

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

**5:30 p.m.
Thursday, September 21, 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 August 17, 2017 Meeting**
- 4. Old Business**
 - A. Motion – Approval of Parks and Greenways, Park Facilities, and Trails Naming Policy
- 5. New Business**
 - A. Discussion – FY 18-19 Capital Improvement Program
- 6. Staff Reports**
 - A. Superintendent of Parks
 - B. Superintendent of Recreation
 - C. Director of Parks & 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, September 21, 2017
City Hall – City Council Chambers
4200 Mills Civic Parkway**

(Immediately follows the regular Board meeting)

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

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WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, August 17, 2017

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, August 17, 2017 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	X	X
Staff	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>Administrative Secretary</i>	Miranda Kurtt <i>Secretary</i>
Present	X	X	X	X	X

On Item 1. Approval of Agenda

Swalwell moved to approve the agenda as amended. Ridgway seconded. Motion carried, 4 yes.

On Item 2. Citizen Forum

No Items.

On Item 3. Approval of Minutes of June 15, 2017 Meeting

Schebel moved to approve the minutes as presented. Sewell seconded. Motion carried, 4 yes.

On Item 4. Old Business

On Item 4A. Motion – Approval of Field Reservation Policy– Valley View Park

Ortgies shared with the Board that the Facility Committee met on August 10th to review the policy. The Committee recommends approval by the Board. Ridgway inquired about the reservation process wording and suggested that “reservations must be made one business day” be changed to “reservations must be made at least one business day prior to the reservation.”

Ridgway moved to approve the Field Reservation Policy – Valley View Park with the addition of “at least” included in the reservation process. Swalwell seconded. Motion carried, 4 yes.

On Item 4B. Motion – Approval of Recommendation to City Council – Valley View Park Field Reservation Fees.

Ortgies shared with the Board that the Facility Committee met August 10th to review the fees. The Committee recommends approval by the Board.

Schebel moved to approve the recommendation to City Council to approve the Valley View Park Field Reservation Fees. Ridgway seconded. Motion carried, 4 yes.

On Item 5. New Business

No Items.

Staff Reports:

On Item 6A. Superintendent of Parks

Sadler shared that the new Landscape Architect, Kevin Conn, started on July 17th. Sadler shared that Fairmeadows Park is almost complete. Woodland Hills Park was completed and is open to the public. Holiday Park Phase 4B and 5 are going well and are currently 70% complete. Construction is scheduled

to begin soon on the Valley View Park Tennis Courts. Sadler added the 39th Street Parking Lot, Raccoon River Softball Irrigation, and Raccoon River Park Portable Toilet Enclosures projects are also scheduled to begin soon. Sadler also shared that the Landscape Architect is working on landscaping plans for Woodland Hills Park and Fairmeadows Park.

On Item 6B. Superintendent of Recreation

Hansen shared that Dog Park and Archery Facility day passes are now available for purchase online. Holiday Park Aquatic Center is scheduled to close for the season on August 20, 2017 and Valley View Aquatic center closed on August 11, 2017. Orgies shared that the department is utilizing DMACC Business Resources to assist during the months of September and October to work with staff on various aquatic center issues including recruitment, hiring and maintenance

