



## Meeting Summary

Note Taker(s)	Name, Title/Affiliation – Eli Norlander/MIC	
<b>Members Present</b>		
	<b>Members Present</b>	
<b>Chair</b>	Andrea Crouse	Zeitgeist Arts/SHIP/Active Transportation
	Carol Andrews	St. Louis County Public Works
	Chris Belden (Virtual)	DTA General Manager
	Chris Carlson	City of Superior Public Works
	Dick Haney	Friends of Western Duluth Trails & Parks
Joined 2:43	Cari Pedersen (Virtual)	City of Duluth Engineering
Joined 2:40	Mae Sommerfeld (Virtual)	WisDOT
	Denis Sauve	Twin Ports Cyclery
	Skip Williams	Vibrant Streets Duluth
	Judy Gibbs	Citizen Representative
	Mimi Stender (Virtual)	Citizen Representative
	Maren Webb	Sr Transportation Planner, MnDOT District 1
<b>Non-Voting</b>		
<b>Members Absent</b>		^ Excused Absence
<b>Vice Chair</b>	James Gittemeier	City of Duluth Senior Transportation Planner
<b>Non-Voting</b>	Bryan Anderson	MnDOT District 1
<b>Others Present</b>		
	Eli Norlander	MIC – Transportation Planner
	Mike Wenholz	MIC – Principal Planner
	Ron Chicka	MIC – Director
	Jeremy Kroke	Duluth Transit Authority
	Mike Casey	Citizen
	Brad Scott	MnDOT District 1
	Vyen Hayag (Virtual)	Zeitgeist
	Andrea Heil (Virtual)	ISD709

### 1. Introductions / Agenda Review (Andrea)

Chair Crouse read the BPAC goals and then had everyone in the room and online introduce themselves.

Chris Belden noted interest in stepping off the BPAC and having Jeremy Kroke replace him, when member elections occur.

### 2. Committee Business



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### a. Approval of meeting notes from 8/7/2025 regular meeting and from 8/12/2025 special meeting

<p><b>Motion to approve meeting notes from 8/7/2025 and 8/12/2025.</b></p> <p><b>Vote to approve meeting summary with correction made to 8/7/2025 summary.</b></p>	<p><b>Skip Williams/Dick Haney move to approve meeting summaries</b></p> <p>Discussion:</p> <p>Maren Webb pointed out a correction to make in the 8/7/2025 meeting summary. The Lester River Bridge mention may actually have been the Mission Creek Bridge. There was no update on the Lester River Bridge. There was a suggestion to approve the previous meeting summaries, with confirmation that the Lester River Bridge mention would be swapped for Mission Creek.</p> <p>Eli confirmed he would make that change.</p> <p><b>Roll call vote passed unanimously (see last pages of summary)</b></p>
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### b. Subcommittees update (Eli)

Eli stated that the subcommittees have not been meeting, so there is nothing to report for those subcommittees. Eli will send a Google Form gauging interest in these subcommittees and possible work activities.

**Q** from Skip when will the subcommittees meet?

**A** from Eli – since the previous BPAC meeting, no one has reached out with interest in the subcommittees, so meetings have not been scheduled.

Chair Crouse added that the BPAC leadership team did meet through 2024 finishing the Bicycle Transportation Plan, and an ad-hoc subcommittee which was formed in August 2025 has been meeting to update the BPAC bylaws.

### c. Membership (Eli)

#### i. Executive Position

Eli gave an update that the BPAC will hold executive elections at the February 5<sup>th</sup> BPAC meeting. Vice Chair, James Gittemeier will be stepping back from his executive role. Eli and Andrea also stated that the February meeting would be an opportunity for any others who are interested in making a change to their membership, including Chris' suggestion to add Jeremy, to bring them forward for voting. Chair Crouse and Eli requested a motion to place executive elections and membership voting onto the February Agenda.



