

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

**5:30 p.m.  
Thursday, September 16, 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: 934 726 366#**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of August 19, 2021 Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Presentation – West Des Moines Soccer Club Updates
  - B. Motion – Approval of Alternate Plan for Parkland Dedication
    1. Woodland Estates
    2. Grand Ridge Plat 1
  - C. Discussion – FY 22-23 Parks Capital Improvement Program
  - D. Motion – Approval of Volunteer Coaches Background Checks Policy
- 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, August 19, 2021**

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

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, August 19, 2021, at 5:34 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>	X	X	X		
<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>	X	X	X	X	
<b>Council</b>	Russ Trimble <i>Council Liaison</i>				
<b>Present</b>					

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

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

**On Item 2. Citizen Forum**

None.

**On Item 3. Approval of Minutes of July 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 Park Master Plan Update**

Ortgies stated that Parks and Recreation started working with Genus Landscape Architects about six months ago as the department began planning the replacement of the existing playground at Raccoon River Park. Ortgies stated that this provided an opportunity to review the overall central core area of the park and determine what amenities could be incorporated in the Raccoon River Park Master Plan. Brett Douglas stated that community input was gathered and from the surveys over 1,100 responses were received. From the comments, three concepts were developed: Ecology, Active Recreation, and Multi-Seasonal. The Multi-Seasonal concept is being further developed and includes the addition or modification of the following: Ice Loop with Concessions/Restrooms, Event Shelter with Year-round Restrooms, Parking Expansion, Inclusive Playground, Trail Modifications, ADA Beach Access, and Peninsula Improvements. This concept would consist of potentially three phases. Hrdlicka questioned what the budget is for this project and how long is the carryover. Ortgies stated that \$750,000 is budgeted in FY 21-22 for replacement of the playground with the balance of what is needed for that project being requested in FY 22-23. The additions to the master plan may be “Dream Big” projects, however, as a department, we need to continue identifying these types of projects and look for ways to fund them in the future. Ortgies stated that this will be presented to the City Council now that the Board as reviewed it. Schebel questioned what the cost comparison of replacing the playground

equipment verses rejuvenating it. Miller stated the equipment is currently 20 years old and has reached its life expectancy and it doesn't offer the inclusive aspect. Because of this, the playground needs to be replaced.

### **Staff Reports**

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

Sadler stated that park restrooms will have new epoxy floors installed in September. The department is working with the police department to install additional security cameras in Raccoon River Park, Holiday Park, Legion Park, and the Jamie Hurd Amphitheater. The Jordan Creek Trail renovation will occur in September.

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

Penning provided an update that summer programs had 3,690 registered participants and 266 adult sport teams in leagues. Valley View and Holiday Aquatic Centers had over 88,000 attendees with four days left in the season. Phil Dickey, pool manager for 35 years, is retiring. The Moonlit Movies had approximately 1,100 attendees and Summer Sundaze series had approximately 1,700 attendees. Both events took place at the Jamie Hurd Amphitheater. The RecPlex has two fully functioning sheets of ice and has already hosted a few rentals, tournaments, and tryouts. There has also been a wedding rehearsal dinner in the Kum & Go room and an eSports class. The goal is to have an occupancy permit for the turf area of the field house by the end of August.

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

Ortgies shared the RecPlex Grand Opening will be October 3. The department is working on funding sources that could benefit the Raccoon River Bridge project. One is federal funding with the Economic Department Administration that has earmarked funds for tourism and outdoor recreation. The department is also working on a REAP Grant application and Polk County Development Grant. The Raccoon River Bridge Campaign Advisory Council Kick-off went well. Ortgies and Jen Cross are meeting with the Campaign Advisory Council members next week.

#### **On Item 7 Other Matters**

Sadler provided an update on the Great Western Trail and the development of the southwest area of West Des Moines in the vicinity of Highway 5 and Veterans Parkway. A future neighborhood park will serve the Fox Ridge Development and is being acquired through parkland dedication. Hrdlicka commented that the trail should be reviewed as development progresses. Ortgies stated the Parks and Recreation Department continues to be part of the development review process with Development Services.

Sadler provided an update on the Southwoods Park Disc Golf Course and the request by Ryan Mapus to increase the 9-hole course to 18 holes. Sadler is in communication with Houck Design out of Texas who has provided a proposal on modifying the course. He has also contacted Avery Jenkins, disc golf course designer out of Oklahoma. The design costs received seem very reasonable. The Board will visit a few courses in the Des Moines Metro to increase the groups' knowledge of what courses around the metro currently offer.

