

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

**5:30 p.m.
Thursday, June 20, 2019
City Hall – City Council Chambers
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of April 18, 2019 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Motion – Establish Special Parks & Recreation Advisory Board Meetings – Ice Cream Socials
 1. Peony Park – July 9, 2019
 2. Scenic Valley Park – July 23, 2019
 - B. Motion – Denial of Request – Use of 39th Street Park Property
- 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.

April 18, 2019

WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, April 18, 2019

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, April 18, 2019 at 5:32 p.m. by presiding Chair Schebel.

Commission	Heather Schebel <i>Chair</i>	Joe Hrdlicka <i>Secretary</i>	Forrest Ridgway	Rick Swalwell	Aaron Sewell <i>Vice-Chair</i>
Present	X		X	X	
Staff	Sally Ortgies <i>Director of Parks & Recreation</i>	Dave Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Anna Bodensteiner <i>Administrative Secretary</i>	Tom Hadden <i>City Manager</i>
Present	X	X	X	X	
Council	Russ Trimble <i>Council Liaison</i>				
Present					

On Item 1. Approval of Agenda

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

On Item 2. Citizen Forum

No items.

On Item 3. Approval of Minutes of March 21, 2019 Meeting

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

On Item 4. Old Business

No Items.

On Item 5. New Business

A. Annual Reports

- a. **West Des Moines Girls Softball Association:** Jason McArtor, 2934 132nd Court Urbandale, IA 50323 and Gene Rauch, 1825 Bentley Ct Norwalk, IA 50211. McArtor introduced himself as President of the Association and presented the annual report. McArtor shared that the past year was a big transition year with the club offering more opportunities for interested players. The Association also added a professional accountant. Swalwell inquired about the net loss shown in the financial statements. Jason informed Swalwell that there have been some major renovations recently so those are reflected in the numbers.
- b. **West Des Moines Soccer Club, presenter:** Brandon Hope, 222 59th Court West Des Moines, IA 50266. Hope introduced himself and went over the annual report. Hope shared that the Club is very excited about the MidAmerican Rec Plex and they plan to continue to strengthen their relationship with the department. Hope thanked the Board and staff.

- c. **SportsPlex West, presenter:** Blake Merchant, 890 SE Olson Dr Waukee, IA. Merchant introduced himself and went over the annual report. Merchant gave numbers for the Open Baseball League which includes ages 5U to 15U. Merchant shared there was an increase in participation with almost 300 players in the Open League. Merchant shared that the parents who volunteer are a tremendous help, and the organization takes pride in providing experienced and trained coaches. Penning thanked the presenter for investing in the coaching.

B. Motion – Approval of Administrative Policy – Park Facility Food Truck Policy

Ortgies shared with the board that there has been an upswing in the popularity of shelter renters requesting food trucks at their events. The proposed policy differentiates between food trucks supporting permitted special events and those serving as caterers for private parties. Swalwell inquired as to how special event participants will be distinguished from the general public. Ortgies responded that it will mainly be left up to the special event organizer and food truck operator to self-police. The policy was reviewed and approved by the Facilities Committee.

Swalwell recommended that the Board review and approve the new policy. Ridgway seconded. Motion carried, 3 yes.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler shared a list of current construction projects with the Board. Some notable mentions were the Florer Park shelter having been completed. The Raccoon River Softball Complex Drainage and Dugout Repairs have also been completed. The plans for the Amphitheater and the Boat House are 90% complete and will be out to bid soon.

On Item 6B. Superintendent of Recreation

Penning shared that there have been 102 applications for lifeguards. The Earth Day event and the Shade Crusade are coming up soon. The Mayor's Bike Ride will be on May 18, 2019 with the Wellness Committee subsidizing the cost for employee's registration. The new play structure at Valley View Aquatic Center is being installed, and the pool painting is being finished. Penning mentioned the previous presentations by the sports groups, and shared how pleased he is to be working with the various organizations.

On Item 6C. Director of Parks and Recreation

Ortgies shared that at first glance the RecPlex draft pro forma looks good. Ortgies shared that the department is working on staffing for the facility. The IronMan Triathlon chose greater Des Moines as a possible finalist for a new race location with the bicycle route almost entirely in West Des Moines. Ortgies shared that the Friends group met on April 2, and they elected a full slate of officers. The next meeting of the Friends is on May 13. Ortgies shared that there will be Ice Cream socials again this year but staff is planning on only scheduling two or three. Ortgies shared that she had been sending out information on the property tax reform bill.

