

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

**5:30 p.m.
Thursday, October 19, 2017
City Hall – City Council Chambers
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum** – Presentation by FLL team on their City wide rain barrel program.
- 3. Approval of Minutes of September 21, 2017 Meeting**
- 4. Old Business**
 - A. Motion – Approval of Parks, Greenways, Park Facilities, and Trails Naming Policy
 - B. Discussion – FY 18-19 Parks Capital Improvement Program Budget Request
- 5. New Business**
- 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.

WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, September 21, 2017

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, September 21, 2017 at 5:34 p.m. by Vice Chair Schebel.

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

Council	Russ Trimble <i>Council Liaison</i>				
Present	X				

On Item 1. Approval of Agenda

Sewell moved to approve the agenda as amended. Hrdlicka seconded. Motion carried, 3 yes.

On Item 2. Citizen Forum

No Items.

On Item 3. Approval of Minutes of August 17, 2017 Meeting

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

On Item 4. Old Business

On Item 4A. Motion – Approval of Parks and Greenways, Park Facilities, and Trails Naming Policy.

Ortgies shared that the policy is being reviewed by the Legal Department. At the request of the Facilities Committee, Ortgies has asked Legal staff to specifically review the section related to the endorsement of any religion or religious belief. Hrdlicka shared that the Board should wait to hear back from the Legal Department on the final wording before a motion is made.

Hrdlicka moved to defer approval of the Parks and Greenways, Parks Facilities, and Trails Naming Policy to the October 19th Park Board meeting.

On Item 5. New Business

On Item 5A. Discussion – FY 18-19 Capital Improvement Program

Ortgies requested input from the Board on possible parks CIP projects. Ortgies shared that staff is meeting next week to begin to develop a recommendation. Schebel shared that during the Facilities Committee meeting there was discussion about removing the Raccoon River Park sprayground rather than replacing it. Ortgies shared that she agrees that the sprayground should be removed and that replacing it with a new sprayground could result in over-crowding at the popular play area. Sewell stated that it seems logical to prioritize other projects before installing a new spray ground at Raccoon River Park. Ortgies shared that the Facilities Committee also discussed delaying the replacement of play equipment at Peony, Willow Springs, and Scenic Valley Parks due to the fact that the equipment is still

in good condition. Schebel shared that pickleball is becoming popular among citizens in West Des Moines, and she suggested the sport be something the Board look into implementing. Ortgies shared that the Valley View Park tennis courts will accommodate pickleball. Staff is also considering installing a bocce ball court in Fairmeadows Park. Ortgies added that the CIP also includes development of two new neighborhood parks - Whisper Point Park and Hidden Point Park. Hrdlicka asked about the need to advance the parks based upon surrounding development. Schebel shared that Hidden Point Park would be beneficial with the large apartment complexes in the area. Staff will set up another meeting of the Facilities Committee to further discuss the CIP before bringing it back to the Board for approval.

Staff Reports:

On Item 6A. Superintendent of Parks

Sadler shared that Fairmeadows Park is complete. The Department's Landscape Architect has been working on landscaping in the park along with the Public Services Department. Staff has planted 120 trees in Fairmeadows and Woodland Hills Parks. Sadler shared that many projects are currently being seeded, including Woodland Hills Park. Holiday Baseball Field Renovation Phases 4B and 5 are 80% complete. Sadler stated that the Valley View Park Tennis Courts are being paved, lighting is being added, and the surfacing is being completed within the coming week. Sadler added that the 39th Street parking lot grading has started, and the paving will begin soon. The Raccoon River Park Softball Complex irrigation upgrade is scheduled to begin next week, and the Raccoon River Park portable toilet enclosures are currently being manufactured. The new shelter by the fishing pier will also be installed this coming fall. Sadler shared that the amphitheater and boat house design contracts have been approved by City Council. Sadler shared that staff has been working on the Veterans Parkway enhancements project. Hrdlicka inquired about the Raccoon River Park railroad crossing, and Sadler responded that there is a meeting scheduled the first week of October for 20 Public Services employees to complete the required training so they will be able to construct the project within the railroad right-of-way.

On Item 6B. Superintendent of Recreation

Hansen shared that Illumifest is Saturday, October 23rd, on the City Campus.

