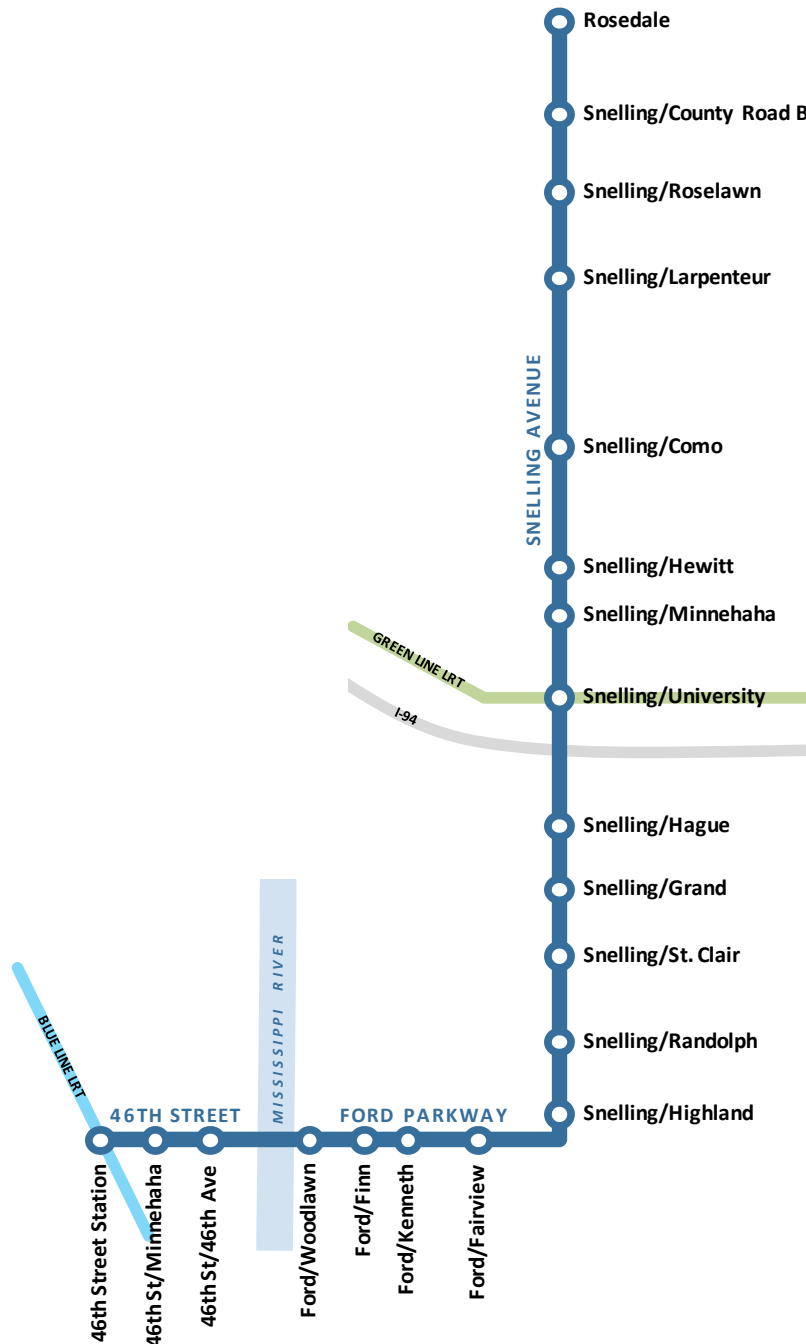


Snelling BRT Community Advisory Committee (CAC)

The Snelling BRT Community Advisory Committee (CAC) is an advisory group composed of community members representing residents (both owners and renters), businesses, property owners, and organizations with diverse knowledge of the Snelling Avenue/Ford Parkway/46th Street (“Snelling”) BRT corridor (shown below), including experience using public transportation.

The following pages contain a description of the CAC purpose, membership, and responsibilities.

A CAC nomination form is included at the end of this packet.



Purpose

The role of the CAC is to bring community voice and continuity to the Snelling Avenue BRT project development process.

The CAC is an essential connection between the planning process and the community. Although the CAC does not have direct decision-making authority, it will offer community insight to the Project Management Team which, in turn, will make recommendations to the Metropolitan Council. The primary purpose of CAC meetings will be to provide **a forum for discussion of issues** with the intent of providing input to the Snelling BRT project team and the Metropolitan Council.

The primary role of CAC members is to learn about the project and ask thought-provoking questions while providing insight from the perspective of the community they represent. The Metro Transit Project Management Team values the community perspective and will consider the information provided by the CAC when it guides the overall direction of project development and makes final recommendations to the Metropolitan Council.

