

City of Keene
New Hampshire

BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING MINUTES

Wednesday, June 10, 2020

8:15 AM

Remote Meeting via Zoom

Members Present:

Dillon Benik, Chair
Drew Bryenton, Vice Chair
Brad Dufresne
Jan Manwaring, Councilor
Michael Davern
Todd Horner
Dr. Chris Brehme, Alternate (non-voting)
Charles Redfern, Alternate (voting)

Staff Present:

Will Schoefmann, GIS Technician
Kürt Blomquist, Public Works Director
Rhett Lamb, Community Development
Director

Members Not Present:

Aaron Shields

Chair Benik read a prepared statement explaining how the Emergency Order #12, pursuant to Executive Order #2020-04 issued by the Governor of New Hampshire, waives certain provisions of RSA 91-A (which regulates the operation of public body meetings) during the declared COVID-19 State of Emergency.

1) Call to Order and Roll Call

Chair Benik called the meeting to order at 8:16 AM. Roll call was conducted.

2) May 13, 2020 Meeting Minutes

Mr. Redfern made a motion to approve the minutes of May 13, 2020. Councilor Manwaring seconded the motion, which passed by a unanimous, roll call vote.

3) Monadnock Region Rail Trail Collaborative Presentation – Mike Kowalczyk

Chair Benik recognized Mike Kowalczyk.

Mr. Kowalczyk gave a slide presentation. He stated that he began working on a Rail Trail committee in Swanzey three years ago, and several months ago he and other Rail Trail advocates got together and

started thinking about the “bigger picture” – they created the Monadnock Region Rail Trail Collaborative (MRRTC). He continued that it is an informal group made up of representatives from local municipalities, nonprofits, and volunteers, collaborating on shared goals and interests for improving the regional rail trails. Their mission is: “To restore and maintain the Cheshire, Ashuelot, and Fort Hill rail trails throughout the Monadnock Region. To connect southwest New Hampshire, via the rail trails to Bellows Falls, VT, Brattleboro, VT, and Winchendon, MA.” He named the members from the City of Keene and the Town of Swanzey, and showed a list of groups that are supporters. He shared some historical facts: the first operational train in Keene was in 1848, and within three decades the trains carried thousands of passengers. Abandonment began in the 1960s due to improved highways and roads. The NH Department of Transportation (NHDOT) owns over 300 miles of the rail trail corridor, and the NH Bureau of Trails is the administrator.

Mr. Kowalczyk stated that the “big picture” plan is to restore and maintain the Cheshire Rail Trail from the NH/MA state line to the NH/VT state line; to restore and maintain the Ashuelot Trail from Keene to Hinsdale, NH; and to restore and maintain the Fort Hill Trail from Hinsdale, NH to Brattleboro, VT. They also want to provide amenities along the trail, such as signage, hydration stations, repair stations, and historical landmarks. They recognize that there are other rail trails in the region. He listed some. He continued that there is work being done on those trails, too, but the MRRTC is focused on the three trails that he named.

Mr. Kowalczyk showed and explained a map of the trail system, which shows trail sections that have been completed and are in good shape, trail sections that are “planned to some degree,” and sections have no plans for restoration work. He continued that Cheshire Rail Trail is 43 miles, Ashuelot Trail is 21.75 miles, and Fort Hill Trail is 8.5 miles. He showed a slide of “points of interest” and talked about how the MRRTC feels that the trails are a good mix of being able to enjoy nature, and accessing points of interest in towns. The MRRTC got data from the Southwestern Regional Planning Commission (SWPRC) about the annual traffic on the trails – for example, there was a counter on the Cheshire Rail Trail in Keene that estimated 223,957 annual users. Counts were lower in Swanzey. He showed the counts from several different locations in 2018, noting that the counts are high in the Keene portion of the Ashuelot Rail Trail, and reduce as you go south, but pick up again in Winchester. There are no counts for the Fort Hill Trail.

Mr. Kowalczyk stated that to address the question of why the traffic drops off outside of Keene, one reason is population density - Keene is the urban center for the region. A second reason is there are places where there is a disconnect in the trail, such as the Cheshire Rail Trail at Route 101 – there is no bridge there. The third reason is conditions: some portions of the trail are not passable by bicycle. He continued that Keene is not connected to the next populace communities, and connecting with them would increase traffic flow on the trails in both directions. It is natural for people to migrate toward Keene, the “urban center” with shopping, restaurants, and so on and so forth.

