

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

**5:30 p.m.
Thursday, March 16, 2017
City Hall – City Council Chambers
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of February 16, 2017 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Presentations - Annual Reports:**
 1. Cricket League of Iowa
 2. Des Moines Rugby Foundation
 3. West Des Moines Girls Softball
 4. West Des Moines Soccer Club
 - B. Motion – Approval of Revision – Valley View Park Master Plan**
- 6. Staff Reports**
 - A. Superintendent of Parks**
 - B. Superintendent of Recreation**
 - C. Director of Parks and Recreation**
- 7. Other Matters**
- 8. Receive, File and/or Refer**
 - A. City Council Communications**

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WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, February 16, 2017

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, February 16, at 5:31 p.m. by Chair Hrdlicka.

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

On Item 1. Approval of Agenda

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

On Item 2. Citizen Forum

No items.

On Item 3. Approval of Minutes of December 15, 2016 Meeting

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

On Item 4. Old Business

No items.

New Business:

On Item 5A. Annual Facilities Reports:

1. Raccoon River Park Softball Complex - Bruce Mankle, Recreation Facilities Supervisor, gave an overview of the facility which is entering its 18th full year of operation. He shared information about the tournaments, rentals and leagues that are scheduled at the Complex. Mankle shared information about other metro area fields. He provided information on planned facility improvements including an irrigation pump upgrade. Mankle concluded by reiterating that Raccoon River Park Softball Complex continues to be one of the Midwest's premier facilities.
2. Holiday Park Baseball Complex – Mankle gave an overview of the facility which has been managed by the City since 2013 and is entering year 3 of a 5 year operations agreement with Sportsplex West. He shared information about tournaments, rentals and leagues. He provided information about ongoing facility renovations which are providing dramatic increases in satisfaction survey results. Mankle gave financial information including unexpected expenses that occurring in 2016. He shared information about leagues, programs and open gyms offered. Ridgway asked about raising fees. Mankle responded that during the next off season staff will be looking at potential fee increases. Ridgway inquired about satisfaction with contracted service providers. Mankle responded that the first couple of years were a learning process but that last year it felt like everyone was finding harmony. Councilman Trimble urged price increases while remaining competitive among other metro facilities. Trimble suggested an increased effort on marketing of programs and facilities.
3. Raccoon River Park Nature Lodge – Jodie Weeks, Recreation Facilities Supervisor, gave an overview of the facility including a recent effort to increase daytime business rentals. She gave information about programs offered as well as information about the Dog Park and Archery

Facilities. Weeks gave information about the City's special events which are coordinated by Parks & Recreation.

4. Valley View Park Aquatic Center – Mark Brewick, Recreation Facilities Supervisor, gave an overview of the facility and the 2016 attendance and financials. He shared that pool heaters were replaced at both facilities in 2016.
5. Holiday Park Aquatic Center – Brewick gave an overview of the facility and the 2016 attendance and financials. Brewick shared that the annual pool basin painting will occur at Holiday this spring. He added that the YMCA swim team will utilize Holiday in the mornings again in 2017. Brewick spoke about the struggle to hire and retain enough lifeguards to staff the facilities. Councilman Trimble asked what we could do differently to attract customers or find efficiencies. Brewick shared that the aquatics industry is constantly coming up with new and innovative rides. He added that the variable frequency drives being installed on the pool pumps will create an efficiency. He added that it may be time to consider fee increases but that ultimately the outdoor aquatic industry is so dependent on good weather.
6. Valley Junction Activity Center – Brewick gave an overview of the facility as well as renovation impacts. He shared some of the programs that are offered in the building. Brewick showed images of the newly renovated spaces. He provided information on rentals and financials.

On Item 5B. Motion – Approval of Recommendation to City Council – Possible Sale of City-Owned Lot
Ortgies shared the City owns a small piece of property that has been identified as a potential piece of a future mini neighborhood park site. She added that the property owner to the north has approached the City multiple times about purchasing the lot. Ortgies shared that previously the City has denied the request in hopes that additional property adjacent to the lot would eventually become available to allow creation of a full park site. Ortgies asked for the Board's opinion. The Board discussed the impact of providing parkland to all residential areas in accordance with the Master Parks Plan. Councilman Trimble suggested approaching the landowner of the empty lots to the west to gauge their interest in selling their land to assist in making a decision.

Ridgway suggested staff contact the property owner for the lots to the west and to see if they are interested in selling. If they are not, then work toward selling the City property to the requestor with the proceeds going to the WestParks Foundation.