On Item 7. Other Matters

No items.

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

April 1, 2019: Resolution - Order Construction and Notice of Public Hearing on Plans,

Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Whisper Point Park Improvements.

April 15, 2019: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2019 Concrete Trail Renovation.

April 15, 2019: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Kiwanis Park Shelter.

April 15, 2019: Motion – Approval of Change Order #2 – Raccoon River Park Softball Complex Drainage and Dugout Repairs.

April 15, 2019: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – American Legion Park Tennis Court Lighting Improvements.

April 15, 2019: Public Hearing – Pinedale Park Improvements 1. Resolution – approval of plans and specifications. 2. Motion – Receive and file report of bids. 3. Resolution – Approve Contract

April 15, 2019: Public Hearing – Hidden Point Park Improvements 1. Resolution – approval of plans and specifications. 2. Motion – Receive and file report of bids. 3. Resolution – Approve Contract

April 15, 2019: Public Hearing – Neighborhood Park Signage 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, 3 yes. Meeting adjourned at 6:39 p.m.

Respectfully submitted,

Anna Bodensteiner
Secretary

ATTEST:

Joe Hrdlicka
Advisory Board Secretary

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

DATE: June 20, 2019

ITEM: Motion – Denial of Request – Use of 39th Street Park Property

FINANCIAL IMPACT: None


SYNOPSIS: On September 20, 2018, Scotty Thomas, owner of Scotty's Pub located at 3781 E.P. True Parkway, made a request to the Board. His request was to allow him to purchase or lease City park property to the west of his business so that he could add volleyball courts for his customers.

Staff from multiple departments have researched Mr. Thomas' request, and it is staff's recommendation that the request be denied. There is a restriction placed on the deed from MidAmerican Energy that only allows for park and recreation uses on the property with the clear intent that this is in reference to the City of West Des Moines. Therefore, it is the opinion of the City Attorney, that the City is prohibited by the deed restriction to allow private use on the property.

Besides the deed restriction, there were other issues raised. There are multiple utility easements within the property that prohibit construction within them. The park property is not zoned commercial and what Mr. Thomas is wanting to do is expand his commercial use onto property not zoned for it. There would likely be issues with obtaining a liquor permit for the outdoor space on park property as it is separated from the indoor space by a driveway. The City has apparently received complaints about Scotty's Pub from other tenants in the commercial complex, and there is concern that any further expansion, especially outdoors, would likely cause further issues with complex tenants and the adjacent townhome residents to the north and east.

BACKGROUND:

RECOMMENDATION: That the Board deny the request to purchase or lease the 39th Street Park property.

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

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

DATE: May 6, 2019

ITEM: Proclamation – Bike Month – May 2019

FINANCIAL IMPACT: None


BACKGROUND: The attached proclamation designates May 2019 as Bike Month. This proclamation is one way to demonstrate the City’s commitment to bicycling. Events taking place in May include the Mayor’s Bike Ride on May 18, 2019.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the proclamation designating May 2019 as Bike Month in West Des Moines.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks and Recreation 
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: May 6, 2019

ITEM: Proclamation – Kids to Parks Day – May 18, 2019

FINANCIAL IMPACT: None


BACKGROUND: The attached proclamation designates May 18, 2019 as Kids to Parks Day. This proclamation is one way to demonstrate the City’s commitment to encouraging kids and families to get outdoors and visit West Des Moines’ parks.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the proclamation designating May 18, 2019 as Kids to Parks Day in West Des Moines.

Lead Staff Member: Sally Orgies 

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 6, 2019

- ITEM:** Public Hearing – American Legion Park Tennis Court Lighting Improvements
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$40,553.00. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP allocated to American Legion Park (Project No. 0525 022-0510 028 2018).

BACKGROUND: The Council is asked to approve the plans and specifications for the American Legion Park Tennis Court Lighting Improvements project and to receive and file the report of bids that is attached. Three (3) bids were received for the project with the lowest responsible base bid submitted by Innovative Mechanical Systems from Ankeny, Iowa. The preliminary estimated cost for the project was \$65,000.


This resolution is for the replacement of the lights located on the tennis courts at American Legion Park. The project would include the removal of the existing wood poles and old metal halide lighting, and installation of new poles and LED sports lighting.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the American Legion Park Tennis Court Lighting Improvements in the amount of \$40,553.00.

