

WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, December 21, 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, December 21, 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 virtually	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 virtually		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. Citizen Forum

None.

On Item 3. 3. Approval of Minutes of November 16, 2023, Meeting

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

On Item 4 Old Business

None.

New Business

On Item 5A. – Motion – Approval Recommendation to City Council – Adjustment of Fees and Charges – MidAmerican Energy Company RecPlex

Penning stated staff evaluates fees throughout the year and typically makes recommendations and adjustments twice annually. Ratcliff provided an updated document to the Board with corrected fee rates. Ratcliff stated that fees are reviewed annually to ensure rates and fees cover the cost associated with utilities, staffing, and programs. This review provides an opportunity to compare fees and rates with other area facilities to ensure the facility is comparable in price. Ratcliff reviewed the fee changes with the Board. The drop-in pickleball courts were set at 12 players per court when originally implemented. The rates will increase and there will be eight players allowed per court which will provide a more playing time for each player. Till

Stange questioned if there is anticipated push back. Ratcliff stated he doesn't anticipate any push back. Miller questioned if the facility receives revenue for political usage. Ratcliff stated that there is not. Penning commented that state law states if the facility is selected, it is required to host the event. Schebel questioned the daily rate for the court and turf rentals. Ratcliff stated this rate should be hourly and the document will be updated. Lowe questioned the batting cage usage and what the reasoning is for not increasing the rate. Shayne stated that it is heavily used from January through June and in the fall, it is used by soccer groups. This area is also used for RP Kids and other internal programs.

Hrdlicka moved to approve the Recommendation to City Council – Adjustment of Fees and Charges – MidAmerican Energy Company RecPlex with the updated document provided. Schebel seconded. Motion carried unanimously.

On Item 5B. – Motion – Approval of Parks Special Event Policy

Penning stated that this policy was presented to the Board in April 2022. A modification is being requested to add the following: *For all other applicants, consideration will be evaluated by the Director of Parks and Recreation or their designee.* This addition will provide the director or designee the power to review special event applications that do not follow the original requirements. This addition to the policy will provide the department the opportunity to review applications that will have a positive economic impact for West Des Moines.

Schebel moved to approve the Parks Special Event Policy as presented. Till Stange seconded. Motion carried unanimously.

On Item 5C. – Alternate Parkland Dedication Plans

1. Woodland Estates

Alvarez stated that this is an update from the original plan presented to the Board in 2021 and was approved. This development is currently serviced by Woodland Hills Park. The developer is increasing the number of units from 67 to 81 which increases the amount of parkland that needs to be dedicated. The original dog park will now be open green space with mown hiking trails.

Lowe moved to approve the Alternate Parkland Dedication Plans – Woodland Estates as presented. Schebel seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Alvarez stated that the Athene Pedestrian Bridge construction is making great process due to the favorable weather. There is also work being done on the Holiday Park Renovation Project Phase 8. Alvarez has received confirmation that the new secondary signage will be installed at all parks this week. The department has requested funding from the Finance and Administration Committee for the Valley View Grading and Parking Lot Project, First Street River Access Project, Pearson Park Bridge Replacement Project, and Southwoods Park Singletrack Trail Phase 2 Project. By requesting the funding at this time, the department get quotes and bidding completed before the expenses increase. The Finance and Administration Committee was in favor of this request. The Parks and Recreation Department was awarded a \$16,000 REAP Education Grant. This will help fund educational signs that will be designed for recently completed green infrastructures. This was a joint project with Engineering. The Parks and Recreation Department is coordinating with Public Services to manage invasive vegetation at Willow Springs Park, Pearson Park, Southwoods Park, and First Street river access.

Till Stange questioned why new park signage is being requested and installed. Alvarez stated the new signs complement the main park signage and are secondary signage that will be placed at the secondary entrances and at the beginning of trails. They will provide information regarding the park and the rules and regulations.

On Item 6B. Superintendent of Recreation

Penning stated that there were several events held recently. These included: Winter's Eve, Breakfast with Santa, Holiday Lights Tour, and Youth Handmade Market in Valley Junction. The Public Arts Advisory Commission had a dedication of their newest permanent art piece at the Valley Junction restroom building. Aquatic positions were posted last week and currently there are 20 applications submitted. There is a \$.75 increase for the lifeguard wage. The Arts, Culture, and Enrichment Coordinator position has been posted. The deadline is January 4 with the goal for a late February/early March start date.

On Item 6C. RecPlex General Manager

Ratcliff stated that this is the busiest season for the facility. There have been numerous activities in November and December that included: 53 birthday parties, 10 tournaments, an overnight church event, five holiday parties, and filmed two commercials featuring Caitlin Clark. The two Skate with Santa events were a big hit with 170 participants. For January, the staff is working on the final details of the City's MLK Day event which will host over 300 people and later that day after a literal 15-minute changeover period, staff set up for another 1,500 people to attend the Dallas County Republican Caucuses. Sewell questioned how the new Food Services and Concessions Coordinator transition is going. Ratcliff stated that things are going great. Penning stated they ordered equipment for the other locations in preparation of the summer season.

On Item 6C. Director of Parks and Recreation

Penning stated a request was made to highlight one thing our department accomplished in 2023 and that we are proud of. He replied with the following:

Overall: \$41.8 million economic impact between four sports complexes (Holiday Park Baseball, Holiday Park Girls Softball, Raccoon River Park Softball Complex and the RecPlex)

Parks Division: Increased the inclusivity of our playgrounds and became a more welcoming community. Playgrounds at Raccoon River Park, Willow Springs Park, Peony Park, and Scenic Valley Park were all renovated with a focus on inclusivity. The feedback we've received has been overwhelming and demonstrates the positive impact that these improvements have in our community.

Recreation Division: 12,634 program registrations. This speaks to our wide range of recreational offerings for people of all ages, abilities, and interests.

MidAmerican Energy RecPlex: 1 million visitors! Our goal from day one has been to reach the masses and the data from this past year show how wide and diverse our events have ranged to accomplish that number of visitors.

Penning thanked the Board and staff for all their work and support this year.

On Item 7. Other Matters

None.

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

A. City Council Communications

November 20, 2023 Resolution – Accept Work – Raccoon River Park Playground Replacement

- November 20, 2023 Motion – Approval of Contract – Valley View Aquatic Filter Media Replacement
- November 20, 2023 Motion – Approval of Contract – Holiday Park Aquatic Filter Media Replacement
- December 4, 2023 Resolution – Approving and Ratifying Fees and Charges – Effective January 1, 2024
- December 4, 2023 Motion – Approval of Professional Services Agreement Amendment #4 – Raccoon River Greenway, Parking Lot and River Access at 1st Street
- December 4, 2023 Motion – Renewal of License Agreement – BCycle Bike Share Station – Des Moines Street Collective
- December 4, 2023 Motion – Approval of Professional Services Agreement Amendment #1 – 2023 Court Improvement Design

B. Parks CIP Projects Status

Schebel moved to adjourn the meeting. Lowe seconded. Motion carried unanimously. Meeting adjourned at 6:10 p.m.

Respectfully submitted,



 Miranda Kurtt
 Executive Assistant to Director

1-18-24

Date

ATTEST:



 Joe Hrdlicka
 Secretary

1/18/24

Date