

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

**5:30 p.m.
Thursday, May 20, 2021
City Hall – City Council Chambers
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of April 15, 2021 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Presentation – Raccoon River East Pedestrian Bridge Capital Campaign – Great Outdoors Foundation
 - B. Motion – Approval of Alternate Plan for Parkland Dedication
 1. 304 5th Street Mixed Use
- 6. Public Hearing**
 - A. Naming of Cemetery – Oak Hill Cemetery
 1. Motion – Approval of Recommendation to City Council
- 7. Staff Reports**
 - A. Superintendent of Parks
 - B. Superintendent of Recreation
 - C. Director of Parks & Recreation
- 8. Other Matters**
- 9. 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, April 15, 2021

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, April 15, 2021, at 5:33 p.m. by presiding Chair Schebel.

Commission	Heather Schebel <i>Chair</i>	Joe Hrdlicka <i>Secretary</i>	Jim Miller	Rick Swalwell	Aaron Sewell <i>Vice-Chair</i>
Present	X	X	X	X	
Staff	Sally Ortgies <i>Director of Parks & Recreation</i>	Dave Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Miranda Kurtt <i>Administrative Secretary</i>	
Present	X	X	X	X	
Council	Russ Trimble <i>Council Liaison</i>				
Present					

On Item 1. Call to Order/Approval of Agenda

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

On Item 2. Citizen Forum

None.

On Item 3. Approval of Minutes of March 18, 2021, Meeting

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

On Item 4. Old Business

None.

On Item 5. New Business

A. Motion – Approval of Fees and Charges

Penning stated Birthday Party Packages Fees for the RecPlex align with those at the Aquatic Centers and Raccoon River Park Nature Lodge. The RecPlex Birthday Party fees vary based on the room utilized and the package selected. It is anticipated that the parties will be very popular. Hrdlicka questioned why esports parties are more than the other packages. Penning explained that food and beverages are not allowed in the esports rooms, so an additional room needs to be reserved. Because of the size of the facility, multiple parties can be running concurrently along with activities open to the public. Schebel questioned if a higher rate should be charged on Saturdays. Hrdlicka and Schebel stated that the fees could be reviewed again after six months or so of operation.

Sadler stated fees are being increased at Jordan Cemetery due to an increase in direct costs charged by contractors for both Surveying and Opening/Closing.

Miller moved to approve the Fees and Changes as presented. Swalwell seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler shared that seasonal park attendants started on April 12, however, all positions have not been filled. The park restrooms are open in all parks as of today, however, stand-alone water fountains have not been turned on. Shelter rentals began on April 15 along with rentals of Valley View Park fields and Crossroad Park tennis courts. Construction has started on various projects, and the status can be viewed on the Capital Improvement Project status sheet in the packet. A bid letting for Jordan Creek Trail Renovation Project that involves bank and trail stabilization work will take place next week. Bidding will also be taking place Crossroad Park Tennis Court Lights; basketball and tennis court renovation at three parks; and Valley View Park Road Extension.

On Item 6B. Superintendent of Recreation

Penning stated tournaments have been held every weekend in March at Holiday Park. Adult League registrations are up approximately 30 teams from last year. RecPlex positions, summer program staff and lifeguard recruitments are going well. Currently, there are 77 aquatic center lifeguards hired with a goal of 120. The shortage of lifeguards is a national issue. The department has ramped up their efforts for recruitment. Normally, the department will see an 85% return of lifeguards from the previous year and this is not happening since very few lifeguards were hired last year. Penning has been in touch with I-Heart Radio to utilize their app, is working with Catch Des Moines, and collaborated with the West Des Moines City Communication Specialist to get the word out. Penning shared the following upcoming events: Earth Day, Tom Karpan Relays, and the Mayor's Bike Ride. Miller questioned if the School Districts have resources to share recruitment opportunities. Penning has submitted communications to the school districts. Penning has met with athletic directs from Valley High School, Dowling Catholic School, Waukee Schools, Dallas Center/Grimes regarding aquatics and seasonal positions. Ortgies mentioned that the age for lifeguards has been lowered to fifteen. This does require more schedule monitoring; however, this will hopefully increase the number of applicants.

On Item 6C. Director of Parks and Recreation

Ortgies shared the Raccoon River Bridge Nationwide Corps of Engineers Permit was approved. Ortgies applied for \$1 million of the Community Project Federal earmarked money that is being made available for community projects. This was the only project being submitted by the City for this program. Ortgies and Schebel met with the Great Outdoors Foundation regarding the formation of the Capital Campaign Committee. She also met with the City Manager's office about reforming the Quality of Life Council. Based on the 2036 City Plan, there should be a group that oversees Quality of Life in West Des Moines. Initial plans are to include a representative from each Board and Commission on this council. Ortgies will be gone from May 3-14 on vacation.

On Item 7. Other Matters

- A. Discussion - Return to In-Person Meetings
Ortgies questioned if the Board is comfortable with returning to in-person meetings in May. Everyone was in agreement that May's Board meeting will resume in City Hall Council Chambers.

Hrdlicka questioned if ice cream socials should occur in 2021 and how it would be handled due to COVID-19. Hrdlicka stated a constituent asked if a food truck would be an option. Ortgies stated that the department works with food trucks for the Amphitheater and they like to have a guarantee of revenue for their events. Schebel questioned if a neighborhood could have a food truck at a park. Ortgies suggested that a Block Party may be an option utilizing the City's existing Block Party permit process. The Park and Recreations Board Ice Cream Socials are free where the food trucks are not. Ortgies suggested these events be held at

the three new parks in West Des Moines which are Hidden Point Park, Whisper Point Parks, and Pinedale Park.

