

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

**5:30 p.m.
Thursday, December 21, 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 November 16, 2023, Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Motion – Approval Recommendation to City Council – Adjustment of Fees and Charges – MidAmerican Energy Company RecPlex
 - B. Motion – Approval of Parks Special Event Policy
 - C. Alternate Parkland Dedication Plans
 1. Woodland Estates
- 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, November 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, November 16, 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	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	X

On Item 1. Call to Order/Approval of Agenda

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

On Item 2. Citizen Forum

None.

On Item 3. Approval of Minutes of October 19, 2023, Meeting

Schebel moved to approve the minutes as presented. Lowé seconded. Motion carried unanimously.

On Item 4 Old Business

None.

New Business

On Item 5A. Motion – Recommendation to City Council – FY 24-25 Parks Capital Improvement Program

Alvarez stated that the FY 24-25 projects and ranking remain the same as what was presented at the October Board meeting. Staff is continuing to finalize the estimated cost of the projects. The city was awarded a \$75,000 grant from the DNR Water Access Cost Share Program for the Raccoon River Greenway – 1st Street River Access Project proposed in FY 24-25. The project has been updated to show the secured grant.

Clark-Wharff moved to approve the Recommendation to City Council – FY 24-25 Parks Capital Improvement Program as presented. Schebel seconded. Motion carried unanimously.

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

Penning stated that the aquatic fees have not been increased since 2020. These fees along with lifeguard rates were presented to the Finance and Administration Committee on November 8. West Des Moines lifeguard rates are competitive with local and statewide rates but have been reviewed on an annual basis the last couple of years due to the national shortage of lifeguards. In 2024, lifeguard wages will start at \$15 per hour with a \$0.50 increase each year for four years. The lifeguard wages need to increase to ensure that they are higher than the concession and event staff wages due to the training they receive.

Murphy stated that the two aquatic centers offer different amenities that have been taken into consideration for modifying the admission fees. The rates at Valley View will remain the same, however, the age range will change. Holiday Aquatics will decrease the general admission; however, the age range will change. These changes are projected to increase revenue by approximately \$60,000. An admission fee of \$2 for children under three years of age will be added. This will provide a more accurate capacity count each day. Till Stange questioned what the net cost is to operate the aquatic centers. The aquatic centers are subsidized between \$400,000-\$500,000 net operating costs. Lowe and Clarke-Wharff suggested removing the senior rate. Penning and Murphy will review what impact this could cause. Sewell stated he feels that there is a lot of positives with the increases.

With the expansion of the 9-hole disc golf course at Southwood Park, a tournament fee is being added. The course is still open to the public even with then there is a tournament. For Singletrack Trail events, the course would be closed to the public.

Till Stange moved to approve the Recommendation to City Council – Adjustment of Fees and Charges Program based on the review of senior fees and modification made, if needed. Hrdlicka seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Alvarez stated the construction on Holiday Park Baseball Field Phase 8 has begun and will continue during favorable weather. Huston Cemetery modifications that include sidewalk improvements and a perimeter band for the installation of fencing have been completed. The 1st Street River Access Project is in the permitting and city approval process with the goal to be put out to bid in January 2024. The Parks Security Contract will end in December and Request for Proposals for 2024 will be collected. The Accepted Work for Raccoon River Park Playground Replacement will go to Council on November 20 along with Approvals of Contracts for Valley View and Holiday Park Aquatic Filter Media.

On Item 6B. Superintendent of Recreation

Murphy provided an update regarding program registration data from opening day on November 8. Winter's Eve is Monday, November 27, at 5:30 p.m. The Valley Junction Activity Center Lease for Teasy Artistry will go to Council on Monday, November 20. The agreement with Sportsmen Solutions was approved by Council. This group will assist with acquiring sponsorships for the naming rights at Holiday Park Baseball and Raccoon River Park Softball Complexes.

On Item 6C. RecPlex General Manager

Penning provided an update of events occurring at the MidAmerican Energy Company RecPlex. The All-Iowa Attack Basketball Tournament and Central Iowa Sports Indoor Softball Tournament will occur this weekend along with various tournaments in December. Skate with Santa program is December 2 and 9.

On Item 6C. Director of Parks and Recreation

Penning stated that on December 7 there will be a Public Art Unveiling at the Railroad Park in Valley Junction. The department’s Arts, Culture, and Enrichment Coordinator position was vacated. When a position is vacated, the department is required to present to the Budget Review Team to determine if the position can be backfilled or if other options are available. The Budget Review Team has approved the backfilling of the Arts, Culture, and Enrichment Coordinator position. The goal is for the position to be filled by mid-February.

On Item 7. Other Matters

None.

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

A. City Council Communications

November 6, 2023 Motion – Approval of Agreement Amendment – Raccoon River
Pedestrian Bridge Capital Campaign – Great Outdoors Foundation

November 6, 2023 Motion – Approval of Sportsman Agreement – with Sportsman, L.C.,
an Iowa limited liability company

B. Parks CIP Projects Status

Schebel moved to adjourn the meeting. Sewell seconded. Motion carried unanimously. Meeting adjourned at 6:05 p.m.

Respectfully submitted,

Miranda Kurtt
Executive Assistant to Director

Date

ATTEST:

Joe Hrdlicka
Secretary

Date

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

DATE: December 21, 2023

ITEM: Motion – Approval of Recommendation to City Council - Fees

SYNOPSIS: Staff evaluates fees throughout the year and typically makes recommendations and adjustments twice annually. Fees are adjusted on July 1 at the start of the fiscal year and on January 1 at the beginning of the calendar year. These fees will go into effect once City Council approves. Park Board is asked to approve updated fees associated with Parks and Recreation. Below is supporting information highlighting current and proposed fees and the year last changed.

