

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

**5:30 p.m.
Thursday, June 17, 2021
City Hall – City Council Chambers
4200 Mills Civic Parkway**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of May 20, 2021 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Motion – Approval of Alternate Plan for Parkland Dedication
 1. Manchester Village
 2. Glen Oaks Plat 10
 - B. Motion – Establishment of Special Board Meetings – Ice Cream Socials
 1. Pinedale Park – June 29, 6:30 pm
 2. Hidden Point Park – July 8, 6:30 pm
 3. Whisper Point Park – July 15, 6:30 pm
- 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
 - B. Parks CIP Project Status

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

Immediately following regular Board Meeting

**Thursday, June 17, 2021
MidAmerican Energy Company RecPlex
6500 Grand Avenue**

1. Tour of MidAmerican Energy Company RecPlex
2. Other Matters

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, May 20, 2021**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, May 20, 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		
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					

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

None.

On Item 3. Approval of Minutes of April 15, 2021, Meeting

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

On Item 4. Old Business

None.

On Item 5. New Business

A. Presentation – Raccoon River East Pedestrian Bridge Capital Campaign – Great Outdoors Foundation
Ortgies provided an update on the project. Shive-Hattery was hired to design and engineer this project. The Corps of Engineers nationwide permit has been approved and the floodplain permit is in the DNR review process. The Great Outdoors Foundation helped with a grant application through the Land and Water Conservation Fund which is federal dollars administrated by the DNR. The bridge project scored #1 out of 21 applications. The City also submitted this project to Congresswomen Cindy Axne’s office for consideration for \$1 million in Community Projects funding, and she selected it as one of her ten projects. Miller questioned the total cost of the project, and Ortgies stated it is approximately \$6.8 million including design, engineering, and permitting. Jen Cross from the Great Outdoors Foundation provided an update on the upcoming capital campaign for the project. The fundraising goal for this project is \$3 million.

B. Motion – Approval of Alternate Plan for Parkland Dedication

1. 304 5th Street Mixed Use

Sadler discussed the Valley Junction Alternate Plan for Parkland Dedication -304th Street Mixed Use Development. This development is currently served by both American Legion Park and Wilson Park. The developer has chosen to provide parkland dedication on-site that will consist of an outdoor patio area with associated furniture. Since this area will not be accessible to the general public, this is considered an alternate plan and therefore needs

approval by the Parks and Recreation Advisory Board prior to going to P&Z and/or City Council. Hrdlicka asked for clarification what requires an alternate plan. Schebel questioned the landscaping aspect. Ortgies stated that the contractor cannot count their landscape requirement towards parkland dedication.

Hrdlicka moved to approve the Alternate Plan for Parkland Dedication as presented. Miller seconded. Motion carried unanimously.

On Item 6. Public

A. Naming of Cemetery – Oak Hill Cemetery

1. Motion – Approval of Recommendation to City Council

The Public Hearing was held and there were no comments from the public.

Sadler stated that the City has acquired a historic cemetery on the property located on the northeast corner of Grand Avenue and Fuller road owned by Walnut Creek Community Church. The church has deeded the cemetery to the City, along with land to the WDM Historical Society adjacent to the Jordan House. Karen Kuntz, a local advocate for the preservation of the cemetery, has formally requested that the City name the cemetery. Kuntz has collected an abundance of historical information that was considered in naming the cemetery. According to the Naming Policy adopted in 2017, which covers parks, trails, and facilities, the naming shall primarily be according to the geographic locations, historical significance, landmarks, or neighboring location. Staff is proposing the name of Oak Hill Cemetery. Kuntz and the Facilities Committee were in support of this name. Miller questioned access to the cemetery. Ortgies stated that along with the deed to the property, an access easement was acquired for City maintenance. Public access from a street will be required with future development of the surrounding property.

Hrdlicka moved to approve the Naming of Cemetery – Oak Hill Cemetery as presented. Miller seconded. Motion carried unanimously

Staff Reports

On Item 7A. Superintendent of Parks

Sadler shared that interpretive signage, decorative fencing, benches, and landscaping are currently begin planned for the Huston Cemetery, and construction could potentially begin this summer. With warmer weather, numerous projects are beginning. Schebel questioned the construction of additional boat lockers at Raccoon River Park Boathouse. Sadler stated that matching lockers are on backorder for approximately a year and they are looking at potential substitutions. All the Park Attendant positions have been filled. Public Services is preparing Jordan Cemetery for Memorial Day. As part of an Eagle Scout project, the veteran plots were identified, and small medallions were attached to the plot markers.

