

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

**5:30 p.m.
Thursday, September 19, 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 June 20, 2019 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Discussion – FY 20-21 Parks Capital Improvement Plan
- 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, June 20, 2019

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, June 20, 2019 at 5:30 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	5:42 PM				

On Item 1. Approval of Agenda

Sewell 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 April 18, 2019 Meeting

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

On Item 4. Old Business

No Items.

On Item 5. New Business

- A. Motion – Establish Special Parks & Recreation Advisory Board Meetings – Ice Cream Socials
1. Peony – July 9, 2019
 2. Scenic Valley – July 23, 2019

Swalwell moved that the Board establish the Special Parks and Recreation Advisory Board Meetings for Ice Cream Socials at 6:30 pm on the proposed dates. Sewell seconded. Motion carried, 3 yes.

B. Motion – Denial of Request – Use of 39th Street Park Property

Ortgies shared that the City's legal department was able to complete a review of the property. MidAmerican Energy deeded the land to the City in 1989. There is a restriction placed on the deed 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. Ortgies added that other issues included the multiple utility easements within the property that prohibit construction within them, zoning of the property as open space, and a liquor permit for outdoor space. Ortgies added that the City has received complaints from other tenants in the same complex about Scotty's Pub, and there is some concern from staff about possible complaints from adjacent townhome residents if the outdoor area of Scotty's Pub were to be expanded. Swalwell inquired as to how staff was going to let the owner

know. Ortgies responded that she had emailed Scott Thomas to notify him that this item was on the agenda. Swalwell recommended that something in writing be given to the owner, and Ortgies replied that she would ask the City Attorney to respond to Mr. Thomas' request in writing.

Swalwell moved that the Board approve the Denial of Request – Use of 39th Street Park Property. Sewell seconded. Motion carried, 3 yes.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler shared a list of current construction projects with the Board. Notable mentions were three neighborhood parks, which are now contracted and moving forward. These include Hidden Point Park, Whisper Point Park, and Pinedale Park. The Grand Avenue Trail between Fuller and Jordan Creek is nearly complete, and the contract for the Raccoon River Park Boathouse has been awarded. Court renovations are also planned for Wilson and Meadowview Parks, and a future plan has been put in place to add nine more holes in Southwoods Park for disc golf. Sadler mentioned the completion of the oxbow restoration project, and Swalwell inquired as to how the mosquito population is being controlled. Sadler said that because of the amphibian population in the water, there would actually be fewer mosquito larvae. The oxbows are also deeper than what they were originally. Trimble added that the City is exhausting their efforts in trying to control the mosquito population but it's difficult. Some citizens want spraying in neighborhoods, while others don't. Swalwell said he's had many people ask about the status of the amphitheater. Ortgies said that staff are still trying to work out some details with the in kind donor. Ortgies also added that the plans are finished. Trimble asked about the single track trail in Southwoods Park, and Sadler informed the Board that there is some money allocated for the track in the upcoming fiscal year.

On Item 6B. Superintendent of Recreation

Penning shared that the summer programs, leagues, and events are in full swing. The Aquatic Centers were fully staffed with lifeguards to spare even before the pools opened. Penning shared that the Tom Karpan Relays went very well, the Mayor's Bike Ride was moved to Raccoon River Park to avoid the wet underpasses in town, and the Folded Flags Dedication event was a popular with around 300 people coming to participate. At the end of June the Great American Campout will take place, and shortly thereafter will be the Independence Day parade. Allison Ullestad has accepted a new position with the department as the Arts, Culture, and Enrichment Supervisor. The RecPlex General Manager position is also set to open soon. Ortgies reminded the Board that the RecPlex will be operated by the Parks and Recreation Department and will be a valuable addition to the department's offerings. Along with the hiring of the new general manager, there will be more full-time and part-time employees that will help run the RecPlex. Valley View Park has attracted many new patrons this year, and revenue has increased significantly.

On Item 6C. Director of Parks and Recreation

Ortgies shared that the Clerk at the Nature Lodge has left, and Teresa Schaffer has accepted the regular part time position as Clerk at the Nature Lodge. With the new renovations at City Hall there will be improved customer service and security measures taken. A proposed plan is to move the secretary from the Finance department to the Parks and Recreation department to make the City more customer service focused. Ortgies shared with the Board that the contract for the site grading and utilities has been awarded for the RecPlex. There will be some work done near the Great Western Trail and Veteran's Parkway, but it will only involve short bypass detours around construction. The trail will not be closed. Swalwell inquired as to whether or not staff had any information about the Great Western Trail underpass lights. Ortgies responded that staff did get pricing back from MidAmerican Energy and Public

Services staff will be having a conversation with the Polk County Conservation Board about the best way to light the underpass. Ortgies shared that the Friends of West Des Moines Parks and Recreation has another Board meeting on Monday night, and most of the legal and housekeeping items have been completed.

On Item 7. Other Matters

No items.

