

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

**5:30 p.m.
Thursday, August 19, 2021
City Hall – City Council Chambers
4200 Mills Civic Parkway**

**Members of the public wishing to participate telephonically, may do so by calling:
515-207-8241, Enter Conference ID: 616 847 279#**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of July 15, 2021 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Presentation – Raccoon River Park Master Plan Update
- 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

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, July 15, 2021

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order at Whisper Point Park, 9125 Bridgewood Boulevard, on Thursday, July 15, 2021, at 6:07 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. Sewell seconded. Motion carried unanimously.

On Item 2. Citizen Forum

None.

On Item 3. Approval of Minutes of June 17, 2021, Meeting

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

On Item 4. Old Business

None.

On Item 5. New Business

A. Motion – Approval of Alternate Plan for Parkland Dedication

1. West Glen Village North

Sadler discussed the West Glen Village North Alternate Plan for Parkland Dedication. This property is currently serviced by Willow Springs Park. The developer has chosen to provide parkland on the development site and install recreational amenities including a trail, playground, benches, and dog park. Since there will not be public access, this alternate plan must be reviewed and approved by the Board.

Sewell moved to approve the West Glen Village North Alternate Plan for Parkland Dedication as presented. Miller seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler stated the Fourth of July Fireworks, held at the City Campus, were well attended. Schebel questioned if the fireworks will continue to be held at the City Campus or will return to Raccoon River Park. A recommendation will be made at a future meeting of the Public Safety Council Committee.

On Item 6B. Superintendent of Recreation

Penning stated the Independence Parade on July 3 had a great turn out. The Fall Program Guide will be mailed out with the next two weeks with registration starting on Tuesday, August 3. There are twenty new programs with the majority being for the RecPlex. Penning provided an update on the RecPlex construction. It is moving along well and Rink Two is on track for a goalie camp scheduled for July 23-25.

On Item 6C. Director of Parks and Recreation

Ortgies provided an update on the Raccoon River Pedestrian Bridge. Jim Miller will be the Board liaison for the Campaign Advisory Council. Past Board member, Forrest Ridgway, has also agreed to serve on the Council and Gene Meyer will be the Chair. A promotional/kick-off video is being developed by Shive-Hattery. The Great Outdoors Foundation is currently working on three grant applications for the fundraising campaign.

On Item 7 Other Matters

None.

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

A. City Council Communications

- July 6, 2021: Motion – Approval of Agreement Addendum – RecPlex Exclusive Beverage – Pepsico
- July 6, 2021: Motion – Approval of Change Order #2 – MidAmerican Energy Company RecPlex Ice Arena Dasher Boards, Rubber Flooring, Benching and Ice Arena Supplies
- June 21, 2021: Public Hearing – Valley Junction Levee Trail Connection
 - 1. Resolution – Approval of Plans and Specifications
 - 2. Motion – Receive and File Report of Bids
 - 3. Resolution – Approve Contract
- June 21, 2021: Proclamation – Park and Recreation Month – July 2021
- June 21, 2021: Resolution – Accept Work – Raccoon River Park Boathouse

B. Parks CIP Projects Status

Miller moved to adjourn. Sewell seconded. Motion carried unanimously. Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Miranda Kurtt
Administrative Secretary

ATTEST:

Aaron Sewell
Vice-Chair

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

DATE: August 19, 2021

ITEM: Presentation – Raccoon River Park Master Plan Update – Genus Landscape Architects

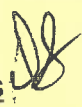
FINANCIAL IMPACT: None.


SYNOPSIS: Brett Douglas, a landscape architect and principal with Genus Landscape Architects will be making a presentation to the Board regarding the proposed changes to the central core area of Raccoon River Park.

BACKGROUND: Raccoon River Park has long been the City's most visible and highly used park and has evolved since the original park master plan was developed 30 years ago. The facilities in the central area of the park including the beach, Coneflower & Biddle shelters, restroom building, parking area, and playground have been some of the most heavily used. This area of the park hosts thousands of visitors each year with an increasing number of shelter rentals and a wide variety of special events. Much of the area is beginning to show signs of age and impact from overall high use, the sprayground has not been operational for several years, and the play equipment is nearing the end of its useful life.

The master planning process analyzed this entire central area, identified how it is currently used, and looked at a variety of ways to better serve park users. The consultant team has utilized stakeholder guidance from a variety of city staff, along with a public input process to guide direction for the master plan.

RECOMMENDATION: Presentation only, no action to be taken.