On Item 6C. Director of Parks and Recreation

Orgies thanked everyone who participated in the Ice Cream Socials and added that there was a great turn out of neighborhood residents at both. Orgies attended the Purple Martin Lake Opening on August 24th along with Councilmember Rick Messerschmidt and representatives from the Iowa Department of Natural Resources and Des Moines Water Works. Orgies shared that at the August 10th meeting, the Facilities Committee discussed the citizen request that had been made for the addition of horseshoe, shuffleboard, and bocci ball courts at Fairmeadows Park. Orgies shared that staff and the Committee felt that American Legion and Florer Parks already offered horseshoe and shuffleboard courts. Orgies mentioned that a bocce ball court could potentially be added in Fairmeadows Park but the issue needs to be discussed further. Orgies stated that the American Legion Park skate ramp is in need of major repair and will need to be removed. After discussing with the Facilities Committee, it was decided that a sign will be posted at the facility asking citizens for feedback. Orgies stated that the City-owned Phenix site will need to be added to the Master Parks Plan as a special use facility. This item will be included on a future Board agenda along with the naming of the site. The neighbors have suggested the name “Nellie Phenix Legacy Commons”. Upon hearing the suggested name, the Board felt that it was slightly long and could possibly be shortened to “Phenix Commons”. Staff will communicate this with the neighbors to get their feedback. Orgies stated that a public hearing would be held on the naming at a future Board meeting. Orgies shared that she had been contacted by a possible donor who was interested in donating towards the proposed pedestrian bridge over the Raccoon River. She indicated that the amount of the donation was not at a level to allow naming rights, so other projects were being considered, including the Great Western Trail Connection.

On Item 7. Other Matters

Sadler provided an update on the trail crossing at the railroad tracks at the entrance to Raccoon River Park. Councilman Russ Trimble brought up several maintenance items that had been brought to his attention related to the dog park and poison ivy in parks.

On Item 8A: Receive, File and/or Refer:

August 7, 2017: Public Hearing – Raccoon River Portable Toilet Enclosures & Picnic Shelter: 1) Resolution – Approval of Plans and Specifications; 2) Motion – Receive and File Report of Bids; 3) Resolution – Approve Contract.
August 7, 2017: Public Hearing – 39th Street Parking Lot: 1) Resolution – Approval of Plans and Specifications; 2) Motion – Receive and File Report of Bids; 3) Resolution – Approve Contract.

Ridgway moved to adjourn. Swalwell seconded. Motion carried, 4 yes. Meeting adjourned at 6:36 p.m.

August 17, 2017

Respectfully submitted,

Anna Poss
Secretary

ATTEST:

Aaron Sewell
Advisory Board Secretary

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

DATE: September 21, 2017


ITEM: Motion – Approval of Parks and Greenways, Park Facilities, and Trails Naming Policy

FINANCIAL IMPACT: None at this time.

SYNOPSIS: Staff has researched the policies of other metro communities, as well as those of other cities throughout the country. A draft policy has been prepared that addresses the naming of parks and greenways, park facilities, and trails. The Facilities Committee will be meeting on September 19, 2017 to review the draft policy and make a recommendation to the Board.

BACKGROUND: A copy of the draft policy is attached.

RECOMMENDATION: That the Board approve the policy as recommended by the Facilities Committee.

Prepared by: Sally Ortgies, Director of Parks and Recreation 
Approved for Content by: Sally Ortgies, Director of Parks and Recreation
Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation



Parks & Greenways, Park Facilities, and Trails Naming Policy

Preliminary Draft

September 2017

I. GENERAL

It is in the interest of the citizens of West Des Moines to establish a policy for naming of City parks and greenways, park facilities, and trails located within the West Des Moines parks and trails system. Naming shall primarily be according to geographic location, historical significance, landmarks, or neighborhood location. In certain instances, it may be deemed appropriate to name a site after an individual, business, or organization that has provided a significant contribution.

The purpose of this policy is to establish guidelines and procedures for the naming of parks and greenways, park facilities, and trails. In most cases, consideration shall be given to requests for naming of new locations, unnamed areas, or those being renovated.

The Parks and Recreation Advisory Board (BOARD) has the right to make recommendations to the City Council (COUNCIL). The COUNCIL then has the exclusive right to approve naming of City parks and greenways, park facilities, and trails within the City of West Des Moines in accordance with this policy.

II. PROCEDURE

Consideration of a proposal for the naming or renaming of City park land or a park facility shall be submitted and reviewed as follows:

A. Public-Initiated Requests

A letter of request (and/or petition) must first be submitted to the Director of Parks and Recreation. The letter of request (and/or petition) shall include the proposed name, site location, contact information for the person making the request, reasons for the request, and any supporting documentation. The letter of request (and/or petition) shall include a brief explanation or biography of the person(s) or event to be honored and a justification of why the site is being recommended for specific naming. Recommended names that do not meet the guidelines established by this policy will not be considered.

