

BICYCLE PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Position:

BPAC Committee Member

Purpose and Duties of BPAC Committee Member:

The City of Rolla is in the process of forming a Bicycle Pedestrian Advisory Committee (BPAC). The purpose behind this committee is to make the community more livable by promoting bicycling and walking as an alternative means of transportation while ensuring we provide the best facilities and are sensitive to the needs of all users. Transportation enhancements such as new construction, rehabilitation or maintenance of streets and sidewalks can be viewed as opportunities to realize these goals.

Committee member's duties and responsibilities are the following:

- Review, prioritize and propose changes to the staff proposed 2018 Bicycle Pedestrian Master Plan,
- Submit an annual report to the City Council summarizing the past years activities and make recommendations regarding the funding of bicycle and pedestrian related projects,
- Participate in community activities such as "Bike to Work Day",
- Attend public evening meetings approximately six times per year.

Committee member requirements include:

- Proven track record of working well in a group setting,
- Desire to be involved in the growth and prosperity of the Rolla community,
- Ability to remain open-minded about providing facilities for all skill sets of bicyclist and pedestrians,
- There are not technical requirements, only a passion for developing public facilities to adequately serve the needs of the bicycling and pedestrian community
- We are looking for individuals with interests or experiences in the areas of city planning, law enforcement, parks and recreation, Missouri S&T, Rolla Public Schools, pedestrian advocacy and bicycling advocacy.

Application information:

- Name, address, phone and email
- Qualifications
- Experiences and affiliations that would bring benefit to the City of Rolla Bicycle Pedestrian Advisory Committee

Members will be appointed by the Mayor and approved by the City Council.

City staff contact:

Steve Hargis, P.E., Director of Public Works

Rolla City Hall

P.O. Box 979, 901 North Elm Street

Rolla, MO 65402

shargis@rollacity.org

(573) 364-8659

ORDINANCE NO. _____

AN ORDINANCE ENACTING A NEW ARTICLE VII. BICYCLE PEDESTRIAN ADVISORY COMMITTEE, NEW SECTIONS 36-100 THROUGH 36-105, IN LIEU THEREOF, PERTAINING TO THE BICYCLE PEDESTRIAN ADVISORY COMMITTEE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AS FOLLOWS:

Section 1: That Article VII. Bicycle Pedestrian Advisory Committee, Sections 36-100 through 36-105 of the General Ordinances of the City of Rolla, Missouri, known as the Code of the City of Rolla, Missouri, are hereby enacted in lieu thereof to read as follows:

ARTICLE IV. BICYCLE PEDESTRIAN ADVISORY COMMITTEE

Division. 1. Bicycle Pedestrian Advisory Committee (BPAC)

Sec. 36-100. Duties.

There is hereby established the Bicycle Pedestrian Advisory Committee of the City of Rolla (also known as the BPAC).

The duties of the BPAC shall include, but are not limited to, the following:

- a) Promote the development and maintenance of the City's bikeway and pedestrian facilities by maintaining existing street pavements, removing sidewalk trip hazards, connecting missing links in the sidewalk network, achieving ADA compliance, developing a Street Bicycle Route Network, and expanding the Multi-Use Path Network,
- b) Promote, through education, bicycling and walking as an alternative means of transportation; and
- c) Ensure sensitivity to bicycle, pedestrian, and disabled transportation issues in the design and implementation of public works projects which impact bicycles and pedestrians.

Sec. 36-101. Members.

Bikepath Pedestrian Advisory Committee Members

- a) The BPAC shall consist of nine (9) members representing various departments and organizations (i.e. city, law enforcement, schools, community, etc.).
- b) The Public Works Director will act as an ex officio, non-voting member of the BPAC. Other members shall be approved by consent of the City Council. The Public Works Director shall transmit no less than annually to the Mayor and City Council all pertinent information regarding committee meetings

- c) All eight (8) voting members of the BPAC shall cast votes. In case of a tie, the Chairperson shall cast the deciding vote. A quorum is defined as a majority of the voting membership.
- d) An annual meeting of the BPAC shall be held in the month of January, and the officers of the committee shall be elected at that meeting.
- e) The failure to support the BPAC through active participation at its meetings may be cause for removal. (Active participation is defined as attending all scheduled meetings with an allowance of three (3) meetings missed per year). The Chairman shall contact those missing three (3) scheduled meetings. At the next meeting, the Chairman shall report to the BPAC and may recommend removal from the committee of such a member.
- f) When a vacancy occurs, the Chairperson shall notify the committee that a vacancy does exist. In case of a vacancy due to death, resignation or disqualification, the unexpired term shall be filled by an appointment by the Mayor with approval of the City Council.

Sec. 36-102. Officers.

