

**MEETING MINUTES**  
**PUBLIC WORKS COUNCIL COMMITTEE**  
**West Des Moines City Hall Training Room**  
**November 23, 2015**

**Attending:**

Council Member – Rick Messerschmidt  
Council Member – Kevin Trevillyan  
City Engineer – Duane Wittstock  
Finance Director – Tim Stiles  
Assistant City Attorney – Greta Truman  
Public Works Director – Bret Hodne

Deputy Public Works Director – Joe Cory  
Principal Engineer – Jason Schlickbernd  
Principal Engineer – Ben McAlister  
Traffic Engineer – Jim Dickinson  
Principal Engineer – Jeff Nash  
Communications Specialist – Lucinda Stephenson

Meeting called to order at 11:34 am.

**1. Modification to Minutes of November 9<sup>th</sup> PWCC Meeting, Item 5.A**

**Issue Summary:**

Staff asked that the second sentence of Item 5.A of the November 9<sup>th</sup> subcommittee meeting minutes be amended to read: The PWCC recommended that the City consider obtaining a consultant for design of City streetlights in areas of potential redevelopment where no streetlights exist or lights are currently located on wood poles.

**Direction:** The PWCC concurs with staff recommendation.

**2. 2015/16 Snow Manual**

**Issue Summary:**

Last year it was suggested that the updated yearly snow manual be distributed to the Public Works Subcommittee for approval. A copy of the updated manual was provided as requested. Public Works Director Bret Hodne stated that the changes made in the 2015/2016 Snow Manual are regarding discretion in the direction by Council to begin plowing operations at 1” accumulation rather than 2”, map updates, and incorporating the Parks & Recreation Department personnel and operations with Public Works. Staff has looked at the snow removal operations from a City priority basis rather than Public Works and Parks & Rec separately. The two departments are now working together to complete snow removal according to the prescribed priorities. A great amount of training has taken place and staff believes the changes will result in a higher level of efficiencies and enhanced safety. Plowing of parking lots and walkways in Valley Junction is now being performed by a contractor. Alleys will typically be plowed at the same time as City residential streets. The timeframes listed in the manual are to be considered guidelines for normal storms, but can vary based on individual storm conditions. West Des Moines’ Snow Manual is being used by the National American Public Works Association for training purposes.

**Direction:** The PWCC acknowledges receipt of the snow manual.

### **3. 2016 WDM Street and Parking Lot Rehab Projects**

#### **Issue Summary:**

Principal Engineer Jeff Nash presented a map of City street and parking lot rehabilitation projects anticipated to be completed in 2016. Mr. Nash specifically highlighted work to be done on University Avenue which will be coordinated with Clive and Iowa DOT, and ADA compliance sidewalk ramp replacements. Parking lot repairs are scheduled for the Library and City Hall if there is sufficient funding. Discussion included the comprehensive Pavement Management System in place for projecting repairs and funding requirements.

**Direction:** Information Only

### **4. 100 Block of 7<sup>th</sup> Street Access**

#### **Issue Summary**

7<sup>th</sup> Street from Railroad Avenue to Maple Street is proposed to be reconstructed in 2016. Mr. Nash presented an aerial view of the area indicating instances where areas between the sidewalk and street are currently being used as parking areas, both residential and commercial. Typically the City removes areas such as these during street reconstruction, particularly if the property owner has access to their property from an adjacent street or alley. Staff is requesting PWCC recommendation. Several issues for consideration are that one property does not have parking access from the alley, vehicles currently parking between the street and sidewalk encroach on the street and/or sidewalk, parking has been allowed in these areas for a number of years, and Valley Junction streets can present situations unique from other City neighborhoods. A similar situation at 4<sup>th</sup> and Walnut was resolved by putting in public parallel parking; however, more room was available at that location. City Engineer Duane Wittstock stated that the locations shown on the map do not have the space available to allow straight ahead or angled parking. Assistant City Attorney Greta Truman suggested that a policy be put in place to be consistent in all areas of the City.

**Direction:** This topic will be deferred for two weeks.

### **5. Notices for FEMA FIRM Map Revisions**

#### **Issue Summary:**

Principal Engineer Jason Schlickbernd presented an update to the proposed FEMA FIRM Flood Map revisions (see attached). Current effective and proposed maps may be viewed on-line. A 90-day public comment period will commence in mid-December (tentative) pending notice from FEMA. Once information is received from FEMA, West Des Moines will send a letter to the affected property owners. City staff have created a mapping application that will allow property owners to search for properties and view flood boundaries, along with accessing additional links from the City's website. The City is committed to make it as easy as possible for property owners to access information in one location. Properties listed in FEMA's Summary of Map Actions as "not incorporated" will be revalidated by FEMA free of charge after revised maps become effective through a single revalidation letter. Properties listed in FEMA's Summary of Map Actions as "superseded" will no longer be in effect when revised maps become effective and property owners will need to address on their own.

