

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

**5:30 p.m.  
Thursday, April 16, 2020**

***Due to the State Public Health Emergency Declaration regarding COVID-19, this meeting will be conducted electronically pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020. Members of the public wishing to participate in this meeting are encouraged to do so telephonically, by calling: 515-207-8241, Enter Conference ID: 300 130 202#***

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of January 16, 2020 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Discussion – West Des Moines Girls Softball Practice Facility Proposal
  - B. Discussion – Park Use Agreement Annual Reports
  - C. Motion – Approval of Recommendation to City Council – BCycle Bike Share Station License Agreement
- 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, January 16, 2020**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, January 16, 2020 at 5:31 p.m. by presiding Vice-Chair Sewell.

<b>Commission</b>	Heather Schebel <i>Chair</i>	Joe Hrdlicka <i>Secretary</i>	Jim Miller	Rick Swalwell	Aaron Sewell <i>Vice-Chair</i>
<b>Present</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Staff</b>	Sally Ortgies <i>Director of Parks &amp; 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>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>Council</b>	Russ Trimble <i>Council Liaison</i>				
<b>Present</b>					

**On Item 1. Call to Order/Approval of Agenda**

Miller moved to approve the agenda as presented. Swalwell seconded. Motion carried unanimously.

**On Item 2. Election of Board Officers**

Ortgies shared that she spoke with Chair Schebel, and she is willing to serve as Chair again. Swalwell agreed with Sewell that the slate of officers should stay the same as follows:

- A. Chair – Schebel
- B. Vice-Chair – Sewell
- C. Secretary – Hrdlicka

Swalwell moved to approve the officers as proposed. Miller seconded. Motion carried unanimously. Following the election, the meeting was presided over by Vice-Chair Sewell

**On Item 3. Citizen Forum**

Keith Acheson, 1609 SE Army Post Road, West Des Moines, inquired about the plan for the bike trails in his neighborhood. He also asked for information on the proposed bridge across the Raccoon River. Ortgies shared that the bridge will serve as a pedestrian bridge connecting Raccoon River Park to Walnut Woods State Park. Staff have also been looking at different alternatives for a trail connection to the Great Western Trail. Acheson asked about the location of the pedestrian bridge, and Ortgies explained that the bridge will come out on the south side of the river west of the soccer fields.

**On Item 4. Approval of Minutes of November 21, 2019 and December 19, 2019 Meetings**

Hrdlicka moved to approve the minutes as presented. Miller seconded. Motion carried unanimously.

**On Item 5. Old Business**

No Items.

**On Item 6. New Business**

**A. Motion – Approval of Recommendation to City Council – Park Use Agreements**

1. Heartland Cricket League (expired agreement)
2. Iowa Premier Cricket League (new agreement)
3. Des Moines Rugby (expired agreement)

Ortgies shared that there are three park usage agreements to be approved by the Board. Penning did a good job of bringing both cricket leagues together to come to a compromise on field usage as reflected in both of their agreements. Ortgies shared that the agreement with Des Moines Rugby has not changed. Hrdlicka inquired about the cost of renting Valley View Fields and if the topic resurfaced with the Iowa Premier Cricket League from last spring. Ortgies shared that the League had not communicated any further issues.

Sewell moved to approve the recommendation to City Council to approve all three agreements. Hrdlicka seconded. Motion passed unanimously.

**B. Committee/Liaison Appointments**

1. City Council Liaison – Chair
2. School Board Liaison – Chair
3. Facilities Committee – 2 members
4. Des Moines Area Trails and Greenways Committee – 1 member

Ortgies shared that with Chair Schebel being absent the choice was made to postpone the Committee/Liaison Appointments until February. Sewell shared he would like to stay on the Trails and Greenways Committee, and Swalwell shared that he would continue serving on the Facilities Committee along with new member, Jim Miller.

**Staff Reports**

**On Item 7A. Superintendent of Parks**

No report.

**On Item 7B. Superintendent of Recreation**

No report.

**On Item 7C. Director of Parks and Recreation**

Ortgies shared that the MidAmerican Energy RecPlex is keeping staff busy. Shayne Ratcliff, the General Manager, has done an excellent job of seamlessly stepping into his new position. Ortgies shared that there was an issue with the ice refrigeration bid, but staff was able to successfully resolve it.

Ortgies shared that the change in the aquatic center fees, which was approved at the last Board meeting in December, will go to the Council at their next meeting. Ortgies shared that raising the fees will increase overall revenue by approximately \$50,000 per year. Ortgies reminded the Board that the aquatic centers do operate at a deficit, but that they go beyond being places for recreation. Aquatic centers play an important role in the community by allowing for swim lessons and water safety training.

Ortgies shared that she is assisting the City of Clive in selecting a new Director of Leisure Services to replace Todd Seaman who is retiring at the end of March.

Ortgies stated that staff has also been busy with combining pet licenses and dog park permits so they can be purchased together in the Parks and Recreation department. Now that they are being sold together,

Ortgies mentioned to the Board that they might hear from a citizen that wasn't aware they needed a City pet license in addition to a dog park permit.

Ortgies shared that the department has had two new employees start in the last couple of weeks. Marnie Strate is the new Arts, Culture and Enrichment Coordinator, and Miriam Jakel is the new Landscape Architect Intern.

Staff has been in communication with Tall Grass Theater. The Tall Grass Theater group has been using the Rex Mathis school building, but after this spring will need to find a new space. Ortgies shared that she, Allison Ullestad, and Tom Hadden, have been trying to come up with a solution for the group.

Ortgies shared that the construction for the amphitheater is still in progress, even with it being winter. She also shared that the boathouse walls are up, and that a second Request for Proposals for the boat rental and concessions contract has been distributed. Only one proposal was received in response to the first RFP. The RFP was modified to the City initially purchasing the base level equipment to help with the high upfront costs. Proposals are due on February 5, 2020.

Ortgies shared information with the Board about a recent survey that was sent out by a marketing firm hired by the Community and Economic Development Department. Ortgies highlighted the many instances where parks, recreation, and quality of life were mentioned by citizens. Community and Economic Development staff realize that quality of life is important to our citizens, so Parks and Recreation staff have been included in work with the marketing firm.

**On Item 8. Other Matters**

Hrdlicka mentioned he had spoken with Chair Schebel about continuing conversations with the City Council. Ortgies volunteered to help with this effort, and Hrdlicka agreed to set up some meeting times.

**On Item 9A: Receive, File and/or Refer:**

January 6, 2020: Motion – Approval of Grant Agreement– The Principal Financial Group Foundation, Inc. – MidAmerican Energy Company RecPlex

January 6, 2020: Motion – Approval of Professional Services Agreement – Southwoods Park Single Track Trail.

January 6, 2020: Motion – Approval of Professional Services Agreement – Jordan Creek Trail, 39<sup>th</sup> to 50<sup>th</sup> Street

January 6, 2020: Motion – Approval of Professional Services Agreement – American Legion Park. Site Engineering.

January 6, 2020: Motion – Approval of Professional Services Agreement – American Legion Park, Skate Facility Design Services.

Miller moved to adjourn. Hrdlicka seconded. Motion carried unanimously. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

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Anna Bodensteiner  
Secretary

January 16, 2020

ATTEST:

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Joe Hrdlicka  
Advisory Board Secretary

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

**DATE:** April 16, 2020

**ITEM:** Discussion – West Des Moines Girls Softball Practice Facility Proposal

**FINANCIAL IMPACT:** None at this time

**SYNOPSIS:** The West Des Moines Girls Softball Association has submitted a request to install an indoor practice facility in Holiday Park. The building being proposed is 70' x 85' (5,950 square feet) with an 18' height. The Association is proposing to locate the building in the northwest corner of one of their fields – Petite 1 (see attached location map). They would plan to relocate the current outfield fence of that field in towards the agrime infield to allow sufficient space to construct the new building. New sidewalks from the parking lots to the building and any necessary utilities would be installed as part of the project. They are proposing that the building be constructed of metal (see attached example photos).

Representatives from the Association have been invited to present their proposal at Thursday's meeting. The Board is asked to have a preliminary discussion and then refer the item to the Facilities Committee for further review. The goal would be to bring a formal recommendation from the Facilities Committee back to the Board in May.

**BACKGROUND:** The Association submitted a pre-application for development to the City's Development Services Department which was reviewed on February 18, 2020. At that time, they were proposing to locate the building directly west of the existing concession stand. The response from City staff to that location resulted in the Association moving the building to the location currently being proposed. A copy of the pre-application comments is attached for information, but some of the comments refer to the original location.

One comment that has remained consistent throughout the review process is related to the metal building materials being proposed. Planning staff will not support the use of a metal building with metal cladding. Parks and Recreation staff have also communicated that this material is unacceptable within the park, and the materials used in any new building would need to match the materials of other buildings within the park. Existing buildings are primarily concrete block construction.


After reviewing the newly proposed location, City staff had the following initial comments. The Association's responses are included in italics below:

- There is some concern with the impact to the outfield of Petite 1 field.
  - *The (Association) board is in favor of shortening the outfield fence on P1 at our last board meeting. We only let Bitty's and Petite age groups play on that field during the spring season. Those girls play tee ball only consisting of our youngest age group of Kindergarteners and younger between the ages of 5-6 years old. They can hardly hit the ball out of the infield and rarely hit a ball into the outfield grass and certainly never hit a home run over the fence. Moving the fence in will not affect the game. There will still be grass for the outfielders.*

- It appears that there may be some impact to or removal of mature trees in the area of the new location. Staff would need to see a grading plan to determine the actual impact to trees.
  - *In building the new indoor facility we would only have to remove the one mature tree sitting along the CF outfield fence. It already over hangs the field of play and needs to be removed anyway. I don't believe any other mature trees need to be removed completely but possibly trimmed.*
- Staff's position remains that the materials used for the building be consistent with other buildings within the park and that a metal building with metal cladding is not acceptable.
  - *We would still like to discuss alternative building materials that can stimulate the look of brick at a much lower cost for the lower exterior of the building. If this is strictly a cosmetic requirement to match other building that has no structural value it would help our bottom significantly.*
- A restroom is required inside the building, and utilities will need to be installed to service it.
  - *We believe the new location will allow us to easier accessibility to utilities than the previous spot with no required relocation of water lines.*

The Association also replied that they were currently having NuMark Building Corp. develop floor plans and elevations for submittal with a Major Modification application. On March 30, 2020, again asked for feedback on the building materials. City staff's position was once again communicated, and the Association was invited to present their request to the Parks & Recreation Advisory Board.