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<p><b>Motion to place BPAC executive and member elections onto February 5<sup>th</sup> meeting agenda.</b></p>	<p><b>Skip/Dick move to add elections onto February 5<sup>th</sup> meeting agenda.</b></p> <p>Discussion:</p> <p><b>Q</b> from Mimi – when will our terms be coming up?</p> <p><b>A</b> from Eli/Andrea – As far as we noticed, Mimi’s is not coming up soon. The membership list is included in the August BPAC meeting materials. The list has current term start dates for members; adding three years to the term start date tells when the term is finished. Eli and Andrea will be in touch with any who may need to renew their membership soon.</p> <p><b>Roll call vote passed unanimously (see last pages of summary)</b></p>
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**d. Confirmation of future meeting dates:**

- i. Chair Crouse stated that the February 5<sup>th</sup> meeting will be at ARDC in the Arrowhead Room.

**3. Topics for Discussion**

**a. BPAC Bylaws Updates (Andrea) 25 min**

Chair Crouse provided a high level summary of edits to sections in the current bylaws that the ad hoc bylaws subcommittee has discussed. This summary is described by section below:

- i. BPAC Purview/Role**
- ii. Section Updates in Progress**
  - 1. Membership**
    - a. Currently, there is no information about how to nominate a member or indicate interest in becoming a member.
  - 2. Composition and roles**
    - a. The bylaws subcommittee is looking at the dynamics of members ‘wearing multiple hats, such as a technical advisor and a member of a jurisdiction.
  - 3. Recruitment, application process, and voting**
    - a. A proposed new recruitment section focuses on reaching to the broader community, beyond people that members already know.
- iii. Communications between:** The subcommittee has been working to better outline different types of communications that come from the BPAC and are received by members.
  - 1. BPAC and Public**

**Q** from Chris Carlson – Does the MIC have social media?

**A** from Eli – MIC has a Facebook which is fairly active and has plans to use Instagram to reach another type of audience and to use visuals-based engagement.



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Chris and Carol noted that it would help with recruitment and communicating with the public to have active social media accounts. Maren mentioned that previously there was a process to apply for the BPAC that was circulated on Facebook.

Eli talked about two methods that the MIC uses to communicate with the public, including its website, which is receiving a comprehensive refresh and its stakeholder email list, a method to share information about BPAC meetings and related topics. Mike Casey suggested allowing time for a review of the updated website for BPAC members and the public.

### 2. BPAC and Policy Board

#### a. Committee updates, meeting summaries, and resolutions

Chair Crouse – Starting now, Eli will be giving a summary of each BPAC meeting at the following MIC Policy Board and TAC meetings as a way of increasing communication to these groups and keeping them updated on key BPAC work and active transportation topics.

### 3. BPAC and Jurisdictions

Chair Crouse – The suggested updates for this section is looking at the best time for sending comment and feedback on projects. This could include finding time during amendments and administrative modifications for community engagement.

Member discussion:

Skip noted the importance of working with outlying communities. He mentioned projects in the City of Rice Lake and Duluth Township that could create opportunity for conversations with those communities. Carol stated that in the past, the subcommittees focused on implementation of the bike and pedestrian plans. They selected pages and worked to identify why particular strategies were not being implemented. She added that outlining the BPAC's communication with jurisdictions provides an opportunity to coordinate what will be communicated and to who. Dick suggested that better communication and work could be accomplished with more frequent BPAC meetings, possibly 6 times per year. Eli provided that the subcommittees can be an opportunity to keep the work progressing and discussions occurring in the gaps between BPAC meetings. Skip believes the TAC could be an opportunity to integrate active transportation with the projects in the TIP. He feels there should not be a separation of bike & pedestrian ideas. Maren pointed out there have been training for bicycle and pedestrian design which although not offered at the TAC, were promoted at TAC meetings to members. Skip had an idea that one member portfolio could be someone with a disability. He also added thoughts that aligning the project development process with the objectives of the MPO and the BPAC allows for getting the maximum investment out of transportation projects and makes them safe and integrated.

**Q** from Andrea Heil – what is the membership commitment?

**A** from Andrea/Eli – There is a 3-year member term and BPAC meetings are 4 times each year.



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Maren & Carol discussed that there previously have been non-jurisdiction engineers on the BPAC. Jason used to be a citizen rep as an engineer for MSA before entering his current role as a county engineer. Denis mentioned the importance in addition to member recruitment, of encouraging non-member attendance of BPAC meetings. Andrea Crouse summarized the impetus of the BPAC bylaws update. They have not been updated since 2017 and the committee encountered needs for better definition and clarity, particularly in the sections noted in the discussion. She informed BPAC members of the ongoing MIC bylaws update, so the notes from this discussion will be saved, but work will be paused until the MIC bylaws update is finished.

