

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

**AGENDA**

**5:30 p.m.**

**Thursday, December 3, 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: 953 129 539#***

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of October 1, 2020 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Motion – Approve Commission Goals & Objectives for 2021-2023
  - B. Motion – Approve Recommendation for Bicycle Facilities – Fox Ridge Development
- 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**
- 9. Receive, File and/or Refer**
  - A. Des Moines Area MPO, Central Iowa Bicycle – Pedestrian Roundtable Packet
  - 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, October 1, 2020**

**This meeting was held electronically because of the State Public Health Emergency Declaration regarding Covid-19 and will be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.**

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

<b>Commission</b>	Tom Suckow <i>Secretary</i>	Nick Welter	Brittany Freund	Helen Eddy <i>Chair</i>
<b>Present</b>	X	X	X	
<b>Commission</b>	Steve Welsh	Cole Prevost	Mindy Moore	
<b>Present</b>		X	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		
<b>Staff</b>	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>
<b>Present</b>	X		X	X

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

**On Item 1. Approval of Agenda**

Suckow moved to approve the agenda as presented. Moore seconded. Motion carried, 4 yes.

**On Item 2. Citizen Forum**

None.

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

Suckow moved to approve the minutes as presented. Welter seconded. Motion carried, 4 yes.

**On Item 4A. Old Business – Sugar Creek Trail & Valley Junction Levee Trail Connection**

Sadler informed the Commission that there are a couple of trail projects in the works. The first project is Sugar Creek Trail, Phase 1, which is a portion of the Marathon Loop of the Five Waters Project. This trail follows Sugar Creek which starts in Waukee and empties into the Raccoon River. There are two bridges over Sugar Creek at Stagecoach Drive and Booneville Road that will accommodate trails under them. There is a significant grading stabilization project taking place along the creek, and the City is working with the Wastewater Reclamation Authority (WRA) to include an alignment for a trail along this route. A pedestrian bridge across the creek with a connection over South 95<sup>th</sup> Street to Woodland Hills Park is also being constructed. Suckow questioned the length of the trail and Sadler stated it is about 1-1/3 miles. Moore asked about the projected start date of this trail construction. Sadler stated that the contract has been awarded and preliminary construction will begin this fall. The second project underway is the connection of the Levee Trail to Valley Junction. The City has an agreement with the railroad to get two crossings in place. The goal is to complete the project by next summer.

**On Item 5. New Business**

No report.

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

Freund stated the Committee met on September 18. The Committee discussed goals for 2020-2022. Freund shared a list of proposed goals with the Commission. Suckow suggested an app (playtimescheduler.com) be used for finding people to meet up for bike rides. The Committee will meet again to finalize goals and objectives.

**On Item 6B. Report – Enforcement and Evaluation Committee**

Sadler stated that the Committee met on September 24 and reviewed their past goals and objectives from the Master Plan. Sadler shared some of the proposed goals for the next three years. Moore mentioned that trail etiquette is an important topic at this time. Sadler stated that this would fall under the Education and Encouragement Committee and had been discussed. Hudson questioned the trail etiquette issue and suggested using a QR code around the trails to increase awareness by trail users. Suckow asked if the City could track how often this information was viewed. Ortgies stated there are ways to track it if it goes through the City's website. Sadler stated that all the park signs are getting revamped to be more aesthetically pleasing.

**On Item 6C. Report – Engineering Committee**

Sadler stated the Committee has not met since the last Commission meeting.

**Staff Reports:**

**On Item 7A. Engineering**

No report.

**On Item 7B. Public Services**

No report.

**On Item 7C. Police**

Bryan stated that they are trying to get out more before the weather turns cold. Sadler thanked the Bike Patrol for their increased presence in Raccoon River Park.

**On Item 7D. Parks and Recreation**

No report.

**On Item 8. Other Matters**

Suckow questioned if trails have snow removal in the winter. Sadler stated they will be cleared, however, the clearing of streets is a higher priority. Moore stated the Des Moines Metropolitan Planning Organization has changed the Scoring Criteria for Transportation Alternative Project funding to meet the goals of the long-term transportation plan.

