

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, September 16, 2021**

Members of the public wishing to participate telephonically, could do so by calling: 515-207-8241 and entering Conference ID: 934 726 366#

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, September 16, 2021, at 5:34 p.m. by presiding Secretary Hrdlicka.

<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**

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

**On Item 2. Citizen Forum**

None.

**On Item 3. Approval of Minutes of August 19, 2021, Meeting**

Swalwell 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 – West Des Moines Soccer Club Updates

Kevin Johnston, Adam Schnieders, and Seth Doup with the West Des Moines Soccer Club provided an overview of the potential changes the organization has experienced. The competitive league functions of the Club have transferred to a newly established organization, Sporting Iowa. The Club is now focusing solely on recreational level youth soccer. They are analyzing their facility needs and looking at options for Raccoon River Park and Hidden Valley Soccer Complexes. The Club will work with department staff on developing future plans.

B. Motion – Approval of Alternate Plan for Parkland Dedication

1. Woodland Estates

Sadler discussed the 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. 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. 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. 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.

2. Grand Ridge Plat 1

Sadler discussed 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. 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. 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.

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

C. Discussion – FY 22-23 Parks Capital Improvement Program

Ortgies stated the Facilities Committee met and discussed the preliminary FY 22-23 Parks Capital Improvement Program working document. This is an opportunity for the Board to provide their input prior to staff beginning their in-depth work. Miller stated there will be five parks slotted within the next five years and it would be beneficial to add them to the list as a placeholder. This document will come to the Board in November for approval.

D. Motion – Approval of Volunteer Coaches Background Checks Policy

Penning stated that with new programs at the MidAmerican Energy RecPlex utilizing volunteer coaches, the department needed to do its due diligence and implement a Volunteer Coaches Background Checks Policy. Several companies provide this service and were researched by City staff. A company has been selected that will provide the most in-depth background check while considering cost to the City. The Legal, Human Resources, and Police Department were involved in the selection. The company selected is Protect Youth Sports. This company provides a service that can be tailored to the requirements needed for various positions, has a pass/fail approval based on the criteria set. The fee is \$16.50 per coach. Hrdlicka questioned if this service will be utilized for all programs within the department. Penning stated that the adult leagues do their own background checks on their staff.

Swalwell moved to approve the Volunteer Coaches Background Checks Policy as presented. Miller seconded. Motion carried unanimously.

### **Staff Reports**

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

Sadler stated the Sugar Creek Trail Project is complete and a ribbon cutting ceremony will be held on October 14 at 4:30 pm. Jordan Creek Trail renovation between E.P. True Parkway and 50<sup>th</sup> Street is underway.

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

Penning stated there are a few special events coming up. The first is Illumifest on Saturday, September 25, from 4:00-9:00pm. The City and West Des Moines Chamber of Commerce partnered for the Raccoon River Rally event on Saturday, October 2, from 11:00am-6:00pm. The MidAmerican Energy RecPlex Grand Opening is Sunday, October 3.

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

Ortgies shared that the open house for the Raccoon River Pedestrian Bridge held at Walnut Woods State Park Lodge on Wednesday, September 15, was well attended. The Railroad Park Restroom project needed one additional approval from the Historic Valley Junction Master Plan steering committee and is ready to go out for bidding following Council approval on September 20. Polk County will have a ballot item for a Water and Land Legacy bond referendum for \$65 million. Ortgies and Tom Hadden meet with Rich Leopold, Polk County Conservation Director, to discuss potential projects in West Des Moines.

**On Item 7 Other Matters**

Hrdlicka questioned if neighbors are notified of work being done in parks that could affect their property. He had been contacted by a neighbor of Fairmeadows Park regarding the court resurfacing project currently going on there. Sadler stated that this is normal practice, however, notices are not issued for all maintenance-type projects.

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

**A. City Council Communications**

September 7, 2021      Public Hearing – Holiday Park Baseball Improvement Phase 6 – Maintenance Building Renovation

- 1. Resolution – Approval of Plans and Specifications
- 2. Motion – Receive and File Report of Bids
- 3. Motion – Defer Award of Contract

September 7, 2021:      Approval of Professional Services Agreement Amendment #3 – Sugar Creek Greenway Trail Phase 1

**B. Parks CIP Projects Status**

Meeting adjourned at 7:03p.m.

Respectfully submitted,

  
 \_\_\_\_\_ 9-16-21  
 Miranda Kurtt  
 Administrative Secretary

ATTEST:

  
 \_\_\_\_\_ 1/20/21  
 Joseph Hrdlicka  
 Secretary