



AGENDA
HUMAN RIGHTS COMMISSION
ONE CITY HALL PLAZA, CHASKA CITY HALL
Thursday, July 25, 2019
6:30 PM

- 1 Roll Call
- 2 Adopt Agenda
- 3 Open Forum/Guest Presentation
- 4 Approve Minutes
 - 4A Human Rights Commission Minutes - June 27, 2019
- 5 Treasurer's Report
 - 5A Treasurer's Report
- 6 Old Business
 - 6A River City Days Planning
 - 6B Update: "Race: The Power of Illusion" video community viewing
- 7 New Business
 - 7A Active Transportation Advisory Committee
 - 7B Review Attendance Expectations
- 8 Next Meeting - August 22, 2019
- 9 Adjourn



MINUTES
CHASKA HUMAN RIGHTS COMMISSION
ONE CITY HALL PLAZA, CHASKA CITY HALL
Thursday, June 27, 2019
6:30 PM

The meeting was called to order at 6:30 p.m.

1 Roll Call

Present: Bean, Dunbar, Haga, Welvaert, White

Absent: Carlson, Leggett, Spreadbury, Scarborough

2 Adopt Agenda.

Motion to adopt the agenda made by White, seconded by Haga. Motion approved.

3 Open Forum/Guest Presentation

3A Stacey Nelson-Kumar: PBS Video, Race: The Power of an Illusion

The commission watched the trailer from DVD. Nelson-Kumar talked about her own experience in watching the videos. There is lot of work going on between the school district and the city to develop community engagement around these topics, but this is a great chance for HRC to do education and relationship-building in the community.

Nelson-Kumar noted the video itself is really important, but facilitated conversation is an equally important companion piece. How many facilitators needed would depend on number of attendees. She recommended using outside facilitation as these can be difficult conversations and uncomfortable subjects.

She talked about the information included in the User Guide, much of which could be implemented in a facilitated community conversation.

Eastern Carver County Schools owns the video and would provide it for use; they city could perhaps supply space. There would be numerous opportunities to promote.

Possible facilitators: Nancy Brady, Jonathan Palmer, YWCA/YMCA/Science Museum MN all have potential in this capacity.

In terms of budget, money would primarily spent on promotion if we use printed materials, with an additional potential cost for facilitators.

In terms of how to establish metrics of success it would be hard to quantify what would be a success, but respectful and dignified conversations and expanded community relationships are key indicators.

Dunbar asked whether the request was for the HRC to provide the funding, or be there to host it.

Nelson-Kumar indicated both. It's an important place for HRC to be seen and talk about this work.

Welvaert noted that 50 attendees seems like a realistic number, there's been close to 100 at the MLK breakfast.

Kabat said growing each event by 50 might be challenging but it's a great goal. The Holocaust event was very well attended. Hard to know if that's the right comparison, but attendance could be somewhere in the middle.

Nelson-Kumar explained that there are three episodes and there's certainly benefit to attending all three, but that's not required to participate or understand.

Welvaert asked if one facilitator is enough if there are 50 people in attendance

Nelson-Kumar said she'd break it into smaller groups, but dependent on number of facilitators and costs. There could possibly be volunteers trained from the community but one main facilitator.

Welvaert noted she just wanted to make sure the budget is realistic.

Nelson-Kumar said there's always the possibility for pro bono support.

Dunbar asked if Nelson-Kumar would be the one to identify facilitators.

Nelson-Kumar has lots of contacts in these organizations and is happy to help.

Bean asked where the summer time frame came from.

Nelson-Kumar noted the school year is coming in just a couple of months and it seems like a good precursor.

Dunbar asked if school district staff have seen it.

Haga noted that several administrators have and it's a powerful series.

Dunbar asked if there had been any conversation with the city about spaces.

Nelson-Kumar said not yet.

Kabat was uncertain about the availability of the event center, but there are lots of other possibilities, community center, schools, churches.

Haga pointed out the need for a decision at the meeting if the HRC wanted to do this event in July/August.

Kabat said it might make more sense to table the conversation until later conversation about additional budgetary impacts.

4 Approve Minutes

4A Human Rights Commission Minutes - May 23, 2019

Motion to approve Haga, seconded by Dunbar. Motion approved.

5 Treasurer's Report

5A Treasurer's Report

\$325 was spent in June for the HRC logo fans. They are on the way and will be available for River City Days. The remaining balance is \$1,630.13.

6 Old Business

6A River City Days Booth: July 26-28

Kabat will purchase candy for the event (amount approved at previous meeting).

Welvaert ran down booth information. The HRC plaque will be there Friday and Saturday. Nomination forms will be available for next year in the booth.

Dunbar went to the Census and has some census signs to put up in the booth and buttons to pass out. There are no brochures, but an electronic PDF was provided. Dunbar will send to Kabat and he will make some copies.

White asked if anyone was doing any big posters like last year.

Dunbar volunteered using information provided by the census.

Bean thought Dunbar's signs would pair well with the ones that came pre-made from the census bureau.

6B U.S. Census Complete Count Committee

Welvaert noted Kabat provided a report to the commission in the board packet.

Kabat walked through the report. At last month's meeting, a rep from the census bureau presented on the complete count process, and there was a good conversation. The city has had good participation in the past. In the most recent census the city initially had 85% participation and was able to get that up to 100%. A group of city staff maintain a very close relationship with census bureau, help to identify locations like new neighborhoods that have developed, where extra attention might be needed, concentrated populations of folks that are harder to reach. The Parks Department has lots of connections within transient communities. There are lots of ongoing relationships that help support this work.

In terms of what's a good role for the HRC, it's really the promotion side. What the HRC is doing for River City Days is a great start. Commissioners can start thinking about what the next step is after that. There are lots of ways to do outreach and promote the census ahead of time, why it's important, confidentiality, etc.

Kabat noted the Complete Count Committee is an extra step, and opens door for additional training. Given the timing, between identifying participants, getting Council approval and working through logistics it might be tight to pull together an effective group. His recommendation is that the HRC tapping into what already exists is probably the most beneficial path forward to support the census count.

White noted the goals on the pamphlet outlined what the HRC can do without a formal complete count committee.

Bean agreed that the goals coincide with what the HRC is going to be doing at River City Days.

Dunbar agreed there isn't enough time to really devote to development of a formal group. She suggested that between January – after MLK breakfast– to the first of April, the HRC could sponsor some targeted educational workshops in communities that may be less likely to fill them out.

Welvaert asked if it's known who makes up the 85%. If so, the HRC could start work targeting that 15%

Kabat said he wasn't sure and that might be a question for the census bureau. Frequently that's the homeless, elderly, English not primary language in the household, etc. He agreed it could be the most beneficial place to focus and there are already established relationships with those communities through orgs like Launch, Love INC, Parks Department, ECCS, the Lodge, Riverview Terrace, and the police department.

Welvaert suggested that the commission read through the materials, and later in the winter identify a subcommittee that can talk to groups about the value of the

census.

White agreed it makes sense to bring the topic back to August meeting.

Kabat also noted it's likely the HRC will get feedback at booth during River City Days that will inform the conversation.

7 New Business

7A Chaska Farmers Market - Funding to support multi-ethnic entertainment
Welvaert provided background on the work she's been doing with leadership from city, school district, and others to identify ways to make all members of our community feel welcome and safe. There are some bigger projects in the work but something that could be done more immediately is to support including some ethnic entertainment at the farmer's market.

They've identified three nights where entertainment could be provided, thinking along the lines of having three focuses on Latino community, African-American community, and Somali community. Food trucks and entertainment could be featured. It would get more people down to Farmer's Market and help it to feel like a more inclusive space by celebrating the different people who make up our community.

She noted that entertainment costs money, though. There is nothing secured at this point, but if the HRC came up with an amount it's willing to commit toward this then conversations could be had with potential entertainment.

Kabat provided some additional background on conversations going on between the school district, Chaska, Carver, some parents, and Welvaert who is representing the HRC. There are potentially some community dialogues in the works for later in the year. The Farmer's Market piece felt like something that could be done right away and build on an event that's already occurring. The SW Metro Chamber is excited about the idea.

Kabat noted that one of the reasons the group chose to focus on those three constituencies is because they are higher populations within Chaska. There are certainly other communities represented here, and there's no intention to leave anyone out but this is a good place to start.

He reminded the HRC that the balance of our annual budget \$1630 dollars. There is still need to purchase nametags, shirts, and business cards for new members, advertising for the HRC award, the RCD booth, and the HRC has in the past set aside funding for MLK, so approximately \$930 remains uncommitted for the year. He was uncertain what a reasonable amount for entertainment would be. That depends on the group and how prominent they are.

Dunbar asked if the Chamber kick in any money.

Welvaert noted they already contribute quite a bit to support the market.

White asked if the group felt confident in the numbers for the potential community engagement.

Haga noted that the budget for the engagement piece feels light, and more realistic for one event, not three.

Dunbar asked if the MLK expenses would have to come out of the 2019 budget.