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

Des Moines Area MPO, Central Iowa Bicycle – Pedestrian Roundtable Packet – July 21, 2020

Des Moines Area MPO, Central Iowa Bicycle – Pedestrian Roundtable Packet – September 15, 2020

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

September 8, 2020: Motion – Approval of Professional Services Agreement – 2020 Asphalt Trail Renovation Program

August 3, 2020: Public Hearing – Sugar Creek Greenway Trail, Phase 1

1. Resolution – Approval of Plans and Specifications
2. Motion – Receive and File Report Bids
3. Resolution – Approve Contract

August 3, 2020: Motion – Approval of Professional Services Agreement #2 – Sugar Creek Greenway Trail Phase 1

July 20, 2020: Motion – Approval of Professional Services Agreement – Fox Creek Greenway Trail, Preliminary Design

Suckow moved to adjourn the meeting. Prevost seconded. Motion carried, 4 yes. The meeting was adjourned at 6:18 p.m.

Respectfully submitted,

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Miranda Kurtt  
Administrative Secretary

ATTEST:

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Tom Suckow  
Commission Secretary

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

**DATE:** December 3, 2020

**ITEM:** Motion – Approval of Goals and Objectives for 2021-2023

**FINANCIAL IMPACT:** None at this time

**SYNOPSIS:** All three committees (Engineering, Education & Encouragement, and Enforcement & Evaluation) have recently met to review the goals/objectives and the associated accomplishments from previous years, and to set new goals/objectives for upcoming years. The committees each developed a list of possible goals/objectives and have refined them down to a list for discussion and approval by the Bicycle Advisory Commission. Attached are the goals/objectives set forth by each of the committees.

**BACKGROUND:** The Bicycle Advisory Commission sets goals/objectives to help guide and direct the focus of the commission. Every few years the goals/objectives and associated accomplishments are reviewed, and new goals/objectives are set to guide the efforts for future years.

**RECOMMENDATION:** Staff recommends the approval of the goals/objectives presented for 2021-2023.

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

# Bicycle Advisory Commission

## Goals and Objectives for 2021-2023

### Engineering Goals

- Provide a safe and enjoyable trail system
- Develop trail connections with other Des Moines metro cities and counties
- Provide safe and convenient bicycle access to the community
- Ensure that the trails and on-street bikeways are properly designed and maintained
- Expand the bike network and increase connectivity through the use of different types of on-street bicycle facilities
- Increase amount of bicycle parking at popular destinations
- Adopt a complete streets policy

### Education Goals

- Promote overall safety awareness for bicyclists
- Educate street users, both cyclists and drivers, to share the streets and interact safely
- Provide education on laws related to bicycling to both bicyclists and motor vehicle drivers

### Encouragement Goals

- Promote recreational/family riding and trail safety
- Enhance the trail and on-street bike facility signage program with wayfinding signs
- Promote bicycling in general and communicate the many benefits of bicycling
- Encourage employers to facilitate bicycle use among employees
- Promote intermodal travel public transportation and bicycling
- Provide broad range of bicycle facility choices for users of various abilities and comfort levels

### Enforcement Goal

- Ensure all applicable City policies, plans, codes and programs are updated, implemented, and enforced
- Protect the rights of cyclists to operate legally on the roads, protect cyclists against careless, reckless or dangerous driving, and ensure cyclists follow the laws and operate safely

### Evaluation Goals

- Evaluate bicycle related projects and collect usage data
- Reduce the number of bicycle crashes in the community
- Achieve highest level possible in Bicycle Friendly Community program

### Engineering Objectives

- A. Incorporate bicycle friendly components into the University Avenue Corridor Redevelopment
- B. Update Bicycle Master Plan to reflect the city's updating of the Comprehensive Plan