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

- May 6, 2019: Proclamation – Bike Month – May 2019
- May 6, 2019: Proclamation – Kids to Park Day – May 18, 2019
- May 6, 2019: 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
- May 6, 2019: 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
- May 6, 2019: 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
- May 6, 2019: Public Hearing – Whisper Point Park. 1. Resolution – approval of plans and specifications. 2. Motion – Receive and file report of bids. 3. Resolution – Approve Contract
- May 20, 2019: 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.
- May 20, 2019: Resolution – Accept Work – Raccoon River Park Softball Complex, Drainage and Dugout Repairs.
- May 20, 2019: Resolution – Accept Work – 2018 Concrete Trail Renovation Project
- May 20, 2019: Resolution – Accept Work – 2017 Asphalt Trail Renovation
- May 20, 2019: Motion – Approval of Agreement – Union Pacific Rail Crossing Review
- May 20, 2019: Motion – Approval of Professional Services Agreement – Park Signage Implementation
- May 20, 2019: Motion – Approval of Change Order – Valley View Park Shelter, Restroom, and Volleyball Courts.
- May 20, 2019: Motion – Approval of Agreement Amendment – Valley Junction Levee Trail Connection
- May 20, 2019: 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

Swalwell moved to adjourn. Sewell 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: September 19, 2019

ITEM: Discussion – FY 20-21 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 20-21. A draft list is attached showing the funding received this year (FY 19-20) and the list of potential projects for FY 20-21 as identified by the Board last year.


Staff will be updating some of the costs and working on staff priorities over the next few weeks. The Facilities Committee is meeting on September 13 with the CIP budget being an agenda item.

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

BACKGROUND:

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

Prepared by: David Sadler, Superintendent of Parks

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 WORKING DOCUMENT

9/12/2019

O=General Fund-Cash Reserves; GO=GO Bonds; RUT=Road Use Tax; P=Private Donation; CTF=Cemetery Trust Fund; SW=Stormwater Fund
LOST=Local Option Sales Tax

Priority	FY 19-20 - FUNDED			
	Parks			
1	Community Park	Payment #3 of 5 per agreement	O	\$ 346,708
2	Raccoon River Park (Five Waters)	Boathouse, Parking, & River Access - Construction/Construction Admin (Plus \$200,000 GO from Grand Avenue Trail cost-savings)	LOST	\$ 1,140,000
3	Amphitheater (Five Waters)	Remainder after private donations	G	\$ 8,300
4	Holiday Park Girls Softball	Infields (2) replacement	O	\$ 550,000
			O	\$ 120,000
5	Whisper Point Park	Playground, restroom and sidewalks (parking lot and shelters to be covered by Parkland Dedication)	GO	\$ 415,000
6	Hidden Point Park	Playground, sidewalks, and parking lot	GO	\$ 135,000
7	Various	Park signage	O	\$ 300,000
8	Various	Site furniture	O	\$ 30,000
9	Various	Landscaping	O	\$ 25,000
10	Holiday Park	Signage and Girls SB Dumpster Enclosure	O	\$ 200,000
11	Southwoods Park	Disc Golf Improvements	O	\$ 30,000
12	Southwoods Park	Single Track Trail	O	\$ 80,000
13	American Legion Park	Replace skate facility	GO	\$ 200,000
14	Raccoon River Greenway	Land Acquisition	O	\$ 200,000
15	Valley View Park	Central site grading, utilities, & north roadway construction	GO	\$ 1,400,000
16	Jordan Creek Trail	Feasibility Study - Trail Realignment-39th to 50th	O	\$ 30,000
17	Railroad Park	Restrooms	GO	\$ 450,000
Added	Raccoon River Pedestrian Bridge Design	Bridge between RRP & Walnut Woods State Park	LOST	\$ 345,000
Added	Amphitheater	Potential REAP grant	G	\$ 200,000
Added	Sugar Creek Greenway Trail-Phase 1 Design	Additional funds to cover shortfall	LOST	\$ 197,000
		Design of trail between Stagecoach and Booneville Road	LOST	\$ 111,000
	Totals by Funding Source		O	\$ 1,911,708
			GO	\$ 2,600,000
			LOST	\$ 1,793,000
			P	
	Parks Total		G	\$ 208,300
				\$ 6,513,008
	Ongoing Maintenance			
	Trail Renovation	Trail repair & bridge repairs (Levee trail)	O	\$ 250,000
	Court Renovation	Next courts (Crossroads)	O	\$ 525,000
	Concrete Pavement Renovation	Preventative maintenance & repair of concrete pavement	O	\$ 70,000
	Ongoing Maintenance Subtotal		O	\$ 845,000

Actual total (+/-\$.8 mil) to be spread over 19/20 & 20/21

\$250K mill & overlay
Priced as mill and overlay / full reconstruction \$775K

FY 20-21 - PROPOSED

Parks

Community Park	Payment #4 of 5 per agreement	O	\$	337,165
Holiday Park Baseball Field Improvements	Baseball Phase 6 - Fields 3 & 4 Design/Construction**	GO	\$	758,000
Sugar Creek Greenway Trail (Five Waters)	Phase 1 - design and construction	LOST	\$	825,000
Raccoon River East Ped Bridge (Five Waters)	Design	LOST	\$	345,000
Scenic Valley Park	Tennis court or dedicated pickleball	GO	\$	160,000
Wild Rose Park	Tennis court or dedicated pickleball	GO	\$	160,000
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
Trails	Windsor Heights trail connection	GO	\$	200,000
Raccoon River Park	Lighting upgrade	GO	\$	350,000
Holiday Park Girls Softball	Softball field improvements	GO	\$	100,000
Fairmeadows Park	Bocci ball court and sidewalks	GO	\$	50,000
Crossroads Park	Tennis court lighting	GO	\$	300,000
Whisper Point Park	Court, overlook, trails	GO	\$	200,000
Hidden Point Park	Shelter, Restroom, BB court, trails and overlook	GO	\$	330,000
Valley View Park	Central site grading, utilities, & north roadway construction	GO	\$	1,400,000
	**Cost does not include any costs associated with the design, demolition, or construction of parks maintenance facility site		\$	6,115,165

