



# Bicycle & Pedestrian Advisory Commission

BPAC Regular Meeting Summary

April 22, 2024 at 6:00 p.m.

NAME	REPRESENTATION
James Allen (JA)	Orange County
Courtney Dunkerton (CD)	Alamance County
Katy Jones (KJ)	Chair, At Large
Jennifer Nunez (JN)	City
Ashley Ownbey (AO)	Development Director
Rachel Gaffney (RG)	City Planner
Aaron Davis (AD)	Recreation and Parks Director
Ofc. Joseph Moody (JM)	Mebane Police Department
Ofc. Russell Suitt (RS)	Mebane Police Department

*Beth Bell (BB) and Allison Tate (AT) had an excused absence.*

## **APPROVAL OF MARCH 25, 2024 MEETING SUMMARY**

KJ said that RG had circulated the minutes from the last meeting earlier today and asked if that was correct. RG confirmed. KJ asked if anyone has any changes. JA moved to approve the meeting summary from the March 25 meeting and JN seconded the motion.

A unanimous vote (4-0) supported approval of the meeting summaries.

## **BIKE RODEO**

KJ asked if there were any public comments and RG said there were not. She explained that they are going to change the agenda and jump right to the bike rodeo, as Ofc. Moody from Mebane PD is attending the meeting to discuss the event. JM thanked the BPAC for inviting him to the meeting and explained that he is hoping to increase the Police Department's collaboration with the BPAC. For the bicycle rodeo, he and Ofc. Suitt will be organizing it and they are looking at May 25<sup>th</sup> as the preferred date. He said that they are also interested in doing additional events during the summer. He explained that the Police Department will be receiving bike helmets through the NCDOT grant program although he is not sure when exactly they will be delivered. He explained that the Police Department is doing a Bike to School event on May 8<sup>th</sup>, but he is not sure if they will have them in time for that. They may be available by the bike rodeo. For the bike rodeo, JM said that either 9-12 or 10-1 works for them. They really like the Truist Bank location and are happy to help get that again this year. KJ noted that the 25<sup>th</sup> is Memorial Day weekend, although she will be available. JM said that it can be hard to know whether scheduling it on a holiday weekend will be good for turnout or bad. JM suggested that if the turnout on the 25<sup>th</sup> isn't good then they can look into scheduling another one later in the summer. KJ asked if any of the BPAC members are available that date. BB and JN said that they are and JA said that he is tentatively available. KJ said that she felt they were a little overstaffed on the BPAC side last year. She thinks almost everyone was



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there. JA said that he was pretty busy with the maintenance. KJ agreed that he was busier, the rest of the BPAC members were mostly helping with helmet fitting and staffing the obstacle course. JM added that they would also offer bike registration for those that want to register. He added that he thinks they registered about 36 bikes last year.

JM explained that in addition to these kinds of public events, the Police Department also sometimes receives requests from HOAs to do neighborhood events. JM asked how the BPAC feels about doing more neighborhood focused events, especially for the more isolated neighborhoods in the City. He explained that they can do a lot of advertising for the public event, but there are areas of the City where if we don't go to them, they aren't going to come to us. KJ said that as long as the event does not exclude those outside of the neighborhood then she thinks that's a great idea. She said that the BPAC has done some work in specific neighborhoods such as working on speed reduction and crosswalks in the Ashbury neighborhood. RS called into the meeting virtually at this point. JM agreed that the neighborhood events can be open to all, but having them located in some of those areas will make the residents there more likely to participate.