Upon receipt of the letter or request (and/or petition) the matter will be placed on a subsequent BOARD agenda in order for the BOARD to initially consider the request and either deny or refer the request to staff and the BOARD's Facilities Committee for further review and recommendation.

B. Staff-Initiated Naming Requests

Naming of sites initiated by staff shall be placed on a BOARD agenda in order for the BOARD to initially consider the request and either deny or refer the request to the BOARD's Facilities Committee for further review and recommendation.

C. Staff Verification and Review / Facilities Committee Review

Within thirty (30) days of BOARD referral, staff will research and verify all information submitted in the request in accordance with the naming considerations and criteria set forth in Section III below. Staff will also request a review by other City departments, if necessary. Within ninety (90) days of BOARD referral, the Facilities Committee will consider staff findings and the extent of public support for, and public opposition to, the proposed name, and will make a recommendation regarding the request. The Facilities Committee recommendation will be placed on a subsequent BOARD agenda.

D. Board Review / Council Review

Public notice will be given and a public hearing will be held on the naming proposal being recommended by the Facilities Committee at the scheduled BOARD meeting. Notice of said hearings will be provided according to State requirements. In the event of renaming existing City park or greenway land or an existing City park facility or trail, notice of the public hearing shall also be posted in a conspicuous location on or within the facility. The BOARD will hold the public hearing and then take action to either deny the proposal or approve a recommendation to the COUNCIL. The matter will then be placed on a subsequent COUNCIL agenda in order for COUNCIL to consider and take action on the BOARD's recommendation.

D. Approval / Installing or Replacing Signage

If the naming request is approved, the cost of producing, installing, maintaining, and replacing City signs with the new name may be required to be paid for by the person or organization requesting the name change prior to such work being undertaken by the City. If required, the maintenance funding shall be provided by donation to the City in an amount established by appropriate City staff to be necessary for maintaining said sign for at least 10 years. All signage is subject to staff approval.

III. NAMING OPTIONS / CONSIDERATIONS AND CRITERIA FOR NAMING

The naming of City park lands, greenways, park facilities, or trails may be, but is not limited to, in honor of individuals (living or deceased), organizations, or businesses that have made direct or significant contributions of services, land, funds, or goods to the City which have considerably enhanced the quality of life of West Des Moines citizens and contributed towards the mission of the Parks and Recreation Department; neighborhoods, geographic or common usage identifications; and persons, places, or events of historical or cultural significance.

A. General Criteria

When evaluating naming requests, consideration should be given to the following general criteria:

1. Overall benefit to the City of West Des Moines and/or Parks and Recreation Department
2. Positive reflection of the City and/or Department
3. Purpose and mission of the City and/or Department
4. Proposed name is well known to all citizens and/or acknowledged by other national, state, or local community organizations for lasting significance
5. Citizen input and support for name or name change
6. No duplication of names or repeated recognition of a specific person or group

The name shall not endorse any religion or religious belief, have any obscene connotation or demean any racial or ethnic group or be derogatory or offensive as measured by contemporary

community standards. City staff, BOARD, and COUNCIL reserve the right to reject any proposal that does not meet this policy, or names that promote products, programs, or activities that are detrimental to public health, safety and well being; violate the First Amendment, or laws of the land; promote any unethical business practice under law; or discriminate against any person or group. Naming recognition is subject to future change/reconsideration by the City in the event that the recognition becomes damaging to the City's reputation, or contradictory to applicable law, as determined by the City.