Future Projects (FY 21-22/22-23/23-24)

Five Waters	Great Western Trail Connection		\$	1,000,000	22-23
	Sugar Creek Greenway Trail-Phase 3		\$	900,000	21-22
	Sugar Creek Greenway Trail-Phase 4		\$	900,000	22-23
	Sugar Creek Greenway Trail-Phase 5		\$	900,000	23-24
	Raccoon River Greenway		\$	2,000,000	21-22
	Raccoon River East Ped Bridge		\$	5,400,000	21-22
	Raccoon River West Ped Bridge (1/2 construction)		\$	3,500,000	23-24
Ashawa Park	Play equipment replacement		\$	200,000	22-23
Crossroads Park	Play equipment replacement		\$	210,000	22-23
	Parking lot reconstruction		\$	350,000	21-22
Holiday Park	Baseball Phase 7 - Parking Improvements**		\$	533,000	21-22
Jaycee Park	Play equipment replacement		\$	200,000	22-23
Kiwanis Park	Play equipment replacement		\$	200,000	22-23
Raccoon River Park	Sprayground and ship structure demo		\$	50,000	22-23
	Play equipment replacement		\$	500,000	22-23
Valley View Park	Play equipment replacement - softball complex		\$	200,000	21-22
	South roadway & trail		\$	1,900,000	21-22
	Next north phases		\$	5,000,000	
Trails	Windsor Heights trail connection		\$	200,000	21-22
Scenic Valley Park	SW trail reconstruction		\$	100,000	21-22
Citywide	Landscaping		\$	50,000	21-22
Wild Rose Park	Play equipment replacement		\$	200,000	22-23
Land Acquisition	Community park - south of river - payment #5		\$	327,623	21-22
Total			\$	24,820,623	

FY (Est.)

Future Projects (Beyond 5 Years)

Five Waters	Marathon Loop-Future Phases	\$	11,475,000
	Raccoon River Greenway	\$	2,000,000
	Raccoon River West Ped Bridge	\$	3,500,000
American Legion Park	Play equipment replacement	\$	210,000
	Trail	\$	40,000
Brookview Park	Play equipment replacement	\$	150,000
	Outdoor classroom	\$	40,000
Crossroads Park	Shelter/restroom replacement	\$	400,000
	Lions shelter replacement	\$	50,000
Fairmeadows Park	Sidewalk from parking to softball field	\$	20,000
Holiday Park	Shelter/restroom replacement	\$	250,000
	Softball complex improvements	\$	1,500,000
	Aquatic center upgrade	\$	1,000,000
	Shelter/entrance feature	\$	315,000
	Parks shop yard renovation	\$	500,000
Huston Cemetery	Replacement of fencing/sidewalk access	\$	55,000
Huston Ridge Park	Play equipment replacement	\$	150,000
Jaycee Park	Shelter/restroom replacement	\$	250,000
Knolls Park	Play equipment replacement	\$	200,000
	Shelters	\$	40,000
Maple Grove Park	Play equipment replacement	\$	200,000
Meadowview Park	Play equipment replacement	\$	200,000
	Shelter/restroom replacement	\$	250,000
	Parking lot	\$	150,000
	Loop trail	\$	185,000
Pearson Park	Play equipment replacement	\$	200,000
	South bridge replacement	\$	150,000
Quail Cove Park	Play equipment replacement	\$	200,000
Raccoon River Park	Beach building	\$	720,000
	Court sports area - BB & VB courts/restrooms/shelter	\$	1,050,000
	Dog park improvements - shelter/waste tank/water	\$	90,000
	Dog park trail - around outside of fence	\$	105,000
	Dog water training area	\$	55,000
	East entrance pavement	\$	1,000,000
	Erosion control	\$	250,000
	Habitat restoration	\$	155,000
	Parking lots - new parking	\$	340,000
	Peninsula development	\$	160,000
	Shelters	\$	450,000
	Signage	\$	42,000
	Soccer playground	\$	170,000
	SB complex limestone seawall	\$	40,000
	SB complex maintenance access/paving/parking lot	\$	200,000
Southwoods Park	Open air shelter	\$	140,000
Valley View Park	Ice Rink	\$	5,500,000
	Future	\$	10,000,000
	Aquatic center enhancement	\$	1,000,000
Wilson Park	Play equipment replacement	\$	200,000
	Shelter replacement	\$	200,000
Woodland Hills Park	Play equipment replacement	\$	200,000
Land Acquisition	Sports complex	\$	6,400,000
	Mini-park - Commerce	\$	105,000
Trails	Woodland Hills Greenway	\$	1,000,000
Recreational Facilities	Community recreation center	\$	30,000,000