On Item 7B. Superintendent of Recreation

Penning stated the Jamie Hurd Amphitheater has 28 private and department events booked for June that include Moonlit Movies, Summer Sundaze, and Trivia Tuesday. The Aquatic Centers are opening on May 29 for the season. Over 100 lifeguards have been hired and interviews are still ongoing. MidAmerican Energy RecPlex staff have given numerous Sneak Peek tours to donors, and the feedback shows excitement for the facility and the possibilities it presents. The Boathouse is open and will be offering concessions this year. Summer programming starts the second week of June. The department hosted the Earth Day Event, the Tom Karpan Relays, and the Mayor’s Bike Ride. Ortgies questioned giving a tour of the RecPlex to the Board, potentially after the June Board meeting. Penning will coordinate this. Shayne Ratcliff is currently located at the RecPlex in a temporary workstation and is assisting with monitoring construction.

On Item 7C. Director of Parks and Recreation

Ortgies shared that with the new Covid-19 announcement from the CDC, the department is removing the capacity limits from indoor facilities, and all field usage will resume. New signage will have very simple verbiage and state that visits are to follow current CDC recommendations. Staff that are not vaccinated will be highly encouraged to wear masks when indoors or during large outdoor events. Masks should be readily available and worn by all staff out of respect to others who are wearing masks. There are no capacity limitations at the aquatic centers. The WDMurals Project has been installed and is receiving great feedback. The final payment for the Madison County Parkland is being made and the thought is that the land will be farmed. The City will be looking for a farmer to use conservation farming methods. The Independence Day Parade is on July 3, and the fireworks will be on the City Campus.

On Item 8. Other Matters

Hrdlicka questions when the trail bridge to Water Works Park will be closed. Miller stated it would be July and August.

On Item 9: Receive, File and/or Refer:

A. City Council Communications

- April 15, 2021: Proclamation – Earth Day – April 22, 2021
- April 19, 2021: Motion – Approval of Change Order #1 – MidAmerican Energy Company RecPlex Audio/Video and Digital Signage
- April 19, 2021: Motion – Approval to Purchase Esports Center Gaming Computers – MidAmerican Energy Company RecPlex
- April 19, 2021: Resolution – Approval and Acceptance of Conveyance of Property Interest of the Art on the Campus Exhibit
- April 19, 2021: Motion – Approval of Contract Agreement – Grave Preparation Services
- April 19, 2021: Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2021 Court Improvements
- April 19, 2021: Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Crossroads Park Tennis Court Lighting
- April 19, 2021: Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Valley View Park North Loop Road Extension Project
- May 3, 2021: Motion – Approval to Purchase Concession Food Service Equipment – MidAmerican Energy Company RecPlex
- May 3, 2021: Public Hearing – 2020 Asphalt Trail Renovation Project
 - 1. Resolution – Approval – Approval of Plans and Specifications
 - 2. Motion – Receive and File Report of Bids
 - 3. Resolution – Approve Contract
- May 3, 2021: Motion – Approval of Professional Services Agreement – Fox Creek Trail Survey and Design
- May 3, 2021: Motion – Approval of Professional Services Agreement Amendment #1 – Holiday Park Youth Baseball Fields, Parking Lot, and Entry Improvements – Phases 6 & 7
- May 3, 2021: Motion – Approval of Professional Services Agreement Amendment #1 – 2021 Court Improvements
- May 3, 2021: Resolution – Accept Work – Jamie Hurd Amphitheater
- May 3, 2021: Resolution – Accept Work – Veteran’s Parkway Enhancements Phase 1, Gateway & Median Features

