



Bicycle & Pedestrian Advisory Commission

BPAC Regular Meeting Summary

May 20, 2024 at 6:00 p.m.

NAME	REPRESENTATION
James Allen (JA)	Vice Chair, Orange County
Beth Bell (BB)	City
Courtney Dunkerton (CD)	Alamance County
Katy Jones (KJ)	Chair, At Large
Jennifer Nunez (JN)	City
Allison Tate (AT)	City
Ashley Ownbey (AO)	Development Director
Rachel Gaffney (RG)	City Planner
Samantha Singer (SS)	Mebane Woman's Club

APPROVAL OF APRIL 22, 2024 MEETING SUMMARY

KJ called the meeting to order and noted that AT and JA are attending the meeting remotely. KJ asked if anyone has any comments or changes to the April minutes. JN moved to approve the meeting summary from the April 22 meeting and KJ seconded the motion.

A unanimous vote (6-0) supported approval of the meeting summaries.

PUBLIC COMMENT

KJ noted that one public comment had been received and distributed to the BPAC members. RG brought up the email and noted that she had sent a response directing him to some resources and answers to his questions. KJ asked if anyone had any thoughts on the comments and suggestions that were sent. She stated that she did like the idea of a Bike-a-thon. It's great that law enforcement is becoming more involved with the BPAC as their involvement in organizing an event like that would be very important. KJ asked if Mebane has ever done a Bike-a-thon or mass ride? Or a bike to school event? AO said it has been discussed in the past, especially in conjunction with the bike rodeo. At that time, they were doing the bike rodeo in conjunction with Autumnfest, so they were told that there was too much going on that day to also hold a mass ride. CD said that she would really like to participate in something like that, it would be a really good community event. KJ added that most of the events like that are mostly making a statement that cyclists are riding in the road as a way to normalize that. She said that they should add that to the idea list. JA added that Carrboro had a critical mass event last weekend, which is a very similar idea.

ELECTION OF VICE CHAIR

RG explained that they do still need to elect a Vice Chair. SS from the Mebane Woman's Club arrived at this time. She explained that she is the co-chair for the health and wellness committee. They are wanting to help the BPAC with anything they need for the bike rodeo. RG suggested that



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they finish discussing the vice chair and then they can skip to discussing the bike rodeo. KJ agreed and noted that JA had expressed interest in being vice chair at the last meeting. She asked if there are any other nominations. Hearing none, KJ asked JA if he is still interested. He responded that if no one else wants to volunteer then he would like to do it. KJ made a motion to nominate JA for the vice chair position of the BPAC and CD seconded the motion. A unanimous vote (6-0) supported approval of the nomination of JA as Vice Chair.

BIKE RODEO

KJ explained that the bike rodeo will be held from 9-12 this coming Saturday. They still need to talk through some materials and logistics. She explained that typically they have not done shifts since the event is only three hours. She explained that the Mebane Woman's Club volunteers are welcome to help for the whole event or only part if they are not available the whole time. KJ said that she thought all of the BPAC members will be available and asked for confirmation. CD said that she might be out of town. RG said that's fine, there should still be plenty of people. BB said that she might have another commitment but can help if needed. KJ said that we'll see how many people are able to volunteer. She explained that last year all of the BPAC members participated. There is a great police presence and they run the obstacle course and bike registration. She added that having people that are experienced in bike maintenance has been a little more difficult and she asked JA if he is able to volunteer. He confirmed that he will be there. SS said that someone from her group may be able to help with that as well.

