



**Delaware Bicycle Council
February 5, 2014
DelDOT Administration Building
Meeting Notes**

Members Present

Walt Bryan, Sussex County Representative
Fran Cardaci, At-Large Representative
Tom Felice, DelDOT Representative
Tom Hartley, Kent County Representative
Sgt. George Heberling, DE State Police Representative
James Ireland, DE Greenways Council
Allison Kirk, Office of Highway Safety
Mike Krumrine, DNREC Representative
Roger Roy, At-Large Representative
Mike Tyler, At-Large Representative
Amy Wilburn, Chair & At- Large Representative
James Wilson, At-Large Representative

DelDOT Support Staff

Anthony Aglio, Bicycle Coordinator DelDOT
Kari Glanden, Administrative Assistant DelDOT
Fritz Schranck, Deputy Attorney General DelDOT

Members Absent

Fred Breukelman, Dept. of Public Health Representative
Dean Betts, Department of Education
Ted Williams, Council on Transportation

The meeting was called to order at 5:03 pm

I. Welcome

Amy Wilburn welcomed the members to the meeting. She asked the members to look over the meeting minutes. Changes to the minutes were noted and will be amended. Mike Tyler had minor edits that were noted he then made a motion to pass the minutes as amended and it was second by Walt Bryan. No one opposed the notes. Motion passed.

II. FEATURED TOPICS

Funding Requests:

Heels and Wheels

Heels and Wheels Summit will be held March 21st at Clayton Hall. The Planning Committee is asking the Bicycle Council to provide funding for the event. The Council can choose the amount to sponsor. The Trail Summit and the Bike Summit are combined into this one summit so there are a lot of other parties now helping sponsor this summit. For \$1,000.00 sponsorship the Council will have a table, the Council logo on printed materials, other details can be looked up. Mike Tyler made a motion to sponsor \$1,000.00 Amy Wilburn seconded the motion. All were in favor. Motion passed.

Safety Checkpoints

Safety Checkpoint request for lights and helmets for the safety checkpoints. The council has provided funding for the same materials every year for the last few years. This purchase is for 300 additional lights that will give us a total of 600 lights for checkpoints and also 10 cases of helmets which is 360 helmets. The total amount for the lights and helmets request is \$5,594.00. A motion was made by Walt Bryan to pay for the lights and helmets for \$5,594.00, Motion was seconded by Mike Tyler. All were in Favor. Motion passed.

Bike Month T-shirts

This request is for approximately 400 t-shirts to be given out at the bike month events. They are approximately \$10.00 per shirt, \$4,000.00 total. James Ireland made a motion to pay for the t-shirts, the motion was seconded by Amy Wilburn. All were in favor. Motion passed.

Trail Guide Ad

Walt Bryan is asking for \$750.00 for a full page ad in The Sussex Trail Guide. The guide is put out by Walt's rotary club and it covers all the trails in Sussex County. The ad would contain whatever message the council decides to have printed. The guide is issued to all the schools. It is also put in business locations. The guide is free and comes out yearly. The DBC Ad would need to be submitted in three weeks. Tom Hartley mentioned that this is not a statewide publication and that is not compatible with the mission of the council. Amy Wilburn suggested that we think about advertising in the future but to try and put an advertisement together in a two week period is too much of a time restriction. Anthony Aglio will look into See It Both Ways funds available to possibly put a See It Both Ways ad in the guide.

Election of Chair

Amy Wilburn and James Wilson both ran for Chair of the Council. It was discussed also about Vice Chair but the bylaws would have to be changed to have a Vice Chair. The eligibility to run for chair criteria was read by Anthony to the council. Citizen members raised their hands to be identified by the council. Fritz read how the nominations and voting were to proceed. Amy Wilburn was nominated by Walt Bryan and Mike Krumrine seconded the nomination. James Wilson nominated himself and Tom Hartley seconded the nomination. Mike Tyler made a

motion to close the nominations and it was seconded by Walt Bryan. Amy Wilburn and James Wilson were each given a few minutes to speak as to why they wanted to be the Chair of the DBC Council. Paper ballots were passed out and Amy Wilburn won the seat of Chair over James Wilson by a vote of 9 to 2. There were 11 voting members present.

