

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

**5:30 p.m.
Thursday, April 21, 2022
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: 189 093 379#**

- 1. Call to Order / Approval of Agenda**
- 2. Citizen Forum**
- 3. Approval of Minutes of March 17, 2022 Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Presentations – Annual Reports:
 1. West Des Moines Rugby Foundation
 2. West Des Moines Girls Softball Association
 3. West Des Moines Soccer Club
 - B. Motion – Establish Special Meeting Dates – Ice Cream Socials
 - C. Motion – Approval of Parks Special Event Policy
 - D. Motion – Approval of Alternate Parkland Dedication Plans
 1. Westown Commons
 2. Oxford Commons
 - E. Discussion – Updated Master Parks and Trails Plans
- 6. Staff Reports**
 - A. Superintendent of Parks
 - B. 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, March 17, 2022

Members of the public wishing to participate telephonically, could do so by calling: 515-207-8241 and entering Conference ID: 189 093 379#

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, March 17, 2022, at 5:30 p.m. by presiding Vice Chair Sewell.

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	X

Commission	Linda Lowe	Melissa Clarke-Wharff			
Present		X			

Staff & Council	Sally Ortgies <i>Director of Parks & Recreation</i>	Dave Sadler <i>Superintendent of Parks</i>	Ryan Penning <i>Assistant Director of Parks & Recreation</i>	Miranda Kurtt <i>Administrative Secretary</i>	Greg Hudson <i>Council Liaison</i>
Present	X	X	X	X	X

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 January 20, 2022, Meeting

Hrdlicka moved to approve the minutes as presented. Clarke-Wharff seconded. Motion carried unanimously.

On Item 4 Old Business

On Item 5. New Business

1. Motion – Approval of Recommendation to City Council – Park Use Agreement-Sportsplex West
 Penning stated that the SportsPlex West agreement for use of the Holiday Park Baseball Complex is set to expire on December 31, 2023. With new sports complexes being built in neighboring communities, both parties saw the advantages of entering into a new five-year agreement now rather than waiting for the current agreement to expire. The agreement has been in effect since 2019 and has been a good partnership between the City and SportsPlex West. The agreement has been reviewed by the Legal Department, representatives of SportsPlex West, and the Facilities Committee. Hrdlicka stated that the satisfaction levels have greatly increased since the City took over management of the complex. Sewell commented that he has not heard any negative feedback from the residents near Holiday Park. Ortgies stated that the City has experienced a significant economic impact from the tournaments held at the facility.

Hrdlicka moved to approve the Recommendation to City Council – Park Use Agreement-Sportsplex West as presented. Melissa seconded. Motion carried unanimously.

2. Motion – Approval of Alternate Parkland Dedication Plans
 1. Stonewood

Sadler stated the Stonewood development is located on the northeast corner of the future development of Grand Prairie Parkway and Booneville Road. The development is currently served by Woodland Hills Park. The developer has chosen to provide parkland on the development site and to install on-site recreational amenities including additional sidewalks, sitting areas and site furniture. Hrdlicka asked about the stormwater detention basin shown on the plan. Sadler stated that all developers are required to provide stormwater detention, which retains the stormwater and releases it at a slower rate to the surrounding area. There was discussion on if the basin could be stocked with fish. Ortgies stated that since this is not accessible to the public, the homeowners' association would be responsible for the maintenance of the basin. Citizen, M.J. Hoag, 413 2nd Street, questioned if the amenities would be used based on their proximity to the road. Sadler stated that they would be accessible by the residents of the development but not necessarily by the public.

Miller moved to approve the Approval of Alternate Parkland Dedication Plan as presented. Swalwell seconded. Motion carried unanimously

Staff Reports

On Item 6A. Superintendent of Parks

Sadler stated the Railroad Park Restroom construction has restarted and is projected to be substantially complete in May. The Holiday Park Maintenance Building is substantially complete. Iowa Sports Turf will be moving into the building this week. A Bid Letting is scheduled for March 30, 2022, for the final two fields in the Holiday Park Baseball Complex. Sadler is in the process of hiring Park Attendants. The attendants will start on April 4 and 18. Shelter rentals begin on April 15. Sadler is coordinating with Public Services to begin the process of turning the water on for the restrooms. Sewell questioned the status of American Legion Park parking. Sadler stated the plans are currently out for bid.

On Item 6B. Superintendent of Recreation

Penning provided a document illustrating the revenue from opening dates for the department's spring/summer programs. The RecPlex RP Kids Day Camp registration started earlier than regular registration to compete with other summer camps occurring within the metro. There are 20 staff recruitments underway for summer programs including aquatic center staff. The goal for lifeguards is 120-125 and we are currently at 89 with a 50/50 ratio of returning and new staff. To stay competitive, wages were raised. Danya Moore was hired for the RecPlex Guest Services Supervisor position with a start date of April 4. The department was approved to add two RecPlex Facility Specialist positions. Two persons were selected from the Civil Service list: Matthew Smalley was promoted, and reference checks are being conducted on the second candidate. The RecPlex hosted the Boys' State Hockey Tournament and was able to test the Emergency Action Plan due to severe weather. Hudson questioned where the tournament was hosted in the past. Penning stated it was held in Ames. Ortgies stated that concession revenue for the year was budgeted at \$180,000 and in the first three months of full operation, the revenue is already over \$200,000. Holiday Park Baseball practices and Softball Tournaments begin at the end of March.

Sewell questioned if exit surveys are conducted with lifeguards at the end of the season along with surveys on all activities, and Penning confirmed they are. Penning stated we are always looking at ways to stay competitive and surveys help in this process. Melissa questioned if senior program offerings are being reviewed. Penning stated that we are looking at what options are available.

On Item 6C. Director of Parks and Recreation

Ortgies stated \$1,000,000 of Federal funding was approved for the Raccoon River Pedestrian Bridge. The department has applied for three grants. The first is the \$100,000 Polk County Development Grant that has been awarded to the Parks and Recreation Department and is just waiting for final approval. A \$250,000 TAP

Grant from the MPO is promising. The Department also submitted an application for the Prairie Meadows Legacy Grant in the amount of \$250,000. A meeting will occur with the Campaign Advisory Committee in April to determine their fundraising progress for the Raccoon River Pedestrian Bridge. The public-facing portion of the campaign is anticipated to begin the first of June. The current WDMurals on the trail underpasses will be painted over soon. The Best in Show will remain up for another year, and seven new murals will be painted in May. A resident near American Legion Park has concerns about the misuse of the tennis courts and the noise of soccer balls against the tennis backboard. There may be more conversation regarding this at the next Facilities Committee meeting.

Sally stated she will be out of the office March 25-April 5.

On Item 7. Other Matters

Hudson questioned how the Great Outdoors Foundation is performing on the Raccoon River Pedestrian Bridge campaign. Ortgies stated that they are doing well and are providing results. Ortgies stated she is excited to get to the public campaign portion of the process. Hrdlicka stated that the Friends of Parks and Recreation are excited to contribute to the fundraising campaign.

Hrdlicka stated a neighbor questioned how close a proposed trail is to their properties. Sadler worked with the residents to address their concerns.

Miller questioned the Disc Golf expansion at Southwoods Park. Sadler stated that he and Kevin Conn had a virtual meeting with the designer, and he will be coming for an on-site meeting the first part of April. After the designer has been here, Sadler stated it would be good for the Board to take a tour of the park. Ortgies stated that she would like to set up a tour of new parks for Board members this summer.

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

A. City Council Communications

- | | |
|-------------------|---|
| February 21, 2022 | Public Hearing – 2022 Playground Replacement Project, Peony, Scenic Valley, and Willow Springs Park |
| | 1. Resolution – Approval of Plans and Specifications |
| | 2. Motion – Receive and File Report of Bids |
| | 3. Resolution – Approve Contract |
| February 7, 2022 | Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Raccoon River Park Boat Locker Storage Expansion |
| February 7, 2022 | Motion – Approval of Cropland Lease Agreement – Madison County Farmland |
| February 7, 2022 | Motion – Approval of Professional Services Agreement – Raccoon River Park Playground Replacement |
| March 7, 2022 | Public Hearing – Raccoon River Park Boat Locker Expansion |
| | 1. Resolution – Approval of Plans and Specifications |
| | 2. Motion – Receive and File Report of Bids |
| | 3. Resolution – Approve Contract |
| March 7, 2022 | Resolution – Accept Work – 2021 Court Renovation Project |
| March 7, 2022 | Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Park Parking Lots, American Legion and Meadowview Parks |
| March 7, 2022 | Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Holiday Park Youth Baseball Field 3 & 4 Improvements, Phase 7 |

B. Parks CIP Projects Status

Hrdlicka moved to adjourn the meeting. Melissa seconded. Motion carried unanimously. Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Miranda Kurtt
Administrative Secretary

ATTEST:

Joe Hrdlicka
Secretary

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

DATE: April 21, 2022

ITEM: Presentations – Annual Reports:


1. Des Moines Rugby Foundation
2. West Des Moines Girls Softball
3. West Des Moines Soccer Club

FINANCIAL IMPACT: None.

SYNOPSIS: The above groups will be presenting their annual reports to the Board at Thursday's meeting. They have been asked to provide annual participation numbers, financial reports and facility improvement requests. The groups must also provide City staff with Certificate of Insurance, roster of current officers and schedule of activities.

BACKGROUND:

RECOMMENDATION: No action is necessary.

Prepared by: Ryan Penning, Assistant 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

April 11, 2022

West Des Moines Park and Recreation
 Attn: Ryan Penning
 4200 Mills Civic Parkway
 West Des Moines, IA 50265-2000



To Ryan Penning, West Des Moines Park and Recreation,

Per section XI, City of West Des Moines and the Rugby Foundation, the Rugby Foundation hereby submits its list of officers and emergency contacts, effective immediately.

Current officers & board members, and pertinent contact information are:

Name	Position	email	Phone
Doug Loots	President	lootsdw@gmail.com	515-208-3534
Jody Ricci	Treasurer	jodyricci@aol.com	218-929-1334
Badih Delati	Board Member	delatibadiah@gmail.com	515-661-2425
Matthew Conner	Vice President	mconner@drevermktg.com	515-480-0982
Ray How	Board Member	rayhhow@gmail.com	515-368-4322
Jon Kelly	Board Member	jtkelly12@outlook.com	515-498-1881

Emergency contacts, and pertinent contact information are:

Name	Position	email	Phone
John Cullen	Men's Coach	Cullen7577@gmail.com	562-242-4173
Nate Tystahl	Men's Club President	Nathan_tystahl@msn.com	515-339-1506

Sincerely,

Jody Paul Ricci
 Treasurer, Rugby Foundation
 120 39th ST, West Des Moines, IA 50265

Youth Coaches Roster –

Who have completed an approved training program for youth sports coaches

Brad Lewis

Jon Kelly

Nic Barrett

2022 Rugby Foundation Schedule

Date	Day of Week	Men	Women	Boys	Girls	Time
April						
	5 Tuesday	Training				5 - 8 PM
	7 Thursday	Training				5 - 8 PM
	9 Saturday	Palmer College				10 AM - 6 PM
	12 Tuesday	Training				5 - 8 PM
	14 Thursday	Training				10 AM - 6 PM
	17 Sunday				Practice	
	19 Tuesday	Training				5 - 8 PM
	21 Thursday	Training				5 - 8 PM
	23 Saturday	Kansas City Blues				10 AM - 6 PM
	26 Tuesday	Training				5 - 8 PM
	28 Thursday	Training				5 - 8 PM
	30 Saturday	NSCRO Tourney				8 AM - 8 PM
May						
	1 Sunday	Clinic				10 AM - 4 PM
	3 Tuesday	Training				5 - 8 PM
	5 Thursday	Training				5 - 8 PM
	7 Saturday			St. Thomas & Eagan	KC	10 AM - 5 PM
	10 Tuesday	Training				5 - 8 PM
	11 Wednesday	Co-ed Touch Rugby	Co-ed Touch Rugby			5:30-7:30 PM
	12 Thursday	Training				5 - 8 PM
	14 Saturday	LAU tourney				9 AM - 7 PM
	15 Sunday	LAU Training				8 AM - 3 PM
	17 Tuesday	Training				5 - 8 PM
	18 Wednesday	Co-ed Touch Rugby	Co-ed Touch Rugby			5:30-7:30 PM
	19 Thursday	Training				5 - 8 PM
	21 Saturday	Roosters Tourney				8 AM - 8 PM
	24 Tuesday	Training				5 - 8 PM
	25 Wednesday	Co-ed Touch Rugby	Co-ed Touch Rugby			5:30-7:30 PM
	26 Thursday	Training				5 - 8 PM
	31 Tuesday	Training				5 - 8 PM

Des Moines Rugby Club/Rugby Foundation

Please complete the following sections below along with all other items under the "Submittals" section in the email and Agreement.

1. Current participation numbers : 70
2. Latest fiscal year-end and interim financial statements: See attached financial statements.
3. Evaluation comments : None at this time.
4. Field use and practice policies: We use Windsor Field two days a week and try and move our rugby drills around so we don't damage the turf unduly as we plan to be back next year. The field is still in pretty good shape after 20 plus years of use. We will also have coed touch sessions on Windsor Field on Wednesday nights starting in May.
5. Club Improvements : None at this time.
6. Facility improvement requests: We do not have any facility improvement requests this year, other than possibly having the City of West Des Moines putting a portable toilet on the bike trail, but it is our expectation that this will not be done.