Various Parks	Inflatable dome sports fields	\$	3,000,000	
	Landscaping	\$	50,000	22-23
	Site furniture	\$	30,000	23-24
	Neighborhood park skate facilities	\$	200,000	
Total Future Projects		\$	86,532,000	

*Play equipment replacement based on 18 year lifespan

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

DATE: July 1, 2019

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Holiday Park Signage and Ancillary Improvements


FINANCIAL IMPACT: None at this time. The preliminary estimated construction cost is \$191,301. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of FY 19-20 budget allocated for Holiday Park Signage and Dumpster Enclosure (Project No. 0525 012.0510 031 2019). There is a total of \$200,000 available for the construction of this project.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, July 24, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, August 5, 2019. The contract would be awarded on Monday, August 5, 2019, and work would begin shortly thereafter. This project is scheduled to be completed in late fall of 2019.

This resolution is for the construction of multiple signs and a dumpster enclosure at Holiday Park. The signs will include a primary sign located along Railroad Avenue at main entrance to Holiday Park, destination arrival signs at the 14th Street entrance and Girls Softball entry to match sign previously installed at Youth Baseball. In addition, Information Kiosks with decorative columns will be placed at both Youth Baseball and Girls Softball. And lastly the project will include a new dumpster enclosure to be located at Girls Softball. In addition to the base bid, the project will also include add alternates for more detailed way-finding directional signage throughout the park.

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 <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: July 1, 2019

ITEM: Resolution – Accept Work – Veteran’s Parkway Enhancements, Folded Flags

FINANCIAL IMPACT: The total construction cost of this project is \$201,880.00. All costs of the project have been paid from the Veteran’s Parkway Enhancements (G/L Acct 500.000.000.5250.490, Project No. 0510 022 2017). A portion of the costs (\$50,000) is being funded through a Bravo Greater Des Moines grant. The original contract amount of the project was \$180,750.00, with two change orders for an increase of \$21,130.00 for some minor electrical changes, to modify the fabrication process, and material change on the flags to an acrylic.

BACKGROUND: Concrete Connection, LLC from Johnston, Iowa is working under an agreement dated December 10, 2018 for construction services related to the Veteran’s Parkway Enhancements, Folded Flags 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 installation of 15 individual standing, folded flags that are viewed by vehicle and trail users along Veteran’s Parkway. The folded flags are lighted for visual attraction both day and night. This is the first component installed as part of the Veterans Parkway Enhancements Project which will enhance the entire 11.5 mile long roadway. The project included mobilization, construction staking, electrical distribution/lighting control/dimming, 15 folded flag units, site restoration and other associated work.

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	<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: July 1, 2019

ITEM: Motion – Approval of Agreement Amendment – Raccoon River Park Boathouse

FINANCIAL IMPACT: Expense of not-to-exceed \$84,250.00 including reimbursable expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 18-19 and 19-20 CIP for the Boathouse construction (Project No. 0525 044.0510 024 2018).

BACKGROUND: The Council previously approved an agreement with OPN Architects on 9/4/18 in the amount of \$199,250 for services related to design development, preparation of final construction documents and bidding for the Boathouse. Council is asked to approve an amendment to the existing agreement with OPN Architects for professional services related to Resident Services including construction administration required to ensure the project is constructed according to requirements of the construction documents. These services include site observation of progress, monthly construction meetings, review of shop drawings, punchlist and review for substantial completion.

The amendment to the agreement with OPN Architects 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 OPN Architects.

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: July 1, 2019

ITEM: Motion – Approval of Grant Agreement – Bravo Greater Des Moines – Public Art Grant

FINANCIAL IMPACT: Grant revenue of \$50,000. The total project cost is \$150,000 with the balance to be paid from budgeted funds in the Public Art account (437.400.470.5400.750).

BACKGROUND: The City has received a Bravo Greater Des Moines Public Art Grant in the amount of \$50,000 for the Amphitheater Public Art Project. The grant application was approved by the Grant Review Team on March 21, 2019.

The Amphitheater Public Art Project will be installed at the planned City Campus Amphitheater in conjunction with or shortly following construction.

The Amphitheater Public Art Project Workgroup was formed and met twice in the fall of 2018. It is anticipated that the Workgroup will select an artist in the fall of 2019 and the artwork installed in conjunction with or shortly following completion of the Amphitheater.


Council approval of the attached grant contract is a requirement of the grant. The agreement has been submitted for review by the Legal Department.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Bravo Greater Des Moines Public Art Grant agreement.

Lead Staff Member: Sally Ortgies, Director of Parks & Recreation 

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)	
Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)			
Committee	Grant Review Team		
Date Reviewed	3/21/19		
Recommendation	Yes	No	Split

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

DATE: August 5, 2019

ITEM: Motion – Approval of Agreement Amendment – Valley View Park Central Site Grading, Utilities and North Roadway

FINANCIAL IMPACT: Expense of not-to-exceed \$23,950.00 including reimbursable expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 18-19 CIP for the Valley View Park Central Site Grading, Utilities & North Roadway (Project No. 0525 033.0510 037 2018).