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

##### **A. City Council Communications**

July 19, 2021: Resolution – Approval of Purchase – MidAmerican Energy Company RecPlex-Event Deck Flooring

August 2, 2021: 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 Renovations

August 16, 2021: Resolution – Approval of Purchase – Meeting Room and Event Chairs – MidAmerican Energy Company RecPlex

August 16, 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 Parking Lot and Water Quality Improvements

B. Parks CIP Projects Status

Hrdlicka moved to adjourn. Miller seconded. Motion carried unanimously. Meeting adjourned at 7:03p.m.

Respectfully submitted,

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Miranda Kurtt  
Administrative Secretary

ATTEST:

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Joseph Hrdlicka  
Secretary

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

**DATE:** September 16, 2021

**ITEM:** Motion – Approval of Alternate Plan for Parkland Dedication – Woodland Estates

**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 Woodland Estates located in the Woodland Hills area (See Vicinity Map). The development is currently served by Woodland Hills Park. The development consists of 67 single family lots which results in a requirement of 1.195 acres to be dedicated. Detailed calculations can be found in Attachment A.

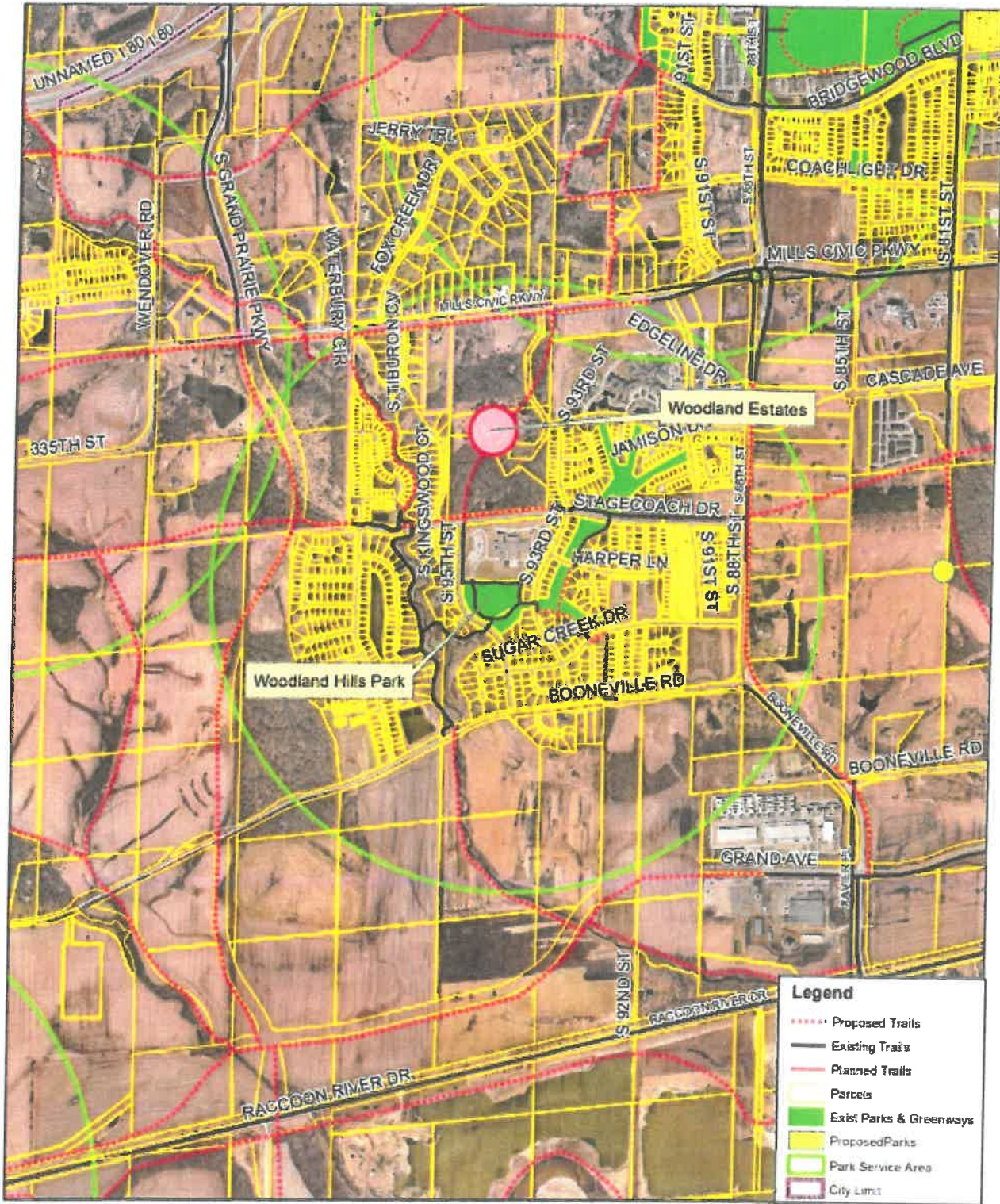
The developer has chosen to provide parkland on the development site and to install on site recreational amenities including a dog park. The amenities will serve a park and recreational purpose for the residents of this development by providing a usable outdoor space (Attachment B). Since there will be no public access easement and no public access 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.

