

**MEETING MINUTES  
PUBLIC SERVICES COUNCIL COMMITTEE  
Monday, February 12, 2018  
City Hall Training Room**

**In Attendance:**

Council Member – Kevin Trevillyan

Director of Community & Economic Development -  
Clyde Evans

Council Member – Renee Hardman

Public Services Deputy Director – Joe Cory

Deputy City Manager – Jamie Letzring

Principal Traffic Engineer – Eric Petersen

Assistant City Attorney – Greta Truman

Principal Traffic Engineer – Jim Dickinson

Public Services Director – Bret Hodne

Communications Specialist – Lucinda Stephenson

Interim City Engineer – Brian Hemesath

Meeting called to order at 11.33 AM.

**1. Maple Grove Lift Station-Request to Work Saturdays**

**Issue Summary:**

During the pre-con meeting (1-26-18), Absolute Infrastructure requested to work Saturdays starting in February and extending through project completion estimated to be in July 2018 or so.

**Direction:**

Council agrees with staff recommendations.

**2. Veterans Parkway Project-Request to Work Saturdays, A & B Tree Cutting**

**Issue Summary:**

J. Pettiecord has requested to work Saturdays starting in February and extending through project completion estimated to be March 30.

**Direction:**

Council agrees with staff recommendations.

**3. Iowa DOT's crash analysis website**

**Issue Summary:**

This item, which is informational only, is to give a demonstration of the Iowa DOT's crash analysis website. The DOT has recently made improvements to this website and how crash data is shared with the public. Statewide crash data, updated weekly, is now available for the public to see online at <https://saver.iowadot.gov/>. The website also allows for expanded search options

and can generate quick reports. For more detailed crash analysis in West Des Moines, we have additional tools and access to crash reports completed by the WDM PD.

**Direction:**

Informational only.

**4. Drone Administrative Policy**

**Issue Summary:**

Engineering Services is in the process of purchasing a drone for City use. The intent is to use it for construction updates, disaster reconnaissance, City promotion and event documentation to name a few. Before staff uses the drone for these purposes, we would like the City Council to review the policies we will follow before, during and after operation. We will be seeking concurrence from the Committee to move forward with approval of the policy and determine if it is necessary to have the full City Council vote on it.

**Direction:**

Council requested that Staff compare the new policy with similar policies in place with other municipalities. Council also recommended that Staff provide information to neighborhoods prior to drone use, in conjunction with construction information provided ahead of projects, including providing general information regarding drone usage on the City website. Council directed Staff to refer the policy to City Manager for review and administrative approval, but to make sure Council Members were made aware of the new policy.

**5. Requests for parking signs at 6<sup>th</sup> & Elm, and Westwood & Wistful Vista**

**Issue Summary:**

The owner of the bike shop on the southwest corner of 6<sup>th</sup> and Elm has requested that we provide the same parking limitations along his business on the south side of Elm Street between 6<sup>th</sup> Street and the alley between 5<sup>th</sup> and 6<sup>th</sup> that is in effect east of 6<sup>th</sup> Street on Elm. The parking restriction would be no parking from 2:00 am to 6:00 am and 4 hour parking from 9:00 am to 6:00 pm.

A resident on Westwood Drive is requesting a no parking here to corner sign be placed on the east side of Westwood Drive at Wistful Vista Drive for northbound traffic. On school days there is a black pickup truck that parks next to the stop sign while he is waiting for the school bus with his daughter. The pickup driver has been told that he has to stay at least ten feet away from the stop sign. The resident feels that a no parking here to corner sign would prevent the pickup driver from parking too close to the stop sign.

**Direction:**

Council supported staff recommendations for the sign at 6<sup>th</sup> and Elm. Council denied the request for a restricted parking sign at Westwood Drive and Wistful Vista, stating that this

matter would be best directed to West Des Moines Police to ticket traffic violation for parking within 10 feet of a stop sign. Council directed Staff to request increased patrol at this intersection during school drop-off and loading hours.

**6. Review of Public Services Items for Council Meeting (February 20, 2018)**

**A. Motion - Approval of Change Order #13**

1. South 60<sup>th</sup> Street Improvements, Phase 1

**B. Motion – Approve Contract**

1. Landscaping maintenance agreement
2. Portable Concrete for City staff projects

**C. Resolution - Order Construction**

1. Miscellaneous Repairs at Parks Restrooms/Shelters
2. Law Enforcement Center Lower Level Remodel, Phase 3, City Initiated
3. Walnut Creek Outfall, Project 1 - City Initiated

**D. Resolution - Approval of Professional Services Agreement**

1. Middle Creek Trunk Sewer Wetland Restoration Monitoring
2. Approval of West Des Moines Waterworks Reimbursement Policy
3. Approval of 28E Agreement with the Des Moines Metropolitan Wastewater Reclamation Authority - Middle Creek Trunk Sewer Extension

**E. Resolution - Accept Work**

1. 2016 Sidewalk Program
2. Public Improvements - Reed Warehouse

**F. Resolution - Approval of Amendment to Traffic Code**

1. Restricted Parking Sign for 6<sup>th</sup> & Elm

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

**7. Staff Updates**

Public Services Director Bret Hodne recently met with Parks Director Sally Ortgies to discuss the recommendations from the LEAN process staff recently participated in to review Aquatic Center maintenance practices. The new plan should help enhance the overall maintenance programs associated with these facilities.