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

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

DATE: August 2, 2021

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Holiday Park Baseball Improvements Phase 6A, Maintenance Building Renovation

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the project is \$190,826.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 21-22 CIP budget for the Holiday Park Youth Baseball Fields, Parking Lot, and Entry Improvements – Phases 6 & 7 (Project No. 0525 012.0510 065 2021). The total amount available for construction of this project is \$300,000.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, September 1, 2021, and a Public Hearing on the project scheduled for 5:35 p.m. on Tuesday, September 7 2021. The contract would be awarded on Tuesday, September 7, 2021, and work would begin shortly thereafter. This project is scheduled to be completed later in the fall of 2021.

Staff has been working on the next phases of Holiday Park which will include renovation of the final fields (Fields 3 and 4) and construction of a new parking lot and entry into the Holiday Park Baseball complex. Prior to that several items need to be completed including demolition of several old parks maintenance buildings. One existing building will be retained to provide a maintenance facility for the complex. It is being retrofitted to accommodate maintenance operations that are currently housed in a much older building slated to be demolished. This resolution is for renovation of this building which includes electrical improvements and the addition of a restroom and small office space on the east end of the building.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

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	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: July 19, 2021

ITEM: Resolution – Approval of Purchase – MidAmerican Energy Company RecPlex – Event Deck Flooring

FINANCIAL IMPACT: Expense of \$345,310.25. Expenses to be paid from G/L account 692.400.700.5250.490.

BACKGROUND: Approval of this contract authorizes Signature Systems Group of Flower Mound, Texas to furnish 35,000 square feet of portable event deck flooring.

The RecPlex has been designed to allow for maximum flexibility in hosting events including sports, conventions, expos, trade shows and meetings. The portable event deck flooring will allow for the main arena ice surface to be covered during slower weekends and transformed into a 17,000 square foot convention and expo space. The event deck flooring will be used in a similar manner in the fieldhouse to provide an additional 35,000 square feet of space for trade shows, galas and other non-turf related events. The RecPlex currently has several events scheduled that will utilize the event deck flooring.

In addition, portable flooring is required to perform maintenance in the fieldhouse by allowing lifts and heavy equipment access on the turf surface.

A purchasing alliance, General Services Administration, was utilized in selecting Signature Systems Group for this specific piece of the construction project. The General Services Administration contract has been competitively solicited and publicly awarded and provides the best discounted opportunity.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the purchase of event deck flooring from Signature Systems Group.

Lead Staff Member: Ryan Penning, Superintendent of Recreation

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	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: August 16, 2021

ITEM: Resolution – Approval of Purchase – Meeting Room and Event Chairs –
MidAmerican Energy Company RecPlex

FINANCIAL IMPACT: \$64,535.63, delivered. Budget code: 692.400.700.5400.750 –
Equipment Miscellaneous

BACKGROUND: The MidAmerican Energy Company RecPlex will feature three separate meeting/convention rooms including the 3,500 square foot Kum & Go Community Rooms, the 2,400 square foot Overlook Room and the 1,100 square foot Activities Room. These spaces will be used for a variety of events including corporate parties, birthday parties, Chamber events, rehearsal dinners and business meetings.

Additionally, the RecPlex sports surfaces have been scheduled out to be converted for special events such as concerts, graduations, galas and conventions.

The proposal from Storey Kenworthy will provide 1,000 individual chairs and the necessary storage racks to go with them. The proposed chairs will be used to outfit the three meeting room spaces and provide the necessary chairs to schedule all meeting room spaces simultaneously. The total chair count for all three meeting spaces is approximately 450 chairs. The remaining 550 chairs will be used for special events and game instances that require more localized seating such as basketball games, wrestling tournaments, pickleball tournaments and on field special events. Additionally, the non meeting room chairs will be used for large non-sport events such as concerts, conventions and galas which typically require 500-1,000 chairs.

Storey Kenworthy has been in the office furniture business for 80 years and provides quality products, services and experiences to meet the customers' needs. Storey Kenworthy is providing a manufacturer's warranty on all equipment.

The meeting room and event chairs are being purchased from Storey Kenworthy off the National Association of State Procurement Officials (NASPO). NASPO provides the highest standard of excellence in public cooperative contracting.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the purchase of the Meeting Room and Event Chairs for the MidAmerican Energy Company RecPlex.

