

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

**5:30 p.m.
Thursday, October 15, 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: 999 109 141#

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of September 17, 2020 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Motion – Approval of Southwoods Park Single-track Trail Plan
 - B. Motion – Approval of Jamie Hurd Amphitheater Alcohol Policy
 - C. Motion – Approval of Recommendation to City Council – Re-allocation of Funding for Valley View Park
 - D. Discussion – FY 21-22 Parks Capital Improvement Program
- 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, September 17, 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, September 17, 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
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>Administrative Secretary</i>	
Present	X	X		X	
Council	Russ Trimble <i>Council Liaison</i>				
Present	X				

On Item 1. Call to Order/Approval of Agenda

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

On Item 2. Citizen Forum

No items were presented.

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

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

On Item 4. Old Business

None reported.

On Item 5. New Business

- A. Motion – Approval of Special Deer Management Zone – Raccoon River Greenway
 Sadler stated that the Parks and Recreation Department manages the Controlled Bow Hunting Program in West Des Moines. Currently, there are two private locations in addition to two public hunting zones located in Raccoon River Park and Southwoods Park. The proposed location is the newly acquired property, located west of 1st Street along the Raccoon River, that will be ultimately utilized for recreational purposes. The Raccoon River Park zone will likely be impacted once the Pedestrian Bridge is built. Swalwell questioned how many new permits will be issued with the addition of this location. This location will be available the second season, December 1 to January 24, and will add an additional 5 permits per season. Hrdlicka questioned who initiated this request. Sadler stated it was staff initiated.

Sewell moved to approve the Special Deer Management Zone – Raccoon River Greenway. Hrdlicka seconded. Motion carried unanimously.

- B. Discussion – FY 21-22 Parks Capital Improvement Program

Ortgies shared information regarding the upcoming FY 21-22 Capital Improvement Program budget. The potential FY 21-22 budget will be reviewed and modified to reflect decreased revenue from the effects of COVID-19. Ortgies met with Finance Director, Tim Stiles, City

Manager, Tom Hadden, and the City Engineer to get a more realistic projected revenue. The revenue from L.O.S.S.T., Hotel/Motel Tax, and Road Usage Tax has been greatly impacted. Orgies recommends that this item be referred to the Facilities Committee to review. Schebel stated she would like to see the River Access from Raccoon River Drive be included in this budget as it is inexpensive, and people are requesting it. Orgies stated that discussion with the Fire Department took place around this access point and the need from a water safety perspective. Sadler questioned if any Board member has heard requests from their constituents that should be considered for the budget. Orgies stated that the Girls' Softball Association requested a playground at the Holiday Park Softball Complex. They are wanting a full playground that is like the one located at the Raccoon River Park Softball Complex. The Girls' Softball Association may not realize that player fees went into a trust fund to purchase the playground at Raccoon River Softball Field. Orgies recommended that the FY 21-22 budget should cover completion of the updates of the fields versus a playground. Sewell questioned the funding for the Veteran's Parkway Street Signage. Orgies stated this is managed by Parks and Recreation, however, the funding comes from TIF revenue. Sadler stated streetscapes, median structures, and entrance signs are managed by the Parks and Recreation department but are not included in the Parks section of the CIP budget. Miller questioned if the budget items are prioritized for the Facility Committee. Orgies stated that feedback will be received from the Committee and then staff, along with the Committee and Board, will prioritize prior to approving a recommendation to the City Council.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler stated Crossroads Tennis Courts Renovation Project is moving forward and should be completed in October. The Legion Skatepark is finished and restoration seeding with take place soon. Public Services is still cleaning up trees in parks and along trails from the Derecho.

On Item 6B. Superintendent of Recreation

No report.

On Item 6C. Director of Parks and Recreation

Orgies stated there has been considerable progress made on the MidAmerican Energy RecPlex. The outdoor turf fields are complete. An agreement with Pepsico has been established as the primary beverage supplier. An agreement with Courage League Sports as the adaptive sports provider has been approved. The agreement with Century Link to provide all of the technology for the facility will be going to Council on Monday, September 28, for approval. Century Link will be partnering with Green Zebra Media, for the digital marketing in the facility. For the public to use the free Wi-Fi, they will have to watch an ad before connecting to the service. This feature will generate \$94,000 in revenue per year for 5 years. Due to rain delays, the construction is slightly behind and February is the projected opening date.

On Item 7. Other Matters

Swalwell stated that the Facilities Committee had a discussion regarding the Single-Track Trail at Southwoods Park. Currently, the thought is to implement the short loops versus the larger plan. This will be discussed and have action taken at the October Board meeting.

Schebel questioned if Beggars' Night will take place. Orgies has been in conversations with Fire Chief Leu regarding this topic. Beggars' Night will occur, and the City will make safety guidelines available to the public.

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

September 8, 2020: Motion – Approval of Professional Services Agreement – 2020 Asphalt Trail Renovation Program

September 8, 2020: Resolution – Award Construction Contract - MidAmerican Energy Company RecPlex – Hardwood and Multi-Purpose Court Flooring

September 8, 2020: Resolution – Award Construction Contract - MidAmerican Energy Company RecPlex – Interior Sport Arena Lighting

September 8, 2020: Resolution – Award Construction Contract - MidAmerican Energy Company RecPlex – Exterior Sports Field Lighting

September 8, 2020: Resolution – Award Construction Contract - MidAmerican Energy Company RecPlex – Open Office Furniture

September 8, 2020: Resolution – Award Construction Contract - MidAmerican Energy Company RecPlex – Ice Arena Fixed Seating

September 8, 2020: Motion – Approval of Agreement – RecPlex Exclusive Beverage – Pepsico

September 8, 2020: Motion – Approval of MidAmerican Energy Company RecPlex Lease and Hold Harmless Agreements – 6500 Grand Avenue – Courage League Sports

September 8, 2020: Resolution – Award Construction Contract - MidAmerican Energy Company RecPlex – Audio/Video and Digital Signage

September 8, 2020 – Amendment to City Code – Amend Title 7 (Public Ways and Property), Chapter 11 (Park Regulations; Section 1 (Purpose); Section 2 (Rules and Regulations); and Section 3 (Penalty) to clarify the purpose and rules and regulations within city parks and parks and recreation facilities.