Mr. Kowalczyk stated that the current status of the Cheshire Rail Trail is: Hurricane Road to Eastern Avenue is in very good shape, and there is a TAP Grant to restore the section from Hurricane Road to the Ammi Brown Trail, and the trail from there to Surry is in good shape. He continued that Swanzey

has a TAP Grant to restore the section from Joslin Station Road to Webb Depot Road in Marlborough. The Monadnock Conservancy has plans to fix 2.5 miles in the Fitzwilliam area. The Transportation Heritage Trail (THT) project is planned – it will fix the trail from Eastern Avenue, puts a bridge over Route 101, and upgrade the Stone Arch Bridge to pedestrian safe standards. There is no known work planned going up to Walpole or from Marlborough to Fitzwilliam, but there is a mile in Troy that is in really good shape.

He showed an enlarged map of the THT project area and explained the locations. He showed another map of the west side of Keene and pointed out the Cheshire Rail Trail section that is going to be fixed this year, going to the Ammi Brown Trail. He stated that it will create a loop of approximately seven miles, which is good news for a lot of people.

Mr. Kowalczyk reported on the status of the Ashuelot Trail – it is in very good shape from Emerald Street to Holbrooke Avenue in West Swanzey. He continued that Keene plans to put a kiosk at the trailhead at Emerald Street this year, and a TAP Grant is in progress to restore the trail from Holbrooke Avenue to the Swanzey/Winchester Line and a section at Pine Street. There are no known plans going south, but he will learn more from folks in Winchester and Hinsdale soon. To his knowledge there is no work being done on the Fort Hill Trail but folks in Brattleboro have plans to come down from the West River into Brattleboro and create a loop with the Connecticut River.

Mr. Kowalczyk stated that “restore the trail” means: working drainage ditches, working culverts, 10-14’ wide trail surface, crushed stone trail surface, crowned trail surface, mowing included, and gates at road crossings (to prevent motorized access and dumping). The benefits of rail trails (from greenways.com) are: increased real estate value and increased tourism, increased bicycle and pedestrian transportation/commuting, and improved health through active living, environmental benefits (clear skies and rivers and increased wildlife, etc.), protection from flood damages, and enhanced cultural awareness and community identity.

Mr. Kowalczyk moved on to the “Maintenance” slide, and stated that at a MRRTC meeting a person from the NHDOT was really stressing the importance of maintenance. NHDOT puts a lot of grant money into the trails and they want to know that municipalities are going to maintain them. He continued that “Mother Nature is busy 24/7” with, for example, falling leaves, down trees and branches, erosion, and clogged drainage ditches and culverts. Maintenance is basically removing all of that – removing the obstructions and keeping the trails nice, all of which requires equipment like dump trucks and Brush Hogs. He showed and explained a photo of someone doing maintenance work with an excavator, clearing ditches.

Mr. Kowalczyk continued to the “Project Priorities Planned/Needs Funding” slide. He stated that again, the project priorities are: restoring the Cheshire Rail Trail section in west Keene, the section in Swanzey, and the Monadnock Conservancy’s section in Fitzwilliam; plan and work on the THT in Keene/Swanzey, which is significant because it links the southern and northern parts of the Cheshire Rail Trail; complete the restoration work on the Swanzey part of the Ashuelot Trail; install the trail kiosk at Emerald Street; and maintenance equipment/rent an excavator in Swanzey next year for ditch

clearing. The MMRTC is trying to get the word out about these priorities/the “big picture.” He has given this presentation 10 or 15 times already and would be glad to present to any other groups and they hope to increase collaboration. They are asking for support. Soon they will be asking groups and individuals for monetary support – the priority would be any matching they need done for TAP or RTP Grants, beginning funding for the THT project, and maintenance equipment. They also need volunteers, for grant-writing, maintenance work, marketing/communications, and so on and so forth. He showed a slide with a list of websites/organizations he is aware of that are related to the trails, including the BPPAC. He stated that all of the historical photos from his presentation come from Iron Roads of the Monadnock Region, Volume One, by Bradford G. Blodget and Richard R. Richards, Jr.

