

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

**5:30 p.m.
Thursday, March 18, 2021**

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: 836 110 285#

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of February 18, 2021 Meeting**
- 4. Old Business**
 - A. Motion – Southwoods Park Disc Golf Course Expansion Request
- 5. New Business**
- 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, February 18, 2021

This meeting was held electronically because of the State Public Health Emergency Declaration regarding Covid-19 and was 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, February 18, 2021, at 5:30 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	X	
Council	Russ Trimble <i>Council Liaison</i>				
Present	X arrived late				

On Item 1. Call to Order/Approval of Agenda

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

On Item 2. Citizen Forum

None.

On Item 3. Approval of Minutes of January 21, 2021, Meeting

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

On Item 4. Old Business

None reported.

On Item 5. New Business

A. Presentation – Bird Scooters – Kate Shoemaker

Michael Covato, Bird Scooters, shared with the Board a presentation providing information about their stand-up electric vehicles. Miller questioned if the electric vehicles could be used on the trails in West Des Moines and if the City ordinances allows this. Covato stated that the maximum speed is 15 mph so most cities allow them on trails. Ortgies stated that this would require research to determine if they are allowed and if the City Council would be interested in having these in West Des Moines. Sewell questioned what other suburb cities use this program. Covato stated Shoemaker could provide a list of cities and Ortgies stated that Sadler has conducted some research in Iowa and Cedar Rapids has a dockless scooter program. Ortgies stated that if the City were to sign a Memorandum of Understanding with Bird Scooters, then this would need to be made available to any dockless scooter company unless a Request of Proposal was done. Covato stated this could be done as a pilot project. Miller questioned the issue with the scooters being left around the city. Covato stated that their staff would monitor the scooters multiple times per day and return them to certain locations. This a seasonal business where the scooters would be stored during off-seasons. Ortgies stated this will be taken to the Facilities Committee to discuss further.

B. Motion – Approval of MidAmerican Energy Company RecPlex Policies

1. Alcohol Policy

Shayne Ratcliff, RecPlex General Manager, and Penning brought a current MidAmerican Energy Company RecPlex Alcohol Policy to the Board, which had been modified from the one presented to the Facility Committee. Miller questioned what changes were made. Ortgies stated that a designated caterer's location needs to be excluded from the premise's liquor license. A penalty clause was added for situations when the policy is violated. Penning stated the Alcohol Policy is to cover selling and serving alcohol by RecPlex staff and also takes into consideration the rental of space for events. With the facility serving both youth and adult activities, the RP Grill will not promote alcohol sales with advertising. The West Des Moines Police Department will be administering Training for Intervention Procedures (TIPS) and Iowa Program for Alcohol Compliance Training (I-PACT) to staff selling alcohol. Hrdlicka commented that this is uncharted territory for Parks and Recreation and the concern of persons overindulging is addressed in the policy. Ortgies stated alcohol has been sold at the Raccoon River Softball concessions for many years without major issues. Schebel questioned catering of events and Penning stated the policy mirrors the Jamie Hurd Amphitheater Alcohol Policy. Food and beverage sales at the RecPlex are projected to bring in approximately \$90,000 in net revenue.

Hrdlicka moved to approve the MidAmerican Energy Company RecPlex Alcohol Policy as presented. Miller seconded. Motion carried unanimously

2. Advertising Policy

Penning and Ratcliff discussed the Advertising Policy which includes: Purpose of the policy, Permitting Advertising, Prohibited Advertising, and Procedure. Penning explained the different ad locations and the type of ads available. Ratcliff stated that the sign design and manufacturing will be contracted by the RecPlex with that cost included in the fees. Ratcliff has already received calls inquiring about advertising opportunities. Penning stated that this is a great revenue opportunity with a projected annual revenue of \$80,000. Ortgies stated that the City will not advertise alcohol using logos or signage.

Miller moved to approve the MidAmerican Energy Company RecPlex Advertising Policy as presented. Hrdlicka seconded. Motion carried unanimously.

C. Motion – Approval of Public Art Placement

1. "American Dreamer" – Willow Springs Park

Ortgies shared a visual of the location being proposed for "American Dreamer" in Willow Springs Park. Gail Chavenelle, the artist, is donating the sculpture to the City. Chavenelle has commissioned sculptures in Historic Valley Junction and pieces for Art on the Campus. This proposal was presented to the Public Art Advisory Commission and the Facilities Committee. Schebel questioned if the neighborhood would be against it. Ortgies stated that there is no notification required, but did not anticipate any issues. Schebel questioned if there will be a plaque for the sculpture and Ortgies stated a plaque will be placed with the sculpture with the artist name, title of the piece, and a brief description.

