

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

**5:30 p.m.
Thursday, April 20, 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 March 16, 2016 Meeting**
- 4. Old Business**
 - A. Motion – Approval of Possible Sale of City-Owned Lot – Commerce Area
- 5. New Business**
 - A. Motion – Approval of Use for Cricket – Valley View Park
 - B. Discussion – Field Reservation Policy / Fee Structure – Valley View Park
 - C. Motion – Approval of Field Renaming Request – West Des Moines Girls Softball Association
- 6. Staff Reports**
 - A. Superintendent of Parks
 - 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.

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

WORKSHOP

**Thursday, April 20, 2017
City Hall – Raccoon River Room
4200 Mills Civic Parkway**

(Immediately follows the regular Board meeting)

- 1. Park Project Planning**
- 2. Other Matters**

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WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, March 16, 2017

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, March 16, at 5:34 p.m. by Chair Hrdlicka.

Commission	Heather Schebel <i>Vice Chair</i>	Joe Hrdlicka <i>Chair</i>	Forrest Ridgway	Rick Swalwell	Aaron Sewell <i>Secretary</i>
Present		X	X		X
Staff	Susan Greenwood <i>Parks & Recreation Administrative Secretary</i>	Sally Ortgies <i>Director of Parks & Recreation</i>	Greg Hansen <i>Superintendent of Recreation</i>	Dave Sadler <i>Superintendent of Parks</i>	Anna Poss <i>Secretary</i>
Present	X	X	X	X	X

On Item 1. Approval of Agenda

Ridgway moved to approve the agenda as presented. Sewell seconded. Motion carried, 3 yes.

On Item 2. Citizen Forum

No items.

On Item 3. Approval of Minutes of February 16, 2017 Meeting

Greenwood noted that the date in the header has been fixed to reflect 2017.

Sewell moved to approve the minutes as presented. Ridgway seconded. Motion carried, 3 yes.

On Item 4. Old Business

No items.

New Business:

On Item 5A. Presentation – Annual Reports:

1. Cricket League of Iowa – Sukhen Chatterjee

Chatterjee gave a brief background of the League. He provided a portion of the 2017 schedule. Chatterjee expressed thanks for use of the facility. Ortgies informed the Board that the Water Works deep well drilled in Holiday Park this winter had some impact on the Cricket space that will require site restoration.

2. Des Moines Rugby Foundation – Jody Ricci

Ricci gave a short history of the Foundation. Ricci expressed appreciation for the continued improvements on the parking lot the east side of 39th Street. Ricci provided financial information for the Foundation. Ridgway inquired about the status of the parking lot project. Sadler responded that the construction will be scheduled between the 2017 spring and summer rugby seasons. He added that there was a delay in construction due to site issues with the natural gas pipeline.

3. West Des Moines Girls Softball – Jason Walke

Walke gave a brief background of the organization. He expressed appreciation for the City's work on the new sidewalks. Walke shared that improvements planning for this year include leveling of the fields as well as lighting and scoreboard on Quinn field. Walke shared that there has been discussion about memorial naming of two fields. Ortgies suggested the Facilities Committee consider the request and bring a recommendation back to the Board. Ridgway asked about the positive change in financials last year. Walke responded that they have made intentional efforts to increase marketing.

4. West Des Moines Soccer Club – Ross Moffat

Moffat provided information about the current Club management and the history. Moffat spoke about current programs and expenses related to long range plans. Ridgway asked about indoor space goals. Moffat responded that there is such a high need. Ridgway asked about the Club's interest in leasing a shared space and what the Club's budget might be for that. Chuck Ebensberger, WDM Soccer Club President, responded that the expenses would be a wash but that the benefit would be a higher quality of training provided. Ebensberger added that he would have to speak with the treasurer about how much could be budgeted for that type of expense.

On Item 5B. Motion – Approval of Revision – Valley View Park Master Plan

Ortgies shared that staff would like to look at moving the tennis courts that are budgeted in the FY 16-17 CIP to the north side of the entrance road allowing for three sand volleyball courts. She shared that the move would allow for more separation of active and passive recreation. The Board expressed that the changes make good sense.

Ridgway moved to approve the revision to the Valley View Park Master Plan. Sewell seconded. Motion carried, 3 yes.