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

DATE: August 16, 2021

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Crossroads Park Parking Lot and Water Quality Improvements

FINANCIAL IMPACT: None at this time. The preliminary estimated cost for the base bid is \$701,442.33. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in FY 20-21 CIP budget for the Crossroads Park – Parking Lot Renovation, Creek Stabilization and Creek Crossing project (Project No. 0525 023.0510 053 2020) and Concrete Renovations in Parks (0510 029 2020). There is a total of \$800,000 available for this project including \$700,000 in the Crossroads Park budget (this includes a \$100,000 Water Quality Initiative grant received from IDALS), and \$100,000 available in Concrete Renovations.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, September 15, 2021, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, September 20 2021. The contract would be awarded on Monday, September 20, 2021, and work would begin shortly thereafter. This project is scheduled to be completed in the spring of 2022.

Several areas of Crossroads Park have been renovated the last few years including sections of trail, 6-court tennis complex, north ballfield, restrooms, and both shelters. This resolution is for additional improvements to the park including the parking lot, stabilization of the creek, a new creek crossing to the north ballfield, and a variety of water quality improvements. The parking lot improvements include adding parking spaces, ADA improvements to adjacent sidewalks, replacement of degrading asphalt curbing with concrete curb, and overlay of existing asphalt drive/parking. In addition, the project will incorporate multiple water quality components including a series of bioretention areas for stormwater treatment, regenerative creek channel improvements, and soil quality restoration on the adjacent field areas. The project includes six (6) add alternates including the addition of three different sections of additional parking, concrete trail paving to north field, additional bioretention on NE corner of tennis courts and additional soil quality restoration. The alternates are shown on the attached 'Add Alternate Plan'.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Parks & Recreation CIP Status

8/12/2021

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	X	X	Complete	
18/19				\$ 1,432,000	X	X	X	X	X	X			
19/20				\$ 550,000	X	X	X	X	X	X			
17/18	Boathouse, Parking, River Access & Kayak Lockers	Raccoon River Park	GO	\$ 70,000	X	X	X	X	X	X	8/2/2021	Complete	
18/19			GO/G	\$ 1,099,700	X	X	X	X	X	X			
19/20			LOST/G	\$ 1,148,300	X	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	Trail paving substantially complete with only construction access remaining, natives seeded, waiting on cooler temps for turf grass seeding
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	Site restoration items remaining for fall
18/19	Veterans Parkway Enhancements	Veterans Parkway	TIF	\$ 735,000	X	X	X	X	X	X	X	Complete	
18/19	Valley Junction Trail Connection Design/Construction	VJ/Levee	GO	\$ 400,000	X	X	X	X				Under Construction	Ready to construct / waiting for railroad to install crossings / have received cost estimates for both crossings / bid letting on 6/16 / contract awarded 6/21
18/19	Raccoon River East Pedestrian Bridge Design	Raccoon River Park	GO	\$ 300,000	X	X						Under Design	Construction not budgeted / delayed at least one year to 22/23 / Capital Campaign ready to kick off
20/21			LOST	\$ 345,000	X	X							
18/19	Lighting Upgrade Design/Construction	Raccoon River Park	GO	\$ 60,000	X	X	X	X	X			Under Construction	Setting of light poles complete/ reinforcement of footings and site restoration in August
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	X	7/19/2021	Complete	
			GO	\$ 600,000	X	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 / received proposal for additional services from Backyard Trails to verify alignment, develop plans & specs, bidding / met with Police to confirm they are O.K. with alignment near Law Enforcement Center / putting together request for pricing to get bids
19/20	Restrooms	Railroad Park	GO	\$ 350,000	X	X						Under Design	Feasibility study complete / taking preferred option to Development Review Team to determine next steps / PSA for construction documents-5/17 / Order Construction anticipated for 9/7
19/20	Lighted Pickleball Courts (fka Central Site Grading, Utilities, Road)	Valley View Park	GO	\$ 1,400,000								Under Construction	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 / contract awarded 5/17/21 / construction started week of 6/7
19/20	Road, Parking Construction				X	X	X	X	X				
20/21	Lighted Pickleball Courts Design		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 / additional scope items (architectural services) as amendment to PSA-5/3 / Maintenance building improvements bid letting on 8/25
21/22	Phase 6 Construction-Parking Lot, Entry, Maintenance Building Improvements (First 1/2)		GO	\$ 300,000	X	X	X						
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 / public input being gathered through electronic and in-person surveys in July / Present to Park Board in August
21/22	Demo, Inclusive Playground, Central Area Improvements (Design/First 1/2 of construction)		GO	\$ 750,000									
20/21	2020 Asphalt Trail Renovation	Jordan Creek-39th to 50th	GO	\$ 712,556	X	X	X	X				Under Construction	Starting construction in September