Haga said she wouldn't be comfortable with more than \$500 budgeted for Farmer's Market entertainment given other things in play.

White noted that there may be need for more wiggle room in the budget, too.

Kabat said having some sense of what's feasible gives Welvaert a chance to start having conversations with potential entertainment. There could be other opportunities in the community to support this, too.

Dunbar asked who was responsible for pulling this together.

Welvaert replied that there are three parents working on it, and she is focusing on the Somali community.

Kabat identified Stacey Nelson-Kumar and Tonya Coleman as the two others involved in planning those programs.

Haga noted it seemed likely there could be additional businesses interested in sponsorship.

Motion made by Haga and seconded by Dunbar to approve up to \$300 to support multi-ethnic entertainment at this summer's Farmer's Market. Motion approved.

Welvaert noted it was a good start and the HRC could brainstorm who else to approach to support.

Dunbar moved to approve up to \$300 for the community engagement program. There was no second, and the motion failed.

Welvaert said making that commitment tonight would be an important step. She was unsure how easy it will be to get it done quickly but if the HRC does want to move forward it's going to be important to have some funds in place to get

started.

White said she wasn't sure what the exact expectations of the HRC were - are we finding the places and the dates?

Bean indicated her understanding was it was an outside idea but the HRC's to take and run with.

Welvaert said she couldn't speak for Nelson-Kumar but was confident she would partner with the HRC and support in whatever way was feasible. It's too big for one person to plan but she came to the HRC because we have platform to take it to the community. As a city commission we have access to spaces, the school district has the video. It would be the HRC that would pull it together, be the glue for it. A lot of it would fall into place given who is partnering on it.

Dunbar was confident the HRC can find the facility, handle logistics, and do some advertising. There'd have to be someone else identifying facilitators.

Welvaert responded that Nelson-Kumar said she'd be willing to help in that regard.

White asked what would happen if there's need for more than one facilitator.

Welvaert shared that concern.

Haga noted that while it would be great to do over the summer there's nothing saying it has to be held before school starts.

Dunbar said she thought it was important to establish a budget.

Haga said that if the decision is postponed until later in the summer more work can be done to come up with a precise budget, identify facilitators, and perhaps engage other partners. Other work is happening over the late summer/fall, too. She mentioned city conversations around Marnita's Table.

Kabat said the idea around Marnita's Table is to host community dialogue, bring in food, have a meal together, then have a conversation. Discussions underway are considering holding such an event in early fall.

Welvaert noted that this work is not one and done, it's ongoing. The HRC has to keep the discussions going and if the decision is postponed a little that might support longer-term conversations.

Kabat also suggested Marnita's Table might allow for some direct marketing to those folks who attended.

Haga said the HRC doesn't need to make a motion on dollars tonight.

Welvaert volunteered to follow up with Nelson-Kumar and come back next month to talk about what she learned. She asked for any other business.

Bean talked about her attendance at a recent school board meeting. She noted that if there's any doubt in anyone's mind that this work is necessary, the conversations there are proof that there is much work to do. Those in attendance were targeting a community the HRC and broader community are working very hard to include and make welcome.

8 Next Meeting Date – July 25, 2019

9 Motion to adjourn may be Bean, seconded by White. Motion approved. The meeting adjourned at 8:04.

STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
July 25, 2019

Subject: **Treasurer's Report**

Prepared By: Nate Kabat

Balance and Expenditures:

2019 Beginning Balance:	\$2,000
May 2019 Expense: Water and Granola Bars for Pow Wow	\$44.87
June 2019 Expense: Give Away HRC Logo Fans	\$325
July 2019 Expense: River City Days Candy Giveaways	\$20.94
Commissioner T-Shirts	\$28.00
Balance: June 2019	\$1,581.19

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

July 25, 2019

Subject: River City Days Planning

Prepared By: Nate Kabat

River City Days is July 26-28. The Human Rights Commission booth will be in City Square Park July 26-28.

Thanks to all Human Rights Commissioners who have signed up to be at the tent on Friday and Saturday. Each timeslot now has at least two Commissioners signed up, many have three. The final sign-up form is attached.

To put the final touches on planning for the booth, the following items need to be discussed:

- Coordinate bringing supplies to the booth
 - Literature, poster, banner, bin, swag,
 - Plaque,
 - Clamps to hang the banner,
 - Strong tape
- Be sure to wear HRC T-shirts and name tags

2019 HRC River City Days Booth Sign-up

(We need at least 2 for each shift)



Friday, July 26 4:00 – 7:00 pm

- 1. Ellen K. Bean**
- 2. Jen Welvaert**
- 3. Seth Spreadbury**

Saturday, July 27 10:00 am – 1:00 pm

- 1. Ellen K. Bean**
- 2. Judy Dunbar**
- 3. Jen Welvaert**

Saturday, July 27 12:00 – 3:00 pm

- 1. Jen Welvaert**
- 2. Donzel Leggett**
- 3. [Click or tap here to enter text.](#)**

Saturday, July 27 2:00 – 5:00 pm

- 1. Lisa White**
- 2. Celi Haga**
- 3. Jen Welvaert**

Saturday, July 27 4:00 – 7:00 pm

- 1. Jen Welvaert**
- 2. Darryl Scarborough**
- 3. [Click or tap here to enter text.](#)**

REQUEST FOR ACTION

CHASKA HUMAN RIGHTS COMMISSION

July 25, 2019

Subject: **Active Transportation Advisory Committee**

Prepared By: Nate Kabat

Background

City of Chaska Parks & Recreation in partnership with Carver County Public Health and the Bicycle Alliance of Minnesota, has been working on an assessment of the City's bicycle infrastructure. The value of this assessment is the recommendations it makes to improve on the City's existing trail and bicycle infrastructure – both physical and social – to further improve what we have and further establish the community as a leader in this area. Ultimately, the Parks Board desires to successfully apply for a bicycle friendly community designation. Twenty-nine communities in Minnesota currently hold a bronze, silver, or gold designation including Woodbury, Hutchinson, Edina, Rochester, Duluth, St. Paul, and Minneapolis. The report is attached and makes a number of recommendations to advance Chaska's toward achieving a designation.

Update

Chaska Parks & Recreation Director, Marshall Grange, working with the Chaska Park Board, is forming an Active Transportation Advisory Committee, and is seeking interested representatives from a cross-section of the community. Representatives on the Committee will include representatives of the Parks Board, Planning Commission, This committee will advise and implement efforts to help Chaska become a Bicycle Friendly Community through the League of American Bicyclists (more here: <https://www.bikeleague.org/community>).

The first step will be to attend a joint work session with the City Council and Park Board on Monday, August 5th at Chaska City Hall beginning at 5:45 p.m. Dorian Grilley, who is the Executive Director with the Bicycle Alliance of Minnesota (BikeMN) will be presenting their initial assessment of Chaska's "Bicycle Friendliness" along with recommendations for improvement going forward. This work session will get initial thoughts and discussion going and provide the City Council an opportunity to share feedback and give direction.

After the work session, the first committee meeting will be scheduled likely in early-mid September. The Commission will meet approximately every other month over the next year. Ongoing work past the first year will be evaluated based on need.

Recommendation

Representation by the Human Rights Commission on the Active Transportation Committee will bring a valuable perspective because transportation is critical for all community members in

order to access healthcare, education, services, and build community connections. Staff seek involvement by the Human Rights Commission, and strongly encourage participation.

HUMAN RIGHTS COMMISSION ACTION REQUESTED

Motion to appoint _____ to represent the Human Rights Commission on the Active Transportation Advisory Committee.

Chaska Minnesota

Bicycle Friendly Community

Assessment Report

Prepared for:
The City of Chaska, Minnesota and Carver County Public Health

April 2019 Draft

Acknowledgement:

Dorian Grilley, Nick Mason, and Natalie Gille from the Bicycle Alliance of Minnesota will work with the City of Chaska and Carver County Public Health to review a Bicycle Friendly Community (“BFC”) application to the League of American Bicyclists when appropriate.

This assessment was made possible with funding from Carver County Public Health, the Minnesota Department of Health as part of their Statewide Health Improvement Partnership, and by members and supporters of the Bicycle Alliance of Minnesota.

Prepared by:

The Bicycle Alliance of Minnesota

Dorian Grilley, Executive Director
Natalie Gille, Greater Minnesota Program Manager
Nick Mason, Deputy Director

City of Chaska - **Bicycle Friendly Community** - Assessment Report
April 2019 - **Draft**

BACKGROUND

The goal of this assessment is to guide efforts to make bicycling the easy, safe, and fun choice for making trips around Chaska. This includes trips to downtown and other commercial centers and community destinations by bike, making bicycling safer for kids who would like to ride bike to school, parks and other destinations, and make the local, regional and river bottoms trails easy to access from the entire community. This assessment explores and recommends some ways that improved local bike infrastructure and programs might increase local ridership for residents, students, and visitors alike.

