

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 and Design Motion – Approval of Professional Services Agreement – Fox Creek Trail Survey
- 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

6-17-21

ATTEST:



Joe Hrdlicka
Advisory Board Secretary

8/19/21