

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

**5:30 p.m.  
Thursday, January 21, 2021**

***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: 565 639 049#***

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
  - A. Presentation - Southwoods Disc Golf Course Expansion
- 3. Approval of Minutes of November 19, 2020 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Motion – Approval of Alternate Plan for Parkland Dedication
    1. The Wilder Pines Plat 1
  - B. Motion – Approval of MidAmerican Energy Company RecPlex Fees and Charges
  - C. Motion – Approval of Crossroads Park Tennis Court Reservation Policy and Fees
  - D. Motion – Approval of Jamie Hurd Amphitheater Facility Use Policy Amendment and Fees
- 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
  - B. Parks CIP Project Status

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, November 19, 2020**

**This meeting was held electronically because of the State Public Health Emergency Declaration regarding Covid-19 and was conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, November 19, 2020, at 5:32 p.m. by presiding Chair Schebel.

<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>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>	Miranda Kurtt <i>Administrative Secretary</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>	<b>X</b>				

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

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

**On Item 2. Citizen Forum**

No items were presented.

**On Item 3. Approval of Minutes October 15, 2020, Meeting**

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

**On Item 4. Old Business**

None reported.

**On Item 5. New Business**

**A. Motion – Approval of FY 21-22 Parks Capital Improvement Program**

Ortgies stated the Facilities Committee met and recommends approval of the FY 21-22 Parks Capital Improvement Program as presented in priority order. The first item on the list is the final payment for the Community Park in Madison County. The second item is the last infield renovation at the Holiday Park Softball Girls. The third item is half of the funding needed for Phase 6 of the Holiday Park Baseball Renovation project which includes the expansion of the parking lot and improvements to the maintenance building. The fourth item is the Boathouse Lockers Expansion. This project will generate revenue which will offset the capital expense. In addition to the lockers, the following items will be included: a sign for Boathouse like other signage at Raccoon River Park and stairs from the concrete patio down to the sand beach. The sixth project is at Crossroads Park and includes stabilizing the creek banks, replacing a foot bridge, adding sidewalks and reconstructing the parking lot. The seventh item is the replacement of 20-year-old play equipment at three neighbor parks. While updating the playgrounds, poured rubber safety surfaces will be added that reduce replacement of wood safety mulch and increases accessibility for those with disabilities. The eighth item is the replacement of the old spray ground and play equipment at Raccoon River Park. The design will be for an all-inclusive playground. The ninth item is part of the Five Waters Project and is the design of a river access directly west of 1<sup>st</sup> Street. The

tenth item is the parking lot expansion at Legion Park. Number eleven is ongoing landscaping in parks and twelve is the addition of a parking lot at Meadowview Park. The final item is the final phase of the Park Signage Project. The total budget request is just under \$3.8 million with an additional \$800,000 in Ongoing Maintenance items. Hrdlicka questioned if playground equipment at Holiday Park Softball was on the list. Penning stated that it is shown in a future year, and Gene Rausch is aware that it is slated as a future project.

Swalwell moved to approve the FY 21-22 Parks Capital Improvement Program as presented. Hrdlicka seconded. Motion carried unanimously.

B. Motion – Approval of Alternate Plans for Parkland Dedication

Ortgies shared that the Parks and Recreation staff reviews every development application that is submitted to the city and works with the developers to ensure satisfaction of the City's parkland dedication ordinance requirements. If there are factors that hinder the developer from meeting these requirements, the City code allows for an alternate plan to be developed that directly and proportionately benefits the development by satisfying parkland and/or recreational facility needs of the development's residents. Ortgies stated that alternate plans are sent to the Planning and Zoning Commission and/or the City Council for review and approval. The City of West Des Moines Legal Department requires that alternate plans must be reviewed and approved by the Parks and Recreations Board before they are sent to the Planning and Zoning Commission.

1. Taxium Mixed Use / Union 315 Development

Due to the location of the Taxium Mixed Use / Union 315 Development at 315 5<sup>th</sup> Street, there are two existing neighborhood parks, American Legion Park and Wilson Park, serving this area. The developer has selected to include a roof deck patio that will serve a park and recreational purpose for the residents by providing an outdoor space. Since this option does not provide public access, it must be approved by the Board. Schebel questioned if there is a requirement for the developer to maintain the roof deck patio. Ortgies stated that yes, it is part of their requirement.

2. Glen Meadows Retirement Community

The Glen Meadows Retirement Community is located at 850 Mills Civic Parkway. This area is served by Willows Spring Park and Hidden Point Park. The developer has chosen to provide parkland dedication on-site and has worked with Parks and Recreation staff to meet the requirement entirely through the dedication of land. The developer is installing recreational amenities such as walking paths with benches around the facility, gazebo, flagpole with seating, raised gardens, patio with movable propane fire pit, and other applicable amenities for its residents. Swalwell stated that if the dedicated parkland would be open to the public, the City would be liable for the area. Since there will be no public access to the land, it is an alternate plan that must be approved by the Board.

3. MidTown Redevelopment

The MidTown Redevelopment is located at 1261 8<sup>th</sup> Street. The developer has chosen to provide parkland dedication on-site and has worked with staff to include a combination of land and recreational based on amenities including a public 10' trail along 8<sup>th</sup> Street, private patio area with trees and site furniture, and a private dog park. These amenities will serve the residents of the park, however, only the trail along the frontage of the property will be accessible to the public. This results in an alternate plan that must be approved by the Board.

4. Cedar Ridge Plat 3

The Cedar Ridge Plat 3 development is located on the SW corner of S. 91<sup>st</sup> Street and Coachlight Drive. The developer has chosen to provide improvements to a park that serves this development and has worked with staff on an alternate plan that includes the construction of a multi-use court and associated sidewalks in Whisper Point Park. These amenities will serve a park and recreational purpose for the residents of this development by providing improvements to the existing park.

Swalwell questioned what would happen if the alternate plan the developer has chosen is not approved by the Board. Ortgies stated that the alternate plan would proceed to the Planning and Zoning Commission without approval from the Board. That Commission would then take the Board's decision into account in their own approval process.

Miller moved to approve all four of the Alternate Plans for Parkland Dedication as presented. Swalwell seconded. Motion carried unanimously

C. Motion – Approval of Fees and Charges – Jamie Hurd Amphitheater

Penning stated that based on feedback from the general public and renters, there is an opportunity to generate revenue by renting out specific equipment. The Parks and Recreation staff have developed fees for the rental of facility equipment that includes chairs (\$4 each), tables (\$8 each), movie screen, projector, and speakers (\$800). The projected annual revenue would be approximately \$2,360. Schebel questioned how staffing and staffing fees would be impacted. Penning stated there would be an on-site staff person present during the rental, however, the renter will be required to do their own setup and tear down of tables and chairs. A trained staff person would be responsible for setup and tear down of the movie equipment. Penning stated that this would not be promoted until staff is hired and trained in 2021. Trimble commended the staff on coming up with the idea.

Miller moved to approve the Fees and Charges – Jamie Hurd Amphitheater as presented. Hrdlicka seconded. Motion carried unanimously.

D. Motion – Appointment to Summer Sundaze Concert Series Committee

Ortgies stated that the Summer Sundaze Concert Series Committee will advise staff on the selection of bands for a new concert series that will be held at the Jamie Hurd Amphitheater on Sundays in June and July. Several community members will be serving on the committee along with the Board representative. Schebel recommended Swalwell as the Board representative.

Hrdlicka moved to approve the Appointment of Swalwell to Summer Sundaze Concert Series Committee. Sewell seconded. Motion carried unanimously.

## **Staff Reports**

### **On Item 6A. Superintendent of Parks**

Sadler stated Marco Alvarez and Kevin Conn have been busy working on completing punch list items on numerous projects. The Park Shelter Improvements Project is wrapping up. Sadler is working on a Water Quality Initiative Grant for Crossroads Park parking lot. Public Services is installing a subdrain system on the Jordan Creek Trail underpass at 50<sup>th</sup> Street. The Parks and Recreation Department has acquired a new historic cemetery on the property adjacent to the Jordan House.

### **On Item 6B. Superintendent of Recreation**

Penning provided an update on staffing at the RecPlex. Matt Nelson will be the RecPlex Operations Coordinator and will start on November 30. There were twenty-two interviews held for the Guest Service Coordinator position and four finalists will be interviewed on November 22 and 23. The RecPlex



Administrator Assistant position will be posted on November 25. Penning provided an update on the progress of the RecPlex with the projected final completion of April 1. There are two major events already tentatively booked: USA Volleyball Iowa Regional is scheduled for April 10 and 11 and Iowa Homeschool Convention on June 18 and 19. Due to the Governor's proclamation limiting group sizes, all indoor activities, events, and rentals have been cancelled at the Nature Lodge and Valley Junction Activity Center until December 10. The Winters Eve with the Mayor's tree lighting event on November 30 will now be a Facebook Live event. A new program, Letters to Santa, is seeing positive registrations. The Breakfast with Santa will now be a curbside pickup event due to Covid-19.

**On Item 6C. Director of Parks and Recreation**

Ortgies thanked the staff for getting through a very challenging year. With the increase in Covid-19 cases, more staff will start working from home on a rotating basis. The Parks and Recreation Department received two awards: Raccoon River Park Trail was awarded the Best of the West Trail and the Iowa Excellence in Concrete Award for the Jamie Hurd Amphitheater. The City received an award from the organization that does the City's Citizen Survey recognizing West Des Moines as being in the top 10% of communities across the nation with a high-quality level of service. The Friends of WDM Parks and Recreation group met and would like to do a fundraiser for projects such as lights for the skatepark, BCycle station for the City Campus, a Futsal mini pitch at Valley View Park, or a Trail Info Hub. They will be sending out a survey to their members requesting feedback on which one to move forward on. The 3-Meter Diving Platform will be put on hold due to budgeting constraints. Ortgies stated that a list of open CIP projects was created for the Council to confirm their support for moving ahead.

**On Item 7. Other Matters**

Swalwell requested having a Board meeting at the RecPlex once it is completed. Ortgies suggested doing a tour of new parks and facilities this summer. Trimble suggested inviting the Council.