Chair Benik thanked Mr. Kowalczyk for his great presentation. He continued that this only comment would be that some sections of the trail in Westmoreland are in really good shape – he is not sure if that is due to the snowmobile club. Mr. Kowalczyk replied that that is great. He continued that he just started making contact with folks in that area and will be learning more in the coming weeks about what is going on and if they have any plans.

Mr. Horner stated that the MRRTC could be really useful for sharing information. He continued that for example, knowing that Swanzey is looking into renting an excavator for maintenance work, he wonders how many feet or yards they could do in a day with a piece of equipment like that. Pieces of information like that could be really useful for other towns that might be interested in emulating what Swanzey is doing. The MMRTC could serve as a clearing-house for detailed, useful information like that. Mr. Kowalczyk replied that they are using the RTP grant for that, and something he learned from the person who administers that grant for the State is that you can use volunteer labor for the match. When they were calculating how much they wanted to ask for, he worked it backwards – he got a crew of people together who would be willing to run the excavator, estimated how many hours they were willing to work, and combined it with the hourly rate the State gives for volunteers, and then worked it backwards to see how much volunteer time he needs for having the excavator a certain amount of time. The volunteer time will pay for the entire match and he does not have to raise any money. To answer Mr. Horner’s other question, he continued, they hired a contractor a year or two ago for ditch-clearing work, and he noticed that that person was clearing a yard a minute. So he does have those types of calculations that he could share with people.

Mr. Schoefmann stated that Mr. Bryenton wants to know if snowmobile clubs also have MOUs for upkeep. He continued that he knows that some of them do and clear certain sections. Mr. Kowalczyk replied that he has been in contact with one snowmobile group and they do maintenance, such as bridge-fixing, some brush-clearing (but he is not sure how far they go), and possibly ditch-clearing but he is not sure.

Mr. Redfern asked, regarding the Swanzey work currently being done with the TAP Grant, if the Town of Swanzey is contributing financially to that. Mr. Kowalczyk replied yes, the Town said they would provide the match. He continued that the Rail Trail Advisory Committee he is in is a Town committee. The Board of Selectmen asked that committee to raise money to offset that, and they are working on that. So far they have provided what was needed. When a TAP Grant is awarded the State puts out a

schedule and says what you can do each year and what you can spend each year, and you need to do the match for that amount each year. The Town does not need the whole match at one time at the beginning. They are raising money as the money is being spent, trying to be a year ahead of what the State says. It does make it hard sometimes because if you ask a trust or foundation for \$60,000 for three years down the road, they might say, "Come back and ask us when it gets closer to the time." It can be nerve-wracking. You cannot go too far out.

Mr. Horner asked if the MRRTC is planning on holding regularly-scheduled meetings, and if so, how does one attend those meetings? Are they open to people who are interested? Mr. Kowalczyk replied yes, they hold a monthly meeting. He continued that so far it has been just members, but he likes the idea and does not see why they could not invite other interested people. He will get a communication out to everyone he has contacted, including this group, and let people know what the meeting schedule is so they can attend if interested.

Mr. Bryenton stated that the MRRTC might become a focal point for visitors, tourists, or even residents who are trying to understand and access the regional trail system as a whole. He asked if the group is interested in and able to support that position, as the trails continue to grow and gain popularity and people look to their website for that information. Looking two or three years down the road, would MRRTC be that focal point? Mr. Kowalczyk replied yes. He continued that he plans to add a "tourism" button to the website, but he also plans to use all the information that is already out there. He does not want to duplicate information, but would be glad to be a focal point where people can find information. The MRRTC also has a brochure which talks a lot about what he talked about today. The Town will follow the same look and feel of the brochure for the Town of Swanzy brochure, and the snowmobile group he talked with is interested in it, too, and will also follow the same look and feel. The idea is to create a brand, so that when people see materials with this look and feel, they will know, "Oh, this is rail trail-related in the Monadnock region." Every town in the region involved in the rail trail could have a brochure that shares the brand, but the information would be specific to that town. Mr. Schoefmann stated that he will send the (link to the) brochure out to everyone.

Mr. Kowalczyk stated that his question to the group is if they are willing to be a supporter. He continued that the BPPAC can discuss that when he is not present. Chair Benik replied yes, they will definitely discuss that; they can put it on next month's agenda. He continued that he personally loves it and looks forward to discussing it. He and other BPPAC members thanked Mr. Kowalczyk for his presentation.

