

CITY OF WEST DES MOINES BICYCLE
ADVISORY COMMISSION

AGENDA

5:30 p.m.

Thursday, August 6, 2020

Due to the State Public Health Emergency Declaration regarding COVID-19, this meeting will be conducted electronically pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020. Members of the public wishing to participate in this meeting are encouraged to do so telephonically, by calling: 515-207-8241, Enter Conference ID: 681 175 793#

- 1. Call to Order / Approval of Agenda**
- 2. Welcome of New Commission Member – Steve Welsh**
- 3. Election of Commission Officers**
 - A. Chair
 - B. Vice-Chair
 - C. Secretary
- 4. Citizen Forum**
- 5. Approval of Minutes of March 5, 2020 Meeting**
- 6. Old Business**
 - A. Five Waters Project Update
- 7. New Business**
- 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**

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: August 6, 2020

ITEM: Election of Commission Officers


FINANCIAL IMPACT: None.

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

Chair (currently Helen Eddy)
Vice-Chair (currently vacant)
Secretary (currently Tom Suckow)

BACKGROUND: A copy of the latest roster of Commission members is attached.

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

**City of West Des Moines - Bicycle Advisory Commission
2020**

Name	Address	Phone	Term Expires*	Sub-Committee	E-mail
Helen Eddy (Chair)	1503 South 43 rd Street. WDM, IA 50265	223-1652 (h)	3/31/21 (2)	<i>All, As Needed</i>	helenbikes@msn.com
Brittany Freund	602 NE Westgate Dr. Waukee, IA 50263	974-5232 (w) 346-1424 (c)	3/31/21 (2)	Education and Encouragement	freund.brittany@rrrealty.com
Mindy Moore	5557 Flagstone Way WDM, IA 50266	720-4538 (c)	3/31/23 (2)	Engineering	mindysuemoore@gmail.com
Cole Prevost	3417 Grand Valley Dr WDM, IA 50265	406-480-9334 (h) 440-2856 (w)	3/31/22 (2)	Engineering	coleprevostmt@gmail.com
Thomas Suckow	4913 Westbrooke Pl. WDM, IA 50266	250-0773 (w) 202-0478 (c)	3/31/23 (2)	Education and Encouragement	tmsuckow@gmail.com
Steve Welsh	5034 Oak Hill Ct WDM, IA 50265	453-0350 (w) 724-4997 (h)	3/31/23 (1)	Enforcement and Evaluation	stevewelsh20@yahoo.com
Nick Welter	3910 Aspen Dr. WDM, IA 50265	689-8496 (c)	3/31/21 (1)	Enforcement and Evaluation	nwelter@webild.com

*3 year term

Key Staff/ City Council Liaison

Name	Title	Phone	E-mail
Greg Hudson	City Council Liaison	518-0529 (c)	greg.hudson@wdm.iowa.gov
Sally Orgies	Director of Parks & Recreation	222-3447 (w) 864-8773 (c)	sally.orgies@wdm.iowa.gov
David Sadler	Superintendent of Parks	222-3456 (w) 202-5159 (c)	david.sadler@wdm.iowa.gov
Ryan Penning	Superintendent of Recreation	222-3448 (w) 208-4139 (c)	ryan.penning@wdm.iowa.gov
Brian Hemesath	City Engineer	273-0642 (w)	brian.hemesath@wdm.iowa.gov
Eric Petersen	Traffic Engineer	273-0656 (w)	eric.petersen@wdm.iowa.gov
Jason Bryan	Police Sergeant	222-3301 (w)	Jason.bryan@wdm.iowa.gov
Joe Cory	Deputy Director of Public Works	222-3492 (w)	joe.cory@wdm.iowa.gov
Miranda Kurtt	Parks & Recreation Secretary	222-3451 (w)	miranda.kurtt@wdm.iowa.gov

WEST DES MOINES BICYCLE ADVISORY COMMISSION MEETING MINUTES
Thursday, March 5, 2020

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

Commission	Tom Suckow <i>Secretary</i>	Nick Welter	Brittany Freund	Helen Eddy <i>Chair</i>
Present	X		X	X
Commission	Greg France <i>Vice Chair</i>	Cole Prevost	Mindy Moore	
Present	X		X	

Staff	Sally Ortgies <i>Director of Parks & Recreation</i>	David Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Miranda Kurtt <i>Parks & Recreation Secretary</i>
Present	X	X		X
Staff	Joe Cory <i>Deputy Director of Public Services</i>	Marco Alvarez <i>Park Planner</i>	Eric Petersen <i>Traffic Engineer</i>	Jason Bryan <i>Police Sergeant</i>
Present				

Council	Greg Hudson <i>City Council Liaison</i>
Present	

On Item 1. Approval of Agenda

France moved to approve the agenda as presented. Suckow seconded. Motion carried, 5 yes.