- May 3, 2021 Motion – Approval of Artist Agreements – 2021 WDMurals Exhibit
- May 17, 2021 Public Hearing – 2021 Court Improvements
 - 1. Resolution – Approval – Approval of Plans and Specifications
 - 2. Motion – Receive and File Report of Bids
 - 3. Resolution – Approve Contract
- May 17, 2021 Public Hearing – Valley View Park North Loop Road Extension Project
 - 1. Resolution – Approval – Approval of Plans and Specifications
 - 2. Motion – Receive and File Report of Bids
 - 3. Resolution – Approve Contract
- May 17, 2021 Public Hearing – Crossroads Park Tennis Court Lighting
 - 1. Resolution – Approval – Approval of Plans and Specifications
 - 2. Motion – Receive and File Report of Bids
 - 3. Resolution – Approve Contract
- May 17, 2021 Motion – Approval of Change Order #2 – Raccoon River Park Exterior Lighting Improvements
- May 17, 2021 Motion – Approval of Professional Services Agreement – Railroad Park Restrooms
- May 17, 2021 Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Valley Junction Levee Trail Connection
- May 17, 2021 Motion – Approval of Professional Services Agreement Amendment #3 – Valley View Park Central Site Grading, Utilities and North Roadway

B. Parks CIP Projects Status Report

Hrdlicka moved to adjourn. Miller seconded. Motion carried unanimously. Meeting adjourned at 6:31p.m.

Respectfully submitted,

 Miranda Kurtt
 Administrative Secretary

ATTEST:

 Joe Hrdlicka
 Advisory Board Secretary

5A1

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

DATE: June 17, 2021

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – Manchester Village

FINANCIAL IMPACT: None.


SYNOPSIS: The Board is asked to consider an alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for Manchester Village located at 9076 Linda's Lane (See Vicinity Map). The development is currently served by Whisper Point Park. The development consists of 70 townhomes which results in a requirement of .70 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer has chosen to install on site recreational amenities including a trail, bench pads and benches on and in the vicinity of the new development. The trail will provide a connection for residents of this development to the future public trail along Fox Creek. The amenities will serve a park and recreational purpose for the residents of this development by providing a usable outdoor space (Attachment B). A portion of the trail connection will be constructed across the adjacent Pavilion Park development by the developer of Manchester Village. Pavilion Park has agreed to provide a Public Access Easement for this portion of the trail to allow Manchester Village residents to cross Pavilion Park property to reach the Fox Creek Trail. Since the proposed connecting trail will terminate on the east at a private sidewalk in Manchester Village, Manchester Village has the option to sign the trail as private at their property line. This results in it being an alternate plan that must be reviewed and approved by the Board.

BACKGROUND: Staff reviews every development application that is submitted to the city and works with developers to ensure satisfaction of the City's parkland dedication ordinance requirements. Sometimes factors exist that limit the typical dedication of land for neighborhood parks and greenways as shown on the Parks and Trails Master Plan. City code allows for an alternate plan to be developed that directly and proportionately benefits the development by satisfying parkland and/or recreational facility needs of the development's residents. Alternate plans are required to be reviewed by the Parks and Recreation Advisory Board which shall make a recommendation to the Plan and Zoning Commission or City Council.

The Facilities Committee has reviewed the parkland dedication alternate plan for the Manchester Village.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for the Manchester Village.

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

VICINITY MAP



ATTACHMENT A

PARKLAND DEDICATION REQUIREMENTS -

6/4/2021 DRAFT

Project Location: Developer:
 Manchester
 Village (9076
 Lindas Lane) Stanbros
 Development, LLC

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Lots	0	2.90	0			
TOTAL	0		0			
<u>Single Family Attached</u>						
Description: Townhome/Condos	70	1.63	114.1			
TOTAL	70		114.1			
<u>Multifamily Unit</u>						
Description: Apartments	0	1.73	0			
TOTAL	0		0			
TOTAL POPULATION			114.1	0.1141	2.39	3.76
Park Dedication (Acres)			0.27			
Greenway Dedication (Acres)			0.43			
TOTAL DEDICATION (Acres)			0.70			

Notes:
 Based on Site Plan Dated: 05-25-2021

Notes: Calculations taken from Site Plan Submittal #2.

