

**CITY OF WEST DES MOINES  
PARKS AND RECREATION ADVISORY BOARD  
AGENDA**

**5:30 p.m.  
Thursday, February 16, 2017  
City Hall – City Council Chambers  
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of December 15, 2016 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Annual Facilities Reports:
    1. Raccoon River Park Softball Complex
    2. Holiday Park Baseball Complex
    3. Raccoon River Park Nature Lodge
    4. Valley View Park Aquatic Center
    5. Holiday Park Aquatic Center
    6. Valley Junction Activity Center
  - B. Motion – Approval of Recommendation to City Council – Possible Sale of City-Owned Lot
- 6. Staff Reports**
  - A. Landscape Architect
  - B. Superintendent of Recreation
  - C. Director of Parks and Recreation
- 7. Other Matters**
- 8. Receive, File and/or Refer**
  - A. 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 City Clerk's office at least 48 hours in advance, at 222-3600 to have accommodations provided.

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, December 15, 2016**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, December 15, at 5:31 p.m. by Chair Hrdlicka.

<b>Commission</b>	Heather Schebel <i>Vice Chair</i>	Joe Hrdlicka <i>Chair</i>	Forrest Ridgway	Rick Swalwell	Aaron Sewell <i>Secretary</i>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

<b>Staff</b>	Susan Greenwood <i>Parks &amp; Recreation Administrative Secretary</i>	Sally Ortgies <i>Interim Director of Parks &amp; Recreation</i>	Greg Hansen <i>Superintendent of Recreation</i>	Dave Sadler <i>Parks &amp; Recreation Landscape Architect</i>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**On Item 1. Approval of Agenda**

Ridgway moved to approve the agenda as presented. Schebel seconded. Motion carried.

**On Item 2. Citizen Forum**

No items.

**On Item 3. Approval of Minutes of November 17, 2016 Meeting**

Sewell moved to approve the minutes as presented. Schebel seconded. Motion carried.

**On Item 4. Old Business**

No items.

**On Item 5. New Business:**

No items.

**Staff Reports:**

**On Item 6A. Landscape Architect**

Sadler shared that due to the onset of winter weather staff have transitioned from managing active construction to planning upcoming projects. He noted that Holiday Park Youth Baseball Phase 4A is complete, and planning and design for Phases 4B and 5 has begun. Sadler stated that Holiday Park Girls Softball ADA improvements are substantially complete with only a few punch list items carrying over to spring. He shared that Woodland Hills Park may have some construction over the winter including construction of the shelter. Sadler informed the Board that the Jordan Creek Community Garden water lines are in, and are substantially ready for spring rentals. The Valley View soil restoration project is complete. He stated that the Fairmeadows storm sewer installation is complete and that the site has been stabilized for winter. Sadler shared that planning and design of the north end of Fairmeadows Park will occur over the winter and that the Water Quality Initiative Grant application was submitted for a project in that park. Ridgway asked what Fairmeadows items were included in the grant request. Sadler responded that native seeding on slopes, native wetland plugs in the drainage area, bio swales, and some educational components were included. Ortgies added that an additional component for funding for conservation grazing at Southwoods Park was included in the application. Schebel shared that the AP environmental teacher at Valley would be a good contact. Sadler shared the following planning projects are underway for spring construction: Pearson Park pedestrian bridge (north bridge), Grand Avenue Trail north of Fuller Road to Jordan Creek, annual trail repair program for both concrete and asphalt, 39<sup>th</sup> Street park site improvements and Valley View Park lighted tennis courts. He added that he

continues to request approval by Iowa Interstate Railroad for the Raccoon River Park entrance trail crossing the railroad tracks.

**On Item 6B. Superintendent of Recreation**

Hansen shared that the Breakfast with Santa event took place last Saturday and that a new event called Cocoa and Carols is taking place at the Valley Junction Activity Center tonight. He added that other ongoing winter activities include #sELFie and a snowman building contest.