Sewell moved to approve the Public Art Placement as presented. Hrdlicka seconded. Motion carried unanimously.

2. WDMurals – Trail Underpasses

Ortgies stated that in 2020 Hrdlicka was made aware of a mural painted on a wall under Interstate 35 along Jordan Creek Trail and Public Services had painted over it before the Parks and Recreation Department was aware of it. At a Public Arts Advisory Commission (PAAC) meeting, Dan Lowe, a resident of West Des Moines, presented the idea of establishing a program to allow legal graffiti art in the City. Ortgies and Ullestad contacted Damen LaPalm, the artist of the mural painted along the trail, and he assisted Ortgies and Ullestad in developing the proposed WDMurals program. The PAAC is scheduled to approve the Call for Artists for WDMurals at their February meeting. The Parks and Recreation Board is asked to approve this proposal since it is located on park property. This will be a temporary, outdoor exhibit on three (3) underpasses along trails in West Des Moines. The selected artists will be paid a \$1,000 stipend to cover all artist costs. This will be an annual, rotating exhibit. Schebel questioned that since the Best in Show is in place for two years if this will reduce the available locations for the next year. Ortgies stated it would unless more locations are added the following year. Miller questioned the life expectancy of the murals. Ortgies stated that LaPalm felt that the murals will hold up well for at least two years. Schebel questioned if there are concerns about damage to the murals. LaPalm had indicated that there is an unspoken rule in the mural art community to not damage other murals, and Ortgies stated the artists are aware of the risks associated with vandalism. This provides a great opportunity to legally express mural artists' talent.

Hrdlicka moved to approve the Public Art Placement as presented. Miller seconded. Motion carried unanimously.

D. Motion – Approval of Alternate Parkland Dedication Plans

1. 88th Street Lofts

Sadler shared that the 88th Street Lofts, located at 520 88th Street, is served by Whisper Point Park and Brookview Park. The development consists of 49 apartments which results in a requirement of .52 acres to be dedicated to public use. The developer has chosen to provide a portion of the parkland dedication requirements by constructing a public trail along 88th Street. The remaining requirements are being met through parkland dedication on-site with a playground, playground surfacing, sidewalks, benches, and landscaping. Because the on-site parkland and improvements will not be open to the public, this is an alternate plan needing approval by the Board. This was reviewed by the Facilities Committee on January 13, 2021.

Hrdlicka moved to approve the Alternate Parkland Dedication Plans as presented. Sewell seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler reminded the Board that there is a Capital Improvement Project (CIP) update in the Parks and Recreation Board packet for the Board to view. Daniela Paez Castro, Landscape Architecture Intern, started with the Parks and Recreation Department on February 8. The hiring process has started for Seasonal Park Attendant positions. The Southwoods Park Disc Golf project went to the Facilities Committee and Sadler also had discussions with the Public Services staff. There are significant concerns regarding the proposed location including heavy wooded areas, topography concerns, the safety of the staff, and the suitability of proposed bridges. Sadler had a conversation with Ryan Mapus and suggested a compromise of an alternative course. This project would need to go through the Capital Improvement Process like our other projects. Miller stated a concern with having citizens propose a design and offer labor not taking into consideration the liability implications. Ortgies stated that we need to make sure that the existing 9 hole course is sustainable. Hrdlicka

and Schebel questioned if there is availability for an 18-hole course at Raccoon River Park and Ortgies stated this could be a consideration.

On Item 6B. Superintendent of Recreation

Penning stated interviews are still on-going for RecPlex staff. Interviews were held this week for the Administrative Assistant and two Facility Specialist positions. These are the last of the full-time RecPlex positions. Three Recreation Intern candidates were interviewed with an anticipated start date in mid-May. The Spring/Summer program guide will be mailed to homes next week. Penning was impressed with how the guide turned out. The recreation staff created 51 new diverse programs for the season. Different user groups will start utilizing outdoor turf fields at the RecPlex in March. Public Services is assisting with snow removal and adding temporary sidewalks and fences. Hrdlicka questioned the status of the aquatic center opening this summer. Penning stated that the plan is to have the aquatics centers open. Mark Brewick and Trevor Hoth attend monthly aquatic meetings through the Iowa Park and Recreation Association. The topics of these meetings include feedback from centers that were open last year on what worked or didn't work well. Recruitment of Aquatic Center staff has started and is slightly behind last year.