**Direction:** PWCC would like staff to provide updates as received from FEMA. Staff will also provide an update on the number of affected property owners.

## **6. Transfer of Jurisdiction – Wendover Road**

### **Issue Summary:**

A map of the right-of-way acquired by Iowa DOT during construction of I-80 was provided by City Engineer Duane Wittstock, indicating areas which the City would like the DOT to transfer to the City of West Des Moines. Staff recommends acceptance of the property. This issue will be presented at a future City Council meeting.

**Direction:** PWCC concurs with staff recommendation.

## **7. Sanitary Trunk Sewer South Service Area Segment 2 (Brown's Woods)**

### **Issue Summary:**

Principal Engineer Jason Schlickbernd presented a map of part of the South Service Area Sanitary Sewer Connection Fee District. The South Service Area Segment 2 (Brown's Woods) trunk sewer originally proposed by Veenstra & Kim (V&K) consisted of gravity sewer along Brown's Woods Drive and S. 11<sup>th</sup> Street with a lift station and forcemain located within close proximity to Raccoon River. Because of an extremely steep area on the south bank of the Raccoon River and unknown issues that may arise due to construction, it is suggested that construction through this particular area be avoided. V&K proposes a Lift Station along S. 11<sup>th</sup> Street, Site 4. This would serve customers using Sewer A (blue) along Walnut Woods Drive, Sewer B (yellow) along Brown's Woods Drive, Sewer C (green) along S. 11<sup>th</sup> Street, to Lift Station (Site 4). This proposed system would provide sanitary sewer to the areas south of Brown's Woods and Walnut Woods. Future collector sewers to serve any existing or future developments in this area would need to be funded and constructed separately. A majority of the area north of the proposed system would require grinder pumps and a low pressure system or on-site treatment. More details will be brought back to the PWCC as available. This project is slated for construction in 2016.

**Direction:** Information Only.

## **8. Construction Status Update**

### **Issue Summary:**

Principal Engineer Ben McAlister provided updates on the following projects:

- A. Frink Creek Sewer System – Scheduled to be turned on December 8<sup>th</sup> or 9<sup>th</sup>, with a December 15<sup>th</sup> completion date.
- B. LEC Roof – Waiting on a piece of coping. Anticipate completion the week of 11/30/15.
- C. Fox Creek Trunk sewer – An agreement with the Fox Creek Benefited Water District is on the Council agenda to allow relocation of water main at conflict locations.
- D. Alluvial 1A2 – Water main pipe installation is complete. Pressure testing and disinfection is in progress.
- E. Grand Prairie Parkway – I-80 – Grand Opening Dec. 1<sup>st</sup>. Traffic signals should be turned on today. Clean-up will be next spring. We will have a temporary connection to Wendover Road.
- F. Grand Prairie Parkway – Mills Civic Parkway to Wendover Road – The project was let several weeks ago. Contractor is working on water main and would like to do grading for bridge berms and bridge construction over winter.
- G. Greenway Erosion Repair – A preconstruction meeting was held and work will begin soon.

- H. S. 88<sup>th</sup> Street Grading – 25,000 yards of 75,000 yards has been placed. Work will continue as long as weather allows.
- I. Grand Avenue Phase 6 – The last trail is being poured today. All work from S. 50<sup>th</sup> St. to just west of S. 35<sup>th</sup> Street will be completed this year. Striping is planned for November 24-25<sup>th</sup>.
- J. Grand Avenue Phase 5 – Two lanes are constructed from S. 35<sup>th</sup> to Raccoon River Park. The Contractor had intended to complete the northern leg of S. 35<sup>th</sup> Street this week, but the weather forecast for Wednesday does not look favorable. A temporary rock connection will be placed on S. 35<sup>th</sup> Street north of Grand Avenue. The intent is to have Grand Avenue from S. 50<sup>th</sup> Street to Raccoon River Park open by the week of December 1<sup>st</sup>.
- K. Pine Avenue & S. 8<sup>th</sup> Street - Pine Avenue is paved from the western terminus to the Great Western Trail. It is expected White Crane Road will be completed this year. The S. 8<sup>th</sup> Street & County Line Road is complete. Remaining work includes the intersection of S. 8<sup>th</sup> Street and Pine Avenue and S. 8<sup>th</sup> Street from County Line Road to Pine Avenue. Due to forecasted weather conditions the contractor does not believe the remaining work can be completed this year. Staff has received a change order proposal to provide temporary surfacing through winter.
- L. Fiber Routes – fiber is in the ground.