**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 Woodland Estates.


**Prepared by:** David Sadler, Director of Parks and Recreation  
**Approved for Content by:** Sally Orgies, Director of Parks and Recreation  
**Accepted for Park Board Agenda:** Sally Orgies, Director of Parks and Recreation

# VICINITY MAP



**Legend**

- Proposed Trails
- Existing Trails
- Planned Trails
- Parcels
- Exist Parks & Greenways
- Proposed Parks
- Park Service Area
- City Limit


 CITY OF WOODLAND  
 DEPARTMENT OF PUBLIC WORKS  
 1000 WOODLAND BLVD, SUITE 100  
 WOODLAND, CA 95694  
 PHONE: (916) 932-2200  
 FAX: (916) 932-2201

MASTER PARKS & TRAILS PLAN					
DATE	BY	SCALE	SHEET	OF	
9/10/2021	kjc		54527	1	1



## ATTACHMENT A

### PARKLAND DEDICATION REQUIREMENTS

9/7/2021

Project Location: Developer:  
**The Woodlands**  
**(Neff Property) NE**  
**corner of**  
**Kingswood Ct**      Majestic Oaks  
**and Stagecoach**    Company, LLC, Jerry  
**Dr**                      Bussanmas

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Home	67	2.90	194.3			
<b>TOTAL</b>	<b>67</b>		<b>194.3</b>			
<u>Single Family Attached</u>						
Description: Townhome/Condos	0	1.63	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<u>Multifamily Unit</u>						
Description: Apartments	0	1.73	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<b>TOTAL POPULATION</b>			<b>194.3</b>	0.1943	2.39	3.76
<b>Park Dedication (Acres)</b>			<b>0.464</b>			
<b>Greenway Dedication (Acres)</b>			<b>0.731</b>			
<b>TOTAL DEDICATION (Acres)</b>			<b>1.195</b>			

**Notes: Estimated calculations taken from Woodland Estates Plat 1 Preliminary Plat dated 05/03/2021 and Overall Layout**

To provide for the parkland dedication requirements, the developer proposes to provide park land and improvements on site to serve the residents of this facility. The park land and improvements are located in an open space located north of the Neff house and is being proposed as a dog park.

**On-site park land**

Total Dedication Requirement (Acres)	1.195
Total Dedication Provided	2.080





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

**DATE:** September 16, 2021

**ITEM:** Motion – Approval of Alternate Plan for Parkland Dedication – Grand Ridge Plat 1


**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 Grand Ridge Plat 1 located in the Grand Ridge area (See Vicinity Map). The development is currently served by Quail Cove Park. The development consists of 7 single family lots which results in a requirement of .12 acres to be dedicated. Detailed calculations can be found in Attachment A. Site plan for the proposed development is shown in Attachment B.