On Item 6C. Director of Parks and Recreation

Ortgies stated the budget workshop went well and there were no questions from the Mayor or Council. The Capital Improvement Projects budget will be going to Council for approval without modifications to the Board's recommendation. The Railroad Park Restrooms project that the Board included in a previous budget request had funding, however, \$100,000 of the funds were reallocated towards a lighting project in Valley Junction. Councilmember Kevin Trevillyan would like to revisit the installation of the project. Sadler and Ortgies met with an architect that will be completing a feasibility study for the restroom project. If it is feasible, Parks and Recreation will work with Finance to identify funding. Staff will also work with Public Services regarding operations and maintenance. Trevillyan is also requesting restrooms in all parks within the city that currently do not have them. Trimble questioned the request especially if residents are not asking for this amenity. Planning for the capital fundraising campaign for the bridge over the Raccoon River is progressing, and an agreement for campaign management is being finalized with the Great Outdoors Foundation. The agreement could be ready to present to the Council for approval on March 1. The Des Moines Water Trails group did a presentation to the Council on February 15. They are proposing a regional non-profit organization to manage the water trails with each entity contributing financially.

On Item 7. Other Matters

Hrdlicka stated Trimble and he are still in discussions with Warren County regarding the condition of the Great Western Trail.

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

A. City Council Communications

February 1, 2021: Motion – Approval of Professional Services Agreement – Playground Equipment Replacement – Peony Park, Scenic Valley Park and Willow Springs Park

February 1, 2021: Motion – Approval and/or Ratification of Specific Fees and Charges – Parks and Recreation Department

February 15, 2021: Motion – Approval of Artist Agreement – Light Valley Junction Public Art Project – Tim Adams

February 15, 2021: Public Hearing – MidAmerican Energy Company RecPlex – Interior Signage Package #2

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

B. Parks CIP Projects Status Report

Hrdlicka moved to adjourn. Miller seconded. Motion carried unanimously. Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Miranda Kurtt
Administrative Secretary

ATTEST:

Joe Hrdlicka
Advisory Board Secretary

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

DATE: March 18, 2021

ITEM: Motion – Denial of Southwoods Park Disc Golf Expansion Request

FINANCIAL IMPACT: None at this time.

SYNOPSIS: At the January 2021 board meeting, Ryan Mapus a local disc golf advocate presented a request to expand the existing nine-hole disc golf course at Southwoods Park to an eighteen-hole course. The Board referred the request to the Facilities Committee, and the item was reviewed and discussed on 2/10/21 and again on 3/10/21. Staff and the Facilities Committee are recommending denial of the request while remaining open to future consideration of an expansion.

BACKGROUND: In FY 20-21, \$30,000 was budgeted for the renovation of the existing nine-hole disc golf course in Southwoods Park. In the summer of 2020, a variety of improvements were completed to the course. Most of the improvements were completed by City staff with others accomplished by contractors hired by the City and a volunteer group led by Mr. Mapus. At the request of Mr. Mapus, City staff modified/reshaped mowing patterns on some holes, cut out vegetated undergrowth on three new relocated holes, cut down/trimmed several larger trees, hauled/spread several loads of wood chips along portions of the new holes, constructed a new culvert crossing, installed subdrain to improve drainage, and hauled in limestone blocks for steps. Contractors were hired by the city to install several new concrete tee pads and to install all new course signage. A volunteer group, led by Mr. Mapus, assisted with course layout, vegetation removal, relocation of course baskets and installation of steps in two locations. The course improvements have been well received and resulted in an increase in usage.

The request to expand the course with the addition of nine holes certainly provides opportunities including encouraging more people to get outdoors to use and enjoy Southwoods Park, supporting physical exercise, and providing a low-cost activity for a diverse population. However, staff and the Facilities Committee noted several concerns with the current request including:

1. Staffing limitations – Based upon the time it took to renovate the existing course, the City (primarily Public Services) does not have the staff resources to develop nine new holes. Additionally, there is no budget to hire a contractor to construct the expansion.
2. Safety – There is concern with safely accessing and navigating equipment on the steep slopes along the proposed holes.
3. Sustainability of existing holes – Staff was able to cut down undergrowth on several new relocated holes last summer, but these areas will likely need regular mowing (at least annually) to keep vegetation from growing back. With the undergrowth cleared and increased foot traffic, erosion issues may develop on steeper slopes. The sustainability of the existing holes should be ensured prior to the installation of additional holes.