Schebel moved to table the motion to the next meeting. Sewell seconded. Motion carried.

Staff Reports:

On Item 6A. Landscape Architect

Sadler informed the Board that it is a busy time right now for construction planning. He shared that staff will be bidding the next phase of Holiday Park renovations in March. He stated that Fairmeadows Park playground replacement design is underway in-house and will be constructed as soon as possible. Sadler added that planning is underway for the Grand Avenue trail section from Fuller to where Grand crosses the Jordan Creek. Sadler shared that plans are being developed for the lighted tennis courts at Valley View as well as future additions for the lighted sand volleyball courts, shelter and restrooms. The annual trail renovation project is also in the planning phases. He added that projects in Raccoon River Park will include the Softball Complex irrigation modifications as well as portable toilet enclosures and a new drinking fountain in the Dog Park. Staff are participating in planning for enhancements to Veterans Parkway as well as a VFW memorial near Browns Woods. Sadler shared that half of the Jordan Creek Community Garden spaces have been reserved for 2017.

On Item 6B. Superintendent of Recreation

Hansen shared that the spring/summer 2017 program guides will be mailed in about a week. He added that it is a busy time with summer staff hiring underway.

On Item 6C. Director of Parks and Recreation

Orgies shared that the RRP Ice Rink is closed due to warm weather and damage to the liner. She added that Parks & Recreation staff will work with Public Services staff to improve the facility next year. Orgies reminded the Board of the City Council workshop taking place on Tuesday evening. She noted that staff vacancies are being filled, a Secretary will begin work in March and approvals are underway for a new Superintendent of Parks. Orgies shared that the full Park Board packets are now being posted to the website. Orgies shared that she will be forwarding an email update to the Board from the City Manager regarding the Great Western Trail. The Board discussed their perceptions and opinions of the process and of the Veterans Parkway alternatives.

On Item 7. Other Matters

Hrdlicka asked Trimble about the local option sales tax bill. Trimble expressed that many people are very positive about it but lobbying needs to happen soon. His perception is that it will make it further than it has before. Trimble shared that the West Des Moines Historical Society is interested in buying a portion of the adjacent Walnut Creek Church property, if it comes up for sale. Trimble urged the Board and staff to consider options, potentially for public art or for historical or cultural programming opportunities. Orgies added that the area is underserved from a Master Parks Plan perspective and that a neighborhood park is planning in this general location.

Receive, File and/or Refer:

On Item 8A. City Council Communications

December 27, 2016: Resolution – Accept Work – Valley View Park Basketball Courts

January 9, 2017: Public Hearing – Valley View Aquatic Center and Holiday Aquatic Center

Improvements – City Initiated: 1) Resolution – Approval of Plans and Specifications; 2) Motion – Receive and File Report of Bids; 3) Resolution – Reject Bids

January 9, 2017: Resolution – Accept Work – Holiday Park Youth Baseball Phase 4A Commons Area

January 23, 2017: Resolution – Order Preparation of Plans and Specifications – Valley View Park Tennis Courts

January 23, 2017: Resolution – Order Preparation of Plans and Specifications – South 19th Street Trail / Sidewalk Project

January 23, 2017: Resolution – Order Preparation of Plans and Specifications – Grand Avenue Trail (Jordan Creek Crossing to Fuller Road)

February 6, 2017: Resolution – Order Preparation of Plans and Specifications- Raccoon River Park Portable Toilet Enclosures

Ridgway moved to adjourn. Schebel seconded. Motion carried. Meeting adjourned at 7:51 p.m.

Respectfully submitted,

Susan Greenwood
Administrative Secretary

ATTEST:

Aaron Sewell
Advisory Board Secretary

**CITY OF WEST DES MOINES
PARK AND RECREATION ADVISORY BOARD
MEETING COMMUNICATION**

DATE: March 16, 2017

ITEM: Presentations – Annual Reports


1. Cricket League of Iowa
2. Des Moines Rugby Foundation
3. West Des Moines Girls Softball
4. West Des Moines Soccer Club


FINANCIAL IMPACT: None

SYNOPSIS: The above groups will be presenting their annual reports to the Board at Thursday's meeting.

BACKGROUND: None

RECOMMENDATION: No action is necessary.

Prepared by: Greg Hansen, Superintendent of Recreation 

Approved for content by: Sally Ortgies, Director of Parks and Recreation 

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

DATE: March 16, 2017

ITEM: Motion – Approval of Revision – Valley View Park Master Plan

FINANCIAL IMPACT: None at this time. This may result in a slightly higher grading cost for the tennis court project due to the change in location.

