

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

**5:30 p.m.  
Thursday, March 21, 2019  
City Hall – City Council Chambers  
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of January 17, 2019 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Annual Reports:
    1. Des Moines Rugby Foundation
    2. Cricket League of Iowa
- 6. Staff Reports**
  - A. Superintendent of Parks
  - B. Superintendent of Recreation
  - C. Director of Parks & Recreation
- 7. Other Matters**
- 8. Receive, File and/or Refer**
  - A. City Council Communications

The City of West Des Moines is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required please contact the City Clerk's office at least 48 hours in advance, at 222-3600 to have accommodations provided.

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS  
Thursday, January 17, 2019**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, January 17, 2019 at 5:32 p.m. by presiding Chair Hrdlicka.

<b>Commission</b>	Heather Schebel <i>Vice Chair</i>	Joe Hrdlicka <i>Chair</i>	Forrest Ridgway	Rick Swalwell	Aaron Sewell <i>Secretary</i>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X-5:37</b>
<b>Staff</b>	Sally Ortgies <i>Director of Parks &amp; Recreation</i>	Dave Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Anna Bodensteiner <i>Administrative Secretary</i>	Tom Hadden <i>City Manager</i>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>Council</b>	Russ Trimble <i>Council Liaison</i>				
<b>Present</b>					

**On Item 1. Approval of Agenda**

Ridgway moved to approve the agenda as presented. Swalwell seconded. Motion carried, 4 yes.

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

Ridgway proposed the following:

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

Ridgway moved to approve the officers as proposed. Hrdlicka seconded. Motion carried, 4 yes. Following the election, the meeting was presided over by Chair Schebel.

**On Item 3. Citizen Forum**

No items.

**On Item 4. Approval of Minutes of December 20, 2018 Meeting**

Hrdlicka moved to approve the minutes as presented. Ridgway seconded. Motion carried, 4 yes.

**On Item 5. Old Business**

No Items.

**On Item 6. New Business**

- A. Motion – Approval of Recommendation to City Council – Concession Facility Agreement – Raccoon River Softball Complex / Aquatic Centers**

Ridgway inquired as to why the existing vendor didn't get the contract again. Ortgies shared that two proposals were received. When the proposals were scored, Formaro's Stuffed scored highest. Formaro's payment to the City is higher than the current vendor, JLS Vending. They are also offering payment by credit card which has not been offered by JLS Vending in the past. Penning shared that after the evaluation by staff, representatives from Formaro's were brought in and discussion was had about their

background and the services they could provide. A new service will be online ordering and dugout delivery at Raccoon River Park Softball Complex.

Ridgway moved that the Board approve the recommendation to City Council – Concession Facility Agreement for Raccoon River Park Softball Complex, Valley View Aquatic Center, and Holiday Park Aquatic Center – Formaro’s Stuffed. Hrdlicka seconded. Motion carried, 5 yes.

**B. Committee/Liaison Appointments**

Schebel appointed the following:

- A. Facilities Committee: Ridgway and Swalwell
- B. Des Moines Area Trails and Greenways Committee: Sewell

Ridgway expressed that Hrdlicka did a great job serving as chair. Hrdlicka shared that he was happy he was able to serve as Chair. Ortgies added a thank you to Hrdlicka for his service.

**Staff Reports**

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

Sadler shared that there is work being done on various construction documents for the three new neighborhood parks. Sadler also shared that construction documents are being worked on for the Boathouse and Amphitheatre. Sadler added that the Booneville Bridge Feasibility study will be presented to the Council on Monday night, after it was presented at a Council sub-committee meeting. Sadler has been reviewing proposals for park security, and also going over dog park, archery facility, and shelter rental surveys with staff. Sadler and Ortgies met with Engineer Services concerning the pedestrian underpass under Grand Prairie Parkway. Sadler added that underpass drainage was also discussed and there is money budgeted to address the two worst underpasses.

