

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

**5:30 p.m.  
Thursday, October 17, 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 September 5, 2024, Meeting**
- 4. Old Business**
- 5. New Business**
  - A. Discussion - FY 25-26 Parks Capital Improvement Program
- 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, September 5, 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, September 5, 2024, at 5:31 p.m. by presiding Chair Miller.

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

<b>Commission</b>	Melissa Clarke-Wharff <i>Secretary</i>	Kathleen Till Stange
<b>Present</b>	X	X <i>virtually</i>

<b>Staff &amp; Council</b>	Ryan Penning <i>Director of Parks &amp; 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>
<b>Present</b>	X	X	X	X	X

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

**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 August 15, 2024, Meeting**

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

**On Item 4 Old Business**

None.

**New Business**

**On Item 5A. – Motion – Approval of MidAmerican Energy Company RecPlex Policies**

**1. Alcohol Policy**

Penning stated that Ratcliff is working with the Des Moines Buccaneers to host their home games for the 2024-2025 hockey season. Ratcliff stated the Alcohol and Advertising Policies were created when the MidAmerican Energy RecPlex was first opened in 2021. With more than two years of operation, the staff better understands events and tenants’ expectations. One change is alcohol sales being permitted between the hours of 7:00 a.m. – 2:00 a.m. or 30 minutes before the end time of the event. The previous policy limited sales and serving of beer, high alcohol content beer, liquor, wine, and canned cocktails were limited to cans only.

The ‘cans only’ verbiage has been removed which will allow the opportunity to sell mixed drinks and draft beer. Schebel questioned if a different liquor license would be required, and Ratcliff stated that the liquor license would need to be updated. Penning stated the MidAmerican Energy RecPlex still needs to be a family-friendly venue. Lowe questioned the two purchases per transaction. Ratcliff stated that the policy is for only two beverages to be sold per person unless is a multiple pack consisting of six cans. Tailgating is not allowed per City code.

Clarke-Wharff moved to approve the MidAmerican Energy Company RecPlex Policies Alcohol Policy as presented. Lowe seconded. Motion carried unanimously.

## **2. Advertising Policy**

Ratcliff stated that the current Advertising Policy states alcohol is not allowed to be advertised. The policy will be updated to allow advertising that contains beer, wine, distilled spirits, or any alcoholic beverage licensed and regulated under Iowa law. This would be used with caution. This could provide a new component for more revenue. Schebel questioned removing “this classification shall not prohibit advertising that includes the name of a restaurant that promotes the food operations”. Penning and Ratcliff agreed that this should be removed.

Schebel moved to approve the MidAmerican Energy Company RecPlex Advertising Policy with the removal of “this classification shall not prohibit advertising that includes the name of a restaurant that promotes the food operations” in section 3.1.3. Clarke-Whiff seconded. Motion carried unanimously.

Miller questioned if there were issues from the youth hockey parents. Ratcliff stated there are various factors in play and part of the agreement with the Buccaneers is that the ice must stay in for the youth hockey. Many moving parts hinges on the Buccaneers Arena being able to install ice.

## **On Item 5A. – Motion – Approval of Alternate Parkland Dedication Plans**

### **1. Eagle Brook**

Alvarez discussed the Alternate Parkland Dedication Plans for Eagle Brook development located south of Veteran Parkway and east of SE 35<sup>th</sup> Street. This development is within three-fourths of a mile service area of a future neighborhood park and results in 7.85 acres to dedicate for public use. The developer has chosen to partially fulfill their requirements by providing 15 acres of public greenway land. The remainder will be fulfilled by constructing a portion of the public trail within the identified public greenway.

Clark-Wharff moved to approve the Alternate Parkland Dedication Plans – Eagle as presented. Lowe seconded. Motion carried unanimously.

### **2. Eagle Brook North**

Alvarez discussed the Alternate Parkland Dedication Plans for Eagle Brook North development located south of Veteran Parkway and east of SE 35<sup>th</sup> Street. This development is within a half-mile service area of a future mini-park immediately south of the development and results in 3.6 acres to dedicate for public use. The developer has chosen to partially fulfill their requirements by providing 2.6 acres of public greenway land. The remainder will be fulfilled by constructing a portion of the public trail within the identified public greenway.

including a trail connection to the Great Western Trail. Miller questioned the radius of the angle of the turn along the trail and that it may be tight and could be a blind spot. Alvarez stated that he would review this with Engineering. Schebel questioned who would be responsible for the trail maintenance. Alvarez stated the City would be responsible for the trail maintenance because it would be City property.