December 31, 2021

Assets	Account	
Cash - Iowa ST	10010	1,391.55
	10020	-
Savings account Iowa State	10030	24,845.58
Cash - Total	10100 info only	26,237.13
Investments - Market Value	10500	151,266.39
Pledges Receivable	12900	
Zero Turn Mower	12910	7,425.00
Accum. Depr. Zero Turn Mower	12920	(7,256.25)
Ford Tractor	12930	1,000.00
Land	13000	28,500.00
Clubhouse	14000	379,372.00
Accum. Depr.-Clubhouse	15000	(159,082.00)
Total Assets		427,462.27
Liabilities		
Total Liabilities		-
Assets - Liabilities		427,462.27
Paid in Capital	39000	(427,462.27)

Income Statement - Cash Basis 2021*Revenues*

Dividends & Interest	41200	\$ 2,453.93	
Donations	42400	6,932.82	
Can Redemptions	47000	97.00	
Net Rentals	48000	1,632.00	
50th Anniversary Gain		1,856.99	
Unrealized Gain on Stocks		7,415.88	
Total Revenues		20,388.62	

Expenses

Bank Fees	50100	105.12	
Legal Fees	50200		
Cleaning/painting	50500	202.71	
Food & Beverage	51500		
Groundskeeping	52000	2,724.19	
Insurance	52200	4,259.00	
Repairs & Maintenance	54500	5,468.76	
Supplies	54900	1,013.68	
Telephone	55500		
Trash	56000	761.43	
Postage	56500		
Utilities	57000	3,270.74	
Total Expenses		(17,805.63)	

Operations Surplus

2,582.99



WEST DES MOINES
GIRLS SOFTBALL

Annual Report: Fiscal Year 2021

**During the 2020-2021 Softball Season
Holiday Park hosted over:**

125+ Rec Games

23 Softball Tournaments Weekends = 2,800 Games!

30,000+

**Players, Coaches and Families
visited West Des Moines!**

<https://www.wdmssoftball.org/recreation-softball-schedule/>

Program Overview



WEST DES MOINES
GIRLS SOFTBALL

- Volunteer Board (20+ members), monthly meetings
- Paid staff includes facility/turf maintenance and concession stand management/workers
- Paid bookkeeper since fall 2018
- Leagues to support:
 - Recreation League from April – June
 - Tourney Team seasons run August through July, following USSSA Season
- Facilities used for practices:
 - Holiday Park Fields, City of WDM parks and school fields
 - Indoor facility for hitting/pitching

Our Board 20+ Members

A huge thank you to our volunteer run board members for working tirelessly on the fields this morning so these teams could play today. We're very proud of our facilities and our people!

We can happily say PLAY BALL! And Happy Father's Day!



- | | |
|---------------------------|-------------------------|
| Stephanie Hart | Robert Hernandez |
| Alison Karr | Skye Lunde |
| Andrew Gress | Zach Sobek |
| Ashley Wright | Tina Berry- Finn |
| Brandon Howard | Julie Weite |
| Carl Wertzberger | Kasey Sypolt |
| Colin King | Rob Zlomke |
| Doug Buchholz | Chelsey Stanley |
| Jennifer Drucker | Stefenie Wright |
| Hanna Engel-Brower | Sarah Reihmann |
| Jon Goerish | Kris Schmidt |

Turf & Facilities Director of Operations
Gene Rauch

Facilities Director of Maintenance & Repair
Bob Quinn

2021 Program Participation



- Spring Rec League:
 - 376 players
 - 34 teams
 - 68 volunteer coaches/assistant coaches
- 2021-2022 Season Tournament Teams:
 - 144 girls
 - 12 teams
 - 24 volunteer coaches/asst coaches

**These girls are required to play rec league, so not double counting them in our total # of participants*



300+ Rec League Softball Players



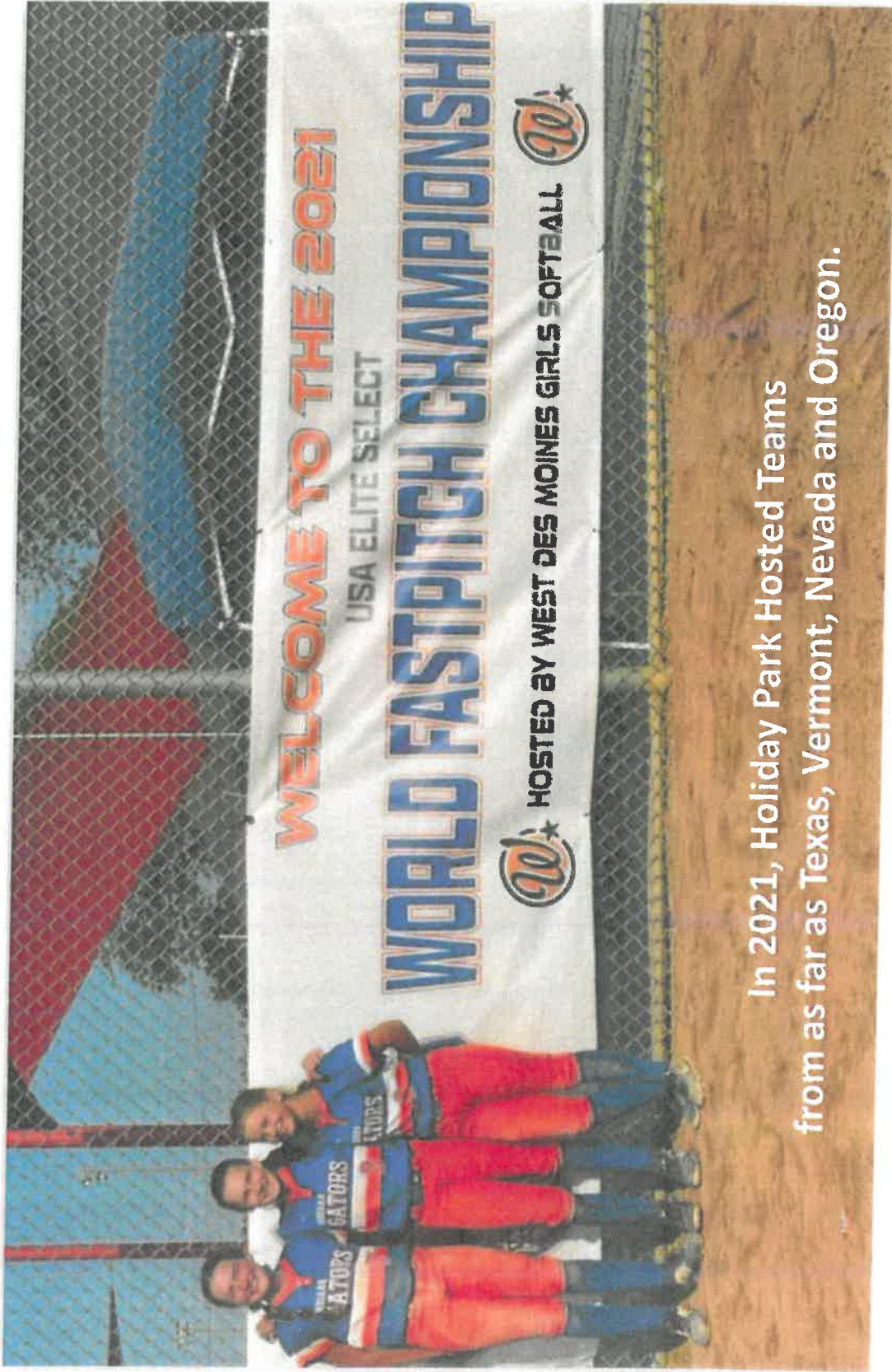
Big Tournament Wins and Achievements!

Tournament League



The ALWAYS POPULAR 2021 Halloween Pumpkin Smash Tournament!

Tournament League



In 2021, Holiday Park Hosted Teams from as far as Texas, Vermont, Nevada and Oregon.

Tournament League



Rec & Tournament League



Park Way Finders



2021 Park Improvements:

- 1. Field renovation completed on P-1 Field - all 7 infields have new material**
- 2. New dugout benches**
- 3. Fence repairs and pump house renovation (Rec gear storage)**
- 4. New bunker rake and utility tractor**
- 5. Shade sail repairs**
- 6. Pitching machine updates**
- 7. Park way finders**

**300+ Girls registered for the
2021 Rec Season & 15
scholarships granted.**

2021 Financial Report

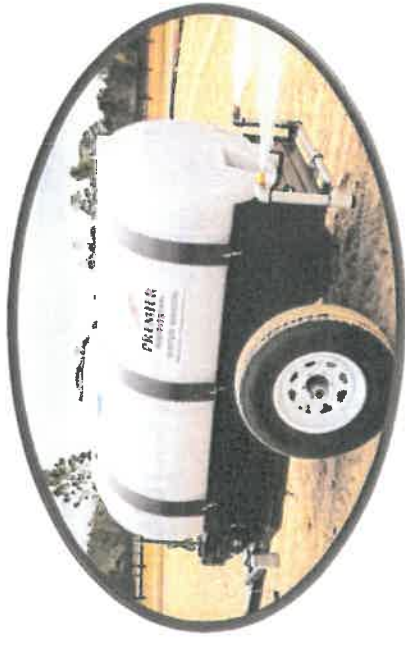
West Des Moines Girls Softball, Inc. is a 501(c)(3) organization.

- **Revenue = \$190,101**
- **Expenses = \$133,358**
- **Net Income = \$56,743**

(Financial statement information provided)

2022 Requests:

1. New playground equipment
2. Lights on Quinn Field
3. New batting cage netting
4. John Deere Gator - needs to be updated (2008 model)
5. Water sprayer/wagon - water down fields on hot summer days



2022 Hotel/Motel Funds:

1. Update / New playground equipment
2. Lights on Quinn Field (only field without Lights)
3. Continuation of Scholarships

Current Playground Equipment at Holiday Park



Program Appreciation:

- Committed & Solid Team
 - Volunteer Board (20+ people)
 - Facility & Turf Management Team
 - Concession Stand Team
- Strong partnership with City of WDM
 - And we want to continue that!
- Engaged Community Members
 - Volunteer Coaches/Parents
 - Families participating in our league
 - Volunteers to help with park improvements



Thank you for the continued partnership, from all of us at WDMGS!

WEST DES MOINES GIRLS SOFTBALL

Profit and Loss

November 2021

	TOTAL
Income	
Interest Income	2.26
Tournament Team Registration	762.43
Total Income	\$764.69
GROSS PROFIT	\$764.69
Expenses	
Field Expense	785.40
Insurance	631.92
Professional Fees	337.00
Rent	3,266.25
Repairs & Maintenance	1,763.51
Utilities	
Gas & Electric	575.91
Water	1,468.44
Total Utilities	2,044.35
Total Expenses	\$8,828.43
NET OPERATING INCOME	\$ -8,063.74
Other Income	
Concessions Income	4,377.00
Total Other Income	\$4,377.00
Other Expenses	
Ask Accountant	98.41
Ask Client	3,737.51
Concession Gas & Electric	583.87
Concession Stand Food	106.99
Concession Stand Supplies	80.32
Concessions Paid Help	427.50
Total Other Expenses	\$5,034.60
NET OTHER INCOME	\$ -657.60
NET INCOME	\$ -8,721.34

WEST DES MOINES GIRLS SOFTBALL

Profit and Loss

October 1, 2020 - September 26, 2021

	TOTAL
Income	
Donations	4,420.54
Field Rental	10,220.00
Gift Received	1,000.00
Hotel/Motel Tax Grant Income	22,500.00
Interest Income	24.25
Other Income	35.00
Sponsorship	6,800.00
Tournament Team Registration	120,549.42
Unapplied Cash Payment Income	26,120.00
WDM League Registration	-1,568.00
Total Income	\$190,101.21
GROSS PROFIT	\$190,101.21
Expenses	
Advertising	457.94
Background Checks	1,253.40
Bank Charge	24.00
Charitable Donations	68.53
Fencing Repair	2,357.25
Field Expense	16,789.57
Fuel	1,080.80
Insurance	6,368.74
Late Charge	0.50
League Registration Fees	3,819.90
Meals	150.61
Office Supplies	136.48
Paid Help	15,750.00
Postage	92.00
Professional Fees	4,379.50
Rent	34,385.44
Repairs & Maintenance	11,596.96
Softball Equipment	3,170.80
Trophies	223.55
Umpires	532.00
Unapplied Cash Bill Payment Expense	0.10
Uniforms	9,051.10
USSSA Tournament Fee	26,003.20
USSSA Umpires	1,474.00

WEST DES MOINES GIRLS SOFTBALL

Profit and Loss

October 1, 2020 - September 26, 2021

	TOTAL
Utilities	
Garbage & Recycling	29.00
Gas & Electric	3,332.78
Telephone	78.60
Water	8,983.90
Total Utilities	12,424.28
WDM Fall Tournament	577.50
Total Expenses	\$152,168.15
NET OPERATING INCOME	\$37,933.06
Other Income	
Concessions Income	152,092.28
Total Other Income	\$152,092.28
Other Expenses	
Ask Accountant	14,268.43
Ask Client	481.00
Concession Gas & Electric	4,410.69
Concession License & Fees	150.00
Concession Security Camera	78.07
Concession Stand Equipment	356.41
Concession Stand Food	88,654.88
Concession Stand Rep & Maint	8,577.36
Concession Stand Supplies	561.84
Concession Telephone	45.00
Concessions Paid Help	16,150.53
Total Other Expenses	\$133,734.21
NET OTHER INCOME	\$18,358.07
NET INCOME	\$56,291.13

West Des Moines Soccer Club


Submittals 2021



Current Club Officers

Kevin Johnston	President	Board.president@wdmsc.org	515-321-0126
Matt Homonoff	Director of Recreational	Board.recreational@wdmsc.org	703-244-3895
Seth Doup	Treasurer	Board.treasurer@wdmsc.org	515-559-4297
Jonathan Kennedy	Secretary	Board.secretary@wdmsc.org	925-784-2559
Adam Schneiders	Director of Properties	Board.properties@wdmsc.org	515-865-5755
Janell Mikels	Director of Competition	Board.competitive@wdmsc.org	515-979-2178
OPEN	Director of Fundraising	Board.fundraising@wdmsc.org	N/A

Insurance Certificate



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF COURSE AND DOES NOT CONSTITUTE A CONTRACT BETWEEN THE CERTIFICATE HOLDER AND THE ISSUING OFFICE. IT IS SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY WHICH IT REFERS TO. THIS CERTIFICATE DOES NOT REPRESENT AN ADDITIONAL CONTRACT BETWEEN THE CERTIFICATE HOLDER AND THE ISSUING OFFICE. THIS CERTIFICATE IS NOT A CONTRACT AND DOES NOT CONSTITUTE A CONTRACT BETWEEN THE CERTIFICATE HOLDER AND THE ISSUING OFFICE. THIS CERTIFICATE IS NOT A CONTRACT AND DOES NOT CONSTITUTE A CONTRACT BETWEEN THE CERTIFICATE HOLDER AND THE ISSUING OFFICE.

