

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

**5:30 p.m.  
Thursday, April 16, 2026  
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: 189 093 379#

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of January 15, 2026, Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Presentation – MidAmerican Energy RecPlex Expansion Update
  - B. Motion – Withdrawal Woodland Hills Trail Naming Request – Haley Bishop Memorial Trail
  - C. Alternate Parkland Dedication Plans
    1. Hamlet Apartments
- 6. Staff Reports**
  - A. Superintendent of Parks
  - B. Superintendent of Recreation
  - C. RecPlex General Manager
  - D. 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, January 15, 2026**

Members of the public wishing to participate telephonically, could do so by calling: 515-207-8241 and entering Conference ID: 189 093 379#

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, January 15, 2026, at 5:30 p.m. by presiding Chair Lowe.

<b>Commission</b>	Dan Werner	Joe Hrdlicka	Jim Miller <i>Secretary</i>	Aaron Sewell	Linda Lowe <i>Chair</i>
<b>Present</b>	X		X		X

<b>Commission</b>	Melissa Clarke-Wharff	Kathleen Till Stange <i>Vice-Chair</i>
<b>Present</b>	X	X

<b>Staff &amp; Council</b>	Ryan Penning <i>Director of Parks &amp; Recreation</i>	Marco Alvarez <i>Superintendent of Parks</i>	Laura Murphy <i>Superintendent of Recreation</i>	Shayne Ratcliff <i>General Manager of RecPlex</i>	Miranda Kurtt <i>Executive Assistant</i>
<b>Present</b>	X	X			X

<b>Staff &amp; Council</b>	Greg Hudson <i>Council Liaison</i>
<b>Present</b>	X

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

Miller moved to approve the agenda as presented. Clark-Wharff seconded. Motion carried unanimously.

**On Item 2. Citizen Forum**

None.

**On Item 3. Approval of Minutes of December 18, 2025, Meeting**

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

**On Item 4 Old Business**

None.

**New Business**

**On Item 5A. – Motion – Election of Officers**

Prior to the meeting, Penning contacted Lowe and Till Stange and both agreed to remain Chair and Vice-Chair. Lowe nominated Miller for Secretary.

Chair – Lowe agreed to continue as Chair.

Vice-Chair – Till Stange agreed to continue as Vice-Chair.

Secretary – Lowe nominated Miller as Secretary. Miller accepted.

Clark-Wharff moved to approve the nominations as discussed. Werner seconded. Motion carried unanimously. The elected officers took office immediately following the election.

**On Item 5B. – Approval of Committee / Liaison Appointments**

Penning stated the appointments were discussed with Lowe and the Board members, and the following appointees were determined:

City Council Liaison – Lowe

School Board Liaison – Sewell

Facilities Committee – Clarke-Wharff and Till Stange

Des Moines Area Trails and Greenways Committee – Miller

Friends of West Des Moines Parks & Recreation Liaison – Werner

Clarke-Wharff moved to approve Committee / Liaison Appointments as presented. Miller seconded. Motion carried unanimously.

**On Item 5C. – Motion – Referral of Naming Request to Facilities Committee – Haley Bishop Memorial Trail**

Penning stated that a request was made for a trail to be named in memory of West Des Moines resident, Haley Bishop.

Lowe moved to approve the Referral of Naming Request to Facilities Committee – Haley Bishop Memorial Trail as presented. Clarke-Wharff seconded. Motion carried unanimously. Lowe opened the motion for discussion.

Annie Reynolds, 1453 S. Sugar Creek Court, West Des Moines, submitted the original request to Parks and Recreation Director Ryan Penning. Reynolds expressed the desire to name a trail in memory of Haley Bishop and supplied support for this request. Jeremy Johnson, 1199 S. Temple Drive, West Des Moines, pastor and friend of the family, also spoke in support of the request. Alvarez provided a map for clarification on which trails the request is in reference to, which are the Sugar Creek Trail, Woodland Hills Greenway Trail, and the loop around Woodland Hills Park. Penning stated that the request will go to the Facilities Committee for further discussion and questioned who would be the point person. Anne Reynolds stated she will. Lowe questioned the next steps. After a brief discussion, Penning stated that per the policy, more information will be gathered, and options will be determined.

**Staff Reports**

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

Alvarez stated the staff is focusing on preparing bids for construction projects. One of these projects includes the replacement of the Crossroads Park Skatepark. An open house is on Thursday, January 22, for the public to view the options provided by the skateboard design consultant. Staff is working with Public Services to provide necessary maintenance to the parks, including tree trimming, as this is the optimal time when the ground is frozen. The Deer Management Program ends on January 25, and currently, there have been 10 deer harvested. Landscape Architect Intern, Nataali Hernandez, starts January 20.

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

None.

**On Item 6C. RecPlex General Manager**

Penning stated January continues to be a busy month at the RecPlex. Over winter break, the facility hosted over 4,000 participants in drop-in activities, including: Toddler Time, open courts, open turf, public skating, and pick-up hockey. There are hockey, volleyball, basketball, gymnastics, and softball events scheduled for

January. The Buccaneers Hockey games have had approximately six sold-out games. The City of West Des Moines MLK Day Event is on Monday, January 19

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

Penning stated that seasonal positions are being posted, and approximately 100 aquatic applications have been received. Alvarez and Penning met with City Manager's Office, Finance, and Engineering to refine the Capital Improvement Program (CIP) list that was presented to the Board, and one item, the Raccoon River Park Year-Round Restroom Project, will be delayed one year bringing the Fiscal Year 2026-2027 budget below the threshold set by Finance. The City is anticipating potential funds needed for the Valley West Mall Project and the RecPlex Expansion, aligning the budget in anticipation of this. The creation of the Summer Program Guide is in process, and it will be available by the end of February, with registration beginning on March 3. The department is applying for a \$10,000 Bravo Grant, and if awarded, the funds will be applied towards Autumn at the Amphitheater Concert Series. The Food and Beverage Services Supervisor applications are due February 2. Till Stange questioned if there would be Parks and Recreation Quality of Life incentives as part of the Valley West Mall Project, and Penning stated it would potentially be part of the developer's proposal. Till Stange questioned the preventative practices for pucks hitting spectators, and Penning stated that the facility works with ICAP, the City's insurance provider, to ensure that the City is providing the appropriate signage. Clarke-Wharff commented that the shift from concerts at the Jamie Hurd Amphitheater in the summer to the fall could limit the opportunity for families to attend. Clarke-Wharff stated that ADA parking spaces are limited due to construction at the RecPlex, and additional spots should be reassigned.

