

WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS
Thursday, January 18, 2024

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 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

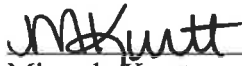
Alvarez stated that staff is working on the plans for projects in preparation of construction in the spring. One of the projects is the replacement of two bridges at Pearson Park. Every year, the staff reviews the conditions of courts within our parks and determines what needs to be completed as part 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

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

2-15-24

Date

ATTEST:



Melissa Clarke-Wharff

Secretary

2/15/24

Date

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 implore 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