Mr. Wittstock stated that Microsoft would like to utilize Willow Creek Street for an access to the area. They would like to move their trailer staging to another area. It is anticipated they will be moved in by spring, and must accommodate 100-150 vehicles per day. Staff will be working on details to keep the roads maintained.

**Direction:** Information Only.

#### **9. Review of Public Works Items for Council Meeting (November 30, 2015)**

- A. Amendment to City Code– 2<sup>nd</sup> reading, waive 3<sup>rd</sup> reading, and adoption:
  - i. Traffic Control - 88<sup>th</sup> Street and Ashworth Road west intersection
  - ii. Special Speed Zones – Prairie Drive – EP True Pkwy to Blue Stem Circle
- B. Approval of Traffic Code Amendment – No Parking Zones – Coachlight Drive, S. 84<sup>th</sup> Street to S. 88<sup>th</sup> Street – south side – 1<sup>st</sup> reading
- C. Approval of Proposal from MidAmerican Energy to Upgrade Transformer at 318 5<sup>th</sup> Street
- D. Accept Work – Library and Law Enforcement Center HVAC Improvements
- E. Approval of Agreement – Fox Creek Benefited Water
- F. Possible Order of Construction – Army Post & Pine
- G. Approval of Plans & Specifications, Receive & File Report of Bids, Award Contract – Public Safety Station 17 HVAC Improvements

**Direction:** The PWCC concurs with staff recommendations on the Council agenda items.

#### **10. Staff Updates**

None

## **11. Other Matters**

### A. Adams Street Bridge Project

An invoice for \$183,382.47 has been issued to Iowa DOT for damage to Maffitt Lake Road and South 50<sup>th</sup> Street incurred by DOT while using these roadways as a haul route.

***Direction:*** Information Only.

### B. Mills Civic Parkway – Damage by Contractor

Councilman Messerschmidt requested an update on damage caused by a contractor on Mills Civic Parkway. Legal Department is working with the insurance company at this time.

***Direction:*** Information Only.

Meeting adjourned at 1:02 pm. The next Public Works City Council Subcommittee meeting is scheduled for December 7, 2015. Copies of handouts are available at Public Works upon request.

A recording was made. Respectfully submitted by Peggy Englehart, Administrative Secretary.