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

- October 19, 2020: Public Hearing – Valley View Park Aquatic Center, 3 Meter Diving Platform
  - 1. Resolution – Approval of Plans and Specifications
  - 2. Motion – Receive and File Report of Bids
  - 3. Resolution – Approve Contract
- October 19, 2020: Motion – Approval to Purchase OmniDeck – Temporary Flooring and Field Cover – Signature Systems Group
- November 2, 2020: Resolution – Approval of West Des Moines Deer Management Zone – 104 S. 1<sup>st</sup> Street
- November 16, 2020: Resolution – Order Construction and Notice of Public Hearing on Plans Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – MidAmerican Energy Company RecPlex – Exterior Signage
- November 16, 2020: Resolution – Order Construction and Notice of Public Hearing on Plans Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – MidAmerican Energy Company RecPlex – Interior Signage
- November 16, 2020: Resolution – Award Construction Contract – MidAmerican Energy Company RecPlex – Scoreboards

Swalwell moved to adjourn. Hrdlicka seconded. Motion carried unanimously. Meeting adjourned at 7:15 p.m.

Respectfully submitted,

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Miranda Kurtt  
Administrative Secretary

ATTEST:

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Joe Hrdlicka  
Advisory Board Secretary

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

**DATE:** January 21, 2021

**ITEM:** Motion – Approval of Alternate Plans for Parkland Dedication-The Wilder Pines Plat 1

**FINANCIAL IMPACT:** None.

**SYNOPSIS:** The Board is asked to consider an alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for The Wilder Pines located at 1100 S. 60<sup>th</sup> Street (See Vicinity Map). The development is currently served by Hidden Point Park. The development consists of 11 single family homes which results in a requirement of .20 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer has chosen to provide improvements to a park that serves this development and has worked with staff on an alternate plan that includes the installation of a backstop in Hidden Point Park. This amenity will serve a park and recreational purpose for the residents of this development by providing improvements to this park (see Attachment B). As this is not a dedication of land, the alternate plan must be reviewed and approved by the Board.

**BACKGROUND:** Staff reviews every development application that is submitted to the city and works with developers to ensure satisfaction of the City's parkland dedication ordinance requirements. Sometimes factors exist that limit the typical dedication of land for neighborhood parks and greenways as shown on the Parks and Trails Master Plan. City code allows for an alternate plan to be developed that directly and proportionately benefits the development by satisfying parkland and/or recreational facility needs of the development's residents. Alternate plans are required to be reviewed by the Parks and Recreation Advisory Board which shall make a recommendation to the Plan and Zoning Commission or City Council.

The Facilities Committee met on January 13, 2021 to review and discuss the parkland dedication alternate plan for The Wilder Pines.

**RECOMMENDATION:** Staff and the Facilities Committee recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for The Wilder Pines.

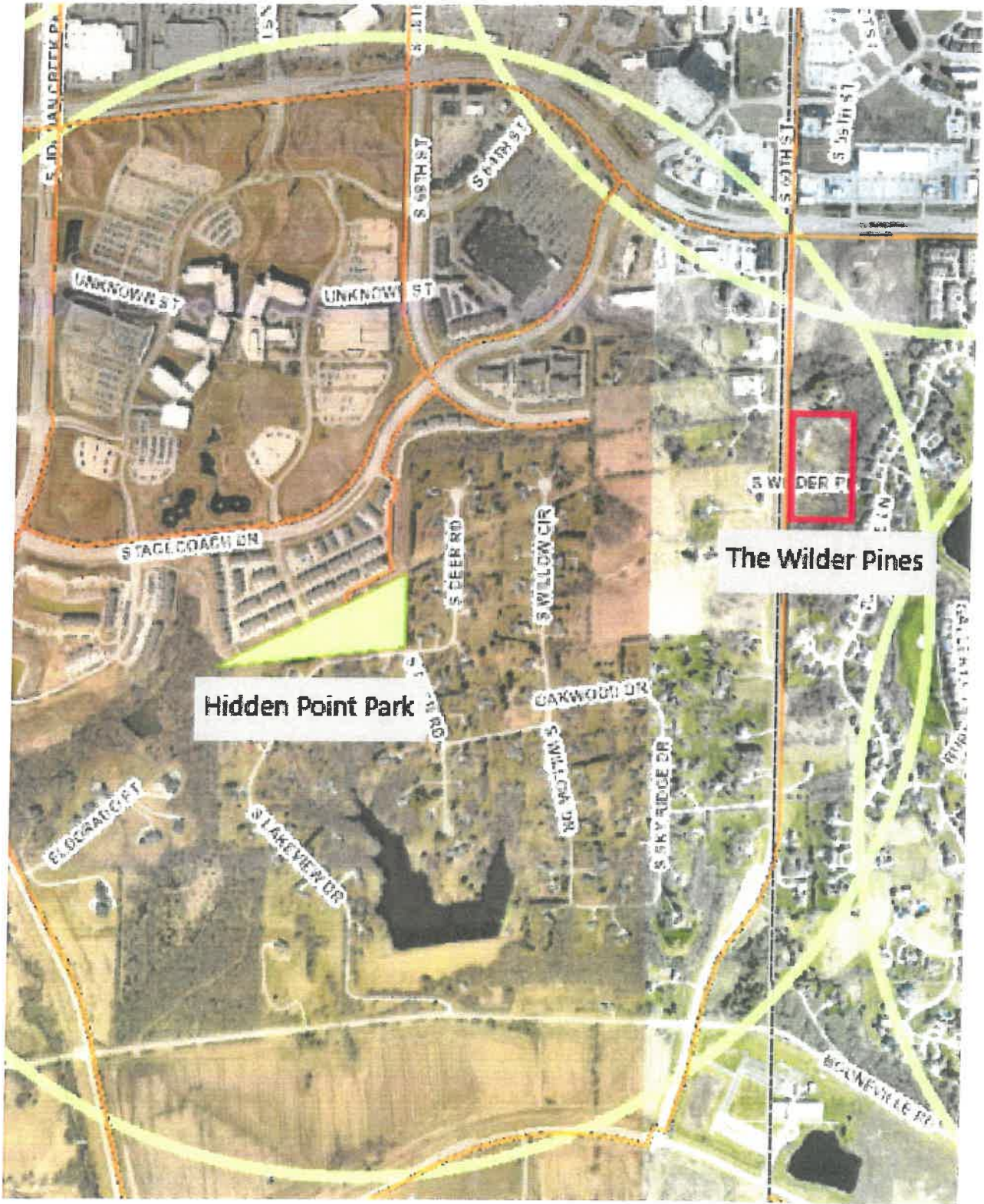
**Prepared by:** David Sadler, Superintendent of Parks

**Approved for Content by:** Sally Ortgies, Director of Parks and Recreation 

**Accepted for Park Board Agenda:** Sally Ortgies, Director of Parks and Recreation



VICINITY MAP





# WILDER PINES PLAT 1

FINAL PLAT

OWNER / DEVELOPER

ENGINEER / SURVEYOR

DATE OF SURVEY

DETAIL 'A'

DETAIL 'B'

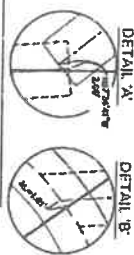
### PLAT DESCRIPTION

LOT 1 AND 2 ARE A RESIDENTIAL QUARTER SECTION PLAT, AN ORIGINAL PLAT, RECORDED IN PLAT BOOK 10, PAGE 101 OF THE CITY OF WEST DES MOINES RECORDS AND CONTAINS THE ORIGINAL SURVEY DATA AND CALCULATIONS. THIS PLAT IS BEING RECORDED AS A FINAL PLAT. THE REQUIRING IS SUBJECT TO ANY AND ALL CONDITIONS OF RECORD.

### ZONING

RESIDENTIAL - SINGLE FAMILY  
 RESIDENTIAL - MULTIFAMILY  
 BULKY REGULATIONS

1/2" BOUNDARY STRIP FROM ROAD  
 1/2" BOUNDARY STRIP FROM ROAD  
 1/2" BOUNDARY STRIP FROM ROAD  
 1/2" BOUNDARY STRIP FROM ROAD