Schebel moved to approve the Alternate Parkland Dedication Plans –Eagle Brook North as presented. Lowe seconded. Motion carried unanimously.

## **Staff Reports**

### **On Item 6A. Superintendent of Parks**

Alvarez stated after the last City Council meeting Parks and Recreation entered a contract with an engineering company to provide design services for the reconstruction of the trail at Raccoon River Park. Alvarez stated that the asphalt trail is over 20 years old and needs replaced. The design of the pickleball courts at Scenic Valley Park will include two courts instead of a tennis court. Both plans are 90% done and will potentially go out to bid this fall for next season. Work continues on the planning for the next playground renovation project at Ashawa Park and Wild Rose Park. The pouring of the trail connection on the Walnut Woods side of the Athene Pedestrian Bridge is completed and the contractor is moving to Raccoon River Park side to complete that section. The current playground renovations at Crossroads Park, Jaycee Park, and Kiwanis Park are in the final stages. The safety audit must be done on the playgrounds before they can be opened. A third-party vendor will do the audits on all three playgrounds at the end of September. The Valley View Pickleball Parking Lot is complete. The splash pad at American Legion Park is off for the season. Security presence at Raccoon River Park will be in the evenings Monday-Friday and on weekends from 9:00 a.m. to midnight. The Deer Management Program applications are due this week. Lowe questioned if shade can be added at Valley View Pickleball Courts. Clarke-Wharff questioned if there was a tree replacement plan for those lost during the storms. Alvarez is working with the City Forester to get grants for tree replacement and there is a rotation of parks that get addressed. Tim Stiles, Finance Director, stated that there are discussions with a company regarding ways to add more trees. Till Stange questioned the completion date of the Athene Pedestrian Bridge and Penning stated it is potentially October 25. The ribbon-cutting will be around that date (end of October or early November).

### **On Item 6B. Superintendent of Recreation**

Murphy stated Trevor Hoth started as Recreation Program/Facility Supervisor. The Recreation Coordinator position is planned to go to Civil Service and be posted on September 12. Nola Gafkjen, our recreation summer intern, was hired as the part-time clerk at the Valley Junction Activity Center. The aquatic season is complete with 111,163 people visiting our aquatic centers. It was the first time since 2012 that there were three consecutive years of 100,000+ attendance. Both aquatic centers were open through Labor Day. The aquatic concessions were very successful, and the staff learned a lot during the first in-house season. Illumifest is Saturday, September 14, from 4:00 – 9:00 p.m. at City Campus. The Call for Artists went out for Art on the Campus. The Friends of West Des Moines Parks and Recreation is hosting their second annual pickleball tournament at Valley View Pickleball Complex on Sunday, September 29. Miller questioned if there is a collaboration with the schools to promote swim lessons with immigrant or financial barriered residents. Murphy stated that she would investigate this.

### **On Item 6C. RecPlex General Manager**

Ratcliff stated the new ice sheet is down with nine advertising logos within the ice. A new camera system was installed in preparation for the Buccaneers. The Buccaneers Arena has 3,500 seats; however, the

average attendance is 1,300 and the MidAmerican Energy RecPlex has 1,800 seats allowing enough seating for the games. Temporary suites will be added with catering service. The potential new growth gross revenue from concessions is \$400,000. Coming up at the RecPlex are youth league hockey tryouts, a pro boxing event, Special Olympics, a high school hockey tournament, and a lacrosse tournament.

**On Item 6C. Director of Parks and Recreation**

Penning stated that the staff is implementing a code system at the Raccoon River Dog Park. The staff is reviewing purchasing pool passes online. Penning and Alvarez met with the Great Outdoors Foundation regarding fundraising opportunities for Legacy Woods. There is potential for water quality and water restoration opportunities with the Department of Natural Resources. Alvarez, Penning, and Allison Ullestad are doing a presentation on Legacy Woods for the Iowa Files at the library.

Hudson stated that the letter from the Board advocating for backfilling the Recreation Coordinator position vacated when Trevor Hoth was promoted was very important. Hudson appreciated the Board's support of this issue.

**On Item 7. Other Matters**

None.

