

WALKABLE COMMUNITIES COALITION

AGENDA

Tuesday, October 11, 2016

12 Noon to 1 PM

disAbility Connections

409 Linden Avenue

MISSION: To create an environment where it's easy to walk and bike for recreation, transportation, and health; and to educate and encourage citizens to be active.

Please feel free to bring your lunch to the meetings!

1. Call to Order
2. Public Comment
3. Additions or Deletions to Agenda - ACTION
4. Approval of Agenda – ACTION
5. Approval of Minutes of September 13, 2016 (enclosed) - ACTION
6. Approval of New Voting Member – Region 2 Area Agency on Aging, Ms. Martha York - ACTION
7. Sidewalk Snow Removal – DISCUSSION
8. Smart Commute – DISCUSSION
9. RWJF Culture of Health Application – DISCUSSION
10. Comments From Members - DISCUSSION
11. Suggested Agenda Items – November Meeting - DISCUSSION
12. Other Business - DISCUSSION
13. Public Comment
14. Adjournment

Next Meeting: November 8, 2016

12 Noon to 1:00 PM

disAbility Connections

WALKABLE COMMUNITIES COALITION

MINUTES

Walkable Communities Coalition
disAbility Connections
409 Linden Avenue
Jackson, Michigan

Tuesday, September 13, 2016 12:00 PM

Members Present:

Laurel Mauldin, Chair, Walkable Communities Coalition
Aaron Dawson, Region 2 Planning Commission
Shaina Tinsey, Health Improvement Organization
Parrish Stahl, disAbility Connections
Kurt Rudolph, Summit Township
Al Simons, Cascades Cycling Club
Bob Riley, Cascades Cycling Club
Ted Hilleary, Vice-Chair, CFH
Lane Masoud, Jackson Area Transportation Authority
Martha York, Region 2 Area Agency on Aging
Sara Tackett, Jackson District Library
Chris Gulock, MDOT
Pete Jancek, Blackman Township
Julie Weisbrod, Jackson County Health Department
Laura Schlecte, Citizen
Jon Dowling, City of Jackson Engineering
Kelli Hoover, City of Jackson Parks, Recreation, and Grounds

1. **CALL TO ORDER**

Chair Mauldin called the meeting to order at 12:07 PM and introductions were given.

2. **PUBLIC COMMENT**

No public comment was received.

3. **ADDITIONS OR DELETIONS TO THE AGENDA**

A motion was made by Chair Mauldin to move item 5c of the consent agenda to the regular agenda as item 6. The motion was seconded by Mr. Jancek, and passed unanimously.

WALKABLE COMMUNITIES COALITION

4. APPROVAL OF THE AGENDA

The agenda was approved as amended.

5. CONSENT AGENDA

A) APPROVAL OF MINUTES OF JULY 12, 2016

The minutes of the July 12, 2016 regular meeting were approved as presented.

B) OPERATING GUIDELINES UPDATE – EXECUTIVE COMMITTEE

The Operating Guidelines update as agreed upon by the executive committee was approved as presented.

6. ELECTION OF OFFICERS – TWO YEAR TERM STARTING OCTOBER 2016

Chair Mauldin asked for nominations for Chair and Vice-Chair. Chair Mauldin was nominated for Chair. No other nominations were received for Chair. Ms. Weisbrod made a motion to elect Chair Mauldin for another two-year term, which was seconded by Mr. Dawson and passed unanimously. Mr. Hilleary was nominated for Vice-Chair. No other nominations were received. Ms. Tinsey made a motion to elect Mr. Hilleary for another two-year term, which was seconded by Mr. Jancek and passed unanimously.

7. “UP TO THE MINUTE REPORT ON JACKSON COUNTY TRAILS” – LEARN, ASK, SUGGEST

Mr. Dowling and Ms. Hoover presented all of the trail projects the city is currently involved with. Maintenance and other issues were discussed as the city develops a robust non-motorized path network. Projects that were discussed included the Martin Luther King Jr. Equity Trail, the PAKA Trail, The Consumers Riverwalk Trail extension, the Iron Belle Trail connection to downtown Jackson, and others. Mr. Jancek informed the group that there will be a feasibility study completed for the Iron Belle connection by November 1st. This will determine the best route for the trail.

