



**CITY OF URBANA
BICYCLE AND PEDESTRIAN ADVISORY
COMMISSION MEETING**

DATE: Tuesday, August 19, 2025
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call**
- B. Changes to the Agenda**
- C. Approval of Minutes of Previous Meeting**
 - [1. July 15, 2025 Meeting Minutes](#)
- D. Public Input**
- E. Unfinished Business**
 - 1. \$2,500 Budget - Bike light purchase & Bike Month donation
 - 2. BPAC Vacancies - USD116
- F. Reports of City Officials and Staff and Reports of Committees**
 - [1. Bikeshare Working Group Notes](#)
- G. New Business**
 - 1. King Park Master Plan presentation [UPD]
- H. Announcements**
- I. Future Topics**
 - 1. ADA Transition Plan Update [Public Works]
- J. Adjournment**

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to

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foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanail.gov. The subject line of the email must include the words “PUBLIC INPUT” and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk’s Office at

least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366

- Email: CityClerk@urbanail.gov



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MINUTES – UNAPPROVED

Members Present: Annie Adams, Susan Jones, Qiushi Huang, Bruce Michelson, Keenan Portis, Nancy Westcott, Carmen Franks

Others Present: none

Members Absent: Tommy Griscom, Sarthak Prasad

A. Call to Order and Roll Call

Annie Adams called the meeting to order at 7:00 p.m. Roll was taken. A quorum of members was present.

B. Changes to the Agenda

Annie motioned to add a discussion regarding the \$2,500 budget that BPAC has to the agenda, Susan Jones seconded. Motion approved with a unanimous voice vote.

C. Approval of Minutes of Previous Meeting

1. April 15, 2025 Meeting Minutes

Susan Jones motioned to approve the minutes, Bruce Michelson seconded. Motion approved with a majority voice vote. There was an abstention by Nancy Westcott because she couldn't find the April meeting minutes to look over.

2. May 20, 2025 Meeting Minutes

Susan Jones motioned to approve the minutes, Bruce Michelson seconded. Motion approved with a unanimous voice vote.

D. Public Input

none

E. Unfinished Business

1. BPAC Goals & Initiatives 2024-2025

There was discussion about if current meetings are effective for the goals & current initiatives or if they should be divided into sub-groups and each sub-group report back to the big group. There is already one sub-committee for BikeShare; which consists of Bruce Michelson, Keenan Portis, & Sarthak Prasad. After further discussion, it was decided to continue meeting each month and not add more sub-committees at this time. BPAC will re-visit this topic during the scheduling of next year's meetings.

Bruce Michelson moved to adopt the Summary of Goals for FY2024-2025 as the Summary of Goals for FY2025-2026, Sue Jones seconded. Motion approved with a unanimous voice vote.

Carmen Franks will also send out BPAC topics & notes that she has been compiling since March 2025.

F. Reports of City Officials and Staff and Reports of Committees

Bruce Michelson said that the sub-committee for BikeShare is waiting on negotiations between the bikeshare company and Champaign. There are limits to what they can know.

Carmen Franks gave the following updates on City projects and committees.

1. Florida Avenue Shared Use Path – Plans are 90% complete and has cleared SHPO review. The work is planned for 2026.
2. Bakers Lane Shared Use Path – The final plan set is being prepared. The next step is to secure easements. Construction is still planned to begin in early Fall and completed in 2026.
3. CDBG Sidewalk Improvements – The sidewalks were constructed in March and the sod was installed in May. This project is complete.
4. EQL Streetlights FY22 – Most of the new lighting circuits are ready to be connected to power. Construction is still underway..
5. EQL FY25 Program – This includes sidewalks, ramps, streetlights, & some traffic calming devices on Broadway, Kerr, and Cottage Grove. Sidewalk & streetlight design is underway and traffic calming design is about to begin.
6. Lincoln Avenue Corridor Study – Final public input phase ended on May 30th. This was presented to City Council on June 7th and will be presented again on July 21st.
7. Lincoln Avenue Wascher to Killarney – SS4A grant funding is still under review by USDOT. Public outreach plan & concept plan are underway now. Expected to bid the project for FY28.
8. Florida Avenue Wright to Hillcrest – This is a roadway project. Intersection design details are being reviewed by IDOT.
9. Traffic Signal Improvements – Planning to update audio devices for pedestrian signals at up to 14 signalized intersections.
10. Sidewalk Improvements FY25 – Contractor is under contract for about 700 feet of sidewalk replacement in West Urbana. A pre-construction meeting is planned for this week. An additional 100 feet of sidewalk was added to the contract.
11. The CIP was finalized and incorporated into the FY26 budget.
12. Grant updates include:
 - (1) 5 applications have been submitted for the IDOT Local Projects Grant
 - (2) the City will not be pursue an HSIP Grant this year
 - (3) the Safe Routes to School Grant cycle will open on August 1st and closes on October 13th
 - (4) the ITEP Grant's next cycle opens in August 2026

Carmen attended the ADA Coordinator webinar. Keenan also attended it.