On Item 6C. Director of Parks and Recreation

Ortgies shared that the fees for Valley View Park field reservations that were approved at the last Board meeting will be brought to City Council on October 2nd. Mark Brewick, Hansen and Ortgies have been working with DMACC on improving the process for recruiting and hiring Aquatic Center staff. A second 12 hour session is planned with the Public Services Department to address Aquatic Center maintenance responsibilities. Schebel inquired if staff have publicized the efforts that have been taking place for improving the Aquatic Center processes.

On Item 7. Other Matters

No items.

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

September 5, 2017: Motion – Approval of Professional Services Agreement – Park Signage Upgrade Plan.

September 5, 2017: Resolution – Accept Work – Woodland Hills Park Site Development.

Sewell moved to adjourn. Hrdlicka seconded. Motion carried, 3 yes. Meeting adjourned at 6:25 p.m.

September 21, 2017

Respectfully submitted,

Anna Poss
Secretary

ATTEST:

Aaron Sewell
Advisory Board Secretary

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, September 21, 2017**

The workshop of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, September 21, 2017 at 6:27 p.m. by Heather Schebel.

Commission	Heather Schebel	Rick Swalwell	Forrest Ridgway	Aaron Sewell	Joe Hrdlicka
Present	X			X	X- Called In

Staff	Anna Poss <i>Parks & Recreation Administrative Secretary</i>	David Sadler <i>Superintendent of Parks</i>	Greg Hansen <i>Superintendent of Recreation</i>	Sally Ortgies <i>Director of Parks & Recreation</i>
Present	X	X	X	X

On Item 1. Park Project Planning / Fundraising

Ortgies shared that the Raccoon River Pedestrian Bridge planning has been delayed slightly due to unforeseen obstacles staff has discovered during the planning process related to the floodway.

Ortgies shared that the private donor for the Amphitheater is considering donating enough money in order to earn the naming rights for the stage. Ortgies shared that the private donors are interested in a timeline concerning the City’s efforts for raising the additional funds.

Hrdlicka mentioned that staff needs to start creating a list of corporate entities for sponsorship. Schebel mentioned inviting some of the corporate officers to join the Fundraising Committee. Hrdlicka shared that marketing efforts for the projects should be re-visited. Ortgies shared that there has been some concern about the project name proposed by Performance Marketing – WDM Amplified. She recommended that the Board consider adopting the original name, Five Waters Project, as it seems to resonate with most people. The Board members present agreed. Ortgies stated that the next step could be to develop a clear scope of work and request proposals from other firms. The Board agreed with this approach.

Schebel inquired about the size, responsibilities, and mission of the Fundraising Committee. This was discussed, and Hrdlicka added that quantifying desired donation amounts would benefit all parties. Ortgies stated that was a good idea and could be done once cost estimates have been refined.

On Item 2. Other Matters

No items.

Hrdlicka moved to adjourn. Sewell seconded. Motion carried. Workshop adjourned at 7:03 p.m.

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

DATE: October 19, 2017


ITEM: Motion – Approval of Parks, 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 policy has been reviewed by the City's Legal Department and the Facilities Committee. The Facilities Committee will be meeting prior to Thursday's meeting and will bring 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, 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, 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.

E. 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, 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 parks, 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 a City park, greenway, park facility, or trail.

B. City parks, 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 parks, 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 parks, greenways, park facilities or trails, 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 parks, greenways, park facilities, and trails that have not previously been named to honor a specific person or event.

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

DATE: October 19, 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 a preliminary staff recommendation. The Facilities Committee will be meeting prior to Thursday's Board meeting to review the list. Staff will continue to update some of the costs and work on a final recommendation to be approved at the November Board meeting.

BACKGROUND:

RECOMMENDATION: That the Board discuss the preliminary staff recommendation.

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 Preliminary Draft Staff Recommendation

