

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

**5:30 p.m.
Thursday, November 18, 2021
City Hall – City Council Chambers
4200 Mills Civic Parkway**

**Members of the public wishing to participate telephonically, may do so by calling:
515-207-8241, Enter Conference ID: 254 605 551#**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of September 16, 2021 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Motion – Approval of Recommendation to City Council – FY 22-23 Parks Capital Improvement Program
 - B. Motion – Approval of Recommendation to City Council – Park Use Agreement – West Des Moines Soccer Club
 - C. Motion – Approval of Alternate Parkland Dedication Plans
 1. Project 21 WDM
 2. The Reserve
 3. Village at Sugar Creek
 4. Jordan Ridge
- 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, September 16, 2021

Members of the public wishing to participate telephonically, could do so by calling: 515-207-8241 and entering Conference ID: 934 726 366#

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, September 16, 2021, at 5:34 p.m. by presiding Secretary Hrdlicka.

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	
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

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

On Item 2. Citizen Forum

None.

On Item 3. Approval of Minutes of August 19, 2021, Meeting

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

On Item 4. Old Business

None.

On Item 5. New Business

A. Presentation – West Des Moines Soccer Club Updates

Kevin Johnston, Adam Schnieders, and Seth Doup with the West Des Moines Soccer Club provided an overview of the potential changes the organization has experienced. The competitive league functions of the Club have transferred to a newly established organization, Sporting Iowa. The Club is now focusing solely on recreational level youth soccer. They are analyzing their facility needs and looking at options for Raccoon River Park and Hidden Valley Soccer Complexes. The Club will work with department staff on developing future plans.

B. Motion – Approval of Alternate Plan for Parkland Dedication

1. Woodland Estates

Sadler discussed the alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for Woodland Estates located in the Woodland Hills area. The development is currently served by Woodland Hills Park. The development consists of 67 single family lots which results in a requirement of 1.195 acres to be dedicated. The developer has chosen to provide parkland on the development site and to install on site recreational amenities including a dog park. The amenities will serve a park and recreational

purpose for the residents of this development by providing a usable outdoor space. Since there will be no public access easement and no public access to these areas, the alternate plan must be reviewed and approved by the Board.

2. Grand Ridge Plat 1

Sadler discussed an alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for Grand Ridge Plat 1 located in the Grand Ridge area. The development is currently served by Quail Cove Park. The development consists of 7 single family lots which results in a requirement of .12 acres to be dedicated. The developer has chosen to install a recreational amenity at Quail Cove Park including the installation of a bench along the existing trail. This amenity will serve a park and recreational purpose for the residents of this development. Since the dedication is being met by improvements rather than land dedication, the alternate plan must be reviewed and approved by the Board.

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

C. Discussion – FY 22-23 Parks Capital Improvement Program

Ortgies stated the Facilities Committee met and discussed the preliminary FY 22-23 Parks Capital Improvement Program working document. This is an opportunity for the Board to provide their input prior to staff beginning their in-depth work. Miller stated there will be five parks slotted within the next five years and it would be beneficial to add them to the list as a placeholder. This document will come to the Board in November for approval.

D. Motion – Approval of Volunteer Coaches Background Checks Policy

Penning stated that with new programs at the MidAmerican Energy RecPlex utilizing volunteer coaches, the department needed to do its due diligence and implement a Volunteer Coaches Background Checks Policy. Several companies provide this service and were researched by City staff. A company has been selected that will provide the most in-depth background check while considering cost to the City. The Legal, Human Resources, and Police Department were involved in the selection. The company selected is Protect Youth Sports. This company provides a service that can be tailored to the requirements needed for various positions, has a pass/fail approval based on the criteria set. The fee is \$16.50 per coach. Hrdlicka questioned if this service will be utilized for all programs within the department. Penning stated that the adult leagues do their own background checks on their staff.

Swalwell moved to approve the Volunteer Coaches Background Checks Policy as presented. Miller seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler stated the Sugar Creek Trail Project is complete and a ribbon cutting ceremony will be held on October 14 at 4:30 pm. Jordan Creek Trail renovation between E.P. True Parkway and 50th Street is underway.

On Item 6B. Superintendent of Recreation

Penning stated there are a few special events coming up. The first is Illumifest on Saturday, September 25, from 4:00-9:00pm. The City and West Des Moines Chamber of Commerce partnered for the Raccoon River Rally event on Saturday, October 2, from 11:00am-6:00pm. The MidAmerican Energy RecPlex Grand Opening is Sunday, October 3.

On Item 6C. Director of Parks and Recreation

Ortgies shared that the open house for the Raccoon River Pedestrian Bridge held at Walnut Woods State Park Lodge on Wednesday, September 15, was well attended. The Railroad Park Restroom project needed one additional approval from the Historic Valley Junction Master Plan steering committee and is ready to go out for bidding following Council approval on September 20. Polk County will have a ballot item for a Water and Land Legacy bond referendum for \$65 million. Ortgies and Tom Hadden meet with Rich Leopold, Polk County Conservation Director, to discuss potential projects in West Des Moines.

On Item 7 Other Matters

Hrdlicka questioned if neighbors are notified of work being done in parks that could affect their property. He had been contacted by a neighbor of Fairmeadows Park regarding the court resurfacing project currently going on there. Sadler stated that this is normal practice, however, notices are not issued for all maintenance-type projects.

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

A. City Council Communications

September 7, 2021 Public Hearing – Holiday Park Baseball Improvement Phase 6 – Maintenance Building Renovation

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

September 7, 2021: Approval of Professional Services Agreement Amendment #3 – Sugar Creek Greenway Trail Phase 1

B. Parks CIP Projects Status

Meeting adjourned at 7:03p.m.

Respectfully submitted,

Miranda Kurtt
Administrative Secretary

ATTEST:

Joseph Hrdlicka
Secretary

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

DATE: November 18, 2021


ITEM: Motion – Approval of Recommendation to City Council – FY 22-23 Parks Capital Improvement Program Budget Request

FINANCIAL IMPACT: None at this time.

SYNOPSIS: The Board is asked to consider the Capital Improvement Program (CIP) budget request for the next fiscal year. A draft list is attached showing the funding received in the current fiscal year and possible projects for the next two years plus future projects. The list of park projects for FY 22-23 is listed in priority order. It should be noted that based on available funding at the time the budget is considered by the City Council, it may not be possible to fund all projects on the list.

BACKGROUND: The Facilities Committee met on October 13, 2021 and November 10, 2021 to review, discuss, and approve the attached list.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve a recommendation to City Council to approve the FY 22-23 Parks Capital Improvement Program Budget Request.

Prepared by: Sally Ortgies, Director of Parks and Recreation 
Approved for Content by: Sally Ortgies, Director of Parks and Recreation
Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation

FY 22-23 - PROPOSED

Parks							
	Five Waters	Raccoon River East Ped Bridge (first 1/2 of construction)	LOST	\$	3,000,000		
1	Raccoon River Park	Construction of inclusive playground (second 1/2 of construction)	GO	\$	1,250,000		
2	Holiday Park	Baseball Phase 7 - Fields 3 & 4 (construction)	GO	\$	950,000		
3	Various	Play equipment replacement (Ashawa, Crossroads, Jaycee) (design)	GO	\$	150,000		
4	Valley View Park	Pickleball court lighting/trails/futsal mini-pitch	GO	\$	390,000		
5	Grand Avenue Trail	Sidepath trail to fill gap west of I-35 (design)	GO	\$	100,000		
6	Five Waters	Marathon Loop/Sugar Creek Greenway Trail-Phase 2 (design)	GO	\$	125,000		
7	Railroad Park	Caboose renovation	GO	\$	40,000		
8	Hidden Point Park	Shelter, restroom, BB court, trails and overlook (design)	GO	\$	150,000		
9	Southwoods Park	Disc golf expansion	GO	\$	75,000		
10	Valley View Park	Maintenance building, pickleball court shelter/restrooms, parking lot, grading, utilities, signage, cricket batting cage (design)	GO	\$	200,000		
11	Five Waters	Raccoon River Greenway - 1st Street River Access (first 1/2 of construction)	GO	\$	300,000		
12	Various	Landscaping	0	\$	25,000		
13	Raccoon River Park	Boat locker phase 3	GO	\$	75,000		
		Totals by Funding Source		G	\$	-	
				O	\$	25,000	
				GO	\$	3,805,000	
				LOST	\$	3,000,000	
		Parks Total				\$ 6,830,000	
		Ongoing Maintenance					
		Median Renovations			\$	100,000	
		Trail Renovation			\$	300,000	
		Court Renovation			\$	300,000	
		Concrete Pavement Renovation			\$	100,000	
		Ongoing Maintenance Subtotal				\$ 800,000	
		FY 23-24 - POTENTIAL					
		Parks					
	1st Street Trail	Trail from Lincoln Ave south to Creston Ave (design)	GO	\$	100,000		
		Raccoon River Pedestrian Bridge (second 1/2 of construction)	LOST	\$	3,800,000		
		Marathon Loop/Sugar Creek Greenway Trail-Phase 2 (construction)	LOST	\$	850,000		
		Raccoon River Greenway - 1st Street River Access (second 1/2 of construction)	GO	\$	300,000		
	Hidden Point Park	Shelter, restroom, BB court, tennis court, trails and overlook (construction)	GO	\$	500,000		
	Holiday Park Baseball	Baseball Phase 8 - Parking lot & entry (final design & construction)	GO	\$	1,200,000		
	Pearson Park	South & north bridge replacement	GO	\$	300,000		
	Various	Play equipment replacement - Kiwanis, RRP Softball, Wild Rose (design)	GO	\$	150,000		
	Various	Play equipment replacement (Ashawa, Crossroads, Jaycee) (construction)	GO	\$	750,000		
	Valley View Park	Maintenance building, pickleball court shelter/restrooms/parking/grading (construction)	GO	\$	900,000		
	Brown's Woods Hollow Park	Site planning and initial grading/underground utilities	GO	\$	250,000		
	Scenic Valley Park	Tennis court or dedicated pickleball	GO	\$	160,000		
	Whisper Point Park	Multi-use court	GO	\$	150,000		
	Wild Rose Park	Tennis court or dedicated pickleball	GO	\$	160,000		

NOTES

Remainder of funding, partially funded in FY 21-22

Placeholder in case FY 20-21 budget isn't sufficient

Basic services only. CA to be budgeted with construction

Opportunity for funding through Polk County bond referendum

Opportunity for funding through Polk County bond referendum

Future Projects (FY 24-25/25-26/26-27)

1st Street Trail	Trail from Lincoln Ave south to Creston Ave (construction)	GO	\$	500,000	FY (Est.)
American Legion Park	Skate park lighting	GO	\$	100,000	24-25
Crossroads Park	Shelter/restroom replacement	GO	\$	400,000	24-25
Browns Woods Hollow Park	Neighborhood park development	GO	\$	1,500,000	24-25/25-26/26-27
Fairmeadows Park	Shelter/restroom replacement	GO	\$	250,000	26-27
Five Waters	Marathon Loop/Sugar Creek Greenway Trail-Phase 3 (design)	LOST	\$	125,000	24-25
	Marathon Loop/Sugar Creek Greenway Trail-Phase 3 (construction)	LOST	\$	850,000	25-26
	Marathon Loop/Sugar Creek Greenway Trail-Phase 4 (design)	LOST	\$	125,000	25-26
	Marathon Loop/Sugar Creek Greenway Trail-Phase 4 (construction)	LOST	\$	850,000	26-27
	Marathon Loop/Raccoon River West Ped Bridge (design & permitting)	LOST	\$	900,000	25-26/26-27
	Marathon Loop/Raccoon River Greenway - Trail (RRP to 1st Street) (design)	LOST	\$	250,000	24-25
	Marathon Loop/Raccoon River Greenway - Trail (RRP to 1st Street) (construction)	LOST	\$	1,750,000	25-26/26-27
	Great Western Trail Connection (design and land acquisition)	LOST	\$	750,000	25-26/26-27
	Amphitheater Restroom (design)	LOST	\$	100,000	24-25
	Amphitheater Restroom (construction)	LOST	\$	500,000	25-26
	Raccoon River Greenway - Market/Feasibility Study Adventure Park/Cabins	LOST	\$	75,000	24-25
	Raccoon River Greenway Land Acquisition	LOST	\$	200,000	24-25
Fox Creek Greenway Trail	Whisper Point Park to EP True Parkway	GO	\$	400,000	24-25/25-26
Holiday Park Softball	Playground	GO	\$	200,000	25-26
Meadowview Park	Play equipment replacement (design & construction)	GO	\$	250,000	25-26
	Shelter/restroom replacement	GO	\$	250,000	26-27
	Event shelter/year-round restroom/existing restroom renovation/ beach access	GO	\$	6,000,000	25-26/26-27
Raccoon River Park Trails	Windsor Heights trail connection	GO	\$	200,000	24-25
Valley View Park	Shelters, Restrooms and Inclusive Playground (design)	GO	\$	600,000	26-27
	Central site grading, utilities, north roadway	GO	\$	3,400,000	24-25/25-26/26-27
	Futsal court	GO	\$	200,000	24-25
Various	Play equipment replacement - Kiwanis, RRP Softball, Wild Rose (construction)	GO	\$	600,000	24-25
Various	Play equipment replacement - Wilson, Quail Cove (design & construction)	GO	\$	500,000	25-26
Wilson Park	Shelter replacement	GO	\$	200,000	25-26
Total			\$	21,425,000	

Future Projects (Beyond 5 Years)		
American Legion Park	Play equipment replacement	\$ 210,000 31-32
Brookview Park	Play equipment replacement	\$ 150,000 28-29
	Outdoor classroom	\$ 40,000
Crossroads Park	Lions shelter replacement	\$ 50,000
Fairmeadows Park	Bocci ball court and sidewalks	\$ 50,000
Five Waters	Marathon Loop-Future Phases	\$ 11,475,000
	Raccoon River Greenway	\$ 2,000,000
	Raccoon River Adventure Park, Cabins, Single Track Trails	\$ 3,500,000
	Raccoon River West Ped Bridge (construction)	\$ 8,000,000
	Great Western Trail Connection (construction)	\$ 2,500,000
	Raccoon River Greenway-Raccoon River Drive river access (design)	\$ 50,000
	Raccoon River Greenway - Raccoon River Drive river access (construction)	\$ 600,000
Fox Ridge Park	Neighborhood park development	\$ 1,500,000
Holiday Park	Aquatic center upgrade	\$ 1,000,000
Houston Ridge Park	Play equipment replacement	\$ 150,000 31-32
Knolls Park	Play equipment replacement	\$ 200,000 31-32
	Shelters	\$ 40,000
Land Acquisition	Sports complex	\$ 6,400,000
	Mini-park - Commerce	\$ 105,000
Maple Grove Park	Play equipment replacement	\$ 200,000 28-29
Meadowview Park	Loop trail	\$ 185,000
Pearson Park	Play equipment replacement	\$ 200,000 30-31
Preserve Park	Neighborhood park development	\$ 1,500,000
Raccoon River Park	North triangle improvements / ice loop / parking expansion	\$ 12,000,000
	Dog park improvements - shelter/agility course	\$ 90,000
	Dog park trail - around outside of fence	\$ 105,000
	Dog water training area	\$ 55,000
	East entrance pavement & east entrance at 11th Street	\$ 1,000,000
	River bank erosion control	\$ 250,000
	Habitat restoration	\$ 155,000
	Shelters	\$ 450,000
	Signage	\$ 42,000
	Soccer playground	\$ 170,000
	SB complex limestone seawall	\$ 40,000
	SB complex maintenance access paving/parking lot	\$ 200,000
Southwoods Park	Open air shelter	\$ 140,000
Superblock Park	Singletrack trails	\$ 200,000
Valley View Park	Neighborhood park development	\$ 1,500,000
	Ice Rink	\$ 5,500,000
	Shelters, restrooms, inclusive playground (construction)	\$ 4,000,000
Various	South roadway & trail	\$ 1,900,000
	Site furniture	\$ 30,000
Westport Park	Neighborhood park skate facilities	\$ 200,000
Woodland Hills Park	Neighborhood park development	\$ 1,500,000
	Play equipment replacement	\$ 250,000 33-34
Total Future Projects		\$ 69,882,000

*Play equipment replacement based on 18 year lifespan

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

DATE: November 18, 2021

ITEM: Motion – Approval of Recommendation to City Council – Park Use Agreement –
West Des Moines Soccer Club

FINANCIAL IMPACT: None

BACKGROUND: The term of the five-year Park Use Agreement between the City and West Des Moines Soccer Club is set to expire on December 31, 2021. The Club provides opportunities and instruction for approximately 2,000 children, youth from ages four through high school as well as opportunities for adults to play or get involved as coaches, referees or volunteers. The club consists of the main programs – Developmental, Recreational and Academy ages nine and 10. Most of the club's use of Raccoon River Park is for their Recreational league.