Responsibilities

CAC members have the following responsibilities:

- **Engage** in thoughtful and thorough deliberation of the issues brought before the CAC.
- **Represent and advocate** for the interests of his/her constituency.
- **Share relevant information** (historical, background) with the CAC and Project Management Team (PMT) members.
- **Assist in informing** constituencies about the Snelling BRT project and recommend appropriate avenues for engagement with the community.
- **Attend all meetings.** If an alternate is sent, ensure that the alternate is informed and up-to-date on the project and ensure that they are, in turn, updated by the alternate.
- **Work to identify solutions** to issues that arise, and openly/objectively discuss and evaluate those options.
- If members discuss the project with the media, they should be clear that they are representing their own views and not speaking for the CAC or the PMT.

Membership

The CAC will be made up of members who represent residents, property owners, businesses organizations and employees of the project area, with diverse knowledge of the Snelling BRT corridor. For all CAC members, experience using public transit in the Twin Cities is a strongly desired qualification. Since the CAC is a body of non-elected officials, it is preferred that nominees not be persons currently seeking or planning to seek elected office within the project area in 2013.

12 Neighborhood Representatives

Each district or community council along the corridor will nominate **one resident representative** and **one business representative**.

- (2) Saint Paul District 10 – Como Community Council
- (2) Saint Paul District 11 – Hamline Midway Coalition
- (2) Saint Paul District 13 – Union Park District Council
- (2) Saint Paul District 14 – Macalester Groveland Community Council
- (2) Saint Paul District 15 – Highland District Council
- (2) Minneapolis – Longfellow Community Council

4 Council Ward Representatives

The 12 neighborhood representatives are joined by community members representing each of the Saint Paul and Minneapolis City Council Wards that the project serves. Each City Council member will nominate **one ward representative**.

- (1) Saint Paul Ward 1 – Melvin Carter III
- (1) Saint Paul Ward 3 – Chris Tolbert
- (1) Saint Paul Ward 4 – Russ Stark
- (1) Minneapolis Ward 12 – Sandra Colvin Roy

2 Suburban Community Representatives

Falcon Heights and Roseville will be represented on the CAC by a community representative. Each city's existing community engagement structure will nominate **one community representative**.

- (1) City of Falcon Heights
- (1) City of Roseville

2 College Student Representatives

Macalester College and Hamline University are important institutions on the Snelling Avenue corridor, and their students generate a sizeable amount of transit ridership in the corridor. While Macalester and Hamline administration will be engaged as station neighbors through other PMT-led efforts, the CAC will provide an opportunity for student voices to be heard in the project. Student organizations will each nominate **one student representative**.

- (1) Hamline University
- (1) Macalester College

Up to 5 At-Large Representatives

Groups and individuals outside those identified above hold diverse knowledge of the Snelling BRT corridor and possess an interest in the process. Voices of these corridor stakeholders will be represented by up to **five at-large representatives**. People interested in becoming at-large representatives can nominate themselves and express why they should be invited to join the CAC. **Interested in becoming an at-large member? Nominate yourself using the attached form.**

When will the CAC meet?

The CAC will convene in May 2013 for its first meeting. After that, quarterly CAC meetings are proposed through 2013 and 2014. As the project advances through design and construction, meeting frequency may be adjusted based on the amount of new information available each meeting and issues to be addressed.

Locations have yet to be determined, but meetings will be held in a central location accessible to corridor stakeholders.

Meeting Guidelines

Snelling CAC meetings will be conducted as follows:

- Meetings will begin and end on time.
- Agendas will be provided in advance of each meeting and there will be an opportunity to adjust the agenda at the beginning of each meeting.
- Meeting summaries will be prepared after each meeting and will be amended, if necessary, after review at the subsequent meeting
- Although observers are welcome, only CAC members will participate in group discussions.
- Ten minutes will be reserved at the end of each meeting for observers to provide comments.

CAC members will commit to a productive and collaborative planning process by:

- Being open to, and respectful of, other points of views.
- Listening actively to other speakers without interruptions.
- Speaking briefly and allowing everyone to participate.
- Preparing for each meeting.
- Turning off electronic devices during meetings.

Metro Transit and associated project staff will commit to a productive and collaborative planning process by:

- Being open to, and respectful of, other points of views.
- Listening actively to other speakers without interruptions.
- Speaking briefly and allowing everyone to participate.
- Providing adequate information to best prepare CAC members for a productive and collaborative meetings.
- Documenting each meeting and providing timely meeting minutes with ACTION ITEMS for follow-up.
- Following up on questions or additional research requested by CAC members in a timely manner.