**RECOMMENDATION:** That the Board discuss this item and then refer to the Facilities Committee for further review.

**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





BASILE

11th St

TURK

*Proposed Location*

IDSO

KIMBALL

Concession Stand

QUINN

Rameco Innovations

RODISH

P1

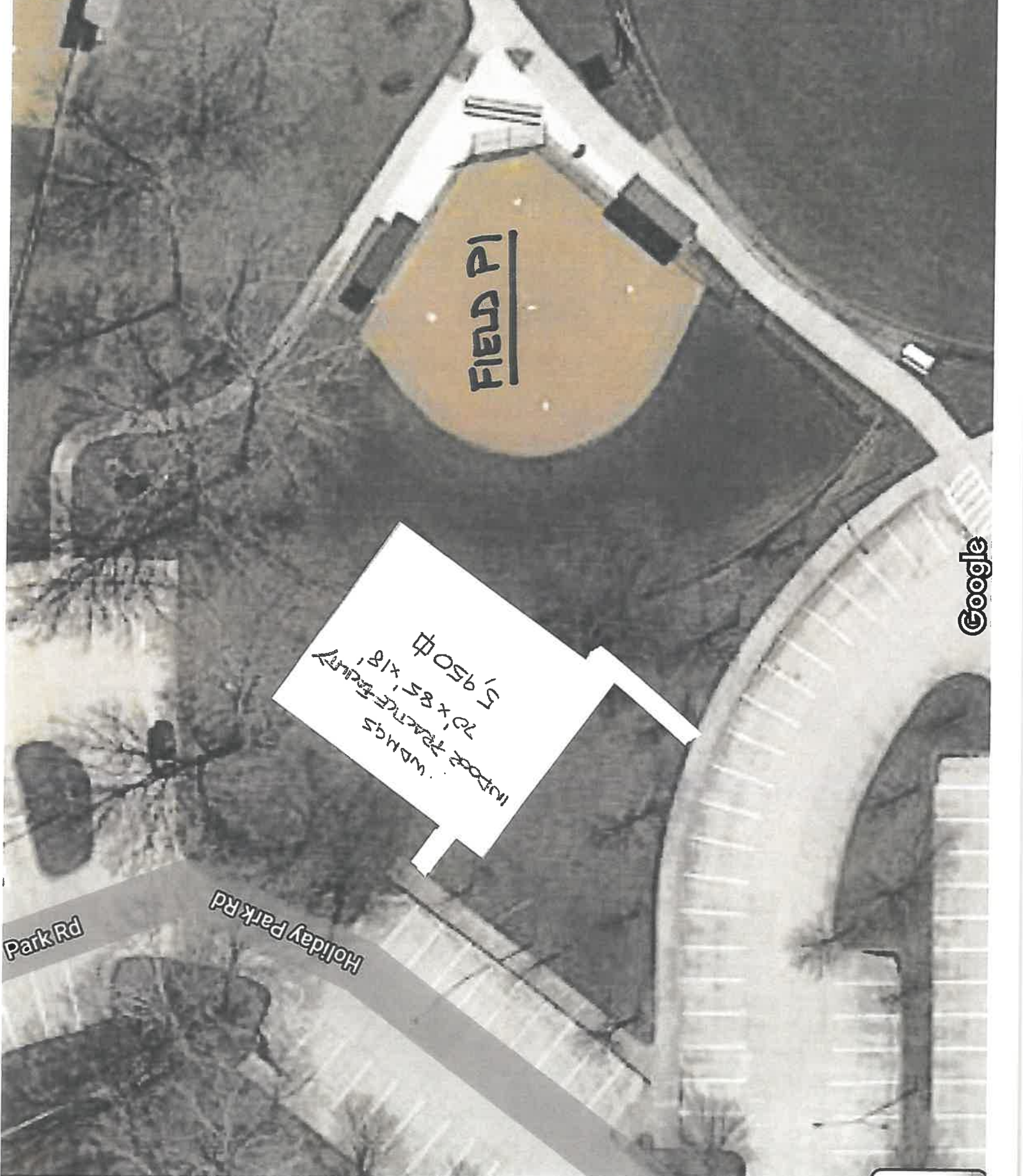
Corn States  
Metal Fabricators

Holiday Park Rd

Holiday Park Rd

Holiday Park Rd





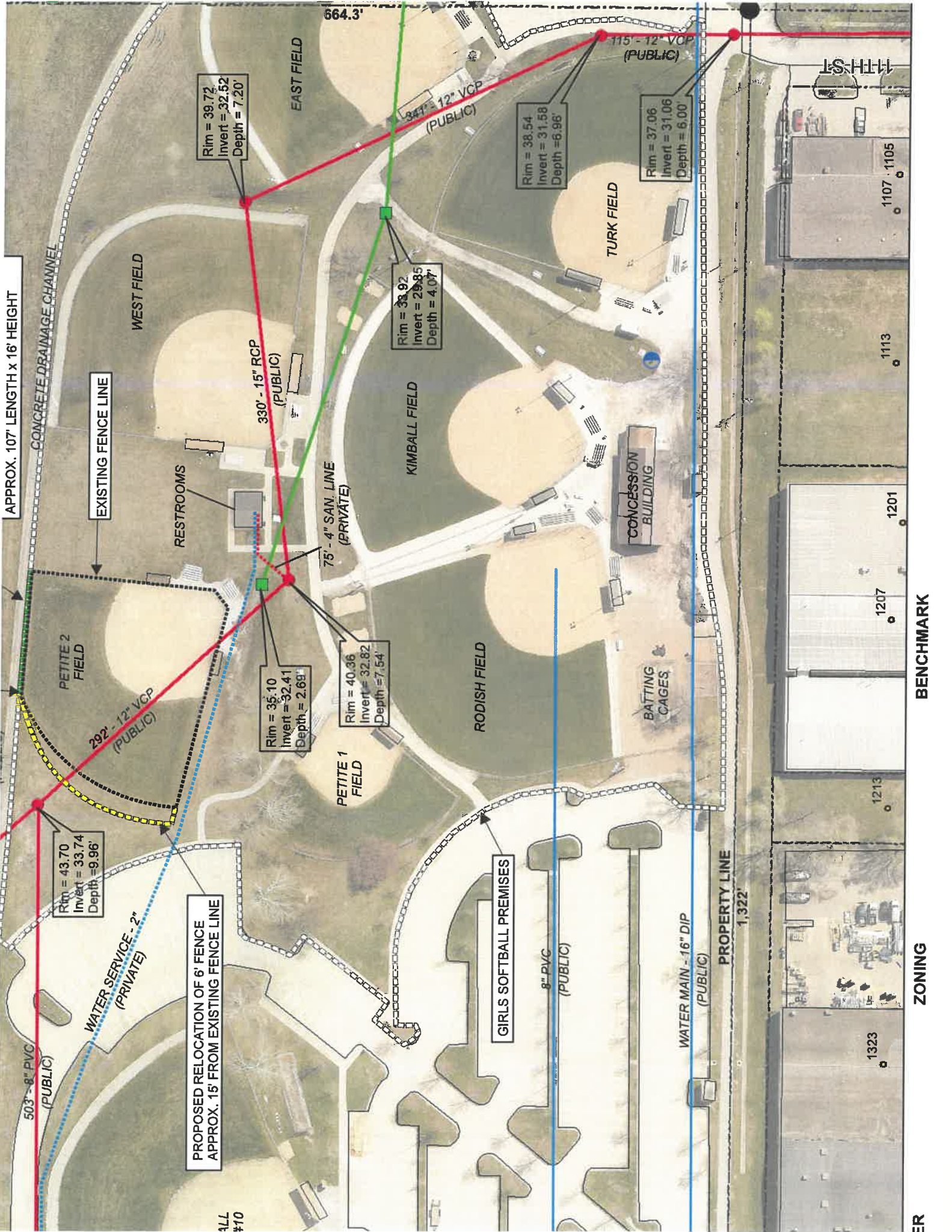
FIELD P1

WINGS  
INDOOR TRACKS FACILITY  
70' x 85' x 18',  
81' x 58' x 21',  
5,950 sq ft

Park Rd

Holiday Park Rd





APPROX. 107' LENGTH x 16' HEIGHT

EXISTING FENCE LINE

WEST FIELD

EAST FIELD

RESTROOMS

KIMBALL FIELD

TURK FIELD

RODISH FIELD

CONCESSION BUILDING

BATTING CAGES

GIRLS SOFTBALL PREMISES

PROPERTY LINE

BENCHMARK

ZONING

ER

PROPOSED RELOCATION OF 6' FENCE  
APPROX. 15' FROM EXISTING FENCE LINE

Rim = 39.72  
Invert = 32.52  
Depth = 7.20'

Rim = 38.92  
Invert = 29.85  
Depth = 4.07'

Rim = 38.54  
Invert = 31.58  
Depth = 6.96'

Rim = 37.06  
Invert = 31.06  
Depth = 6.00'

Rim = 35.10  
Invert = 32.41  
Depth = 2.69'

Rim = 40.96  
Invert = 32.82  
Depth = 7.54'

Rim = 43.70  
Invert = 33.74  
Depth = 9.96'

664.3'

1,322'

