

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

**AGENDA**

**5:30 p.m.**

**Thursday, April 6, 2017  
City Hall – City Council Chambers  
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Welcome of New Commission Members**
- 3. Election of Commission Officers**
  - A. Chair
  - B. Vice-Chair
  - C. Secretary
- 4. Citizen Forum**
- 5. Approval of Minutes of March 2, 2017 Meeting**
- 6. Old Business**
  - A. Presentation – Five Waters Project
- 7. New Business**
  - A. Motion – Committee Appointments
- 8. Committee Reports**
  - A. Education and Encouragement Committee
  - B. Enforcement and Evaluation Committee
  - C. Engineering Committee
- 9. Staff Reports**
  - A. Engineering
  - B. Public Services
  - C. Police
  - D. Parks and Recreation
- 10. Other Matters**
- 11. Receive, File and/or Refer**
  - A. Des Moines Area MPO, Central Iowa Bicycle – Pedestrian Roundtable Packet – March

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:** April 6, 2017

**ITEM:** Election of Commission Officers

**FINANCIAL IMPACT:** None at this time

**SYNOPSIS:** The Bicycle Advisory Commission elects officers every year at the April meeting following annual appointments made by the Mayor. Officers take office immediately following the election. Offices are as follows:

Chair  
Vice-Chair  
Secretary

**BACKGROUND:**

**RECOMMENDATION:** That the Commission nominate and hold the election of officers.

Prepared by: Sally Ortgies, Director of Parks and Recreation  
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**  
**Thursday, March 2, 2017**

The regular meeting of the West Des Moines Bicycle Advisory Commission was called to order on Thursday, March 2, 2017, at 5:32 p.m. by Chair Eddy.

<b>Commission</b>	Joel Wolcott <i>Secretary</i>	Brittany Freund	Kip Albertson	AJ Kelley	Helen Eddy <i>Chair</i>
<b>Present</b>	X		X	X	X
<b>Commission</b>	Margaret Christiansen	Spencer Cox	Steve Gatton	Greg France <i>Vice Chair</i>	
<b>Present</b>			X	X	
<b>Staff</b>	Sally Ortgies <i>Director of Parks &amp; Recreation</i>	Greg Hansen <i>Superintendent of Recreation</i>	Susan Greenwood <i>Parks &amp; Recreation Administrative Secretary</i>	David Sadler <i>Superintendent of Parks</i>	
<b>Present</b>	X	X	X	X	
<b>Staff</b>	Joe Cory <i>Deputy Director of Public Services</i>	Marco Alvarez <i>Park Planner</i>	Eric Petersen <i>Traffic Engineer</i>	Duane Wittstock <i>City Engineer</i>	
<b>Present</b>	X	X	X		

**On Item 1. Approval of Agenda**

It was moved by France to approve the agenda as presented. Kelley seconded. Motion carried, 6 yes.

**On Item 2. Citizen Forum**

No items.

**On Item 3. Approval of Minutes of January 5, 2017 Meeting**

Greenwood noted that the word "moved", which was missing in item 3, has been added.

Gatton moved to approve the minutes as previously amended. Wolcott seconded. Motion carried, 6 yes.

**Old Business:**

**On Item 4A. Veterans Parkway / Great Western Trail Update (Informational Item Only)**

Ortgies shared that an open house is scheduled for 5-7pm on March 9. She added that the roadway construction in proposed option E2 will not touch the Great Western Trail or the trail corridor but may have a greater impact on several adjacent landowners.

**On Item 5. New Business**

No items.

**Committee Reports:**

**On Item 6A. Education and Encouragement Committee**

Eddy shared that the Committee met and discussed upcoming events like Bike Night in Valley Junction, Mayor's Bike Ride and National Trails Day. Eddy shared that the WDM Leadership Academy is having a Safety Expo in April and will be handing out 500 bike helmets. Eddy noted that the Committee was also able to review the first draft of the Iowa Bicycle Coalition's Ride Right, Ride Responsibly curriculum which will eventually be implemented in local schools through their physical education programs. Hansen attended the Bike Expo and handed out information related to WDM Parks & Recreation programs and events. Ortgies shared that 2017 goals are to promote and grow existing events and implement the Ride Right curriculum.

On Item 6B. Enforcement and Evaluation Committee  
No Report.

On Item 6C. Engineering Committee  
No Report.

Staff Reports:

On Item 7A. Engineering  
No additional items.

On Item 7B. Public Services

Cory shared that due to the nice weather Public Services has received a few calls about when the sharrows will be repainted. He noted that they will continue to follow their spring and fall painting schedule and that painting will occur when the conditions allow.

On Item 7C. Police

No representative present.

On Item 7D. Parks and Recreation

Superintendent of Recreation

No additional items.

Director of Parks & Recreation

Ortgies introduced David Sadler, Superintendent of Parks, and shared that he will be attending future meetings.

Park Planner

Alvarez shared 2016 trail counter data. Alvarez noted that the current counters were on loan from the MPO but that the City has purchased their own from the same manufacturer that will be installed in the same locations to continue to obtain data.

