

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, October 20, 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, October 20, 2022, at 5:30 p.m. by presiding Chair Schebel.

<b>Commission</b>	Heather Schebel <i>Chair</i>	Joe Hrdlicka <i>Secretary</i>	Jim Miller	Aaron Sewell <i>Vice-Chair</i>	Linda Lowe
<b>Present</b>	X	X phone in	X	X phone in	X

<b>Commission</b>	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**

Miller moved to approve the amended agenda with the addition of the Emerald Ash Borer Presentation. Lowe seconded. Motion carried unanimously.

**On Item 2. Citizen Forum**

Brad Morford, 1815 Ashworth Road, voiced concerns regarding the proposed Ashworth Road construction. Sheryl Matravers, 1409 Ashworth Road, voiced concerns regarding the proposed trail along the north side of Ashworth Road.

Hudson commented that the project is in the very early stage of the planning process. Ortgies mentioned that a City Council Workshop was planned to take place on November 7 for discussion of the Ashworth Road project.

**On Item 3. Approval of Minutes of June 16, 2022, Meeting**

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

**On Item 4 Old Business**

None.

**New Business**

**On Item 5A. – Presentation on Emerald Ash Borer**

Paul Tauke, Urban Forestry Supervisor, presented an update on the Emerald Ash Borer situation including the potential hazards of untreated trees. The Public Services Department is working on adding diverse trees to the city to help reduce the impact of dying trees. Hrdlicka asked what action the city will take with a homeowner that has dead and/or dying trees. The owner will be notified by a City Compliance Specialist that the tree must be removed along with a timeline in which to comply.

**On Item 5B. – Motion – Huston Ridge Park Portable Toilet**

Ortgies stated that this issue has been discussed multiple times by the Facilities Committee and Board. The recommendation of the Facilities Committee is to leave the portable toilet and enclosure in the park with alterations made to the enclosure to provide further screening.

Clarke-Wharff moved to approve the recommendation. Lowe seconded. Motion carried unanimously.

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

**1. Picket Fence Communities**

Sadler stated that the developer of the Picket Fence Communities has chosen to provide parkland dedication on-site and has worked with staff on an alternate plan that includes providing open space areas and associated amenities including sitting areas, pergola, tables, benches, custom swing, grill, propane fire pit and landscaping. The plans show a future swimming pool, however, the City does not give credit for pools. This development is currently served by a mini-neighborhood park (Huston Ridge Park). These improvements will solely serve the residents and is not accessible to the public deeming it an alternate plan that must be reviewed and approved by the Board. The plan has been reviewed and approved by the Facilities Committee.

Miller moved to approve the Alternate Parkland Dedication Plan for Picket Fence Communities. Hrdlicka seconded. Motion carried unanimously.

**On Item 5D. Motion – Approval of Recommendation to City Council-Adjustment of Fees and Charges**

Penning reviewed the various fees that the department proposes to increase effective December 1, 2022. Penning stated that these fees were presented to the Facilities Committee and the Finance and Administration Council Committee. Aquatic season pass increases will help offset increases in staff pay rates and price of supplies. Daily rates will not be increased since they were increased in 2020. Penning stated staff met with Waukee Parks and Recreation regarding their fees for Triumph Park field rentals, and the fees for Holiday Park Baseball and Raccoon River Softball Park Complex align with Waukee's rates. This list will go to City Council on November 7 for approval.

Clarke-Wharff moved to approve the Recommendation to City Council-Adjustment of Fees and Charges. Lowe seconded. Motion carried unanimously.

**On Item 5E. Discussion – FY 23-24 Parks Capital Improvement Program**

Ortgies stated that the FY 23-24 Parks Capital Improvement Program has been discussed by the Facilities Committee, and staff has reviewed and further refined the list. The FY 23-24 proposed list has not been prioritized yet; however, rough dollar amounts have been added. Sadler reviewed the list with the Board.

Ortgies stated the City is in discussions with the Polk County Conservation Board regarding a potential partnership on the Raccoon River Greenway -1st Street River Access project using bond referendum funds. At this point, the Conservation Board is considering funding up to \$550,000, which is approximately half of the projected cost of the project.

Penning and Ortgies met with the West Des Moines Girls Softball Association. The group has received a \$50,000 anonymous donation to be used towards the lighting of the Quinn Field, as it is the only field not lighted. They are requesting City funding for the additional \$100,000 needed for the lighting. Ortgies stated that this could be added to the CIP list. Schebel and Clarke-Wharff stated that it should be added to the list.