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

A. City Council Communications

April 5, 2021: Resolution – Order Construction and Noticer of Public Hearing on Plans, Specification, Forms of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2020 Asphalt Trial Renovation Project

April 5, 2021: Motion – Approval of Professional Services Agreement – Woodland Hills Greenway Trail & Bank Stabilization

April 5, 2021: Motion – Approval of Cost-Shar Contract – Iowa Department of Agriculture and Land Stewardship (IDALS0 Water Quality Urban Infrastructure Grant- Crossroads Park Water Quality Improvements

April 5, 2021: Motion – Approval of Professional Services Agreement – Jordan Cemetery Survey Services

April 5, 2021: Resolution – Award Construction Contract – MidAmerican Energy Company RecPlex – Common Space, Mezzanine and Esports Center Furniture

B. Parks CIP Projects Status Report

Miller moved to adjourn. Hrdlicka seconded. Motion carried unanimously. Meeting adjourned at 6:27p.m.

Respectfully submitted,

Miranda Kurtt
Administrative Secretary

ATTEST:

Joe Hrdlicka
Advisory Board Secretary

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

DATE: May 20, 2021

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – 304 5th Street Mixed Use Development

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 304 5th Street Mixed Use Development located at 304 5th Street (See Vicinity Map). The development is already served by two existing neighborhood parks – American Legion Park and Wilson Park. The development consists of 11 apartments which results in a requirement of 0.117 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer has chosen to provide parkland dedication on-site and has worked with staff on an alternate plan that includes an outdoor patio area with associated site furniture. This patio located on the south side of the building will serve a park and recreational purpose for the residents of this development by providing an outdoor space (Attachment B). However, it will not be accessible to the general public. Since there will be no public access easement to the patio, 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 May 14, 2021 to review and discuss the parkland dedication alternate plan for 304 5th Street Mixed Use development.

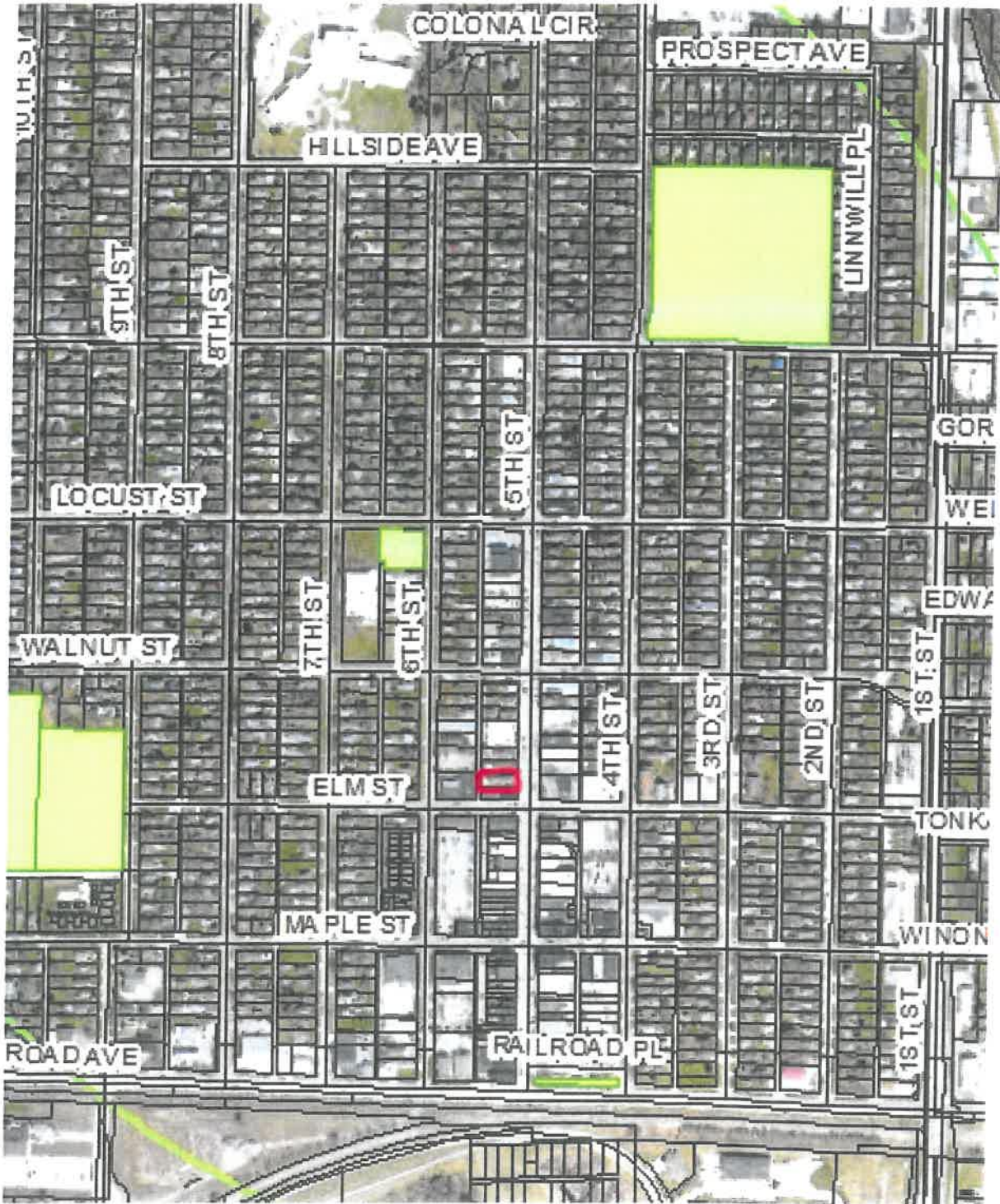
RECOMMENDATION: Staff recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for 304 5th Street Mixed Use development.