**On Item 6C. Interim Director of Parks and Recreation**

Orgies reminded the Board of the Raccoon River Park Ice Rink ribbon cutting to take place on Monday at 3:45pm. She shared that department staff will meet with the City Manager next week about the CIP budget. She noted that staff are getting Raccoon River Park special events booked for 2017. Orgies stated that staff is helping with a Vietnam Veteran memorial in conjunction with the Veterans Parkway project. Orgies stated that with the ultimate use of Phenix School up in the air staff was asked to help put together some estimated numbers for use of the facility. Orgies informed the Board of a considerable goose population that has taken up residence in Raccoon River Park. She added that the DNR has approached the City about the issue since the park is in the Des Moines Airport flight path and is suggesting live trapping during molting season and taking the geese to a locker for food processing for the Food Bank of Iowa. The Board expressed that it seemed like a good resolution to several issues in the park. Orgies shared that a new Facility Clerk, Tami Smith, has begun work at the Nature Lodge replacing Pam Ristau, who retired. She shared that she attended the Great Western Trail Meeting in Warren County which 100-150 people attended. She added that City Engineer, Duane Wittstock gave information and briefly went over the alternatives. The Board discussed their perceptions and experiences at the meeting. Staff presented the alternatives and their various impacts. The Board expressed interest in seeking additional connections or loops as added value for the biking community.

**On Item 7. Other Matters**

No items.

**Receive, File and/or Refer:**

**On Item 8A. City Council Communications**

November 28, 2016: Motion – Approval of Park Use Agreement – West Des Moines Soccer Club

December 12, 2016: Resolution – Order Construction and Notice of Public Hearing on Plans,

Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Valley View Aquatic Center & Holiday Park Aquatic Center Pool Improvements

Swalwell moved to adjourn. Schebel seconded. Motion carried. Meeting adjourned at 6:42 p.m.

Respectfully submitted,

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Susan Greenwood  
Administrative Secretary

ATTEST:

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Aaron Sewell  
Advisory Board Secretary

**CITY OF WEST DES MOINES  
PARK AND RECREATION ADVISORY BOARD  
MEETING COMMUNICATION**

**DATE:** February 16, 2017

**ITEM:** Presentations – Annual Facilities Reports:


1. Raccoon River Park Softball Complex
2. Holiday Park Baseball Complex
3. Raccoon River Park Nature Lodge
4. Valley View Park Aquatic Center
5. Holiday Park Aquatic Center
6. Valley Junction Activity Center

**FINANCIAL IMPACT:** None

**SYNOPSIS:** Bruce Mankle, Recreation Program/Facility Supervisor, will present first on the Raccoon River Park Softball Complex and Holiday Park Baseball Complex. Jodie Weeks, Recreation Program/Facility Supervisor, will follow with her presentation on the Raccoon River Park Nature Lodge. Mark Brewick, Recreation Program/Facility Supervisor will conclude the presentation with the two aquatic centers and Valley Junction Activity Center.

**BACKGROUND:** Information related to operating hours, attendance, maintenance, revenue, expenses, and satisfaction survey results will be presented.

**RECOMMENDATION:** No action is necessary.

Prepared by: Greg Hansen, Superintendent of Recreation 

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

**WEST DES MOINES PARKS & RECREATION ADVISORY COMMITTEE  
MEETING COMMUNICATION**

**DATE:** February 16, 2017

**ITEM:** Motion – Approval of Recommendation to City Council – Possible Sale of City-Owned Lot

**FINANCIAL IMPACT:** None at this time. If lot is sold there would be some revenue to the City.


**SYNOPSIS:** The City currently owns a single lot located at 4097 High Street in the Commerce area (location map attached). The size of the lot is 0.176 acres, and it is zoned as Residential. The City has owned the lot since 2003, and the lot has been identified as a potential site for a neighborhood mini-park to serve this underserved area of the city. A copy of the Master Parks and Trails Plan is attached with park service areas shown on it. The individual lot alone is not large enough for a park site, but would be combined with property to the west of it in the future if that property became available for sale.