MidAmerican Energy Company RecPlex Charges and Fees

Type	Current	Proposed	Last Changed
Ice Rental			
Ice Rental – In Season (October – March)	\$285.00	\$295.00	2023
Court Rental			
Full Court Rental – 1 BB/2 VB (Year-Round, All Day)	\$48.00	\$50.00	2023
Outdoor Turf Rental			
Outdoor Field Rental – Full Field (Year-Round, All Day)	\$80.00	\$82.00	2023
Pickleball Court Rental			
Court Rental – Per Hour/Per Court (Red/White/Grey)	\$18.00	\$20.00	2023
Birthday Parties			
Esports Party – Additional Participant	\$5.00	\$10.00	2021
Skating Party – Additional Participant	\$15.00	\$20.00	2021

Rental Rates

Rental rates are reviewed regularly to ensure the RecPlex remains competitively priced among comparable facilities within the area while balancing the expectation that revenues derived from rates and fees must cover all operating expenses at the facility.

The proposed rate adjustments will provide an increase in revenue to help offset increases in building operations primarily comprised of staffing, utility, and general operational costs. The proposed adjustments will not create unrealistic year-over-year increases to the many user groups that call the RecPlex home and will remain reasonable for all user demographics.

Birthday Parties


The proposed adjustment to the additional participant fee is consistent with increases in cost for the Esports and Skating parties that were approved in the past. The rate reflects the additional charges to add-on a participant to the base package which is currently 11 kids per party.

Background

The Facilities Committee reviewed and approved the fees. Proposed fees and changes will also be taken to the City Council Finance & Administration Subcommittee on December 20, 2023 for their approval.

RECOMMENDATION: Staff is recommending that Park Board approve the fees.

Prepared by: Shayne Ratcliff, RecPlex General Manager

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: December 21, 2023

ITEM: Motion – Approval of Parks Special Event Policy

FINANCIAL IMPACT: None.


SYNOPSIS: The original Special Event Application was taken to Park Board in April 2022 and approved. Staff has reviewed and discussed the document and would like to make addition to it.

Staff has the authority to approve special event permits for events taking place in parks and is proposing a policy to provide guidance. The policy defines a special event and identifies criteria qualifying an event as a special event. Main points of the policy are as follows:

- An applicant for a special event permit must be a non-profit organization registered in the state of Iowa as a 501(c)3, church or other religious organization, or political campaign for a registered qualified candidate. For all other applicants, considerations will be evaluated by the Director of Parks and Recreation or their designee.
- The policy establishes requirements related to the sale of products including food, beverages, alcohol, or merchandise. This includes payment of a vendor fee. It also outlines requirements associated with the serving or sale of alcohol.
- The policy prohibits the use of inflatables or other devices utilizing water (i.e. water slides, dunk tanks, etc.) due to the potential damage caused to park grounds.
- Sound permits for the use of amplified sound in parks are proposed to only be allowed in conjunction with an approved special event permit. This is to help address large private parties that have been regularly occurring in parks. These private parties have been able to obtain sound permits without having to abide by any other conditions or requirements that would come along with a special event permit creating issues with noise complaints, large numbers of attendees, and illegal consumption of alcohol. A sound permit is not required for any sound from a device that is rated for fifty watts or less of electrical power, so private parties are not prevented from playing music at lower sound levels.

BACKGROUND: The Facilities Committee reviewed and approved the policy at their meeting on April 13, 2022.

RECOMMENDATION: That the Board move to approve update to the Parks Special Event Policy.

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



West Des Moines Parks & Recreation Special Event Application Guidelines and Requirements

This policy is intended to guide the process involved with allowing an organization to utilize public park property for an organized special event. The policy will guide the review and approval process, as well as manage the impacts to park facilities from these events which typically attract large numbers of participants. A special event would be a larger scale function outside of the normal use of a park. The types of events include, but are not limited to, parades, runs/walks, athletic events, fundraisers, fairs/festivals, or outdoor concerts, involving the use of park property.

The following are taken into consideration when determining if an event qualifies as a special event:

- The event charges its participants
- The event is open to the general public (i.e. the organization doesn't know how many participants are going to show up or it's not a private invitation to specific individuals)
- The event is being advertised to the general public
- The event involves more than 300 attendees
- The event utilizes areas well outside of the rented shelter and may inhibit other park users from using areas of the park (i.e. event utilizing the trail, the beach, or other large areas of the park)
- The event requires setting up of chairs and tables
- The event is selling food or merchandise (i.e. food trucks, vendors, product tables, etc.)