As part of this assistance BikeMN staff have reviewed the city's policy and planning documents, conducted an on-bike audit, met with the city and school districts representatives, community and business advocates, and other interested residents and stakeholders, and produced this assessment report and recommendations. This report is intended to be used to and begin planning and strategizing about what is needed to complete a successful Bicycle Friendly Community (BFC) application to the League of American Bicyclists (LAB).

It is clear that the Chaska has taken many steps and has some significant assets that will help in moving towards becoming nationally recognized BFC. The city has already implemented some best practice initiatives including the development of an excellent trail system that links to the existing and proposed Minnesota River Bluffs LRT Regional Trail, wide sidewalks/trails to the high school and middle school, and elementary schools, a trail that crosses the Minnesota River on Highway 41 bridge that connects to the off-road trails in the Minnesota River State Recreation Area river bottom trails. The city also has a network of wide low volume residential streets and most of the county roads in town have wide shoulders. The city comprehensive plan includes multi-modal transportation options goals that include being walkable and bikeable communities for all residents. The school district has been granted a bike fleet for use during bike education programs.

Easier and safer bicycling in Chaska also faces several challenges and infrastructure barriers, some of them significant, including a very busy U.S. Highway 212 and State Highway 41 and several busy county roads, little on-street bike infrastructure, challenging access to the old downtown area (the 2012 Downtown Plan for the Future does recommend "Trail Streets" but they have not been implemented) and other commercial areas, and no safe routes to school plan or bike education at the schools. These challenges can limit residents' appreciation the bikeability of the city and make it difficult to travel to and within the downtown area, to other business locations, to all schools from all locations within the city, and other destinations within the community. Education and encouragement of both drivers and bicyclists, strategic enforcement and reinforcement of the rules of the road for everyone, and key infrastructure improvements, can help overcome these barriers. In many cases, infrastructure improvements that make key connections may only need to be made with paint and signs and reinforced with education, encouragement, and enforcement saving the significant cost of infrastructure.

It should also be noted that Chaska, population about 27,000, has been, and is expected to continue growing and the residents' average age is growing older. There are also significant

variations in household income and home values. The major employers (400+) are the school district (1,200), Entegris (1,000), Beckman Coulter (780), Carver County (600), Lake Region Medical (600 Mfg jobs), and Super Target and the City (400). The number of daily outgoing commuters is more than offset by the incoming commuters. The city mission is to be the best small town in Minnesota while not seeking to provide luxury municipal services.

Although the city has had a very good and mostly built out trail system for many years and was the location for the Jonathan New Town many years ago, city staff, community leaders and community residents only recently became aware of the LAB's BFC program. With assistance in the form of a contract between Carver County Public Health and the Bicycle Alliance of Minnesota it was decided that exploring the idea that an application to and an eventual award from the BFC program would be good recognition of the city's efforts, a good benchmarking tool, a strong fit with community goals and objectives and, perhaps most importantly, be a significant asset when marketing the city to new and existing residents and businesses. The BFC and Safe Routes to School program recommendations that are included in this assessment will also be a significant part of the public health strategies in the cities and county and, we believe, enhance the quality of life for all residents.

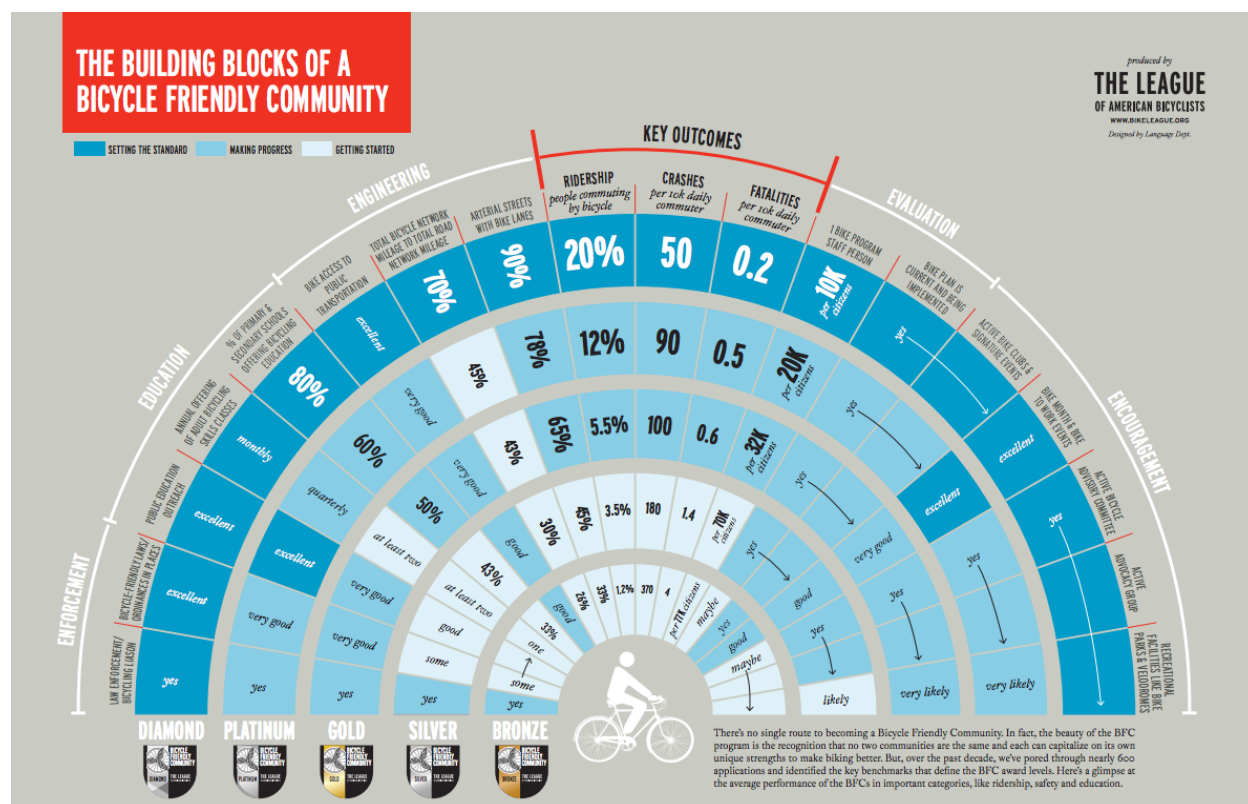
Chaska is already quite bicycle friendly, but BikeMN believes that Chaska has great potential to be much more very bicycle friendly with a few relatively low cost strategies. Many of the recommendations in this assessment are easy and will have a low cost to implement yet will have a high impact. This assessment report and its recommendations will provide a user-friendly analysis and feedback to guide short-term changes and evaluate long-term strategies. BikeMN hopes that it will guide the city toward intentionally becoming more bicycle-friendly resulting in a more vibrant, livable community for residents, workers and visitors and, of course, a successful BFC application to LAB.

The analysis and feedback is based upon:

1. Criteria of the Bicycle Friendly America Program of LAB
2. Input during a community meeting November 8, 2018
3. Bike audit held on November 8, 2018
4. Review of city other relevant documents and plans
5. Information and input provided by city and county staff.

The Bicycle Friendly Community Program of the League of American Bicyclists

BikeMN and our partners all agree that making bicycling easy, safe and fun requires more than just building infrastructure and that the Bicycle Friendly Community Program (BFC) of the League of American Bicyclists provides an excellent roadmap and benchmarking tool for improving conditions for bicycling. For these reasons and more the BFC program has been an approved strategy of the Statewide Health Improvement Project for about 10 years. The infographic below provides a snapshot of key metrics from Bicycle Friendly Communities. The infographic and the BFC application are based on accomplishments in the five areas of Enforcement, Education, Engineering, Evaluation and Encouragement, the 5-E's. In addition, the 5-E's should all be planned, implemented, and evaluated using an Equity lens to ensure all members of and visitors to the community are being served. BikeMN's assessment will be organized around the 5-E's with Equity issues and recommendations included for each of the 5-E categories.



APPROACH

The City of Chaska has implemented the following approach to evaluation, assessment and preparing an application to the Bicycle Friendly Community Program.

1. Natalie Gille, Greater MN Program Manager, of BikeMN, reached out to Pat Stieg of Carver County Public Health and Marshall Grange, Chaska Parks and Recreation Director. After Carver County and BikeMN signed a contract BikeMN was invited for an informal/informational visit and community tour and community meeting with city and county staff and other stakeholders November 8, 2018.
2. Both Marshall Grange and Pat Stieg have spearheaded the BFC assessment process, in close partnership with BikeMN, and provided information, collected data about the city and community and shared it with BikeMN. BikeMN, who has provided feedback and technical assistance for dozens of communities throughout the state with BFC applications, helped answer questions about the BFC application and agreed to make recommendations on short- and long- term next steps, help guide the application process, recommend the most effective ways for collecting and reporting data, and to work to ensure that the community showcases a comprehensive list of bicycling assets on the BFC application.
3. A facilities tour for BikeMN staff Dorian Grilley and Nick Mason and some community stakeholders guided by Marshall Grange on November 8, 2018. Route map shown in Appendix A.
4. Lunch time and late afternoon assessment and strategy sessions on November 8, 2018 with community members and stakeholders facilitated by BikeMN, which included review of BikeMN's Bicycle Friendly Community Workbook and an analysis by stakeholders of the community's Strengths, Weaknesses, Opportunities, and Threats (SWOT) related to bicycling. SWOT analysis is also shown in Appendix A.
5. Final report and next steps meeting and presentation with stakeholders including city staff and elected officials to be scheduled.
6. BikeMN will assist with key next steps including the key steps toward building a comprehensive biking and walking education program for both children and adults in the area.
7. The City of Chaska will be the lead on the BFC application process. That means collecting data and information from various municipal departments, the schools, and other community organizations and using this information and the audit and assessment to answer the BFC application questions. BikeMN staff will review the application to ensure it presents a comprehensive report of the City's bicycling assets in the most positive light.