# **PUBLIC WORKS COUNCIL COMMITTEE MEETING AGENDA**

**Monday, November 23, 2015 – 11:30 AM**

Location: West Des Moines City Hall – Training Room  
4200 Mills Civic Parkway

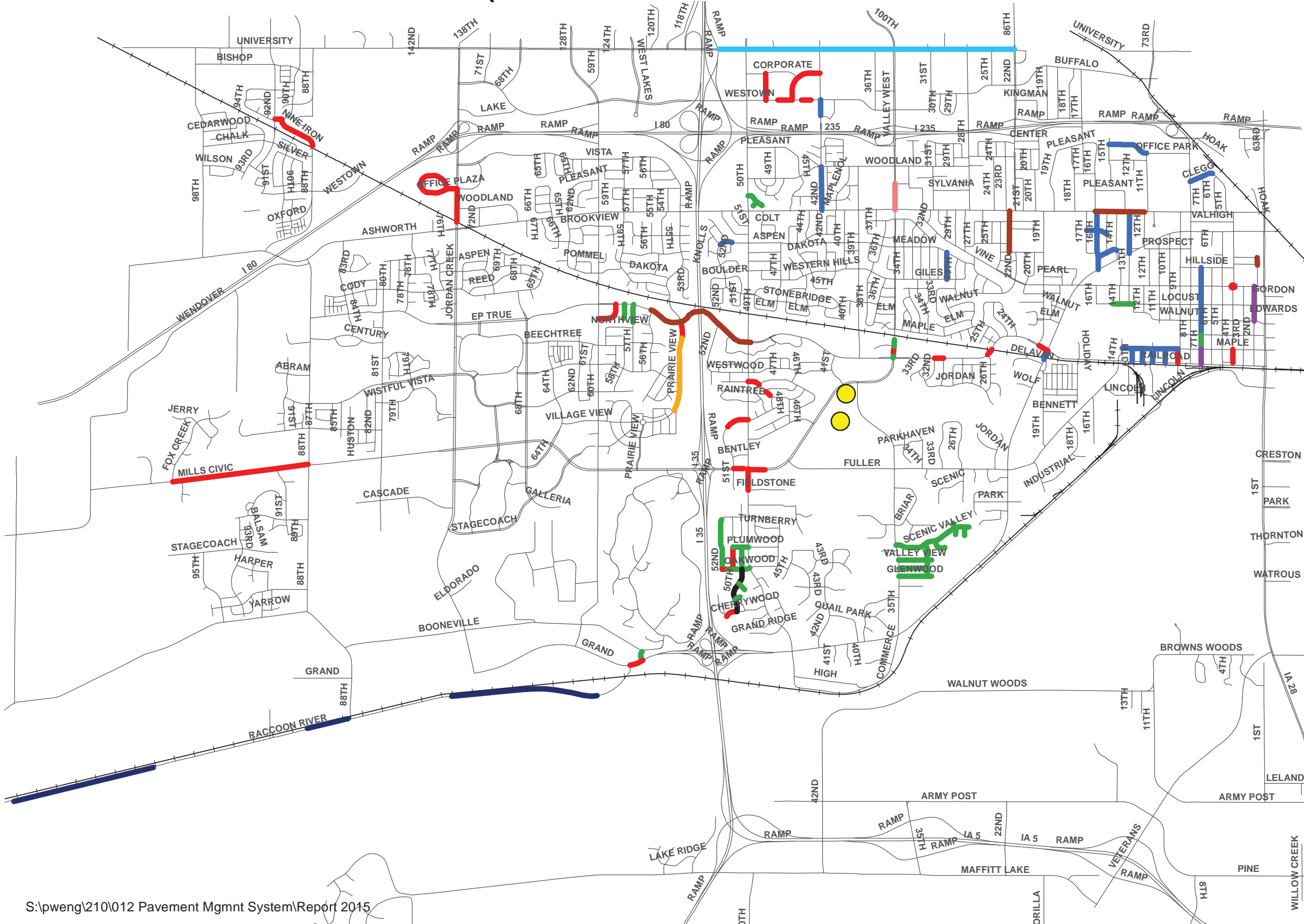
1. Modification to minutes of November 9<sup>th</sup> PWCC Meeting, Item 5.A (BH/DCW)
2. 2015/16 Snow Manual (RBH)
3. 2016 WDM Street and Parking Lot Rehab Projects (JLN)
4. 100 Block of 7<sup>th</sup> Street Access (JCC/JLN)
5. Notices for FEMA Map Revisions (DCW)
6. Transfer of Jurisdiction – Wendover Road (DCW)
7. Sanitary Sewer South Service Area Segment 2 (DCW)
8. Construction Status Update (DCW)
9. Review of Public Works Items for Council Meeting (November 30, 2015)
  - A. Amendment to City Code– 2<sup>nd</sup> reading, waive 3<sup>rd</sup> reading, and adoption:
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10. Staff Updates
11. Other Matters

***This agenda is created for planning purposes and is subject to change.***

Any discussion, feedback or recommendation by Sub-committee member(s) should not be construed or understood to be an action or decision by or for the West Des Moines City Council.