1323

1213

1207

1201

1113

1107, 1105

1-S-H-11

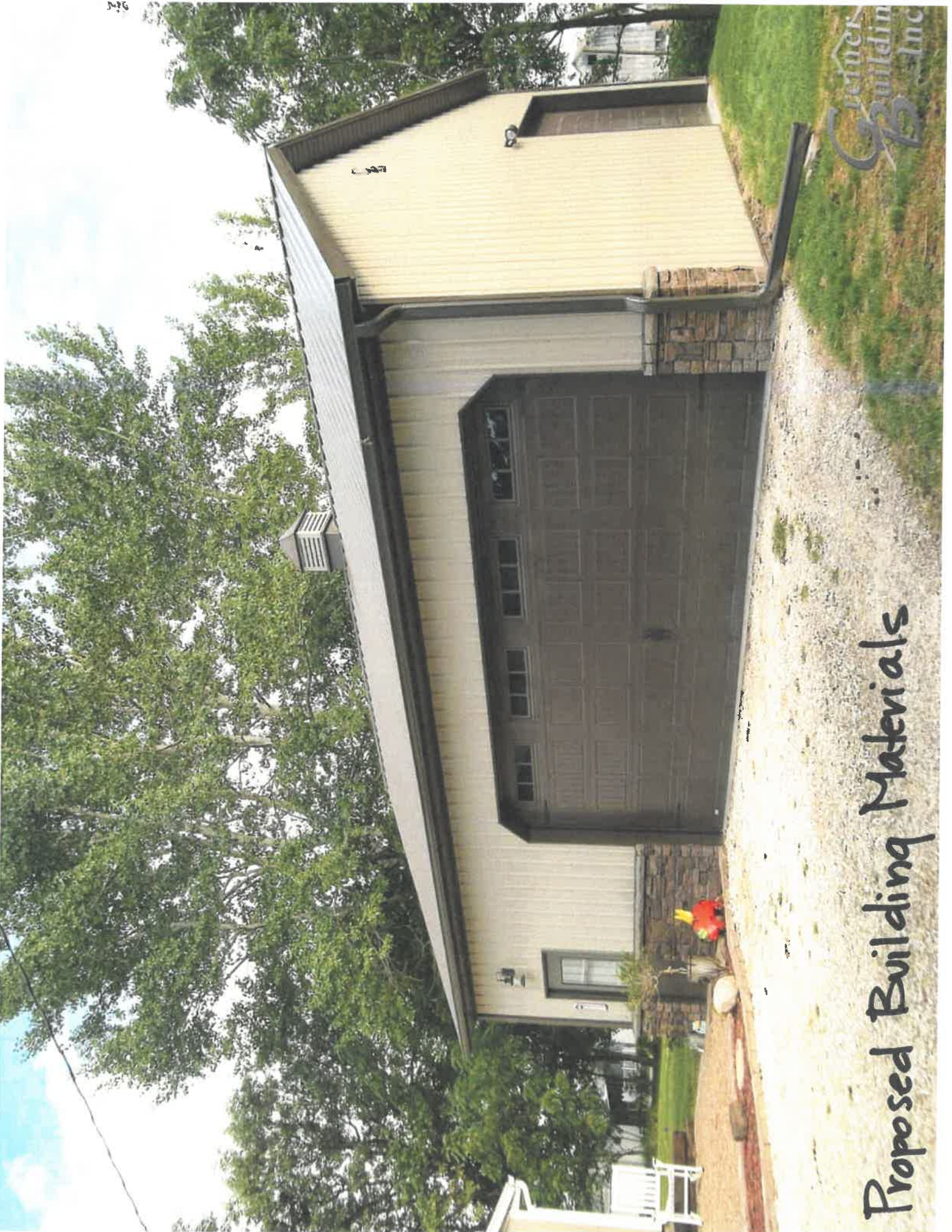
ALL #10



# Proposed Building Materials







Let's  
Build  
It  
Inc

Proposed Building Materials



**Meeting Summary: Pre-Application Comments**

Pre-Application Meeting: February 18, 2020

Project Name: West Des Moines Girls Softball Practice Building  
Address: Holiday Park, 1701 Railroad Avenue  
Legal Description: 10-7825 SE  
Pre-Application: PA-004633-2020  
Planner: Kara Tragesser  
Review Engineer: Choose an item.  
Applicant: Gene Rauch  
Owner: City of West Des Moines

Project Description – construct a 6,300 sq. ft. building (70 by 90 ft.)

Action – Major Modification to a Site Plan

**Planning:**

1. The property is zoned Open Space; recreation and associated uses are allowed in this district. It was noted at the meeting that the facility would only be used by the West Des Moines Girls Softball organization for training and practice and that no outside groups or events would use the facility.
2. The size of the building determines what development application is used. New structures over 2,000 sq. ft. in size are reviewed under the Major Modification to a Site Plan process. The application and site plan will be reviewed by the Plan & Zoning Commission and City Council. Review of the site as a Major Modification may require non-conforming elements of the site to come into compliance with current codes.
3. A separate Grading Plan (GP) may be submitted for approval to allow rough grading of the site prior to approval of the plats and site plan. Grading Plans may be approved by the City Engineer once all required drawings and information has been provided.
4. With the stated building size and existing underground utility lines, it will be difficult to locate the proposed building where indicated.
5. The building setback line is at 50 feet from any property line.
6. Heating/cooling apparatus and meters associated with the building that are located outside of the building will be screened in accordance with city code. Roof mounted mechanical equipment will be screened with building design elements; wall mounted mechanical equipment will be screened either through building design, wing walls, free standing fencing or evergreen landscaping.
7. A building address will be assigned to the structure at the time of the site plan.
8. Building style, materials, and colors should be consistent with other buildings located within the park. This does include method of construction, materials, colors, and style. A metal building with cladding will not be supported. The applicant noted that they would like the use of three overhead doors; north, south, and east. These types of doors will be supported by staff, although the code doesn't address overhead doors in the Open Space district. More evaluation of type of door and distance to nearest residential will be done with the submittal and review of the application.

9. All lighting shall be downcast with fixtures of a cut-off type to eliminate glare and spillover lighting beyond the property line. All lighting shall be shielded to direct the light to the intended target. Wall packs without shields to direct the light down are not allowed. The height of parking lot fixtures shall be kept as low as possible to minimize the presence of the lights and impact on the surrounding areas. As part of site development, a photometric plan illustrating lighting levels of one-foot candle or less at the property line will need to be provided.

**Building Division:**

1. Adopted model codes, local amendments and general requirements related to building regulations can be found in Title 8, Chapter 2 of City Code
2. This project will require the completion of a Commercial New Building Permit Application Packet. This packet can be found at [www.wdm.iowa.gov](http://www.wdm.iowa.gov). Work on this project cannot proceed until approval of the Building Permit is secured.
3. The structure will be required to have separated restrooms due to the potential occupancy load at the 6,300 sq. ft. size.
4. Separate Electrical, Mechanical, and Plumbing permits are required for each project or address.
5. Contractors, subcontractors, and/or property owners shall contact Iowa One Call (1-800-292-8989) notification system before any excavation takes place.
6. Contractors need to be registered with the State of Iowa Division of Labor (800) 562-4692.
7. Documentation is required showing that all commercial and high-rise residential construction will meet the 2012 International Energy Conservation Code, as adopted by the State of Iowa. Please use ComCheck located at [www.energycodes.gov/comcheck](http://www.energycodes.gov/comcheck).
8. Accessibility: Utilize IBC Chapter 11 (ICC/ANSI A117.1). All provisions shall be included in the submitted plans. The State of Iowa utilizes 2010 ADA Standards; contact the Building Code Bureau at 515-725-6145. Owners and operators, or their assigned agents, of buildings and facilities subject to the provisions of ADA and ADAAG are responsible for compliance with applicable requirements regardless of whether those requirements are enforced through West Des Moines plan reviews or inspection.
9. A pre-construction meeting is required for all multifamily and commercial projects.
10. Fees related to the building permit application can be calculated with a Fee Estimator form. This form can be found at [www.wdm.iowa.gov](http://www.wdm.iowa.gov). Calculations contained on the form provide an estimate only. The actual fee will be determined by the Building Official based on calculated or actual valuation, whichever is greater.
11. Planning approval is required for new buildings & additions. Contact Planning Division at 515-222-3620. Building plans may be submitted for review prior to receiving full Planning approval.

**Fire:**

1. Adopted model codes, local amendments and general requirements related to fire regulations can be found in Title 4, Chapter 3 of City Code.
2. Buildings over 6,000 sq. ft. gross size are required to have a sprinkler and alarm system. A private hydrant will be required within 100 feet of the building; the fire department connection will be determined by the Fire Marshal. A knox box also will be required.

### **Parks & Recreation:**

1. All City of West Des Moines Parks and Recreation has a private non WDMWW water service line that serves the existing concession/maintenance building. That water line would need to be relocated from under the proposed building to a minimum of 7' away from the proposed building. The existing water service line location provided on the overall plan is diagrammatic and will need to be field located.
2. The architecture and type of building would need to match existing concession stand. The proposed metal Morton Building with brick wainscot does not meet this requirement.

### **Engineering:**

#### **Sanitary Sewer:**

1. Existing public sanitary sewer is located at the southeast corner of the site.
2. If restrooms will be provided any service connections will need to occur at a wye and sewer service line with clean outs.
3. Adequate easement widths will need to be provided for all public sewers, existing or proposed in accordance with DSM Metro Design Standards and WDM Addendums (minimum 30' or twice the depth, whichever is greater).
4. Access to all public sanitary sewer manholes will need to be provided, including provision of associated easements (if not already established).

#### **Storm Water:**

1. Formal submittal will need to include on the coversheet any impervious surface being added to the site (indicate square footage of additional as well as total square footage within site and percentage of site which is impervious).
2. Applicant will need to provide a Storm Water Management Plan (SWMP) prepared in accordance with DSM Metro Design Standards and WDM Addendums. A SWMP was completed as part of the Holiday Park field renovations. A copy can be provided upon request.
3. Upon implementation of storm water management facilities, a Storm Water Management Facility Maintenance Agreement (SWMFMA) is required to be executed. This agreement provides that the property owner will maintain and repair their storm water facilities. If they fail to do so, the city will make repairs or perform maintenance and assess all costs back to the property owner. As part of the maintenance agreement, the applicant will be responsible to provide a letter certifying the detention facility is in conformance with the approved SWMP. The applicant will also need to provide as-built drawings of the detention facilities. Both the letter and as-builts will need to be signed/sealed in accordance with Chapter 6, 193C-6.1(542B) of the Iowa Code.