An individual or organization ("Applicant") requesting use of City of West Des Moines park property for a Special Event has basic responsibilities to fulfill in order to conduct a large event. The applicant must be a non-profit organization registered in the state of Iowa as a 501(c)3, church or other religious organization, or political campaign for a registered qualified candidate. **For all other applicants, considerations will be evaluated by the Director of Parks and Recreations or their designee.** The applicant applying for the special event permit is required to review all written guidelines and requirements and to fill out and submit an application along with a non-refundable application fee. City staff reviews and approves applications. Review of application will not occur until all application fees have been paid. Payment of the application fee does not guarantee approval. The process includes the following:

Required At the Time of Application:

- A. Completed Special Event Permit Application signed by the Applicant must be submitted no less than 30 days prior to the event date. No fees are due at time of application. Applicable fees will be calculated by City staff and will be due within 30 days of the *Confirmation and Invoice* being sent to the Applicant.
- B. Signed *West Des Moines Parks & Recreation Hold Harmless Agreement*.
- C. Completed Applications for: *Tent, Canopy, Membrane Permit and/or Sound Permit*, if applicable
- D. A map that delineates the park property to be used, start and finish points and direction of flow, if applicable, as well as location(s) of portable toilets, tents/inflatables, sound equipment, stage, etc. The map for Raccoon River Park is included in the Special Event Packet, however, additional maps are available on the City's website at www.wdm.iowa.gov.
- E. Copy of Organization Certificate of Exemption, 501(c)(3), registered in the state of Iowa or documentation showing registration as a church or other religious organization.

Required Following Permit Approval:

- F. The applicant must comply with insurance provisions requiring a certificate of insurance naming the “City of West Des Moines and its Boards, Commissions, Officers and Employees” as a co-insured in the following amounts:
1. Public Liability Insurance for any one person not less than \$500,000
 2. Public Liability Insurance for any one accident not less than \$1,000,000
 3. Product Liability Insurance may be required for sales of food and beverages
 4. Each policy and certificates shall have endorsed thereon:

“No cancellation of or change in this policy shall become effective until after ten (10) days notice by registered mail to: City Clerk, City of West Des Moines, 4200 Mills Civic Parkway, P.O. 65320, West Des Moines, IA 50265”

Other Requirements:

- G. **Shelter Rentals:** The applicant will be required to rent park facilities based on the size of the event. The rental period for shelters will be the entire event time including setup and teardown between the hours of 7:00 a.m. and 10:00 p.m. Events held at Raccoon River Park with over 300 participants will be required to rent all four shelters. The cost of shelter rental is not included in the Special Event application fee.
- H. **Product/Foods Sales:** Any event selling food, beverages, or alcohol to participants is required to obtain approval of the Parks and Recreation Director prior to obtaining a Liquor Permit or approval of the Iowa Department of Inspections and Appeals, Food & Consumer Safety Bureau. A Vendor Fee shall be applied anytime food, merchandise, alcohol, or other items are being sold to individual participants of the event.

Alcohol

The following apply to Special Events authorized by a special event permit approved by the City:

Serving of Alcohol (No Entrance or Admission Charged):

- If no entrance or admission is charged for an event at which alcohol will be served - not sold - to event participants, a Liquor Permit or Dram Shop Insurance will **not** be required.
- Only beer, high alcohol content beer, wine, and canned cocktails as defined by the Iowa Code (2020) in cans no larger than sixteen (16) ounces may be served.
- No glass bottles or kegs are allowed.

Serving of Alcohol (Entrance or Admission Charged) or Sale of Alcohol:

- If alcohol is sold or if an entrance or admission is charged for an event at which alcohol will be served, a Special Event Permit, Liquor Permit, and Dram Shop Insurance will be required. Approval of the Parks & Recreation Director is needed for sale or service of alcohol in city parks. A Liquor Permit requires consideration and approval by the West Des Moines City Council and, in some instances, requires approval by the State of Iowa.
- Vendors selling alcohol must adhere to all state, county, and local regulations including, but not limited to, the following City codes:
 - (3-2-7, B-2): *The boundary of an outdoor service area shall be delineated by a barrier that is a minimum of 3.5 feet in height and discourages the free movement of people between the outdoor service area and non-licensed areas. Note: No in-ground staking is allowed in parks. All barriers must be free-standing.*
 - (3-2-7, B-4): *The outdoor service area must provide emergency exits sized and spaced in accordance with the Fire and Building Codes. Such exits shall be clearly identified and provide unobstructed areas to a public way.*
 - (3-2-7, B-5): *The outdoor service area shall not reduce the width of any existing or proposed pedestrian pathway to be less than four feet (4') of clear pathway or minimum of six feet (6') of clear pathway when adjacent to head in parking.*
- Only beer, high alcohol content beer, wine, and canned cocktails as defined by the Iowa Code (2020) in cans no larger than sixteen (16) ounces may be sold or served.