B. Naming in Recognition of Donation

In the event of naming requests related to significant donations of funds, in-kind services with monetary value, or land, the donation shall generally be in an amount equal to fifty percent (50%) or more of the total development cost of the project. A written gift and naming agreement shall be entered into between the City and honored donor, or person or entity providing the donation, prior to or upon approval of the naming request. Such agreement shall state that, as determined by the City, naming recognition is subject to future change/ reconsideration by the City in the event that the recognition becomes damaging to the city's reputation, contradictory to applicable law, or in the case of a business name, the business closes. The written agreement may also include an appropriate time limitation on the honorary donor naming, and may set minimum contribution amount guidelines for naming purposes.

The recognition of donors shall be as described in the written agreement but in all cases shall be consistent with the Parks and Recreation Department's signage program and be as unobtrusive as possible, complementing the environment in which it is located.

IV. EXCEPTIONS

A. Exceptions to the procedure set forth in Section II of this policy may be made by COUNCIL or by recommendation to the COUNCIL by City staff and/or the BOARD, upon finding appropriate circumstances to consider or expedite the naming of City park land, greenway, park facility, or trail.

B. City park land, greenways, park facilities, or trails shall not be named in honor of any City employee, Mayor, or Council, Commission, or Board member until at least two years following the end of their term/employment with the City.

C. This policy of naming City park land, greenways, park facilities, or trails shall not preclude the appropriate acknowledgment of assistance, financial or otherwise, from organizations or individuals in the construction, operation, or maintenance of City park lands or park facilities, such as placing plaques or signs identifying the organization or individual who made a donation to the project or naming a minor component of a structure, for example, one room of a facility, or a non-fixture component of a facility (bench, tree, etc.).

D. In the case of renaming, preference will be given to renaming of City park land and park facilities that have not previously been named to honor a specific person or event.

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

DATE: September 21, 2017

ITEM: Discussion – FY 18-19 Capital Improvement Program

FINANCIAL IMPACT: None at this time.


SYNOPSIS: The Board will be asked to consider the Capital Improvement Program (CIP) budget for the next three fiscal years with a focus on FY 18-19. A draft list is attached showing the funding received this year (FY 17-18) and the list of potential projects for FY 18-19 as identified by the Board last year and a list of possible future projects.

Staff will be updating some of the costs and working on staff priorities over the next few weeks.

Staff recommends that at this time the draft list to be prepared by staff be referred to the Facilities Committee for further review. A final list will be brought to the Board for approval at a future meeting.

BACKGROUND:

RECOMMENDATION: That the Board discuss possible CIP projects and refer the draft list of CIP projects to the Facilities Committee for further review.

Prepared by: Sally Ortgies, Director of Parks and Recreation 
Approved for Content by: Sally Ortgies, Director of Parks and Recreation
Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation

**Parks & Recreation
Capital Improvement Program
Draft Planning Document**

9/6/2017

OCR=General Fund-Cash Reserves; GO=GO Bonds; RUT=Road Use Tax; P=Private Donation; CTF=Cemetery Trust Fund; SW=Stormwater Fund

FY 17-18 - FUNDED					
Priority	Parks				
1	Various	Shelter renovation, Kinnaird/Fleming/Structure Building	GO	\$	40,000
2	Florer Park	Shelter replacement / horseshoe court lighting & fence upgrade	GO	\$	115,000
3	Valley View Aquatic Center	Leisure pool play structure replacement	GO	\$	270,000
4	Trails	Valley Junction trail connection design	GO	\$	50,000
5	Trails	Windsor Heights trail connection feasibility planning	GO	\$	30,000
6	Pinedale Park	Construction of playground, shelter, BB court, sidewalks	GO	\$	344,000
7	System-Wide	Signage upgrade plan	GO	\$	80,000
8	Raccoon River Park	Canoe/kayak lockers / access area	GO	\$	70,000
9	Whisper Point Park	Site plan, design, & grading	GO	\$	180,000
10	Hidden Point Park	Site plan, design, & grading	GO	\$	350,000
11	Valley View Park	West shelter / restrooms / trail connection	GO	\$	770,000
12	Woodland Hills Park	Woodland Hills Greenway trail construction	GO	\$	315,000
13	Parks Subtotal	BB & tennis courts, loop trail, landscaping	GO	\$	450,000
				\$	3,024,000
	Ongoing Maintenance				
	Trail Renovation	Trail repair, underground lighting upgrades, & bridge repairs	GO	\$	275,000
	Concrete Pavement Renovation	Preventative maintenance & repair of concrete pavement	GO	\$	60,000
	Court Renovation	Willow/Meadowlow basketball courts	GO	\$	220,000
	Ongoing Maintenance Subtotal			\$	555,000
	Special Projects				
	Holiday Park Baseball Field Improvements	Phase 5 - Fields 9 & 10 Construction	GO	\$	962,000
	Jordan Creek Watershed	Water quality improvements plan & initial project/grant match	SW	\$	100,000
	Community Park	Payment #1 of 5 per agreement	O	\$	349,061
	Project Planning	Game Changer Project Refinement & Cost Estimating/Fundraising Plan	GO	\$	250,000
	Special Projects Subtotal			\$	1,661,061
	Total			\$	4,685,061