Total Dedication Requirement (Acres)	0.70
Less on-site parkland 100 LF Trail x 12' (1,200 SF)	-0.03
Deficient acreage	0.67
x current sales price / Acre (\$680,000/7.98 Acres)	\$85,213
Deficient acreage in dollars	\$57,093

On-site improvements (can be subtracted from requirement above)

6" Reinforced Concrete Trail = 100 LF x 8' W = 800 SF x \$6	\$4,800
6" Concrete Trail Subgrade Prep & Backfill = 800 x \$1	\$800
Benches w Bench Pads = 2 x \$2,500	\$5,000
SUBTOTAL	\$10,600

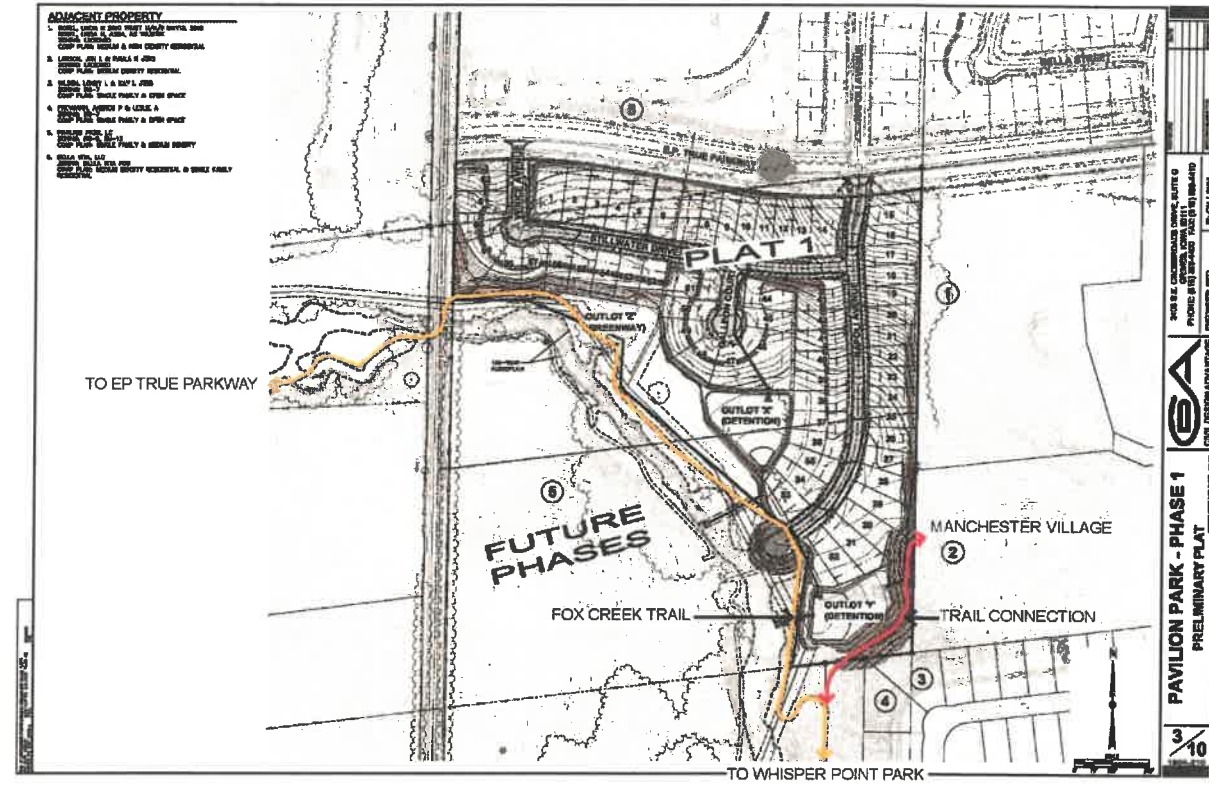
Off-site improvements (can be subtracted from requirement above)

6" Reinforced Concrete Trail = 600 LF x 8' Wide = 4,800 SF x \$7	\$33,600
6" Concrete Trail Subgrade Prep & Backfill = 4,800 SF x \$1	\$4,800
Trail Seeding Lump Sum	\$5,900
Bench w/Bench Pad = 1 x \$2,500	\$2,200
SUBTOTAL	\$46,500