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	Des Moines Register
Dates(s) Published	April 26, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 6, 2019

- ITEM:** Public Hearing – Kiwanis Park Shelter Improvements
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$65,254.00. There is a total budget of \$80,000 available for this project. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP allocated to Kiwanis Park (Project No. 0525 030-0510 027 2018).

BACKGROUND: The Council is asked to approve the plans and specifications for the Kiwanis Park Shelter Improvements project and to receive and file the report of bids that is attached. Six (6) bids were received for the project with the lowest responsible base bid submitted by Concrete Connection, LLC from Johnston, Iowa. The preliminary estimated cost for the project was \$78,112.10.


This resolution is for the replacement of the existing wood gazebo in Kiwanis Park which is now well over 20 years old. A new hexagon metal shelter structure will be installed in its place. The project includes shelter removal & disposal, removal of surrounding concrete & landscaping, supply & installation of a new shelter, new sidewalk paving, site restoration and other miscellaneous items. An add alternate for an ornamental steel fence on the south side of the playground was included in the bid, but staff is not recommending accepting the alternate due to the bid price being nearly double the estimated cost.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the Kiwanis Park Shelter Improvements in the amount of \$65,254.00.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	April 26, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 6, 2019

- ITEM:** Public Hearing – 2019 Concrete Trail Renovation
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$132,700.00. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP allocated to 2018 Trail Renovation (Project No. 0510 035 2018).

BACKGROUND: The Council is asked to approve the plans and specifications for the 2019 Concrete Trail Renovation project and to receive and file the report of bids that is attached. Six (6) bids were received for the project with the lowest responsible base bid submitted by Concrete Connection, LLC from Johnston, Iowa. The preliminary estimated cost for the project was \$144,880.05.

This Resolution is for repair and replacement of portions of existing concrete trail located primarily along S. 50th Street (Wistful Vista to Grand Avenue) and Mills Civic Parkway (I35 to Waterford Drive). The locations are shown on the attached map. The areas being addressed were identified as a higher priority following the inspection of the entire trail system by City staff.


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

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the 2019 Concrete Trail Renovation in the amount of \$132,700.00.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	April 26, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 6, 2019

- ITEM:** Public Hearing – Whisper Point Park
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$674,640.00. There is a total budget of \$725,000 available for this project. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 17-18, 18-19 and 19-20 CIP allocated to Whisper Point Park (Project No. 0525 063-0510 038 2018).

BACKGROUND: The Council is asked to approve the plans and specifications for the Whisper Point Park Improvements project and to receive and file the report of bids that is attached. Four (4) bids were received for the project with the lowest responsible base bid submitted by Concrete Connection, LLC from Johnston, Iowa. The preliminary estimated cost for the project was \$695,490.


This resolution is for the construction of multiple improvements at Whisper Point Park located at 9125 Bridgewood Boulevard. The project includes overall grading of the park site and installation of site utilities, construction of a restroom facility, shelter footings, playground equipment & surfacing, concrete sidewalks & trails, stormwater & water quality improvements, site restoration and other miscellaneous items. One add alternate was bid including the construction of a concrete trail extension and a viewing deck located within an existing stand of large trees. Staff is recommending rejecting the alternate. In addition, the parking lot and two small shelters will be constructed as part of parkland dedication requirements for area developments, and are not part of this contract.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the Whisper Point Park Improvements in the amount of \$674,640.00.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	April 19, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 20, 2019

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

FINANCIAL IMPACT: None at this time. The preliminary estimated construction cost is \$2,100,000. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of FY 18-19 and 19-20 CIP allocated for Boathouse construction (Project No. 0525 004.0510 024 2018). There is a total of \$2,165,000 available for the construction of this project.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, June 12, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, June 17, 2019. The contract would be awarded on Monday, June 17, 2019, and work would begin shortly thereafter. This project is scheduled to be completed in the spring of 2020.


This resolution is for the construction of the Raccoon River Park Boathouse located near the main entrance at Raccoon River Park. The boathouse will provide improved access and boating opportunities on Blue Heron Lake, and will also provide river trail portage and shuttle service for access points along the Raccoon River. This facility would house a variety of boat and bike rentals, concession accommodations, patio & lake dock, sitting & viewing areas and restroom facilities. In addition to the base bid, the project will also include a variety of add alternates including 1) Rooftop Photovoltaic System, 2) Upgraded Guardrail Design, and 3) Limestone Benches at Learning Hub.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the 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	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: May 20, 2019

ITEM: Resolution – Accept Work – Raccoon River Park Softball Complex, Drainage and Dugout Repairs


FINANCIAL IMPACT: The total construction cost of this project is \$107,056.75. All costs of the project have been paid from the Raccoon River Park C.I.P. (G/L Acct 500.000.000.5250.490, Project No. 0525 004.0510 031 2018). The original contract amount of the project was \$89,387.00, with two change orders for additional rock and sod restoration, and final quantities adjustments.

