

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, May 19, 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, May 19, 2022, at 5:36 p.m. by presiding Chair Schebel.

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

<b>Commission</b>	Linda Lowe	Melissa Clarke-Wharff			
<b>Present</b>		X			

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

**On Item 1. Call to Order/Approval of Agenda**

Hrdlicka moved to approve the agenda with the removal of items 5A1.Presentation-Annual Reports, Heartland Cricket. Sewell seconded. Motion carried unanimously.

**On Item 2. Citizen Forum**

None.

**On Item 3. Approval of Minutes of April 21, 2022, Meeting**

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

**On Item 4 Old Business**

None.

**New Business**

**On Item 5A. Presentation –Annual Reports**

1. **Heartland Cricket**  
Removed from agenda.
2. **Iowa Premier League**  
Not present.

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

1. **Fountain Terrace**

Sadler reviewed the proposed alternate parkland dedication plan for the Fountain Terrace development. The development is served by two neighborhood parks (Whisper Point Park and Woodland Hills Park) which are both substantially complete. The developer has chosen to provide parkland on their own site with a dog park and multiple open spaces with trails, shelters, benches, trash receptacles and associated landscaping. The development consists of 146 apartments which results in a requirement of 1.55 acres to be dedicated to public use. At the Facilities Committee meeting, Schebel questioned if there should be a pedestrian crossing to Area ‘3’ with ADA

accessibility. Kevin Conn, Landscape Architect, is following up with the developer to see if this is possible. The Facilities Committee met and was in agreement with the alternate plan.

Hrdlicka moved to approve the Alternate Parkland Dedication Plan for Fountain Terrace as presented. Clarke-Wharff seconded. Motion carried unanimously

**On Item 5C. Motion – Approval of Recommendation to City Council – Fees & Changes**

Penning stated that staff evaluates fees and charges and adjust them twice annually on July 1 and January 1. The Nature Lodge rates have not been raised since 2014. The Nature Lodge rentals are proposed to increase \$5 per section per hour or \$15 per hour for a full room rental. If there is not a diminished demand for rentals, the department may increase the rates again next year. Even at the increased price, the rates are comparable, if not lower than other locations in the area.

With the addition of the pickleball courts at Valley View Park, the department is adding rental fees similar to the tennis courts at Crossroads Park. If the courts are not reserved, they will be first come, first serve. The public rate is \$5 less than the rental fees for the indoor pickleball courts at the MidAmerican Company RecPlex.

There is currently only a full-field rate for the Indoor Turf rentals at the RecPlex for the off season (April 15-November 15). A rental rate for a third of the field is being proposed to allow more flexibility at a lower rate. A new rental rate is also being proposed for the Performance Center, a multi-use space that can be used for off-ice training, fencing, and youth wrestling. The proposed increase from \$5,000 to \$8,000 for the Special Event Rental will help cover operating expenses for large special events. This is a flexible fee that can be charged up to the \$8,000. Schebel questioned if this is a setup/teardown cost and Penning confirmed that it is. As the operating expenses go up at all facilities, the department will look at increasing other fees in the future. Hudson questioned how many large special events have been held at the MidAmerican RecPlex. Penning stated that it is approximately ten for the 2021-2022 fiscal year.

The department is also looking at increasing the boathouse locker fees in January.

Hrdlicka moved to approve the Recommendation to City Council – Fees and Changes as presented. Clarke-Wharff seconded. Motion carried unanimously.

**On Item 5D. Motion – Approval of Recommendation to City Council – Addendum to Concessions Facility Agreement – Raccoon River Park Softball Complex**

Penning stated the concessionaire at Raccoon River Park Softball Complex has requested to sell alcohol during youth events. They already sell alcohol at adult events at Raccoon River Park Softball Complex. Penning stated the original agreement with Formaro's Stuffed was approved in 2019. Formaro's Stuffed requested this addendum two years ago, however, staff wanted to first monitor the sale of alcohol during youth events at the MidAmerican RecPlex. Since that has been going well, staff recommends that the concessionaire's request be approved. If approved, the requirements would follow the alcohol policy approved by the Parks and Recreation Board and implemented at the RecPlex. This would include detailed staff training and operational procedures. This will ensure consistency between the two facilities. Hrdlicka voiced concerns regarding the sale of alcohol at events where youth are present, however, he is willing to try it. This agreement is revocable at any time. Schebel stated that this could open the possibility of vendors requesting this in different facilities. Ortgies stated that if this occurred, it would be reviewed at that time.

