

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

**5:30 p.m.
Thursday, May 21, 2020**

***Due to the State Public Health Emergency Declaration regarding COVID-19, this meeting will be conducted electronically pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020. Members of the public wishing to participate in this meeting are encouraged to do so telephonically, by calling:
515-207-8241, Enter Conference ID: 292 018 293#***

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of April 16, 2020 Meeting**
- 4. Old Business**
 - A. Motion – Approval of Project Concept - West Des Moines Girls Softball Association – Indoor Practice Facility
- 5. New Business**
 - A. Motion – Approval of Recommendation to City Council – Facility Fees and Charges:
 1. Jamie Hurd Amphitheater
 2. MidAmerican Energy Company RecPlex
 3. Raccoon River Park Boathouse Lockers
 - B. Motion – Approval of Recommendation to City Council – Response to COVID-19 – Valley View and Holiday Aquatic Centers
 - C. Update – American Legion Park Skatepark
- 6. Staff Reports**
 - A. Superintendent of Parks
 - B. Superintendent of Recreation
 - C. Director of Parks & Recreation
- 7. Other Matters**
- 8. Receive, File and/or Refer**
 - A. City Council Communications

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

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, April 16, 2020**

This meeting was held electronically because of the State Public Health Emergency Declaration regarding Covid-19 and will be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, April 16, 2020 at 5:33 p.m. by presiding Chair Schebel.

Commission	Heather Schebel <i>Chair</i>	Joe Hrdlicka <i>Secretary</i>	Jim Miller	Rick Swalwell	Aaron Sewell <i>Vice-Chair</i>
Present	X	X	X	X arrived at 6:00	X
Staff	Sally Ortgies <i>Director of Parks & Recreation</i>	Dave Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Miranda Kurtt <i>Secretary</i>	Tom Hadden <i>City Manager</i>
Present	X	X	X	X	
Council	Russ Trimble <i>Council Liaison</i>				
Present	X				

On Item 1. Call to Order/Approval of Agenda

Hrdlicka moved to approve the agenda as presented. Miller seconded. Motion carried unanimously.

On Item 2. Citizen Forum

No items were presented.

On Item 3. Approval of Minutes of January 16, 2020, Meeting

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

On Item 4. Old Business

No Items.

New Business

On Item 5A. Discussion – West Des Moines Girls Softball Practice Facility Proposal

Representatives from the West Des Moines Girls Softball Association phoned in for this electronic meeting. Representatives included Collin King, Gene Rauch, Tina Finn, and Kris Schmidt. Ortgies stated that the Parks and Recreation staff has been working with the Association for a couple of months regarding a proposal to construct an indoor practice facility in Holiday Park. The staff’s main concern with the project is the metal materials being proposed for the building. Ortgies shared that the Development Services Department also has concerns and has communicated that materials must match other buildings in the park. Ortgies stated that staff’s recommendation is that the Board discuss this item and then refer to the Facilities Committee for further review and recommendation back to the full Board.

Gene Rauch then presented information on the project. The proposed building would allow the Association to hold practices indoors at Holiday Park year round rather than leasing the current indoor space. They are proposing a Morton-type building with metal panel construction. The location next to

Petite Field was selected after the prior location proposed near the existing concession stand was deemed unfavorable. Collin King recognized the concern with the building materials. He stated that there are different options to add wainscot to the building to complement the other buildings in Holiday Park. Rauch stated that the additional wainscot would add an additional \$50,000 - \$90,000 to the costs.

Trimble questioned if the new RecPlex would be an option for their practices since batting cages were being installed there. Rauch stated scheduling could be an issue at the RecPlex. Tina Finn stated that the tournament teams are scheduled from 5:00-9:00 pm, Monday through Friday, from January to March. Penning questioned what their current leased area offers and what the new building would include. Rauch stated that it has batching cages and pitching areas, but the new building would have these along with an infield practice area. Hrdlicka shared that the building would be well-used, and the building would ease the wear and tear on the actual fields. King stated as the girls mature, their swing path increases, and the facility would provide a safer batting area. Rauch stated the building will also include restrooms and a conference room.

Sewell asked what other communities have these types of facilities. King stated Waukee has two and Dowling Catholic School has one indoor facility. Other communities are leasing empty buildings and warehouses. Ortgies asked about the timeline for the project. Rauch would like to break ground after November and build through the winter prior to their lease ending.

Miller asked for the status of the Association's fundraising for the project. Rauch stated that fundraising is not complete. They are waiting for approval from the City in order to get a final cost estimate. Schebel asked about the rules regarding building materials. Ortgies stated that the Development Services Department requires that building materials coordinate with those on existing buildings in the park. A metal Morton-type building would not be an acceptable option. Trimble stated that the private sector must also adhere to these guidelines so it makes exceptions difficult. King wanted clarification on whether materials have to match other buildings exactly. Ortgies stated that as long as the material wasn't metal, it simply needed to complement or coordinate with other materials used in the park. She suggested that the Association submit a proposal with the different material options. These options could then be reviewed by the Facilities Committee.

Schebel questioned if Public Services typically removes snow from the parking lots, driveways and sidewalks in Holiday Park. Ortgies stated that they remove snow from through roadways, but not parking lots or sidewalks. Rauch commented that they do not need full snow removal. Schebel questioned if other non-profits own a building on City property. Ortgies stated that there are other buildings constructed on public property by groups operating under park use agreements. An example is the concession stand constructed by the Association. The building is actually owned by the City since it is on City property. The non-profit pays for upkeep while they are occupants.

Miller questioned if there is a minimum of raised funds that the City requires before construction begins. Finn stated that they pay approximately \$30,000 a year in rent and feel they will have the funds to build this building. Rauch asked if the Board approves of the proposed location. Hrdlicka stated that the Association needs to know if the location is acceptable. Ortgies stated that the location does not appear to be an issue with staff. The main issue is with the building materials.

Sewell moved that this discussion be referred to the Facilities Committee. Hrdlicka seconded. Motion passed unanimously.

On Item 5B. Discussion – Park Use Agreement Annual Reports

Penning stated that instead of having each group operating under a park use agreement make a presentation to the Board, he collected information that was supplied to the Board in the meeting packet. He will request any additional information that the Board may wish to have. The Des Moines Rugby Club, Heartland Cricket League, and the Iowa Premier Cricket League just renewed their 5-year agreements at the end of 2019. The Parks and Recreation Department has a great working relationship with all the organizations. If the department's budget is approved by City Council, the Girls Softball Association will receive \$120,000 to renovate two more infields. In addition, Girls Softball is asking for the playground equipment in their complex to be replaced. Ortgies stated that the City paid for the original equipment. Penning will forward Rauch's email to the Board with the images of the existing equipment. Both Cricket Leagues are requesting a practice pitch in Wilson Park.

Schebel asked if there had been discussions with these groups regarding lost revenue due COVID-19. Penning commented that the financial impact could be substantial with our facilities being closed. Schebel questioned if the leaders of the groups could get together and have someone assist them with getting federal aid. Ortgies stated that the department would investigate what is available. Ortgies stated that the Hotel/Motel Tax Revenue is taking a hit which could affect the groups and the Parks and Recreation Department. Trimble stated that the City is looking at the budget and determining what can be reduced. Tina Finn stated that the West Des Moines Girls Softball Association is looking at their budget and running different scenario options.

On Item 5C. Motion – Approval of Recommendation to City Council – BCycle Bike Share Station License Agreement

Ortgies stated that in 2018, a BCycle station was installed as a pilot project at Raccoon River Park at no cost to the City. In 2019, 1,732 trips were taken making it the 5th top performing station in the Des Moines metro. Unlike other locations, the bikes are generally rented and returned to the same station. The proposed cost of \$2,500 per year is for the advertising placed on the BCycle station. Swalwell questioned how many bikes are available at this location. Ortgies stated that the station has the capacity for 10 bikes. There was a possibility of having bikes at the Boathouse, however, the selected concessionaire is not interested in offering bike rentals at this time. Ortgies shared that the Des Moines Street Collective will be purchasing EBikes this year and will be distributing them to the various stations. Hrdlicka questioned if this is a 2-year agreement. Ortgies confirmed that the term runs through the end of 2021. Advertising on the bikes is not in our control, however, we can control the advertising on the station with this agreement.

Hrdlicka moved to approve the Recommendation to City Council – BCycle Bike Share Station License Agreement. Swalwell seconded. Motion passed unanimously

Staff Reports

On Item 7A. Superintendent of Parks

Sadler stated that the Amphitheater contractor has not been able to start other projects, so numerous crews have been put on this project. They are ahead of schedule, however, there are a few issues with availability of materials due to Covid-19. The Boathouse is scheduled to be completed by June 1 and is on schedule. They are also having issues getting some materials. The portage connection between Blue Heron Lake and the Raccoon River was completed this week. The Crossroads Park tennis court renovation started this week. The Levee Trail overlay project could start next week dependent on the weather. Park attendants started last week and are out between 6:00 am – 9:00 pm. Playground equipment, shelters, and restrooms are closed. Park attendants are helping to remind park visitors of social distancing guidelines. Public Services has started mowing this week. Swalwell questioned if there

is signage for the portage. Sadler stated that Parks and Recreation is working with Public Services on getting signage for the riverbanks. Sewell asked about the park attendant duties during this time. Sadler stated that they are doing playground inspection reports for Public Services and trash management.

On Item 7B. Superintendent of Recreation

Penning stated that due to COVID-19, programs and rentals were cancelled through May 10. Cancellation of programs resulted in approximately \$36,000 in lost recreation revenue and \$7,000 in Nature Lodge, Valley Junction Activity Center, and shelter rentals revenue. Penning has asked his Recreation staff to be creative on how to make up the lost revenue. Staff is still being hired for summer programming. Due to COVID-19, lifeguard recruitment has seen a decrease in applications. Currently, 78 lifeguards have been hired and 115-120 are needed to operate both aquatic centers. Interviews have been conducted via Zoom. If they are new lifeguards, lifeguard training will be required. Mark Brewick and Trevor Hoth are working with the Red Cross on training options. Based on the current staffing, the aquatic centers may need to be open on an alternating schedule. Trimble questioned how we are determining when programs are cancelled. Penning stated there is a 3-4-week lead time needed to have staff ready for the aquatic centers to open. Currently, we are still planning on opening on May 30. The Parks and Recreation Department will work on making decisions based on the Governor's orders and current situations.

On Item 7C. Director of Parks and Recreation

Ortgies shared that she has been spent considerable time reviewing the department's response to COVID-19 and the impact on the budget. The City has a potential impact of approximately \$2.5 - \$3 million for the current fiscal budget and \$5 million for the 2020-2021 budget. The amount of Hotel/Motel tax has been greatly impacted. The Public Arts Advisory Commission receives their funding from the Hotel/Motel tax. Ortgies stated their budget amount of \$120,000 for 2020-2021 would likely not be allocated. LOSST revenue will be applied to finishing projects that have already been started including: the Amphitheater, Boathouse, RecPlex, and Sugar Creek Trail Phase 1 design and construction. The Raccoon River Pedestrian Bridge design will be completed; however, construction will be delayed. Ortgies had been working with the Great Outdoors Foundation on a proposal for a fundraising campaign for the bridge project but this will be delayed until a later date. The cost for their assistance with fundraising is \$75,000. Approximately 38 Parks and Recreation intermittent staff have been furloughed due to facilities being closed and programs being cancelled. The hiring of the Administrative Secretary position has been temporarily suspended. The Valley View Park project is funded with Road Use Tax, which has been impacted, so the next phase of this project is under review.

