

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

**5:30 p.m.
Thursday, May 16, 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 April 18, 2024, Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Presentations – Annual Reports:
 1. West Des Moines Soccer Club
 2. SportsPlex West
 - B. Motion – Approval of Alternate Parkland Dedication Plan
 1. Prime 39
- 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, April 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, April 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

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

Hrdlicka moved to approve the agenda as presented. Schebal seconded. Motion carried unanimously.

On Item 2. Citizen Forum

None.

On Item 3. 3. Approval of Minutes of February 15, 2024, Meeting

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

On Item 4 Old Business

None.

New Business

On Item 5A. – Motion – Establish Special Meeting Dates – Ice Cream Socials

Penning stated that park selection is a rotation of the parks while also taking into consideration construction and renovations. The time has been moved from 6:30 p.m. to 6:00 p.m. This is a great outreach to our community and the library will also be participating in the socials. July 18 is the normally scheduled Board meeting. If there are agenda items, the Board will meet just before the social. The following are the dates and locations selected for 2024.

1. Ice Cream Social – July 9, 6:00 p.m. – Huston Ridge
2. Ice Cream Social – July 11, 6:00 p.m. – Knolls
3. Ice Cream Social – July 16, 6:00 p.m. – Meadowview

4. Ice Cream Social – July 18, 6:00 p.m. – Willow Springs

Schebel moved to approve the Special Meeting Dates – Ice Cream Socials as presented. Lowe seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Alvarez stated that the park and trail hours have been reviewed due to vandalization situations and other incidents in the back area of the trail at Raccoon River Park. Walnut Woods State Park hours are from 5:00 a.m.-10:30 p.m. The hours for the Raccoon River Park trail will now be from 6:00 a.m. – 10:30 p.m. instead of closing at 12:00 a.m. (midnight). Reducing trail hours would assist Parks and Recreation and West Des Moines Police staff in controlling illegal behavior occurring along the back portion of the park. The trail counter has shown a decline in usage after 9:00 p.m. These new hours will allow consistent hours for both parks. Penning stated that signage will be added at two locations. Till Stange voiced her approval and questioned how often the area was patrolled. Alvarez provided information on the park attendant hours and new security hours. The security contract has been awarded to Per Mar and service starts on May 1. Miller questioned if there were security cameras at the park. Penning stated there are flock cameras at Raccoon River Park. The Parks and Recreation Department is working with the City's IT Department to get cameras at the Nature Lodge and near the Athene Pedestrian Bridge.

Due to the lack of parking and traffic flow at Brookview Park and Brookview School, construction will be done to add additional spaces and reconstruct the traffic flow. Part of the solution will be utilizing parkland. As part of the agreement with the school, they will need a stormwater detention area without impacting trail usage, disturbing existing trees, and restoring the area with native grass. Lowe questioned if the park had designated parking and if there was shared parking with reserved parking for park users.

The restrooms are open as of April 12. Park Attendants have started along with shelter rentals. The First Street River Access Project went to the Council and is out for bid. Playground renovations have begun for Jaycee, Kiwanis, and Crossroads Parks. Pearson Park bridges and courts will be replaced. Valley View Parking Lot and Athene Bridge construction has been proceeding well.

On Item 6B. Superintendent of Recreation

Murphy stated that the sports complexes are in full swing with leagues and tournaments at Holiday Park Baseball Complex, Holiday Park Softball Complex, and Raccoon River Softball Complex. Earth Day is April 20 at Raccoon River Park and Nature Lodge. The department is also hosting clean-ups around our parks and trail system. The concessions at Raccoon River Park has opened. Brian Rohret, Food Services and Concessions Coordinator has done a phenomenal job to get the concessions building designed and built out. The first weekend of tournaments was this past Saturday and Sunday, with over \$10,600 in revenue. Rohret is streamlining operations, cross-training staff, and managing costs between what is purchased and limiting waste. Softball operations will continue through October. Rohret will work on getting the concession operations up and running for Memorial Day weekend for the aquatic centers. The department received a \$4,000 West Des Moines Community Foundation Grant to be applied towards the Planet 7 program. The department was also awarded a \$2,000 West Des Moines Community Foundation for Raccoon River Palooza watercraft rentals. The Department received a \$10,000 Polk County Community Betterment Grant for Planet 7 and a \$5,000 Polk County Sponsorship Grant for Raccoon River Palooza. Lauren Rush, Art, Culture, and Enrichment Coordinator, has started.