No changes beside updated insurance requirements have been made since the last agreement was renewed in 2016. The agreement includes another five-year term and has been reviewed by the Legal Department and representatives of the West Des Moines Soccer Club.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Board approve the agreement and recommend approval by the City Council.

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

AGREEMENT
BETWEEN THE CITY OF WEST DES MOINES
AND THE
WEST DES MOINES SOCCER CLUB
FOR USE OF PARKS & RECREATION PREMISES

THIS AGREEMENT (hereinafter called "Agreement") is made this _____ day of _____, 2021, by and between the CITY OF WEST DES MOINES (hereinafter called "City") and the WEST DES MOINES SOCCER CLUB (hereinafter called "Association").

FOR AND IN CONSIDERATION OF MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED THE PARTIES AGREE AS FOLLOWS:

I. Definitions

- A. The term "City" shall mean the City of West Des Moines, Iowa and where necessary shall include the Mayor and City Councilmembers, employees, volunteers and agents of the City.
- B. The term "Department" shall mean the City of West Des Moines Parks and Recreation Department. The term "Public Services Department" shall mean the City of West Des Moines Public Services Department.
- C. The term "Association" shall mean the West Des Moines Soccer Club, its officers, directors, employees, volunteers and agents.
- D. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to context.
- E. The term "Premises" shall include the area in the attached diagram entitled Exhibit A, generally described as the area in Raccoon River Park for soccer.

II. Term

This Agreement shall commence on the above date of the last signature below and shall continue until December 31, 2026 unless otherwise terminated at an earlier date as provided herein.

III. Extension of Agreement

The Agreement will automatically extend for an additional five (5) years unless the City has previously provided a Notice to Cure Default to the Association, pursuant to Section XI – Termination of this Agreement. If the City has previously provided such Notice to the Association, the parties must execute any extension of this Agreement in the form of a new written Agreement. Any extension or renewal of this Agreement may include modifications to the original terms of this Agreement if mutually agreed to by the City and the Association.

IV. Field Usage

- A. The soccer fields at Raccoon River Park so designated in the playing schedule shall be reserved for scheduled games, tournaments, and practices according to the Association's annual schedule. Any use of these fields by Association members or members of the general public shall be in accordance with the Association's field use and practice policy.
- B. The Association may close the fields to the general public for repairs, renovation, or preparation for games or tournaments as long as the length of time is reasonable.
- C. Any use of fields at Raccoon River Park by the Department shall be coordinated with the schedule of the Association's games and practices and shall be presented to the President of the Association by the Department.
- D. Any use of the Premises by entities or organizations other than the Association shall require the written consent of the Department Director if that use is not sponsored by the Association. Request for approval of use must be submitted a minimum of ten (10) days prior to the use. Unless covered under the Association's insurance policy, proof of insurance coverage with the City of West Des Moines named as additional insured shall be provided by the entity or organization for all non-Association sponsored events prior to use.

V. Facilities and Improvements

- A. Field lighting and scoreboards may be installed on the Premises by the Association with prior approval of the Department Director. Field lighting and scoreboards will not be installed by the City.
- B. Overhead light bulbs on field lights will be maintained and insured by the Association for the full term of this Agreement. Any replacement(s) or repair(s) of the field light fixtures, poles or underground wiring is the responsibility of the Association.
- C. Electric meters for field lights shall be listed in the Association's name with the electricity supplier and insured by the Association for the full term of this Agreement. Electrical use of lights for Association events shall be paid for by the Association. Any electrical use of the lights in tournament play or other activities scheduled by the Department shall be paid for by the Department.
- D. All scoreboards used in conjunction with Association activities shall be repaired, maintained, replaced and insured by the Association for the full term of this Agreement.
- E. Security lighting along the access road and in the parking lot at Raccoon River Park shall be repaired, maintained, and replaced by the City. Electrical use of security lighting shall be paid for by the City.
- F. Irrigation systems may be installed on the Premises by the Association with prior approval of the Department and West Des Moines Water Works. If a well is involved, Iowa Department of Natural Resources approval shall also be required. Irrigation systems and wells will not be installed by the City. All installation, maintenance, replacement and repair of irrigation systems and wells are the responsibility of the Association.
- G. Electric meters and water meters for irrigation systems shall be listed in the Association's name with the utility supplier and insured for the full term of this Agreement. Electrical and water use for irrigation shall be paid for by the Association.

VI. Concessions Operations

- A. With prior written approval of the Department Director, the Association may contract with a third party to provide concession operations. Request for approval must be submitted a minimum of ten (10) days prior to start of concession operations and shall include all contact information for concessionaire. The concessionaire must meet all requirements of the City, including insurance coverage. The City reserves the ability to temporarily close down any concession operations until satisfactory proof is submitted to the Department Director that the concessionaire complies with all City requirements. If a third-party contractor is used, then a certificate of insurance listing the Association and the City as additional insured on a primary and non-contributory basis will be provided to the City before the third-party concession operations begin.
- B. The Association may construct a concession/storage building to be utilized for concession operations either as a separate building or as a combined building with the restroom facilities provided by the City. In either case, the expense of the concession/storage building design and construction shall be the responsibility of the Association. Design of the concession/storage building shall be reviewed and approved by the City. Utilities for a permanent concession building, if any, shall be provided to the site by the City in the form of water (4" main with fire hydrant), sewer, and electrical service. All service connections from these utilities shall be the responsibility of the Association.
- C. If a temporary concession facility is used by the Association, the Association shall pay for the installation of a paved pad. All temporary concession facilities shall be approved by the City.
- D. The Association assumes all risks of concession operations and agrees to comply with all federal, state, and local laws and regulations and orders affecting the concession operation in regard to all matters including but not limited to the sale of, use of, and storage of foodstuffs and beverages.
- E. The Association agrees to supply, repair, maintain, and replace at the sole cost and expense of the Association all equipment such as food preparation equipment, refrigeration, storage, and display equipment, other equipment, and property required for the necessary operation of the concession. The Association shall insure such property and equipment for the full term of this Agreement.
- F. The Association agrees that all revenues derived from concession operations at Raccoon River Park shall be used to fund personnel, programs, equipment, facilities, or capital improvements in Raccoon River Park related to Association activities.
- G. The Association agrees at all times to permit and allow free access to the concession operation by representatives of the Department, the Public Services Department, the Department of Health, and other city, county, state, or federal officials having jurisdiction for inspection purposes. The Association further agrees after any inspection and upon notification by a representative of any agency, that any part of the premises or the facilities thereof are unsatisfactory, the Association will remedy the same at once.

VII. Maintenance Responsibilities

- A. All requests for maintenance assistance from Public Services Department staff shall be submitted to the Parks Maintenance Supervisor at least seven (7) days in advance, except in emergency situations. If less than seven (7) days' notice is given in non-emergency situations, the Association shall pay the full cost of any overtime hours worked by Public Services Department staff if applicable.
- B. The Public Services Department will provide an adequate number of barrels for litter and empty all containers on a regular basis. The Association is responsible for picking up litter and debris on the ground within the Premises and shall do so within twenty-four (24) hours upon receiving notice from the Department.
- C. The Public Services Department shall provide permanent restrooms at Raccoon River Park during the period of time the restrooms are open to the public (typically April 15 to October 15). Dates are subject to change according to weather conditions. Permanent restrooms will be maintained by the Public Services Department. The Association may be responsible for stocking restroom supplies as necessary.
- D. Up to three (3) portable toilets will be provided by the City within the Premises when permanent restrooms are not available during the Association's regular season. The Public Services Department shall be responsible for the maintenance of the portable toilets provided by the City. Additional portable toilets may be utilized at any time during the Association's regular season at the Association's expense. Maintenance of portable toilets provided by the Association will be the responsibility of the Association.
- E. A City employee or City-contracted security officer will check and lock all permanent restrooms in the Association's area every evening between 10:30 p.m. to 12:00 a.m. during the period of time the restrooms are open to the public.
- F. Duplicate keys must be supplied to the Superintendent of Recreation and Parks Maintenance Supervisor for any lock used by the Association. If a lock is changed, keys must be made available immediately to the Superintendent of Recreation and Parks Maintenance Supervisor. All alarm system codes and instructions for their use must be supplied to the Superintendent of Recreation and Parks Maintenance Supervisor. Any costs incurred by the City resulting from failure of the Association to comply with this provision shall be the sole responsibility of the Association.
- G. All roads and parking lots will be maintained by the Public Services Department.
- H. All grass will be mowed by the Association on a regular basis. The Association will maintain all goal areas and mark the fields. All sod used for repair of goal areas shall be purchased and laid by the Association.
- I. The Public Services Department will fertilize all soccer field areas consistent with sports turf management standards. The Public Services Department will also apply a pre-emergent product for crabgrass prevention and a grub preventative in a manner and timing as determined by the Public Services Department according to product labeling. The cost of any additional materials needed as determined by soil testing or as requested by the Association (i.e. micronutrients, lime, etc.) will be the responsibility of the Association. The Public Services Department will provide the labor and equipment to apply the material for additional applications at no cost to the Association.

- J. The Public Services Department shall spray the area for broadleaf weeds as part of their overall system-wide weed control program with one spot spray in the spring and one spot spray in the fall. The cost of any additional materials needed (i.e. fungus control, etc.) will be the responsibility of the Association. The Public Services Department will provide the labor and equipment to apply the material for additional applications at no cost to the Association. Under no circumstances may the Association permit or contract for individuals or businesses to apply fertilizer, pesticides or herbicides to the Premises or any other public property without prior written approval from the Department Director.
- K. Except as provided herein, the Association, at its expense, shall care for, maintain and keep in repair and in a safe and serviceable condition all structures such as concession stands, irrigation systems, fences, goals, bleachers, and benches which are used during Association sponsored activities. Any damaged structure or equipment must be reported to the Superintendent of Recreation within 24 hours. Restrooms, parking lots, roadways, and security lighting shall be maintained by the City as above-mentioned.
- L. The Association will be responsible for maintaining the fields within the Premises in a safe and usable condition. The City will have the right to inspect the fields and request that deficiencies be remedied within a reasonable timeframe. If deficiencies are not timely remedied, the City will have the right to cancel or postpone any activity taking place on the deficient field or fields. Any failure by the Association to timely remedy deficiencies to the satisfaction of the City shall constitute a default of this Agreement and the City may elect to terminate this Agreement, pursuant to Section XI – Termination of this Agreement.

VIII. Improvements

- A. Any field or structure improvements or changes, paint colors, and facility naming requests must be approved by the Department Director, and if applicable, the Parks and Recreation Advisory Board, the Planning and Zoning Commission, and/or the City Council in advance. Exterior paint will be provided by the Public Services Department with labor supplied by the Association.
- B. The Association shall not erect, post or exhibit signs within the facility unless approval is first given by the Department Director. All signs shall comply with the ordinances of the City and any rules and regulations adopted by the Parks and Recreation Advisory Board or the Department. Any signs removed or taken down by the Association shall not damage any building or facility.
- C. The Association shall be solely responsible for acquiring at its own expense from corporate, federal, state, county, or local agencies or governmental units all permits for operations, improvements or changes.

IX. Insurance Requirements

- A. The Association shall at its cost and expense, procure and maintain casualty and liability insurance for the term of this Agreement. The insurance provider shall be authorized to do business in Iowa and shall have received a rating of A or better in the current Best's Rating Guide. The insurance provider shall certify in writing that any policy of insurance required herein with an aggregate limit of liability has not been reduced by paid or reserved claims at the time of issuance or renewal of the policy or certificate covering the operation and/or

event.

The City of West Des Moines shall be named as additional insured under the commercial general liability policy and automobile policy. The original certificate of insurance shall be delivered to the City Clerk, City of West Des Moines, P.O. Box 65320, West Des Moines, Iowa 50265. A copy of the certificate shall also be submitted to the Superintendent of Recreation for the Department's records.

The Association shall obtain and maintain through the term of this agreement, insurance with terms and limits of coverage equal to or in excess of those set forth in the specifications governing the agreement, but in no event, are such terms and limits to be less than those set forth below. The limits of liability under insurance policies required by this Contract shall in no-way limit the Association's actual liability.

Commercial General Liability,

Including coverage for premises and operations, independent contractors, products & completed operations, contractual liability, explosion, collapse and underground hazards (XCU), personal injury/advertising injury. The limits can be satisfied by providing a primary policy or in combination with an excess liability policy. The City shall be named as additional insured on a primary and non-contributory basis. The policy will include waiver of subrogation endorsement in favor of the City of West Des Moines.

Bodily Injury & Property Damage - Each Occurrence	\$1,000,000
Personal Injury & Advertising Injury - Per Person	\$1,000,000
General Aggregate on the Above	\$2,000,000
Products& Completed Operations General Aggregate	\$2,000,000
Fire Damage Limit	\$100,000
Medical Expense Limit	\$5,000

Business Automobile Liability Insurance

Including coverage for all owned, non-owned and hired automobiles with limits of liability not less than the following. The limit can be satisfied by providing a primary policy or in combination with an excess liability policy. The City of West Des Moines would be added as an additional insured on a primary and non-contributory basis. The policy will include waiver of subrogation endorsement in favor of the City of West Des Moines.

Bodily Injury & Property Damage – Each Accident	\$1,000,000
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Workers Compensation and Employers Liability,

As required by any applicable law or regulation. The policy will include waiver of subrogation endorsement in favor of the City of West Des Moines.

Part 1- Workers Compensation Benefits	Statutory
---------------------------------------	-----------

Employers Liability:

Bodily Injury Each Accident	\$500,000
Bodily Injury by Disease Policy Limit	\$500,000
Bodily Injury by Disease Each Employee	\$500,000

Umbrella Liability

The Association will maintain umbrella liability insurance on an occurrence basis in excess of the general liability, automobile liability and employer's liability insurance described above which is at least broad as all underlying policies including but not limited to additional insured and waiver of subrogation and Primary and non-contributory.

Each Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000

Property Insurance

The Association will have property coverage on any property required per contract that is kept on the City property against loss or damage with a limit not less than \$50,000.

Any subcontractors utilized shall be subject to the same insurance requirements above.

- B. Upon failure of the Association to furnish, deliver and maintain such insurance as above provided, this Agreement may, at the election of the city, be forthwith declared suspended, discontinued or terminated. Failure of the Association to procure and/or maintain the required insurance shall not relieve the Association from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Association concerning

indemnification. All required insurance shall be in effect and continued during the term of this Agreement.

- C. The City recommends a bonding policy covering all members who handle money in the Association.