On Item 8. Other Matters

Trimble commented that there was a concern about the Dog Park being open and asked about signage. Sadler commented that there is currently signage posted. Trimble questioned the Youth in Parks (\$30,000) line item in the budget. Ortgies stated that this was Hotel/Motel tax funding set aside years ago for a particular program. When the program ended, the funds were transferred into the general recreation program budget.

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

January 16, 2020: Public Hearing – MidAmerican Energy Company RecPlex – Bid Package #5a – Ice Refrigeration Systems. 1. Resolution – Approval of Plans and Specifications. 2. Motion – Receive and File Report of Bids. 3. Resolution – Approve Contract.

January 21, 2020: Motion – Approval of Park Use Agreement – Des Moines Rugby Foundation

January 21, 2020: Motion – Approval of Park Use Agreement – Heartland Cricket League

- January 21, 2020: Motion – Approval of Park Use Agreement – Iowa Premier League (Cricket)
January 21, 2020: Motion – Approval of Purchase Ice Resurfacer
January 21, 2020: Motion – Approval of Agreement – Water Slide Maintenance
January 21, 2020: Motion – Approval of Change Order #2 -Whisper Point Park Improvements
January 21, 2020: Motion – Approval and/or Ratification of Specific Fees and Change – Parks and Recreation Department
February 3,2020: Motion – Approval of Professional Services Agreement – RecPlex – Esports Space
February 17, 2020: Resolution – Order Construction and Notice of Public Hearing on Plans, Specification, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2020 Court Improvements.
February 17, 2020: Motion – Approval of Professional Service Agreement Amendment – Raccoon River Park Lighting Project
March 2, 2020: Motion – Approval of Professional Services Agreement – Phase 2 Environmental Site Assessment, Fisher Property
March 2, 2020: Motion – Approval of Agreement – Chartered Bus Services – Arrow Stage Lines
March 16, 2020: Resolution – Accept Work – Pinedale Park Improvements
March 16, 2020: Public Hearing – 2020 Court Improvements. 1. Resolution – Approval of Plans and Specifications. 2. Motion – Receive and File Report of Bids. 3. Resolution – Approve Contract.
April 6, 2002: Motion – Approval of Professional Services Agreement – Conference Technology Inc. – MidAmerican Energy Company RecPlex Audio/Visual Design
April 6, 2020: Resolution – Accept Work – Hidden Point Park Improvements
April 20, 2020: Motion – Approval of Artist Agreement – Jamie Hurd Amphitheater Public Art Project – Douwe Blumberg

Sewell moved to adjourn. Hrdlicka seconded. Motion carried unanimously. Meeting adjourned at 7:17 p.m.

Respectfully submitted,

Miranda Kurtt
Secretary

ATTEST:

Joe Hrdlicka
Advisory Board Secretary

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

DATE: May 21, 2020

ITEM: Motion – Approval of Project Concept – West Des Moines Girls Softball Association – Indoor Practice Facility

FINANCIAL IMPACT: No financial impact is anticipated.

SYNOPSIS: At the April 16 Board meeting, the Girls Softball Association made a request to construct an indoor practice facility within the softball complex area in Holiday Park. The item was referred to the Facilities Committee for further review. Since a major concern of staff was the proposed metal building material, the Association was asked to provide an alternative material. The Committee met on May 13 and reviewed information provided by the Association related to building materials. Staff and the Committee agreed that the Master Wall coating system now being proposed would be acceptable if it is allowed by the Development Services Department.

Further Committee discussion resulted in the following outstanding items to be addressed prior to the Board approving the request:

1. The Association should investigate use of the MidAmerican Energy Company RecPlex for indoor practices. Staff can provide information to the Association to help them in determining if the RecPlex could serve all or part of their needs.
2. The Association should provide a detailed funding plan showing the cost estimate for the project, the funding source(s), and anticipated fundraising campaign information.

In addition, the Committee also had some concern about the building size related to the limited space of the proposed location. There were also questions about the type of agreement needed to allow a private group to construct a building on City property.

If approved, the Board is approving only the project concept. The project will still have to be formally submitted to the Development Services Department and go through the City's development application and approval process. Staff will be working with the Association to address the above items prior to Thursday's meeting. If it is not possible to have them fully addressed, Board approval may need to be deferred until a future date.

BACKGROUND:

Information from April 16, 2020 Board Meeting Communication

The West Des Moines Girls Softball Association submitted a request to install an indoor practice facility in Holiday Park. The building being proposed is 70' x 85' (5,950 square feet) with an 18' height. The Association is proposing to locate the building in the northwest corner of one of their fields – Petite 1 (see attached location map). They would plan to relocate the current outfield fence of that field in towards the aglime infield to allow sufficient space to construct the new building. New sidewalks from the parking lots to the building and any necessary utilities would be installed as part of the project. They originally proposed the building be constructed of metal.

The Association submitted a pre-application for development to the City's Development Services Department which was reviewed on February 18, 2020. At that time, they were proposing to locate the building directly west of the existing concession stand. The response from City staff to that location resulted in the Association moving the building to the location currently being proposed. A copy of the pre-application comments is attached for information. Some of the comments refer to the original location.

One comment that remained consistent throughout the review process is related to the metal building materials being proposed. Planning staff will not support the use of a metal building with metal cladding. Parks and Recreation staff have also communicated that this material is unacceptable within the park, and the materials used in any new building would need to match or be consistent with materials of other buildings within the park. Existing buildings are primarily concrete block construction.

After reviewing the newly proposed location, City staff had the following initial comments. The Association's responses are included in italics below:

- There is some concern with the impact to the outfield of Petite 1 field.
 - *The (Association) board is in favor of shortening the outfield fence on P1 at our last board meeting. We only let Bitty's and Petite age groups play on that field during the spring season. Those girls play tee ball only consisting of our youngest age group of Kindergarteners and younger between the ages of 5-6 years old. They can hardly hit the ball out of the infield and rarely hit a ball into the outfield grass and certainly never hit a home run over the fence. Moving the fence in will not affect the game. There will still be grass for the outfielders.*
- It appears that there may be some impact to or removal of mature trees in the area of the new location. Staff would need to see a grading plan to determine the actual impact to trees.
 - *In building the new indoor facility we would only have to remove the one mature tree sitting along the CF outfield fence. It already over hangs the field of play and needs to be removed anyway. I don't believe any other mature trees need to be removed completely but possibly trimmed.*
- Staff's position remains that the materials used for the building be consistent with other buildings within the park and that a metal building with metal cladding is not acceptable.
 - *We would still like to discuss alternative building materials that can stimulate the look of brick at a much lower cost for the lower exterior of the building. If this is strictly a cosmetic requirement to match other building that has no structural value it would help our bottom significantly.*
- A restroom is required inside the building, and utilities will need to be installed to service it.
 - *We believe the new location will allow us to easier accessibility to utilities than the previous spot with no required relocation of water lines.*

The Association also replied that they were currently having NuMark Building Corp. develop floor plans and elevations for submittal with a Major Modification application. On March 30, 2020, the Association again asked for feedback on the building materials. City staff's position was once again communicated, and the Association was invited to present their request to the Parks & Recreation Advisory Board.

Representatives from the Association were invited to present their proposal at the April 16 Board meeting. The Board held a preliminary discussion and then referred the item to the Facilities Committee for further review.

RECOMMENDATION: That the Board approve the request from West Des Moines Girls Softball Association to construct an indoor practice facility in Holiday Park if outstanding items are addressed.