4) Old Business

a) Downtown Bike Racks

Chair Benik stated that last month's meeting minutes show that a City Council member had concerns about a lack of bike racks downtown. Mr. Schoefmann replied yes, Mr. Redfern fielded that because Councilor Hooper was not able to attend the BPPAC meeting but had received an inquiry from a constituent who was wondering where all the bike racks were. He continued that he (Mr. Schoefmann) reached out to the Highway Department and Bill Byrnes told him they were reviewing the situation

downtown to find the right place for the bike racks, given the changes due to all the expanded outdoor seating for restaurants. They are trying to respect the social distancing guidelines that are in place, which are fluid. They are working to get the bike racks out now that more people are coming downtown. He asked if anyone had any questions.

b) Bike Counts

Mr. Schoefmann stated that he was unable to put out a couple dates like he said he would; he has a lot going on right now and it fell off his radar. He asked what they think of scheduling it for something like the third week of each of the summer months. He will put those out now for June, today, following the same schedule - a couple of weekdays and a Saturday count at the locations they had previously. He also possibly has some student assistance so he might be able to cover some of the counts with that. If the group is willing he thinks they could do summer counts, which they do not have a lot of. Mr. Kowalczyk replied that he is happy to help.

Mr. Redfern asked if he is aware of Shannon Rogers' Economic Impact Analysis project for the State of NH. He continued that Ms. Rogers is trying to get bike counts on the rail trails. Mr. Schoefmann replied not really, because the NHDOT Complete Streets Advisory Committee has not been meeting virtually. They were supposed to be involved in the updated New Hampshire Trails plan. He asked if that is what Mr. Redfern means. Mr. Redfern replied yes. Mr. Schoefmann replied that he would say touching base with Mr. Horner and Henry at SWRPC, and if he (Mr. Redfern) sends an email, he could share information with Ms. Rogers. Mr. Redfern replied that he will.

Chair Benik stated that what Mr. Schoefmann said sounds good to him; he would really like to see the summer counts. He continued that there are a lot of people out and about. Mr. Schoefmann replied that he will send it out today.

5) Wayfinding/MAST Complete Street Grant 2020 – <https://walkyourcity.org>

Mr. Schoefmann stated that as they brought up last time, there is another round of MAST/Complete Streets Grant funding. Wayfinding has picked up momentum. He continued that Mr. Horner brought up the "Walk Your City" concept as a way of testing out some wayfinding signage, and it is a good mechanism for receiving feedback. People can let the City know what is working and what is not. At this point it is an opportunity for the committee to say yes, this is something they want staff to work into a MAST Grant. As he mentioned, in talking with Mari Brunner, she was saying they could look at a scalable project where there would be crossing improvements at one of the locations he has gone over, like the Emerald Street area where they are putting the pocket park. They need lighting for night crossings there. Matching that with some of this wayfinding might be a good fit for a grant. He would like to know the committee's thoughts.

Mr. Redfern stated that he thinks it is a great opportunity to apply for a MAST Grant. He continued that they saw the wayfinding presentation at the last meeting or the one before. The BPPAC liked the

concept, and that it showed how many minutes to walk to downtown from certain points, for example. A temporary project to find out where the signs work the best is great.

Mr. Redfern made a motion to ask City staff to prepare a grant request to MAST to acquire the sign kits. Chair Manwaring seconded the motion. Chair Benik stated that he thinks it is great. He asked if anyone else had comments.

Mr. Blomquist stated that Parks, Recreation, and Facilities Director Andy Bohannon is not here today. He continued that he appreciates any time a committee seeks a grant to buy something, but he cautions them, as usual, to think about who will maintain it, pay for the replacements, etc. Before they authorize payment they should make sure Mr. Bohannon is brought into the loop. Mr. Schoefmann replied that when Mr. Horner first brought this up, Mr. Bohannon was all for it, but he will touch base with him again after today's meeting to make sure he is on the same page. Mr. Blomquist replied that that is great.