X. General Covenants, Policies and Conditions

- A. All eligible residents of West Des Moines shall be permitted to participate in the Association's programs. The Association shall comply with all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination including adherence and compliance with the Americans with Disabilities Act.
- B. The Association shall encourage all participants to abide by all federal, state, county and city laws, ordinances and regulations including all regulations adopted and established by the City Council, Parks and Recreation Advisory Board, and Department.
- C. Emphasis should be given in communications to participants that parking is to take place in lots designated for Association use. There is to be no parking on the grass or in non-designated parking spaces.
- D. The Department Director or his designee reserves the right to cancel or postpone any activity or eject any person(s) from the facility due to conflicts, disregarding of rules and regulations of the Department, adverse weather, or uncontrollable circumstances. Safety of the participants prevails.
- E. The City requires that all active coaches receive training for youth sports coaches as provided by the Association and reviewed and approved by the Department.
- F. The City requires that the Association run a check of the State of Iowa sex offender registry on all volunteers, coaches and employees of the Association at least once every year. The City also recommends that criminal background checks be performed on all volunteers, coaches and employees of the Association at least once every year.
- G. The City requires that the Association perform an annual participation satisfaction survey with all participants. Results of the survey shall be shared with the Department upon request or as part of the Association's annual report.
- H. Discrimination - The City of West Des Moines does not discriminate on the basis of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status. Contractor agrees not to discriminate against any person on the basis of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status and to include a similar non-discrimination provision in all agreements associated with this professional services agreement.
- I. Anti-Bullying Statement - The Parks & Recreation Department will not tolerate bullying* in any youth program or activity, and The Association will do all they reasonably can to create a safe space for participants, regardless of an individual's actual or perceived age, color, creed/denomination, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes/appearance, physical or mental ability or disability, ancestry, political belief, socioeconomic status, or familial status.
**For the purposes of this statement, bullying is defined as the unwanted, aggressive use of*

physical, social or mental/intellectual power to control, harm or humiliate another person in a repetitive or pervasive manner.

XI. Termination

A. At the expiration of this Agreement or any extension thereof, or sooner as hereinafter set forth, the Association shall surrender the Premises and all City property thereon, in as good condition as when taking possession by the Association.

- (1) The Association may be relieved in whole or in part of any or all of the obligations of this Agreement for such stated periods of time as the Parks and Recreation Advisory Board may deem proper upon written application showing circumstances beyond the control of the Association warranting such relief. The City shall respond in writing authorizing or rejecting said request.
- (2) Upon default by the Association of any of the terms and provisions of this Agreement, this Agreement may be terminated or cancelled at the option of the City, provided, however, before termination or cancellation, the City, shall give written notice to the Association's President or other officer by certified mail or personal service specifying the default or defaults and stating the Agreement will be cancelled and forfeited ten (10) calendar days after giving of such notice unless such default or defaults are remedied within such time period. A longer time period to remedy a default may be granted by the City, at its sole discretion. The City must determine that it has exhausted oral and written communications to the Association in an effort to have the Association sufficiently address and remedy the City's concerns prior to issuing the Notice to Cure Default, unless the basis for the Notice to Cure Default is that the default has or will create an immediate hazard to any soccer participants or spectators or has or will create a significant liability exposure to the City. Any bankruptcy or insolvency proceedings by the Association shall, at the City's option, immediately terminate this Agreement and the facility under the control of the Association shall vest with the City. Upon proper notice from the City to the Association as herein provided, any default of this Agreement by the Association that is not timely cured or remedied shall constitute a material and substantial breach of this Agreement. If the City is required to expend any money to fulfill the terms, conditions and obligations of this Agreement, either during the term of this Agreement by reason of default or after termination of the Agreement, the Parks and Recreation Advisory Board, the City, or its assigns may pursue reimbursement or any costs directly from the Association, or may seek any legal or equitable remedy available, including costs and attorney fees occasioned by such action.
- (3) The Association nor any one claiming by, through or under the Association, shall not have the right to file or place any Mechanic's Lien or other lien of any kind or character whatsoever, upon the premises, facilities, or building controlled by the Association under this Agreement, and notice is hereby given that no contractor, subcontractor, or anyone else who may furnish any material, service or labor for any improvements, alteration, repairs or any part thereof, shall at any time be or become entitled to any lien thereon.

B. If this Agreement is terminated and is not extended, all fencing, buildings, light poles, and underground irrigation systems including controllers shall remain the property of the City. No compensation will be paid by the City to the Association for the above improvements. Scoreboards, light fixtures, bleachers, and concession stand equipment shall be considered property of the Association, unless they were originally purchased by the City, and may be removed from the site. If any property is removed upon expiration of this Agreement, the Premises shall be restored to as good condition as existed upon commencement of this Agreement.

XII. Dispute Resolution

Any concerns or questions regarding interpretation or application of the provisions of this Agreement shall first be submitted to the Superintendent of Recreation. The Department Director, City Manager, member of the City Council or the Parks and Recreation Advisory Board may become involved in the resolution process. The parties may seek to resolve any disputes by alternative dispute resolution methods prior to pursuing legal or equitable remedies.

XIII. Submittals

- A. The following shall be submitted to the Superintendent of Recreation by March 15 of each year or prior to any activity taking place in Raccoon River Park:
- (1) Roster of current officers' names, e-mail addresses and phone numbers.
 - (2) List of emergency contact names, e-mail addresses and phone numbers.
 - (3) Roster of coaches who have satisfactorily completed an approved training program for youth sports coaches.
 - (4) Schedule of Association activities.
 - (5) Current Association by-laws.
- B. In addition, the Association shall submit the required certificate of insurance to the City Clerk and to the Superintendent of Recreation on an annual basis, prior to the expiration of the existing insurance policy. If the Association fails to do so, then upon written demand by the City or Department, the Association must provide the City or Department with the required certificate of insurance within five (5) business days of the date of the written demand. If the Association does not comply within five (5) business days, then the Association is in default of this Agreement. The Association is in default, according to the terms of Section IX – Insurance Requirements, Paragraph B, if there is no insurance coverage at any given time during the term of this Agreement.
- C. An annual report shall be submitted by the Association to the Superintendent of Recreation no later than March 15 of each calendar year which shall include, but not be limited to, current participation figures, latest fiscal year-end and interim financial statements, evaluation comments, field use and practice policies, and any facility improvement requests. The Association shall attend a regular meeting of the Parks and Recreation Advisory Board to present the annual report no later than the Board's regular May meeting.
- D. All tournaments or other activities outside regular league play shall be communicated to the City. The Association shall submit Tournament Communication Forms to the Superintendent of Recreation a minimum of thirty (30) days prior to the tournament or activity.

E. Minutes from all Association meetings shall be submitted to the City or posted to the Association's website within sixty (60) days following the meeting.

XIV. Release of Liability and Hold Harmless

- A. The City and the Association hereby agree to defend, indemnify and hold the other party, its elected officers, agents, employees, successors, and assigns, harmless from any and all claims, demands, actions, judgments, settlements, or other costs, including reasonable attorneys' fees, which the party may incur or sustain due to negligent, reckless, or willful conduct attributed to the party, relate to the execution of this Agreement. For the purposes of this Section, "City" includes those persons described in Section I – Definitions, Paragraph A, as well as West Des Moines Water Works. As a condition of this Agreement, each party must provide the other party with prompt notice of any such claim, demand, or action and all necessary information and assistance so that the indemnifying party, at its option, may defend or settle such claim, demand, or action. In the event that any such claim, demand, or action is caused by the joint or concurrent negligence of both parties, then the loss, expense, or claim shall be borne by each party in proportion to its respective negligence in causing said loss, expense, or claim.
- B. The parties specifically agree that the City is not liable for any loss or damage sustained by reason of any defects, deficiencies, or impairments of the electrical apparatus or wires furnished for the concession operations, lighting, or scoreboards, by reason of any loss of water supply or electrical current which may occur from time to time from any cause, or for any loss resulting from fire, water, tornado, explosion, vandalism, civil commotion or riot, or any act of God.
- C. The parties also specifically agree that the City is not liable for any failures by the Association to pay taxes, assessments, sales taxes, withholding taxes, or other public charges levied or assessed by reason of the operation of the Association's activities or programs.

XV. Notices

Notices to be sent pursuant to the Agreement shall be sent to the other party by Certified Mail, with return receipt and addressed as follows:

For the City:

Director of Parks & Recreation

4200 Mills Civic Parkway

P.O. Box 65320

West Des Moines, IA 50265


For the Association:

President, WDM Soccer Club

P.O. Box 25023

West Des Moines, IA 50265

WEST DES MOINES SOCCER CLUB


Kevin Johnston, President

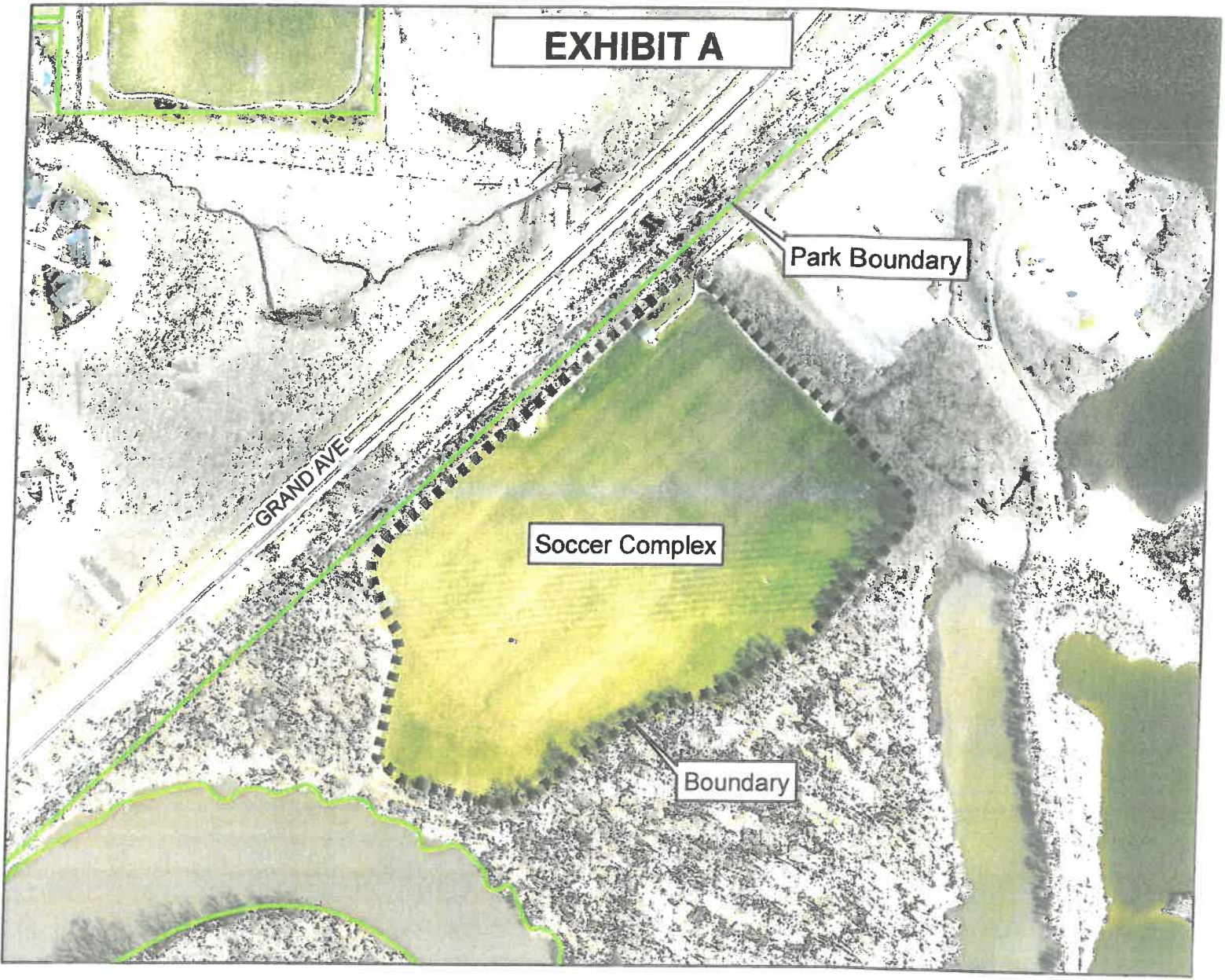
CITY OF WEST DES MOINES

Steven K. Gaer, Mayor

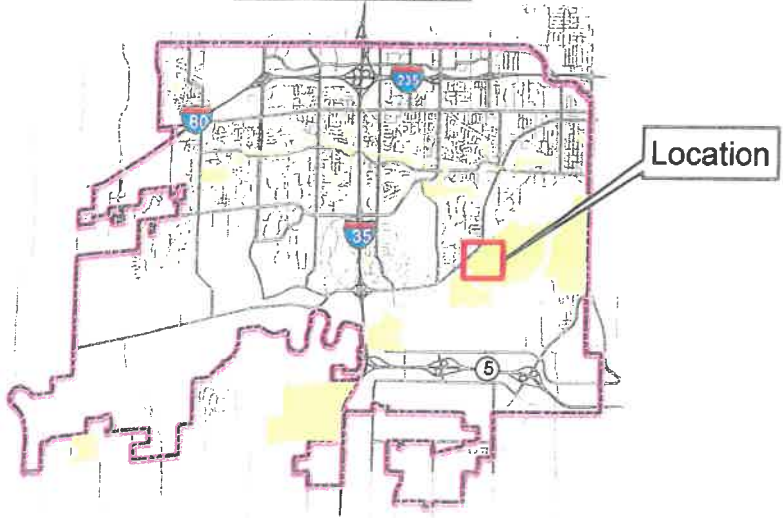
Attest:

Ryan Jacobson, City Clerk

EXHIBIT A



VICINITY MAP



PROJECT:	RACCOON RIVER PARK SOCCER COMPLEX		
LOCATION:	2500 GRAND AVENUE		
DRAWN BY:	MAA	DATE:	11/9/2021
PROJECT NO.:			
			SHT. 1 of 1

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

DATE: November 18, 2021

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – Project 21 WDM

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 Project 21 WDM located on the southwest corner of Jordan Creek Parkway and Ashworth Road (See Vicinity Map). The development is currently served by both Brookview Park and Wild Rose Park. The development consists of 199 apartments which results in a requirement of 2.12 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer has chosen to provide parkland on the development site and to install a variety of on-site recreational amenities. The amenities will serve a park and recreational purpose for the residents of this development by providing usable outdoor spaces (Attachment B). Since there will be no public access easement and the areas will not be part of the City's park system, 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 November 10, 2021 to review and discuss the parkland dedication alternate plan for Project 21 WDM.

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 Project 21 WDM.