BACKGROUND: The Council previously approved an agreement with Foth Infrastructure and Environment, with subconsultant RDG Planning and Design, on February 4, 2019 in the amount of \$115,100.00 for services related to providing survey & mapping, environmental services, schematic design services and cost estimating for the central area of the park, mass grading and the north park loop road. Council is asked to approve an amendment to the existing agreement with Foth for professional services related to providing additional schematic design to study feasibility of a sledding hill in the central area for \$8,000 and geotechnical exploration to drill and sample 14 test locations for \$15,950.


The amendment to the agreement with Foth 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 Foth Infrastructure and Environment.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Orgies, 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: August 5, 2019

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – City Campus Amphitheater

FINANCIAL IMPACT: None at this time. The preliminary estimated construction cost of the overall project is \$2,195,091. The total project cost including \$238,240 in design and engineering is \$2,433,331. Of this total cost, nearly 71% of it is being privately funded. Private funding includes an in-kind donation with an estimated value of \$853,625 and a cash donation of \$868,000 from Microsoft. The remaining \$711,706 will be covered by the City. GO bond funds in the amount of \$550,000 are already budgeted in FY 19-20. The shortfall is proposed to be covered with LOSST funds and will be included in the first FY19-20 budget amendment. Expenses will be paid from G/L account 500.000.000.5250.490 (Project No. 0510 096 2017).

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, August 28, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Tuesday, September 3, 2019. The contract would be awarded on Tuesday, September 3, 2019, and work would begin shortly thereafter. This project is scheduled to be completed by August 15, 2020.

This resolution is for the construction of an amphitheater on the City Campus located southeast of City Hall on the campus pond. The project will be broken down into three divisions as follows:

- Division 1 – All site grading, utilities, sidewalks, and concrete site walls (not associated with stage). The entire scope of this division will be constructed as an in-kind donation by a local developer, but will be closely coordinated with the other divisions. This work is expected to begin the week of September 23, 2019.
- Division 2 – All work associated with the Amphitheater stage and structure including stage concrete walks, concrete floor, steel structures, metal roofing, stage electrical, and all site lighting. This division is being publicly bid and constructed by a contractor hired by the City.
- Division 3 – All work associated with landscaping and irrigation. This division is being publicly bid and constructed by a contractor hired by the City. Divisions 2 and 3 are being combined into one bid package and contract.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

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

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: August 5, 2019

ITEM: Resolution – Accept Work – Valley View Park Shelter, Restroom and Volleyball Courts

FINANCIAL IMPACT: The total construction cost of this project is \$798,211.02. All costs of the project have been paid from the Valley View Park Shelter & Restroom C.I.P. (G/L Acct 500.000.000.5250.490, Project No. 0525 033.0510 086 2017). The original contract amount of the project was \$729,530.00, with thirteen change orders totalling \$68,681.02. Of that amount, the consultant RDG Planning and Design will be reimbursing the City \$12,000 for a change resulting from an error on the plans.

BACKGROUND: Core Structural Services of Waukee, Iowa is working under an agreement dated June 11, 2018 for construction services related to the Valley View Park Shelter, Restroom and Volleyball Courts. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.


The project involved the construction of an open-air shelter, restroom facility, (3) lighted sand volleyball courts, and associated site and utility improvements located on the southwest side of Valley View Park (88th Street side).

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: August 5, 2019

- ITEM:** Public Hearing – Holiday Park Signage & Ancillary 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 \$222,188.00. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of FY 19-20 budget allocated for Holiday Park Signage and Dumpster Enclosure (Project No. 0525 012.0510 031 2019). There is a total of \$200,000 available. Staff is recommending covering the overage using available funds in the Park Signage Upgrade project (Project No. 0510 094 2017).

BACKGROUND: The Council is asked to approve the plans and specifications for the Holiday Park Signage & Ancillary Improvements project and to receive and file the report of bids that is attached. Two (2) bids were received for the project with the lowest responsible bid submitted by JPG Company from Grimes, Iowa. The preliminary estimated cost for the project was \$191,301.


This resolution is for the construction of multiple signs and a dumpster enclosure at Holiday Park. The signs will include a primary sign located along Railroad Avenue at the main entrance to Holiday Park, destination arrival signs at the 14th Street entrance and Girls Softball entrance to match the sign previously installed at the Baseball Complex. In addition, Information Kiosks will be placed at both Baseball and Girls Softball. And, lastly the project will include a new dumpster enclosure to be located at Girls Softball. In addition to the base bid, the project also included add alternates for more detailed way-finding directional signage throughout the park. Due to budget constraints, staff is recommending rejecting all alternates.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the Holiday Park Signage and Dumpster Enclosure in the amount of \$222,188.00.

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	July 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: August 19, 2019

ITEM: Resolution – Accept Work – Valley View Aquatic Center Water Play Structure

FINANCIAL IMPACT: The total construction cost of this project is \$191,700.00. All costs of the project have been paid from the Valley View Aquatic Center Water Play Structure Replacement CIP (G/L Acct 500.000.000.5250.490, Project No. 0510 090 2017). The original contract amount of the project was \$191,700.00, with no change orders on the project.