Ordinance: Approval of Second, Third Readings and Final Adoption

August 17, 2019: Amendment to City Code – Amend Title 7 (Public Ways and Property), Chapter 11 (Park Regulations; Section 1 (Purpose); Section 2 (Rules and Regulations); and Section 3 (Penalty) to clarify the purpose and rules and regulations within city parks and parks and recreation facilities.

Ordinance: Approval of First Reading

August 17, 2020: Resolution – Award Construction Contract – MidAmerican Energy Company RecPlex Ice Arena Dasher Boards, Rubber Flooring, Bench and Ice Arena Supplies

August 17, 2020: Proclamation – Beggars Night 2020-2024

August 17, 2020: Motion – Approval of Concession Agreement – Holiday Park Baseball Complex – Ballpark Concessions

August 17, 2020: Motion – Approval of Contract Agreement – Holiday Park Aquatic Center Pool Basin Painting

August 3, 2020: Public Hearing – Sugar Creek Greenway Trail, Phase 1

1. Resolution – Approval of Plans and Specifications
2. Motion- Receive and File Report of Bids
3. Resolution – Approve Contract

August 3, 2020: Motion – Approval of Professional Services Agreement Amendment #2 – Sugar Creek Greenway Trail Phase 1

August 3, 2020: Public Hearing – Raccoon River Park Exterior Lighting Improvements

1. Resolution – Approval of Plans and Specifications
2. Motion- Receive and File Report of Bids
3. Resolution – Approve Contract

July 20, 2020: Motion – Approval of Professional Services Agreement – Fox Creek Greenway Trail, Preliminary Design

July 20, 2020: Public Hearing – Veteran’s Parkway Enhancements Phase 1, Gateway & Median Features

1. Resolution – Approval of Plans and Specifications
2. Motion- Receive and File Report of Bids
3. Resolution – Approve Contract

July 20, 2020: Resolution – Accept Work – Whisper Point Park

July 20, 2020: Resolution – Order Preparation of Plans and Specification – Valley View Aquatic Center
Lap Pool 1-Meter Diving Platform

Hrdlicka moved to adjourn. Swalwell seconded. Motion carried unanimously. Meeting adjourned at 6:14 p.m.

Respectfully submitted,

Miranda Kurtt
Administrative Secretary

ATTEST:

Joe Hrdlicka
Advisory Board Secretary

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

DATE: October 15, 2020

ITEM: Motion – Approval of Southwoods Park Singletrack Trail Plan

FINANCIAL IMPACT: None at this time. Construction of the proposed trails is estimated at \$57,000. This amount is currently budgeted for the project.

SYNOPSIS: In early August, an initial letter was sent to park neighbors introducing the project and inviting recipients to a public open house that was held on August 20th at West Des Moines City Hall. At this open house meeting, the proposed trail plan was presented and staff collected comments from those in attendance.

These comments have been taken into consideration and with input from the Parks & Recreation Advisory Board Facilities Committee in a meeting held on September 14th, staff is recommending approving an updated trails plan (see attached). In summary, the proposed plan focuses on adding singletrack trails only within the central area of Southwoods Park. In addition, a trail connection to the existing paved trail near EP True Pkwy is being proposed only for the west side of Jordan Creek.

At this time, no singletrack trails are being proposed to extend east to Grand Ave. If extension of the trail system were ever desired, Parks & Recreation staff will once again notify adjacent park neighbors of the proposed trails and invite the public to review proposed plans and provide comment.

With approval of the plan, staff will proceed with developing more detailed construction plans for the trails shown on the plan with the goal of beginning construction this coming winter and spring.

BACKGROUND: Backyard Trails LLC, a consultant from Cedar Rapids specializing in singletrack trails, was hired to assess the opportunities and develop a plan for adding singletrack trails in Southwoods Park. Singletrack trails are natural surface trails designed to be used single file and are typically 24” – 30” wide. They are optimized for bicycle use but are also intended to be used by hikers and runners alike. Singletrack trails are designed to blend into the surrounding environment and minimize impact to the landscape by following the general terrain of the land and winding around obstacles such as trees and boulders. The consultant completed field research and completed an initial draft of the plan. The goals and objectives of the plan were to serve as a guide for future planning, construction, and operation of a sustainable trail network in Southwoods Park that will serve a variety of users.