Proposed

# 2016 CONSTRUCTION SEASON CITY STREET AND PARKING LOT REHABILITATION PROJECTS (Street Rehab Shown - 40.7 Lane Miles)



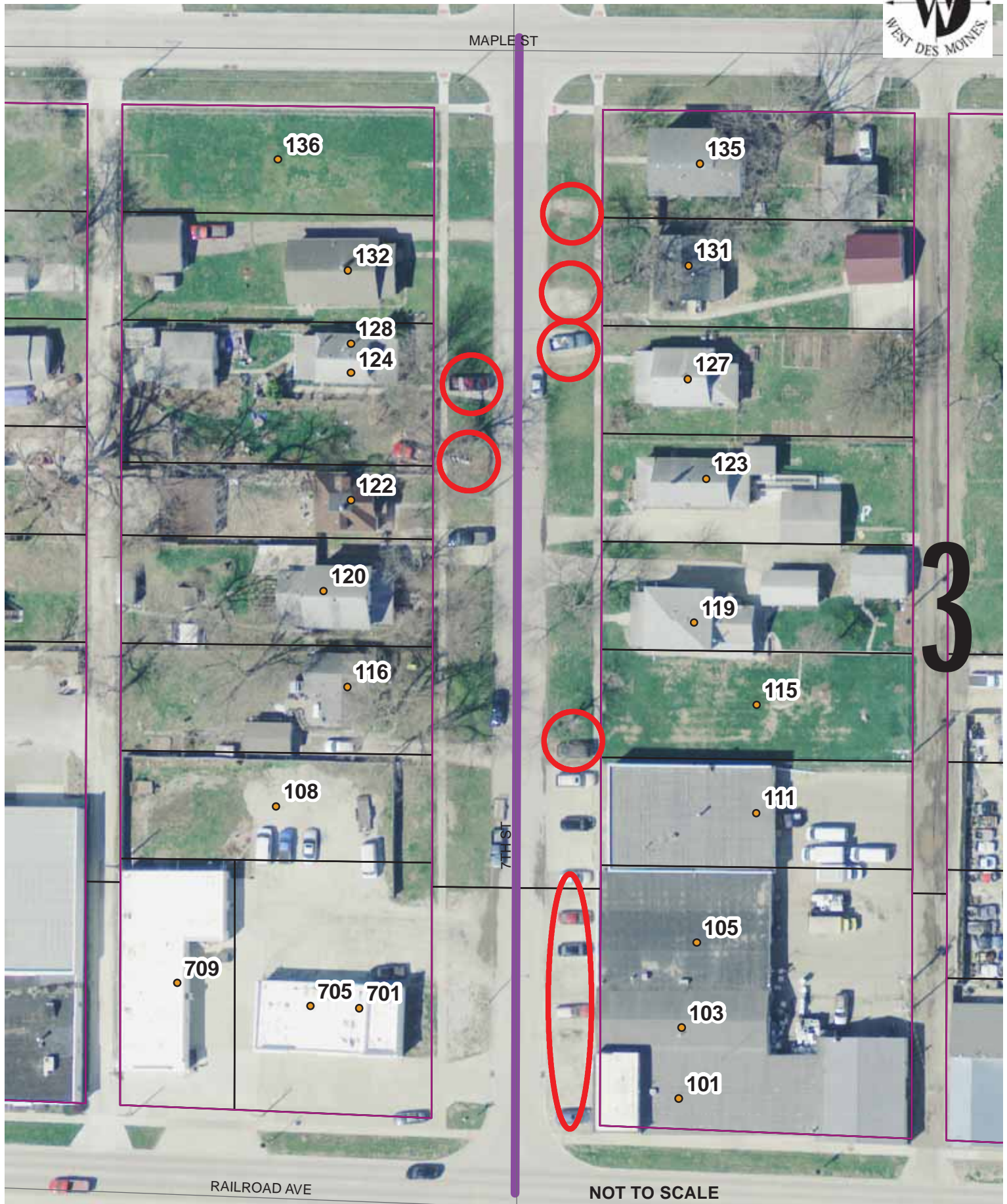
- Legend**
- RECONSTRUCTION (0.7 LN. MI.)
  - PCC PATCHING (FULL DEPTH) (12.1 LN. MI.)
  - PCC PATCHING (PARTIAL DEPTH) (1.4 LN. MI.)
  - PAVEMENT JNT/CRK SEAL (11.2 LN. MI)
  - ASPHALT OVERLAY (7.3 LN. MI.)
  - ASPHALT SKIN PATCHES (3 BRIDGE LOCATIONS)
  - CUTOFF WALL / SUBRAIN RETROFIT (0.6 LN. MI.)
  - 2016 MEDIAN REPLACEMENT (0.1 LN. MI.)
  - CLIVE/WDM STP UNIVERSITY AVE. STP RESURFACE & MEDIAN REPLACE (7.3 LN MI.)
  - CITY PARKING LOT REPAIR (CITY HALL & LIBRARY PARKING LOTS)
  - ADA COMPLIANCE SW RAMP REPLACEMENTS (40 TO 50 RAMPS)

# 3

NOT TO SCALE

UPDATED  
11/12/15

2016 PROPOSED 7TH ST. - RAILROAD AVE. TO MAPLE ST. RECONSTRUCTION  
(NON-STANDARD AND ORPHAN DRIVE APPROACHES CIRCLED IN RED)





## FEMA Map Revisions

The following is being provided as an update to the proposed FEMA Map Revisions:

- FEMA facilitated meeting on July 30, 2015 with administrative personnel responsible for floodplain management.
- Tentative 90-day public comment period to commence mid-December 2015.
- No official notice has been received from FEMA yet.
- 2006 Effective and 2016 Proposed FEMA Maps can be viewed at:  
<https://msc.fema.gov/portal/advanceSearch>
  - Search under 'Jurisdiction' for Iowa, Polk County, West Des Moines.
  - 'Effective Products' folder contains 2006 Effective FIRM Panels.
  - 'Preliminary Products' folder contains 2016 Proposed FIRM Panels.
- Mailings will be sent to affected property owners.
- Instructions on how to deal with public comments will be shared in the official notice from FEMA and this information will be passed along to property owners in mailings.
- City staff have created a mapping application that will allow property owners to search for properties and view the effective and preliminary flood boundaries.
- Link to mapping application will be provided on City website.
- Additional links to effective and proposed maps will be provided on the website.
- Letter of Map Changes (LOMCs) 'Not Incorporated' will be revalidated free of charge after revised FIRMs become effective.
- LOMCs 'Superseded' will no longer be in effect when revised FIRMs become effective.

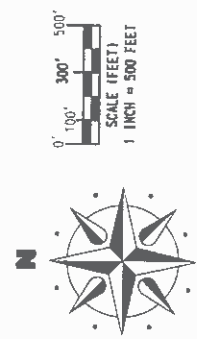
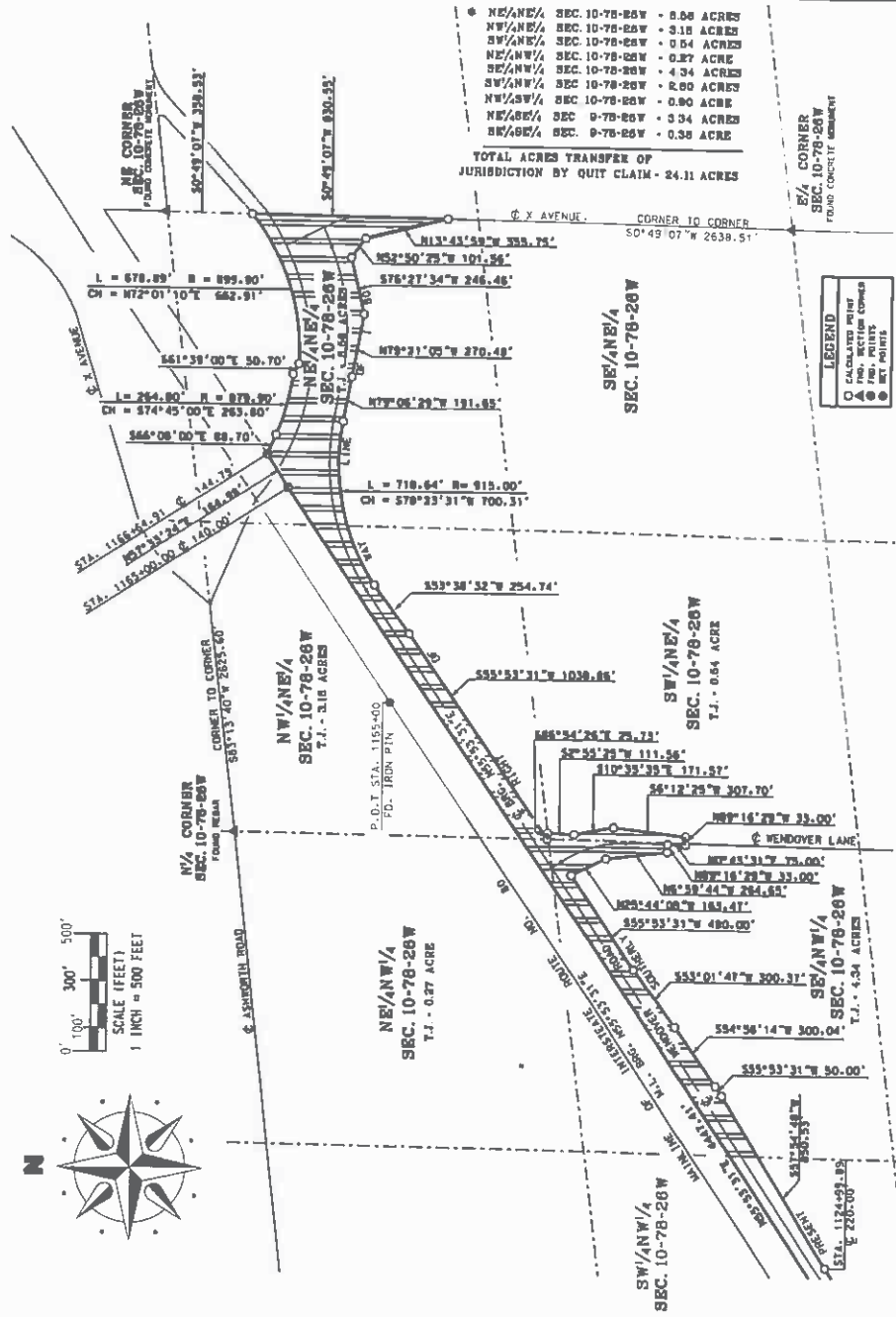