### Education and Encouragement Objectives

- A. Promote BAC initiatives via social media with a focus in May for Bike Month
  - \* BCycle station in RRP
  - \* New rider education
  - \* Helmet promoting
  - \* Sharrow program
  - \* Trail stats & data
  - \* Provide practical info such as metro maps
- B. Revamp Mayors Bike Ride
  - \* Move to a different date
  - \* Partner with another event
  - \* Trails vs on street
  - \* Change name? "Bike Day or Bike Festival"

- C. Promote in person events
  - \*HyVee events
  - \*Ice Cream socials
  - \*Bike Day in May
  - \*4<sup>th</sup> of July parade (move Bike Camp to week before?)
  - \*Amphitheater events
- D. Increase availability of bike usage
  - \*Look into rentable bikes at RRP Boathouse
  - \*Additional BCycle stations
- E. Promote additional partnerships
  - \*Public Art Commission
- F. Trail Signage
  - \*Education and Wayfinding
  - \*Trail etiquette

### **Enforcement and Evaluation Objectives**

- A. Utilize 'Strava' and other cycling applications
  - \*Track usage routes and compare to City's on-street facilities
- B. Utilize traffic counts
  - \*Count bike usage data at certain intersections and compare to City's on-street facilities
- C. Trail counter program
  - \*Follow lead of MPO on new counter program
  - \*Continue to track bike usage at specific locations
- D. Track number of additional miles of trails and on street facilities
- E. Utilize 'Data Bike' collection related to conditions of existing trails

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

**DATE:** December 3, 2020

**ITEM:** Motion – Approval of Modification to the *Bicycle Master Plan* for Major Collector Street through proposed Fox Ridge development

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

**BACKGROUND:** A new single-family subdivision is being planned south of Veterans Parkway and west of the Fox Valley subdivision. This subdivision is planned to have a new north/south major collector street that intersects at Veterans Parkway. The current *Bicycle Master Plan* shows both a future on-street bicycle facility and an off-street bike trail along this roadway. Keeping this route as a bike route is still desired in order to connect the park to the Great Western Trail. However, given the traffic volumes on the roadway, utilizing the planned multi-use trail as the bike facility for the corridor is preferred over having only an on-street facility.

This item was discussed with the BAC Engineering Subcommittee on November 17, 2020, and the direction was to proceed with the off-street trail facility rather than the on-street facility.