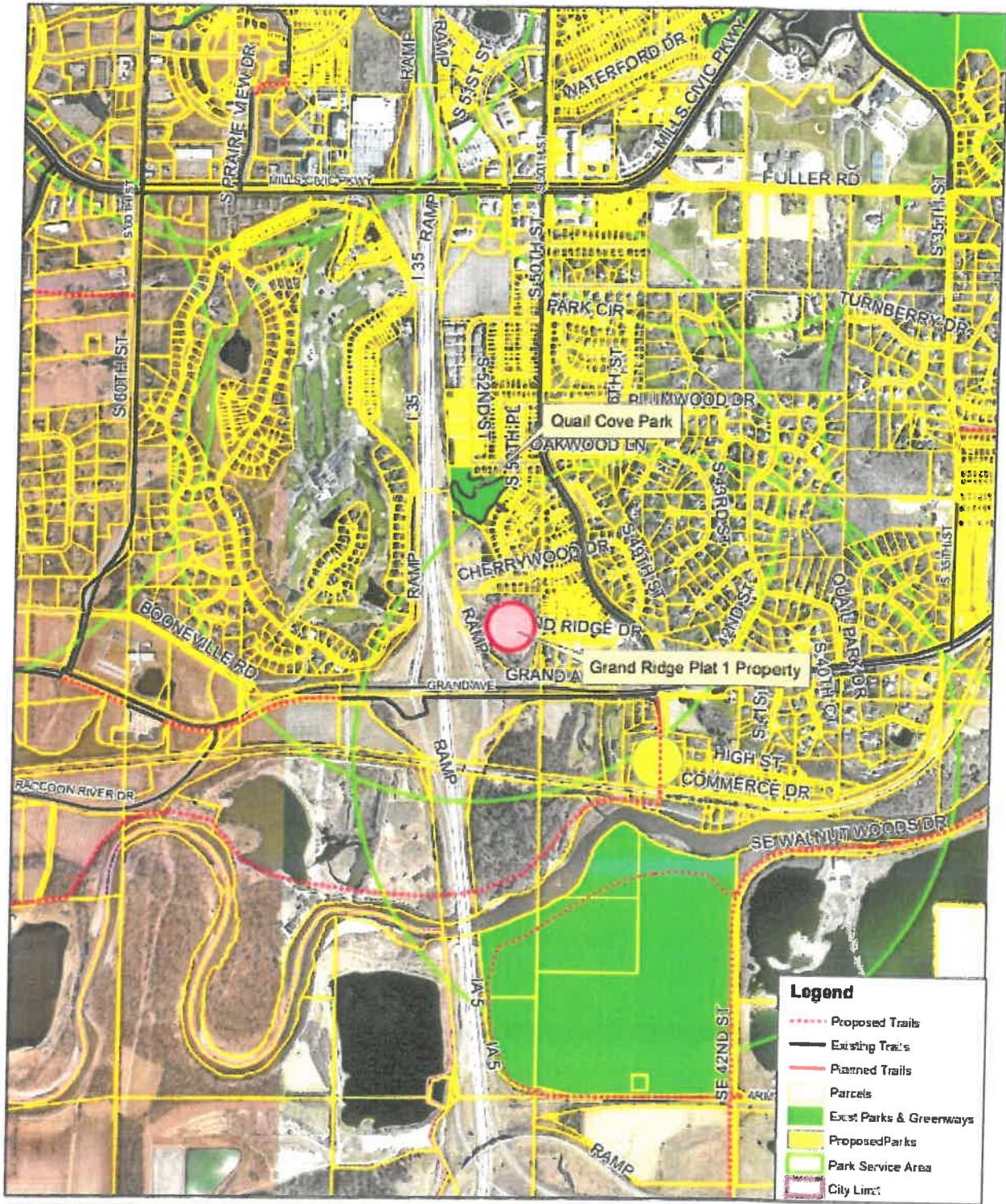
The developer has chosen to install a recreational amenity at Quail Cove Park including the installation of a bench along the existing trail. This amenity will serve a park and recreational purpose for the residents of this development. Since the dedication is being met by improvements rather than land dedication, 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.

**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 Grand Ridge Plat 1.

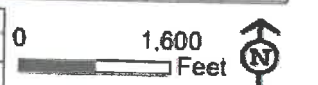
**Prepared by:** David Sadler, Director of Parks and Recreation   
**Approved for Content by:** Sally Ortgies, Director of Parks and Recreation  
**Accepted for Park Board Agenda:** Sally Ortgies, Director of Parks and Recreation

# VICINITY MAP




 CITY OF WACO  
 1700 CALDWELL BLVD., WACO, TEXAS 76798  
 (817) 768-3000  
 www.waco.gov

<b>MASTER PARKS &amp; TRAILS PLAN</b>			
DATE	BY	SCALE	SHEET
9/9/2021	kjc		1 of 1



ATTACHMENT A

**PARKLAND DEDICATION REQUIREMENTS**

9/9/2021

Project Location: Developer:  
**Grand Ridge Plat**  
**1** Bill Lowry

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Resident	7	2.90	20.3			
<b>TOTAL</b>	<b>7</b>		<b>20.3</b>			
<u>Medium Density</u>						
Description: Townhomes	0	1.63	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<u>Multifamily Unit</u>						
Description: Apartments	0	1.73	0			
<b>TOTAL</b>	<b>0</b>		<b>0</b>			
<b>TOTAL POPULATION</b>			<b>20.3</b>	0.0203	2.39	3.76
<b>Park Dedication (Acres)</b>			<b>0.05</b>			
<b>Greenway Dedication (Acres)</b>			<b>0.08</b>			
<b>TOTAL DEDICATION (Acres)</b>			<b>0.12</b>			

**Notes: Calculations taken from Final Plat dated June 25, 2021**

As an alternative to land dedication, the developer has selected to provide a public improvement to a recreational facility (Quail Cove Park) that serves this development. Improvement includes the purchase of a City standard DuMor park bench. City will install the bench.

