

MEETING MINUTES
PUBLIC SERVICES COUNCIL COMMITTEE
Monday, January 13, 2020
Public Services
560 S 16th Street

In Attendance:

Council Member – Matthew McKinney
Council Member – Kevin Trevillyan
City Manager – Tom Hadden
Deputy City Manager – Jamie Letzring
Assistant City Attorney – Greta Truman

City Engineer – Brian Hemesath
Public Services Director – Bret Hodne
Public Services Deputy Director – Joe Cory
Public Services Superintendent – Kevin Hensley
Transportation Engineer – Jim Dickinson

Guests in Attendance:

Item #1 Broadband Policy & Code Revisions

Dave Lyons, Consultant
Ken Demlow, HR Green, Inc.
Ed Barrett, HR Green, Inc.

Meeting was called to order at 11:30 AM by City Engineer, Brian Hemesath.

1. Broadband Policy & Code Revisions (BJH)

Issue Summary:

City Staff has been working with HR Green over the past year preparing a broadband policy and updating City Code for the changing technology in communication. A brief presentation (see attached) was provided to update the committee on the progress.

Staff would like to treat broadband as a public utility, providing broadband access to all West Des Moines residents. Staff have been working with HR Green and local utility companies in creating a map that shows where conduit is currently located in the right of way to create a shared infrastructure while protecting the right of way.

The Broadband Policy will include a master agreement between City of West Des Moines and broadband providers for each segment where they would like to go into the shared infrastructure or right of way. A memorandum of understanding, that talks about that specific right of way and explains the terms of what is allowed within that shared infrastructure will become an appendix to the master agreement.

Direction: The committee was in concurrence that Staff are moving in the right direction. Council member Trevillyan would like to make sure the City has the proper staff to maintain and monitor this new policy by including additional staff in the 20-21 budget.

2. Walnut Creek Overhead Flood Gate Refurbishing Project (BJH)

Issue Summary:

The Walnut Creek Overhead Flood Gates at Grand and at Highway 28 are in need of maintenance. Removal of the gates to repair and repaint is necessary. The City put a project out to bid to repair the gates a number of years ago and received no bids. Since this work is somewhat specialized, a traditional letting was unsuccessful and the project cost for this project is anticipated to be under the \$139,000 state threshold for a formal bid process, the City plans to request quotes from various contractors to perform the work. The project documents allow for the city to choose an alternate option of only doing one flood gate instead of both if the quotes exceed the threshold.

The following are proposed key dates for this project:

- January 15, 2020 – Project bids to be provided to the City to determine to the apparent lowest responsive bidder.
- January 21, 2020 – City Council action on the award of contract and project budget.
- January 22, 2020 – Signing a project contract with the awarding contractor to proceed with the work.
- March 30, 2020 – The project completion date.

While the possibility of major flooding on Walnut Creek is low during this construction period, there is an alternate plan in place should the situation arise.

Direction: The committee was supportive of the refurbishing project.

3. Review of Items for Council Meeting (January 21, 2020)

ENGINEERING COUNCIL AGENDA ITEMS:

CONSENT AGENDA

Resolution – Order Construction

- **MidAmerican Energy RecPlex – Bid Package #4 General Construction**
(0510-055-2018) Shive-Hattery, Inc. 692.400.700.5250.490 *General Obligation Bonds backed by Hotel-Motel tax revenue – will likely be pushed two weeks*
- **City Entrance Enhancements Phase 1B**
(0510-051-2018) Shive-Hattery, Inc. 500.000.000.5250.490 *General Obligation Bonds*
- **Grand Avenue Phase 2 – S. Jordan Creek Pkwy to S. 88th Street**
(0510-056-2018) Olsson & Associates 500.000.000.5250.490 *Mills Parkway Subdistrict #7 TIF Funds*
- **Grand Avenue Reconstruction East of I-35**
(0510-049-2018) Kirkham Michael & Associates, Inc. 500.000.000.5250.490 *General Obligation Bonds*

Resolution – Approving Proposal from MidAmerican Energy Company to Extend Electrical Services

- **City Entrance Enhancements – Phase 1B**
(0510-051-2018)

Resolution – Accept Work

- **2018 Sewer Rehabilitation Program**
(0510-043-2018) Insituform Technologies USA and AECOM Technical 640.000.000.5250.490 *Sanitary Sewer Fee Revenue*
- **2018 Durable Pavement Markings Program**
(0510-039-2018) Quality Striping, Inc. and GBA 500.000.000.5250.490 *Road Use Tax*
- **S. Grand Prairie Parkway – SW Madison Avenue to Raccoon River Drive**
(0510-039-2018) SM Hentges & Son's and Foth 500.000.000.5250.490 *Raccoon River Land Company, through a Development Agreement with the City, has agreed to provide \$500,000 of direct contribution and also to facilitate payment to the City of an additional \$1,000,000 which was paid by Hallett Materials, and adjacent mining company, and is currently held in escrow; and the balance of funding will be initially advanced by the City's General Fund until such time that TIF backed GO Bonds can be sold. These bonds ultimately will be reimbursed by TIF proceeds generated by the Osmium Urban Renewal Area.*
- **2019 HMA Resurfacing Program**
(0510-003-2019) Des Moines Asphalt & Paving and I+S Group, Inc. 500.000.000.5250.490 *Road Use Tax*
- **Public Safety Station #21 Flat Roof Replacement**
(0510-057-2018) Bailey Roofing Contractors and OPN 500.000.000.5250.490 *General Obligation Bonds*