On Item 2. Citizen Forum

No report.

On Item 3. Approval of Minutes from February 6, 2020 Meeting

France moved to approve the minutes as presented. Suckow seconded. Motion carried, 5 yes.

Old Business

No report.

New Business

No report.

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

No report.

Staff Reports:

On Item 7A. Engineering

No report

On Item 7B. Public Services

No report.

On Item 7C. Police

No report.

On Item 7D. Parks and Recreation

Sadler stated he walked the Sugar Creek Trail alignment with the contractor. The Levee Trail renovations should start in April. Eddy questioned the status of the traffic signal on Grand Avenue at Raccoon River Park. Sadler stated that he does not have an update, but would find an answer. Moore stated that the railroad culvert near Jordan Creek Trail, east of Prairie View Drive is eroding and the railroad should be contacted.

France questioned the progress of reducing flooding in the underpass on 50th Street. Sadler stated that waterproofing is being done to address issues with standing water. A contractor has also worked on clearing the drainage pipes. Moore questioned the increase of ice in the underpass under Mills Civic Parkway. Ortgies stated a contractor was also doing maintenance on that underpass so it is possible there was an issue with drain lines at this location as well. Ortgies stated that the lights are now working in the Great Western Trail underpass. The Parks and Recreation Department will be working with the Great Outdoors Foundation on a capital campaign for the bridge over the Raccoon River. The goal is to raise approximately \$2 million for the project. The Parks and Recreation Department is providing a \$500 sponsorship for Bike Month. The Mayor's Bike Ride is May 16. Chris Cakes will serve pancakes at a pancake breakfast prior to the bike ride for a fee. The bike ride is free this year. Eddy, Suckow, and Freund offered to help with the event.

On Item 8. Other Matters

Recognition of Outgoing Commissioner – Greg France. The Commission thanked France for all his contributions to the Commission and the Bike and Pedestrian Committee.

Moore mentioned that current plans for a sales tax increase have greatly reduced trail funds. Moore will send more information to Ortgies to distribute to the Commission.

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

Eddy moved to adjourn the meeting. Moore seconded. Motion carried, 5 yes. The meeting was adjourned at 5:54 p.m.

Respectfully submitted,

Miranda Kurtt
Secretary

ATTEST:

Tom Suckow
Treasurer



Central Iowa Bicycle-Pedestrian Roundtable

12:00 p.m., Tuesday, June 16, 2020

Burnham Room, MPO Office

420 Watson Powell, Suite 200, Des Moines, IA (*online)

MINUTES

Roundtable Attendees Present

- | | |
|-------------------------------------|---|
| Chair, Vern Willey, Altoona | Eric Holt, Shive-Hattery |
| Colby Fangman, City of Des Moines | Jenifer Bates, Shive- Hattery |
| Jeff Wiggins, City of Des Moines | Adam Fendrick, Polk County Conservation |
| Chris Widmer, City of Pleasant Hill | John Davis, City of Des Moines |
| Jeremy Lewis, Street Collective | Kent Sovern, Livable Places Iowa |
| Carl Saxon, Des Moines Area | Jeffrey Hillegonds, Stanley Group |
| Regional Transit | Laura Smidt, Catch Des Moines |
| Carl Voss, Street Collective | Steve Naber, City of Des Moines |
| Marco Alvarez, City of West Des | Craig M. Bouska, City of Des Moines |
| Moines | Allison van Pelt, Des Moines Area MPO |
| Jeff Davidson, Keep Iowa | Gunnar Olson, Des Moines Area MPO |
| Beautiful – Jasper County | Zhi Chen, Des Moines Area MPO |
| John Peterson, Citizen Advisor | |
| Mindy Moore, Snyder and Associates | |

Roundtable Staff Present

Sreyoshi Chakraborty, Senior Planner

1. **Call To Order – 12:00 PM**
2. **Introductions**
3. **VOTE: Approval of Agenda**
4. **VOTE: Approval of May 19, 2020 Meeting Minutes**

5. PRESENTATION: City of Des Moines Levee Alterations, Steve Naber and Craig M. Bouska

The City of Des Moines will be implementing a series of bridge replacement/ rehabilitation projects and levee alterations in the future as part of a flood mitigation program. Some of these projects will impact trails. Several improvements and enhancements are being made as well including the Simon Estes Amphitheater Floodwall Improvements. Steve and Craig from the City of Des Moines provided the Roundtable members a detailed overview of each of the projects.