### CURVE DATA

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### VICINITY MAP

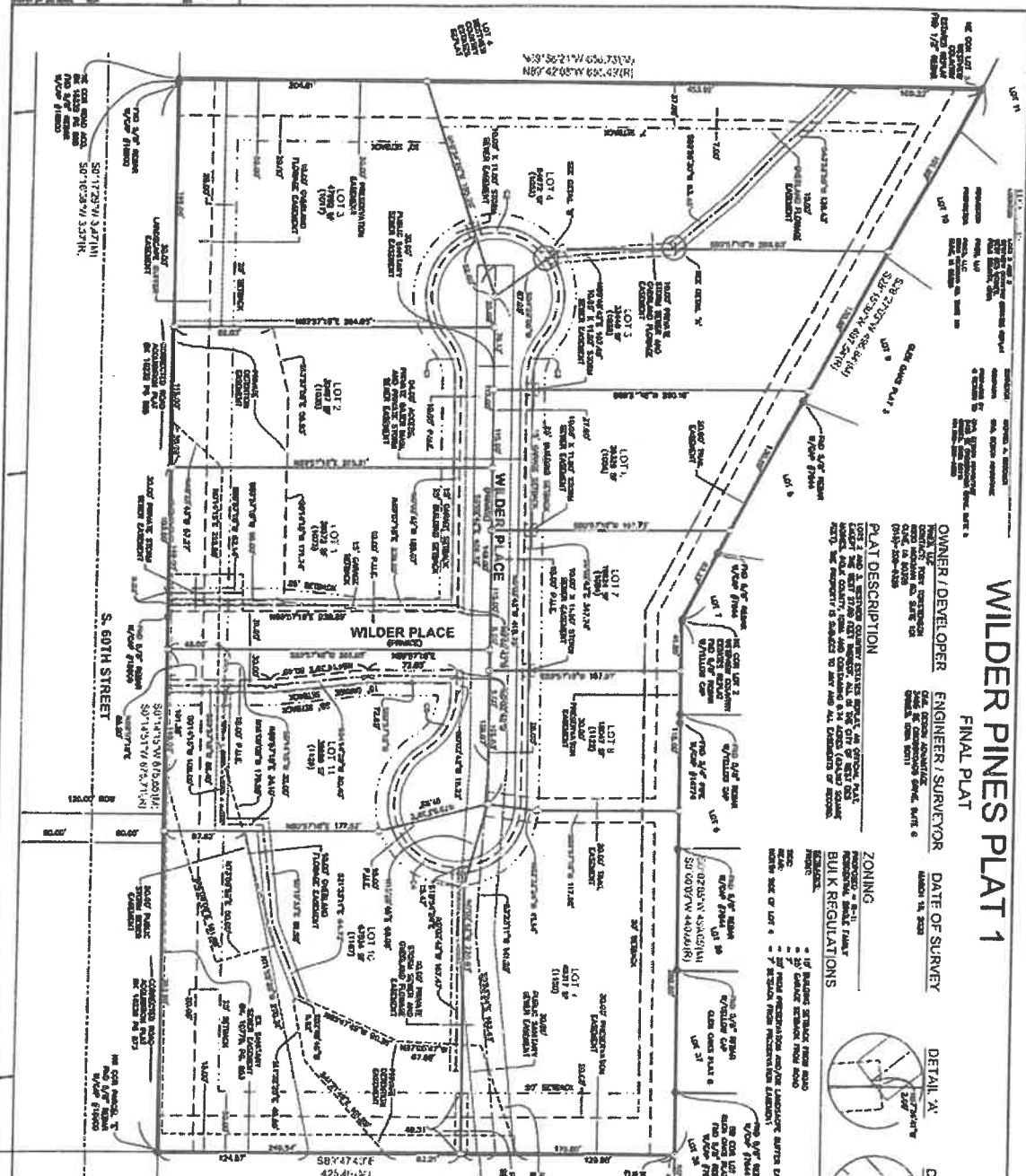


### NOTES

1. ALL LOT DIMENSIONS ARE IN FEET AND INCHES.
2. ALL CORNER MARKERS ARE TO BE SET AND MAINTAINED BY THE OWNER.
3. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PLAT AND HAS FOUND IT TO BE CORRECT AND ACCURATE.
4. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PLAT AND HAS FOUND IT TO BE CORRECT AND ACCURATE.
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7. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PLAT AND HAS FOUND IT TO BE CORRECT AND ACCURATE.
8. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PLAT AND HAS FOUND IT TO BE CORRECT AND ACCURATE.

### LEGEND

- SECTION CORNER AS SHOWN
- PLAT CORNER AS SHOWN
- ADJACENT SECTION CORNER AS SHOWN
- ADJACENT PLAT CORNER AS SHOWN
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- ADJACENT PLAT CORNER AS SHOWN



STATE OF IOWA  
 PROFESSIONAL ENGINEER AND SURVEYOR  
 JAMES M. [Name]  
 [Address]  
 [City, State, Zip]

ATTACHMENT A

**PARKLAND DEDICATION REQUIREMENTS**

1/13/2020

The Wilder Pines

Draft

**Project Location:** 1100 South 60th Street  
**Developer:** Chase Holdings/117 Land Company

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<b>Single Family Detached</b>						
Description: Single Family Lots	11	2.90	31.9			
	0	2.90	0			
<b>TOTAL</b>	<b>11</b>		<b>31.9</b>			
<b>Single Family Attached</b>						
Description: Townhome/Condos		1.63	0			
	0	1.63	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<b>Multifamily Unit</b>						
Description: Apartments	0	1.73	0			
	0	1.73	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<b>TOTAL POPULATION</b>			<b>31.9</b>	<b>0.0319</b>	<b>2.39</b>	<b>3.76</b>

**Park Dedication (Acres) 0.08**  
**Greenway Dedication (Acres) 0.12**  
**TOTAL DEDICATION (Acres) 0.20**

**Requirements:**

Park Dedication Requirement	0.08 x \$97,496 / acre	***Most recent sales price	\$7,799.68
Greenway Dedication Requirement	0.12 x \$97,496 / acre	***Most recent sales price	\$11,699.52
		<b>TOTAL</b>	<b>\$19,499.20</b>

**Notes:**

As an alternative to land dedication, the developer could provide a public improvement to a recreational facility that serves this development. This could include an improvement to the neighborhood park (Hidden Point Park) that serves this development.

**Proposed alternative to fulfill parkland requirements:**

Developer to provide and install 1 (One) PW Athletic model 1212-PV black coated backstop, footings, and 16" wide maintenance band along the bottom of the backstop fencing.

Estimated unit pricing is based upon proposals provided by Des Moines Steel Fence Co. inc., and American Fence Company for recent backstop installation. Will need to get new proposal.

Description	Quan.	Unit	Unit Price	Item Total
Backstop - PW Athletic, model 1212-PV black	1	LS x	\$12,900.00	\$12,900.00
Concrete Footings and Install Backstop	1	LS x	\$5,200.00	\$5,200.00
16" wide x 4" deep conc. Maint. band	1	LS x	\$1,720.00	\$1,720.00
Backfilling & Lawn Seeding	1	LS x	\$200.00	\$200.00
<b>TOTAL</b>				<b>\$20,020.00</b>

The City will reimburse the developer for the amount over the requirement or pay the difference. Total est. cost \$20,020 less requirement \$19,499 = reimbursement amount \$521.

# ATTACHMENT B



HIDDEN POINT PARK | CONCEPTUAL MASTER PLAN



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

**DATE:** January 21, 2021

**ITEM:** Motion – Approval of MidAmerican Energy Company RecPlex Fees and Charges

**SYNOPSIS:** As staff continues to prepare for the opening of the facility and working with user groups, the Board is asked to approve updated fees associated with the MidAmerican Energy Company RecPlex as follows:

<b>ITEM - ACTIVITY</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
Full Court Rental - 1 BB/2 VB (Year Round, All day)	\$65.00/HR	\$45.00/HR
1/2 Court Rental - 1/2 BB/1 VB (Year Round, All day)	\$35.00/HR	\$25.00/HR
Indoor Turf - Off-Season - April 15th - November 15th	NA	\$125.00/HR
Full Pickleball Court Area (All Three Courts)	\$25.00/HR	\$40.00/HR
Pickleball Court - Per Court Rental - Per Hour	NA	\$15.00/HR
Open Gym - Basketball/Volleyball	\$7.00	\$5.00
Open Gym - Pickleball	\$5.00	\$3.00
Open Field - Soccer/Lacrosse	\$7.00	\$5.00

- Previously approved court rental fees were found to be higher than the metro market. As we worked with our basketball tournament provider, it was important to better align fees with other complexes.
- We did not have an “off season” turf rate. This reduced rate will help attract teams during non-peak times.
- Stand-alone pickleball courts were added to the project, and a new rental fee is being established. The fee is based upon the size of space and a comparison with private facilities in West Des Moines.
- Open Gym Basketball/Volleyball – Since the court rental hourly rate was reduced, the drop in fee was reduced to more closely match the hourly fee.
- Open Gym Pickleball – The proposed fee is better aligned with other drop-in programs in the metro and was reduced to more closely match the new rental rate per court.
- Open Field Soccer/Lacrosse – Through discussions with the Iowa Soccer Association, the reduced fee better aligns with similar programs in the metro.

With a brand-new facility, it’s important to be flexible and adaptable as experience is gained with peak hours, non-peak hours, and the market for specific spaces throughout the facility. Fees and charges will be regularly reviewed and adjusted as needed.

**BACKGROUND:** The Board approved and recommended fees to the City Council on May 21, 2020. The Facilities Committee reviewed and approved the proposed fees at a meeting on January 13, 2021. If approved by the Board, the new and revised fees will be taken to the City Council in February.

**RECOMMENDATION:** Staff and the Facilities Committee recommend approval of the proposed MidAmerican Energy Company RecPlex fees and charges.

**Prepared by:** Ryan Penning, Superintendent of Recreation

**Approved for Content by:** Sally Orgies, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Sally Orgies, Director of Parks and Recreation





# MidAmerican Energy RecPlex

## Fees & Charges

Effective June 1, 2021

Page 1 of 2

ITEM - ACTIVITY	2021
<b>HOURLY RENTALS</b>	
<i>*General Manager has authority to negotiate as required per market demand</i>	
<b>Ice Rental</b>	
Ice Rental - In Season (October - March)	\$275.00/hr
Ice Rental - Off Season (April - September)	\$250.00/hr
<b>Court Rental</b>	
Full Court Rental - 1 BB/2 VB (Year Round, All day)	\$45.00/hr
1/2 Court Rental - 1/2 BB/1 VB (Year Round, All day)	\$25.00/hr
<b>Indoor Turf Rental</b>	
Indoor Turf - Prime Time - Full Field (M-Th, 4p-9p/Fri, 4p-12a/Sa. 8a-12a/Sun. 8a-9p)	\$400.00/hr
Indoor Turf - Prime Time - 1/3 Field (M-F, 4p-9p/Sa. 8a-MidNight/Sun. 8a-9p)	\$160.00/hr
Indoor Turf - 2nd Tier - Full Field (M-Su, 6a-8a/Sun-Thurs, 9p-MidNight)	\$340.00/hr
Indoor Turf - 2nd Tier - 1/3 Field (M-Su, 6a-8a/Sun-Thurs, 9p-MidNight)	\$140.00/hr
Indoor Turf - 3rd Tier - Full Field (M-F, 8a-4p)	\$250.00/hr
Indoor Turf - 3rd Tier - 1/3 Field (M-F, 8a-4p)	\$110.00/hr
Indoor Turf - Off-Season - April 15th - November 15th	\$125.00/hr
<b>Outdoor Turf Rental</b>	
Outdoor Field Rental - Full Field (Year Round, All day)	\$75.00/hr
Outdoor Field Rental - 1/2 Field (Year Round, All day)	\$40.00/hr
<b>Pickleball Courts</b>	
Full Pickleball Court Area (All Three Courts)	\$40.00/hr
Per Court Rental - Per Hour	\$15.00/hr
<b>Multipurpose/Batting Cage Area</b>	
Warmup/Batting Cage Area - all cages up	\$100.00/hr
Warmup/Batting Cage Area - any or all cages down	\$125.00/hr
<b>Batting Cages</b>	
Per Tunnel	\$25.00/hr
<b>Multipurpose Rooms</b>	
Multipurpose Room A (Single room near Arena 2)	\$25.00/hr
Multipurpose Rooms B, C & D (Connecting rooms near fieldhouse) *per room/2hr min.	\$45.00/hr
Overlook Multipurpose Room (Overlooking 4th court on mezzanine)	\$35.00/hr
<b>eSports Room</b>	
Full room rental including all devices	\$150.00/hr