10/13/2017

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

Priority						
FY 17-18 - FUNDED						
Parks						
1	Various	Shelter renovation - Memorial Park/Structure Renovation	GO	\$	40,000	Moved to Facility Budget
2	Florer Park	Shelter replacement / horseshoe court lighting & fence upgrade	GO	\$	115,000	
3	Valley View Aquatic Center	Laisure pool play structure replacement	GO	\$	270,000	
4	Trails	Valley Junction trail connection design	GO	\$	50,000	
5	Trails	Windor 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 / lighted sand volleyball	GO	\$	908,000	
12	Trails	Woodland Hills Greenway trail construction	GO	\$	315,000	
13	Woodland Hills Park	BB & tennis courts, loop trail, landscaping	GO	\$	450,000	
14	Various	Site furniture / BAC bike racks	GO	\$	10,000	
15	Various	Greenway wayfinding signage (non-CT greenway/trails)	GO	\$	15,000	
	Parks Subtotal			\$	3,187,000	
Ongoing Maintenance						
	Trail Renovation	Trail repair, underpass lighting upgrades, & bridge repairs	GO	\$	275,000	Moved to Ongoing Maintenance Budget
	Concrete Pavement Renovation	Preventative maintenance & repair of concrete pavements	GO	\$	80,000	Moved to Ongoing Maintenance Budget
	Court Renovation	Wigwag/Mechanoview basketball courts	GO	\$	220,000	Moved to Ongoing Maintenance Budget
	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			\$	4,848,061	

FY 18-19 - PROPOSED

Parks					
Whisper Point Park	Playground and sidewalks	GO	\$	325,000	
Hidden Point Park	Playground, sidewalks, and parking lot	GO	\$	425,000	
Raccoon River Park	Sprayground and ship structure demo	GO	\$	50,000	
Raccoon River Park	Lighting upgrade plan	GO	\$	60,000	
Raccoon River Park	Softball complex drainage and electrical improvements	GO	\$	80,000	
Legion Park	Tennis court lighting upgrade	GO	\$	150,000	
Fairmeadows Park	Boocball court and sidewalks	GO	\$	50,000	
Valley View Park	Central site grading, utilities & roadway - design dev. and const. docs	GO	\$	300,000	
Raccoon River Ped Bridge (5 Waters)	Ped bridge - design development and construction documents	GO	\$	300,000	
Sugar Creek Greenway Trail (5 Waters)	Phase 1 - design and construction	GO	\$	825,000	
Raccoon River Park (5 Waters)	Boathouse & Parking - design development and construction docs	GO	\$	200,000	
Various Locations	Site furniture / BAC bike racks (\$310,000)	GO	\$	30,000	
Various Locations	Park signage	GO	\$	150,000	
Jordan Creek Greenway	Info hub drinking fountain/bottle filler	GO	\$	30,000	
Kiwanis Park	Shelter replacement	GO	\$	80,000	
Trails	Valley Junction trail connection construction	GO	\$	400,000	
Parks Subtotal			\$	3,455,000	
Ongoing Maintenance					
Trail Renovation	Trail repair, underpass lighting upgrades, & bridge repairs	GO	\$	245,000	
Concrete Pavement Renovation	Preventative maintenance & repair of concrete pavement	GO	\$	60,000	
Court Renovation	Hard courts	GO	\$	120,000	
Ongoing Maintenance Subtotal			\$	405,000	
Special Projects					
Holiday Park Baseball Field Improvements					
Community Park	Baseball Phase 6 - Fields 3 & 4 Design/Construction**	GO	\$	758,000	
Amphitheater (5 Waters)	Payment #2 of 5 per agreement	0	\$	356,250	
Holiday Park Girls Softball	Construction costs (1/2)	GO	\$	500,000	
	Infield replacement	GO	\$	50,000	
Special Projects Subtotal			\$	1,664,250	
Total			\$	5,119,250	

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

FY 19-20 - POTENTIAL

Parks

Whisper Point Park	Shelter, Restroom, BB court, trails, and parking lot	GO	\$	450,000	
Hidden Point Park	Shelter, Restroom, BB court, trails	GO	\$	350,000	
Neighborhood Park Tennis Courts	Tennis courts in Wild Rose Park & Scenic Valley Park	GO	\$	315,000	
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	
Raccoon River Ped Bridge (5 Waters)	Construction (1/2)	GO	\$	200,000	
Sugar Creek Greenway Trail (5 Waters)	Phase 2 - design and construction	GO	\$	825,000	
Raccoon River Park (5 Waters)	Boathouse & Parking - Construction of parking	GO	\$	250,000	
Trails	Windsor Heights trail connection	GO	\$	200,000	
Various	Site furniture	GO	\$	30,000	
Various	Park signage	GO	\$	150,000	
Parks Subtotal			\$	3,170,000	
Ongoing Maintenance					
Trail Rehabilitation	Trail repair & bridge repair	GO	\$	245,000	
Court Rehabilitation	Crossroads tennis courts	GO	\$	400,000	
Ongoing Maintenance Subtotal			\$	645,000	
Special Projects					
Holiday Park Baseball Field Improvements	Baseball Phase 7 - Maintenance Facility Demo, Entry & Parking	GO	\$	800,000	Unknown
Community Park	Payment #3 of 5 per agreement	O	\$	360,000	Estimated
Amphitheater (5 Waters)	Construction costs (1/2)	GO	\$	500,000	
Special Projects Subtotal			\$	1,160,000	
Total			\$	4,330,000	

