



"A coalition to increase physical activity through better community design & education"

4 May 2006

Minutes for 11 April 2006 Safe Routes to School Meeting

Attendance: Ignatius Fomunung - UTC, Russell Cliché – Hamilton County StepOne, Becky Barnes – Health Department Administrator, Phil Pugliese – Bicycle Coordinator, Barry Bennett – Regional Planning Agency Director, Steve Leach – Chattanooga Public Works Administrator, John VanWinkle Chattanooga Traffic Engineer, Kim Harpe – Southeast Tennessee Development District, Bill Allen – Private Consultant, Karen Rhodes – Transportation Planning Organization, George Hudgins – Public Education Foundation, Mike Howard – Hamilton County Engineer, Melissa Taylor – Regional Planning Agency, and Karen Rennich – Regional Planning Agency.

Old Business

School Participation:

Participating schools were announced and as of the date of these minutes, the schools are:

- Dalewood Middle
- Thrasher Elementary
- Normal Park Elementary
- Battle Academy
- Big Ridge Elementary
- *Lakeside** (still working on new map – sorry)

*It is possible this school and some of the original priority schools may change with the new principal appointments set to occur on July 1st.

**John VanWinkle mentioned at the meeting that he and Alan Wolf (local TDOT representative) had discussed the possibility of Lakeside Elementary due to the number of student currently walking to school in unsafe conditions. More recently on April 28th we had discussions with the principal of Lakeside and she agreed to participate stating that 'the program would be great for her school'.

Maps:

Completed maps were reviewed for all of the priority schools. The maps depicted infrastructure, neighborhood proximity, school zone boundaries, and half-mile and mile radii. These maps will be provided to all participating schools and will help organizers choose safe routes for the walk trains and bike buses. We hope to schedule individual meetings with the parent/teacher coordinators in late May. Maps will be added to the www.bikechattanooga.org website shortly.

New Business

Program Outline:

Presented was a program outline which details the national requirements and indicates suggestions as to how those requirements may be achieved by utilizing the Activate Chattanooga partnership and parent/teacher coordinators for each participating school. (An updated program status report has been added for your reference).

Program Responsibilities:

It was determined that successful implementation of SRTS is dependent on the shared responsibilities of each participating agency of Activate Chattanooga. Some of these responsibilities may be more detailed or time consuming than others, but remember this is the first year and we can expect to improve the program as well as become more efficient and effective each year. This year will not be about how much we accomplish, but whether we are successful in meeting the comprehensive requirements under SAFETEA-LU – The 5 E's. Again these requirements can be simply to identify tasks that will be completed to address some aspect for each category as we discussed and are recalled below in questions to be ASAP.

***** Please answer these questions to the best of your ability or note N/A if you feel the task is not appropriate for your agency to be involved. *****

Encouragement

All partners:

- Are you available to speak to community groups about the SRTS program?
- Can you be available to assist with press release development and organization of the July Kick-Off Meeting?
- Will you be available some mornings to show support and walk with students from one of the participating schools?

Evaluation

Health, Academic, Engineers & any other interested Activate Chattanooga partners:

- Will you or staff of your agency be available to conduct surveys, make observational assessments, and/or gather information to establish methods for evaluating health and safety related issues? (That we hope implementing SRTS will improve or bring to our attention)

Enforcement

Police, School Patrol, Principals, Parent/Teacher Coordinators, Parents, Engineers, & any other interested Activate Chattanooga partners:

- Can you be a school assistant to help set up ad hoc meetings with the parents, school representatives, students, and teachers to determine level of student involvement and designated safe routes for one of the participating schools?
- Will you agree to be a point of contact for scheduling and coordinating walk trains and bike buses for one of the participating schools?
- Can you meet with the School patrol to discuss safety issues and make recommendations for creating designated safe route options for each participating school?
- Will you assist in organizing necessary enforcement procedures that secure designated routes are free of obstacles, protected from automobile traffic, and general safety for pedestrian/bicycle passage.

Education

Police, Certified Health, Safety, Bicycling Instructors, & any other interested Activate Chattanooga partner:

- Would you be available to provide education materials, teach pedestrian/bicycle health and safety classes, speak about transportation and/or environmental benefits, or conduct walking/biking training classes for the participating schools?

Engineering

Engineers, Planners, Transportation Professional & any other interested Activate Chattanooga partner:

- Will you or staff of your agency be available to conduct observational assessments, review existing data, and provide recommendations to help identify physical construction projects that will improve conditions currently impeding safe bicycle and pedestrian activity?
- Can you or staff of your agency attend meetings to discuss prioritization methods for project applications that may potentially qualify for Federal SRTS funding.

The Timeline

The timeline was updated to reflect the agreed upon kick-off in late July.

Kick-Off Meeting

Partners agreed that the kick-off should be an open house with maps, information, and partner representatives available for questions. The suggested location was downtown in the Development Resource Center.

Next Meeting Date

We will not have an Activate Chattanooga meeting during the month of May; however, we will have individual meetings with each agency to discuss task scheduling for the above mentioned responsibilities. So *please*, answer those questions and get them back to me as quickly as possible.

Thanks to all of you for you support and active role in this exciting program!