# MidAmerican Energy RecPlex

## Fees & Charges Effective June 1, 2021

Page 2 of 2

ITEM - ACTIVITY	2020
<b>PUBLIC SKATING</b>	
Admission Only Per Skater	\$7.00
Rental Skates	\$4.00
Skate Aid	\$5.00
<b>Drop In - Per Session Events</b>	
Open Hockey - per player/no charge for goalies	\$8.00
Open Freestyle - per skater	\$12.00
Open Freestyle - Coaches fee	\$10.00
Open Gym - Basketball/Volleyball	\$5.00
Open Gym - Pickleball	\$3.00
Open Field - Soccer/Lacrosse	\$5.00
Open eSports - Per Station	\$8.00
Open Walking	\$3.00
Youth Play - (5 & under) during walk time	\$1.00
<b>Special Event Rental</b>	
<b>Greg Abel Arena, Wells Fargo Courts, Hy-Vee Fieldhouse Indoor Field</b>	
- Full service event including set up & clean up	\$5,000/day
- Full service event including limited set up & clean up	\$2,000/day
- Limited rental with minimal set up or clean up	\$1,000/day
- Limited rental with no set up or clean up	\$450/day
<b>Patty &amp; Jim Cownie Family Arena</b>	
- Full service event including set up & clean up	\$4,000/day
- Full service event including limited set up & clean up	\$1,500/day
- Limited rental with minimal set up or clean up	\$1,000/day
- Limited rental with no set up or clean up	\$450/day
<b>Special Event Rental Equipment</b>	
Pricing to be determined by current market rates	

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

**DATE:** January 21, 2021

**ITEM:** Motion – Approval of Crossroads Park Tennis Court Reservation Policy and Fees

**FINANCIAL IMPACT:** Possible revenue from court reservation fees.

**SYNOPSIS:** Staff has developed a policy for the reservation of the newly renovated tennis courts at Crossroads Park. The reservation system will ensure interested individuals, teams and organizations a reserved space for an associated fee. The following fees will apply and are per court, per hour:

- \$7 (Non-profits, School Districts)
- \$10 (Public Use)
- \$20 (For-profits)

Subject to availability, walk-up patrons are welcome to use the courts on a first-come, first served basis. If the tennis court reservation system is successful, a similar approach could be taken for the new pickleball courts being installed in Valley View Park.

**BACKGROUND:** The Facilities Committee met on January 13, 2021 to review the proposed policy and fees. A copy of the proposed policy is attached.

**RECOMMENDATION:** Staff and the Facilities Committee recommend approval of the Crossroads Park Tennis Court Reservation Policy and Fees.

**Prepared by:** Ryan Penning, Superintendent of Recreation

**Approved for Content by:** Sally Ortgies, Director of Parks and Recreation 

**Accepted for Park Board Agenda:** Sally Ortgies, Director of Parks and Recreation



## Crossroads Tennis Court Complex

### Court Reservation

Crossroads Tennis Fee Schedule	
Hours of Operation	Fees
7:00 a.m. – 10:30 p.m.*	\$7 per hour per court (School Districts, Non-profits)
	\$10 per hour per court (Public use)
	\$20 per hour per court (For-profits or Private Instructors)

\*Rental hours will extend to 10:30 pm once lighting is installed (expected summer/fall 2021)

- Reservations must be made online at <http://>
- Online reservations must be made by 4:00 p.m. on the day prior to use.
- Online reservations are not accepted for same day use.
- Starting January 1 of each year, reservations can be made from March 1 through October 31 of that year.
- Online reservations are limited to one court up to two hours per day. Multiple court use by school districts and tournament organizers may be allowed upon request.
- Parks & Recreation staff will post the reservation sheet at the bulletin board near the entrance of the courts for the current day by 6:30 a.m.
- Subject to availability, walk-up patrons are welcome on a first-come, first served basis.
- Call 515-222-3444 to reserve these courts over the phone. Must be during normal business hours, Monday – Friday, 8 a.m. – 5 p.m.
- Rental time includes set-up, event, and clean-up. There are no refunds for cancellations, and a \$10 change fee applies for changes to rentals. Renter must promptly leave the court(s) at the end of rental time. The court must be left in suitable condition for the next renter. Reservations impacted by inclement weather may contact Parks & Recreation by e-mail at [parkrec@wdm.iowa.gov](mailto:parkrec@wdm.iowa.gov) within 24 hours for rescheduling options and a credit will be applied or you can reschedule. Rescheduled dates must occur within the current calendar year.
- The Department reserves the right to consider certain events to be Special Events, which may require a permit(s) in addition to the court reservation.  
*\*Any reservation that involves admission being charged or product being sold will automatically be considered a Special Event.*
- A reservation only reserves court space. The City does not provide tennis rackets or balls. Tennis nets will be provided.
- No equipment will be allowed to remain on park property outside rental time.
- The Parks and Recreation Department reserves the right to close the courts to allow for proper maintenance at any time during the playing season. If maintenance by the Department requires that previously made reservations be canceled, reservation fees will be refunded to the renter.
- The Department reserves the right to assess additional post-rental charges to the renter for excessive wear and tear of the court(s), parking lot, existing equipment, or other City property, or use of facilities (trash and portable toilets) that results in above normal maintenance, services, or repair.



## **Addendum to Rental Agreement**

In consideration for being allowed to utilize the facilities which are the subject of the rental agreement, the undersigned further acknowledges and agrees:

1. Renter understands that the facilities that are the subject of the rental agreement are public facilities and it is possible that people visiting the facility have been exposed to and/or have been diagnosed with one or more communicable diseases including but not limited to COVID-19 or other diseases or maladies, and is impossible to eliminate the risk that renter, or other occupants, might be exposed to and/or become infected through contact with, or entry in, or use of the facility. The undersigned understands the risk and expressly assumes responsibility for said risk.
2. The undersigned also acknowledges their responsibility to assure attendees at the facility adhere to recommendations from the Iowa Department of Public Health and the Centers for Disease Control (CDC) applicable to their gathering, including but not limited to occupancy restrictions, social distancing recommendations, use of personal protective equipment and other recommendations, as may change from time to time.
3. The undersigned further reaffirms their obligations set forth in the rental agreement.

I, the undersigned, hereby state that I have read the above addendum and that I understand and agree to be bound by the additional terms. I further agree to assure that my use and occupancy of the facility by me, and my guests, will comply with the recommendations of the Iowa Department of Public Health, Center for Disease Control (CDC), Governor's Proclamations and applicable laws, rules and regulations.

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

**DATE:** January 21, 2021

**ITEM:** Motion – Jamie Hurd Amphitheater Facility Use Policy Amendment and Charges

**FINANCIAL IMPACT:** There will be slightly more revenue from an increased charge for portable toilets to offset additional expense. Annual revenue will depend on the total number of rentals scheduled.

**SYNOPSIS:** The Board approved a facility use policy and facility rental rates for the Jamie Hurd Amphitheater on May 21, 2020 and equipment rental rates on November 19, 2020. Staff is currently scheduling rentals, programs and events in 2021 and proposes that a rental season be established. The Board is asked to consider a rental season that would run from April 15 through October 31 annually. These dates align with the department's other outdoor rental facilities such as park shelters. This season will also eliminate logistical challenges related to an outdoor venue during winter months, such as snow and ice removal, lack of heating, providing toilet facilities, etc.


In addition, the Board is asked to approve a change in the amount charged to renters for portable toilets. This charge is proposed to be increased from \$50 per toilet to \$75 per toilet to reflect the actual cost to the City.

**BACKGROUND:** The Facilities Committee reviewed and approved the proposed rental season at their meeting on January 13, 2021. The Director has also presented the rental season to the City Manager, and he is in support. It should be noted that a rental request was recently received for April 1 and April 4, 2021. Since the request was made prior to the season being established, it will be honored for this year only.

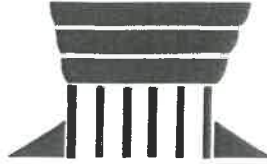
The increase in portable toilet fees came up following the Facilities Committee meeting, so was not reviewed by the Committee.

**RECOMMENDATION:** Staff and the Facilities Committee recommend approval of the amendment to the Jamie Hurd Amphitheater Facility Use Policy to establish a rental season. Staff recommends approval of the increased charge for portable toilets.

**Prepared by:** Ryan Penning, Superintendent of Recreation

**Approved for Content by:** Sally Ortgies, Director of Parks and Recreation 

**Accepted for Park Board Agenda:** Sally Ortgies, Director of Parks and Recreation



**JAMIE HURD  
AMPHITHEATER**  
CITY OF WEST DES MOINES, IA

**Rental Fees**

	For-Profit/ Ticketed	Non-Profit (501c3)	K-12 Schools	Private	Weekday Discount
<b>Days of Operation</b>	Sun-Sat April 15 – Oct. 31	Sun-Sat April 15 – Oct. 31	Mon – Thu April 15 – Oct. 31	Sun-Sat April 15 – Oct. 31	Mon-Thu April 15 – Oct. 31
<b>Hours of Operation</b>	7am-10pm	7am-10pm	7am-10pm	7am-10pm	7am-4pm
<b>Minimum Hours</b>	10	4	2	4	4
<b>Rental Fee per Hour</b>	\$200/hour	\$100/hour	\$80/hour*	\$100/hour	20% off total hourly rental
<b>Additional Fees</b>					
<b>Cleaning Fee</b>	\$50				
<b>Tent/Canopy Permit</b>	\$50				
<b>Sound Permit</b>	\$22				
<b>Portable Toilet Facilities</b>	\$75/ea				
<b>Food/Retail Vendor Fee</b>	\$50/ea				
<b>Special Event Permit</b>	\$225				
<b>Folding Chairs</b>	\$4/ea (100 available)				
<b>6' Folding Tables</b>	\$8/ea (10 available)				

\*Not eligible for Weekday Discount

**Conditions of Use**

- Rental of the Jamie Hurd Amphitheater includes the stage, portable toilet facilities, limited water, house lighting, electrical use, area within designated amphitheater premises (see map), and a facility attendant.
- Parking is available in and around the West Des Moines City/School Campus. City/School Campus parking lots will not be closed to the general public. The City of West Des Moines reserves the right to deny event parking in certain areas. No vehicles may be driven on sidewalks, trails or grass areas or parked outside parking lots unless approved as part of a Special Event Permit.
- Events and rentals must end by 10pm unless written permission is obtained from the West Des Moines Parks and Recreation Department and appropriate permits are obtained. Paid rental time must include set-up, decorating, preparation, event, clean-up and tear-down. Any property rented from outside vendors must be removed from the premises by time of departure.
- The Jamie Hurd Amphitheater and grounds must be "broom clean". All supplies and equipment must be removed from the premises prior to departure. Renter may not store belongings at the Jamie Hurd Amphitheater outside of rental period. Trash must be removed from the stage area, grounds, and parking areas and placed in trash cans or bagged and placed next to trash cans prior to departure. A dumpster may be required to be provided for larger events at the expense of the renter.
- The direct cost of any excess cleaning beyond that typically provided will be charged back to the renter's credit card on file with the City.