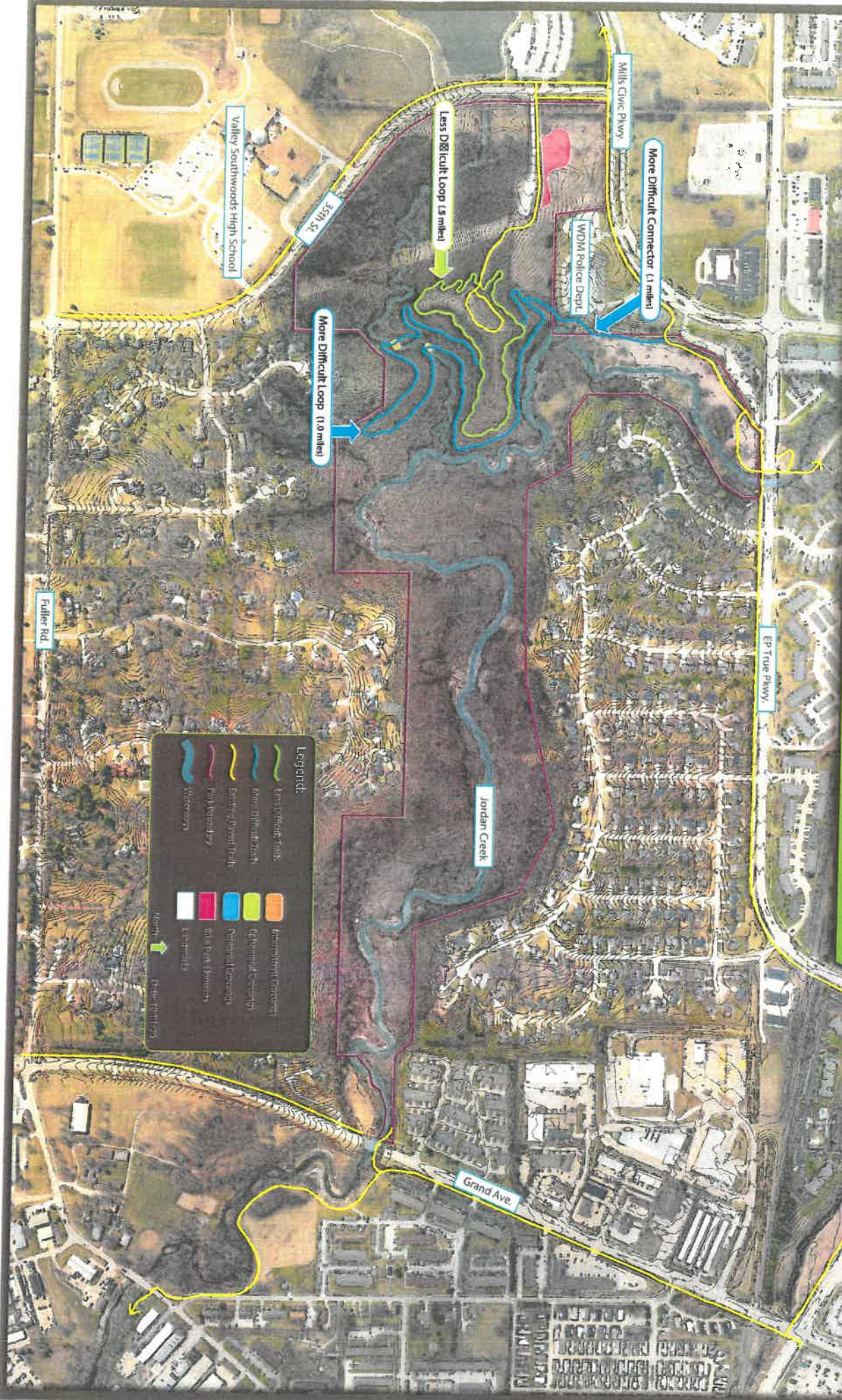
RECOMMENDATION: That the Board approve the plan for the Southwoods Park Singletrack Trail.

Prepared by: David Sadler, Superintendent of Parks

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

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

SOUTHWOODS PARK SINGLETRACK TRAILS & BIKE PARK FACILITY PLAN



Legend:

- Less Difficult Loop (1.8 miles)
- More Difficult Loop (1.0 miles)
- More Difficult Connector (1.1 miles)
- Existing paved trails
- Old Quarry
- Watershed
- Amusement Structure
- Playground & splash
- Recreation Facility
- Old Park Elements
- Remnants

North

Directional Arrow

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

DATE: October 15, 2020

ITEM: Motion – Approval of Jamie Hurd Amphitheater Alcohol Policy


FINANCIAL IMPACT: None.

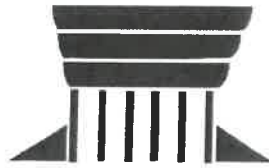
SYNOPSIS: The Board is asked to approve the Alcohol Policy for the new Jamie Hurd Amphitheater. The policy addresses three possible scenarios involving alcohol as follows:

1. Sale of Alcohol or Serving of Alcohol (Entrance or Admission Charged)
2. Serving of Alcohol (No Entrance or Admission Charged)
3. Participant Provided Alcohol

BACKGROUND: A copy of the proposed policy is attached. The Facilities Committee met on October 7 to review the policy.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the Jamie Hurd Amphitheater Alcohol Policy.

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



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

Alcohol Policy

This policy applies to the consumption of alcohol within the Jamie Hurd Amphitheater (“Amphitheater”) premises (Attachment 1-Amphitheater Premises Map). The consumption and possession of open containers of alcohol is prohibited outside the Amphitheater premises.

Sale of Alcohol or Serving of Alcohol (Entrance or Admission Charged)

- If alcohol is sold or if an entrance or admission is charged for an event at which alcohol will be served, a Special Event Permit, Liquor Permit and Dram Shop Insurance will be required. A Liquor Permit requires consideration and approval by the West Des Moines City Council and, in some instances, requires approval by the State of Iowa.
- Vendors selling alcohol must adhere to all state, county, and local regulations including, but not limited to, 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.*
- Only beer, high alcohol content beer, wine, and canned cocktails as defined by the Iowa Code (2020) in cans no larger than sixteen (16) ounces may be sold or served within the Amphitheater premises. An exception is that a designated caterer or vendor with an approved Liquor Permit and Dram Shop Insurance, may pour beer, high alcohol content beer, or wine from glass bottles into single-serving plastic glasses or cups. Alcohol shall not be consumed directly from glass bottles.
- At events where alcohol is sold or if an entrance or admission is charged for an event at which alcohol will be served, renter is responsible for contacting, scheduling and paying an off-duty West Des Moines police officer to be present from the time sale or serving of alcohol begins through the end of the rental period. The name of the contracted officer shall be provided to West Des Moines Parks and Recreation staff no less than one week in advance of the event.

