

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

**AGENDA**

**5:30 p.m.**

**Thursday, March 7, 2019**

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

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of November 1, 2018 Meeting**
- 4. Old Business**
  - A. Five Waters Project Update – Raccoon River Pedestrian Bridges
- 5. New Business**
- 6. Committee Reports**
  - A. Education and Encouragement Committee
  - B. Enforcement and Evaluation Committee
  - C. Engineering Committee
- 7. Staff Reports**
  - A. Engineering
  - B. Public Services
  - C. Police
  - D. Parks and Recreation
- 8. Other Matters**
  - A. Recognition of Outgoing Commission Members – Kip Albertson & Margaret Christiansen
- 9. Receive, File and/or Refer**
  - A. Des Moines Area MPO, Central Iowa Bicycle – Pedestrian Roundtable Packet – October
  - B. City Council Communications

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.

**WEST DES MOINES BICYCLE ADVISORY COMMISSION MEETING MINUTES**  
**Thursday, November 1, 2018**

The regular meeting of the West Des Moines Bicycle Advisory Commission was called to order on Thursday, November 1, 2018, at 5:30 p.m. by Chair Eddy.

<b>Commission</b>	Tom Suckow <i>Secretary</i>	Nick Welter	Brittany Freund	Kip Albertson	Helen Eddy <i>Chair</i>
<b>Present</b>	X	X	X arrived at 5:34 pm	X	X
<b>Commission</b>	Greg France <i>Vice Chair</i>	Margaret Christiansen	Cole Prevost	Mindy Moore	
<b>Present</b>	X	X	X arrived at 5:36 pm	X	
<b>Staff</b>	Sally Ortgies <i>Director of Parks &amp; Recreation</i>	David Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Miranda Kurtt <i>Parks &amp; Recreation Secretary</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>	Brian Hemesath <i>Principal Engineer</i>	
<b>Present</b>	X				
<b>Council</b>	John Mickelson <i>City Council Liaison</i>				
<b>Present</b>					

**On Item 1. Approval of Agenda**

Christiansen moved to approve the agenda as presented. France seconded. Motion carried, 7 yes.

**On Item 2. Citizen Forum**

Three students from a Government class at Valley High School were in attendance.

**On Item 3. Approval of Minutes from October 4, 2018, Meeting**

France moved to approve the minutes as presented. Christiansen seconded. Motion carried, 8 yes.

**On Item 4. Old Business:**

No Report.

**New Business**

**On Item 5. Discussion – On-Street Bicycle Counts on Sharrow Routes**

Petersen stated that the City does periodic studies of road usage and wanted to determine the usage of on-road bicycle facilities (sharrows). The study provides data on how many cyclists are using sharrow routes. Traffic cameras were pointed at specific routes and then set to record for a 24-hour period. An intern counted the number of cyclists in that 24-hour period. This was done in 2014, 2016, and 2018. In 2018, the count was done on a Wednesday in July. The first road studied was Fuller Road west of Grand Avenue. There were 21 cyclists counted in 2014 and 31 in 2018. The second road studied was Vine Street east of Grand Avenue. There were 33 cyclists counted in 2016 and 38 in 2018. Cyclists make up .5-1% of the traffic flow.

**On Item 5B. Motion – Approval of Recommendation to City Council – FY 19-20 Budget Request**  
Ortgies presented staff’s recommended budget to the Commission. There are two items for consideration for the FY 19-20 budget. The first item is shared lane markings on a newly constructed street at a cost of \$2,000. Past budgets included significant funding for sharrow routes with most of the routes now completed. Also included in the budget request is a second BCycle Bike Share Station proposed to be located on the City Campus. The budgeted amount includes a one-time sponsorship of \$35,000 for the station itself and a \$2,500 annual advertising sponsorship. The Education and Encouragement Committee has reviewed and approved the BCycle Bike Share Station request. Christiansen asked if Ortgies could explain exactly what is included in the sponsorship cost. The cost includes the payment kiosk, the docking station, solar power panels, bikes, site preparation, shipping and installation. The sponsorship is paid to the Des Moines Bicycle Collective, a local non-profit organization. The Bicycle Collective purchases and installs the station, handles all of the credit card fees, provides customer service, maintains the bikes and equipment, produces advertising materials, and supports the website and mobile app. The Raccoon River Park location has consistently been one of the top 10 performing BCycle Stations in the Des Moines metro area, and was recently #7 of the 20 in the metro. Suckow asked if a location has been determined. Ortgies stated that the exact location has not been determined. Also, if this location doesn’t work, it could be moved. France asked if the City will make money. Ortgies responded that the fees go back to the Bicycle Collective.

