

**CITY OF WEST DES MOINES  
BICYCLE ADVISORY COMMISSION**

**AGENDA**

**5:30 p.m.**

**Thursday, March 1, 2018**

**City Hall – City Council Chambers  
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of October 5, 2017 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Report – Engineering Committee
  - B. Report – Education and Encouragement Committee
- 6. Staff Reports**
  - A. Engineering
  - B. Public Services
  - C. Police
  - D. Parks and Recreation
- 7. Other Matters**
  - A. Recognition of Outgoing Commissioner – Joel Wolcott
- 8. Receive, File and/or Refer**
  - A. Des Moines Area MPO, Central Iowa Bicycle-- Pedestrian Roundtable Packets

The City of West Des Moines is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required please contact the Parks & Recreation office at least 48 hours in advance, at 222-3444 to have accommodations provided.

**CITY OF WEST DES MOINES  
BICYCLE ADVISORY COMMISSION  
MEETING COMMUNICATION**

**DATE:** March 1, 2018

**ITEM:** Report – Engineering Committee

**FINANCIAL IMPACT:** None at this time

**SYNOPSIS:** Staff and members of the Engineering Committee will report back to the Commission on items related to Crosswalks (Trail Crossing Traffic Control Guidelines), On-Street Bicycle Facility Plan Revisions and other item discussed at an Engineering Committee meeting.

**BACKGROUND:**

**RECOMMENDATION:** Discussion item

**Prepared by:** David Sadler, Superintendent of Parks 

**Approved for Content by:** Sally Orgies, Director of Parks and Recreation 

**Accepted for Commission Agenda:** Sally Orgies, Director of Parks and Recreation

**WEST DES MOINES BICYCLE ADVISORY COMMISSION  
ENGINEERING COMMITTEE MEETING PROCEEDINGS  
Monday, February 12, 2018**

The meeting of the Engineering Committee was called to order on Monday, February 12, 2018, at 4:31 p.m.

Commissioners present: K. Albertson, J. Wolcott, M. Moore, H. Eddy  
Staff present: S. Ortgies, J. Cory, E. Petersen, M. Alvarez, D. Sadler

**On Item 1. Crosswalks (Trail Crossing Traffic Control Guidelines) - Discussion**

Peterson shared a flowchart and associated table used to determine the appropriate vehicular traffic control treatment of trail crossings at public streets. He emphasized need for consistency and effectiveness as the city has approximately 157 crossing locations. Peterson reviewed the different traffic control treatments, then went through the flowchart using an example of how the crossing was determined at Fuller Road near 19<sup>th</sup> Street. As per state law, pedestrians have right of way at street intersection crossings, and bicyclists are treated as pedestrians when on trails. Alvarez then shared a map showing where the City currently has pedestrian traffic control located on trails. These are primarily located only at mid-block crossings where the trail crosses the street at uncontrolled locations. In these cases (no street intersections), the burden and responsibility to yield or stop is placed on the trail user. It was noted that there may be a few locations in the City where this is not consistent.

The Committee discussed the flowcharting process, and the two specific intersections that were brought up at previous meetings (35<sup>th</sup> Street & Grand Avenue, and 60<sup>th</sup> Street & Dakota). Staff explained the nuances of these locations and the inconsistency issues that would come into play if additional traffic control signage were placed at these locations. The Committee agreed that no additional signage be placed at these locations. Committee also asked Parks and Recreation staff to review all trails to determine if additional pedestrian traffic control may be required at any other uncontrolled crossings.

**On Item 2. On-Street Bicycle Facility Plan Revisions**

Peterson reviewed ultimate street plan. The ultimate streets plan regularly changes based upon modifications in land use, impacts from natural features, development plans, etc. This then leads to changes to both the on-street and off-street network. As new streets come up and changes are made to the ultimate streets plan, staff analyzes each street segment to identify gaps and barriers. Alvarez reviewed a map showing the most recent updates to the on-street and off-street trail network. Highlighted were three locations with gaps and places where trails/side paths and on-street facilities doubled up. Staff plans to update the On-Street Bike Plan accordingly, but wanted Committee review prior to.

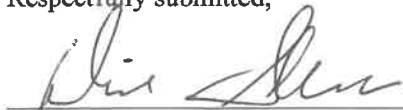
The Committee reviewed and discussed the changes, and did not see any issues.