**On Item 7. Other Matters**

None.

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

**A. City Council Communications**

- January 5, 2026            Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 1<sup>st</sup> Street Raccoon River Trail
- January 5, 2026            Resolution Approving and Ratifying Fee and Charges – Effective July 1, 2026

**B. Parks CIP Projects Status**

Clarke-Wharff moved to adjourn the meeting. Till Stange seconded. Motion carried unanimously. Meeting adjourned at 6:17 p.m.

Respectfully submitted,

\_\_\_\_\_  
Miranda Kurtt  
Executive Assistant

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Jim Miller  
Secretary

\_\_\_\_\_  
Date

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

**DATE:** April 16, 2026

**ITEM:** Motion –Withdrawal of Naming Request to Facilities Committee – Haley Bishop Memorial Trail

**FINANCIAL IMPACT:** None at this time.

**SYNOPSIS:** The Board is asked to acknowledge the withdrawal of a previously submitted public-initiated request to name a trail segment within the Woodland Hills neighborhood as the “Haley Bishop Memorial Trail.”

As presented to the Board on January 15, 2026, the original request included supporting documentation, letters of support, and a petition with over 2,000 signatures from community members. The request sought to honor Haley Bishop’s impact on the neighborhood and her strong connection to the trail.

Since that time, the requesting party has formally withdrawn the naming request. While the naming request will no longer be considered, staff has worked with the group to identify alternative recognition opportunities that align with existing City programs and policies.

Staff provided several alternative options for consideration that allow for recognition while remaining consistent with established City programs:

- **Adopt-A-Trail Program** – Provides an opportunity for a group to sponsor and care for a trail segment, with recognition signage installed at the location. This program emphasizes ongoing stewardship through commitments such as quarterly cleanups.
- **Memorial Bench Program** – Allows for the donation and placement of a bench within the park system, including a custom engraved plaque to honor an individual.
- **InfoHub Plaza Sponsorship** – Offers a larger-scale recognition opportunity through sponsorship of a future InfoHub Plaza along the Sugar Creek Greenway Trail, including naming rights and custom artwork.

These options provide flexible and meaningful ways to recognize individuals while aligning with City policies and long-term maintenance considerations.

**BACKGROUND:** A public-initiated request was originally submitted by Annie Reynolds on behalf of residents of the Woodland Hills neighborhood to name the trail in honor of Haley Bishop. As outlined in the January 15, 2026 Board communication, the request highlighted Ms. Bishop’s role in fostering community connections, promoting use of the trail, and her lasting impact on the neighborhood prior to her passing in November 2025.

Following initial review and discussion, one of the significant concerns discussed was precedent. This would be the first time a City trail has been named after an individual. The Facilities Committee felt that approving this could unintentionally open the door to future naming requests under similarly heartfelt circumstances, which becomes very difficult to

manage fairly and consistently.

There was also discussion around how the policy defines significant contribution. The challenge is that the policy looks for contributions tied directly to City projects, land, funding, or department advancement:

**RECOMMENDATION:** Staff recommends the Board acknowledge the withdrawal of the Haley Bishop Memorial Trail naming request and support the exploration of alternative recognition opportunities as outlined above.

**Prepared by:** Ryan Penning, Director of Parks and Recreation *RP*

**Approved for Content by:** Ryan Penning, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Ryan Penning, Director of Parks and Recreation

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

**DATE:** April 16, 2026

**ITEM:** Motion – Approval of Alternate Plans for Parkland Dedication – Hamlet Apartments

**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 Hamlet Apartments Minor Modification improvements located at 2200 EP True Pkwy (See Vicinity Map). This development is within the  $\frac{3}{4}$  mile service area of Fairmeadows Park located at 543 22<sup>nd</sup> Street. The Hamlet Apartments Minor Modification improvements consist of 5 new apartment units which results in a requirement of 0.05 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.


Since there is already a developed park site that serves this development, the developer has elected to provide parkland dedication on-site and has worked with staff on an alternate plan that includes a combination of open space areas and site amenities including a seating area with benches (see Attachment B). Since the developer has chosen to make an improvement in lieu of dedicating parkland, 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 April 8, 2026 to review and discuss the parkland dedication alternate plan for Hamlet Apartments.

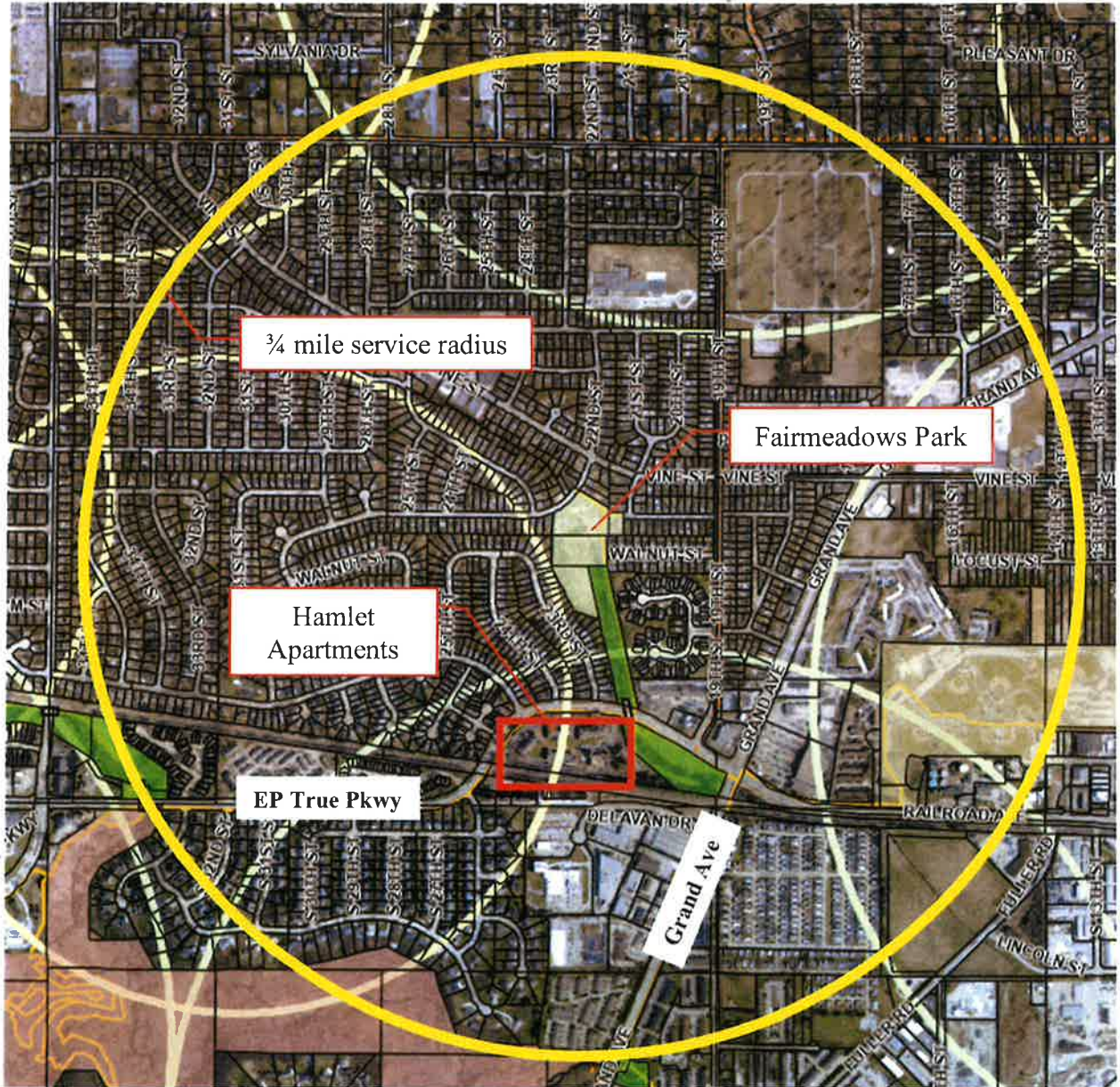
**RECOMMENDATION:** Staff and the Facilities Committee recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Hamlet Apartments.