BACKGROUND: Fisher Bros. LLC from Chippewa Falls, Wisconsin is working under an agreement dated October 28, 2018 for construction services related to the Valley View Aquatic Center Water Play Structure 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 replacement of the existing water play structure at Valley View Aquatic Center with a new water play structure. The project involved removal of the existing play structure, replacement of concrete pool basin under the new structure, installation of new water play structure and associated work.

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: August 19, 2019

ITEM: Resolution – Accept Work – American Legion Park Tennis Court Lighting Improvements

FINANCIAL IMPACT: The total construction cost of this project is \$40,553.00. All costs of the project have been paid from the American Legion Park (G/L Acct 500.000.000.5250.490, Project No. 0525 022.0510 028 2018). The original contract amount of the project was \$40,553.00, with no change orders on the project.

BACKGROUND: The Waldinger Corporation (previously Innovative Mechanical Services) from Des Moines, Iowa is working under an agreement dated May 6, 2019 for construction services related to the American Legion Park Tennis Court Lighting Improvements 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 replacement of the lights located on the tennis courts at American Legion Park. The project included 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 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: August 19, 2019

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

FINANCIAL IMPACT: None at this time. The preliminary estimated construction cost is \$410,760.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of FY 18-19 budget allocated for Raccoon River Park East Entrance Trail Renovation (Project No. 0525 004.0510 032 2018) and Trail Renovation (0510 035 2018). There is a total of \$423,736 available for the construction of this project.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, September 11, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, September 16, 2019. The contract would be awarded on Monday, September 16, 2019, and work would begin shortly thereafter. This project is scheduled to be completed in spring of 2020.


This resolution is for the renovation of the Levee Trail located adjacent to Lincoln Street between 1st Street and Raccoon River Park. The project includes a new asphalt overlay on the existing trail, realignment of a portion of trail at the east entrance to Raccoon River Park, and construction of a trail spur connecting to 11th Street which will be part of a future trail connection to Valley Junction. The construction includes approximately 6100 SY of sidewalk/driveway/trail removal, 1250 tons of HMA trail, 900 SY of 6" reinforced trail, 150 CY of grading, fixture adjustments, restoration, survey, traffic control, and other associated work.

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: August 19, 2019

ITEM: Motion – Approval of Professional Services Agreement – Asphalt Court Renovation

FINANCIAL IMPACT: Expense of \$93,400 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP from the Court Renovations, (Project No. 0510 068 2017).

BACKGROUND: The original 6-court tennis complex at Crossroads Park was constructed in the 1980's. The playing surface of the courts have been resurfaced multiple times, but the condition of the pavement (cracking), surrounding fencing (heaved footings), and nets are to the point of a major renovation. This agreement will be for preparation of construction documents and construction phase services related to the reconstruction of the 6-court complex. In addition, this project will also include the renovation of the basketball court at Meadowview Park, and basketball and tennis courts at Wilson Park.


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 
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: August 19, 2019

ITEM: Motion – Approval of Contract Agreement – Valley View Aquatic Center Lap Pool Repainting

FINANCIAL IMPACT: Expense of \$56,924 to be paid from available funds in the operating budget, Maintenance Pool Painting (100.400.453.5220.345), for Valley View Aquatic Center Lap Pool. \$64,000 was budgeted for this project.

BACKGROUND: The Council is asked to approve an agreement with Mongan Painting Co., Inc. of Cherokee, Iowa for the repainting of the lap pool at Valley View Aquatic Center. As part of an ongoing preventative maintenance plan, one of the four pool basins at the aquatic centers is repainted every year. The lap pool repainting project was publicly advertised and four bids were received. The lowest bid was submitted by Mongan Painting Co, Inc. This contractor successfully completed the last pool basin painting project and is well qualified to perform the work.

A copy of the contract agreement including terms and conditions is attached.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the contract agreement with The Mongan Painting Co, Inc.

Lead Staff Member: Ryan Penning *RP*

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: August 19, 2019

ITEM: Motion – Approval of Funding Request – Historic Valley Junction Foundation LIGHT Valley Junction Project

FINANCIAL IMPACT: Total of \$100,000 in City funds including \$25,000 in Hotel/Motel funds previously approved by Council. An additional \$75,000 is being proposed from available Capital Improvement Program funds. These funds were originally budgeted for the Railroad Park Restroom in FY 19-20. The construction of that project will be delayed until after preliminary planning confirms that it is feasible.

BACKGROUND: The Historic Valley Junction Foundation (HVJF) has been partnering with KCL Engineering to design and install a unique lighting display in the Historic Valley Junction business district. The ultimate plan includes LED light installations outlining buildings on 5th Street and side streets, interactive light displays in the four pedestrian walkways between 5th Street and the public parking lots, and lighting in Railroad Park, on the arch over the south end of 5th Street, and in street trees.

The requested City funds are proposed to be used for Phase 1 of the LIGHT Valley Junction project which includes lighting on public property in Railroad Park and on the arch which is within City right-of-way. An additional \$30,000 has been received from Prairie Meadows and is earmarked for lighting in Railroad Park. These two funding sources will cover the estimated \$130,000 cost of Phase 1. Grants, private donations and budgeted Foundation funds are expected to cover the cost of future phases.