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

Penning shared that our new Recreation Coordinator, Trevor Hoth, has started. Penning shared that lifeguard positions have been posted so recruitment has begun for that. A recreation intern will be hired to help with the busy summer months. Penning has been meeting with the different sports clubs to touch base and line up short presentations that the clubs are required to give the Park Board once a year.

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

Ortgies gave an update on the budget request. The department didn’t get the Park Planning Technician position, the outdoor movie package, or the BCycle bike share station that were requested. The department did receive the funding needed to set up operations for the Boathouse, the Amphitheater, and additions to Valley View Park. The funding for a new aqua yoga program was approved, which will be available at Valley View Aquatic Center. Everything requested for the CIP budget will likely be approved. There are some improvements slated for the Valley Junction Activity Center and the Nature Lodge at Raccoon River Park. City Manager, Tom Hadden, and Ortgies had a meeting with the Iowa Natural Heritage Foundation about the Raccoon River Park Greenway project. The organization seems very excited about the project. Ortgies shared that she has been participating in many RecPlex meetings. Currently, the focus is on completion of the site plan. Sports Facility Advisory is visiting next week to kick off that portion of the planning. Ortgies reminded the Board of the Comprehensive Plan presentation that was given by a Development Services representative a couple months ago, and asked if the Board would be interested in providing feedback on the plan. Schebel and Ridgway inquired as to what would be most effective way to go about that. Ortgies shared the purpose is to get feedback from the community. Ortgies recommended that Schebel be the representative for the Board. All were in agreement.

**On Item 8. Other Matters**

Hrdlicka asked if there was a way to police off-leash dogs within the City. Ortgies said it is difficult to police. Ortgies reminded the Board that we have a security company who does police dogs off-leash outside of the Dog Park.

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

December 26, 2018: Motion – Approval of Grant Agreement and Reallocation of FY 18-19 Parks Capital Improvement Funds – Raccoon River Park Boathouse.

January 7, 2019: Motion – Approval of Concession Agreement – Holiday Park Baseball Complex – Ballpark Concessions.

January 7, 2019: Motion – Approval of Agreement – Holiday Park Baseball Complex Turf and Field Maintenance Services – Iowa Cubs Sports Turf Management, LLC.

January 7, 2019: Motion – Approval and/or Ratification of Specific Fees and Charges – Parks and Recreation Department.

January 7, 2019: Motion – Approval of Agreement – Chartered Bus Services – Windstar Lines

January 7, 2019: Motion – Approval of Agreement – Provision of Youth Baseball Services – Sportsplex West, LLC.

Ridgway moved to adjourn. Swalwell seconded. Motion carried, 5 yes. Meeting adjourned at 6:13 p.m.

Respectfully submitted,

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Anna Bodensteiner  
Secretary

ATTEST:

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Aaron Sewell  
Advisory Board Secretary

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS  
Thursday, January 17, 2019**

The workshop of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, January 17, 2019 at 6:15 PM. by Chair Schebel.

<b>Commission</b>	Heather Schebel	Rick Swalwell	Forrest Ridgway	Aaron Sewell	Joe Hrdlicka
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

<b>Staff</b>	Sally Ortgies <i>Director of Parks &amp; Recreation</i>	David Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Anna Bodensteiner <i>Administrative Secretary</i>	
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	

<b>Council</b>	Russ Trimble <i>Council Liaison</i>				
<b>Present</b>	<b>X- 6:18</b>				

**1. Update – LOSST**

Hrdlicka met with Tom Hadden to discuss the various activities related to the upcoming LOSST election. Getting stake holder groups related to Police, Fire, and the Library is a priority. Ortgies will research the possible use of e-mail addresses from City databases. Ortgies shared that information on the Five Waters Project is ready to go with an updated presentation and plenty of brochures available. Ortgies shared that the Chamber is managing a mailing to help educate citizens.

**2. Update – Friends Group**

A list of possible founding Friends Board members was distributed and discussed. Ortgies agreed to send the list out to the Board who will assist with contacting each potential member individually. Ortgies will also prepare talking points that can be used when making those contacts.

**3. Other Matters**

No Items.

