

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, October 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, October 19, 2023, at 5:31 p.m., by presiding Chair Miller.

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

Commission	Melissa Clarke-Wharff	Kathleen Till Stange
Present		X

Staff & Council	Ryan Penning <i>Director of Parks & Recreation</i>	Marco Alvarez <i>Superintendent of Parks</i>	Laura Murphy <i>Superintendent of Recreation</i>	Shayne Ratcliff <i>General Manager of RecPlex</i>	Miranda Kurtt <i>Administrative Secretary</i>
Present	X	X		X	X

Staff & Council	Greg Hudson <i>Council Liaison</i>
Present	

On Item 1. Call to Order/Approval of Agenda

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

On Item 2. Presentation – Budget Review Team – HF718

The City Manager’s Office and the Finance Department gave a presentation on the impacts of the State mandated House File 718, which will impact future city budgets. The new legislation will reduce the amount of property taxes cities in Iowa can collect. The City of West Des Moines is reviewing all revenues and expenditures looking for ways to continue to deliver quality services and programs in an efficient manner. Penning stated this an opportunity for the department to look at how we provide serves, what we offer, and economic impact. Some of Parks and Recreation’s expenses are offset by revenue received for programing, tournaments, and events. The Program Guide is expensive, however 85% of residents receive information from the guide. The department is looking at field naming rights at Holiday Park Baseball and Raccoon River Park Softball to potentially generate additional revenue. Another area being reviewed is the contracted and in-house maintenance costs for ball fields. By bringing on an in-house Food Services and Concession Coordinator, the concessions revenue should increase at both aquatic centers and Raccoon River Park Softball Complex. Staff will review the contracted instructors’ agreements and the percentage they are paid. The parks’ intern could be hired for a shorter length of time. The MidAmerican Energy RecPlex is exploring the possibility of selling hard liquor as part of special events and even daily operations. This is a five-year plan and will be effective July 1, 2024.

On Item 3. Citizen Forum

None.

On Item 4. Approval of Minutes of September 21, 2023, Meeting

Hrdlicka moved to approve the minutes as presented. Till Stange seconded. Motion carried unanimously.

On Item 5. Old Business

None.

New Business

On Item 6A. – Discussion – FY24-25 Parks Capital Improvement Program

Penning stated that the Capital Improvement Program is projected out several years. A rough draft was created and discussed with Tim Stiles, Director of Finance, and the Facility Committee. Alvarez presented the FY24-25 Parks Capital Improvement Program. Modifications were made based on discussions after the packet was emailed to the Board. Ashawa and Wild Rose Parks Play Equipment Projects were split into two projects. The South 35th Street Trail Renovation was removed and replaced with the Raccoon River Park Asphalt Trail Reconstruction Project. The Huston Cemetery Site Improvement was added. Miller and Till Stange questioned the removal of the 35th Street Trail and Alvarez stated that there are repairs that can be done prior to doing a replacement. Schebel questioned if the items could be categorized by new, maintaining, and in-process along with a maintenance formula. The finalized CIP will be presented at the November Board meeting.

On Item 6B. – Presentation – Trail Counter Master Plan

Alvarez did a presentation on the Trail Counter Master Plan. The trail counters provide essential data for grant applications, maintenance, and users. EcoCounter is the manufacture of the current unit used on the Jordan Creek Trail near 50th Street. By having more of the city's trails tracked, we would have valuable data for planning, maintaining, and developing trails. Parks and Recreation Staff is considering submitting a supplemental budget request for four additional units. Penning stated that he had a discussion with the West Des Moines Community Foundation, who may be interested in supporting this initiative.

Staff Reports

On Item 7A. Superintendent of Parks

Alvarez stated the park shelter rentals season ended on October 15. Public Services is in the process of winterizing park restrooms. The Athene Pedestrians Bridge construction has been going well. At the October 16 City Council Meeting, the contract for the Jaycee, Kiwanis, and Crossroads Playground Equipment Replacement Project was awarded. Construction for Holiday Park Phase 8 will begin within the next couple of weeks.

On Item 7B. Superintendent of Recreation

Penning stated the Winter/Spring Registration starts on November 7. The department celebrated two work anniversaries: Bruce Mankle, Program and Facility Supervisor, 31 years and Kevin Fitzgerald, Recreation Coordinator, 22 years. The Inaugural Friends of West Des Moines Parks and Recreation Pickleball Tournament had 41 teams registered and had a great turnout. Illumifest Revamped was on Friday, October 6, and unfortunately, we had a low attendance due to the cold temperatures and windy weather. Summer Sundaze and Moonlight Movies ended in October and both events were largely attended.

On Item 7C. RecPlex General Manager

Penning stated that RecPlex Facility Specialist, Cory Warner, starts on October 30. The Midwest High School Hockey League Pre-season Jamboree was held at the facility. Large events coming up include: The Central Iowa Senior Networking Convention, Vision Soccer Tournaments, and Dallas County Elections.

On Item 7D. Director of Parks and Recreation

Penning stated that Murphy, Alvarez, Ratcliff, and himself are spending a significant amount of time on the FY23-24 budget. The Ribbon Cutting Ceremony at Raccoon River Park Playground was on October 14. The Winter's Eve Ceremony is Monday, November 27. There was a discussion regarding having cell towers on city property and the City's stance is that we are not interested in pursuing these requests at this time.

On Item 8. Other Matters

Till Stange questioned why there was a police presence at the Jamie Hurd Amphitheater for an event. Penning stated that the event was serving alcohol which requires an off-duty police officer. The public has access to the trail around City Campus even when there is a private event at the amphitheater. Miller questioned if Delta Dental has been contacted regarding water bottle refilling stations in the parks. Miller committed that trucks are being packed on trails. Stiles stated that non-emergency dispatch should be called in these situations.

On Item 9: Receive, File and/or Refer:

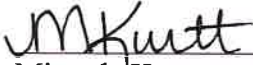
A. City Council Communications

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| October 2, 2023 | Resolution – Receiving and filing of proposals and awarding the winning to The Funky Zebras Boutique for the Lease of City-owned property locally know as 217 5 th Street, Suite 102 (Valley Junction Lease) |
| October 2, 2023 | Motion – Continue Public Hearing to October 16, 2023
2023 Playground Replacement Project – Crossroads Park, Jaycee Park, and Kiwanis Park – Park Initiated |
| October 16, 2023 | Public Hearing – 2023 Playground Replacement Project, Crossroads, Jaycee, and Kiwanis Park <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 |

B. Parks CIP Projects Status

Lowe moved to adjourn the meeting. Schebel seconded. Motion carried unanimously. Meeting adjourned at 7:17 p.m.

Respectfully submitted,



Miranda Kurtt
Executive Assistant to Director

11-16-23
Date

ATTEST:



Joe Hrdlicka
Secretary

11/16/23
Date