Prepared by: Sally Ortgies, Director of Parks and Recreation *S.O.*

Approved for Content by: Sally Ortgies, Director of Parks and Recreation *S.O.*

Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation



Master Wall System



Master Wall System



Master Wall System



QUINN

Proposed Location

IDSO

BASILE

KIMBALL

RODISH

TURK

Concession Stand

Holiday Park Rd

Holiday Park Rd

Holiday Park Rd

11th St

Corn States
Metal Fabricators

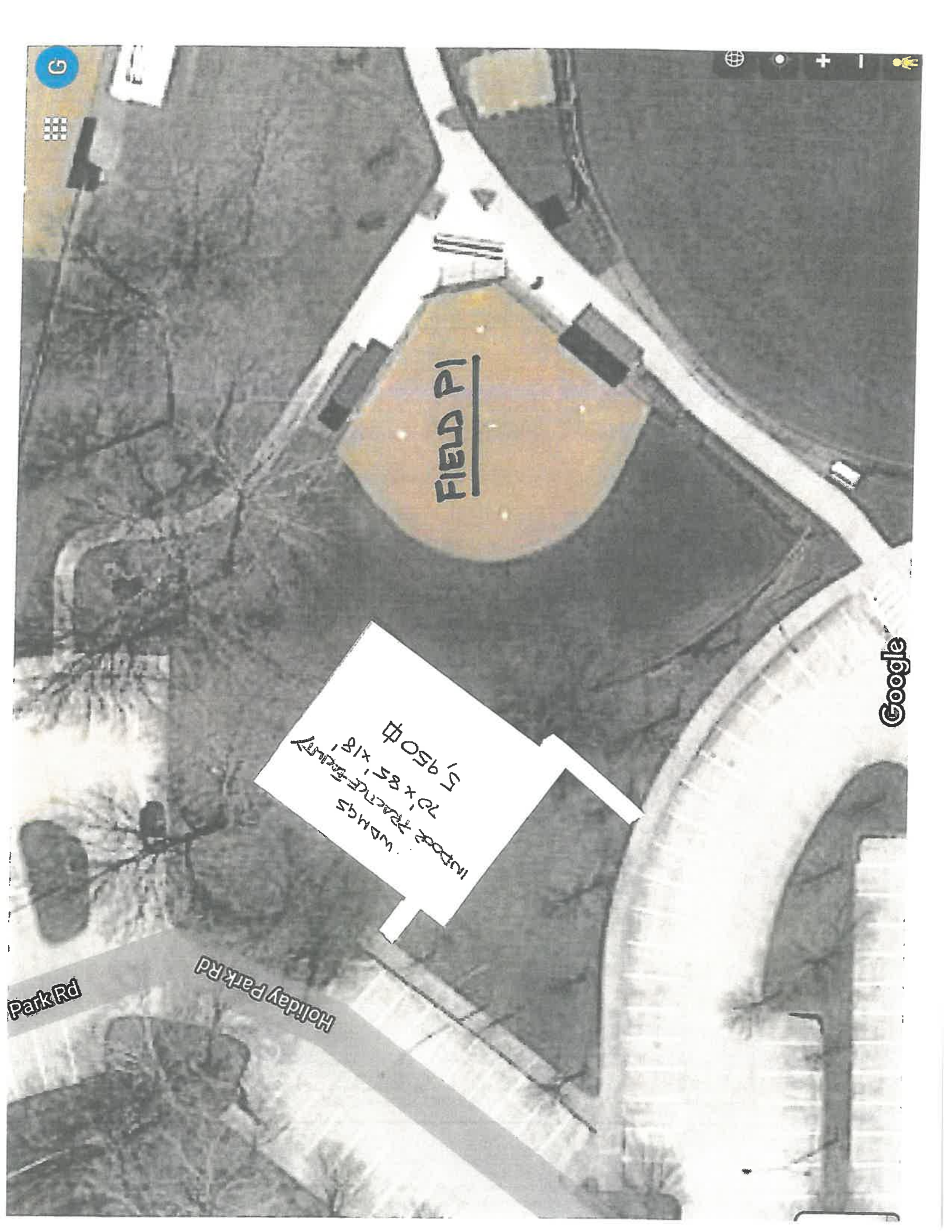
Ramco Innovations

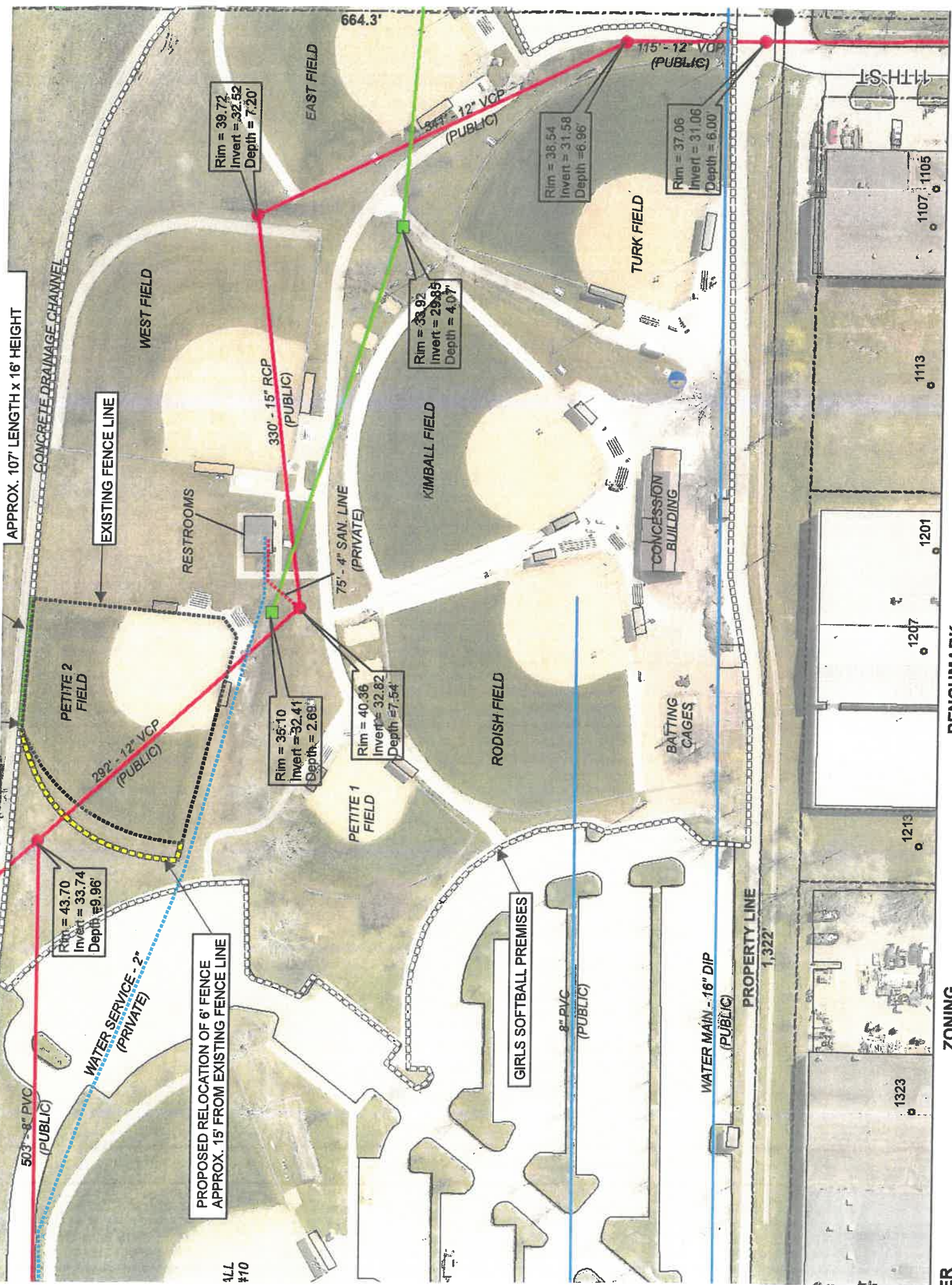
FIELD P1

WMA 925
INDOOR TRACKS FACILITY
70' x 85' x 18'
5,950 sq ft

Google

Holiday Park Rd
Park Rd





APPROX. 107' LENGTH x 16" HEIGHT

EXISTING FENCE LINE

WATER SERVICE - 2" (PRIVATE)

PROPOSED RELOCATION OF 6' FENCE APPROX. 15' FROM EXISTING FENCE LINE

GIRLS SOFTBALL PREMISES

PROPERTY LINE

ZONING

BENCHMARK

Rim = 39.72
Invert = 32.52
Depth = 7.20'

Rim = 38.92
Invert = 29.85
Depth = 4.07'

Rim = 38.54
Invert = 31.58
Depth = 6.96'

Rim = 37.06
Invert = 31.06
Depth = 6.00'

Rim = 36.10
Invert = 32.41
Depth = 2.69'

Rim = 40.36
Invert = 32.82
Depth = 7.54'

Rim = 43.70
Invert = 33.74
Depth = 9.96'

664.3'

1,322

1323

1213

1207

1201

1113

1107

1105

ALL #10

ER

Proposed Building Materials (Original Metal)





Greiner Building Inc

Proposed Building Materials (Original Metal)

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

DATE: May 21, 2020

ITEM: Motion – Approval of Recommendation to City Council – Facility Fees and Charges – Jamie Hurd Amphitheater

FINANCIAL IMPACT: Fees and charges are being set in preparation for the opening of this new facility. A preliminary revenue budget was approved as part of the FY 20/21 operating budget, and it will be refined as rentals and activities begin to occur. Annual revenue will depend on the total number of rentals scheduled.

SYNOPSIS: The Board is asked to approve new fees associated with the Jamie Hurd Amphitheater. The approval of the fees will allow the Amphitheater Supervisor to begin booking for rentals in 2021.

BACKGROUND: Construction on the Jamie Hurd Amphitheater began on September 23, 2019 and is scheduled to be completed in mid-August. An opening event is being planned for early September along with a musical performance scheduled as part of Illumifest on September 19, 2020.

The Amphitheater will serve as a cultural center attracting inspiring musical performances, creative showcases and special events such as outdoor movies and a summer concert series. The facility will also host private rentals with space for food trucks, lawn seating and ample parking around the City Campus.

City staff researched comparable facilities in the Des Moines metropolitan in addition to similar facilities in surrounding states to establish the rental rates for the facility. The fees include a pricing structure for For-Profit/Ticketed, Non-Profit, Private and Discounted Weekday rentals. Additional fees may also be charged for items such as: additional cleaning, tent permit, sound permit, portable toilets, vendor fees, and special event permit.

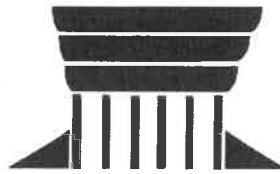
The Facilities Committee met on May 13, 2020 to review the fees.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the recommendation to City Council for the Jamie Hurd Amphitheater fees and charges.

Prepared by: Ryan Penning, Superintendent of Recreation

Approved for Content by: Sally Ortgies, Director of Parks and Recreation S.O.

Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation



**JAMIE HURD
AMPHITHEATER**
CITY OF WEST DES MOINES, IA

Rental Fees

	For-Profit/Ticketed	Non-Profit (501c3)	Private	Weekday Discount
Dates of Operation	Apr 15-Nov 15	Apr 15-Nov 15	Apr 15-Nov 15	Apr 15-Nov 15
Days of Operation	Sun-Sat	Sun-Sat	Sun-Sat	Mon-Thu
Hours of Operation	7am-10pm	7am-10pm	7am-10pm	7am-4pm
Minimum Hours	10	4	4	4
Rental Fee per Hour	\$200/hour	\$100/hour	\$100/hour	20% off total hourly rental amount
Additional Fees				
Green Room Rental	\$25/hour			
Cleaning Fee	\$50			
Tent/Canopy Permit	\$50			
Sound Permit	\$22			
Portable Toilet Facilities	\$50/ea			
Alcohol Vendor Fee	\$200			
Food/Retail Vendor Fee	\$50/ea			
Special Event Permit	\$225			

Conditions of Use

- Rental of the Jamie Hurd Amphitheater includes the stage, portable toilet facilities, limited water, house lighting, electrical use, area within designated amphitheater premises (see map), and a facility attendant.
- Parking is available in and around the West Des Moines City/School Campus. City/School Campus parking lots will not be closed to the general public. The City of West Des Moines reserves the right to deny event parking in certain areas. No vehicles may be driven on sidewalks, trails or grass areas or parked outside parking lots unless approved as part of a Special Event Permit.
- Events and rentals must end by 10pm unless written permission is obtained from the West Des Moines Parks and Recreation Department and appropriate permits are obtained. Paid rental time must include set-up, decorating, preparation, event, clean-up and tear-down. Any property rented from outside vendors must be removed from the premises by time of departure.
- The Jamie Hurd Amphitheater and grounds must be "broom clean". All supplies and equipment must be removed from the premises prior to departure. Renter may not store belongings at the Jamie Hurd Amphitheater outside of rental period. Trash must be removed from the stage area, grounds, and parking areas and placed in trash cans or bagged and placed next to trash cans prior to departure. A dumpster may be required to be provided for larger events at the expense of the renter.
- The direct cost of any excess cleaning beyond that typically provided will be charged back to the renter's credit card on file with the City.

•Renter shall arrange, provide, and pay for all materials, personnel and services necessary for the efficient and safe presentation of events. The City shall have the right to shut down any event that is deemed to be unsafe or violate any permits, facility rules, or City ordinances.

•Prohibitions for use at the Jamie Hurd Amphitheater are as follows:

1. Smoking is not permitted in any area of the Jamie Hurd Amphitheater
2. No nicotine, including chewing tobacco and vaping
3. No confetti, glitter, rice, or other litter-producing materials
4. No balloon releases or paper lanterns
5. No glass of any kind
6. No weapons of any kind
7. Nothing shall be attached or affixed to any tree or plant, fence, building or other part of the Jamie Hurd Amphitheater or its amenities
8. No digging, transplanting or disturbance of vegetation
9. No blocking the trail between the Jamie Hurd Amphitheater and pond
10. No vehicles may be driven on grass or parked outside of designated areas

•The Jamie Hurd Amphitheater is an outdoor venue subject to changing and inclement weather conditions. No refund will be made due to weather. If West Des Moines Parks and Recreation cancels rental due to weather, event may be rescheduled up to one year from original date.

•Advertising/announcements or ticket sales shall not be made public prior to approval of all required permits and the Jamie Hurd Amphitheater Rental Agreement by the Parks and Recreation Department.

•The West Des Moines Parks and Recreation Department reserves the right to take photos of events at the Jamie Hurd Amphitheater for use in City publications and communications.