**Prepared by:** Marco Alvarez, Superintendent of Parks 

**Approved for Content by:** Ryan Penning, Director of Parks and Recreation 

**Accepted for Park Board Agenda:** Ryan Penning, Director of Parks and Recreation

# VICINITY MAP



## ATTACHMENT A

### PARKLAND DEDICATION REQUIREMENTS

4/2/2026

Project Location: Developer:  
**2200 EP True**  
**Parkway - Hamlet** Ted Halaby, True  
**Apartments** Parkway IA, LLC

	# 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			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<u>Single Family Attached</u>						
Description: Townhome/Condos	0	1.63	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<u>Multifamily Unit</u>						
Description: Apartments	5	1.73	8.65			
<b>TOTAL</b>	<b>5</b>		<b>8.65</b>			
<b>TOTAL POPULATION</b>			<b>8.65</b>	0.00865	2.39	3.76
<b>Park Dedication (Acres)</b>			<b>0.02</b>			
<b>Greenway Dedication (Acres)</b>			<b>0.03</b>			
<b>TOTAL DEDICATION (Acres)</b>			<b>0.05</b>			

**Notes: Calculations taken from Minor Mod Site Plan dated 04/02/2026**

To provide for the parkland dedication requirements, the developer is proposing on-site recreational facilities (patio with benches) to meet the parkland dedication requirements

**On-site dedication land**

Total Park and Greenway Dedication Provided (Acres) 0.12

**On-site improvements**

2 Benches with concrete patio

Project meets the parkland dedication requirements

ATTACHMENT B



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

**DATE:** January 20, 2026

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2026 Court Improvements

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the base project is \$328,007.18. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 24-25 (0510 012 2024) and FY 25-26 (0510 012 2025) Sport Court Renovations. The total amount available for construction of this project is \$349,852.55

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, February 4, 2026, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, February 16, 2026. The contract would be awarded on Monday, February 16, 2026, and work would begin shortly thereafter. This project is scheduled to be completed by fall of 2026.

This resolution is for the renovation of the next round of sport courts and will include the following locations:

- Maple Grove Park – resurfacing of existing basketball and tennis court, replacement of goals on basketball court.
- Valley View Park – resurfacing of existing basketball courts and replacement of goals, resurfacing of existing tennis courts, crack repairs at pickleball courts, improvements to sand volleyball courts, improvements to cricket field pitch.
- Wild Rose Park – resurfacing of existing basketball court and replacement of goals.

As part of the city's sport court renovation program, courts are inspected and prioritized for renovation. Depending on severity of defects, courts may either be repaired and resurfaced or reconstructed. These courts were included as part of this year's program based on severity of defects, age of courts and available funding.

**OUTSTANDING ISSUES:** None.

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

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks, *MA*

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, City Attorney
Agenda Acceptance	

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

**DATE:** February 2, 2026

- ITEM:** Public Hearing – 1<sup>st</sup> Street Raccoon River Trail
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 \$398,305.15. Funding will be paid out of available funds in FY 24-25 (0510 049 2024) 1st Street Trail Connection. The total amount available for construction is \$550,700.

**BACKGROUND:** The Council is asked to approve the plans and specifications for the 1<sup>st</sup> Street Raccoon River Trail project, and to receive and file the report of bids that is attached. Fifteen (15) responsive bids were received for the project with the lowest base bid submitted by Concrete Connection LLC of Johnston, Iowa in the amount of \$398,305.15. The opinion of estimated cost for the base bid of the project was \$581,482.00

This resolution is for the construction of a quarter-mile concrete trail segment that will close a critical gap between the Lincoln Street Trail and the Raccoon River bridge along the west side of 1st Street. The project also includes a new quarter-mile greenway trail segment that will connect to the trailhead recently completed as part of the 1st Street Recreation Area River Access project. This segment represents the first phase of a planned greenway trail that will ultimately link Raccoon River Park to the 1st Street Recreation Area.

These trail segments will become part of the larger Marathon Loop Trail project, improve connectivity and support future trail expansion opportunities.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:**

That City Council:

- Hold a public hearing and pass resolution adopting Plans, Specifications, Form of Contract, and Estimate of Costs for the 1<sup>st</sup> Street Raccoon River Trail project
- Motion to receive and file the Report of Bids

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks *MA*

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks and Recreation <i>RP</i>
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**CITY OF WEST DES MOINES  
CITY COUNCIL MEETING COMMUNICATION**

**DATE:** February 2, 2026

**ITEM:** Motion – Approval of Amendment to Professional Services Agreement – I & S Group, Inc. – MidAmerican Energy Company RecPlex Expansion – East Parking Lot Design and Coordination

**FINANCIAL IMPACT:** Expense not to exceed \$55,000.00 Expenses to be paid from Local Options Sales and Service Tax (LOSST).