•Renter shall arrange, provide, and pay for all materials, personnel and services necessary for the efficient and safe presentation of events. The City shall have the right to shut down any event that is deemed to be unsafe or violate any permits, facility rules, or City ordinances.

•Prohibitions for use at the Jamie Hurd Amphitheater are as follows:

1. Smoking is not permitted in any area of the Jamie Hurd Amphitheater
2. No nicotine, including chewing tobacco and vaping
3. No confetti, glitter, rice, or other litter-producing materials
4. No balloon releases or paper lanterns
5. No glass of any kind
6. No weapons of any kind
7. Nothing shall be attached or affixed to any tree or plant, fence, building or other part of the Jamie Hurd Amphitheater or its amenities
8. No digging, transplanting or disturbance of vegetation
9. No blocking the trail between the Jamie Hurd Amphitheater and pond
10. No vehicles may be driven on grass or parked outside of designated areas

•The Jamie Hurd Amphitheater is an outdoor venue subject to changing and inclement weather conditions. No refund will be made due to weather. If West Des Moines Parks and Recreation cancels rental due to weather, event may be rescheduled up to one year from original date.

•Advertising/announcements or ticket sales shall not be made public prior to approval of all required permits and the Jamie Hurd Amphitheater Rental Agreement by the Parks and Recreation Department.

•The West Des Moines Parks and Recreation Department reserves the right to take photos of events at the Jamie Hurd Amphitheater for use in City publications and communications.

#### **Rental Payment Plan**

- 50% of total payment is due at the time of booking the reservation. In the event of renter cancellation outside 30 days of rental date, this amount will not be refunded.
- Remaining 50% of total payment is due 30 days prior to rental date. In the event of renter cancellation within 30 days of rental date, the total amount paid will not be refunded.

#### **Special Events**

- A Special Event Permit is required for:
  - Events that are open and advertised to the general public
  - Ticketed events
  - Fundraisers
  - Events where alcohol is sold
  - Events that extend beyond the Jamie Hurd Amphitheater premises



### **Vendor Fees**

- Private rentals are allowed to hire caterer of choice, provided the caterer does not sell food to the general public during the rental.
- Any rental selling food, beverages, or alcohol to participants is required to obtain a Special Event Permit.
- Special events with food vendors selling food to individual participants will be charged \$50 per food vendor.
- Special events with merchandise vendors selling any item to individual participants will be charged \$50 per merchandise vendor.
- Special events with alcohol vendors selling alcohol to individual participants will be charged \$200 per alcohol vendor.
- Food truck or mobile food unit vendors selling food or beverages to event participants must obtain a Mobile Food Unit Vendor from the City Clerk's office.
- Food truck or mobile food unit vendors do not need to obtain a food truck license from the City Clerk's office if operating as a caterer for a private rental. In this case, no sales to individual participants or the general public can occur.

### **Portable Toilet Fee Calculation**

- Non-alcohol served event = 1 portable toilet/250 people
- Alcohol served event = 1 portable toilet/150 people

### **Miscellaneous Rental Information**

- A padding time of 2 hours will be applied after each rental to allow for contracted cleaning to take place. The renter will not be charged a rental fee for this time.
- A certificate of 501c3 status must be submitted when booking a reservation in order to receive the Non-Profit rental rate.
- West Des Moines Parks and Recreation Department will determine the need for event security based on the Special Event Permit application. The renter will be responsible for arranging and paying for any security services required as a condition of the permit.

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

**DATE:** January 19, 2021

**ITEM:** Motion – Approval of Professional Services Agreement Amendment #2 – Valley View Park Central Site Grading, Utilities and North Roadway

**FINANCIAL IMPACT:** Expense not-to-exceed \$124,500.00 including reimbursable expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funding in the FY 18-19 CIP budget for the Valley View Park Central Site Grading, Utilities & North Roadway (Project No. 0525 033.0510 037 2018).


**BACKGROUND:** The original agreement with Foth Infrastructure and Environment was approved on 2/4/19 in the amount of \$115,100.00 for services related to providing survey & mapping, environmental services, schematic design service and cost estimating for the central area of the park, mass grading of the site and the north park loop road. Council then approved Amendment #1 on 8/5/19 in the amount of \$23,950 for services related to providing additional schematic design to study feasibility of a sledding hill in the central area and geotechnical exploration to drill and sample 14 test locations. Foth had nearly completed this work prior to the deferral of the original project for the central area of the park and north loop road when funding for construction was redirected to other City projects.

Although the original project was deferred, Council agreed to move forward with construction of a pickleball complex in the northwest corner of the park utilizing funds budgeted for Valley View Park in FY 19-20. This requires grading, extension of the park road and additional parking. The Council is asked to approve Amendment #2 for services related to design development, preparation of construction documents, bidding and construction administration service for the road extension and parking. The scope of work will include design development and construction documents for extension of the north loop road, parking lot, site grading, utilities, and extension of trails. Foth will be coordinating with the designer of the pickleball court complex, RDG Planning & Design.


The amendment to the agreement with Foth Infrastructure and Environment is attached along with their scope of services, schedule and fees.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve Amendment #2 to the agreement with Foth Infrastructure and Environment.

**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	N/A
Date Reviewed	

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 19, 2021

**ITEM:** Motion – Approval of Professional Services Agreement – Valley View Park Pickleball Courts and Ancillary Improvements

**FINANCIAL IMPACT:** Expense of \$113,000.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of \$75,000 available in the FY 20-21 CIP budget for Valley View Park, Lighted Pickleball Courts Design (Project No. 0525 033.0510 045 2020), with the balance from FY 18-19 CIP budget for the Valley View Park Central Site Grading, Utilities & North Roadway (Project No. 0525 033.0510 037 2018).

**BACKGROUND:** The Council is asked to approve an agreement with RDG Planning & Design (RDG) for professional services related to the next phase of improvements at Valley View Park. Design and construction services include an 8-court lighted pickleball complex with associated improvements. The scope will also include schematic design and cost estimating for the layout of a possible lighted futsal court and future shelter/restroom building within this complex and storage building and dumpster enclosure near the existing tennis courts. All improvements, both budgeted and future, will be taken through a minor modification site plan approval process. RDG will be coordinating design efforts with Foth Infrastructure & Environment on the site grading, stormwater, utilities, parking lot, park drive and adjacent trail that will serve the pickleball court complex.


The original park master plan and several previous improvements at Valley View Park were designed and administered by RDG. The consultant was selected due to their past experience on this project and experience in this type of work. The agreement with RDG is attached along with their proposal, scope of services, schedule and fees.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with RDG

**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	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** January 19, 2021

**ITEM:** Motion – Approval of Professional Services Agreement – Crossroads Park Court Lighting and Electrical Improvements Design

**FINANCIAL IMPACT:** Expense of \$16,600.00 be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funding in the FY 20-21 CIP budget for Crossroads Park Tennis Court Lighting and Electrical Improvements Design (Project No. 0525 023.0510 053 2020). Funds for construction of the Crossroads Park Court Lighting and Electrical Improvements are budgeted in FY 20-21.

**BACKGROUND:** The Council is asked to approve an agreement with Shive Hattery for professional services related to lighting the six recently reconstructed tennis courts in Crossroads Park. Design and construction services will include LED sports lighting, lighting controls, and associated electrical connections.


The previous improvements to the tennis court complex at Crossroads Park were designed and administered by Shive Hattery. In addition, Shive Hattery also designed the lighted tennis, basketball and volleyball courts at Valley View Park. The consultant was selected for this project due to their past experience on this project and experience in this type of work. The agreement with Shive Hattery is attached along with their proposal, scope of services and fees.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with Shive Hattery

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

**STAFF REVIEWS**

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

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split



# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 19, 2021

**ITEM:** Motion – Approval of Professional Services Agreement – 2021 Court Improvements Design

**FINANCIAL IMPACT:** Expense of \$69,800.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funding in the FY 20-21 CIP budget for Court Renovations (Project No. 0510 028 2020). Partial funding for construction is also budgeted in FY 20-21 with the remainder included in the FY 21-22 CIP budget request.

**BACKGROUND:** The Council is asked to approve an agreement with Shive Hattery for professional services related to the next phase of court improvements. The project consists of renovation of recreational courts in American Legion, Fairmeadows, Jaycee, and Willow Spring Parks as follows:

- American Legion – Tennis court, basketball court, (2) shuffleboard courts
- Fairmeadows Park – Tennis court, basketball court, sand volleyball court
- Jaycee Park – Tennis court, basketball court, sand volleyball court
- Willow Springs Park – Tennis court, basketball court


The previous court improvements project including tennis courts at Crossroads Park, basketball court at Meadowview, and tennis & basketball courts at Wilson Parks was designed and administered by Shive Hattery. The consultant was selected for this project due to their past experience in this type of work. The agreement with Shive Hattery is attached along with their proposal, scope of services and fees.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with Shive Hattery

**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	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: January 19, 2021

**ITEM:** Motion – Approval of Change Order #2 – Levee Trail Improvements

**FINANCIAL IMPACT:**

Parks CIP (G/L 500.000.000.5250.490, Project No. 0510 035 2018 for Trail Renovation)  
Contract Summary:

Description	Amount	Date Approved	Remarks
Construction Contract	\$312,143.00	September 16, 2019	
Change Order #1	\$77,856.62	May 18, 2020	Additional asphalt base replacement, backfill
Change Order #2	(\$14,543.60)	Pending	Final quantities adjustment


**BACKGROUND:** This project included the renovation of the Levee Trail located adjacent to Lincoln Street between 1st Street and Raccoon River Park. The project included a new asphalt overlay on the existing trail, realignment of a portion of trail at the east entrance to Raccoon River Park, and construction of a trail spur connecting to 11<sup>th</sup> Street which will be part of a future trail connection to Valley Junction. This project is substantially complete. This change order is for the adjustment of final quantities for the overall project.