#### **Transportation:**

1. No Traffic Impact Study (TIS) will be required as part of this project.

#### **Misc:**

1. Any proposed public improvements will require submittal of separate detailed construction plans to staff for review and approval by the City Engineer prior to installation of any improvements. The City charges an hourly fee for site inspection/observation during the installation of all public improvements. In addition, 4-year maintenance bonds will need to be provided for any installed public improvements.

### **Water Works:**

1. Three water mains lie in the vicinity of the proposed project
  - o Northern main – 6" Private Water Main – WDM Parks – taps could likely be allowed assuming consent of the pipe owner.
  - o Middle Main – 16" Connection to Des Moines Water Works – no taps are permitted on this main
  - o Southern Main – 12" Raw water main – no taps are permitted on this main.
2. The drawing shows the building on top of the private water main. The building cannot be located on top of an active water main.
3. Water mains may need to be installed by the applicant. Mains adjacent to perimeter/all public roads will be public; interior water lines and those adjacent to private streets will be private. A four-year maintenance bond is required on all public water mains and appurtenances.
4. All water mains shall be constructed to current Water Works Standards. Information on standard development criteria may be found on WDM Water Works website, <http://www.wdmwww.com>.
5. WDM Water Works does all tapping of water mains.
6. WDM Water Works charges inspection fees for proposed water mains based on the type and quantity of main installed. Development plans should include a materials and quantities list.
7. This site has existing water mains and/or service pipe(s). These will need to either be reused or properly disconnected from the water system at the water main.
8. Domestic service can be tapped off of the fire line. Fire lines and domestic service shall have separate shut-offs outside of building.
9. Water fee information may be found on WDM Water Works website, <http://www.wdmwww.com>.
10. The Proposed Development is not in a Water Fee District
11. Pressures in this area may exceed 80psi. Individual Pressure Reducing Valves with Expansion tanks may be desired by the end user.
12. Contact the Distribution Manager at WDM Water Works (515-222-3465) for pressure and flow data for fire suppression models.

### **Next Step:**

Submit a Major Modification to a Site Plan development application, application fee, site plan drawings and building elevations for review. Submittal should be made to the Case Planner's email. **Any special development concepts which deviate from city code are should be identified as part of the development application submittal.**

**Processing of Applications:** For all applications submitted there is an approximate 10 day city review period to give our reviewers time to review the application and materials and prepare a comment letter. The comment letter will be emailed to the person identified on the application as the primary contact person. The primary contact works to address the comments in the comment letter and resubmits materials to the City. Another approximate 10 day review period takes place to produce a comment letter and the cycle repeats until all comments are addressed. NOTE: Timeframe between initial submittal and scheduling the project for the appropriate review body is dependent on the completeness of the submittal and resubmittals, the number of necessary resubmittals and the turn-around time for any resubmittal from the primary contact.



If there are easements or agreements, the City will draft these and submit to the primary contact person who will cause them to be executed and returned to the City.

When all comments are addressed and all final documents are submitted to the City, the application will be presented to the appropriate Board, Commission or Council.

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

**DATE:** April 16, 2020


**ITEM:** Discussion – Park Use Agreement Annual Reports

**FINANCIAL IMPACT:** None.

**SYNOPSIS:** In lieu of an in-person presentation, each of the organizations operating under park use agreements has provided a written report (attached). The Board is asked to review each report and discuss at Thursday's meeting. Staff will communicate any comments or questions from the Board to each of the organizations and report back.

**BACKGROUND:**

**RECOMMENDATION:** Discussion item only.

**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

## SportsPlex West

Please complete the following sections below along with all other items under the "Submittals" section in the email and Agreement.

**1. Current participation numbers**

2019 Season

Age Group	# of Teams	# of Players
5U	4	36
6U	6	63
7U	3	33
8U	4	44
9U	3	30
10U/11U	4	44
12U/13U	3	33
14U/15U	1	11
<b>Total</b>	<b>25</b>	<b>294</b>

**2. Latest fiscal year-end and interim financial statements**

League	Total Revenue
CBL of Iowa 2019	\$ 156,560.54
OBL of West Des Moines 2019	\$ 45,255.46
Second Season Baseball League	\$ 114,771.35
	<b>\$ 316,587.35</b>

League	Total Expenses
CBL of Iowa 2019	\$ 136,010.54
OBL of West Des Moines 2019	\$ 40,000.00
Second Season Baseball League	\$ 99,771.35
	<b>\$ 275,781.89</b>

\*Estimates

**3. Evaluation comments**

These is conducted by P&R, available upon request.

**4. Field use and practice policies**

SportsPlex West rents fields from Parks & Recreation all follows all related policies.

**5. Club Improvements**

N/A

**6. Facility improvement requests**

N/A

## **Des Moines Rugby Club/Rugby Foundation**

Please complete the following sections below along with all other items under the "Submittals" section in the email and Agreement.

1. Current participation numbers : 77
2. Latest fiscal year-end and interim financial statements: See attached financial statements.
3. Evaluation comments : Windsor Field was kept in good condition and the improvement to the creek bank to improve safety was very welcome and well executed.
4. Field use and practice policies: We use Windsor Field two to three days a week and try and move our rugby drills around so we don't damage the turf unduly. The field is still in pretty good shape after 20 years of use.
5. Club Improvements : We are not planning on any improvements this year.
6. Facility improvement requests: We do not have any facility improvement requests this year, other than possibly having the City of West Des Moines putting a portable toilet on the bike trail, but it is our expectation that this will not be done.



## **2019 WDM Girls Softball Association**

Please complete the following sections below along with all other items under the "Submittals" section in the email and Agreement.

**1. Current participation numbers**

2019 program participation

Spring Rec:

- 120 players
- 11 teams
- 22 volunteer coaches/asst coaches

Fall Rec:

- 200 players
- 19 teams
- 38 volunteer coaches/asst coaches

2019/20 tourney teams (these girls are required to play rec league, so not double counting them in our total # of participants):

- 140 girls
- 12 teams
- 24 volunteer coaches/asst coaches

**2. Latest fiscal year-end and interim financial statements**

2019 financial report

West Des Moines Girls Softball, Inc. is a 501(c)(3) organization.

- Revenue = \$253K
- Expenses = \$235K

**3. Evaluation comments**

These have been provided, available upon request.

#### 4. Field use and practice policies

##### TEAM PRACTICE SESSIONS

To maintain the spirit of a recreational league, coaches are advised that they may practice the team only 3 days per week prior to the first game of the season. This does not mean you may schedule 4 or more practices and tell your players they may attend 3 they choose to - this means 3 scheduled practices per team per week maximum. After the first game, coaches will be restricted to 2 practice sessions max per week. The maximum time a team may practice on any one (1) day will be 1 and 1/2 hours for Bitty Ball and Petite's and 2 hours for Juniors and older. Practice games shall be considered a practice session.

Teams may have fields scheduled at Holiday Park by signing up on our online system, Appointly. Coaches may use your Google (gmail) and/or Facebook account to log in. (<http://WDMGS.appointy.com>)

If you have any issues with scheduling, please contact your league representative or a board member.

Coaches are allowed to practice at various locations. School areas are available, but it should be noted that areas with soccer goals should be reserved for soccer players. In return, soccer teams have been instructed that areas with backstops are to be cleared for softball players.

Coaches are being asked to help us develop and maintain an atmosphere of cooperation with area school athletic programs and at the same time provide a recreational experience for the players.

Coaches who have players that are involved with area high school programs are asked to use the following rules:

A. High School games take priority over all WDMGS activities. B. High School practice takes priority over league practice.

At no time will this Board condone or cooperate with an attempt to punish a player for this dual participation by not allowing her to play. If the player cannot be at practice or a game, borrowed players may be used in accordance with the rules.

#### 5. Club Improvements

##### 2019 Holiday Park improvements

- Field renovation completed on Rodish & Idso (4 of 7 fields currently renovated)
- Batting cages (2 hitting tunnels & 3 soft toss stations), including walking paths to batting cages
- Fence repairs & pump house renovation (for dry storage of chalk & tools)
- Holding pen for extra field material
- 2 new fryers for concession stand (in FY financials for 2019-2020)

- Removed large dirt mound between Idso & Basile fields

#### 6. Facility improvement requests

##### **2020 Requests**

- Financial support for the following work to commence mid-June 2020. Estimated completion of both field renovation projects is July 6, 2020. Work to be completed by Iowa Sports Turf.
- Replace Quinn infield and install new warning track. Projected cost \$60,000.
- Replace Basile infield and install new warning track. Projected cost \$60,000.

##### **2021 Plans:**

- P1 infield and install a new warning track. Projected cost \$60,000.
- Install new warning track on Turk field. This was not completed in year one due to a budget short fall. Projected cost \$10,000.
- This will complete the renovation of ALL softball fields at Holiday Park.
- Update current field irrigation lines & systems
- Add LED scoreboard to Quinn field
- Expand current playground area and purchase NEW playground equipment
- Purchase MUSCO lighting for Quinn field

##### **2020 Hotel/Motel Fund Plans:**

- Additional shade sails for park patrons
- Update electrical work on scoreboards/lights
- Upgraded/modernized dugouts
- Continuation of scholarships

## Heartland Cricket League

Please complete the following sections below along with all other items under the "Submittals" section in the email and Agreement.

1. Current participation numbers

It has grown from 2 teams in 2017 to 7 local teams in 2019. Teams that participated in 2019 are:

- Knights Cricket Club (KCC)
- Iowa Bulls Cricket Club (IBL)
- KCC Blackcaps (KCC BC)
- Vikings (VK)
- Super Stars (SS)
- Iowa State University (ISU)
- Cedar Valley Cricket Club (CVCC)
- Cardinals (CRD)
- Iowa Super Kings (ISK)

2. Latest fiscal year-end and interim financial statements

### Financials 2019-2020

Balance Forward from 2018	\$ 1,200.00
Fee and Practice Ball expense collected from teams 2019	\$ 3,831.00
<b>Total funds available 2019</b>	<b>\$ 5,031.00</b>

<b>Expenses 2019</b>	
League & Practice Balls	\$ 2,430.00
Insurance 2019	\$ 475.00
Hcl Trophies 2019	\$ 1,200.00
Carpet repair - holiday park	\$ 670.00
<b>Total Expense 2019</b>	<b>\$ 4,775.00</b>

3. Evaluation comments

N/A

4. Field use and practice policies

Practice schedule was provided, available upon request

5. Club Improvements

N/A

**6. Facility improvement requests**

- Requested City for practice pitches at Holiday park to support the increase in participation numbers.
- Discussing with City the options on booking of Valley View ground both in terms of availability for booking and the feasibility of it being within HCL funds.
- Requested City for fencing (barrier) on the storm drain side of Holiday park. Cricket balls take up major chunk of HCL annual expenses. Once the cricket balls get soaking wet, they are not reusable.