The HVJF will be responsible for installation, maintenance, and insurance of the lighting. A Pre-Application has been submitted to the Development Services Department and is on the August 20 agenda for consideration by the Development Review Team.

Representatives from the Historic Valley Junction Foundation will be attending the Council meeting to provide additional background if requested.


OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Motion.

Lead Staff Member:

Sally Orgies, Director of Parks and Recreation 

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	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: September 3, 2019

ITEM: Motion – Approval of Professional Services Agreement – Amphitheater Construction Staking Services

FINANCIAL IMPACT: Expense of \$12,900 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP from the City Campus Amphitheater, (Project No. 0510 096 2017).

BACKGROUND: A resolution is included on the agenda for the construction of the Amphitheater on the City Campus located southeast of City Hall on the campus pond. The project consists of three (3) separate divisions, with Division 1 being constructed as an in-kind donation, and Division 2 & 3 constructed by a general contractor. Due to complexities involved with the different divisions, City staff is requesting staking services by one single vendor to ensure consistency across all divisions.

The agreement with McClure Engineering Company is attached along with their proposal, scope of services, schedule and fees. McClure Engineering Company did the original site survey of the site, and 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 McClure Engineering Co.

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: September 3, 2019

ITEM: Motion – Approval of Professional Services Agreement – Amphitheater, Resident Construction Administrative Services

FINANCIAL IMPACT: Not-to-exceed expense of \$104,000.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP from the City Campus Amphitheater, (Project No. 0510 096 2017).

BACKGROUND: A resolution is included on the agenda for the construction of the Amphitheater on the City Campus located southeast of City Hall on the campus pond. The project consists of three (3) separate divisions, with Division 1 being constructed as an in-kind donation, and Division 2 & 3 constructed by a general contractor. Due to complexities of coordination for the different divisions, City staff is requesting on-site construction administration services to help manage the overall construction process, and the (3) different divisions through the completion of the project.

The agreement with Larson Engineering, Inc. is attached along with their proposal, scope of services, schedule and fees. Larson Engineering is the original consulting engineering on this project, and 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 Larson Engineering, Inc.

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: September 3, 2019

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

FINANCIAL IMPACT: Expense of \$110,200.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of LOSST funds available in the FY 19-20 CIP, and paid out the Sugar Creek Greenway Trail (0510 034 2018).

BACKGROUND: Under a previously approved agreement from 10/16/17, Snyder & Associates completed a conceptual design, cost opinion and project phasing for a trail along Sugar Creek from Raccoon River north to the Interstate 80 bridge. This project is part of the City’s ‘Marathon Loop Trail’ which is one of the ‘Five Waters Project’ components. The Council is now asked to approve an agreement with Snyder & Associates for professional services related to preparation of construction documents for the Sugar Creek Trail (Phase 1 from Stagecoach Dr to Booneville Road). The scope includes preparation of construction documents for this trail segment, as well as a pedestrian bridge across Sugar Creek with connection to Woodland Hills Park. Services include topography and boundary survey, engineering design, structural design for two pedestrian bridges, geotech investigation, hydrology/hydraulic studies and project specs. This design work will also parallel design efforts currently underway by the WRA for streambank and water quality improvements along this same stretch of Sugar Creek. The WRA anticipates bidding that project over the winter for 2020 construction. Snyder & Assoc. is also the design consultant hired by the WRA for that project as well.

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 this project 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 and Associates

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: September 3, 2019

ITEM: Motion – Approval of Professional Services Agreement – Woodland Hills (Michaels Landing Plat 1), Outlot Trail Design

FINANCIAL IMPACT: Expense of \$5,450 to be paid from G/L account 100.400.405.5250.460 for Contractual Services Miscellaneous.

BACKGROUND: The City is currently working with a developer to construct approximately 850 LF of trail between Sugar Creek Drive and Booneville Road within an existing Outlot HH to satisfy parkland dedication requirements for the King's Grove Townhome subdivision. Improvements will include a 10' wide concrete trail running north/south connecting on both ends to sidewalks. Staff requested CDA provide a proposal for design services to prepare construction drawings that can be used by the developer for construction of this trail.

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

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the agreement with Civil Design Advantage, LLC

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: September 3, 2019

- ITEM:** Public Hearing – City Campus Amphitheater
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 \$1,259,000.00 for Division 2 & 3. The overall project estimate is \$2,195,091, with the estimate for Division 2 & 3 at \$1,341,467. Division 1 is being provided by private funding through an in-kind donation with an estimated value of \$853,625. This contract for Division 2 & 3 will be paid with a combination of private funding and budgeted CIP funds from G/L account 500.000.000.5250.490 (Project No. 0510 096 2017). Private funding includes cash donation of \$868,000 from Microsoft with the remaining \$391,000 covered by the City. GO bond funds in the amount of \$550,000 are already budgeted in FY 19-20. Any shortfalls (for Design and Resident Const. Admin. Services) is proposed to be covered with LOSST funds and will be included in the first FY19-20 budget amendment.

BACKGROUND: The Council is asked to approve the plans and specifications for the City Campus Amphitheater 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 bid submitted by Henkel Construction from Mason City, Iowa.