KJ explained that a lot of what the BPAC has done in the past is giving out helmets and helping with helmet fitting. SS asked if the BPAC purchases the helmets. KJ explained that the BPAC has some leftover from a grant and the Police Department has new helmets from a grant this year. They haven't confirmed with the Police yet if the helmets have arrived. SS asked if we had a rough estimate for the number of helmets and RG said that she thought it was about 50, of various sizes. KJ said that she thinks that will be plenty. The BPAC has struggled to give out all of the helmets from the initial grant. The main issue has been that the remaining helmets are either very small or very large so they just aren't needed very often. KJ said that they try to give out helmets at community events like the Dogwood Festival and Autumnfest, but she thinks that people often don't want to carry something like that while they're at. She added that most of the kids that come to the bike rodeo already have a helmet. SS asked if most kids come to the bike rodeo with a bike and a helmet and they're mostly there for the obstacle course. KJ confirmed that they typically come for the obstacle course and sometimes for bike maintenance or to get their bike registered. JA suggested that they may want to give their remaining helmets to the police so they can give them out at some of their bike safety events. He added that helmets have a shelf life, so they don't want to keep holding onto them. KJ agreed that was a good idea. SS asked if there is some kind of bike safety demo and KJ said that the obstacle course incorporates safety skills and requirements. She added that the bike officers typically participate in the rodeo. SS explained that her dad worked in public safety, and they used to do a Jello brain mold demonstration where they would drop the Jello brains in a helmet and without.



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KJ said that the last items they need to confirm are the set-up logistics. They will need someone to get the helmets, tables, and other supplies. She explained that the whole parking lot will be blocked off and the police will get there early to start set up. SS asked if there would be room for her group to bring a table and a tent and KJ said there definitely would be. SS explained that the Mebane Woman's Club had previously been more involved in helping the BPAC with the bike rodeo so there is some money allocated in their budget towards supporting the bike rodeo. She asked if there was something worthwhile they could direct those funds towards, such as helmet or bike stickers, snacks, or other supplies. KJ said that she thinks some snacks and drinks would be helpful. It won't be a big draw, but it might keep people there a little longer. SS said that she could bring chalk and set up a hopscotch area, although if there's rain, they wouldn't be able to use it. AO said that previously the BPAC members had discussed incorporating some kind of art activity into the bike rodeo. There was something done in another community that had been of interest to the BPAC, but she couldn't remember the specifics. RG said that she thought it was some kind of color by numbers activity and AO agreed. SS asked if that was one the pavement or in books. AO said that it was a big poster. Someone had created the design, and the children were able to color it using a color by numbers system. CD suggested getting balloons. KJ said that the police will put up a barricade to block the driveways and they could put some balloons on those. SS said that she had received the social media content, and she was wondering if the BPAC reaches out to schools as well. KJ said that any extra publicity this week would be helpful. Schools, neighborhood associations, anything people can think of. JN asked about getting individual bubble blowing sets. KJ agreed that could be a fun little giveaway for kids. KJ said that she would pick up the table and the helmets and asked RG to confirm if the police had received the helmets from their grant. JA asked that they make sure that the bike maintenance area is under some sort of cover, either a tent or the drive through area.

KJ asked what the plan for rain is. RG said that they will have to see what the forecast looks like on Friday. She added that if they do need to cancel then they won't have a lot of ways to spread the news. It will mostly just have to be announced on social media. CD suggested that they could plan for a rain date. RG said that if they do have to cancel then she would prefer that they plan for something later in the summer, maybe as a back-to-school event, rather than trying to move the event a week or two. KJ agreed and said they would just stick with this plan for now and see what the forecast looks like in a few days. KJ added that she recently recorded a segment with the City's Mebane on the Mic podcast where she talks about the BPAC and the upcoming bike rodeo. KJ asked if there was anything else before they move on. SS said that she would talk to the other Mebane Woman's Club co-chairs, and they would get some supplies for the bike rodeo. She said that she would keep in touch with KJ. RG asked how many people with Mebane Woman's Club would be volunteering? SS said that she has four that can definitely make it. It was agreed that the volunteers would meet at 8:30. KJ thanked SS for getting involved and helping to organize this event. SS said to keep them in mind for any future events. KJ said that the BPAC will be starting a campaign soon with stickers and yard signs and that might be something that the Mebane



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Woman's Club could give out at their events. SS said that they are planning to do a pop-up wellness event at Walmart, and they can talk about that more later.