Moved to Facility Budget

Moved to Ongoing Maintenance Budget
 Moved to Ongoing Maintenance Budget
 Moved to Ongoing Maintenance Budget

FY 18-19 - POTENTIAL

Parks					
Whisper Point Park	Playground, shelter, BB court, sidewalks, trails, restroom, parking lot	GO	\$	700,000	
Hidden Point Park	Playground, shelter, BB court, sidewalks, trails, restroom, parking lot	GO	\$	700,000	
Raccoon River Park	Sprayground / ship structure replacement	GO	\$	600,000	
Neighborhood Park Tennis Courts	Tennis courts in Wild Rose Park & Scenic Valley Park	GO	\$	307,000	
Raccoon River Park	Lighting update	GO	\$	400,000	
Legion Park	Tennis Court light upgrade	GO	\$	50,000	
Peony Park	Play equipment replacement	GO	\$	200,000	
Willow Springs Park	Play equipment replacement	GO	\$	200,000	
Scenic Valley Park	Play equipment replacement	GO	\$	200,000	
Various	Site furniture	GO	\$	30,000	
Various	Park signage	GO	\$	150,000	
Raccoon River Park	Softball complex field/dugout renovations	GO	\$	80,000	
Parks Subtotal			\$	3,617,000	
Ongoing Maintenance					
Trail Renovation	Trail repair & bridge repairs	GO	\$	245,000	
Various	Cour renovation	GO	\$	100,000	
Ongoing Maintenance Subtotal			\$	345,000	
Special Projects					
Holiday Park Baseball Field Improvements	Baseball Phase 6 - Fields 3 & 4 Design/Construction**	GO	\$	758,000	
Community Park	Payment #2 of 5 per agreement	O	\$	356,250	
Special Projects Subtotal			\$	1,114,250	
Total			\$	4,731,250	

Moved to Ongoing Maintenance Budget

**Cost does not include any costs associated with the design, demolition, or construction of parks maintenance facility site

Future Projects					
American Legion Park	Play equipment replacement	GO	\$	210,000	FY (Est.) 31-32
	Expand skate facility	GO	\$	45,000	
	Trail	GO	\$	40,000	
Ashawa Park	Play equipment replacement	GO	\$	200,000	20-21
Brookview Park	Play equipment replacement	GO	\$	150,000	28-29
	Outdoor classroom	GO	\$	40,000	
Crossroads Park	Play equipment replacement	GO	\$	210,000	19-20
	Parking lot reconstruction	GO	\$	250,000	
	Tennis court lights	GO	\$	75,000	
	Shelter/restroom replacement	GO	\$	400,000	23-24
	Lions shelter replacement	GO	\$	50,000	
	Sidewalk from parking to softball field	GO	\$	20,000	
	Tennis court fence repair	GO	\$	50,000	
Fairmeadows Park	Shelter/restroom replacement	GO	\$	250,000	21-22
Holiday Park	Baseball Phase 7 - Parking Improvements**	GO	\$	533,000	19-20
	Softball field improvements	GO	\$	1,500,000	19-20

