



**PLEASANT HILL CITY COUNCIL
SPECIAL COUNCIL MEETING
MARCH 29, 2016
5:30 PM**

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **PRESENTATION:** State Representative Zach Nunn will provide a legislative update
4. **PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**
5. **CONSENT ITEMS**
6. **BUSINESS ITEMS**
 - a. **Resolution #032916-01** - Approval of Contract for Four-Mile Creek Bank Stabilization Project
 - b. **Resolution #032916-02** - Approval of Participation in a Needs Assessment of Greenway area of Fourmile Creek from Des Moines River north to Interstate 80.
 - c. Discussion regarding Metro Waste Authority request whether to comingle or separate yard waste from trash.
7. **CLOSING COMMENTS**
8. **ADJOURNMENT**



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: MARCH 29, 2016

TO: MAYOR & CITY COUNCIL

FROM: J. BENJAMIN CHAMP, AICP, EDFP, ASLA
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: FOUR-MILE CREEK BANK STABILIZATION PROJECT
DISCUSSION AND CONSIDERATION OF CONSTRUCTION CONTRACT AWARD

BACKGROUND:

The City Council has identified the need for bank stabilization work along Four-Mile Creek during capital improvement budgeting sessions and allocated funds for the project. Specifically, the concern is an area of severe erosion in the northwest portion of Copper Creek Lake Park where the creek has moved east and is now endangering the trail. The City Engineer developed specifications for the needed improvements and worked through the governmental permitting process for the project over the last few months. The scale and scope of the project is small enough to utilize a competitive quotes process and the City Engineer has obtained quotes for consideration. Halbrook Excavating is the low bidder and is being recommended by the Engineer for project award. Staff and the City Engineer will review the erosion situation at the meeting. The following resolution provides for the award of the construction work to Halbrook Excavating. This item was tabled at the March 22nd Council meeting waiting for a revised quote that removed the Topsoil line item. The enclosed revised quote shows that line item at only 1 cubic yard so there is a unit price in case the need for top soil arises, which is not anticipated at this time.

ALTERNATIVES:

Not award the project. The City Engineer will review the pricing received and staff will discuss funding options for the needed work.

FINANCIAL CONSIDERATIONS:

Funding for the project has been budgeted from capital improvement funds.

RECOMMENDATION:

Hear presentation from the City Engineer regarding pricing quotes and consider construction award for Four-Mile Creek bank stabilization improvements.

RESOLUTION #032916-01

**A RESOLUTION APPROVING CONTRACT FOR CONSTRUCTION SERVICES FOR THE
FOURMILE BANK STABILIZATION PROJECT**

WHEREAS, the Pleasant Hill City Council has identified the need for bank stabilization along a portion of Fourmile Creek; and

WHEREAS, the City Engineer has obtained competitive quotes for the project; and

WHEREAS, the City Engineer, Snyder and Associates, has recommended project award to Halbrook Excavating as the low bidder in the amount of \$107,850.00;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby award the Fourmile Creek Bank Stabilization Project to Halbrook Excavating.

ADOPTED this 29th day of March 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

Proposal



Phone: 515-289-2506
 Fax: 515-289-4540

Proposal: 16CW0043
Date:

To: City of Pleasant Hill Attn: Eric Cannon	Project: Four Mile Creek
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Salesperson		
Chris Wiemann		

Reference	Description	Quantity	UOM	Unit Price	Extended Price
01.01	Live Staking	480.0000	LF	45.0000	21,600.00
01.02	Temp Access	1.0000	LS	12,750.0000	12,750.00
02.01	Topsoil Off Site	1.0000	CY	50.0000	50.00
02.02	Class 13 Excavation	1,200.0000	CY	15.0000	18,000.00
09.01	Hydro Seed and MBFM Mulch	0.3000	AC	6,000.0000	1,800.00
09.02	Hydro Seed, Fertilizer, and Mulch	0.5000	AC	6,000.0000	3,000.00
09.03	Temp RECP Type 3.B	725.0000	SY	4.0000	2,900.00
09.04	Rip Rap	550.0000	TN	65.0000	35,750.00
11.01	Mobilization	1.0000	LS	12,000.0000	12,000.00

Proposal Total:	107,850.00
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Acceptance	
Accepted by:	_____
Title:	_____
Date:	_____