IOWA DEPARTMENT OF TRANSPORTATION  
 GRAPHIC EXHIBIT  
 PLAT 1 OF 2



COUNTY DALLAS STATE CONTROL NO. \_\_\_\_\_  
 PROJECT NO. I-IG-80-3(12)121 PARCEL NO. \_\_\_\_\_  
 SECTION 9 & 10 TOWNSHIP 78N RANGE 28W  
 ROW - FEE \_\_\_\_\_ SO. FT., EASE \_\_\_\_\_ ACRES, TRANSFER OF JURISDICTION \* 24.11 AC  
 ACQUIRED ACCESS RIGHTS FROM STA. \_\_\_\_\_ TO STA. \_\_\_\_\_ MAIN LINE \_\_\_\_\_ SIDE \_\_\_\_\_  
 ACQUIRED ACCESS RIGHTS FROM STA. \_\_\_\_\_ TO STA. \_\_\_\_\_ SIDE ROAD \_\_\_\_\_ SIDE \_\_\_\_\_  
 ACQUIRED FROM \_\_\_\_\_

|  |                |            |
|--|----------------|------------|
| NE 1/4 NE 1/4  | SEC. 10-78-28W | 0.88 ACRES |
| NW 1/4 NE 1/4  | SEC. 10-78-28W | 3.18 ACRES |
| SW 1/4 NE 1/4  | SEC. 10-78-28W | 0.84 ACRES |
| SE 1/4 NE 1/4  | SEC. 10-78-28W | 0.87 ACRES |
| NE 1/4 NW 1/4  | SEC. 10-78-28W | 4.34 ACRES |
| SW 1/4 NW 1/4  | SEC. 10-78-28W | 2.80 ACRES |
| NW 1/4 SW 1/4  | SEC. 10-78-28W | 0.80 ACRES |
| NE 1/4 SW 1/4  | SEC. 10-78-28W | 3.34 ACRES |
| SW 1/4 SW 1/4  | SEC. 10-78-28W | 0.38 ACRES |
| TOTAL ACRES TRANSFER OF JURISDICTION BY QUIT CLAIM - 24.11 ACRES |                |            |