GUIDING RECOMMENDATIONS

Overall recommendations

1. Chaska should use this assessment to develop a plan to work towards a Bicycle Friendly Community application. The next BFC deadline is August 2019 but BikeMN recommends waiting until 2020 or as long as it takes to plan and implement a bike education program and for other key recommendations in this assessment to be implemented.
2. Develop a sustainable bike education plan that includes: recruiting and training one or more League Cycling Instructors (LCI) to teach adult bike safety classes; training school teachers and other community volunteers to teach the *Walk! Bike! Fun! (WBF!)* elementary school safety curriculum; and, ensuring that driver education programs in the community are teaching how to drive around people biking and walking and around bike/walk infrastructure.
3. Continue to work toward making downtown, schools, businesses, and other community destinations obviously welcoming and safe places to bike and walk to with bike parking, signage, on-street bicycle facilities, and trails where they are needed.
4. Encourage bicycling by holding events and doing promotions (see Encouragement details below).
5. Support enforcement and education efforts by the Chaska Police Department including assisting with *Walk! Bike! Fun!* implementation and perhaps training some officers as *WBF!* Ambassadors (see Education details below).
6. Form an Active Transportation advisory committee and charge it with ensuring that the 5-E's of being bicycle friendly and equity are part of the City's ongoing work. This group could also be organized as an independent organization or a chapter of BikeMN (see details below for specific strategies).
7. Develop a short bike addendum to be added to the comprehensive plan. This could also be a separate document adopted by the city council that address all 5-E's of being Bicycle Friendly plus Equity and active transportation. This need not be much more than a map and a couple pages of goals, objectives and policies but it should include both infrastructure and programming.
8. Explore the idea and requirements for and promote the idea of being a Bicycle Friendly Business with large and small businesses in the Chaska.

Encouragement

1. Form a task force (city, public health/SHIP, businesses, especially the large employers), or assign to the proposed advisory committee, and agree on a strategy to participate in some National Bike Month activities (bike to work/school day, etc).
2. Implement the planned community focused bike ride for kids and families on local infrastructure and recruit some community leaders like the mayor, city council, commission members, and/or business leaders to participate.
3. Continue to promote the Chaska trail system and the regional trails to local residents and visitors.
4. Continue to support the school district and other community leaders and volunteer coaches that have formed the Chaska team of the Minnesota High School Cycling League team.
5. Consider forming a partnership perhaps lead by Carver County Public Health (SHIP) in coordination with businesses, the bike shop, the school district and the City to find

leaders/organizers and offer informal rides on a regular basis. This would be in addition to the current rides that are regularly organized for senior citizens.

6. Partner with SHIP, schools, and other stakeholders to create a youth/family walking/biking and business bicycling challenge based on programs like Fire Up Your Feet, 30 Days of Biking or the National Bike Challenge.
7. Provide a bike/trails map showing the trails and on street bike routes and keep it updated. The interactive trail map of Chaska is good but printed maps are also useful for distribution at business locations and the Chaska Community Center.
8. Encourage some businesses to apply for a [Bicycle Friendly Business](#) (BFB) award from LAB. There are many small towns around Minnesota with several BFB's including Walker with 8 and Fergus Falls with 9. There are several medium sized cities with multiple BFB's too. Discuss strategies and resources with BikeMN and other cities and SHIP coordinators.

Education

1. Develop a sustainable, growing bike education plan for both adults and children.
2. Recruit and train one or more League Cycling Instructors (LCI's) to teach adult classes in partnership with community education and businesses. Visit the [BikeMN Smart Cycling page](#) for more information.
3. Encourage teachers, public health, other stakeholders, and volunteers to join BikeMN's Minnesota Bike Walk Leadership Network and keep current on bicycle safety education and advocacy issues.
4. Encourage driving instructors to provide best practice instruction for motorists on bicycle laws and rules in driver education. Share the [Minnesota Bicycling Handbook](#) found at BikeMN.org. Monitor the development of the [People Friendly Drivers](#) curriculum and program and include it with driver education and refresher classes when it becomes available.
5. Host (in partnership with other nearby school districts?) or encourage teachers to participate in a [Walk! Bike! Fun!](#) (WBF!) Pedestrian and Bicycle Safety curriculum teacher training and support implementation of the curriculum in the elementary and/or middle schools.
6. Incorporate adult bike classes taught by LCI's, where appropriate, into community education, businesses, and public health, and recreation programs. This could include everything from simple things like teaching the 1-2 minute ABC Quick Check to 5 minute need to know safety talks for employees or families and at events, to get back on your bike confident cycling classes, and the full 8-9 hour traffic skills class.

Evaluation/Planning

1. Develop and adopt a short bike addendum to the comprehensive plan that adopts a vision for downtown and the community. This plan should simply collect and update all the infrastructure plans and strategies that have been developed for Chaska and incorporates key recommendations from this plan related to policies and programs. For the Chaska this could simply be a map of existing and agreed upon infrastructure and a summary paragraph for each of the 5-E's of being Bicycle Friendly and how these things will be implemented equitably throughout the community.

2. Ensure that the bicycle advocates continue to meet regularly (as a formal advisory committee or organized independent group) and provide feedback and direction to city staff and partners.
3. Adopt a Complete Streets policy.
4. Formally incorporate the duties of a bicycle program coordinator into an existing position description. This can, of course, be a small percentage.
5. Develop a plan and strategies (MnDOT has guidelines for bike counts that can be done by volunteers) to evaluate the infrastructure and program investments and efforts on an ongoing basis.
6. Apply for funding to complete a safe routes to school plan and, when complete, apply for funding to pursue implementation of recommended programs and infrastructure and evaluate and update as needed.

Engineering

1. Develop, adopt, and implement a way-finding sign plan for trails and bike routes throughout the city, possibly sponsored by local business (where can you find lunch or bike repair if you are riding the regional trails or how do you get to other key destinations like schools and the community center from neighborhoods?).
2. Increase bike parking through ordinance updates, possibly implementing a cost share program and by partnering with others to install bike parking and fix-it stations as needed. Seek grant funding as needed.
3. Work to fund and implement the infrastructure priorities in the proposed addendum to the comprehensive plan and the proposed safe routes to school plan.
4. BikeMN encourages the use of on street bike lanes, sharrows painted on residential or low volume streets (a bike boulevard) and Bikes May Take Full Lane (or Share the Road) signs to make on-road bike route connections where bike lanes and trails are not feasible. Sharrows and signs could be used as an interim treatment on the proposed "trail streets" to provide access to downtown businesses before the proposed redesign and reconstruction is completed.
5. Work with MNDOT and the counties to ensure that state and county roads in the city are evaluated for "Complete Street" enhancements where and when feasible during reconstruction and resurfacing projects.
6. Work with MNDOT and Carver County to ensure that the complete streets improvements include upgraded safe crossings for pedestrians and bicyclists at regular intervals. Crossing Highway 41 and some of the county roads were particularly challenging when riding around town.
7. Explore strategies, locations, and partners in developing a formal mountain bike trail system. These partners will, of course, include the High School Cycling League team and the DNR.

Enforcement

1. Encourage the Chaska Police Department to continue hosting a public safety bike rodeo or some type of safety/awareness event at least annually.
2. Consider and if possible implement the idea of having law enforcement officers (or student interns or Police Explorers) patrolling on bikes during the summer season and/or during community events.
3. Include law enforcement officers in the implementation of the *Walk! Bike! Fun!* curriculum, community bike rodeos, and consider having one attend a *WBF!* Ambassador training.
4. Ensure that law enforcement officers receive training on the rights and responsibilities of all road users (bike laws in Minnesota Statutes 169.222) and develop plans and explore strategies for educating bicyclists, including adults) and motor vehicle drivers on the rules of the road regarding people walking and biking. Enforce the rules fairly for everyone.
5. Look for opportunities to work with BikeMN to provide the People Friendly Drivers curriculum to beginning, business safety, and senior discount driver education classes when the curriculum is available.
6. Partner with Dairy Queen (perhaps this is already being done... it is in other communities) or other businesses to promote bike safety and provide incentives (ice cream coupons).

