

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

5:30 p.m.
Thursday, February 15, 2024
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 January 18, 2024, Meeting**
4. **Old Business**
5. **New Business**
 - A. Motion – Approval Recommendation to City Council – Adjustment of Fees and Charges – Holiday Park Baseball and Raccoon River Park Softball Complex
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, January 18, 2024**

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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 18, 2024, at 5:31 p.m. by presiding Chair Miller.

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

Commission	Melissa Clarke-Wharff <i>Secretary</i>	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>Executive Assistant to Director</i>
Present	X	X	X	X	X

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

On Item 1. Call to Order/Approval of Agenda

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

On Item 2. Citizen Forum

None.

On Item 3. Approval of Minutes of December 21, 2023, Meeting

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

On Item 4 Old Business

None.

New Business

On Item 5A. – Presentation – Election of Officers

Prior to the meeting, Miller and Penning met to discuss the positions and contacted the members regarding nominations. Miller asked for nominations for Chair, Vice-Chair and Secretary.

Chair – Miller volunteered to continue as Chair.

Vice-Chair – Miller nominated Lowe to continue as Vice-Chair. Lowe accepted.

Secretary – Lowe nominates Melissa Clarke-Wharff as Secretary. Clarke-Wharff had accepted prior to the meeting.

Till Stange moved to approve the nominations as discussed. Hrdlicka seconded. Motion carried unanimously.

The elected officers took office immediately following the election.

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

Penning stated the appointments were discussed with Miller and the Board members, and the following appointees were determined:

- City Council Liaison – Vice-Chair Lowe
- School Board Liaison – Vice-Chair Lowe
- Facilities Committee – Schebel and Till Stange
- Des Moines Area Trails and Greenways Committee – Chair Miller
- Friends of West Des Moines Parks & Recreation Liaison – Hrdlicka

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

On Item 5C. – Approval of Recommendation to City Council – Park Naming – Legacy Woods

Penning stated that this recommendation is regarding the old Nazarene Church site located at 2001 Fuller Road. This is a public-private partnership that has established a Planning Committee for the project consisting of representatives from the private sector, Historical Society staff and board members, and City staff. Two significant pledges have already been made to the project and a fundraising committee will be seeking both monetary and in-kind donations. Significant research has gone into the name, Legacy Woods, and the planning committee has unanimously approved the name.

The Parks, Greenways, Park Facilities, and Trails Naming Policy allows for recommendations to be made to the Park Board for consideration. Because of the timing with the fundraising efforts and approval from the Planning Committee, the exception to the policy is being implemented. If approved by the Board, the item will be taken to City Council on March 4 for final approval. Hrdlicka questioned the exception to the policy. The exception is clearly stated and would fall under the exception.

Till Stange moved to approve the Recommendation to City Council – Park Naming – Legacy Woods as presented. Schebel seconded. Motion carried unanimously.

On Item 5D. – Alternate Parkland Dedication Plans

1. Cross Creek

Alvarez presented the Alternate Parkland Dedication plan for Cross Creek development. This development is located at 2475 SE 1st Street. The developer has chosen to provide improvements to a future offsite park that will serve this development. To ensure fulfillment of the agreement, the developer will be required to provide a surety bond for the future public improvement.

Schebel moved to approve the Alternate Parkland Dedication Plan – Cross Creek as presented. Clarke-Wharff seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Alvarez stated that staff is working on the plans for projects in preparation of construction in the spring. One of the projects is the replacement of two bridges at Pearson Park. Every year, the staff reviews the conditions of courts within our parks and determines what needs to be completed as part of the Court Renovation Project. The courts identified as requiring improvements are located at Pearson Park, Kiwanis Park, Quail Cove Park, Peony Park, and Ashawa Park. Construction was ordered for Valley View Park Parking and the utilities that

will serve the future shelter and restroom facility near the Pickleball Courts. The planning for the 1st Street River Access Project continues to be worked on. The department received the DNR Water Recreation Access Cost-Share Program Grant in the amount of \$75,000 and is the third grant for the 1st Street River Access Project. The Landscape Architect Intern and Park Attendant positions will be posted in preparation for seasonal staffing. Clarke-Wharff questioned if the Athene Pedestrian Bridge progress is farther than planned due to the weather and Alvarez stated that it is ahead of schedule. Penning stated that the staff is working on a Delta Dental of Iowa Grant for submission. If it is awarded, it will go towards the bridge fund.