- Renter is responsible for ensuring that no alcohol is provided to anyone under 21 years of age and that no alcohol is provided to intoxicated persons. Renter is responsible for the behavior of their guests, including any damage done to property by intoxicated guests.
- Sale and/or serving of alcohol must end at least 30 minutes prior to the scheduled end of event.
- Kegs are not permitted at the Amphitheater.

Serving of Alcohol (No Entrance or Admission Charged)

- If no entrance or admission is charged for an event at which alcohol will be served - not sold - to event participants, a Liquor Permit or Dram Shop Insurance will not be required. A Special Event Permit is required for all public events where alcohol will be served.
- Only beer, high alcohol content beer, wine, and canned cocktails as defined by the Iowa Code (2020) in cans no larger than sixteen (16) ounces may be served within the Amphitheater premises. An exception is that a designated caterer may pour beer, high alcohol content beer, or wine from glass bottles into single-serving plastic glasses or cups. Alcohol shall not be consumed directly from glass bottles.
- Events not using a designated caterer may not serve from glass bottles with the following exception:
 - Champagne or sparkling wine may be poured into single-serving plastic glasses or cups for the purposes of a toast, provided no guest receives more than one serving.

At events where alcohol is served, renter is responsible for contacting, scheduling and paying an off-duty West Des Moines police officer to be present from the time serving of alcohol begins through the end of the rental period. The name of the contracted officer shall be provided to West Des Moines Parks and Recreation staff no less than one week in advance of the event.

- Renter is responsible for ensuring that no alcohol is provided to anyone under 21 years of age and that no alcohol is provided to intoxicated persons. Renter is responsible for the behavior of their guests, including any damage done to property by intoxicated guests.
- Serving of alcohol must end at least 30 minutes prior to the scheduled end of event.
- Kegs are not permitted at the Amphitheater.

Participant Provided Alcohol

- At events where alcohol is not sold or served, renter may allow guests to bring beer, high alcohol content beer, wine, and canned cocktails as defined by the Iowa Code (2020), provided it is in cans no larger than sixteen (16) ounces. No glass bottles are allowed. A Special Event Permit is required for all public events where alcohol will be allowed.
- At events where guests can bring their own alcoholic beverages, renter is responsible for contacting, scheduling and paying an off-duty West Des Moines police officer to be present from the time serving of alcohol begins through the end of the rental period. The name of the contracted officer shall be provided to West Des Moines Parks and Recreation staff no less than one week in advance of the event.
- Renter is responsible for ensuring that no alcohol is consumed by anyone under 21 years of age. Renter is responsible for the behavior of their guests, including any damage done to property by intoxicated guests.

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

DATE: October 15, 2020

ITEM: Motion – Approval of Recommendation to City Council – Re-allocation of Funding for Valley View Park

FINANCIAL IMPACT: No additional expense.

SYNOPSIS: The Board is asked to approve the re-allocation of funds budgeted for Valley View Park as follows:

- The City's current budget (FY 20-21) contains \$75,000 to design lighted pickleball courts at Valley View Park. The City has already sold bonds to fund that part of the project which means from a finance perspective, design of the project will occur prior to June 30, 2021.
- The tentative projected budget for FY 21-22 contained \$500,000 to construct 8 lighted pickleball courts in Valley View Park. These funds had not yet been formally approved because the Council sets the budget one year at a time. Also, this projection was established prior to COVID. The City is currently facing difficult decisions related to financing of projects due to the impact of COVID on local option sales tax, hotel/motel tax, and road use tax revenue.
- The Department was allocated \$1.4 million back in FY 19-20 to design and begin construction of site grading, underground utilities, and north access road. This was only a portion of the funds needed for the project. The remaining \$2 million needed to construct the project was budgeted in FY 20-21. However, the \$2 million in funding was recently removed from the Department's budgeted to backfill other more urgent City projects.
- Staff has requested that the \$1.4 million originally budgeted in FY 19-20 be used to construct the pickleball court complex and a portion of the access road needed for access to the courts. This avoids having to rely on future funding for the project and allows for completion of a facility that has been requested by the public. It does not allow for completion of the grading, underground utilities, and north access road which will still need to be part of a future budget request.

BACKGROUND: The Valley View Park master plan is attached showing the general location of the proposed pickleball courts. A preliminary site plan for the pickleball courts and associated roadway, parking, and support facilities is also attached. The site plan also potentially allows for the installation of a futsal court. The Facilities Committee met on October 7 to review the re-allocation of funding.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the re-allocation of funds budgeted for Valley View Park in FY 19-20.