The Bicycle Pedestrian Advisory Committee shall elect its own officers in accordance with the following guidelines:

(a) Officers elected shall include:

Chairperson: Duties are to preside at all meetings of the BPAC. He or she shall be a member ex-officio of all Standing and Special Committees except in the event of a tie, in which case the Chairperson will have the deciding vote. In case a vacancy occurs in the office of the Chairperson, the Vice-Chairperson shall become Chairperson and a new Vice Chairperson shall be elected.

Vice-Chairperson: The Vice-Chairperson shall fulfill the duties of the Chairperson when the latter, for any reason, is unable to act in his/her capacity as Chairperson.

Ex Officio Director: The Public Works Director for the City of Rolla shall be the ex officio Director and shall be a non-voting member.

Committee Coordinator: The Committee Coordinator shall be a staff member of the City of Rolla Engineering Department and shall provide information, plans, documentation, and support services as needed by the committee. The Committee Coordinator shall record attendance, service hours, and voting and election results. City personnel shall assist the Committee Coordinator in this task as requested.

(b) The BPAC may form subcommittees for designated periods of time to work on specific projects. Such subcommittees shall report their findings and recommendations to the BPAC, which shall make any final recommendations. Each said subcommittee shall be dissolved when work on the assigned project is determined to be completed by the BPAC.

Sec. 36-103. Meetings.

The regular meeting place shall be at City Hall. A notice and tentative agenda of all meetings must be posted on the Public Notice Bulletin Board at City Hall. All meetings are open to the public.

The committee shall meet six (6) times per year at a designated time and date, or special meetings on the call of the Chairperson, as follows:

1. January, fourth week
2. March, first week
3. May, first week
4. August, second week
5. September, fourth week
6. November, fourth week

A notice and tentative agenda of all meetings will be provided to each BPAC member. Members are expected to attend meetings. If a member will be absent, they should contact an officer, the Ex Officio Director or the committee coordinator no less than 24 hours before the meeting to avoid an unexcused absence.

Sec. 36-104. Ordinances pertaining to the Bicycle and Pedestrian activities.

No ordinance pertaining to the Bicycle or Pedestrian facilities shall be considered by the City Council without first referring same to the Bicycle Pedestrian Advisory Committee and receiving its recommendation with reference thereto; provided, however, that if no recommendation is received from the BPAC within a period of thirty (30) days after the matter is referred to the committee, then the City Council may take action without such recommendation.

Sec. 36-105. Limitations.

The BPAC shall be a recommending body only and shall make its recommendations to the Mayor who in turn will report recommendations to the City Council for the operation and maintenance of the park and outdoor recreation system consisting of bikeways, pedestrian/bicycle bridges, bike parking facilities, intersection and traffic signals and walkways, or multi-use trails owned or used by the City for its final

Ordinance No. _____

Page 4

determination as to what action should be taken. The City Council may from time to time delegate certain authority and responsibilities to the BPAC as deemed necessary and appropriate.

Section 2: That this ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AND APPROVED BY THE MAYOR THIS 5TH DAY OF FEBRUARY 2018.

APPROVED:

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Counselor

CITY OF ROLLA BICYCLE/PEDESTRIAN ADVISORY COMMITTEE

BYLAWS, ROLES, AND RESPONSIBILITIES

ARTICLE I - NAME

The name of the Committee is the City of Rolla Bicycle/Pedestrian Advisory Committee, hereinafter referred to as the "Bicycle/Pedestrian Advisory Committee."

ARTICLE II – PURPOSE

The purpose of the Bicycle/Pedestrian Advisory Committee is:

1. To promote the development and maintenance of the City's bikeway and pedestrian facilities, by;
 - a. Maintaining existing street pavements,
 - b. Removing sidewalk trip hazards,
 - c. Connecting missing links in the sidewalk network,
 - d. Achieving ADA compliance,
 - e. Developing a Street Bicycle Route Network, and
 - f. Expanding the Multi-Use Path Network
2. To promote, through education, bicycling and walking as an alternative means of transportation; and
3. To ensure sensitivity to bicycle, pedestrian, and disabled transportation issues in the design and implementation of public works projects which impact bicycles and pedestrians.

ARTICLE III - MEMBERSHIP

Section 1. Composition. Appointment to the Bicycle/Pedestrian Advisory Committee shall be approved by the City Council of Rolla. The Bicycle/Pedestrian Advisory Committee shall consist of nine (9) members who shall live or work within the city limits and have a strong interest and enthusiasm for the planning, improving, and maintaining of bicycle and pedestrian facilities. The committee shall consist of representatives from the following organizations and/or backgrounds:

1. Public Works Director – non-voting ex officio member
2. Planning
3. Law Enforcement
4. Parks and Recreation
5. Missouri S&T
6. Rolla Public Schools
7. Rolla City Council
8. Community Pedestrian Advocate

9. Community Bicycling Advocate

Section 2. Term of Membership. Terms of membership of the Bicycle/Pedestrian Advisory Committee shall be according to the wishes of the committee member.