Staff Reports:

On Item 6A. Superintendent of Parks

Sadler shared that seasonal park attendant hiring is underway and that staff are working with Public Services on the custodial services contract. Staff are working on the hiring process for the Landscape Architect vacancy. Sadler shared that plans are prepared for phases 4B and 5 for Holiday Park and bids will be ordered by City Council on Monday night. Plans for Fairmeadows Park playground replacement site work are underway, and Marco Alvarez has created an interactive story map to communicate with the residents about the upcoming changes. Sadler noted that the South 19th Street trail removal and replacement with a sidewalk will be going out soon. The first public meeting on the Veterans Parkway aesthetics proposal will be held on April 4. Sadler shared that the Jordan Creek Community Gardens have been very popular.

On Item 6B. Superintendent of Recreation

Hansen stated that staff are working on summer staff hiring. He also shared that spring/summer 2017 registration opened for residents on Tuesday March 7 with over \$80,000 in registrations taken in the new software on the first day.

On Item 6C. Director of Parks and Recreation

Ortgies shared that a Facilities Committee meeting will be scheduled soon to cover possible sale of the City-owned lot in Commerce, naming of fields at Girls Softball as well as potential cricket facilities. Ortgies spoke about the publicity that has been received on the game changer projects. Ortgies noted that she attended the Veterans Parkway and Great Western Trail open house that went well.

On Item 7. Other Matters

Hrdlicka asked if dogs off leash have been an issue in the past. Ortgies responded that it tends to be an issue every spring and when the security guards increase their patrols in the spring it helps with enforcement. Ortgies introduced new Parks & Recreation Secretary, Anna Poss.

Receive, File and/or Refer:

On Item 8A. City Council Communications

March 6, 2017: Motion – Approval of Agreement for City Sounds – Des Moines Public Piano project in Valley Junction

Sewell moved to adjourn. Ridgway seconded. Motion carried, 3 yes. Meeting adjourned at 6:49 p.m.

Respectfully submitted,

Susan Greenwood
Administrative Secretary

ATTEST:

Aaron Sewell
Advisory Board Secretary

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

DATE: April 20, 2017

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

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 and would have to 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. 41st 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.

Based upon the Master Parks and Trails Plan, staff has continued to communicate with Mr. McCullough the desire to maintain the lot under City ownership. At the February 16, 2017 Board meeting, this issue was referred to the Facilities Committee.

The Facilities Committee met on March 23, 2017 with Board Member Schebel present. Prior to that meeting, staff had attempted to contact the owner of the vacant lots to the west of the lot located at 4097 High Street. The phone number on file for that owner was found to be no longer in service. It was decided that the lot in question was not required to be retained for park purposes as the lot alone is not large enough for a park. However, a park node should still be shown on the Master Parks Plan to serve the Commerce area with a park in the future at a location yet to be determined. If approved by the Board, it will then be up to the City Manager, Legal Department, and City Council to determine how to proceed.