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



ATTACHMENT A

PARKLAND DEDICATION REQUIREMENTS

5/11/2021

Project Location: **Developer:**
304 5th Street Cutler
 Development/Junction
 Development
 Catalyst, LLC

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
Single Family Detached						
Description: Single Family Home	0	2.90	0			
TOTAL	0		0			
Single Family Attached						
Description: Townhome/Condos	0	1.63	0			
TOTAL	0		0			
Multifamily Unit						
Description: Apartments	11	1.73	19.03			
TOTAL	11		19.03			
TOTAL POPULATION			19.03	0.01903	2.39	3.76
Park Dedication (Acres)			0.045			
Greenway Dedication (Acres)			0.072			
TOTAL DEDICATION (Acres)			0.117			

Notes: Calculations taken from 304 5th Street Mixed Use Site Plan dated 05-06-2021

Total Dedication Requirement (Acres)	0.117
Less on-site park land	0.020
Deficient acreage	0.097
x current avg high density land value per acre (\$135,759)	\$15,883
Deficient acreage in dollars	\$13,169

On-site Courtyard Improvements (can be subtracted from requirement above)

Sidewalk: 1,430 SF walk x \$6 SF	\$8,580
Benches: 6 x \$625	\$3,750
Trees: 3 x \$200	\$600
Perennials: 30 x \$4	\$120
Raised Planters: 6 x \$300	\$1,800
TOTAL	\$14,850

Project meets the minimum requirements for parkland dedication.

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

DATE: May 20, 2021

ITEM: Public Hearing – Naming of Cemetery – Oak Hill Cemetery
1. Motion – Approval of Recommendation to City Council

FINANCIAL IMPACT: None at this time. In the future, there would be a cost related to a sign for the cemetery.

SYNOPSIS: The Board is asked to consider the naming of a cemetery located on a section of land recently dedicated to the City. The historic cemetery is located within property owned by the Walnut Creek Community Church located on the NE corner of Grand Avenue and Fuller Road (See attached Location Map). The historic cemetery is located northwest of the Jordan House and has some historical connections to James C. Jordan, the original owner of the house. The church recently deeded the land containing the historic cemetery to the City, at the same time as deeding additional lands to the WDM Historical Society for future expansion of the Jordan House.

In October of 2017 the Board approved a Naming Policy which set a procedure for the naming of parks, greenways, park facilities and trails. According to the policy, the naming shall primarily be according to geographic location, historical significance, landmarks or neighborhood location. The Board shall then make a recommendation to the City Council for the naming of the facility. The proposed parks facility (cemetery) name was reviewed and discussed by the Facilities Committee on 5/14/21.

BACKGROUND: A written request was made by Karen Kuntz, a local advocate for this cemetery. Ms. Kuntz has long advocated for the preservation of the cemetery, has done significant research on the cemetery and is set to publish information regarding the history of the cemetery. A notice of the public hearing was published in the Des Moines Register on Saturday, May 15, 2021. A copy of the notice is attached.

RECOMMENDATION: That the Board hold the Public Hearing and approve the recommendation to the City Council for the naming of Oak Hill Cemetery.

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

LOCATION MAP



PUBLIC NOTICE

The West Des Moines Parks and Recreation Advisory Board will be holding a public hearing and taking action on the approval of a name for a new special use facility (cemetery) in West Des Moines, Iowa. The facility location and proposed name is as follows:

<u>Location</u>	<u>Proposed Name</u>
2270 Grand Avenue	Oak Hill Cemetery

Action will be taken by the Advisory Board at their meeting at 5:30 p.m. on Thursday, May 20, 2021 to be held at the West Des Moines City Hall, 4200 Mills Civic Parkway, West Des Moines, Iowa. Any interested person may appear at that time and comment on the proposed cemetery name or can send written comment to West Des Moines Parks and Recreation, P.O. Box 65320, West Des Moines, Iowa 50265 by 4:00 p.m. on Thursday, May 20, 2021. Further information and a map showing the cemetery location can be obtained by calling (515) 222-3444.

Published in the Des Moines Register, Saturday, May 15, 2021.

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

DATE: April 15, 2021

ITEM: Proclamation – Earth Day – April 22, 2021

FINANCIAL IMPACT: None


BACKGROUND: The attached proclamation designates Thursday, April 22, 2021 as Earth Day. This proclamation is to promote awareness about outdoor recreation and environmental education in West Des Moines.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the proclamation designating Thursday, April 22, 2021 as Earth Day in West Des Moines.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

DATE: April 19, 2021

ITEM: Motion – Approval of Change Order #1 – MidAmerican Energy Company RecPlex Audio/Video and Digital Signage

FINANCIAL IMPACT:

Contract Summary:

Description	Amount	Date Approved	Remarks
Construction Contract	\$614,508.66	September 8, 2020	
Change Order #1	\$132,301.35	Pending	Additional equipment and installation based upon final design

BACKGROUND: A contract was awarded on September 8, 2020 to furnish and install the audio/video and digital signage at the MidAmerican Energy Company RecPlex. Change Order #1 finalizes the areas of the project that were still in the design phase last Fall including the Esports Center, RP Grill, Mezzanine and NW concessions menu boards, Mezzanine seating displays, and finalized commons event and closed caption TV screens. Digital media players, software licenses and controllers are all included in the design. Change Order #1 also includes adjustments to control pads in the south court and batting cage areas and one control pad in the commons area.

City Staff worked with Shive-Hattery to incorporate all final plan designs into the modifications made in Change Order #1. At the time the original construction contract was awarded there were still significant alterations taking place that were unknown until final plans could be completed.

OUTSTANDING ISSUES: None

RECOMMENDATION:

City Council Adopt:

- Motion Approving Change Order #1 for MidAmerican Energy Company RecPlex - Audio/Video and Digital Signage

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**

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

DATE: April 19, 2021

ITEM: Motion – Approval to Purchase Esports Center Gaming Computers – MidAmerican Energy Company RecPlex

FINANCIAL IMPACT: \$75,574.42, delivered. Budget code: 692.400.700.5250.490

BACKGROUND: The MidAmerican Energy Company RecPlex will feature a 3,500 square foot Esports Center that will bring cutting edge technology and equipment to the RecPlex. The Esports Center will include 33 computers, four gaming consoles, lounge seating, LED lighting and a premier sound system.

