

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

**5:30 p.m.
Thursday, June 18, 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: 648 050 002#***

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of May 21, 2020 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Presentation – Southwoods Single-Track Trail Plans
 - B. Discussion – Option for Relocation – Jordan Creek Trail, 39th to 50th Street
- 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, May 21, 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, May 21, 2020, at 5:31 p.m. by presiding Vice-Chair Sewell.

| | | | | | |
|-------------------|--|---|---|-----------------------------------|-----------------------------------|
| 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 |
| 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> | |
| 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 April 16, 2020, Meeting

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

On Item 4. Old Business

A. Motion – Approval of Project Concept - West Des Moines Girls Softball Association – Indoor Practice Facility

Ortgies stated the Facility Committee met on May 13 to review the new proposed building material for the facility. Parks and Recreation staff are acceptable of the new material proposed and feel the material will coordinate with other buildings in Holiday Park. Miller stated the Committee has questions that were included in the Park Board packet. The Committee’s first concern is that there hasn’t been enough research done by the Association regarding the possibility of utilizing the RecPlex for their needs. The second concern is that the Association has not submitted a detailed fundraising plan showing how the new building construction will be funded. Penning stated that these concerns were communicated with Gene Rousch and he is waiting on feedback from him. Trimble stated that these concerns are justified, considering the City provides funding to this organization. Penning stated that the batting cage area at the RecPlex could potentially be a match for their needs. Hrdlick stated that he can see the potential need to have their own facility due to heavy use and tournaments, but also has questions regarding their funding especially in light of the Covid-19 pandemic.

Hrdlicka moved to defer the Approval of Project Concept - West Des Moines Girls Softball

Association – Indoor Practice Facility pending a response to the Facility Committee’s questions about funding and use of the RecPlex. Miller seconded. Motion carried unanimously.

On Item 5. New Business

A. Motion – Approval of Recommendation to City Council – Facility Fees and Charges:

1. Jamie Hurd Amphitheater

Orgies stated that the Jamie Hurd Amphitheater will be opened in late August or early September. Allison Ullestad, Arts, Culture, and Enrichment Supervisor, and Marnie Strate, Arts, Cultures, and Enrichment Coordinator, were present to provide information regarding fees and charges related to the rental of the Amphitheater. The fees and charges were presented to the Facilities Committee last week. The proposed fees were based on similar facilities, both local and out of state. The Amphitheater will be used by the Parks and Recreation for in-house programming and events along with being rented to the public. There are four different rental fees being proposed including: For-Profit/Ticketed, Non-Profit (501c3), Private, and Weekday Discount. Strate stated that various additional fees are included to accommodate different user groups and events. Ullestad stated that once fees are approved by the City Council, the rental process will start immediately for 2021.

Ullestad shared that a committee of representatives from West Des Moines Community Schools, Valley Church, West Des Moines Library and West Des Moines Police Department will share an events calendar. This Committee will work together to ensure that events not interfere with one another, helping to reduce noise and parking issues. Hrdlicka questioned how fees compare with the Staplin Performing Arts Center and the Des Moines Water Works Amphitheater. Ullestad stated our fees align with the Staplin PAC. Strate stated the Des Moines Water Works Amphitheater has not responded to her calls, however, based on the information she found on their website, they cater to a different, larger type of event and do not offer rentals. The Simon Estes Amphitheater is more comparable, but it has higher rental fees than those being proposed for the Jamie Hurd Amphitheater. Trimble questioned if sound pollution was researched. Orgies stated that an acoustical engineer worked with the architect of the facility from the very beginning. The facility is designed to mitigate sound issues. In addition, Parks and Recreation will be conservative on what type of events occur. Trimble asked about the first planned event. Ullestad stated a small dedication with dignitaries and the Hurd family could happen in August. Illumifest is September 21 with a local band performing during the event.

Hrdlicka moved to approve the Recommendation to City Council – Facility Fees and Charges-Jamie Hurd Amphitheater as presented. Miller seconded. Motion carried unanimously.

2. MidAmerican Energy Company RecPlex

Shayne Ratcliff, MidAmerican Energy Company RecPlex General Manager, reviewed the layout of the MidAmerican Energy Company RecPlex and described the types of events that may occur within the facility. Penning stated Sports Facilities Advisors was hired to conduct a market and fee structure analysis. Penning stated Des Moines University will have a dedicated sports therapy space. Trimble questioned if conversations are still occurring with the local professional sports groups. Ratcliff stated that discussion with the Iowa Wild is on-going.