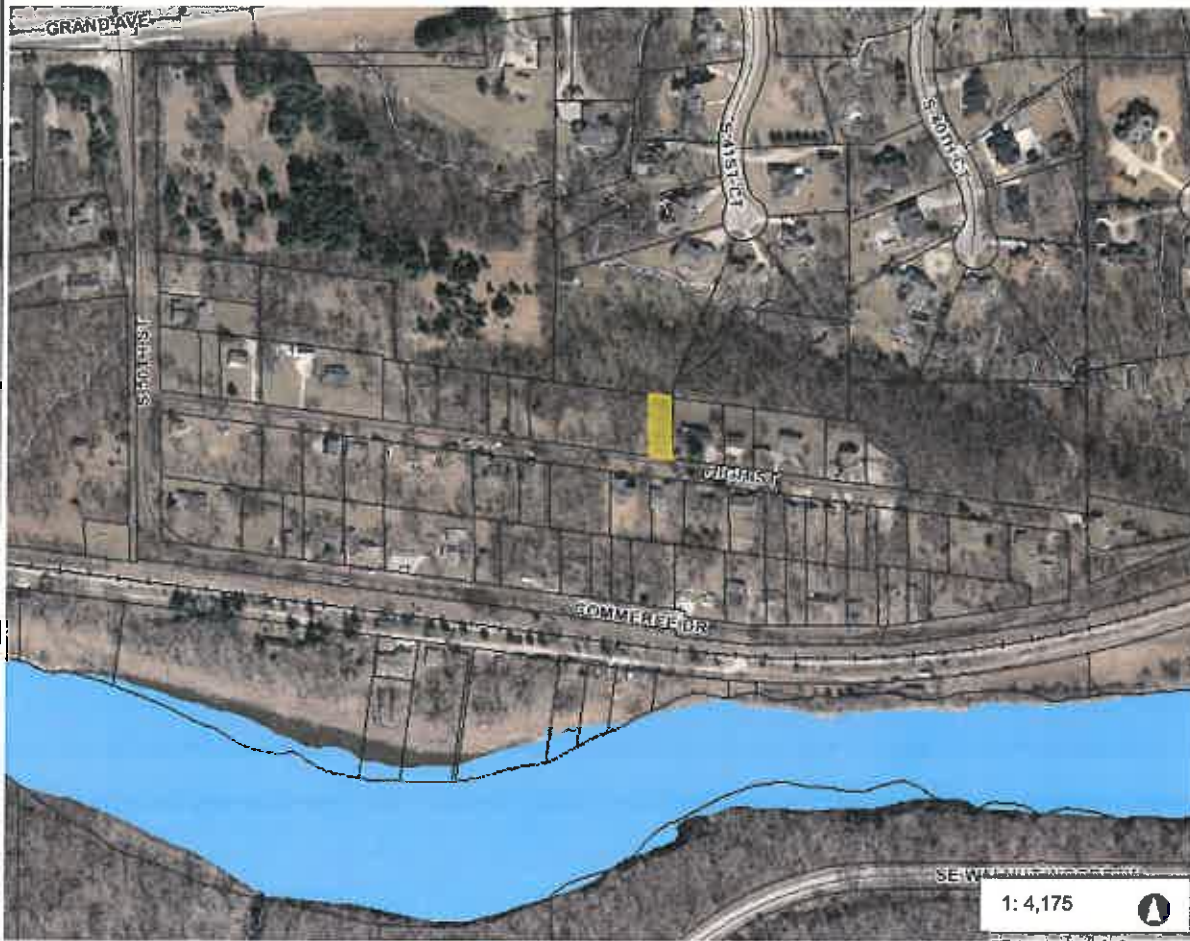
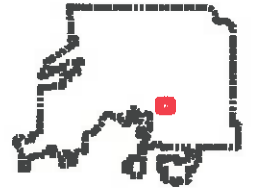
BACKGROUND:

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve a recommendation to the City Council to consider the possible sale of the City-owned lot at 4097 High Street and continue to show a park node on the Master Parks Plan to serve the Commerce area with a park in the future at a location yet to be determined.

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



4097 High Street



- Legend**
- Parcels
 - Parks
 - Greenways

1: 4,175



695.8 0 347.91 695.8 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

- COMMUNITY PARK
3 mile radius
- EXISTING NEIGHBORHOOD PARK
3/4 mile radius
- PROPOSED NEIGHBORHOOD PARK
3/4 mile radius
- EXISTING NON-PARK FACILITY
1/2 mile radius
- PROPOSED NON-PARK FACILITY
1/2 mile radius