6. DISCUSSION: MPO Updates

MPO staff provided the following updates:

- Illustrative project list, an appendix to the Long Range Transportation Plan (LRTP) projects is up for public comment and review. The list includes a few trail projects.
- The draft Transportation Improvement Program (TIP) is up for review and comment. The TIP includes all federally funded transportation projects within the Des Moines metro for the next four fiscal years.
- MPO begins trail condition data collection next month with help from the City of West Des Moines and the Iowa Natural Heritage Foundation.

7. DISCUSSION: Trail Usage Post Covid contd.

Roundtable members have been discussing the challenges and opportunities that the Covid pandemic has brought in rethinking design of cities, trails and other facilities, as well as use. Trails continue to experience heavy usage with plenty of new users who are discovering the trails as a new way to recreate and travel while social distancing. Trail etiquette and social continues to be an issue. New riders and those riding with children sometimes pose challenges. There is an increased need for education and guidance in safe trail usage. Some restrooms along the trails have opened up.

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

- 2020 Trail condition data collection cycle – The MPO will begin trail condition data collection utilizing the Data Bike for 2020 in late July/August. The plan is to alternate between regional and local data every year moving forward. This year the MPO expects to collect roughly 300 miles of local trails within the region. The MPO is partnering with INHF this year to collect the data.

9. Project Updates

- Des Moines Parks and Rec – Witmer Park loop trail, project closeout is at the end of this week and should be open to the public starting next week.
- City of West Des Moines - Levy Trail Overlay project is substantially complete with a walkthrough scheduled tomorrow and should all be done by the end of the month. Mindy and her team is working on wrapping up the Sugar Creek Greenway Trail Phase I and hope to order construction in July with that happening from Fall to Spring 2021.
- Polk County Conservation – Update on the Trestle to Trestle Bridge, currently getting through Army Corp permits, expected to go out to bid in July, however FEMA has denied full replacement cost for the bridge, expected to appeal that decision but in the meantime trying to identify other funding sources.
- Jasper County Economic Development – Opening of the Phase I of the Red Rock Prairie Trail slightly delayed, some additional historical and cultural documentation along trail is being required by IDOT, probably not go out to bid this year, but looking at some additional grants so the entire stretch between Monroe and Mitchellville can be built together next year which would only leave about a 1.5 mile gap to link to the CVT and about a little over 3 miles to Altoona.
- Estimate for the Trestle to Trestle is about \$1.5 to \$1.7 million.

10. Future Agenda Items

- ?

11. Next Roundtable Meeting Date: 12:00 p.m. on Tuesday, July 21, 2020

12. Adjournment



NOTICE OF MEETING

Central Iowa Bicycle-Pedestrian Roundtable

12:00 p.m., Tuesday, July 21, 2020

Burnham Room, MPO Office

420 Watson Powell, Suite 200, Des Moines, IA (*online)

AGENDA

1. **Call To Order**
2. **Introductions**
3. **VOTE: Approval of Agenda**
4. **VOTE: Approval of June 16th, 2020 Meeting Minutes**
5. **PRESENTATION: Statewide Bike/Ped Count Program to Evaluate Safety, Steven Spears & Cara Hamann, University of Iowa**
6. **Other Non-Action Items of Interest to the Committee**
7. **Project Updates**
8. **Future Agenda Items**
 - Approval of Trail Mapping Attribute Update
 - Annual Bike Ped Count Report
9. **Next Roundtable Meeting Date: 12:00 p.m. on Tuesday, August 18, 2020**
10. **Adjournment**

To join the meeting, please register in advance using the following information.

You are invited to a Zoom meeting.

When: Jul 21, 2020 12:00 PM Central Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/join/zoom/register/tZAsfuGrpzguE9xIn-cABGbqi8sISOyd35ul>

After registering, you will receive a confirmation email containing information about joining the meeting.

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

DATE: July 20, 2020

ITEM: Motion – Approval of Professional Services Agreement – Fox Creek Greenway Trail, Preliminary Design

FINANCIAL IMPACT: Expense of \$7,750.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 20-21 CIP from the Fox Creek Greenway Trail (Project No. 0510 046 2020).