RG said that she had an email from Officer Moody saying he had tried to join the meeting virtually. She suggested that they call him on speaker phone to see if he has any additional notes for the bike rodeo. KJ explained to Ofc. Moody that the BPAC volunteers were planning to arrive at 8:30am as they don't have much to set up. She asked if the Police had received the helmets yet and he confirmed that he had received them. Ofc. Moody said that all sounds good and asked how many volunteers there would be. KJ said that there should be 8-9. Ofc. Moody asked if that included JA and any bike maintenance volunteers or if there are people that could help with the obstacle course and other stations. KJ said that includes two people for bike maintenance and they have typically only needed two people for helmet fitting so the rest of the volunteers could help with the obstacle course. Ofc. Moody said that Ofc. Suitt would be there with his bike running the obstacle course. He added that there have been problems with people waiting in line for the obstacle course, so they are looking at either adding another course or making the course quicker to go through. Ofc. Moody said that he is concerned about the weather. He said that if they are going to cancel, they will need to make the decision the day before. KJ agreed and said they should make a decision by midday on Friday. Ofc. Moody said that he has tents he can bring, plus there is the drive through roof as well. SS asked where they are directing parking. KJ said that typically people ride their bikes in. Also, there is plenty of parking downtown. Usually on that end of Clay Street, there is on-street parking available. RG noted that JA had requested a tent or other shelter for the bike maintenance station. KJ said that they will try to get him under the drive through awning. Ofc. Moody said that he might follow up with them about some more station ideas. He wants to keep it busy enough that it's entertaining but not so much that it's conflicting and causing problems. He asked if the BPAC have any matching clothing or other items to identify them as volunteers for the event. SS said that she has a ton of reflective safety vests. Ofc. Moody said that's perfect, they will be wearing reflective vests as well. The call with Ofc. Moody ended at that point and SS left the meeting.

DOGWOOD FESTIVAL FOLLOW UP

RG explained that she just wanted to take some time to talk about the Dogwood festival. What went well and are there things that could be improved? KJ said that she had a great time, and she had some good conversations. One person was very interested in adding more sidewalks on 70 and encouraged the BPAC to try to locate more projects there. JN asked who she should send any questions or comments that she received to? KJ said that moving forward she would have a google share doc that they could add information to, but for now she would suggest emailing that information to the rest of the BPAC so they can discuss it. JN said that she received some interesting partnering offers. One radio station offered to help promote BPAC events. The other one is NC250, for the bicentennial. CD said that she spoke with someone at Woodlawn Estates that was mad that the sidewalk didn't extend to their property. CD explained that it is a proposed project in the new plan, but he was upset that it hasn't been constructed yet. JA said that the



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stickers were a big hit but not as big as the ones from Autumnfest. KJ explained that she wasn't able to get the same stickers as last time from Amazon. JA said that he had good feedback while he was there. No one said anything negative, and they were curious what the BPAC is and what they're working on. KJ said that she spoke with a lot of people, especially older couples, that had just moved here. CD said that the maps were really popular. KJ said that she thinks it was a really positive experience and they were able to raise awareness of who the BPAC are and why they're here.