4. Creek channel crossings – Last summer City staff spent significant time and effort constructing a new creek crossing which included a 60” culvert, concrete headwalls, and bank stabilization on both ends. The proposed back nine holes as shown would require two additional creek crossings, both in heavily wooded locations with steep slopes. The small footbridges being proposed will likely wash out during high rain events and are not sustainable. Construction of culvert creek crossings in these locations would be difficult or impossible without significant impact.
5. Durability of materials – The request includes timber edged gravel pads covered with synthetic turf. This is not an appropriate application in a remote public park setting. Timbers will likely degrade over time, gravel surfaces wash away, and synthetic turf requires frequent maintenance.
6. Concerns with volunteer involvement – Volunteers assisted with portions of the existing course improvements including some vegetation removal, moving of baskets, and installation of limestone steps. Although involvement and assistance are appreciated and can result in cost-savings, most of the work associated with the proposed course expansion must be completed by City staff and/or contractors hired by the City. This is necessary for the safety of users, to protect the City from liability, and to ensure long-term durability.

Following a thorough review and discussion of the request, staff and the Facilities Committee are not comfortable with moving forward with the course expansion at this time. Staff and the Facilities Committee recommend monitoring the existing course over the summer to make sure the existing course improvements are able to be sustained. The Board could then reconsider the expansion along with other park improvements as part of the annual Capital Improvement Program budget process this fall. If included in a future budget request, the project would follow the City’s public improvement design, bidding, and construction process.

RECOMMENDATION: That the Board deny the request for the expansion of Southwoods Park Disc Golf Course with further consideration given during the FY 22-23 CIP budget process.

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

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

DATE: March 1, 2021

ITEM: Motion – Approval of Public Art Donation Agreement – “American Dreamer”

FINANCIAL IMPACT: None

BACKGROUND: Gail Chavenelle, an artist from Dubuque, Iowa, has offered to donate her artwork, “American Dreamer”, from the 2020 Art on the Campus exhibit to the City. Chavenelle is retiring from creating public art and would like to make the donation to West Des Moines in thanks to the community for choosing to show her artwork.

The Public Arts Advisory Commission approved accepting the donation into the City’s permanent collection of public art on December 8, 2020. At their January 28, 2021, meeting, the Public Arts Advisory Commission approved that the artwork be placed in Willow Springs Park. The Parks and Recreation Advisory Board approved the location on February 18, 2021. If the donation agreement is approved by City Council, “American Dreamer” will be relocated to Willow Springs Park by April 15, 2021.

The donation agreement has been reviewed by the Legal Department.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the Public Art Donation Agreement.

Lead Staff Member: Allison Ullestad, Arts, Culture, and Enrichment Supervisor

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	Public Arts Advisory Commission		
Date Reviewed	December 8, 2020 January 28, 2021		
Recommendation	Yes	No	Split

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

DATE: March 1, 2021

ITEM: Motion – Approval of Professional Services Agreement – Crossroads Park Improvements

FINANCIAL IMPACT: Expense not to exceed \$65,000 including reimbursable expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of \$75,000 in available funds budgeted in FY 20-21 for Crossroads Park (Project No. 0525 023.0510 053 2020). Funding for construction is included in the FY 21-22 CIP budget request. If funded, construction would start in fall 2021.

BACKGROUND: Crossroads Park was constructed in the 1970's & 80's, and as a community park receives a high amount of use. Due to its age and usage, several areas of the park have been renovated the last few years including sections of trail, 6-court tennis complex, north ballfield, restrooms, and both shelters. This project will continue with additional improvements to the park including the parking lot, stabilization of the creek, a new creek crossing to the north ballfield, and water quality improvements.

The scope of services includes analysis of current parking configurations and concepts for additional parking, ADA improvements to parking and adjacent sidewalks, replacement of asphalt curbing with concrete, and overlay of existing asphalt drive/parking. In addition, design concepts will look at a variety of potential best practices for improvement of water quality including bioretention areas for stormwater treatment, design concepts for creek renovation methods, and soil quality restoration on the adjacent field areas. Staff has recently applied for a Water Quality Initiative grant through IDALS, and if funded, the grant would offset some of these associated costs.

In addition to conceptual design, the scope includes surveying, construction documents, permitting, and construction administration.