Moved to Ongoing Maintenance Budget

Future Projects

American Legion Park	Play equipment replacement	GO	\$	210,000	
	Replace skate facility	GO	\$	100,000	
	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

FY (Est.)

	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
Holiday Park	Baseball Phase 7 - Parking Improvements**	GO	\$	533,000
	Softball field improvements	GO	\$	1,500,000
	Softball field improvements	GO	\$	500,000
	Aquatic center upgrade	GO	\$	1,000,000
	Shelter/entrance feature	GO	\$	315,000
	Parks shop yard renovation	GO	\$	500,000
Huston Cemetery	Replacement of fencing/sidewalk access	GO	\$	55,000
Huston Ridge Park	Play equipment replacement	GO	\$	150,000
Laycee Park	Play equipment replacement	GO	\$	200,000
	Shelter/restroom replacement	GO	\$	250,000
Kiwanis Park	Play equipment replacement	GO	\$	200,000
	Shelter replacement	GO	\$	100,000
	Shelter replacement	GO	\$	200,000
Knolls Park	Play equipment replacement	GO	\$	200,000
	Shelters	GO	\$	40,000
Maple Grove Park	Play equipment replacement	GO	\$	200,000
Meadowview Park	Play equipment replacement	GO	\$	200,000
	Shelter/restroom replacement	GO	\$	250,000
	Parking lot	GO	\$	150,000
	Loop trail	GO	\$	185,000
Pearson Park	Play equipment replacement	GO	\$	200,000
	South bridge replacement	GO	\$	150,000
Quail Cove Park	Play equipment replacement	GO	\$	200,000
Raccoon River Park	Play equipment replacement	GO	\$	500,000
	Play equipment replacement - softball complex	GO	\$	200,000
	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) Phase 3	GO	\$	138,000
		GO	\$	2,200,000

	Phase 4	GO	\$	4,300,000	
	Phase 5	GO	\$	5,500,000	
	Future	GO	\$	10,000,000	
	Aquatic center enhancement	GO	\$	1,000,000	
Wild Rose Park	Play equipment replacement	GO	\$	200,000	21-22
Wilson Park	Play equipment replacement	GO	\$	200,000	24-25
	Shelter replacement	GO	\$	200,000	19-20
Woodland Hills Park	Play equipment replacement	GO	\$	200,000	33-34
Land Acquisition	Community park - south of river - payment #3	0	\$	346,708	19-20
	Community park - south of river - payment #4	0	\$	337,165	20-21
	Community park - south of river - payment #5	0	\$	327,623	21-22
	Community park - west	0	\$	3,600,000	
	Sports complex	0	\$	6,400,000	
	Mini-park - Commerce	0	\$	105,000	
	River access	0	\$	105,000	
	Natural resource area	0	\$	200,000	
	Greenway - Sugar Creek/Raccoon River	0	\$	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			\$	102,469,496	

*Play equipment replacement based on 18 year lifespan

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

DATE: September 18, 2017

ITEM: Motion – Approval of Professional Services Agreement – Raccoon River Park Boathouse, Schematic Design

FINANCIAL IMPACT: Expense of \$26,650 including 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 Project Planning 'Game Changer Planning Refinement' (Project No. 0510 095 2017).

BACKGROUND: The Council is asked to approve an agreement with OPN Architects for Schematic Design Services related to a new boathouse facility at Raccoon River Park. The project is part of the City's "Game Changer/5-Waters Recreation Area" project list.

The services will include a study of up to 3 site locations at Raccoon River Park to determine the best location for a new boathouse facility, collaboration with City staff to determine building program, and preparation of preliminary estimate of costs. The services will include preparation of presentation plans to be utilized by staff to communicate to Council, the public and to potential donors for the project.