**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 19, 2021

**ITEM:** Resolution – Accept Work – Levee Trail Improvements

**FINANCIAL IMPACT:** The total construction cost of this project is \$375,456.02. All costs of the project have been paid from the Trail Renovations CIP account (0510 035 2018). The original contract amount of the project was \$312,143.00, with a total of two change orders. Retainage will not be paid in less than 30 days.

**BACKGROUND:** Des Moines Asphalt & Paving of Urbandale, Iowa is working under an agreement dated September 16, 2019 for work related to the Levee Trail Improvements project. Work is substantially complete.


This project included the renovation of the Levee Trail located adjacent to Lincoln Street between 1st Street and Raccoon River Park. The project included a new asphalt overlay on the existing trail, realignment of a portion of trail at the east entrance to Raccoon River Park, and construction of a trail spur connecting to 11<sup>th</sup> Street which will be part of a future trail connection to Valley Junction.

**OUTSTANDING ISSUES:** None

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

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

**STAFF REVIEWS**

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

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: January 19, 2021

**ITEM:** Motion – Approval of Change Order #1 – MidAmerican Energy Company RecPlex Interior Signage Package #1

**FINANCIAL IMPACT:**  
Contract Summary:

Description	Amount	Date Approved	Remarks
Construction Contract	\$425,778.15	January 4, 2021	
Change Order #1	(\$383,778.15)	Pending	Change of scope

**BACKGROUND:** A contract was awarded on January 4, 2021 for all interior signage at the MidAmerican Energy Company RecPlex. Change Order #1 deducts all signs not required for building occupancy including wayfinding, destination, and donor/sponsor recognition signs. These signs are being rebid with construction being ordered under a separate item on the January 19, 2021 agenda.

Occupancy required signs remain in this contract and include room and restroom identification, maximum occupancy, exits, elevator directories and evacuation maps. Shive-Hattery worked with the contractor (LRI Signs) to determine a cost of \$42,000 for the occupancy required signs which will be the amount remaining in the contract following approval of Change Order #1.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:**  
City Council Adopt:

- Motion Approving Change Order #1 for MidAmerican Energy Company RecPlex -Interior Signage Package #1

**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	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 19, 2021

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – MidAmerican Energy Company RecPlex – Interior Signage Package #2

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the project provided by Shive-Hattery is \$348,100. Project expenses will be paid from account no. 692.400.700.5250.490.

**BACKGROUND:** This project is to rebid the interior signage for the MidAmerican Energy Company RecPlex that is being deducted from the original contract (Interior Signage Package #1). Signage in Interior Signage Package #2 will include wayfinding, destination, sponsorship naming rights and donor recognition wall.

In an effort to reduce costs, the completion date for Interior Signage Package #2 is being extended from April 1 to July 2. Shive-Hattery also made revisions to achieve fabrication, delivery, and installation efficiencies. These changes are estimated to reduce the overall project cost by approximately \$35,000. The revised cost estimate includes adequate delivery and material cost adjustments related to COVID-19 which were not accounted for in the original package.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:**  
City Council Adopt:

- Resolution to Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – MidAmerican Energy Company RecPlex – Interior Signage Package #2

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

**STAFF REVIEWS**

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

**PUBLICATION(S)** (if applicable)

Published In	N/A
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: January 4, 2021

**ITEM:** MidAmerican Energy Company RecPlex – Interior Signage – City Initiated  
1. Resolution – Award Contract

**FINANCIAL IMPACT:** Total contract amount of \$425,778.15. Funding will be covered out of available funds in 692.400.700.5250.490.

Award of this contract was deferred on December 21, 2020, due to the one bid received from LRI Signs being significantly over the architect's estimate of \$270,182.85. City staff and Shive-Hattery discussed the bid with LRI Signs to determine reasons for the bid being so much higher. Several reasons were indicated including an increase in price of materials (primarily aluminum), short construction timeline, and delays in shipping due to COVID-19.

Staff is recommending that the contract be awarded so that signs required for building occupancy can be completed prior to opening the facility in May. The occupancy required signs include room and restroom identification, maximum occupancy, exits, elevator directories and evacuation maps. Based upon a cost breakdown provided by Shive-Hattery, these signs should equate to approximately 8%, or \$36,000 of the total project cost.

A change order will then be processed to deduct all remaining signs from the contract including wayfinding and donor/sponsor recognition signs. These signs will be rebid with a timeline for construction that extends past the building opening. A later completion date is anticipated to help minimize additional costs related to expedited shipping and handling. It may also increase the number of bidders interested in the project.

LRI Signs fully understands and has agreed to the proposed approach. The change order will be brought for approval at the January 19, 2021 Council meeting. The Council will be asked to order construction for the remaining signs at that same meeting.

**BACKGROUND:** Council held the public hearing, adopted plans, specifications, form of contract, and estimate of cost, and received and filed the report of bids for the MidAmerican Energy Company RecPlex – Interior Signage on December 21, 2020. One bid was received from LRI Signs of Grimes, Iowa in the amount of \$425,778.15.

**RECOMMENDATION:** That the Council pass the resolution to award the contract for the MidAmerican Energy Company RecPlex - Interior Signage in the amount of \$425,778.15.

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

**STAFF REVIEWS**

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

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** January 4, 2021

**ITEM:** Motion – Approval of Professional Services Agreement – Raccoon River Park Master Plan Update (Central Area)

**FINANCIAL IMPACT:** Expense not to exceed \$72,500 including reimbursable expenses estimated at \$2,500 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of \$75,000 in available funds in the FY 20-21 CIP budgeted for the Raccoon River Park Master Plan Update (Project No. 0525 004.0510 054 2020).

**BACKGROUND:** Raccoon River Park has long been the City’s most visible and highly used park and has evolved since the original park master plan was developed 30 years ago. The facilities in the central area of the park including the beach, Coneflower & Biddle shelters, restroom building, parking area, and playground have been some of the most heavily used. This area of the park hosts thousands of visitors each year with an increasing number of shelter rentals and a wide variety of special events. Much of the area is beginning to show signs of age and impact from overall high use, the sprayground has not been operational for several years, and the play equipment is nearing the end of its useful life. This master planning process would analyze this entire central area, clearly identify how it is currently used, and determine ways to better serve park users. As part of this process, staff and the consultant team will also look at providing a more inclusive space for people of all abilities and backgrounds.

Staff invited two firms with experience in inclusive park design to provide proposals for this project. Staff then interviewed both firms to review their qualifications and to hear about their design approach for this unique area. Staff is recommending Genus Landscape Architects for this project. The Genus project team includes a specialist in the areas of playground design and safety, as well as, an expert on inclusive play. The agreement with Genus Landscape Architects is attached along with their proposal, scope of services and fees.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with Confluence Landscape Architects.

**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	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** December 21, 2020

**ITEM:** Public Hearing – MidAmerican Energy Company RecPlex – Interior Signage

1. Resolution – Approval of Plans and Specifications
2. Motion – Receive and File Report of Bids
3. Motion – Defer Award of Contract

**FINANCIAL IMPACT:** Not known at this time.

**BACKGROUND:** Bids were received for the MidAmerican Energy Company RecPlex - Interior Signage on December 16, 2020. One contractor submitted a bid with that bid being substantially higher than the estimate prepared by the project consultant, Shive-Hattery. The bid of \$425,778.15 was received from LRI Signs of Grimes, Iowa. The total project estimate was \$270,182.85.

Due to the amount of the overage, the project may need to be modified and/or rebid. Staff and the consultants are analyzing the bids to determine if cost-savings may be possible.

The Council is asked to hold the public hearing on the plans, specifications, estimate of cost, and form of contract, approve the resolution adopting the same, and receive and file the report of bids. Staff requests that the Council defer action on the award of contract until the January 4, 2021 meeting. This will allow time for the consultants and staff to make an informed recommendation. A copy of the bid tabulation is attached for your information.

This project will provide signage throughout the interior of the MidAmerican Energy Company RecPlex. The signage package includes signage for wayfinding, destinations, room designations, life safety and accessibility, sponsorship recognition/naming rights, and a donor recognition wall. The signage reflects requirements of the Development Services, Fire, and EMS Departments. Due to the size of the facility, a comprehensive signage package is needed to adequately provide for accessibility and safety of guests.

**OUTSTANDING ISSUES:** No outstanding issues other than those already described above.

**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 move to defer the award of contract for two weeks.

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

**STAFF REVIEWS**

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



# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** December 21, 2020

- ITEM:** Public Hearing – MidAmerican Energy Company RecPlex – Exterior Signage
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 \$133,425.79. Funding will be covered out of available funds in 692.400.700.5250.490. The preliminary estimated cost prepared by Shive-Hattery for the project was \$175,500.

**BACKGROUND:** The Council is asked to approve the plans and specifications for the MidAmerican Energy Company RecPlex – Exterior Signage project and to receive and file the report of bids that is attached. Two (2) bids were received for the project with the lowest responsible bid submitted by LRI Signs of Grimes, Iowa.

The project will provide exterior building signage, vehicular wayfinding signage, pedestrian directional signage and field identification/sponsorship signs. A comprehensive signage package is required to adequately identify the building and fields, as well as safe routes through the large 66-acre site.

**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 MidAmerican Energy Company RecPlex - Exterior Signage in the amount of \$133,425.79.

**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	Des Moines Register
Dates(s) Published	December 11, 2020

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

## CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** December 21, 2020

**ITEM:** Resolution – Award Construction Contract – MidAmerican Energy Company RecPlex – Basketball Backstops and Divider Curtains

**FINANCIAL IMPACT:** Expense of \$573,692.00. Expenses to be paid from G/L account 692.400.700.5250.490. There was \$585,938 allocated in the budget for this project.

**BACKGROUND:** Approval of this contract authorizes H2I Group of Adel, Iowa to furnish and install 24 basketball backstops with electric winches and height adjusters, eight motorized divider curtains, four retractable batting cages, associated power control systems, 16 volleyball net sleeves, and 50 i-beam pads.

H2I Groups was selected to provide the products and services listed above based on their experience, qualifications, design, project management, maintenance and familiarity with multi-use recreational facilities. H2I Groups is familiar with the RecPlex as they were selected to install the three hardwood courts, one multi-purpose court and three pickleball courts.

A purchasing alliance, Sourcewell, was utilized in selecting H2I Groups for this piece of the construction project. The Sourcewell contract has been competitively solicited and publicly awarded and provides the best discounted opportunity.

The project is scheduled to begin in March and be completed by April. There is a 10 to 12-week lead time from design plan sign off to installation.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:** That the Council approve the Construction Contract with H2I Group.