Hrdlicka moved to approve the Recommendation to City Council – Addendum to Concessions Facility Agreement – Raccoon River Park Softball Complex as presented. Sewell seconded. Motion carried unanimously

## **Staff Reports**

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

Sadler stated that there is a delay in construction of the Railroad Park Restroom project. The contractor's estimated completion date is about a month behind but still prior to July 4. The delivery of playground equipment for Peony Park, Scenic Valley Park, and Willow Springs Park has been delayed until approximately August. Unfortunately, demolition at Peony and Scenic Valley Parks has already occurred. Willow Springs Park demolition will be delayed until closer to the delivery date of the playground equipment. The City received a \$5,000 Community Forestry Grant from the Iowa Department of Natural Resources for tree planting on public lands. A \$30,000 Grant from Microsoft supplemented the cost of trees for the Shade Crusade program. Approximately 340 trees were purchased and delivered to West Des Moines residents and approximately 100 trees were planted in public property. Sadler stated that park usage and rentals are way up.

### **On Item 6B. Assistant Director of Parks and Recreation**

Penning stated there are 128 aquatics staff on board with a few remaining to be hired. Aquatic Centers will open Memorial Day weekend, close May 31-June 2 and then fully open for the season on June 3. The Boathouse will open Saturday of Memorial Day weekend. The WDMurals on Jordan Creek Trail will be completed by May 30. The Progression Celebration Event will be held on June 21 at 5:30pm in the Council Chambers. Raccoon River Softball Complex and Holiday Park Softball and Baseball Complexes are going strong. Park Palooza is June 4 at Raccoon River Park. The event received approximately \$8,000 in sponsorship funds. The Raccoon River Dog Park Ambassador Program is something new that we are trying. Residents will volunteer their time in assisting and monitoring Dog Park users. The RecPlex has large special events scheduled including the Iowa Methodist Church Conference, Iowa Home School Convention, and Dallas County Election. Summer programs start June 6 with the biggest program being the RP Kids Summer Day Camp with approximately 600 participants over nine weeks.

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

Ortgies thanked the Board members that were able to attend the Public Meetings for the Ashworth Road Project. The Master Parks and Trails revisions will come to the June Board meeting for approval. An invitation went out for a cocktail reception for the Raccoon River Pedestrian Bridge capital campaign on May 25. This will be the last private event seeking donations. The public campaign will be introduced at the Park Palooza Event. The City Council approved conducting two feasibility studies. The first feasibility study is for an indoor aquatic facility. The second feasibility study is for an expansion at the RecPlex. This includes a third sheet of ice, one outdoor field, and additional parking. Schebel questioned if the schools are involved in the feasibility study. Penning stated they have reached out to Valley High School and Downing Catholic School. The Friends of Parks and Recreation will be losing three members at the end of their terms. A recent social media post generated eleven interested candidates.

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

None.

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

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

- |             |  |
|-------------|--|
| May 2, 2022 | Motion – Approval of Professional Service Agreement – Aquatics Facility Feasibility Study- Councilman-Hunsaker   |
| May 2, 2022 | Motion – Approval of Professional Service Agreement – MidAmerican Energy Company RecPlex Market Study and Pro Forma Update – Sports Facility Advisory, LLC |
| May 2, 2022 | Resolution – Commitment of Funding for Raccoon River Pedestrian Bridge   |

- May 2, 2022                      Public Hearing – Woodland Hills Greenway, Trail Construction and Drainage Improvements
1. Resolution – Approval of Plans and Specifications
  2. Motion – Receive and File Report of Bids
  3. Resolution – Approve Contract
- May 2, 2022                      Motion – Approval of Grant Project Cooperative Agreement – 2022 Emerald Ash Borer Community Forestry Grant Program – Iowa Department of Natural Resources
- May 2, 2022                      Motion – Approval of Artists and Artwork Locations – 2022 WDMurals
- May 16, 2022                     Proclamation – Kids to Parks Day – May 21, 2022
- May 16, 2022                     Motion – Approval of Iowa DOT Title VI Non-Discrimination Agreement and US Depart of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A
- May 16, 2022                     Motion – Approval of Contract Agreement – MidAmerican Energy Company RecPlex Custodial Services
- May 16, 2022                     Motion – Approval of Contract Agreement – MidAmerican Energy Company RecPlex Landscape Maintenance

B. Parks CIP Projects Status

Sewell moved to adjourn the meeting. Clarke-Wharff seconded. Motion carried unanimously. Meeting adjourned at 6:31 p.m.

Respectfully submitted,

  
 \_\_\_\_\_ 8-18-22  
 Miranda Kurtt  
 Administrative Secretary

ATTEST:

  
 \_\_\_\_\_ 8/18/22  
 Joe Hrdlicka  
 Secretary