Other Matters:

On Item 8A. Action Items

Wolcott inquired about the connection loop trail that was published in the Des Moines Register. Ortgies gave background information about the Park Board's work on some larger "dream" projects which were presented to City Council in February. She added that she will plan to make the same presentation to the Bicycle Advisory Commission at an upcoming meeting. France shared that he met with Senator Charles Schneider about minimum passing distance legislation. France has also been in contact with Mark Wyatt of the Iowa Bicycle Coalition regarding lighting laws for bicycles. France encouraged ongoing discussions on these topics. Eddy shared that a new B-Cycle station was unveiled at the new downtown Hy-Vee.

On Item 8B. Recognition of Outgoing Commissioners – Steve Gatton / AJ Kelley

Gatton shared that getting the Bicycle Master Plan and Complete Streets Policy were important steps to make the community more bike friendly and encouraged remaining Commission member to continue to move forward. Kelley echoed Gatton's comments and shared her excitement in seeing the progress that has been made and will continue to be made. Eddy thanked them both for their dedication to the Commission.

Receive, File and/or Refer:

8A. Des Moines Area MPO, Central Iowa Bicycle-Pedestrian Roundtable Packet – January, February

It was moved by Kelley to adjourn at 6:12p.m. Gatton seconded. Meeting adjourned.

Respectfully submitted,

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Susan Greenwood  
Administrative Secretary

ATTEST:

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Joel Wolcott  
Commission Secretary

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

**DATE:** April 6, 2017

**ITEM:** Motion - Committee Appointments

**FINANCIAL IMPACT:** None at this time.

**SYNOPSIS:** The Commission has three committees, which every member of the Commission (other than the Chair) is asked to serve on. Since it is the beginning of a new "year" for the Commission members, appointment will need to be made to the following committees:

Education & Encouragement  
Enforcement & Evaluation  
Engineering

**BACKGROUND:**

**RECOMMENDATION:** Staff recommends that the Commission appoint members to the Education and Encouragement, the Enforcement and Evaluation, and Engineering Committees.

**Prepared by:** Sally Ortgies, Director of Parks and Recreation 

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

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



**NOTICE OF MEETING**

**Central Iowa Bicycle-Pedestrian Roundtable**

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**12:00 p.m., Tuesday, March 21, 2017**

**Burnham Room, MPO Office**

**420 Watson Powell, Suite 200, Des Moines, IA**

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**TENTATIVE AGENDA**

1. **Call To Order**
2. **Introductions**
3. **VOTE: Approval of Agenda**
4. **VOTE: Approval of the Roundtable's February 21, 2017 Meeting Minutes**
5. **PRESENTATION: FHWA Small Town and Rural Networks**
6. **PRESENTATION: 2017 Trail Report**
7. **DISCUSSION: DataBike**
8. **INFORMATION: Bike and Ride Data**
9. **Other Non-Action Items of Interest to the Committee**
10. **Project Updates**
11. **Future Agenda Items**
12. **Next Roundtable Meeting Date: 12:00 p.m. on Tuesday, April 18, 2017**
13. **Adjournment**

## MEETING NOTES

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

February 21, 2017  
12:00 PM.

MPO Office, Burnham Room  
Des Moines, Iowa

#### Roundtable Attendees Present:

Scott Atzen, City of Altoona  
Tony Filippini, Ames Area MPO  
John Peterson, Citizen  
Mark Arentsen, City of Bondurant  
Todd Seaman, City of Clive  
Jenny Richmond, City of Des Moines  
Luke Parris, City of Norwalk  
Madeline Sturms, City of Pleasant Hill  
Dan Lane, City of Polk City  
Kevin James, City of Urbandale  
Zac Bales-Henry, City of Windsor Heights

Jeremy Lewis, Bike Collective  
Carl Voss, Bike Collective  
Andrea Boulton, INHF  
Jeff Davidson, Keep Iowa Beautiful  
Loren Lown, Polk CCB  
Adam Fendrick, Polk CCB  
David Fliehler, Shive Hattery  
Butch Niebuhr, Bolton and Menk  
Jared Morford, CITA  
Jeff Cook, Friends of CVT  
Clifford Leonard, Citizen

#### Roundtable Staff Present:

Mike Armstrong, Associate Transportation Planner

#### 1. Call to Order

The February 21, 2017 Roundtable meeting was called to order at 12:00 p.m.

#### 2. Introduction

#### 3. Approval of Agenda

#### 4. Approval of the Roundtable's January 17, 2016 Meeting Notes

#### 5. PRESENTATION: Clive Greenbelt Master Plan

Todd Seaman introduced Pat Boddy, and Ryan Peterson of RDG, who presented on the recently completed Clive Greenbelt Master Plan. Recognizing the trail's importance as both a local and regional asset, RDG presented on the structure and content of the plan as well as how it relates and impacts the work of the Roundtable. The plan covers a number of topics including stormwater and floodplain management, connecting the trail to the community, health impacts, economic development opportunities, and social connections.