JM asked to confirm the time for the rodeo on the 25<sup>th</sup>. KJ said that she thinks earlier is better. She felt like it died down around noon last year. JA said that they got consistent traffic and visibility at the location last year, so hopefully that will drive more turnout this year. RS said that he thinks holding it earlier in the morning on a Saturday will be easier for families that may have other plans later in the day. Everyone agreed that 9-12 will be the scheduled time. JM said that he and RS will reach out to the bank. He asked who they should touch base with on the BPAC. RG said that she and KJ will be the main contacts and she will send them KJ's email. JM explained that he and RS just completed a bicycle and pedestrian collision training and he sees a lot of areas of traffic enforcement where they can maybe make some improvements. He is looking forward to working with the BPAC to do more to address bicycle and pedestrian safety. KJ agreed and said that the BPAC has focused primarily on messages to cyclists and pedestrians and they would like to round that out with more messages to drivers. Law enforcement is a critical voice in that conversation about trying to increase driver safety and awareness. JM explained that when the new 4-way stop went in at Third St and Holt St, he and RS had a conversation about needing to have a limited time of education, make sure people are aware of the change and what it needs, but after that there needs to be more enforcement. He is hoping to have similar conversations with the BPAC about any traffic concerns that they have. RS added that he had filled out a grant with NCDOT for bike helmets. They should be getting about 50 and they will hopefully be here by the bike rodeo. JA and KJ said that is great as they are getting low on the more common sizes and only have very small and large sizes left. RS said that he requested a variety of children's helmet sizes. He added that he will need to complete a report explaining how the helmets were distributed so it would be great if they can give some out at the rodeo. He explained that if they are able to give them all out this year and provide a detailed report of where they went then they will likely be able to request more next year. RG added that if there are any remaining in the fall, the BPAC usually has a booth at Autumnfest, so that could be a way to try to give away any extras. JM asked how soon the BPAC



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needs confirmation that the bike rodeo can be held at Truist. RS said that he is working Wednesday so he can talk to the manager then. RG said that if they can get that confirmed this week then she can get the promotional materials printed before Dogwood Festival. RG explained that the BPAC will have flyers, send out social media posts, and maybe plan another video. JM said they have been trying to figure out who their social media person is and so they can probably put the flyer on their social media as well. KJ said that she has social media content already prepared if JM can connect her with their social media person. KJ said that she can reach out to the schools as well. RG said that last year they put up flyers at the library. She said she can give JM some flyers if he wants to put some up. RS added that they are doing a Bike to School event on May 8<sup>th</sup>. RS left the meeting at this point.

## **ELECTION OF VICE CHAIR**

RG explained that the BPAC needs to elect a new vice chair. However, since two members are missing, if they would prefer to wait until the next meeting then they can do so. KJ asked if anyone that is not here had expressed interest at the last meeting. JA said that Matt announced his resignation at the end of the meeting so they didn't discuss it. KJ asked if anyone currently here is interested and JA indicated that he may be interested. KJ said that she would like to give the members that aren't present a chance to weigh in. JA said that he would like to be considered but wants to give the other members an opportunity as well. KJ agreed and said that they would plan to make a decision at the May meeting.

## **DOGWOOD FESTIVAL**

RG said that she just wants to check in and make sure that everyone is okay with their time slots. KJ asked who is setting up CD said that she is. RG said that she had wanted to ask CD if she needs any help with set up. KJ said that she would recommend having at least two people for set up. She added that she would get some more stickers as those were really popular last time. RG asked KJ if she remembers when set up starts. KJ said that she wasn't sure. AO said that they should plan to be set up by 9:30. JN asked what she should expect as it is her first BPAC event. KJ said that typically they will have a copy of the bicycle and pedestrian transportation plan if anyone has any questions about that or recommended projects. KJ added that she would expect some questions about the greenway. She said that they tend to get some City questions that they can't answer. You should just explain that you are not a City employee and not able to answer. She explained that you can also take notes on anything that you might want to try to get more information and follow up on. AO said that staff can try to prepare the BPAC members for some questions that they might get, but it is also okay for them to direct people to the City website or to suggest that they email BPAC. JA asked if there will be more maps. RG said that she is getting the trifold city trails map and recommended bike routes maps printed. JA said those maps help a lot, especially since the QR code goes to the BPAC website. JN asked if she would be able to show the greenway route on the City Trails map. KJ said that there should be a cutsheet in the plan that would probably work better. RG said that if she has time this week, then she can print a poster size map of the



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recommend projects from the new plan. AO said that her only concern with that, is that these projects are just recommended, there is no funding or expected timeline. KJ suggested that they could frame it as project ideas in need of support. JN suggested that they should projects that are completed or actively under construction on the map and KJ agreed that is a good idea. RG said that in addition to the maps there will be Mebane Activity Challenge flyers and if the details are set in time then there will be bike rodeo flyers as well. CD and RG discussed the details of organizing all of the supplies for the festival. JM left the meeting at this point.