4/2/2012

PRODUCER INFORMATION SERVICES

1006 GOLF COURSE RD
HOUSTON TEXAS, TX 77056

Agency: **State Dept of Insurance**
Address: **State Dept of Insurance, TX 78666**

Phone: (713) 597-6533
Fax: (713) 597-6533
E-Mail: insurance@state.tx.us

INSURED INFORMATION

Name: **State Dept of Insurance**
Address: **State Dept of Insurance, TX 78666**

Product: **GENERAL LIABILITY**

Effective Date: **1/1/2012**
Expiration Date: **12/31/2012**

Policy Number: **ACP718264619**

COVERAGE	DESCRIPTION	AMOUNT
LIABILITY	ACCIDENT AND SICKNESS	1,000,000
LIABILITY	ADVERTISING INQUIRY	100,000
LIABILITY	ASSAULT AND BATTERY	1,000,000
LIABILITY	BLAMED PARTY LIABILITY	1,000,000
LIABILITY	BODILY INJURY	1,000,000
LIABILITY	COMPLETION GUARANTEE	1,000,000
LIABILITY	CONTRACTS	1,000,000
LIABILITY	DEFENSE COSTS	1,000,000
LIABILITY	EMPLOYMENT PRACTICES	1,000,000
LIABILITY	INSULT AND MAJESTY	1,000,000
LIABILITY	PERSONAL AND ADULTERY	1,000,000
LIABILITY	REPUTATION	1,000,000
LIABILITY	SEVERE ACCIDENT	1,000,000
LIABILITY	SUBROGATION	1,000,000
LIABILITY	UNEMPLOYMENT BENEFIT	1,000,000
LIABILITY	WORKERS COMPENSATION	1,000,000

CANCELLATION

This policy may be cancelled by either party at any time by written notice to the other party. The notice must be given to the other party at least 30 days prior to the cancellation of this policy. The cancellation of this policy shall not affect the coverage provided hereunder.

Signature: *William S. ...*
Title: **Executive Vice President**

ACORD 101 (01/10)

Emergency Contacts

<i>Kayla Tiry-Ortiz</i>	Club Admin	club.admin@wdmasc.org	515-992-9367
<i>Rich Bywater</i>	Sporting Iowa Technical Director	bywater@sportingiowasoccer.org	515-918-8747
<i>Kevin Johnston</i>	Board President	Board.president@wdmasc.org	515-321-0126
<i>Tim Shlee</i>	Groundskeeper	walnutvalleyturf@gmail.com	515-979-5544

LINKS

Coaches: [Click Here](#)

ByLaws: <https://www.wdmsc.org/governance.html>

Board Meeting Minutes: (This is always being updated) <https://www.wdmsc.org/board-meetings.html>

Activity Schedule: [Click Here](#)

Current and Anticipated Registration #'s

Fall 2021

4U-6U	142
7U-8U	171
9U-10U	143
11U +	213
Academy 9U-10U	85

Spring 2022

4U-6U	200
7U-8U	181
9U-10U	120
11U +	177
Academy 9U-10U	97

Facility Improvements

- Pruning trees around the fields.
- Potential areas for future field repairs.
- No other concerns at this time.

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

DATE: April 21, 2022


- ITEM:** Motion – Establish Special Parks & Recreation Advisory Board Meetings – Ice Cream Socials:
1. Ice Cream Social – July 14, 6:30 p.m. – Maple Grove Park
 2. Ice Cream Social – July 19, 6:30 p.m. – Brookview Park
 3. Ice Cream Social – July 21, 6:30 p.m. – Ashawa Park

FINANCIAL IMPACT: None.

SYNOPSIS: The Board is asked to establish special meetings for upcoming Ice Cream Socials..

BACKGROUND:

RECOMMENDATION: That the Board move to establish the special meetings.

Prepared by: Sally Ortgies, Director of Parks & Recreation 
Approved for content by: Sally Ortgies, Director of Parks & Recreation
Accepted for Agenda: Sally Ortgies, Director of Parks & Recreation

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

DATE: April 21, 2022

ITEM: Motion – Approval of Parks Special Event Policy

FINANCIAL IMPACT: None.

SYNOPSIS: Staff has the authority to approve special event permits for events taking place in parks and is proposing a policy to provide guidance. The policy defines a special event and identifies criteria qualifying an event as a special event. Main points of the policy are as follows:

- An applicant for a special event permit must be a non-profit organization registered in the state of Iowa as a 501(c)3, church or other religious organization. Since these events are being held on public property, the intent is for them to serve a not-for-profit purpose benefitting the local community.
- The policy establishes requirements related to the sale of products including food, beverages, alcohol, or merchandise. This includes payment of a vendor fee. It also outlines requirements associated with the serving or sale of alcohol.
- The policy prohibits the use of inflatables or other devices utilizing water (i.e. water slides, dunk tanks, etc.) due to the potential damage caused to park grounds.
- Sound permits for the use of amplified sound in parks are proposed to only be allowed in conjunction with an approved special event permit. This is to help address large private parties that have been regularly occurring in parks. These private parties have been able to obtain sound permits without having to abide by any other conditions or requirements that would come along with a special event permit creating issues with noise complaints, large numbers of attendees, and illegal consumption of alcohol. A sound permit is not required for any sound from a device that is rated for fifty watts or less of electrical power, so private parties are not prevented from playing music at lower sound levels.

BACKGROUND: The Facilities Committee reviewed and approved the policy at their meeting on April 13, 2022.

RECOMMENDATION: That the Board move to approve the Parks Special Event Policy.

Prepared by: Sally Ortgies, Director of Parks & Recreation
Approved for content by: Sally Ortgies, Director of Parks & Recreation
Accepted for Agenda: Sally Ortgies, Director of Parks & Recreation



West Des Moines Parks & Recreation Special Event Application Guidelines and Requirements

This policy is intended to guide the process involved with allowing an organization to utilize public park property for an organized special event. The policy will guide the review and approval process, as well as manage the impacts to park facilities from these events which typically attract large numbers of participants. A special event would be a larger scale function outside of the normal use of a park. The types of events include, but are not limited to, parades, runs/walks, athletic events, fundraisers, fairs/festivals, or outdoor concerts, involving the use of park property.

The following are taken into consideration when determining if an event qualifies as a special event:

- The event charges its participants
- The event is open to the general public (i.e. the organization doesn't know how many participants are going to show up or it's not a private invitation to specific individuals)
- The event is being advertised to the general public
- The event involves more than 300 attendees
- The event utilizes areas well outside of the rented shelter and may inhibit other park users from using areas of the park (i.e. event utilizing the trail, the beach, or other large areas of the park)
- The event requires setting up of chairs and tables
- The event is selling food or merchandise (i.e. food trucks, vendors, product tables, etc.)

An individual or organization ("Applicant") requesting use of City of West Des Moines park property for a Special Event has basic responsibilities to fulfill in order to conduct a large event. The applicant must be a non-profit organization registered in the state of Iowa as a 501(c)3, church or other religious organization. The applicant applying for the special event permit is required to review all written guidelines and requirements and to fill out and submit an application along with a non-refundable application fee. City staff reviews and approves applications. Review of application will not occur until all application fees have been paid. Payment of the application fee does not guarantee approval. The process includes the following:

Required At the Time of Application:

- A. Completed Special Event Permit Application signed by the Applicant must be submitted no less than 30 days prior to the event date. No fees are due at time of application. Applicable fees will be calculated by City staff and will be due within 30 days of the *Confirmation and Invoice* being sent to the Applicant.
- B. Signed *West Des Moines Parks & Recreation Hold Harmless Agreement*.
- C. Completed Applications for: *Tent, Canopy, Membrane Permit and/or Sound Permit*, if applicable
- D. A map that delineates the park property to be used, start and finish points and direction of flow, if applicable, as well as location(s) of portable toilets, tents/inflatables, sound equipment, stage, etc. The map for Raccoon River Park is included in the Special Event Packet, however, additional maps are available on the City's website at www.wdm.iowa.gov.
- E. Copy of Organization Certificate of Exemption, 501(c)(3), registered in the state of Iowa or documentation showing registration as a church or other religious organization.

Required Following Permit Approval:

F. The applicant must comply with insurance provisions requiring a certificate of insurance naming the "City of West Des Moines and its Boards, Commissions, Officers and Employees" as a co-insured in the following amounts:

1. Public Liability Insurance for any one person not less than \$500,000
2. Public Liability Insurance for any one accident not less than \$1,000,000
3. Product Liability Insurance may be required for sales of food and beverages
4. Each policy and certificates shall have endorsed thereon:

"No cancellation of or change in this policy shall become effective until after ten (10) days notice by registered mail to: City Clerk, City of West Des Moines, 4200 Mills Civic Parkway, P.O. 65320, West Des Moines, IA 50265"

Other Requirements:

- G. **Shelter Rentals:** The applicant will be required to rent park facilities based on the size of the event. The rental period for shelters will be the entire event time including setup and teardown between the hours of 7:00 a.m. and 10:00 p.m. Events held at Raccoon River Park with over 300 participants will be required to rent all four shelters. The cost of shelter rental is not included in the Special Event application fee.
- H. **Product/Foods Sales:** Any event selling food, beverages, or alcohol to participants is required to obtain approval of the Parks and Recreation Director prior to obtaining a Liquor Permit or approval of the Iowa Department of Inspections and Appeals, Food & Consumer Safety Bureau. A Vendor Fee shall be applied anytime food, merchandise, alcohol, or other items are being sold to individual participants of the event.

Alcohol

The following apply to Special Events authorized by a special event permit approved by the City:

Serving of Alcohol (No Entrance or Admission Charged):

- If no entrance or admission is charged for an event at which alcohol will be served - not sold - to event participants, a Liquor Permit or Dram Shop Insurance will **not** be required.
- Only beer, high alcohol content beer, wine, and canned cocktails as defined by the Iowa Code (2020) in cans no larger than sixteen (16) ounces may be served.
- No glass bottles or kegs are allowed.

Serving of Alcohol (Entrance or Admission Charged) or Sale of Alcohol:

- If alcohol is sold or if an entrance or admission is charged for an event at which alcohol will be served, a Special Event Permit, Liquor Permit, and Dram Shop Insurance will be required. Approval of the Parks & Recreation Director is needed for sale or service of alcohol in city parks. A Liquor Permit requires consideration and approval by the West Des Moines City Council and, in some instances, requires approval by the State of Iowa.
- Vendors selling alcohol must adhere to all state, county, and local regulations including, but not limited to, the following City codes:
 - (3-2-7, B-2): *The boundary of an outdoor service area shall be delineated by a barrier that is a minimum of 3.5 feet in height and discourages the free movement of people between the outdoor service area and non-licensed areas. Note: No in-ground staking is allowed in parks. All barriers must be free-standing.*
 - (3-2-7, B-4): *The outdoor service area must provide emergency exits sized and spaced in accordance with the Fire and Building Codes. Such exits shall be clearly identified and provide unobstructed areas to a public way.*
 - (3-2-7, B-5): *The outdoor service area shall not reduce the width of any existing or proposed pedestrian pathway to be less than four feet (4') of clear pathway or minimum of six feet (6') of clear pathway when adjacent to head in parking.*
- Only beer, high alcohol content beer, wine, and canned cocktails as defined by the Iowa Code (2020) in cans no larger than sixteen (16) ounces may be sold or served.
- At events where alcohol is sold or if an entrance or admission is charged for an event at which alcohol will be served, the Applicant is responsible for contacting, scheduling, and paying an off-

- duty West Des Moines police officer to be present from the time sale or serving of alcohol begins through the end of the rental period. The name of the contracted officer shall be provided to West Des Moines Parks and Recreation staff no less than one week in advance of the event.
- Applicant is responsible for ensuring that no alcohol is provided to anyone under 21 years of age and that no alcohol is provided to intoxicated persons. Applicant is responsible for the behavior of their guests, including any damage done to property by intoxicated guests.
 - Sale and/or serving of alcohol must end at least 30 minutes prior to the scheduled end of event.
- I. **Food Trucks:** Food trucks can support the special event and sell food to the special event participants only. No food sales may occur to the general public. Food trucks will only be allowed on paved parking areas with no parking allowed on any grass area at any time. Food trucks must be self-contained, and City will not provide connections to site utilities such as water, electric or sanitary sewer. All food trucks will need a Mobile Vendor Permit from the City of West Des Moines. These permits can be obtained from the City Clerk's Office. A Vendor Fee will be paid by the Applicant for each food truck.
 - J. **Tent/Canopies:** A permit is required for any tents or canopies. Location of any tent/canopy must be coordinated with the Parks and Recreation Department. Any tent/canopy must be anchored using weights, no in-ground staking is allowed. Any tent/canopy must be removed from the park immediately following the event. The applicant will be responsible to pay for any repairs for damages associated with the installation of the tent/canopy.
 - K. **Inflatable Rides/Other Devices:** Inflatable rides or similar devices are allowed with a separate Membrane Structure Permit. Location of any inflatable must be coordinated with the Parks and Recreation Department. All inflatables must be anchored using weights, no in-ground staking is allowed. No inflatables or devices utilizing water (i.e. water slides, dunk tanks, etc.) are allowed. All inflatables or devices must be removed from the park immediately following the event. The applicant will be responsible to pay for any repairs associated with the installation of the inflatable or device.
 - L. **Sound Permits:** Sound Permits will only be allowed in parks in conjunction with an approved Special Event permit and shall follow City requirements (WDM Code, 4-7-11: Regulation of Sound Equipment and Sound Amplifying Equipment).
 - M. **Building/Electric Permit:** A Building/Electric permit will be required for construction, electric, or plumbing work necessitated by the event. The cost of additional permits is not included in the Special Event application fee.
 - N. **Additional Costs:** The applicant must assume extra costs associated with public safety and sanitation at the level of service recommended by the City of West Des Moines Parks and Recreation Department. This includes the number and type of barricades, number of trash receptacles, the number and hours of police/security officers to be provided by the sponsor organization, and the number of portable toilets to be provided by the City.
 - O. **Special Event Participant Release of Liability and Assumption of Risk:** It is the Applicant's responsibility to ensure that all registered participants sign the City's *Special Event Participant Release of Liability*. Participants' signed forms must be kept on file by the event organizer for three years and made available to the City upon request.