**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	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:** December 7, 2020

**ITEM:** Motion – Approval of REAP Grant Agreement – Raccoon River Greenway Acquisition

**FINANCIAL IMPACT:** Grant revenue of \$134,000 for the Raccoon River Greenway Land Acquisition project. City share of the total project cost of \$164,300 will be \$30,300. This amount is budgeted and available.

**BACKGROUND:** A grant application for the Raccoon River Greenway Acquisition was submitted in August to the Iowa Department of Natural Resources for funding through the Resource Enhancement and Protection (REAP) program following approval by the Grant Review Team. The grant is for acquisition of three additional parcels of land (36.14 total acres) to expand and enhance existing public open space in the area near 1<sup>st</sup>/63<sup>rd</sup> Street between Lincoln Street and the Raccoon River.

The Raccoon River Greenway project is part of the City's Five Waters Project, an ambitious project that will:

1. Establish West Des Moines as an outdoor recreation destination for residents and visitors;
2. Offer innovative new ways to explore and discover nature;
3. Preserve land and protect wildlife for future generations; and
4. Enhance the ability of businesses to attract and retain employees of all ages.


The grant request of \$134,000 was fully funded and ranked number one in the 'Large Cities' category by the scoring committee. The grant agreement has been reviewed by the Legal Department.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the REAP grant agreement for the Raccoon River Greenway Acquisition.

**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	N/A
Date Reviewed	

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: December 7, 2020

**ITEM:** Motion – Approval of Professional Services Agreement – Holiday Park Youth Baseball Field, Parking Lot and Entry Improvements – Phases 6 and 7

**FINANCIAL IMPACT:** Expense of \$103,340.00 plus reimbursable expenses estimated at \$3,400.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of \$150,000 in available funds in the FY 20-21 CIP budgeted for the Holiday Park Baseball Phase 6 Fields 3&4 / Phase 7 Parking (Project No. 0525 012.0510 047 2020).

**BACKGROUND:** A phasing and funding plan for Holiday Park Youth Baseball was prepared in 2013. Since that time, the 11-field complex has undergone a series of multi-phased field and ancillary site improvement projects. The last phase of field improvements (Fields 3 and 4) will encroach onto space currently held by the Parks Maintenance facility. This phase was placed on hold to allow time for parks maintenance operations and storage to be moved to the recently completed Public Services Facility. This phase will include final design of fields 3 & 4 renovation, as well as plans for demolition of existing parks maintenance buildings and construction of a new parking lot and entry into the baseball complex. One existing parks maintenance building will remain and be retrofitted to accommodate maintenance operations for the baseball complex.


All previous improvements were designed and administered by Jeffrey L. Bruce & Company (JBC). The agreement with JBC is attached along with their proposal, scope of services and fees. The consultant was selected for this project due to their past experience on this project and experience in this type of work.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with JBC.

**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	N/A		
Date Reviewed			
Recommendation	Yes	No	Split



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

**DATE:** December 7, 2020

**ITEM:** Motion – Approval of Professional Services Agreement – Raccoon River Park Boathouse, Net-Zero Documentation/Certification

**FINANCIAL IMPACT:** Expense of \$11,590.00 to be paid from available funding in G/L account 100.400.405.5250.460 Contractual Services Miscellaneous.

**BACKGROUND:** The Council is asked to approve an agreement with OPN Architects for professional design and construction services related to providing documentation and coordination of a Net-Zero Energy Certification Process for the newly constructed Boathouse at Raccoon River Park. The building was designed and constructed for net-zero usage of energy consumption, and a certification process is necessary to quantify energy consumption. These services will also provide a design feature in the facility to educate the public on the benefits of a net-zero building.


OPN Architects previously performed design and construction administration services for the Boathouse. The agreement with OPN is attached along with their proposal, scope of services and fees. The consultant was selected for this project due to their past experience on other City projects and experience in this type of work.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the agreement with OPN Architects.

**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	N/A
Date Reviewed	

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: December 7, 2020

**ITEM:** Motion – Approval of Change Order #4 – 2020 Court Improvements

**FINANCIAL IMPACT:** Additional expense of \$50,545.90 to be paid from available funds in the Court Renovations budget in the Parks CIP (G/L 500.000.000.5250.490, Project No. 0510 068 2017).

**BACKGROUND:** This project is substantially complete. This change order is for two additional items related to the renovation of the Crossroads Park tennis complex including the addition of leaf gates (for leaf removal from the courts) and modification of the asphalt aggregate (lower iron content). It also includes a final quantities adjustment for the overall 2020 Court Improvements project.


There is funding available for this additional work. The original contract amount was \$995,475.40 with previous change orders totaling \$13,600.00. The total for this change order is \$50,545.90, resulting in a final contract amount of \$1,059,621.30.

**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:** December 7, 2020

**ITEM:** Resolution – Accept Work – 2020 Court Improvements

**FINANCIAL IMPACT:** The total construction cost of this project is \$1,059,621.30. All costs of the project have been paid from the Court Renovations CIP account (0510 068 2017). The original contract amount of the project was \$995,475.40, with a total of four change orders. Retainage will not be paid in less than 30 days.

**BACKGROUND:** Gruss Construction, LLC of Cumming, Iowa is working under an agreement dated March 16, 2020 for work related to the 2020 Court Improvements project. Work is substantially complete.


This project involved the renovation of the tennis courts at Crossroads Park, basketball & tennis courts at Wilson Park, and basketball court at Meadowview Park. The original 6-court tennis complex at Crossroads and the courts at Wilson and Meadowview Parks were constructed in the 1980's, and the playing surface of the courts had been resurfaced multiple times. The condition of the pavement (cracking), surrounding fencing (heaved footings), and nets where in need of major renovation. The project included removal of existing courts, fencing, sidewalks and complete reconstruction of the courts.

**OUTSTANDING ISSUES:** None

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

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

**STAFF REVIEWS**

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

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split



Parks & Recreation CIP Status

11/10/2020

Budgeted	Project	Location	Funding Source	Budget Amount	Status							Status	Notes
					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)	Retainage Paid		
Construction/Design In Progress or Nearly Finalized													
17/18	Amphitheater	City Campus		\$ 868,000	X	X	X	X	X			Substantially Complete	Finalizing punchlist items with Hurd's contractor / will extend into spring
18/19				\$ 1,432,000	X	X	X	X	X				
19/20				\$ 550,000	X	X	X	X	X				
17/18	Boathouse, Parking, River Access & Kayak Lockers	Raccoon River Park	GO	\$ 70,000	X	X	X	X	X			Substantially Complete	Finalizing punchlist items / will extend into spring
18/19			GO/G	\$ 1,099,700	X	X	X	X	X				
19/20			LOST/G	\$ 1,148,300	X	X	X	X	X				
17/18	Sugar Creek Greenway Trail-Phase 1	Sugar Creek Greenway		\$ 300,000	X	X	X	X	X			Under Construction	Expected to be substantially complete June 2021
18/19				\$ 525,000	X	X	X	X	X				
20/21			LOST	\$ 950,000	X	X	X	X	X				
18/19	Levee Trail Improvements	Levee Trail	GO	\$ 70,000	X	X	X	X	X	1/19/2021		Substantially Complete	Finalizing punchlist items / will extend into spring
18/19	Veterans Parkway Enhancements	Veterans Parkway	TIF	\$ 735,000	X	X	X	X	X			Under Construction	Expected to be substantially complete June 2021
18/19	Leisure Pool Large Play Structure Replacement	Valley View Aquatic Center	GO	\$ 270,000	X	X	X	X	X	X		Substantially Complete	Waiting for one final part to be installed / will extend into spring
18/19	Raccoon River East Pedestrian Bridge	Raccoon River Park	GO	\$ 300,000	X	X						Under Design	Construction not budgeted / delayed at least 1 year to 22/23
20/21			LOST	\$ 345,000	X	X							
18/19	Lighting Upgrade	Raccoon River Park	GO	\$ 60,000	X	X	X	X	X			Under Construction	Expected to be substantially complete June 2021
20/21			GO	\$ 650,000	X	X	X	X	X				
19/20	2020 Court Renovation Project	CR/MV/Wilson	O	\$ 525,000	X	X	X	X	X			Substantially Complete	Finalizing site restoration / will extend into spring
20/21			GO	\$ 600,000	X	X	X	X	X				
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X						Under Design	Expected to order construction January 2021
19/20	Skate Park	Legion Park	GO	\$ 200,000	X	X	X	X	X	X		Substantially Complete	
20/21			GO	\$ 75,000	X	X	X	X	X	X			
20/21	Fox Creek Greenway Trail Design	Fox Creek Greenway	GO	\$ 50,000	X	X						Under Design	Preliminary design complete / detailed design needed for potential construction of trail by developers through parkland dedication pending
20/21	Phase 6 & 7 (Fields 3 & 4/Parking Lot/Entry) Design	Holiday Park Baseball Complex	GO	\$ 150,000	X	X						Under Design	PSA approved by Council 1/4/21 / project kickoff meeting held 1/13
20/21	Central Area (Restroom/Playground) Master Plan Update	Raccoon River Park	GO	\$ 75,000	X	X						Under Design	PSA approved by Council 1/4/21
20/21	2021 Asphalt Trail Renovation	Jordan Creek-39th to 50th	GO		X	X						Under Design	



Budgeted	Project	Location	Funding Source	Budget Amount	Status						Status	Notes
					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)		
Budgeted / Professional Services Agreement or Construction Contract Not Yet Awarded												
18/19	Valley Junction Trail Connection	VJ/Levee	GO	\$ 400,000	X	X						Ready to construct / waiting for railroad to install crossings
19/20	Restrooms	Railroad Park	GO	\$ 450,000								\$100,000 re-allocated to LIGHT VJ project / would need to re-budget funds
19/20	Central Site Grading, Utilities, Road	Valley View Park	GO	\$ 1,400,000	X	1/19/2021						PSA going to Council for approval 1/19/21 / funding for construction re-allocated from \$1.4 M budgeted for grading/road
20/21	Lighted Pickleball Courts Design	Valley View Park	GO	\$ 75,000	X	1/19/2021						
20/21	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House						In-house design nearly complete / ready to order construction in February
20/21	Fencing/Signage/Repairs	Huston Cemetery	GO	\$ 50,000	In-House	In-House						Preliminary design complete / expected to bid over winter
20/21	Woodland Hills Greenway Trail	Woodland Hills Greenway	GO	\$ 400,000	X	X						Construction documents nearly complete / expected to bid over winter
20/21	Tennis Court Lighting & Electrical Improvements	Crossroads Park	GO	\$ 300,000	X	1/19/2021						PSA going to Council for approval 1/19/21
20/21	Creek Stabilization/Crossing & Parking Lot Design	Crossroads Park	GO	\$ 75,000	X							PSA expected to go to Council for approval February 2021 / construction included in FY 21-22 CIP request
20/21	Play Equipment Replacement Design	Peony/Willow Springs/Scenic Valley Parks	GO	\$ 100,000	X	2/1/2021						PSA expected to go to Council for approval 1/19/21 / construction included in FY 21-22 CIP request
20/21	Diving Platform	Valley View Aquatic Center	GO	\$ 200,000	X	X	X					Bids allowed to expire per Council directive / could re-bid for fall 2021 construction
20/21	2021 Court Renovation		GO		X	1/19/2021						PSA going to Council for approval 1/19/21

PSA = Professional Services Agreement (Design/Engineering)

# Southwoods Disc Golf Course Expansion Proposal

**Location:** Southwoods Park, West Des Moines, IA.

**Issue:** The Des Moines Metro Disc golf **Community is without** an 18 hole Disc Golf Course **presence on the westside** of the metro area.