**BACKGROUND**

I+S Group, Inc. (ISG) is currently providing architectural and engineering services for the MidAmerican Energy Company RecPlex Expansion under an existing Professional Services Agreement dated January 21, 2025. The original agreement was structured to allow for subsequent amendments as additional project components were defined and coordinated with the Construction Manager at Risk (CMAR), Kraus-Anderson.

As the overall RecPlex Expansion design has progressed, staff has identified the need for additional professional services related to the design and coordination of the east parking lot, including access to Grand Avenue and associated utilities. This work is necessary to ensure the parking lot layout, access points, and infrastructure are fully integrated with the broader site design and construction schedule.

ISG has proposed to provide these additional services under Amendment No. 2 to the existing Professional Services Agreement.

**SCOPE OF SERVICES**

Under this amendment, ISG will provide professional engineering services related to the design and coordination of the east parking lot for the RecPlex Expansion project. The scope of work includes, but is not limited to, the following:

- Design of the east parking lot improvements
- Coordination of site access to Grand Avenue
- Coordination and integration of associated utilities
- Collaboration with City staff and the CMAR to ensure consistency with the overall project design and construction sequencing

These services will support efficient project delivery and ensure the east parking lot functions as an integrated component of the overall RecPlex Expansion.

**COMPENSATION**

The City agrees to pay the Consultant the additional fees to increase the original sum NOT-TO-EXCEED, including any authorized reimbursable expenses, pursuant to the Schedule of Fees set forth in the original Agreement, Attachment 3.

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** February 16, 2026

**ITEM:** Resolution – Approval of Destination Iowa Fund Grant Agreement with the Iowa Economic Development Authority for the RecPlex Event Center Project

**FINANCIAL IMPACT:** The City of West Des Moines has been awarded a \$5,000,000 Destination Iowa Fund grant from the Iowa Economic Development Authority (IEDA) to support construction of the RecPlex Event Center.

Grant funds will be provided on a reimbursement basis for eligible project expenses in accordance with the terms of the grant agreement. The City's required match and remaining project costs will be funded through previously approved and planned funding sources associated with the RecPlex Event Center project. Approval of this agreement does not require the appropriation of additional funds beyond those already authorized by Council.

**BACKGROUND:** In 2025, the City of West Des Moines submitted an application to the Iowa Economic Development Authority's Destination Iowa Fund (DIF) program to support construction of a new Event Center at the RecPlex, located at 6500 Grand Avenue. The proposed project includes construction of a new, approximately 100,000-square-foot multipurpose sports and entertainment venue, designed to host sporting events, tournaments, concerts, conventions, family shows, and community gatherings year-round.

The Iowa Economic Development Authority determined that the project meets the statutory requirements of the Destination Iowa Fund, including increasing tourism opportunities, enhancing recreation infrastructure, and contributing to regional economic vitality. As a result, the IEDA Board approved a \$5,000,000 DIF grant award to assist with project funding.

The attached Destination Iowa Fund Grant Agreement outlines the terms and conditions associated with the award, including reimbursement procedures, reporting requirements, project completion timelines, and long-term operation and maintenance obligations. As required by the grant, the City Council must adopt a resolution authorizing execution of the agreement and designating authorized City officials.

Key terms of the agreement include:

- A \$5,000,000 grant award from the Destination Iowa Fund.
- A project completion deadline of September 30, 2027.
- Grant funds provided on a reimbursement basis, subject to IEDA approval of eligible expenses.
- A requirement that the City operate and maintain the facility in accordance with the approved project scope.
- Restrictions on sale or transfer of project property during the term of the agreement without IEDA approval.

The agreement has been reviewed by City staff and legal counsel and is consistent with the City's previously approved project scope and funding strategy.

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

**DATE:** February 16, 2026

**ITEM:** Resolution – Approval and Acceptance of Guaranteed Maximum Price (GMP) Change Order Amendment to the Standard Form of Agreement Between City and Construction Manager at Risk Agreement, Kraus-Anderson Construction Company, for the MidAmerican Energy RecPlex Expansion Project

**FINANCIAL IMPACT:** This GMP Change Order Amendment is not to exceed \$49,543,178. Expenses will be paid from project funding sources previously approved by City Council, including General Obligation Bonds backed by Local Option Sales and Service Tax (LOSST).

**BACKGROUND**

At the April 21, 2025, City Council meeting, the Council approved an agreement with Kraus-Anderson Construction Company to provide Construction Manager at Risk services for the MidAmerican Energy RecPlex Expansion Project. This agreement, utilizing AIA Document A133–2019 and incorporating AIA Document A201–2017, formally established Kraus-Anderson as the Construction Manager at Risk (CmaR) for the duration of the project.

On November 17, 2025, the Council approved GMP Amendment No. 1. This cost for the initial phase was \$2,278,422, which included all construction costs as well as project contingency, performance and payment bonds, required insurance, and the Construction Manager services fee. This first amendment allowed early construction activities related to the RP Market remodel while design development continues for the larger RecPlex Expansion. That work has already begun and should be completed by late spring.

Staff is now bringing forward a GMP Change Order Amendment, which represents the remaining and primary construction phase of the project. This Amendment includes construction of the new multi-purpose Event Center and the East Parking Lot, which will provide approximately 500 parking stalls on the parcel adjacent to the RecPlex.

The GMP Change Order Amendment for this phase of work is \$49,543,178 and includes all construction costs, project contingency, performance and payment bonds, required insurance, and the Construction Manager services fee.

Approval of this Change Order establishes a firm Guaranteed Maximum Price, placing a cap on construction costs and protecting the City from unforeseen cost adjustments, as all portions of the project have now been fully bid and are no longer based on estimates or assumptions.

Construction is anticipated to begin in March/April 2026, pending City Council approval, with substantial completion projected for October 2027.

**OUTSTANDING ISSUES:** None

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

**DATE:** February 16, 2026

- ITEM:** Public Hearing – 2026 Court Improvements
1. Resolution – Approval of Plans and Specifications
  2. Motion – Receive and File Report of Bids
  3. Resolution – Approve Contract

**FINANCIAL IMPACT:** Total contract amount of \$320,439.35 including one alternate. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 24-25 (0510 012 2024) and FY 25-26 (0510 012 2025) Sport Court Renovations. The total amount available for construction of this project is \$349,852.55.