BACKGROUND: A developer is currently in the process of developing lands in this area which will include the greenway along Fox Creek. The development of this property, currently known as Pavilion Park, will require parkland dedication. It is anticipated that the greenway along Fox Creek will provide for these requirements. Staff wants to ensure that a trail can be placed along the greenway, including connecting to existing Whisper Point Park and other developments in this area. Civil Design Advantage has been working for multiple developers in this area, and recently for the City on the design of Whisper Point Park, so they have a good understanding of the area. Staff requested CDA provide a proposal for preliminary design services to determine trail feasibility and general location at this time. If feasibility of the trail is determined, a new agreement would be forthcoming for the design and construction administration of this trail.

The agreement with Civil Design Advantage, LLC is attached along with their proposal, scope of services, schedule and fees. Civil Design Advantage was selected for this project due to their previous work in this area, and past experience in this type of work. The City retains professional consultants based on their past work experience, qualifications, and availability.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the amendment agreement with Civil Design Advantage.

Lead Staff Member: David Sadler, Superintendent of Parks D.S.

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & Recreation S.O.
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	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: August 3, 2020

- ITEM:** Public Hearing – Sugar Creek Greenway Trail, Phase 1
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$1,009,917.20. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds (\$950,000 FY 20-21) in the Sugar Creek Greenway Trail, Phase 1 project account (0510 048 2020). Staff is also requesting approval to cover the remaining portion using available funding (\$400,000 FY 20-21) from the Woodland Hills Trail & Bank Stabilization (0510 090 2015). Sections of the Woodland Hills Trail are now anticipated to be installed by parkland dedication requirements on recently proposed residential development in this area, allowing for remaining funding to cover overages on the Sugar Creek Trail.

BACKGROUND: The Council is asked to approve the plans and specifications for the Sugar Creek Greenway Trail, Phase 1 and to receive and file the report of bids that is attached. Nine (9) bids were received for the project with the lowest responsible bid submitted by RW Excavating Solutions of Prairie City, Iowa. The preliminary estimated cost prepared by Snyder & Associates for the project was \$1,129,832.

This resolution is for Phase 1 of a multi-phased project which will include the construction of trail located on the west side of Sugar Creek between Booneville Rd and just north of Stagecoach Dr. Project will include construction of a 12' wide concrete trail and 10' wide pedestrian bridge over Sugar Creek with a trail connection to Woodland Hills Park. The trail will be constructed of 6" reinforced concrete, will utilize grade separation under new bridges, and will include connections to existing sidewalks located along these streets.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the Sugar Creek Greenway Trail, Phase 1 in the amount of \$1,009,917.20.

Lead Staff Member: David Sadler, Superintendent of Parks *DS*

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks and Recreation <i>SO</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	July 24, 2020

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: August 3, 2020

ITEM: Motion – Approval of Professional Services Agreement Amendment #2 – Sugar Creek Greenway Trail Phase 1

FINANCIAL IMPACT: Expense of \$86,000.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP from the Sugar Creek Greenway Trail (Project No. 0510 034 2018).

BACKGROUND: Under the original approved agreement from 9/3/19, Snyder & Associates completed professional services related to preparation of construction documents for the Sugar Creek Trail (Phase 1 from Stagecoach Dr to Booneville Road). That scope included preparation of construction documents for this trail segment, as well as a pedestrian bridge across Sugar Creek with connection to Woodland Hills Park. Services included topography and boundary survey, engineering design, structural design for pedestrian bridge, geotech investigation, hydrology/hydraulic studies and project specifications. That contract was amended (Amendment #1) on 5/18/20 to include 1. Survey Tasks (preparation of easement plats for a segment of trail on property owned by the Woodland Hills Homeowners Association, additional staking of property lines, additional topographic survey), 2. Geotechnical Tasks (additional time for soil borings), 3. Final Plan Modifications. This amendment (Amendment #2) is to include construction phase services including 1. Project Administration, 2. Construction Administration, 3. Construction Observation – Trail, 4. Construction Observation – Bridge & Culvert, 5. Construction Observation – Geotechnical, and 6. Record Drawings. The amendment to the agreement with Snyder & Associates is attached along with their scope of services, schedule and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the Agreement Amendment #2 with Snyder & Associates.

Lead Staff Member: David Sadler, Superintendent of Parks (DS)

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	Yes	No	Split