The City has been approached several times over the last few years by Leon McCullough, the property owner to the north of the lot who lives at 2055 S. 41<sup>st</sup> Court, about purchasing the lot in question. Mr. McCullough wishes to utilize the lot to provide access to the rear of his property from the south. Staff has worked with Mr. McCullough to provide an access easement for him to cross this lot, but he has expressed that he wants to purchase and own it instead.

Staff has continued to communicate the desire to maintain the lot under City ownership based upon the Master Parks and Trails Plan. However, the Board is asked to discuss this issue and provide a recommendation of their own that can be considered by the City Council.

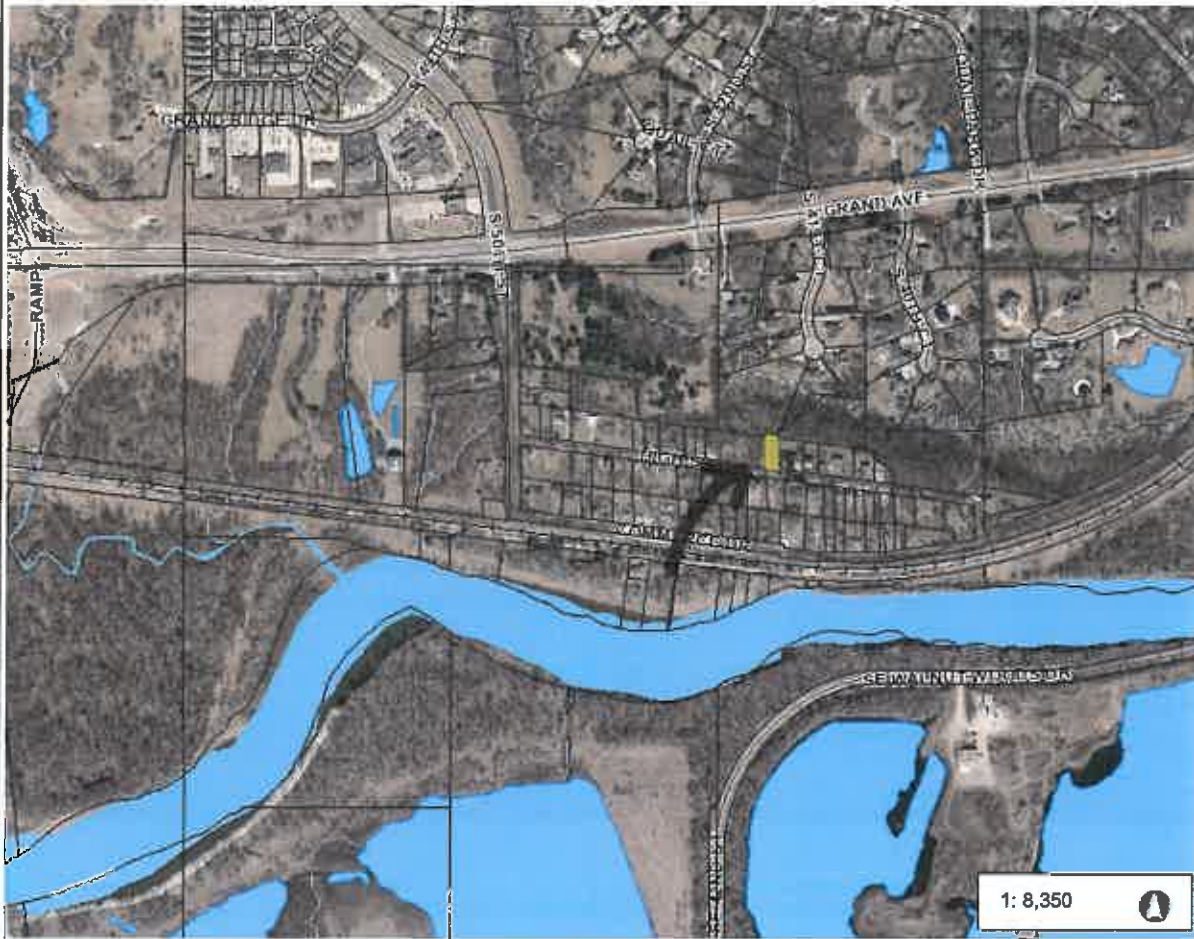
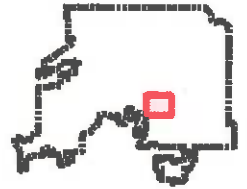
**BACKGROUND:**

