

**CALISTOGA BICYCLE ADVISORY COMMITTEE  
MINUTES**

**APRIL 7, 2009, 4:30 P.M.**

**PUBLIC WORKS DEPARTMENT, 414 WASHINGTON STREET,  
CALISTOGA, CA 94515**

**Committee Members: Michael Costanzo, Dieter Deiss, Peter Potrebic, Glenn Pope and Brad Suhr**

**1. ROLL CALL**

**Present:** Michael Costanzo, committee member; Dieter Deiss, committee member; Peter Potrebic, committee member and Brad Suhr, committee member

**Others in Attendance:** Curtis Winslow, Design Consultant, Susan Sneddon, City Clerk and Erik V. Lundquist, Associate Planner

**Absent:** Glenn Pope

**2. APPROVAL OF AGENDA**

Motion by **Michael Costanzo**, seconded by **Dieter Deiss** to adopt the agenda as written.

**3. APPROVAL OF MINUTES**

Motion by **Brad Suhr**, seconded by **Dieter Deiss** to adopt the meeting minutes of January 5, 2009, February 3, 2009 and March 3, 2009 as written.

**4. PRESENTATIONS**

**A. Conflict's of Interest Code – Presentation Susan Sneddon**

**Susan Sneddon, City Clerk** presented the City's Conflicts of Interest Code indicating that the Code is based upon the Political Reform Act. Mrs. Sneddon indicated that since the Committee members were public officials they are all subject to the Code, each individual was required to submit a Form 700. The Form is a disclosure of where potential conflicts may exist.

**Michael Costanzo**, questioned the need for the committee to file the FORM 700 since the Committee functions as an advisory role?

**Susan Sneddon**, explained that the City Attorney's opinion is that the Committee is subject to such disclosure and suggested a meeting with the City Manager should the Committee disagree with the Attorney's opinion.

**Susan Sneddon**, completed her presentation by briefing the Committee on the Brown Act and the requirements to conduct Code of Ethics training. Mrs. Sneddon said she could schedule the ethics training online at the committee member's convenience.

5. **OLD BUSINESS**

A. **Discussion regarding Draft Citywide Bicycle Map**

**Curtis Winslow, Design Consultant**, presented a status report of the Citywide Bicycle Map. **Mr. Winslow** said he anticipates receiving 100 pictures for the maps and will be selecting the appropriate pictures over the next month.

**Curtis Winslow**, indicated that the Bicycle Loops have been graphically been represent and the next steps will be to develop the text and to structure the insets.

The **Committee** thanked Mr. Winslow for his work and expressed their interest in seeing the work proceed expeditiously.

B. **Goal Setting – 2009 BAC Work Program**

**Michael Costanzo**, motioned to continue this matter until May 5<sup>th</sup>, 2009, seconded by **Dieter Deiss**.

**Brad Suhr**, had to leave the meeting.

6. **NEW BUSINESS**

A. **Nomination and Appointment of new Chair and Vice-chairman**

**Erik V. Lundquist**, indicated that he had received a request to solicited nominations for a new chair. **Mr. Lundquist** asked for nominations. No nominations were received. The current positions stand: **Michael Costanzo**, Chair and **Dieter Deiss**, Vice-chair.

B. **City Council Bike to Work Day Proclamation – April 21, 2009**

**Erik V. Lundquist**, indicated that the Napa County Bicycle Coalition was requesting that all the Cities in the County proclaim May as Bike to Work Month and May 14<sup>th</sup>, 2009 as Bike to Work Day. **Mr. Lundquist** stated that the Mayor will read the proclamation during the City Council's May 14<sup>th</sup>, 2009 meeting. He requested that the BAC be in attendance to accept the proclamation.

C. **Bike to Work Day – May 14<sup>th</sup>, 2009**

**Erik Lundquist**, requested the support of the BAC on Bike to Work Day (May 14<sup>th</sup>, 2009). **Mr. Lundquist** stated in would be at the event at 6:30 am to about 9:30 am

7. **ITEMS NOT ON THE AGENDA**

No items heard.

8. **ADJOURNMENT**

**Michael Costanzo**, stated that he would like to hold the next BAC meeting on May 5, 2009. **Peter Potrebic**, seconded the motion. The next BAC meeting would be held on May 5th, 2009. Meeting adjourned at 6:00 pm.