## **DISCRETIONARY FUNDS**

RG pulled up the list of possible discretionary fund items from the previous meeting. KJ asked if they had made a decision on the bike repair stand. RG said that they were going with the one that JA had suggested. The pump will need to be purchased separately, but it is available on the same site. RG said that she had put \$3000 per stand in her estimate but it will probably be closer to \$2,500. KJ asked if they had decided on a location. RG said that they had discussed the downtown pocket park and the Community Park but she wasn't sure that those were firm decisions. JA added that the MACC had also been discussed. RG added that she thinks that AD was fine with all of those options. JN asked if they needed to budget for installation costs and RG said that Public Works would probably be installing it. KJ asked if they needed to pay the City for that and RG said she didn't think so. AO added that Public Works installed the bike racks that the BPAC purchased without any issues. JN asked what color they would be getting. RG said that this model only comes in red or black and there don't appear to be any pictures of the red one. RG said that she would recommend the black one and they could look into adding their own Mebane stickers to it. AO agreed that it would be good to add something identifying it as a bike repair station. She asked if there was anything that could be stolen or used as a weapon. JA said no, the tools are all hex wrenches and screwdrivers, etc., all basic repair tools and they are retractable. RG added that you would need a pretty heavy duty tool to remove them from the leashes.

CD asked if they need to think about lighting for the stands. RG said that she thinks it depends on which location they choose. The community park has decent lighting near the parking area, if they are going to locate near the existing bike racks. JA said that they had discussed putting it by the exercise station. RG agreed and said that she thinks that area is well lit as well. She added that she is not sure how well lit the downtown pocket park is. CD explained that if she were going to use something like this, feeling safe would be a very important factor. RG suggested that they could look into putting up string lights or something like that. They can talk to AD and see if he has any concerns. She added that she thinks AD has been wanting to do something to improve the pocket park in any case. JA added that the bike rack in the pocket park has been a big hit with his riding group. They all stop there and go to Lou's Bakery now. RG said that last time she checked, four people had checked in using the form on the bike rack. JA said that they were probably all with him. He confirmed that it is easy to fill out and RG said that's good to hear. She added that even if a small amount of people are using it regularly then that's great. CD said that if the City knows that



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we're doing this, even if it's a little project, then that says a lot. It's a cool service that many people may not know about.

KJ asked for confirmation that they are moving forward with purchasing two bike repair stands. There was general agreement. She asked if they would be \$3000 a piece. RG said it may be closer to \$2500, her initial estimate was a little high. KJ said that should cover about half of their budget then. RG agreed and said that they were budgeting \$1,500 to \$2,000 for promotional materials. JA asked if they had gotten an estimate for the yard signs and AO said yes, it will probably be under \$1,000. AO explained that CD, AT, and JA had sent in design and slogan ideas. RG brought up the proposed ideas and the BPAC members discussed which they preferred. CD suggested that maybe they could put some flyers up at doctors' offices to encourage older adults to engage in more biking and walking. AD joined the meeting at this point. AO said that if they want to stay under \$1,000 then they can do up to six designs. CD suggested that maybe next time they do something like this they could have community members vote on slogan ideas. KJ wondered if they could connect that to the Activity Challenge somehow. Maybe they could have stickers with the year of the challenge and then have community members vote on a slogan. The final slogans chosen for the yard signs were:

- Mebane Shares the Road
- Keep it Safe, Share the Space
- Bike Smart, Walk Safe: Mebanites in Motion
- Slow Down, Look Around: Mebane in Motion
- Look Left, Look Right, Share the Road with All in Sight

KJ asked if the current quote was just for yard signs. AO said that she hadn't asked about stickers yet so she will see what they are able to do. KJ made a motion to approve the final sign designs over email following the receipt of an estimate from the vender. JA seconded the motion. A unanimous vote (4-0) supported approval.

KJ summarized the expected budget so far: the bike repair stands may be as much as \$5000 and the promotional materials will likely bring that to \$7000-\$8000. They need to make sure they still have enough funds for giveaways for the Activity Challenge. RG explained that they spent \$500 on water bottles last year. There are only two left so they should probably make the same order this year. KJ agreed and said they were very popular. RG said that she is budgeting \$1,500 for Activity Challenge giveaways. That would bring the expected total to \$8,000 and still leave \$1,500 left. KJ said that she would like to leave a little bit of a buffer in case they are underestimating. She suggested they could use any extra to purchase more water bottles. The BPAC members also discussed purchasing a sandwich board display sign. JA explained that it would be for festivals and other events where the BPAC has a booth. The sign could help explain what the BPAC does, like with a mission statement. AD suggested that if they want that, they should order it from Clay



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Street Printing. He added that they could get one sign and have multiple messages printed. Then they can switch out the inserts in the frame.