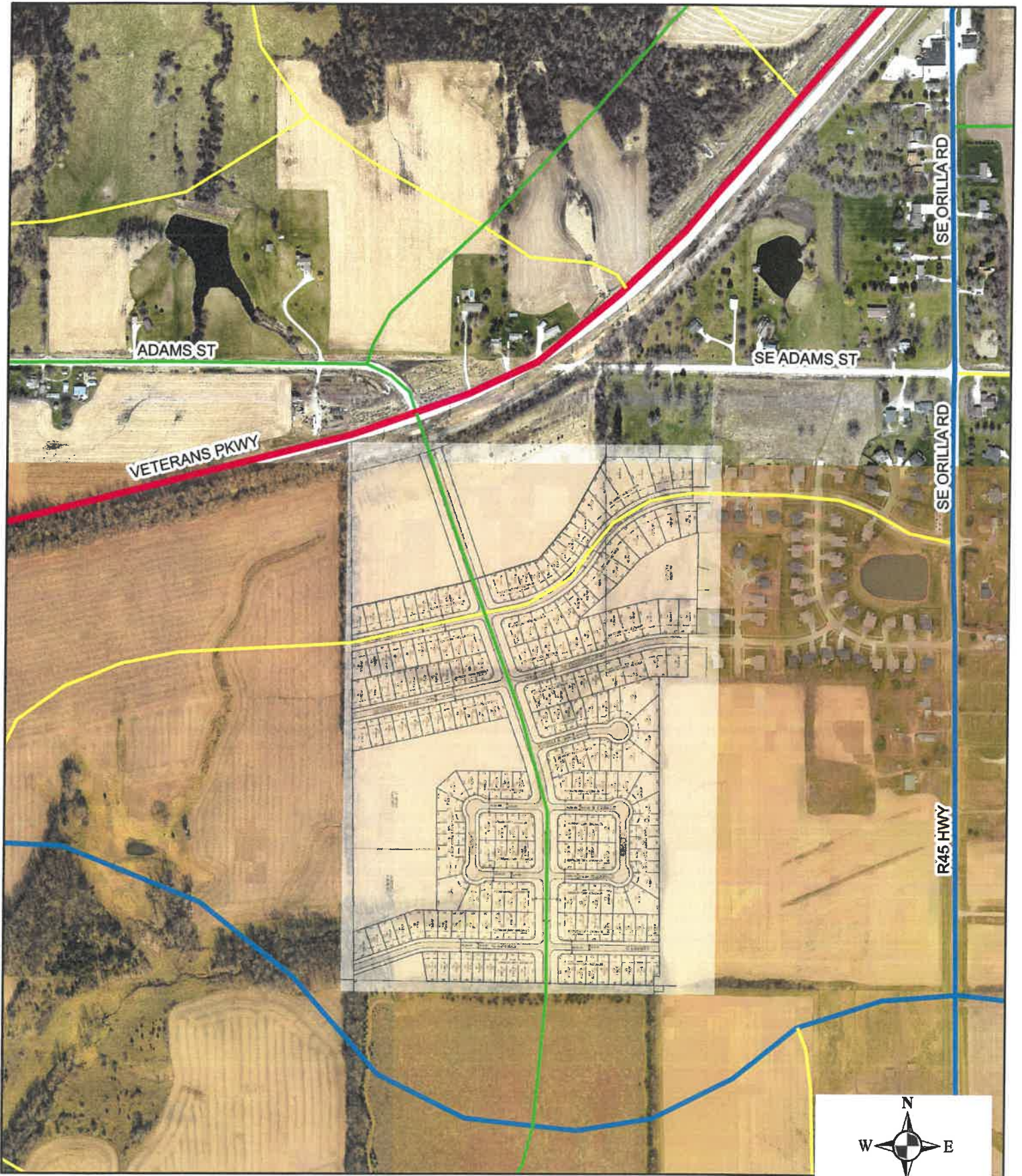
**RECOMMENDATION:** Staff recommends modifying the *Bicycle Master Plan* to remove the planned on-street facility on the planned major collector street, as long as an off-street bike facility is attained.

**Prepared by:** Eric R. Petersen, P.E., Traffic Engineer

**Approved for Content by:** Brian Hemesath, P.E., City Engineer

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





PROJECT:

# Fox Ridge

LOCATION:

**South of Veterans Parkway, West of SE Orilla Rd**

DRAWN BY: ERP

DATE: 11/24/2020

SHT. 1 of 1





**NOTICE OF MEETING**

**Central Iowa Bicycle-Pedestrian Roundtable**

\*\*\*\*\*  
12:00 p.m., Tuesday, October 20, 2020  
Burnham Room, MPO Office  
420 Watson Powell, Suite 200, Des Moines, IA (\*online)  
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**AGENDA**

1. Call To Order
2. Introductions
3. VOTE: Approval of Agenda
4. VOTE: Approval of September 15<sup>th</sup>, 2020 Meeting Minutes
5. UPDATE: Birdland Park and Marina Master Plan, Colby Fangman, City of Des Moines
6. UPDATE: Trail Pavement Forecasting, Andrew Collings, Des Moines MPO
7. DISCUSSION: TAP Application Scoring Criteria Update & SRTS Set Aside, Sreyoshi Chakraborty, Des Moines MPO
8. Other Non-Action Items of Interest to the Committee
  - Excess TAP Funding Recommendation
  - Upcoming Events
9. Project Updates
10. Future Agenda Items
  - ?
11. Next Roundtable Meeting Date: 12:00 p.m. on Tuesday, November 17, 2020
12. Adjournment

**Login Information:**

You are invited to a Zoom meeting.