The computers are state-of-the-art, high powered gaming computers. Camps, programs, leagues, and drop-in will all be part of the Esports programming at the RecPlex for both recreational and high-end gamers. Esports birthday party packages and corporate events will also be available.

The gaming computers are being purchased off TIPS (The Interlocal Purchasing System). The TIPS contract has been competitively solicited and publicly awarded and provides the best discounting opportunity. However, pricing was compared to other manufacturers to ensure the City was receiving good value. Proposals were received from three other manufacturers, HP, CDW-G and Dell, utilizing the same layout and basis for design with pricing as follows:

Option:	Manufacturer	Unit Price
A-Recommended	Cobratype Computers	\$2,290.13
B	HP	\$2,345.95
C	Dell	\$2,538.97
D	CDW-G	\$3,005.61

Cobratype Computers is based out of Des Moines and they design, manufacture, and distribute PCs of all variety. They specialize and have a passion for PC gaming and for its community of dedicated players. They believe that everyone should have the opportunity to experience the world of PC gaming and are committed to meeting the unique needs of gamers across the globe; from those who are just looking to get their foot in the door, to those seeking high-end battle stations.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the purchase of the Esports Center Gaming Computers for the MidAmerican Energy Company RecPlex.

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

DATE: April 19, 2021

ITEM: Resolution - Approval and Acceptance of Conveyance of Property Interests for the Art on the Campus Exhibit

FINANCIAL IMPACT: None.

SYNOPSIS: Property interests necessary for the Art on the Campus Exhibit will be donated from the West Des Moines Community School District. For policy and title purposes, the attached resolution approves and formally accepts the property interests and authorizes the filing of all relevant documents. Recording costs associated with acquisition of the property interests will be paid from Account No. 437.400.470.5230.515 – Public Art Supplies Programs


OUTSTANDING ISSUES (if any): None.

RECOMMENDATION:

Adopt a Resolution approving and accepting Conveyance of Property Interests to the City of West Des Moines for the Art on the Campus Exhibit.

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

STAFF REVIEWS

Department Director	Sally Ortgies, Parks and Recreation Department 
Appropriations/Finance	
Legal	Richard J. Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: April 19, 2021

ITEM: Motion – Approval of Contract Agreement – Grave Preparation Services

FINANCIAL IMPACT: Expense of approximately \$12,000 annually. Expenses will vary depending upon number of burials in the cemetery. The expenses shall be paid from G/L account 100.400.430.5250.425, and expenses would ultimately be charged back as part of the Interment Fees associated with burials in the cemetery.

BACKGROUND: The Council is asked to review and approve a contract renewal with The Gravedigger, LLC for grave preparation services at Jordan Cemetery. At the time of the original contract in 2017, a Request for Proposal was sent out to local contractors and the contract was awarded to John Stefani, owner of The Gravedigger, LLC. The agreement expires after (4) years with a provision to extend the contract. Mr. Stefani has significant experience in the cemetery industry, performs similar services at multiple cemeteries in the Des Moines area, and has performed the required services satisfactory for the last four years. Mr. Stefani is requesting a fee increase of \$100 for grave opening and closing services, which will then match what he's now charging at other cemeteries. Staff is in support of this rate increase.


A copy of the contract agreement including associated fees is attached.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the contract agreement with The Gravedigger LLC.

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: April 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 – 2021 Court Improvements

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the base project is \$480,816.71 with one add alternate estimated at \$315,152.41. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 20-21 and FY 21-22 in the Court Renovations project account (0510 068 2017). The total amount available for construction of this project is \$624,732.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, May 12, 2021, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, May 17, 2021. The contract would be awarded on Monday, May 17, 2021, and work would begin shortly thereafter. This project is scheduled to be completed later in the fall of 2021.

This resolution is for the renovation of the next round of recreational courts including the following:

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


The courts at American Legion Park are showing significant issues with pavement (cracking), surrounding fencing (heaved footings), and nets to the point of a major renovation. Work will include removal of existing courts, fencing, sidewalks and complete reconstruction of the courts. Work in Fairmeadows Park and Willow Springs Park will only include resurfacing of the existing pavement. In addition, one add-alternate is included for removal and replacement of the basketball and tennis courts at Jaycee Park. As tennis courts in neighborhood parks are being installed, reconstructed, or resurfaced, they are being lined for pickleball.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & 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: April 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 – Crossroads Park Tennis Court Lighting

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the project is \$244,650.00 with one deduct alternate estimated at -\$30,000.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 20-21 Crossroads Park Tennis Court Lighting project account (0525 023.0510 052 2020). The total amount available for construction of this project is \$283,400.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, May 12, 2021, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, May 17, 2021. The contract would be awarded on Monday, May 17, 2021, and work would begin shortly thereafter. This project is scheduled to be completed later in the fall of 2021.


This resolution is for lighting of the six recently reconstructed tennis courts in Crossroads Park. Construction services will include LED sports lighting, lighting controls, and associated electrical connections. One deduct alternate is included to lower intensity of lighting from 50 to 30 foot candle lights.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

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: April 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 – Valley View Park North Loop Road Extension Project

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the base project is \$664,654.50 with (3) add alternates totaling \$140,496.70. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 19-20 Valley View Park Central Site Grading, Utilities & North Roadway Construction project account (0525 033.0510 037 2018). The total amount available for construction of this project is \$1,400,000. The available amount will also be covering the construction of pickleball court complex under a separate contract.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, May 12, 2021, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, May 17, 2021. The contract would be awarded on Monday, May 17, 2021, and work would begin shortly thereafter. This project is scheduled to be completed later in the fall of 2021.

This resolution is for the extension of the north loop road, parking, site grading, utilities, and extension of trails to serve a future lighted pickleball complex located east of the water tower. This project is being coordinated with the design of the pickleball court complex. Three (3) add alternates are included to add additional off-street parking and segments of trail connecting the pickleball complex to other areas of the park including the shelter and restrooms.