Action Steps Detailed: City of Chaska Overall (revise and add to these then return to Guiding Recommendations on Page 7)

1. **Apply for national BFC status.** Next deadline is August 2019, but BikeMN recommends Chaska wait until 2020 or later to apply. This will allow for the training of a volunteer League Cycling Instructor and the scheduling of some adult classes and rides in partnership with Community Education. It would also allow for the training of some teachers and ambassadors to use the *Walk! Bike! Fun!* and the implementation of this safety curriculum in the schools, engaging law enforcement beyond their current levels, recruiting some Bicycle Friendly Businesses, some easy Bike Month promotions, other events and promotions, and the implementation of some other encouragement recommendations. The city could also consider bike boulevards as an alternative in the interim to the total reconstruction required to convert a downtown street to a “trail street”. With these things done, BikeMN thinks there is a better chance of Chaska securing a BFC award when they apply. BikeMN will assist the community with preparing the application when BikeMN and the city agree that they are ready. Nationally, there are 450 BFCs. With 25, Minnesota has more than 5% of that total. If a BFC award is granted it would be a prestigious community recognition on several fronts and would help to carry the existing momentum related to all of the 5-E's and Equity even further.
2. **Seek and allocate additional funds/grants to implement bicycle and pedestrian related projects emphasizing top priority connections, on street connections (painting sharrows and bikes may take full lane signs) for the existing system, bike parking, and longer-range projects including the proposed downtown “trail streets”, ongoing trail**

restoration, and a more formalized mountain bike trail system. Chaska done a great job to date with building out it trail system and in allocating funds to priority infrastructure improvements. The city also been successful in partnering with the county and others to seek funds for some priority trail projects. Persistence, time, celebrating success, and community support, all things that the city is doing, are the keys to implementation and success over the long run. The city has shown that they know where coordination with other public agencies, the county, MnDOT, DNR, business, the school district and others are needed. However, as noted in Engineering, BikeMN suggests that the city consider developing a moderately more extensive on-road system than currently exists. Such a plan should focus on on-road routes that link the trail system and neighborhoods with key destinations. As noted, existing streets can be quickly transformed into bike routes/boulevards by painting sharrows and using bikes may take full lane signs and require no, or a minimum of, new physical infrastructure. Finally, as noted in Engineering below, BikeMN also recommends that the City work to work with the DNR to identify a location and develop plans for a more formal mountain bike trail system and begin to seek funds to implement the plan.

3. **Develop a simple but sustainable bike education plan in coordination with the schools, police, SHIP, businesses, volunteers, and community education.** Many communities share Chaska's lack of structured efforts towards community-wide bicycle education. BikeMN has found that education can be one of the most cost effective investments in getting more people bicycling. The city could take a big step forward in the fall of 2019 or spring of 2020 if the school district would apply and is selected to hold a free one-day *Walk! Bike! Fun!* elementary school safety curriculum training for educators or send educators to a nearby training, possibly with support from SHIP. BikeMN also offers a free half-day *Walk! Bike! Fun!* Ambassador training for community volunteers interested in planning and helping with rodeos and implementing the *WBF!* curriculum in the schools. The schools and other stakeholders (community education, business, the chamber, the police, the bike shop, and others) should collaborate and make a simple plan to organize a handful of classes, events, bike rodeos, and outreach during the summer of 2019 or 2020 and expand upon that for the future. If possible, this should include training at least one League Cycling Instructor (LCI) (the prerequisite 7-8 hour course will be offered several times this summer and the 22 hour LCI seminar will be held in the Metro area in October) who could assist with adult bike education in community education, at the schools, businesses, and other programming. Classes offered by LCI's could include very informal get back on your bike/confident cycling classes focused on senior citizens and new immigrants and continuing and expanding the current offering of informal rides organized in partnership with the Twin Cities Bicycling Club and local businesses that also include "need to know" type safety briefings prior to the rides. This plan does not have to be a significant document and could be simply a one page, or less, list of partners and agreed upon strategies and responsibilities.
4. **Continue to engineer infrastructure improvements to make downtown, schools, and other community destinations obviously welcoming places to bicycle to by continuing to add bike parking, trail connections, signage, and on-street bike**

routes/boulevards/trail streets. The Minnesota River Bluffs LRT Regional Trail is a feature that other Minnesota communities envy. Chaska also has an excellent trail system and most schools are already accessible by trails from many parts of the community. But, there are barriers and bicycling to and from many neighborhoods and key destinations like employment centers, downtown, and other commercial nodes can be challenging. For example: when bicyclists go to downtown, on street for now, it would be more welcoming with some better on-street facilities to cross Highway 41, travel along the proposed downtown trail streets, ample bike parking in highly visible locations, and general way-finding signage. It is also important to continue working with MnDOT and Carver County to enhance bicycling and/or other complete streets improvements on Highway 41 and county roads in ways that won't impact traffic flow. The relatively new Highway 41 bridge in Chaska is a good example but even with the sidewalks, the high traffic volume make it intimidating to some pedestrians and bicyclists.

5. **Continue to Encourage bicycling and explore new promotions.** Continuing to host a public safety sponsored bike rodeos is important to encouraging adults and kids to bicycle more often. Implementation of the *Walk! Bike! Fun!* curriculum in the schools will also most certainly help. Organizing various community and Bike Month events, including community, trail, and mountain bike rides, would be a good start for 2019. Making plans with key partners like businesses and SHIP to formally participate in Bike Month activities in May 2019 and 2020 with promotions and, perhaps, an annual community leader/mayor's ride to show off new and existing infrastructure and programs and needs is also a key. And, as mentioned above, the community and businesses may also want to partner with the Chaska Minnesota High School Cycling League team on some events. Bicycle Friendly Businesses (BFB) can also be a key Encouragement strategy. Businesses large and small are often very interested. The BFB program is also an approved SHIP strategy. More encouragement details are noted below.
6. **Ensure that the Chaska Police Department continues to be engaged (as a member of a local advisory committee?) as active transportation programs and infrastructure expand. Participation in the education efforts in the schools and others, and enforcing the rules of the road for everyone are key.** BikeMN recommends that the police assist the school teachers with the implementation of *Walk! Bike! Fun!* and for one of the officers to consider attending a nearby half-day *Walk! Bike! Fun!* Ambassador training when convenient. They then will be up to date on the latest bike rodeo techniques. BikeMN also recommends that all traffic enforcement officers know the bike laws in Minnesota Statutes 169.222 and elsewhere in M.S. Chapter 169 and ensure that the rules of the road are enforced equitably for all. Explore a partnership with Dairy Queen or other businesses to promote bike safety and provide incentives. Details for additional enforcement ideas are listed below.
7. **Organize, recruit members, support, and encourage a bicycle advisory committee and/or an active transportation advisory/advocacy group that is specific to Chaska with representatives from the city, county, business, and community members.** The city will benefit from the support and ideas generated by an ongoing formal group of

bicycling and walking advisors and advocates and/or an outside advocacy group not formally affiliated with the city. This group, or these groups, can follow several models. One could be a formal advisory committee appointed by the city council that serves as direct advisors or a subcommittee of an existing city commission like parks, trails and open space or planning. Another could also be an outside group of advocates that meets independently or is hosted by a business, like the Chamber, if they become engaged in hosting biking/active transportation events and promotions. Any combination of the above that fits with Chaska's needs and is ongoing will benefit the efforts and meet the benchmark requirements of the Bicycle Friendly Community program.

8. **BikeMN also suggests that Chaska collaborate on developing a bicycle plan that could be amended to be part of the community's comprehensive plan. It could also be a separate document that addresses all 5-E's of a BFC plus Equity and focuses more on active transportation to key destinations throughout the city.** As mentioned before, this document need not be more than a couple pages with a paragraph outlining priorities for each of the E's, links to relevant portions of existing plans, and a map showing priorities for bike infrastructure connections, most likely on streets, and parking. It should also outline key policies that state how the city will engage in bike education (partnering with the schools and community ed, etc.), encouragement, enforcement, and how the city plans to evaluate their investments in bike infrastructure and programs.

Action Steps: Detailed

Encouragement

1. **Increase coordination of National Bike Month activities.** Use the resources and follow steps in the League of American Bicyclists [Bike Month Planning Guide](#). This item should also have ties to local business, health care, public health (SHIP), schools and other public partners.
2. **Keep an eye on community bike sharing/loans and shared mobility in general.** Chaska may not be ready for any this yet but the technology in this field is rapidly changing with shared bikes, scooters and e-bikes being more popular and more economical than anyone thought a year ago. There are several resources to use to monitor [programs in other cities](#) and the evolution of the sharing economy. Sometime soon it might be something both residents and visitors are expecting. The city, the Chamber or local business may want to explore the idea of lending/leasing library or a small number of bikes for employees at a one of the bigger businesses to use if community bike share is not feasible in the near future.
3. **Encourage Chaska's Minnesota High School Cycling League (MNHSCCL) team and work with them to participate in community events and to help them secure access to and develop trails for them to ride.** Over 65 Minnesota communities already have established teams. The MNHSCCL [web page](#) has lots of resources. Given the amount of land and the potentially suitable terrain along the river, the City of Chaska should strongly consider how it can help continue to grow this activity in harmony with the

environment. This could include assisting the team with discussions/negotiations with the DNR and other land managers with the schools, parents, business, and potential volunteers.