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

Valley View Park - Phase 3



LEGEND

- Active**
- 1 Basketball Courts (lighted)
 - 2 Great Lawn (lighted)
 - 3 Sand Volleyball Courts (lighted)
 - 4 Softball / Baseball Skinned Infield
 - 5 Softball / Baseball Backstop
 - 6 Tennis Courts (lighted)
 - 7 Ice Rink (lighted)

- Ecological**
- 1 Biofiltration Cell
 - 2 Oak Savannah
 - 3 Rain Water Pond
 - 4 Underground Cistern
 - 5 Rock Step Stream
 - 6 Vegetated Berm
 - 7 Wetland
 - 8 Natural Play Area

- Interpretive**
- 1 Giant Bird Nest
 - 2 Interactive Splash Pad
 - 3 Labyrinth
 - 4 Rain Water Vortex
 - 5 Stream Plank Walk
 - 6 Wetland Bridge
 - 7 Wetland Boardwalk

- Pathways**
- 1 High intensity trail, 10' paved
 - 2 Moderate intensity trail, 6' paved
 - 3 Low intensity trail, non-paved
 - 4 Trail Connection

- Structures**
- 1 Community Building
 - 2 Maintenance Building
 - 3 Ice Rink Rental & Warming House
 - 4 Outdoor Theatre
 - * Restrooms / Shelter

- Vegetation**
- 1 Entry Drive
 - 2 Park Drive
 - 3 Number of Parking Spaces

- Existing**
- 1 Aquatic Center
 - 2 Water Tower
 - 3 Wetland



THE CITY OF
West Des Moines
0' 40' 80' 160'
feet



VALLEY VIEW PARK CITY OF WEST DES MOINES

RDS
LANDSCAPE ARCHITECTS
301 Grand Ave. Des Moines, IA 50309
www.rdsinc.com

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

DATE: October 15, 2020

ITEM: Discussion – FY 21-22 Capital Improvement Program


FINANCIAL IMPACT: None at this time.

SYNOPSIS: The Board will be asked to approve the Capital Improvement Program (CIP) budget for the next two fiscal years with a focus on FY 21-22. A draft list is attached showing the funding received this year (FY 20-21) and the list of potential projects for FY 21-22 and FY 22-23. This list is based upon initial input from the Board's September meeting and the Facilities Committee's meeting on October 7.

Staff will be continuing to update costs and develop staff priorities over the next few weeks. The Facilities Committee will review a final staff recommendation prior to the Board's November meeting.

BACKGROUND:

RECOMMENDATION: No action required at this time.

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

**Parks & Recreation
Capital Improvement Program
DRAFT Staff Recommendation**

GO=General Fund-Cash Reserves; GO=GO Bonds; RUT=Road Use Tax; P=Private Donation; CT=Cemetery Trust Fund; SW=Stormwater Fund
LOST=Local Option Sales Tax

10/15/2020

- █ Complete
- █ In Progress
- █ Not Started
- █ Delayed

FY 20-21 - BUDGETED									
Priority	Parks	Description	Funding	Source	Amount	Notes			
1	Community Park	Payment #4 of 5 per agreement	0	GO	\$ 337,165				
2	Holiday Park Girls Softball	Softball field improvements	GO	GO	\$ 120,000	Added \$20K to match current years cost			
3	Various	Site furniture	0	GO	\$ 30,000				
4	Various	Landscaping	0	GO	\$ 25,000				
6	American Legion Park	Replace skate facility	GO	GO	\$ 75,000	Additional funding added to FY 19-20			
7	Valley View Park	Central site grading, utilities, & north roadway construction	GO	GO	\$ 7,999,999	Matching funding in FY 19-20			
8	Raccoon River East Ped Bridge (Five Waters)	Design - Lighted pickleball courts (8)	GO	GO	\$ 75,000	Construction in FY 21-22			
9	Fox Creek Greenway Trail	Design (part 2) - Bridge between RRP & Walnut Woods State Park	LOST	GO	\$ 345,000	Part 2 of design, two year permitting and design process			
10	Holiday Park Baseball	Design - Trail from Whisper Point Park to EP True Parkway	GO	GO	\$ 50,000	Construction in FY 21-22 or parkland dedication			
11	Sugar Creek Greenway Trail (Five Waters)	Design - Phase 6 - Fields 3 & 4 / Phase 7 - Parking Lot and Entry	GO	GO	\$ 150,000	Design only, const in future year			
12	Houston Cemetery	Construction - Phase 1 of trail between Stagecoach and Booneville	LOST	GO	\$ 950,000	In conjunction with WRA project			
13	Crossroads and Legion Parks	Park signage - Phase 2 for secondary entrance and park info signs	GO	GO	\$ 200,000	Total for remaining signs is \$370K			
14	Woodland Hills Greenway Trail	Cemetery improvements - fencing/signage/repairs	GO	GO	\$ 50,000	Following street improvements			
15	Valley View Aquatic Center	Construction - Bank stabilization and trail construction (Sugar Creek Dr to S 93rd to Harper Ln)	GO	GO	\$ 400,000	Filling in trail gap			
17	Crossroads Park	3 meter diving platform with steps	GO	GO	\$ 200,000				
18	Crossroads Park	Tennis court lighting and electrical improvements	GO	GO	\$ 300,000				
19	Raccoon River Park	Design - creek stabilization, creek crossing, & parking lot redesign	GO	GO	\$ 75,000	Construction in future year			
20	Various	Design - master plan update with focus on central core area, restroom upgrade to year around	GO	GO	\$ 75,000	Design only, const in future year			
21	Raccoon River Park	Design - Peony, Willow Springs and Scenic Valley Parks (Play equipment replacement)	GO	GO	\$ 100,000				
		Lighting - Upgrade existing lights to LED and new lights along trail	GO	GO	\$ 650,000				
Totals by Funding Source					0	\$ 392,165			
					GO	\$ 2,570,000			
Parks Total					LOST	\$ 1,295,000			
						\$ 4,257,165			
Ongoing Maintenance									
	Trail Renovation	Trail repair & bridge repairs	0	GO	\$ 250,000				
	Court Renovation	Crossroads Park to cover full replacement costs	GO	GO	\$ 600,000				
	Concrete Pavement Renovation	Preventative maintenance & repair of concrete pavement	0	GO	\$ 100,000				
	Ongoing Maintenance Subtotal				\$ 950,000				

