

City of Birchwood Village  
Traffic Calming Task Force  
Monday, September 14, 2020  
7:00 PM

Members in Attendance: Cora Hankins, Sheri Stronach, Carl Bayley, Steph Oyloe, Justin McCarthy

Non-Members in Attendance: None

CALL TO ORDER: Read by Cora Hankins.

APPROVE AGENDA

- A. Oyloe asked to discuss transfer of secretarial role due to family changes.
- B. Review of letters/emails from city resident and from Randy LaFoy also added to agenda.
- C. Stronach motioned to approve the agenda. Seconded by Hankins. Unanimous approval of agenda.

AGENDA

- A. Review and approve August 31, 2020 minutes.
  - a. Stronach motioned to approve the August 31, 2020 minutes. Oyloe seconded. Unanimous decision to approve minutes. Oyloe will send minutes to Tobin Lay to be posted to city website.
- B. Review letter for safe street parking.
  - a. Hankins drafted a letter to be sent to residents regarding safe street parking along Wildwood Avenue.
  - b. Hankins read the letter to the task force.
  - c. McCarthy noted the letter is friendly, should be well received by residents.
  - d. Discussion had regarding fire department needing 20 feet for emergency vehicles.
  - e. Stronach recommended clarifying the 20 feet requirement for emergency vehicles so residents are aware of where 20 feet is required.
  - f. Discussed sending letter to all Birchwood residents vs Wildwood Avenue only. Discussed the cost associated to send a separate mailing vs being mailed in the newsletter. If emailed, may miss some members as emails require residents to be signed up for the email list, and cannot guarantee which residents are included in the mailing list.
  - g. Stronach recommended sending letter specifically to Wildwood due to that being the area of difficulty with parking.
  - h. Also discussed including the date for the bike safety event in the parking letter if the date is set at tonight's meeting.
  - i. If mailing only to Wildwood Avenue residents, would need to include the bike safety event announcement in other ways such as the next newsletter.
  - j. Stronach motioned to have letter sent to the residents on Wildwood Ave. Seconded by Oyloe. Unanimous approval.

C. Bike safety event

1. McCarthy provided update on bike safety event and options. Sheriff's department requested 2 weeks notice in order for the county to be able to plan accordingly.
2. McCarthy recommended a Saturday event.
3. Discussed options for days and times to accommodate families of the city considering potential weekend plans, temperatures this time of year, daylight available, and daily family schedules.
4. Task force agreed upon Saturday, 10/10/2020 at 11:00am.
5. Hankins estimated 20-30 attendees, however, the task force is unsure as to the number to expect.
6. Event to be held on the 100 block of Wildwood Avenue, approximately 150 Wildwood Avenue, were the area of issues has been determined to be.
7. McCarthy will contact Sargent Jacobson to schedule the event.
8. Oyloe asked what the expectations of the task force are for that day. McCarthy will ask what the sheriff's department needs from the task force.
9. City council recommended the bike event be held once in the fall and once in the spring.
10. Discussed marketing of the event so residents are aware and more likely to attend. Task force agreed on sharing the information in the Birchwood newsletter and the city's Facebook page. Hankins will get added to the newsletter and facebook. Hankins will check with Tobin to determine when next newsletter comes out. Also discussed including that the event is being provided by Washington Sheriff's County Department. Discussed signs to be posted within the city, as well. Costs can be expensive per McCarthy, averaging \$20/sign for signs that withstand the weather. Hankins will contact LaFoy to discuss marketing signs and any budgeting available.
11. Will need signs posted to notify residents of road closure along the 100 block for the event. Will include the road closure in the newsletter. Also discussed using sign on the road for the closure. Hankins will contact Washington County Sheriff's Department regarding closing the road for 1 hour for the event and access needed. Hankins will also contact LaFoy to get road closed signs.
12. Recommended to talk with neighbors about bike safety event in order to raise awareness.
13. Hankins shared that Bike MN website has a pamphlet for biking, which is about 30 pages. She has not been able to find a way to order this, but they can be printed and the website shared.

D. Repeated speed monitoring once construction completed.

- a. Discussed that the speed/vehicle monitoring can be completed again once construction projects are completed in anticipation of gaining better understanding as to the number of vehicles traveling Wildwood and speeds.
- b. Hankins asked sheriff's department for assistance in interpreting the information received from the previous monitoring. She was informed the speed box results, specifically volumes, depends on where the speed box is located.

E. Scope of Traffic Calming Task Force

- a. Discussed the scope of the traffic calming task force as provided by LaFoy from the city council.
- b. The scope of the Traffic Calming Task Force can be expanded after the area on Wildwood Avenue has been completed. Task force can evolve into a city wide

task force. Members of the current task force can choose to continue if the task force evolves, or choose to be complete once the Wildwood Avenue project finished.

- c. Per email from LaFoy, the city council hoped the task force would share findings of its work with other residents.
  - d. Discussed options of when and how to share these findings beyond the minutes taken at each meeting.
  - e. Stronach will draft a bulleted list of the task force's findings to be shared with the city council. Oyloe will assist her with this process.
- F. Review letters/emails from Cameron Sigecan and Randy LaFoy
- a. LaFoy's email was addressed in previous conversation regarding task force's scope and regarding bike safety event.
  - b. Discussed email received from Cameron Sigecan regarding concerns of traffic and speed along Wildwood Avenue.
  - c. Stronach recommended someone from the task force contact Cameron to thank him for his email and the task force's plan to update the council soon regarding our recommendations. Stronach will contact him.
- G. Traffic Diversion from Birchwood Road
- a. Tabled currently until Wildwood Avenue work completed.
- H. Transfer of Secretarial Role
- a. Oyloe asked to have secretarial role transferred due to family changes and unknown availability to attend upcoming meetings.
  - b. McCarthy will provide minutes in the future.
  - c. Oyloe will continue to attend as able.
- I. Next Meeting Date and Agenda
- a. Next meeting: 9/28/2020 at 7pm
  - b. Will use to check in prior to the bike safety event and discuss signs, marketing, preparation for education event as recommended by Stronach and Hankins.
  - c. Stronach will create 2 zoom meetings again.
  - d. Meeting will be set for after the event, as well, to recap and determine next steps with recommendations.

#### ADJOURN

- A. Stronach motioned to adjourn the meeting, which was seconded by Hankins. Unanimous decision to adjourn meeting.