Ridgway moved to adjourn. Sewell seconded. Motion carried. Workshop adjourned at 7:22 p.m.

Respectfully submitted,

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Anna Bodensteiner  
Secretary

ATTEST: \_\_\_\_\_

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

**DATE:** March 21, 2019

**ITEM:** Presentation – Annual Report:  
1. Des Moines Rugby Foundation  
2. Cricket League of Iowa

**FINANCIAL IMPACT:** None.

**SYNOPSIS:** The above groups will be presenting their annual reports to the Board at Thursday's meeting. They have been asked to provide participation figures including number of participants in each type of league (i.e. open vs. competitive) and percentage of West Des Moines residents in each league. They have also been asked to bring revenue and expense figures and any facility improvement requests.

**BACKGROUND:**

**RECOMMENDATION:** No action is necessary.

**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

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

**DATE:** February 4, 2019

**ITEM:** Motion – Approval of Concession Agreement – Raccoon River Park Softball Complex, Valley View Aquatic Center and Holiday Park Aquatic Center

**FINANCIAL IMPACT:** The new five-year concession agreement will include base revenues to the City of \$25,000 (Raccoon River Park), \$6,500 (Valley View Aquatic Center) and \$4,000 (Holiday Park Aquatic Center) or 22% of gross sales, whichever is higher. This is higher than what has been received in the past, as well as what was proposed by JLS Vending. In the most recent agreement with JLS Vending, the City received 18% of the total revenue for all three facilities. A summary of the proposals is included below:

<b>Company</b>	<b>Raccoon River Park Softball Complex</b>	<b>Valley View Aquatic Center</b>	<b>Holiday Park Aquatic Center</b>
<b>Formaro's Stuffed</b>	\$25,000 base fee or 22% of gross sales, whichever is higher	\$6,500 base fee or 22% of gross sales, whichever is higher	\$4,000 base fee or 22% of gross sales, whichever is higher
<b>JLS Vending</b>	\$25,000 base fee or 20% of gross sales, whichever is higher	\$2,500 base fee or 12% of gross sales, whichever is higher	\$4,000 base fee or 12% of gross sales, whichever is higher

**BACKGROUND:** Raccoon River Park Softball Complex, Valley View Aquatic Center and Holiday Park Aquatic Center have contracted the concession's operations out since each facility opened in 1998, 2003 and 2004. JLS Vending has been the vendor for each of those facilities..

A Request for Proposal (RFP) was recently sent out with a notice published. Two vendors submitted proposals – JLS Vending and Formaro's Stuffed. Staff evaluated and scored each proposal and is recommending that Formaro's Stuffed be awarded the contract beginning in spring 2019. Unique menu items, an emphasis on quality customer-service, credit card capabilities, and the financial component all contributed to the decision to turn to Formaro's Stuffed as the new concessionaire.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with Formaro's Stuffed

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

**STAFF REVIEWS**

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

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** February 4, 2019

**ITEM:** Motion – Approval of Grant Agreement – Iowa DNR Wildlife Diversity Small Management Grant

**FINANCIAL IMPACT:** Grant revenue of \$1,570. Total estimated cost of the project is \$1,620. The difference will be funded from the Parks and Recreation operating budget.

**BACKGROUND:** A grant application for the Purple Martin Colony Project at Raccoon River Park was submitted project was submitted in October to the Iowa Department of Natural Resources for funding through the Wildlife Diversity Small Management grant program following approval by the Grant Review Team on October 19, 2018.

The grant will fund the installation of a purple martin nest box near the Dog Park in Raccoon River Park. Purple martins aid in mosquito control and are identified as a Species of Greatest Conservation Need. This nest box will help to support the large purple martin colony already established at Purple Martin Lake Water Resource Area just across the river from Raccoon River Park.

The grant agreement has been reviewed by the Legal Department.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the grant agreement.