## Iowa Premier League

Please complete the following sections below along with all other items under the "Submittals" section in the email and Agreement.

1. Current participation numbers  
400 players
2. Latest fiscal year-end and interim financial statements  
IPL was just added to the Wilson Park User Agreement, will be providing Parks & Recreation financial statements starting next year.
3. Evaluation comments  
N/A
4. Field use and practice policies  
As per the User Agreement with Parks & Recreation
5. Club Improvements  
IPL is working to get the membership of USA cricket association which will improve the overall growth of cricket sports in Iowa.
6. Facility improvement requests  
IPL would like to have a storage room/shed/etc. added at Wilson Park to store equipment.



## West Des Moines Soccer Club

Please complete the following sections below along with all other items under the "Submittals" section in the email and Agreement.

1. Current participation numbers  
Recreational: Ages 4-15 = 476  
Academy: Ages 9-10 = 116
  
2. Latest fiscal year-end and interim financial statements  
Financial statements, available upon request.  
Income: \$643,980.64  
Expense: \$792,507.58  
Other Income: \$57,719.30  
Other Expense: \$152.06  
Net Income: (\$90,807.64)
  
3. Evaluation comments  
N/A
  
4. Field use and practice policies  
Practice schedule was provided, available upon request. Additional Complex Rules regarding parking lot safety, drop off/pick-up were also provided. Those are available upon request.

### Complex Rules

Please follow these soccer complex rules:

- NO ANIMALS (except service animals with paper work and bib) beyond parking lots.
- NO outside food/beverage delivery or catering allowed.
- NO grills or cooking allowed in complex.
- NO tailgating.
- NO tobacco products, alcohol, illegal drugs, or chemicals of any kind.
- NO fireworks of any kind.
- NO missile / projectile like objects.
- NO glass bottles or aluminum cans.
- NO air horns, Vuvuzelas or whistles of any kind.
- NO skateboards, roller blades, roller skates, roller shoes, etc.
- NO un-authorized field usage – all usage must be approved in advance.
- NO un-approved pamphlets, handouts, displays, advertisements, etc.
- NO un-authorized merchandise, food, beverage, or photography sales of any kind.
- NO un-authorized vehicles, scooters, carts or the like beyond parking lots.
- NO drones or flying objects as per FAA
- NO RV/Camper's are allowed to park overnight without permission.
- NO parking unless soccer related.

5. **Club Improvements**  
New full-size goals and bounce back goals.

6. Facility improvement requests

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

**DATE:** April 16, 2020

**ITEM:** Motion – Approval of Recommendation to City Council – BCycle Bike Share Station License Agreement

**FINANCIAL IMPACT:** Expense of \$5,000 per year (\$10,000 over term of agreement) to cover use of advertising panels on bike share station for City information. The funds are available in the Department’s operating budget. In 2018, the bike share station was moved to Raccoon River Park from a previous location in Des Moines, so there was no cost to the City for the station itself.

**SYNOPSIS:** With approval from the Board and City Council in 2018, the Des Moines Bicycle Collective installed a self-service bike rental kiosk in Raccoon River Park. The agreement expired on December 31, 2019, and the City was recently approached by the Bicycle Collective about renewing it. Per the agreement, the Bicycle Collective is responsible for all aspects of operating the station including maintenance, replacement, and removal. The Bicycle Collective is also responsible for making sure the station is stocked with bikes.

Although there is no cost to the City for the station itself, the Bicycle Collective depends on advertising sponsorships to cover approximately 50% of their cost to operate the BCycle program. If the City does not pay the \$5,000 per year advertising sponsorship, the Bicycle Collective has the right to “sell” that advertising to another entity. Staff feels that by branding the station with our information, it makes it clear that the City is involved in providing the bicycles. It also gives us control over the advertising message which in the case of the Raccoon River Park BCycle station is information on the Five Waters Project (see attached graphics for the advertising panels). The Bicycle Collective will also replace the advertising at no additional cost at any time during the term of the agreement.

The attached License Agreement is still in draft form as it is currently under review by the Legal Department, but is nearly identical to the agreement approved in 2018.

**BACKGROUND:** The BCycle station at Raccoon River Park was the first one to be installed outside of downtown Des Moines. Staff was informed that both Clive and Windsor Heights are now also participants in the program. The Raccoon River Park BCycle station has proven to be highly popular with 1,732 trips taken from it in 2019. It was the 5<sup>th</sup> top performing station in the Des Moines metro last year.

**RECOMMENDATION:** That the Board move to approve to recommend approval of the License Agreement by the City Council.

**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

**DRAFT**

**LICENSE AGREEMENT**

THIS LICENSE AGREEMENT (the “Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2020, by and between DES MOINES BICYCLE COLLECTIVE, an Iowa not-for-profit corporation whose address is 506 E. 6<sup>th</sup> Street, Suite 100, Des Moines, Iowa 50309 (“Licensee”), and CITY OF WEST DES MOINES, whose address is 4200 Mills Civic Parkway, West Des Moines, Iowa 50265 (the “Licensor”).

**WITNESSETH**

WHEREAS, Licensee recognizes, encourages, and facilitates the use of bicycles as a viable mode of transportation and recreation in the State of Iowa and desires to engage in the rental of bicycles through the use of B-stations which are generally described as self-service bicycle rental stations (“Bcycles or Bcycle services”);

WHEREAS, Licensee desires to establish and maintain Bcycles on property owned by Licensor located at Raccoon River Park, 2500 Grand Avenue, West Des Moines, Iowa (the “Property”);

WHEREAS, Licensor has the authority to enter into this Agreement, and the right, power and interest in the Property, and the authority to allow Licensee the use of the Property as described herein.

NOW, THEREFORE, in consideration of the mutual premises and covenants contained herein, Licensee and Licensor agree as follows:

1. LICENSE. Licensor hereby grants to Licensee a license (the “License”) to install, operate, maintain, repair and replace the Bcycles in the location on the Property as identified in Attachment A.
2. TERM/RENT/FEES. Except as otherwise provided in Paragraph 9 herein, the Term of this Agreement shall be through December 31, 2021. This Agreement may be extended for an additional term of one (1) year (the “Renewal Term”) upon the written mutual consent of Licensee and Licensor. Licensee must submit to Licensor a written request to extend the Term not less than ninety (90) days prior to the expiration of the Term. The day and year first written above shall be the “Commencement Date”. No rent shall be payable by the Licensee for this License. There shall be no fees payable by the Licensor to the Licensee for Bcycle services. If Licensor requests Bcycle services not specifically outlined in this Agreement, and both parties agree such additional Bcycle services require payment from Licensor to Licensee, Licensee will provide Licensor with a quote for additional Bcycle services and a purchase order issued by Licensor will confirm additional Bcycle services to be provided under the terms of this Agreement.

3. PLACEMENT OF THE BCYCLES.

A. Licensee shall:

- i. Provide a double-sided 10-bike Bicycle station and install the Bicycles in a safe and workmanlike manner consistent with generally accepted standards;
- ii. Install and operate the Bicycles in such a way as to minimize, as is reasonably practical, any interference with the operations of the Property;
- iii. Obtain, prior to placement of the Bicycles, any necessary federal, state, and municipal permits, licenses and approvals, to place and operate the Bicycles; and
- iv. Not permit any liens to be attached to Licensor or to the Property.

4. COVENANTS.

A. Licensee hereby covenants and agrees as follows:

- i. Keep and maintain the Bicycles in good order, repair and condition throughout the Term, and Renewal Term, if any, and to promptly and adequately repair all damage to the Bicycles and Licensor's Property, whether caused by Licensee, its employees, contractors or agents, or its invitees;
- ii. Comply with any federal, state, and municipal law, orders, rules and regulations applicable and governing the installation and operation of the Bicycles;
- iii. Except as is necessary to provide the Bicycle services, not to disrupt, adversely affect or interfere with Licensor's business operations or use of the Property by the general public;
- iv. Any Bicycle services provided by a third party contracted by Licensee will be subject to the terms of this Agreement and must be approved by the Licensor in advance; and
- v. Not sell any advertising on the Bicycle station kiosk or poster panels to any outside party not a party to this Agreement.

B. Licensor hereby covenants and agrees to provide Licensee and any third party vendor acting on behalf of or at the request of Licensee, access to the Property to perform installation, maintenance and repair functions, all in

accordance with Licensor's site rules and regulations or as set forth in the City Code of the City of West Des Moines. Licensee agrees that its personnel, and any third party vendor acting on behalf of or at the request of Licensee, will abide by Licensor's site rules and regulations.

5. EQUIPMENT AND FACILITIES.

- A. The Bcycles, and any and all other equipment used to provide the Bicycle services, shall remain the exclusive property of the Licensee.
- B. Licensor shall not be liable for damage, theft, misappropriation or loss of the Bcycles or any part thereof.
- C. Upon the expiration or early termination of this Agreement, Licensee shall, at its sole cost and expense, remove the Bcycles from the Property. Licensee shall repair any and all damage to the Property caused by the removal of the Bcycles. If the Bcycles, or any part thereof, is not removed within thirty (30) days after the expiration of this Agreement, it shall become the property of the Licensor to do with as it sees fit.
- D. Licensee will not be responsible for the expenses to move the Bcycles from one location on Licensor's property to another location on Licensor's property if the Licensor requested the move and such move will be reviewed, in advance, by Licensee.

6. WARRANTIES. Licensor makes no warranties or representations that the Property is suitable for the use contemplated by this Agreement. Licensee has inspected the Property and accepts the same "as is". Licensee agrees that the Licensor is under no obligation to assist with the placement of the Bcycles or to provide any materials to prepare the Property for Licensee.