Goals Discussion

The goals were passed out to the council for comment discussion. Goals that are in blue are active goals being worked on by the Council. The red goals are goals that have either been accepted by the Council but have never been actively pursued, or goals that have been proposed but never voted on. Ted Williams did not attend this meeting but suggested a goal by e-mail. Please see the goals attached for the updates and notes. Red goals were reviewed for discussion, some of those goals were eliminated, others were amended and the remaining were approved without changes. Roger Roy made a motion to accept all goals in blue and work on the goals in red that the council decided to pursue during this meeting. The motion was seconded by Walt Bryan. Changes were made to the language of two of the blue goals. The motion passed unopposed.

Adjourn

Motion to adjourn the meeting was made by James Ireland and seconded by Mike Tyler. No one opposed.

Meeting adjourned @ 7:01 PM

Delaware Bicycle Council Goals (Reworked) for 2014

Note:

The goals in blue are official goals. The ones in red ones were discussed and if they were approved and if a member is taking the lead it is noted.

Goals in blue are current goals. They have been approved by the DBC, a DBC member is taking the lead, and at least some progress has been made. These goals are included for your information.

Fortunately, some of the goals in blue are well on their way to completion. Some are funding only. And as always, throughout the year, we can vote on new goals as the need arises.

Objective: Motorists and Cyclists will Safely Share the Road

Education:

Education for Law Enforcement:

- ✚ Include 3ft Passing, Vulnerable Users, and other bike related laws and information in the 2014 DSP Cadet Training
 - Status: being arranged for the first training of 2014.
 - Future Action: ensure that the training is offered to all cadets.

Motorist Education:

Promote Bicycle laws, including the 3ft Safe Passing and Vulnerable Users Law. Help motorists understand needs and circumstance unique to cyclists.

- ✚ Ensure See It Both Ways radio spot includes 3 ft. safety message, airs in 2014
 - Status: Planned to Air in May (Bike Month)
- ✚ Provide Bicycle Safety Message (along with other safety messages) on unused Variable Message Boards at least 3 times in 2014.
 - Status: Messages posted during the summer of 2012, but not since. At last meeting, DBC agreed to resume efforts to have safety messages posted.
 - Future action: help decide on messages and have them posted.

- ✚ Ensure 2014 Driver's Education includes at least 30 minutes of instruction pertaining to safe driver behavior when encountering bicyclists
 - Status: Driver's Education Curriculum developed by the DBC is approved. Dean Betts will distribute it to all driver education teachers in the state.
 - Future action: because curriculum is not mandated, we need to monitor to ensure that the curriculum is being taught in the schools.

- ✚ Include bike education in defensive driver and remedial driving classes.
 - Status: Now that the curriculum has been approved for use in the schools, this goal is the next step
 - Future action: DBC will approach the insurance commissioner and request that the curriculum be mandated as a part of all defensive and remedial driving classes.

- ✚ In 2014, complete Vulnerable Users Video and distribute it to appropriate venues including schools, defensive driving, AAA, AARP.
 - Status: Delcastle is completing the final edits. It is anticipated that the video will be completed and ready for distribution within the next month.
 - Future action: distribute the video to appropriate venues.
 - Show video at 2014 Heels and Wheels Summit.

- ✚ By the end of 2014, ensure that at a minimum of one question on all Drivers' Education Tests includes a driving/ bicycle safety question.
 - Note: this goal has been approved by the DBC but no action has been taken and no member has taken the lead. We have worked with DMV to update bicycle information in the handbook and to post information on the laws and sharing the road on the DMV message boards. We need someone to assume the lead on this goal. Move to approve was made by Tom Hartley, seconded by Walt Bryan, no one opposed. (APPROVED)

Bicyclist Education:

Promote safe cycling behaviors

- ✚ Fund at least 15 Bicycles Safety Checkpoints.
 - 700 Light Sets
 - 300 Helmets

- **Note: DBC has consistently funded the checkpoints. In 2013, there were 21 checkpoints, 16 in Sussex County and 5 in New Castle County. 928 contacts were made, 710 light sets and 201 helmets were distributed. DBC and Sussex Cyclists purchased the light sets and helmets.**
 - **There were also 8 Summer Employee Bicycle Safety Trainings. 158 students attended. 100 bicycles were refurbished. Helmets and light sets were also given to attendees. DBC purchased bike lights, helmets and some misc. supplies.**