When: Oct 20, 2020 12:00 PM Central Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/join/register/tZUvcu6vrD8pG9B-xZ7o1LZx1fenQAc1K6ma>

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



**Central Iowa Bicycle-Pedestrian Roundtable**

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**12:00 p.m., Tuesday, September 15, 2020**

**Burnham Room, MPO Office**

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

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**MINUTES**

**Roundtable Attendees Present**

**Chair,** Vern Willey, Altoona

Derek Hansen, City of Des Moines

Jeff Wiggins, City of Des Moines

Chris Widmer, City of Pleasant Hill

Jeremy Lewis, Street Collective

Marco Alvarez, City of West Des

Moines

Jeff Davidson, Keep Iowa

Beautiful – Jasper County

Jeff Cook, Friends of CVT

Mindy Moore, Snyder and Associates

Eric Holt, Shive-Hattery

Jenifer Bates, Shive-Hattery

Jared Morford, Iowa Bicycle Coalition

Jeff Cook, Friends of CVT

Andrea Boulton, Iowa Natural Heritage

Foundation

Lisa Hein, Iowa Natural Heritage Foundation

Rob Haaland, Bolton & Menk

Ryan Weimold, Story County

**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 July 21, 2020 Meeting Minutes**
- 5. DISCUSSION: TAP Funding Criteria Update**

MPO staff have been working on updating the TAP application scoring criteria. The current scoring criteria is old and has not been updated since the development and adoption of the MPO's Long Range Transportation Plan that lays out goals and objectives for MPO policies and programs. A draft version

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of the scoring update table was shared at the Roundtable meeting. Staff shared broad goals and changes being proposed. The TAP guidance document and application questions will be updated to reflect the goals identified in the scoring update. The MPO will be taking comments and feedback from the roundtable members as well as other MPO committees throughout the end of the month to develop an updated version following any changes/edits received through this input process.

#### 6. Other Non-Action Items of Interest to the Committee

MPO staff provided the following updates:

- Updates to trail facilities – The MPO is seeking updates to trail facilities utilizing their online mapping app.
- Bike Ped Plan Schedule Update – Plan to be done in a couple phases over the next two years with Phase I focusing on data collection, analysis, map updates and development of vision and goals.
- Upcoming online events
  - o AARP Livable Communities Workshop, September 15, 16
  - o The Tomorrow Plan Speaker Series, James Chung, September 23
  - o Iowa Trails Summit, October 21, November 18
  - o United Way 21 Days Equity Challenge, starts October 5

#### 7. Project Updates

- West Des Moines – Phase I of Sugar Creek Greenway Trail project has been bid and awarded and the contractor will be working on it part of winter and will be completed spring of next year. Also recently contracted with an engineer to design a renovation of the Jordan Creek Greenway between E P True Pkwy and 50<sup>th</sup> Street. That is scheduled to be completed in spring/summer next year.
- Des Moines Parks – Carl Voss Trail opened with Phase II being completed and open as well as the tunnel connection of Greys Lake to Water Works Park is open. Levi modifications in downtown have started updates and detours will be live soon on the website. Decks on the Neil Smith boardwalk are being replaced so that section on Neil Smith is closed and expected to open in October. City of Carlisle and Warren County have joined efforts to close that last 3 mile gap for Carlisle Trail scheduled for 2022-23.
- Des Moines Traffic and Transportation – Two upcoming projects coming up soon include

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Central Iowa Bicycle-Pedestrian Roundtable

resurfacing of Cherry Street from 5<sup>th</sup> to 12<sup>th</sup> with 2/3 lanes of traffic and bike lanes on either sides. Also Franklin Ave which will include resurfacing and restriping from Merle Hay to Beaver with parking on one side and buffered bike lanes on the other side providing a safe way to get from Waveland Trail to Beaverdale neighborhood.

- Story County Conservation – The Heart of Iowa Nature Trail is getting towards the end of Phase II connecting Huxley to Cambridge with a paved section. Should wrap up in the next month. They are also working on a short jog between Slater and Huxley which is a road paving project for about a quarter of a mile currently under construction. Assuming all goes well, there should be 9 miles of paved trails between Skunk River to Slater connecting to HTT. The Tedesco Environmental Learning Corridor Phase III is also ongoing. Also by next month, the connection from HTT to the paved portion of Heart of Iowa Trail should be done.