Staff is recommending I+S Group, Inc for this project. This firm has significant experience in this type of work, a good understanding of the project, and vast experience in water quality methods. The agreement with I+S Group, Inc is attached along with their proposal, scope of services, schedule and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with I+S Group, Inc.

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

DATE: March 1, 2021

ITEM: Motion – Approval of Agreement – MidAmerican Energy Company RecPlex Website Hosting and Support – Webspec Design, LLC

FINANCIAL IMPACT: Expense of \$4,080 to be paid from G/L account 692.400.700.5250.460 – Contractual Services Miscellaneous.

BACKGROUND: Through an RFP process in February 2020, Webspec Design, LLC was selected to design, develop, and implement the website for the MidAmerican Energy Company RecPlex. City staff has worked with Webspec Design, LLC. over the past year, and the website launched on February 11, 2021. To date, 30 inquiries regarding facility rentals have already been received through the website.

As part of the original proposal, Webspec Design, LLC submitted pricing and information on hosting the website and providing on-going support. These components were a factor in selecting Webspec Design, LLC but were not included in the contract for the website design, development, and implementation.

The scope of the proposed agreement includes the following services:

Hosting & Security Update Plan - \$120/month

Daily, weekly, and monthly backups will be run to secure the website and recovery is possible if necessary. The hosting and security plan is for two years through February 2023.

Ongoing Support Plan - \$200/month

This service allows for up to two hours of support per month. This plan will only be for the first six months of the contract. The option to extend is available if necessary.

The agreement with Webspec Design, LLC is attached.

OUTSTANDING ISSUES: None

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

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

DATE: March 1, 2021

ITEM: Motion – Approval of Agreement – MidAmerican Energy Company
RecPlex Automated Online Broadcast Service – LiveBarn Inc.

FINANCIAL IMPACT: No expense to the City. Revenue will be generated and paid to the City with the amount based upon user subscriptions to the LiveBarn service.

BACKGROUND: LiveBarn Inc. provides Live and On Demand online broadcasts of amateur and youth sports from locations across the United States and Canada. LiveBarn Inc. is installed on over 1,000 playing surfaces in North America. They provide venues with a fully automated HD Live streaming and video storage solution. With a user subscription, athletes and teams can be watched from a phone, computer, tablet, or television.

Staff reviewed several vendors that provide automated online broadcast service for sports venues. LiveBarn Inc. was selected over other competitors based on the experience, service, support, and cost to offer the best solution to the City. LiveBarn Inc. was the only vendor to supply all hardware and software at its own expense while providing a return of revenue to the City. LiveBarn Inc. will provide 19 cameras on site to cover each playing surface and associated scoreboard at no additional cost to the City. Since sport cameras were planned for throughout the design phase of the project, all electrical cabling and wireless internet connections are already contracted and being installed by the City.

User subscriptions will be available with monthly or yearly options ranging from \$14.95 to \$27.95 per month. The City will receive 40% of revenues generated from new subscriptions originating from a unique RecPlex offer code. Users signing up with the unique code will receive a 10% discount.

LiveBarn Inc. Benefits:

Parents – Stream Live from Anywhere, Watch on Demand and Save Highlights
Athletes – Easily Share Highlights, Build Your Resume Reel, and Improve Performance
Coaches – Review Games/Practices, Download Clips and Games, and Scout the Competition

The agreement has been reviewed by the Legal Department.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreement with LiveBarn Inc..

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

DATE: March 15, 2021

ITEM: Motion – Approval of Agreement for MidAmerican Energy RecPlex Automated Online Broadcast Service – LiveBarn Inc.

FINANCIAL IMPACT: No expense to the City. An undetermined amount of revenue will be generated and paid to the City quarterly with the amount being paid based upon user subscription rates.

BACKGROUND: Staff believes that providing online broadcast services for sporting events at the MidAmerican Energy RecPlex is a critical component of any venue’s ability to compete in the marketplace of hosting major regional and national tournaments and events. There are several reputable vendors in the market and staff requested information from three established vendors. A full Request for Proposals was not completed because, due to the wide variety of business approaches used by each vendor (depicted in the table below), developing requirements and scoring would have been exceptionally difficult.