Rental Payment Plan

- 50% of total payment is due at the time of booking the reservation. In the event of renter cancellation outside 30 days of rental date, this amount will not be refunded.
- Remaining 50% of total payment is due 30 days prior to rental date. In the event of renter cancellation within 30 days of rental date, the total amount paid will not be refunded.

Special Events

- A Special Event Permit is required for:
 - Events that are open and advertised to the general public
 - Ticketed events
 - Fundraisers
 - Events where alcohol is sold
 - Events that extend beyond the Jamie Hurd Amphitheater premises

Alcohol Policies

- If alcohol is served but not sold, renter is responsible for contacting, scheduling and paying an off-duty WDM police officer to be present from the time service of alcohol begins through the end of the rental period.
- The sale of alcohol during a rental requires a Special Event Permit be acquired by the renter. If alcohol is sold, renter is responsible for acquiring and providing the City of West Des Moines proof of a Liquor Permit/License prior to day of rental. If alcohol is sold, renter is responsible for contacting, scheduling and paying an off-duty WDM police officer to be present from the time sale of alcohol begins through the end of the rental period.
- Vendors selling alcohol must adhere to all state, county, and local regulations including the following City codes:
 - (3-2-7, B-2): *The boundary of an outdoor service area shall be delineated by a barrier that is a minimum of 3.5 feet in height and discourages the free movement of people between the outdoor service area and non-licensed areas.*
 - (3-2-7, B-4): *The outdoor service area must provide emergency exits sized and spaced in accordance with the Fire and Building Codes. Such exits shall be clearly identified and provide unobstructed areas to a public way.*
 - (3-2-7, B-5): *The outdoor service area shall not reduce the width of any existing or proposed pedestrian pathway to be less than four feet (4') of clear pathway or minimum of six feet (6') of clear pathway when adjacent to head in parking.*

Vendor Fees

- Private rentals are allowed to hire caterer of choice, provided the caterer does not sell food to the general public during the rental.
- Any rental selling food, beverages, or alcohol to participants is required to obtain a Special Event Permit.
- Special events with food vendors selling food to individual participants will be charged \$50 per food vendor.
- Special events with merchandise vendors selling any item to individual participants will be charged \$50 per merchandise vendor.
- Special events with alcohol vendors selling alcohol to individual participants will be charged \$200 per alcohol vendor.
- Food truck or mobile food unit vendors selling food or beverages to event participants must obtain a Mobile Food Unit Vendor from the City Clerk's office.

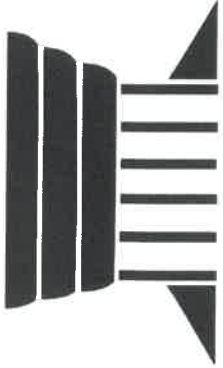
- Food truck or mobile food unit vendors do not need to obtain a food truck license from the City Clerk's office if operating as a caterer for a private rental. In this case, no sales to individual participants or the general public can occur.

Portable Toilet Fee Calculation

- Non-alcohol served event = 1 portable toilet/250 people
- Alcohol served event = 1 portable toilet/150 people

Miscellaneous Rental Information

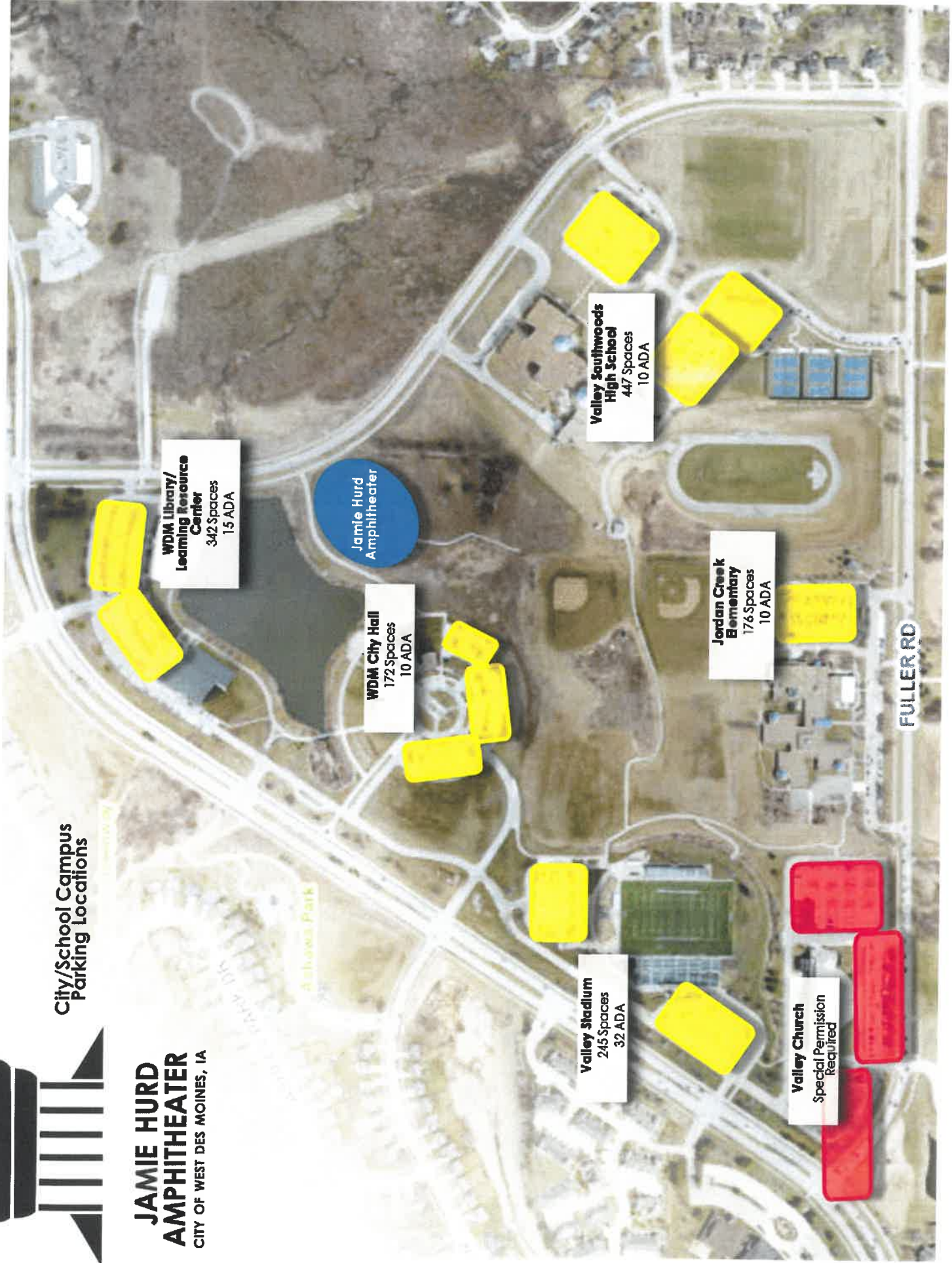
- A padding time of 2 hours will be applied after each rental to allow for contracted cleaning to take place. The renter will not be charged a rental fee for this time.
- A certificate of 501c3 status must be submitted when booking a reservation in order to receive the Non-Profit rental rate.
- West Des Moines Parks and Recreation Department will determine the need for event security based on the Special Event Permit application. The renter will be responsible for arranging and paying for any security services required as a condition of the permit.

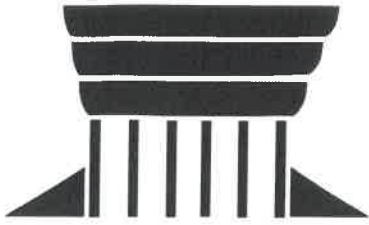


JAMIE HURD AMPHITHEATER

CITY OF WEST DES MOINES, IA

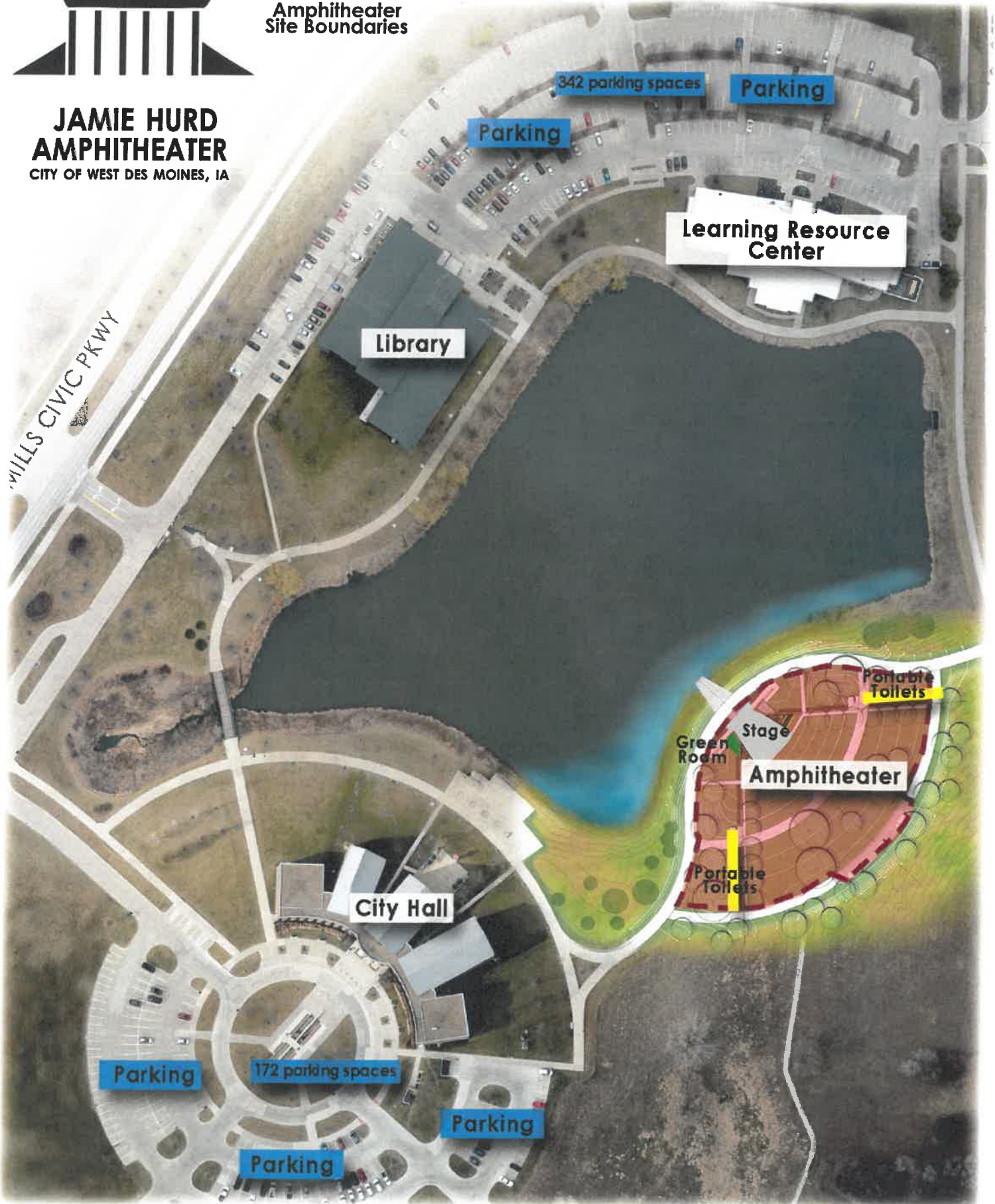
City/School Campus Parking Locations





Amphitheater
Site Boundaries

**JAMIE HURD
AMPHITHEATER**
CITY OF WEST DES MOINES, IA



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

DATE: May 21, 2020

ITEM: Motion – Approval of Recommendation to City Council – Facility Fees and Charges – MidAmerican Energy Company RecPlex

FINANCIAL IMPACT: Fees and charges are being set in preparation for the opening of this new facility. A preliminary revenue budget was approved as part of the FY 20/21 operating budget, and it will be refined as rentals and activities begin to occur.