The original scope was to include grading for the entire central area of the park and paving of the entire north loop road. Design on this area was nearly completed prior to the deferral of the original project 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 to serve that complex.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
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SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: May 3, 2021

ITEM: Motion – Approval to Purchase Concession Food Service Equipment – MidAmerican Energy Company RecPlex

FINANCIAL IMPACT: Expenditure of \$131,358.13. Expenses to be paid from G/L account 692.400.700.5250.490.

BACKGROUND: With the opening of the MidAmerican Energy Company RecPlex, the City of West Des Moines is undertaking a new endeavor by which all food and beverage operations will be operated in-house with City staff. Managing and operating all concessions operations will allow for the greatest flexibility and oversight of the user experience while providing for maximum revenue generation to sustain facility operations.

The RecPlex will feature four separate concession locations within the facility that can be operated independently or simultaneously to provide the best experience to visitors. Locations include a primary space in the main commons (The RP Grill), a mezzanine site that services the main ice arena during large events, and a fieldhouse concession that overlooks the basketball, pickleball and indoor turf areas. A concessions area in the northwest corner of the facility will provide service to the outdoor fields during seasonal events.

Items to be supplied under the proposed contract include: two fryers, walk-in freezer, three reach-in freezers, conveyor pizza oven, three residential refrigerators, two reach-in refrigerators, char broiler, work top freezer, dishwasher, storage shelving, work tables, and assorted hot dog, nacho, popcorn, coffee and hot chocolate machines. Hot and cold food merchandisers, microwaves, and required hand washing and food preparation sinks are also included.

The recommended vendor, Trimark USA, is part of the Sourcewell purchasing alliance. Since the Sourcewell contract has been competitively solicited and publicly awarded and provides the best discounting opportunity, a purchase can be made using that contract. However, staff requested pricing from other food service equipment vendors in the area to ensure the City was receiving good value. Comparative pricing is shown in the summary below:

Vendor	Cost to City of West Des Moines
Trimark USA	\$133,629.99
Wasserstrom	\$142,195.05
Bolton & Hay	\$150,411.20

In addition to price, experience, service, support, knowledge, and financial benefit to the City were all factors that went into recommending Trimark USA. Trimark USA has been used by hundreds of independent restaurants, multi-unit restaurants, resorts, healthcare facilities, government, country clubs, and more. They provide a high level of service and knowledge in the field while offering top quality equipment and cost saving measures. They provide a complete experience for their customers by working hand in hand to come up with the best efficiencies for maximum utilization of space, offering the high quality equipment for the fairest price, and working in a timely fashion to complete projects.

OUTSTANDING ISSUES (if any): None.

RECOMMENDATION: That the City Council approve the purchase of concession stand equipment for the MidAmerican Energy Company RecPlex

Lead Staff Member: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: May 3, 2021

- ITEM:** Public Hearing – 2020 Asphalt Trail Renovation Project
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 \$334,651.25. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the Trail Renovation CIP account (0510 027 2020). There is a total of approximately \$500,000 available for this project in FY 20-21 and 21-22.

BACKGROUND: The Council is asked to approve the plans and specifications for the 2020 Asphalt Trail Renovation Project and to receive and file the report of bids that is attached. Three (3) bids were received for the project with the lowest responsible bid submitted by Des Moines Asphalt and Paving from Des Moines, Iowa. The preliminary estimated cost for the project was \$559,106.

This Resolution is for repair and replacement of portions of existing asphalt trail located along Jordan Creek Trail between EP True Parkway and 50th Street. This segment of trail is nearly 30 years old. The location is shown on the attached map. The area being addressed was identified as a high priority following the annual inspection of the entire trail system by City staff. The project will include full depth on-site reclamation of the existing trail, with a new 4" asphalt overlay. The existing trail will be ground and recycled to a depth of 12" for use as a base for the new asphalt overlay. Other work includes new pedestrian ramps with detectable warning panels at each of the street intersections, mobilization, traffic control and other miscellaneous related items.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and award the contract for the 2020 Asphalt Trail Renovation Project in the amount of \$334,651.25.

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

DATE: May 3, 2021

ITEM: Motion – Approval of Professional Services Agreement – Fox Creek Trail Survey and Design

FINANCIAL IMPACT: Expense of \$38,550.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 20-21 CIP budget for Fox Creek Greenway Trail (Project No. 0510 046 2020).

BACKGROUND: The Council is asked to approve an agreement with Civil Design Advantage (CDA) for professional services related to obtaining survey along the Fox Creek greenway and preparation of construction plans for a portion of trail along Fox Creek. Under a separate agreement approved on July 20, 2020, CDA prepared preliminary/schematic design for the trail to determine feasibility and general location. CDA is also consulting engineer for development proposed along both sides of the Fox Creek. The trail design is being closely coordinated with the planning efforts for the adjacent development. The scope of work will include survey along both sides of the creek, preparation of preliminary & final plans, and preparation of SWPPP & grading permit for the portion of trail located along the east side of Fox Creek. The trail along the west side of the Fox Creek will be refined as further development occurs. Portions of trail construction are anticipated to be installed through the parkland dedication process with any remaining portions to be installed by the City.


The consultant was selected due to previous involvement on this project, clear understanding of the surrounding development, and experience in this type of work. The agreement with CDA is attached along with their proposal, scope of services, schedule, and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with Civil Design Advantage.

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: May 3, 2021

ITEM: Motion – Approval of Professional Services Agreement Amendment #1 – Holiday Park Youth Baseball Fields, Parking Lot, and Entry Improvements – Phases 6 & 7

FINANCIAL IMPACT: Expense not-to-exceed \$29,310.00 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 20-21 CIP budget for the Holiday Park Youth Baseball Fields, Parking Lot, and Entry Improvements – Phases 6 & 7 (Project No. 0525 012.0510 047 2020).