It is the expressly declared City intent that this policy shall be interpreted and administered so as to allow the fullest expression and guarantee of First Amendment rights, consistent with the protection of public health, safety, and welfare of the citizens of the City of West Des Moines

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

DATE: April 21, 2022

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – Westtown Crossing



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 Westtown Crossing, a proposed apartment development located at 1675 28th Street (See Vicinity Map). The development is served by a fully developed existing neighborhood park (Pearson Park) but would have some existing barriers in place such as I235. The development consists of 44 apartments which results in a requirement of 0.47 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

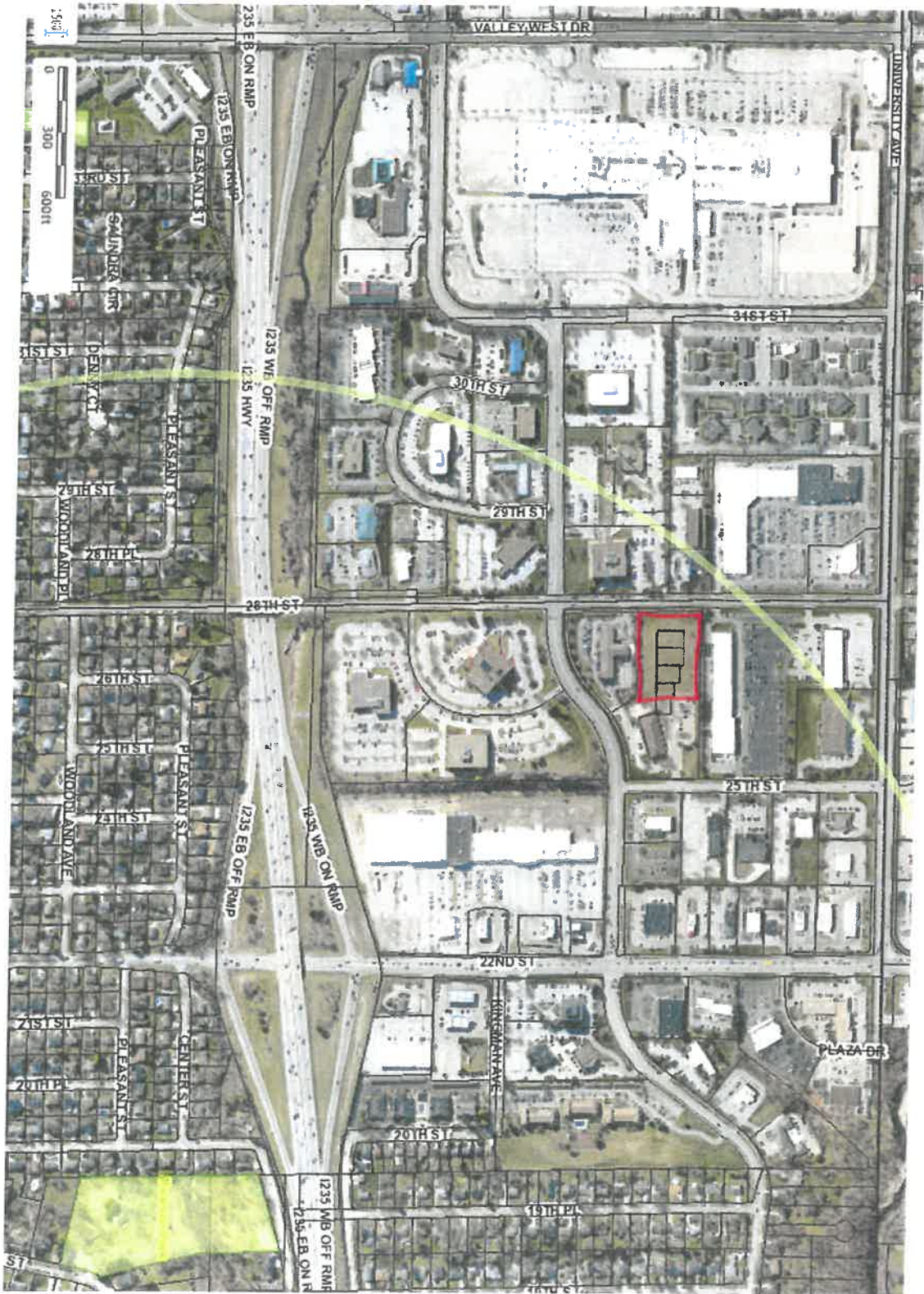
The developer has chosen to provide parkland dedication on-site and has worked with staff on an alternate plan that includes providing an internal trail, seating areas, retaining wall, benches and associated landscaping. These improvements will serve a park and recreational purpose solely for the residents of this development by providing an outdoor recreating space (Attachment B). However, it will not be accessible to the general public. Since there will be no public access easement 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 recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Westtown Crossing.

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

VICINITY MAP (North is to the right)



ATTACHMENT A

PARKLAND DEDICATION REQUIREMENTS

4/13/2022 DRAFT

Project Location: Westown
Developer: Tim Mauro, CT
 Crossing Senior Apts Development

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Resident	0	2.90	0			
TOTAL	0		0			
<u>Medium Density</u>						
Description: Townhomes	0	1.63	0			
TOTAL	0		0			
<u>Multifamily Unit</u>						
Description: Apartments	44	1.73	76.12			
TOTAL	44		76.12			
TOTAL POPULATION			76.12	0.0761	2.39	3.76
Park Dedication (Acres)			0.18			
Greenway Dedication (Acres)			0.29			
TOTAL DEDICATION (Acres)			0.47			

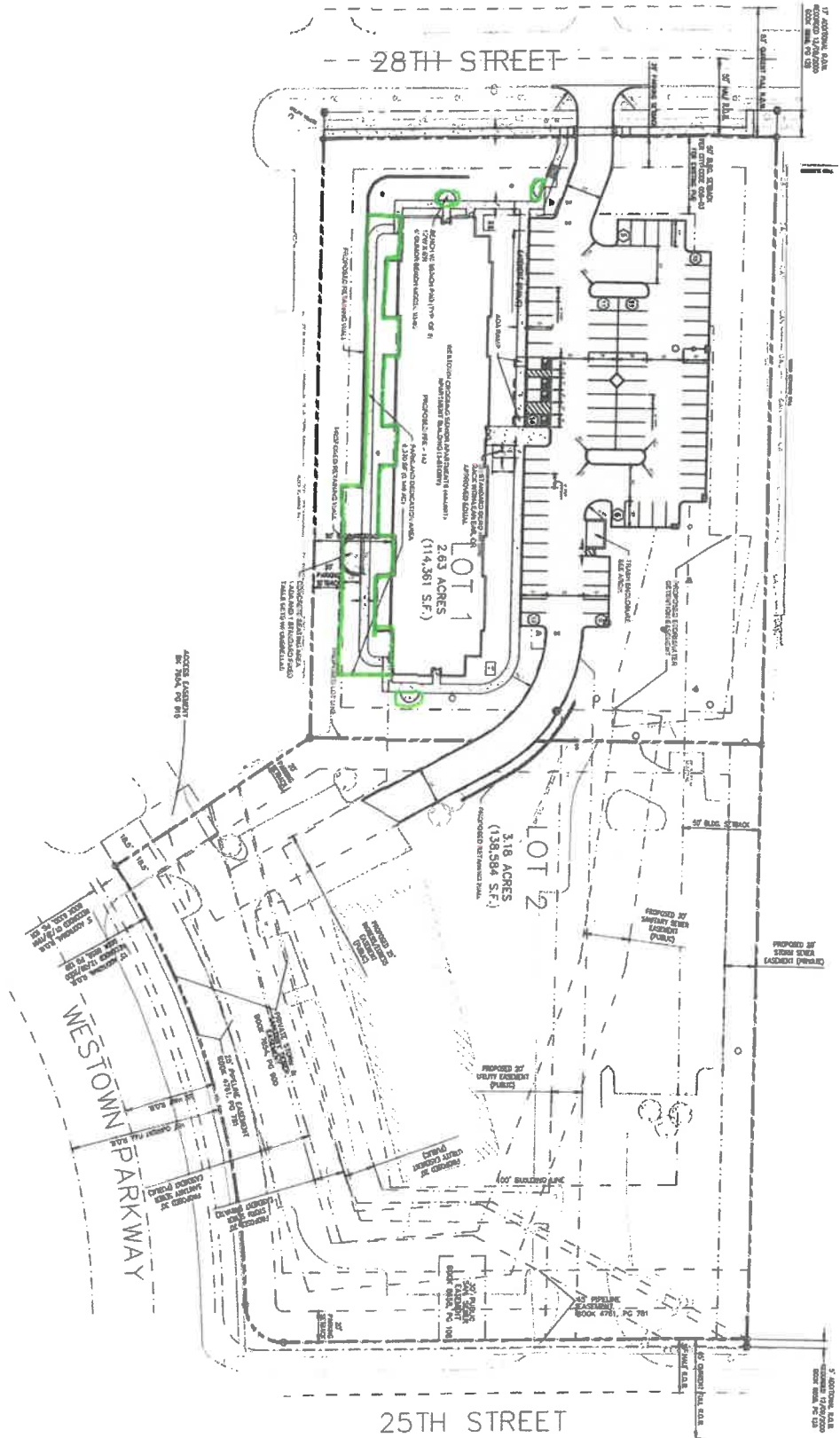
Notes: Calculations taken from Preliminary Plat/Site Plan Submittal #4 dated 03-18-2022

Total Dedication Requirement (Acres)	0.47
Less on-site parkland (Acres)	-0.15
Deficient acreage	0.32
x current sales price / Acre (Based on Comp Sales Summary)	\$135,759
Deficient acreage in dollars	\$43,442

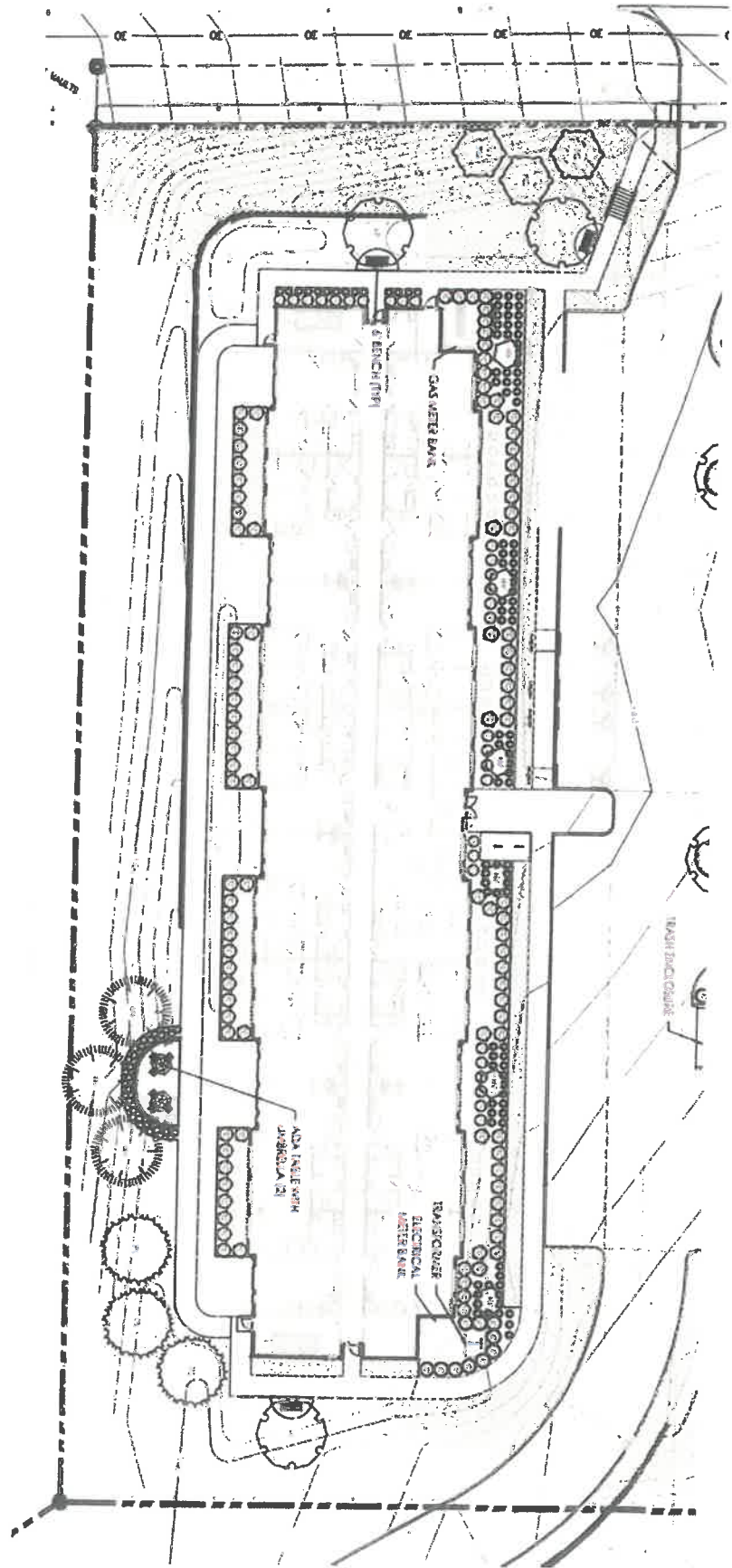
On-site improvements (can be subtracted from requirement above)

<u>Parkland Dedication Area</u>	
Concrete Trail = 1,800 SF x \$6	\$10,800
Concrete Seating Area = 250 SF x \$6	\$1,500
6' Dumor Bench Model 93-60 = 3 x \$2,500	\$7,500
1 ADA and 1 Regular Fixed Tables Sets with Umbrellas = 2 x \$4,000	\$8,000
40 LF Retaining Wall	\$10,000
Trees = 9 X \$460	\$4,140
Ornamental Grasses = 30 X \$50	\$1,500
TOTAL	\$43,440

ATTACHMENT B (North is to the right)



20th STREET



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

DATE: April 21, 2022

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – Oxford Crossing



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 Oxford Crossing a proposed residential development located at the NE corner of Ashworth Road and 98th Street (See Vicinity Map). The development is currently served by a fully developed existing neighborhood park (Maple Grove Park). The overall development consists of both single family and multifamily. Phase 1 consisting of 93 single family lots which would result in a requirement of 1.65 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.