- At events where alcohol is sold or if an entrance or admission is charged for an event at which alcohol will be served, the Applicant is responsible for contacting, scheduling, and paying an off-duty West Des Moines police officer to be present from the time sale or serving of alcohol begins through the end of the rental period. The name of the contracted officer shall be provided to West Des Moines Parks and Recreation staff no less than one week in advance of the event.
 - Applicant is responsible for ensuring that no alcohol is provided to anyone under 21 years of age and that no alcohol is provided to intoxicated persons. Applicant is responsible for the behavior of their guests, including any damage done to property by intoxicated guests.
 - Sale and/or serving of alcohol must end at least 30 minutes prior to the scheduled end of event.
- I. **Food Trucks:** Food trucks can support the special event and sell food to the special event participants only. No food sales may occur to the general public. Food trucks will only be allowed on paved parking areas with no parking allowed on any grass area at any time. Food trucks must be self-contained, and the City will not provide connections to site utilities such as water, electric or sanitary sewer. All food trucks will need a Mobile Vendor Permit from the City of West Des Moines. These permits can be obtained from the City Clerk's Office. A Vendor Fee will be paid by the Applicant for each food truck.
 - J. **Tent/Canopies:** A permit is required for any tents or canopies. Location of any tent/canopy must be coordinated with the Parks and Recreation Department. Any tent/canopy must be anchored using weights, no in-ground staking is allowed. Any tent/canopy must be removed from the park immediately following the event. The applicant will be responsible to pay for any repairs for damages associated with the installation of the tent/canopy.
 - K. **Inflatable Rides/Other Devices:** Inflatable rides or similar devices are allowed with a separate Membrane Structure Permit. Location of any inflatable must be coordinated with the Parks and Recreation Department. All inflatables must be anchored using weights, no in-ground staking is allowed. No inflatables or devices utilizing water (i.e. water slides, dunk tanks, etc.) are allowed. All inflatables or devices must be removed from the park immediately following the event. The applicant will be responsible to pay for any repairs associated with the installation of the inflatable or device.
 - L. **Sound Permits:** Sound Permits will only be allowed in parks in conjunction with an approved Special Event permit and shall follow City requirements (WDM Code, 4-7-11: Regulation of Sound Equipment and Sound Amplifying Equipment).
 - M. **Building/Electric Permit:** A Building/Electric permit will be required for construction, electric, or plumbing work necessitated by the event. The cost of additional permits is not included in the Special Event application fee.
 - N. **Additional Costs:** The applicant must assume extra costs associated with public safety and sanitation at the level of service recommended by the City of West Des Moines Parks and Recreation Department. This includes the number and type of barricades, number of trash receptacles, the number and hours of police/security officers to be provided by the sponsor organization, and the number of portable toilets to be provided by the City.
 - O. **Special Event Participant Release of Liability and Assumption of Risk:** It is the Applicant's responsibility to ensure that all registered participants sign the City's *Special Event Participant Release of Liability*. Participants' signed forms must be kept on file by the event organizer for three years and made available to the City upon request.

It is the expressly declared City intent that this policy shall be interpreted and administered so as to allow the fullest expression and guarantee of First Amendment rights, consistent with the protection of public health, safety, and welfare of the citizens of the City of West Des Moines

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

DATE: December 21, 2023

ITEM: Motion – Approval of Alternate Plan for Parkland Dedication – Woodland Estates

FINANCIAL IMPACT: None.

SYNOPSIS: The original Alternate Plan for Parkland Dedication for Woodland Estates was approved on September 16, 2021. The Board is asked to consider an update to the alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for Woodland Estates located in the Woodland Hills area (See Vicinity Map). The development is currently served by Woodland Hills Park.

Changes from the original plan are below:

- The number of units is increasing from 67 to 81
- Total dedication (acres) increased from 1.195 to 1.44 because of the increased units
- The plan will include an open space with mown hiking trails instead of a dog park

BACKGROUND: Staff reviews every development application that is submitted to the city and works with developers to ensure satisfaction of the City's parkland dedication ordinance requirements. Sometimes factors exist that limit the typical dedication of land for neighborhood parks and greenways as shown on the Parks and Trails Master Plan. City code allows for an alternate plan to be developed that directly and proportionately benefits the development by satisfying parkland and/or recreational facility needs of the development's residents. Alternate plans are required to be reviewed by the Parks and Recreation Advisory Board which shall make a recommendation to the Plan and Zoning Commission or City Council.

RECOMMENDATION: Staff and the Facilities Committee recommend that the Board approve the update to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Woodland Estates.

Prepared by: Ryan Penning, Director of Parks and Recreation *RP*
Approved for Content by: Ryan Penning, Director of Parks and Recreation
Accepted for Park Board Agenda: Ryan Penning, Director of Parks and Recreation