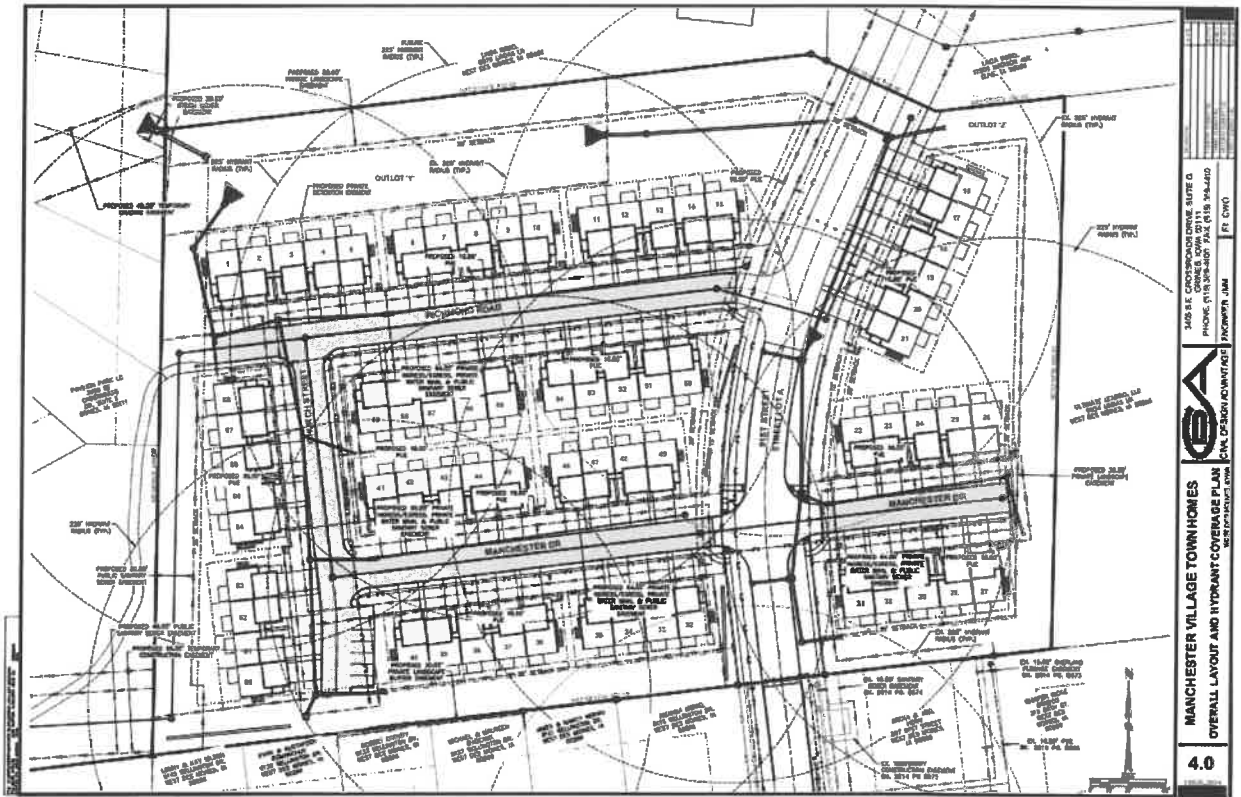
TOTAL \$57,100

ATTACHMENT B

MANCHESTER VILLAGE TRAIL CONNECTION (Red)
IN RELATION TO FUTURE FOX CREEK TRAIL (Yellow)