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



PARKLAND DEDICATION REQUIREMENTS

10/15/2021

Project Location: Developer:
 Jordan Creek
 Associates, LLC, John
21 WDM Lassaux

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Home	0	2.90	0			
TOTAL	0		0			
<u>Single Family Attached</u>						
Description: Townhome/Condos	0	1.63	0			
TOTAL	0		0			
<u>Multifamily Unit</u>						
Description: Apartments	199	1.73	344.27			
TOTAL	199		344.27			
TOTAL POPULATION			344.27	0.34427	2.39	3.76
Park Dedication (Acres)			0.823			
Greenway Dedication (Acres)			1.294			
TOTAL DEDICATION (Acres)			2.117			

Requirements:

Park Dedication Requirement	0.82 x \$135,759/ acre	*High Density Res Sales Avg	\$111,730
Greenway Dedication Requirement	1.29 x \$135,759 /acre	*High Density Res Sales Avg	\$175,672
		TOTAL	\$287,402

*Appraisers Comparable Land Sales for High Density = \$135,759 per acre

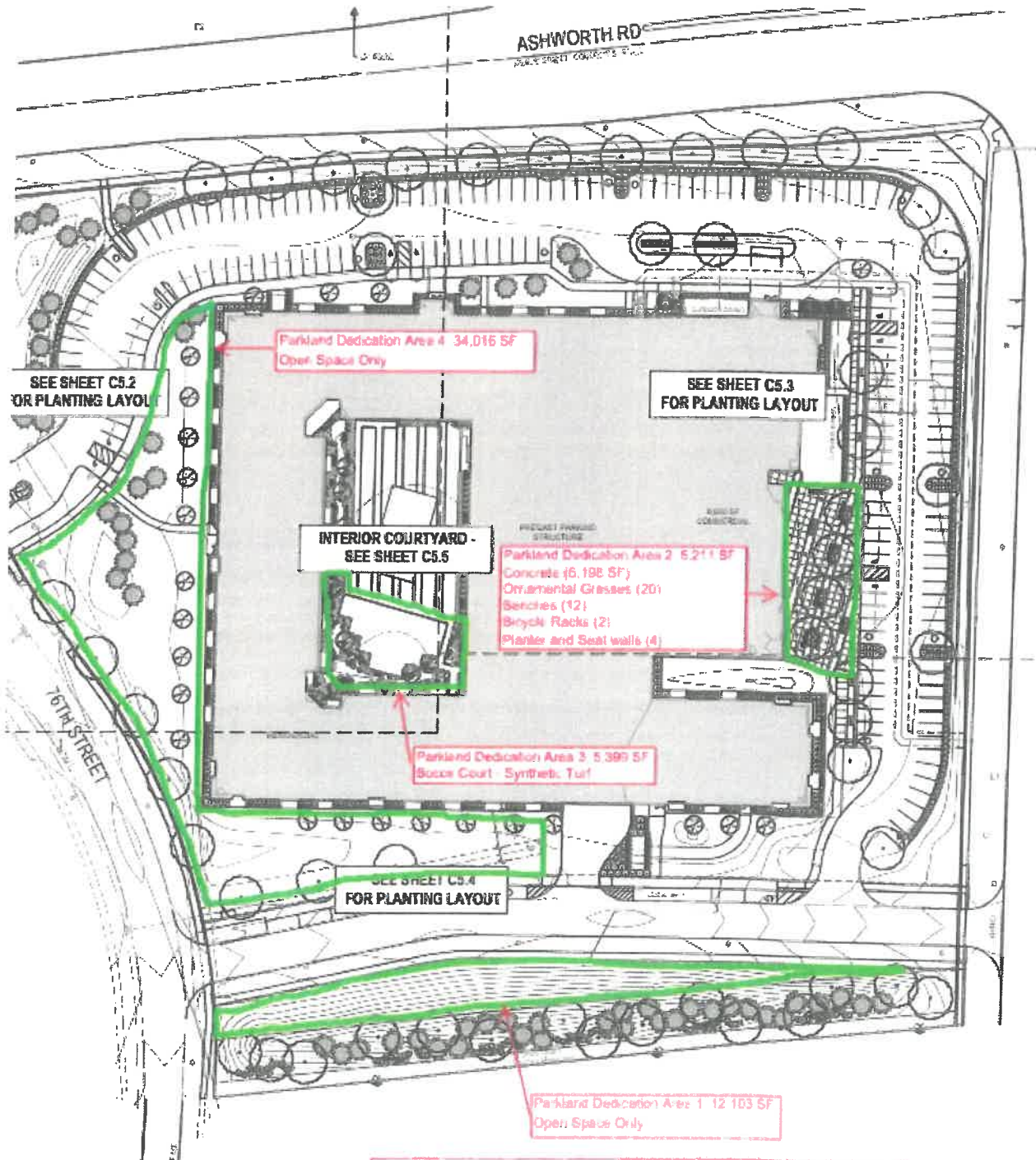
Notes: Calculations taken from Site Plan dated 7-23-21

Total Dedication Requirement (Acres)	2.117
Less on-site parkland 56,729 SF	-1.302
Deficient acreage	0.815
x current avg high density land value per acre (\$135,759)	\$135,759
Deficient acreage in dollars	\$110,644

On-site improvements (can be subtracted from requirement above)

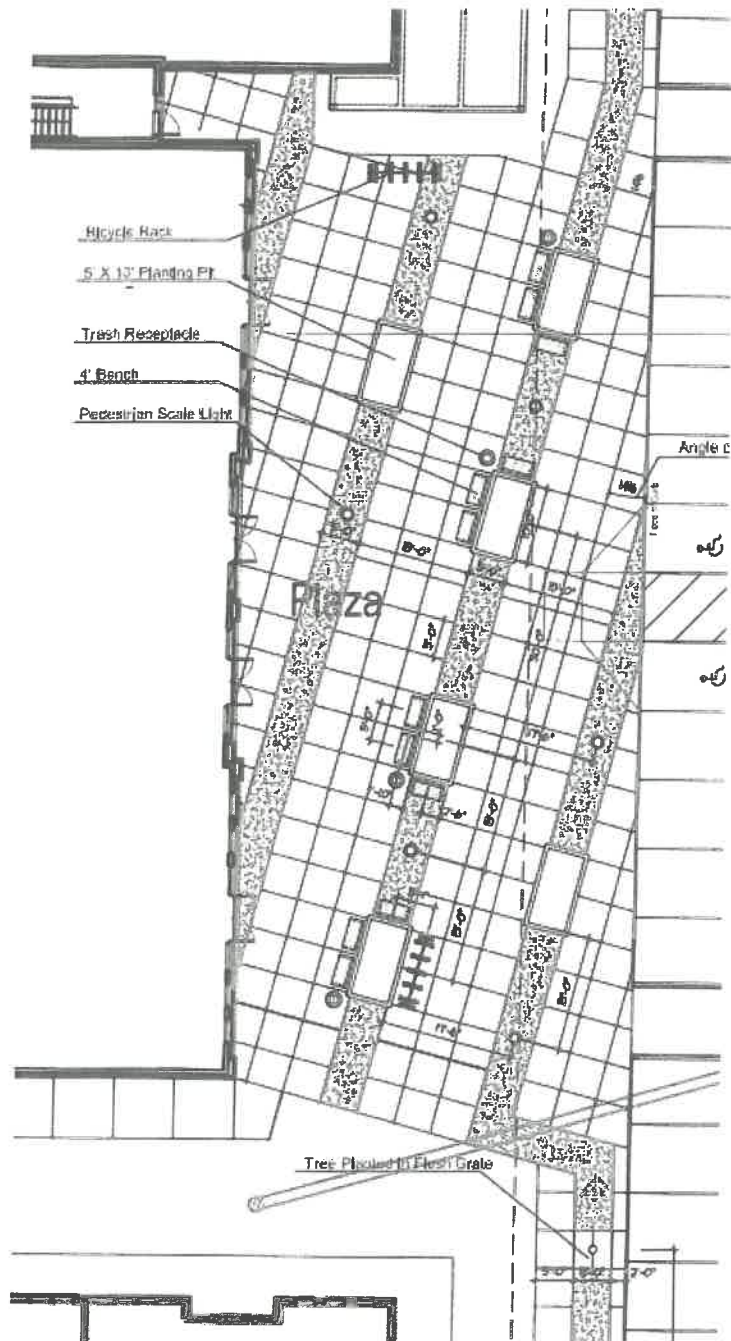
72 trees provided - 61 trees required = 11 trees x \$500 (Required Open Space trees cannot apply toward parkland ded.)	\$5,500
Bike Racks (Qty 1 @ SE corner of building)	\$2,400
Parkland Dedication Area 1 Improvements (South) No improvements - open space only	\$0
Parkland Dedication Area 2 Improvements (Public Plaza) 6,198 SF Concrete x \$10 SF 20 Ornamental Grasses x \$60 Benches (12 x \$2,000) Bicycle Racks (2 x \$2,400) Planter and Seat wall	\$61,980 \$1,200 \$24,000 \$4,800 \$12,300
Parkland Dedication Area 3 Improvements (Central Courtyard) Bocce Court - Synthetic Turf	\$5,500
Parkland Dedication Area 4 Improvements (West) No improvements - open space only	\$0
TOTAL	\$117,680
Project meets the parkland dedication requirements	

ATTACHMENT B








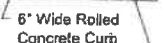


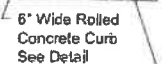


IRRIGATION NOTES:

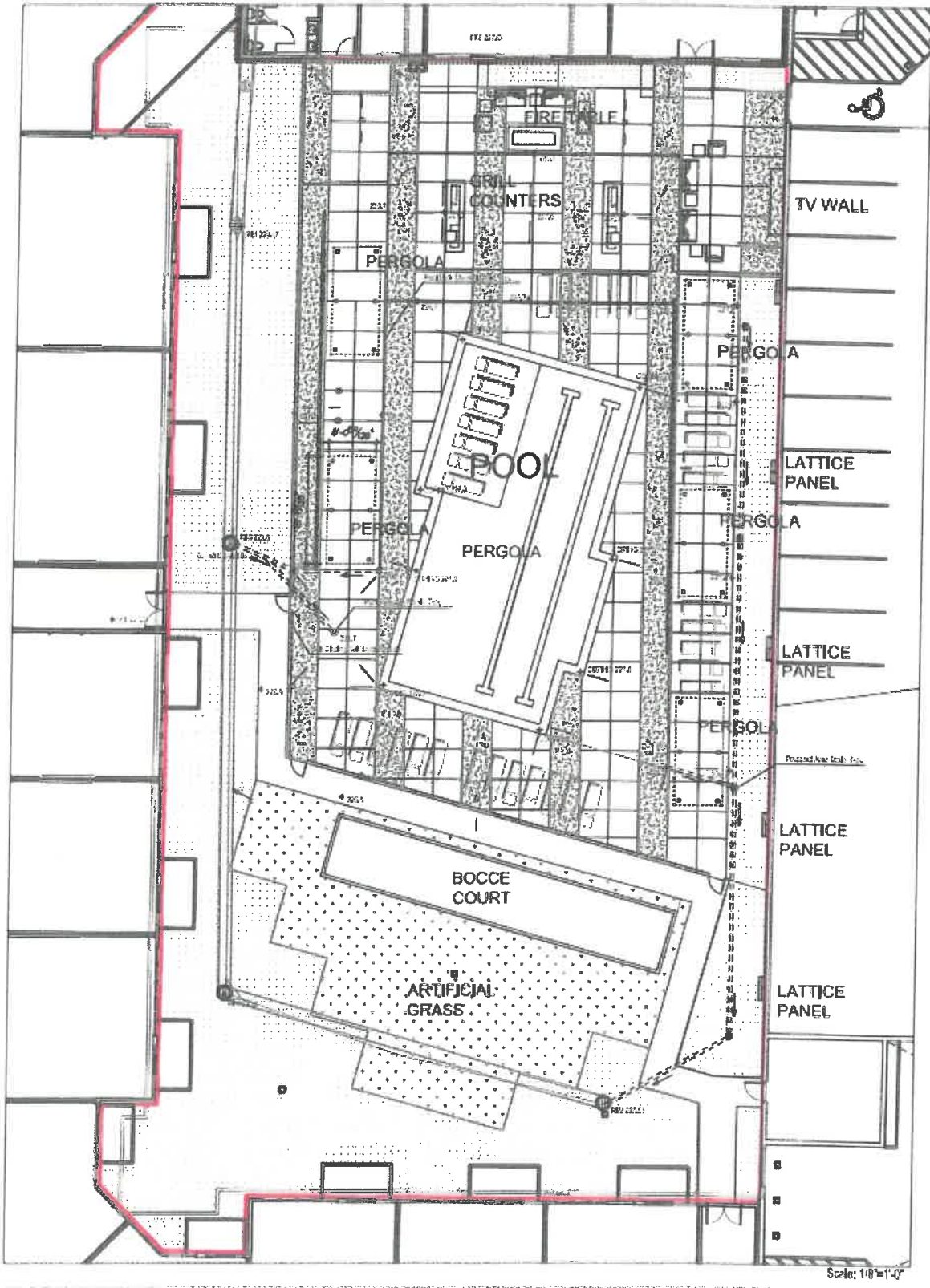
- 1. IRRIGATION SYSTEM SHALL BE DESIGNED TO SERVE ALL PLANTING AREAS.
- 2. IRRIGATION SYSTEM SHALL BE DESIGNED TO SERVE ALL PLANTING AREAS.
- 3. IRRIGATION SYSTEM SHALL BE DESIGNED TO SERVE ALL PLANTING AREAS.
- 4. IRRIGATION SYSTEM SHALL BE DESIGNED TO SERVE ALL PLANTING AREAS.



Legend

-  Segmental Block Retaining Wall
-  Segmental Block Wall Column
-  Trash Receptacle
-  Pedestrian Light - 12'
-  4' Bench
-  Bicycle Rack
-  5' x 10' Planting Pit
-  Pigmented and Stamped Concrete Surface Bands
5' Wide, Typical Symbol
Butterfield Gull Gray
Integral Color by Sika
/Butterfield
Contact Jim Nielson
262-402-8082
-  Broom Finished Concrete Surface-Butterfield Gull Gray
Integral Color/25%
Concentration
-  Concrete Pavement Joints -
V-Line and Radius Line Blade
Beveled Score Joints (Sawn)
-  6' Wide Rolled
Concrete Curb
See Detail

Area 2



Area 3

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

DATE: November 18, 2021

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – The Reserve

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 Reserve located on the northwest corner of 60th Street and Village View Drive (See Vicinity Map). The development is currently served by Willow Springs Park. The development consists of 234 apartments which results in a requirement of 2.49 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer has chosen to provide parkland on the development site and to install a variety of on-site recreational amenities. The parkland and amenities will serve a park and recreational purpose for the residents of this development by providing usable outdoor spaces (Attachment B). Since there will be no public access easement and no public access to these areas, 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 November 10, 2021 to review and discuss the parkland dedication alternate plan for The Reserve.

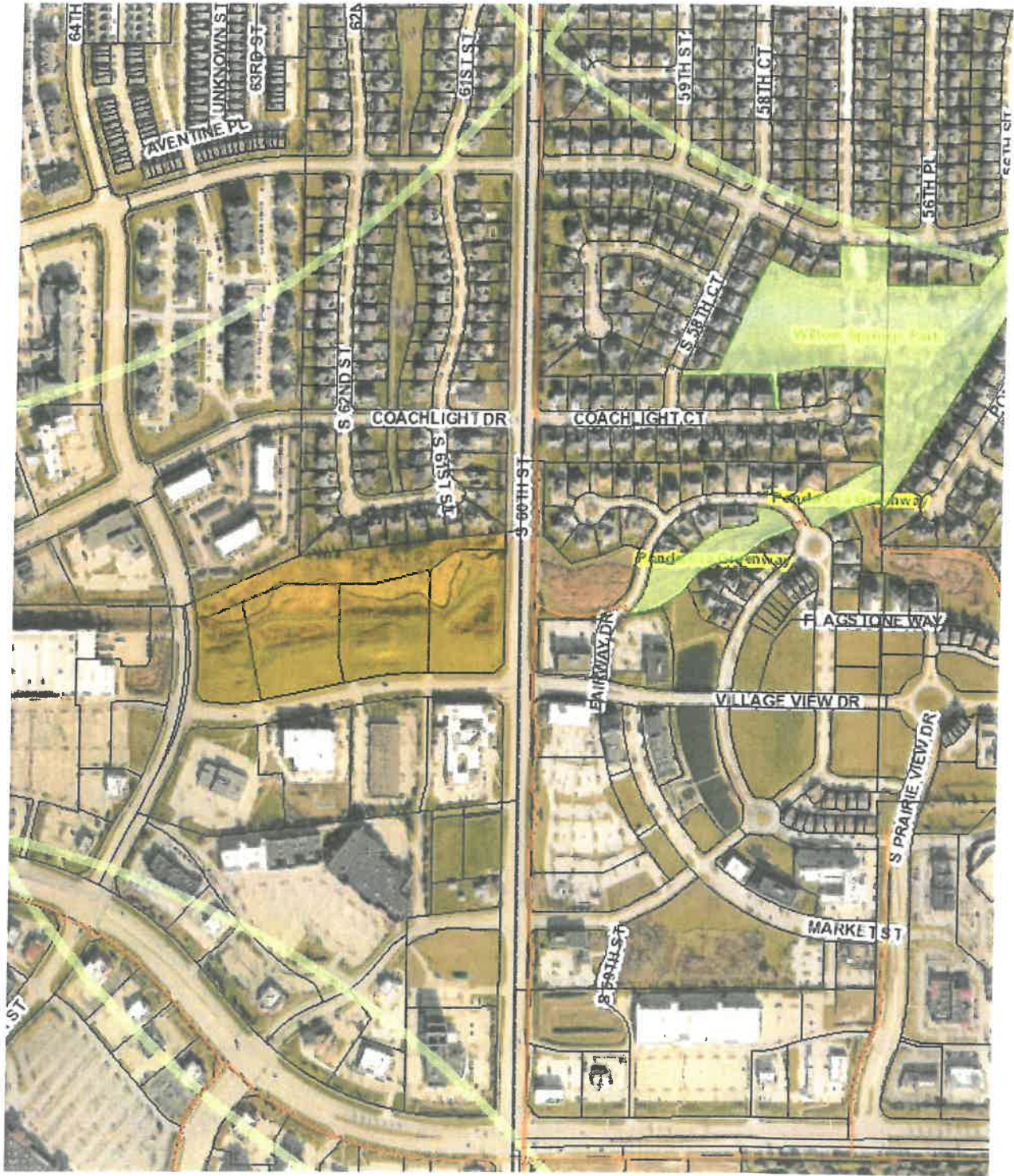
RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for The Reserve.