<i>Vendor</i>	<i>Playing Surfaces*</i>	<i>Cost to City</i>	<i>City Revenue</i>	<i>Length of Term</i>
LiveBarn, Inc.	1,000	Zero (\$0.00)	40% of each RP user subscription (unlimited live streaming content/ vendor handles marketing and payment system)	Six (6) years
Playsight	100+	\$88,000 annually \$352,000 total (does not include outdoor fields)	100% of each RP user subscription (City staff would need to create marketing plan, market product, and operate payment system)	Four (4) years
MuscoVision	65	\$144,000 (\$12,000 per playing surface paid upfront/ scoreboard cameras currently unavailable) \$1 per hour of livestreaming over 750 hours annually)	70% of each RP user subscription (City staff would need to create marketing plan and market product)	None

*Number of playing surfaces serviced by vendor in North America

LiveBarn Inc. (“LiveBarn”) was the only vendor to supply all hardware and software at its own expense while still providing a return of revenue to the City. This is a very attractive advantage in the eyes of staff.

Other differentiating factors made LiveBarn attractive to staff.

- Strong Track Record – LiveBarn systems are installed on over 1,000 playing surfaces in North America.
- Wide Audience – They provide a fully automated HD live streaming and video storage solution with unlimited live and on-demand online broadcasts of amateur and youth sports from locations across the United States and Canada.
- Flexible Platform – With a user subscription, athletes and teams can be watched from a phone, computer, tablet, or television.
- Quality of Coverage – LiveBarn will provide 19 cameras on site to cover each playing surface including 2 ice rinks, 4 basketball courts, indoor turf field (3 playing surfaces), 3 outdoor fields, and associated scoreboards at no additional cost to the City. Since sport cameras were planned for throughout the design phase of the project, all electrical cabling and internet connections are already contracted and being installed with the construction project.

LiveBarn user subscriptions will be available with monthly or yearly options ranging from \$14.95 to \$27.95 per month. The City will receive 40% of revenues generated from new subscriptions originating from a unique RecPlex offer code. Users signing up with a unique RecPlex code will receive a 10% discount. While LiveBarn's percentage of revenue share with the City is less than the other options, with those providers there is no guarantee that revenue generated under the proposals from the other two vendors would be enough to cover the cost to the City or produce a profit. The other systems would require constant monitoring and active marketing to successfully generate income and likely result in a need for additional staff.

The attached agreement has been reviewed by the Legal Department. The 6-year exclusivity terms were identified as a concern by City Council members during discussion at the meeting on March 1, 2021. Since that time, the issue was reviewed by Legal and Parks staff, with a consensus that the exclusivity terms of the agreement are justified when compared to the financial terms offered by other vendors. While the term of six years is longer than the other vendor proposals, because LiveBarn is investing in all hardware and software at its own expense, the payback period is justified. In summary, the shorter terms offered by other vendors are being offset by those agreements needing significant investment by the City. To mitigate concerns with the 6-year term, language has been included to further define what would constitute a breach of contract. If the contract is terminated by the City for reasons other than a breach of contract on the part of LiveBarn, the vendor would retain exclusivity rights through the end of the 6-year term. Department staff accepts this as a risk and recognizes that if this were to occur, the facility would be without an online broadcast service during a period of time.

Based upon all these factors, staff believes LiveBarn should be selected to provide online broadcasting service due to their experience, service, and support, as well as, the financial benefit to the City.

OUTSTANDING ISSUES: None

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: March 15, 2021

ITEM: Motion – Approval of Art on the Campus Artist Agreements - 2021 Art on the Campus Exhibit

FINANCIAL IMPACT: Expense of \$24,000 for the artist stipends (\$2,000 per work of art). Funds are available in the FY 20-21 Public Art budget.

BACKGROUND: The Public Arts Advisory Commission is sponsoring the ninth temporary "Art on the Campus" exhibit from April 15, 2021 to November 15, 2021. An "Art on the Campus" selection committee meeting was held on November 4, 2020, to review and score the thirty-one (31) proposals that were submitted by fourteen (14) different artists from Iowa, Illinois, Nebraska, and Missouri. Of the fourteen artists, two were new and twelve were returning. The selection committee members were Tamara Kenworthy (Commission member), Rita Luther (Commission member), Vince Valdez (Citizen), Ray Seidelman (Citizen), and Liz Stephenson (Citizen). The Public Arts Advisory Commission approved the selection committee's recommendation on December 8, 2020.