SYNOPSIS: The Board is asked to approve new fees and charges associated with the MidAmerican Energy Company RecPlex. The attached list primarily includes fees associated with the rental of spaces within the facility. Additional fees will be brought to the Board for approval as they are developed. The approval of the fees being presented at Thursday's meeting will allow the RecPlex General Manager to begin booking for rentals in 2021.

BACKGROUND: The MidAmerican Energy Company RecPlex is currently under construction and scheduled to open in early January of 2021. The facility will be the premier recreational facility in the Des Moines metropolitan area when completed. The RecPlex will feature two full-size indoor ice rinks, four basketball courts, 90,000 square feet of indoor synthetic turf, three outdoor synthetic turf fields, multi-purpose rooms and an e-sports arena. Des Moines University will also occupy nearly 5,000 square feet of office space and operate a Sport Therapy clinic.

Sports Facility Advisors (SFA) was hired in 2018 to conduct a market analysis for the RecPlex that could be used to establish rental fees. City staff has met with several potential user groups to discuss these fees and all agree these are acceptable and in line with other local facilities. The fees include rates for the ice, basketball/volleyball courts, indoor/outdoor turf, e-sports, multi-purpose rooms, drop-in use, and special events.

The Facilities Committee met on May 13, 2020 to review the fees.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the recommendation to City Council for approval of the MidAmerican Energy Company RecPlex fees and charges.

Prepared by: Ryan Penning, Superintendent of Recreation

Approved for Content by: Sally Ortgies, Director of Parks and Recreation S.O.

Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation



MidAmerican Energy RecPlex

Fees & Charges

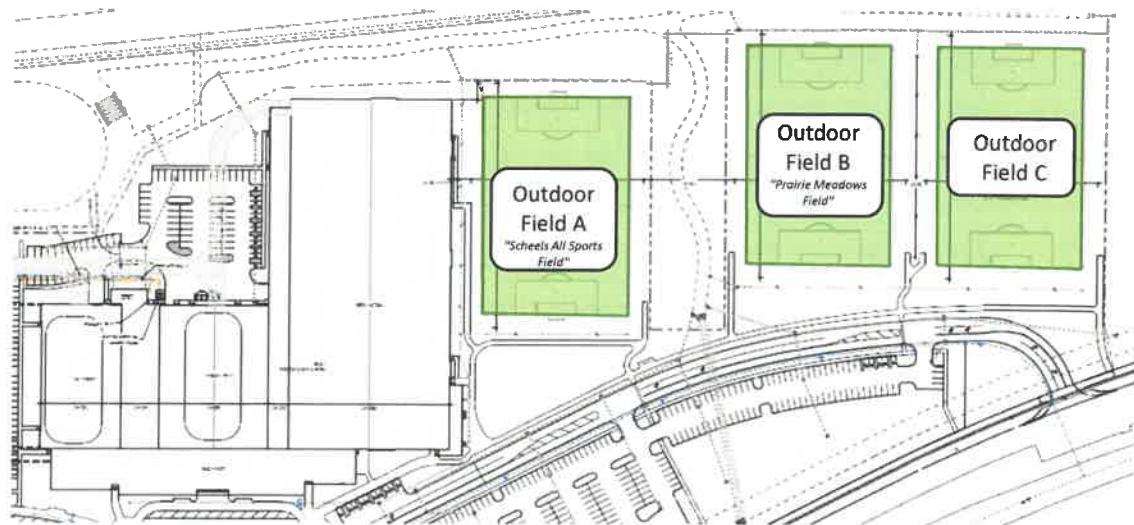
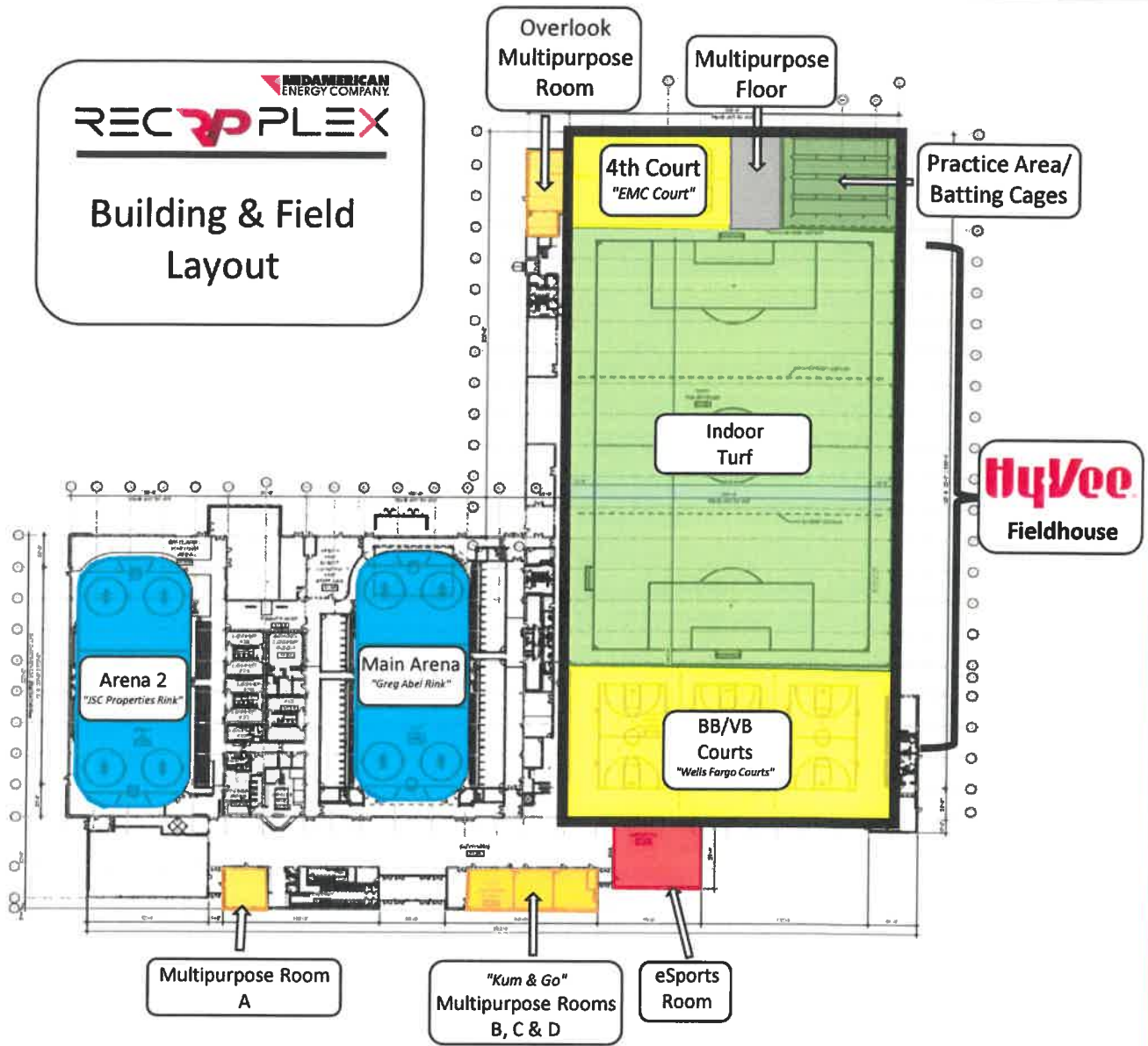
Effective July 1, 2020

Page 1 of 2

ITEM - ACTIVITY	2020
HOURLY RENTALS	
<i>*General Manager has authority to negotiate as required per market demand</i>	
Ice Rental	
Ice Rental - In Season (October - March)	\$275.00/hr
Ice Rental - Off Season (April - September)	\$250.00/hr
Court Rental	
Full Court Rental - 1 BB/2 VB (Year Round, All day)	\$65.00/hr
1/2 Court Rental - 1/2 BB/1 VB (Year Round, All day)	\$35.00/hr
Indoor Turf Rental	
Indoor Turf - Prime Time - Full Field (M-F, 4p-9p/Sa. 8a-MidNight/Sun. 8a-9p)	\$400.00/hr
Indoor Turf - Prime Time - 1/3 Field (M-F, 4p-9p/Sa. 8a-MidNight/Sun. 8a-9p)	\$160.00/hr
Indoor Turf - 2nd Tier - Full Field (M-Su, 6a-8a/Sun-Thurs, 9p-MidNight)	\$340.00/hr
Indoor Turf - 2nd Tier - 1/3 Field (M-Su, 6a-8a/Sun-Thurs, 9p-MidNight)	\$140.00/hr
Indoor Turf - 3rd Tier - Full Field (M-F, 8a-4p)	\$250.00/hr
Indoor Turf - 3rd Tier - 1/3 Field (M-F, 8a-4p)	\$110.00/hr
Outdoor Turf Rental	
Outdoor Field Rental - Full Field (Year Round, All day)	\$75.00/hr
Outdoor Field Rental - 1/2 Field (Year Round, All day)	\$40.00/hr
Multipurpose Sports Areas	
Multipurpose floor by 4th Court	\$25.00/hr
Practice/Warmup Turf Area - no cages	\$100.00/hr
Practice/Warmup Turf Area - including all cages	\$125.00/hr
Batting Cages	
Per Tunnel	\$25.00/hr
Multipurpose Rooms	
Multipurpose Room A (Single room near Arena 2)	\$25.00/hr
Multipurpose Rooms B, C & D (Connecting rooms near fieldhouse) *per room/2hr min.	\$45.00/hr
Overlook Multipurpose Room (Overlooking 4th court on mezzanine)	\$35.00/hr
eSports Room	
Full room rental including all devices	\$150.00/hr
PUBLIC SKATING	
Admission Only Per Skater	\$7.00
Rental Skates	\$4.00
Skate Aid	\$5.00



Building & Field Layout



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

DATE: May 21, 2020

ITEM: Motion – Approval of Recommendation to City Council – Facility Fees and Charges – Raccoon River Park Boathouse Lockers

FINANCIAL IMPACT: Annual revenue will depend on total number of locker rentals. Estimated revenue would be around \$4,600 if all lockers were rented at the resident rate.

SYNOPSIS: The Board is asked to approve new fees associated with the Raccoon River Park Boathouse Lockers. The approval of the fees will allow the rental of lockers to begin in June following Council approval on June 15.

BACKGROUND: On March 4, 2020, the City solicited bids for watercraft storage lockers. The City received one bid from SportBox out of San Rafael, CA. Two separate units will feature 46 total individual lockers that vary in sizes to accommodate most kayaks and paddleboards.