4. **Continue to partner with SHIP, the volunteers that lead rides from the senior center, and reach out to businesses to promote the bike infrastructure within the community. Continue planning biking events that highlight the city's infrastructure and ones that include the planned family bike ride.** BikeMN thinks Chaska's trail system and the regional trail connections are a great assets to plan bicycling events around that always includes a short family friendly route. The family ride option could highlight existing, rehabilitated, and new trails and on-road facilities in town as they come on-line and perhaps, someday, longer routes that include longer trail rides or on-road. All rides should have a brief (1-2 minutes) safety talk that includes the rules of the road, trail etiquette, the ABC Quick Check, and a helmet fit demonstration from a qualified person/instructor.
5. **Partner with SHIP, businesses** and other community health stakeholders to create a youth/family walking and bicycling challenge. "[Fire Up Your Feet](#)" and "[30 Days of Biking](#)" are two national encouragement programs recommended and well received in many communities. One year Fergus Falls had the largest per capita participation in 30 Days of Biking of any of the worldwide participants! So, being a small town should not be a barrier. There are many other SHIP partnership examples throughout the state.
6. **Partner with SHIP and businesses to promote bike commuting and recreational biking programs.** One way to do this is to encourage participation in the [National Bike Challenge](#) or other ride tracking programs. These programs allow businesses and individuals to track miles ridden online with their smartphones and engage in friendly competition. 3M's employees nationwide logged over 1.4 million miles in 2015 winning the National Bike Challenge. But there are also many smaller business examples. An example could be partnering with the Chaska Cubs to encourage people/families to ride to a game at Athletic Park by offering incentives and providing maps with recommended routes and perhaps, if needed, police or volunteers at busy street crossings.
7. **Develop, share, print and keep updated a city bike map that includes a larger area map showing the state and regional trails and bicycle friendly roads with shoulders.** BikeMN recommends to all communities that they have a map that can be used to navigate the city by bicycle. Posting the map online and at key locations in the city is recommended. It needs to be updated if an on-street bike route network downtown and key connections elsewhere becomes part of the Chaska system. Some communities have on road loops posted on their web sites. Showing routes that connect with other cities and key destinations within 10 miles would be desirable.
8. **Encourage local businesses to consider becoming a Bicycle Friendly Business (BFB).** The [LAB Bicycle Friendly Business program](#) is also a great asset for businesses both large and small and for both large and small communities. Fergus Falls (pop. 13,000) has 9 BFB's and Walker (pop. <1,000) has 8. BFB's range in size from just a couple employees to thousands. BikeMN and LAB believe that being bike friendly is good for businesses and their employees and that the BFB program does a good job of recognizing employers efforts to encourage a welcoming atmosphere for bicycling employees, customers and

the community. Often, health care businesses and government offices are the first to get on board and the young people that they are hoping to attract and retain as employees are the first to notice. The next BFB application deadline is October 10, 2019. BikeMN can assist businesses with this in several ways but most often it involves a quick assessment, bike education in the form of lunch-and-learn classes, the [Minnesota Bicycling Handbook](#) and application review.

Education

- 1. Recruit and train one or more League Cycling Instructors (LCI's).** For the many reasons noted throughout these recommendations BikeMN partners with the League of American Bicyclists' (LAB) [Smart Cycling Program](#) to train LCI's to teach community education classes, lunch and learns at businesses, brief need to know talks, confident cycling classes for seniors, and to assist teachers with *WBF!* implementation. More information on becoming an LCI can be found on [BikeMN's Education](#) pages and [The LAB's LCI page](#). LCI's are often public employees, passionate volunteers, and/or a bike commuting employee at a business. Their strongest partners are often community education, SHIP, the chamber of commerce, businesses, and, of course, the schools. In addition to training LCI's, BikeMN maintains a list, helps arrange class logistics, recruits and matches LCI's with requests from class sponsors/hosts, and provides a continuing education service.
- 2. Educators should work with BikeMN to join the Minnesota Bike Walk Leadership Network to stay in touch with the latest in bicycle safety education and bicycling issues.** This network is designed to help sustain and coordinate community bicycle education programs, in addition to other pedestrian and bicycling-related leadership initiatives and advocacy work. The Network includes a pool of bicycle educators and advocates statewide who meet via webinar once a month. Educators who participate in this network include teachers, police officers, LCI's, bike/walk advisory committee members, local advocates and other volunteers.
- 3. Provide best practice instruction for motorists on bicycle laws and rules in Driver's Education and senior driving classes.** Reaching the bicycling population is only a part of the safety and education picture. Reaching out to local driver instructors to find what, if any, bicycle curriculum and info is being used and connecting with senior driving class providers and providing them with materials on bicycle traffic and rules of the road are also important. BikeMN has been producing the [Minnesota Bicycling Handbook](#) for over two years. Copies are available at various locations (bike shops), from [BikeMN and on the BikeMN.org](#) web site. MnDOT also has lots of resources on their [Share the Road MN](#) website. AARP has also incorporated a lot of information about bicycling and [driving around bicyclists](#) on their web site. The State's drivers test has a pool of bicycling questions and those taking the test can expect at least one question regarding bicycling. Providing a one-page fact sheet about driving around bicyclist and the on-street bicycle infrastructure in City communications to residents could also be an important step. BikeMN is also in the process of developing a *People Friendly Drivers* curriculum to include with all drivers education programs. Stay tuned.

4. **Seek funds to do a Safe Routes to School Plan that includes both infrastructure and programming recommendations for all schools.** A safe routes to school plan is an important step but it must include all 5-E's of being bicycle friendly and a strong equity component. The plan will likely include lots of Engineering, Encouragement, Education, Enforcement and Evaluation recommendations for the City, Carver County SHIP, and School District to work on together. But there is no need to wait for a plan to begin implementation of some ideas like introducing the *Walk! Bike! Fun!* safety curriculum in the schools. The City and School District should work with public health and MnDOT and participate in the BikeMN [Minnesota Bike Walk Leadership Network](#) so they can monitor new ideas for programming. The network meets via conference call or Uberconference online the third Wednesday of each month at 11:30. To join the network send an email to natalie@bikemn.org. Safe routes to school grants a support for programming are available from the [MnDOT Safe Routes to School](#) program. Planning and program funding is also an eligible SHIP expenditure.
5. **Support the training of educators and the implementation of the Minnesota *Walk! Bike! Fun! (WBF!)* Pedestrian and Bicycle Safety curriculum in elementary and/or middle schools.** More information on *WBF!* can be found on the [BikeMN web site WBF! Page](#). The *WBF!* curriculum is essential to getting the most of the bike fleet the school district already has. In addition to training teachers BikeMN encourages the city and schools to recruit volunteers to attend a half-day *WBF!* Ambassador training and provide assistance to teachers with implementation and host community rodeos and help the police with their bike rodeos. BikeMN also recommends that a police officer become familiar with the curriculum, if possible by also taking the Ambassador training, and assist teachers with the rules of the road lessons.
6. **Incorporate adult bike classes into community education, business health and safety programming, public health, and parks and recreation programs.** Ensuring that the community has the capacity to implement this recommendation would be greatly improved if there is a local LCI as recommended in Item 1 above. BikeMN recommends collaborating with BikeMN's network of LCI's to schedule Traffic Skills 101 (the prerequisite for attending the LCI seminar) and/or other classes annually to provide opportunities for adult, including senior citizens and new immigrants, to brush up on bicycle safety, maintenance, and an understanding of rules of the road. And, as noted in other places in this report, the community should also continue building and enhancing bicycle safety education in partnership with the police, local businesses, and public health programming. Safety education in partnership with businesses could be as simple as a 20-30 minute lunch and learn need to know safety talk. At events or smaller group rides it could be as little as a 1-2 minute talk for those participating in rides on the trails and around town.
7. **Continue the use of the bike fleet at schools and community events and consider a community center bike library when not in use by the schools.** Top priority for the bike fleet should be the schools implementing *Walk! Bike! Fun!* Other fleet programming could include bike rodeos as part of community events, summer school programming/day care and possibly, other bike education for both adults and children, and a bike library

when not in use for these ideas. BikeMN also encourages family oriented events that encourage new residents to learn to explore the town and its trails and bike routes safely by bike.

