

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, November 18, 2021**

Members of the public wishing to participate telephonically, could do so by calling: 515-207-8241 and entering Conference ID: 254 605 551#

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, November 18, 2021, at 5:31 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	X present via phone
<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	
<b>Council</b>	Russ Trimble <i>Council Liaison</i>				
<b>Present</b>	X				

**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**

Jocelyn Muir, 537 32<sup>nd</sup> Street, West Des Moines, Valley High School student, gave a presentation on a proposed bottle recycling program at Holiday Park Softball Fields. The program would provide recycling containers located around the facility and have teams empty/recycle the contents as a way for team fundraising. Muir plans to also present this to the Girls Softball Association. Schebel questioned if there was interest by other groups/teams to participate. Swalwell questioned if Metro Waste Authority could provide the containers or the larger recycling dumpsters in the enclosure. Sadler stated that this is a great idea, however there are many issues that would need to be considered and further discussed. This item was deferred to the Facilities Committee for further discussion.

**On Item 3. Approval of Minutes of September 16, 2021, Meeting**

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

**On Item 4. Old Business**

None.

**On Item 5. New Business**

**A. Motion – Approval of Recommendation to City Council – FY 22-23 Parks Capital Improvement Program**

The CIP list was discussed by the Facilities Committee on 11/10/21. The Board reviewed the FY 22-23 Parks Capital Improvement prior to the meeting and did not have any additional questions. Sadler noted that following the Facilities Committee, staff was given a cost estimate from the consultant that exceeded the budgeted amount provided in a previous year's budget. So staff had added \$100,000 in this proposed budget for the Woodland Hills Greenway Trail construction to cover these additional estimated costs.

Swalwell moved to approve the Recommendation to City Council – FY 22-23 Parks Capital Improvement Program presented with the amended addition. Miller seconded. Motion carried unanimously.

- B. Motion - Recommendation to City Council – Park Use Agreement – West Des Moines Soccer Club Penning stated the five-year Park Use Agreement between the City and West Des Moines Soccer Club is due to expire on December 31, 2021. The only change made was updated insurance requirements. The agreement includes another five-year term and would go through December 31, 2026. Schebel questioned if the Raccoon Pedestrian Bridge may influence the contract. Penning stated the bridge could lead to more opportunities and an addendum may be needed once the bridge is complete.

Miller moved to approve of Recommendation to City Council – Park Use Agreement – West Des Moines Soccer Club as presented. Swalwell seconded. Motion carried unanimously

C. Motion – Approval of Alternate Plan for Parkland Dedication

1. Project 21 WDM

Sadler presented the Alternate Plan for Parkland Dedication for Project 21 WDM located on the southwest corner of Jordan Creek Parkway and Ashworth Road. The development is currently served by both Brookview Park and Wild Rose Park. The developer has chosen to provide parkland on the development sited and to install a variety of on-site recreational amenities by providing usable outdoor spaces.

2. The Reserve

Sadler presented the Alternate Plan for Parkland Dedication for The Reserve located on the northwest corner of 60<sup>th</sup> Street and Village View Drive. The development is currently served by Willow Springs Park. The developer has chosen to provide parkland on the development site and to install a variety of on-site recreational amenities by providing usable outdoor spaces.

3. Village at Sugar Creek

Sadler presented the Alternate Plan for Parkland Dedication for the Village at Sugar Creek located along the future re-located Booneville Road just east of 88<sup>th</sup> Street. The developer has chosen to partially fulfill requirements by providing 1.26 acres of land for the future neighborhood park and 0.41 acres of public greenway land. The remainder will be satisfied on private property within the development site. Details are still being finalized, but the developer has tentatively agreed to a combination of land and on-site recreational amenities.

4. Jordan Ridge

Sadler presented the Alternate Plan for Parkland Dedication for Jordan Ridge located in the undeveloped area between Booneville and Cascade Avenue, and Jordan Creek Parkway and 88<sup>th</sup> Street. Jordan Ridge would be part of a large overall development by multiple entities including this residential area. This area would be served by a future neighborhood park proposed at the intersection of three different developments. The developer is considering two options. Option One is to provide parkland for the future neighborhood park. Option Two would be to construct a public trail in lieu of dedication of land for the neighborhood park.