On Item 6C. RecPlex General Manager

Penning stated that the RecPlex is in their special event season and had its two largest events of the year with the Iowa Volleyball Regionals on two different weekends. These events brought in over 200 teams for each weekend with around 5,000 people per day. Both events went outstanding with a lot of great feedback thanks to many of the concession stand renovations and operating efficiencies. The RecPlex was able to increase the price per transaction by nearly 10% over the past year. These volleyball events require significant planning between the Police Department, streets, and our staff. For reference, a typical weekend will generate approximately \$10,000 in concessions revenue, and these two weekends brought in over \$40,000 each weekend. The first Roller Derby Event was hosted last weekend. Raise the Bar, a female weightlifting event, is coming up this weekend followed by a dance competition the following weekend and another huge volleyball event the first weekend in May. The Iowa State tailgate event is returning on May 12

On Item 6C. Director of Parks and Recreation

Penning discussed the Spring/Summer 2024 Registration Days Statistics. On April 23, the Public Art Sensory Wall will host the art unveiling and celebrate Autism Month. The Department has applied for a Bravo Grant and if awarded, will be applied towards a new commissioned artwork at Legacy Woods. The Mini Forest Project will be taking place at Brookview Elementary in collaboration with City employees Ryan Penning, Marco Alvarez, and Paul Tauke. Penning shared the benefits of this type of project and community outreach. Mark Brewick was awarded Slattery/Trueblood Professional Award, the highest professional award through the Iowa Parks and Recreation Association. Brewick is retiring in August.

On Item 7. Other Matters

Miller questioned having solar panel coverings at the ball fields. Alvarez stated that there are strict West Des Moines ordinances that would need to be reviewed and more research would need to be completed.

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

A. City Council Communications

- February 19, 2024 Approving the Proposal for Ball Field and Grounds Maintenance for Holiday Park Baseball Complex and Raccoon River Park Softball Complex
- February 19, 2024 Approving Sale of Surplus City Equipment
- February 19, 2024 Motion – Approval of Professional Services Agreement Amendment #1 - Valley View Central Grading, Utilities, Park Board, and Pickleball Parking
- February 19, 2024 Motion – Approval of Professional Services Agreement Amendment #2 – 2023 Court Improvements
- February 19, 2024 Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 2023 Sport Court Improvements
- February 19, 2024 Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Pearson Park – South and North Bridge Replacement
- February 19, 2024 Public Hearing – Valley View Park Central Grading and Pickleball Parking
Resolution – Approval of Plans and Specifications
 1. Motion – Receive and File Report of Bids
 2. Resolution – Approve Contract

- February 19, 2024 Resolution Approving and Ratifying Fees and Charges – Effective February 19, 2024
- March 4, 2024 Motion – Approval of Professional Services Agreement – RecPlex Expansion Pre-Design Building Services
- March 4, 2024 Motion – Approval of Iowa DNR Grant Agreements, Raccoon River Greenway Boat Access
- March 4, 2024 Resolution – Approval of Recommended Natural Resource Area name – Legacy Woods
- March 18, 2024 Public Hearing – Pearson Park – South and North Bridge Replacement
 - 1. Resolution – Approval of Plans and Specifications
 - 2. Motion – Receive and File Report and Bids
 - 3. Resolution – Approve Contract
- March 18, 2024 Motion – Approval of Agreement – Park Security Services
- March 18, 2024 Motion – Approval of Professional Services Agreement Amendment #1 – Pearson Park North and South Bridge Replacement
- March 18, 2024 Motion – Approval of Contract – Southwoods Park Singletrack Trail – Phase 2
- March 18, 2024 Public Hearing – 2023 Sports Court Improvement
 - 1. Resolution – Approval of Plans and Specifications
 - 2. Motion – Receive and File Report and Bids
 - 3. Resolution – Approve Contract
- April 1, 2024 Motion – Approval of Artist and Artwork Locations – 2024 Art on the Campus
- April 15, 2024 Proclamation – Earth Day – April 22, 2024
- April 15, 2024 Motion – Approval of Artist and Artwork Locations – 2024 WDMurals
- April 15, 2024 Motion – Approval of Subcontractor Payout – RecPlex 2020 Construction
- April 14, 2024 Resolution – Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Pearson Park – Raccoon River Greenway Boat Access

B. Parks CIP Projects Status

Schebel moved to adjourn the meeting. Lowe seconded. Motion carried unanimously. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

 Miranda Kurtt
 Executive Assistant to Director

 Date

ATTEST:

 Linda Lowe
 Vice Chair

 Date

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

DATE: May 16, 2024

ITEM: Motion – Approval of Alternate Plans for Parkland Dedication – Prime 39

FINANCIAL IMPACT: None.


SYNOPSIS: The Board is asked to consider an alternate plan for the dedication of parkland to meet requirements of the City's parkland dedication ordinance for Prime 39, a proposed townhome development located at 960 76th Street (See Vicinity Map). This development is within the $\frac{3}{4}$ mile service area of Wild Rose Park and Brookview Park. Prime 39 development consists of 38 townhome units which results in a requirement of 0.38 acres to be dedicated to public use. Detailed calculations can be found in Attachment A.


The developer has chosen to provide parkland dedication on-site and has worked with staff on an alternate plan that includes site amenities including paved walking paths, seating areas and site furniture (see Attachment B). The amenities will serve a park and recreational purpose for the residents of this development by providing additional walking paths and usable outdoor space. Since there will not be a public access easement or public access for the general public to these areas, the alternate plan must be reviewed and approved by the Board.

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.