This resolution is for the construction of an amphitheater on the City Campus located southeast of City Hall on the campus pond. The project will be broken down into three divisions as follows:

- Division 1 – All site grading, utilities, sidewalks, and concrete site walls (not associated with stage). The entire scope of this division will be constructed as an in-kind donation by a local developer, but will be closely coordinated with the other divisions. This work is expected to begin the week of September 23, 2019.
- Division 2 – All work associated with the Amphitheater stage and structure including stage concrete walks, concrete floor, steel structures, metal roofing, stage electrical, and all site lighting. This division will be constructed by this contractor being hired by the City.
- Division 3 – All work associated with landscaping and irrigation. This division will be constructed by this contractor being hired by the City. Divisions 2 and 3 are combined into one 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 City Campus Amphitheater in the amount of \$1,259,000.

Lead Staff Member: David Sadler, Superintendent of Parks



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	Des Moines Register
Dates(s) Published	August 23 , 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

ITEM: Motion – Approval of Valley Junction Activity Center Lease and Hold Harmless Agreements – 217 5th St – Chelcee D. Cheers, Lathermore Soap, LLC

FINANCIAL IMPACT: The new one year lease agreement will include a monthly fee of \$400 to the City for a total of \$4,800 annually. The first six months' rent will be waived as the tenant has agreed to make improvements to the awning and the interior of the building.

BACKGROUND: The leased space located at 217 5th Street in Valley Junction, next to the Valley Junction Activity Center was most recently leased through May 2019.

A Request for Proposal (RFP) was sent out with a notice published. A notice was also placed in the window of the space and Historic Valley Junction Foundation staff assisted with communicating the vacancy with possible renters. One vendor submitted a proposal – Lathermore Soap Company. Staff evaluated the proposal, researched the company, and had several discussions with the owner over the past several weeks. Staff is recommending that Lathermore Soap Company be awarded the contract beginning August 20, 2019. Staff strongly believes that Lathermore Soap Company will be another successful business in Valley Junction. Due to the Tenant's desire to remove and replace the City's awning with own of their own, a Hold Harmless Agreement is required in addition to the lease agreement. The approval of the awning will otherwise be approved by staff following the minor modification process.

Lathermore Soap Company, LLC is a small, independent skincare company that focuses on hand making 100% plant-based and cruelty-free products from scratch using quality ingredients and original formulations.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the lease and hold harmless agreements with Lathermore Soap Company, LLC.

Lead Staff Member: Ryan Penning, Superintendent of Recreation *RP*

STAFF REVIEWS

Department Director	Sally Orgies, Director of Parks & Recreation <i>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	

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: September 16, 2019

ITEM: Motion – Approval of Professional Services Agreement Amendment #2 - Resident Construction Administrative Services – Jamie Hurd Amphitheater (Formerly City Campus Amphitheater)

FINANCIAL IMPACT: Additional not-to-exceed expense of \$104,000.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP from the City Campus Amphitheater, (Project No. 0510 096 2017).

BACKGROUND: Staff is recommending approval of an amendment to the agreement with Confluence for resident construction administrative services to be provided by their sub-consultant Larson Engineering. On September 3, 2019 the Council approved an agreement with Larson Engineering. That agreement was mistakenly taken to Council and will not be executed. As Confluence has coordinated all previous design efforts on this project, they will also be coordinating services being provided by Larson Engineering. There is no change in the scope or cost of services from that originally approved by Council

A resolution for the construction of the Jamie Hurd Amphitheater located on the Civic Campus was approved on September 3, 2019. The project consists of three (3) separate divisions, with Division 1 being constructed as an in-kind donation, and Division 2 & 3 constructed by a general contractor. Due to complexities of coordination for the different divisions, City staff is requesting resident construction administration services to help manage the overall construction process through the completion of the project.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the agreement amendment with Confluence.

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: September 16, 2019

- ITEM:** Public Hearing – Levee Trail 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 \$312,143.00. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of FY 18-19 budget allocated for Raccoon River Park East Entrance Trail Renovation (Project No. 0525 004.0510 032 2018) and Trail Renovation (0510 035 2018). There is a total of \$423,736 available for this project.

BACKGROUND: The Council is asked to approve the plans and specifications for the Levee Trail Improvements project and to receive and file the report of bids that is attached. Two (2) bids were received for the project with the lowest responsible bid submitted by Des Moines Asphalt and Paving from Des Moines, Iowa. The preliminary estimated cost for the project was \$410,760.00.


This resolution is for the renovation of the Levee Trail located adjacent to Lincoln Street between 1st Street and Raccoon River Park. The project includes a new asphalt overlay on the existing trail, realignment of a portion of trail at the east entrance to Raccoon River Park, and construction of a trail spur connecting to 11th Street which will be part of a future trail connection to Valley Junction. The construction includes approximately 6100 SY of sidewalk/driveway/trail removal, 1250 tons of HMA trail, 900 SY of 6" reinforced trail, 150 CY of grading, fixture adjustments, restoration, survey, traffic control, and other associated work.

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 Levee Trail Improvements in the amount of \$312,143.00.

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	September 6, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split