

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

**5:30 p.m.  
Thursday, April 20, 2023  
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 16, 2023, Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Presentations – Annual Reports:
    1. Des Moines Rugby Foundation
  - B. Motion – Establish Special Meeting Dates – Ice Cream Socials
- 6. Staff Reports**
  - A. Superintendent of Parks
  - B. Superintendent of Recreation
  - C. RecPlex General Manager
  - D. 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 16, 2023**

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 16, 2023, at 5:30 p.m. by presiding Chair Miller.

<b>Commission</b>	Heather Schebel	Joe Hrdlicka <i>Secretary</i>	Jim Miller <i>Chair</i>	Aaron Sewell	Linda Lowe <i>Vice-Chair</i>
<b>Present</b>	X	X arrived at 5:31pm	X		
<b>Commission</b>	Melissa Clarke-Wharff	Kathleen Till Stange			
<b>Present</b>	X	X			
<b>Staff &amp; Council</b>	Sally Ortgies <i>Director of Parks &amp; Recreation</i>	Marco Alvarez <i>Superintendent of Parks</i>	Ryan Penning <i>Assistant Director of Parks &amp; Recreation</i>	Christina Tate <i>Secretary</i>	Greg Hudson <i>Council Liaison</i>
<b>Present</b>	X	X	X	X	

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

Schebel moved to approve the agenda as presented. Clark-Wharff seconded. Motion carried unanimously.

**On Item 2. Citizen Forum**

None.

**On Item 3. 3. Approval of Minutes of January 19, 2023 Meeting**

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

**On Item 4 Old Business**

None.

**New Business**

**On Item 5A. – Discussion – Cell Towers in Parks**

Ortgies stated that there was a recent request from a cell company to install a cell tower in Jordan Creek Park near the rugby fields located at 39<sup>th</sup> and EP True Parkway. The City intends to formalize the process for cell tower installation which would involve input from the Parks and Recreation Advisory Board when the requested location falls within a park. Ortgies suggested that a cell tower installed near the RecPlex may seem more appropriate and could potentially benefit from the revenue. However, a cell tower located in the middle of a neighborhood park may need further consideration by the Board. Hrdlicka stated that he has also received calls previously about this issue and agrees that cell tower locations should be near similar infrastructure such as powerlines and wires. Schebel added that if the towers are placed in the sightline of people's residences, there may be opposition. A new procedure/policy will be addressed in future meetings.

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

**1. The Pines at Glen Oaks**

Alvarez stated that the developer plans to build 33 townhome units located at the northeast corner of the Glen Oaks community which equates to .33 acres of parkland dedication. Because this area is served by the fully

established Quail Cove Park, it is recommended that the parkland requirements be fulfilled within their own site. The proposed alternate plan consists of .32 acres of greenway and .18 of parkland. The Facilities Committee agreed that this would be sufficient to cover the dedication requirements.

Till Stange moved to approve the Alternate Parkland Dedication Plan as presented. Schebel seconded. Motion carried unanimously.

## **Staff Reports**

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

Alvarez discussed the results of the Polk County Deer Public Hunting program designed to control the deer population in the metro. There were six harvests this year which was slightly down from last year. The three public hunting locations in West Des Moines include Southwoods Park, Raccoon River Park, and the Raccoon River Greenway near 1<sup>st</sup> Street.

Plans for the 2023 Asphalt Trail Renovation Program will go out to bid in April. These areas will include the section of Jordan Creek Trail west of 60<sup>th</sup> Street, Westridge Trail starting at EP True Parkway, and Willow Springs Park trail loop. The project is anticipated to start this summer.

There was a discussion to create a master plan study for the section along the Raccoon River Greenway on 1<sup>st</sup> Street. Input is requested from stakeholders and the public regarding river access, boat launch, and parking lot. Feedback from this study will be presented to the Board.

Alvarez updated the Board on staff recruitment. Two candidates for Park Planner have been certified and an offer has been extended. Currently, five Park Attendant positions have been filled with only two openings remaining.

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

Penning provided staffing updates. Laura Murphy, Superintendent of Recreation, will start on March 27th. The Naturalist position has been filled by Jess Lancial and she will begin at the end of May. Currently, there are 111 lifeguard positions filled which is an improvement from last year. The aquatic centers are scheduled to open on Memorial Day weekend.

Registration for the Spring/Summer programs just opened and showed an increase in revenue from last year.