### b. Measuring Progress

#### i. MTP Implementation & Report Card (Mike W.) 10 min

Mike Wenholz gave a summary of MTP implementation next steps and a planned report card. During the development of the MTP, priority projects were identified based on the goals and objectives. Additionally, the goals and objectives were integrated into the STBG application. The Obligated Project list request is being expanded to help understand how projects coming out of the TIP have helped meet the initially stated goals and objectives. A new annual report card would identify progress made over the past year toward the goals and objectives and report on active transportation improvements across the region over the previous year. MIC staff are starting by finding existing data points that jurisdictions already track. Mike asked if there are any items that the BPAC would like to see included in the report card:

The list of ideas included miles of sidewalk maintained in the winter, key network gaps that have been filled and including spotlighting projects that filled key gaps. Ideas also included newly paved asphalt shoulders, widened shoulders, recent active transportation policies, bike and pedestrian detours at projects, new green boulevards, and traffic calming installations. Mike mentioned ADA improvements. Maren pointed out that tracking ADA improvements can get complicated; determining a specific data point to track can be difficult. Mimi was interested in understanding where falls happen. Eli wondered if Essentia would have information on falls and Maren knew of an injury prevention specialist at Essentia, whose contact she will share with Eli. Mimi then mentioned that it could be a subcommittee duty to explore winter falls.

#### ii. ~~BPAC Responsibility/Roles (Andrea) — 15 min~~

##### ~~1. Timing/frequency for gathering data~~

##### ~~2. MIC/BPAC — what do we want them to track and report back on?~~

##### ~~a. Jurisdictions — what can you track, what makes sense to track?~~

##### ~~b. Plans, Studies, and Policy updates~~

##### ~~c. Infrastructure~~

Partially covered in previous discussion.

### c. Updates

#### i. Safe Streets for All (Eli)

Eli provided a summary of the Safety Action Plan/Safe Streets for All planning progress. On October 23<sup>rd</sup> a small group of elected officials, engineers, planners, and health and wellness professionals met with MIC staff and the consultant team for a kick-off meeting. This meeting included a visioning exercise and time to identify key



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stakeholders that need to be included in this process. The freight community was identified, so there will be an effort to include freight representatives and their perspective in this process. An engineering team is also working on updating the safety analysis data, which was completed as phase 1 of this planning process.

### ii. Duluth ISD709 Safe Routes to School (Eli)

Eli provided a summary of the ISD709 Duluth Public Schools Safe Routes to School planning process. The District's Safe Routes coordinator held a kick-off meeting with staff or representatives from all 13 schools. Law enforcement, engineers, health and wellness professionals, ARDC and MIC staff were also present. This meeting included a visioning exercise and time for the participants to identify district-wide and site-specific safety concerns. Following this kickoff event, ARDC and MIC staff performed drop-off and pickup observations at each elementary school and soon will begin walk audits. The project team hope to wrap up fall data collection events before winter begins when fewer students walk and bike to school. During winter, ARDC staff will analyze the data and begin drafting portions district-wide Safe Routes plan.

### iii. Active Transportation Planning Projects

#### 1. 2nd St. Active Transportation Planning Project (City of Duluth)

Mimi attended the 2<sup>nd</sup> St. Action Planning Summit on November 5<sup>th</sup> and provided key takeaways. With the variety of health, human, and community services along the 2<sup>nd</sup> St project, it is being deemed a Human Services Corridor. A significant increase of pedestrian movement is expected with Union Gospel Mission moving there.

#### 2. Arrowhead Rd Planning Project (St. Louis County)

Carol provided key takeaways from the November 5<sup>th</sup> Arrowhead Road Action Planning Summit. A report summarizing the summit will come out in February. She suggested an item on the February BPAC agenda allowing time to discuss the report. Carol also shared a story of one resident along Arrowhead Rd that previously did not understand or fully support the project. Eventually, they said they would like to walk to a coffee shop but realized there was none nearby. They began seeing the connection of land use & planning to transportation. Chair Crouse, and other participants noted that an update for these projects will also be included as a February meeting agenda item.