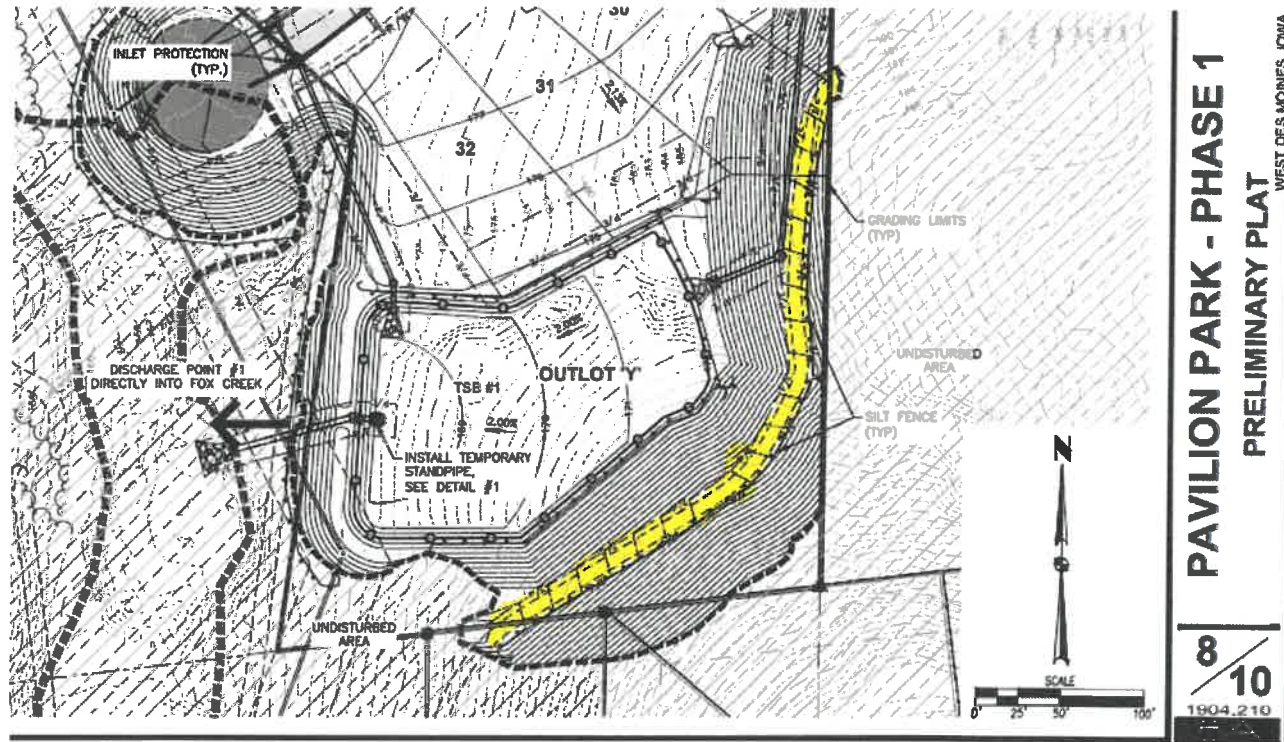
MANCHESTER VILLAGE OVERALL PLAN



MANCHESTER VILLAGE TRAIL CONNECTION (Red)
TO SATISFY PARKLAND DEDICATION REQUIREMENTS



MANCHESTER VILLAGE TRAIL CONNECTION
GRADING PLAN FOR SECTION ON ADJACENT PAVILION PARK PROPERTY
(Pavilion Park has agreed to provide a Public Access Easement to allow
Manchester Village residents to access Fox Creek Trail across Pavilion Park property)



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

DATE: June 17, 2021

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication - Glen Oaks Plat 10

FINANCIAL IMPACT: None.


SYNOPSIS: The Board is asked to consider an alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for Glen Oaks Plat 10 located along Glen Oaks Drive (See Vicinity Map). The development is currently served in part by Willow Springs Park, Hidden Point Park and Quail Cove Park. The development consists of 1 single family homes and 4 townhomes which results in a requirement of .058 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer has chosen to install on site recreational amenities including a bench pad, bench and landscaping in the vicinity of the new development. The amenities will serve a park and recreational purpose for the residents of this development by providing a usable outdoor space (Attachment B). Since this area and associated amenities will not be accessible to the public, and there will be no public access easement to these areas, the alternate plan must be reviewed and approved by the Board.

BACKGROUND: Staff reviews every development application that is submitted to the city and works with developers to ensure satisfaction of the City's parkland dedication ordinance requirements. Sometimes factors exist that limit the typical dedication of land for neighborhood parks and greenways as shown on the Parks and Trails Master Plan. City code allows for an alternate plan to be developed that directly and proportionately benefits the development by satisfying parkland and/or recreational facility needs of the development's residents. Alternate plans are required to be reviewed by the Parks and Recreation Advisory Board which shall make a recommendation to the Plan and Zoning Commission or City Council.