**BACKGROUND:** The Council is asked to approve the plans and specifications for the 2026 Court Improvements and to receive and file the report of bids that is attached. Two (2) responsive bids were received for the project with the lowest responsible bid submitted by Concrete Connection, LLC of Johnston, Iowa. The estimated cost for the overall project was \$388,441.35. There was one (1) alternate included in the project for adding a new limestone seating wall near the Valley View Park sand volleyball court. Staff is recommending accepting the alternate in the amount of \$20,000.

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

- Wild Rose Park – resurfacing of basketball court and replacement of goals.
- Maple Grove Park – resurfacing of basketball and tennis court, replacement of goals on basketball court.
- Valley View Park – resurfacing of basketball courts and replacement of goals, resurfacing of tennis courts, crack repairs at pickleball courts, improvements to sand volleyball court, and improvements to the cricket field pitch.

As part of the city's sport court renovation program, courts are inspected and prioritized for renovation. Depending on severity of defects, courts may either be repaired and resurfaced or reconstructed. These courts were included as part of this year's program based on severity of defects, age of courts and available funding.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:**

That City Council:

- Hold a public hearing and pass the resolution adopting Plans, Specifications, Form of Contract, and Estimate of Costs for the 2026 Sport Court Improvements
- Motion to receive and file the Report of Bids
- Resolution to reject one bid as unresponsive and award the construction contract to Concrete Connection, LLC in the amount of \$320,439.35.

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks 

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation 
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## CITY COUNCIL MEETING COMMUNICATION

**DATE:** February 16, 2026

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Legacy Woods Stormwater Wetland – Contract B

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of Contract B is \$160,546.87. The total estimated project cost for Contracts A and B is \$868,734.88.

Project expenses will be paid from G/L account 500.000.000.5250.490. Funding for the project will be provided primarily through awarded grants the City has secured. Remaining funds needed to complete the project will be taken from private donations made to the Legacy Woods Nature Sanctuary project.

Funds associated with reimbursable grants will be initially advanced from City general funds and reimbursed upon receipt of grant disbursements. A summary of funding sources, associated amounts, and payment status is provided below.

Funding Source	Amount	Payment Status
Great Outdoors Foundation Conservation Accelerator Grant - Microsoft Corporation - Great Outdoors Foundation	\$250,000.00 \$150,000.00	Microsoft funds have been received. GOF funds will be received prior to awarding contract
Iowa Department of Agriculture & Land Stewardship (IDALS) – Water Quality Initiative Grant	\$250,000.00	Reimbursement
Iowa DNR REAP Fund Grant	\$20,000.00	Reimbursement
Community Foundation of Greater Des Moines (private donations)	\$200,000.00	Available
<b>TOTAL</b>	<b>\$870,000.00</b>	

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, March 11, 2026, and a Public Hearing on the project should be scheduled for 5:35 p.m. on Monday, March 23, 2026. The contracts would be awarded on Monday, March 23, 2026, and work will begin shortly thereafter.

This project represents the next major phase of improvements at Legacy Woods, following completion of Phase 1, which included utilities, grading, and construction of a new parking lot. The stormwater wetland project is being divided into two separate contracts: Contract A and Contract B.

Contract A will include grading and utility work associated with the construction of stormwater best management practices (BMPs), including a stormwater wetland designed to capture and treat surface runoff from the surrounding area. Additional improvements will include streambank stabilization along a portion of Jordan Creek and limestone outcropping pedestrian access points

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

**DATE:** February 16, 2026

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Legacy Woods Stormwater Wetland – Contract A

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of Contract A with alternates is \$708,188.01. The total estimated project cost for Contracts A and B including alternates is \$868,734.88.

Project expenses will be paid from G/L account 500.000.000.5250.490. Funding for the project will be provided primarily through awarded grants the City has secured. Remaining funds needed to complete the project will be taken from private donations made to the Legacy Woods Nature Sanctuary project.

Funds associated with reimbursable grants will be initially advanced from City general funds and reimbursed upon receipt of grant disbursements. A summary of funding sources, associated amounts, and payment status is provided below.

Funding Source	Amount	Payment Status
Great Outdoors Foundation Conservation Accelerator Grant - Microsoft Corporation - Great Outdoors Foundation	\$250,000.00 \$150,000.00	Microsoft funds have been received. GOF funds will be received prior to awarding contract
Iowa Department of Agriculture & Land Stewardship (IDALS) – Water Quality Initiative Grant	\$250,000.00	Reimbursement
Iowa DNR REAP Fund Grant	\$20,000.00	Reimbursement
Community Foundation of Greater Des Moines (private donations)	\$200,000.00	Available
<b>TOTAL</b>	<b>\$870,000.00</b>	

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, March 11, 2026, and a Public Hearing on the project should be scheduled for 5:35 p.m. on Monday, March 23, 2026. The contracts would be awarded on Monday, March 23, 2026, and work will begin shortly thereafter.

This project represents the next major phase of improvements at Legacy Woods, following completion of Phase 1, which included utilities, grading, and construction of a new parking lot. The stormwater wetland project is being divided into two separate contracts: Contract A and Contract B.

Contract A will include grading and utility work associated with the construction of stormwater best management practices (BMPs), including a stormwater wetland designed to capture and treat

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** March 2, 2026

**ITEM:** Resolution – Award Contract – Fencing Repairs/Upgrades at Holiday Park Baseball Complex and Raccoon River Park Softball Complex

**FINANCIAL IMPACT:** The total contract amount for fencing at Raccoon River Park and Holiday Park combined is \$115,125, with \$61,000 to be used in the current fiscal year for the Raccoon River Park Softball Complex from the Raccoon River Park Softball Player’s Trust Fund. Funds for the Holiday Park repairs are being requested through a Supplemental Request in the FY27 budget. If approved, repairs would be completed in the fall 2026 at a cost of \$54,125

**BACKGROUND:** The City advertised and received sealed bids on November 5, 2025. One bid was received from American Fence Company. After review, the City recommends awarding the contract to American Fence Company, the lowest responsible and responsive bidder, for fencing work at City sports complexes.

