



## MEETING AGENDA

**Participants:** Community Advisory Committee

**Project:** Downtown Bike Loop and Jackson Street Reconstruction

**Date:** May 14, 2015

**Time:** 4:00 – 6:00 p.m.

**Location:** Ramsey County Court House Rm 41 – 15 W Kellogg Blvd

1. Welcome and Introductions – Cynthia Whiteford & James McClean (Co-chairs)
2. Project Goals and Objectives – Kevin Nelson & Reuben Collins, City of Saint Paul
3. Role of the Community Advisory Committee (CAC) – James McClean, Co-chair
4. Expectations for CAC Meetings – Cynthia Whiteford, Co-chair
5. Project Planning and Design Process – Ciara Schlichting, Toole Design Group
6. ACTIVITY – Strengths, Weaknesses, Opportunities and Threats (SWOT) facilitated exercise
7. Next Steps
  - a. Public Workshop, Monday, May 18<sup>th</sup> from 5 – 7 p.m.
  - b. Public Open House, Thursday, May 21<sup>st</sup> from 5 – 8 p.m.
  - c. Public Workshop, Thursday, June 11 (time TBD)
    - Public meetings held at: Metro Square Building - 121 Seventh Place East, St. Paul, MN 55101 Basement Level, Conference Center
  - d. Next CAC meeting, Thursday, July 9 from 4 – 6 p.m.

Check the city's website for project updates: <http://www.stpaul.gov/downtownbikes>

**Downtown Bike Loop Project Goal:**

As part of the 8-80 Initiative, this project will increase activity and vitality on our streets and public spaces in downtown by continuing the vision set forth in the City's Bike Plan and the City's Comprehensive Plan.

**Specific Downtown Bike Loop Project Objectives:**

- Complete the design development of the Downtown Bike Loop
- Construction documents for Jackson Street from Shepard Road to 11<sup>th</sup> Street, for construction in 2016
- Build awareness and understanding of the Downtown Bike Loop as a complete system with branding, signage, and wayfinding
- Promote the Downtown as a destination and accessible on the City's bike network
- Increase use of bikeways amenities and facilities
- Generate support, advocacy, and stewardship
- Expand economic vitality by positioning downtown Saint Paul as a key component in making Saint Paul a great place to live, work and do business

**The Role of the Downtown Bike Loop Community Advisory Committee:**

- Help to determine the community needs and desires for the site
- Review plan concepts and provide input on major design elements and themes
- Bring suggestions from community, stakeholders, and respective organizations to the attention of the project team
- Help communicate project progress to community members
- Provide guidance to City staff on final design recommendations for the project
- Ensure that the full range of issues are discussed during the design process

**Expectations for Committee Advisory Committee Members:**

- Represent and communicate the community needs and desires for the site
- Respect for different perspectives
- Courtesy of one another
- Contribute in a positive way
- Attend every meeting

**Expectations for the Community Advisory Committee Co-Chairs:**

- Start the meeting
- Maintain control, keep time
- Keep to the agenda
- Allow flexibility and freedom of expression
- Ensure full participation
- Draw out quitter member and discourage those who are monopolizing the meeting
- Be prepared to highlight issues that no-one else will and be the one who has to ask the awkward questions
- Clarify, and make sure everyone understands what is being discussed
- Make sure decisions are recorded along with who is going to implement them
- Above all, they are there to guide the meeting
- Steer members to work harmoniously and purposefully as a team.

**Meetings:** Regular CAC meetings will be Thursdays from 4-6pm through the end of 2015.