DISCRETIONARY FUNDS FOLLOW UP

KJ asked how much money had been spent. AO said that they hadn't spent it all, but they weren't able to spend anymore at this point in the fiscal year. She added that they were able to spend most of it. JN asked how the giveaways for the activity challenge work. KJ said that in the past they have put together a package and one of each of the prizes was given to each participant. Last year it was the water bottle, sunglasses, and athletic towel. The sunglasses and athletic towels came from the Recreation and Parks Department. RG explained that she had brought some examples of the new giveaways. There are currently 52 water bottles, 20 bike bells, and 20 reflective stickers. KJ said that they won't be able to give away one for each person unless there are less than 20. RG said that she thinks the bells would work best for kids and there are multiple stickers on each sheet so they should only need to send one per group. RG said that this is a good start and if they realize that they are getting a lot more participants than previous years then they can always purchase more giveaways in the next fiscal year. AO added that they also have stickers and yard signs that can be included in giveaways. RG said that she had heard that Autumnfest might not happen this year. AO said that she hasn't heard anything definite either way yet, It's just a rumor. JN said that she hasn't picked up the gift certificate from Solgarden yet, should she still get it? KJ said yes, it would be great if she could get that. They could add some more incentive based social media content to what they already have. She said that she had met a couple that were really excited about the water bottles that were given out last year. JN asked what she can tell Kelly, owner of Solgarden, about how the gift certificate will be used. KJ said that she can write up a sample social media post and run it by her. JN said that she would talk to Kelly about the details and then follow up with KJ.

KJ asked about the person who said that they had submitted last year but hadn't received prizes. She said that she didn't have any record of that person's entry. AO said that she didn't either. The City had posted about the activity challenge on social media, and he commented. AO said that she followed up with him and asked him to forward his submission email. She explained that he sent pictures, but not a copy of the email with the date. She added that she isn't going to argue about it though, she is going to put together some prizes for him. KJ said that she will put together a spreadsheet of this year's participants and she will ask others to check and make sure that no emails get missed or go to spam. She added that often submissions are slow to start and then they start coming in later in the summer and into September. RG asked how they will choose winners of the gift card and any other raffle items? KJ said that there are free online tools. She can just upload



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the spreadsheet and it will pick someone randomly. RG explained that she was just curious in case anyone asks. KJ said that she would like some help getting the prizes to people that don't come to Autumnfest. She doesn't feel right bringing them to people's homes so both years she has mailed the packages. RG said that they could just tell people to pick up their prizes at the Planning office. KJ asked if it would be rolling or if they would need to pick them up at a specific time. RG suggested that they should still have the primary pick up location and time be at Autumnfest. However, if people can't come to Autumnfest then they can pick their prize up at the office after Autumnfest. CD suggested having a deadline that people need to pick it up by. RG agreed and suggested giving people until a month after Autumnfest to pick up their prizes.

RG explained that for the discretionary funds, they have the giveaways for the activity challenge. They have received an estimate for the signs and stickers of just under \$1000. Those items should be ready soon. An order for the two bike repair stands has been put in. RG explained that the company that the BPAC had originally planned to use was not helpful with using a purchase order. She ended up getting the same bike repair stands from a different source, the only difference is that the bike pumps are attached to this model instead of being a separate item. They are the same black stand with the retractable tools and air pump. She said that she is not sure when they will be shipping. RG added that the only other item is that JA had wanted some signs that explain what the BPAC is and what they do. She explained that she hasn't ordered that yet because she isn't sure what the BPAC wants the content to be, such as the exact mission statement and design. She said that they should talk about that more and then they can order it from Clay Street Printing in the new fiscal year. CD suggested that if people knew that the bike repair stand and other items were a project of the BPAC then that would spread positive awareness of what the BPAC is doing. RG agreed and said that they should look into a sign or sticker that says that the bike repair stands are a BPAC project. CD asked if there would be instructions on how to use the bike repair stand. KJ suggested that they could do a video and JA agreed that might be a good idea. JA said that most of the repair stands he's seen don't have a guide. Some of them have a placard showing the basics but most of them don't.

MEBANE ACTIVITY CHALLENGE

RG said that they had already talked a lot about the activity challenge in the context of the giveaways and discretionary funds. KJ agreed and said that the social media campaign is all set up and she will keep working with Kelly (Mebane PIO) on that.

NEW AND ONGOING BUSINESS

ANNUAL RETREAT

KJ noted that RG had sent an email asking about food preferences for the retreat. RG explained that they had ordered from Catrina's two years in a row. It's been very good both times, but she wasn't sure if they wanted to do something different this year or not. KJ indicated that she was



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fine sticking with what they had done before. RG said that she would check in closer to the date to see if there are any food allergies or restrictions they need to be aware of. Usually, they have a vegetarian option and a chicken option.