The Champaign-Urbana Active Transportation Group, which is hosted by CUUATS & RPC, started meeting in March.

G. New Business

1. Vacancies: USD116 vacancy; BikeShare Subcommittee Coordinator

Annie has tried to get the USD116 vacancy filled without any luck. Carmen mentioned Linda Gibbons, who is on the Safe Routes to School Committee.

The BikeShare Subcommittee Coordinator, Marcus Ricci, is no longer with the City of Urbana. A question was asked as to if the subcommittee can still go forward without him. After some

discussion, it was decided that it can. Bruce will setup the next few Zoom meetings for the subcommittee.

2. **\$2,500 Budget (added during Changes to the Agenda portion of meeting)**

BPAC has \$2,500 to spend and this money usually goes to Light the Night for bike lights. Annie said the lights they get are usually inexpensive and dim. Annie said that she has talked with a local bike shop and we could get 100 back & front lights or 200 back lights for the \$2,500. There were suggestions of giving out the lights at the Market [at the Square], at the bike shop as part of an event, or having police officers give them out when they see a bicyclist without a light.

After more discussion, it was decided to make this a future topic when Sarthak is in attendance since he is part of the Light the Night.

H. Announcements

Kenna Portis announced that they had a final subcommittee meeting for King Park where they presented the new masterplan. They will be presenting this to the board for approval in August and are hoping for construction to begin in the Spring or Summer of 2026, with it being completed in the Fall of 2027. Keenan is also applying for an OSLAD grant for this project.

Qiushi Huang made the following announcements:

1. MTD is replacing bus stop signs with new signs that have a QR code to be scanned by a phone to receive route information in real time.
2. There are several diversions of current bus routes to serve the Marketplace Mall area.
3. MTD is hosting the IPTA conference at the end of September.

Carmen Franks congratulated Bruce & Susan on their re-appointments to BPAC. She also announced that the City has a new Community Development Department Head.

Annie Adams had the following comments & announcements:

1. Annie thanked Carol Mitten, Marcus Ricci, Will Kolschowsky, and Tim Cowan for all of their hard work while they were City employees.
2. RPC is seeking input on traffic fatalities via an interactive map and survey on their website.
3. Annie participated in the Full Moon Bike Ride to the Sidney Dairy Barn last week.

I. Future Topics

1. Bike light distribution discussion
2. King Park master plan (Kenna Portis)

J. Adjournment

The meeting adjourned at 8:26 p.m.

Bikeshare Working Group Notes

7/29/25

We want to update you on our bikeshare subcommittee conversation on Wednesday morning (July 24), in which Sarthak, Keenan, and I participated. As you know, the departure of Marcus Ricci leaves us without regular City staff representation on the group.

Nonetheless, several issues have grown clearer for us in ways that could benefit the City of Urbana in refreshing its contract with VEO. Though none of the following may come as a revelation, these perceptions, when taken together, may help the City clarify a strategy for negotiations and agreement design.

- We learned that the key, substantive proposed alteration to the existing agreement between the University and VEO is a refreshed delineation, on UI bikeshare maps, of specific areas where VEO use will be restricted, either to speeds below 8mph or altogether (i.e. with no motor assist at all). This restriction can be achieved via VEO's GPS-enabled programming of the bikes, rather than by signage or any other cumbersome process. The proposed map will be shared with other local entities where VEO operates, and the City should have the option of following this strategy, if it chooses to do so, of establishing slow-speed or no-go areas of its own.
- Though financial dimensions of the University's contract with VEO remain confidential, the general configuration will likely continue to be the extant per-bike licensing fee covering the 750 VEO bikes now authorized to operate on campus. Our understanding is that the City of Champaign has instead opted in the past for a blanket payment from VEO instead: this matter might be clarified in direct conversation between Urbana staff representatives on this issue and Lily Wilcock, who is apparently handling VEO matters for Champaign. It shouldn't be hard for Urbana to come up with a fee plan aligned with either of these ongoing arrangements.
- We also learned more about an option that the University is adopting for controlling where VEO bikes are parked or dropped when clients end their rentals. In areas where the University intends to restrict VEO parking, the rental charges will not cease to accumulate until the bike in question is moved to an appropriate spot. This means that if a client leaves a bike in a congested or restricted area – near the BIF of the College of Business, for example – the meter will continue to run. Because this seems like an effective way to discourage the dumping of bikes in inappropriate places, the City should be able to designate a few such locations of its own, as an initial test of the effectiveness of this restriction-strategy.