**8. Future Agenda Items**

- ?

**9. Next Roundtable Meeting Date: 12:00 p.m. on October 20, 2020**

**10. Adjournment**

LRTP Goal	Objectives	Scoring Criteria
<b>Enhance Multimodal Transportation Options</b>		
	Increase bike/ped and transit modeshare, Offer choices that increase opportunities to walk, bike or use transit for transportation, Reduce SOV trips, Improve air quality, Incentivize the use of non motorized modes for transportation	<p><b>Active Transportation</b></p> <ul style="list-style-type: none"> <li>0 - Project does not improve active transportation choices</li> <li>1 - Project improves walking options</li> <li>1 - Project improves biking options</li> <li>1 - Project improves access to transit or shared micromobility</li> </ul> <p><b>Multipurpose Aspects</b></p> <ul style="list-style-type: none"> <li>0 - Project does not have a direct impact on facilitating non motorized transportation modes</li> <li>1 - Project generates additional pedestrian-and/ or transit trips</li> <li>1 - Project generates additional bike trips</li> </ul> <p><b>Total Possible Points - 5</b></p>
<b>System Connectivity</b>		
	Close gaps in the regional trail network, Help build a continuous non motorized system, Improve connectivity from residential to commercial/ employment areas and schools, Enhance connectivity within and between modes, Improve walking and biking around schools through safer connections from neighborhoods	<p><b>Connectivity</b></p> <ul style="list-style-type: none"> <li>0 - Project does not provide system connectivity or fill a system gap</li> <li>1 - Project connects residential areas to employment, schools, or commercial areas</li> <li>1 - Project connects residential areas to parks and open spaces</li> <li>1 - Project fills a regional trail gap</li> </ul> <p><b>Safe Routes to School</b></p> <ul style="list-style-type: none"> <li>0 - Project is beyond 2 miles from a school</li> <li>1 - Project is located within 1/4 - 2 mile of school</li> <li>2 - Project is within 1/4 mile of school</li> </ul> <p><b>Total Possible Points - 5</b></p>
<b>Health and Environmental Sustainability</b>		
	Invest in transportation options that remove barriers and improves equity for all, Offer travel choices that provide safe, affordable and healthy alternatives to driving, Reduce environmental impacts through green design features, Coordinate between transportation design and storm water runoff	<p><b>Environmental Justice</b></p> <ul style="list-style-type: none"> <li>0 - Project is not within or does not benefit an EJ area</li> <li>1 - Project benefits an EJ area</li> <li>2 - Project is within an EJ area</li> </ul> <p><b>Stormwater and Green Design</b></p> <ul style="list-style-type: none"> <li>0 - Project contains no green design or stormwater element</li> <li>1 - Project contains 1 or more green design and/or stormwater element</li> </ul> <p><b>Total Possible Points - 4</b></p>
<b>Safety</b>		
	Reduce the number and severity of non motorized crashes, Incorporate systemic safety improvements into project design, Prioritize investments in high crash locations involving bicyclists and pedestrians, Incorporate protected bike lanes for on street projects to improve safety for bicyclists	<p><b>Systemic Safety Features and High Crash Areas</b></p> <ul style="list-style-type: none"> <li>0 - Project does not include systemic safety features/ located in a high crash area/ protected or designated facilities</li> <li>1 - Project includes systemic safety improvements/ countermeasures</li> <li>2 - Project is located in a high crash area involving bike/peds</li> </ul> <p>Project incorporates one of the following:</p> <ul style="list-style-type: none"> <li>3 - Protected Bike Lanes, Multiuse Trails</li> <li>2 - Buffered Bike Lanes, Side Paths</li> <li>1 - Conventional Bike Lanes, Bicycle Boulevards</li> </ul> <p><b>Total Possible Points - 6</b></p>
<b>Total Points</b>		20