Freud moved to approve the Recommendation to City Council – FY 19-20 Budget Request as presented. Christiansen seconded. Motion carried, 9 yes.

**On Item 6A. Report – Education and Encouragement Committee**  
No report.

**On Item 6B. Report – Enforcement and Evaluation Committee**  
No report.

**On Item 6C. Report – Engineering Committee**  
The Engineering Committee will meet on November 8. The topics include the Windsor Heights Trail study and the Valley Junction trail connection.

**Staff Reports:**

**On Item 7A. Engineering**  
Petersen stated that Phase 1 on Ashworth Road west of Jordan Creek Parkway is open to 81<sup>st</sup> Street. Phase 2 is still under construction with an opening potentially around Thanksgiving.

**On Item 7B. Public Services**  
No report.

**On Item 7C. Police**  
No report.

**On Item 7D. Parks and Recreation**  
Sadler stated the Grand Avenue Trail contract was awarded and construction has been ordered. The contractor will wait until spring to start. Suckow questioned an end date for completion. Sadler stated a specific date is not set but it will be completed in the spring. Jordan Creek Pedestrian Bridge repairs are in progress on the north side of Iowa Realty. There are bank stabilization projects along Jordan Creek Trail. Infrared patching on Jordan Creek Trail and Ashawa Trail are complete. The Parks staff will be doing their annual trail inspection and rating them for repairs next season.

**On Item 8. Other Matters**

No other matters were discussed.

**On Item 9A. Receive, File and/or Refer:**

- A. Des Moines Area MPO, Central Iowa Bicycle – Pedestrian Roundtable Packet – October

**On Item 9B. City Council Communications**

October 1, 2018: Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Grand Avenue Trail, Fuller Road to Jordan Creek

October 29, 2018: Public Hearing – Grand Avenue Trail, Fuller Road to Jordan Creek

Freud moved to the meeting at 5:58 p.m. Suckow seconded. Motion carried, 8 yes.

Respectfully submitted,

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Miranda Kurtt  
Secretary

ATTEST:

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Tom Suckow  
Commission Secretary



**NOTICE OF MEETING**

**Central Iowa Bicycle-Pedestrian Roundtable**

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**12:00 p.m., Tuesday, February 19, 2019**

**Burnham Room, MPO Office**

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

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**AGENDA**

1. **Call To Order**
2. **Introductions**
3. **VOTE: Approval of Agenda**
4. **VOTE: Approval of December 18, 2018 Meeting Minutes**
5. **REPORT: STBG Applications**
6. **DISCUSSION:**
  - a) **City of Omaha's e-scooter pilot project, Ben Turner (Heartland Bike Share)**
  - b) **City of Cedar Rapids VeoRide Bike Share**
7. **Legislative Update**
8. **Other Non-Action Items of Interest to the Committee**
9. **Project Updates**
10. **Future Agenda Items**
11. **Next Roundtable Meeting Date: 12:00 p.m. on Tuesday, March 19, 2019**
12. **Adjournment**

**CITY OF WEST DES MOINES  
CITY COUNCIL MEETING COMMUNICATION**

**DATE:** January 21, 2019

**ITEM:** First reading of proposed Ordinance to amend Title 2, Chapter 12, Section 2 of the Municipal code to decrease the City's Bicycle Advisory Commission from nine (9) to seven (7) members

**FINANCIAL IMPACT:** None


**BACKGROUND:** This proposed Ordinance will decrease membership on the City's Bicycle Advisory Commission from nine (9) to seven (7) members. All but one of the City's boards and commissions have seven or fewer members, and staff feels that this number is adequate to perform the duties of the Commission. Two of the current Commissioners will be reaching the end of their terms on March 31<sup>st</sup>, so if this Ordinance is approved they would not be replaced.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the first reading of this proposed Ordinance.

**Lead Staff Member:** Sally Orgies, Director of Parks & Recreation

**STAFF REVIEWS**

Department Director	Sally Orgies, Director of Parks & Recreation 
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

**PUBLICATION(S) (if applicable)**

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW (if applicable)**

Committee	
Date Reviewed	
Recommendation	