VICINITY MAP

ATTACHMENT A

ATTACHMENT A

PARKLAND DEDICATION REQUIREMENTS

12/5/2023

Project Location: Developer:
Woodlands Silo 9 Plat 1, LLC,
Estates Jake Reid

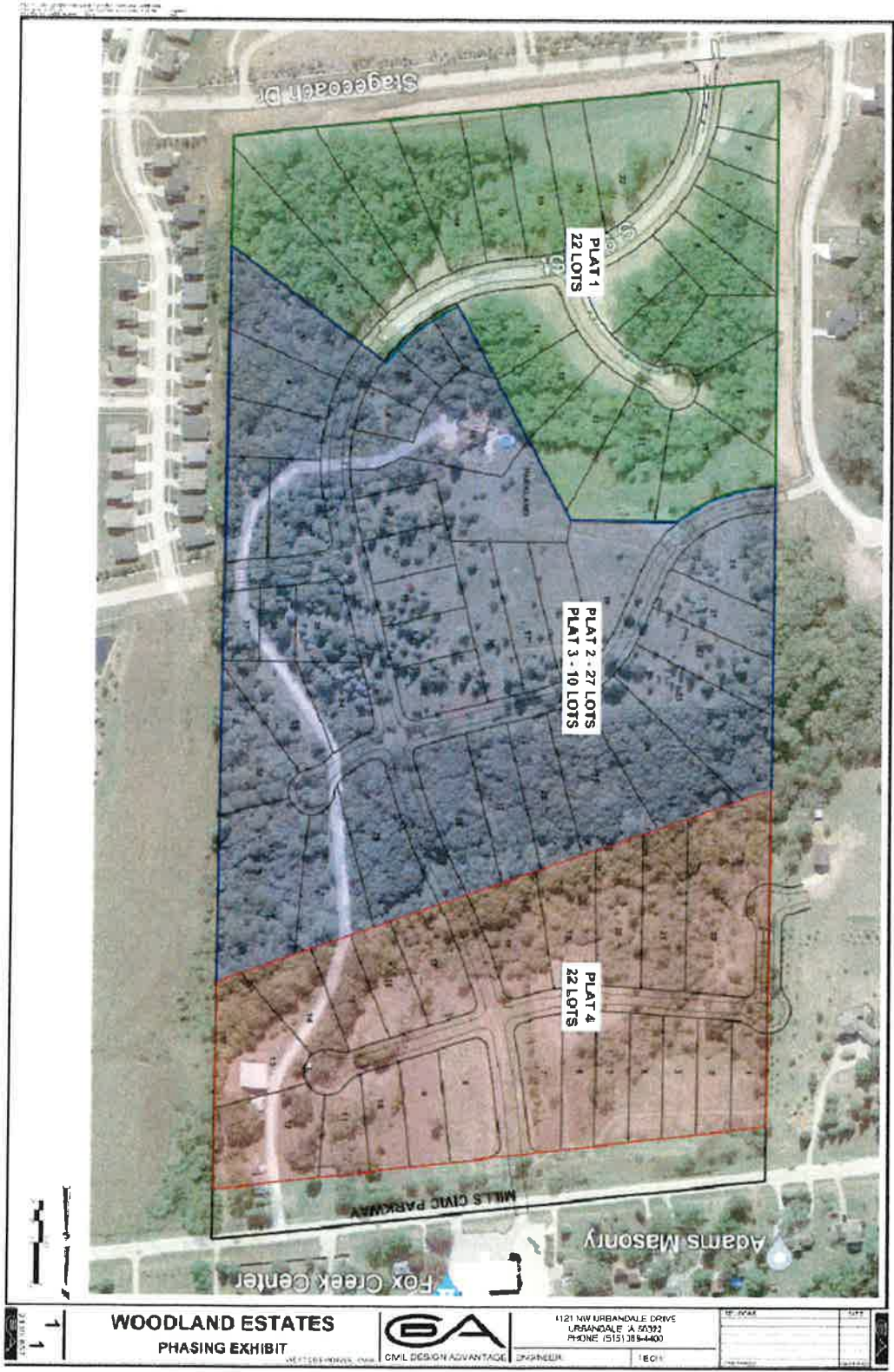
	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Final Plat 1	22	2.90	63.8			
Final Plat 2	27	2.90	78.3			
Final Plat 3	10	2.90	29			
Future Plat 4	22	2.90	63.8			
TOTAL	81		234.9			
<u>Single Family Attached</u>						
Description: Townhome/Condos	0	1.63	0			
TOTAL	0		0			
<u>Multifamily Unit</u>						
Description: Apartments	0	1.73	0			
TOTAL	0		0			
TOTAL POPULATION			234.9	0.2349	2.39	3.76
Park Dedication (Acres)			0.56			
Greenway Dedication (Acres)			0.88			
TOTAL DEDICATION (Acres)			1.44			

Proposed alternative to fulfill parkland requirement:

Calculations taken from Woodland Estates Final Plats 1, 2, 3 and Phasing Exhibit (Future Plat 4)

The developer has provided a location for an on-site private park located on Woodland Estates Plat 3, Outlot Z, 1.48 acres, to serve the residents of this development. The private park includes mown trails.

ATTACHMENT B



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

DATE: November 20, 2023

ITEM: Resolution – Accept Work – Raccoon River Park Playground Replacement

FINANCIAL IMPACT: The total construction cost of this project is \$1,880,939.96. 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 21-22 CIP budget for Raccoon River Park Inclusive Playground (Project No. 0525 004.0510 064 2021). There was \$1,815,000 available for this project. To cover the difference between available funds and the contract amount, Staff recommended utilizing remaining funding in the Raccoon River Park Lighting Upgrade (Project No. 0525 004.0510 033 2018) of which there was \$105,571 available. There were eight change orders on the project for a total of \$33,663.06.

BACKGROUND: Caliber Concrete LLC of Adair, Iowa is working under an agreement dated September 19, 2022, for construction services related to the replacement of the playground at Raccoon River Park. 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 construction of a new inclusive playground to replace the former playground. Project included site demolition of the existing play equipment, ship structure and sidewalk. Improvements included new PCC sidewalks & curbs, poured-in-place rubber and synthetic turf playground surfacing, limestone block walls and seats, site amenities, play equipment, sod/plantings, and other associated work. In addition to a more accessible safety surfacing, the new playgrounds included inclusive play features to allow for children of all abilities to play together.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the City Council approve the Resolution.

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

STAFF REVIEWS

Department Director	Ryan Penning, Director of Parks and Recreation <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, Assistant City Attorney
Agenda Acceptance	

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

DATE: November 20, 2023

ITEM: Motion – Approval of Contract – Valley View Aquatic Filter Media Replacement

FINANCIAL IMPACT: Expense of \$47,886.00 to be paid from available funds in the operating budget, (100.400.453.5400.750), for Valley View Aquatic Center. \$70,000 was budgeted for this project.

BACKGROUND: The Council is asked to approve a contract with Carrico Aquatic Resources of Oelwein, Iowa for the replacement of the filter media at Valley View Aquatic Center. As part of a standard maintenance plan, the filter media requires replacement approximately every twenty years. This is the first replacement of the filter media at Valley View Aquatic Center. The project was publicly advertised, and six bids were received. The lowest responsive bid was submitted by Carrico Aquatic Resources. One submitted bid was deemed nonresponsive due to being substantially incomplete.