8. COMMENTS FROM MEMBERS

After the trails presentation and discussion, no other comments were received.

9. SUGGESTED AGENDA ITEMS – OCTOBER MEETING

- Chair Mauldin suggested that sidewalk snow removal be added to the October agenda.

WALKABLE COMMUNITIES COALITION

10. OTHER BUSINESS

- Mr. Dawson updated the group on the progress of the Jackson County Non-Motorized Plan. Region 2 Planning Commission has set aside the required funds for the project, and the City of Jackson has agreed to the 10% local match. The Jackson County Board of Commissioners will be voting on their share of local match in October.

- Ms. Tinsey stated that the Jackson County Parks and Recreation Department is the recipient of a Health Improvement Organization grant to modernize its website.

- Mr. Jancek informed the group that pre-constructed steel bridges not being used in Calhoun County may be used for the Iron Belle Trail crossing I-94. This would be an excellent way to save costs and recycle the material.

- Mr. Jancek also stated that September 17-24th is Michigan Trails Week, and distributed information on the event. Experience Jackson may be advertising the event as well.

11. ADJOURNMENT

With no further comments, Chair Mauldin adjourned the meeting at 1:05 PM.

Aaron Dawson
Region 2 Planning Commission

JACKSON COUNTY

Walkable Communities Coalition

OPERATING GUIDELINES

I. NAME AND MISSION

Section 1.1 **Name of Organization.** The name of this group is the Walkable Communities Coalition, herein after referred to as WCC.

Section 1.2 **Purpose and Mission.** The WCC is an advisory body organized by agreement among the interested agencies and citizens promoting non-motorized transportation opportunities. The mission of the WCC is:

To create an environment where it's easy to walk and bike for health, recreation and transportation; and to educate and encourage citizens to be active.

Section 1.3 **Designation and Duties.**
The WCC originated as the **Walkable Communities Task Force** under the former Fitness Council of Jackson, and has been adopted by the Jackson City Commission as an advisory body. Decisions made by the WCC are advisory to the membership and to the Jackson County community.

The duties of the WCC are determined by consensus of the membership:

1. Support the mission and purpose of the organization to promote and enable non-motorized transportation.
2. Fulfill the assignment by the Health Improvement Organization (HIO) to serve as the **Active Living Health Action Team** (ALHAT) for that network.

II. MEMBERSHIP

Section 2.1 **Membership Composition.** Membership in the WCC is by voluntary recognition of shared goals and the power of collaborative action. It is anticipated that the following will participate/provide representatives as members of the WCC:

Armory Bike Union
Blackman Township
Citizen-At-Large (2)
City of Jackson, Engineering Division
City of Jackson, Parks and Recreation Department
disAbility Connections

Henry Ford Allegiance Health
Health Improvement Organization
Jackson Area Transportation Authority
Jackson County Planning Commission
Jackson County Department of Transportation
Jackson County Health Department
Jackson County Parks Department
Jackson County Intermediate School District
Michigan Department of Transportation
Neighborhood Groups and Advocacy Organizations (Loomis Park, Partnership Park, etc.)
Region 2 Planning Commission
Summit Township
YMCA

E-Mail Notification: Jackson Citizen Patriot
Brooklyn Exponent
JTV

Additional organizations or individuals may apply for voting membership to the WCC. Written application for membership is submitted to the WCC Executive Committee, which makes a recommendation to the full membership. Any community member is invited to attend and participate. Voting is reserved for approved members.