City staff researched various organizations throughout the Midwest to establish annual rental rates. West Des Moines residents will be charged \$100 and non-residents will be charged \$150 annually. The term of the rental agreement will run from March 1 through February 28 annually. Preference will be given to West Des Moines residents.

Depending on the success of the locker rentals, space has been allowed to install additional locker units.

The Facilities Committee met on May 13, 2020 to review the fees.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the recommendation to City Council for the Raccoon River Park Boathouse Lockers rental fees.

Prepared by: Ryan Penning, Superintendent of Recreation

Approved for Content by: Sally Ortgies, Director of Parks and Recreation *S.O.*

Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation



Raccoon River Park Boathouse Locker Rental Agreement

- Preference will be given to West Des Moines residents.
- The City of West Des Moines will recognize the person and their designee whose signatures appear on the application as being the responsible holder of the locker space. At no time may this individual sub-lease the use of the rented storage space.
- Renters assume all risks to persons and/or property. The City of West Des Moines is not liable for any injury, damage, or loss that may occur, including vandalism, theft and/or weather.
- The annual cost to rent a Boathouse Locker is \$100 for West Des Moines residents and \$150 for non-residents. Term of annual rentals is March 1 through February 28.
- The annual rental fees will be paid when the contract is signed at the beginning of the rental season. If the terms of the contract are not met, the City may cancel the contract with no refund of the rental fee.
- Rental fees are not prorated or refundable.
- Current renters will have first right of refusal in subsequent years.
- Renewals:
 - If not renewing, notice of non-renewal must be given to the City by February 1. Watercrafts and all other contents must be removed by **March 1** to allow for use by another renter. If not removed by March 1, the City reserves the right to remove lock on locker and remove contents. Contents will be temporarily stored by the City at an off-site location for 30 days. After 30 days, the City reserves the right to dispose of the contents.
 - If renewing, payment of the annual rental fee must be made by March 1. Renters who have paid by the deadline will not need to remove their watercraft or other contents. If payment is not made by the deadline, the City reserves the right to remove lock on locker and remove contents. Contents will be temporarily stored by the City at an off-site location for 30 days. After 30 days, the City reserves the right to dispose of the contents.
- The City holds the right to inspect lockers on request. All units will be inspected annually. The City reserves the right to require all contents of a locker be removed at any time for inspection, maintenance, or cleaning of the locker.
- Raccoon River Park is tobacco and nicotine free.
- Renters are responsible for providing their own locking device.
- Any watercraft must be fully contained within the designated space. No items unrelated to the watercraft or use of the watercraft can be stored in the locker.
- Watercraft must not exceed ___ lbs, 18' long, 35" wide, and 18" tall.

- Storage units are for non-motorized watercraft only. No fuel, petroleum products, or chemicals of any kind can be stored in the locker.
- All shall obey all laws set forth by Iowa DNR. Including, but not limited to:
 - Properly register and display registration on your watercraft.
 - All watercraft must have at least one USCG approved wearable type I, II, III or V personal flotation device (PFD) for each person on the watercraft. Children 13 and under must wear a PFD at all times. We strongly urge all others to also wear their PFD at all times.
 - Follow proper night lighting regulations.

By signing below, I acknowledge all of the above locker rental agreement terms and agree to abide by them at all times.

Renter Signature

Renter's Designee (if applicable)

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

DATE: May 21, 2020

ITEM: Motion – Approval of Recommendation to City Council – Response to Covid-19
– Aquatic Centers

FINANCIAL IMPACT: Not determined at this time.

SYNOPSIS: Staff is currently developing a recommendation related to Valley View and Holiday Aquatic Centers in response to COVID-19. Information will be sent to the Board prior to Thursday's meeting.

BACKGROUND:

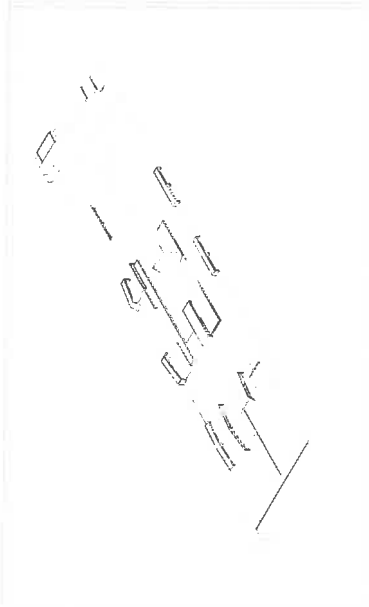
RECOMMENDATION: A recommendation will be included in the information sent to the Board separate from this packet.

Prepared by: Sally Ortgies, Director of Parks and Recreation S.O.

Approved for Content by: Sally Ortgies, Director of Parks and Recreation S.O.

Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation

CONSTRUCTION PLAN SET PREPARED FOR LEGION PARK SKATEPARK



CITY OF WEST DES MOINES, IA

PLAN DATE IDENTIFIER
April 8, 2020
DATE OF LAST REVISION

PROJECT INFORMATION

OWNER/DEVELOPER
CITY OF WEST DES MOINES
4200 MILLS CIVIC PKWY
WEST DES MOINES, IA 50265

SITE ADDRESS
LEGION PARK
301 VINE ST
WEST DES MOINES, IA 50265

LOCATION MAP



VICINITY MAP



SHEET INDEX

SHEET	DESCRIPTION
SK1.0	TITLE SHEET
SK2.0	DEMOLITION PLAN
SK3.0	3D PERSPECTIVE
SK4.0	SPECIFICATIONS
SK4.1	SPECIFICATIONS
SK5.0	INFORMATION PLAN
SK6.0	LAYOUT PLAN
SK7.0	GRADING + DRAINAGE PLAN
SK8.0	SECTIONS
SK8.1	SECTIONS
SK9.0	STEEL PLAN
SK10.0	CONSTRUCTION DETAILS
SK10.1	CONSTRUCTION DETAILS
SK11.0	LANDSCAPE PLAN



SPOHN RANCH SKATEPARKS
DESIGN, BUILD, COME TOGETHER.
OFFICE: 1001 330.0000 - FAX: 857.330.0000
1001 330.0000 - FAX: 857.330.0000