- ✚ **Partner with BEST to complete Non-motorized Standards to be introduced to Department of Education curriculum in 2014**
 - **Note: Members have attended meetings and given input to BEST. Partnering with BEST is not considered an official DBC goal because it has not been voted on by the DBC members. (TWEAK LANGUAGE) Motion to approve was made by Amy Wilburn, motion seconded by Tom Hartley, there were 3 objections. (Approved)**

- ✚ ~~**Organize at least one Safe Cycling Class in Your Community of interest each year.**~~ **Motion was made to take out this goal by Tom Hartley, motion was seconded by Roger Roy, no one opposed. (Deleted)**

Legislation

Revise and promote Venerable Users Law

- ✚ **Revise Vulnerable Users Law to broaden scope of violations that can be issued by law enforcement officers while still applying this law. By end of 2014 fiscal year, have new Bill written and in committee, and hopefully passed.**
 - **Status: specifics of what needs to be changed have been discussed.**
 - **Future action: this bill needs to be drafted and introduced.**

- ✚ **Continue to follow up on crashes and make sure that the Vulnerable Users Law is applied.**
 - **Status: on-going**

- ✚ **Pursue “Idaho Stop” Law**
(Goal suggested by James)
“PROBLEM: Bicycles not detected at traffic signals
“SOLUTION: Legal reform allowing cyclists to treat stop signs as yield signs and red lights as stop signs

“Request review of “Idaho Stop” law by DeIDOT Chief Traffic Engineer including advisory opinion regarding the effects of its potential adoption in Delaware.” Motion to approve made by James Wilson, seconded by Tom Hartley, no one opposed. (Approved)

Summits

Support and participate in statewide summits

- ✚ Participate in 2014 Heels and Wheels Summit.
 - Status: as in past years, DBC is involvement in the planning of the summit.
 - Future actions: continue to assist with planning of Summit. Participate in activities on day of Summit.
- ✚ **Sponsor 2014 Heels and Wheels Summit This goal was already voted and approved under funding requests earlier in the meeting. (APPROVED)**

Objective: Increase Bicycling in Delaware

Provide the facilities necessary to increase both transportation mode share and the number of cyclists who use Delaware’s roads and trails for recreation and fitness.

Bicycle Friendly Communities

Support Bicycle Friendly Communities (including Wilmington, Dover, Lewes & Newark)

- ✚ Have DBC member attend (support) 75% of Bicycle Friendly Committee Meetings
 - Status: Wilmington (WBAC), Dover and Lewes are covered, although Anthony is covering Dover. It would be nice to have a DBC member also become involved in Dover.
 - Future action: need a DBC representative to attend Newark (NBC) meetings. Continue to participate in community efforts.
- ✚ Provide presence at Bike To Work Day Events – provide safety and encouragement materials (Statewide Bike Month T-shirts)
 - Status: DBC actively participated in Bike to Work Day Events in 2013.
 - Future action: continue involvement. ~~Do we want to expand efforts with more DBC members becoming involved?~~ (DELETED) Motion to delete made by Anthony Aglio, seconded by Tom Hartley , no one opposed.

- ✚ **Approach one additional community and assist with effort to become more bike friendly, and encourage the community to apply for LAB bike friendly community status. Motion to approve made by Tom Hartley , seconded by Amy Wilburn, no one opposed. Also, add writing letters to the municipalities to the goal. (ROGER AND ANTHONY ARE TAKING ON THIS GOAL)**

Bicycle Friendly Businesses

Encourage businesses and places of employment to become more bicycle friendly. *A BFB practices social responsibility by weaving bicycling into the business culture and gives employees the opportunity to be active stewards of their personal and environmental health through bicycling. More info at League of American Bicyclists www.bikeleague.org/bfa. We currently have one bicycle friendly business recognized in the State of Delaware.*