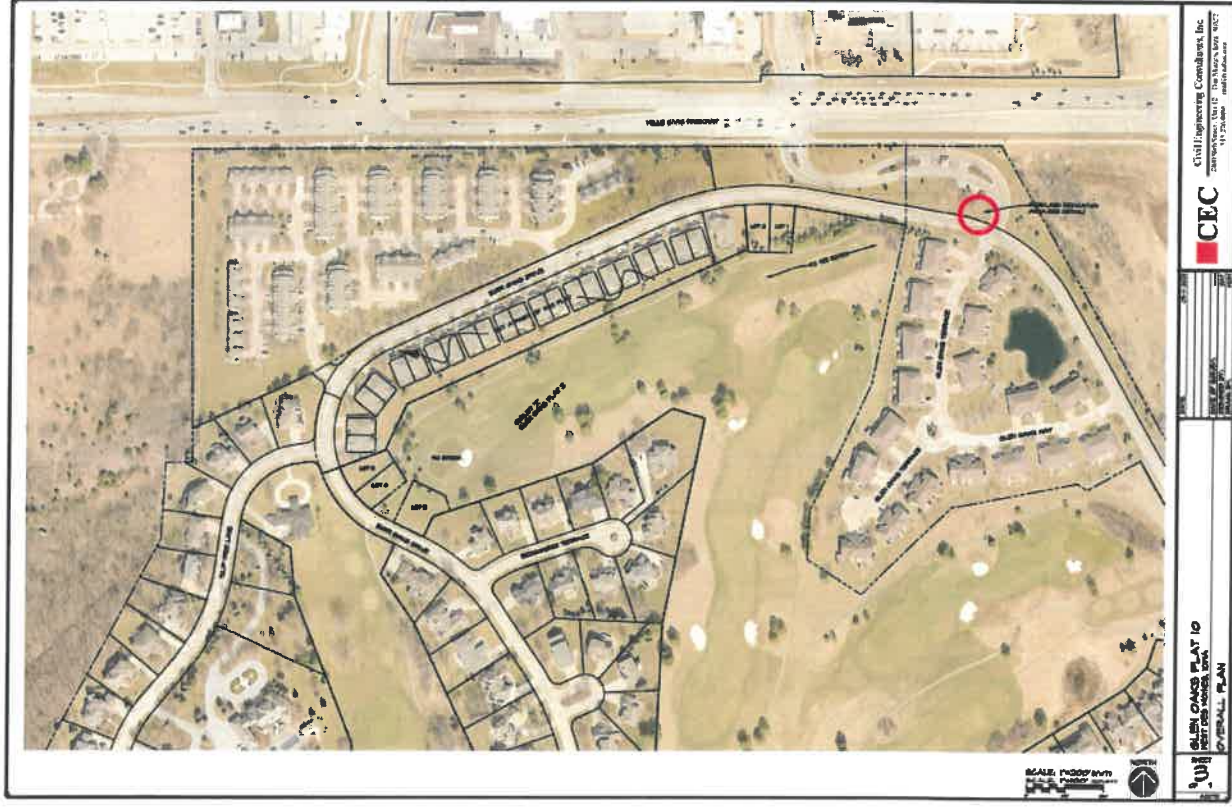
The Facilities Committee has reviewed the parkland dedication alternate plan for the Glen Oaks Plat 10.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for the Glen Oaks Plat 10.

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



ATTACHMENT A

PARKLAND DEDICATION REQUIREMENTS

6/4/2021

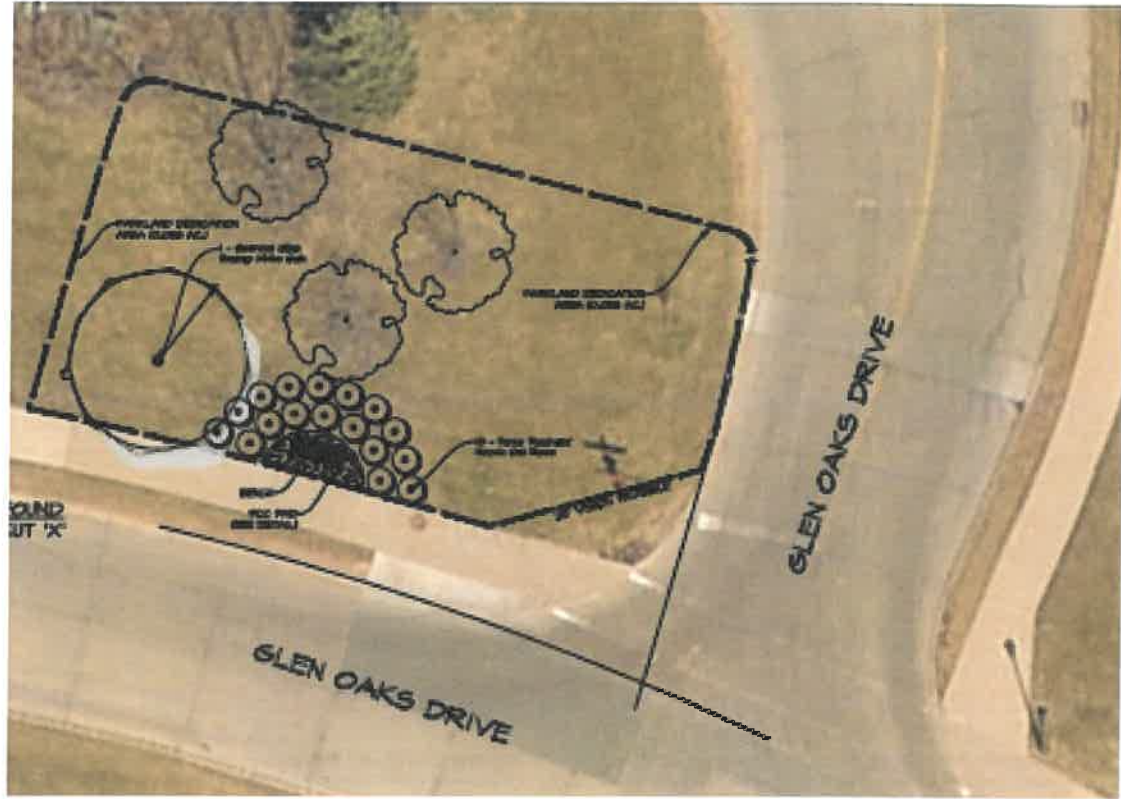
Project Location: Owner:
Lots 1-5 Burr Glen Oaks CC
Oaks Drive Investments LLC