	Softball field improvements	GO	\$	500,000	20-21
	Aquatic center upgrade	GO	\$	1,000,000	
	Shelter/entrance feature	GO	\$	315,000	
	Parks shop yard renovation	GO	\$	500,000	
Houston Cemetery	Replacement of fencing/sidewalk access	GO	\$	55,000	
Houston Ridge Park	Play equipment replacement	GO	\$	150,000	31-32
Jaycee Park	Play equipment replacement	GO	\$	200,000	19-20
Kiwanis Park	Shelter/restroom replacement	GO	\$	250,000	21-22
	Play equipment replacement	GO	\$	200,000	19-20
	Shelter replacement	GO	\$	100,000	23-24
Knolls Park	Play equipment replacement	GO	\$	200,000	31-32
	Shelters	GO	\$	40,000	
Maple Grove Park	Play equipment replacement	GO	\$	200,000	28-29
Meadowview Park	Play equipment replacement	GO	\$	200,000	24-25
	Shelter/restroom replacement	GO	\$	250,000	21-22
	Parking lot	GO	\$	150,000	
	Loop trail	GO	\$	185,000	
Pearson Park	Play equipment replacement	GO	\$	200,000	30-31
	South bridge replacement	GO	\$	150,000	
Quail Cove Park	Play equipment replacement	GO	\$	200,000	25-26
Raccoon River Park	Play equipment replacement	GO	\$	400,000	21-22
	Play equipment replacement - softball complex	GO	\$	200,000	19-20
	Beach building	GO	\$	720,000	
	Canoe access	GO	\$	140,000	
	Court sports area - BB & VB courts/restrooms/shelter	GO	\$	1,050,000	
	Dog park improvements - shelter/waste tank/water	GO	\$	90,000	
	Dog park trail - around outside of fence	GO	\$	105,000	
	Dog water training area	GO	\$	55,000	
	East entrance pavement	GO	\$	700,000	
	Erosion control	GO	\$	250,000	
	Habitat restoration	GO	\$	155,000	
	Parking lots - new parking	GO	\$	340,000	
	Peninsula development	GO	\$	160,000	
	Shelters	GO	\$	450,000	
	Signage	GO	\$	42,000	
	Soccer playground	GO	\$	170,000	
	Soccer field improvements	GO	\$	1,000,000	
	SB complex limestone seatwall	GO	\$	40,000	
	SB complex renovation / fence & bleacher repair	GO	\$	100,000	
	SB complex maintenance access paving/parking lot	GO	\$	200,000	
Southwoods Park	Open air shelter	GO	\$	140,000	
Valley View Park	Lighted sand volleyball courts (2)	GO	\$	138,000	
	Phase 3	GO	\$	2,200,000	
	Phase 4	GO	\$	4,300,000	
	Phase 5	GO	\$	5,500,000	
	Future	GO	\$	10,000,000	
Wild Rose Park	Aquatic center enhancement	GO	\$	1,000,000	21-22
	Play equipment replacement	GO	\$	200,000	
Wilson Park	Play equipment replacement	GO	\$	200,000	24-25