Hrdlicka moved to approve the Recommendation to City Council – Facility Fees and Charges-MidAmerican Energy Company RecPlex as presented. Miller seconded. Motion carried unanimously.

3. Raccoon River Park Boathouse Lockers

Ortgies stated a new feature of the Raccoon River Park Boathouse is rentable storage lockers for paddleboards, kayaks, and smaller canoes. There will be a deferential fee for residents and non-residents. The first year will be pro-rated since it will be a partial year. Penning stated that staff researched rental fees locally and in other states. The proposed fees fall in the middle of those researched. The proposed fees will go to the Finance and Administration Committee on June 3 and Council on June 15. Penning stated there are already people on the waitlist without any promotion. Residents will be allowed a period of time to rent the lockers prior to opening up rentals to non-residents. Hrdlicka stated that the fee seems reasonable, however, should be monitored and adjusted based on demand. Additional space is available to install more storage units if demand warrants.

Miller moved to approve the Recommendation to City Council – Facility Fees and Charges- Raccoon River Park Boathouse Lockers as presented. Hrdlicka seconded. Motion carried unanimously.

B. Motion – Approval of Recommendation to City Council – Response to COVID-19 – Valley View and Holiday Aquatic Centers

Ortgies stated that the Parks and Recreation staff have spent hours on researching ways to keep the aquatic centers open, but as of now are making the recommendation to keep both Valley View and Holiday Aquatic Centers closed. Not opening aquatic centers has been a difficult decision to make as a department. Certifying lifeguards is one of the largest roadblocks during this time of social distancing. The American Red Cross has stated that certain required skills, such as team-based CPR and deep-water rescues, cannot be taught while social distancing. The City Legal Department stated that the Governor would need to relax social distancing for lifeguards in order for them to be trained. Hrdlicka stated that we cannot put persons at risk during this time. Ortgies has been in communication with all the local city directors discussing the opening of their aquatic centers and all are facing this same situation. Trimble stated that limiting the number of persons allowed in the aquatic centers has a large financial impact and this should be a consideration. Penning stated the process of opening of the centers starts in January and had been going extremely well until COVID-19 hit. The department sent surveys to persons registered for swim lessons and the response was 50/50 on if they would feel comfortable having their child in lessons.

Trimble stated that communication to the public needs to stress that it is not only COVID-19 related and the financial implications of limiting the number of participants allowed in aquatic centers is a consideration. Ortgies reiterated that the aquatic centers operate at a deficit during a normal season and this would still be the case if opened at limited capacity. Miller suggested making a joint announcement about closures with surrounding cities. Sewell questioned the opening of the splashpad at Legion Park. Ortgies stated that it does not use chlorinated water, is unsupervised so there is no way to monitor social distancing, and there is no way to disinfect so it will not be opening. Ortgies stated that this item may not go to a City Council meeting for action as the City Manager has been given the authority to make decisions related to the pandemic emergency.

Miller moved to approve the Recommendation to City Council – Response to COVID-19 – Valley View and Holiday Aquatic Centers as presented. Hrdlicka seconded. Motion carried unanimously.

C. Update – American Legion Park Skatepark

David Sadler stated that the skate ramp at American Legion Park was removed and will be replaced with a skatepark. The Parks and Recreation Department hired Spohnranch as the designer of the skatepark. An open house meeting was held with skaters and park neighbors. Positive feedback was received by all in attendance. The project is proposed to be constructed by Spohnranch under a contract bid through a cooperative purchasing alliance. Construction could potentially begin in early July.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler stated the portage connecting Blue Heron Lake and Raccoon River is being used frequently. Crossroads Park Court Renovation Project is coming along well. The Wilson Park basketball and tennis courts, along with the basketball court at Meadowview Park, have been demolished and re-construction will begin. The Court Renovation Projects should be completed by early August. The Levee Trail has been resurfaced and additional shoulder work will be done. The park attendants are stating that the parks are very busy. The shelters and restrooms are currently still closed. Public Services is preparing the cemetery for the Memorial Day weekend.