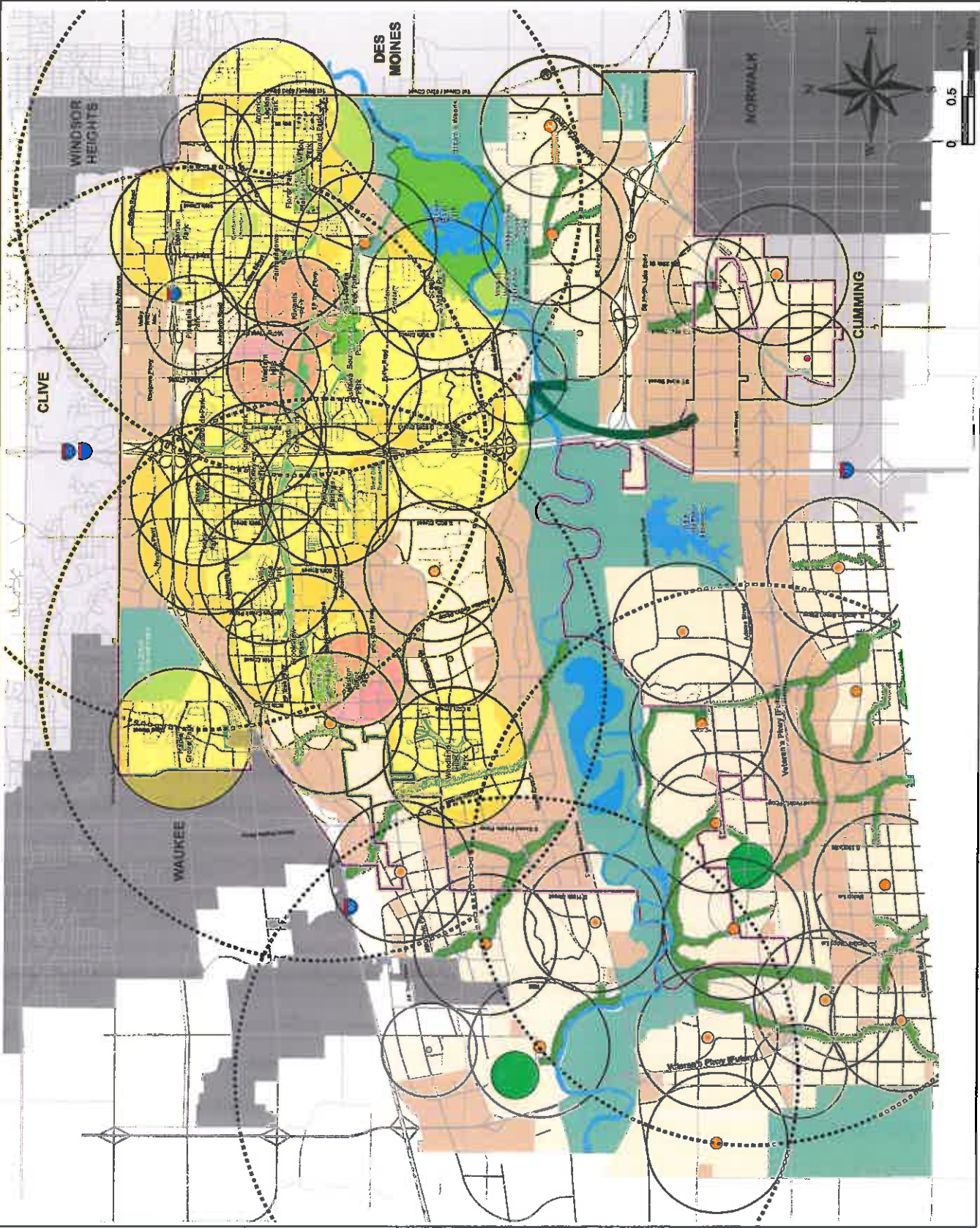
PARK FACILITIES

- COMMUNITY PARK
- NEIGHBORHOOD PARK
- MINI PARK
- SPECIAL USE FACILITY
- PROPOSED GREENWAY

LAND USE AREAS

- CITY PARK
- OPEN SPACE
- RESIDENTIAL ZONING
- NON-RESIDENTIAL ZONING
- CORPORATE LIMIT

DISCLAIMER: Proposed park and trail facilities shown on this plan are based on the most recent adopted version of the Comprehensive Plan (2010) and the Ultimate Streets Plan (2016). Proposed park and trail facilities are subject to change based on any future updates to the adopted Comprehensive Plan or Ultimate Streets Plan.



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

DATE: April 20, 2017

ITEM: Motion – Approval of Use for Cricket – Valley View Park

FINANCIAL IMPACT: None at this time.

SYNOPSIS: In February, staff met with Mukesh Tayal with the International Premier League (IPL) whose members have been playing cricket at Holiday Park. Also, in attendance at the meeting were Councilmember Rick Messerschmidt, City Manager Tom Hadden, and Sanjita Pradhan, who at the time of the meeting was with the Iowa Human Rights Commission. Mr. Tayal informed the group that there are currently around 300 players in the IPL, and numbers are increasing. He also described the league's level of play as more recreational than that of the Heartland Cricket League (HCL) which has a park use agreement with the City and has first rights to the existing cricket field in Holiday Park.