Section 2.2 **Responsibilities of Membership.** The membership provides overall direction in identifying and prioritizing local planning and coordination issues. Membership responsibilities include:

- Meeting on a regular basis;
- Assuring input and participation of transportation activities in Jackson County;
- Seeking opportunities for input to the transportation planning process;
- Promoting non-motorized education and opportunities;
- Active participation on Ad-Hoc Committees;
- Coordinating involvement of their agency/organization with goals of WCC; and
- Following through in a timely manner on commitments to WCC.

Section 2.3 **Attendance.** Members or appointed representatives of member organizations are expected to attend monthly meetings or to delegate an alternate with the authority to act on the member's behalf.

Section 2.4 **Member Terms of Service.** There is no limit to the term of service for members.

III. PROCEDURES

- Section 3.1 **Meeting Days and Times.** The WCC meeting will be held on the second Tuesday of the month at 12 Noon.
- Section 3.2 **Quorum.** Seven members will constitute a quorum.
- Section 3.3 **Officers.** Officers of the WCC are the Chair and Vice-Chair. Administrative support will be provided by the Region 2 Planning Commission.
- Section 3.4 **Election of Officers and Term of Service.** The officers shall be elected by a majority vote of the WCC members present at the September meeting. Those elected shall serve a two-year term beginning the month after their election and may be re-elected at the discretion of the WCC.
- Section 3.5 **Duties of the Chair.** The chair shall:
- Preside at all monthly meetings;
 - Serve as Chair of the Executive Committee;
 - Serve as team leader for the ALHAT in the HIO;
 - Represent the WCC at selected local meetings;
 - Call special meetings as necessary;
 - Recruit and appoint Executive Committee members; and
 - Appoint Chairs for Ad-Hoc Committees.
- Section 3.6 **Duties of the Vice-Chair.** The vice-chair shall:
- Preside over all WCC meetings in the absence of the Chair;
 - Fulfill the duties of the Chair in the event of temporary incapacity;
 - Serve out the term of the Chair in the event the (s)he is unwilling or unable to complete the term; and
 - Participate on the Executive Committee.
- Section 3.7 **Voting.**
- a. All issues which require a vote will be listed on the agenda and distributed to members prior to the meeting. The members may, by a majority vote, decide to take action on an item not previously listed on the agenda.
 - b. Only WCC members may vote.
 - c. Votes of the WCC must be by a majority of those members in attendance.
 - d. WCC members shall disclose any conflict of interest.
- Section 3.8 **Agenda.** Agendas will be set up according to the following template:
1. Call to Order and Introductions
 2. Public Comment
 3. Additions or Deletions to Agenda
 4. Approval of Agenda
 5. Approval of Minutes
 6. Topics for Discussion, Presentations, etc.
 7. Comments from Members
 8. Agenda Items for Following Month
 9. Other Business
 10. Public Comment

11. Adjournment

Section 3.9 **Public Comment.** Individuals who are not WCC members or designated alternates may speak to the WCC in accordance with the following procedures:

- (a) Any person wishing to address the WCC shall be recognized by the Chair.
- (b) Persons may address the WCC on matters or issues that are relevant and germane to WCC business.
- (c) The Chair shall control the amount of time each person is allowed to speak. Individuals will be permitted 3 minutes each, and organizations or groups will be permitted 6 minutes each. Time to speak may be extended at the discretion of the Chair.

IV. WCC COMMITTEES

Section 4.1 **Executive Committee.** The Executive Committee shall be composed of the WCC Chair, Vice-Chair, Administrative Support, and two (2) additional members, one of whom shall be a member of the HIO backbone staff. The outgoing Chair shall serve as an additional member for one year following the completion of their term.

Section 4.2 **Ad-Hoc Committees.** Ad-Hoc Committees are formed by the WCC and are issue specific. Ad-Hoc Committees are charged with reviewing concerns and reporting findings as identified by the WCC. Ad-Hoc Committees will be given a specific mission and time frame for completion.

V. AMENDING THE OPERATING GUIDELINES

This document may be amended at any time by a two-thirds vote of the WCC voting members present, provided the proposed changes have been circulated in writing to the membership at least one (1) week prior to the meeting at which the vote will be taken.