

WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, April 21, 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, April 21, 2022, at 5:30 p.m. by presiding Chair Schebel.

Commission	Heather Schebel <i>Chair</i>	Joe Hrdlicka <i>Secretary</i>	Jim Miller	Rick Swalwell	Aaron Sewell <i>Vice-Chair</i>
Present	X		X		X

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			

On Item 1. Call to Order/Approval of Agenda

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

On Item 2. Citizen Forum

None.

On Item 3. Approval of Minutes of March 17, 2022, Meeting

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

On Item 4 Old Business

None

New Business

On Item 5A. Presentation – Annual Reports

1. West Des Moines Rugby Foundation

Doug Loots, President of the West Des Moines Rugby Foundation, provided an overview of the Foundation. Loots stated that there is an agreement with the City to maintain six acres of rugby fields on 39th Street in West Des Moines. The Foundation celebrated their 50th anniversary last year with over 200 members in attendance. The organization is facing parking capacity issues and is reviewing solutions. They have over a million dollars in assets and will make investments in the future such as painting/siding the building, building a shed to house equipment, and repaving the parking lot. Lowe asked if the clubhouse can be rented, and Loots stated that they do rent it to affiliated members and organizations. Sewell asked if they offer classes and Loots confirmed they do. Sadler asked if the parking lot built by the City a few years ago has helped or is there still overflow into the grassy area. Loots stated the lot has helped tremendously but could be double or triple in size and would be utilized. Sadler asked if the Jordan Creek stabilization has assisted with flooding issues and Loots confirmed that has helped.

2. West Des Moines Girls Softball Association

Kris Schmidt, President of West Des Moines Girls Softball Association, along with Sarah Reihmann and Gene Rauch, provided an overview of the Association. All 20 board members are volunteers with

a paid groundskeeper and bookkeeper. The Association is requesting new playground equipment, lights on Quinn Field, new cage netting, John Deer Gator, and water sprayer/wagon from hotel/motel tax funds. Ortgies asked if the Association has worked with Catch Des Moines to calculate the economic impact of their tournaments to the city. Lowe questioned if participants are required to be West Des Moines residents to play on these leagues and Schmidt confirmed that it is a requirement. Schebel asked if the Department had funds available in the budget for the requested items. Ortgies stated the playground is identified in the Capital Improvement Plan but not in the budget for the next year. Sadler questioned if the field renovations are complete. Ortgies stated the renovations are complete. This has been a good partnership with the City providing the funding and the Association handling the execution of the projects. Ortgies stated that \$850,000 has been allocated to the Holiday Park Softball Complex over the last several years. Sadler stated the City paved the road to the east of the park and asked if that has helped with parking issues. Schmidt stated that it does not get used a lot by their families and is used more by persons using the cricket field.

3. West Des Moines Soccer Club

Kevin Johnston, Board President of West Des Moines Soccer Club, provided an overview of the Club. The Club operates by 100 percent volunteers. The management of programming is contracted by Sporting Iowa and field maintenance is provided by Valley Turf. The Club is not currently utilizing the MidAmerican RecPlex, however, they would like to use the facilities in the future. The Club is requesting pruning of trees around the fields and potential areas for future field repairs. Miller asked why 30% of their members are coming to West Des Moines from other cities. Johnston stated that it has a lot to do with the management of coaches and player development. Ortgies stated that the RecPlex is working on getting West Des Moines Soccer scheduled for winter field time. Sadler stated that there will be a small parking lot and fencing changes adjacent to Hidden Valley Soccer as part of the Raccoon River Pedestrian Bridge project, however, these will not impact the fields.

On Item 5B. Motion – Establish Special Meeting Dates-Ice Cream Socials

Ortgies stated that the following dates, times, and locations are proposed for the Ice Cream Socials.