**Lead Staff Member:** Melanie Perry, Naturalist

**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	Grant Review Team
Date Reviewed	10/19/18

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** February 4, 2019

**ITEM:** Motion – Approval of Professional Services Agreement – American Legion Park Tennis Court Lighting Improvements

**FINANCIAL IMPACT:** Expense of \$15,600.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP from the American Legion Park Tennis Court Lighting Upgrade (Project No. 0525 022.0510 028 2018).

**BACKGROUND:** In 2015 the electrical service, feeder circuit, and control system for this park were upgraded to provide for the increasing electrical needs of the park (shelter, restroom, sprayground, general site lighting and court lighting). The existing court lighting at the park is the original metal halide lighting and has served the courts for many years. It is now in need of replacement and will be upgraded to a more efficient and functional LED lighting.

The Council is asked to approve an agreement with HR Green, Inc. to provide services to design the replacement lighting. HR Green will provide electrical engineering design services to assist the City with obtaining an illumination plan from Musco Lighting (or approved equal). This information will be incorporated into construction documents which will then be used to bid the project. The scope also includes resident services to perform on site review and conformance of the project with the plans and specifications. The agreement with HR Green is attached along with their proposal, scope of services, schedule and fees. The consultant was selected for this project due to their past experience on other City projects, including design of the previous electrical work in the park, and experience in this type of work. The City retains professional consultants based on their past work experience, qualifications, and availability. City staff attempts to distribute professional services on an equitable basis to qualified firms maintaining local metropolitan area offices who have expressed interest in working for the City of West Des Moines.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the agreement with HR Green.

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

**STAFF REVIEWS**

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

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** February 4, 2019

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

**FINANCIAL IMPACT:** Expense of \$115,100.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP from the Valley View Park Central Site Grading, Utilities & North Roadway (Project No. 0510 037 2018).

**BACKGROUND:** In 2011 a Master Plan for Valley View Park was developed which identified ecological zones, storm management, passive/active recreation zones, vehicular circulation/parking, trails, and lighting as well as preliminary locations for several park structures and facilities. Several components of the park have now been completed including the Aquatic Center (off 81<sup>st</sup> Street), and a section of the loop road/parking, lighted tennis, basketball, sand volleyball courts, and a new shelter/restroom building (off 88<sup>th</sup> Street). The next phases will include grading of the central portion of the park and construction of the roadway connection along the north side of the park between 81<sup>st</sup> and 88<sup>th</sup> Street. The Council is asked to approve an agreement with Foth Infrastructure and Environment to provide design services. Foth, along with subconsultants RDG Planning and Design, will provide survey & mapping, environmental services, schematic design services and cost estimating for the central area, mass grading and the north park loop road. These services will enable the project to move forward into detailed design, and once these items have been determined an additional scope of work will be prepared for final construction documents. The agreement with Foth is attached along with their proposal, scope of services, and schedule. The consultant was selected for this project due to their past experience on other City projects and experience in this type of work. The City retains professional consultants based on their past work experience, qualifications, and availability. City staff attempts to distribute professional services on an equitable basis to qualified firms maintaining local metropolitan area offices who have expressed interest in working for the City.

**OUTSTANDING ISSUES:** None

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

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

**STAFF REVIEWS**

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

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** February 4, 2019

**ITEM:** Motion – Approval of Agreement – Park Security Services

**FINANCIAL IMPACT:** The cost is estimated to be approximately \$79,500 annually based on services identified in the Request for Proposal. There is \$82,000 budgeted in the Parks division of the operating budget (FY 19-20) for this purpose.

**BACKGROUND:** The City has contracted security services for the park system since 1996. Since the term of the current contract had expired, a Request for Proposal (RFP) was sent to area security providers. A notice of the RFP was published. Five proposals were received, and all five security providers were rated by staff from both Parks and Recreation and Police Departments. After evaluating the proposals, staff is recommending that the Council approve an agreement with American Security & Investigations located in Des Moines.

American Security is the City's current security provider, and has been providing security service since 2013. They also provide security at the DART Central Station which requires the enforcement of rules while providing a safe and welcoming atmosphere in a public setting. In addition, they also provide security services for Denny Elwell Companies and Methodist Plaza. Their proposal demonstrated an excellent understanding of the City's needs and experience in similar settings with significant public interaction. American Security scored high on their ability to perform needed services and their training program.