Mr. Dufresne stated that when Mr. Horner first presented the idea and Mr. Bohannon was all in, he remembers something about a collaborative effort with co-funding the wayfinding opportunities. He just wants to make sure they are looking back to that as they apply for any sort of grant, because if they can multiply "the ask" or the reach that they have, that is helpful. He asked if anyone remembers what agency that was. Mr. Schoefmann replied that he remembers conversations with someone representing Swanzey's version of the BPPAC, saying that Swanzey was interested in doing these temporary signs to obtain feedback and maybe contribute financially to the match for this project down into Swanzey. He thinks that is what Mr. Dufresne was referring to. Mr. Dufresne replied that that makes perfect sense.

Mr. Redfern asked if a MAST Grant requires a match. Mr. Horner replied that he thinks it is encouraged but not required. He continued that in the past, it has been part of the scoring process.

Chair Benik asked if they have an idea of what amount of money they are looking at for this initial effort. Mr. Schoefmann replied that Mr. Horner mentioned last time that it was hundreds, rather than thousands. He continued that hopefully when they dig into getting an estimate for what they are scoping out, he will get that to the group. He assumes he and Ms. Brunner might lean on Mr. Horner and SWRPC a bit for some information. He will get the BPPAC some figures as soon as they get estimates.

Mr. Horner stated that it is probably relevant to raise now: the Walk Your City wayfinding signs could be a good *element* of a grant proposal, but he thinks the funder will be looking for permanent facilities to be part of the proposal. Mr. Schoefmann replied that that was part of the "scalable project" concept he was talking about earlier. Mr. Horner stated that if it is coupled with, for example, permanent crossing improvements, that could work, or it could work if the temporary sign project is a preamble to permanent wayfinding signs. He thinks if it is a multi-town proposal that would be compelling. Also, there are potential alternatives for proposals. For example, he has been thinking about what is happening for other elements of the Park Avenue Loop and how that could benefit from this grant. Municipalities can submit more than one proposal; that is just something to throw out there.

Chair Benik asked: if this initial part costs just hundreds, should they fund that themselves and then use what they have to put together a bigger proposal for something permanent? Or should they request the money for the whole process, from the ground up? Mr. Redfern replied that he agrees, and thinks that if they put some skin in the game and show a good faith effort, it builds momentum. He continued that he is not that familiar with grants, so he is not sure. Chair Benik replied that it is a question for people who have done grant writing

Mr. Schoefmann replied that the first step to answer these questions, from staff's point of view, is to get a quote from Walk Your City for the wayfinding plan. Then they can determine whether it is something they need grant assistance with, or if they have money set aside somewhere that can be applied to this. That is the first step. The motion probably covers that.

Dr. Brehme stated that he thinks this is great. He continued that he looked again at the Walk Your City site and it seems more like a campaign, a ground-swell event to get people excited about this, and a data-gathering opportunity. They should remember that. It is a low-cost, high-participatory approach to wayfinding. He wonders if there is a way to ask for funding to hire someone. Is there any money for people in the grant, or just infrastructure? Mr. Schoefmann replied that he thinks there might be but justification could be difficult. Dr. Brehme replied that he was thinking along the lines of a coordinator for a campaign. Mr. Schoefmann replied that when they are scoping this out, he could take that into consideration; staff could see what that might look like. Mr. Horner stated that he knows that in the past, applicants have listed City staff time as match.

Chair Benik asked for Mr. Redfern to repeat his motion before they vote on it. Mr. Redfern stated that his motion is for the BPPAC to request staff to submit a grant request for wayfinding signage as presented at the May 13, 2020 meeting, and that Councilor Manwaring had seconded the motion. Chair Benik called for a vote. The motion passed unanimously.

6) Other Project Updates

Mr. Schoefmann showed the project list document and stated that as usual, anything that has updates he has highlighted in yellow. He continued that regarding the Master Plan, he and JB Mack have reignited the conversation about how to move forward with SWRPC's assistance to finish the plan for BPPAC. City staff is looking into what they have for match. Typically SWRPC uses UPWP, which are State funds, to help pay for this sort of work and there is a 25% match from the municipality. Regarding bicycle racks, the Highway Department crew is looking at how, with the new downtown café situation, things can be accommodated. He hopes to have an update for the BPPAC about that this month. Regarding the Arts & Culture Corridor, downtown infrastructure funds are associated with some of these elements. There is motion on that at the Council level. It is very big right now; there are loose proposals as to what the Arts & Culture Corridor could be. Trying to time whatever that concept is with some infrastructure improvements is an initiative that is underway. Chair Manwaring stated that the City Council did not pass the bond to do the sewer and water improvements on Gilbo Avenue, so it might be stalled right now.