The Roundtable is encouraged to look at the full document and use it as a resource when considering trail design, relevant policies, water management strategies, and similar projects. Clive is representative of many challenges the entire region is facing and this document can provide a starting point for future conversations.

The full e-book is available on the Clive website at:

<http://www.cityofclive.com/businesses/economic-development/clive-greenbelt-master-plan>

#### 6. DISCUSSION: Trail Counter Update

Staff presented on updates to the trail counter program. The newly purchased counters will arrive shortly and will be ready for the spring. The MPO is also conducting an inventory of existing counters in use, and looks for members to disclose the condition of any MPO, CIRTPA, or locally owned counters currently in place. The MPO will also look to update the overall counter program and look to evolve the system from a first-come first-served program to more strategic



plan for placing and rotating counters throughout the region. Finally, the MPO is preparing its annual trail use report and requests that anyone with relevant data please send it to MPO staff.

**7. INFORMATION: Bike and Ride Data**

**8. Other Non-Action Items of Interest to the Committee**

The Roundtable shared info on several topics. The first is that the City of Des Moines is looking to hire a transportation planner position. It has proceeded through the budget process and looks like it will make it in the upcoming city budget. The second topic was a request for an update on the Great Western Trail/Veteran's Parkway project. Current knowledge suggests that the project will not touch the existing trail or its current buffer. The new road will go north of the existing buffer and has been title E2. The City Manager Tom Hadden suggested that he would work with the business community to seed money for ongoing trail maintenance funding. Existing trail crossings may be expanded in the future, but at this time it does not seem like there will be any new crossings proposed. Concerns were raised about safety of crossings with increased street traffic. More information was not available as West Des Moines was not present for the meeting.

**9. Project Updates**

- The Bike Collective provided an update on state legislation around bicycling. Safe passing language remained alive in HB 130 and SB235.
- Urbandale has bids out for Colby Woods trail
- Polk County Conservation has a let date for the Ackelson Trail
- Perry is hosting an economic development conference at the end of March and will host the August 25-26 American Discovery Trail meeting
- Ames is adding four bicycles to their fleet
- Windsor Heights will have a final reading for their comprehensive plan, which includes sidewalk plan and trail hub development

**10. Future Agenda Items**

**11. Next Roundtable Meeting Date**

The next meeting will 12:00 p.m. on Tuesday, March 21, 2017, at the MPO office.

**12. Adjournment**

The February 21, 2017 Roundtable meeting adjourned at 1:00 PM.

# Agenda Report

## Central Iowa Bicycle-Pedestrian Roundtable

### INFORMATION: Bike and Ride Data

INFORMATION: Report concerning the bike and ride data for central Iowa.

### BACKGROUND:

Below are the most recent Bike & Ride Counts for the Des Moines Area Regional Transit Authority (DART):

Table 1: DART Bike & Ride User Counts per Month by Year

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
JANUARY	717	718	521	341	636	1,772	1,705	1,565	2,275	1,599
FEBRUARY	378	623	973	356	868	1,799	1,738	1,031	1,287	1,917
MARCH	833	1,183	1,935	N/A	2,252	3,160	2,106	2,026	3,366	3,488
APRIL	1,256	1,904	2,792	2,902	3,075	3,901	3,549	3,179	4,359	4,300
MAY	1,934	2,739	3,454	3,333	3,884	4,574	5,095	4,370	4,873	8,214
JUNE	2,632	3,297	4,228	3,828	4,646	4,781	5,370	5,238	5,591	6,480
JULY	2,823	3,968	4,446	4,174	5,046	5,156	6,470	5,636	6,162	5,686
AUGUST	3,202	6,636	4,385	4,425	5,692	5,952	6,996	5,440	6,421	6,529
SEPTEMBER	2,823	3,844	4,156	3,945	4,898	4,168	6,707	5,874	6,163	6,237
OCTOBER	5,873	3,797	N/A	3,862	4,777	4,628	6,618	6,337	5,670	6,064
NOVEMBER	2,282	2,248	2,367	2,623	2,858	3,295	3,804	3,596	3,345	4,758
DECEMBER	701	701	910	1,316	2,034	2,053	2,260	3,158	2,685	2,647
TOTAL	25,454	31,658	30,167	31,105	40,666	45,239	52,418	47,450	52,197	53,203

Source: DART

### INFORMATION: APBP 2016 Webinar Schedule

Mar 15	Active Transportation in Rural Settings
Apr. 19	Maintaining Bicycle and Pedestrian Connectivity in Work Zones
May 17	Making Crossings Safe, Convenient and Inviting
Jun 21	Beyond Counting - Putting the Data to Work for Better Planning and Evaluation
July 19	Restoring Public Access to Waterfronts
Aug 16	Incorporating Public Art into Transportation Corridors
Sept 20	Green Design: Minimizing Environmental Impact in Public Rights of Way
Oct 18	Designing Transit to Support Active Transportation, and Vice Versa
Nov 15	Street Lighting - Best Practices and Innovations in Illumination Technology
Dec 13	The Modes They Are A-Changing - Changing Landscape of Transportation and Implications for Bicycling and Walking