The developer is proposing to provide parkland dedication on-site and is working with staff on an alternate plan that includes the installation of 10' trail along the south side of Westtown Parkway and west side of 92nd Street, both within this development. These trails would serve a recreational purpose for the residents of this development by providing an amenity in close proximity to these new homes (Attachment B). Since this is not a dedication of land, 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 recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Oxford Crossing.

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

VICINITY MAP



ATTACHMENT A

PARKLAND DEDICATION REQUIREMENTS

4/13/2022

Project Location: Developer:

**Oxford Crossing - Encompass - Dan
8585 Ashworth Rd. Carlson**

	# Units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
Single Family Detached						
Description: Single Family Lots	93	2.90	269.7			
TOTAL	93		269.7			
Single Family Attached						
Description: Townhomes/Condos						
Lot 97: 3.70 AC x 12 DU (Verify)	0	1.63	0			
Lot 98: 4.02 AC x 12 DU (Verify)	0	1.63	0			
Lot 99: 4.82 AC x 12 DU (Verify)	0	1.63	0			
Lot 100: 14.80 AC x 12 DU (Verify)	0	1.63	0			
TOTAL	0		0			
Multifamily Unit						
Description: Apartments	0	1.73	0			
TOTAL	0		0			
TOTAL POPULATION			269.7	0.2697	2.39	3.76
Park Dedication (Acres)					0.64	
Greenway Dedication (Acres)						1.01
TOTAL DEDICATION (Acres)					1.65	

DRT Mtg 11-16-2021

NOTES: Determined from Snyder Engineering Preliminary Plat 1 dated 2/18/22

Total Dedication Requirement (Acres)	1.65 Acres
Less on-site parkland (to be determined)	0 Acres
Deficient acreage	1.65 Acres
x land value per acre (estimated-need purchase agreement)	\$59,000 per Acre
Deficient acreage in dollars	\$97,350

To provide for the parkland dedication requirements, the developer could construct public improvements to recreational facilities that serve this development, and/or provide on site park land and improvements for their residents. Public improvements could include paving the sections of 10' trail along the west side of 92nd Street and along the south side of Westown Parkway adjacent to this development. Both of these sections of trails are part of the master parks and trails plan. Developer is responsible for 4' sidewalk, remaining 6' can be applied toward parkland dedication or can be 60/40 trail agreement. Another public improvement could include a section of trail at Maple Grove Park. The on site parkland and facility improvements option will need to be determined (see comment letter for improvement options. The options for parkland and associated improvements are outlined below:

Requirements:

Park Dedication Requirement (Acres)	0.64 x \$59,000 / acre (estimated-need purchase ag.)	\$37,760
Greenway Dedication Requirement (Acres)	1.01 x \$59,000 / acre (estimated-need purchase ag.)	\$59,590
	TOTAL REQUIREMENT IN DOLLARS	\$97,350

Proposed alternatives to fulfill requirement:

Off-site improvements

1. This option includes the construction of approximately 3,127 LF x 10' wide concrete recreation trails along the west side of 92nd Street and along the south side of Westown Parkway as itemized below. Unit pricing is based upon comparable pricing the City is currently paying on other trail projects in West Des Moines.

Description	Quan.	Unit	Unit Price	Item Total
6" PCC Paving - Rem. (3,127 LF x 10' W)	31,270	SF	\$6.00	\$187,620
ESTIMATED TOTAL				\$187,620
		Associated costs over standard 4' sidewalk	x 60%	\$112,572

2. This option includes the construction of approximately 451 LF x 10' wide concrete recreation trail connection in Maple Grove Park as itemized below. Unit pricing is based upon comparable pricing the City is currently paying on other trail projects in West Des Moines.

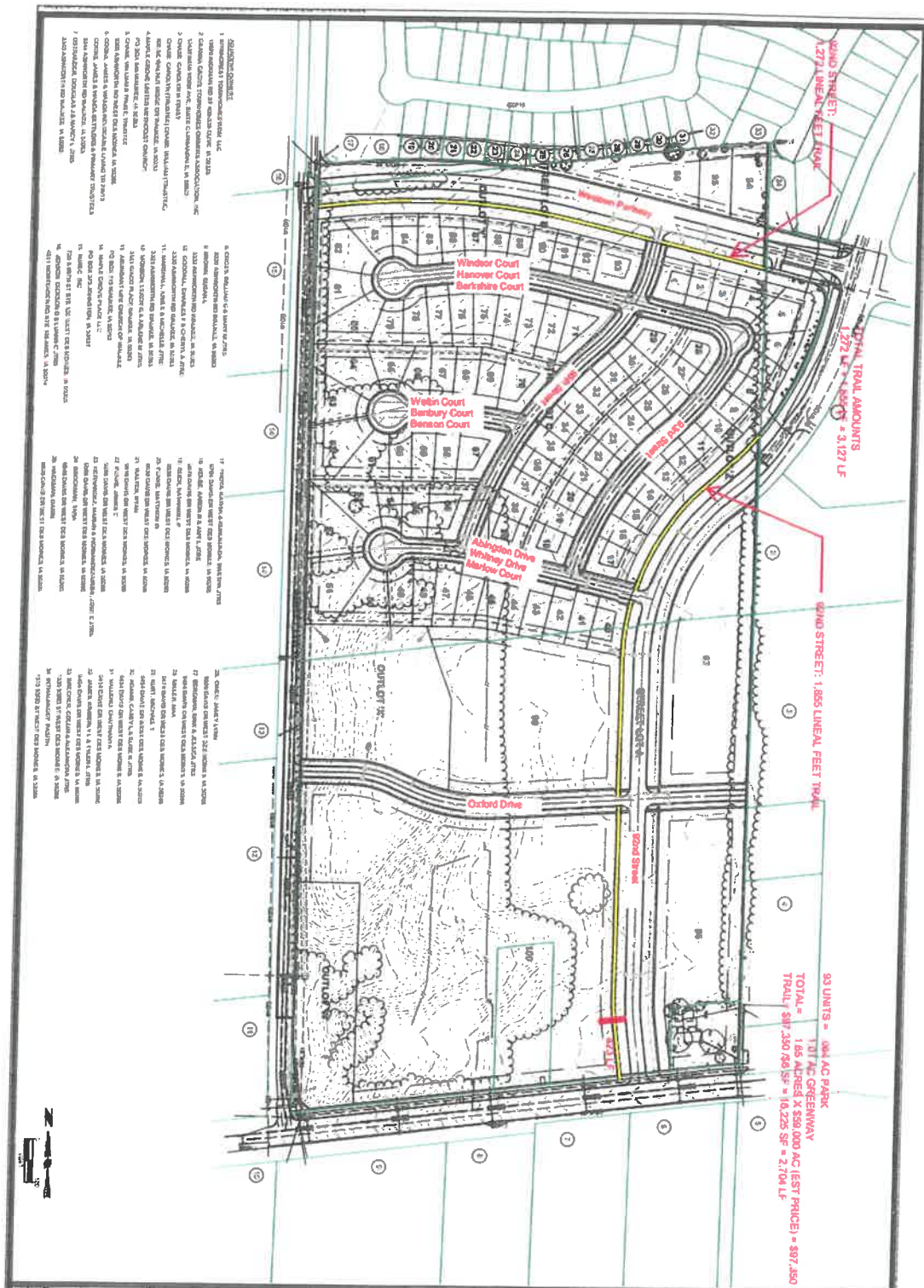
Description	Quan.	Unit	Unit Price	Item Total
6" PCC Paving - Rem. (451 LF x 10' W)	4,510	SF	\$6.00	\$27,060
ESTIMATED TOTAL				\$27,060

On-site improvements

3. This option includes potential on site park land and facility improvements including:

Description	Quan.	Unit	Unit Price	Item Total
On-site parkland (applied above)				
Concrete Trail				
Seating Area				
Shelter Structure				
Benches				
Picnic Tables				
Landscaping				
Playground				
Multi Use Court				
ESTIMATED TOTAL				

ATTACHMENT B



OXFORD CROSSING

OVERALL SITE LAYOUT

WEST DES MOINES, IOWA

SNYDER & ASSOCIATES, INC.

DATE	REVISION	BY	APP'D
10/11/11	1	SNYDER	SNYDER

Sheet C200

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

DATE: April 21, 2022


ITEM: Discussion – Updated Master Parks and Trails Plans


FINANCIAL IMPACT: None.

SYNOPSIS: The City's Development Services Department has been working on an update to the Comprehensive Plan. They have recently completed a draft plan which includes a variety of proposed land use changes. These changes will impact both the Master Parks Plan and Master Trails Plan. Staff has reviewed the draft Comprehensive Plan and made associated adjustments to the Master Parks and Trails Plan. These changes will be reviewed with the Board. Based upon the feedback of the Board, a final draft of the updated Master Parks and Trails Plan will be brought back for approval at a future meeting.

BACKGROUND: The updated draft Comprehensive Plan can be found at www.ourwdm.com. The draft Master Parks and Trails Plans are attached and can also be found on the Comprehensive Plan website. The public has been invited to provide comments on the plans through the end of April.

RECOMMENDATION: Discussion only, no action to be taken.

Prepared by: David Sadler, Superintendent of Parks 

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

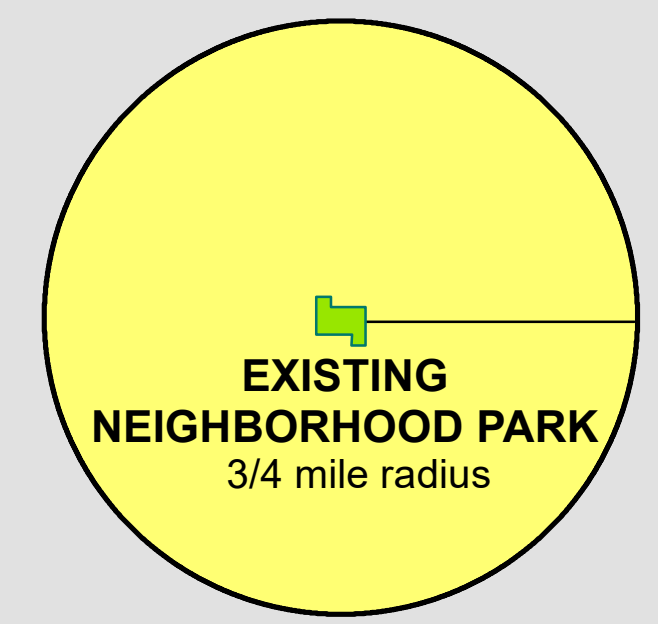
Accepted for Park Board Agenda: Sally Ortgies, Director of Parks and Recreation