- ✚ **Provide showers/lockers rooms at 1 state building that currently is without these facilities. (expanded to include new buildings)**
 - **Status: both Sec. Bhatt and Governor Markell indicated support for improved facilities in state buildings. The issue was referred to Facilities Management. Dennis Groom submitted a letter indicating that facilities are not routinely provided unless the state building is a 24 hour facility.**
 - **Future action: continue to pursue facilities on a statewide basis.**
 - **Continue to pursue efforts underway to obtain facilities in the Carvel State Building**
- ✚ **Encourage and assist at least 2 businesses (state buildings or other businesses) to become more bike friendly and to apply for Bicycle Friendly Business recognition. Motion to approve made by Tom Hartley, seconded by Anthony Aglio, no one opposed. (APPROVED) (Anthony will encourage one business) (James Ireland will work Christiana Hospital). *Add language to “Provide possible funding for bike parking in the future.”**
- ✚ **Provide appropriate Bicycle Parking at 1 state building that currently is without bicycle parking.**

- **Note: During the summer of 2013, the parking garage under the Carvel Building installed a bike rack that is larger and more bike friendly than the old “toaster” rack.**
 - (Suggestion from James):
“GOAL: Bicycle Coordinator shall use council funds up to \$2,000 to provide appropriate bicycle parking at 1 state building that currently is without bicycle parking”

- ~~✦ Work with DelDOT to improve bicycling Infrastructure around at least 1 state building~~ Motion to delete made by Anthony Aglio, seconded by Tom Hartley, no one opposed. (DELETED)

Provide Funding for a Balanced Bicycle Network

Increase opportunities for Bicycling through increased funding levels which translate into development projects or complete street retrofits

- ✦ Re-establish funding pools
 - Status: response received in 2012 from Sec. Bhatt indicated that both he and Gov. Markell support the re-establishment of funding pools to fund both on-road and off-road projects that will help complete bicycle networks but are too small for a stand-alone capital project and too large for maintenance. Discussions commenced on the nature and amount of funding, and a subcommittee comprised of members from various organizations including DBC and Dover-Kent MPO began to work on criteria. The funding was to be a part of the \$13 million allocated for bicycle and pedestrian projects. However, by the end of 2012, the funding for the pools had not materialized.
 - Future actions: identify why the funding never materialized and resume efforts to re-establish this source of funding for critical projects.
- ✦ Dedicate a percentage of the transportation budget toward bicycling infrastructure and non-motorized safety initiatives. (Establish a HISP Program for bicyclists and pedestrians).
 - Write at least one letter of Support for funding to Sect. Bhatt and each individual member of the Bond Bill Committee
 - Note: the DBC has consistently written letters of support in previous years to support funding for bicycling and walking. This goal would involve writing letters of support to set aside a percentage of the budget for bicycling infrastructure and non-motorized safety initiatives.

- **This goal could also involve working towards having bicycling included in the HSP so that it can also be included in the HSIP program. The goal could involve one or both of these aspects. Motion to approve made by Tom Hartley , seconded by Mike Tyler, no one opposed.**

- ~~✦ **Have a representative attend and support Statewide Trails and Pathway & Bicycle Facility Projects and at Public Meetings. Motion to delete the next three bullets was made by James Wilson, seconded by Tom Hartley, no one opposed. (DELETED)**~~

- ~~✦ **Attend CTP hearings and support bicycling projects**~~
 - ~~● **Note: our attendance at these hearing has been very minimal. (DELETED)**~~

- ~~✦ **Provide financial support to Conferences that support and educate the public about the benefits of bicycling at all skill levels. (DELETED)**~~
 - ~~● **Note: DBC has done this over the past several years.**~~

Construct a User Friendly Bicycle Network

Ensure that Delaware has a network that addresses the needs of transportation and recreational cyclists of all skill levels, and that allows cyclists to bike between most destinations. Since no one type of facility can address the needs of all cyclists, the network should have a balanced approach that includes both on-road and off-road facilities.