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

Ortgies provided an update on the results of the CIP requests. All were approved except for the last four projects on the list including the shelter and restroom facility at Hidden Point Park, the boat locker phase 3 in Raccoon River Park, and pickleball courts at Scenic Valley Park and Wild Rose Park. The Athene Pedestrian Bridge bid came in \$1.2 million over the engineer's estimated cost which may be due to construction access, steel costs, and earthwork. To make up the cost difference, \$400,000 from the local option sales tax slated for the Marathon Loop Sugar Creek Greenway Phase 2 Trail project, will now be allocated for the pedestrian bridge. Fundraising efforts for the bridge have been successful and are just short of the \$3 million dollar goal. Karen Swalwell pledged \$60,000 in memory of Rick Swalwell. For this donation, there will be signage stating Raccoon River Park Plaza in Memory of Rick Swalwell. There are currently three grant applications including the Prairie Meadows Grant, the Wellmark Foundation Grant, and the Greater Iowa Credit Union Grant for a total potential funding of \$500,000.

**On Item 7. Other Matters**

None.

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

A. City Council Communications

- March 6, 2023            Motion – Approval of Art on the Campus Artist Agreements
- March 6, 2023            Motion – Approval of Artist Contract – Raccoon River Park Playground Public Art Sensory Wall Project
- February 20, 2023       Motion – Approval of Contract Agreement – MidAmerican Energy Company RecPlex Elevator Service
- February 6, 2023       Motion – Approval of Contract Agreement Renewal – Park Security Services
- February 6, 2023       Motion – Approval of Cropland Lease Agreement Renewal – Madison County Farmland
- February 6, 2023       Resolution – Approval of Public Art Master Plan (2023-2027)
- February 6, 2023       Motion – Approval of Change Order #3 – Valley Junction Trail Connection
- February 6, 2023       Motion – Approval of Professional Services Agreement – Raccoon River Greenway West of 1<sup>st</sup> Street – Master Plan

B. Parks CIP Projects Status

Meeting adjourned at 5:59 p.m.

Respectfully submitted,

\_\_\_\_\_  
Christina Tate  
Secretary

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Joe Hrdlicka  
Secretary

\_\_\_\_\_  
Date

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

**DATE:** April 20, 2023

**ITEM:** Presentations – Annual Reports:

1. Des Moines Rugby Foundation

**FINANCIAL IMPACT:** None.

**SYNOPSIS:** The above group will be presenting their annual report 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, Director of Parks and Recreation

**Approved for Content by:** Ryan Penning, Director of Parks and Recreation

**Accepted for Park Board Agenda:** Ryan Penning, Director of Parks and Recreation

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

**DATE:** April 20, 2023

**ITEM:** Motion – Establish Special Parks & Recreation Advisory Board Meetings – Ice Cream Socials:

1. Ice Cream Social – July 11, 6:30 p.m. – American Legion Park
2. Ice Cream Social – July 13, 6:30 p.m. – Jaycee Park
3. Ice Cream Social – July 18, 6:30 p.m. – Pearson Park
4. Ice Cream Social – July 20, 6:30 p.m. – Wilson 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:** Ryan Penning, Director of Parks & Recreation  
**Approved for content by:** Ryan Penning, Director of Parks & Recreation  
**Accepted for Agenda:** Ryan Penning, Director of Parks & Recreation

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

**DATE:** April 3, 2023

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2023 Asphalt Trail Renovation Project

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the project is \$412,763.75. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of on-going maintenance funds for Trail Renovation (0510 011 2023) and Concrete Renovations in Parks (0510 029 2023).

**BACKGROUND:** This Resolution is for repair and replacement of portions of existing asphalt trail located along Jordan Creek Trail between EP True Parkway and 60<sup>th</sup> Street, Westridge Greenway Trail between EP True Pkwy and Fairway Drive, and the loop trail at Willow Springs Park. The locations are shown on the attached map. The areas being addressed were identified based on an annual inspection of the entire trail system by City staff. This project is scheduled to be completed by fall of 2023.

The project will include full depth on-site reclamation of the existing trail to a depth of 12” for use as a base for a new 4” asphalt overlay. The segments of trail are between 18 to 24 years old and showing considerable defects including cracking, spalling and heaving. Other work includes replacement of defective concrete pavement at Willow Springs Park, mobilization, traffic control and other miscellaneous related items. The project includes one (1) add alternate for reconstruction of the asphalt loop trail at Scenic Valley Park.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:** That the Council approve the Resolution.