SYNOPSIS: The Department has funds budgeted to construct two lighted tennis courts in Valley View Park. After beginning design development for the tennis court project, staff determined that it would be advantageous to relocate the courts to the north side of the entrance drive for the following reasons:

1. Allows more space on the south side of the entrance road for the existing basketball courts and planned/budgeted shelter, restroom, and sand volleyball courts. There is space to construct three lighted sand volleyball courts rather than the two shown on the original master plan.
2. After analyzing programming of the site, the basketball courts and sand volleyball courts will be used for leagues run by the department. The revised plan creates a gathering spot for league participants with the shelter and provides a restroom facility adjacent to these active uses.
3. Separates the “quieter” use of the tennis courts from the more active basketball and volleyball courts.
4. Makes better use of the area north of the entrance drive that had been shown as a small maintenance building on the original plan. With the transfer of parks maintenance to the Public Services Department and a new Public Services Facility being constructed just south of Valley View Park, there will be no need for a separate maintenance building in the park. It will be similar to Raccoon River Park where general maintenance functions are housed off-site. Storage will be built into the planned restroom building.

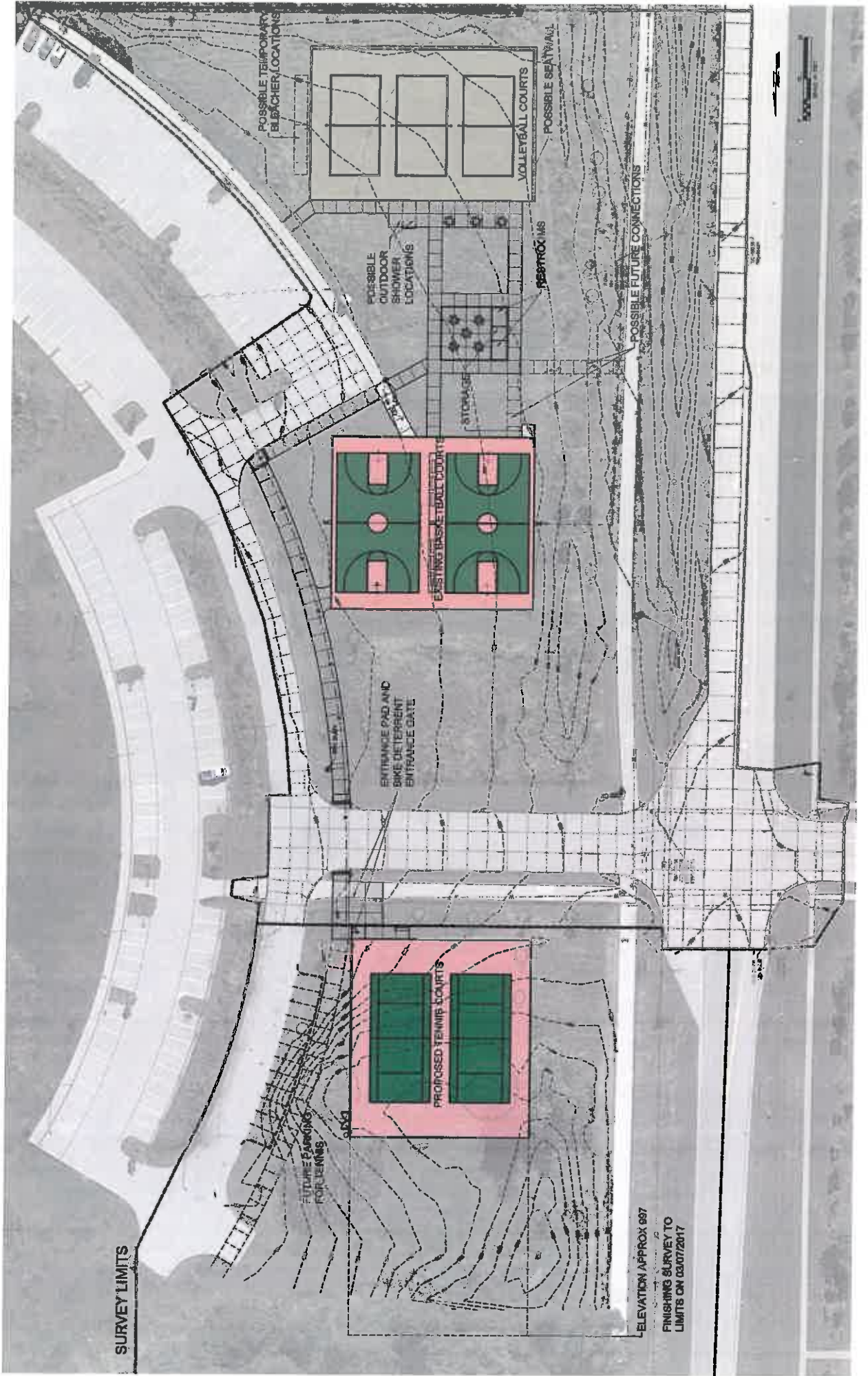
If approved by the Board, the revision will be submitted to the Development Services Department as a Minor Modification. Minor Modifications can be approved at the staff level, but this will likely be taken to the City Council due to it involving public property.