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

A. City Council Communications

- September 3, 2024      Motion – Approval of Contract Agreement – Holiday Park Aquatics Center Repaint
- September 3, 2024      Motion – Approval of Change Order #2 – Raccoon River Greenway Boat Access
- September 3, 2024      Resolution – Accept Work – 2023 Asphalt Trail Renovation Project
- September 3, 2024      Resolution – Approval of Professional Services Agreement – Raccoon River Park Asphalt Trail Reconstruction
- September 3, 2024      Resolution – Accept Work – Neighborhood Park Signage Project, Information, and Secondary Entrance Signs

B. Parks CIP Projects Status

Lowe moved to adjourn the meeting. Schebel seconded. Motion carried unanimously. Meeting adjourned at 4:06 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:** October 17, 2024

**ITEM:** Discussion – FY 25-26 Parks CIP Program

**FINANCIAL IMPACT:** None at this time.

**BACKGROUND:** The Board will be asked to approve the Parks Capital Improvement Program (CIP) budget for the next two fiscal years with a focus on FY 25-26. A draft list is attached showing funding received this year (FY 24-25) and a list of potential projects for FY 25-26 and FY 26-27. This list is based upon input from the Facilities Committee at meetings held on October 9.

Staff will continue to update costs and develop staff priorities over the next few weeks. The Facilities Committee will review a final staff recommendation prior to approval of the Parks CIP at the November 21 Board meeting.

**RECOMMENDATION:** Discussion only. No action required at this time.

**Prepared by:** Ryan Penning, Director of Parks and Recreation

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

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

**Parks & Recreation  
Capital Improvement Program**

**Proposed List**

**10/11/2024**

O=General Fund-Cash Reserves; GO=GO Bonds; RUT=Road Use Tax; P=Private Donation; CTF=Cemetery Trust Fund; SW=Stormwater Fund  
LOST=Local Option Sales Tax; G=Grant

<b>FY 25-26 - PROPOSED</b>				
<b>Parks</b>	<b>Description</b>	<b>Funding</b>	<b>Amount</b>	<b>Potential Grants</b>
Raccoon River Park	Dog Park Improvements (shelter)	LOST	\$ 100,000	
	Fitness Court	LOST	\$ 250,000	
	Grant - Fitness Court	G		\$ 30,000
	Event shelter/year-round restroom/existing restroom renovation/ beach access (design only)	LOST	\$ 150,000	
	Boat locker phase 3	LOST	\$ 90,000	
	Archery Range Improvements	GO	\$ 50,000	
	Asphalt Trail Reconstruction (2nd half construction)	GO	\$ 300,000	
	Softball Complex - Playground Replacement (construction)	GO	\$ 500,000	
S. 35th Street Trail	Removal & replacement with concrete trail (design & construction)	GO	\$ 700,000	
Brown's Woods Hollow Park	New neighborhood park site planning (design)	LOST	\$ 100,000	
Five Waters	Marathon Loop/Raccoon River Greenway - Trail from RRP to 1st Street (1st half construction)	LOST	\$ 750,000	
	Raccoon River Greenway Land Acquisition	LOST	\$ 200,000	
	REAP Land Acquisition Grant	G		\$ 200,000
	Amphitheater Restroom (design)	LOST	\$ 150,000	
	Amphitheater - landscape improvements	LOST	\$ 50,000	
	Athene Pedestrian Bridge - security improvements	LOST	\$ 80,000	
Holiday Park Softball	Playground Replacement (construction)	GO	\$ 350,000	
Valley View Park	Maintenance building, cricket hitting cages, pickleball court shelter/restrooms (second 1/2 construction)	LOST	\$ 750,000	
Southwoods Park	Kybo Enclosure & Landscape Enhancements	GO	\$ 80,000	
Legacy Woods	Heritage Center (design)	LOST	\$ 150,000	
	Grant	G		\$ 150,000
Wilson Park	Shelter/restroom & playground replacement (design)	GO	\$ 150,000	
Crossroads Park	Skatepark Replacement	GO	\$ 100,000	
Holiday Park	Field 5 Backstop Improvements - Additional Funds	GO	\$ 100,000	
Various	Landscape improvements (Willow Springs, Wild Rose, Crossroads Park)	GO	\$ 30,000	
Various	Park Sidewalk Connections (Scenic Valley Park, new parks)	LOST	\$ 100,000	
<b>Totals by Funding Source</b>		<b>G</b>		<b>\$ 380,000</b>
		<b>O</b>		
		<b>GO</b>	<b>\$ 2,360,000</b>	
		<b>LOST</b>	<b>\$ 2,920,000</b>	
<b>Parks Total</b>			<b>\$ 5,280,000</b>	
<b>FY 25-26 Ongoing Maintenance</b>				
Median Renovations	Preventative maintenance & repair of enhanced medians	GO	\$ 250,000	
Trail Renovation	Trail & bridge repairs	GO	\$ 300,000	
Court Renovation	Sport court renovations	GO	\$ 200,000	
Concrete Pavement Renovation	Preventative maintenance & repair of concrete pavement in parks	GO	\$ 100,000	
<b>Ongoing Maintenance Subtotal</b>			<b>\$ 850,000</b>	