On Item 6B. Superintendent of Recreation

Murphy stated 10 interviews for the Arts, Culture, and Enrichment Coordinator position will take place on January 29 and 30. Summer Naturalist and Recreation Programmer Intern positions are posted. The following positions are also posted: Scorekeepers, Food and Concessions Staff, Program Directors, and Building Attendants. The Spring/Summer Program Guide is in the planning stages with registration dates for residents on March 5 and non-residents on March 12. Discounted pool passes are available through Friday, March 29. Penning stated the lifeguard rate increased by \$0.75 and currently the department has 75 applications for lifeguards compared to 46 this time last year.

On Item 6C. RecPlex General Manager

Ratcliff stated they had over 8,000 drop-ins within the last month and double the number of public skate drop-ins. The facility limits the promotion of events due to the over booking and capacity they are currently experiencing. The previous weekend included: a gymnastics event, the Taylor Swift Eras Tour Skating program, Martin Luther King event, and the Dallas County Caucus. There were numerous news stations for the Caucus and many residents that were not aware of what amenities the facility offered. There are various upcoming events that will keep the facility busy.

On Item 6C. Director of Parks and Recreation

Penning stated the Legal Department informed City staff that the Iowa Code for Board/Committee/Subcommittees are required to attend in-person. The department is partnering with Sportsman's Solutions to explore ways to generate revenue. They will contact businesses regarding sponsorship for scoreboard and field naming options. The annual report is due to the City Manager on January 19. This will be given to City Council in February and will be accessible on the Parks and Recreation webpage.

On Item 7. Other Matters

Sewell questioned if liaison reports could be presented at the Board meetings. Hrdlicka stated that if there are topics that are relevant, they are brought to the Board meeting. Penning stated the facilities committee meets monthly and is the most active. Items discussed during the Committee meeting is brought to the Board meetings.

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

A. City Council Communications

- | | |
|-----------------|---|
| January 2, 2024 | Resolution – Authorizing Application for Transportation Alternatives Program (TAP) Grant Funding – Des Moines Area Metropolitan Planning Organization |
| January 2, 2024 | Woodland Estates Development – Approval and Acceptance of Parkland Dedication Agreement – Silo 9 Plant 1, LLC |
| January 2, 2024 | Resolution Approving and Ratify Fees and Charges – Effective January 2, 2024 |

January 16, 2024 Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Valley View Park Central Grading and Pickleball Parking
January 16, 2024 Motion – Approval of REAP Education Grant Agreement
January 16, 2024 Motion – Approval of Agreement – Chartered Bus Services – Busco Inc. (dba Arrow Stages Lines, LLC)

B. Parks CIP Projects Status

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

Respectfully submitted,

Miranda Kurtt
Executive Assistant to Director

Date

ATTEST:

Melissa Clarke-Wharff
Secretary

Date

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

DATE: February 15, 2024

ITEM: Motion – Approval of Recommendation to City Council – Sports Complex Fees

FINANCIAL IMPACT: With the proposed changes of the management of the ball field and grounds maintenance at Raccoon River Park Softball Complex, we would increase fees to offset expenses and be competitive with surrounding similar sports complexes/facilities. Holiday Park Baseball Complex would see an estimated increase in revenue of \$7,000 and Raccoon River Park Softball Complex would see an estimated increase in revenue of \$30,000 with the proposed fees.

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. With the recent RFP for ball field and grounds maintenance and adjusting the operations, we are asking for approval of this adjustment to fees prior to the start of the season at both complexes (April). Finance & Administration reviewed the proposed fees on Wednesday, February 7.

The Parks and Recreation Department is proposing the following adjustments:

HOLIDAY PARK BASEBALL COMPLEX

Staff is recommending an increase to competitive league games/tournament fees for the complex, comparable to other similar complexes in the Des Moines metro. The highlighted categories on the chart below show similar offerings with the same fee (\$55.00 per game) and staff recommends streamlining to one category that encompasses all labeled “Game Fee” and increase this by \$5.00 to \$60.00 per game.

a. Holiday Park Baseball Rental

i. Open League Games	\$ 40.00 per game/slot	Resolution (11/7/2022)
ii. Open League Practice	22.50 per hour	Resolution (11/7/2022)
iii. Competitive League Games	55.00 per game/slot	Resolution (11/7/2022)
iv. Competitive League Practice	30.00 per hour	Resolution (11/7/2022)
v. Premier League Games	55.00 per game/slot	Resolution (11/7/2022)
vi. Sportsplex West Programs	55.00 per game/slot	Resolution (11/7/2022)
vii. Tournament Games	55.00 per game/slot +	Resolution (11/7/2022)
viii. All other Rentals	55.00 per game/slot	Resolution (11/7/2022)
ix. Tournament Maintenance Fee	30.00 per field/per day	Resolution (11/7/2022)