DRAFT

DRAFT

PARK SERVICE AREA

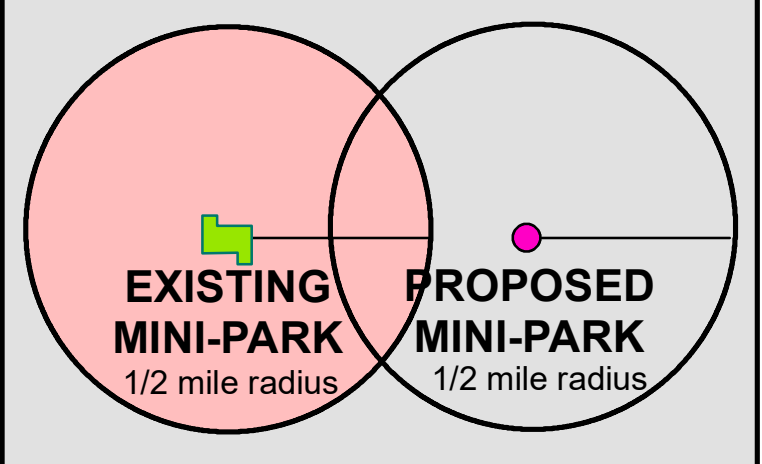
COMMUNITY PARK
3 mile radius



EXISTING
NEIGHBORHOOD PARK
3/4 mile radius



PROPOSED
NEIGHBORHOOD PARK
3/4 mile radius



EXISTING
MINI-PARK
1/2 mile radius

PROPOSED
MINI-PARK
1/2 mile radius

PARK FACILITIES

- COMMUNITY PARK
- NEIGHBORHOOD PARK
- MINI PARK
- ☆ SPECIAL USE FACILITY

LEGEND

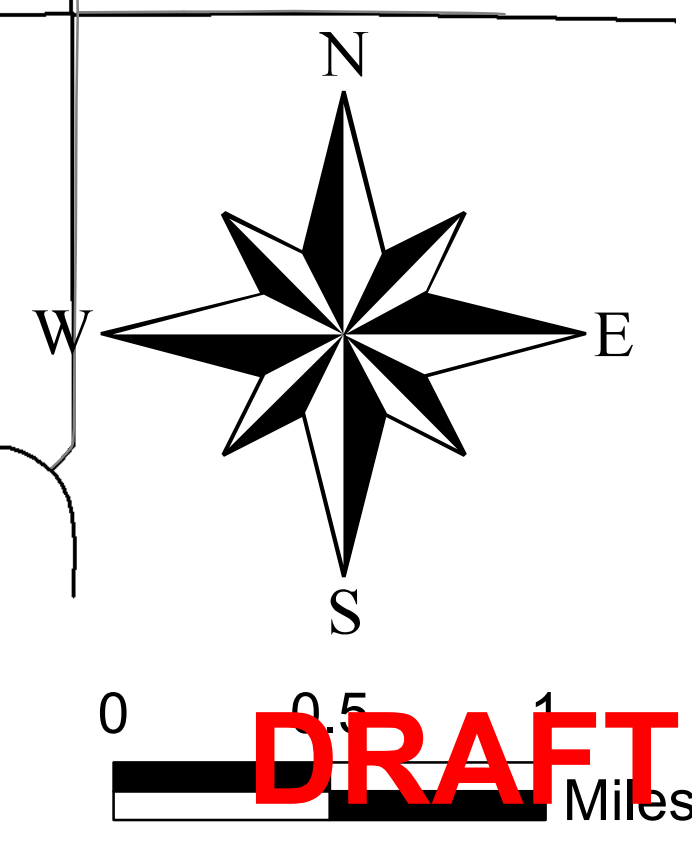
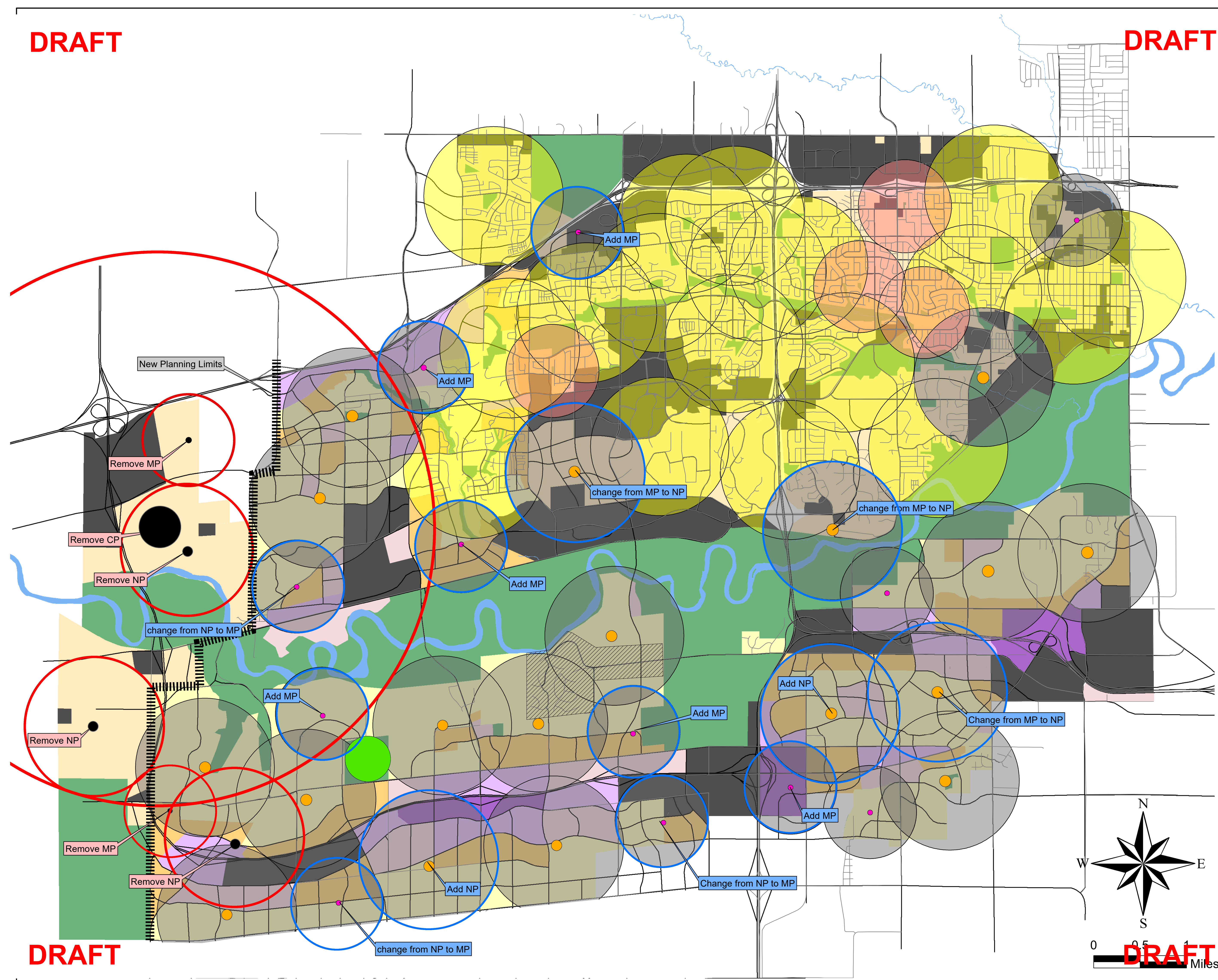
2020 LAND USE_DRAFT

- Land_Use
- Open Space
 - Detached Residential
 - Mixed Residential
 - Multi Use (Low)
 - Multi Use (Medium)
 - Multi Use (High)
 - Industrial

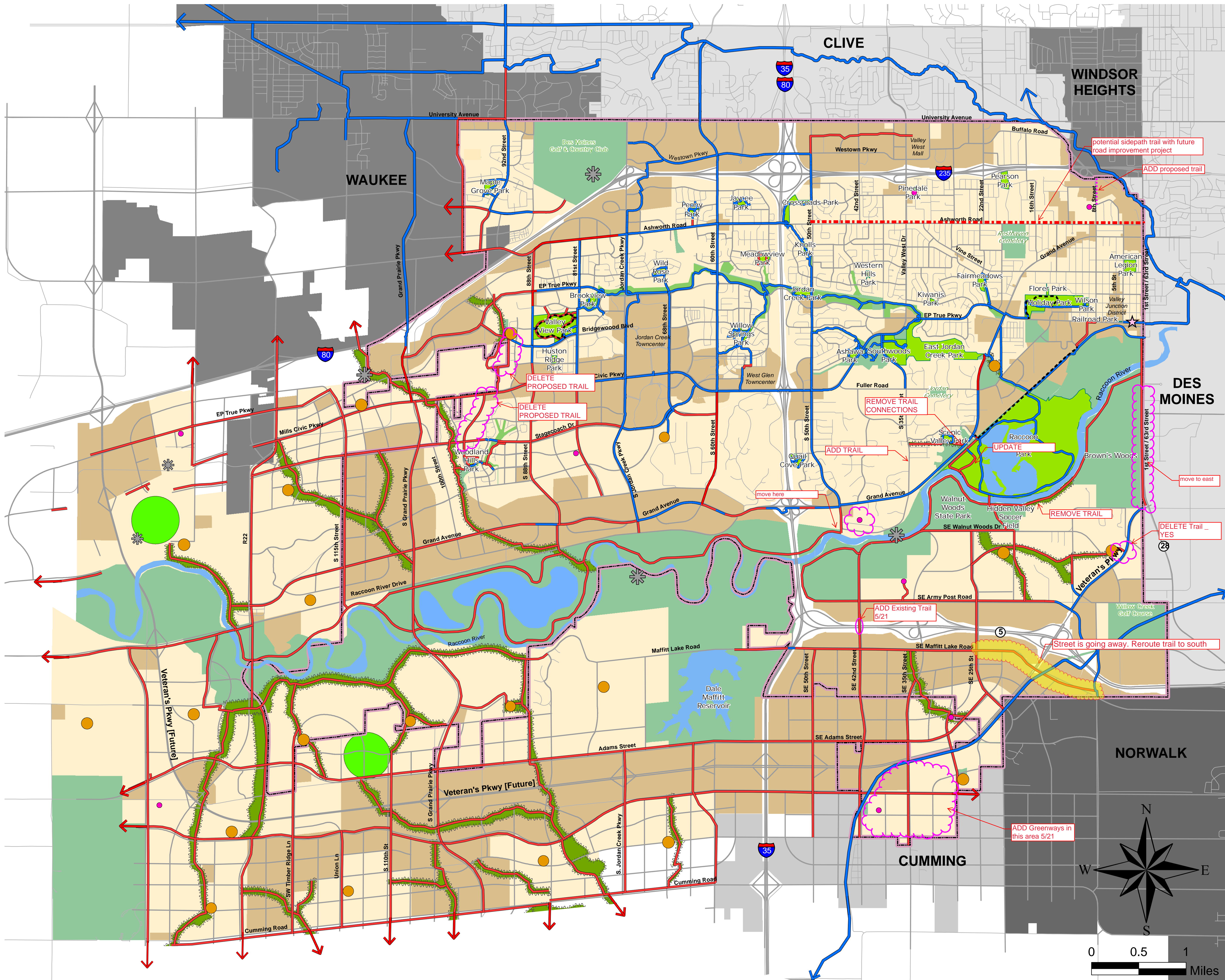
CITY OF WEST DES MOINES
DEPARTMENT OF PARKS AND RECREATION
PARKS DIVISION
4200 MILLS CIVIC PKWY (S15) 222-3444
WEST DES MOINES, IOWA 50265
FAX: NO. (515) 222-3459

PARKS SERVICE AREA
CITY OF WEST DES MOINES PARKS & TRAILS MASTER PLAN
IOWA

SHEET ADOPTED
2 of 2 UPDATED



DRAFT



TRAILS & GREENWAYS

- EXISTING TRAIL
- PROPOSED TRAIL
- PARK ACCESS ROAD
- PROPOSED GREENWAY
- SEE NOTE 1 & 2

PARK FACILITIES

- COMMUNITY PARK
- NEIGHBORHOOD PARK
- MINI PARK
- SPECIAL USE FACILITY

LAND USE AREAS

- CITY PARK
- OPEN SPACE
- RESIDENTIAL ZONING
- NON-RESIDENTIAL ZONING
- CORPORATE LIMIT

NOTE 1: The City acknowledges that the best current available information indicates that at some indeterminate point in time the following future trail segment will probably be required to be constructed. The exact timing of the construction, the precise location of the improvements, and the scope of the work has not been determined at the time this plan was approved.

It is the current Council's intent to acknowledge that prior to the determination of precise alignments and construction of these improvements, the need for the improvements be established, as well as all the detailed engineering and statutory studies be performed.

Public input will be received in accordance with the statutory requirements at that point in time.

NOTE 2: In the event the property is sold and developed, trails in this area will need to be constructed to the appropriate standards of the day and connect to the existing termination points.

DISCLAIMER: Proposed park and trail facilities shown on this plan are based on the most recent adopted version of the Comprehensive Plan [2010] and Ultimate Streets Plan [2010]. Proposed park and trail facilities are subject to change based on any future updates to the adopted Comprehensive Plan or Ultimate Streets Plan.

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

DATE: April 18, 2022

- ITEM:** Public Hearing – 2021 Concrete Trail Renovations
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$232,550.00. The preliminary estimated cost of the project was \$221,800.00. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of budgeted funds in the 2021 Trail Renovation C.I.P. account (Project No. 0510 027 2020).

BACKGROUND: The Council is asked to approve the plans and specifications for the 2021 Concrete Trail Renovations project and to receive and file the report of bids that is attached. Four (4) bids were received for the project with the lowest responsible base bid submitted by MNM Concrete Specialist of Des Moines, Iowa. The opinion of probable cost for the project was \$221,800.00. Although the low bid is slightly over the estimate, staff is recommending awarding the contract.


This Resolution is for repair and replacement of portions of existing concrete trail located primarily at street crossings to bring them into compliance with ADA. The project also includes the replacement of a segment of trail along 60th Street between Vista Drive and the I-80 bridge. The areas being addressed were identified as a higher priority following the 2021 inspection of the entire trail system by City staff. The majority of defects in the existing trails involve spalling and cracking of the concrete trail surface. Defective areas of the trail are being replaced with 6" thick reinforced concrete to help prevent future problems. This will further extend the life of the new trail.

OUTSTANDING ISSUES: None.

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 award the contract for the 2021 Concrete Trail Renovations in the amount of \$232,550.00.