July 14, 6:30 pm, at Maple Grove Park

July 19, 6:30 pm, at Brookview Park

July 21, 6:30 pm, at Ashawa Park

Ortgies stated that July 21 is the normally scheduled Board meeting and if there are action items requiring attention, the Board could hold a quick meeting prior to the social. She also stated that the library may join and add activities.

Sewell moved to approve to Establish Special Meeting Dates-Ice Cream Socials as presented. Lowe seconded. Motion carried unanimously

On Item 5C. Motion – Approval of Parks Special Event Policy

Ortgies stated that there are numerous requests for events that are for-profit rather than those that benefit the community. Many of the organizations are not local and would profit off park property. The proposed policy would require the organization to be registered as a non-profit organization, 501(c)(3), in the state of Iowa, church, or religious organization. This policy also establishes requirements related to the sale of products including food, beverages, alcohol, or merchandise. It includes a vendor fee along with requirements associated with the selling and serving alcohol. The policy will prohibit the use of inflatables or other devices utilizing water. Sound permits would only be allowed in parks with a Special Event Permit. There have been numerous occurrences where events exceed the capacity of shelters at Raccoon River Park and Crossroads Park where DJs and bands are occurring. This policy would limit these types of events to only be allowed with a Special Event Permit. Miller stated the Facilities Committee had a lengthy discussion and approved of this recommendation.

Miller moved to approve the Parks Special Event Policy as presented. Lowe seconded. Motion carried

unanimously.

On Item 5D. Motion – Approval of Alternate Parkland Dedication Plans

1. Westown Commons

Sadler reviewed the proposed alternate parkland dedication plan for the Westown Commons Project. The development is currently served by Pearson Park. The development consists of 44 apartments which requires .47 acres of parkland. Requirements will be met with an internal trail, seating areas, retaining wall, and benches and associated landscaping. The Facilities Committee approved the alternate plan.

Sewell moved to approve the Alternate Parkland Dedication Plan for Westown Commons as presented. Miller seconded. Motion carried unanimously.

2. Oxford Commons

Sadler reviewed the proposed alternate parkland dedication plan for the Oxford Crossing Project. The development is currently served by Maple Grove Park. The development consists of 93 single family and multifamily lots which results in 1.65 acres of required dedicated parkland. The developer is proposing the installation of 10-foot trail along the south side of Westown Parkway and west side of 92nd Street. The Facilities Committee approved the alternate plan.

Jim moved to approve the Alternate Parkland Dedication Plan for Oxford Commons as presented. Aaron seconded. Motion carried unanimously

On Item 5E. Discussion-Updated Master Parks and Trails Plans

Sadler gave an overview of the updated Comprehensive Plan. The City is currently asking for public input on the plan. Parks and Recreation wanted to take advantage of this opportunity to include the Parks and Trails Master Plan updates in the public input phase. Sadler discussed the proposed changes that include parks being added or deleted due to changes in residential land use. Some proposed parks were also removed due to changes in the planning boundaries. Sally and Dave also discussed the draft updates to the Trails and Greenways Plan that will be included in the Comprehensive Plan.

Sally stated that Engineering is planning the reconstruction of Ashworth Road. As they are determining how to modify the road, they have included a side path trail to the north side of the road. There will be two public meetings on April 28 and May 3 to discuss this project. The proposed plan will be to go from four narrow lanes to three lanes. The trail addition will require land acquisitions from residents along Ashworth Road. Schebel stated this would provide a much safer environment for pedestrians and bikers. Orgies stated 55% of residents ranked trails for walking and biking as the number one and two priorities for P&R.

Orgies discussed the lack of community park options in the southeast corner of the city. Staff will be meeting with Norwalk regarding their plans in the adjacent area.

Staff Reports

On Item 6A. Superintendent of Parks

Sadler stated the water will be turned on at all parks starting on Tuesday. Reliable has begun their maintenance services at the parks. The Department has hired six park attendants. There are nine new construction projects in the bidding phase with nine new projects for this summer and three to four carryovers from last summer.