BACKGROUND: The following items are attached:

1. Plan showing revised court area.
2. Original Valley View Park Master Plan.

RECOMMENDATION: That the Board approve the revisions to the Valley View Park Master Plan.

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



SURVEY LIMITS

POSSIBLE TEMPORARY BLEACHER LOCATIONS

POSSIBLE OUTDOOR SHOWER LOCATIONS

EXISTING BASKETBALL COURTS

VOLLEYBALL COURTS

RESTROOMS

STORAGE

ENTRANCE PAD AND BIKE OR TERRENT ENTRANCE GATE

PROPOSED TENNIS COURTS

POSSIBLE FUTURE CONNECTIONS

ELEVATION APPROX 697

FINISHING SURVEY TO LIMITS ON 03/07/2017



Final Master Plan



Active	Ecological	Interpretive	Pathways	Structures	Vehicular
<ul style="list-style-type: none"> 1 Basketball Courts (lighted) 2 Great Lawn (lighted) 3 Sand Volleyball Courts (lighted) 4 Softball / Baseball Skinned Infield 5 Softball / Baseball Backstop 6 Tennis Courts (lighted) 7 Ice Rink (lighted) 	<ul style="list-style-type: none"> 1 Bioinfiltration Cell 2 Oak Savannah 3 Rain Water Pond 4 Underground Cistern 5 Rock Step Stream 6 Vegetated Berm 7 Wetland 8 Natural Play Area 	<ul style="list-style-type: none"> 1 Giant Bird Nest 2 Interactive Splash Pad 3 Labyrinth 4 Rain Water Vortex 5 Stream Plank Walk 6 Waterfall Bridge 7 Wetland Boardwalk 	<ul style="list-style-type: none"> 1 High Intensity Trail, 10' paved 2 Moderate Intensity Trail, 8' paved 3 Low Intensity Trail, non-paved 4 Trail Connection 	<ul style="list-style-type: none"> 1 Community Building 2 Maintenance Building 3 Ice Rink Rental & Warming House 4 Outdoor Theatre 5 Restrooms / Shelter 6 Shelter * Park Entry Portal Features 	<ul style="list-style-type: none"> 1 Entry Drive 2 Park Drive
					Number of Parking Spaces
					Existing
					<ul style="list-style-type: none"> 1 Aquatic Center 2 Water Tower 3 Wetland

Figure 4.1
The Master Plan has been created with a balanced approach to site development incorporating human needs with environmental considerations.

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

ITEM: Motion – Approval of Agreement for City Sounds-
Des Moines Public Piano project in Valley Junction

DATE: March 6, 2017

FINANCIAL IMPACT: \$3,500 from Public Art Fund, 437.400.470.5230.515

SYNOPSIS: Last year the City Council approved a one year contract with City Sounds for the public piano which was located in front of the Valley Junction Activity Center. This site was chosen for its unique opportunity to interact with the public in a highly visible location, which proved to be very true. Staff received several positive comments and City Sounds performed the necessary repairs when needed in a timely fashion. Overall the program added an informal arts opportunity for the public.

The Public Arts Advisory Commission reviewed this program at its Thursday, February 23, 2017 meeting and recommends the program return for a second year.

BACKGROUND: The contract covers painting, transportation, storage, installation, insurance, maintenance and a cover. Valley Junction Historical Staff and/or Valley Junction Activity Center Staff will again be the caretakers of the piano. Should the piano need tuning or sustain any damage, City Sounds is contacted for the repairs.

Attached is a map that shows the proposed location and the literature from City Sounds.

OUTSTANDING ISSUES: None

RECOMMENDATION: Motion to approve the recommendation from the Public Arts Advisory Commission to approve the City Sounds: Des Moines Public Piano Project Partnership Agreement.

Lead Staff Member: Greg Hansen, Superintendent of Recreation

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split