**Requirements**

Total Dedication Requirement (Acres)	0.12
Less on-site parkland Outlot Y not including buffer (Acres)	0.00
Deficient acreage	0.12
x current sales price / Acre (\$300,000 / 18.957 AC)	<u>\$15,825</u>
<b>Deficient acreage in dollars</b>	<b>\$1,899</b>

**Off-site Improvements (can be subtracted from requirement above)**

DuMor Park Bench	<u>\$1,900</u>
<b>TOTAL</b>	<b>\$1,900</b>

Project meets parkland dedication requirements.



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

**DATE:** September 16, 2021

**ITEM:** Discussion – FY 22-23 Parks Capital Improvement Program

**FINANCIAL IMPACT:** None at this time.

**SYNOPSIS:** The Board will be asked to consider and discuss the Capital Improvement Program (CIP) budget for the next three fiscal years with a focus on FY 22-23. A draft list is attached showing the funding received this year (FY 21-22) and the list of potential projects for FY 22-23 as identified by the Board last year.

**BACKGROUND:** This list was discussed with the Facilities Committee on 9/8/21, and staff will be updating some of the costs and working on staff priorities over the next few weeks. Staff recommends that at this time a draft list with priorities be prepared by staff and be referred back to Facilities Committee for further review. A final list will be brought to the Board for approval at a future meeting.

**RECOMMENDATION:** That the Board discuss possible CIP projects and refer the draft list of CIP projects to the Facilities Committee for further review.

**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

**Parks & Recreation  
Capital Improvement Program  
Preliminary Working Document**

9/8/2021

O=General Fund-Cash Reserves; GO=GO Bonds; RUT=Road Use Tax; P=Private Donation; CTF=Cemetery Trust Fund; SW=Stormwater Fund  
LOST=Local Option Sales Tax

Complete  
In Progress  
Not Started  
Delayed

Priority	FY 21-22 - BUDGETED	GO	\$	NOTES
1	Holiday Park Girls Softball	GO	\$ 75,000	Last infield renovation with warning track
2	Holiday Park Baseball	GO	\$ 300,000	First 1/2 of Phase 6 construction
3	Raccoon River Park	GO	\$ 75,000	
4	Raccoon River Park	0	\$ 50,000	Boathouse sign \$25K, stairs to beach \$20K, existing lettering \$5K
5	Crossroads Park	GO	\$ 700,000	Design budgeted 20-21
6	Various	GO	\$ 900,000	Design budgeted 20-21
7	Raccoon River Park	GO	\$ 750,000	First 1/2 construction
8	Five Waters	LOST	\$ 100,000	Design & permitting
9	American Legion Park	GO	\$ 175,000	Design, engineering, construction
10	Various	0	\$ 25,000	In-house design, construction
11	Meadowview Park	GO	\$ 150,000	Design, engineering, construction
12	Various	GO	\$ 170,000	In-house design, construction
<b>Totals by Funding Source</b>		0	\$ 75,000	
		GO	\$ 3,295,000	
<b>Parks Total</b>		LOST	\$ 100,000	
			\$ 3,470,000	
<b>Five Waters</b>		LOST	\$ 3,000,000	
<b>Ongoing Maintenance</b>				
<b>Median Renovations</b>				
	Trail Renovation		\$ 100,000	
	Court Renovation		\$ 300,000	
	Concrete Pavement Renovation		\$ 300,000	
	<b>Ongoing Maintenance Subtotal</b>		\$ 100,000	