**Staff Reports**

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

Sadler stated an updated CIP Status sheet is included in the packet. The Woodland Hills Trail has been modified to accommodate the request from the residents and paving has been installed. The Crossroads Park Project is complete except for the parking lot. The playground equipment at Peony Park, Scenic Valley Park and Willow Springs Park is installed and the contractor is working on the surfacing portion. The parks will

be completed this fall if weather allows. The pickleball courts are complete at Valley View Park. The lights are installed; however, not turned on at this time due to a delay in the control boxes equipment. Union Pacific Railroad is working on the 9<sup>th</sup> Street crossing that is part of the Valley Junction Trail connection to Raccoon River Park. Public Services has begun winterization of park restrooms. The park attendants will be done on October 31. The boat ramp at Raccoon River Park is closed due to low water levels.

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

Penning stated the FY 23-24 budget has been submitted. This year's Illumifest had approximately 3500-4000 people in attendance; the highest of the 14-year event. The Raccoon River Boathouse closed Labor Day. The MidAmerican RecPlex hosted two Des Moines Buccaneers Hockey games and had over \$10,000 in food and beverage sales. The City of West Des Moines won the League of City People's Choice award. The Winter/Spring program registration begins on November 8.

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

Ortgies stated that an agreement for \$1.25 million funding from the Department of Transportation for the Athene Pedestrian Bridge has been received. With this funding, approximately \$2.6 million has been raised. Going forward, the fundraising efforts for smaller donations will be directed to the Friends of West Des Moines Parks and Recreation as the Great Outdoors Foundation wraps up their work.

Ortgies shared that she will be retiring on March 31, 2023.

**On Item 7. Other Matters**

None.

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

**A. City Council Communications**

- October 17, 2022      Motion – Approval of Professional Services Agreement – RecPlex Expansion Pre-Design Building Services
- September 6, 2022      Motion – Approval of Agreement – 2022 Art on the Campus Artwork Purchase – “*Confluence*”
- September 19, 2022      Public Hearing – Raccoon River Park Playground Replacement
  - 1. Resolution – Approval of Plans and Specifications
  - 2. Motion – Receive and File Report of Bids
  - 3. Resolution – Approve Contract
- October 3, 2022      Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Forms of Contract, Estimate of Cost, and Direct Advertisement of Bids – Neighborhood Park Signage Project, Information and Secondary Entrance Signs
- August 15, 2022      Public Hearing – Valley View Aquatic Center Toddler Slide and Three Meter Diving Platform
  - 1. Resolution – Approval of Plans and Specifications
  - 2. Motion – Receive and File Report of Bids
  - 3. Resolution – Approve Contract
- August 15, 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 Playground Replacement.
- August 15, 2022      Resolution – Approval of WDM Deer Management Zone – 3140 SE 22<sup>nd</sup> Street
- August 1, 2022      Resolution – Approval and Acceptance of Parkland Dedication Agreement – Fountain Terrace Apartments, LLC

August 1, 2022 Motion – Approval of Change Order #2 – Valley Junction Trail Connection  
 August 1, 2022 Resolution – Approval and Acceptance of Parkland Dedication Agreement –  
 Dennis R. Albaugh Revocable Trust – The Tower (fka Jordan Creek Towe)  
 July 18, 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 Aquatic Center Toddler Slide and Three Meter Diving Platform  
 July 5, 2022 Motion – Approval of Agreement Addendum – MidAmerican Energy  
 Company RecPlex Lease Agreement – Des Moines University  
 July 5, 2022 Resolution – Accept Work – 2020 Asphalt Trail Renovation Project  
 July 5, 2022 Resolution – Accept Work – Valley View Park North Loop Road Extension  
 Project  
 July 5, 2022 Resolution – Accept Work – Raccoon River Park Boat Locker Expansion  
 July 5, 2022 Resolution – Accept Work – Holiday Park Baseball Improvements Phase 6A  
 – Maintenance Building Renovation

B. Parks CIP Projects Status

Miller moved to adjourn the meeting. Lowe seconded. Motion carried unanimously. Meeting adjourned at 7:34 p.m.

Respectfully submitted,

  
 \_\_\_\_\_ 11-17-22  
 Miranda Kurtt  
 Administrative Secretary

ATTEST:

  
 \_\_\_\_\_ 11-17-22  
 Aaron Sewell  
 Vice Chair