The proposals included fees for the related services. Although American Security's pricing came in slightly higher than the lowest pricing, staff feels their experience in parks settings, proven positive interaction with the public, along with other rating criteria far outweighs a slightly high cost.

The agreement is proposed to begin on March 1, 2019 and extend through December 31, 2021 with an option to renew annually for an additional two years. At the end of the renewal period, the contract will be rebid. The RFP and proposal comprise the contract terms and are attached for your information. The Rate Comparison of the estimated costs based on the services identified in the RFP is also attached.

**OUTSTANDING ISSUES:** None

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

**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

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

Published In	Des Moines Register
Dates(s) Published	December 28, 2018

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** February 19, 2019

**ITEM:** Motion – Approval of Professional Services Agreement – Holiday Park Signage Construction Documents

**FINANCIAL IMPACT:** Expense of \$23,980.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 17-18 CIP from the Park Signage Upgrade (Project No. 0510 094 2017).

**BACKGROUND:** A new sign and other entry improvements were installed at Holiday Park as part of previously constructed improvements at Holiday Park Baseball. These improvements were designed by Jeffrey L. Bruce & Company (JBC) and incorporated into the field improvement plans. JBC was then asked to prepare a signage master plan including conceptual design and illustrations for signage and wayfinding throughout the entire Holiday Park complex. This resulted in a family of signs including primary identification signs, destination arrival signs, directional signs and informational signage. Based upon the master plan, the scope of these services will be to refine signage plans and prepare bid documents for all levels of signage in Holiday Park. In addition, JBC will include design for other associated amenities at Girls Softball including a seat wall and dumpster enclosure. The agreement with JBC is attached along with their proposal and scope of services. The consultant was selected for this project due to their past experience on this project and experience in this type of work. The City retains professional consultants based on their past work experience, qualifications, and availability. City staff attempts to distribute professional services on an equitable basis to qualified firms maintaining local metropolitan area offices who have expressed interest in working for the City.

**OUTSTANDING ISSUES:** None

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

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

**STAFF REVIEWS**

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

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** February 19, 2019

**ITEM:** Motion – Approval of Professional Services Agreement – Raccoon River Park Lighting Upgrade Study

**FINANCIAL IMPACT:** Expense of \$6,550.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP from the Raccoon River Park Lighting Upgrade (Project No. 0525 004.0510 033 2018).

**BACKGROUND:** The original lighting in Raccoon River Park is now over 20 years old. Staff has asked KCL Engineering of West Des Moines to provide an assessment of the existing exterior lighting throughout the park and to provide recommendations for future upgrades. The scope of work will include verifying existing conditions on the lighting and controls, and to provide recommendations for upgrading fixtures to more efficient and functional LED sources and upgrading the control system. These recommendations will guide staff in setting up a future phasing plan for lighting upgrades in the park.

The Council is asked to approve an agreement with KCL Engineering. The agreement with KCL is attached along with their proposal, scope of services, schedule and fees. The consultant was selected for this project due to their past experience on other City projects, and experience in this type of work. The City retains professional consultants based on their past work experience, qualifications, and availability. City staff attempts to distribute professional services on an equitable basis to qualified firms maintaining local metropolitan area offices who have expressed interest in working for the City of West Des Moines.

**OUTSTANDING ISSUES:** None

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

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

**STAFF REVIEWS**

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

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

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** February 19, 2019

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

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the project is \$663,336. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 17-18, 18-19, 19-20 CIP from the Hidden Point Park (Project No. 0525 062-0510 082 2017). The total amount available for construction of this project is \$664,225.

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, March 13, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, March 18, 2019. The contract would be awarded on Monday, March 18, 2019, and work would begin shortly thereafter. This project is scheduled to be completed later in the fall of 2019.