Mr. Schoefmann continued that the update on the Cheshire Rail Trail – Park Ave. Loop update is that the final design was updated by the NHDOT and Federal Highway, and abutters’ issues (i.e. parking) have been addressed. Signs will go up, because they are constructing a trailhead on Summit Road just before you hit Summit Ridge Road and people will be directed to park there. They are looking at a construction advertisement for July 26, based on everything he has seen from the City Engineer and NHDOT.

Mr. Horner asked if there has been any talk among City staff of other aspects of that loop project. He continued that he remembers it includes a bike lane installation on Park Avenue and creating that loop with the rail trail and the road network. It is understandable that the focus has been on the trail to date, but the concept of the loop is really compelling and the roads included in that concept would really benefit from the proposed improvements. Mr. Schoefmann asked if he is thinking about branding for the loop or something of that nature. Mr. Horner replied that he was looking at a slide presentation that Alta Planning did for the project and it was proposing facilities like bike lanes. Mr. Schoefmann replied yes, that is part of the project. He continued that the City Engineer and DPW rearranged some resurfacing and paving of Park Ave for this year to coincide with installation of those bike lanes so that it would not be installed on poor pavement.

Mr. Redfern stated that he mentioned the date of July 26 – is that when bids go out, or when bids are due, or when construction starts? Mr. Schoefmann replied when the bids go out. Mr. Redfern asked when construction is expected to begin. Mr. Schoefmann replied that he would imagine the beginning of August, but he would have to get the exact estimate/information from the City Engineer. All he really has is the bid date. Chair Manwaring stated that she thinks they are looking to have this completed by late September. Mr. Schoefmann replied that that sounds about right.

Mr. Schoefmann stated that regarding the Transportation Heritage Trail, they are looking at collaboration efforts. He continued that today they had a great presentation from Mr. Kowalczyk and he is fairly certain that material can be made available to the BPPAC if they are looking to do outreach to other City committees. It has probably been a little more difficult, with COVID-19, to launch the outreach that the committee had envisioned for some positive press and awareness on this top priority project. Hopefully with the easing of the social distancing it will be easier to get out there. He can talk with his colleagues and see what the Zoom schedules are like for the other groups. The Heritage Commission took a couple months off. He will talk with Tara Kessler, the staff liaison for that group, and see what is happening, and report back to the BPPAC on what the opportunities might be. He knows a couple BPPAC members were interested in doing this outreach. If people are available and feel ready to go talk, and want to use presentation materials, he is happy to try and coordinate that.

7) New Business – items to be included for next meeting

Chair Benik stated that they will discuss Mr. Kowalczyk’s presentation, how it fits with what the BPPAC is doing, and whether they can offer the BPPAC as supporters of that. Mr. Bryenton asked what being “supporters” means – doing manual labor, helping write grant proposals? Does the BPPAC have

finances already available that they would look to extend to the MRRTC? Chair Benik replied that that is all up for discussion at the next meeting.

Chair Benik asked if anyone else had new business to include. Mr. Schoefmann replied the grant efforts that the BPPAC passed a motion on. Mr. Redfern stated that he would like to begin a discussion about uniform branding of the trails and how to collaborate on that. He continued that other parts of the state are doing that – there is the “Granite State Rail Trail” and certain groups take over certain segments of it. Others agreed that having that conversation would be good. Mr. Schoefmann stated that during the plan for Ashuelot Rail Trail that Mr. Horner and others at SWRPC were a big part of, that was a main topic – how do we get branding for the trail? It crosses municipal boundaries, and for all the municipalities involved, brand recognition is beneficial.

Mr. Horner suggested the agenda include a check-in on how folks are thinking the increased usage of sidewalks by downtown businesses is going. He continued that he thinks it is great that businesses are offering outdoor seating on sidewalks. He sees some areas where improvements could be made. It could be an interesting discussion item for the BPPAC. Mr. Schoefmann replied that he will add it to the agenda. Chair Benik replied that next month’s agenda sounds full now.

8) Adjournment – next meeting date is July 8, 2020

There being no further business, Chair Benik adjourned the meeting at 9:36 AM.

Respectfully submitted by,
Britta Reida, Minute Taker

Additional Edits by,
Will Schoefmann, Community Development
Staff