

WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, January 19, 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, January 19, 2023, at 5:30 p.m. by presiding Chair Schebel.

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

Commission	Melissa Clarke-Wharff				
Present					

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

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 November 17, 2022, Meeting

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

On Item 4 Old Business

None.

New Business

On Item 5A. – Election of Officers

Schebel asked for nominations for Chair, Vice-Chair and Secretary.

Chair – Sewell nominated Miller. Miller accepted.

Vice-Chair – Schebel nominated Lowe. Lowe accepted.

Secretary – Hrdlicka volunteered to continue as Secretary.

Hrdlicka moved to approve the nominations as presented. Lowe seconded. Motion carried unanimously. The elected officers took office immediately following the election.

On Item 5B. – Approval of Committee / Liaison Appointments

There was discussion regarding the various committees and the following appointees were determined:

City Council Liaison – Chair Miller

School Board Liaison – Chair Miller

Facilities Committee – Schebel and Lowe

Des Moines Area Trails and Greenways Committee – Clarke-Wharff

Friends of West Des Moines Parks & Recreation Liaison – Hrdlicka

Hrdlicka moved to approve Committee / Liaison Appointments as presented. Sewell seconded. Motion carried unanimously

On Item 5C. – Presentation – Arts, Culture, and Enrichment Staff Report

Hrdlicka stated he had the pleasure of working with Marnie Strate, Arts, Culture, and Enrichment Coordinator, during the selection of musicians for the Summer Sundaze Concert Series held at the Jamie Hurd Amphitheater. He requested that the Arts, Culture, and Enrichment staff report on their responsibilities to the Board. Strate and Allison Ullestad, Arts, Culture, and Enrichment Supervisor, gave a presentation and answered questions from the Board.

On Item 5D. – Motion – Approval of Policy – Board and Commission Appointments

Schebel stated with the change to Board and Commission members being appointed rather than elected, a policy was needed to guide appointments. She provided an overview of the proposed policy. Hrdlicka commented that in the past, there was precedence for gender balance and inquired if this was still in effect. Orgies stated that it is a requirement by state law for appointments, however, Mayor Russ Trimble stated that he thought that this is no longer a requirement. The intent is that this new policy would be applied to all of the Boards and Commissions that are part of the Parks and Recreation Department. Mayor Trimble commented that it would be beneficial for there to be at least two people for him to choose from. After lengthy discussion, Hrdlicka suggested changing the verbiage in Section D to be plural without including an exact number.

Hrdlicka moved to approve the Policy – Board and Commission Appointments with the modification in Section D. Sewell seconded. Motion carried unanimously.

On Item 5E. – Motion – Approval of Policy – Recreation Program Policy

Penning stated he and the recreation staff reviewed the current Recreation Program Policy. He stated withdrawal standards for communities in the metro and state were reviewed. Due to the impact on our staffing and supply costs associated with our current refund policy, the policy will change from withdrawing seven days to withdrawing at least fourteen days prior to the start of the program to receive a full refund. If the customer withdraws less than 14 days prior to the start of the program, they will receive a 50% refund.

Hrdlicka moved to approve the Policy – Recreation Program Policy. Lowe seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Orgies thanked Sadler for all his contributions to the Parks and Recreation Department and the City. Orgies stated that Marco Alvarez was promoted to the Superintendent of Parks position. Sadler thanked everyone for the kind words and congratulations.

On Item 6B. Assistant Director of Parks and Recreation

Penning stated that there have been numerous positions being filled including Park Planner, Naturalist, Superintendent of Recreation, and summer staff. Registration for the RP Kids Summer Program opened on December 18. The Spring/Summer program guide is in the process of being designed. Registration for residents opens on March 7 and for non-residents on March 14. Lowe questioned if there is a policy for signing up multiple people for the drop-in pickleball times at the RecPlex. Penning stated there is not, however, he will pass this onto Shayne Ratcliff.

On Item 6C. Director of Parks and Recreation

Ortgies provided an update on the Athene Pedestrian Bridge fundraising. Staff is working on submitting a Prairie Meadows Legacy Grant, Wellmark Foundation Grant, and a grant through the Greater Iowa Credit Union. In preparation for the beginning of construction for the Athene Pedestrian Bridge, tree removal will start on February 6 as not to affect bat habitat. The trail will need to be closed during this time and signage will be located at the site. The trail could be closed up to 10 days. Ortgies provided the Board with a copy of the annual report which highlights Department accomplishments in 2022.

On Item 7. Other Matters

None.

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

A. City Council Communications

- January 17, 2023 Motion – Approval of Professional Services Agreement Amendment #3 – Raccoon River Greenway, Parking Lot and River Access at 1st Street
- January 17, 2023 Motion – Approval of Professional Services Agreement – 2023 Playground Equipment Replacement - Crossroads, Jaycee and Kiwanis Park
- January 17, 2023 Motion – Approval of Professional Services Agreement – Suga Creek Greenway Trail Phase 2 Design
- January 3, 2023 Resolution – Accept Work – Crossroads Park Parking Lot and Water Quality Improvements
- January 3, 2023 Resolution – Accept Work – 2021 Concrete Trail Renovations
- December 19, 2022 Resolution – Accept Work – Woodland Hills Greenway Trail Construction and Drainage Improvements
- December 5, 2022 Motion – Approval of MidAmerican Energy RecPlex Plumbing Punch List and Water Hammering Concerns Contract
- December 5, 2022 Motion – Approval of Professional Service Agreement – 2023 Asphalt Trail Renovations
- December 5, 2022 Motion – Approval of Park Use Agreement – West Des Moines Girls Softball Association
- November 21, 2022 Motion – Approval of MidAmerican Energy RecPlex Door Hardware Contract
- November 21, 2022 Motion – Approval of Contract Agreement – MidAmerican Energy Company RecPlex Ice Plant Maintenance
- November 21, 2022 Resolution – Accept Work – Park Parking Lot & Sidewalk Improvements, American Legion an Meadowview Parks
- November 21, 2022 Motion – Approval of Professional Services Agreement Amendment #2 – Woodland Hills Greenway Trail & Bank Stabilization
- November 21, 2022 Motion – Approval of Change Order #9 – Crossroads Park Parking Lot and Water Quality Improvements

B. Parks CIP Projects Status

Hrdlicka moved to adjourn the meeting. Lowe seconded. Motion carried unanimously. Meeting adjourned at 7:13 p.m.