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

## **Staff Reports**

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

Sadler stated the Railroad Park Restroom facility has started with the installation of the underground utilities. This project will continue through the winter. The roadway extension at Valley View Park is complete which will provide for the lighted pickleball court project. This project is under design and will go out to bid this winter and begin in the spring. The maintenance buildings at Holiday Park have now been removed. The final phase of Holiday Park Field Improvements are also under design and will go out to bid this winter. The Jordan Creek Trail between EP True Parkway to 50<sup>th</sup> Street is complete and open. The Crossroads Park creek stabilization and parking lot improvement project has begun. The removal of scrub trees, grading along the creek, and installation of portions of the parking lot have all been completed. The contractor will continue with what they can until the weather shuts it down.

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

Penning stated that registration for the Fall/Winter brochure started on November 9. This program guide has the slowest registration, however, there was a \$2,000 increase in registration over 2019. Staff is already working on the Spring/Summer program guide and are being asked to take into consideration increased costs associated with programs and the potential need to modify registration fees. The Valley View Aquatic Center Lazy River Feature Replacement bids are due on December 8. The wood courts at the MidAmerican RecPlex are being installed. The concrete leveling is being done on the fourth court and pickleball courts. Little Hoopers and Pickleball Leagues are scheduled to begin the first week of January. The Boathouse Locker Renewal Process was reviewed and compared to eight communities around the United States. Six of the eight communities have the same process as of West Des Moines. The department is looking at a second and potentially a third set of lockers. Non-residents will be contacted and informed that due to the high demand, their contract will not be renewed until West Des Moines residents on the waitlist are depleted.

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

No report.

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

No report.

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

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

- |                   |   |
|-------------------|---|
| November 15, 2021 | Resolution – Accept Work – Sugar Creek Greenway Trail, Phase 1  |
| November 15, 2021 | Resolution – Accept Work – Crossroads Park Tennis Court Lighting  |
| November 1, 2021  | Resolution – Award Contract – Railroad Park Restroom  |
| November 15, 2021 | Resolution – Approval and Acceptance of Property Interest for the Crossroads Park Improvement Project No. 0510-053-2020 |
| October 18, 2021  | Public Hearing – Railroad Park Restrooms  |
|                   | 1. Resolution – Approval of Plans and Specifications  |
|                   | 2. Motion – Receive and File Report of Bids   |
|                   | 3. Motion – Defer Award of Contract   |
| October 18, 2021: | Approval of Agreement Addendum – RecPlex Lease and Hold Harmless Agreement – Des Moines University                      |
| October 11, 2021: | Approval of Change Order #3 – MidAmerican Energy Company RecPlex Technology and Services – Century Link/Lumen           |
| October 4, 2021:  | Approval of Change Order #2 – MidAmerican Energy Company RecPlex Audio/Video and Digital Signage                        |

September 20, 2021: Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Railroad Park Restrooms

September 20, 2021 Public Hearing – Crossroads Park Parking Lot and Water Quality Improvements

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

September 20, 2021: Resolution – Accept Work – Raccoon River Park Exterior Lighting Improvements


September 20, 2021: Resolution - Award Contract – Holiday Park Baseball Improvements Phase 6A – Maintenance Building Renovation

September 20, 2021: Motion – Approval of Professional Services Agreement – 2021 Concrete Trail Renovation Project

B. Parks CIP Projects Status

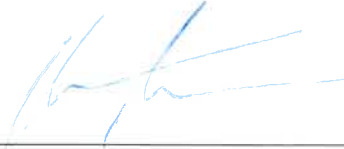
Meeting adjourned at 6:30 p.m.

Respectfully submitted,

  
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Miranda Kurtt  
Administrative Secretary

11-18-21

ATTEST:

  
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Aaron Sewell  
Vice Chair

1-20-22