Section 3. Voting Rights. Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members. In case of a tie, the Chairperson shall cast the deciding vote. Voting by proxy or absentee ballot shall not be permitted.

Section 4. Resignation and Termination of Membership. Any member may resign by filing a written resignation with the Chairperson of the Bicycle/Pedestrian Advisory Committee and/or the City Council. An advisory board member's seat shall become vacant if the member has been absent from three (3) regular consecutive meetings without a minimum of 24 hours advance notice to either a committee officer, the ex officio member or the Committee Coordinator.

Section 5. Vacancies. Vacancies in the membership of the Bicycle/Pedestrian Advisory Committee shall be filled in the same manner as provided in the case of the original selection in accordance with Article III, Sections 1 and 2.

ARTICLE IV – MEETINGS OF MEMBERSHIP

Section 1. Regular Meetings. Regular meetings shall be scheduled six (6) times a year, as follows:

1. January, fourth week
2. March, first week
3. May, first week
4. August, second week
5. September, fourth week
6. November, fourth week

The Bicycle/Pedestrian Advisory Committee may cancel meetings or schedule additional meetings as deemed necessary.

Section 2. Special Meetings. Special meetings of the Bicycle/Pedestrian Advisory Committee may be called by the Chairperson or Vice Chairperson.

Section 3. Place of Meetings. The Bicycle/Pedestrian Advisory Committee shall designate a place within the City as the place of any meeting.

Section 4. Notice of Meetings. Notice stating the place, day, hour, and agenda of any meeting of the Bicycle/Pedestrian Advisory Committee shall be provided to the public pursuant to the requirements of the Missouri Sunshine Law (§ 610.011, Chapter 610, Revised Statutes of Missouri (RSMo)).

Section 5. Quorum. A quorum shall constitute five (5) members.

ARTICLE V – COMMITTEE ROLE AND RESPONSIBILITIES

The Bicycle/Pedestrian Advisory Committee shall be an advisory body to the City Council on matters relating to bicycle and pedestrian transportation. The fundamental responsibility of the Bicycle/Pedestrian Advisory Committee shall be to advise and make recommendations to the City Council on policy, improvement, operation, and maintenance of the City's bicycle/pedestrian facilities. The Committee's role which defines and supports this basic charge includes, but is not specifically limited to, the following:

- Propose, review, prioritize, and recommend bicycle/pedestrian/disabled transportation projects for application for State or Federal bicycle, pedestrian or access grant programs.
- Participate in the development and review of comprehensive bicycle/pedestrian facility plans and regulations.
- Review the City's existing bikeway system and pedestrian facilities and make recommendations on operational improvements to the existing bicycle/pedestrian facilities.
- Make recommendations on capital improvements to the bicycle/pedestrian facilities (e.g., bikeways, pedestrian/bicycle bridges, bike parking facilities, intersection and traffic signals and walkways, etc.).
- Review private development standards.
- Review public projects that impact bicycle and pedestrian facilities to ensure adequate consideration of the needs of bicyclists, pedestrians, and the disabled (site access, bicycle parking, etc.).
- Review the City's roadway system for bicycle and pedestrian suitability.
- Work with the Police Department to promote bicycle/pedestrian safety through education and enforcement.

The Bicycle/Pedestrian Advisory Committee shall render an annual report to the Mayor and City Council in May, which shall include:

- Summary of activities and accomplishments,
- Budget suggestions,
- Future goals, and
- Other items as deemed necessary.

ARTICLE VI - OFFICERS

Section 1. Officers. The officers of the Bicycle/Pedestrian Advisory Committee shall be a Chairperson and Vice Chairperson. The coordination of staff support shall be designated by the ex officio member.

Section 2. Election of Officers. The officers shall be elected annually by the Bicycle/ Pedestrian Advisory Committee members from their own membership at the first meeting each calendar year.

Section 3. Duties. The Chairperson shall preside at all meetings of the members. The City's Public Works Director shall serve as ex officio member. The Vice Chairperson, in the absence of the Chairperson, shall perform duties of the Chairperson. A City of Rolla staff person shall act as the Committee Coordinator and shall provide information, plans, documentation, and support services as needed by the committee.

ARTICLE VII – DURATION AND REVIEW OF THE BICYCLE/PEDESTRIAN ADVISORY COMMITTEE

The Bicycle/Pedestrian Advisory Committee shall continue for as long as the City Council deems necessary or desirable. The Rolla City Council shall have the authority to dissolve the Bicycle/Pedestrian Advisory Committee upon determination that it is in the best interest of the City that the Bicycle/Pedestrian Advisory Committee be dissolved. The Council may review the Committee's activities and make changes in their role or functions as needed.