NO.	DATE	REVISIONS

NO.	DATE	REVISIONS

NO.	DATE	REVISIONS

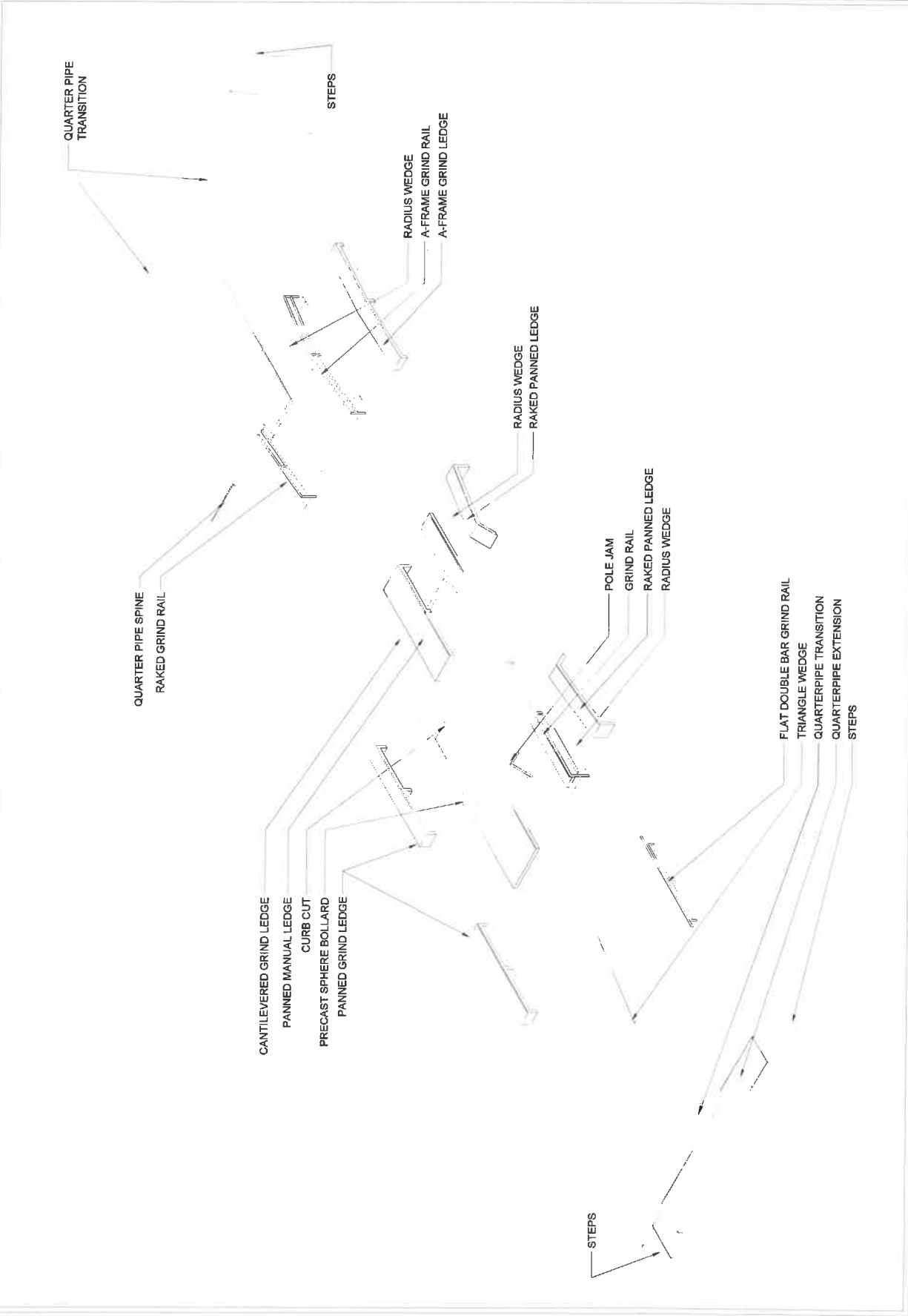
SK1.0
SHEET
OF 11



10000
DATE
DM
PLAN CHECKED BY
ZALANOV
DOCUMENTS BY
NO
NO
SKATE PARK DESIGNED BY STAMP

NO	DATE	DESCRIPTION

PROJECT TITLE
LEGION PARK SKATEPARK
SHEET TITLE
3D PERSPECTIVE
DATE
4/10/20



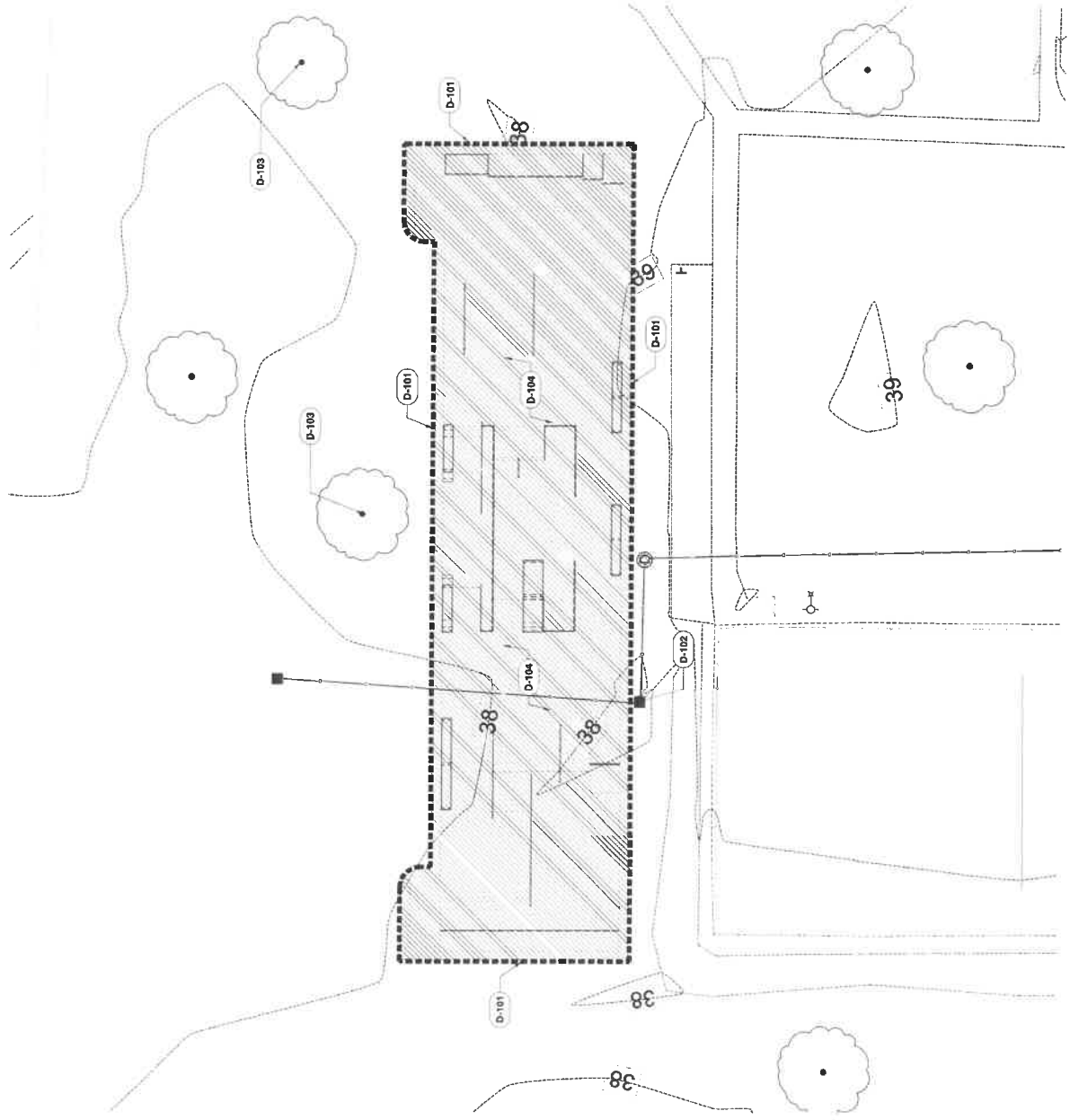
DEMOLITION PLAN GENERAL NOTES:

- DEMOLITION SHOWN ON THIS PLAN IS A MINIMUM REQUIREMENT. CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF ALL PORTIONS OF THE EXISTING STRUCTURE TO BE DEMOLISHED. NECESSARY TO ACHIEVE THE WORK SHOWN AS SPECIFIED.
- CONTRACTOR TO PHASE DEMOLITION TO ACCOMMODATE AND MAINTAIN OCCUPANCY OF ADJACENT PROPERTIES AND SITE FACILITIES, INCLUDING CITY EMPLOYEES AND THE PUBLIC IN AND AROUND THOSE FACILITIES.
- MEANS AND METHODS TO LOCATE EXISTING ELEMENTS ARE THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL PAVEMENT TO BE DEMOLISHED AND REPAIRED.
- ALL VOIDS/HOLES/DEPRESSIONS LEFT FROM DEMOLITION MUST BE FILLED AND COMPACTED PER SOils REPORT.
- CONTRACTOR SHALL VERIFY THE LOCATION AND EXTENT OF ALL REPAIR AND/OR REPLACEMENT OF ANY EXISTING UTILITIES AND STRUCTURES UNLESS PREVIOUSLY DISCUSSED WITH AND APPROVED BY THE OWNER.
- CONCRETE AND OTHER MATERIALS TO BE DEMOLISHED WITHIN THE SCOPE OF THIS PROJECT SHALL BE RECYCLED PER STATE GUIDELINES. CONTRACTOR SHALL PROVIDE EFFORT IN RECYCLING CONSTRUCTION DEBRIS GENERATED FROM THIS PROJECT.

DEMOLITION LEGEND

SYMBOL	DESCRIPTION
--- ---	LIMIT OF WORK
(D-101)	PROTECT EXISTING CATCH BASIN - STORM DRAIN
(D-102)	PROTECT EXISTING MATURE TREES
SYMBOL	DESCRIPTION
(D-104)	CLEAN AND DEBRIS SITE PER SKATEPARK SPECIFICATIONS ON SKA 0 - SKA 1

NOTES:
 CONTRACTOR TO COORDINATE STAGING AREA AND CONSTRUCTION ENTRANCE WITH OWNER BEFORE COMMENCING WORK.





DATE: 4/20/20
 PLAN CHECKED BY: DM
 DOCUMENTS BY: ZM/JCH/AV
 NO. 10
 SKATE PARK DESIGNED BY: STAMP

NO.	DATE	DESCRIPTION

PROJECT TITLE: SKATE PARK DESIGNED BY: STAMP
 SHEET TITLE: LANDSCAPE PLAN
 SHEET NO.: 11
 PROJECT NO.: SK111.0

LEGION PARK SKATEPARK
 SCALE: 1/8" = 1'-0"

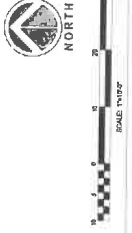
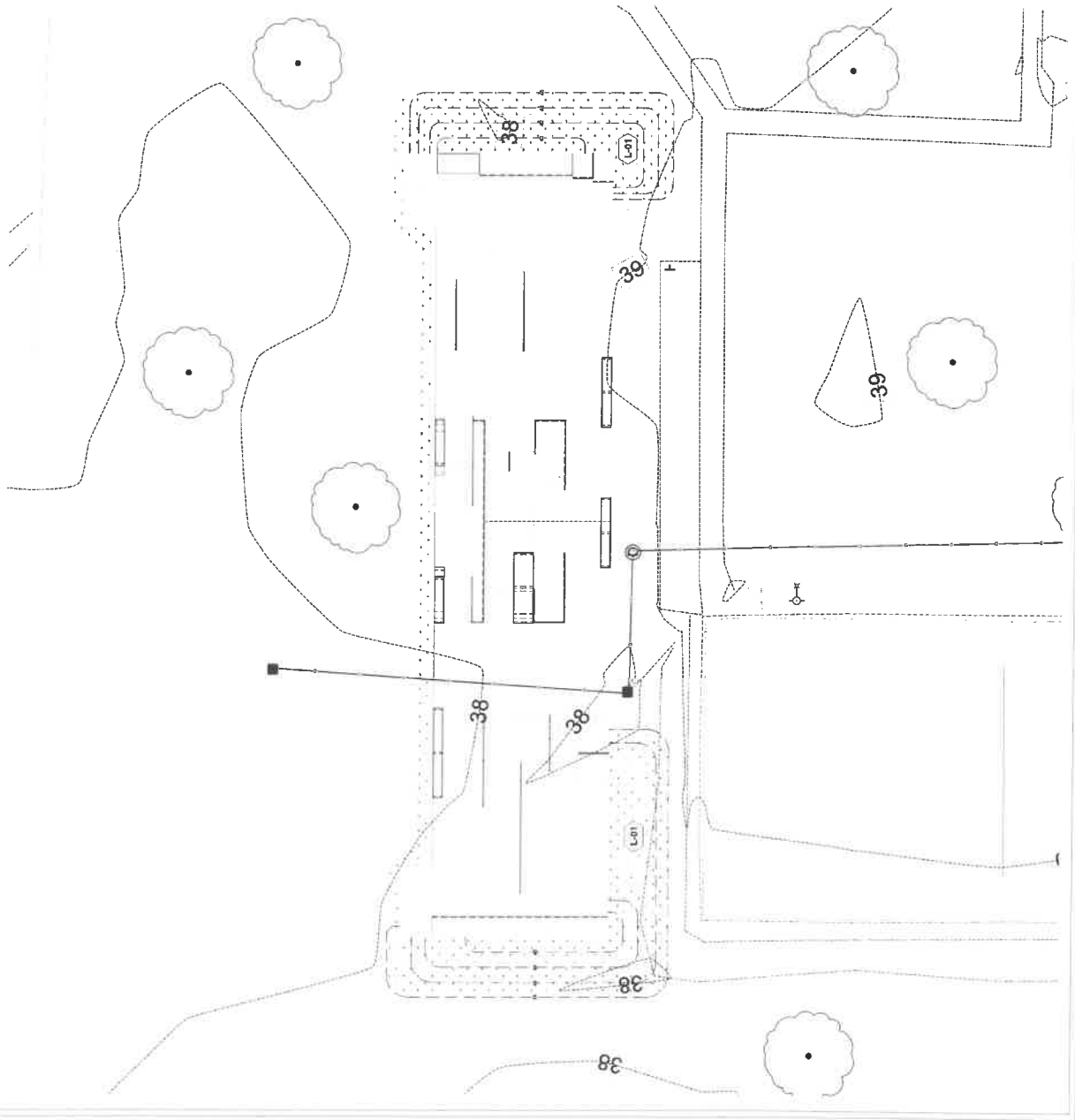
SK111.0
 SHEET
 OF 14

LANDSCAPE SCHEDULE

SYMBOL	DESCRIPTION	QTY
	TURF ON SLOPE	2,432 SF
	TURF	
	SEED MIX	
	MULCH	

NOTE:
 A. EXISTING IRRIGATION TO BE CUT & CAPPED BY CITY PRIOR TO SKATEPARK CONSTRUCTION.
 B. NEW IRRIGATION TO BE INSTALLED FOR 100% COVERAGE AROUND SKATEPARK. NO SPRAY
 ONTO SKATEPARK.
 C. SEEDING OPERATIONS SHOULD BE PERFORMED DURING FAVORABLE WEATHER CONDITIONS.
 D. WATER TREATED AREAS AFTER SEED AND STRAW MULCH ARE PLACED. DO NOT OVER
 WATER CAUSING RUNOFF THAT WILL WASH MATERIALS AWAY.

PROPOSED CONTOURS



CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: April 20, 2020

ITEM: Motion – Approval of Professional Services Agreement – MidAmerican Energy Company RecPlex Website Design and Development – Webspec Design, LLC

FINANCIAL IMPACT: Expense not-to-exceed \$25,000 to be paid from G/L account 692.400.700.5250.460 – Contractual Services Miscellaneous.

BACKGROUND: The Council is asked to approve an agreement with Webspec Design, LLC to design, develop and implement the website for the MidAmerican Energy Company RecPlex located at 6500 Grand Avenue.

A Request for Proposals was sent out in early February to local website developers and a notice was published. The City received 14 proposals by the deadline of February 26. Staff evaluated all proposals and then interviewed the top three scoring proposals. Webspec Design, LLC was selected because of their creativity, price, experience and current clients. Two of their current clients are the City of Adel and the Iowa High School Athletic Association.