The contract includes all labor, materials, equipment, and services necessary to:

- Install new chain-link or wire mesh at specified heights and gauges
- Re-tie, tighten, level, and straighten existing fence fabric
- Remove and reset posts and footings as needed
- Repair, adjust, or replace gates (single, double/drive, or maintenance)
- Restore disturbed ground and perform daily site cleanup
- Coordinate access and sequencing with City staff and facility schedules

American Fence Company is a reputable local contractor with extensive experience in sports complex fencing projects. Work is scheduled to begin spring 2026 at Raccoon River Park and late fall 2026 at Holiday Park.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** Council approve the Contract

**Lead Staff Member:** Laura Murphy, Superintendent of Recreation

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks and Recreation <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, City Attorney
Agenda Acceptance	

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

Published In	Des Moines Register
Dates(s) Published	October 24, 2025

**SUBCOMMITTEE REVIEW** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** March 2, 2026

**ITEM:** Resolution – Approval of Fiscal Sponsorship Agreement with the Great Outdoors Foundation for the Legacy Woods Project

**FINANCIAL IMPACT:** The Great Outdoors Foundation (GOF) will provide a grant in the amount of \$400,000 to the City of West Des Moines to support design and construction of the Legacy Woods Stormwater Wetland Project.

The grant funds must be used solely for eligible project costs associated with the Legacy Woods Project. The City will be responsible for all remaining project costs, including design, construction, project management services, and any additional fundraising necessary to complete the project.

Approval of this agreement does not require the appropriation of additional funds beyond those previously authorized for the Legacy Woods Project.

**BACKGROUND:** The City of West Des Moines is leading development of the Legacy Woods Project, which will provide water quality improvements, flood reduction benefits, and natural restoration enhancements benefiting the Raccoon River watershed.

The Great Outdoors Foundation is an Iowa nonprofit corporation and tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, with a charitable purpose of facilitating conservation efforts within West Des Moines.

To support the Legacy Woods Project, GOF has agreed to provide fiscal sponsorship through its Conservation Acceleration Fund Initiative. Under the terms of the agreement:

- GOF will provide a \$400,000 grant to the City for project design and construction of the stormwater wetland.
- The City will utilize the grant funds solely for the Legacy Woods Project.
- The City will provide all remaining administrative services necessary to complete the project, including design, construction, project management, and additional fundraising.
- The City will provide reporting and financial documentation to GOF, including a project closeout report with an itemized list of costs.
- The agreement will remain in effect until project completion or December 31, 2028, unless extended or earlier terminated in accordance with the agreement.

The agreement includes standard provisions related to indemnification, recordkeeping, compliance with 501(c)(3) requirements, governing law, and termination procedures.

The agreement has been reviewed by City staff and legal counsel and is consistent with the City's previously approved Legacy Woods project plans and funding strategy.

# City of West Des Moines City Council Meeting Communication

Date: March 23, 2026

**Item:**

Public Hearing (5:35 p.m.)  
Legacy Woods Stormwater Wetland – Contract B

**Background:**

The Legacy Woods Stormwater Wetland project represents the next major phase of improvements at Legacy Woods. The project is being divided into two separate contracts: Contract A and Contract B.

Contract A will include grading and utility work associated with the construction of stormwater best management practices (BMPs), including a stormwater wetland designed to capture and treat surface runoff from the surrounding area. Additional improvements will include streambank stabilization along a portion of Jordan Creek and limestone outcropping pedestrian access points to the wetland and creek. Two add-alternates were included that would provide a paved trail connection to the wetland and access point improvements.

Contract B will consist of seeding, planting, and a three-year maintenance establishment period for permanent native vegetation following completion of Contract A. The inclusion of a three-year maintenance period will help ensure the successful establishment of native plant materials within the stormwater facilities being completed as part of Contract A. Staff recommends dividing the overall project into two contracts to better align each scope with its specialized work requirements and will allow Contract A to be completed and closed out ahead of initiating Contract B.

There were seven (7) responsive bids submitted with the low base bid of \$81,678.12 being submitted by MB Lawn Care of Urbandale, Iowa. The project is anticipated to be completed by August 31, 2029.

This item was presented at the March 9, 2026 Public Services Council Committee meeting as information only.

**Financial Impact:**

Project Number (if applicable)	0525 064 0400 002 2025
Funding Code & Source	500.000.000.5250.490; Funds associated with reimbursable grants will be initially advanced from City general funds and reimbursed upon receipt of grant disbursements.
Amount Budgeted	\$870,000.00 total available through a combination of grants and private donations. See below for breakdown:  Great Outdoors Foundation Conservation Accelerator

	Grant - Microsoft Corporation \$250,000.00 - Great Outdoors Foundation \$150,000.00  Iowa Department of Agriculture & Land Stewardship (IDALS) – Water Quality Initiative Grant \$250,000.00 <i>Reimbursable grant</i>  Iowa DNR REAP Fund Grant \$20,000.00 <i>Reimbursable grant</i>  Community Foundation of Greater Des Moines (private donations) \$200,000.00
Previous Expenditures and Encumbrances	\$110,500.00 – Basic Services (RDG)
Other Anticipated Revenue or Costs	\$598,949.09 – Legacy Woods Stormwater Wetland – Contract A
Contract Award	\$81,678.12 (MB Lawn Care)
Estimate of Construction Cost	\$145,951.70
Result	Remaining funds to be applied towards future Legacy Woods projects including Legacy Woods Stormwater Wetland – Contract A.
Capitalized vs. Expensed	Expensed
Additional Notes	None

**Outstanding Issues:**

None.

**2040 Plan Strategic Goals Supported:**

<input type="checkbox"/> A Thriving City of Homes <input type="checkbox"/> A Bold Laboratory for Economic Innovation <input type="checkbox"/> Talent That Powers Tomorrow <input checked="" type="checkbox"/> A Model City for Innovation and Resilience <input type="checkbox"/> N/A (ex: Items Related to Basic Operations)	Explanation: Integrating stormwater Best Management Practices (BMPs) strengthens a city's innovation capacity and resilience by: <ul style="list-style-type: none"> <li>- Reducing Flood Risk</li> <li>- Innovative Infrastructure Solutions</li> <li>- Improving Water Quality and Ecosystem Health</li> </ul>
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**Recommendation:**

City Council Adopt:

- Resolution adopting Plans, Specifications, Form of Contract, and Estimate of Costs for the Legacy Woods Stormwater Wetland – Contract B
- Motion receiving and filing Report of Bids;
- Resolution awarding the construction contract to MB Lawncare

# City of West Des Moines City Council Meeting Communication

Date: March 23, 2026

**Item:**

Public Hearing (5:35 p.m.)  
Legacy Woods Stormwater Wetland – Contract A

**Background:**

The Legacy Woods Stormwater Wetland project represents the next major phase of improvements at Legacy Woods. The project is being divided into two separate contracts: Contract A and Contract B.