Twelve entries were selected to be temporarily installed around the pond on the city campus. The recommendations include:

<u>Entry Name</u>	<u>Artist Name</u>	<u>Entry Name</u>	<u>Artist Name</u>
Brookie and Brown	Tim Adams	Trapeze (Void Series)	James Bearden
Dancing Figures	Albert Rhea	Red Text Figure	V. Skip Willits
Iowa Barn	Clint Hansen	Lean In	Tim Adams
Nutrition Sculpture	Will Vannerson	Chimera	V. Skip Willits
Dance Diagram	Kristin Garnant	Point	Bill McGrath
Belvedere	Andrew Aravantes	Between the Moonlight	Steven Maeck

A photograph of the artwork is attached to each of the agreements. A map of the locations approved by the Public Arts Advisory Commission is also included.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreements as recommended by the Public Arts Advisory Commission for the 2021 "Art on the Campus" exhibit.

Lead Staff Member: Allison Ullestad, Arts, Culture, and Enrichment Supervisor

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks and Recreation
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	Public Arts Advisory Commission		
Date Reviewed	12/08/2020		
Recommendation	Yes	No	Split

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

DATE: March 15, 2021

ITEM: Motion – Approval of Professional Services Agreement – Raccoon River Pedestrian Bridge Capital Campaign – Great Outdoors Foundation

FINANCIAL IMPACT: Expense not to exceed \$75,000 to be paid from G/L account 500.000.000.5250.490 from funds not being expended for Raccoon River Greenway land acquisition due to grant funding being received for that purpose.

BACKGROUND: With the completion of the Jamie Hurd Amphitheater and Raccoon River Park Boathouse, the next major component of the Five Waters Project to be planned and constructed is the East Raccoon River Pedestrian Bridge. This bridge will connect Raccoon River Park on the north to Walnut Woods State Park on the south side of the river. Funds have been budgeted for design, engineering, and permitting for the project, and this work is currently in progress.

Bridge construction was originally planned to begin in late 2021. In anticipation of that, in early 2020 staff began working with the Great Outdoors Foundation, a local non-profit fundraising organization. Capital campaign planning was in the beginning stages when the Covid-19 pandemic hit in March. Planning was immediately placed on hold, and due to the impact of Covid-19 on local option sales tax revenue, the decision was made to delay construction.

Over the past year, staff has remained in contact with the Great Outdoors Foundation and recently revisited timing for a capital campaign. Staff and the Foundation feel that this summer would be a good time to begin fundraising. The pandemic brought very heavy use of the City's parks and trails, and the Foundation thinks that will translate into financial support for a project like the bridge. They also feel that the original fundraising goal of \$2 million for the estimated \$6.3 million project could be increased to \$3 million.

Staff is recommending that the City enter into an agreement with the Great Outdoors Foundation to formally begin planning for a summer capital campaign. This would allow time for grantwriting and fundraising prior to construction potentially starting in late 2022. The Great Outdoors Foundation has significant experience in this type of work, a good understanding of the project, and community connections related to outdoor recreation. Examples of their work include fundraising for the Greater Des Moines Water Trails and Polk County Conservation.

The proposed agreement is attached. It was reviewed by the Legal Department.