BACKGROUND: The original agreement with Jeffrey L. Bruce & Company (JBC) was approved on December 7, 2020 in the amount of \$103,340 for services related to final design for renovation of fields 3 and 4, site plan for area related to the demolition of existing parks maintenance buildings, and construction of a new parking lot and entry into the baseball complex. One existing parks maintenance building is intended to remain and will be retrofitted to accommodate maintenance operations for the baseball complex that are currently housed in a much older building slated to be demolished. Services in Amendment #1 include architectural services related to the interior renovation of this building which includes the addition of restrooms and a small office space on the east end of the building.

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

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve Amendment #1 to the agreement with JBC.

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: May 3, 2021

ITEM: Motion – Approval of Professional Services Agreement Amendment #1 – 2021 Court Improvements

FINANCIAL IMPACT: Expense of \$20,000.00 be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 20-21 CIP budget for Court Renovations (Project No. 0510 028 2020).

BACKGROUND: The original agreement with Shive Hattery was approved on January 19, 2021 for design services related to the next phase of court improvements. Services in Amendment #1 include bidding and construction phase services associated with the renovation of the following recreational courts:

- American Legion Park – 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 amendment to the agreement with Shive Hattery is attached along with their scope of services, schedule, 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: May 3, 2021

ITEM: Resolution – Accept Work – Jamie Hurd Amphitheater

FINANCIAL IMPACT: The \$2,225,000 construction project was funded through a combination of in-kind donation, private funding, and budgeted City funds. The total construction cost of the City's contracted portion of the project was \$1,288,230.13. Of this amount, \$751,690.83 was covered by donations from Microsoft (\$984,750.69 total with \$236,059.86 being used to reimburse design-related expenses) and Dale Grabinski (\$3,000). All costs for this project have been paid from funds in G/L account 500.000.000.5250.490 (Project No. 0510 096 2017). The original contract amount of the project was \$1,259,000 with a total of (8) eight change orders totaling \$29,230.13. This action accepts the improvements and authorizes staff to pay retainage. Retainage will not be paid in less than 30 days.

BACKGROUND: Henkel Construction from Mason City, Iowa is working under an agreement dated September 3, 2019 for work related to the City Campus Amphitheater (now known as Jamie Hurd Amphitheater) project. Work is substantially complete.

The project included the construction of an Amphitheater on the City Campus. The project was broken down into three divisions as follows:

- Division 1 – All site grading, utilities, sidewalks, and concrete site walls (not associated with stage). The entire scope of this division was constructed as an in-kind donation by a Richard and Linda Hurd.
- Division 2 – All work associated with the Amphitheater stage and structure including stage concrete walks, concrete floor, steel structures, metal roofing, stage electrical, and all site lighting. This division was completed by Henkel Construction with work being accepted with this resolution.
- Division 3 – All work associated with landscaping and irrigation. This division was also completed by Henkel Construction with work being accepted with this resolution. Divisions 2 and 3 were combined into one contract.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Resolution.

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

DATE: May 3, 2021

ITEM: Resolution – Accept Work – Veteran’s Parkway Enhancements Phase 1, Gateway & Median Features

FINANCIAL IMPACT: The total construction cost of this project is \$312,228.44. All costs of the project have been paid from the Veterans Parkway Enhancements CIP (G/L Acct 500.000.000.5250.490, Project No. 0510 022 2017). The original contract amount of the project was \$298,392.82, with (3) three change orders in the amount of \$13,835.62.

BACKGROUND: Koester Construction Company of Grimes, Iowa is working under an agreement dated July 20, 2020 for construction services related to the Veteran’s Parkway Enhancements Phase 1, Gateway & Median Features project. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage. Retainage will not be paid in less than 30 days.


The project included the construction of entry monuments on Veterans Parkway at southbound 1st Street and northbound Hwy 5. In addition, the project included the construction of median panels on Veterans Parkway between 1st Street and Hwy 5. The entry monuments consist of internally illuminated signs with images of the American flag. The median panels consist of a series of metal panels with images of the U.S. Armed Forces service marks, medals, and POW/MIA emblem.

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	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 3, 2021

ITEM: Motion – Approval of Artist Agreements – 2021 WDMurals Exhibit

FINANCIAL IMPACT: Expense of \$6,000 for the artist stipends (\$1,000 per work of art) and \$300 for the Best in Show award for a total of \$6,300. This amount is included in the FY 20-21 Public Art budget.

SYNOPSIS: The Commission is sponsoring the first, temporary WDMurals exhibit from May of 2021 through March of 2022. The WDMurals Selection Committee meeting was held on Thursday, April 8, to review and score twelve proposals that were submitted by seven artists/artist groups from Iowa.

The selection committee members included: Diane Boyd (Commission member), Amenda Tate (Commission member), Aaron Sewell (Parks & Recreation Advisory Board member), David Ball (Citizen), and Tricia Kubicek (Citizen, Artist).

Six entries were selected to be installed on three trail underpass entrance/exit walls. The committee’s recommendations include:

Entry Name	Artist Name
Grow Love	Damen LaPalm
Fresh Air	Jacob Kuperman
Respect Your Mother	Ally Frame
Natural Iowa	Samantha Goss
Interacting with Nature	WDMCS Art Teachers
Wild Flower Wonderland	Christine Hilbert

The six proposals and the 2021 WDMurals Call for Artists are attached for your information. A map of the proposed locations is included as part of each artist contract and is part of the recommendation. The Public Arts Advisory Commission approved the selection committee’s recommendation on April 22, 2021.

OUTSTANDING ISSUES (if any): None

RECOMMENDATION: That the Council approve the agreements as recommended by the Public Arts Advisory Commission for the 2021 WDMurals exhibit.

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

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	Public Arts Advisory Commission		
Date Reviewed	4/22/21		
Recommendation	Yes	No	Split

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

DATE: May 17, 2021

- ITEM:** Public Hearing – 2021 Court Improvements
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$659,910.00 (\$393,686.50 Base Bid and \$266,223.50 Add Alternate). The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the Court Renovations project account (0510 068 2017) and Concrete Renovations in Park (0510 029 2020). There is a total of approximately \$624,732 available in 0510 068 2017 in FY 20-21 & 21-22, and \$100,000 available in 0510 029 2020 in FY 20-21.