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

11/8/2021

Project Location: Developer:
The Reserve Nick Jensen, NJREC,
 Inc.

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Home	0	2.90	0			
TOTAL	0		0			
<u>Single Family Attached</u>						
Description: Townhome/Condos	0	1.63	0			
TOTAL	0		0			
<u>Multifamily Unit</u>						
Description: Apartments	234	1.73	404.82			
TOTAL	234		404.82			
TOTAL POPULATION			404.82	0.40482	2.39	3.76
Park Dedication (Acres)			0.968			
Greenway Dedication (Acres)			1.522			
TOTAL DEDICATION (Acres)			2.490			

Notes: Calculations taken from The Reserve Site Plan dated 11/04/2021

On-site dedication land

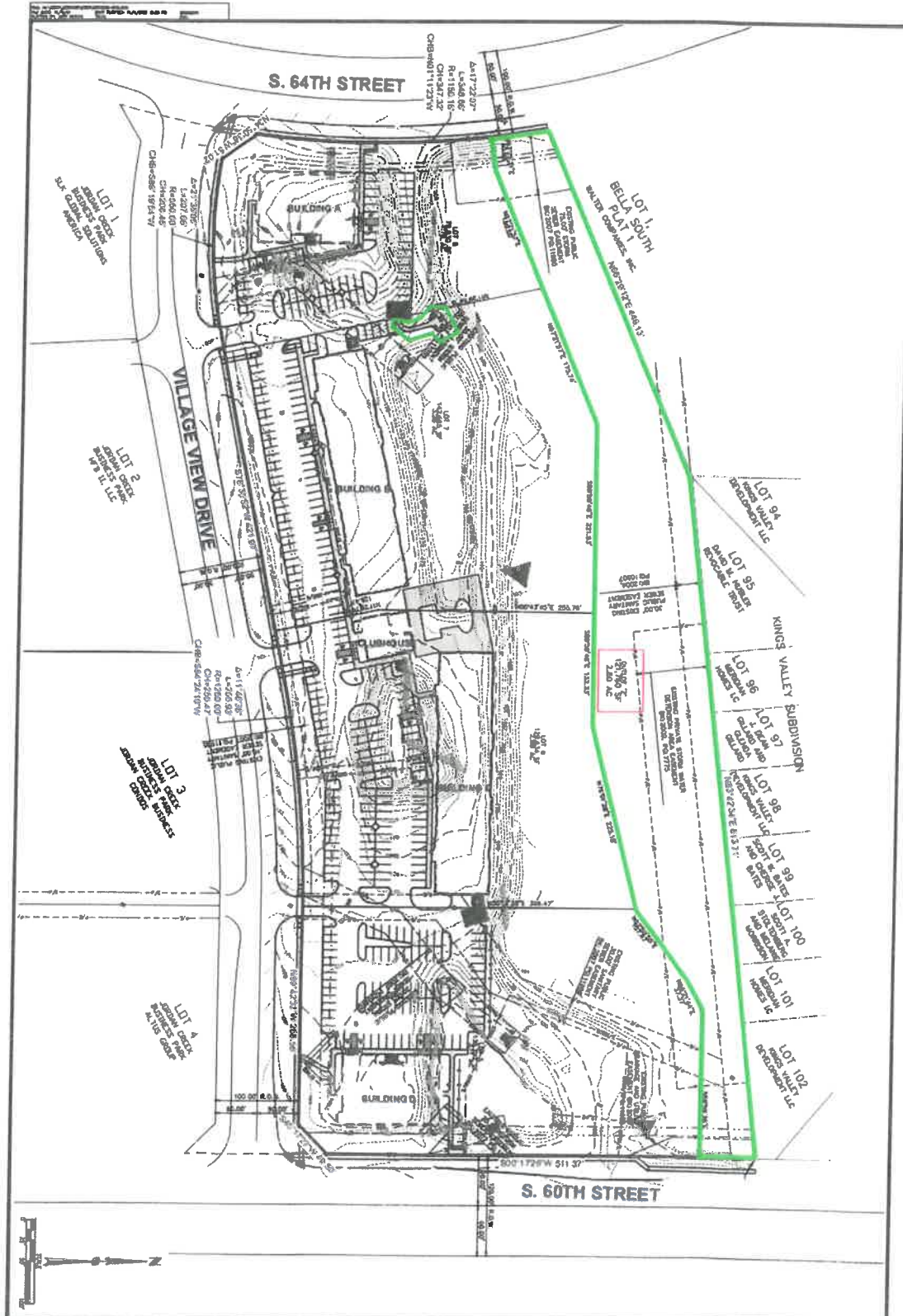
Total Park and Greenway Dedication Requirement (Acres)	2.490
Total Dedication Provided (Greenway)	2.800

On-site park improvements (Patio Area)

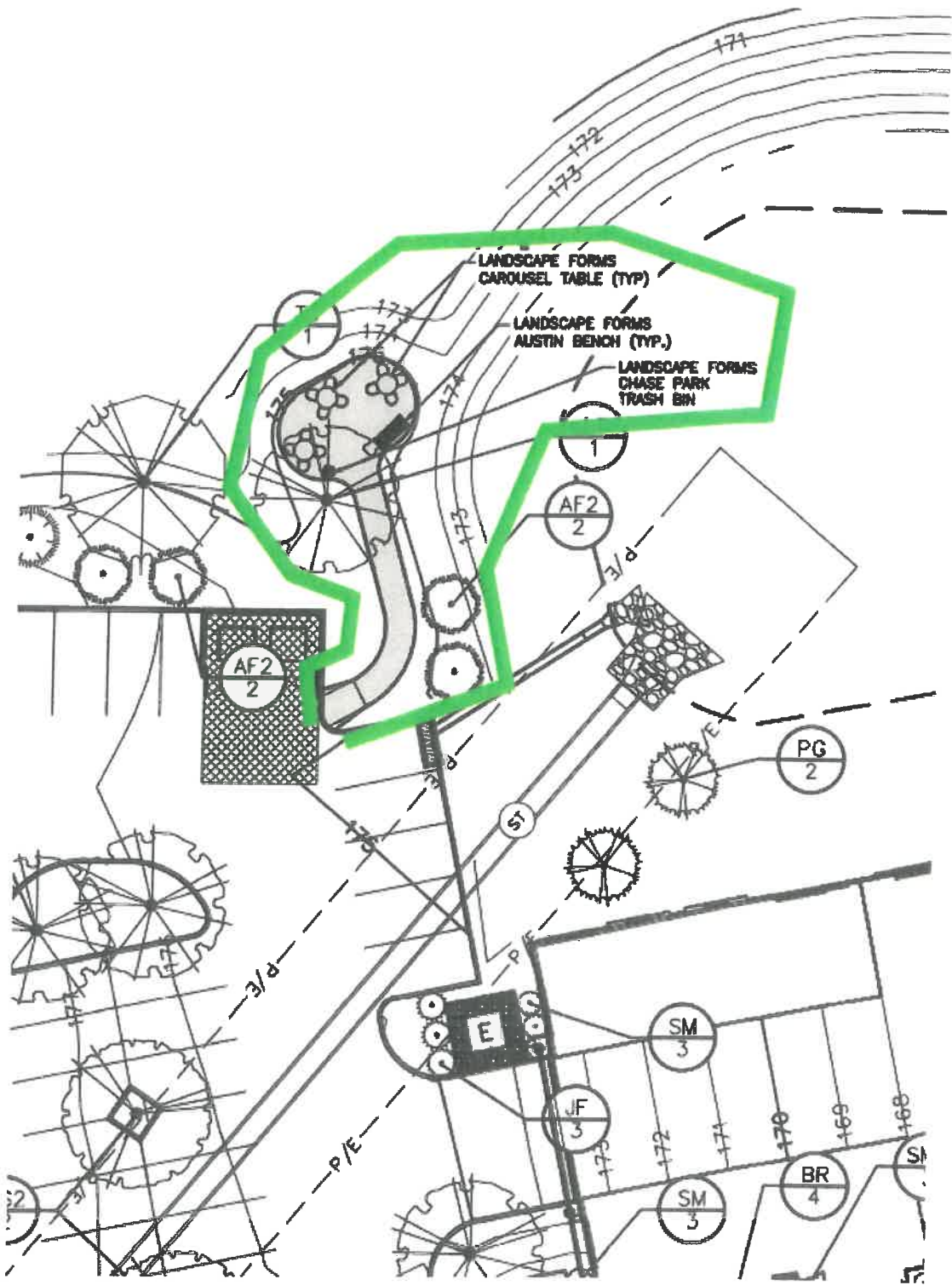
Bench (1), Tables (3), Trash Receptacle (1), patio pavement

Project meets the parkland dedication requirements

ATTACHMENT B



C31 6150 VILLAGE VIEW DRIVE WEST DES MOINES, IOWA	THE RESERVE OVERALL DIMENSION PLAN	 CIVIL DESIGN ADVANTAGE	3405 S E CROSSROADS DRIVE SUITE C GRAMES, IOWA 50111 PHONE: (515) 369-4400 FAX: (515) 369-4410	DATE:
				DRAWN BY:
				CHECKED BY:
				DATE:
				SCALE:
				PROJECT:
				SHEET:



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

DATE: November 18, 2021

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – Village at Sugar Creek

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 Village at Sugar Creek located along the future re-located Booneville Road just east of 88th Street (See Vicinity Map). This development would be part of a large overall development by multiple entities including the residential areas between Booneville Road and Cascade Avenue, and Jordan Creek Parkway and 88th Street. This area would be served by a new neighborhood park proposed at the intersection of three different developments. The Village at Sugar Creek development consists of 86 townhomes and 408 apartments which results in a requirement of 5.20 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.


The developer has chosen to partially fulfill requirements by providing 1.26 acres of land for the future neighborhood park and 0.41 acres of public greenway land. The remainder will be satisfied on private property within the development site. Details are still being finalized, but the developer has tentatively agreed to a combination of land and on-site recreational amenities. In addition to the public parkland, the private park lands and recreational amenities will serve a park and recreational purpose for the residents of this development (Attachment B). Since there will be no public access easement on the privately owned portion areas, 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 November 10, 2021 to review and discuss the parkland dedication alternate plan for Village at Sugar Creek.

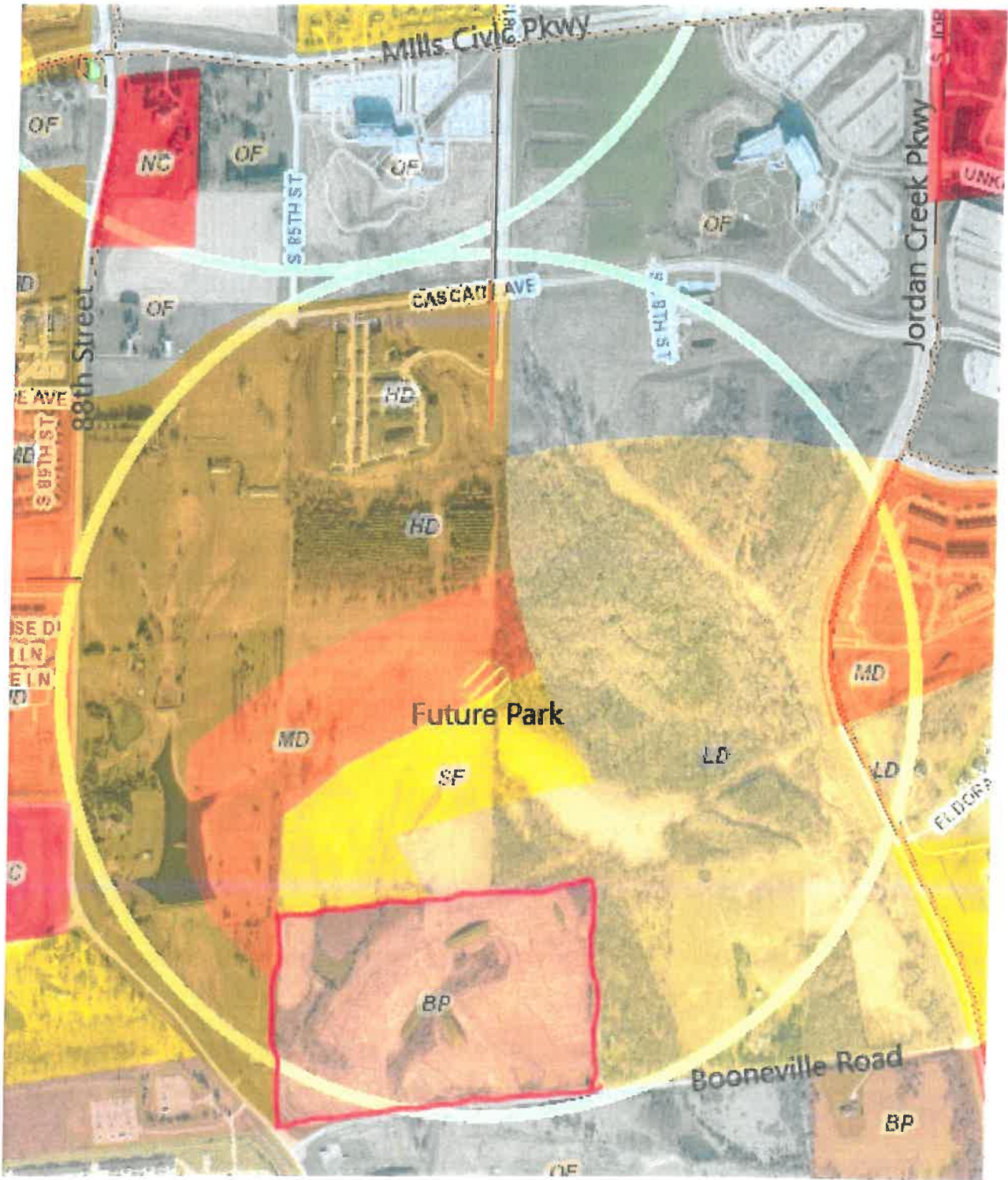
RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Village at Sugar Creek.

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

11/10/2021

Project Location: Developer:

***Village at Sugar
Creek, Village***

Creek Apartments - (Petit Property) CEC & Encompass Holdings

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Home	0	2.90	0			
TOTAL	0		0			
<u>Single Family Attached</u>						
Description: Townhome/Condos	86	1.63	140.18			
TOTAL	86		140.18			
<u>Multifamily Unit</u>						
Description: Apartments	408	1.73	705.84			
TOTAL	408		705.84			
TOTAL POPULATION			846.02	0.84602	2.39	3.76
Park Dedication (Acres)			2.022			
Greenway Dedication (Acres)			3.181			
TOTAL DEDICATION (Acres)			5.203			

Notes:

Developer is proposing to partially meet the parkland dedication requirements by providing parkland on this site which will be connected to the High Point Parkland and Jordan Ridge Public Greenway.