**FY 22-23 - POTENTIAL**

**Parks**

Five Waters

NOTES

Design only

Second 1/2 of construction

First 1/2 of construction  
Design, acquisition & permitting, joint with Fire

First 1/2 of construction

Second 1/2 of construction

First 1/2 of construction

Second 1/2 of construction

First 1/2 of construction

Second 1/2 of construction

\$ 150,000

\$ 3,800,000

\$ 200,000

\$ 75,000

\$ 300,000

\$ 50,000

\$ 200,000

\$ 330,000

\$ 275,000

\$ 375,000

\$ 150,000

\$ 625,000

\$ 1,400,000

\$ 900,000

\$ 25,000

\$ **8,855,000**

**Ongoing Maintenance**

Median Renovations

Trail Renovation

Court Renovation

Concrete Pavement Renovation

Ongoing Maintenance Subtotal

**FY 23-24 - POTENTIAL**

**Parks**

Five Waters

NOTES

Design only

Second 1/2 of construction

First 1/2 of construction  
Design, acquisition & permitting, joint with Fire

First 1/2 of construction

Second 1/2 of construction

\$ 150,000

\$ 3,800,000

\$ 200,000

\$ 75,000

\$ 300,000

\$ 50,000

\$ 200,000

\$ 330,000

\$ 275,000

\$ 375,000

\$ 150,000

\$ 625,000

\$ 1,400,000

\$ 900,000

\$ 25,000

\$ **8,855,000**

**Ongoing Maintenance**

Median Renovations

Trail Renovation

Court Renovation

Concrete Pavement Renovation

Ongoing Maintenance Subtotal

**FY 23-24 - POTENTIAL**

**Parks**

Five Waters

NOTES

Design only

Second 1/2 of construction

First 1/2 of construction  
Design, acquisition & permitting, joint with Fire

First 1/2 of construction

Second 1/2 of construction

\$ 150,000

\$ 3,800,000

\$ 200,000

\$ 75,000

\$ 300,000

\$ 50,000

\$ 200,000

\$ 330,000

\$ 275,000

\$ 375,000

\$ 150,000

\$ 625,000

\$ 1,400,000

\$ 900,000

\$ 25,000

\$ **8,855,000**

**Future Projects (FY 24-25/25-26/26-27)**

				FY (Est.)
Brown's Woods Hollow Park	Site planning and initial grading		\$	250,000
Crossroads Park	Shelter/restroom replacement		\$	400,000
Five Waters	Construction-Sugar Creek Greenway Trail-Phase 2		\$	800,000
	Sugar Creek Greenway Trail-Phase 3		\$	900,000
	Sugar Creek Greenway Trail-Phase 4		\$	900,000
	Raccoon River East Ped Bridge (second 1/2 const)		\$	3,000,000
	Raccoon River West Ped Bridge (design)		\$	800,000
	Raccoon River Greenway - Trails design and construction		\$	2,000,000
	Raccoon River Greenway - River access off 1st St (second 1/2 of construction)		\$	300,000
	Raccoon River Greenway - River access off RR Dr (joint with Fire)		\$	300,000
	Great Western Trail Connection (design and land acquisition)		\$	500,000
	Great Western Trail Connection (construction)		\$	3,000,000
Fox Creek Greenway Trail	Trail construction from Whisper Point Park to EP True Parkway		\$	200,000
Holiday Park Baseball	Baseball Phase 7 - Fields 3 & 4 (second 1/2 const)		\$	375,000
Holiday Park Softball	Playground		\$	200,000
Kiwanis Park	Play equipment replacement		\$	250,000
Meadowview Park	Play equipment replacement		\$	250,000
Quail Cove Park	Play equipment replacement		\$	200,000
Raccoon River Park	Play equipment replacement - softball complex		\$	250,000
Scenic Valley Park	Tennis court or dedicated pickleball		\$	160,000
Trails	Windsor Heights trail connection		\$	200,000
Valley View Park	Shelters, Restrooms and Inclusive Playground		\$	3,000,000
Whisper Point Park	Central site grading, utilities, north roadway (second 1/2 const)		\$	2,000,000
Wild Rose Park	Court, overlook		\$	150,000
Wild Rose Park	Tennis court or dedicated pickleball		\$	160,000
Wilson Park	Play equipment replacement		\$	250,000
Wilson Park	Play equipment replacement		\$	250,000
	Shelter replacement		\$	200,000
<b>Total</b>			\$	<b>21,245,000</b>



**Future Projects (Beyond 5 Years)**

American Legion Park	Play equipment replacement	\$	210,000	31-32
Brookview Park	Play equipment replacement	\$	150,000	28-29
	Outdoor classroom	\$	40,000	
Crossroads Park	Lions shelter replacement	\$	50,000	
Fairmeadows Park	Shelter/restroom replacement	\$	250,000	26-27
Five Waters	Bocci ball court and sidewalks	\$	50,000	
	Marathon Loop-Future Phases	\$	11,475,000	
	Raccoon River Greenway	\$	2,000,000	
	Raccoon River Adventure Park, Cabins, Single Track Trails	\$	3,500,000	
	Raccoon River West Ped Bridge	\$	8,000,000	
Holiday Park	Softball complex improvements	\$	1,500,000	
	Aquatic center upgrade	\$	1,000,000	
	Shelter/entrance feature	\$	315,000	
Huston Ridge Park	Play equipment replacement	\$	150,000	31-32
Jaycee Park	Shelter/restroom replacement	\$	250,000	26-27
Knollis Park	Play equipment replacement	\$	200,000	31-32
	Shelters	\$	40,000	
Land Acquisition	Sports complex	\$	6,400,000	
	Mini-park - Commerce	\$	105,000	
Maple Grove Park	Play equipment replacement	\$	200,000	28-29
Meadowview Park	Shelter/restroom replacement	\$	250,000	26-27
	Loop trail	\$	185,000	
Pearson Park	Play equipment replacement	\$	200,000	30-31
Raccoon River Park	Beach building	\$	720,000	
	Court sports area - BB & VB courts/restrooms/shelter	\$	1,050,000	
	Dog park improvements - shelter/agility course	\$	90,000	
	Dog park trail - around outside of fence	\$	105,000	
	Dog water training area	\$	55,000	
	East entrance pavement & east entrance at 11th Street	\$	1,000,000	
	River bank erosion control	\$	250,000	
	Habitat restoration	\$	155,000	
	Parking lots - new parking	\$	340,000	
	Peninsula development	\$	160,000	
	Shelters	\$	450,000	
	Signage	\$	42,000	
	Soccer playground	\$	170,000	
	SB complex limestone seatwall	\$	40,000	
Southwoods Park	SB complex maintenance access paving/parking lot	\$	200,000	
	Open air shelter	\$	140,000	
Valley View Park	Singletrack trails	\$	200,000	
	Ice Rink	\$	5,500,000	
	South roadway & trail	\$	1,900,000	
	Future	\$	1,000,000	
Various	Site furniture	\$	30,000	
	Neighborhood park skate facilities	\$	200,000	
Woodland Hills Park	Play equipment replacement	\$	250,000	33-34
<b>Total Future Projects</b>		<b>\$</b>	<b>50,567,000</b>	