BACKGROUND: The Council is asked to approve the plans and specifications for the 2021 Court Improvements and to receive and file the report of bids that is attached. Three (3) bids were received for the project with the lowest responsible bid submitted by Minturn, Inc. of Brooklyn, Iowa. The preliminary estimated cost for the overall project was \$795,969.12 (\$480,816.71 Base Bid and Add Alternate estimated at \$315,152.41). Both the base bid and alternate were significantly under the estimate, and Staff is recommending accepting the add alternate and utilizing budgeted funds from Concrete Renovations to cover the amount over the Court Renovations budget.

This resolution is for the renovation of the next round of recreational courts including the following:

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

The courts at American Legion Park are showing significant issues with pavement (cracking), surrounding fencing (heaved footings), and nets to the point of a major renovation. Work will include removal of existing courts, fencing, sidewalks and complete reconstruction of the courts. Work in Fairmeadows Park and Willow Springs Park will only include resurfacing of the existing pavement. In addition, one add-alternate was included for removal and replacement of the basketball and tennis courts at Jaycee Park, and staff is recommending the alternate be included. As tennis courts in neighborhood parks are being installed, reconstructed, or resurfaced, they are being lined for pickleball.

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 2021 Court Improvements in the amount of \$659,910.00.

Lead Staff Member: David Sadler, Superintendent of Parks



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

DATE: May 17, 2021

- ITEM:** Public Hearing – Valley View Park North Loop Road Extension Project
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 \$558,001.75. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 19-20 Valley View Park Central Site Grading, Utilities & North Roadway Construction project account (0525 033.0510 037 2018). The total amount available for construction of this project is \$1,400,000. The available amount will also be covering the construction of pickleball court complex under a separate contract.

BACKGROUND: The Council is asked to approve the plans and specifications for the Valley View Park North Loop Road Extension Project and to receive and file the report of bids that is attached. Four (4) bids were received for the project with the lowest responsible bid submitted by Absolute Concrete Construction from Slater, Iowa. The preliminary estimated cost for the base project was \$664,654.50, with (3) add alternates totaling \$140,496.70.

This resolution is for the extension of the north loop road, parking, site grading, utilities, and extension of trails to serve a future lighted pickleball complex located east of the water tower. This project is being coordinated with the design of the pickleball court complex. Three (3) add alternates were included to add additional off-street parking and segments of trail connecting the pickleball complex to other areas of the park including the shelter and restrooms. Staff is recommending no alternates be included.

The original scope was to include grading for the entire central area of the park and paving of the entire north loop road. Design on this area was nearly completed prior to the deferral of the original project 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 to serve that complex.

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 Valley View Park North Loop Road Extension Project in the amount of \$558,001.75.

Lead Staff Member: David Sadler, Superintendent of Parks



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

DATE: May 17, 2021

- ITEM:** Public Hearing – Crossroads Park Tennis Court Lighting
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 \$224,687.00. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the Crossroads Park Tennis Court Lighting project account (0525 023.0510 052 2020). There is a total of \$283,400 available for this project in FY 20-21.

BACKGROUND: The Council is asked to approve the plans and specifications for the Crossroads Park Tennis Court Lighting 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 Van Maanen Electric Inc. from Newton, Iowa. The preliminary estimated cost for the base project was \$244,650.00, with one deduct alternate estimated at -\$30,000.00.

This resolution is for lighting of the six recently reconstructed tennis courts in Crossroads Park. Construction services will include LED sports lighting, lighting controls, and associated electrical connections. One deduct alternate was included to lower intensity of lighting from 50 to 30 foot candle lights, and staff is recommending rejecting the alternate.

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 Crossroads Park Tennis Court Lighting in the amount of \$224,687.00.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	May 7, 2021

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: May 17, 2021

ITEM: Motion – Approval of Change Order #2 – Raccoon River Park Exterior Lighting Improvements

FINANCIAL IMPACT:

Parks CIP (G/L 500.000.000.5250.490, Project No. 0525 004.0510 033 2018 for Raccoon River Park Lighting). There is sufficient funding in this budget to cover these associated costs.

Contract Summary:

Description	Amount	Date Approved	Remarks
Construction Contract	\$492,000.00	August 3, 2020	
Change Order #1	\$ 2,630.00	November 5, 2020	C-15' pole/base with P3 style fixture head
Change Order #2	\$ 63,911.20	Pending	Carbon fiber fabric wrapping of 84 light pole bases

BACKGROUND: This project included upgrading the site lighting at Raccoon River Park to LED fixtures and poles and adding new LED lighting to currently unlit portions of the park, along with upgrading of lighting controllers for the overall site. During the install of the new lights, several concrete bases were cracking and breaking apart under the routine stress of removing existing poles and installing new. This change order is for wrapping the existing concrete bases with a carbon fiber wrap to maintain the structural integrity of the base. Staff received costs for both entire replacement of the concrete bases and carbon fiber wrap, with wrapping of the bases being significantly less cost.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the change order.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A
Date Reviewed	Public Services 5/10/21
Recommendation	Yes

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

DATE: May 17, 2021

ITEM: Motion – Approval of Professional Services Agreement – Railroad Park Restrooms

FINANCIAL IMPACT: Expense of \$31,300.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP budget for Railroad Park Restrooms (Project No. 0525 021.0510 032 2019).

BACKGROUND: The Council is asked to approve an agreement with Melee, LLC (dba Studio Melee) for professional services related to design and preparation of construction plans for a new restroom facility at Railroad Park. Under a separate agreement dated February 25, 2021, Studio Melee prepared a feasibility study for permanent restrooms in Railroad Park. Following that process, along with a pre-application submittal and feedback from the City's Development Review Team, a general location was determined on the western side of the park and determination made that a restroom facility could adequately fit and function in this location. The scope of work will now include schematic design and design development for the restrooms, along with preparation of construction documents, bidding and construction administration.