Webspec Design will be expected to deliver a robust, user-friendly website that will attract not only reoccurring users, but also local, state, and national tournament directors, conference/expo organizers and concert promoters. Once approved by Council, staff will quickly begin working with Webspec Design to have the website up and running by early summer.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the agreement with Webspec Design, LLC.

Lead Staff Member: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: May 4, 2020

ITEM: Motion – Approval of License Agreement – BCycle Bike Share Station – Des Moines Street Collective

FINANCIAL IMPACT: Expense not-to-exceed \$2,500 per year (\$5,000 over term of agreement) to cover sponsorship of BCycle station. Funds are available in the department's operating budget. In 2018, the BCycle station was moved to Raccoon River Park from a previous location in Des Moines, so there was no cost to the City for the station itself.

BACKGROUND: With approval from the City Council in 2018, the Des Moines Street Collective, a local non-profit organization, installed a self-service bike rental station in Raccoon River Park. The agreement expired on December 31, 2019, and the City was recently approached by the Street Collective about renewing it. Per the agreement, the Street Collective is responsible for all aspects of operating the station including maintenance, replacement, and removal. The Street Collective is also responsible for making sure the station is stocked with bikes.

Although there has been no cost to the City for the station itself, the Street Collective depends on advertising sponsorships to cover approximately 50% of their cost to operate the BCycle program. To continue to offer the BCycle opportunity to users at Raccoon River Park, it is necessary for the City to sponsor the station located there. Also, by branding the station with City information, it makes it clear that the City is involved in providing the bicycles. It also gives the City control over the advertising message which is currently information on the Five Waters Project. The Street Collective will replace the advertising at no additional cost to the City at any time during the term of the agreement.

The BCycle station at Raccoon River Park was the first one to be installed outside of downtown Des Moines. Staff has been informed that Clive and Windsor Heights are now also participants in the program. The Raccoon River Park station has proven to be highly popular with 1,732 trips taken from it in 2019. It was the 5th top performing station in the Des Moines metro last year.

The attached License Agreement is nearly identical to the agreement approved in 2018. It has been reviewed and approved by the Legal Department. The Parks & Recreation Advisory Board recommended approval of the agreement on April 16, 2020.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the agreement with Des Moines Street Collective.

Lead Staff Member: Sally Orgies, Director of Parks & Recreation

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)		SUBCOMMITTEE REVIEW (if applicable)			
Published In		Committee			
Dates(s) Published		Date Reviewed			
		Recommendation	Yes	No	Split

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

DATE: May 4, 2020

ITEM: Proclamation – Bike Month – May 2020

FINANCIAL IMPACT: None

BACKGROUND: The attached proclamation designates May 2020 as Bike Month. This proclamation is one way to demonstrate the City’s commitment to bicycling. Unfortunately, organized events planned to take place in May, like the Mayor’s Bike Ride, have been cancelled due to Covid-19. However, bicycling while social distancing remains a popular activity.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the proclamation designating May 2020 as Bike Month in West Des Moines.

Lead Staff Member: David Sadler, Superintendent of Parks

STAFF REVIEWS

Department Director	Sally Orgies, Director of Parks and Recreation <i>S.O.</i>
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 4, 2020

ITEM: Motion – Award Construction Contract – MidAmerican Energy Company RecPlex Synthetic Turf

FINANCIAL IMPACT: Expense of \$2,832,760.00. The original architect's estimate was \$2,790,000. Expenses to be paid from G/L account 500.000.000.5250.490 with the ultimate funding intended to come from a combination of Local Option Sales Tax revenue, grants, and contributions.

BACKGROUND: Approval of this contract authorizes Byrne & Jones Construction of St. Louis, Missouri to furnish and install the synthetic turf for the indoor HyVee Fieldhouse and three outdoor fields at the MidAmerican Energy RecPlex located at 6500 Grand Avenue. The attached contract includes final grading, subgrade drainage, synthetic turf, padding, stabilization, and all required fencing and control netting. In addition, the contract provides a synthetic turf groomer and sweeper. An eight (8) year warranty for the synthetic turf is included.

Byrne & Jones was selected to provide the synthetic turf and installation based on their experience, qualifications and familiarity with similar multi-field projects. The turf will be Shaw Legion Pro by Shaw Sports Turf. Shaw Sports Turf is a Berkshire Hathaway company and has installed more than 300 soccer fields at universities and sports complexes across the United States including the TBK Sports Complex in Bettendorf.

A purchasing alliance, TIPS (The Interlocal Purchasing System), was utilized in selecting Byrne & Jones for the turf and installation piece of this construction project. The TIPS contract has been competitively solicited, publicly awarded and provides the best discounting opportunity.

The project is scheduled to be begin June 1 and be completed in early November.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Construction Contract.

Lead Staff Member: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 18, 2020

ITEM: Motion – Approval of MidAmerican Energy Company RecPlex Lease and Hold Harmless Agreements – 6500 Grand Avenue – Des Moines University Osteopathic Medical Center.

FINANCIAL IMPACT: This is a 10-year agreement with Des Moines University for the lease of 4,981 square feet of unfinished, raw office space on the first floor of the MidAmerican Energy Company RecPlex. Des Moines University is responsible for their buildout of the unfinished space. The agreement includes a monthly lease fee of \$9,131.83 to the City resulting in total revenue of \$109,581.96 for the first year.

Beginning with the second (2nd) year of this Lease and through the fifth (5th) year of this Lease, rent will be increased two percent annually on the possession date of each year. Beginning with the sixth (6th) year of this Lease and through the tenth (10th) year of this Lease, rent will be increased three percent annually on the possession date of each year.

BACKGROUND: A Request for Proposal (RFP) was sent out and publicly noticed in August of 2019. Electronic communication regarding the RFP was sent directly to every West Des Moines physical therapy business. The City received one proposal from Des Moines University.

Des Moines University was selected as the preferred vendor because of its 121 years of service to the greater Des Moines region. DMU Clinic Physical Therapy, component of the University's Department of Physical Therapy, has an established 30-year history of providing high quality, outcome-driven physical therapy, rehabilitation and sports performance services to patients of all ages.

DMU's space will feature a 2,000 square-foot gym conducive to supporting physical therapy services, group and individual training, community education and wellness programming. The space will also have two semi-private and two private treatment rooms, allowing DMU to meet the diverse therapy needs of patients seen at this location.

Physical therapy, athletic training and sports performance enhancement will be the focus of the Center. Certified athletic trainers will conduct strength, agility, injury prevention and sports performance programming for children and adults. Activities will be offered in one-on-one and group sessions and will focus on services for the general population of all ages as well as for athletes. Athletic trainers will be available during scheduled times for injury screening and may provide pre-game and practice training services such as taping, stretching and massage. DMU will have the ability to provide on site athletic training for tournaments and events hosted at the MidAmerican Energy Company RecPlex.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the lease and hold harmless agreements with Des Moines University Osteopathic Medical Center.

LEAD STAFF MEMBER: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

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

SUBCOMMITTEE REVIEW (if applicable)

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	7/19/20

Committee	
Date Reviewed	

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 18, 2020

ITEM: Motion – Approval of Concessionaire Agreement – Raccoon River Park Boathouse – CanoeSport Outfitters

FINANCIAL IMPACT: The City will receive a percentage of total boat rental and concession revenue annually. Year one includes 3% paid by the concessionaire to the City if the revenue exceeds \$50,000. The remaining four years of the 5-year agreement are 5% (year 2), 7% (year 3), 10% (year 4) and 10% (year 5) with no minimum revenue amount required.

BACKGROUND: The Raccoon River Park Boathouse is a brand-new facility that is scheduled to open in summer 2020. The Parks & Recreation Department will oversee the facility and the agreement with the concessionaire.

A Request for Proposal (RFP) was sent out with a notice published in mid-January. Three vendors submitted proposals. Staff evaluated and scored each proposal and is recommending that CanoeSport Outfitters be awarded the contract beginning in May 2020. Pricing, experience, equipment and available product were all factors that led to the selection of CanoeSport Outfitters.

CanoeSport Outfitters has been providing quality paddle-sport instruction and adventure travel since 1994. This concessionaire has been operating the Lake Ahquabi Boat Rental and Beach Concession for the Iowa Department of Natural Resources since 1994. Non-motorized boat rentals, beach concession, bait and firewood sales are the primary services and products CanoeSport Outfitters offers at the Lake Ahquabi location.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with CanoeSport Outfitters.

LEAD STAFF MEMBER: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

Department Director	Sally Orgies, Director of Parks & Recreation <i>S.O.</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: May 18, 2020

ITEM: Motion – Approval of Change Order #1 – Levee Trail Improvements

FINANCIAL IMPACT: Additional expense of \$77,856.62 to be paid from available funds in this project in the Parks CIP (G/L 500.000.000.5250.490, Project No. 0510 035 2018 for Trail Renovation).

BACKGROUND: This project included the renovation of the Levee Trail located adjacent to Lincoln Street between 1st Street and Raccoon River Park. The project included a new asphalt overlay on the existing trail, realignment of a portion of trail at the east entrance to Raccoon River Park, and construction of a trail spur connecting to 11th Street which will be part of a future trail connection to Valley Junction. This change order will provide for additional asphalt quantities necessary to replace sections of the existing asphalt base that was unable to support new trail pavement. Also included with change order is additional fill soil and temporary SWPPP management to construct an improved trail shoulder along the top of the levee. After placement of the overlay, several sections of the trail shoulder were found to drop off in several areas.

There is funding available for this additional work. The original contract amount was \$312,143.00. This is the first change order and there is a total of \$423,736 available for this project. Due to the timing of this work and to avoid possible re-mobilization costs, staff was unable to take this change order to the Public Services Sub-committee in advance of the Council meeting.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the change order.

Lead Staff Member: David Sadler, Superintendent of Parks (DS)

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: May 18, 2020

ITEM: Motion – Approval of Professional Services Agreement Amendment – Sugar Creek Greenway Trail Phase 1

FINANCIAL IMPACT: Expense of \$23,000.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP from the Sugar Creek Greenway Trail (Project No. 0510 034 2018).

BACKGROUND: Under a previously approved agreement from 9/3/19, Snyder & Associates is completing professional services related to preparation of construction documents for the Sugar Creek Trail (Phase 1 from Stagecoach Dr to Booneville Road). That scope included preparation of construction documents for this trail segment, as well as a pedestrian bridge across Sugar Creek with connection to Woodland Hills Park. Services included topography and boundary survey, engineering design, structural design for pedestrian bridge, geotech investigation, hydrology/hydraulic studies and project specifications.

The agreement with Snyder & Associates is being amended to include: 1. Survey Tasks (preparation of easement plats for a segment of trail on property owned by the Woodland Hills Homeowners Association, additional staking of property lines, additional topographic survey), 2. Geotechnical Tasks (additional time for soil borings), 3. Final Plan Modifications (miscellaneous changes to the final plans as listed in attached agreement). The amendment to the agreement with Snyder & Associates is attached along with their scope of services, schedule and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement amendment with Snyder & Associates.

Lead Staff Member: David Sadler, Superintendent of Parks

STAFF REVIEWS

Department Director	Sally Orgies, Director of Parks & Recreation <i>S.O.</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split