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Lots	1	2.90	2.9			
	0	2.90	0			
TOTAL	1		2.9			
<u>Single Family Attached</u>						
Description: Townhome/Condos	4	1.63	6.52			
	0	1.63	0			
TOTAL	4		6.52			
<u>Multifamily Unit</u>						
Description: Units w kitchens	0	1.73	0			
	0	1.73	0			
TOTAL	0		0			
TOTAL POPULATION			9.42	0.00942	2.39	3.76
Park Dedication (Acres)			0.023			
Greenway Dedication (Acres)			0.035			
TOTAL DEDICATION (Acres)			0.058			

Notes:

The park and greenway dedication is being met by providing a bench pad, bench and landscaping to meet the parkland dedication requirements:

ATTACHMENT B



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

DATE: June 17, 2021


ITEM: Motion – Establish Special Parks & Recreation Advisory Board Meetings – Ice Cream Socials:
1. Pinedale Park – June 29, 6:30 p.m.
2. Hidden Point Park – July 8, 6:30 p.m.
3. Whisper Point Park – July 15, 6:30 p.m.

FINANCIAL IMPACT: None.

SYNOPSIS: The Board is asked to establish special meetings for upcoming Ice Cream Socials.

BACKGROUND:

RECOMMENDATION: That the Board move to establish the special meetings.

Prepared by: Sally Ortgies, Director of Parks & Recreation 
Approved for content by: Sally Ortgies, Director of Parks & Recreation
Accepted for Agenda: Sally Ortgies, Director of Parks & Recreation

8A

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

DATE: June 7, 2021

ITEM: Resolution – Approval of Recommended Facility Name – Oak Hill Cemetery


FINANCIAL IMPACT: None at this time. In the future, there would be a cost related to a sign for the cemetery.

BACKGROUND: The Council is asked to consider the naming of a cemetery located on a section of land recently dedicated to the City. The historic cemetery is located within property owned by the Walnut Creek Community Church located on the NE corner of Grand Avenue and Fuller Road (See attached Location Map). The historic cemetery is located northwest of the Jordan House and has some historical connections to James C. Jordan, the original owner of the house. The church recently deeded the land containing the historic cemetery to the City, at the same time as deeding additional lands to the WDM Historical Society for future expansion of the Jordan House.


According to the Parks and Recreation Department's naming policy, a notice of public hearing was published in the Des Moines Register on Saturday, May 15, 2021. A public hearing on the facility name was held at the May 20, 2021 meeting of the Parks and Recreation Advisory Board with no comments received from the public.

OUTSTANDING ISSUES: None

RECOMMENDATION: The Parks and Recreation Advisory Board recommends that the City Council approve the Resolution to name Oak Hill Cemetery

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

Department Director	Sally Orgies, 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