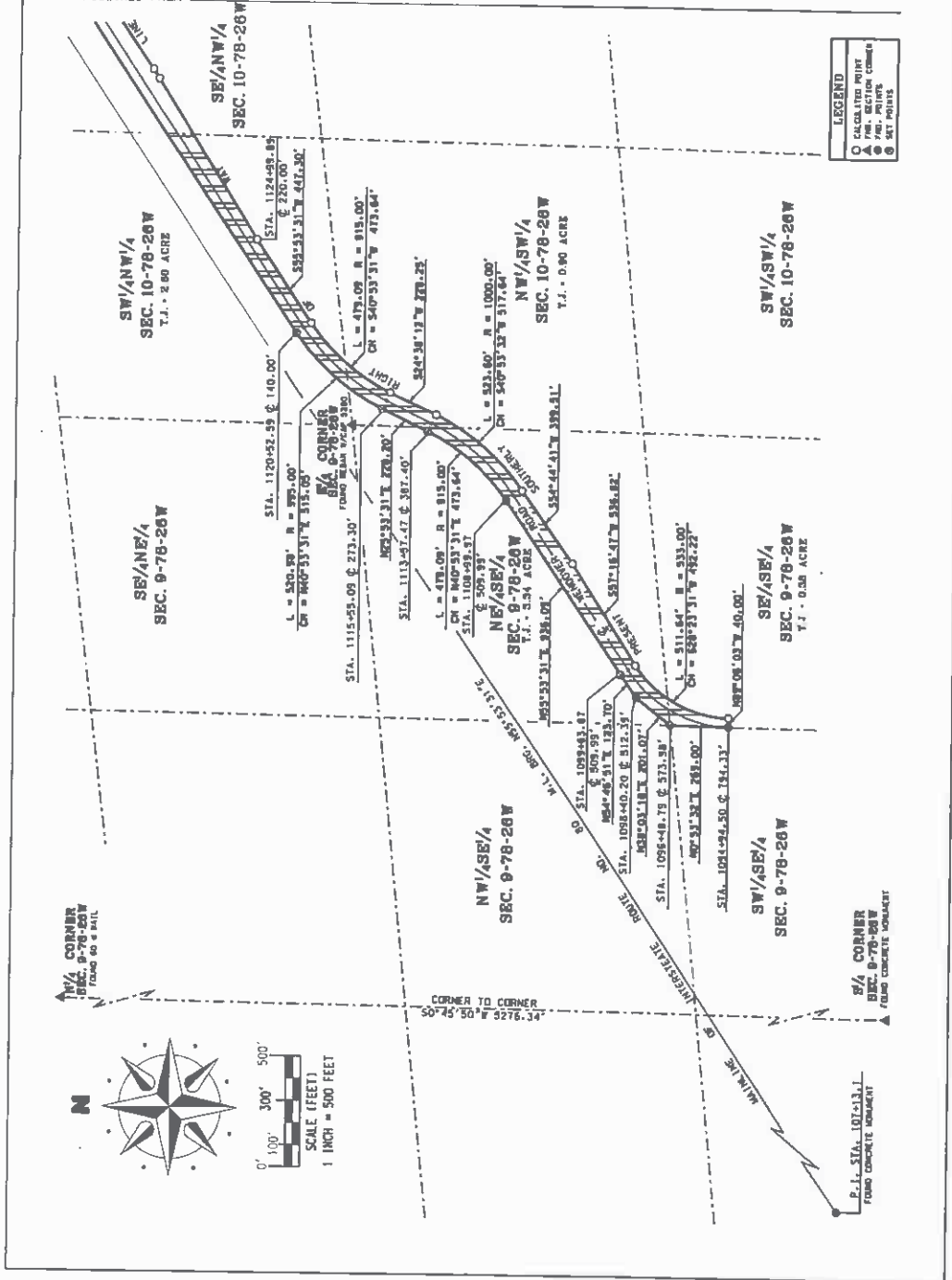
LEGEND  
 ○ CALCULATED POINT  
 ▲ P.O.B. SECTION CORNER  
 ● P.O.B. QUARTY  
 ● P.O.B. QUARTY



IOWA DEPARTMENT OF TRANSPORTATION  
GRAPHIC EXHIBIT  
PLAT 2 OF 2



COUNTY DALLAS STATE CONTROL NO. \_\_\_\_\_  
 PROJECT NO. I-IG-80-3(12)121 PARCEL NO. \_\_\_\_\_  
 SECTION 9 & 10 TOWNSHIP 78N RANGE 28W  
 ROW - FEE \_\_\_\_\_ SO. FT. EASE \_\_\_\_\_ ACRES, TRANSFER OF JURISDICTION \_\_\_\_\_ AC  
 ACQUIRED ACCESS RIGHTS FROM STA. \_\_\_\_\_ TO STA. \_\_\_\_\_ MAIN LINE \_\_\_\_\_ SIDE  
 ACQUIRED ACCESS RIGHTS FROM STA. \_\_\_\_\_ TO STA. \_\_\_\_\_ SIDE ROAD \_\_\_\_\_ SIDE  
 ACQUIRED FROM \_\_\_\_\_





**LEGEND**

- EXISTING WDM SANITARY SEWER
- EXISTING WDM FORCE MAIN
- EXISTING WDM MANHOLE
- EXISTING WDM LIFT STATION
- PROPOSED LIFT STATION



**BROWN'S WOODS SEWER  
WEST DES MOINES, IOWA**

## Englehart, Peggy

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**From:** West Des Moines, IA <webmaster@wdm.iowa.gov>  
**Sent:** Thursday, November 19, 2015 3:08 PM  
**To:** Englehart, Peggy  
**Subject:** West Des Moines, IA: Public Works Council Committee Meeting

### Public Works Council Committee Meeting

- **Date:** 11/23/2015 11:30 AM - 1:30 PM
- **Location:** West Des Moines City Hall - Training Room  
4200 Mills Civic Parkway  
West Des Moines, Iowa 50265

- **Agenda:** 11.23.15 PWCC Agenda

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