Staff is recommending an hourly field rental be incorporated to Holiday Park Baseball Complex operations as requests from users vary. This fee has been in place at Raccoon River Park Softball Complex for several years and allows staff to manage various requests. Staff is recommending removing the Tournament Maintenance fee and updating to a Restroom Maintenance fee, as the request for restroom cleaning and maintenance increases when there is an influx of use at the ballpark.

RACCOON RIVER PARK SOFTBALL COMPLEX

Staff is recommending an increase in fees for user groups to mimic what we offer at Holiday Park Softball Complex, and to also match the costs that will be incurred when taking on a contractor for ball field and grounds maintenance. The operations are top notch at both facilities and staff is recommending streamlining the costs to show that the value is the same at both complexes. The increase varies from \$5.00 to \$25.00 based on the type of use. These fees are comparable to surrounding communities and will allow the staff to continue to explore different uses of the ball fields at a local, regional, and national level. Like Holiday Park Baseball Complex, staff is recommending adding a Restroom Maintenance fee, as the request for restroom cleaning and maintenance increases when there is an influx of use at the ballpark. Staff recommends removing the Field Equipment Rental since that will now be managed by the ball field and grounds maintenance contractor and will not be required of the user group.

b. Softball Complex-Raccoon River Park

x. Adult Softball Tourney (20+Teams)	\$ 15.00 per game	Resolution (11/7/22)
xi. Adult Softball Tourney (<20 Teams)	20.00 per game	Resolution (11/7/2022)
xii. Youth Tourney	35.00 per game	Resolution (11/7/2022)
xiii. Youth Tourney (after Sept.1)	25.00 per game	Resolution (11/7/2022)
xiv. Hourly Rental	35.00 per hour per field	Resolution (11/7/2022)
xv. Field Equipment Rental	60.00 per day per vehicle	Resolution (11/7/2022)
xvi. Temp Fence Set Up/Tear Down	120.00 per Field	Resolution (11/7/2022)

FEE STRUCTURE PROPOSAL:

Type	Current	Proposed	Year
Holiday Park Baseball Rental			
Game Fee	\$55.00 per game	\$60.00 per game	2022
Hourly Field Rental	n/a	\$35.00 per hour per field	n/a
Restroom Maintenance	n/a	\$30.00 per field per day	n/a
Softball Complex – Raccoon River Park Rental			
Adult Softball Tournament (20+ Teams)	\$15.00 per game	\$20.00 per game	2022
Adult Softball Tournament (<20 Teams)	\$20.00 per game	\$30.00 per game	2022
Youth Tournament	\$35.00 per game	\$60.00 per game	2022
Youth Tournament (after Sept. 1)	\$25.00 per game	\$50.00 per game	2022
Temp Fence Setup/Teardown	\$120.00 per field	\$150.00 per field	2022
Restroom Maintenance	n/a	\$30.00 per field per day	n/a

RECOMMENDATION: Approve and recommend to City Council to approve and ratify the updated list of sports complex fees with all changes effective February 19, 2024.

Prepared by: Laura Murphy, Superintendent of Recreation

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

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

Parks & Recreation CIP Status

2/3/2024

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								LOSST, Bonds backed by LOSST, Grants, and Outside Contributions	
23/24			multiple	\$ 6,000,000														
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. Phase 2 will be bid in Spring 2024.			
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							Complete	10/1/2023	Work accepted on 11/20/23 and retainage released.			
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	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	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	Contractor resumed installation of signs week of 12/18.			
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	X		Complete	11/30/2022	Project is complete			
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. (4) grants have been secured for project. REAP Grant (\$200k), DNR Cost Share Program (\$75k), MidAm Regional Fund (\$125k), and DNR Water Trail Enhancement Grant (\$75k).			
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	Parking Lot/ Grading/ Utilities (Design)	Valley View Park	GO	\$ 200,000	X	X	X						Bid Process		Ordered construction. Bids due on 2/7/24			
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	Contractor has mobilized to site and has completed grading and utility work. Work has been paused for weather and will resume in Spring.			
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			

					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)	Retainage Paid			
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.
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. Intent is to bid in January 2024