paul Huting, Jeff Bales, Pat Morrissey (left at 1:57), Janet Buls, Abraham Funchess, Aric Schroeder, Dan Trelka

Members absent were: David Jones, Felicia Cass, Mohammad Elahi and Will Frost

Also present: Zoning Staff Adrienne Voelker

II. Agenda

1. **Review and consider approval of the City of Waterloo Complete Streets Advisory Committee Administrative Rules**

Schroeder explained draft of administrative rules beginning with section one and decision of chair and vice chair. Morrissey stated that he did not feel that a member of city council should hold the position as chair or vice chair and that he saw the committee as being more of a community committee and not being run by city officials. Bauchman questioned if any city official should be able to hold the chair and vice chair position. The committee generally agreed that it may be best if no city official including a member of City Council should hold position as Chair or Vice Chair of the Complete Streets Advisory Committee.

Schroeder stated that city personnel would be acting as secretary for the committee. Schoon noted that in section 2.1 the committee should have 'minutes' and not 'notes' as stated in draft of Administrative rules. If the committee is going to be conducting themselves as an advisory committee and holding official public meetings then minutes should be a part of the procedure also.

Morrissey noted that he would like to see more regular meetings mentioned in section 3.0. Schoon added that rules should state the committee meets no less than quarterly. Schroeder questioned if having one third of the members present would be enough for a quorum, like stated in the draft of rules and also questioned if a member should be able to designate a person to take their place if the member cannot make it to the meeting. Blanshan stated that they have a 40% rule for quorum with INRCOG and thought that would be sufficient for the Complete Streets Committee. The decision of a 40% quorum and also a member appointing a designee if the member cannot make a meeting was generally agreed upon.

Castle questioned exactly when the 'quarterly' meetings would start, stating that engineering projects for the following year would be available by February or March. A consensus was met between members that meetings would be held the second Tuesday at 1:30 in March, June, September and December, and that additional meetings could be called as needed.

Buls questioned if subdivisions should be added to section 4.1(c) of the Administrative rules and questioned if the committee would have input on future subdivisions. Schroeder stated that the current subdivision ordinance needs to be updated soon and at that time the committee can make recommendations on what they would like to see included with the ordinance. 'Input on plans,

Complete Streets Advisory Committee

February 11, 2014 Minutes

studies and regulations' will be added to the Administrative rules to keep a general overview of what will be presented to the committee.

Schroeder questioned if the committee would like a copy of the council communication on projects they have submitted recommendations on and stated that the secretary could keep track of all such communications. Schoon questioned if there will be mention of Complete Streets recommendation in council communication letters, similar to what is done with city tech recommendations. Schroeder noted that planning and engineering will be mentioning recommendations in communication letters.

It was moved by Bales, seconded by Trelka to adopt the Complete Streets Administrative Rules as amended. Motion carried unanimously.

2. Election of Chairperson and Vice-chairperson for the term ending December 31,2014

It was moved by Bales, seconded by Trelka to nominate Blanshan as chairperson. Motion carried unanimously.

It was moved by Blanshan, seconded by Trelka to nominate Schoon as vice-chair. Motion carried unanimously.

3. Future meetings- date and time

Future date and times of meeting had been previously discussed and decided on the second Tuesday at 1:30 in March, June, September and December. Special meetings will be called when necessary. Next meeting will be held March 11,2014, place to be determined.

4. General discussion on complete streets and funding

Bales mentioned that funding for projects on Hammond, Lafayette, Downing and possibly Oregon street has been requested through the CIP to accommodate for sidewalk infill along said streets that are on this year's street reconstruction list. Jeff mentioned that currently \$20,000 has been requested through the CIP. Bauchman questioned if the committee should recommend more from the CIP to be put towards sidewalk infill. Schroeder stated that it would have to be requested to Noel Anderson and Eric Thorson to request additional funds through CIP. Castle suggested that \$100,000 should be requested. Blanshan stated that he would send an email on behalf of the committee to request \$100,000 for sidewalk infill funds with the CIP.

III. Discussion Items

Schroeder mentioned the Park to Park project that has been a project the Community Main Street committee has been an active part of, which is looking to add bike lanes on Park Avenue but expressed concern that the project may be getting over complicated. Blanshan suggested that a presentation be done at the next Complete Streets meeting to further educate the committee on the project and potentially having the committee give a recommendation.

IV. Adjournment

Meeting was adjourned by Chair Kevin Blanshan at 2:57 p.m.

Respectfully submitted,

Adrienne Voelker,
Associate Planner