\*Play equipment replacement based on 18 year lifespan

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

**DATE:** September 16, 2021

**ITEM:** Motion – Approval of Volunteer Coaches Background Checks Policy

**FINANCIAL IMPACT:** \$399 initial fee, \$16.50 per coach. Anticipate around 50 coaches for first year programming at the RecPlex. Revenue from program fees are expected to cover the cost.

**SYNOPSIS:** The Parks and Recreation Department has relied on volunteers for many special events over the years but never needed volunteers for youth sports leagues. As new leagues and programs are being developed in our department and at the RecPlex, there is a need to establish a policy regarding volunteer coaches.

It is the intent of this policy to establish certain guidelines wherein the West Des Moines Parks and Recreation Department can seek to protect participants by investigating the background of volunteers who will be coaching children involved in athletic programs conducted by the Parks and Recreation Department.

Several companies offer this service and were researched by City staff to select the company that provided the most in-depth background check while also considering the cost to the City. Protect Youth Sports was selected as the preferred vendor. Since 2005, Protect Youth Sports has been a nationwide leader in creating custom background screening management solutions for youth sports, recreational, and community organizations of any size; helping these organizations manage safer, more cost effective, volunteer driven programs year-round. Protect Youth Sports has worked with over 35,000 youth-serving organizations nationwide.

Department staff worked with Human Resources, Legal and the Police Department to establish guidelines and the background screening process outlined in the proposed policy. All three departments have approved the company and guidelines.

**BACKGROUND:**

**RECOMMENDATION:** Staff and the Facilities Committee recommend approval of the Volunteer Coach Background Checks Policy.

**Prepared by:** Ryan Penning, Superintendent of Recreation

**Approved for Content by:** Sally Ortgies, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Sally Ortgies, Director of Parks and Recreation



## Volunteer Coaches Background Checks

West Des Moines Parks & Recreation  
MidAmerican Energy Company RecPlex

### **Purpose**

It is the intent of this policy to establish certain guidelines wherein the West Des Moines Parks and Recreation Department can seek to protect our children by investigating the background of volunteers who will be coaching children involved in athletic programs approved by the Parks and Recreation Department.

### **Policy Statement**

Any individual applying to be considered as a volunteer coach (head or assistant) for any youth sports program/league sponsored by the West Des Moines Parks and Recreation will be required to submit to an annual criminal background check prior to receiving a team coaching assignment. Any PENDING cases involving the offenses described below shall disqualify an individual from volunteer coaching.

### **Background checks include:**

- SSN Verification and address history
- National criminal database search
- National sex offender search
- Re-verification of criminal records
- Alias names

### **Disqualifying Criteria**

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

#### **All sex offenses**

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, name on any recognized Sex Offender Registry, etc.

#### **All Violent Felonies**

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

#### **All other Felony Offenses within the past ten (10) years**

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

#### **All other Violent Misdemeanor offenses within the past five (5) years**

Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

#### **All Misdemeanor drug offenses with the past five (5) years**

Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.

#### **Any two or more Misdemeanor alcohol offenses within the past five (5) years**

Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.

**Any other Misdemeanor within the last five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Deceptive or untruthful answers on any city application form.**

Examples include, but are not limited to: contributing to delinquency of a minor, providing alcohol to a minor, theft-if person is handling monies, etc.

To protect the privacy of the person, all information obtained in the course of conducting this background check is treated as confidential and will only be shared within the organization in a “need to know” basis and only disclosed to third parties outside the organization when required by law. The City of West Des Moines reserves the right to modify this policy at any time without notice. Volunteer coaches shall complete a background check once per City of West Des Moines fiscal year (July 1 – June 30). Any person who provides inaccurate and/or falsified information or who refuses to complete the background check process will be disqualified.