FY 26-27 - POTENTIAL			
<i>Parks</i>			
Raccoon River Park	Event shelter/year-round restroom/existing restroom renovation/ beach access (Phase 1 - construction)	LOST	\$ 1,000,000
Browns Woods Hollow Park	Playground, parking lot	GO	\$ 750,000
Five Waters	Marathon Loop/Raccoon River Greenway - Trail from RRP to 1st Street (2nd half construction)	LOST	\$ 750,000
	Amphitheater Restroom (construction)	LOST	\$ 650,000
	Great Western Trail Connection (design and land acquisition)	LOST	\$ 700,000
Wilson Park	Shelter/restroom & playground replacement (construction)	GO	\$ 800,000
Meadowview Park	Shelter/restroom & playground replacement (design)	GO	\$ 150,000
Valley View Park	north loop park road	LOST	\$ 1,100,000
Hidden Point Park	Shelter, restroom, overlook (construction)	LOST	\$ 400,000
Wild Rose Park	Pickleball courts (2) or tennis court (design & construction)	LOST	\$ 230,000
<b>Totals by Funding Source</b>		<b>G</b>	
		<b>O</b>	
		<b>GO</b>	<b>\$ 1,800,000</b>
		<b>LOST</b>	<b>\$ 4,830,000</b>
<b>Parks Total</b>			<b>\$ 6,630,000</b>

\$	-
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**CITY OF WEST DES MOINES  
CITY COUNCIL MEETING COMMUNICATION**

**DATE:** October 7, 2024

**ITEM:** Resolution – Accept Work – Holiday Park Phase 8, Parking Lot and Entry Improvements

**FINANCIAL IMPACT:** The total construction cost of this project is \$1,161,512.50. 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 (\$1,254,300) for the Holiday Park Phase 8 Project (Project No. 0510 038 2023) approved in the FY 23/24 budget. There were five change orders on the project for a total of \$2,512.50

**BACKGROUND:** Jensen Builders LTD of Des Moines, Iowa is working under an agreement dated September 18, 2023 for the next phase of improvements at Holiday Park Baseball Complex. Work included improvements to the former parks maintenance yard including paving of a new concrete parking lot and drop-off area, site improvements to baseball maintenance area, screen fencing, grading, stormwater utilities, sidewalks, landscaping, and other associated items. The project also included three add alternate bid items for a Park Entry Monument Sign, Wayfinding Monument Sign, and a Picnic Shelter. This action accepts the improvements and authorizes staff to pay retainage. Retainage will not be paid in less than 30 days.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the Resolution.

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

**STAFF REVIEWS**

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

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	Public Services		
Date Reviewed	September 23, 2024		
Recommendation	<b>Yes</b>	No	Split

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

**DATE:** October 7, 2024

**ITEM:** Resolution – Accept Work – 2023 Sport Court Improvements

**FINANCIAL IMPACT:** The total construction cost of this project is \$344,248.00. 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 FY 22-23 (0510 012 2022), FY 23-24 (0510 012 2023) Sport Court Renovations, and FY 23-24 (0510 013 2023) Park Pavement Renovations. There were two change orders on the project for a total of \$17,248.00

**BACKGROUND:** Concrete Connection, LLC of Johnston, Iowa is working under an agreement dated March 18, 2024, for the renovation of recreational courts at various parks. Work included resurfacing of existing basketball and tennis courts at Ashawa, Peony, Wilson and Quail Cove Park. Project also included reconstruction of the existing basketball courts at Kiwanis and Pearson Park. This action accepts the improvements and authorizes staff to pay retainage. Retainage will not be paid in less than 30 days.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the Resolution.