Scope of Work

Exclusions

**BID TABULATION
FOURMILE BANK STABILIZATION
CITY OF PLEASANT HILL
BID DATE: MARCH 22, 2016
PROJECT NO.: 115.0030.01**

ITEM	DESCRIPTION	QUANTITY	UNIT	SNYDER & ASSOCIATES, INC ENGINEER'S ESTIMATE		HALBROOK EXCAVATING		MCANINCH CORPORATION		ELDER CORPORATION	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization	1	LS	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$21,100.00	\$21,100.00	\$2,800.00	\$2,800.00
2	Grading	1,200	CY	\$18.00	\$21,600.00	\$15.00	\$18,000.00	\$19.00	\$22,800.00	\$11.00	\$13,200.00
3	Topsoil	580	CY	\$16.00	\$9,280.00	\$50.00	\$29,000.00	\$24.30	\$14,094.00	\$35.00	\$20,300.00
4	Revetment, Types A, E, Erosion Stone	550	TONS	\$70.00	\$38,500.00	\$65.00	\$35,750.00	\$90.50	\$49,775.00	\$75.00	\$41,250.00
5	Hydraulic Seeding, Seeding & MBFM Mulching - Streambank	0.3	AC	\$6,000.00	\$1,800.00	\$6,000.00	\$1,800.00	\$5,100.00	\$1,530.00	\$8,000.00	\$2,400.00
6	Hydraulic Seeding, Seeding , Fertilizing & Wood Cellulose Mulching - Temporary Access	0.5	AC	\$5,000.00	\$2,500.00	\$6,000.00	\$3,000.00	\$4,080.00	\$2,040.00	\$10,500.00	\$5,250.00
7	Rolled Erosion Control Product (RECP), Type 3.B	725	SF	\$4.00	\$2,900.00	\$4.00	\$2,900.00	\$2.75	\$1,993.75	\$6.00	\$4,350.00
8	Live Staking	480	LF	\$20.00	\$9,600.00	\$45.00	\$21,600.00	\$35.00	\$16,800.00	\$67.00	\$32,160.00
9	Temporary Access	1	LS	\$12,000.00	\$12,000.00	\$12,750.00	\$12,750.00	\$7,330.00	\$7,330.00	\$39,000.00	\$39,000.00
TOTALS					\$110,180.00		\$136,800.00		\$137,462.75		\$160,710.00



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: MARCH 29, 2016

TO: MAYOR & CITY COUNCIL

FROM: J. BENJAMIN CHAMP, AICP, EDFP, ASLA
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PARTICIPATION IN A NEEDS ASSESSMENT OF GREENWAY AREA OF FOURMILE CREEK
FROM DES MOINES RIVER NORTH TO INTERSTATE 80

BACKGROUND:

The City Council has participated in several joint efforts to address flooding, erosion, and long term goals for the Fourmile Creek Watershed. Pleasant Hill is a member of the Fourmile Creek Watershed Management Authority that has completed a series of assessments of the area. Polk County is now offering to lead a master planning effort and specific needs assessment of the greenway area from the Des Moines River north to Interstate 80 and has developed the attached scope of services with Snyder and Associates. The County is proposing that Pleasant Hill cost share the study in the amount of \$10,000.00. The City of Des Moines, Polk County Conservation Board, and Polk County Public Works would be responsible for the remaining portion of the \$57,000.00 contract. Mark Land of Snyder and Associates will be present at the meeting to walk through the proposed project and answer questions. Following the presentation, the following resolution can be considered to authorize participation in the joint effort.

ALTERNATIVES:

Not participate in the project; however, the City could lose an opportunity to cost effectively plan for future flooding, maintenance, and operations in the greenway area.

FINANCIAL CONSIDERATIONS:

Funding for the cost share of the project can be accommodated from storm water funds.

RECOMMENDATION:

Hear presentation from Mark Land regarding the project and consider approval of resolution to participate in the master planning effort in the amount of \$10,000.00.

RESOLUTION #032916-02

A RESOLUTION APPROVING JOINT PARTICIPATION FOR FOURMILE CREEK MASTER PLAN

WHEREAS, the City of Pleasant Hill is a member of the Fourmile Creek Watershed Management Authority; and

WHEREAS, Polk County is leading an effort to develop a master plan for the portion of the Fourmile Creek watershed in an area between the Des Moines River and Interstate 80; and

WHEREAS, Polk County has requested that Pleasant Hill cost share in the planning effort in the amount of \$10,000.00; and

WHEREAS, the attached scope of services has been developed for the project;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does agree to participate in the amount of \$10,000 in the Fourmile Creek master planning study to be led by Polk County.

