

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, November 17, 2016**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, November 17, at 5:37 p.m. by Joe Hrdlicka.

<b>Commission</b>	Heather Schebel	Joe Hrdlicka	Forrest Ridgway	Rick Swalwell	Aaron Sewell
<b>Present</b>	<b>X</b>	<b>X</b>			<b>X</b>
<b>Staff</b>	Susan Greenwood <i>Parks &amp; Recreation Administrative Secretary</i>	Sally Ortgies <i>Interim Director of Parks &amp; Recreation</i>	Greg Hansen <i>Superintendent of Recreation</i>	Dave Sadler <i>Parks &amp; Recreation Landscape Architect</i>	
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	

**On Item 1. Approval of Agenda**

Schebel moved to approve the agenda as presented. Sewell seconded. Motion carried.

**On Item 2. Citizen Forum**

No items.

**On Item 3. Approval of Minutes of October 20, 2016 Meeting**

Sewell moved to approve the minutes as presented. Schebel seconded. Motion carried.

**On Item 4. Old Business**

No items.

**New Business:**

**On Item 5A. Motion – Approval of Recommendation to City Council – FY17-18 Parks Capital Improvement Program**

Ortgies shared that the Facilities Committee met and recommended approval by the Board. Schebel asked about reconditioning the Aquatic Center equipment. Ortgies responded that staff have determined that reconditioning the existing play structure at Holiday Aquatic Center will be a significant savings and that those saved funds can be used for other renovations at Aquatics facilities.

Sewell moved to approve the recommendation to City Council – FY17-18 Parks Capital Improvement Program. Schebel seconded. Motion carried.

**On Item 5B. Motion – Approval of Recommendation to City Council – Park Use Agreement – West Des Moines Soccer Club**

Ortgies noted that the primary change is that Public Services asked that the Soccer Club take responsibility for all mowing services and in exchange Public Services will provide a higher level of service for turf chemical applications. Schebel asked about irrigation of the fields. Ortgies responded that the Club is currently irrigating using a well that they had installed a few years ago. Schebel asked who holds the water-use permit for the well. Ortgies responded that the West Des Moines Soccer Club holds the permit.

Schebel moved to approve the recommendation to City Council – Park Use Agreement – West Des Moines Soccer Club. Sewell seconded. Motion carried.

On Item 5C. Motion – Approval of Recommendation to City Council – Revised Schedule of Rates, Fees & Charges

Ortgies gave an overview of the proposed changes approved by the Facilities Committee. She noted that staff have been studying the rates and fees in the process of implementing the new registration and reservation software. She added that some changes in fee structure are to be more compatible with the new software and that some fees were not previously listed on the schedule. Ortgies noted that Ridgway proposed rounding some of the fees to provide better consistency. Hrdlicka expressed wanting all user groups to be served fairly by the fees. Ortgies added that the new system will utilize percentage discounts for non-profits and for groups booking off-peak hours as well as an hourly vendor fee for events where admissions or sales occur.

Schebel moved to approve the recommendation to City Council – Revised Schedule of Rates, Fees & Charges. Sewell seconded. Motion carried.

Staff Reports:

On Item 6A. Landscape Architect

Sadler noted that this fall has been very busy with construction due to the nice weather. He shared that the Commons Area and ADA improvements projects at Holiday Park are substantially complete with a punch list prepared. He added that new bleachers for the Girls Softball fields will be ordered over the winter with installation occurring in the spring. Sadler shared that the plans and specifications have been ordered for the next two phases of Holiday Park renovations. Sadler noted that the Woodland Hills Park shelter, restrooms and playground are about 60% complete and will be finished in the spring. He shared that the Jordan Creek Park Community Gardens are tilled and that the water lines will be installed next week. Sadler informed the Board that a soil restoration project took place at Valley Park this week where the turf was deep-tine aerated and compost was spread. Ortgies added staff discovered that according to NRCS staff, the project was the largest soil restoration project that has been done in the state of Iowa. Sadler shared that the Valley View basketball courts are complete and that the lights are getting lots of use. He noted that the Fairmeadows Park storm sewer pipe reconstruction project is substantially complete and that restoration will be done in the spring including sidewalks and a new playground. Sadler has sent out communications to the nearby neighborhoods informing them of the plans for Fairmeadows Park. Sadler shared that an environmental engineer is doing an assessment of the Jordan Creek to identify key areas for restoration and water quality improvements. Sadler noted that staff are assisting in the Veterans Parkway alignment process as it relates to minimizing the impact on Great Western Trail. Ortgies added that she had communicated the status of the process to the DMMPO Trails Roundtable.

On Item 6B. Superintendent of Recreation

Hansen shared that the new PerfectMind software launched on November 8, with over \$11,000 successfully collected on the first day of program registration.

On Item 6C. Interim Director of Parks and Recreation

Ortgies expressed what a joy and a relief it was to have the purchase of new parkland approved at the City Council meeting on Monday night. She shared that the Board should be so proud of being involved in such an important accomplishment. Hrdlicka expressed thanks to Ortgies for overseeing the process. Ortgies recognized Park Planner, Marco Alvarez for his foresight and research which made the purchase possible.

On Item 7. Other Matters

Councilman Trimble asked who residents should contact about basketball hoops that are missing the crank to raise and lower the net. Ortgies responded that even though maintenance staff are now at Public Services, residents can always contact Parks and Recreation directly with questions or concerns about items in the parks. She added that the crank-type hoops were only installed in public parks for a short time because the mechanics were found to break over time with such heavy use. They are now permanently set at regulation height with no way for park users to reset the height. Another citizen request received was for a plywood backstop to be added to the tennis court at Willow Springs. Hrdlicka shared that a citizen had come to him about the water aerobics program and wanting to see it brought back. Hansen responded that staff were unable to secure an instructor for the program in 2016. Hrdlicka shared that he might know of some people who would be interested in teaching and if so, he will have them contact Hansen.

Receive, File and/or Refer:

On Item 8A. City Council Communications

October 17, 2016: Motion – Approval of Professional Services Agreement – Jordan Creek Assessment & Restoration Prioritization Analysis – Barker Lemar

October 31, 2016: Resolution – Accept Work – 2016 Concrete Trail Renovation

October 31, 2016: Motion – Approving Change Order #6 - Community Center Interior Renovations – Covenant Construction Services

October 31, 2016: Motion – Approval of Change Order #1 – Concrete Trail Renovation

November 14, 2016: Motion – Approval of Contract Agreement Renewal – Park Security Services

November 14, 2016: Resolution – Order Preparation of Plans and Specifications – Holiday Park Baseball Field Improvements – Phases 4B and 5

Schebel moved to adjourn. Sewell seconded. Motion carried. Meeting adjourned at 6:17 p.m.

Respectfully submitted,

\_\_\_\_\_  
Susan Greenwood  
Administrative Secretary

ATTEST:

\_\_\_\_\_  
Aaron Sewell  
Advisory Board Secretary