- ~~✦ **Ensure that bicyclists and pedestrians have a legal connection between Churchman's Road and the Christiana Mall**~~
 - ~~● **Status: the topic has been brought to the attention of DelDOT, the Christiana Mall, and local government. DelDOT is investigating options to provide a multi-use path connecting Christiana Mall to Churchman's Road. This goal was chosen as a joint DBC/Bike DE goal.**~~
 - ~~○ **Future action: monitor progress and assist DelDOT's efforts as requested.**~~

- ~~✦ **Improvement of tar & chip surface treatment to reduce hazards from excessive loose gravel**~~
 - ~~● **Status: DBC reviewed research on the topic and brought this to the attention of DelDOT. DelDOT attended a DBC meeting, explained the parameters regarding the use of tar and chip and asked DBC members to provide feedback on tar and chip roads that contain dangerous gravel, camouflaged potholes, or other defects.**~~
 - ~~○ **Future action: DBC members to report to DelDOT on the above. Monitor to ensure that this addresses the problem and**~~

that an additional course of actions is developed by DelDOT if necessary.

- ✚ Encourage and support DelDOT efforts to include bike facilities in pave and rehab projects and projects that fall under Complete Streets
 - Status: DBC input on the most recent pave and rehab lists has been provided to DelDOT. Lists of problem roads and intersections compiled and submitted to Sec. Bhatt. DelDOT reviewed these lists and has agreed to some “fixes”
 - Future action:
 - Continue to provide feedback on pave and rehab lists
 - Monitor progress of “fixes” and P&R projects
 - Bring additional concerns to DelDOT’s attention
 - Monitor Complete Streets projects
 - Attend public project planning meetings

- ✚ Increase the number of signal detectors that detect bicycles in bike lanes
 - Note: Actively coordinating with DelDOT on this. This topic has been discussed at DBC meetings, but was never officially voted on for approval. Motion to approve made by Tom Hartley, seconded by James Ireland , no one opposed. (APPROVED AMY-will lead)

- ✚ Designate an on road route between Wilmington and Newark, work to have route signed by Dec ‘14.
 - A viable, direct route between Wilmington and Newark to be established. Wayfinding signs should be installed along the route and barriers addressed. Motion to approve by James Ireland, seconded by Tom Hartley no one opposed. (APPROVED- Amy Wilburn will lead)

- ✚ Open 10 miles of Trails and Pathways this year. Motion to approve made by Anthony Aglio, seconded by James Ireland, one opposed. (APPROVED)

- ✚ ~~Provide 5 additional miles of bike lanes~~ Change language: “Add one East and West Route per County.” Motion to approve with added language made by Amy Wilburn, seconded by James Ireland, no one opposed. (APPROVED)

- ✚ Ensure that the unpaved stretches of the DE Greenway are improved so that the route is usable for all types of bicycles and so that it serves as a commuter connection to Wilmington.
 - Note: we’ve discussed this in the past at DBC meetings, but it was never taken on as a formal goal. Motion made to approve by Tom Hartley, seconded by Mike Tyler, no one opposed. (Amy Wilburn and James Ireland will take the lead) (APPROVED)

- ✚ (Goal suggested by James)
“PROBLEM: Low bicycle mode share in Delaware
“SOLUTION: Low traffic stress routes connecting trip origins and destinations
“GOAL: Work with DeIDOT Planning to Conduct low traffic stress bicycle network evaluation in at least two and up to four communities annually”
Motion made to approve by Mike Tyler, seconded by Tom Hartley , no one opposed. (APPROVED ANTHONY WILL LEAD)

- ✚ (Goal suggested by James)
“PROBLEM: Low bicycle mode share in Delaware
“SOLUTION: Low traffic stress ‘bicycle boulevards’
“GOAL: Work with DeIDOT Planning to develop a concept plan for a bicycle boulevard in a municipality” Motion made to approve by Tom Hartley, seconded by James Ireland , no one opposed. (APPROVED)

Note: Wilmington is creating cross city bicycle boulevards. These boulevards, however, will be constructed solely through the use of sharrows and wayfinding signs. The intersections and structure of the roads will not change.

Support Bicycle Networks

- ✚ Organize and conduct at least one garbage pickup along each trail
 - Northern DE Greenway
 - Pomeroy
 - C & D
 - Capital City
 - Junction Breakwater

Motion made to approve only one pick up by Anthony Aglio, seconded by Amy Wilburn , three opposed.

Gordons Pond Trail Opening (TOM WILL LEAD)

Ted Williams suggested that members of the Council contact their individual representative and senator to urge them to support the Governor’s request to increase the gas tax (user fee). **Move to delete by Mike Tyler, seconded by Tom Hartley, no one opposed.**