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

DATE: September 7, 2021

- ITEM:** Public Hearing – Holiday Park Baseball Improvements Phase 6A – Maintenance Building Renovation
1. Resolution – Approval of Plans and Specifications
  2. Motion – Receive and File Report of Bids
  3. Motion – Defer Award of Contract

**FINANCIAL IMPACT:** Not known at this time.


**BACKGROUND:** Bids were received for the Holiday Park Baseball Improvements Phase 6A – Maintenance Building Renovation project on September 1, 2021. Three contractors submitted bids, and all were substantially higher than the estimate prepared by the project consultants, JBC and Studio Melee. The project estimate was \$190,826.00 and there is approximately \$315,000 available for the project. The low bid in the amount of \$306,500.00 was received from Lang Construction of Grimes, Iowa. This is approximately \$115,674 over the project estimate. Any remaining funding was intended to be utilized on the next phase(s) of the project including the remaining field renovations and construction of a new parking lot. Due to the amount of the overage, the project may need to be value-engineered, redesigned and/or rebid. The consultants are analyzing the bids to determine if cost-savings may be possible.

The Council is asked to hold the public hearing on the plans, specifications, estimate of cost, and form of contract, approve the resolution adopting the same, and receive and file the report of bids. Staff requests that the Council defer action on the award of contract until the September 20, 2021 meeting. This will allow time for the consultants and staff to make an informed recommendation. A copy of the bid tabulation is attached for your information.

**RECOMMENDATION:** That the Council hold the public hearing and pass the resolution to approve the plans and specifications, move to receive and file the report of bids, and move to defer the award of contract for two weeks.

**Lead Staff Member:** David Sadler, Superintendent of Parks 

**STAFF REVIEWS**

Department Director	Sally Ortgies, Director of Parks and Recreation	SD by 
Appropriations/Finance	Tim Stiles, Finance Director	
Legal	Richard Scieszinski, City Attorney	
Agenda Acceptance		

**PUBLICATION(S)** (if applicable)

Published In	Des Moines Register
Dates(s) Published	August 27, 2021

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	N/A		
Date Reviewed			
Recommendation	Yes	No	Split

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

**DATE:** September 7, 2021

**ITEM:** Motion – Approval of Professional Services Agreement Amendment #3 – Sugar Creek Greenway Trail Phase 1

**FINANCIAL IMPACT:** Expense of \$13,000.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 19-20 CIP from the Sugar Creek Greenway Trail (Project No. 0510 034 2018).

**BACKGROUND:** The original agreement with Snyder & Associates was approved on 9/3/19 in the amount of \$110,200.00 for basic services related to the preparation of construction documents for the Sugar Creek Trail (Phase 1 from Stagecoach Dr to Booneville Road). That scope included preparation of construction documents for this trail segment, as well as a pedestrian bridge across Sugar Creek with connection to Woodland Hills Park. Amendment #1 was approved on 5/18/20 in the amount of \$23,000.00 for additional survey tasks (preparation of easement plats, additional staking of property lines, additional topographic survey), geotechnical tasks (additional time for soil borings), and final plan modifications. Amendment #2 was approved on 8/3/20 in the amount of \$86,000 to include construction phase services including construction administration and observation on the trail, bridge, and culvert. The proposed Amendment #3 is to cover supplemental work to extend the construction phase services through the assumed 100 working days. The agreement with Snyder & Associates is attached along with their scope of services, schedule and fees.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the Agreement Amendment #3 with Snyder & Associates.

**Lead Staff Member:** David Sadler, Superintendent of Parks *DS*

**STAFF REVIEWS**

Department Director	Sally Ortgies, Director of Parks & Recreation <i>SO by DS</i>
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

Parks & Recreation CIP Status

9/10/2021

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	X			
19/20				\$ 550,000	X	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	X	Complete		
18/19			GO/G	\$ 1,099,700	X	X	X	X	X	X	X			
19/20			LOST/G	\$ 1,148,300	X	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 complete with only construction access remaining, seeding complete, tree planting next week.	
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 complete with site restoration in September	
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	X	Complete		
			GO	\$ 600,000	X	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, minor mod plans approved by P&Z and City Council. Reviewing plans with Valley Junction Master Plan Steering Committee next week. Order Construction anticipated for 9/20.	
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 and now substantially complete / Anticipating ordering construction on Pickleball Courts this fall.	
19/20	Road, Parking Construction				X	X	X	X	X					
20/21	Lighted Pickleball Courts Design		GO	\$ 75,000	X	X								Under Design
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 bids received in August but over estimate. Staff currently reviewing value engineering options.	
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	