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks

**STAFF REVIEWS**

Department Director	Ryan Penning, 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:** April 3, 2023

**ITEM:** Resolution – Accept Work – Holiday Park Youth Baseball Field 3 & 4 Improvements - Phase 7

**FINANCIAL IMPACT:** The total construction cost of this project is \$940,481.79. Costs of the project have been paid from budgeted CIP funds from G/L Acct 500.000.000.5250.490. Funding was covered out of available funds in the FY 22-23 CIP budget for the Holiday Park Baseball Phase 7 (Project No. 0525 012.0510 014 2022). There was \$950,000 budgeted for this project. There were 5 change orders on the project for a total of \$51,507.79

**BACKGROUND:** Iowa Athletic Field Construction Co. of Webster City, Iowa is working under an agreement dated April 4, 2022 for construction services related to the Holiday Park Youth Baseball Phase 7 Improvements. Work is substantially complete. This action accepts the improvements and authorizes staff to pay retainage. Retainage will not be paid in less than 30 days.

This project included improvements to the final two baseball fields (Fields 3 & 4) in Holiday Park. Work included 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 City Council approve the Resolution.

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks

**STAFF REVIEWS**

Department Director	Ryan Penning, 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	Public Services		
Date Reviewed	March 27, 2023		
Recommendation	Yes	No	Split



# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** April 17, 2023

**ITEM:** Motion – Approval of Artists and Artwork Locations – 2023 WDMurals

**FINANCIAL IMPACT:** Expense of \$18,000 for the artist stipends (\$2,000 per new mural) and \$300 for the Best in Show award for a total of \$18,300. This amount is included in the FY 21-22 public art fund.

**SYNOPSIS:** The Commission is sponsoring the third, temporary WDMurals exhibit from May 2023 through March 2024. The WDMurals Selection Committee meeting was held on Tuesday, March 7, to review and score 24 proposals that were submitted by 20 artists/artist groups from Iowa. For comparison, 37 proposals by 21 artists/artist groups were submitted for the 2022 WDMurals exhibit.

The selection committee members included: Diane Boyd (Commission member), Ryan Crane (Commission member), Missy Berg (Bicycle Advisory Commission member), Joe Moose (WDM Engineering Department), and Tricia Kubicek (Citizen, Artist).

Nine entries were selected to be installed on trail underpass entrance/exit walls. \*The mural “Escape” won the 2022 Best in Show Award and will remain in place for the duration of the 2023 WDMurals exhibit. Therefore, five trail underpasses will be the location of 10 (9 new, 1 old) total murals. The committee’s recommendations include:

Entry Name	Artist Name	Mural Location
Connection	Lauren Pesta	1
We Are the Fire	Damen LaPalm	2
Murmuration	Ebisu	3
Escape*	Brandon Hopper	4
Winds of Community	Lindsay Drew	5
I'll Be There for You	Ally Frame	6
Communal Space	Emily Lawson/Ally Frame	7
Our Community	Dani Awesome/Cat Rocketship	8
The Power to Change an Inner World	Kathleen Roling	9
Patchwork	Brandon Hopper	10

**BACKGROUND:** The seven contracts are attached for your information. A map of the proposed locations is also included and is part of the recommendation. The artists will paint their murals May 1-30, 2023.

**OUTSTANDING ISSUES** (if any): None

**RECOMMENDATION:** The Commission approves the recommendation of the 2023 WDMurals selection committee.

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

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks and Recreation <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
	Richard Scieszinski, City Attorney
Agenda Acceptance	

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	PAAC		
Date Reviewed	March 23, 2023		
Recommendation	Yes	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** April 17, 2023

**ITEM:** Proclamation – Earth Day – April 22, 2023

**FINANCIAL IMPACT:** None

**BACKGROUND:** The attached proclamation designates Saturday, April 22, 2023 as Earth Day. This proclamation is to promote awareness about outdoor recreation and environmental education in West Des Moines.

The Parks and Recreation Department will be hosting *Earth Day Family Fun* to celebrate Earth Day on Saturday, April 22 from 10am-1pm around the City/School Campus. Volunteer cleanup events at several parks have been organized to take place on or around April 22.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the Council approve the proclamation designating Saturday, April 22, 2023 as Earth Day in West Des Moines.