Trails on the East side of S 81st Street, south side of Booneville Road will be part of this project through a 60/40 trail agreement or by parkland requirements of projects within 3/4 mile of this site.

Calculations taken from Preliminary Plat dated 10/29/2021

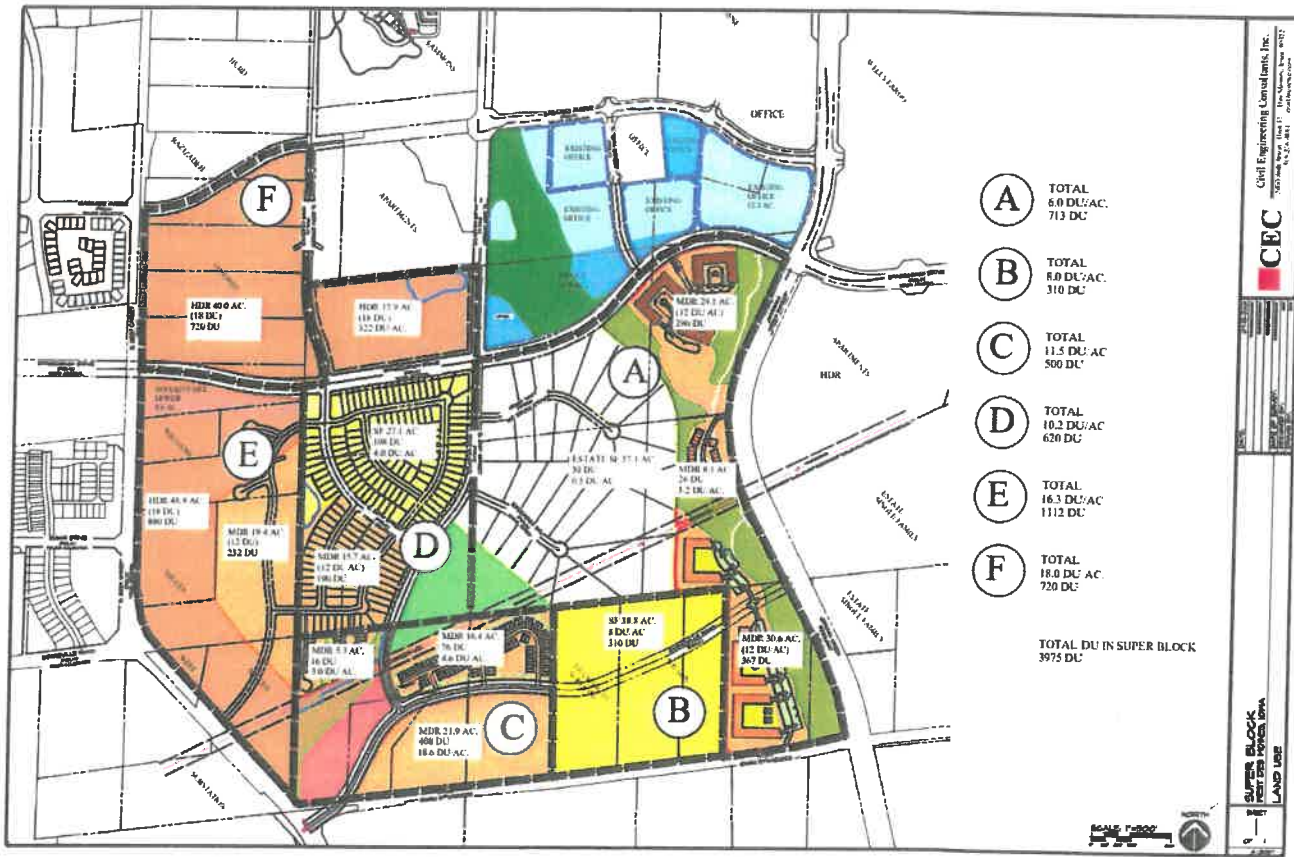
Park Dedication to be fulfilled through the following:

Outlot 'W' (Acres)	1.26
Deficient Acres (TBD on the Apartment site south)	0.76

Greenway Dedication to be fulfilled through the following:

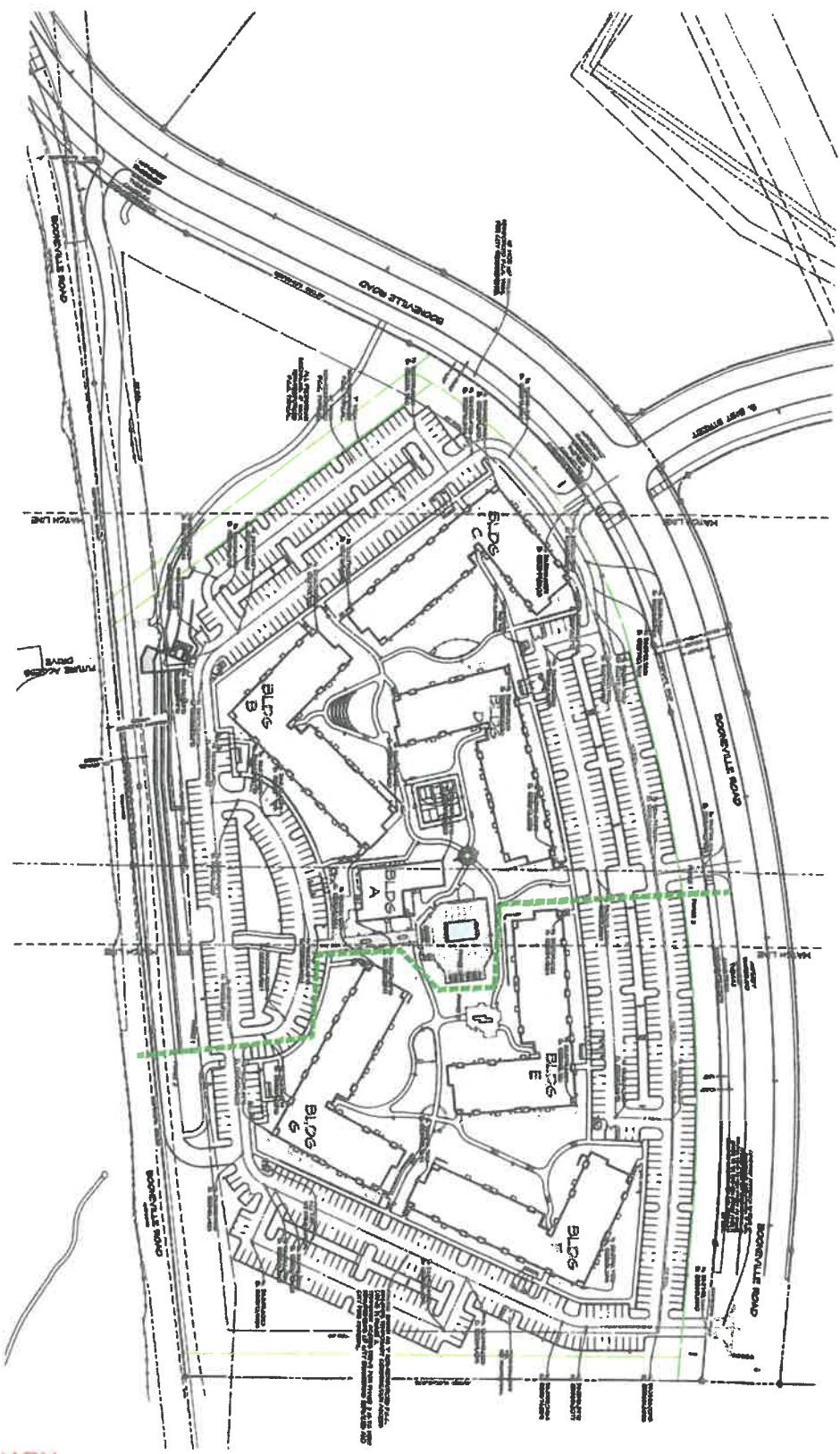
Outlot 'X' (Acres)	0.410
Greenway Easement in Outlot 'Y' (Acres)	2.89

ATTACHMENT B



Village at Sugar Creek includes area 'C' listed in above map

Civil Engineering Consultants, Inc.
 10000 101st Ave SW
 Suite 100
 Everett, WA 98203
CEC
 SUPER BLOCK
 PREPARED FOR
 LAND USE



PRELIMINARY

C1.1

REVISED "B" 1
GEOMETRIC PLAN
 2021001/A2136
 10/15/2021

PROJECT NAME
THE VILLAGE AT SUGAR CREEK
 3 STORY STUDENT HOUSING AND POOLHOUSE
 WEST DES MOINES, IOWA 50266

CEC
 CONSULTING ENGINEERS AND ARCHITECTS
 1000 UNIVERSITY AVENUE, SUITE 100
 WEST DES MOINES, IOWA 50319
 PH: 515.281.1111 FAX: 515.281.1112
 WWW.CECDESIGN.COM

PDR
 ARCHITECTS
 1000 UNIVERSITY AVENUE, SUITE 100
 WEST DES MOINES, IOWA 50319
 PH: 515.281.1111 FAX: 515.281.1112
 WWW.PDRARCHITECTS.COM

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

DATE: November 18, 2021

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – Jordan Ridge

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 Jordan Ridge located in undeveloped area between Booneville Road and Cascade Avenue, and Jordan Creek Parkway and 88th Street. Jordan Ridge would be part of large overall development by multiple entities including the residential areas between Booneville road and Cascade Avenue, and Jordan Creek Parkway and 88th Street. This area would be served by a future neighborhood park proposed at the intersection of three different developments. The Jordan Ridge development consists of 28 single family lots and 745 apartments which results in a requirement of 8.43 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer is considering two options to fulfill their parkland dedication requirements. Option 1 is to work with the developer of the site to the west (currently known as High Point) to provide parkland for the future neighborhood park. Since no suitable land is available on the Jordan Ridge site for the neighborhood park, this option would require the Jordan Ridge developer to purchase land from or trade land with the High Point developer. Option 2 would be for the Jordan Ridge developer to construct public trails along Stagecoach Drive, S.81st Street, and/or Booneville Road in lieu of dedication of land for the neighborhood park. In both options, greenway dedication requirements are proposed to be met through dedication of 3.23 acres of greenway land directly adjacent to the proposed neighborhood park. The remainder of the greenway requirement will be met by a private greenway located on the east side of the site along Jordan Creek Parkway. These lands will serve a park and recreational purpose for the residents of this development (Attachment B). Since there would be no public access easement and no public access on a portion of these areas, 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 November 10, 2021 to review and discuss the parkland dedication alternate plan for Jordan Ridge.

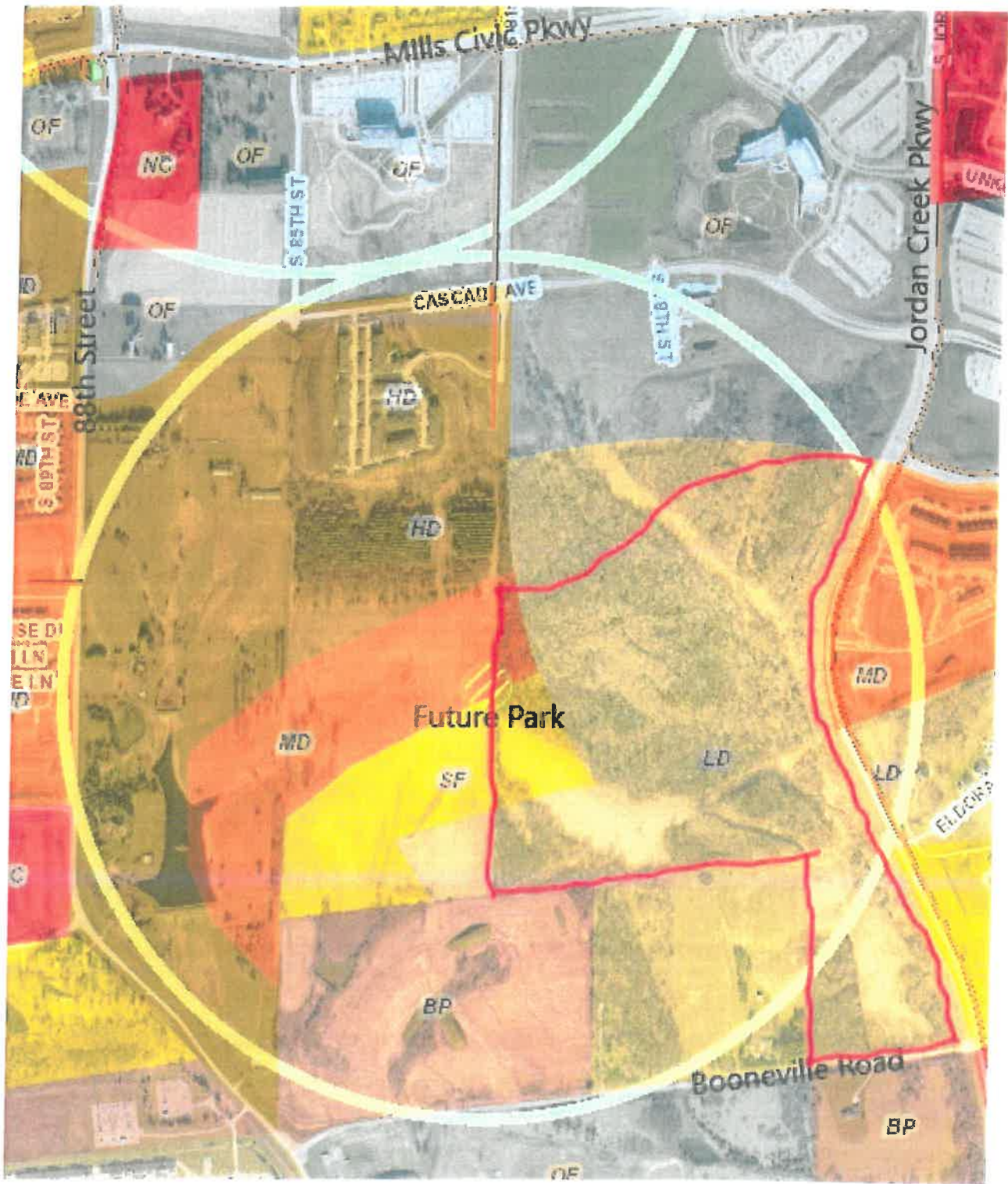
RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Jordan Ridge.