**Solution:** Expand Southwoods Disc Golf Course to an 18-Hole Disc Golf Course.

## What is Disc Golf?

1. Similar to regular golf but you throw discs towards a basket instead of hitting a ball into a hole. All other rules are fairly similar.
2. The first course was installed in 1975. By 1995, there were over 500 courses **nationwide**. By 2008, over 2,700 courses and in 2019 there were over 8,000 courses **worldwide**.
3. Disc Golf is one of the fastest growing sports around the world. In the past few years, Disc Golf has been featured many times on ESPN's "Top 10 Plays" and has aired tournaments on ESPN2 and CBS Sports.
4. The Professional Disc Golf Association(PDGA) is the governing body for the sport.
5. In the past 10 years, there has been a 4-fold increase in PDGA members, courses and PDGA Sanctioned Events.
6. **18 hole courses receive 3x the traffic that a 9 hole or partial course does.**

## Benefits of Disc Golf:

1. It encourages people to get outdoors.
2. It caters to all skill levels and ages in both competitive and non-competitive formats.
3. The average course takes between 7000 and 8000 steps to complete with lots of core muscle groups engaged during play.
4. It is a sport that costs very little for anyone to play. Many sporting goods stores sell disc locally for as little as \$8 each and you only need one to start playing.
5. Most courses are free and are family friendly. Many community courses start leagues and tournaments to encourage use of the course.
6. It's environmentally friendly as courses have minimal disruption to surrounding areas unlike golf.
7. Courses are often constructed in areas that are unusable for other sports.
8. Championship level courses can host events that bring thousands of visitors to town for a long weekend.
  - a. Emporia, KS (population of 25,000) hosts disc golf events that bring in an economic impact of over 1 million dollars annually to their community. Emporia and the surrounding areas have over 8 championship level courses. The Des Moines Metro Area has 5 Championship level courses, we would like to make Southwoods the 6<sup>th</sup> in order to attract bigger national tournaments. By comparison Charlotte, NC has around 16 Championship level courses.

## Benefits of Proposed Location:

1. The current Southwoods Course is only 9 holes. There is ample land to expand the current 9 hole layout to a full 18 holes. The available space is wooded and hilly which is perfect for very few sports. Disc Golf is the perfect fit for Southwoods Park. Courses in the past have been built



in multi-use parks, like Grandview (DSM most popular course) but technology and popularity have caused the sport to out-grow these parks. Southwoods allows the course to be a true Championship level course that will bring in players from around the region, and ultimately more money into the community.

2. The course will not impact any other users of the area negatively. The course will be designed with SAFETY being the number one priority. Many courses, including the original Southwoods 9 hole layout, were designed poorly in regards to safety and functionality. Modern courses are built with safety being paramount to a professional design.
3. Most of the facilities are already in place. The current 9 hole layout has been redesigned for better flow and overall enjoyment of the course. Parking is already in place. There just needs to be restroom facilities on site. (J-Johns like the enclosed ones at Raccoon River Park would be perfect).
4. The area has beautiful mature trees with a dense canopy. The mature trees also have fairly wide spacing between them with thick underbrush. Opening up a back 9 holes would allow for more of Southwoods to be explored and enjoyed by the public. Minimal impact needs to be made to remove a select number of trees to create new fairways/holes. The idea is to remove as few trees as possible in order to showcase the natural beauty of the woods.

#### **What is our plan?**

1. Pending approval by this board, we would finalize the back 9 Holes of the course, which have already been planned out to coexist with the Single Track Bike Trail.
2. With the course being 18 holes, Southwoods will be able to host weekly leagues, as well as being able to host weekend tournaments.
3. Having Southwoods as an 18 holes course provides Disc Golfers all around the Metro Area a place to play a full 18 holes course on the Westside of town. Disc Golfers are usually not going to go out of their way to play a 9 hole course. Southwoods has gained a lot of popularity so far, we do not want to lose that momentum. Leaving the course as a 9 Hole layout for a few more years will only hurt the popularity we have gain thus far.
4. DiscGolfParks will be the preferred choice of basket for Southwoods course. The baskets will be installed by myself, Joe Thompson, and a few other volunteers from the disc golf community. The plan is to Order Baskets with Bright Orange Bands with Black and white Lettering, and White Baskets. These colors are to go along with Valley School colors. If disc golf ever becomes a High School Sport, Southwoods will be ready with these colors in mind. We have enough funds left over from the initial budget to cover the costs of the baskets. We can save a few thousand on cost if we choose to just have the standard targets delivered without customization. They would look like these:



5. Cutting the back 9 holes into the woods will take roughly 2 weeks. (does not need to be continuous days). We have discovered through recent additions at Southwoods that it takes the Bush Hog Equipment Operator roughly 1/2 day to cut in a new hole. We would need additional clearing of selected trees by the Forrest Dept. The end goal is to keep as many trees as possible.
6. Another added benefit and something that we have discovered is that as we clear out old fallen trees we are able to repurpose those into wood chips. We then take these chips out to the newly cut in fairways and spread them out to kill off the invasive undergrowth; thus over time leaving the fairway free of debris and growth. This gives the course instant appeal and controls growth of invasive plants. (see below)



7. We will need to incorporate a one footbridge in order to cross the creek that runs through the woods. Many other cities have solved this problem by using telephone pole bridges as a cost effective solution to this problem. The Des Moines Metro Disc Golf Club has a licensed Framer on our board. The Board will cover the entire cost of Installing and building a footbridge as a donation to Southwoods.





8. Tee Pads for the back 9 holes will be done in Turf. We have secured around \$10,000.00 in Turf materials( currently being stored in Ryan Mapus's Yard). We will also need Crushed Limestone, 4x4s and Sand to complete these tee pads. We are proposing that the work for these tee pads will be done by Des Moines Metro Disc Golf Club, and the cost handled by The City of West Des Moines. The plan would be to have this material delivered to the course so that we can build the tee pads on site. We estimate roughly \$2,000.00 in raw materials (crushed Limestone, Sand, Wood, and Nuts and bolts.) We can discuss the detail of this project as far as payment goes. It would be our hope that if we have enough that we would go back and re do the front 9 in Turf as well, but this would be a future project.



9. All work needed on this project can be done in-house with City Employees and Volunteers of the Disc Golf Community.
10. Addition of Southwoods as part of the 2022 Des Moines Challenge, which has the possibility to be a National Tour Event by then, bringing 100s of the World's Top players and Fans to Des Moines.

**Summary:**

1. The Proposed Location is not currently being used and is undevelopable for other uses.
2. The location has an established 9 hole course and parking lot.
3. The course will bring a much needed 18 hole layout for this side of town, with baskets and Tee Pads found nowhere else in Iowa.
4. It is a much needed addition to the West Des Moines Parks system and will be able to host leagues and tournaments well into the future.
5. Funds have already been budgeted, that went unused in 2019-2020. The only other cost that would need to be planned for is the raw materials that are needed for the tee Areas. (Crushed Limestone, Pavers, wood, and Sand)
6. It's a great workout, it's fun, it's affordable, it's challenging and it's a sport that is gaining in popularity across the nation, especially during Covid. Disc Golf has exploded in the past year.
7. People all over the Metro Area will get to see more of what Southwoods has to offer and spend time and money in West Des Moines.
8. Opening up the back 9 holes will allow more of the beauty that is Southwoods to be seen and explored.



Full-18 DiscGolfPark - DiscGolfPark Offer  
October 19<sup>th</sup>, 2020

**David Sadler**

Superintendent of Parks  
City of West Des Moines  
515-222-3456  
David.sadler@wdm.iowa.gov

**DiscGolfPark® Target, 19 pcs (incl. one practice basket)**

- High visibility target top. Top and bottom parts is powder painted.
- All parts hot dip galvanized.
- 28 chains configured in two tiers for superior catching.
- Comes with permanent set up.
- This target is approved by the PDGA (Professional Disc Golf Association), which means that it can be used in competitions.
- DiscGolfPark DisCatcher is the most popular disc golf target in Europe.
- **25-year warranty. Made in Finland.**

**Course design**

- Professional **redesign** that results in a safe and interesting course for every level of play from beginner to Touring Level Professionals.
- Designer's travel costs are included.

**6 Extra DiscGolfPark Basket Sleeves**

- Provides two basket placements per hole were deemed necessary

**Freight to West Des Moines**

**Shipping** \_\_\_\_\_ **Included in final Price (\$600)**

**TOTAL w/ Custom Color Baskets** \_\_\_\_\_ **\$9,251.00**

**TOTAL w/o Custom Color Baskets (standard Blue)** \_\_\_\_\_ **\$7,370.00**

***Delivery does not include:***

- Installation, assembly and course preparation work such as tree cutting.
- Concrete bases for targets, TeeSigns and the InfoBoard.

**Terms of payment:**

- First 50% of total value before equipment shipment.
- Last 50% of total value at reception of course equipment.

This offer is valid for 90 days.

Sincerely Yours,  
Ryan Mapus

**Ryan Mapus**

DiscGolfPark® Course Sales  
602-621-1708

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[www.discgolfpark.com](http://www.discgolfpark.com)

DiscGolfPark® - A natural way to create sports facilities