**RECOMMENDATION:** The Board should discuss and make a motion to recommend approval or denial of the possible sale to the City Council.

Prepared by: Sally Ortgies, Director of Parks & Recreation   
 Approved for content by: Sally Ortgies, Director of Parks & Recreation  
 Accepted for Agenda: Sally Ortgies, Director of Parks & Recreation



# My Map



### Legend

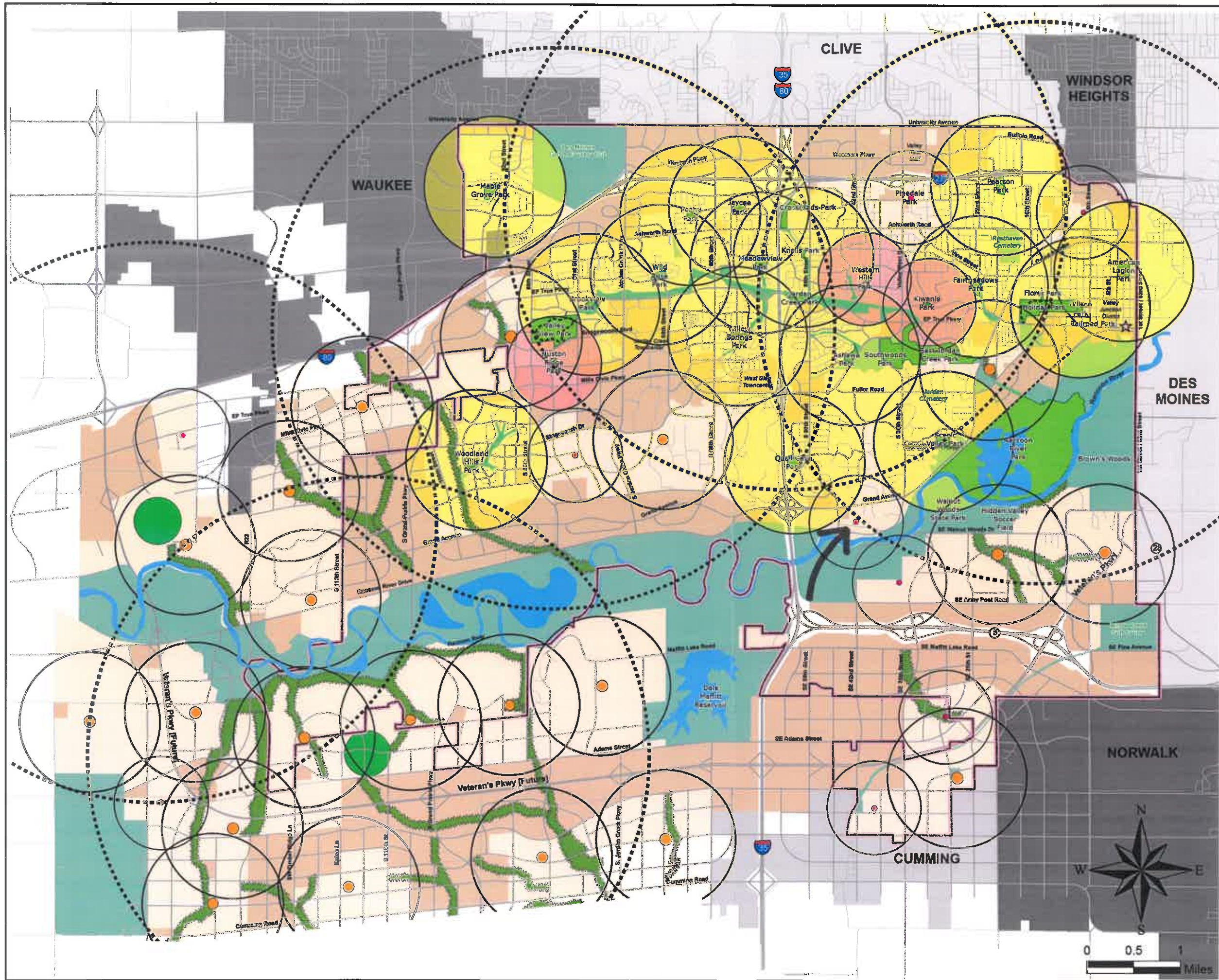
- Parcels
- Parks
- Greenways

1,391.6 0 695.82 1,391.6 Feet

Disclaimer: The City of West Des Moines makes no warranties regarding the accuracy or completeness of the data provided herein.

NAD\_1983\_StatePlane\_Iowa\_South\_FIPS\_1402\_Feet  
© City of West Des Moines, Iowa

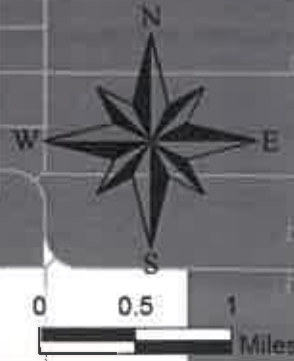
THIS MAP IS NOT TO BE USED FOR NAVIGATION



**PARK SERVICE AREA**



DISCLAIMER: Proposed park and trail facilities shown on this plan are based on the most recent adopted version of the Comprehensive Plan [2010] and Ultimate Streets Plan [2010]. Proposed park and trail facilities are subject to change based on any future updates to the adopted Comprehensive Plan or Ultimate Streets Plan.



**PARKS SERVICE AREA**  
**CITY OF WEST DES MOINES PARKS & TRAILS MASTER PLAN**  
**2016**

CITY OF WEST DES MOINES  
DEPARTMENT OF PARKS AND RECREATION  
PARKS DIVISION  
4300 MILLS CIVIC PLAZA, FLOOR 1115, 2444  
WEST DES MOINES, IOWA 50325  
FAX: (515) 281-3459

ADOPTED  
09/2010  
UPDATED  
10/2016  
SHEET  
2 of 2

WEST DES MOINES

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

**DATE:** December 27, 2016

**ITEM:** Resolution – Accept Work – Valley View Park Basketball Courts


**FINANCIAL IMPACT:** The total construction cost of this project is \$278,688.00. All costs of the project have been paid from the Valley View Park Basketball Courts C.I.P. project (Project 0510 085 2015; Account 500.000.000.5250.490). Retainage will not be paid in less than 30 days.

**BACKGROUND:** Grimes Asphalt and Paving of Des Moines, Iowa is working under an agreement dated September 8, 2015 for work related to the Valley View Park Basketball Courts project. Work is substantially complete.


The project involves grading and subgrade preparation, gravel sub-base, asphalt paving, court surfacing, basketball goals, concrete sidewalks, electrical service, court lighting, and site restoration.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the Resolution.

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

**STAFF REVIEWS**

Department Director	
Appropriations/Finance	
Legal	
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:** January 9, 2017

- ITEM:** Public Hearing – Valley View Aquatic Center and Holiday Aquatic Center Improvements– City Initiated:
1. Resolution – Approval of Plans and Specifications
  2. Motion – Receive and File Report of Bids
  3. Resolution – Reject Bids