The agreement with OPN Architects is attached along with their proposal, scope of work, and schedule. OPN Architects was selected for this project due to their past experience on other City projects and 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 *DS*

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & Recreation <i>DS for SO</i>
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: October 2, 2017

ITEM: Resolution – Approval of Specific Fees and Charges – Parks and Recreation Department

FINANCIAL IMPACT: Increased revenue from Jordan Cemetery fees is expected to cover increase in expenses for grave preparation. Revenue from Valley View Park field space reservation fees is undetermined.

BACKGROUND: On June 26, 2017, the City Council updated a comprehensive, consolidated listing of the City's various rates, fees, and charges. Each of the rates/charges/fees listed was identified by staff and has been tied to the date of last approval or update.

Since that time, changes have occurred creating the need to revise certain fees and add new fees related to the Parks and Recreation Department as follows:

Valley View Park Field Space Reservation Fees

The Council is asked to consider the addition of fees for the reservation of field space at Valley View Park. Due to an increased demand for reservable field space for sports practice and an increase in the number of participants in the sport of cricket, the Department is implementing a field reservation process at Valley View Park. The policy recently approved by the Parks and Recreation Advisory Board is attached along with a map showing the field layout. The reservation fees being recommended to the Council were approved by the Board on August 24, 2017.

Jordan Cemetery Fees

The Council is also asked to consider changes to the Jordan Cemetery fees. Earlier this year, the current contractor responsible for preparation of graves informed the Department that their charges to the City were increasing for the first time in 10 years. In response to this change, a Request for Proposals was sent out to three local contractors and a notice was published. One proposal was received from John Stefani, owner of The Gravedigger LLC. The current contractor had intended to submit a proposal, but missed the submittal deadline.

Based upon the pricing in Mr. Stafini's proposal, cemetery fees are proposed to be adjusted. A spreadsheet is attached that breaks down the proposed fees and shows the difference between the proposed and current fees which have not increased since 2008.

Staff also contacted the City of Des Moines for information on fees charged at Glendale Cemetery. Fees for comparable services, as well as burial spaces, are included in the attached spreadsheet. Based upon the fees being charged for burial spaces at Glendale Cemetery, staff is recommending that Jordan Cemetery prices be adjusted slightly to more closely align with the market. These prices have not been increased since 2001.

The revised sections of the Consolidated City Fees and Charges are attached. All fees were reviewed and approved by the Finance and Administration Council Committee on September 20, 2017.

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: October 2, 2017

ITEM: Motion – Approval of Professional Services Agreement – Raccoon River Greenway Project

FINANCIAL IMPACT: Expense of \$68,900 including 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 'Game Changer Planning Refinement' project (Project No. 0510 095 2017).

BACKGROUND: The Council is asked to approve an agreement with Genus Landscape Architects for planning, cost estimating, stakeholder and public input for the Raccoon River Greenway. The +/- 4-mile greenway segment covers the north side of the Raccoon River from 1st/63rd Street on the east to Sugar Creek on the west. This project is part of both the City's "Marathon Loop Trail" and one of the "Five Waters Project" elements.

The scope includes citizen and property owner engagement to assist in determining opportunities for the greenway that may include such things as trails, adventure park, tiny house cabins, campground, and water trails. The services will include presentation graphics to be used by staff to communicate to the public and potential donors.


The agreement with Genus Landscape Architects is attached along with their proposal, scope of work, and schedule. The consultant was selected for this project due to their past experience on other City projects and 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 Genus Landscape Architects.

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: October 16, 2017

ITEM: Motion – Approval of Professional Services Agreement – Hidden Point Park Site Plan Design and Grading Plan

FINANCIAL IMPACT: Expense of \$35,500 including 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 Hidden Point Park project (Project No. 0525 055-0510 082 2017). There is a total budget of \$350,000 for the site planning process and rough grading of this park.

BACKGROUND: The Council is asked to approve an agreement with Bolton & Menk, Inc. for professional services related to preparation of site plan and construction drawings for Hidden Point Park, a new neighborhood park located on the north side of Pheasant Ridge off of S. Hidden Point Court. Scope of work includes topographic survey, preliminary layout, stormwater management plan, grading plan, SWPPP, site plan review process, bidding phase services and public outreach.


The agreement with Bolton & Menc, Inc. is attached along with their proposal, scope of services, and schedule. The consultant was selected for this project due to their past experience on other City projects and 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 Bolton & Menc, Inc.

