Active Transportation Advisory Committee Meeting  
Wednesday, April 30, 2014 4:30 PM  
Benjamin L. Hooks Central Library, 3030 Poplar Avenue, Memphis TN

SUMMARY OF MINUTES

Mr. Kyle Wagenschutz called the meeting to order at 4:30 PM. In addition to Mr. Wagenschutz, the following members were present at the meeting:

Mr. Stephen Edwards  City of Memphis Engineering  
Mr. Dennis Lynch  Sierra Club  
Ms. Tara Wohlgemuth  Mid-South Greenways  
Mr. Darren Sanders  Shelby County Engineering  
Ms. Dawn Vinson  Citizen  
Mr. Russell Smith  FedEx  
Ms. Barbara McClanahan  University of Memphis  
Mr. Bob Rogers  Shelby Co. Health Dept.  
Mr. Brad Corey  Mid-South Trails  
Mr. John Paul Shaffer  Livable Memphis

Interested Individuals present:

Mr. Bob Wenner  Wolf River Conservancy

The following Memphis MPO Staff were present:

Mr. Kyle Wagenschutz  Bike/Ped Coordinator  
Mr. Kwasi Agyakwa  Transportation Planner  
Mr. Mitchell Lloyd  Transportation Planner
1) **Welcome & Introductions**

Mr. Wagenschutz briefed the committee on the meeting’s agenda, and provided a summation of the items discussed during the previous ATAC meeting on February 6, 2014. The bike/ped plan update is still on track to be adopted in November 2014.

2) **Bike/Ped Plan Update**

   a. **Public Input/Survey Update**

      Mr. Wagenschutz provided an update on the bike/ped survey. As of April 25, 2014, 550 completed surveys have been completed and returned to the MPO. Outreach efforts included press releases, print advertising in local newspapers, online advertising on the website of local newspapers, and with paper postcards. The surveys have been distributed in paper and electronic formats. Several more paper surveys are being distributed than being returned. Responses from Desoto County have been limited, but otherwise Mr. Wagenschutz is pleased with the results so far.

      The committee discussed methods to improve survey distribution and returns. Distributing postcards around the Central Library was considered, but the library management did not support the idea. Concern was noted about reaching citizens who do not have Internet access or who may have low literacy levels. Mr. Wagenschutz stated that he and assisting staff members have made an effort to reach these individuals by attending community events and visiting neighborhoods, i.e. North Memphis. It was also suggested to “intercept” people using popular trails and greenways as an additional means for outreach. The deadline for survey completion is June 15, 2014.

      The plan update kick-off meeting occurred on March 26, 2014. This meeting was intended only as an introduction to the process. Several more public meetings are being planned for the summer.

   b. **Focus Group Discussion**

      Due to high interest, focus group meetings are being planned for early June. The focus groups will likely consist of 6-8 individuals and MPO staff. Mr. Wagenschutz asked committee members to consider which of their contacts would be good to participate in the focus groups, and to forward those suggestions to him. MPO staff would like to keep the group sizes small in order facilitate better feedback. Focus group request forms would be due May 12, 2014.

   c. **Existing Conditions Update**

      Mr. Wagenschutz reported on existing conditions and data tracking updates. Jurisdictional meetings are in progress. The bicycle mapping project is nearly complete. The bicycle/pedestrian count project is also
in progress. The counts were conducted April 8-10, 2014, and took place at 40 locations throughout the MPO study area. The sites included a diverse range of existing and funded bicycle/pedestrian facilities. This data will be used in the bike/ped plan update. Analysis of the collected data is currently underway and should be finished by late May.

Additionally, the sidewalk mapping project is about to commence.

d.  Goals and Objectives Exercise
Mr. Wagenschutz explained the need to update the goals of the original bike/ped plan (i.e. vagueness or too wordy). Furthermore, based off of responses from the kick-off meeting, some of the original goals may no longer be supported by the public. To address the need of updating the goals, Mr. Wagenschutz broke the committee into three groups to perform an exercise. Committee members were first asked to determine what the top four goals of the plan should be and to prioritize them. Second, committee members were asked to answer how the plan’s recommendations would achieve these goals. Finally, committee members were asked to provide performance measures for their presented goals.

Following the group work, the committee reconvened to discuss the results.

COMMENTS/QUESTIONS

•  Mr. Lynch advised other committee members on the update of the MPO bylaws and the merging of the Citizens Advisory Committee (CAC) into the ATAC committee.

3) New Business

Mr. Wagenschutz notified the ATAC about the Memphis Area Transit Authority’s (MATA) Midtown Alternatives Analysis project.

4) Adjourn @ 5:00 PM

*NOTE: The meeting minutes are a summary of the meeting. If you would like to review the tape recording of the entire meeting you may so do by scheduling an appointment with Kyle Wagenschutz, Bike/Pedestrian Coordinator at (901) 576-7190.*