On Item 6B. Superintendent of Recreation

Orgies reported for Penning. The aquatic center pass sales from December 1 to March 31 were over \$74,000 compared to \$41,000 in 2021 for the same time frame. Earth Day Family Fun is on April 23. The RecPlex hired two new full-time staff members: John Alexander, Facility Specialist, and Danya Moore, Guest Services

Supervisor. Lifeguard recruitment is going very well with 43 more applicants than last year at this time. The RecPlex has held large events including: State Boys Hockey Tournament, indoor softball tournament. Chow's gymnastic meet, volleyball tournaments, wrestling, and basketball. Last week, ESPN broadcasted the NAIA Men's Volleyball Championship.

On Item 6C. Director of Parks and Recreation

Ortgies stated fundraising for Raccoon River Pedestrian bridge is going well. A \$750,000 private donation has been made which will grant naming rights. An announcement regarding this will be coming soon. With the \$100,000 Polk County Development Grant, approximately \$2.2 million has been raised with approximately \$750,000 in prospective donations and grants. Ortgies is working with a grant writer for the Destination Iowa Outdoor Recreation Fund grant. There is \$40 million available and the City will be requesting \$3 million for the bridge project. To show a commitment from the City, a resolution will be taken to the City Council stating the City will cover the remaining cost of the project.

On Item 7. Other Matters

None.

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

A. City Council Communications

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| April 18, 2022 | Public Hearing – 2021 Concrete Trail Renovations <ol style="list-style-type: none"> 1. Resolution – Approval of Plans and Specifications 2. Motion – Receive and File Report of Bids 3. Resolution – Approve Contract |
| April 18, 2022
Improvements | Public Hearing – Valley View Park, Pickleball Courts and Ancillary <ol style="list-style-type: none"> 1. Resolution – Approval of Plans and Specifications 2. Motion – Receive and File Report of Bids 3. Resolution – Approve Contract |
| April 18, 2022 | Proclamation – Earth Day |
| April 18, 2022 | Public Hearing – Park Parking Lots, American Legion and Meadowview Parks <ol style="list-style-type: none"> 1. Resolution – Approval of Plans and Specifications 2. Motion – Receive and File Report of Bids 3. Resolution – Approve Contract |
| April 4, 2022
Phase 7 | Public Hearing – Holiday Park Youth Baseball Field 3 & 4 Improvements, <ol style="list-style-type: none"> 1. Resolution – Approval of Plans and Specifications 2. Motion – Receive and File Report of Bids 3. Resolution – Approve Contract |
| April 4, 2022 | Motion – Approval of Water Infrastructure Fund Grant Agreement – Iowa Finance Authority – Woodland Hills Greenway Quality Improvements |
| April 4, 2022 | 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 |
| April 4, 2022 | Motion – Approval of Professional Services Agreement Amendment #1 – Playground Equipment Replacement – Peony Park, Scenic Valley Park, and Willow Springs Park |
| March 21, 2022 | Motion – Approval of Art on the Campus Artist Agreement – 2022 Art on the Campus Exhibit |
| March 21, 2022 | Motion – Approval Contract Agreement Renewal – Park Security Services |

- March 21, 2022 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
- March 21, 2022 Motion – Approval of Parks Use Agreement – Sportsplex West, LLC
- March 21, 2022 Resolution – Award Construction Contract – MidAmerican Energy Company RecPlex – Public Safety BDA System – Electronic Engineering
- March 21, 2022 Motion – Approval of Agreement Addendum – MidAmerican Energy Company RecPlex – WiFi Media Solution – Green Zebra Media Corp.
- March 21, 2022 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

B. Parks CIP Projects Status

Sewell moved to adjourn the meeting. Lowe seconded. Motion carried unanimously. Meeting adjourned at 7:16 p.m.

Respectfully submitted,

 _____ 5-19-22

Miranda Kurtt
Administrative Secretary

ATTEST:

 _____ 5-19-22

Aaron Sewell
Vice Chair