Lead Staff Member: David Sadler, Superintendent of Parks 

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	Des Moines Register
Dates(s) Published	April 8, 2022

SUBCOMMITTEE REVIEW (if applicable)

Committee	N/A		
Date Reviewed	April 11, 2022		
Recommendation	Yes	No	Split

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

DATE: April 18, 2022

- ITEM:** Public Hearing – Valley View Park, Pickleball Courts and Ancillary Improvements
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$945,434.00 including one add alternate. The preliminary estimated base bid cost of the project was \$994,256.00. The project will be paid with budgeted CIP funds from G/L account 500.000.000.5250.490. Funding will be covered out of funds (\$854,070) remaining in the Valley View Park, Central Site Grading, Utilities & North Roadway (Project No. 0525 033.0510 037 2018), and additional funds (\$390,000) approved in the FY 22/23 budget.

BACKGROUND: The Council is asked to approve the plans and specifications for the Valley View Park, Pickleball Courts and Ancillary Improvements project and to receive and file the report of bids that is attached. Two (2) bids were received for the project with the lowest responsible base bid submitted by Gruss Construction, LLC of Winterset, Iowa. The opinion of probable cost for the project was \$994,256.00, with (4) add alternates estimated at an additional cost of \$237,993.00.

This Resolution is for construction of an 8-court lighted pickleball complex with associated improvements. The base project includes site utilities, earthwork, concrete sidewalks, subbase, asphalt courts, court surfacing, chainlink fencing & gates, park drive lighting & site lighting, electrical, site restoration and other associated items. The bid package also included four add-alternate bid items:

1. Futsal Court Asphalt Pad
2. Pickleball Shade Structure (located in central area between courts)
3. Futsal Court Shade Structure
4. Futsal Court Pedestrian Lighting

Staff is recommending the approval of only Alternate #2. Three of the four alternates are related to a proposed futsal court located to the west of the pickleball complex. Construction of the futsal court is expected to be part of a partnership with Kick It Forward, a non-profit organization working in conjunction with Musco Lighting. Kick It Forward is currently raising funds to cover the cost of the supply, delivery and installation of Musco's futsal court equipment package including surfacing, fencing, and lighting. The equipment (valued at \$100,000) would be donated to the City by Kick It Forward. At this time, those funds have not been raised, therefore staff is recommending rejecting the alternates related to the futsal court. Staff will continue working with Kick It Forward to potentially construct the futsal court in the future.

OUTSTANDING ISSUES: None.

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

DATE: April 18, 2022

ITEM: Proclamation – Earth Day – April 22, 2022

FINANCIAL IMPACT: None

BACKGROUND: The attached proclamation designates Friday, April 22, 2022 as Earth Day. This proclamation is to promote awareness about outdoor recreation and environmental education in West Des Moines.


The Parks and Recreation Department and Friends of West Des Moines Parks and Recreation are holding events to celebrate Earth Day. A cleanup at Southwoods Park and Earth Day Family Fun event will be held on Saturday, April 23.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the proclamation designating Friday, April 22, 2022 as Earth Day in West Des Moines.

Lead Staff Member: David Sadler, Superintendent of Parks

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
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: April 4, 2022

- ITEM:** Public Hearing – Park Parking Lots, American Legion and Meadowview Parks
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$248,000.00 including one add alternate. Expenses to be paid from G/L account 500.000.000.5250.490. Funding for American Legion will be covered out of available funds in the FY 20-21 CIP from the Skate Facility Parking Lot and Walkways (Project No. 0510 058 2021). Funding for Meadowview Park will be covered out of available funds in the FY 20-21 CIP from the Parking Lot and Water Quality Improvements (Project No. 0510 060 2021). The total amount available for construction is \$277,000.00.

BACKGROUND: The Council is asked to approve the plans and specifications for the Park Parking Lots, American Legion and Meadowview Parks and to receive and file the report of bids that is attached. Three (3) bids were received for the project with the lowest responsible bid submitted by Concrete Connection, LLC from Johnston, Iowa. The preliminary estimated cost was \$263,639.40 with one add alternate for additional sidewalks on the east side of American Legion Park estimated at \$25,311.50.

This resolution is for construction of parking lots in American Legion and Meadowview Parks. Improvements at American Legion Park include construction of a parking lot, sidewalks within the park with bench pads, replacement of parking lot apron and ped crossing of Vine Street, as well as a new patio area near the skateramp. Improvements at Meadowview Park include construction of a parking lot, sidewalks within the park, and storm water improvements. Overall project includes associated clearing & grubbing, earthwork, stormsewer, pavement, site restoration and other related work.

OUTSTANDING ISSUES: None.

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 award the contract for Park Parking Lots, American Legion and Meadowview Parks in the amount of \$248,000.00

Lead Staff Member: David Sadler, Superintendent of Parks 

STAFF REVIEWS

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

CITY COUNCIL MEETING COMMUNICATION

DATE: April 4, 2022

- ITEM:** Public Hearing – Holiday Park Youth Baseball Field 3 & 4 Improvements, Phase 7
1. Resolution – Approval of Plans and Specifications
 2. Motion – Receive and File Report of Bids
 3. Resolution – Approve Contract

FINANCIAL IMPACT: Total contract amount of \$888,974.00. Funding will be covered out of funds in the FY 22-23 CIP for the Holiday Park Baseball Phase 7 (Project No. 0525 012.0510 014 2022). There is a total of \$950,000.00 available for construction of this project in the FY 22-23 budget.

BACKGROUND: The Council is asked to approve the plans and specifications for the Holiday Park Youth Baseball Field 3 & 4 Improvements, Phase 7 and to receive and file the report of bids that is attached. One (1) bid was received for the project with the lowest responsible bid submitted by Iowa Athletic Field, from Webster City, Iowa. The preliminary estimated cost was \$821,629.00 for the project. Although only one bid was received, due to current bid climate, contractor availability and available budget, staff is recommending award of contract. This contractor also completed the last phase of the field improvements and has a good understanding of the project requirements.

This resolution is for the renovation of the final two baseball fields (Fields 3 & 4) in Holiday Park. Work includes demolition of existing dugouts/fields/fencing, grading, stormwater utilities, soil amendments, new infields and warning tracks, refurbishing foul poles, paving of bleacher areas and walkways, new dugouts with player benches, electrical improvements, fencing improvements, new irrigation, sodding of outfields, and other associated items.

OUTSTANDING ISSUES: None.

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 award the contract for the Holiday Park Youth Baseball Field 3 & 4 Improvements, Phase 7 in the amount of \$888,974.00

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

STAFF REVIEWS

Department Director	Sally Ortgies, Director of Parks and 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	Des Moines Register
Dates(s) Published	March 25, 2022

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services		
Date Reviewed	March 28, 2022		
Recommendation	Yes	No	Split

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

DATE: April 4, 2022

ITEM: Motion – Approval of Water Infrastructure Fund Grant Agreement – Iowa Finance Authority – Woodland Hills Greenway Water Quality Improvements

FINANCIAL IMPACT: Grant revenue of \$210,880 (80%) with a City match of approximately \$52,720 (20%). The City's match will be covered by CIP funds budgeted for the Woodland Hills Greenway project (Project No. 0510 090 2015).

BACKGROUND: The City has received an Iowa Finance Authority Water Infrastructure Fund grant in the amount of \$210,880 for the Woodland Hills Greenway Water Quality Improvements. These improvements will be part of a larger greenway improvement project including the installation of a trail. This trail will connect multiple existing trail segments and connect them to the existing Woodland Hills Park. The overall project will include drainage improvements and a stormwater best management practice (Step Pool Stormwater Conveyance) to correct an existing section of stream channel containing significant erosion and bank degradation. These improvements will both convey and treat stormwater runoff from the surrounding area.

The agreement was reviewed by the Legal Department.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the agreement for the Water Infrastructure Fund Grant Agreement with the Iowa Finance Authority.

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

STAFF REVIEWS

Department Director	Sally Orgies, Director of Parks and 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	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: April 4, 2022

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Woodland Hills Greenway, Trail Construction and Drainage Improvements

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the project is \$666,600.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of funds in the Woodland Hills Greenway Trial CIP (Project No. 0510 090 2015). There is currently \$541,637 available in that project fund. Staff has also secured grant funding from the Iowa Finance Authority in the amount of \$210,880 for water quality components of the project.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, April 27, 2022, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, May 2, 2022. The contract would be awarded on Monday, May 2, 2022, and work would begin shortly thereafter. The project completion date is set for Fall of 2022.

This resolution is for the construction of a remaining trail segment located along a greenway in the Woodland Hills development. This trail will connect multiple existing trail segments and connect to the existing Woodland Hills Park. The project will also include drainage improvements and a stormwater best management practice (Step Pool Stormwater Conveyance) to correct an existing section of stream channel containing significant erosion and bank degradation. These improvements will both convey and treat stormwater runoff from the surrounding area. Staff applied for and received a Water Infrastructure Fund grant from the Iowa Finance Authority to cover a large portion of the stormwater improvements.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks 

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	Public Services		
Date Reviewed	March 28, 2022		
Recommendation	Yes	No	Split

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

DATE: April 4, 2022

ITEM: Motion – Approval of License Agreement – BCycle Bike Share Station – Des Moines Street Collective

FINANCIAL IMPACT: Expense of \$3,250 per year (\$6,500 over term of agreement) to cover sponsorship of BCycle station. Funds are available in the department's operating budget. In 2018, the BCycle station was moved to Raccoon River Park from a previous location in Des Moines, so there was no cost to the City for the station itself.

BACKGROUND: With approval from the City Council in 2018, the Des Moines Street Collective, a local non-profit organization, installed a self-service bike rental station in Raccoon River Park. The original 2-year agreement expired on December 31, 2019, was renewed, with the second agreement set to expire in April 2022. The City was recently approached by the Street Collective about renewing it for another 2-year term. Per the agreement, the Street Collective is responsible for all aspects of operating the station including maintenance, replacement, and removal. The Street Collective is also responsible for making sure the station is stocked with bikes.

Although there has been no cost to the City for the station itself, the Street Collective depends on advertising sponsorships to cover approximately 50% of their cost to operate the BCycle program. To continue to offer the BCycle opportunity to users at Raccoon River Park, it is necessary for the City to sponsor the station located there. Also, by branding the station with City information, it makes it clear that the City is involved in providing the bicycles. It also gives the City control over the advertising message which is currently information on the Five Waters Project. The Street Collective will replace the advertising at no additional cost to the City at any time during the term of the agreement.

The BCycle station at Raccoon River Park was the first one to be installed outside of downtown Des Moines. Since then, Clive and Windsor Heights have also joined program and pedal-assist electric bikes have been added to the fleet. The Raccoon River Park station has proven to be highly popular with 2,298 trips taken from it in 2022. It was the 5th top performing station in the Des Moines metro last year. The attached License Agreement is very similar to the agreement approved in 2020 and has also been reviewed by the City's Legal Department.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the License Agreement.

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: April 4, 2022

ITEM: Motion – Approval of Professional Services Agreement Amendment #1 – Playground Equipment Replacement-Peony Park, Scenic Valley Park and Willow Springs Park

FINANCIAL IMPACT: Expense of \$25,200.00 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 and 20-21 CIP from the Playground Equipment Replacement (Project No. 0510 055 2020 and 0510 056 2021)

BACKGROUND: The original agreement with Snyder & Associates was approved on 2/1/21 in the amount of \$84,100.00 for basic design services related to the Playground Equipment Replacement Project for Peony, Scenic Valley and Willow Springs Parks. That scope included the planning and design process to analyze these playground areas, clearly identify how they are currently used, and determine ways for the playgrounds to better serve park users. The project scope included topographic survey, preliminary design services, final design services and bidding assistance on the project. The project has now been bid and contracted.

Amendment #1 in the amount of \$25,200.00 is to include the construction administration services on the project. 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 #1 with Snyder & Associates.

Lead Staff Member: David Sadler, Superintendent of Parks 

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

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: March 21, 2022

ITEM: Motion – Approval of Art on the Campus Artist Agreements - 2022 Art on the Campus Exhibit

FINANCIAL IMPACT: Expense of \$24,000 for the artist stipends (\$2,000 per work of art). Funds are available in the FY 21-22 Public Art budget.

BACKGROUND: The Public Arts Advisory Commission is sponsoring the tenth temporary “Art on the Campus” exhibit from April 15, 2022 to November 15, 2022. An “Art on the Campus” selection committee meeting was held on November 11, 2021, to review and score 40 (40) proposals that were submitted by sixteen (16) different artists from Iowa, Illinois, Nebraska, and Missouri. Of the sixteen artists, six were new and ten were returning. The selection committee members were Brenda Sedlacek (Commission member), Josh Duden (Commission member, absent), David Basler (Citizen), Shirley Houghtaling (Citizen), and Liz Stephenson (Citizen). The Public Arts Advisory Commission approved the selection committee’s recommendation on December 9, 2021.

Twelve entries were selected to be temporarily installed around the pond on the city campus. The recommendations include:

<u>Entry Name</u>	<u>Artist Name</u>	<u>Entry Name</u>	<u>Artist Name</u>
1 For Otto	Steven Maeck	7 Butterfly Figure	V. Skip Willits
2 Stalk	Matt Moyer*	8 Beautiful Changes	Hilde DeBruyne
3 Splash	Albert Rhea	9 Who Rescued Who	Gail Chavanelle
4 Three Red Houses	Andrew Aravantes	10 Madame Rainne	Bradley Cahill*
5 HomeSpun	Nathan Pierce*	11 Confluence	David Zahn
6 Oxbow	Tim Adams	12 Hydraulic Jump 1	Kristin Garnant

*new artist


A photograph of the artwork is attached to each of the agreements. A map of the locations approved by the Public Arts Advisory Commission is also included.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the agreements as recommended by the Public Arts Advisory Commission for the 2022 “Art on the Campus” exhibit.