Evaluation/Planning

- 1. Implement bicycle counts with volunteers and/or automated counters.** Quite simply, the City, County, School District, and other partners need to know the current status with bicycling and trail use around the community so it can make specific and measurable plans to move forward. Automated counters can be valuable tools, but utilizing lower cost best practice counting procedures such as [MnDOT's bike ped counts](#), annual volunteer counts can add a lot to the picture of where bicycling is headed.
- 2. Set a city bicycle mode share goal as part of a community sustainability or climate action plan.** The national average bicycle trip mode share is 0.9%. Recognized bike friendly communities generally have rates of 1-6% and up. This mode share goal could be work trips (US Census American Community Survey - ACS), all trips, trips of a certain type, or trips of a certain distance (a % of all trips less than a couple mile(s) in the non-winter months). This ASC data is attained through a question that asks about the majority of work-only trips in the past week and the distance of those trips. This data should be used as one benchmark and is not representative of all transportation trips in a community nor does it include any recreational bicycling data. So, additional data collection and analysis is recommended.
- 3. Ensure that bicycle advocates/advisors continue to meet on an ongoing basis to provide feedback and direction to city staff and partners.** It is clear from the comprehensive plan that Chaska is good at taking official input from bicycle stakeholders and good at setting related goals. As noted above, BikeMN recommends that a Chaska specific bike/walk advocacy/advisory group or sub-committee be formally created and made permanent. Also as noted above, there are several models for this to take place. BikeMN also has a Chapter program that offers logistical, membership, and fiscal support to local committees with a mission similar to BikeMN's of more people, more bikes, more often. This service is free of cost.
- 4. Adopt a Complete Streets or similar policy.** There are many concepts of "Complete Streets" incorporated in the city's Comprehensive plan and Downtown Plan for the Future. To sustain those concepts, creating and passing a Complete Streets Policy as an addendum to the Comprehensive Plan would be recommended. The [Minnesota Complete Streets Coalition's](#) web site, although very out of date, still lists many Minnesota communities that have passed policies. Reaching out to another smaller community might be a good place to start. There is also a [National Complete Streets Coalition](#) that has sample policies and good information on the [MnDOT complete streets web site](#).
- 5. Create an bike plan addendum to the Chaska Comprehensive Plan that includes goals and strategies for all of the 5-E's and a strong equity component.** Some critical issues - strengths/weaknesses - identified during the SWOT analysis discussion on November 8th were Chaska's extensive trail system, the setting in the Minnesota River Valley, and

an interested and engaged community. Weaknesses included maintenance and funding issues and the major barriers presented by highways 212 and 41. BikeMN staff are often quoted saying “you can’t just build it and expect people to come”. As noted above and below, Education for both adults and children, Encouragement and engagement, Enforcement and Evaluation of meaningful goals and strategies in plans are critical. Also as noted above this proposed addendum could be as short as a page or two that talks about strategies for all of the 5-E’s and Equity and a map that shows how bicycling connections to key locations will be made where trails are not feasible at this time (downtown and other locations).

- 6. Formally incorporate the duties of a bicycle program coordinator into an existing position description.** A growing number of communities of various sizes are finding that they are already doing this to some degree and that simply documenting it as part of someone’s job description (Parks & Recreation director Marshall Grange’s?) will enable the community to answer yes to the coordinator question on The League’s BFC application. The coordinator should work across departments and with other community partners and stakeholders to get grants and build public/private partnerships related to all of the 5-E’s and Equity. Since this function already exists within the city, BikeMN recommends formally adopting it as part of a position description.

Engineering (take another look at the Downtown plan for the future...)

- 1. Develop, adopt and implement a bicycle and bike route signing plan for the city.** Directional signing and route markings are critical to implementation of a successful bike infrastructure plan even in a smaller town like Chaska. Best practices easily adaptable to smaller cities are available in the [NACTO Urban Bikeway Design Guide](#). This will be important whether additional trails or street bike routes are implemented.
- 2. Increase bike parking through ordinance updates and by possibly implementing a cost share program (funded by a grant?) and by partnering with others to install bike parking and fix-it stations as needed (perhaps at the trailheads, park and ride, and downtown?).** Bike parking is quite simply the cheapest, easiest to install, and most visible bicycle infrastructure available. It is also one of the easiest to raise financial support for. Programs like the [Minneapolis](#) and [Saint Paul](#) Bike Parking Cost Share programs use public-private partnerships to stretch funding even further. Additional and highly visible bike parking throughout the downtown is highly recommended. Best practices are available from the Association of Pedestrian and Bicycle Professionals. The racks can be simple and low cost like the trade marked [Dero U-Lock it](#) shown below (about \$320) or customized with local colors and logos. There are several bike parking manufacturers including Dero and Bikefixation both located in the Twin Cities Metro Area.



3. Fund and Implement on-street bicycle facilities. The goal of getting more people riding bikes for any type of trip requires that people have facilities where they feel safe and welcome. Chaska's trail system is great but it does not access all or most key community destinations from most residences or a trailhead. Wide streets are very functional and low volume in much of the city, but signing key streets as bicycle boulevards that include visible painted sharrows, signs, and other treatments to connect to all key destinations is recommended. Signing roads with shoulders as bike routes or with some other signage to create awareness is also recommended. Bicycling needs to be a visible activity in the community for it to become accepted, see growth, and benefit with increased safety due to awareness. The routes can be identified and finalized as part of the proposed comp plan addendum. Again, use [NACTO](#) for best practice guidelines. Some key connections may require more extensive infrastructure development. BikeMN recommends that the downtown streets recommended as "trail

streets” in the Downtown Plan for the Future be evaluated for bike boulevard signing in the interim. We also feel that this plan, now several years old, should be reevaluated for updated best practices. One suggestion would be to consider reverse angle parking, especially if the off street reconstruction was deemed not to be feasible in the near future.

4. Work with MNDOT and Carver County to ensure that state and county roads in the city are evaluated for “Complete Street” enhancements when feasible during reconstruction and resurfacing projects. As previously noted Highway 41 is a high priority. It also appears that most county roads in the city have shoulders and adjacent trails but there may still be some key links and opportunities to improve bike/walk friendliness with improved crossings and signing. If signing shoulders as bike routes is not feasible signing right turn lanes with “Right Turn Lane - Yield to Bikes” or simply signing these roads with “Share the Road” signs would increase awareness.

5. Continue working to implement the 2011 Safe Routes to School Plan infrastructure recommendations. The City and School District should continue to work together to monitor and evaluate kids routes to school and unsafe locations and continue proposing improvements and seeking funding to implement them. Safe routes to school grants and support for infrastructure are available from the MnDOT Safe Routes to School program.

Enforcement

See Enforcement Action Steps Overall above

Appendixes and Related Documents

- City of Chaska Comprehensive Plan
- 2012 Downtown Plan for the Future
- November 8th, 2018 Meeting sign in sheets, SWOT analysis, and on-bike audit route

Appendix A: Chaska BFC Workshop and Ride Notes - Thursday November 8th, 2018

The City of Chaska and Carver County Public Health hosted Bicycle Friendly Community kick-off meetings in partnership with the Bicycle Alliance of Minnesota (BikeMN) on November 8, 2018. The meetings consisted of a stakeholder workshop/lunch at the Chaska Community Center, bicycle tour of the community and public open house, also at the Community Center. The meetings were organized by Marshall Grange, Chaska’s director of parks and recreation and Patrick Stieg of Carver County Public Health as part of the Statewide Health Improvement Partnership. The goal of these meetings and the bike ride was to start the process of assessing the current bicycle friendliness of Chaska and chart a course toward a successful Bicycle Friendly Community award application to the League of American Bicyclists. As part of this process BikeMN will prepare an assessment report and present it to the City of Chaska. About 25 people, representing many key stakeholders that included city residents, businesses, the Chamber of Commerce, Southwest Transit, the city, the county, law enforcement, and bike clubs, participated in the meetings. Representatives from the school district, a key stakeholder, were not able to attend but will be included throughout the process.

The mid-day meeting with key stakeholders and the late afternoon session with community members focused on the 5-E's (Engineering, Education, Encouragement, Enforcement, and Evaluation) of a Bicycle Friendly Community and a discussion of bicycling in Chaska. The League of American Bicyclists Bicycle Friendly Community application requires significant accomplishments in all of the 5-E's. The groups discussed many issues which are summarized in the SWOT analysis below.

After lunch, Marshall Grange and Michael Knoll (owner of Michael's Cycles) let a small and hardy group on a 2 hour ride around Chaska. The group started at the Community Center and passed by several schools including the high school, middle school and an elementary school. The group also passed by the transit station/park & ride, some commercial development in the newer part of town and the downtown and baseball park in the older part of town. Most of the trip used Chaska's extensive off-road trail system. It was noted that there was single-track mountain bike opportunities on the south side of the river across from downtown. It was also noted that the downtown streets were quite busy and challenging for all but the most confident bicyclists to use.

