



**Bicycle/Trails Advisory Committee  
Meeting Minutes  
April 17, 2017  
Chesapeake General Hospital Lifestyles Center  
5:00 p.m.**

***Voting Members Present:***

Chad Triolet  
Aaron Bull  
Laura Fitzgerald  
Tammy Hill  
Beth Reitz

***Voting Members Not Present:***

Doug Connolly  
Ava Ryan  
Joe Younkin  
Steve Allen  
Elizabeth Bell  
John Arthur

***Staff Present/Others Present:***

Benjamin Camras, Planning Department  
Tom Lilley, Tidewater Bicycle Association (TBA)

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The meeting was called to order at 5:09 PM by Chairman Chad Triolet.

Committee members introduced themselves.

Due to the lack of a quorum, approval of minutes from the March 27, 2017 meeting were continued to the next meeting.

**Old Business: BikeFest Tasks**

Chad Triolet provided an update on items to be posted to the BTAC Facebook page. Aaron Bull suggested that items be posted one at a time to generate more traffic.

**Action Item:** Chad will post Mayoral proclamation pictures and BikeFest flier to Facebook page. Chad will also add links to City websites regarding Bike Month and bike trails information.

Aaron Bull stated that he has contacted Robert Shanks with TBA regarding BikeFest being posted to the TBA website and is awaiting confirmation.

**Follow-up Item:** Aaron will update committee on status of TBA website.

Chad Triolet stated that the BikeFest flier has been distributed to all committee members. Chad further stated the flier has been provided to Parks, Recreation, and Tourism (PRT) to be distributed via Peachjar to City of Chesapeake Public Schools (CPS) students. Chad stated that this method would reach approximately 39,000 students.

**Follow-up Item:** Committee members will check to ensure flier has been posted to City website, BTAC website, and PRT website. If flier has not been posted to these outlets, please contact Benjamin Camras as soon as possible.

There were no updates available on participation of the CPS Nutrition Bus in BikeFest.

Tammy Hill stated that she had contacted the Fire Department about participating in BikeFest. Tammy stated the pink fire truck was undergoing repairs and may not be available for BikeFest. Tammy further explained if the pink fire truck is not available, a standard fire truck would be present, but may not stay for the entire event if needed for an emergency.

There were no updates available on the status of participation by the Health Department or use of a static wildlife display.

Chad Triolet that stated Kevin Kaul has secured three pop-up tents for BikeFest, which are either 10x10 or 12x12. Aaron Bull stated that TBA may bring a pop-up tent, as well.

Tammy Hill distributed BTAC t-shirts to attendees. The t-shirts were well received. Tammy stated that 125 water bottles have been ordered in similar color to the t-shirts and with the BTAC logo. Tammy stated that these items combined used the majority of the \$500 budget.

### **Old Business: Other Initiatives**

Chad Triolet asked committee members about their interest in participating in PRT's Saturday morning summer program. Committee members acknowledged their interest in this event. Chad stated that once the dates are confirmed, the committee will decide on one Saturday to participate.

**Follow-up Item:** BTAC will choose one Saturday morning in which to participate when dates are available.

Chad Triolet confirmed a sub-committee will be formed to develop the advisory letter to be submitted to City Council in advance of the Capital Improvement Budget (CIB) process. Chad stated that the sub-committee would be composed of BTAC members, City of Chesapeake staff liaisons, and the HRTPO. Chad stated that the sub-committee will hold their initial meeting in June.

**Action Item:** Chad and Benjamin Camras will follow-up with the subcommittee members to schedule the June meeting.

### **New Business: Open Discussion**

Chad Triolet stated that the Chesapeake Safe Routes to Schools director would be present at BikeFest. Chad also stated that he will reach out to CPS physical education teachers about their participation in BikeFest.

Aaron Bull inquired about any updates on the South Hampton Roads Trail (SHRT). Benjamin Camras stated that no updates were available and the status of the project remains unchanged. Benjamin further stated that the quarterly SHRT meeting is scheduled for 4/19 at the Hampton Roads Transportation Planning Organization (HRTPO).

The committee began to discuss BikeFest logistics. Chad Triolet stated this will be a rain or shine event. The committee discussed arriving around 12:00 PM to begin setup.

The committee discussed advertising for BikeFest in The Clipper.

The committee continued discussing which committee members will bring specific materials for BikeFest. Through this conversation, responsibilities were identified and committee members volunteered to help with supplies.

**Action Item:** Benjamin Camras will bring an easel and the large foam core board with the 2050 Master Trails Plan for display. Benjamin will also bring the BTAC banner. Benjamin will provide 8.5x11 copies of the 2050 Master Trails Plan and the BTAC post card as handouts, both to be printed on card stock. Benjamin will also develop a sign-in sheet requesting BikeFest attendees to provide their email address.

**Action Item:** Beth Reitz will bring pens for the sign-in sheet. Beth will also bring a hole punch, scissors, and ribbon to attach the post cards to the water bottles. Laura Fitzgerald offered to help coordinate these efforts.

**Action Item:** Tammy Hill will bring clip boards and the remaining t-shirts for distribution.

The committee discussed staffing the BTAC tent and agreed on one-hour increments.

**Action Item:** Benjamin Camras will draft a sign-up sheet for BTAC members to volunteer to staff the tent in one-hour blocks throughout the event.

Beth Reitz inquired about any open BTAC positions. Chad Triolet stated that the position reserved for the Farm Bureau remains vacant. The committee discussed what

steps may be needed to vacate filled positions due to non-participation and submit new nominations for appointment.

**Follow-up Item:** Benjamin Camras will determine City guidelines for what constitutes active participation in City sponsored committees and the process for submitting nominations for replacing current, but inactive, members.

Tom Lilley addressed the committee with safety concerns. The first concern was in regards to broken lights in the tunnel accessible from Byron Street near Oak Grove Park. The second concern was in regards to broken and inactive pedestrian crossing signals.

**Action Item:** Benjamin Camras will contact Steve Froncillo about these concerns and report back to the committee.

The committee had a conversation about participating in other active events in Chesapeake, such as the Bataan Death March.

Chad Triolet stated that the next meeting will resume the quarterly schedule. Beth Reitz suggested holding the next meeting in June to debrief BikeFest. The committee decided to hold the next meeting on June 19.

The meeting unofficially adjourned without a quorum at 5:58 PM.

BGC