Director Hodne has been meeting with the DOT regarding future opportunities for the DOT to store salt and potentially have a presence at the future Public Services facility.

Director Hodne noted that he is exploring the option with Metro Waste of using recycled asphalt shingles for dust control on gravel roads or in asphalt mix designs.

His final comment was that staff continue to seek new ways to keep the public informed of snow ban policies in order to enable the plows to quickly and efficiently clear the City streets.

**Direction:** Informational only.

**8. Other Matters:**

There were none.

The meeting adjourned at 12:39 PM. The next Public Services Council Committee meeting is scheduled for February 26, 2018.

Copies of handouts are available at Engineering Services upon request. A recording was made. Respectfully submitted by Jennifer Canaday, Administrative Secretary.



## **PUBLIC SERVICES COUNCIL COMMITTEE MEETING AGENDA**

**Monday, February 12, 2018 – 11:30 AM**

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

1. Maple Grove Lift Station-Request to Work Saturdays (JMS)
2. Veterans Parkway Project-Request to Work Saturdays, A & B Tree Cutting (JMS)
3. Iowa DOT's crash analysis website (ERP)
4. Drone Administrative Policy (BJH)
5. Requests for Parking Signs at 6<sup>th</sup> & Elm, and Westwood & Wistful Vista (JVD)
6. Review of Public Services Items for Council Meeting (February 20, 2018)
7. Staff Updates
8. Other Matters

---

*Please advise if any of these may be added to the agenda, or removed from list:*

1. 9/15/14 #5E – S. 60<sup>th</sup> between Grand & MCP Design Stds/Topography (DCW)
2. 9/29/14 #5 – Present areas of possible erosion concerns (BJM) – (Future 11/3/15 JMS)
3. 3/30/15 #4.C.ii. – Tracking the use of sump pump sewers after installation. (Future 11/3/15 JMS)
4. 11/19/15 #5.J – LED Street Lights – MAE solutions to excessive overflow (BH)
5. 7/31/17 #2 - Sidewalk Waivers - 3509 Pommel Place (Bryan Myers, JC)

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

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

# Drone Policy Draft

2.12.18

## I. PURPOSE

This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for municipal purposes in accordance with law.

## II. POLICY

It is the policy of the City of West Des Moines that only trained and authorized City personnel may deploy sUAS when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the sUAS, comport with the policy provisions provided herein and applicable law.

## III. PROCEDURES

### A. Administration

All deployments of sUAS must be authorized by the Director of Engineering Services or his/her designated employee. The City of West Des Moines has adopted the use of sUAS to provide an aerial visual perspective in planning, coordinating and monitoring projects, construction and development, and for the following objectives:

1. Situational Awareness: To assist decision makers in understanding the nature, scale, and scope of a project—and for planning, coordination, and management of projects.
2. Visual Perspective: To provide an aerial visual perspective to assist the City in providing direction for engineering and development services planning, coordination, and management.
3. Project Documentation: To document project progression and completion.
4. Communication: To provide the public with visual progression of public improvement projects.

### B. Procedures for sUAS Use

1. Engineering Services shall obtain all applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the sUAS, and these authorizations, permits, and certificates shall be maintained and current.
2. All operations and use of sUAS equipment shall comply with FAA regulations and local, state, and federal laws.
3. The sUAS will be operated only by City employees (pilots and crew members) who have been trained in the operation of the system.
4. The sUAS-trained employees shall inspect and test sUAS equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.
5. The sUAS equipment is the responsibility of the sUAS Pilot and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Director of Engineering Services or his/her designee as soon as possible so that an appropriate repair can be made or a replacement unit can be procured.
6. The sUAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the City of West Des Moines.
7. All flights will be documented on a form or database designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the sUAS shall include information regarding the reason for the flight; the time, date, and location of the

flight; the name of the supervisor approving the deployment and the staff assigned; and a summary of the activities covered.

8. Except for those instances where the flight is emergent and where reasonably possible and practical, agencies should consider notifying the public prior to flight.

C. Restrictions on Using the sUAS

1. The sUAS shall be deployed and used only to support official engineering and development services projects.
2. The sUAS shall not be operated in an unsafe manner, in violation of FAA or in violation of local, state or federal laws.
3. The sUAS shall not be equipped with weapons of any kind.
4. The sUAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms.

D. DME Retention and Management

1. All DME shall be downloaded at the completion of each mission. The sUAS-trained operators will record information for each file that shall include the date, time, location, and case reference numbers or other mission identifiers—and identify the sUAS personnel involved in mission.
2. Files should be stored in accordance with City policy.

E. sUAS Supervision and Reporting

1. The Director of Engineering Services or his/her designee shall manage all deployments and uses of sUAS to ensure that employees trained in the use of sUAS devices utilize them in accordance with policy and procedures defined herein.
2. The Director of Engineering Services or his/her designee will audit flight documentation at regular intervals. The results of the audit will be documented.

F. Training

1. City employees who are assigned sUAS must complete all legally required training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation and proper calibration and performance of the equipment and to incorporate changes, updates, or other revisions in policy and equipment.
2. City employees with sUAS responsibilities, shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of sUAS.