On Item 6B. Superintendent of Recreation

Penning stated the ten-year Des Moines University Agreement for the RecPlex was approved at the June 1 City Council meeting. The Boathouse Concessionaire Agreement with CanoeSport Outfitters was also approved. The goal is to have the facility operational by mid to late June. A Request for Proposal was due on May 20 for a basketball tournament provider for the RecPlex. Two proposals were received, and staff will be evaluating them. Programs and rentals have been cancelled through June 14. Losses from cancellations starting back in mid-March has resulted in gross program loss of just under \$74,000, approximately \$6,700 from Valley View fields rentals, and \$1,900 in shelter rentals. Penning is working with his staff to determine what programs can be offered in the fall. Early August is the scheduled date for the next program guide to come out.

On Item 6C. Director of Parks and Recreation

Ortgies stated that she has been in conversations with Tom Hadden about Independence Day activities. Parks and Recreation staff will return to the office on May 26, with staff alternating with working from home on a weekly basis. City Hall, the Valley Junction Activity Center, and the Nature Lodge open to public walk-in customers on June 1. The Department has cancelled all programs and rentals through June 14. Staff is working on what opening of young sports will look like and waiting to see what the Governor does as far of youth sports. Beginning June 15, the Nature Lodge will be able to host weddings. The staff have been determining what needs to be accomplished to accommodate these events. Opening park restrooms is being reviewed based on the Governor's Proclamation. Staff is having conversations regarding swimming at Raccoon River beach and discussing a reasonable opening date. The DNR has opened State Park restrooms. Hrdlicka stated social distancing will be a concern and suggested signage being very visible. Trimble stated that people must take some responsibility for their own personal safety. The City will start having some in-person meetings in City Hall starting June 15. Hrdlicka suggested the Park Board meet virtually on June 18 and others agreed.

On Item 7. Other Matters

No report.

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

- April 20, 2020: Motion - Approval of Professional Services Agreement – MidAmerican Energy Company RecPlex Website Design and Development – Webspec Design, LLC
- May 4, 2020: Motion – Approval of License Agreement – Bicycle Bike Share Station – Des Moines Street Collective
- May 4, 2020: Proclamation – Bike Month – May 2020
- May 4, 2020: Motion – Award Construction Contract – MidAmerican Energy Company RecPlex Synthetic Turf
- May 18, 2020: Motion – Approval of MidAmerican Energy Company RecPlex Lease and Hold Harmless Agreements – 6500 Grand Avenue – Des Moines University Osteopathic Medical Center
- May 18, 2020: Motion – Approval of Concessionaire Agreement – Raccoon River Park Boathouse – CanoeSport Outfitters
- May 18, 2020: Motion – Approval of Change Order #1 – Levee Trail Improvements
- May 18, 2020: Motion – Approval of Professional Services Agreement Amendment – Sugar Creek Greenway Trail Phase 1

Hrdlicka moved to adjourn. Miller seconded. Motion carried unanimously. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Miranda Kurtt
Secretary

ATTEST:

Joe Hrdlicka
Advisory Board Secretary

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

DATE: June 18, 2020

ITEM: Presentation – Southwoods Single-Track Trail Plans


FINANCIAL IMPACT: None at this time

SYNOPSIS: A natural surface, single-track trail is being proposed in Southwoods Park and funds were budgeted for the design and installation. Backyard Trails LLC from Cedar Rapids was hired in January to provide design services for the project. A representative from Backyard Trails will review their analysis of the park and present conceptual plans to the Board.

Next steps for the project will include further refinement of the plans and public input.

BACKGROUND:

RECOMMENDATION: Presentation item only. The Board may wish to refer the project to the Facilities Committee for further review and discussion.

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

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

DATE: June 18, 2020

ITEM: Discussion – Option for Relocation – Jordan Creek Trail


FINANCIAL IMPACT: None at this time. Any cost associated with the possible relocation would be covered with funds in the Trail Renovation project in the Parks Capital Improvement Program.