Woodland Hills Park	Shelter replacement	GO	\$	200,000	19-20
	Play equipment replacement	GO	\$	200,000	33-34
Land Acquisition	Community park - south of river - payment #3	O	\$	346,708	19-20
	Community park - south of river - payment #4	O	\$	337,165	20-21
	Community park - south of river - payment #5	O	\$	327,623	21-22
	Community park - west	O	\$	3,600,000	
	Sports complex	O	\$	6,400,000	
	Mini-park - Commerce	O	\$	105,000	
	River access	O	\$	105,000	
	Natural resource area	O	\$	200,000	
	Greenway - Sugar Creek/Raccoon River	O	\$	1,100,000	
Trails	Sugar Creek Greenway	GO	\$	5,000,000	
	Woodland Hills Greenway	GO	\$	1,000,000	
	Raccoon River Trail	GO	\$	4,000,000	
	Raccoon River Bridge	GO	\$	3,000,000	
	Trail underpasses (5)	GO	\$	1,800,000	
	Trail renovation	GO	\$	250,000	19-20
	Trail renovation	GO	\$	255,000	20-21
	Trail renovation	GO	\$	260,000	21-22
	Trail renovation	GO	\$	265,000	22-23
	Trail renovation	GO	\$	270,000	23-24
Recreational Facilities	Community recreation center	REF	\$	30,000,000	
	Inflatable dome sports fields	REF	\$	3,000,000	
	Bocce ball courts	GO	\$	25,000	
Various Parks	Concrete pavement renovation	GO	\$	50,000	20-21
	Court renovation	GO	\$	100,000	19-20
	Landscaping	GO	\$	50,000	19-20
	Park signage	GO	\$	150,000	19-20
	Park signage	GO	\$	150,000	20-21
	Park signage	GO	\$	150,000	21-22
	Shelter renovation	GO	\$	75,000	23-24
	Concrete pavement renovation	GO	\$	75,000	25-26
	Court renovation	GO	\$	75,000	24-25
	Landscaping	GO	\$	50,000	22-23
	Site furniture	GO	\$	30,000	23-24
	Neighborhood park skate facilities	GO	\$	200,000	
Total Future Projects			\$	102,314,496	

*Play equipment replacement based on 18 year lifespan

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

DATE: September 5, 2017

ITEM: Motion – Approval of Professional Services Agreement – Park Signage Upgrade Plan

FINANCIAL IMPACT: Expense of \$29,800 plus reimbursable expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 17-18 CIP from the Park Signage Upgrade (Project No. 0510 094 2017).

BACKGROUND: The Council is asked to approve an agreement with Reynolds Urban Design to complete a signage master plan, design guidelines and construction documents for the parks system signage. The current signs within the City’s neighborhood parks are over 20 years old with many showing signs of decay and age. In addition, the parks system has a wide variety of directional, regulatory and operational signs. This project would include creating a consistent design vocabulary for new neighborhood park signs, as well as directional, regulatory and operational signs. The scope of the project includes gathering information on existing signs, reviewing goals of the project, creating signage diagrams & sketches, presenting a summary of recommendations, creating design drawings & illustrations, final plan documentation, providing implementation budget numbers, and providing a phasing plan for implementation.


The agreement with Reynolds Urban Design is attached along with their proposal, scope of work, and schedule. Reynolds Urban Design was selected for this project due to their creative design skills and past experience in this type of work. The City retains professional consultants based on their past work experience, qualifications, and availability. City staff attempts to distribute professional services on an equitable basis to qualified firms maintaining local metropolitan area offices who have expressed interest in working for the City of West Des Moines.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the agreement with Reynolds Urban Design.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & Recreation 
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: September 5, 2017

ITEM: Resolution – Accept Work – Woodland Hills Park Site Development

FINANCIAL IMPACT: The total construction cost of this project is \$735,942.70. All costs of the project have been paid from the Woodland Hills Park Improvements C.I.P. (Project 0525 058 0510 048; Account 500.000.000.5250.490). The original contract amount of the project was \$733,573.20, with (4) change orders totaling \$2,369.50.

BACKGROUND: Joiner Construction of Plano, Iowa is working under an agreement dated August 8, 2016 for construction services related to the Woodland Hills Park Site Development. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.


This project was separated into two divisions: Division 1 included construction of a shelter, restroom building, playground, and parking lot. Division 2 included water quality practices that were partially funded through an IDALS Water Quality Initiative grant. These items included the installation of permeable pavers in portions of the parking lot, construction of three bioretention cells with soil amendments and native plants, and soil restoration on approximately 4 acres of the park site. Staff has requested and received grant reimbursement from the State of Iowa for \$62,236.75, with an additional \$3,263.25 to be reimbursed following final completion.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split