BACKGROUND: Minturn, Inc. of Brooklyn, Iowa is working under an agreement dated October 1, 2019 for construction services related to the Raccoon River Park Softball Complex, Drainage and Dugout Repairs. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.

The project involved the repair of portions of existing concrete footings in dugouts, and drainage improvements between fields at the softball complex. In addition, project included additional material on the warning tracks and other minor concrete repairs. These project types were combined due to similar types of construction. Electrical improvements to the wiring on field lighting are also included within this budget. But as this is a completely different type of work, these improvements are being handled under a separate contract.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Orgies, 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

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

DATE: May 20, 2019

ITEM: Resolution – Accept Work – 2018 Concrete Trail Renovation Project

FINANCIAL IMPACT: The total construction cost of this project is \$105,642.40. All costs of the project have been paid from the 2017 Trail Renovation C.I.P. (G/L Acct 500.000.000.5250.490, Project No. 0510 067 2017). The original contract amount of the project was \$98,775.30, with one change order for a total of \$6,867.10 for final quantities adjustments.

BACKGROUND: MNM Concrete Specialist of Des Moines, Iowa is working under an agreement dated March 19, 2018 for construction services related to the 2018 Concrete Trail Renovation Project. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.


The project involved the repair and replacement of portions of existing concrete trail located primarily in the Westown Parkway area between Interstate 80/35 and Jordan Creek Parkway. There was also a portion along 60th Street. The locations are shown on the attached map. The areas addressed were identified as a higher priority following the inspection of the entire trail system by City staff

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

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

DATE: May 20, 2019

ITEM: Resolution – Accept Work – 2017 Asphalt Trail Renovation

FINANCIAL IMPACT: The total construction cost of this project is \$121,672.00. All costs of the project have been paid from the 2017-18 Trail Renovation C.I.P. (G/L Acct 500.000.000.5250.490, Project No. 0510 067 2017). The original contract amount of the project was \$122,512.00, with two change orders for a deduction of -\$840.00 for revising the completion date and final quantities adjustments.

BACKGROUND: Grimes Asphalt and Paving from Des Moines, Iowa is working under an agreement dated September 18, 2017 for construction services related to the 2017 Asphalt Trail Renovation project. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.

The project involved repair and replacement of portions of existing asphalt trail located in the Knolls Greenway between Aspen Drive and Ashworth Road. The location is shown on the attached map. The area addressed was identified as a higher priority following the inspection of the entire trail system by City staff. The project included full depth on-site recycling of the existing trail, with a new 3" asphalt overlay. This segment of trail was approximately 20 years old, and the existing trail was ground and recycled to a depth of 12" for use as a base for the new 3" asphalt overlay. Other work included new pedestrian ramps with detectable warning panels at each of the street intersections, mobilization, traffic control and other miscellaneous related items.

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

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 20, 2019

ITEM: Motion – Approval of Agreement – Union Pacific Rail Crossing Review

FINANCIAL IMPACT: Preliminary costs estimated to be approximately \$20,000.

BACKGROUND: Plans are being prepared to construct a trail connecting Raccoon River Park/Levee Trail to Valley Junction. This trail would utilize an easement along a recently developed commercial site (West Green Industrial Park), right of way along 9th Street (adjacent to the Foundry), right of way along Railroad Avenue, connecting to existing trail along 8th Street, and on-street bike facility along Maple Street connecting to Valley Junction. The trail project includes two additional pedestrian crossings of the railroad at 11th Street and 9th Street. The proposed work includes extension of rail crossing to support the trail construction, and this agreement is for the Union Pacific Railroad to perform the following related to these crossings:

- preliminary engineering and other related services
- development of cost estimates
- review of the project's preliminary layouts


As per the agreement, the City agrees to reimburse the Railroad for its expenses and actual costs incurred for these items. The Railroad has estimated that these preliminary engineering and other preliminary costs will be \$20,000.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Agreement with the Union Pacific Railroad.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: June 3, 2019

ITEM: Motion – Approval of Professional Services Agreement – Park Signage Implementation

FINANCIAL IMPACT: Expense of \$16,500 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: A previous agreement with Shive Hattery was approved on 1/21/19 in the amount of \$16,770 to prepare plans and construction documents for new signs to be located in approximately 25 neighborhood park locations. The bids came in well below our estimate, and the contract was approved on 5/9/19. Council is asked to approve a new agreement with Shive Hattery for construction phase services for the installation of the neighborhood park signs, and to develop detailed plans for secondary park entrance signs, informational signage, and on-street directional signage.