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

**BACKGROUND:** Bids were received for the Valley View Aquatic Center & Holiday Aquatic Center Pool Improvements project on January 4, 2017. One contractor submitted a bid, and it was substantially higher than the estimate prepared by the project consultant, Water's Edge Aquatic Design. The project estimate was \$160,000 and there is \$287,900 available (\$257,900 in the C.I.P. and \$30,000 in the operating budget). The low bid of \$228,365.00 was received from Fischer Bros. LLC of Eau Claire, Wisconsin. This bid was \$68,365 over the estimate. Due to only receiving one bid and the amount of the overage, City staff is recommending that the bid be rejected. The project included three components. Staff plans to rebid one component as a single project, the pool basin repainting at Holiday Aquatic Center, with the intent to repaint the basin prior to the pool opening. The funds for this portion of the project are in the operating budget which requires the work to be done by the end of the fiscal year. The remaining renovation items are budgeted in the CIP and would be rebid later in the year with a fall construction.

The Council is asked to hold the public hearing on the plans, specifications, estimate of cost, and form of contract, approve the resolution adopting the same, and receive and file the report of bids. Staff is recommending that the Council reject bids, and approve the resolution adopting the same. A copy of the bid tabulation is attached for your information

**OUTSTANDING ISSUES:** No outstanding issues other than those already described above.

**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 pass the resolution to reject all bids.

**Lead Staff Member:** David Sadler, Landscape Architect 

**STAFF REVIEWS**

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

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

Published In	Des Moines Register
Dates(s) Published	December 30, 2016

**SUBCOMMITTEE REVIEW (if applicable)**

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** January 9, 2017

**ITEM:** Resolution – Accept Work – Holiday Park Youth Baseball Phase 4A Commons Area


**FINANCIAL IMPACT:** The total construction cost of this project is \$393,104.00. All costs of the project have been paid from the Holiday Park Baseball Improvements C.I.P. project (Project 0525 012.0510 039 2016; Account 500.000.000.5250.490). Retainage will not be paid in less than 30 days.

**BACKGROUND:** Concrete Connection, LLC of West Des Moines, Iowa is working under an agreement dated July 11, 2016 for work related to the Holiday Park Baseball Improvements project. Work is substantially complete.

The project involved the renovation of the drop-off and common areas around the concession building in the Holiday Park Baseball Complex. The improvements generally included demolition of the existing drop-off area and portions of existing gravel and paved walkways; earthwork including installation of storm sewer utilities; construction of a new drop-off area and dumpster enclosure; fencing; paved plaza and awards area next to the existing concession building; seatwalls; concrete walks; electrical improvements; restoration of disturbed areas; and other minor improvements.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the Resolution.

**Lead Staff Member:** David Sadler, Landscape Architect 

**STAFF REVIEWS**

Department Director	
Appropriations/Finance	
Legal	
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:** January 23, 2016

**ITEM:** Resolution – Order Preparation of Plans and Specifications – Valley View Park Tennis Courts

**FINANCIAL IMPACT:** Expense of \$29,400 including reimbursables to be paid from funds budgeted in FY 16-17 in the Valley View Park C.I.P. account (Project 0510 028 2017; G/L Account 500.000.000.5250.490). There is a total budget of \$450,000 proposed for this project.

**BACKGROUND:** The Council is asked to approve an agreement with Shive Hattery, Inc. for design services including preparation of bid documents for the construction of the Valley View Park Tennis Courts project. The project involves construction of two lighted and fenced tennis courts with sidewalk connections to the existing parking lot on the west side of the park off 88<sup>th</sup> Street.

The scope of services includes preparation of a site layout plan including plans and details for lighting, sidewalk connections, grading including erosion control, electrical distribution and site restoration. The scope also includes preparation of cost estimates, construction documents, bidding assistance, and construction phase services. Further details on the scope can be found in the attached proposal letter from Shive Hattery dated January 16, 2017 that is included as an attachment to the City's standard agreement.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the Resolution.