Lead Staff Member: Allison Ullestad, Arts, Culture, and Enrichment Supervisor

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	Public Arts Advisory Commission		
Date Reviewed	12/09/2021		
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: March 21, 2022

ITEM: Motion – Approval of Contract Agreement Renewal – Park Security Services

FINANCIAL IMPACT: Approximate expense of \$89,000 annually based on services identified in the Request for Proposal dated January 2019. This is a contract renewal with hourly rates being increased by approximately 30%. This rate increase is at the request of the contractor due to the current shortage of qualified workers. To mitigate some of this increase, scheduled hours are being adjusted resulting in a total increase of approximately \$10,000 annually. The contract includes a contractor-supplied vehicle. The vehicle-related costs are not being increased with this renewal. There is \$84,000 budgeted in the FY 22-23 operating budget for this purpose. Any amount over the budget will be covered with cost savings in other areas.

BACKGROUND: The Council is asked to approve the renewal of a contract agreement with American Security for Park Security Services. American Security has provided park security services for several years. They were originally selected in 2013 and again in 2019 using a detailed Request for Proposal (RFP) process. The RFP was sent to all area security providers, and a notice of the RFP was published. Through an evaluation of written proposals and interviews, American Security was chosen. The current agreement with them expired on December 31, 2021, but the terms of the agreement allow for renewal on an annual basis for an additional two years.

This agreement covers on-site security from May 1 through October 31 and mobile patrol from November 1 through April 30. The amount of coverage varies depending on the time of the year. Security officers are responsible for patrolling parks, locking and unlocking parks and facilities, checking permits at the dog park and archery facility, responding to alarms at the nature lodge and softball complex, and enforcing park rules.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the contract agreement renewal.

Lead Staff Member: David Sadler, Superintendent of Parks

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	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed	3/14/22		
Recommendation	Yes	No	Split

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

DATE: March 21, 2022

ITEM: 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, Pickleball Courts and Ancillary Improvements

FINANCIAL IMPACT: None at this time. The preliminary estimated base bid cost of the project is \$994,256.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of budgeted funds (\$854,070) remaining in the Valley View Park, Central Site Grading, Utilities & North Roadway (Project No. 0525 033.0510 037 2018), and additional funds (\$390,000) requested in the FY 22/23 budget.

Four (4) add alternates are included estimated at an additional \$237,993.00. Three of the four alternates are related to a proposed futsal court located to the west of the pickleball complex. Construction of the futsal court would be part of a partnership with Kick It Forward, a non-profit organization working in conjunction with Musco Lighting. Kick It Forward is currently raising funds to cover the cost of the supply, delivery and installation of Musco's futsal court equipment package including surfacing, fencing, and lighting. The equipment (valued at \$100,000) would be donated to the City by Kick It Forward.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, April 13, 2022, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, April 18, 2022. The contract would be awarded on Monday, April 18, 2022, and work would begin shortly thereafter. This project is scheduled to be substantially completed by fall 2022, with final completion in spring of 2023.

This Resolution is for construction of an 8-court lighted pickleball complex with associated improvements. The base project includes site utilities, earthwork, concrete sidewalks, subbase, asphalt courts, court surfacing, chainlink fencing & gates, park drive lighting & site lighting, electrical, site restoration and other associated items. The project also includes four add-alternate bid items including:

1. Pickleball Shade Structure (located in central area between courts)
2. Futsal Court Asphalt Pad
3. Futsal Court Shade Structure
4. Futsal Court Pedestrian Lighting

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks

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

DATE: March 21, 2022

ITEM: Motion – Approval of Park Use Agreement – Sportsplex West, LLC

FINANCIAL IMPACT: None

BACKGROUND: The five-year Park Use Agreement between the City and West Des Moines Sportsplex West was set to expire on December 31, 2023. Sportsplex West met with City staff and discussed the possibility of renewing the Park Use Agreement for a new five-year term. With new sports complexes being built in neighboring communities, both parties saw the advantages of solidifying the successful partnership between the City and Sportsplex West by establishing a new five-year agreement now rather than waiting for the original agreement to expire.

More than 3,400 players and 286 teams participated in their Open Baseball League and Competitive Baseball League in 2021. For the first time, Holiday Park hosted three different seasons with SportsPlex West - spring, summer, and fall.

Other than the extension of the term and updated insurance requirements, no changes are being made to the current agreement. The agreement has been reviewed by the Legal Department and representatives of Sportsplex West.


The Parks and Recreation Advisory Board approved the agreement at their regular meeting on March 17, 2022.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Agreement.

LEAD STAFF MEMBER: Ryan Penning, Assistant Director of Parks and Recreation

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	
Date Reviewed	

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

DATE: March 21, 2022

ITEM: Resolution – Award Construction Contract – MidAmerican Energy Company RecPlex – Public Safety BDA System – Electronic Engineering

FINANCIAL IMPACT: Expense of \$95,512.69. Expenses to be paid from G/L account 692.400.700.5250.490.

BACKGROUND: During design and construction of the MidAmerican Energy Company RecPlex it was anticipated that some type of radio amplifier would be needed to ensure complete coverage of public safety and building operations radios within the facility. With construction substantially completed, it was verified that the concrete and steel components of the facility combined with its size have greatly restricted the functionality of the current West Des Moines radio capabilities. Due to the building construction, standard, short-range, low powered radio systems will also not function reliably.

The proposed system will provide a building wide NFPA-compliant Bi-Directional Amplification (BDA) system to ensure EMS, Fire and Police radios will operate. Additionally, the proposed system will be utilized by RecPlex staff to communicate during daily operation and emergency situations. Therefore, the proposed system will result in full reliability for both operations and public safety.

Approval of this contract authorizes Electronic Engineering to furnish and install the building wide 800 MHz Public Safety BDA system. The attached contract details a breakdown of all related items.

Electronic Engineering is the leading provider of paging services, two-way radios, public safety lightbars and sirens and wireless broadband in Iowa and Nebraska. This contract is being awarded for good cause as the same system is currently being used by West Des Moines EMS, Fire and Police Departments.


The project is scheduled to begin in May and be completed by July 1, 2022.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Contract with Electronic Engineering.

Lead Staff Member: Ryan Penning, Assistant Director of Parks and Recreation

STAFF REVIEWS

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

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

DATE: March 21, 2022

ITEM: Motion – Approval of Agreement Addendum – MidAmerican Energy Company RecPlex - WiFi Media Solution – Green Zebra Media Corp.

FINANCIAL IMPACT: None

BACKGROUND: The original agreement was approved at the September 21, 2020 Council meeting. Due to construction delays and the facility not completely opening until January 2022, it's in the best interest of both parties to push back the start date on the agreement to March 1, 2022.

Contract details are included in the revised Exhibit D (attached). The Legal Department has reviewed the Agreement Addendum.

OUTSTANDING ISSUES (if any): None.

RECOMMENDATION: That the City Council approve the addendum to the RecPlex WiFi Media Solution Agreement.

Lead Staff Member: Ryan Penning, Assistant Director of Parks and Recreation

STAFF REVIEWS

Department Director	Sally Ortgies, 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			
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: March 21, 2022

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2021 Concrete Trail Renovations

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the project is \$214,300.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of budgeted funds in the 2021 Trail Renovation C.I.P. account (Project No. 0510 027 2020).

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, April 13, 2022, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, April 18, 2022. The contract would be awarded on Monday, April 18, 2022, and work would begin shortly thereafter. This project is scheduled to be completed by fall of 2022.

This Resolution is for repair and replacement of portions of existing concrete trail located primarily at street crossings to bring them into compliance with ADA. The project also includes the replacement of a segment of trail along 60th Street between Vista Drive and the I-80 bridge. The areas being addressed were identified as a higher priority following the 2021 inspection of the entire trail system by City staff. The majority of defects in the existing trails involve spalling and cracking of the concrete trail surface. Defective areas of the trail are being replaced with 6" thick reinforced concrete to help prevent future problems. This will further extend the life of the new trail.

OUTSTANDING ISSUES: None.

RECOMMENDATION: That the Council approve the Resolution.

Lead Staff Member: David Sadler, Superintendent of Parks

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	3/14/21		
Recommendation	Yes	No	Split

Parks & Recreation CIP Status

4/21/2022

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	Sugar Creek Greenway Trail-Phase 1	Sugar Creek Greenway		\$ 300,000	X	X	X	X	X			Complete	Trail paving substantially complete with only construction access remaining, natives seeded, waiting on acceptance of seeding
18/19				\$ 525,000	X	X	X	X	X				
20/21			LOST	\$ 950,000	X	X	X	X	X				
18/19	Valley Junction Trail Connection Design/Construction	VJ/Levee	GO	\$ 400,000	X	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 / waiting on railroads to install two crossings
18/19	Raccoon River East Pedestrian Bridge Design	Raccoon River Park	GO	\$ 300,000	X	X						Under Design	Construction not budgeted / Capital Campaign kicked off / plans 95% complete
20/21			LOST	\$ 345,000	X	X							
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X			X			Under Construction	Request for Bids distributed with bids due 10/20 / bids received under budget / construction scheduled for June 2022
19/20	Restrooms	Railroad Park	GO	\$ 350,000	X	X	X	X	X			Under Construction	Feasibility study complete / taking preferred option to Development Review Team to determine next steps / PSA for construction documents-5/17 / Order Construction anticipated for 9/20 / Went through Historic WDM Master Plan Steering Committee review 9/15 / Bids significantly over budget and estimate / Deferring award of contract until 11/4 / Contract awarded 11/4
19/20	Disc Golf Course Renovation	Southwoods Park	GO	\$ 30,000	X							Under Design	Renovation complete / remaining \$8,000 could be used to begin design of potential expansion / Park Board & staff toured area disc golf courses 9/14/Getting pricing from designers for feasibility study
19/20	Lighted Pickleball Courts (fka Central Site Grading, Utilities, Road)	Valley View Park	GO	\$ 1,400,000			X	4/18/2022				Under Design	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			Under Construction	
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						Substantially Complete	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 / Awarding contract 9/20/21
21/22	Phase 6 Construction-Maintenance Building Improvements		GO	\$ 300,000	X	X	X	X	X				
22/23	Phase 7 Construction-Fields 3 & 4		O	\$ 900,000			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 / Presented to Park Board in August / PSA approved by Council 2/7
21/22	Demo, Inclusive Playground, Central Area Improvements (Design/First 1/2 of construction)	GO	\$ 750,000	X	X								
20/21	2020 Asphalt Trail Renovation	Jordan Creek-39th to 50th	GO	\$ 712,556	X	X	X	X	X			Substantially Complete	Started construction in September / contractor needs to repair damage to trail near 39th Street
20/21	2021 Court Renovation	Legion (Reconstruct), Willow Springs, Fairmeadows (Resurface)	GO	\$ 338,248	X	X	X	X	X	X		Complete	PSA approved by Council 1/19/21 / kick-off meeting 2/3 / Award contract 5/17 / Pre-con week of 6/7 / plan to begin construction second week of July / All courts under construction in August & September
21/22			GO	\$ 300,000	X	X	X	X	X	X			
20/21	Play Equipment Replacement Design	Peony/Willow Springs/Scenic Valley Park	GO	\$ 100,000	X	X						Under Construction	Design is in progress / plan to bid winter / contract awarded 2/21
21/22	Play Equipment Replacement Construction	GO	\$ 900,000			X	X	X					
20/21	Creek Stabilization/Crossing & Parking Lot Design	Crossroads Park	GO	\$ 75,000	X	X							PSA approved by Council 3/1/21 / In bidding process / Going to Council 9/20 to award contract

21/22	Creek Stabilization/Crossing & Parking Lot Construction		GO	\$ 600,000									Under Construction	
			G	\$ 100,000	X	X	X	X	X					
21/22	Concrete Pavement Renovation		GO	\$ 100,000	X	X	X	X	X					
20/21	Fencing/Signage/Repairs	Huston Cemetery	GO	\$ 50,000	In-House	In-House							Under Design	Preliminary design complete / working through City approval process / construction planned fall 2021 / delayed due to need for re-zoning
					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)	Retainage Paid			
20/21	Woodland Hills Greenway Trail	Woodland Hills Greenway	GO	\$ 400,000	X	X	X	5/2/2022					Under Design	Construction documents nearly complete / additional professional services needed for creek stabilization / PSA approved by Council-4/19
21/22	Boat Locker Expansion - Concrete Pad	Raccoon River Park	GO	\$ 75,000	In-House	In-House		X	X		X		Complete	Construction planned summer 2021 / concrete pad complete / locker shipment delayed by up to one year
	Boat Locker Expansion - Lockers				In-House	In-House	X	X	X					Lockers shipped 4/15
21/22	Trail Renovation	Various		\$ 300,000	X	X	X	4/18/2022					Under Design	PSA for Concrete Trail Renovation going to Council 9/20
21/22	Softball Field Improvements	Holiday Park Girls Softball	GO	\$ 75,000									Under Construction	Girls softball will complete work and be reimbursed by City / Infield renovation complete & reimbursed to GSA / Warning track remaining to be done
21/22	River Access Design (1st Street)	Raccoon River Greenway	LOSST	\$ 100,000	X	X							Under Design	Design summer/fall 2021
21/22	Skate Facility Parking Lot & Walkways Design/Construction	Legion Park	GO	\$ 175,000									Under Construction	
21/22	Parking Lot Design/Construction	Meadowview Park	GO	\$ 150,000	X	X	X	X	X				Under Construction	Design summer/fall 2021 / Construction start June 2022
Budgeted / Professional Services Agreement or Construction Contract Not Yet Awarded														
20/21	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House								In-house design nearly complete / going through Minor Mod approval / plan to order construction in October
21/22	Park Signage-Phase 3		GO	\$ 170,000	In-House	In-House								
20/21	Diving Platform	Valley View Aquatic Center	GO	\$ 200,000	X	X	X							Bids allowed to expire per Council directive / could re-bid over winter for spring 2022 construction / F & A approved moving forward with project / will bid with tugboat slide replacement and construct late summer after pool closes
21/22	Median Renovations	Various		\$ 100,000										Engineering will handle