Over the last couple years IPL has been informally working with the HCL to schedule games and practices in Holiday Park. Although this has worked well, two issues have arisen. As previously noted, number of players in the IPL are increasing. Also, the cricket field in Holiday Park has been impacted by the construction of a deep well by West Des Moines Water Works over the winter. The City Manager asked staff to investigate options for additional cricket space.

Staff reviewed all City-owned property to determine if any other locations existed that could be used for cricket. The one space that has potential is the large field area at Valley View Park. Staff laid out field dimensions (see attached map) and found that if a concrete cricket pitch were to be constructed in the center of the field area, there would still be space for three full-sized adult soccer fields. There would also be no physical impact on the four baseball/softball practice fields. The only negative impact identified was to Australian football which utilizes the same sized space as cricket, but could not be played with the concrete cricket pitch in the center of the field.

Upon looking into use by Australian football, staff found that the local team, the Des Moines Roosters, had scheduled a game on July 22 at Valley View Park. Staff approached the president of the Roosters, Tyler Kamerman, about their use of the park. Mr. Kamerman indicated that overall player numbers were down and teams in other cities had actually disbanded. He also indicated that they could find another location for their July game, preferred to play closer to downtown Des Moines, and understood the needs of cricket.

Staff then met with Diana Wilson, General Manager of West Des Moines Water Works, regarding the impact of the deep well project on the Holiday Park field. It was discussed that not only would there be an impact this season, but that impact would likely extend through 2018 due to the establishment period needed for the turf restoration. Ms. Wilson has offered to pay for the construction of a cricket pitch at a new location.


A Facilities Committee meeting was held on March 23, 2017 with Board Member Schebel in attendance. Based on the following reasons, staff and the Facilities Committee are recommending that a cricket pitch be constructed at Valley View Park:

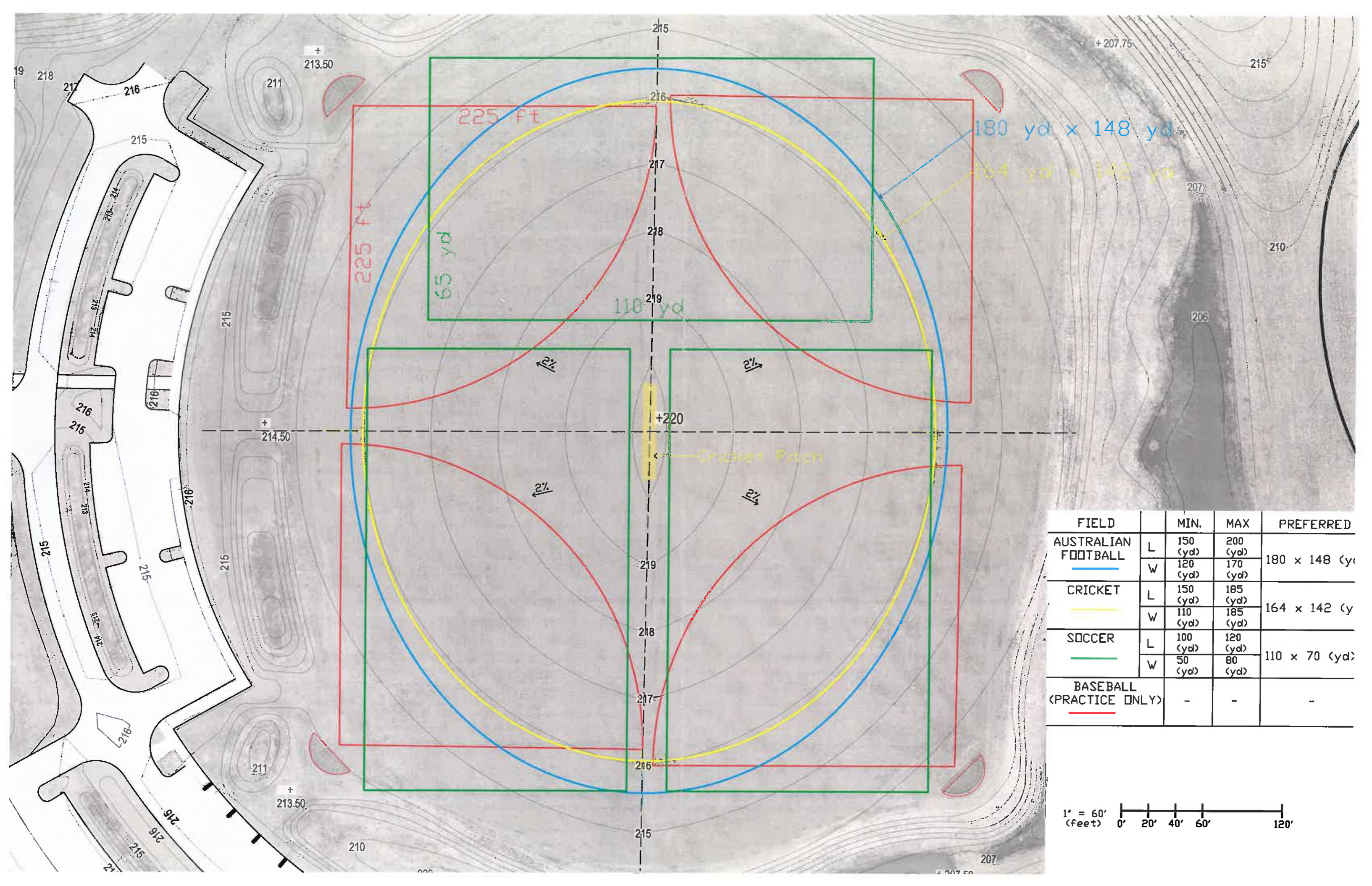
1. Numbers in recreational level cricket are increasing as opposed to Australian football whose numbers appear to be stable or even decreasing.

