

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. Ortgies 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. Ortgies 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. Ortgies 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. Ortgies 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. Ortgies 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. Ortgies 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

Ortgies 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. Ortgies 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,



4-14-21

Miranda Kurtt
Administrative Secretary

ATTEST:



4/14/21

Joe Hrdlicka
Advisory Board Secretary