The Facilities Committee met on May 9, 2024 to review and discuss the parkland dedication alternate plan for Prime 39.

RECOMMENDATION: Staff recommend that the Board approve a recommendation to the Plan and Zoning Commission to approve the parkland dedication alternate plan for Prime 39.

Prepared by: Marco Alvarez, Superintendent of Parks 

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

PARKLAND DEDICATION REQUIREMENTS

4/30/2024

Project Location: Developer:
 Prime 39, 960 76th St. JLP Holdings, LLC -
 Nick Jensen

	# units	Population Multiplier	Estimated Population	Per 1000 people	Park Dedication Factor	Greenway Dedication Factor
<u>Single Family Detached</u>						
Description: Single Family Resident	0	2.90	0			
TOTAL	0		0			
<u>Medium Density</u>						
Description: Townhomes	38	1.63	61.94			
TOTAL	38		61.94			
<u>Multifamily Unit</u>						
Description: Apartments	0	1.73	0			
TOTAL	0		0			
TOTAL POPULATION			61.94	0.0619	2.39	3.76
Park Dedication (Acres)			0.15			
Greenway Dedication (Acres)			0.23			
TOTAL DEDICATION (Acres)			0.38			

Notes: Calculations taken from Site Plan submittal #2 - 01/26/2024

Total Dedication Requirement (Acres)	0.38
Less on-site trail area'	-0.05
Less on-site recreation locations #1 & #2*	-0.03
Deficient acreage	0.30
x sales price per acre	\$271,998
Deficient acreage in dollars	\$81,589

Potential On-site improvements

Trails

Sidewalk & Trail #1A: 471 LF Trail x 2' W = 942 SF x \$6 SF **	\$25,488
Trail #1B: 123 LF x 8' W = 738 SF x \$6	\$4,428
Trail #2: 105 LF x 6' W = 630 SF X \$6	\$3,780
Trail #3A: 47 LF Trail x 8' W = 282 SF x \$6 SF	\$1,692
Sidewalk & Trail #3B: 192 LF Trail x 2' W = 384 SF x \$6 SF **	\$2,304
Trail #4: 94 LF x 8' W = 584 SF X \$6	\$3,384
Bench with concrete bench pad = 2 x \$3,000	\$6,000
SUBTOTAL	\$47,076

Recreation Location #1

Special Paving: 1,088 SF x 12 SF (estimated)	\$12,792
Furniture (Provide Cut Sheets) (estimated)	\$3,000
Landscaping: 4 Trees x \$300, 7 Shrubs x \$50 (estimated)***	\$1,550
Other: Gas Grill, Smokeless Fire Pit, etc	
SUBTOTAL	\$17,342

Recreation Location #2

Special Paving: 1,194 SF x 12 SF (estimated)	\$14,328
Furniture (Provide Cut Sheets) (estimated)	\$2,000
Landscaping: 2 Trees x \$300, 5 shrubs x \$50 (estimated)***	\$850
Other:	
SUBTOTAL	\$17,178
TOTAL	\$81,596

*Required bufferyards, open space, and detention areas cannot contribute toward on site parkland areas

**Required 4' sidewalks cannot contribute toward on-site improvements

*** Required landscaping cannot contribute toward parkland landscaping

Parks & Recreation CIP Status

5/10/2024

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	All bridge sections installed and concrete deck installed. Remaining trail to be poured in July. LOSST, Bonds backed by LOSST, Grants, and Outside Contributions
20/21			LOST	\$ 345,000	X	X	X	X	X						
23/24			multiple	\$ 6,000,000											
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	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 . approval.
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	Diving Platform	Valley View Aquatic Center	GO	\$ 200,000	X	X	X	X	X				Substantially Complete	3/31/2023	
20/21	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House	X	X	X				Under Construction	6/2/2023	All signs installed. Contractor is working on completing final punchlist.
21/22	Park Signage-Phase 3		GO	\$ 170,000	In-House	In-House	X	X	X						
21/22	1st Street River Access (Design)	Raccoon River Greenway	LOSST	\$ 100,000	X	X							In bidding	N/A	Bids were received on 5/8 and will be taking to the 5/20 Council meeting to award the contract.
22/23	1st Street River Access (1st half Construction)		GO	\$ 300,000											
24/25	1st Street River Access (2nd half Construction)			\$ 400,000											
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		Construction has begun starting at Crossroads, followed by Jaycee, then Kiwanis
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							Under Construction		Contractor mobilized and starting construction
23/24	Parking Lot/ Grading/ Utilities (Construction)	Valley View Park	GO	\$ 750,000			X	X	X						
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 resumed work and started paving operations.
23/24	South & North bridge replacement (Design +1st half construction)	Pearson Park	GO	\$ 300,000	X	X	X	X					Under Construction	N/A	Contractor has mobilized to site and started construction on the north bridge.
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.
24/25	Southwoods Park Singletrack Trails - Phase 2	Southwoods Park	GO	\$ 40,000				X	X				Under Construction		Bids were received and project awarded to low bid. Preconstruction meeting completed. Work to start in June
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	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.