### iv. Central Entrance, Mall Dr/Central Entrance Study (MnDOT)

Brad Scott provided an update on a study around the Miller Hill Mall area which includes consultant assistance. The study will include scoping, conceptual layouts, a traffic study, a holistic look at transit, and opportunity to pursue grant funds for identified active transportation opportunities. This study is separate from the Central Entrance project, because that is being addressed under a separate, future project. The study could also identify potential for a road diet, which could involve narrowing Joshua Avenue. Carol recalled an idea from the Blatnik Bridge Purpose and Need phase. The team changed language from *Desirable for bicycles & pedestrians* to *bicycle & pedestrian accommodation is needed*.

Another project that Brad provided updates on was the 6915-139 Piedmont/Trinity to Mall Dr resurfacing project. This will include ADA improvements and MnDOT is studying a new 6' walk on the west side of the road.



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For the Central Entrance project, MnDOT completed a corridor study that built on the visioning study completed by the MIC. MnDOT will develop a Scoping Document and Draft Scoping Decision document outlining purpose and need, exploring potential alternatives, identifying key environmental considerations, and describe how the public will be engaged through the process. FHWA will initiate an environmental scoping process for this project early in 2026. MnDOT is currently waiting for FHWA processes to begin the work. A preferred alternative could potentially be identified in 2028. MnDOT would then seek municipal consent. On that timeline, construction would be approximately from 2031-2033.

### v. Hammond Ave, Tower Ave (City of Superior)

Chris Carlson provided updates on a variety of ongoing and upcoming projects in the City of Superior.

Hammond Avenue reopened to traffic this week. It now includes a center median which allows left turns only at ideal locations. The median is vegetated and includes pedestrian refuge through integrated crosswalks. There are new RRFBs and curb ramps. A new 9' wide concrete multiuse path will connect to the pathways that will be constructed as part of the Blatnik bridge project.

Tower Avenue is being refreshed, not rebuilt. Around 2032 there will be a larger project, but the City of Superior is looking at nearer term solutions. Green islands will be added. It will remain 4 lanes but the center turn lane will largely be removed.

East 5<sup>th</sup> St, a lower volume road in the east end area receiving a complete rebuild. This project includes new bump outs, sidewalk, pedestrian ramps, crosswalks. It is designed to be noticeably narrower and slower.

A new bus shelter project is adding many new shelters and concrete platforms. Only 33 Superior bus stops currently have shelters and they are old. New shelters will include infrared heating and Walmart will have a very large shelter.

Carol suggested a combined TAC/BPAC tour of Superior to see these projects. Chris Belden voiced appreciation to the City of Superior and said Tower Ave is totally transformed. Mike Casey agreed that the changes Superior has been making have been impressive.

Andrea noted BPAC should also be checking with DTA for project updates.

### vi. Other updates?

#### 4. Upcoming Events

No members noted any upcoming events

#### 5. BPAC Meeting Updates (Eli)

After discussion, Eli will provide a summary to the TAC & MIC Policy board for this BPAC meeting with the following topics: Highlighting the active transportation projects discussed by City of Superior, City of Duluth, St. Louis County, DTA, and MnDOT. Key MTP implementation and report card items to include, and a suggestion for more frequent BPAC meetings.



MIC BPAC Attendance

Voting Item:				Date:
	Members Name	Yes	No	Excused
	Carol Andrews	✓		
	Chris Belden	✓		
	Chris Carlson	✓		
	Andrea Crouse	✓		
	Judy Gibbs	✓		
	James Gittemeier			
	Dick Haney	✓		
	Cari Pedersen	✓		
	Denis Sauve	✓		
	Mae Sommerfeld	✓		
	Mimi Stender	✓		
	Skip Williams	✓		
	Vacancy			
	Vacancy			
	Alternates, if present:			
	<b>Total Votes:</b>			
	<b>Notes</b>			
A quorum is 7 members.				
For 2/3 majority, take # of members present x 2 divided by 3 (round up when needed)				
Example: If 10 members present, 2/3 would be 7 and simple majority is 6				
Note: A resolution or action taken that requires action by the Policy Board, a 2/3 of voting membership is required per BPAC Bylaws. Current membership is 12, so a vote of 8 is required.				
	Member Count this meeting:			
	# Needed for Simple Majority:			
	# Needed for 2/3 Majority:			