Resolution – Accept Public Improvements

- **Cedar Ridge Plat 2**

Resolution – Approving Purchase of Forested Wetland Credits

- **Raccoon River Basin Segment 5 Sewer**
(0510-060-2015)

Resolution – Approving 28E Agreement with Des Moines Metropolitan Wastewater Reclamation Authority

- **Sugar Creek Bank Stabilization Phase 1** – will likely be pushed 2 weeks.
(0510-055-2019)

Motion – Approving Amendment to Professional Services Agreement No. 1

- **Valley Junction Activity Center Remodel – Phase 3B**
(0510-018-2018) OPN Architects 500.000.000.5250.495 *General Funds*
- **2019 Bridge Inspection Program**
(0290-004-2019) Shuck Britson 100.250.700.5250.422 *General Funds*

Resolution – Approving Change Order No. 1

- **MidAmerican Energy RecPlex – Pre-Engineered Metal Building**
(0510-055-2018) ATO Builders, LLC 692.400.700.5250.490 *General Obligation Bonds backed by Hotel-Motel tax revenue*

PUBLIC HEARINGS

Public Hearing – Award Contract

- **Jordan Creek Parkway & Ashworth Road Intersection Improvements** (*Bids 1/15/20*)

(0510-052-2018) McClure Engineering 500.000.000.5250.490 *General Obligation Bonds*

- **Raccoon River Park Softball Concessions & Maintenance Building Improvements** (*Bids 1/15/20*)

(0510-020-2018) Farnsworth Group, Inc. 500.000.000.5250.490 *General Funds*

4. Staff Updates:

Director Hodne provided the committee with a summary of snow operations so far this year and highlighted some of the new equipment recently added to the fleet.

5. Other Matters:

Council member Trevillyan would like City staff to conduct a traffic count on Grand Prairie Parkway once the weather permits.

The meeting adjourned at 12:58 pm. The next Public Services Council Committee meeting is scheduled for January 27, 2020.

A recording was made. Respectfully submitted by Juanita Greer, Secretary.



Fiber & Communication Master Planning | City of West Des Moines



Guiding Principals for Broadband

- 2016 WestLAB:
 - Treat broadband as public utility
 - Develop partnerships vs. public ownership
 - Be flexible and innovative
- Additional Goals
 - Leverage broadband to drive economic development
 - Preserve and Grow WDM Right of Way

Executing on the Vision

- Create Industry / City Working Group
- Develop Joint Infrastructure Approach
- Develop Supportive Policy & Process

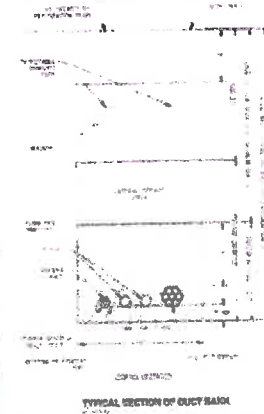
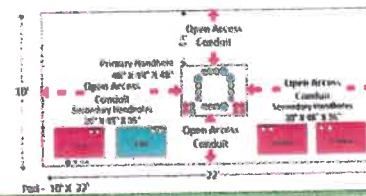


Working Group & Joint Infrastructure Solutions

- Solve shared problems
- Create shared infrastructure & protect Right of Way
- Create maps to openly manage the system

Finalize Default Duct Bank

- Four ducts total
- Three 2" Ducts
- One Future Path Duct (7 way)



Supportive Processes – Operationalize the System

- Create Standard Operations Manual
 - Standardized Responses to Common Issues
 - Design Alternatives and Specifications to meet Restricted ROW definitions
 - Review/Revise Permitting/Inspection Processes
- Contracting with Providers
 - Master Agreement Governing Terms & Conditions
 - Memorandum of Understanding (At segment start)
 - Master Agreement Appendix (At segment design completion)

Policy – Defining Restricted Right of Way

Level	Restriction	City Alternative	ROW Available	ROW Consumed	Provider Impact	Additional Impacts
GREEN	Non Arterials or No Restriction	Non-Issue	Open	Less than 60% is anticipated to be consumed	Per Existing Policies & City Processes	
YELLOW	Moderately Restricted	Limited Options	10 feet or less on one or both sides	60% of Available is consumed or is anticipated	Must show it has taken all reasonable efforts to minimize ROW or creates additional capacity	Permittee or City may request joint trench or conduit sharing
RED	Severely Restricted	Minimal Options	6 Feet or less on one or both sides	75% of Available is consumed or anticipated to be consumed	Must show intended use will not further restrict ROW (Joint Build)	Permittee may be requested or required to conduit share

Supportive Policy – Codifying the Solutions

- Council to review/adopt draft policy developed to formalize the created ROW Management Process
- Council to approve master agreements executed under the policy
- Staff will manage ongoing aspects of the program (MOU & Appendix Execution)

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