



City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
City Hall Conference Room, 1480 Main St,
St. Helena
Wednesday, July 5, 2017 @ 5:00 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Tobias Barr at tbarr@cityofsthelena.org

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1. CALL TO ORDER
2. ROLL CALL
Committee Chair: Vacant
Vice Chair/Alternate: Vacant
Members: Kris Coryell, Glenn Smith, Donna Hinds, Tom Vence, Jeff Farmer
City Council Member Liaison: Geoff Ellsworth
Staff Liaison: Tobias Barr, Public Works Project Manager
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF COMMITTEE:
Reports by staff and/or committee on items of general interest. ***Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Active Transportation & Sustainability Committee.***
5. CONSENT CALENDAR:
Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
 - 5.1. Active Transportation and Sustainability Committee Meeting Minutes of June 7, 2017.
[06-07-2017 Minutes](#)
6. SCHEDULED MATTERS:
 - 6.1. Elect a new Chair and Vice-chair of the committee.
 - 6.2. Determine recommended strategy for PG&E LED Streetlight Upgrades

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7. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for August 2, 2017 at 5:00 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on June 30, 2017.

Chrissy Cook, Public Works Administrative Assistant

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Committee Members:

Michael Chisek - Chair
Vacant (Alternate)- Vice Chair
Member - Kris Coryell
Member – Brian Cramer
Member - Donna Hinds
Member – Glenn Smith
Alternate – Tom Vence
City Council Member Liaison – Geoff Ellsworth

MINUTES

ST. HELENA ACTIVE TRANSPORTATION & SUSTAINABILITY COMMITTEE

**City Hall, Conference Room
1480 Main Street**

Regular Meeting, Wednesday June 7, 2017 at 5:00 pm

1. ROLL CALL @ 5:05pm

Present: Michael Chisek, Donna Hinds, Tom Vence, Councilmember Geoff Ellsworth

Absent: Kris Coryell, Glenn Smith, Brian Cramer

Staff: Tobias Barr

2. PUBLIC FORUM:

- o Staff member Tobias Barr read aloud Pam Smithers email advocating for electric vehicle charging station and that the City pursue grant funding to install charging stations throughout the City.

3. REPORTS BY STAFF AND COMMITTEE:

- Tom Vence suggested the City and Committee should make it easier for the public to comment on Active Transportation and Sustainability matters allowing input via email or possibly on the website.
- The Committee requested an update to the Pratt Street Closure. Staff Liaison Tobias Barr would provide an update at the next meeting.
- Donna Hinds requested an update on the status of the local representative appointment to the regional NVTATC.

4. CONSENT CALENDAR

- A. Approval of Meeting Minutes from May 3, 2017. A motion to approve was provided by Tom Vence and second by Donna Hinds. The Minutes were approved by the Committee (3-0).

B. SCHEDULED MATTERS:

- A. Discussion of Active Transportation and Sustainability Committee Mission Statement.
Staff Member Tobias Barr suggested to the committee that the Mission Statement should directly state the committee's focus of providing input to the St. Helena City Council because the ATSC is a committee of the City Council. The mission statement should make clear that the committee's purpose is to provide input to City Council and provide an additional mechanism for the City Council and City Staff to collect public input and guidance on transportation and sustainability issues. The committee discussed this and determined the following Mission Statement would be appropriate to present to City Council for discussion and possible approval:

To Engage in the process of information sharing, stakeholder engagement, public input and consensus building in order to provide viable options and creative solutions to transportation and sustainability issues to the City of St. Helena City Council.

Public Comment: None

Action: Motion to approve the proposed mission statement and present to City Council for comment and approval by Tom Vence and second by Mike Chisek. Approved (3-0)

B. Discussion of Setting Time Limits for Agenda Items

Committee Discussion: The committee discussed the benefits and negatives of limiting the time of discussion of future agenda items. The Committee determined that why some items do take more of the committee's time than others, rather than applying hard time limits, the committee Chair should have the authority to determine the time spent on an item. The committee suggested that the meeting time of 1 hours, for most meetings would be sufficient to get most items completed, but recognized that more complex issues will require longer meetings.

Public Comment: None

Action: No action taken.

C. Discussion of organizing Pope Street Bike Lanes Ribbon Cutting.

Committee Discussion: The committee requested that City Staff organize a ribbon cutting.

Action: No action taken.

C. **ADJOURNMENT:** Tom Vence moved to adjourn the meeting, Mike Chisek provided a second motion. The Committee approved the motion (3-0). The meeting was adjourned by the Chair at 5:50 PM.

The next regular Active Transportation Committee and Sustainability meeting is scheduled for July 5, 2017 at 5:00 pm at City Hall, 1480 Main Street.

APPROVED:

ATTEST:

Chair

Tobias Barr, Staff Liaison