ADOPTED this 29th day of March 2016.

Sara Kurovski, Mayor

ATTEST:

Dena Spooner, City Clerk/Finance Director

EXHIBIT A – SCOPE OF SERVICES

I. NAME OF PROJECT MANAGER

- A. The PROFESSIONAL shall assign Mark A. Land, P.E. as PROJECT MANAGER of the PROJECT.
- B. Changes in Project Manager.

The CLIENT has the right to approve or disapprove any proposed change from the individuals named in Article I(A). The CLIENT shall be provided with a resume and qualifications of any proposed substitute and shall be given the opportunity to interview the proposed substitute prior to final acceptance or rejection.

II. PROJECT DESCRIPTION

The PROFESSIONAL shall provide Professional Services as required to complete the preparation and assembly of the PROJECT as described hereinafter as follows:

- A. Greenway area of Fourmile Creek from the Des Moines River north to Interstate 80 located in Pleasant Hill, Des Moines and Polk County, Iowa.

III. SCOPE OF WORK

A. Task 1 – Site Analysis, Precedent Studies and Needs Assessment

Task 1.1 Project Start - An initial meeting with the steering committee will be held to discuss the project history, establish goals and objectives, and review the project approach.

Task 1.2 Development of a Site Analysis Summary Presentation

- a. Watershed Management Plan Coordination: This includes coordination with the Fourmile Creek Watershed Management Authority and the watershed management planning process. An updated watershed and issues assessment is being provided as part of the watershed management plan. This analysis and the needs assessment will include a review of this assessment as it relates to this particular portion of the watershed. The greenway boundaries developed from the watershed planning process will be utilized for this process.
- b. Base Map: utilize base map with aerial photography, LIDAR topography and information collected as part of the Fourmile Creek Watershed Management Planning process. The base map will be utilized for the creation of concept planning and the preparation of the final master plan.

- c. Site Visit: Along with the information above, a site visit will be conducted by the project team to better familiarize themselves with the existing conditions.
- d. Site Analysis: Preparation of a site analysis summarizing the key factors affecting the type of potential improvements along the greenway corridor; such as, steep slopes, vegetation, views, flooding potential, public access, etc.

Task 1.3 Steering Committee Meeting: An initial kickoff meeting with the steering committee made up of representatives from Polk County, Polk County Conservation Board, City of Des Moines, City of Pleasant Hill, and the Polk Soil and Water Conservation District will be held upon completion of the initial inventory and precedence studies. The project team will meet with the steering committee to review the findings. This will assist with helping all members gain an understanding of the project site conditions, proposed greenway boundaries, input from the Watershed Management Authority, potential concerns/possible solutions, and provide general input. During this meeting, the project team will gather feedback on the project boundaries and develop a schedule of needs and set of goals that should be addressed during the master planning process.

Task 1.4 Prepare a Needs Assessment - The project team will then prepare an assessment of needs and desired improvements for the project site.

B. Task 2 - Concept Plan and Preliminary Master Plan Development

Task 2.1 Concept Plan Development - Based upon the information gathered from the steering committee meeting, the project team will prepare a concept plan to include distinct emphasis areas such as recreation, restoration, and best management practices. This will graphically show proposed improvements. The concept shall address short-term and long term improvements.

Meeting: A meeting with the steering committee will be held to review the concept plan. The color rendered concept plan drawings, photo examples and precedent images will be presented to the committee to gather further feedback and direction. The project team will provide input on options/recommendations and the committee will have a chance to comment on the impact of options/recommendations on their individual area of experience.

Task 2.2 Preliminary Master Plan Development - Based upon the information gathered from the steering committee meeting, the project team will prepare a preliminary master plan which further defines the proposed improvements. More detailed color rendered concept plan would be provided for key locations identified along the greenway. The goal of the master plan will be to integrate input from each group to create a plan with the greatest opportunity for public support.

- Task 2.4 Fourmile Creek Watershed Management Authority (WMA) Meeting – The preliminary master plan would be revised to address steering committee comments. The updated plan would then be presented to the WMA for their review and comment.