Strengths, Weaknesses, Opportunities, & Threats

Strengths

- Existing city trail system including links to neighboring cities
- Corridor trail to rest of Metro Area
- Mountain bike trails on the south side of river
- Strength of and interest in public health
- Strong community support and engagement including teachers to business
- Several elementary school teachers are trained to teach Walk! Bike! Fun!
- Many organized rides for seniors and adults
- Strong High School Cycling League team
- Law enforcement is engaged
- Bike helmet promotions

Weaknesses

- Trails are aging and some need attention
- Trail system has not been added to for a while
- Lack of wayfinding and signage
- Missing connections to key destinations
- Trail map is not adequate for wayfinding
- Highway 41 and downtown are, for the most part, not bikeable
- No adult education as part of community education
- Bike parking is not found at most community destinations
- No signs or lanes on the street network
- Not much bicycling for transportation

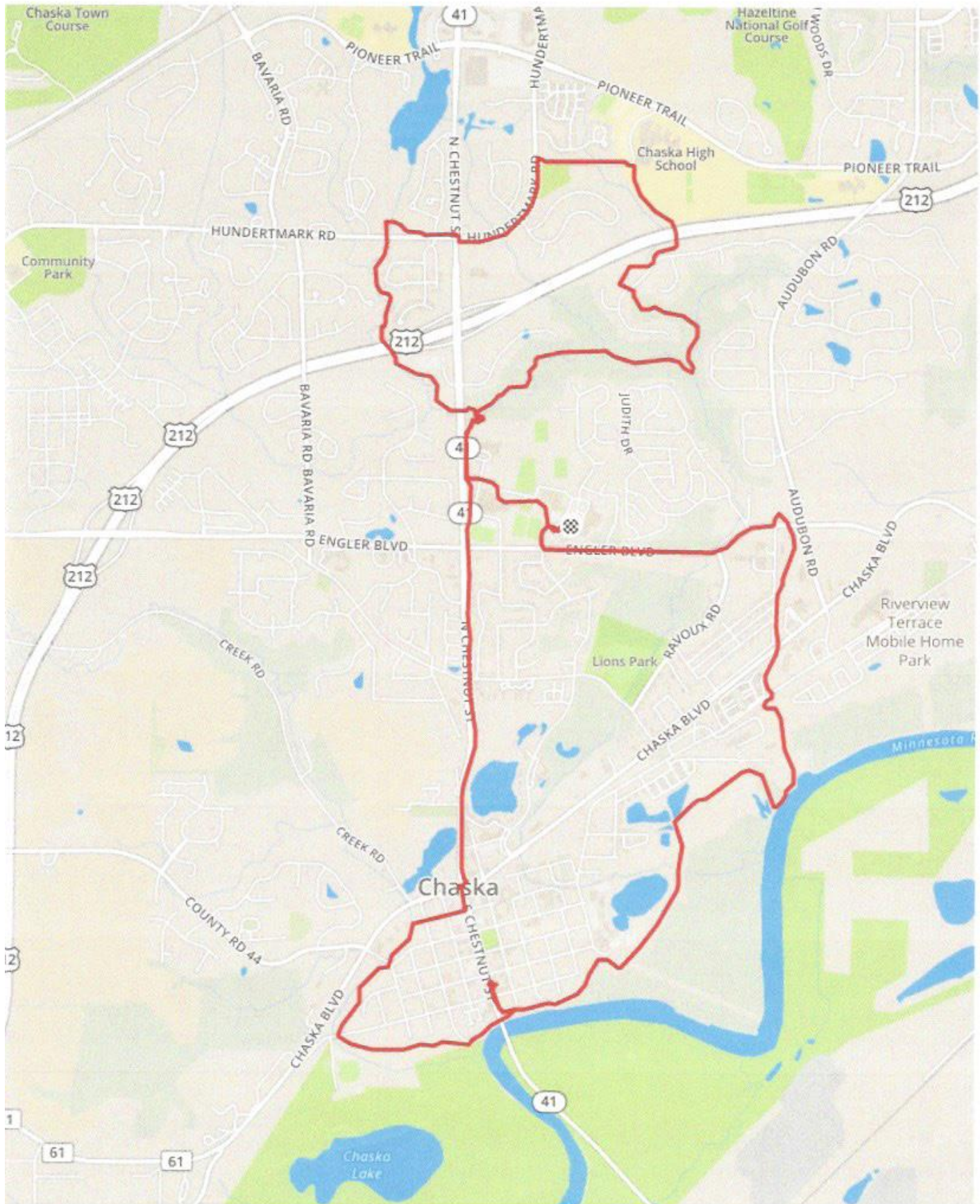
Opportunities

- Build out the planned network
- Better connections to regional trail network and mountain bike trails
- Family focused ride planned for summer 2019
- Develop wayfinding and a map
- Engage the business community through the local Chamber
- Engaging Carver and Scott counties and seek Legacy funds
- Education for motorists, pedestrians and adult cyclists
- Stronger partnership and promotion with SW Transit
- Maybe bike share?
- Do more with mountain biking
- Develop a pump track
- Close to finishing trail links to National Wildlife Refuge and Arboretum
- Making sure the system works for kids and seniors - 8-80 rule
- More focus on the river and being a river community
- Lights in tunnels

Threats

- Not much funding for biking and walking (roads are a priority)
- Trail etiquette is not the best
- Safety crossing busy roads and simply riding on roads and streets
- Trail pavement is rapidly degrading. Needs rehabilitation soon
- Wooden bridges are slippery

Dorian Grilley & Nick Mason - Bicycle Alliance of Minnesota



Chaska Bike Friendly Meeting, Thursday November 8th

Name	Dept/ Org	Position	email	phone
Maht Fyter	SouthWest Transit	Planner	inf@swtransit.org	952-974-3111
Sam Penta	Chaska City Public Staff		sport2p@carver.mn.us	952-466-5253
Bob Maeder			Bob@Maeder.US.com	612 723 3174
Notre Kabat	City of Chaska	Staff	nkabat@chaskamn.com	
Todd Nelson	Michaels Cycles		todd@Michaelscycles.com	(952) 361-6550
Julie Janke	Chaska PD	Officer	jjanke@chaskamn.com	952-448-4200
Diane Kasper			Kasperd@comcast.net	952-412-5654
Diana Kasper			" "	" "
Rick Lawler			rlawler@comcast.net	" "
Chris Przybylski			team@cm-bike.com	
Sandra Kelley			SKelley7@icloud.com	952-956-4458
PATRICIA HEINING			psheining@gmail.com	

Chaska Bike Friendly Meeting, Thursday November 8th				
Name	Dept/ Org	Position	email	phone
Rudolf Steeg	Carver Co. Pub Hlth		psteeg@co.carver.mn.us	952-361-1306
Jeff Filippek	SW Metro Chamber	President	jeff@sumetechamber.com	952-474-3233
Kevin Rensdorf	CHASKA	CD Dir	KRensdorf@chaska.mn.us	478-9222
Jim Vossberg	Carver Trail	Head Coach	vossbergjim@yahoo.com	612 309 3653
Michael Knoll	Michael's Cycles	owner	micke@cycles-mn.com	612-508-9378
Mary Monteth	Park & Rec	Asst	mmonteth@chaska.mn.us	
Marissa Grange	Park & Rec	Per Director	mgrange@chaska.mn.us	
David Roach	Park & Rec Board	Board Mem	djoan-mn@comcast.net	612-730-6761
Dia				
Kevin Wright	City - Communications		Kwright@chaska.mn.us	952-242-4313
Rob McKenna	Private Citizen	N/A	mckenna.roh@gmail.com	612-747-6334
Tara Mcdawski	CHASKA Hometown		Tara@FAZILKES.COM	612-865-3644

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

July 25, 2019

Subject: Review Attendance Expectations

Prepared By: Nate Kabat

Background

Staff have been requested to provide information about attendance expectations as a reminder to all Human Rights Commissioners.

Chapter 11 of the City of Chaska's Ordinances establishes the Human Rights Commission with Section 18 and Section 21 both offering guidance on attendance expectations. The language of both sections follows:

Chapter 11, Section 18. - Terms.

The members of the Human Rights Commission shall be appointed for three (3) year terms, and each member shall be eligible to serve for three (3) consecutive terms. Said terms shall be staggered. Additional terms may be served by a Commissioner if sufficient applications are not received by interested residents. The City Council will fill the vacancy within sixty (60) days of the vacancy occurring per Section 19. The term of a Commissioner may be terminated and a new member appointed in the event the Commissioner fails to attend any three (3) consecutive meetings or in the event of failure to attend any four (4) meetings in any twelve (12) month period.

Chapter 11, Section 21. - Vacation of office; removal from office.

(a) Vacation of office. Except as hereinafter provided, any member missing three (3) consecutive regularly scheduled monthly meetings, or any four (4) regularly scheduled monthly meetings in any one calendar year, shall have automatically vacated said office, and the City Council shall fill said vacancies as soon thereafter as practicable pursuant to the Section 19 hereof.

(b) Leave of absence. The vacation of office provision provided in (a) above shall not apply to a member who, because of serious illness, accident, or family emergency is prevented from attending meetings, and who has applied for and obtained a leave of absence granted by the City Council, which leave of absence shall not exceed six (6) months.

(c) Removal. Members of the Human Rights Commission may be removed for a cause by a two-thirds (2/3) vote of the City Council.