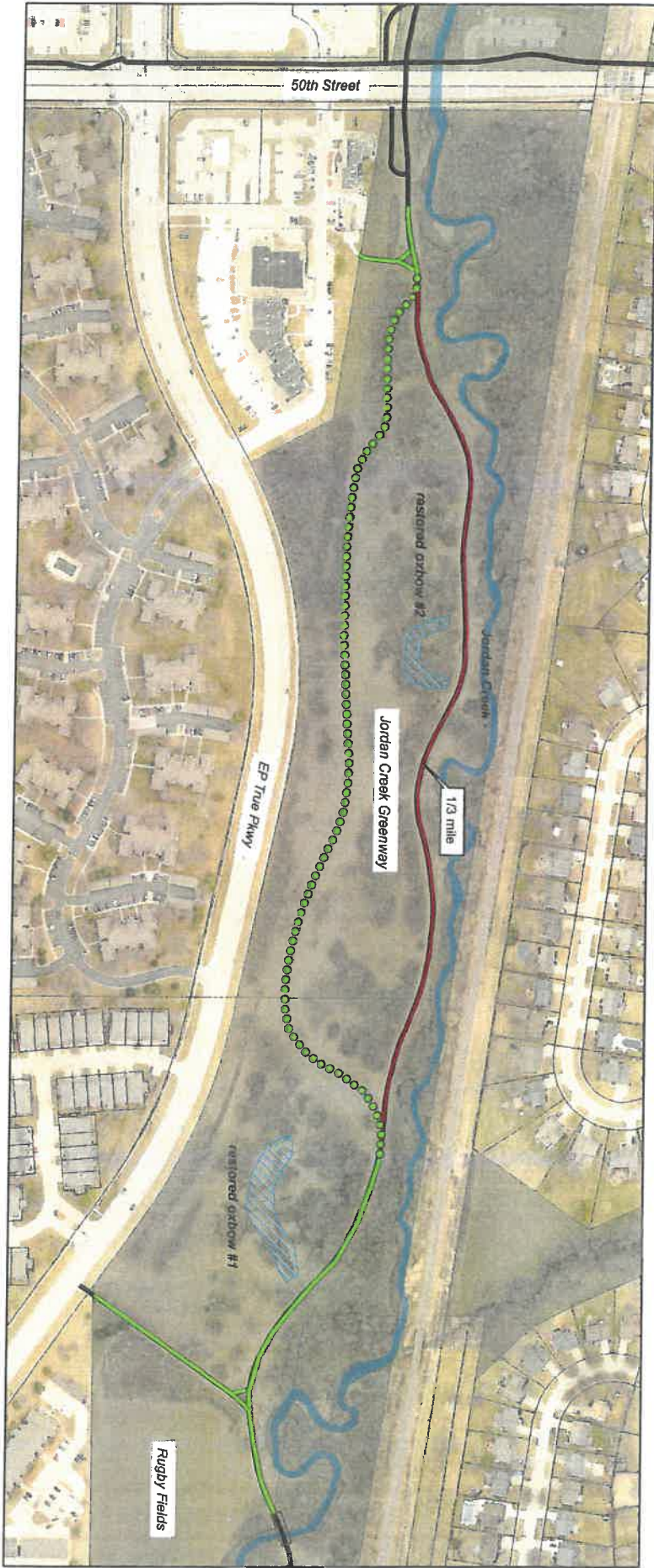
SYNOPSIS: As Jordan Creek naturally meanders within the greenway between 39th and 50th Streets, bank erosion occurs that impacts the existing trail in this area. Several problem spots have been mitigated over the years by stabilizing the creek banks with rip rap. Rather than continuing to armor the creek bank, the option of moving the trail further from the creek is being investigated. An engineering firm, Bolton & Menk, has been hired to analyze the trail relocation.

Staff will review the preliminary plan for the relocation with the Board at Thursday's meeting. The Board is asked to discuss and provide feedback on the potential relocation.

BACKGROUND:

RECOMMENDATION: Discussion item only. The Board may wish to refer the project to the Facilities Committee for further review and discussion.

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



-  Existing Trail
-  Trail Re-alignment
-  Asphalt Mill & Overlay
-  Proposed Trail Removal



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

DATE: June 15, 2020

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Veterans Parkway Enhancements Phase 1, Gateway & Median Features

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the base project is \$321,850 with three add alternates estimated at \$276,730. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds from the Veterans Parkway Enhancements project account (0510 022 2017). The total amount budgeted for construction of this project is \$377,138, as well as additional funding remaining in cost savings from construction of Veterans Parkway.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, July 15, 2020, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, July 20, 2020. The contract would be awarded on Monday, July 20, 2020, and work would begin shortly thereafter. This project is scheduled to be completed later in the fall of 2020.

This project is the first phase of the Veterans Parkway Enhancements which would include the construction of entry monuments on Veterans Parkway at southbound 1st Street and northbound Hwy 5. In addition, add alternates are included for the construction of median panels on Veterans Parkway between 1st Street and Hwy 5. The entry monuments would consist of internally illuminated signs with images of the American flag. The median panels consist of a series of metal panels with images of the U.S. Armed Forces service marks, metals and POW/MIA.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks D.S.