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

Project Location: Representative:

10-08-2021 Draft

**Jordan Ridge (fka
Etzoi HDR and
LDR)**

CEC, Ed Arp

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
Single Family Detached						
Description: Single Family	28	2.90	81.2			
TOTAL	28		81.2			
Single Family Attached						
Description: Condominiums/ Townhomes	0	1.63	0			
TOTAL	0		0			
Multifamily Unit						
Description: Outlot 'W' Mult Fam (23.03 ac. x 12 d.u.)	276	1.73	477.48			
Outlot 'X' Mult Fam (8.08 ac. x 12 d.u.)	97	1.73	167.81			
Outlot 'Y' Mult Fam (10.87 ac. x 12 d.u.)	130	1.73	224.9			
Outlot 'Z' Mult Fam (20.16 ac. x 12 d.u.)	242	1.73	418.66			
TOTAL	745		1288.85			
TOTAL POPULATION			1370.05	1.37005	2.39	3.76
Park Dedication (Acres)			3.27			
Greenway Dedication (Acres)			5.15			
TOTAL DEDICATION (Acres)			8.43			

Notes: *Information and calculations taken from Jordan Ridge Preliminary Plat 1 09-24-2021*****

Greenway dedication to be fulfilled through the following:

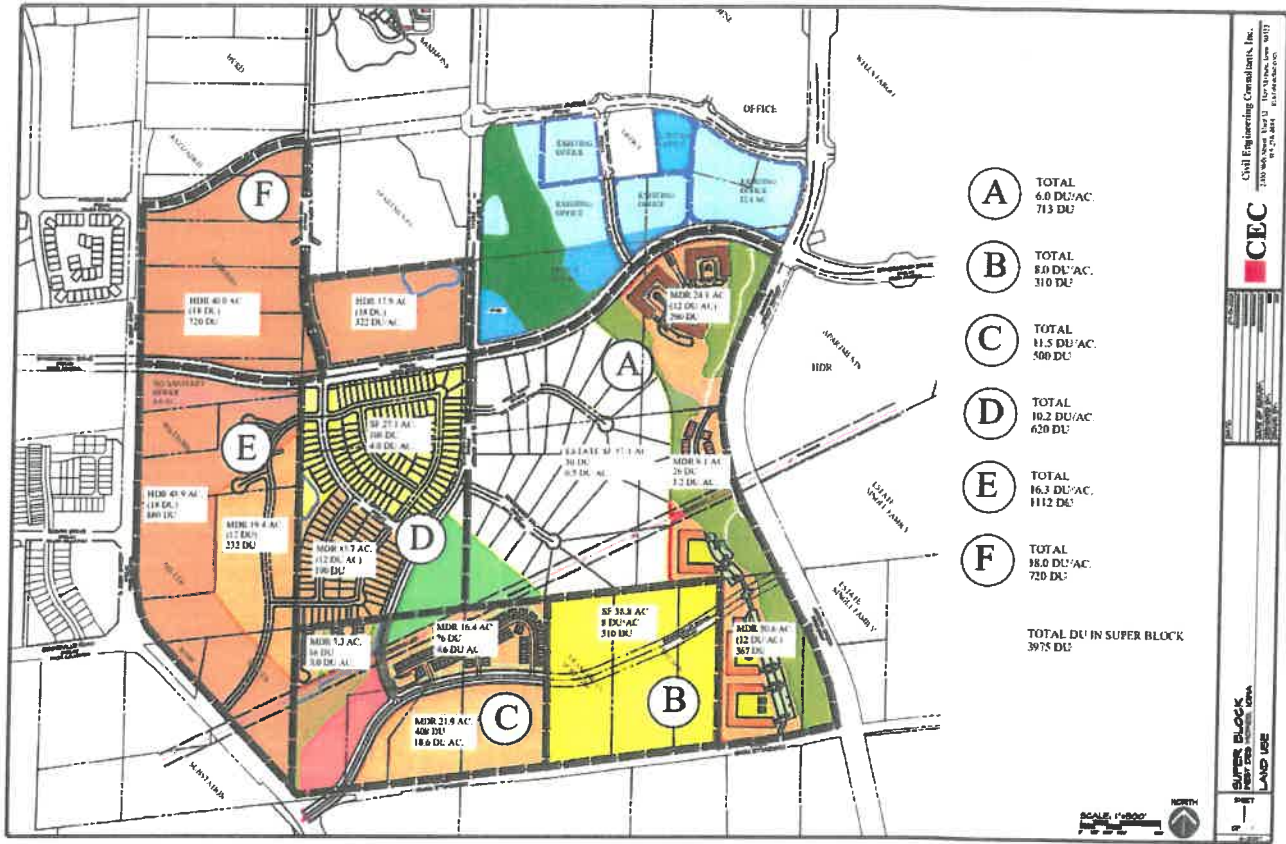
Outlot 'V' Public Greenway	4.53
Outlot 'V' 100' Utility Easement	-1.30
Private Greenway for Outlots W, X, Y and Z (need greenway amounts)	Verify
Project meets Greenway requirements	

Park dedication to be fulfilled through the following:

Option 1) Parkland on High Point Property (need agreement from H P)	3.27
Option 2) Construct 10' trails on streets that serve park	
Total Dedication Requirement (Acres)	3.27
Deficient acreage	3.27
X purchase price per acre (\$50,000 est.) (need purchase agreement)	\$50,000
Deficient acreage in dollars	\$163,500

Proposed 10' trails are located on S 81st Street, Stagecoach Drive, and Booneville Road. \$163,500 / \$80 LF = 2043 LF of 10' Trail

ATTACHMENT B



Jordan Ridge includes area 'A' listed in above map

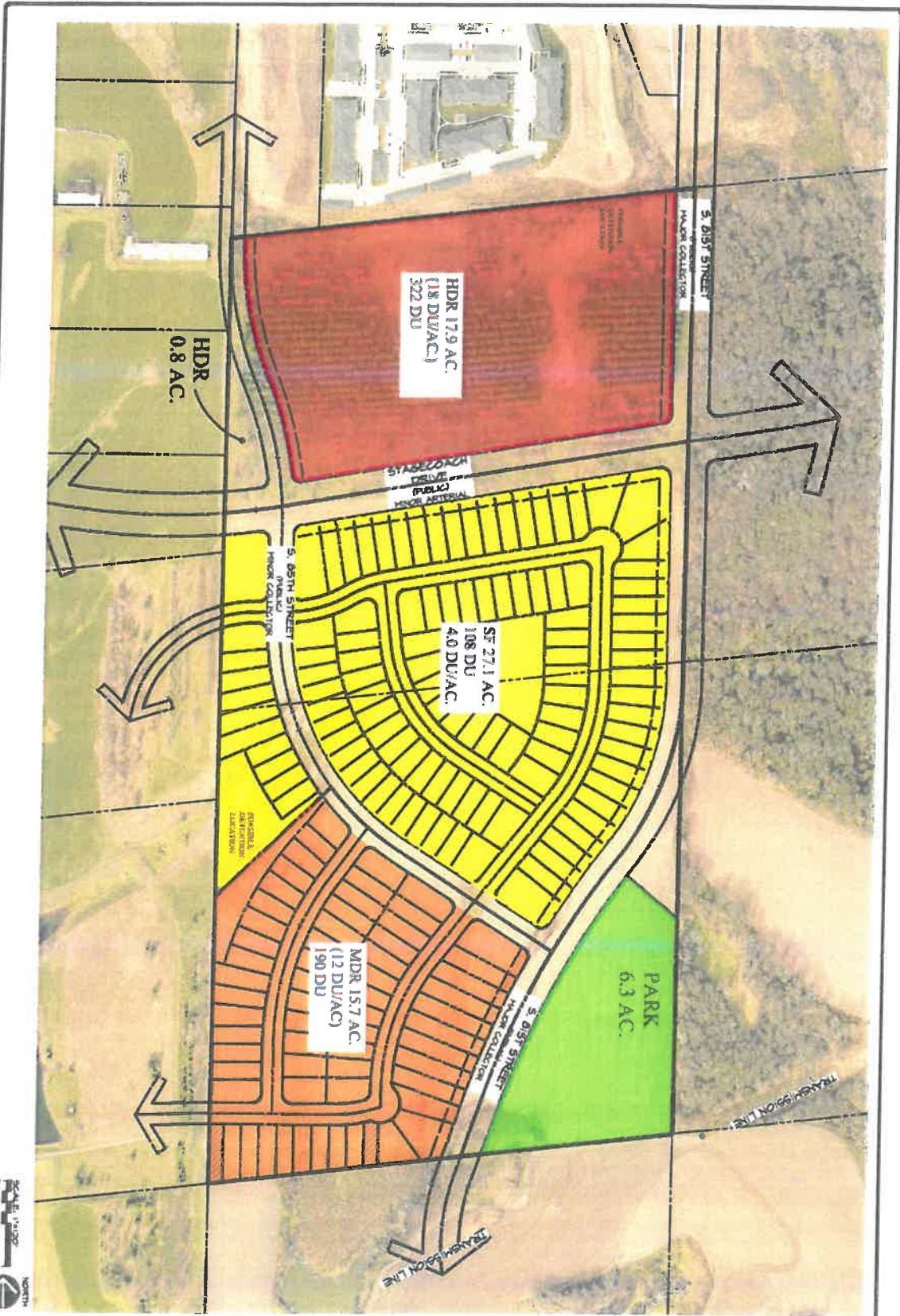


SCALE 1"=200'
NORTH

Jordan Ridge PUD
WEST DES MOINES, IOWA
LAND USE SKETCH

DATE:	REVISION DATE: 8-10-2007
DATE OF SURVEY:	DESIGNED BY:
DRAWN BY:	CHECKED BY:

CEC Civil Engineering Consultants, Inc.
 2300 West 15th St. Des Moines, IA 50319
 515.276.4644



3 HIGH POINT CPA/ZC
WEST DES MOINES, IOWA
LAND USE SKETCH

DATE	ISSUED DATE 08-27-2023
DATE OF SURVEY	
DESIGNED BY	
DRAWN BY	



Civil Engineering Consultants, Inc.
100 W. 50th Ave. Des Moines, Iowa 50325
515.281.4543

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

DATE: November 15, 2021

ITEM: Resolution – Accept Work – Sugar Creek Greenway Trail, Phase 1

FINANCIAL IMPACT: The total construction cost of this project is \$998,377.21. Costs of the project have been paid from budgeted CIP funds from G/L Acct 500.000.000.5250.490. Funding is covered out of available funds (\$950,000 FY 20-21) in the Sugar Creek Greenway Trail, Phase 1 project account (0510 048 2020), with the remaining covered out of available funds from the Woodland Hills Trail & Bank Stabilization (0510 090 2015). The original contract amount of the project was \$1,009,917.20, with (6) change orders for a total change of -\$11,539.99.

BACKGROUND: RW Excavating Solutions of Des Moines, Iowa is working under an agreement dated August 3, 2020 for construction services related to the Sugar Creek Greenway Trail, Phase 1. 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 Phase 1 of a multi-phased project including the construction of a trail located on the west side of Sugar Creek between Booneville Rd and just north of Stagecoach Dr. The project included construction of a 12' wide concrete trail and 10' wide pedestrian bridge over Sugar Creek with a 10' wide trail connection to Woodland Hills Park. The trail was constructed of 6" reinforced concrete, utilized grade separation under new bridges, and included connections to existing sidewalks located along these streets.

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: November 15, 2021

ITEM: Resolution – Accept Work – Crossroads Park Tennis Court Lighting

FINANCIAL IMPACT: The total construction cost of this project is \$228,646.60. Costs of the project have been paid from budgeted CIP funds from G/L Acct 500.000.000.5250.490. Funding is covered out of available funds in the Crossroads Park Tennis Court Lighting project account (0525 023.0510 052 2020). The original contract amount of the project was \$224,687.00, with (1) change order in the amount of \$3,959.60.

BACKGROUND: Van Maanen Electric Inc. from Newton, Iowa is working under an agreement dated May 17, 2021 for construction services related to the Crossroads Park Tennis Court Lighting. 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 lighting of the six recently reconstructed tennis courts in Crossroads Park. Construction services included installation of LED sports lighting, lighting controls, and associated electrical connections.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: November 1, 2021

ITEM: Resolution – Award Contract – Railroad Park Restroom

FINANCIAL IMPACT: Total contract amount of \$527,935.00, including (2) deduct alternates. Project costs will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of funds in the CIP budget for Railroad Park Restrooms (Project No. 0510 032 2019). There is \$313,700.00 available in the Railroad Park Restrooms budget. An additional \$16,000 in funding will come from the CIP budget for Landscaping (Project No. 0510-066-2021).

An additional \$150,000 has been identified in the budget for the Val Gate Entrance Signs (Project No. 0510 052 2021). That project is currently under contract for design, but staff is recommending that the funds budgeted for construction be redirected to the Railroad Park Restrooms project. Funds for construction of the Val Gate Entrance Signs will be included in the FY 22-23 CIP budget request. If approved in the FY 22-23 budget, the sign project could still occur in 2022. Remaining funds needed for the Railroad Park Restrooms project will be covered with cost-savings experienced on other CIP projects.

BACKGROUND: Bids were received for the Railroad Park Restrooms on October 13, 2021. Three (3) contractors submitted bids and all were substantially higher than the estimate prepared by the project consultant, Studio Melee. The low base bid in the amount of \$542,457.00 was submitted by GTG Companies from Johnston, Iowa. As this was significantly higher than the estimated cost of \$358,456.73 and well over the available budget of \$313,700.00, Council was asked to defer action on the award of contract at the October 18, 2021 meeting to allow time for the consultant team and staff to make an informed recommendation. Three (3) deduct alternates were included as part of the bid, and staff is recommending accepting two of the three alternates for a deduction of \$14,540. This includes deduct alternates #2 (accent and decorative lighting) and #3 (interior masonry finish changed from burnished concrete block to painted concrete block).

Staff also met with Studio Melee and GTG Companies to discuss other potential cost savings on the project. The contractor noted the most significant contributor to the cost overage was a labor shortage, increased labor costs, and an increase in the cost of materials including steel, concrete, and HVAC equipment. A couple potential cost saving measures were identified including changing roof framing from steel to wood (possibly \$8-10,000) and changing the restroom from year-round to seasonal by removing heating, service electrical & insulation (possibly \$15-20,000). The substitution of materials was also discussed including changing the roof from standing seam metal to asphalt shingles and changing the exterior from brick to burnished block (no estimate given). Staff did not feel that changes to exterior materials were acceptable due to the need to match existing

materials within Railroad Park. If the contract is awarded, these changes will be further evaluated and discussed with the contractor.


After discussion with the project team, Finance Director and City Manager, staff is recommending proceeding with the award of contract to the low bidder, GTG Companies. Identified cost-savings are not significant enough to warrant redesigning and rebidding the project in hopes of receiving lower bids. Due to the high use of Railroad Park, this restroom will be a valued asset for the Valley Junction area. The contractor can begin the project immediately and get much of the utility, foundation, rough in and masonry work completed prior to winter. In addition, they have noted additional construction can continue over the winter months, all of which will minimize the impact to the park events starting up again next spring. There is also risk that delaying the project and rebidding may result in even higher costs.

A copy of the bid tabulation is attached for your information.

RECOMMENDATION: That the Council pass the resolution to award the contract for the Railroad Park Restrooms in the amount of \$527,935.00.

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	October 8, 2021

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: November 1, 2021

ITEM: Resolution - Approval and Acceptance of Property Interest for the Crossroads Park Improvements Project No. 0510-053-2020

FINANCIAL IMPACT: Minimal recording fees.

SYNOPSIS: The West Des Moines Community School District (“District”) has agreed to donate to the City of West Des Moines (“City”) needed property interest for the Crossroads Park Improvements which includes installing and maintaining park amenities and improvements, including, but not limited to, soccer field restoration, drainage improvements, sidewalks, bioretention cells, and other associated park improvements (collectively “Park Improvements”). The attached resolution approves the conveyance of needed property interests and, for policy and title purposes, formally accepts the property interests and authorizes the filing of the Easement with the County Recorder.


OUTSTANDING ISSUES (if any): None.

RECOMMENDATION:

Adopt a Resolution approving and accepting the conveyance of property interests to the City of West Des Moines for the Crossroads Park Improvements.

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks and Recreation 
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: October 18, 2021

- ITEM:** Public Hearing – Railroad Park Restrooms
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 Railroad Park Restrooms on October 13, 2021. Three contractors submitted bids and all were substantially higher than the estimate prepared by the project consultant, Studio Melee. The low bid in the amount of \$542,457.00 was submitted by GTG Construction from Johnston, Iowa. This was significantly higher than the estimated cost of \$358,456.73 and well over the available budget of \$313,700.00.