This resolution is for the initial phase of construction for Hidden Point Park located on the north side of Pheasant Ridge off of S. Hidden Point Court. The project would include the overall grading of the park site, installation of the site utilities for future shelter & restroom, installation of concrete parking lot/trail/sidewalks, installation of playground equipment & surfacing, site restoration and other miscellaneous items. Two add alternates are also being bid including: 1) Rain garden water quality component, and 2) Water main through the park connecting to Pheasant Ridge. If accepted by WDM Water Works, the water main would be paid for by WDM Water Works.

**OUTSTANDING ISSUES:** None.

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

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

**STAFF REVIEWS**

Department Director	Sally Orgies, Director of Parks 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:** March 18, 2019

- ITEM:** Public Hearing – Hidden Point Park 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 \$566,877.50, including two add alternates. One alternate in the amount of \$27,966 to be reimbursed by WDM Water Works. There is a total budget of \$664,225 available for this project. 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 17-18, 18-19, 19-20 CIP from the Hidden Point Park (Project No. 0525 062-0510 082 2017).

**BACKGROUND:** The Council is asked to approve the plans and specifications for the Hidden Point Park Improvements project and to receive and file the report of bids that is attached. Three (3) bids were received for the project with the lowest responsible base bid submitted by MNM Concrete Specialists from Des Moines. The opinion of probable cost for the project was \$663,336.

This resolution is for the initial phase of construction for Hidden Point Park located on the north side of Pheasant Ridge off of S. Hidden Point Court. The project will include the overall grading of the park site, installation of the site utilities for future shelter & restroom, installation of concrete parking lot/trail/sidewalks, installation of playground equipment & surfacing, site restoration and other related items. Two add alternates were bid including: 1) Rain garden water quality component and 2) Water main through the park connecting to Pheasant Ridge. Based upon available funding, staff is recommending accepting alternate #1. In addition, WDM Water Works is recommending accepting alternate #2, and this portion would be reimbursed by WDMWW.

**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 Hidden Point Improvements in the amount of \$566,877.50.

**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	March 8, 2019

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** March 18, 2019

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

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the project is \$325,143, with two add alternates estimated at \$50,240. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 17-18 CIP from the Pinedale Park Improvements (Project No. 0525 057-0510 084 2017). The total amount available for construction of this project is \$344,000.

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, April 10, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, April 15, 2019. The contract would be awarded on Monday, April 15, 2019, and work would begin shortly thereafter. This project is scheduled to be completed in the fall of 2019.

This resolution is for the construction of multiple improvements at Pinedale Park located at 3375 Woodland Avenue. The project would include the demolition of the existing asphalt courts, overall grading of the park site, installation of a shelter, playground equipment & surfacing, basketball court, concrete sidewalk connection, stormwater improvements, site restoration and other miscellaneous items. Two add alternates are being bid which includes a water quality component (step pool stormwater conveyance system) located along the existing parking lot, with a second add alternate to replace seeding with sodding of the site.

**OUTSTANDING ISSUES:** None.

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

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

**STAFF REVIEWS**

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

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

Published In	N/A
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** March 18, 2019

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

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the project is \$447,150. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the CIP from the Park Signage Upgrade (Project No. 0510 094 2017). The total amount available for construction of this project is \$450,000, with \$100,000 in FY 18-19 and \$300,000 in FY 19-20 budget. Due to timing of the construction season, this project may accelerate the FY 19-20 portion of the budget.

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, April 10, 2019, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, April 15, 2019. The contract would be awarded on Monday, April 15, 2019, and work would begin shortly thereafter. This project is scheduled to be completed in the fall of 2019.

This resolution is for the initial phase of construction for the replacement of the neighborhood park signs located throughout the park system. The current signs within the City's neighborhood parks are over 20 years old with many showing signs of decay and age. The replacement signs are designed in the same family as other signs throughout the City, and shall be constructed of a combination of corten steel, sandblasted aluminum, and stainless steel lettering, all mounted on a concrete footing.

**OUTSTANDING ISSUES:** None.

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

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

**STAFF REVIEWS**

Department Director	Sally Orgies, Director of Parks 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