A copy of the contract agreement and bid tabulation is attached.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council reject one bid as nonresponsive and approve the contract agreement with Carrico Aquatic Resources.

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	Greta Truman, Assistant City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	November 3, 2023

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services			
Date Reviewed	November 11, 2023			
Recommendation	<table border="1" style="display: inline-table;"> <tr> <td>Yes</td> <td>No</td> <td>Split</td> </tr> </table>	Yes	No	Split
Yes	No	Split		

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

DATE: November 20, 2023

ITEM: Motion – Approval of Contract – Holiday Park Aquatic Filter Media Replacement

FINANCIAL IMPACT: Expense of \$27,502.00 to be paid from available funds in the operating budget, (100.400.452.5400.750), for Holiday Park Aquatic Center. \$38,000 was budgeted for this project.

BACKGROUND: The Council is asked to approve a contract with ACCO Unlimited Corporation of Johnston, Iowa for the replacement of the filter media at Holiday Park Aquatic Center. As part of a standard maintenance plan, the filter media requires replacement approximately every twenty years. This is the first replacement of the filter media at Holiday Park Aquatic Center. The project was publicly advertised, and six bids were received. The lowest responsive bid was submitted by ACCO Unlimited Corporation. One submitted bid was deemed nonresponsive due to being substantially incomplete.

A copy of the contract agreement and bid tabulation is attached.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council reject one bid as nonresponsive and approve the contract agreement with ACCO Unlimited Corporation.

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

STAFF REVIEWS

Department Director	Ryan Penning, Director of Parks and Recreation <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, Assistant City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	November 3, 2023

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services		
Date Reviewed	November 11, 2023		
Recommendation	Yes	No	Split

CITY COUNCIL MEETING COMMUNICATION

DATE: December 4, 2023

ITEM: Resolution Approving and Ratifying Fees and Charges – Effective January 1, 2024

FINANCIAL IMPACT: With the proposed changes and using 2023 aquatic center season numbers, we would see an increase of approximately \$60,000.00 in aquatic revenue. The new fees for Southwoods is unknown at this time and will depend on the total number of reservations scheduled.

BACKGROUND: Staff evaluates fees throughout the year and typically makes recommendations and adjustments twice annually. Fees are adjusted on July 1 at the start of the fiscal year and on January 1 at the beginning of the calendar year. Park Board approved these fees on Thursday, November 16 with a Recommendation to Council for final approval.

The Parks and Recreation Department is proposing the following adjustments:

AQUATIC CENTERS

Daily admission was last increased in 2020 and under recent review, staff are recommending to change the daily admission rates for the two aquatic centers. Each facility offers different amenities which would allow for different daily admission rates. Valley View Aquatic Center offers more amenities including more slides, a 3-meter platform, a lazy river, and a separate zero-depth entry pool.

Staff is recommending a change for consistency where Adults and Youth pay the same, so this would be classified as “General Admission” for ages 3 – 54, and Seniors would receive \$2 off General Admission. A change would also be charging \$2.00 for a Child 2 & under. The reason for this is that it allows us to track attendance more carefully and those children do use the amenities within the facilities. The staff has decided to include children 2 & under family members in pool pass memberships for no additional cost, which would be a perk of purchasing a pool pass membership.

SOUTHWOODS PARK

Recent improvements at Southwoods Park include expansion of the disc golf course to 18-holes and installation of new singletrack bike trails. Since opening the new amenities, staff has had requests for hosting tournaments and events. The fees will support maintenance costs at the park, along with ensuring there is only one scheduled event per day. Drop-in disc golf users would still be allowed to use the course during tournament events. The singletrack course would be closed to other trail users during planned events to minimize potential conflicts.

Type	Current	Proposed	Last Changed
Valley View Aquatic Center – Daily Admission			
Adult (18 – 54)	\$9.00	\$9.00	2020
Senior (55+)	\$7.00	\$7.00	2020
Youth (3 – 17)	\$6.00	\$9.00	2020
Child (2 & Under)	Free	\$2.00	2011
Specials			
Lap Swim/River Walking	\$4.00	\$5.00	2020
Family Night (per family)	\$15.00	\$15.00	2020
Holiday Aquatic Center – Daily Admission			
Adult (18 – 54)	\$9.00	\$7.00	2020
Senior (55+)	\$7.00	\$5.00	2020
Youth (3 – 17)	\$6.00	\$7.00	2020
Child (2 & Under)	Free	\$2.00	2011
Specials			
Lap Swim/River Walking	n/a	n/a	n/a
Family Night (per family)	\$15.00	\$15.00	2020
Southwoods Park			
Disc Golf Tournament Fee	n/a	\$150/day	n/a
Singletrack Course Event Fee	n/a	\$150/day	n/a

OUTSTANDING ISSUES: None

RECOMMENDATION: Approve and ratify the updated list of Consolidated City Fees and Charges with all changes effective January 1, 2024

Lead Staff Member: Laura Murphy, Superintendent of Recreation

STAFF REVIEWS

Department Director	Ryan Penning, Director of Parks & Recreation
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s)	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Finance & Administration
Date Reviewed	November 8, 2023
Recommendation	Yes No Split

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: December 4, 2023

ITEM: Motion – Approval of Professional Services Agreement Amendment #4 – Raccoon River Greenway, Parking Lot and River Access at 1st Street

FINANCIAL IMPACT: Expense not-to-exceed \$10,600.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 21-22 CIP from the Five Waters, River Access off of 1st Street (Project No. 0510 067 2021).