**Lead Staff Member:** Marco Alvarez, Superintendent of Parks

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks and Recreation <i>RP</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

Parks & Recreation CIP Status

4/12/2023

Budgeted	Project	Location	Funding Source	Budget Amount	Status						Status	Contract Completion	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														
18/19	Valley Junction Trail Connection Design/Construction	VJ/Levee	GO	\$ 400,000	X	X	X	X	X			Substantially Complete	5/31/2022	Final railroad crossing installed week of 10/17; contractor now able to complete final work; waiting to accept work until spring seeding
18/19	Raccoon River East Pedestrian Bridge Design	Raccoon River Park	GO	\$ 300,000								Under Contract	N/A	City Council awarded project at the 3/6/23 Council meeting. Contractor mobilizing to site week of 4/17/23.
20/21			LOST	\$ 345,000	X	X	X	X	X					
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X			X			Under Construction		First trail loop complete; permit for creek crossing approved; anticipate next phase of trails being completed in summer 2023
19/20	Restrooms	Railroad Park	GO	\$ 350,000	X	X	X	X	X	X	X	Complete	5/20/2022	Bench and trash receptacle have been re-installed and project retainage will be released with 3/20 batch.
19/20	Disc Golf Course Renovation	Southwoods Park	GO	\$ 30,000								Under Construction		Brush removal complete; dead tree removal complete; tee pads and basket removal complete; (2) creek crossings to be constructed week of 4/17. Anticipate new baskets will be installed in May/June 2023.
22/23	Disc Golf Course Expansion		GO	\$ 75,000	X	X			X					
19/20	Lighted Pickleball Courts (fka Central Site Grading, Utilities, Road)	Valley View Park	GO	\$ 1,400,000								Substantially Complete	10/31/2022	Courts open; and lights and shelter installation completed. Final punch list walk through to be completed in Spring.
22/23	Pickleball Courts (Additional funding)		GO	\$ 390,000	X	X	X	X	X					
20/21	Fox Creek Greenway Trail Design	Fox Creek Greenway	GO	\$ 50,000	X	X						Complete	N/A	Preliminary design complete; detailed design needed for potential construction of trail by developers through pending parkland dedication
20/21	Central Area (Restroom/Playground) Master Plan Update	Raccoon River Park	GO	\$ 75,000	X	X						Under Construction	10/1/2023	Construction started week of 10/10/22; play equipment scheduled for delivery in April.
21/22	Demo, Inclusive Playground, Central Area Improvements (Design/First 1/2 of construction)		GO	\$ 750,000										
22/23	Demo, Inclusive Playground, Central Area Improvements (Remainder of funding)		GO	\$ 1,250,000	X	X	X	X	X					
20/21	Play Equipment Replacement Design	Peony/Willow Springs/Scenic Valley Park	GO	\$ 100,000	X	X						Under Construction	9/30/2022	Scenic Valley & Peony passed the inspection audit and are open; Willow Springs equipment nearly complete; Willow Springs surfacing to be completed in spring 2023 once temperatures allow. Anticipate surfacing being completed week of 4/17.
21/22	Play Equipment Replacement Construction		GO	\$ 900,000										
22/23	Play Equipment Replacement Construction (Additional funding)		GO	\$ 225,000			X	X	X					
20/21	Creek Stabilization/Crossing & Parking Lot Design	Crossroads Park	GO	\$ 75,000	X	X						Substantially Complete	6/1/2022	All work substantially complete / partial retainage being held for seeding
21/22	Creek Stabilization/Crossing & Parking Lot Construction		GO	\$ 600,000										
21/22	Concrete Pavement Renovation		GO	\$ 100,000	X	X	X	X	X	X				
20/21	Fencing/Signage/Repairs	Huston Cemetery	GO	\$ 50,000	In-House	In-House						Under Design		Delayed due to need for re-zoning
20/21	Woodland Hills Greenway Trail	Woodland Hills Greenway	GO	\$ 400,000								Substantially Complete	9/30/2022	All work substantially complete / holding retainage until punchlist items are completed in spring
22/23	Woodland Hills Greenway Trail (Additional funding)		GO	\$ 100,000	X	X	X	X	X	X				
20/21	Diving Platform	Valley View Aquatic Center	GO	\$ 200,000	X	X	X	X	X			Under Construction	3/31/2023	Construction in progress
20/21	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House	X	X	X			Under Construction	6/2/2023	Construction in progress
21/22	Park Signage-Phase 3		GO	\$ 170,000	In-House	In-House	X	X	X					
21/22	2021 Concrete Trail Renovation	Various	GO	\$ 300,000	X	X	X	X	X	X		Complete	11/30/2022	All work substantially complete; holding retainage until seeding is established.
21/22	1st Street River Access (Design)	Raccoon River Greenway	LOSST	\$ 100,000	X	X						Under Design	N/A	design temporarily paused to complete a masterplan study of area.
21/22	Skate Facility Parking Lot & Walkways Design/Construction	Legion Park	GO	\$ 175,000								Complete	9/30/2002	All work complete