The consultant was selected due to previous involvement on this project, clear understanding of Railroad Park and Valley Junction, and experience in this type of work. The agreement with Studio Melee is attached along with their proposal, scope of services, schedule, and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with Studio Melee.

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: May 17, 2021

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

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the project is \$269,975.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 17-18 CIP from the Valley Junction Trail Connection project (Project No. 0510 091 2017). The total amount available for construction is approximately \$370,000 with approximately \$100,000 set aside for the installation of the two (2) associated railroad crossings. These will be installed by the railroad and billed separately to the City.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, June 16, 2021, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, June 21, 2021. The contract would be awarded on Monday, June 21, 2021, and work would begin shortly thereafter. This project completion date is set for May of 2022 to allow more time for railroad crossing coordination.

This resolution is for the construction of a 10' wide concrete trail connecting the existing Levee Trail along Lincoln Street into Valley Junction. A trail spur was installed last fall coming off the Levee trail as part of the renovation of the entire Levee Trail. This project will include a crossing of Lincoln & 11th Street, installation of trail behind the new commercial buildings connecting to 9th Street, along west side of 9th Street (adjacent The Foundry), continue along a section of Railroad Avenue crossing at the signalized intersection at 8th Street, utilizing existing trail (box culvert) on 8th Street, and onto the existing on-street bike way on Maple Street into Valley Junction.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & 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: May 17, 2021

ITEM: Motion – Approval of Professional Services Agreement Amendment #3 – Valley View Park Central Site Grading, Utilities and North Roadway

FINANCIAL IMPACT: Expense not-to-exceed \$74,200.00 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 (due to Covid implications). 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 then approved Amendment #2 on 1/19/21 in the amount of \$124,500.00 for services related to design development, preparation of construction documents, and bidding for the road extension and parking.

Amendment #3 is for Construction Period Services for the extension of the north loop road, parking and associated utilities. The scope of work will include Construction Administration and Resident Construction Observation services related to the project. 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 #3 to the agreement with Foth Infrastructure and Environment.

Lead Staff Member: David Sadler, Superintendent of Parks



Parks & Recreation CIP Status

5/14/2021

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	X		Substantially Complete	All punchlist items complete expect equipment room ventilation
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 / resolving issues with dock
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	Bridge installed week of 3/1/21 / Trail paving began 5/14/21 / 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	X		Substantially Complete	Partial retainage released; remaining retainage for re-seeding
18/19	Veterans Parkway Enhancements	Veterans Parkway	TIF	\$ 735,000	X	X	X	X	X	X		Substantially Complete	Finalizing punchlist items / plan to accept work 4/19 / Landscaping has been bid and to be installed in May.
18/19	Valley Junction Trail Connection Design/Construction	VJ/Levee	GO	\$ 400,000	X	X	5/17/2021					Design Complete	Ready to construct / waiting for railroad to install crossings / have received cost estimates for both crossings / plan to order construction 5/17/21
18/19	Raccoon River East Pedestrian Bridge Design	Raccoon River Park	GO	\$ 300,000	X	X						Under Design	Construction not budgeted / delayed at least one year to 22/23. Design and permitting continue.
20/21			LOST	\$ 345,000	X	X							
18/19	Lighting Upgrade Design/Construction	Raccoon River Park	GO	\$ 60,000	X	X	X	X	X			Under Construction	Expected to be substantially complete June 2021; Change order for wrapping bases on 5/17
20/21			GO	\$ 650,000	X	X	X	X	X				
19/20	2020 Court Renovation Project	Crossroads/Meadowview/Wilson	O	\$ 525,000	X	X	X	X	X	X		Substantially Complete	Finalizing site restoration as punch list items
			GO	\$ 600,000	X	X	X	X	X	X			
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X						Under Design	Determining best method for completing construction documents & bidding / received proposal for additional services from Backyard Trails to verify alignment, develop plans & specs, bidding / met with Police to confirm they are O.K. with alignment near Law Enforcement Center
19/20	Restrooms	Railroad Park	GO	\$ 350,000	X	X						Under Design	Feasibility study complete / taking preferred option to Development Review Team to determine next steps / PSA for construction documents-5/17
19/20	Skate Park	Legion Park	GO	\$ 200,000	X	X	X	X	X	X		Substantially Complete	Partial retainage released; remaining retainage for re-seeding
20/21			GO	\$ 75,000	X	X	X	X	X	X			
19/20	Lighted Pickleball Courts (fka Central Site Grading, Utilities, Road)	Valley View Park	GO	\$ 1,400,000	X	X						Under Design	Design kickoff meeting took place / coordinating with WDM Water Works on potential ARS well / funding for construction re-allocated from \$1.4 M budgeted for grading/utilities/road/award contract 5/17
19/20	Road, Parking Construction				X	X	X	5/17/2021					
20/21	Lighted Pickleball Courts Design		GO	\$ 75,000	X	X							
20/21	Fox Creek Greenway Trail Design	Fox Creek Greenway	GO	\$ 50,000	X	X						Under Design	Preliminary design complete / detailed design PSA on 5/3 for design development and additional survey / 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	Project kickoff meeting held 1/13 / additional scope items (architectural services) as amendment to PSA-5/3
21/22	Phase 6 Construction-Parking Lot, Entry, Maintenance Building Improvements (First 1/2)		GO	\$ 300,000	X	X							
20/21	Central Area (Restroom/Playground)Master Plan Update	Raccoon River Park	GO	\$ 75,000	X	X						Under Design	Site analysis being done / background information being pulled together / project kickoff meeting took place 3/10/21
21/22	Demo, Inclusive Playground, Central Area Improvements (Design/First 1/2 of construction)		GO	\$ 750,000									