2. Australian football practices take place in Water Works Park in Des Moines, and they are willing to move their one game per year out of Valley View Park.
3. Location of the proposed cricket pitch will still allow space for other sports including soccer, baseball, and softball when cricket is not being played.
4. West Des Moines Water Works is willing to cover the cost of the cricket pitch based upon initial cost estimates.

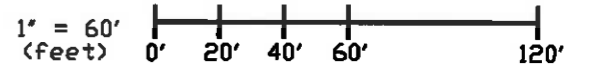
BACKGROUND:

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the use of Valley View Park for cricket.

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



FIELD		MIN.	MAX	PREFERRED
AUSTRALIAN FOOTBALL —	L	150 (yd)	200 (yd)	180 x 148 (yd)
	W	120 (yd)	170 (yd)	
CRICKET —	L	150 (yd)	185 (yd)	164 x 142 (yd)
	W	110 (yd)	185 (yd)	
SOCCER —	L	100 (yd)	120 (yd)	110 x 70 (yd)
	W	50 (yd)	80 (yd)	
BASEBALL (PRACTICE ONLY) —		-	-	-



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

DATE: April 20, 2017

ITEM: Discussion – Field Reservation Policy / Fee Structure – Valley View Park

FINANCIAL IMPACT: None at this time. If a field reservation system involving fees is approved in the future, there would be additional revenue to the City.

SYNOPSIS: Based upon the possible use of the open field space at Valley View Park for cricket, staff has started to draft a Field Reservation Policy and Fee Structure for that facility. The need for a more formalized process was anticipated during the master planning of the park. The reservation of field space with fees charged for reservations would be consistent with other community parks, such as Holiday and Crossroads Parks.


Several factors are involved with the reservation of field space including, but not limited to:

1. Season / Hours of Reservation
2. Minimum / Maximum Length of Reservation
3. Use by For-Profit Entities
4. Maximum Number of Attendees
5. Reservation Start Date / Limit on Number of Reservations
6. City Services Provided
7. Cancellation Policy
8. Special Event Permit Requirement
9. Fee Structure

The above factors will be addressed in the draft policy and fee structure being developed by staff. This item was briefly discussed at the Facilities Committee meeting held on March 23, 2017. The Board is asked to refer this item back to the Facilities Committee for further review. It will then be brought to the full Board at a future meeting for approval. In the meantime, the open field space at Valley View Park can continue to be utilized on a first-come, first-served basis.

BACKGROUND:

RECOMMENDATION: That this item be referred to the Facilities Committee. No formal action is required at this time.

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

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

DATE: April 20, 2017

ITEM: Motion – Approval of Field Renaming Request – West Des Moines Girls Softball Association

FINANCIAL IMPACT: None.