BACKGROUND: To further expand access to the Raccoon River, a parking lot, drive and river access location are being proposed coming off of 1st (63rd) Street along the north side of the Raccoon River. The parking lot will serve as a location to park vehicles and boat trailers, as well as serve as a safe access to the river. This location will also serve as a location for emergency services access to the Raccoon River, as well as for parking to serve future development of recreational opportunities in this surrounding area.

The original agreement with I + S Group, Inc. was approved on 12/20/21 in the amount of \$54,500.00 for basic services related to the planning and design process for the Raccoon River Greenway, Parking Lot and River Access at 1st Street. On 6/6/22 the agreement was amended (#1) for expenses related to cover hydraulic modeling, permitting and coordination with Iowa DNR and Army Corp of Engineers to support a no-rise permit for the installation of these features. On 7/18/22 the agreement was amended (#2) for expenses related to a feasibility study for a possible trail connection under the new IDOT bridge. On 1/17/23, the agreement was amended (#3) for engineering expenses related to relocating the parking lot and boat launch to a new location further upstream to minimize impacts related to the new southbound IDOT bridge on 63rd Street. Amendment #4 is now being requested for additional services that includes design and detailing of a new entrance sign, lighting analysis for the 1st Street corridor between Lincoln St and the new Raccoon River bridge, and staking of project limits to facilitate future brush and tree removals. The agreement amendment with I + S Group, Inc. is attached along with their scope of services, schedule and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve Amendment #4 with I + S Group, Inc.

Lead Staff Member: Marco Alvarez, Superintendent of Parks 

STAFF REVIEWS

Department Director	Ryan Penning, Director of Parks & Recreation 
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, Assistant City Attorney
Agenda Acceptance	

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

DATE: December 4, 2023

ITEM: Motion – Renewal of License Agreement – BCycle Bike Share Station – Des Moines Street Collective

FINANCIAL IMPACT: Expense of \$3,250 to cover sponsorship of BCycle station. This is a license renewal with no changes in the terms of the agreement. Funds are available in the department’s operating budget.

BACKGROUND: The Council is asked to approve the renewal of a license agreement with Des Moines Street Collective, a local non-profit organization, to operate a bike share station at Raccoon River Park. The self-service bike rental station was originally installed in 2018 with approval from the City Council. The 2-year agreement was renewed in 2020 and again in 2022 with an option to extend for an additional one year. This agreement would be considered the optional one-year extension and run through December 31, 2024.

Per the agreement, the Street Collective is responsible for all aspects of operating the station including maintenance, replacement, and removal. The Street Collective is also responsible for making sure the station is stocked with bikes. Although there has been no cost to the City for the station itself, the Street Collective depends on advertising sponsorships to cover approximately 50% of their cost to operate the BCycle program. To continue to offer the BCycle opportunity to users at Raccoon River Park, it is necessary for the City to sponsor the station located there. Also, by branding the station with City information, it makes it clear that the City is involved in providing the bicycles. It also gives the City control over the advertising message which is currently information on the Five Waters Project. The Street Collective will replace the advertising at no additional cost to the City at any time during the term of the agreement.


The BCycle station at Raccoon River Park was the first one to be installed outside of downtown Des Moines. Since then, Clive and Windsor Heights have also joined program and pedal-assist electric bikes have been added to the fleet. The Raccoon River Park station continues to be a popular amenity with 2,298 trips taken from it in 2022. In 2023 the numbers were down from the previous year which very likely was caused by construction of the playground for most of the year. With the new playground now open we anticipate that usage will be higher in 2024.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve the License Agreement.

Lead Staff Member: Marco Alvarez, Superintendent of Parks 

STAFF REVIEWS

Department Director	Ryan Penning, Director of Parks & Recreation 
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, Assistant City Attorney
Agenda Acceptance	

CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

DATE: December 4, 2023

ITEM: Motion – Approval of Professional Services Agreement Amendment #1 – 2023 Court Improvements Design

FINANCIAL IMPACT: Expense not-to-exceed \$8,150.00 to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 23-24 CIP budget for Court Renovations (Project No. 0510 012 2023).

BACKGROUND: Professional services for the next phase of recreation court improvements. Design scope includes renovation of recreational courts in Kiwanis, Pearson, Quail Cove, Scenic Valley, Ashawa and Peony Park.

The original agreement with Shive-Hattery was approved on 8/07/23 in the amount of \$68,750.00 for basic services related to the planning and design process for the 2023 Court Improvement project. Amendment #1 is being requested for additional services that includes additional survey and design work at Quail Cove Park to address failing concrete near the shelter area, and additional design work at Wilson Park to address an area of deterioration on the tennis court. The agreement amendment with Shive-Hattery is attached along with their scope of services, schedule and fees.