7. INSURANCE. Licensee agrees to maintain commercial general liability insurance with a combined single limit of not less than \$1 million per occurrence and an aggregate limit of not less than \$2 million, and to name Licensor as an additional insured on such policy against any and all claims for bodily injury, personal injury and property damage. If any Licensee personnel or subcontracted personnel will perform services at Licensor's premises, Licensee agrees to maintain workers' compensation coverage and employer's liability insurance as required by applicable state law. If any Licensee personnel will drive a vehicle in the course of performing under this Agreement, then Licensee agrees to provide business automobile liability coverage insuring bodily injury and property damage with a combined single limit of not less than \$1 million per accident for owned, non-owned and hired vehicles. The insurance required by this paragraph will be provided at Licensee's sole expense and will be maintained at all times while the applicable License Agreement is in effect and for such period thereafter as may be necessary to provide protection with respect to events occurring during the term of the License Agreement. All insurance provided by Licensee will be



primary and non-contributory to any insurance carried by Licensor. In no event will the limits of Licensee's insurance or the limits stated in this paragraph be considered as limiting the liability of Licensee under this Agreement. All insurance required to be maintained by Licensee will be provided by U.S.-domiciled companies rated A or better in the most current issue of A.M. Best's Rating Guide. Licensor will at any time have the right to require Licensee to furnish certificates of insurance showing that the required insurance is in force and satisfies all requirements stated in this paragraph.

8. INDEMNIFICATION. Licensor shall be indemnified and held harmless by Licensee:
  - A. Against claims of any third person or entity for damages, losses or injuries arising out of the negligent or willful acts or omissions of Licensee or its agents, servants, employees, contractors or representatives, including, but not limited to, damages, losses or injuries from the construction, placement, operation, maintenance, use and/or repair of the Bicycles; and,
  - B. For the satisfaction and payment of any liens against Licensor or the Property as a result of the placement and operation of the Bicycles.
9. TERMINATION OF AGREEMENT. Either party may terminate this Agreement prior to the actual Termination Date for any reason.
10. SUBJECT TO LAWS. This Agreement is further subject to all applicable federal, state and local laws, ordinances and regulations, rulings and orders of governmental agencies.
11. NOTICES. All notices in connection with this Agreement will be directed to the contact persons listed below at the respective addresses listed below, or to such other contact person or address as was last designated in a written notice by that party for notices to itself.

Notices to Licensor:

Sally Ortgies  
Director of Parks & Recreation  
City of West Des Moines  
P.O. Box 65320  
4200 Mills Civic Parkway  
West Des Moines, Iowa 50265

Notices to Licensee:

Des Moines Bicycle Collective  
506 E. 6<sup>th</sup> Street, Suite 100  
Des Moines, Iowa 50309

12. ASSIGNMENT. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Neither party shall assign, sublet, delegate, or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

13. **GOVERNING LAW.** This Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the state of Iowa.
14. **SEVERABILITY.** In the event that any one or more of the provisions of this Agreement shall for any reason be held to be invalid or unenforceable, the remaining provisions of this Agreement shall be unimpaired, and shall remain in effect and be binding upon the parties.
15. **WAIVER.** The failure of either party to enforce or insist upon compliance with any of the terms or conditions of this Agreement, the waiver of any term or condition of this Agreement, or the granting of an extension of time for performance, shall not constitute the permanent waiver of any term or condition of this Agreement, and this Agreement and each of its provisions shall remain at all times in full force and effect until modified by the parties in writing.
16. **PARAGRAPH HEADINGS.** Paragraph headings as contained herein are provided for convenience and reference only. They in no way restrict or limit the contents or terms of this Agreement.
17. **AMENDMENTS.** No subsequent agreement between Licensee and Licensor shall be effective or binding unless it is made in writing and signed by both of the parties hereto.
18. **FINAL AGREEMENT.** This Agreement sets forth the entire understanding of the parties and supersedes any and all prior agreements, arrangements or understandings related to the subject matter described herein, and no representation, promise, inducement or statement of intention has been made by either party which is not embodied herein.
19. **LEGAL STATUS.** It is hereby understood that no agency, employment, joint venture or partnership is created hereby or between the parties hereto, and that neither party shall hold the right, power or authority to bind the other or to act for the other in any matter.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the day and year first above written.

CITY OF WEST DES MOINES,  
Licensor

DES MOINES BICYCLE COLLECTIVE,  
Licensee

---

Steven K. Gaer  
Mayor

---

Jeremy Lewis  
Executive Director

ATTEST:

---

Ryan T. Jacobson  
City Clerk



ADD<sup>o</sup>  
MORE  
LIFE TO  
YOUR  
LIFE.



# We're not just dreaming. We're doing.



Civic Campus  
Amphitheater



Raccoon River Pedestrian  
Bridge & Great Western  
Trail Connection



Raccoon River Park  
Boat House



Marathon Loop



Raccoon River  
Greenway

See the progress!

[wdm.iowa.gov/government/five-waters-project](http://wdm.iowa.gov/government/five-waters-project)

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

**DATE:** January 16, 2020

- ITEM:** Public Hearing – MidAmerican Energy Company RecPlex – Bid Package #5a - Ice Refrigeration Systems
1. Resolution – Approval of Plans and Specifications
  2. Motion – Receive and File Report of Bids
  3. Resolution – Approve Contract

**FINANCIAL IMPACT:** The Engineering Estimate of Construction Cost was estimated to be \$2,450,000.00 for the Ice Refrigeration for the MidAmerican Energy Company RecPlex (“RecPlex”). There were two (2) bids submitted with the low bid of \$1,749,000.00 being submitted by Minnesota Ice, LLC of Apple Valley, Minnesota. The next lowest and only other bid was submitted by Rink-Tec International, Inc. of Vadnais Heights, Minnesota in the amount of \$2,221,767.00. Payments for the work will be made from account no. 692.400.700.5250.490 with the ultimate funding intended to come from a combination of funds already declared as excess in the Sewer Fund (\$1.5 million) and General Obligation bonds backed by Hotel-Motel tax revenue.

**BACKGROUND:** The project consists of the complete ice refrigeration system for two (2) National Hockey League (NHL) sized ice rinks at the RecPlex. This phase of the project is anticipated to be completed by July 15, 2020.

After performing extensive research and consulting with the City’s Legal Department and outside counsel, City staff has deemed Minnesota Ice, LLC to be a non-responsive bidder for the following reasons:

1. **Minnesota Ice did not demonstrate suitable technical experience.** Section 13 99 50 of the bid documents specifies the system as “a complete, functional and “year-round” continuously operational Double Ice-Skating Rink”. The complete, year-round system specified for the RecPlex project includes:
  - Rink refrigeration system (plant) consisting of industrial compressors, chiller barrel, pumps, and a condenser unit to remove the heat from the refrigerated floor. A rink refrigeration system has a life expectancy of 20-25 years and operates 24 hours per day, 7 days per week to maintain the ice surface.
  - Two NHL-size concrete refrigerated floors comprised of a sub soil heating system, insulation, rebar, pipe chairs, and eleven miles of cooling pipes embedded in a 5-inch thick concrete floor. The refrigerated floor will circulate the secondary glycol refrigerant under the ice sheet and back to the rink refrigeration system continuously throughout the ice making process. The refrigerated floor must be constructed to not only make ice for skating activities, but also be strong enough to accommodate dry floor events such as expos, concerts, and conventions.

The bidder was required to provide qualifications to demonstrate suitable technical experience needed to construct the specified refrigeration system and refrigerated floors. These qualifications were outlined in Section 13 99 50 – Refrigerated Floors & Refrigeration System:

**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	Des Moines Register
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:** January 21, 2020

**ITEM:** Motion – Approval of Park Use Agreement – Des Moines Rugby Foundation

**FINANCIAL IMPACT:** None

**BACKGROUND:** The term of the five year Park Use Agreement between the City and Des Moines Rugby Foundation expired on December 31, 2019. The Foundation provides opportunities for nearly 100 members with USA Rugby. They also host matches for youth in the Des Moines area, including Valley High School matches and sub-state for the Iowa Youth Rugby Association.

No significant changes have been made since the last agreement was renewed in 2015. The agreement includes another five year term and has been reviewed by the Legal Department and representatives of the Des Moines Rugby Foundation.


The Parks and Recreation Advisory Board approved the agreement at their regular meeting on January 16, 2020.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the Agreement.

**LEAD STAFF MEMBER:** Ryan Penning, Superintendent of Recreation

**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	

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

**DATE:** January 21, 2020

**ITEM:** Motion – Approval of Park Use Agreement – Heartland Cricket League

**FINANCIAL IMPACT:** None

**BACKGROUND:** In 2003, the Heartland Cricket League built the first cricket pitch with a concrete slab and carpet in Holiday Park. The League currently consists of nine teams. The League has operated under a Park Use Agreement with the City since 2005. The term of the five year agreement expired on December 31, 2019.

The proposed agreement includes clear allocation of days and times for games and practices. This is to allow joint use with the Iowa Premier League, a local group that also offers cricket programming. Heartland Cricket League games will be scheduled on Saturdays from 8:30 a.m. to 6:00 p.m. Heartland Cricket League will have first priority for practices on Tuesdays, Wednesdays, and Thursdays. The agreement includes a five year term and has been reviewed by the Legal Department and representatives of the Heartland Cricket Club.


The Parks and Recreation Advisory Board approved the agreement at their regular meeting on January 16, 2020.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the Agreement.

**LEAD STAFF MEMBER:** Ryan Penning, Superintendent of Recreation

**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	

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

**DATE:** January 21, 2020

**ITEM:** Motion – Approval of Park Use Agreement – Iowa Premier League (Cricket)

**FINANCIAL IMPACT:** None

**BACKGROUND:** In 2003, the City’s first cricket pitch was installed in Holiday Park and, since then, the sport has developed a strong presence in West Des Moines. The Heartland Cricket League was the first cricket club established in the City and focusses more on the competitive side of the sport.

The Iowa Premier League (IPL) was more recently founded to encourage community participation in cricket on a more recreational level. IPL currently has approximately 320 teams and more than 300 members.

