

WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS  
Thursday, October 15, 2020

**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, October 15, 2020, at 5:33 p.m. by presiding Chair Schebel.

<b>Commission</b>	Heather Schebel <i>Chair</i>	Joe Hrdlicka <i>Secretary</i>	Jim Miller	Rick Swalwell	Aaron Sewell <i>Vice-Chair</i>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Staff</b>	Sally Ortgies <i>Director of Parks &amp; Recreation</i>	Dave Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Superintendent of Recreation</i>	Miranda Kurtt <i>Administrative Secretary</i>	
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>Council</b>	Russ Trimble <i>Council Liaison</i>				
<b>Present</b>	<b>X</b>				

**On Item 1. Call to Order/Approval of Agenda**

Miller 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 September 17, 2020, Meeting**

Hrdlicka 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. Motion – Approval of Southwoods Park Single Track Trail Plan**

Ortgies stated that a public open house was held on August 20 for neighbors with property adjacent to the proposed Southwoods Single Track Trail. Neighbors were invited to provide verbal and written comments regarding the proposed conceptual plan. Parks and Recreation staff met with the Board's Facilities Committee on September 14 to review the comments received. At that meeting staff also presented a proposed revised plan that takes the neighbors' feedback into consideration along with the available budget. The proposed revised plan does not show a trail extending through the park to Grand Avenue. With the approval of the proposed revised plan, the goal is to start construction this winter and spring. Hrdlicka stated that one concern voiced by the public was the proximity to residents' properties, and he wanted clarification that the revised plan addresses this concern. Ortgies stated the revised plan will not be near residential property except for a couple of properties near the more difficult loop. There could be some adjustments made to move the trail even further from the property line once the consultant and staff get in the field to stake the trail location. Schebel and Trimble commended the Parks and Recreation staff for really listening to the neighbors' concerns and stated that the revised plan is a great compromise. Schebel opened the floor for comments and/or questions from the public.

Paul Babikian, 201 South 33<sup>rd</sup> Street, appreciates the new plan taking into consideration the residents' concerns. He stated that even if a new plan for an additional trail is proposed in the future, the residents would still have the same concerns. Trimble stated that the homeowners would be contacted if an additional trail is proposed in the future.

Doug Parks, 2601 Hickory Ridge Drive, commented that he would be affected by the original plan and questioned what the primary motivation was for changing the plans. Ortgies stated it was the feedback received from the neighbors. If it would have been based on funding, it could have been constructed in phases to accommodate funding needs. Parks supports this new proposed plan as presented.

Ann Wodniak, 2908 Jordan Grove, questioned if the \$57,000 budgeted for the trail construction is a one-time budgeting expense. Ortgies stated that it is a one-time budget item and there is not another singletrack trail budget line item in the upcoming budget request. Wodniak questioned if \$250,000 is budgeted annually for trail maintenance in West Des Moines. Ortgies stated that this the amount budgeted annually to maintain trails in West Des Moines.

Debra Lind, 222 South 33<sup>rd</sup> Street, appreciates the two-way conversation between the Parks and Recreation Board, staff and residents. Linn would like more information about the Board Members, Parks and Recreation staff, and the Facilities Committee, and if they are voting members. She is also interested in how this project came to fruition. Schebel introduced herself and the Board Members stating that they are an elected advisory board that advises the City Council on parks and recreation matters. Schebel stated this project is a result of a phone survey that was conducted asking what amenities the community was interested in seeing in West Des Moines. Hrdlicka stated that the Board meetings and agendas are posted on the website, and the public is invited to the meetings if they would like more information. Swalwell stated that the original intent was to get a feel for what the community desires to create a wish list. Trimble stated that the City is looking at ways to enhance the quality of life.

Swalwell moved to approve the Southwoods Park Single Track Trail Plan as presented. Hrdlicka seconded. Motion carried unanimously.

**B. Motion – Approval of Jamie Hurd Amphitheater Alcohol Policy**

Ortgies stated that in preparation for Jamie Hurd Amphitheater reservations, an alcohol policy is needed. There are three types of scenarios involving alcohol that need to be addressed: Sale of Alcohol or Serving of Alcohol (Entrance or Admission Charged), Serving of Alcohol (No Entrance or Admission Charged), and Participant Provided Alcohol. Schebel questioned where a catered wedding would fall. Ortgies stated that it would be considered Serving of Alcohol (No Entrance or Admission Charged). This policy requires an off-duty officer in certain cases, like the Valley Junction Activity Center and Nature Lodge. Miller stated the Facilities Committee worked extensively on this policy, and the results are a guide for alcohol consumption. Schebel questioned how this compares to other West Des Moines Parks and Recreation venues and park facilities. Ortgies stated that the Amphitheater is a unique venue and research was conducted on how other outdoor venues are run, but there are similarities to the Raccoon River Nature Lodge and Valley Junction Activity Center. Trimble questioned what rules renters could be critical about. Ortgies stated that kegs are currently not being allowed which could be a potential downside, but requests will be monitored and taken into consideration. Hrdlicka commended the Facility Committee for creating a thorough and clear policy. Penning stated that Marnie Strate and Allison Ullestad did extensive research for this policy. It will be important to listen to the renters as to what they want. The Parks and Recreation will conduct surveys after each event and monitor feedback.