**On Other Items 3.**

Alvarez noted a consultant had been hired and is working on the trail connection along 8<sup>th</sup> Street to connect WDM to Windsor Heights. Parks and Recreation staff will be reviewing initial options and meeting with consultant soon. It was noted this would be a great future MPO project due to multiple jurisdictions including IDOT for the crossing under I235. This item will come back to Engineering Committee at a later date.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,



David Sadler, Superintendent of Parks

2/15/18

**CITY OF WEST DES MOINES  
BICYCLE ADVISORY COMMISSION  
MEETING COMMUNICATION**

**DATE:** March 1, 2018

**ITEM:** Report – Education and Encouragement Committee

**FINANCIAL IMPACT:** None at this time

**SYNOPSIS:** Staff and members of the Education and Encouragement Committee will report back to the Commission on items related to Mayor's Bike Ride discussed at an Education & Encouragement Committee meeting.

**BACKGROUND:**

**RECOMMENDATION:** Discussion item

**Prepared by:** David Sadler, Superintendent of Parks 

**Approved for Content by:** Sally Ortgies, Director of Parks and Recreation 

**Accepted for Commission Agenda:** Sally Ortgies, Director of Parks and Recreation

**WEST DES MOINES BICYCLE ADVISORY COMMISSION  
EDUCATION & ENCOURAGEMENT COMMITTEE  
MEETING PROCEEDINGS  
Thursday, February 8, 2018**

The meeting of the Committee was called to order on Thursday, February 8, 2018 at 4:30 p.m.

Commissioners present: H. Eddy, B. Freund, T. Suckow (4:45 p.m.)

Staff present: S. Ortgies, J. Weeks, A. Poss, J. Cory

On Item 1. Discussion – Mayor’s Bike Ride

Ortgies reviewed items from the 2017 Mayor’s Bike Ride. Ortgies shared that some suggestions have been made such as utilizing the bike trails more than the City streets, engaging more businesses in advertising for the ride, informing the public earlier, and having the proceeds from the ride go to a charitable cause rather than the Parks and Recreation Department. May 12 is the date for the 2018 Mayor’s Bike Ride.

Eddy shared that the public engagement at the National Trails Day and the Art on the Trail event was well received and many people interacted and received a free bicycle helmet. Ortgies asked Commission members if they would be willing to participate again. Eddy replied that EMS could help play a role with the helmet fittings.

Freund suggested that having a more prominent social media presence would help advertise the ride. Eddy reminded the group that the new Bike World that will be located on 50<sup>th</sup> Street and EP True Parkway will be opening soon. Freund questioned if Bike World would be willing to give out coupons or something similar for the riders who participate in the Mayor’s Bike Ride. Freund informed the Committee that she will follow up. Suckow added the idea of Bike World offering a \$10 off coupon for a bike tune up with early registration could get more people to pre-register for the event.

Eddy shared the idea of adding destination stops to the family friendly portion of the ride may attract more participants. Ideas included passport stops, where the children could get a stamp on their passport, and other interactive events tied into the ride. Freund suggested having free helmets available at the stops along the trail in addition. Suckow added that offering bike safety checks could also be a feature at some of the destination points.

Cory showed an example of what the 2018 Mayor’s Bike Ride route could look like. There is the option in 2018 of having a ride completely on the bike trails that would amount to 15 miles. It would take roughly one to one and a half hours to complete. Weeks replied that there could be the short family friendly ride and then one longer ride to accommodate more experienced bike riders. Weeks also mentioned that the two routes could intersect each other at some point and that could create another chance to have a fun activity planned.

Ortgies asked Eddy if the Hy-Vee Mobile snack mobile would be available in 2018. Eddy said that she would reach out to the dietician at the Mills Civic location. Eddy also mentioned that the Department could prepare a map with the route to hand out to riders that included emergency phone numbers in case someone has an issue while on the ride.

Ortgies asked how the Mayor’s Bike Ride has incorporated the schools into the event in the past. Eddy stated that there was a \$2,000 grant given and every school that participated received either 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place for the amount of children who participated. Eddy also mentioned that there are funds leftover to create a similar program for 2018. Eddy suggested that engaging different PTA groups, and informing the schools earlier would encourage more children and families to participate. Ortgies added that including Waukee schools should be a consideration because they are within the West Des Moines city limits.