SYNOPSIS: The West Des Moines Girls Softball Association has requested approval to name two existing softball fields, East Field and West Field, after individuals who have supported the softball program. The fields would be named in their memory as follows:


Idso Field (after Sheldon Idso)
Basille Field (after (Vince & Kelli Basille)

The Association has been allowed to name fields after individuals in the past with the most recent being the renaming of Petite 2 Field to Quinn Field in April 2013. The Association would be responsible for paying for and installing the signs on the fields.

The Facilities Committee met on March 23, 2017 with Board Member Schebel in attendance. Schebel agreed with staff's recommendation to allow the renaming of the fields.

BACKGROUND:

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the request to rename East Field and West Field as "Idso Field" and "Basille Field".

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

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

DATE: March 20, 2017

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Holiday Park Youth Baseball Field Improvements Phase 4B & 5

FINANCIAL IMPACT: None at this time. The preliminary estimated base bid cost of the project is \$1,367,257, including \$408,536 for Phase 4B and \$958,721 for Phase 5. An additional estimated \$23,000 has been included in Add Alternates. The two phases are being bid together, but are being funded over two fiscal years. There is a total proposed budget of \$1,409,700, including \$447,700 in FY 16/17 and \$962,000 in FY 17/18. The project will be paid with funds budgeted in the Holiday Park Improvements CIP account (0525 012.0510 060 2016).

BACKGROUND: This Resolution is for the renovation of four baseball fields (Fields 7, 8, 9 and 10), and associated stormwater improvements in Holiday Park (see attached map showing Phase 4 and 5). Work includes demolition, grading, addition of amended topsoil in outfields, storm water drainage infrastructure, new infields and warning tracks, paving of bleacher areas and walkways to meet accessibility requirements, new dugouts and player benches, minor fencing adjustments, new irrigation, electrical improvements including new field lights on Fields 9 & 10, new practice pitching mounds, sodding of outfields, and other small miscellaneous items.

Two Add Alternates have been included, including Field #8 Outfield Renovations, and Limestone Edging along Warning Track of all fields.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler 

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
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: April 3, 2017

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – South 19th Street Trail and Sidewalk Project

FINANCIAL IMPACT: None at this time. The preliminary estimated base bid cost of the project is \$177,875. There is a total proposed budget of \$208,390 in FY 16/17. The project will be paid with funds budgeted in the Jordan Creek Trail S. 19th C.I.P. account (Project 0510 042 2016; G/L Account 500.000.000.5252.490).

BACKGROUND: This Resolution is for the removal of the older segment of asphalt trail along S. 19th Street and replacement with a standard 4' wide concrete sidewalk. Work includes traffic control, concrete & asphalt removals, drive & curb replacements, installation of concrete sidewalk & small section of trail, site restoration, and other associated work.

This trail was installed many years ago, and is now in need of repairs. But with the addition of the newer concrete trail along Grand Avenue (installed with the street reconstruction in 2010) and asphalt trail along the Jordan Creek (installed in 2013), the segment of trail along S. 19th Street is no longer a necessary part of the City's trail system.

Seven property owners along S. 19th Street will be affected. Once the trail is removed and replaced with 4' wide sidewalk, property owners will then be responsible for all on-going maintenance requirements for the sidewalk. This will include snow removal and long term maintenance of the concrete. A letter explaining these details will be sent to the affected property owners.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler

STAFF REVIEWS

Department Director	<i>MA for Sally Ortgies</i>
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services		
Date Reviewed	3/27/17		
Recommendation	Yes	No	Split

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

DATE: April 3, 2017

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Fairmeadows Park Playground Replacement

FINANCIAL IMPACT: None at this time. The preliminary estimated base bid cost of the project is \$237,802. The project also includes (3) optional add alternates totaling \$27,672. There is a total proposed budget of \$240,000 in FY 16/17. The project will be paid with funds budgeted in the Fairmeadows Park account (Project 0510 051 2016; G/L Account 500.000.000.5252.490).