The agreement with Shive Hattery is attached along with their proposal, scope of services, schedule and fees. Shive Hattery was selected for this project due to their 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 Shive Hattery.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & Recreation <i>So by DS</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: June 3, 2019

ITEM: Motion – Approval of Change Order – Valley View Park Shelter, Restroom, and Volleyball Courts

FINANCIAL IMPACT: Additional expense of \$12,000.00 to be paid from available funds in the Valley View Park Shelter & Restroom Facility project in the Parks CIP (G/L 500.000.000.5250.490, Project No. 0525 033-0510 086 2017).

BACKGROUND: The consultant for this project, RDG Planning and Design, specified an indoor rated drinking fountain (and bottle filler) to be located on the exterior of the new restroom building at Valley View Park. The fountain was installed as per plan, and was then found to not withstand the outdoor elements. This change order will cover the associated costs to remove the existing fountain, install the correct fountain, and as the fountain is a slightly different size, fill in masonry around the fountain. Although the City is issuing a change order for this change, the consultant has agreed to cover the associated costs and will reimburse the City for this expense.

There is funding available for this additional work. The original contract amount was \$729,530.00 with previous change orders totaling \$57,678.07. The total for this change order is \$12,000, resulting in a final contract amount of \$799,208.07.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the change order.

Lead Staff Member: David Sadler, Superintendent of Parks *DS*

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks and Recreation	<i>SO by DS</i>
Appropriations/Finance	Tim Stiles, Finance Director	
Legal	Richard Scieszinski, City Attorney	
Agenda Acceptance		

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: June 3, 2019

ITEM: Motion – Approval of Agreement Amendment – Valley Junction Levee Trail Connection

FINANCIAL IMPACT: Expense of not-to-exceed \$29,800.00 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 Valley Junction Trail Connection project (Project No. 0510 091 2017). There is a total budget of \$50,000 for the design and planning process for this trail connection.

BACKGROUND: The Council previously approved an agreement with Bolton & Menk on 10/30/17 in the amount of \$27,160 for services related to preparation of construction documents for a trail connecting Raccoon River Park/Levee Trail to Valley Junction. Council is asked to approve an amendment to the existing agreement with Bolton & Menk, Inc. for professional services related to additional design and review with railroad authorities, bid phase assistance, and resident consultant services for the construction administration and on-site construction observation. Due to complexities of coordination with railroad and levee (Army Corp of Engineers) and limited availability of city staff time, staff asked consultant for these additional services to assist on this project.

The amendment to the agreement with Bolton & Menc, Inc. is attached along with their scope of services, schedule and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the amendment to the agreement with Bolton & Menc, Inc.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Orgies, Director of Parks & Recreation	<i>SO by DS</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: June 17, 2019

- ITEM:** Public Hearing – Raccoon River Park Boathouse
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$2,057,000.00. There is a total budget of \$2,165,000 available for this project. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of FY 18-19 and 19-20 CIP allocated for Boathouse construction (Project No. 0525 004.0510 024 2018). Available funds include a REAP grant in the amount of \$83,000.

BACKGROUND: The Council is asked to approve the plans and specifications for the Raccoon River Park Boathouse project and to receive and file the report of bids that is attached. Seven (7) bids were received for the project with the lowest responsible base bid submitted by Cerebral Group LLC from Des Moines, Iowa. The preliminary estimated cost for the project was \$2,100,000.


This resolution is for the construction of the Raccoon River Park Boathouse located near the main entrance at Raccoon River Park. The boathouse will provide improved access and boating opportunities on Blue Heron Lake, and will also provide river trail portage and shuttle service for access points along the Raccoon River. This facility would house a variety of boat and bike rentals, concession accommodations, patio & lake dock, sitting & viewing areas and restroom facilities. In addition to the base bid, the proposed contract includes two add alternates: including 1) Rooftop Photovoltaic System and 2) Upgraded Guardrail Design. A third add alternate, Limestone Benches at Learning Hub, is not being included.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the Raccoon River Park Boathouse in the amount of \$2,057,000.00.

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	Des Moines Register
Dates(s) Published	June 7, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split