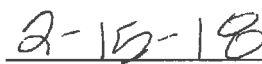
Eddy inquired whether or not the corporate cup award will be continued. Eddy suggested that approaching the West Des Moines Chamber of Commerce would be a good outlet to inform businesses. Ortgies stated that bike month will be in May again. The Commission members discussed having a promotional area at the Farmer’s Market in Valley Junction for the Mayor’s Bike Ride. Suckow mentioned making coasters or similar advertising material to hand out to individuals and to also give to popular bike stop establishments. Ortgies stated that she

would mentioned the 2018 Mayor's Bike Ride during select 5 Water's Presentation involving the LOSST vote in March, and also try to get included on the agenda for the March Community Schools Network meeting to talk about the Bike Ride and any possible awards for the schools.

On Item 4. – Other Matters  
No Items.

The meeting was adjourned at 5:40p.m.

Respectfully submitted,

   
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Anna Poss  
Administrative Secretary Parks and Recreation Department

## MEETING NOTES

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO)  
CENTRAL IOWA BICYCLE-PEDESTRIAN ROUNDTABLE

January 16, 2018  
12:00 PM.

MPO Office, Burnham Room  
Des Moines, Iowa

**Roundtable Attendees Present:**

Chair Vern Willey, City of Altoona  
Scott Atzen, City of Altoona  
Colby Fangman, City of Des Moines  
Chris Widmer, City of Pleasant Hill  
Dan Lane, City of Polk City  
Marco Alvarez, City of West Des Moines  
Zac Bales-Henry, City of Windsor Heights  
Adam Fendrick, Polk County Conservation  
Ryan Wiemold, Story County Conservation  
Jeremy Lewis, Bike Collective  
Carl Voss, Bike Collective

Jeff Cook, Friends of CVT  
Andrea Boulton, INHF  
Jeff Davidson, Keep IA Beautiful  
John Peterson, Citizen  
Butch Niebuhr, Bolton&Menk  
Rob Haaland, Bolton&Menk  
David Fliehler, Shive Hattery  
Jenifer Bates, Shive Hattery  
Lauren Matysik, Bike Collective  
Pat Shehan, Story County Conservation  
Clifford Leonard, Citizen

**Roundtable Staff Present:**

Mike Armstrong, Senior Transportation Planner

1. **Call to Order**  
The January 16, 2018 Roundtable meeting was called to order at 12:00 p.m.
2. **Introduction**
3. **Approval of Agenda**
4. **Approval of Minutes for December 17, 2017**  
Not available.
5. **REPORT: 911 Trail Signage**  
Colby Fangman of City of Des Moines presented on their process updating their 911 signage system. As part of the process, they had several questions for the Roundtable around materials, design, and consistency of signage across the MPO region. Colby shared a survey link asking land managers to fill out for the next Roundtable. Colby will present again next month.
6. **REPORT: STBG/TAP Comment Period**  
Staff presented on the received TAP applications and overall process for both TAP and STBG project selection. Input was requested on these projects at the meeting or online at [dmampo.org/public-participation](http://dmampo.org/public-participation).
7. **DISCUSSION: 2018 APBP Webinars**  
The MPO is signing up for a 6 webinar bundle from APBP. Staff asked for input on which topics seemed most relevant at the meeting or by email.
8. **INFORMATION: Bike and Ride Data**
9. **Other Non-Action Items of Interest to the Committee**
10. **Project Updates**
  - The Bike Collective is beginning to update the regional trail map. Expect emails in the future.
  - Polk City has developments underway that add trail miles near Deer Haven and

Kimberley which will connect to the Neal Smith Trail.

- Polk County Conservation will complete the Easter Lake trail this spring and the bridge in the fall. PCC will also begin discussing the possibility of plowing the trails throughout the winter.
- INHF asked for continued advocacy on IWILL funding in the state legislature.
- Altoona is considering 40 acres south of town that could become an off-road bike park.

**11. Future Agenda Items**

**12. Next Roundtable Meeting Date**

The next meeting will 12:00 p.m. on Tuesday, February 20, 2018, at the MPO office.

**13. Adjournment**

The January 16, 2018 Roundtable meeting adjourned at 1:00 PM.