Contract A will include grading and utility work associated with the construction of stormwater best management practices (BMPs), including a stormwater wetland designed to capture and treat surface runoff from the surrounding area. Additional improvements will include streambank stabilization along a portion of Jordan Creek and limestone outcropping pedestrian access points to the wetland and creek. Two add-alternates were included that would provide a paved trail connection to the wetland and access point improvements.

Contract B will consist of seeding, planting, and a three-year maintenance establishment period for permanent native vegetation following completion of Contract A. The inclusion of a three-year maintenance period will help ensure the successful establishment of native plant materials within the stormwater facilities being completed as part of Contract A. Staff recommends dividing the overall project into two contracts to better align each scope with its specialized work requirements and will allow Contract A to be completed and closed out ahead of initiating Contract B.

There were three (3) responsive bids submitted with the low base bid of \$447,126.79 being submitted by JC Midwest Services of Earlham, Iowa. Staff is recommending accepting the two (2) add-alternates in the amount of \$151,822.30 bringing the total contract cost to \$598,949.09 for Contract A. The project is anticipated to be completed by August 28, 2026.

This item was presented at the March 9, 2026 Public Services Council Committee meeting as information only.

**Financial Impact:**

Project Number (if applicable)	0525 064 0400 002 2025
Funding Code & Source	500.000.000.5250.490, Funds associated with reimbursable grants will be initially advanced from City general funds and reimbursed upon receipt of grant disbursements.
Amount Budgeted	\$870,000.00 total available through a combination of grants and private donations. See below for breakdown:  Great Outdoors Foundation Conservation Accelerator

	Grant - Microsoft Corporation \$250,000.00 - Great Outdoors Foundation \$150,000.00  Iowa Department of Agriculture & Land Stewardship (IDALS) – Water Quality Initiative Grant \$250,000.00 <i>Reimbursable grant</i>  Iowa DNR REAP Fund Grant \$20,000.00 <i>Reimbursable grant</i>  Community Foundation of Greater Des Moines (private donations) \$200,000.00
Previous Expenditures and Encumbrances	\$110,500.00 – Basic Services (RDG)
Other Anticipated Revenue or Costs	\$81,678.12 – Legacy Woods Stormwater Wetland – Contract B TBD. – Construction Testing Services
Contract Award	\$598,949.09 (JC Midwest Services)
Estimate of Construction Cost	\$644,602.48
Result	Remaining funds to be applied towards future Legacy Woods projects including Legacy Woods Stormwater Wetland – Contract B.
Capitalized vs. Expensed	Expensed
Additional Notes	None

**Outstanding Issues:**

None.

**2040 Plan Strategic Goals Supported:**

<input type="checkbox"/> A Thriving City of Homes <input type="checkbox"/> A Bold Laboratory for Economic Innovation <input type="checkbox"/> Talent That Powers Tomorrow <input checked="" type="checkbox"/> A Model City for Innovation and Resilience <input type="checkbox"/> N/A (ex: Items Related to Basic Operations)	Explanation: Integrating stormwater Best Management Practices (BMPs) strengthens a city's innovation capacity and resilience by: <ul style="list-style-type: none"> <li>- Reducing Flood Risk</li> <li>- Innovative Infrastructure Solutions</li> <li>- Improving Water Quality and Ecosystem Health</li> </ul>
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**Recommendation:**

City Council Adopt:

- Resolution adopting Plans, Specifications, Form of Contract, and Estimate of Costs for the Legacy Woods Stormwater Wetland – Contract A

# City of West Des Moines City Council Meeting Communication

Date: March 23, 2026

**Item:**

Motion – Approving Professional Services Agreement RecPlex Addition & Renovation – Commissioning Services

**Background:**

The City of West Des Moines is currently undertaking the RecPlex Addition & Renovation project, which includes construction of a new arena/event center addition along with related building improvements and support spaces. Construction is anticipated to continue through 2027.

As part of the quality assurance process for major public facilities, the City typically utilizes an independent third-party commissioning agent to verify that building systems and building envelope components perform as intended by the design and meet the City's operational requirements.

Commissioning is a systematic process that includes design review, installation verification, functional testing, and post-occupancy evaluation of major building systems. The intent is to ensure that mechanical systems, lighting controls, building automation systems, and building enclosure components operate efficiently, reliably, and in accordance with the design intent. City Engineering staff have evaluated qualified commissioning firms and are recommending SystemWorks, LLC to provide these services. Their scope of work includes:

- Commissioning of HVAC and mechanical systems
- Testing, adjusting, and balancing (TAB) of mechanical systems
- Building enclosure commissioning to verify air, water, vapor, and energy control layers
- Functional performance testing of building systems
- Documentation and issue tracking during construction
- Final commissioning report and 10-month post-occupancy review

Utilizing a third-party commissioning agent independent of the architect and engineer provides an additional layer of quality assurance and helps identify potential performance issues early, reducing long-term operational costs and maintenance concerns.

**Financial Impact:**

The cost of the Professional Services Agreement associated with commissioning services for the RecPlex Addition & Renovation project is anticipated not to exceed \$107,300.

This includes commissioning of mechanical systems and building enclosure systems for both Phase 1 (Grab-n-Go improvements) and Phase 2 (Arena/Event Center addition).

All work will be billed on a lump-sum basis consistent with the scope of services outlined in the consultant's proposal. Funding for these services will be paid from the RecPlex Expansion Project budget.

**Outstanding Issues:**

None.

**2040 Plan Strategic Goals Supported** (check all that apply):

<input type="checkbox"/> A Thriving City of Homes	Explanation: Commissioning ensures the RecPlex expansion's systems operate efficiently, reliably, and as designed.
<input type="checkbox"/> A Bold Laboratory for Economic Innovation	
<input type="checkbox"/> Talent That Powers Tomorrow	
<input checked="" type="checkbox"/> A Model City for Innovation and Resilience	
<input type="checkbox"/> N/A (ex: Items Related to Basic Operations)	

**Recommendation:**

**Other Alternatives** (if applicable):

None.