**Lead Staff Member:** David Sadler, Landscape Architect 

**STAFF REVIEWS**

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW (if applicable)**

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

## CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: January 23, 2016

**ITEM:** Resolution – Order Preparation of Plans and Specifications – South 19<sup>th</sup> Street Trail / Sidewalk Project

**FINANCIAL IMPACT:** Expense of \$18,610.00 to be paid from funds budgeted in FY 16-17 in the Jordan Creek Trail S. 19<sup>th</sup> Street C.I.P. account (Project 0510 042 2016; G/L Account 500.000.000.5250.490). There is a total budget of \$227,000 proposed for this project.

**BACKGROUND:** The Council is asked to approve an agreement with Bolton & Menk, Inc. for design services including preparation of bid documents, and resident services for the construction of the South 19<sup>th</sup> Street Trail / Sidewalk Project. With recently installed segments of trail along Grand Avenue (installed with street reconstruction) and along Jordan Creek from Grand Avenue to Fuller Road, this older section of trail along S. 19<sup>th</sup> Street is no longer needed. In addition, the condition of the asphalt on this older trail is in need of significant attention. This project involves removal of the existing asphalt trail along S. 19<sup>th</sup> Street and replacement with standard 4' sidewalk. The project also includes the re-construction of a small segment of existing trail along S. 19<sup>th</sup> Street near Fuller Road.


The scope of services includes topographic survey, all aspect of design, design review with City, public outreach, bidding assistance, and resident consultant services during the construction phase of the project. Further details on the scope can be found in the Scope of Services made as an attachment to the City's standard Agreement for Professional Consulting Services (attached).

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the Resolution.

**Lead Staff Member:** David Sadler, Landscape Architect 

### STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

### PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

### SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** January 23, 2016

**ITEM:** Resolution – Order Preparation of Plans and Specifications – Grand Avenue Trail (Jordan Creek Crossing to Fuller Road)

**FINANCIAL IMPACT:** Expense of \$41,890.00 to be paid from funds budgeted in FY 16-17 in the Grand Avenue Trail North of Fuller C.I.P. account (Project 0510 045 2016; G/L Account 500.000.000.5250.490). There is a total budget of \$425,000 proposed for this project.

**BACKGROUND:** The Council is asked to approve an agreement with Bolton & Menk, Inc. for design services including preparation of bid documents, and resident services for the construction of the Grand Avenue Trail (Jordan Creek Crossing to Fuller Road) project. The project involves construction of a trail along the west side of Grand Avenue, and installation of a pedestrian bridge crossing at Jordan Creek.


The scope of services includes topographic survey, all aspect of design, coordination of permitting, public outreach, acquisition/easements, bidding assistance, and resident consultant services during the construction phase of the project. Further details on the scope can be found in the Scope of Services made as an attachment to the City’s standard Agreement for Professional Consulting Services (attached).

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the Resolution.

**Lead Staff Member:** David Sadler, Landscape Architect 

**STAFF REVIEWS**

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW (if applicable)**

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** February 6, 2016

**ITEM:** Resolution – Order Preparation of Plans and Specifications – Raccoon River Park Portable Toilet Enclosures

**FINANCIAL IMPACT:** Expense of \$12,000 including reimbursable expenses to be paid from funds budgeted in FY 16-17 in the Raccoon River Park C.I.P. account (Project 0525 004.0510 030 2017; G/L Account 500.000.000.5250.490). There is a total budget of \$100,000 for this project.

**BACKGROUND:** The Council is asked to approve an agreement with RDG Planning and Design for design services including preparation of bid documents for the construction of screening structure/systems for portable toilets in multiple locations at Raccoon River Park. The consultant will provide architectural, landscape architectural, and structural services as necessary to construct these improvements. RDG Planning and Design has previously designed the majority of the other park components, and therefore were the logical consultant for this project.

The scope of services includes schematic design with preliminary cost estimate, design development with draft technical specs & updated cost estimate, construction documents with finalized specs & cost estimate, bidding services, and construction administration. Further details on the scope can be found in the attached proposal from RDG that is included as an attachment to the City's standard agreement.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the Resolution.

**Lead Staff Member:** David Sadler, Landscape Architect 

**STAFF REVIEWS**

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW (if applicable)**

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split