STAFF REVIEWS

| | |
|------------------------|--|
| Department Director | Sally Ortgies, Director of Parks and Recreation S.O. |
| Appropriations/Finance | Tim Stiles, Finance Director |
| Legal | Richard Scieszinski, City Attorney |
| Agenda Acceptance | AA |

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: June 15, 2020

ITEM: Resolution – Award Construction Contract – American Legion Park Skatepark Facility

FINANCIAL IMPACT: Expense of \$242,250.00. The original estimate for the project was \$250,000. Expenses to be paid from G/L account 500.000.000.5250.490 with the ultimate funding from American Legion Skate Facility Replacement (Project No. 0525 022.0510 030 2019).

BACKGROUND: Approval of this contract authorizes Spohn Ranch, Inc. of Los Angeles, CA to furnish and install the skatepark facility at American Legion Park located at 301 Vine Street. The attached contract includes erosion control measures, earthwork, supply & install of grind rails/pans/coping/edge protection, concrete/shotcrete, jointing/sealing, seeding and associated bonding.

Under a separate agreement approved by the City Council on 1/6/20, Spohn Ranch, Inc. was selected to provide design services related to this facility. Spohn Ranch is a full design and build firm with extension experience across the country, as well as in the state of Iowa. They were awarded the contract based upon their experience, qualifications and familiarity with skate facilities. A purchasing alliance, Sourcewell, was utilized in selecting Spohn Ranch for the construction of this project. The Sourcewell contract (#030117-SRI) has been competitively solicited, publicly awarded and provides the best discounting opportunity for this kind of specialized project.

The project is scheduled to begin on or about July 1, 2020 and be completed in August.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Construction Contract.

Lead Staff Member: David Sadler, Superintendent of Parks D.S.

STAFF REVIEWS

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

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: June 15, 2020

ITEM: Resolution – Accept Work – Holiday Park Signage & Ancillary Improvements

FINANCIAL IMPACT: The total construction cost of this project is \$220,844.00. All costs of the project have been paid out of G/L Acct 500.000.000.5250.490 from the Holiday Park Signage and Dumpster Enclosure C.I.P. (Project No. 0525 012.0510 031 2019). The original contract amount of the project was \$222,188.00, with two change orders for a total credit of (\$1344.00).

BACKGROUND: JPG Company of Grimes, Iowa is working under an agreement dated August 5, 2019 for construction services related to the Holiday Park Signage & Ancillary Improvements. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.

The project involved the construction of multiple signs and a dumpster enclosure at Holiday Park. The signs included a primary sign located along Railroad Avenue at the main entrance to Holiday Park, destination arrival signs at the 14th Street entrance and Girls Softball entrance to match the sign previously installed at the Baseball Complex. In addition, Information Kiosks were placed at both Baseball and Girls Softball. And, lastly the project included a new dumpster enclosure located at Girls Softball and replacement of the dumpster gate at the aquatic center.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks

STAFF REVIEWS

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

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: June 15, 2020

ITEM: Motion – Approval of Amendment to Professional Services Agreement – Veterans Parkway Enhancements

FINANCIAL IMPACT: Expense of \$12,000.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 17-18 CIP from the Veterans Parkway Enhancements (Project No. 0510 022 2017).

BACKGROUND: The Council previously approved the initial agreement with Shive-Hattery for conceptual and preliminary design for roadway enhancements along the entire corridor of Veterans Parkway on October 17, 2016 in the amount of \$120,500. On March 19, 2018 Council then approved an agreement Amendment #1 for preparation of construction documents for Phase 1 in the amount of \$33,000. Staff then approved Amendment #2 for \$0 cost which reallocated consultant services in original scope to the 'Folded Flags' project. At that time, grant funding was secured for a portion of that project, which moved the project up on the priority list. Council is now asked to approve Amendment #3 to the agreement for professional services related to bid phase services and construction phase services for Phase 1, Gateway and Median Features. The amendment to the agreement with Shive-Hattery is attached along with their scope of services, schedule and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the amendment agreement with Shive-Hattery.

Lead Staff Member: David Sadler, Superintendent of Parks D.S.

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)

| | |
|--------------------|--|
| Published In | |
| Dates(s) Published | |

SUBCOMMITTEE REVIEW (if applicable)

| | | | |
|----------------|-----|----|-------|
| Committee | | | |
| Date Reviewed | | | |
| Recommendation | Yes | No | Split |