FY 21-22 - PROPOSED

Parks

American Legion Park	Skate park parking lot, shelter, walkways		\$	120,000	
Community Park-Madison County	Payment #5 of 5 per agreement		\$	327,623	
Crossroads Park	Creek stabilization and foot bridge replacement, sidewalk from parking to softball field		\$	170,000	Design budgeted 20-21
Five Waters	Parking lot reconstruction		\$	350,000	
	Design-Sugar Creek Greenway Trail-Phase 2		\$	200,000	Design only
Fox Creek Greenway Trail	Raccoon River Greenway - River access off RR Dr (joint with Fire)		\$	200,000	
	Trail construction from Whisper Point Park to EP True Parkway		\$	200,000	
Holiday Park Baseball	Baseball Phase 6 - Parking lot & entry construction/maintenance building improvements (first 1/2 const)		\$	275,000	Switched Phases 6 & 7/first 1/2 of Phase 6 construction
Holiday Park Girls Softball	Softball field improvements		\$	75,000	Last infield renovation
Meadowview Park	Softball field improvements		\$	150,000	
Raccoon River Park	Parking lot		\$	50,000	
	Sprayground and ship structure demo		\$	625,000	First 1/2 construction
	Construction of playground, central core area improvements, and restroom upgrade to year around (first 1/2 const)		\$	50,000	
Various	Boat locker expansion		\$	650,000	Design budgeted 20-21
Various	Play equipment replacement (Peony, Scenic Valley, Willow Springs)		\$	170,000	
Various	Park signage-Phase 3		\$	25,000	
	Landscaping		\$		
Total			\$	3,517,623	

Ongoing Maintenance

Trail Renovation	Trail repair & bridge repairs (Scenic Valley)		\$	300,000	
Court Renovation	Legion, Willow Springs, Fairmeadows	GO	\$	600,000	
Concrete Pavement Renovation	Preventative maintenance & repair of concrete pavement (Holiday)	O	\$	100,000	
Underpass Renovation	Underpass repairs (Grand Ave/EP True Pkwy)		\$		Engineering??
Ongoing Maintenance Subtotal			\$	1,000,000	

NOTES

FY 22-23 - PROPOSED

Parks

Five Waters	Construction-Sugar Creek Greenway Trail-Phase 2	\$	800,000
	Construction - Raccoon River East Ped Bridge (1/2 const)	\$	3,000,000
	Raccoon River Greenway Land Acquisition	\$	200,000
Hidden Point Park	Raccoon River Greenway - Market/Feasibility Study Adventure Park/Cabins Shelter, Restroom, BB court, trails and overlook	\$	75,000
Holiday Park Baseball	Baseball Phase 6 - Parking lot & entry construction/maintenance building improvements (second 1/2 const)	\$	330,000
Pearson Park	Baseball Phase 7 - Fields 3 & 4 construction (1/2 const)	\$	275,000
Raccoon River Park	South bridge replacement	\$	375,000
Valley View Park	Construction of playground, central core area improvements, and restroom upgrade to year around (second 1/2 const)	\$	150,000
Various	Central site grading, utilities, north roadway (first 1/2 const)	\$	625,000
Various	Play equipment replacement (Ashawa, Crossroads, Jaycee)	\$	1,400,000
	Landscaping	\$	750,000
		\$	25,000
Total		\$	8,005,000

NOTES

First 1/2 of construction

Second 1/2 of construction

First 1/2 of construction

Second 1/2 of construction

Future Projects (Beyond 5 Years)		
American Legion Park	Play equipment replacement	\$ 210,000 31-32
Brookview Park	Play equipment replacement	\$ 150,000 28-29
	Outdoor classroom	\$ 40,000
Crossroads Park	Lions shelter replacement	\$ 50,000
Fairmeadows Park	Shelter/restroom replacement	\$ 250,000 26-27
	Bocci ball court and sidewalks	\$ 50,000
Five Waters	Marathon Loop-Future Phases	\$ 11,475,000
	Raccoon River Greenway	\$ 2,000,000
	Raccoon River Adventure Park, Cabins, Single Track Trails	\$ 3,500,000
	Raccoon River West Ped Bridge	\$ 8,000,000
	Softball complex improvements	\$ 1,500,000
	Aquatic center upgrade	\$ 1,000,000
Holiday Park	Shelter/entrance feature	\$ 315,000
	Play equipment replacement	\$ 150,000 31-32
Huston Ridge Park	Shelter/restroom replacement	\$ 250,000 26-27
Laycee Park	Play equipment replacement	\$ 200,000 31-32
Knolls Park	Shelters	\$ 40,000
Land Acquisition	Sports complex	\$ 6,400,000
	Mini-park - Commerce	\$ 105,000
Maple Grove Park	Play equipment replacement	\$ 200,000 28-29
Meadowview Park	Shelter/restroom replacement	\$ 250,000 26-27
	Loop trail	\$ 185,000
Pearson Park	Play equipment replacement	\$ 200,000 30-31
Raccoon River Park	Beach building	\$ 720,000
	Court sports area - BB & VB courts/restrooms/shelter	\$ 1,050,000
	Dog park improvements - shelter/agility course	\$ 90,000
	Dog park trail - around outside of fence	\$ 105,000
	Dog water training area	\$ 55,000
	East entrance pavement & east entrance at 11th Street	\$ 1,000,000
	River bank erosion control	\$ 250,000
	Habitat restoration	\$ 155,000
	Parking lots - new parking	\$ 340,000
	Peninsula development	\$ 160,000
	Shelters	\$ 450,000
	Signage	\$ 42,000
	Soccer playground	\$ 170,000
	SB complex limestone seawall	\$ 40,000
Southwoods Park	SB complex maintenance access paving/parking lot	\$ 200,000
Valley View Park	Open air shelter	\$ 140,000
	Ice Rink	\$ 5,500,000
	South roadway & trail	\$ 1,900,000
Various	Future	\$ 1,000,000
	Site furniture	\$ 30,000
Woodland Hills Park	Neighborhood park skate facilities	\$ 200,000
	Play equipment replacement	\$ 250,000 33-34
Total Future Projects		\$ 50,367,000