KJ suggested that they spend any remaining funds on Activity Challenge Giveaways. JN asked what kinds of bike lights would work well. KJ and JA suggested that anything that can be strapped onto arms or legs are a nice idea. JA suggested that wearable lights can be used by walkers or bikers. RG said that she liked the idea of getting items that can be used by both walkers and cyclists. RG suggested looking for items that are not more than \$10-15 each. KJ asked what else they need to finalize this. AO said they may just need to follow up by email. RG said that they can order the bike repair stands and move forward with the signs and then see how much money is left. RG asked that they email her with ideas for giveaways, especially if they see anything on Amazon that looks good. AO explained that she wants the BPAC to start talking about discretionary funds earlier in the year moving forward. That will make it easier for the BPAC to plan for projects if they want to use funds for that. The BPAC also tends to have a lot of events in the Spring so making decisions on discretionary funds earlier will help keep them from getting overwhelmed.

## **MEBANE ACTIVITY CHALLENGE**

RG explained that JN had talked to the owner of Solgarden and she offered to donate a gift certificate. AO said that she spoke with the Finance Director today and she explained that she will need to keep the gift certificate in a locked location until it is awarded. She explained that she just wanted to make sure that Finance would not have any issues before JN picked it up. JN asked when it will be given out and AO said that they typically give out the awards at Autumnfest in October. KJ asked if there would be a raffle for the giftcard and AO confirmed that was what she is thinking. She explained that if they get additional donations then they could have more drawings. KJ thanked JN for working on that. KJ asked who she would connect with to coordinate social media for the Activity Challenge. AD said that he would suggest working with Kelly, the City PIO. AD said that the Recreation and Parks accounts will share whatever she posts. AO said that the Police Department may also share on their social media. RG pulled up the flyer for the Activity Challenge and noted that she had just made a small change, adding a reference to the new Cates Farm Playground. She explained that next year they will have the greenway and other things so that will be a good time to consider changing some of the challenges.

## **NEW AND ONGOING BUSINESS**

### **ANNUAL RETREAT**

KJ said that they have typically gotten together in July or August. RG added that they met in June last year. KJ asked what the objective of the retreat would be, maybe something to do with the new plan? RG said that focusing on the new plan could be a good idea, as they have not really dug into the finished draft and all of the recommendations. They could talk more about how to fund and promote some of the new upcoming projects. RG added that since there are several new



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members, they could also discuss capital projects versus discretionary funds again or any other reference or foundational knowledge that they want to review. AO said that, given that the Police Department has said that they interested in attending these meetings, the BPAC could also invite them to attend for part of the retreat and brainstorm what that partnership can look like. RG asked if they want to schedule the retreat for the beginning of the summer or take a break and schedule it for later in the summer. KJ explained that in the past they have held the retreat instead of the regular monthly meeting. AO suggested that they could get by just having the retreat over the summer if they make sure to discuss discretionary funds during the retreat. KJ asked if they would be skipping both the June and July meetings and just having the retreat. AO confirmed that was what she was thinking. KJ asked the rest of the group if they were okay with that and there was general agreement. RG suggested scheduling the retreat at the end of June. Several dates were discussed and a tentative decision was made for June 30<sup>th</sup>. RG said that she would send an email the next day to all the BPAC members with the proposed date. CD asked if there any printed copies of the new plan available and AO responded that she just had 25 printed.

KJ said that, as a final item, two people had contacted her about issues with the pedestrian signals downtown. AO added that Rebecca Brouwer had also expressed concerns about the pedestrian signals, especially at S Third Street and Washington Street. RG added that she has noticed problems with the pedestrian signal at N Fourth Street and Center Street. AO explained that part of the issue is with the railroad. RG agreed that it is a very difficult intersection to regulate. However, it is clearly not working well currently. AO explained that it used to be too sensitive to pedestrians and drivers complained that the lights turned red too often. AO said that she would reach out to NCDOT and see what they can do.

The meeting was adjourned at 7:30 p.m.

*Meeting summary prepared by Rachel Gaffney, City Planner.*