Both leagues play games at Holiday Park, but in the past, the City has only had a formal park use agreement with Heartland Cricket League. The two leagues have worked well together to accommodate both leagues’ needs. However, with the rapid growth of IPL, staff feels it is now time to formalize an agreement with that league.

The proposed agreement is nearly identical to that of the Heartland Cricket League with the exception of the allocation of different days and times for games and practices. IPL games will be scheduled on Sundays from 8:30 a.m. to 7:30 p.m. IPL will have first priority for practices on Mondays and Fridays. The agreement includes a five year term and has been reviewed by the Legal Department and representatives of the IPL.


The Parks and Recreation Advisory Board approved the agreement at their regular meeting on January 16, 2020.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the Agreement.

**LEAD STAFF MEMBER:** Ryan Penning, Superintendent of Recreation

**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	

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

**DATE:** January 21, 2020

**ITEM:** Motion – Approval to Purchase Ice Resurfacer

**FINANCIAL IMPACT:** \$177,986.60, delivered. Budget code: 692.400.700.5400.750 – Equipment Miscellaneous

**BACKGROUND:** In order to operate the full service two sheet ice facility at the MidAmerican Energy Company RecPlex, two electric ice resurfacers are needed. The Council approved the purchase of a reconditioned 2004 Zamboni Electric 552 ice resurfacer on October 7, 2019. That machine has been purchased and is in the process of being refurbished for delivery in fall of 2020.

Attached is a proposal from the Frank J. Zamboni Company for the purchase of a second ice resurfacer. This machine is included under the Sourcewell National Purchasing Alliance at a price of \$177,986.60. The City’s purchasing policy allows for purchases to be awarded for good cause to a vendor that provides pricing through Sourcewell.

The proposed machine will be newly built and features the latest advancements in ice resurfacing technology to maximize efficiency and reduce operating expenses. The typical lead time for a new machine is 10-12 months and a price increase will occur in early February 2020. This price includes all options requested as well as delivery and training. This ice resurfacer is scheduled to arrive in time for the opening of the RecPlex in late 2020.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the purchase of a new Ice Resurfacer for the MidAmerican Energy Company RecPlex.

**LEAD STAFF MEMBER:** Ryan Penning, Superintendent of Recreation

**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	

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 21, 2020

**ITEM:** Motion – Approval of Agreement – Water Slide Maintenance

**FINANCIAL IMPACT:** Maximum expense of \$90,099 per year if all maintenance work is required. This amount is broken down by location as follows: Valley View Aquatic Center - \$44,890 / Holiday Aquatic Center - \$45,209. Funding will come from the Maintenance line item in the operating budget for each aquatic center.

**BACKGROUND:** The initial agreement with Fischer Bros was approved on February 24, 2014 following a request for proposal (RFP) process. Per that agreement, the City reserved the right as its sole option to renew the contract per the same terms and conditions.

The Council is asked to approve a five year extension with Fischer Brothers LLC, Waterslide Restoration. Fischer Brothers was the contractor that installed the waterslides at both aquatic centers when they were originally constructed. Fischer Brothers has been installing water slides and performing waterslide maintenance for over 15 years. They are universally recognized as the industry leader in maintenance and restoration of commercial waterslides and aquatic play features. They operate an 11,000 square foot state-of-the art restoration shop, and have multiple crews traveling around the Midwest performing maintenance and restoration work year round. Going back to 2003, they have worked at aquatic centers in more than 40 US states as well as overseas.

The agreement will cover nearly all water slide maintenance related to the two aquatic centers. Each year the contractor will perform an inspection of the water slides and will work within the annual budget to complete the work that needs to be done. Each year Fischer Brothers will only do the work that needs to be done to preserve the integrity of the waterslides and make the slides safe for use.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the agreement with Fischer Brothers, LLC.

**LEAD STAFF MEMBER:** Ryan Penning, Superintendent of Recreation

**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	



# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: January 21, 2020

**ITEM:** Motion – Approval of Change Order #2 – Whisper Point Park Improvements

**FINANCIAL IMPACT:** Additional expense of \$37,176.28 to be paid from available funds in the Whisper Point Park project in the Parks CIP (G/L 500.000.000.5250.490, Project No. 0525 063-0510 038 2018).

**BACKGROUND:** A trail connection on the north side of this park was held out of the original contract due to grading that needed to occur on properties not owned by the City of West Des Moines. To accommodate a fully ADA accessible trail, some minor grading needed to blend onto (2) private lots and (1) outlot owned by the Whisper Ridge Owners Association. During the construction process of the park, Staff was able to work with the two adjacent property owners, as well as the Whisper Ridge Owners Association (still under management of original developer, William Lowry). Through this process, additional property and an easement were ultimately deeded from the owners association to the City (approved by City Council on 12/16/19) to accommodate this grading, as well as a future trail connection to the Fox Creek. The additional property and easement were donated to the City at no cost, although the association did require a small segment of fence be installed adjacent to the trail. This fence and other repairs on the adjacent properties are included in this change order. The bulk of this change order was for the paving of the trail on the north side of the park connecting to Abrams Street. These paving costs were done at the same unit pricing that was part of the original bid.


There is funding available for this additional work. The original contract amount was \$674,640.00 with a previous change order totaling \$3,520.00. The total for this change order is \$37,176.28, resulting in a final contract amount of \$715,336.28.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the change order.

**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:** January 21, 2020

**ITEM:** Motion – Approval and/or Ratification of Specific Fees and Charges – Parks and Recreation Department

**FINANCIAL IMPACT:** Additional projected annual revenue of approximately \$48,600 based upon the number of daily admissions sold in 2019.

**SYNOPSIS:** On June 17, 2019, the City Council updated a comprehensive, consolidated listing of the City’s various rates, fees, and charges. Each of the rates/charges/fees listed was identified by staff and has been tied to the date of last approval or update.

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

**Aquatic Center Daily Admission Rates**

Increases in all categories of daily admission rates for both Holiday and Valley View Aquatic Centers are proposed. Current and proposed rates are as follows:

<u>Daily Admission Rates</u>	<u>Current</u>	<u>Proposed</u>
Under 3 years old	Free	Free
3 – 12 years old	\$5	\$6
13 years and up	\$8	\$9
Seniors (55+)	\$6	\$7
Family Night (per family)	\$12	\$15

The increases range from 13.5% to 25% depending upon the rate category. Based upon the number of daily admissions sold in 2019, the rate increase is projected to bring in an additional \$48,600 in annual revenue. Daily admission rates have not been increased since 2011 when each category was raised by \$1.00. Season pass rates were increased in 2017 and remain competitive in the market.

The rate increases were determined in collaboration with the City of Clive in order to maintain consistent rates among all three aquatic centers. The daily admission to the Clive Aquatic Center will be identical to that in West Des Moines.

**Raccoon River Park Dog Park**

Staff is proposing a reduction in the fee charged for the Resident Annual Permit for use of the dog park. The fee would decrease from \$20 per year to \$15 per year for residents. Pet licenses are required by City Code and are now being sold by Parks and Recreation staff at the same time a dog park permit is purchased. With the reduction in the annual dog park permit fee, the total amount charged per dog for a pet license and

dog park permit will be \$34 (if spayed/neutered) or \$44 (if not spayed/neutered). This compares to \$40 for a dog park permit for non-residents. The \$5 reduction in the dog park permit price will create more equity between our residents and non-residents who do not have to pay for a West Des Moines animal license.

**BACKGROUND:**

**RECOMMENDATION:** That the City Council approve the fees and charges.

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

**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	F & A		
Date Reviewed	1/15/20		
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** February 3, 2020

**ITEM:** Motion – Approval of Professional Services Agreement – RecPlex – Esports Space

**FINANCIAL IMPACT:** Not-to-exceed expense of \$36,000 to be paid from G/L account 692.400.700.5250.460 – Contractual Services Miscellaneous.

**BACKGROUND:** Dana Hustedt is the full-time Director of the Grand View University Esports program. She became the first female collegiate Esports Director in the nation with her hiring in May of 2018. She is responsible for the day to day operations, mission and program development of Grand View Esports.

Plans for the RecPlex include a 3,500 square foot space for Esports. Ms. Hustedt will bring extensive knowledge on facility layout, station specifications, network needs, potential partnerships/sponsorships and programming content. She is well respected and very well connected in the Esports industry that will greatly benefit the City.

The agreement with Ms. Hustedt is attached along with her scope of service, schedule and fees. Ms. Hustedt was selected for this specific project due to her 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 Dana Hustedt.

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

**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:** February 17, 2020

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2020 Court Improvements

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the base project is \$1,161,300 with one add alternate estimated at \$153,962. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds (\$770,710) and funding anticipated to be approved by the Council in FY 20-21 (\$600,000), both from the Court Renovations project account (0510 068 2017). In addition, funding to cover parking lot curb repairs, ADA ramps and sidewalk connections related to the project will be covered out of available funds in FY 19-20 (\$70,000) from Concrete Renovations in Parks (0510 069 2017). The total amount available for construction of this project is \$1,440,710. Staff has also applied for a grant from the U.S. Tennis Association in an amount up to \$40,000 which, if received, would offset the City's cost.

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

This resolution is for the renovation of the tennis courts at Crossroads Park, and basketball & tennis courts at Wilson Park. The original 6-court tennis complex at Crossroads, and the courts at Wilson were constructed in the 1980's, and the playing surface of the courts has been resurfaced multiple times. The condition of the pavement (cracking), surrounding fencing (heaved footings), and nets are to the point of a major renovation. The project will include removal of existing courts, fencing, sidewalks and complete reconstruction of the courts. In addition, one add-alternate is included for removal & replacement of the basketball court at Meadowview Park.

As tennis courts in neighborhood parks are being newly installed, reconstructed, or resurfaced, they are being lined for pickleball. The reconstructed tennis court in Wilson Park will include lines for pickleball. Since Crossroads Park is a community park with tennis facilities used at a more competitive level, as well as for lessons, no pickleball lines will be installed there.