*Play equipment replacement based on 18 year lifespan

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

DATE: October 5, 2020

ITEM: Resolution – Accept Work – American Legion Park Skatepark Facility

FINANCIAL IMPACT: The total construction cost of this project is \$241,500.00. All costs of the project have been paid out of G/L Acct 500.000.000.5250.490 from the American Legion Skate Facility Replacement C.I.P. (Project No. 0525 022.0510 030 2019). The original contract amount of the project was \$242,250.00, with (1) one deduct change order for (\$750.00).

BACKGROUND: Spohn Ranch, Inc. of Los Angeles, CA is working under an agreement dated June 15, 2020 for construction services related to the American Legion Park Skatepark Facility. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage no sooner than 30 days.

The project included erosion control measures, earthwork, supply & install of grind rails/pans/coping/edge protection, concrete/shotcrete, jointing/sealing, seeding and associated bonding.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Resolution.

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

STAFF REVIEWS

Department Director	Sally Orgies, Director of Parks and 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

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: September 21, 2020

ITEM: Motion – Approval of Agreement – RecPlex WiFi Media Solution – Green Zebra Media Corp.

FINANCIAL IMPACT: Guaranteed revenue of \$94,000 annually over the 5-year term of the agreement for total revenue of \$470,000. There is no expense to the City for any services provided as part of this agreement. Expenses related to equipment required to support monetization of the WiFi system are included in an agreement with Century Link in the amount of \$63,333.00. The revenue from Green Zebra will offset equipment expense along with other technology costs.

BACKGROUND: In September 2019, the City of West Des Moines issued a Request for Information (RFI) for the coordination, collaboration and/or partnership between the City and private sector entities for technological innovation at the MidAmerican Energy Company RecPlex. The RFI requested the following information:

- Cover Letter
- Business Structure
- Summary of Technical Approach
- Summary of Operational Approach
- Schedule
- Data Privacy, Security and Ownership
- Financing and Funding
- Experience

Proposals were due on October 1, 2019 and the City received two proposals. The two proposals were received from CenturyLink Communications and Marco Technologies.

The intention of the RFI was to utilize the most up to date knowledge, marketing and revenue generating principles to maximize the technology offerings at the soon to open MidAmerican Energy Company RecPlex. The RFI requested the best practice means to generate revenue through technology and marketing principles. After reviewing the two RFI's, CenturyLink Communications along with their marketing partner, Green Zebra Media Corp., was determined to have the experience, service and support to offer the best solution to the City.

The CenturyLink Communications / Green Zebra Media Corp. proposal included a monetized sponsor management plan. The program includes Green Zebra's state of the art Wi-Fi media hardware and Wi-Fi manager software that enables the ability to monetize and scale wi-fi to any size event crowd. A Marketing and Sponsorship Dashboard will provide the visibility and reporting that will give the City the ability to better engage with facility users and report on the successes of the wi-fi marketing initiatives.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with Green Zebra Media Corp.

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: September 21, 2020

ITEM: Motion – Approval of Agreement – RecPlex WiFi Media Solution – Green Zebra Media Corp.

FINANCIAL IMPACT: Guaranteed revenue of \$94,000 annually over the 5-year term of the agreement for total revenue of \$470,000. There is no expense to the City for any services provided as part of this agreement. Expenses related to equipment required to support monetization of the WiFi system are included in an agreement with Century Link in the amount of \$63,333.00. The revenue from Green Zebra will offset equipment expense along with other technology costs.

BACKGROUND: In September 2019, the City of West Des Moines issued a Request for Information (RFI) for the coordination, collaboration and/or partnership between the City and private sector entities for technological innovation at the MidAmerican Energy Company RecPlex. The RFI requested the following information:

- Cover Letter
- Business Structure
- Summary of Technical Approach
- Summary of Operational Approach
- Schedule
- Data Privacy, Security and Ownership
- Financing and Funding
- Experience

Proposals were due on October 1, 2019 and the City received two proposals. The two proposals were received from CenturyLink Communications and Marco Technologies.

The intention of the RFI was to utilize the most up to date knowledge, marketing and revenue generating principles to maximize the technology offerings at the soon to open MidAmerican Energy Company RecPlex. The RFI requested the best practice means to generate revenue through technology and marketing principles. After reviewing the two RFI's, CenturyLink Communications along with their marketing partner, Green Zebra Media Corp., was determined to have the experience, service and support to offer the best solution to the City.

The CenturyLink Communications / Green Zebra Media Corp. proposal included a monetized sponsor management plan. The program includes Green Zebra's state of the art Wi-Fi media hardware and Wi-Fi manager software that enables the ability to monetize and scale wi-fi to any size event crowd. A Marketing and Sponsorship Dashboard will provide the visibility and reporting that will give the City the ability to better engage with facility users and report on the successes of the wi-fi marketing initiatives.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with Green Zebra Media Corp.