Task 3 – Blue Print for the Future: Action Plan for Achieving Goals

- Task 3.1 Final Master Plan - Based upon the input gathered from the WMA and the steering committee, the project team will develop a final master plan.
- Task 3.2 Action Plan - Develop an action plan, summarized in a report document that addresses the following items:
 - a. Maintenance and Operations Plan - The project team will assist with an overall program identifying management goals and responsibilities for the project site.
 - b. Budget Opinion –The project team will prepare a budgetary cost opinion for the Master Plan improvements to assist with planning and potential funding opportunities.
 - c. Phasing- Based upon the total cost opinion for full development of the Master Plan and input received, the project team will provide an assessment of grant opportunities and outline a list prioritizing the desired improvements which may be implemented over a period of time.
- Task 3.3 Presentation of Final Master Plan and Action Plan for Approval.
 - a. Present to the Steering Committee for their review and approval.
 - b. Public Meeting – The final master plan will be revised to address steering committee comments. The goal is to provide a brief overview of the project history including the site analysis and concept design process. Then present the final master plan to the public. This meeting will be in an open house format.
 - d. Fourmile Creek Watershed Management Authority (WMA) Meeting – The final master plan will be presented to the WMA for their endorsement.

IV. RESPONSIBILITY OF THE CLIENT

At its own expense, the CLIENT shall have the following responsibilities regarding the execution of the Contract by the PROFESSIONAL.

A. PROJECT OFFICER

The CLIENT shall name a Project Officer to act as the CLIENT's representative with respect to the work performed under this Agreement. All correspondence with CLIENT relating to PROJECT shall be directed to the Project Officer and the Project Officer shall be invited to all progress meetings and other meetings called during the PROJECT.

B. PROMPT RESPONSE

To prevent an unreasonable delay in the PROFESSIONAL's work, the CLIENT will examine all reports, drawings, specifications, and other documents and will provide authorizations in writing to the PROFESSIONAL to proceed with work within a reasonable time period.

V. WORK SCHEDULE

The PROJECT, shall be performed by the PROFESSIONAL in accordance with a schedule mutually developed by the CLIENT and PROFESSIONAL. Generally, the schedule for the PROJECT is described as follows:

A. Assuming the Notice to Proceed is obtained on or about April 13, 2016, the following tasks will be complete as follows:

Task 1	July 15, 2016
Task 2	September 15, 2016
Task 3	November 1, 2016

B. The PROFESSIONAL shall not be responsible for delays in the schedule which are beyond the PROFESSIONAL's control.

VI. COMPENSATION AND TERMS OF PAYMENT

The CLIENT shall pay the PROFESSIONAL in accordance with the terms and conditions of this Agreement.

A. BASIC SERVICES

As set forth in Article III (A – C) the professional fee shall be on the basis of a maximum fixed fee on hourly rates and fixed expenses as outlined in the PROFESSIONAL'S Standard Fee Schedule. The current fee schedule is shown in the attached Exhibit "B". Total fees of services shall not exceed the following amounts without approval of the CLIENT.

<u>Item</u>	<u>Amount</u>
1. Task 1	\$12,500
2. Task 2	\$19,500
3. Task 3	<u>\$25,000</u>
	\$57,000

Anytime the PROFESSIONAL anticipates that actual engineering costs will exceed estimated engineering costs, he shall immediately notify the CLIENT, in writing, of such proposed increase and the reasons therefore. The CLIENT shall thereupon review such proposed increase and either accept or reject same.



CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: March 29, 2016
TO: Mayor and Council
FROM: City Manager
SUBJECT: Discussion regarding yard waste disposal for Metro Waste Authority

BACKGROUND:

In January 2016 the City Council had a presentation from representatives of Metro Waste Authority regarding consideration of whether to have comingling of yard waste with trash or to maintain it separately as is currently done. Due to a change in State law comingling is now permitted in some landfills. There are a number of factors that the Metro Waste board and staff have to consider when making this decision, including ability to compost, number of trucks on the road, cost to the landfill and cost to the customer.

Council member Barb Malone is the City's representative on the Metro Waste board and she has requested the Council have a follow up discussion about this matter and provide her some guidance for the direction Pleasant Hill would prefer that she can use when the Metro Waste board is considering this matter.

ALTERNATIVES:

FINANCIAL CONSIDERATIONS:

None for the City at this time.

RECOMMENDATION:

This is a discussion item and no official action is expected.