OUTSTANDING ISSUES: None

RECOMMENDATION: That the Council approve Amendment #1 with Shive-Hattery

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

STAFF REVIEWS

Department Director	Ryan Penning, Director of Parks & Recreation <i>RP</i>
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Greta Truman, Assistant City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services		
Date Reviewed	November 27, 2023		
Recommendation	Yes	No	Split

Parks & Recreation CIP Status

12/11/2023

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	Raccoon River East Pedestrian Bridge Design	Raccoon River Park	GO	\$ 300,000								Under Contract	N/A	Contractor will be working on bridge piers through winter.		
20/21			LOST	\$ 345,000	X	X	X	X	X							
23/24			multiple	\$ 6,000,000											LOSST, Bonds backed by LOSST, Grants, and Outside Contributions	
19/20	Single Track Trails	Southwoods Park	GO	\$ 80,000	X	X			X			Complete		At grade creek crossings completed week of 9/25. Will allow for future expansion of trail system.		
19/20	Disc Golf Course Renovation	Southwoods Park	GO	\$ 30,000								Substantially Complete		Baskets installed in June and course is open for play. Staff currently working with vendor on installation of permanent signage on course.		
22/23	Disc Golf Course Expansion		GO	\$ 75,000	X	X			X							
20/21	Central Area (Restroom/Playground) Master Plan Update	Raccoon River Park	GO	\$ 75,000	X	X						Work Accepted	10/1/2023	Work accepted on 11/20/23. Retainage to be released following 30 days.		
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	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 until reseeding of non-conforming areas can be completed in Fall.		
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						Complete		Sidewalk improvements were recently completed. Remaining funds not sufficient to cover fencing and signage improvements. Additional funding is being requested in FY 24-25 CIP request.		
20/21	Woodland Hills Greenway Trail	Woodland Hills Greenway	GO	\$ 400,000								Complete	9/30/2022	Retainage has been released.		
22/23	Woodland Hills Greenway Trail (Additional funding)		GO	\$ 100,000	X	X	X	X	X	X	X					
20/21	Diving Platform	Valley View Aquatic Center	GO	\$ 200,000	X	X	X	X	X			Substantially Complete	3/31/2023	Project is substantially complete. Waiting on State inspector to review in Spring prior to accepting work.		
20/21	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House	X	X	X			Under Construction	6/2/2023	Continue to work with contractor on completing installation of the signs. Contractor has been slowed by staffing issues.		
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		Substantially 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	Master plan of area has been completed. Final design of river access and parking lot will be starting. (2) grants have been secured for project. REAP Grant (\$200k) and DNR Cost Share Program (\$75k). Pending grants include MidAm Regional Fund (\$125k).		
22/23	Phase 7 Construction-Fields 3 & 4		O	\$ 950,000			X	X	X	X	X	Complete	10/1/2022	Work accepted and retainage released.		
22/23	Play Equipment Replacement (Design)	Crossroads, Jaycee, Kiwanis	GO	\$ 150,000	X	X						Under Construction	N/A			
23/24	Play Equipment Replacement (construction)	Crossroads, Jaycee, Kiwanis	GO	\$ 1,300,000	X	X	X	X	X			Under Construction		Project was awarded including add-alternate for replacing equipment at Kiwanis Park. Construction will begin in Spring 2024.		
22/23	Sugar Creek Greenway Trail-Phase 2 (Design)	Stagecoach to Mills Civic	GO	\$ 125,000	X	X						Under Design	N/A	in design.		

22/23	Landscaping	Various	O	\$ 25,000	In-House	In-House							Complete	Landscape improvements have been completed. Contractor will be watering as needed through end of October. Improvements were at Legion Park, Meadowview Park, Huston Ridge Park and Valley View Park.
22/23	Parking Lot/ Grading/ Utilities (Design)	Valley View Park	GO	\$ 200,000	X	X							Under Design	PSA approved at 7/17 Council. Intent is to be project in January 2024.
23/24	Holiday Park Baseball Phase 8 - Parking Lot and Entry (design and construction)		GO	\$ 1,300,000	X	X	X	X	X				Under Construction	N/A Contract has been awarded. Contractor has mobilized to site.
23/24	South & North bridge replacement (Design +1st half construction)	Pearson Park	GO	\$ 300,000	X	X							Under Design	N/A PSA approved at 6/5 Council. Intent is to bid project in early 2024.
23/24	Softball Lighting - Quinn Field	Holiday Park Softball	GO	\$ 150,000									Under Construction	N/A funds given to Girls Softball for completion
23/24	Maintenance Building, Pickleball Shelter, and Restroom (Design)	Valley View Park	GO	\$ 200,000	X	X							Under Design	N/A PSA approved at 9/5 Council. Design in progress.
					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)	Retainage Paid			
Budgeted / Professional Services Agreement or Construction Contract Not Yet Awarded														
22/23	Shelter/Restroom/BB Court/Trails/Overlook (Design)	Hidden Point Park	GO	\$ 150,000										funding for construction delayed to FY 24/25.
22/23	1st Street River Access (Construction)		GO	\$ 300,000										\$75,000 transferred to Playground Replacement (Peony/Scenic Valley/Willow Springs); need second portion of funding in 23/24; delayed due to change in location Polk County Conversation half of construction
23/24			\$ 550,000											
22/23	Boat Locker Expansion (Phase 3)	Raccoon River Park	GO	\$ 75,000										Funds transferred to Playground Replacement (Peony/Scenic Valley/Willow Springs)
22/23	Grand Avenue Trail Sidepath (Design)	Gap west of I-35	GO	\$ 125,000										Will be done with street widening design
23/24	Play Equipment Replacement (design)	Ashawa, Wild Rose	GO	\$ 120,000										funding for design delayed to FY 24/25.
23/24	Marathon Loop - Sugar Creek Trail Phase 2 (1st half construction)	Sugar Creek Trail	LOSST	\$ 400,000										earliest construction can start is in 2025 following completion of WRA project.
23/24	Parking Lot/ Grading/ Utilities (Construction)	Valley View Park	GO	\$ 750,000										project currently under design