GREENWAY UPDATE

KJ said that she had asked for an update on the greenway, and she just wanted to make sure they are aligned with the current construction timeline as the BPAC thinks about events leading up to the opening. She also wants to try to get some community involvement before the trail opens, maybe give tours to neighbors and things like that. CD agreed that doing additional outreach with people that live near the trail would be a great idea. RG noted that there is one person that lives next to the trail that is upset that a tree was cut down. KJ explained that she really wants to try to get ahead of any concerns. AO said that the original timeline is for the trail to be completed by December 2024 and she hasn't been informed of any changes. KJ asked if they had started construction and RG said that it looks like they have cleared the area where the trail will go and there is some tree protection fencing visible from S Third Street. She doesn't know if they have started actually constructing the trail, but it looks like they've completed the first step.

JN asked about the Third to Fifth Street Connection. RG explained that it is still under consideration but there isn't a clear timeline for when it may move forward. She added that it is listed in the Capital Improvement Plan (CIP) for the coming fiscal years. RG explained that the CIP is the City's financial plan for physical infrastructure project over the next several fiscal years. She explained that some money has been budgeted for the project in the future fiscal years, but there are currently some concerns about whether the City's actual revenue will meet what was projected. This may affect how the City budgets for projects like this in the next few years. JN asked if the BPAC ever looks at outside funding sources and grants. RG explained that most grants require a match, usually 20-25% of the project costs. It is something that the Planning staff has been discussing with the Recreation and Parks Department and they are hoping to hire a grant writer in the next fiscal year. If that happens then obtaining grants for these types of projects may become more accessible. CD asked if the BPAC's volunteer time would count towards a grant match. RG said that it depends on the grant and the match required. CD said they should start keeping a record of the BPAC's volunteer hours to help with any future grant documentation. AO added that the application and the reporting requirements for grants are a lot of work that would be difficult to add to current staff. RG explained that she is keeping track of what funding is available and hopefully they will be able to pursue grants in the near future, but right now they just don't have enough resources.

CD asked if the proposed Buc-ees development will affect any of the planned capital projects. AO explained that the developer will be required to make a number of road improvements at the interstate exit that will be beneficial to the City. CD asked if the development will include any bicycle or pedestrian facilities. AO said that the site plan includes a multiuse plan that they will be required to develop unless there are unavoidable physical feasibility issues.



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RG said that she had one more item to discuss. They had previously discussed canceling the June and July regular BPAC meetings and just holding retreat on July 7th. She asked if everyone was in agreement on canceling those meetings. There was general agreement to go ahead with that. RG said that they also needed to talk about the location. She explained that last year they held it at their regular meeting place at City Hall but the year before they held it at the Mebane Arts and Community Center (MACC). RG indicated that she would speak to Aaron about holding it at the MACC. She noted that they don't typically record the retreat but there will be a meeting summary. RG said that she would put together a draft agenda, as she usually does for BPAC meetings. She said that they have talked about a number of topics that they might like to discuss at the retreat so if anyone has something they would like to prioritize or put forward then they should email her. RG explained that they had wanted to talk about discretionary funds for the new fiscal year and maybe putting them towards projects. They should also talk about content for a BPAC sign with a mission statement. CD asked if there were hard copies of the new bicycle and pedestrian transportation plan. AO said that she has plans for the BPAC members. KJ said that they will plan to talk about the plan and any questions or need for clarification that the BPAC members have. JN said that she will have to look at the plan as she thought the current greenway project included the connection to Fifth Street. RG said that it is described as one project in the plan, but the City needs to pursue it in phases. KJ explained that the annual report provides a good breakdown of what has been completed in the past year and what the plans are for upcoming projects.

The meeting was adjourned at 7:25 p.m.

Meeting summary prepared by Rachel Gaffney, City Planner.