Miller moved to approve the Jamie Hurd Amphitheater Alcohol Policy as presented. Swalwell seconded. Motion carried unanimously.

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

Ortgies stated that staff is requesting to reallocate funds previously budgeted for Valley View Park funds to a different purpose in the same park. The current FY 20-21 budget contains \$75,000 to design lighted pickleball courts at Valley View Park. The City Council approved \$1.4 million back in FY 19-20 to design and construct a north access road, underground utilities, and site grading with the remaining \$2 million of the total \$3.4 million project budgeted in FY 20-21. Earlier this summer, it was decided to re-purpose the \$2 million budgeted in FY 20-21 to backfill Road Usage Tax shortfalls for more urgent City projects. Since there is now not enough funding for the original project, staff is requesting the \$1.4 million budgeted in FY 19-20 be reallocated to construct the lighted pickleball courts, a portion of the access road needed to access the courts, and parking for the courts. Swalwell questioned if a non-paved trail could be included as part of the project to complete the loop around the park.

Swalwell moved to approve the Recommendation to City Council – Re-allocation of Funding for Valley View Park as presented. Miller seconded. Motion carried unanimously.

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

Ortgies stated Parks and Recreation staff and the Facilities Committee are working through the FY 21-22 Parks Capital Improvement Program. The final budget will be presented at the November Board meeting on Thursday, November 19.

### **Staff Reports**

#### **On Item 6A. Superintendent of Parks**

Sadler stated the Court Renovation Project is substantially complete. The footings for the Veterans Parkway Enhancements project are being poured this week in preparation for the streetscape features. The contractor started on the Sugar Creek Trail – Phase 1 project. Trimble questioned the proximity of the Sugar Creek Trail to residents' property. Sadler stated that the Wastewater Reclamation Authority (WRA) would like to keep the trail a specific distance away from the creek, and it is being constructed in the location shown on the plat for the development. The winterization of parks will start the week of October 19. Sadler stated Parks and Recreation received a REAP Grant that will be used to purchase land as part of the Raccoon River Greenway portion of the Five Waters Project.

#### **On Item 6B. Superintendent of Recreation**

Penning stated there is a pop-up concert on October 17 at the Jamie Hurd Amphitheater. The Halloween Hoopla event at the Nature Lodge has been revamped to accommodate COVID precautions. A new event for dog owners, Howl-O-Ween Paw-ty, will take place at the Raccoon River Dog Park. Penning stated that the Department received a bid for the 3-meter diving board for Valley View Park and will start construction the first of November. Oral boards for the RecPlex Operations Coordinator position were conducted, and one candidate was invited back for a second interview. Oral boards for the RecPlex Guest Services position will be held on November 2 and 4. Trimble questioned our marketing strategy for our programs and events. Penning stated the Citizen Survey indicated the Program Guide is still the top way residents are getting information for programs. Also, emails are sent to the Department's past program participants along with Facebook posts reaching our 6,100 followers. Allison Ullestad and Marnie Strate also work with the West Des Moines and Waukee School Districts' to provide information through their Virtual Backpacks program. Swalwell questioned if an electronic reader board could be installed along

the trail around the City Campus pond. Ortgies stated the Council would have to change the policy on electronic reading boards.

**On Item 6C. Director of Parks and Recreation**

Ortgies provided an update on funding sources for the City and Department. According to the Finance Department, the Hotel/Motel Tax revenue will be about half of what we have seen in the past. The \$30,000 for recreation programming will not be received for the next fiscal budget. LOSST will potentially not be as hard hit as initially projected, however, the Raccoon River Pedestrian Bridge construction is being delayed for at least one year. It will be re-evaluated for funding in FY 22-23. The capital campaign for the bridge project could start soon if the timing is appropriate to approach potential donors. A meeting with the Great Outdoors Foundation will be set up by the end of the year to discuss this campaign. Most of the Parks and Recreation staff is participating in the United Way's 21 Day Equity Challenge. It has been very beneficial for the Department to have conversations around race and equity. Schebel questioned that since the RecPlex is dependent on the Hotel/Motel Tax, is there potential for a negative impact on the rest of the Parks and Recreation budget. Ortgies stated that since Hotel/Motel Tax revenue has not been a significant funding source for parks projects in the past, she didn't feel that it would affect the budget.

**On Item 7. Other Matters**


Schebel commended the department on the Legion Park Skatepark. Sewell, Trimble, and Ortgies stated they have heard numerous positive comments.

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

- October 5, 2020: Resolution – Accept Work – American Legion Park Skatepark Facility
- September 21, 2020: Motion – Approval of Agreement – RecPlex WiFi Media Solution – Green Zebra Media Corp.
- September 21, 2020: Motion – Approval of Agreement – RecPlex Technology and Services – CenturyLink Communications
- September 21, 2020: 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
- September 21, 2020: Motion – Approval of Agreement – Integrated Parks & Recreation System Software - PerfectMind

Hrdlicka moved to adjourn. Swalwell seconded. Motion carried unanimously. Meeting adjourned at 7:33 p.m.


Respectfully submitted,



Miranda Kurtt  
Administrative Secretary

4-14-21

ATTEST:



Joe Hrdlicka  
Advisory Board Secretary

4/14/21