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: September 21, 2020

ITEM: Motion – Approval of Agreement – RecPlex Technology and Services – CenturyLink Communications

FINANCIAL IMPACT: The overall expense for this project is \$1,036,589.24. The breakdown of expenses for each specific part of the project is as follows:

1. \$647,043.00 – CenturyLink will procure and install the IT Infrastructure for Main Distribution Frame (“MDF”)/Intermediate Distribution Frames (“IDFs”) including installation of racks and Power Distribution Units (“PDUs”). CenturyLink will perform low voltage cabling including the fiber backbone between the MDF and IDFs and copper cabling from IDFs to fixed drops, Wi-Fi access points, and security cameras.
2. \$238,288.63 – CenturyLink will stage, configure and install new Firewalls and Core/Access Switches in the MDF and IDF locations. CenturyLink will stage, configure and install a Wireless LAN system including controllers and Wi-Fi access points.
3. \$87,924.61 - CenturyLink will stage, configure, provide and install security cameras.
4. \$63,333.00 - CenturyLink will stage, configure, provide and install marketing platform hardware and software to support monetization of the Wi-Fi system.

There is \$323,000 in the construction budget for this purpose with the remainder of project expenses expected to be covered by future revenue. Per this agreement, the City is guaranteed wi-fi monetization revenue of \$94,000 annually for the duration of the five-year agreement amounting to a total of \$470,000. This entire amount will be used to offset the cost of this project. In addition, \$20,000 in RecPlex Operations Revenue will be contributed annually for 12 years amounting to a \$240,000 offset.

BACKGROUND: In September 2019, the City of West Des Moines issued a Request for Information (RFI) for the coordination, collaboration and/or partnership between the City and private sector entities for technological innovation at the MidAmerican Energy Company RecPlex. The RFI requested the following information:

- Cover Letter
- Business Structure
- Summary of Technical Approach
- Summary of Operational Approach
- Schedule
- Date Privacy, Security and Ownership
- Financing and Funding
- Experience

Proposals were due on October 1, 2019 and the City received two proposals. The two proposals were received from CenturyLink Communications and Marco Technologies.

The intention of the RFI was to utilize the most up to date knowledge, marketing and revenue generating principles to maximize the technology offerings at the soon to open MidAmerican Energy Company RecPlex. After reviewing the two RFI's, CenturyLink Communications was determined to have the experience, service and support to offer the best solution to the City.

The proposal brought forward by CenturyLink Communications includes a state-of-the-art wireless internet system throughout all 300,000 square feet of indoor space and seven acres of outdoor space including the three outdoor soccer fields. In addition to the wireless internet system, CenturyLink Communications will be responsible for supplying and installing all servers, racks, cabling and hardware required to support the wireless internet system, tenant spaces including Des Moines University and Iowa Wild, and eSports Center. CenturyLink Communications will also provide all wiring, servers and installation of the security cameras and cabling for the door access control system.

In addition to the technology equipment provided for the RecPlex, the RFI requested the best practice means to generate revenue through technology and marketing principles. The CenturyLink Communications proposal includes a monetized sponsor management plan with Green Zebra, a CenturyLink Communications marketing partner. The program includes Green Zebra's state of the art Wi-Fi media hardware and Wi-Fi manager software that enables the ability to monetize and scale wi-fi to any size event crowd. A Marketing and Sponsorship Dashboard provides the visibility and reporting that will give the City the ability to better engage with facility users and report on the successes of the wi-fi marketing initiatives.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with Century Link.

Lead Staff Member: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & Recreation
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	F & A		
Date Reviewed	September 9, 2020		
Recommendation	Yes	No	Split

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

DATE: September 21, 2020

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Valley View Aquatic Center Three Meter Diving Platform

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the project is \$185,000. Project expenses will be paid from budgeted funds in the Valley View Park Aquatic Center Three Meter Diving Platform CIP project (0763 001 0510 051 2020). There is \$189,000 available in this project account.

BACKGROUND: The project will add a Three Meter Platform on the east side of the Deep Pool at Valley View Aquatic Center. A new one meter diving board will also be moved to the east side to meet clearance requirements on each side of the one and three meter structures. The shade structure on the east side of the Deep Pool will be moved and re-installed to the north side of the pool. Pool ladders will be moved to better exit points for safety reasons and the concrete deck will be expanded on the east side to allow better patron flow around the one and three meter platforms.

Valley View Aquatic Center will be one of only a few aquatic centers in Iowa to have a three meter platform. Ames and Ankeny also have a three meter platform.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

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

PUBLICATION(S) (if applicable)		SUBCOMMITTEE REVIEW (if applicable)	
Published In	N/A	Committee	N/A

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: September 21, 2020

ITEM: Motion – Approval of Agreement – Integrated Parks & Recreation System Software – PerfectMind

FINANCIAL IMPACT: Per the agreement, the City will pay the following annual fees for the next five years.

- Year 1: \$31,768
- Year 2: \$32,666
- Year 3: \$32,666
- Year 4: \$32,666
- Year 5: \$32,666

This expense is budgeted in the Parks and Recreation operating budget.

BACKGROUND: In 2015, PerfectMind was selected through a RFP process to replace the integrated software system being used at that time. The original agreement with PerfectMind was for five years and is set to expire on October 4, 2020. The new five-year agreement will run through October 2025.

PerfectMind handles all program registrations, facility reservation/scheduling, membership/pass management, point of sale inventory control, trip management and internet/on-line/mobile applications. As part of the agreement, PerfectMind provides bi-weekly meetings to address questions and concerns from City staff if issues arise, as well as, technical support.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with PerfectMind.

Lead Staff Member: Ryan Penning, Superintendent of Recreation

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks & Recreation
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