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: October 16, 2017

ITEM: Motion – Approval of Professional Services Agreement – Woodland Hills Park Phase 3 Construction Documents

FINANCIAL IMPACT: Expense of \$16,000 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 Woodland Hills Park project (Project No. 0525 058-0510 089 2017). There is a total budget of \$450,000 for Phase 3 for the construction of the basketball court, tennis court and loop trail around this park.

BACKGROUND: The Council is asked to approve an agreement with Civil Design Advantage for professional services related to preparation of construction documents for Phase 3 of Woodland Hills Park located at 1230 S. 95th Street. Scope of work includes topographic survey, site plan drawings, SWPPP, design and coordination meetings, bid phase services, and construction administration for the installation of the basketball court, tennis court and loop trail.


The agreement with Civil Design Advantage is attached along with their proposal, scope of services, and schedule. The consultant was selected for this project due to their past experience on other City projects and 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 Civil Design Advantage

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: October 16, 2017

ITEM: Motion – Approval of Professional Services Agreement – Whisper Point Park Site Plan Design and Grading Plan

FINANCIAL IMPACT: Expense of \$32,350 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 Whisper Point Park project (Project No. 0525 062-0510 088 2017). There is a total budget of \$180,000 for the site planning process and rough grading of this park.

BACKGROUND: The Council is asked to approve an agreement with Civil Design Advantage for professional services related to preparation of site plan and construction documents for Whisper Point Park, a new neighborhood park located on the NW corner of Bridgewood Blvd and 91st Street. Scope of work includes topographic survey, public open house, concept development, site plan drawings, storm water management plan, SWPPP & grading permit, trail connection study, meetings related to site plan approval process, bid phase services, construction administration for grading of the site, and detention basin record drawing.


The agreement with Civil Design Advantage is attached along with their proposal, scope of services, and schedule. The consultant was selected for this project due to their past experience on other City projects and 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 Civil Design Advantage

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: October 16, 2017

ITEM: Motion – Approval of Professional Services Agreement – Raccoon River Pedestrian Bridge / Great Western Trail Connection Schematic Design

FINANCIAL IMPACT: Expense of \$68,500.00 including 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 'Game Changer Planning Refinement' project (Project No. 0510 095 2017).

BACKGROUND: The Council is asked to approve an agreement with Shive Hattery for professional services related to preparation of alternatives and feasibility study for a pedestrian bridge crossing of the Raccoon River, connecting Raccoon River Park to Walnut Woods State Park and Hidden Valley Soccer Complex. Scope of work also includes determining a potential trail alignment from the proposed pedestrian bridge connecting to the existing Great Western Trail. This project is one of the components of the city's "Five Waters Project".

The scope includes hydraulic analysis to size, evaluate and locate a pedestrian bridge to model and determine if a 'no-rise' in backwater is obtainable due to the bridge's possible location in the floodway. In addition, the consultant will engage the Army Corps of Engineers and IDNR in discussion of the permitting process necessary for the project. The project deliverables include a bridge feasibility report, order of magnitude opinion of costs, and graphics to be used by staff to communicate to the public and potential grantees and donors.


The agreement with Shive Hattery is attached along with their proposal, scope of work, and schedule. The consultant was selected for this project due to their past experience on other City projects and 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 Shive Hattery

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: October 16, 2017

ITEM: Motion – Approval of Professional Services Agreement – Sugar Creek Greenway Trail Conceptual Plan

FINANCIAL IMPACT: Expense of \$64,350 including 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 'Game Changer Planning Refinement' project (Project No. 0510 095 2017).

BACKGROUND: The Council is asked to approve an agreement with Snyder & Associates for professional services necessary to prepare a conceptual design plan, cost opinion and project phasing for this project. The +/- 4-mile greenway trail segment includes a trail along Sugar Creek from the Raccoon River north to the Interstate 80 bridge including a regional connection to the City of Waukee. This project is part of the City's "Marathon Loop Trail" which is one of the "Five Waters Project" elements.

The scope includes conceptual trail alignments along the corridor, public engagement, property owner meetings, and meetings with City staff, City of Waukee, and IDOT. The services will also include flood plain analysis and artistically rendered plan and cross sections to be used by staff to communicate to the public and potential grantees and donors.


The agreement with Snyder & Associates is attached along with their proposal, scope of work, and schedule. The consultant was selected for this project due to their past experience on other City projects and 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 Snyder & Associates

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