OUTSTANDING ISSUES: None

Parks & Recreation CIP Status

3/11/2021

Budgeted	Project	Location	Funding Source	Budget Amount	Status							Status	Notes
					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)	Retainage Paid		
Construction/Design In Progress or Nearly Finalized													
17/18	Amphitheater	City Campus		\$ 868,000	X	X	X	X	X			Substantially Complete	Finalizing punchlist items with Hurd's contractor / will extend into spring
18/19				\$ 1,432,000	X	X	X	X	X				
19/20				\$ 550,000	X	X	X	X	X				
17/18	Boathouse, Parking, River Access & Kayak Lockers	Raccoon River Park	GO	\$ 70,000	X	X	X	X	X			Substantially Complete	Finalizing punchlist items / will extend into spring
18/19			GO/G	\$ 1,099,700	X	X	X	X	X				
19/20			LOST/G	\$ 1,148,300	X	X	X	X	X				
17/18	Sugar Creek Greenway Trail-Phase 1	Sugar Creek Greenway		\$ 300,000	X	X	X	X	X			Under Construction	Bridge installed week of 3/1/21 / expected to be substantially complete June 2021
18/19				\$ 525,000	X	X	X	X	X				
20/21			LOST	\$ 950,000	X	X	X	X	X				
18/19	Levee Trail Improvements	Levee Trail	GO	\$ 70,000	X	X	X	X	X	X		Substantially Complete	Finalizing punchlist items / will extend into spring
18/19	Veterans Parkway Enhancements	Veterans Parkway	TIF	\$ 735,000	X	X	X	X	X			Substantially Complete	Finalizing punchlist items
18/19	Leisure Pool Large Play Structure Replacement	Valley View Aquatic Center	GO	\$ 270,000	X	X	X	X	X	X		Substantially Complete	Waiting for one final part to be installed in the spring
18/19	Valley Junction Trail Connection	VJ/Levee	GO	\$ 400,000	X	X						Design Complete	Ready to construct / waiting for railroad to install crossings / have received cost estimates for both crossings
18/19	Raccoon River East Pedestrian Bridge	Raccoon River Park	GO	\$ 300,000	X	X						Under Design	Construction not budgeted / delayed at least one year to 22/23
20/21			LOST	\$ 345,000	X	X							
18/19	Lighting Upgrade	Raccoon River Park	GO	\$ 60,000	X	X	X	X	X			Under Construction	Expected to be substantially complete June 2021
20/21			GO	\$ 650,000	X	X	X	X	X				
19/20	2020 Court Renovation Project	Crossroads/Meadowview/Wilson	O	\$ 525,000	X	X	X	X	X			Substantially Complete	Finalizing site restoration / will extend into spring
			GO	\$ 600,000	X	X	X	X	X				
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X						Under Design	Determining best method for completing construction documents & bidding
19/20	Restrooms	Railroad Park	GO	\$ 450,000	X	X						Under Design	\$100,000 re-allocated to LIGHT VJ project / would need to re-budget funds for construction / feasibility study in progress
19/20	Skate Park	Legion Park	GO	\$ 200,000	X	X	X	X	X	X		Substantially Complete	
20/21			GO	\$ 75,000	X	X	X	X	X	X			
19/20	Central Site Grading, Utilities, Road	Valley View Park	GO	\$ 1,400,000	X	X						Under Design	Design kickoff meeting took place / coordinating with WDM Water Works on potential ARS well / funding for construction re-allocated from \$1.4 M budgeted for grading/utilities/road
20/21	Lighted Pickleball Courts Design	Valley View Park	GO	\$ 75,000	X	X							
20/21	Fox Creek Greenway Trail Design	Fox Creek Greenway	GO	\$ 50,000	X	X						Under Design	Preliminary design complete / detailed design needed for potential construction of trail by developers through parkland dedication pending
20/21	Phase 6 & 7 (Fields 3 & 4/Parking Lot/Entry) Design	Holiday Park Baseball Complex	GO	\$ 150,000	X	X						Under Design	Project kickoff meeting held 1/13
20/21	Central Area (Restroom/Playground)Master Plan Update	Raccoon River Park	GO	\$ 75,000	X	X						Under Design	Site analysis being done / background information being pulled together / project kickoff meeting took place 3/10/21
20/21	2021 Asphalt Trail Renovation	Jordan Creek-39th to 50th	GO		X	X						Under Design	
20/21	Tennis Court Lighting & Electrical Improvements	Crossroads Park	GO	\$ 300,000	X	X						Under Design	PSA approved by Council 1/19/21 / kick-off meeting 2/3
20/21	2021 Court Renovation		GO		X	X						Under Design	PSA approved by Council 1/19/21 / kick-off meeting 2/3
20/21	Play Equipment Replacement Design	Peony/Willow Springs/Scenic Valley Park	GO	\$ 100,000	X	X						Under Design	PSA approved by Council 2/1/21 / construction included in FY 21-22 CIP request

20/21	Creek Stabilization/Crossing & Parking Lot Design	Crossroads Park	GO	\$ 75,000	X	X						Under Design	PSA approved by Council 3/1/21 / construction included in FY 21-22 CIP request
20/21	Fencing/Signage/Repairs	Huston Cemetery	GO	\$ 50,000	X							Under Design	Preliminary design complete / working through City approval process / requested consultant proposal
	Budgeted / Professional Services Agreement or Construction Contract Not Yet Awarded												
20/21	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House							In-house design nearly complete / ready to order construction in April
20/21	Woodland Hills Greenway Trail	Woodland Hills Greenway	GO	\$ 400,000	X	X							Construction documents nearly complete / expected to bid over winter
20/21	Diving Platform	Valley View Aquatic Center	GO	\$ 200,000	X	X	X						Bids allowed to expire per Council directive / could re-bid for fall 2021 construction