BACKGROUND: This Resolution is for the replacement of playground equipment and associated site improvements at Fairmeadows Park. Funding for this project was allocated in previous fiscal years, but had been delayed due to the replacement of the large storm sewer pipe cutting through the park. The storm sewer was completed late last fall. This project includes excavation, concrete curbing & sidewalks, storm piping & drainage, supply & installation of playground equipment, playground surfacing, site restoration, and other associated work. The project also includes (3) optional add alternates including an additional sidewalk connection, additional play equipment, and additional site furniture.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler

STAFF REVIEWS

Department Director	<i>Met for Sally Ortigies</i>
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	-		
Date Reviewed	-		
Recommendation	Yes	No	Split

Resolution Ordering Construction and

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

DATE: April 17, 2017

ITEM: Proclamation – Earth Day – April 22, 2017

FINANCIAL IMPACT: None

BACKGROUND: The attached proclamation designates Saturday, April 22, 2017 as Earth Day. This proclamation is to promote awareness about outdoor recreation and environmental education in West Des Moines.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the proclamation designating Saturday, April 22, 2017 as Earth Day in West Des Moines.

Lead Staff Member: Sally Orgies, Director of Parks and Recreation

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
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: April 17, 2017

- ITEM:** Public Hearing – Holiday Park Baseball Improvements – Phase 4B & 5:
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total expense of \$1,161,050. There is a total budget of \$1,409,700, including \$447,700 in FY 16/17 for Phase 4B and \$962,000 in FY 17/18 for Phase 5. The consultant’s estimate for the project was \$1,367,257, including \$408,536 for Phase 4B and \$958,721 for Phase 5. The project will be paid with funds budgeted in the Holiday Park Improvements CIP account (0525 012.0510 060 2016).

BACKGROUND: The Council is asked to approve the plans and specifications for the Holiday Park Baseball Improvements-Phase 4B & 5 project and to receive and file the report of bids that is attached. Six bids were received for the project, with the lowest responsible base bid submitted by Iowa Athletic Field of Webster City, Iowa.

This Resolution is for the renovation of four baseball fields (Fields 7, 8, 9 and 10), and associated stormwater improvements in Holiday Park (see attached map). Work includes demolition, grading, addition of amended topsoil in outfields, storm water drainage infrastructure, new infields and warning tracks, paving of bleacher areas and walkways to meet accessibility requirements, new dugouts and player benches, minor fencing adjustments, new irrigation, electrical improvements including new field lights on Fields 9 & 10, new practice pitching mounds, sodding of outfields, and other small miscellaneous items. Phase 4B (Field 7 & 8) will begin immediately, with Phase 5 (Field 9 & 10) to begin after July 1. Two Add Alternates were part of the bid. Staff is recommending including Alt #1 which includes Field #8 Outfield Renovations in the amount of \$1,050, and rejecting Alt #2 for Limestone Edging along Warning Track.

OUTSTANDING ISSUES: None.

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 Holiday Park Baseball Improvements – Phase 4B & 5 in amount of \$1,161,050.

Lead Staff Member: David Sadler 

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	April 7, 2017

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: April 17, 2017

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2017 Concrete Trail Renovation Project


FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the project is \$148,630.13 Project expenses will be paid with budgeted funds in the 2017 Trail Renovation C.I.P. account (0510 004 2016). There is a total of approximately \$260,000 available in FY 16-17 for both concrete and asphalt trail renovation.

BACKGROUND: This Resolution is for repair and replacement of portions of existing concrete trail located primarily in the area of the Wells Fargo Campus. The locations are shown on the attached map. The areas being addressed were identified as a higher priority following the inspection of the entire trail system by City staff.

The majority of defects in the existing trail involve spalling and cracking of the concrete trail surface. Defective areas of the trail are being replaced with 6" thick reinforced concrete to help prevent future problems. This will further extend the life of the new trail.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler 

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
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

ITEM: Motion - Approval of Lease Agreement -
Suite 102, Valley Junction Activity Center

DATE: April 17, 2017

FINANCIAL IMPACT: The lease is for one year with a monthly rent of \$500/month

BACKGROUND: The current lease agreement with Paige Evans for the rental space, suite 102, at the Valley Junction Activity Center expires on April 30, 2017. Christina Barker has been operating a clothing boutique under a sublease agreement with Paige Evans since December of 2015.

This new lease agreement is with Christina Barker who has agreed to the terms of the one year lease under the same terms and rental rate with the option to extend the agreement if both parties agree. The Parks and Recreation budget includes revenue for leasing office space at this location.

The lease has been reviewed by the Assistant City Attorney.

OUTSTANDING ISSUES (if any): None

RECOMMENDATION: That the City Council adopt the lease agreement between Christina Barker and the City.

Lead Staff Member: Greg Hansen, Superintendent of 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