A higher bid amount was anticipated due to the current bidding climate with primary contributors to higher costs being a labor shortage and a 20-25% escalation in material and labor costs since the beginning of the year. Staff had discussed with the Finance Director and City Manager that if bids had come in at or near the estimate there would be enough excess funding from past CIP projects to cover the potential overage. However, due to the low bid being approximately 51% higher than the estimate and 73% over the budget, the project may need to be value-engineered or rejected and rebid. The consultant is 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 November 4, 2021 meeting. This will allow time for the consultant and staff to make an informed recommendation. A copy of the bid tabulation is attached for your information.

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 move to defer the award of contract to November 4, 2021.

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

DATE: October 18, 2021

ITEM: Motion – Approval of Agreement Addendum – RecPlex Lease and Hold Harmless Agreement – Des Moines University.

FINANCIAL IMPACT: None

BACKGROUND: The original agreement was approved at the May 18, 2020 Council meeting.

Des Moines University Osteopathic Medical Center “Tenant” desires to sublet a portion of the Premises and has requested permission from the City of West Des Moines “Landlord”. The sublet portion will enhance the offerings of the Tenant and it’s in the best interest of the City to grant this request. Since the request does not change the amount of space leased under the original agreement, there is no financial impact associated with the addendum.

Parks and Recreation staff worked with the Legal department to draft the addendum.

OUTSTANDING ISSUES (if any): None.

RECOMMENDATION: That the City Council approve the addendum to the RecPlex Lease and Hold Harmless Agreement.

Lead Staff Member: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: October 11, 2021

ITEM: Motion – Approval of Change Order #3 – MidAmerican Energy Company RecPlex Technology and Services – Century Link/Lumen

FINANCIAL IMPACT:
Contract Summary:

Description	Amount	Date Approved	Remarks
Construction Contract	\$1,036,589.24	September 21, 2020	
Change Order #1	(\$38,799.61)	March 10, 2021	Removal of security cameras
Change Order #2	\$17,504.53	July 15, 2021	Scope of work to support Live Streaming
Change Order #3	\$80,061.00	Pending	Extended completion timeline & additional data drops

BACKGROUND: A contract was awarded on September 21, 2020 to Century Link/Lumen to furnish and install the following:

- CenturyLink will procure and install the IT Infrastructure for Main Distribution Frame (“MDF”)/Intermediate Distribution Frames (“IDFs”) including installation of racks and Power Distribution Units (“PDUs”). CenturyLink will perform low voltage cabling including the fiber backbone between the MDF and IDFs and copper cabling from IDFs to fixed drops, Wi-Fi access points, and security cameras.
- CenturyLink will stage, configure and install new Firewalls and Core/Access Switches in the MDF and IDF locations. CenturyLink will stage, configure and install a Wireless LAN system including controllers and Wi-Fi access points.
- CenturyLink will stage, configure, provide and install security cameras.
- CenturyLink will stage, configure, provide and install marketing platform hardware and software to support monetization of the Wi-Fi system.

Change Order #1 was approved on March 10, 2021 with a deduct total of \$38,799.61. The security cameras were purchased directly by the City and not by Century Link/Lumen. Century Link/Lumen only performed the installation of the cameras which was a change from the original contract.

Change Order #2 was approved on June 21, 2021 for a total cost of \$17,504.53. This change order was a result of changes to IT infrastructure to support Live Streaming service cameras.

Change Order #3 accounts for additional data drops, additional costs for extended schedule and cost for equipment rental due to delays from other contractors.

OUTSTANDING ISSUES: None

RECOMMENDATION:

City Council Adopt:

- Motion Approving Change Order #3 for MidAmerican Energy Company RecPlex - Technology and Services

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: October 4, 2021

ITEM: Motion – Approval of Change Order #2 – 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	April 19, 2021	
Change Order #2	\$31,344.94	Pending	

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 finalized the areas of the project that were still in the design phase including the RP Grill, Mezzanine and NW concessions menu boards, Mezzanine seating displays, and finalized commons event and CCTV screens. Digital media players, software licenses and controllers are all included in the design. Change Order #1 also included 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 had been completed.

Change Order #2 accounts for work delays and extended lift rentals due to project delays beyond CTI's control. Additional costs associated for labor and coordination based on delays from other contractors are also included

OUTSTANDING ISSUES: None

RECOMMENDATION:
City Council Adopt:

- Motion Approving Change Order #2 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**

DATE: September 20, 2021

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

FINANCIAL IMPACT: None at this time. The preliminary estimated cost for the project is \$358,456.73 which is over the current available budget of \$313,700.00. This higher estimate is in response to the current bidding climate with primary contributors being labor shortage and 20-25% escalation in material and labor costs since the beginning of the year. Staff has discussed with Finance and City Manager, and if bids come in at or near the estimate there is enough excess funding remaining from past CIP projects to cover this potential overage. Staff has also identified three (3) deduct alternates including plant material, accent/decorative lighting, and interior masonry finish estimated at \$20,000 which could potentially be covered out of other budgets or eliminated altogether. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of FY 19-20 CIP budget for the Railroad Park Restrooms project (Project No. 0525 021.0510 032 2019).

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, October 13, 2021, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, October 18, 2021. The contract would be awarded on Monday, October 18, 2021, and work would begin shortly thereafter. This project is scheduled to be completed in the spring of 2022.

Plans were reviewed by the Historic West Des Moines Master Plan Steering Committee on September 15, 2021. There was a motion made to remove the translucent polycarbonate panels along the top of brick walls (see attached elevations) and replace it with an alternate material. A roll call vote resulted in 10 no votes and 4 yes votes. The motion did not pass which resulted in no changes being recommended to the building design. There was a second motion made to add art onto the exterior of the building at a later date. That motion passed with 13 yes votes and one abstaining. Staff recommends that the request for public art be referred to the Public Arts Advisory Commission for consideration.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the Resolution.

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

DATE: September 20, 2021

- ITEM:** Public Hearing – Crossroads Park Parking Lot and Water Quality 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 \$811,462.25 including four (4) add alternates. 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 FY 20-21 CIP budget for the Crossroads Park – Parking Lot Renovation, Creek Stabilization and Creek Crossing project (Project No. 0525 023.0510 053 2020) and Concrete Renovations in Parks (0510 029 2020). There is a total of \$800,000 available for this project including \$700,000 in the Crossroads Park budget (this includes a \$100,000 Water Quality Initiative grant received from IDALS), and \$100,000 available in Concrete Renovations. In addition, a portion of this project (Division 2 at \$37,461.00) will be reimbursed by IDOT due to some improvements needed on the IDOT right of way.

BACKGROUND: The Council is asked to approve the plans and specifications for the Crossroads Park Parking Lot and Water Quality 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 Concrete Connection from Johnston, Iowa. The preliminary estimated cost for the base project was \$701,442.33 with six add alternates. Staff is recommending accepting the first four (4) add alternates including three additional sections of parking and a paved trail connection to north field area. The alternates are shown on the attached 'Add Alternate Plan'.

This resolution is for improvements to the park including the parking lot, stabilization of the creek, a new creek crossing to the north ballfield, and a variety of water quality improvements. The parking lot improvements include adding parking spaces, ADA improvements to adjacent sidewalks, replacement of degrading asphalt curbing with concrete curb, and overlay of existing asphalt drive/parking. In addition, the project will incorporate multiple water quality components including a series of bioretention areas for stormwater treatment, regenerative creek channel improvements, and soil quality restoration on the adjacent field areas.

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 Parking Lot and Water Quality Improvements in the amount of \$811,462.25.

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

DATE: September 20, 2021

ITEM: Resolution – Accept Work – Raccoon River Park Exterior Lighting Improvements

FINANCIAL IMPACT: The total construction cost of this project is \$558,541.20. All costs of the project have been paid from the Raccoon River Park Lighting CIP (G/L Acct 500.000.000.5250.490, Project No. 0525 004.0510 033 2018). The original contract amount of the project was \$492,000.00, with (2) two change orders in the amount of \$66,541.20.

BACKGROUND: Brad Moeller Electric Inc. of Des Moines, Iowa is working under an agreement dated August 3, 2020 for construction services related to the Raccoon River Park Exterior Lighting Improvements. 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 upgrading of the site lighting at Raccoon River Park to LED fixtures and poles and adding new LED lighting to currently unlit portions of the park. Further scope also included the upgrade of lighting controllers for the overall site, with a change order to wrap/stabilize the existing concrete light bases with a carbon fiber wrap.

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: September 20, 2021

ITEM: Resolution – Award Contract – Holiday Park Baseball Improvements Phase 6A – Maintenance Building Renovation

FINANCIAL IMPACT: Total contract amount of \$306,500.00. Project costs 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 FY 21-22 CIP budget for the Holiday Park Youth Baseball Fields, Parking Lot, and Entry Improvements – Phase 6 & 7 (Project No. 0525 012.0510 065 2021). The total amount available for construction of this project is \$317,350. Budgeted funds in excess of the amount needed for this project are intended to be used for the next phase of the Holiday Park Baseball improvements.

BACKGROUND: Bids were received for the Holiday Park Baseball Improvements Phase 6A – Maintenance Building Renovation project on September 1, 2021. Three (3) contractors submitted bids with the lowest responsible bid of \$306,500.00 submitted by Lang Construction Group from Grimes, Iowa. As all bids were substantially higher than the estimate of \$190,826, Council was asked to defer action on the award of contract at the September 7, 2021 meeting to allow time for the consultant team and staff to make an informed recommendation. Staff met with the project team including JBC, Studio Melee, and Larson Engineering who in turn had discussed the bid and potential cost savings with Lang Construction Group. The contractor noted the most significant contributor to the cost overage was a labor shortage and an increase in materials and labor costs which have escalated 20-25% since the beginning of the year. Most of the cost overrun was related to mechanical and electrical portions of the project. The project deadline of December 31, 2021 was not seen as an issue by the contractor.

Several items have been identified as possible cost-savings measures amounting to a total of \$14,000 to \$18,500 in deductions. These include removal of the mezzanine storage area and stairs, removal of floor finishes, and changes to the sediment and oil separator. If the contract is awarded, these changes will be further evaluated and discussed with the contractor.

After discussion with the consultant team, Finance Director and City Manager, staff is recommending proceeding with the award of contract to the low bidder, Lang Construction Group. Due to the intensive use of the Holiday Park Baseball Complex, contracted maintenance staff are on-site for 8-12 hours each day, 7 days per week from early March through mid-November. A building is necessary to provide storage for equipment, as well as, an office space, restroom, and breakroom. The building currently being used for this purpose is being removed as part of the demolition of the old parks maintenance facility. That building does not meet current code, is past its useful life, and needs to be removed to allow for renovation of the final two baseball fields. Renovation of the newest building existing on the site will allow for a seamless transition out of the current building. Delaying the project would displace the maintenance operations and risk even higher costs associated with rebidding.

A copy of the bid tabulation is attached for your information.

RECOMMENDATION: That the Council pass the resolution to award the contract for the Holiday Park Baseball Improvements Phase 6A – Maintenance Building Renovation in the amount of \$306,500.00.

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	August 27, 2021

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: September 20, 2021

ITEM: Motion – Approval of Professional Services Agreement – 2021 Concrete Trail Renovation Project

FINANCIAL IMPACT: Expense of \$23,625.00 including reimbursable expenses to be paid from G/L account 500.000.000.5250.495. Funding will be covered out of available funds in the Trail Renovation CIP (Project No. 0510 027 2020).

BACKGROUND: Council is asked to approve an agreement with Bolton & Menk, Inc. for professional services related to preparation of plans for the renovation of multiple sections of concrete trail. The renovations include primarily the redesign and replacement of concrete ramps located at street crossing and bringing them into compliance with ADA. The agreement includes all work necessary for the design of these ramps, bidding services and construction administration.


The consultant was selected due to their past experience in this type of work. The agreement with Bolton & Menk is attached along with their proposal, scope of services, schedule, and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the agreement with Bolton & Menk

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	
Date Reviewed	

Parks & Recreation CIP Status

11/18/2021

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	Sugar Creek Greenway Trail-Phase 1	Sugar Creek Greenway		\$ 300,000	X	X	X	X	X	11/15/2021		Complete	Trail paving substantially complete with only construction access remaining, natives seeded, waiting on cooler temps for turf grass seeding
18/19				\$ 525,000	X	X	X	X	X	11/15/2021			
20/21			LOST	\$ 950,000	X	X	X	X	X	11/15/2021			
18/19	Valley Junction Trail Connection Design/Construction	VJ/Levee	GO	\$ 400,000	X	X	X	X	X			Under Construction	Ready to construct / waiting for railroad to install crossings / have received cost estimates for both crossings / bid letting on 6/16 / contract awarded 6/21
18/19	Raccoon River East Pedestrian Bridge Design	Raccoon River Park	GO	\$ 300,000	X	X						Under Design	Construction not budgeted / Capital Campaign kicked off
20/21			LOST	\$ 345,000	X	X							
18/19	Lighting Upgrade Design/Construction	Raccoon River Park	GO	\$ 60,000	X	X	X	X	X	X	X	Complete	Retainage paid 11/15
20/21			GO	\$ 650,000	X	X	X	X	X	X	X		
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X			X			Under Construction	Request for Bids distributed with bids due 10/20 / bids received under budget
19/20	Restrooms	Railroad Park	GO	\$ 350,000	X	X	X	X	X			Under Construction	Feasibility study complete / taking preferred option to Development Review Team to determine next steps / PSA for construction documents-5/17 / Order Construction anticipated for 9/20 / Went through Historic WDM Master Plan Steering Committee review 9/15 / Bids significantly over budget and estimate / Deferring award of contract until 11/4
19/20	Lighted Pickleball Courts (fka Central Site Grading, Utilities, Road)	Valley View Park	GO	\$ 1,400,000								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 / contract awarded 5/17/21 / construction started week of 6/7
19/20	Road, Parking Construction				X	X	X	X	X			Under Construction	
20/21	Lighted Pickleball Courts Design		GO	\$ 75,000	X	X						Under Design	
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 Construction	Project kickoff meeting held 1/13 / additional scope items (architectural services) as amendment to PSA-5/3 / Maintenance building improvements bid letting on 8/25 / Awarding contract 9/20/21
21/22	Phase 6 Construction-Maintenance Building Improvements		GO	\$ 300,000	X	X	X	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 / public input being gathered through electronic and in-person surveys in July / Presented to Park Board in August
21/22	Demo, Inclusive Playground, Central Area Improvements (Design/First 1/2 of construction)	GO	\$ 750,000										
20/21	2020 Asphalt Trail Renovation	Jordan Creek-39th to 50th	GO	\$ 712,556	X	X	X	X	X	12/6/2021		Substantially Complete	Started construction in September
20/21	Tennis Court Lighting & Electrical Improvements	Crossroads Park	GO	\$ 300,000	X	X	X	X	X	11/15/2021		Complete	PSA approved by Council 1/19/21 / kick-off meeting 2/3 / Minor Mod application to be submitted once photometric plan received / Award contract 5/17 / plan to start and complete work in August
20/21	2021 Court Renovation	Legion (Reconstruct), Willow Springs, Fairmeadows (Resurface)	GO	\$ 338,248	X	X	X	X	X	12/6/2021		Substantially Complete	PSA approved by Council 1/19/21 / kick-off meeting 2/3 / Award contract 5/17 / Pre-con week of 6/7 / plan to begin construction second week of July / All courts under construction in August & September
21/22			GO	\$ 300,000	X	X	X	X	X	12/6/2021			
20/21	Play Equipment Replacement Design	Peony/Willow Springs/Scenic Valley Park	GO	\$ 100,000	X	X						Under Design	Design is in progress / plan to bid fall
21/22	Play Equipment Replacement Construction		GO	\$ 900,000									
20/21	Creek Stabilization/Crossing & Parking Lot Design	Crossroads Park	GO	\$ 75,000	X	X						Under Construction	PSA approved by Council 3/1/21 / In bidding process / Going to Council 9/20 to award contract
21/22	Creek Stabilization/Crossing & Parking Lot Construction	GO	\$ 600,000	X	X	X	X	X					
			G	\$ 100,000	X	X	X	X	X				