**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:** February 17, 2020

**ITEM:** Motion – Approval of Professional Services Agreement Amendment – Raccoon River Park Lighting Project

**FINANCIAL IMPACT:** Expense of \$29,900.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP from the Raccoon River Park Lighting Upgrade (Project No. 0525 004.0510 033 2018).

**BACKGROUND:** The original lighting in Raccoon River Park is now over 20 years old. Under a previous agreement, KCL Engineering of West Des Moines provided an assessment of the existing exterior lighting throughout the park and provided recommendations for upgrades to more efficient and functional LED sources and upgrading the control system.

The Council previously approved the agreement with KCL Engineering on February 19, 2019 in the amount of \$6,550. Council is now asked to approve an amendment to the existing agreement with KCL for professional services related to preparation of construction and bidding documents, as well as providing resident consultant services during the construction process. The amendment to the agreement with KCL is attached along with their scope of services, schedule and fees.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with KCL Engineering

**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:** March 2, 2020

**ITEM:** Motion – Approval of Professional Services Agreement – Phase 2 Environmental Site Assessment, Fisher Property

**FINANCIAL IMPACT:** Expense not-to-exceed \$12,000 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 19-20 CIP from the Land Acquisition Raccoon River Greenway project (Project No. 0510 037 2019).

**BACKGROUND:** The Council is asked to approve an agreement with Stanley Consultants for the preparation of a Phase 2 Environmental Site Assessment for property located along the Raccoon River near 1<sup>st</sup> Street (104 S. 1<sup>st</sup> Street). Stanley Consultants completed a Phase 1 Environmental Site Assessment for this property in 2006 as the City was considering acquiring the property at that time. Shortly after that time, the acquisition was put on hold.

This nearly 20 acre property was recently included in a study of the entire Raccoon River corridor including +/- 4-miles of greenway on the north side of the Raccoon River from 1<sup>st</sup>/63<sup>rd</sup> Street on the east to Sugar Creek on the west. The Raccoon River Greenway is one element of the "Five Waters Project", and acquisition of this property was determined to be advantageous for this project. The owner of this property, Evelyn Fisher for AFT LLC, has indicated a willingness to donate the property to the City. Prior to donation, environmental assessment is necessary to determine if there are any known environmental issues with the property.

The agreement with Stanley Consultants 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 site, and experience in this type of work.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the agreement with Stanley Consultants

**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	Development & Planning		
Date Reviewed	8/5/19		
Recommendation	Yes	No	Split

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

**DATE:** March 2, 2020

**ITEM:** Motion – Approval of Agreement – Chartered Bus Services – Arrow Stage Lines

**FINANCIAL IMPACT:** Expense of approximately \$15,000 annually from the Parks and Recreation operating budget. Expense is offset by program fee revenue.

**SYNOPSIS:** West Des Moines Parks and Recreation, in conjunction with Clive Parks and Recreation, offers chartered bus trips throughout the year. Trips in the past have included visits to the Amana Colonies, Clear Lake, Iowa City, Omaha, and St. Louis.

An RFP was recently distributed for these services. The RFP was sent to several area vendors, and a notice was published. The City received two proposals from CIT Signature Transportation and Arrow Stage Lines. Both companies have provided charter bus services in the past but the City has much more experience working with Arrow Stage Lines. City staff evaluated both proposals and selected Arrow Stage Lines. Arrow Stage Lines offered the lowest gas price per mileage and had the capability to provide all the requirements set forth by the City. Staff is confident Arrow Stage Lines will provide safe, appealing and efficient busses while providing excellent customer service to the participants.

The proposed agreement is for three years and will typically cover between 10-11 trips per year. Estimated pricing for trips was part of the RFP to compare future pricing to past pricing. Prices submitted by Arrow Stage Lines are in most cases equal to or less than those that have been paid for trips over the past year.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with Arrow Stage Lines.

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

**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	Des Moines Register
Dates(s) Published	January 17, 2020

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

## CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** March 16, 2020

**ITEM:** Resolution – Accept Work – Pinedale Park Improvements

**FINANCIAL IMPACT:** The total construction cost of this project is \$320,460.00. All costs of the project have been paid from the Pinedale Park C.I.P. (G/L Acct 500.000.000.5250.490, Project No. 0525 057.0510 084 2017). The original contract amount of the project was \$321,820.00, with one change order credit in the amount of -\$1,360.00 for final quantities adjustment.

**BACKGROUND:** Concrete Connection, LLC of Johnston, Iowa is working under an agreement dated April 15, 2019 for construction services related to the Pinedale Park Improvements. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.

The project involved construction of multiple improvements at Pinedale Park located at 3375 Woodland Avenue. The project included the demolition of the existing asphalt courts, overall grading of the park site, installation of a shelter, playground equipment & surfacing, basketball court, concrete sidewalk connection, stormwater improvements, site restoration and other miscellaneous 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	<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:** March 16, 2020

- ITEM:** Public Hearing – 2020 Court 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 \$995,475.40 including one add alternate. 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 (\$770,710) and funding anticipated to be approved by the Council in FY 20-21 (\$600,000), both from the Court Renovations project account (0510 068 2017). In addition, funding to cover parking lot curb repairs, ADA ramps and sidewalk connections related to the project will be covered out of available funds in FY 19-20 (\$70,000) from Concrete Renovations in Parks (0510 069 2017). There is a total of \$1,440,710 available for this project. Staff has also applied for a grant from the U.S. Tennis Association in an amount up to \$40,000 which, if received, would offset the City's cost.

**BACKGROUND:** The Council is asked to approve the plans and specifications for the 2020 Court Renovation and to receive and file the report of bids that is attached. Three (3) bids were received for the project with the lowest responsible bid submitted by Gruss Construction, LLC of Cumming, Iowa. The preliminary estimated cost for the project was \$1,161,300 with one add alternate estimated at \$153,962.

This resolution is for the renovation of the tennis courts at Crossroads Park, and basketball & tennis courts at Wilson Park. The original 6-court tennis complex at Crossroads, and the courts at Wilson were constructed in the 1980's, and the playing surface of the courts has been resurfaced multiple times. The condition of the pavement (cracking), surrounding fencing (heaved footings), and nets are to the point of a major renovation. The project will include removal of existing courts, fencing, sidewalks and complete reconstruction of the courts. In addition, one add-alternate is included for removal & replacement of the basketball court at Meadowview Park.

**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 2020 Court Improvements in the amount of \$995,475.40.

**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	March 6, 2020

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

## CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** April 6, 2020

**ITEM:** Motion – Approval of Professional Services Agreement – Conference Technology Inc. – MidAmerican Energy Company RecPlex Audio/Visual Design

**FINANCIAL IMPACT:** Expense not to exceed \$26,450 to be paid from account 692.400.700.5250.460 – Contractual Services Miscellaneous.

**BACKGROUND:** The Council is asked to approve an agreement with Conference Technology Inc. (“CTI”) to develop and design all audio and visual requirements for the MidAmerican Energy Company RecPlex (“RecPlex”) located at 6500 Grand Avenue. CTI currently provides other audio/visual services for the City. Staff met with CTI to discuss equipment needed to deliver necessary services at the RecPlex. Necessary equipment will include all sound systems for indoor athletic spaces, audio/visual needs for the multi-purpose rooms, video systems for common areas, and public address system.

The agreement with CTI is attached along with their proposal, scope of work, and schedule. The consultant was selected for this project due to their past experience with the City and experience in this type of work. They will be developing plans and bid specifications for the equipment and installation that will be publicly bid.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the agreement with Conference Technology Inc.

**Lead Staff Member:** Ryan Penning, Superintendent of 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	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** April 6, 2020

**ITEM:** Resolution – Accept Work – Hidden Point Park Improvements

**FINANCIAL IMPACT:** The total construction cost of this project is \$574,410.50. All costs of the project have been paid from the Hidden Point Park C.I.P. (G/L Acct 500.000.000.5250.490, Project No. 0525 062.0510 082 2017). The original contract amount of the project was \$566,877.50, with four change order for total of \$7,533.00.

**BACKGROUND:** MNM Concrete Specialists of Des Moines, Iowa is working under an agreement dated March 18, 2019 for construction services related to the Hidden Point Park Improvements. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.


The project involved the initial phase of construction for Hidden Point Park located on the north side of Pheasant Ridge off of S. Hidden Point Court. The project included the overall grading of the park site, installation of the site utilities for future shelter & restroom, installation of concrete parking lot/trail/sidewalks, installation of playground equipment & surfacing, site restoration and other related items. Two add alternates were bid including: 1) Rain garden water quality component and 2) Water main through the park connecting to Pheasant Ridge for WDM Water Works. Both alternates were constructed, and WDM Water Works has been invoiced in the amount of \$30,284.00 for their portion of the 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 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:** April 20, 2020

**ITEM:** Motion – Approval of Artist Agreement – Jamie Hurd Amphitheater Public Art Project – Douwe Blumberg

**FINANCIAL IMPACT:** Cost not to exceed \$174,000 to be paid from budgeted funds in the Public Art account (437.400.470.5400.750).

**BACKGROUND:** A Request for Qualifications (RFQ) process was followed last fall that resulted in forty-one submissions from artists for the Jamie Hurd Amphitheater Public Art Project. The Selection Committee for the project reviewed the submissions and narrowed the pool down to three artists who were invited to participate in interviews with the Committee on March 4, 2020. The Committee then reviewed and scored the three finalists. The Selection Committee unanimously approved a recommendation to contract with Douwe Blumberg from Demossville, Kentucky. The Public Arts Advisory Commission approved the Selection Committee's recommendation at its March 26<sup>th</sup> meeting.

The Council is asked to approve an agreement with Mr. Douwe Blumberg. The agreement is for permanent artwork to be placed at the Jamie Hurd Amphitheater site. The agreement is attached for your reference. Also included are Mr. Blumberg's letter of interest and resume along with the original Request for Qualifications.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** Staff and the Public Arts Advisory Commission recommend that the City Council approve the agreement with Douwe Blumberg for the Jamie Hurd Amphitheater Public Art Project.

**Lead Staff Member:** Allison Ullestad, Arts, Culture and Enrichment Supervisor

### 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	Public Arts Advisory Commission		
Date Reviewed	3/26/20		
Recommendation	Yes	No	Split