**Lead Staff Member:** Shayne Ratcliff, RecPlex General Manager

**Staff Reviews**

Department Director	Ryan Penning, Parks and Recreation Director <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, City Attorney
Agenda Acceptance	

**Publication(s)** (if applicable)

Published In	
Dates(s) Published	

**Subcommittee Review** (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

# City of West Des Moines City Council Meeting Communication

Date: March 23, 2026

Item: Motion – Approval of 2026 Art on the Campus Artist Agreements

## Background:

The Commission is sponsoring the 14th temporary "Art on the Campus" exhibit from April 15, 2026, to November 15, 2026. An "Art on the Campus" selection committee meeting was held on Monday, December 15, to review and score 46 proposals that were submitted by 17 artists from Iowa (10), Illinois (3), Nebraska (1), Missouri (2), Minnesota (1). Of the 17 artists, 4 were new and 13 were returning artists.

The selection committee members included: Rachel Terlop (citizen), Patrick Luber (Citizen), Chris Harmeyer (WDM Horticulturist), and Amenda Tate (Commission member).

Twelve entries were selected to be temporarily installed around the pond on the city campus. The committee's recommendations include:

<u>Entry Name</u>	<u>Artist Name</u>	<u>Entry Name</u>	<u>Artist Name</u>
1 Selene	Nathan S. Pierce	7 Cultivating Connections	Madelyn Otdoerfer*
2 Musician's Clockwork #3	Alexander Miller	8 Clotie Figure	V Skip Willits
3 Journey of Life	Hilde DeBruyne	9 Figure Taking Flight	Albert Rhea
4 Concentric	Tim Adams	10 Effloresce	Nicole Beck
5 Colossus	Andrew Arvanetes	11 Fluid Connections	Ryan Pedersen*
6 Descender Pump	Matt Moyer	12 Embrace	Nathan S. Pierce

\*new AOC artist

The 12 proposals are attached for your information. A map of the proposed locations is also included and is part of the recommendation. The Public Arts Advisory Commission approved the artworks at their January 22, 2026, meeting.

## Financial Impact:

Expense of \$30,000 for the artist stipends (\$2,500 per work of art) and \$500 for the People's Choice Award for a total of \$30,500. This amount is included in the FY 25-26 budget.

## Outstanding Issues:

None.

# City of West Des Moines City Council Meeting Communication

Date: April 6, 2026

**Item:**

Motion – Approval of Professional Services Agreement – Jamie Hurd Amphitheater Restroom Project

**Background:**

The item was deferred from the December 15, 2025, Council meeting to allow staff to explore ways to reduce the estimated cost of the proposed restroom building.

Staff evaluated several alternatives, including a custom-built facility, a pre-manufactured structure, and a precast option. In addition, staff researched alternative funding opportunities to help lower the City's overall construction costs.

Staff has been in discussion with a local business leader who has verbally pledged to provide in-kind labor for construction of a custom restroom building. This contribution is estimated to reduce costs by approximately half of the projected \$700,000 construction budget. With these savings, the cost of the custom facility would be comparable to the least expensive precast option, estimated at \$400,000.

Staff is recommending that Council approve an agreement with OPN Architects for professional services related to the preparation of plans for the construction of a custom restroom facility at the Jamie Hurd Amphitheater. The agreement includes basic services related to this project including survey, engineering and design. An amendment for construction administration services will be presented to the Council when the construction contract is ready for award.

OPN Architects is a Des Moines based company and previously served as the project architect for the amphitheater.

Staff will bring forward a separate agreement for the in-kind service donation as a future agenda item.

This item was presented at the March 30, 2026 Public Services Council Committee meeting as information only.

**Financial Impact:**

Lump sum fixed-fee of \$88,300 for basic services only to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 25-26 CIP budget for City Campus Amphitheater Restrooms (Project No. 0525 047 0510 047 2025). There is currently \$150,000 available for design and construction administration. Construction Administration services in the amount of \$23,790 will be taken to City Council for consideration as a future amendment to this agreement and the time when the contract for construction of the restrooms is awarded.

# City of West Des Moines City Council Meeting Communication

Date: April 6, 2026

## Item:

Motion – Approving Professional Services Agreement RecPlex Addition & Renovation – Commissioning Services

## Background:

The City of West Des Moines is currently undertaking the RecPlex Addition & Renovation project, which includes construction of a new arena/event center addition along with related building improvements and support spaces. Construction is anticipated to continue through 2027.

As part of the quality assurance process for major public facilities, the City typically utilizes an independent third-party commissioning agent to verify that building systems and building envelope components perform as intended by the design and meet the City's operational requirements.

Commissioning is a systematic process that includes design review, installation verification, functional testing, and post-occupancy evaluation of major building systems. The intent is to ensure that mechanical systems, lighting controls, building automation systems, and building enclosure components operate efficiently, reliably, and in accordance with the design intent. City Engineering staff have evaluated qualified commissioning firms and are recommending SystemWorks, LLC to provide these services. Their scope of work includes:

- Commissioning of HVAC and mechanical systems
- Testing, adjusting, and balancing (TAB) of mechanical systems
- Building enclosure commissioning to verify air, water, vapor, and energy control layers
- Functional performance testing of building systems
- Documentation and issue tracking during construction
- Final commissioning report and 10-month post-occupancy review

Utilizing a third-party commissioning agent independent of the architect and engineer provides an additional layer of quality assurance and helps identify potential performance issues early, reducing long-term operational costs and maintenance concerns.

## Financial Impact:

The cost of the Professional Services Agreement associated with commissioning services for the RecPlex Addition & Renovation project is anticipated not to exceed \$107,300.

This includes commissioning of mechanical systems and building enclosure systems for both Phase 1 (Grab-n-Go improvements) and Phase 2 (Arena/Event Center addition).

All work will be billed on a lump-sum basis consistent with the scope of services outlined in the consultant's proposal. Funding for these services will be paid from the RecPlex Expansion Project budget.



25/26	Event shelter/year-round restroom/existing restroom renovation/ beach access (design only)	Raccoon River Park	LOSST	\$ 150,000										
25/26	Browns Woods Hallow development - site planning and design	Future Neighborhood Park	LOSST	\$ 100,000										
25/26	Shelter/restroom & playground replacement (design)	Wilson Park	GO	\$ 150,000										