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

**STAFF REVIEWS**

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

**PUBLICATION(S)** (if applicable)

Published In	
Dates(s) Published	

**SUBCOMMITTEE REVIEW** (if applicable)

Committee	Public Services		
Date Reviewed	September 23, 2024		
Recommendation	<b>Yes</b>	No	Split

# CITY OF WEST DES MOINES CITY COUNCIL MEETING COMMUNICATION

**DATE:** October 7, 2024

**ITEM:** Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – Scenic Valley Park Court and Asphalt Trail Improvements

**FINANCIAL IMPACT:** None at this time. The preliminary estimated cost of the total project is \$411,353.25. Expenses to be paid from G/L account 500.000.000.5250.490. Funding for Division 1 will be paid out of available funds in FY 24-25 (0510 058 2024) Scenic Valley Park Pickleball Courts and FY 23-24 (0510 012 2023) Sport Court Renovations. Funding for Division 2 will be paid out of FY 24-25 (0510 011 2024) Trail Renovations. The total amount available for Division 1 is \$286,687 and \$300,000 for Division 2.

**BACKGROUND:** A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, October 23, 2024, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, November 4, 2024. The contract would be awarded on Monday, November 4, 2024. This project is scheduled to be completed by spring 2025.

This resolution is for the construction of recreational improvements at Scenic Valley Park. The work is being separated into two divisions of work. Division 1 will consist of sport court improvements including the construction of a new two-court pickleball court and reconstruction of the existing basketball court. The courts will be constructed on an asphalt base and surfaced with an acrylic sport court surface. Division 2 will consist of the removal and reconstruction of the existing asphalt loop trail. Other associated improvements will include grading improvements, landscape enhancements, and final site restoration.

As part of the city's yearly renovation programs, court and trail facilities are inspected and prioritized for renovation. Depending on severity of defects, facilities may either be repaired or reconstructed. The basketball court and asphalt loop trail at Scenic Valley Park are both over twenty years in age and nearing the end of their life cycle.

A letter was mailed to adjacent park neighbors in early September 2024 to introduce the project, describe the scope of work, and provide a tentative bidding and construction schedule.

**OUTSTANDING ISSUES:** None.

**RECOMMENDATION:** That the Council approve the Resolution.

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

## STAFF REVIEWS

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

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

**DATE:** October 7, 2024

**ITEM:** Motion – Approval of Professional Services Agreement – RecPlex Expansion Pre-Design Building Services - Expanded

**FINANCIAL IMPACT:** Expense not to exceed \$20,000. Expenses to be paid from Local Options Sales and Service Tax (LOSST).

**BACKGROUND:** On March 4, 2024, Council approved a Professional Services Agreement with ISG Architects for the pre-design work of an expansion to the MidAmerican Energy Company RecPlex. The pre-design work included construction cost estimates, site planning, and renderings for a proposed addition to include a 1,000-capacity arena with support spaces and redesigned grab 'n go market area. ISG completed the pre-design for the 1,000-capacity arena in July and staff have used it to begin fundraising discussions with potential donors and stakeholders.

Since the original design assessment was conducted in March, several opportunities to increase utilization of the new arena have emerged through large scale regional and national events, due to our partnership with Catch Des Moines, as well as the addition of a Tier I hockey Club, the Des Moines Buccaneers.

As planning and fundraising for the RecPlex expansion continues, staff are proposing for ISG Architects to conduct an expanded pre-design to determine the feasibility for the RecPlex expansion to accommodate up to 3,000 spectators including support and areas and fan engagement opportunities.

Expanding the new addition at the RecPlex from a 1,000 to 3,000 capacity will significantly benefit the community by providing more space for a wider range of recreational activities, events, and programs. The increased capacity will accommodate larger community gatherings, sports tournaments, and regional events, attracting visitors from outside the area, which will boost local tourism and businesses. Additionally, with the ability to host more events and accommodate a greater number of participants, the RecPlex will have increased opportunities to generate revenue through event bookings, memberships, and concessions, further supporting the facility's long-term financial sustainability and community engagement.

Staff recommends that the Council approve an agreement with ISG Architects for the amended pre-design services for both the layout of the site and a potential addition to the existing complex. The potential addition would include a third ice rink with a capacity of up to 3,000 spectators, bleachers, locker rooms, restrooms, team suite, offices, club/gathering spaces, storage, refrigeration room, and resurfacers room. The pre-design work would also include relocating the current Esports programming to the new addition and repurposing the existing space to allow for expanded food and beverage and kitchen space.

ISG Architects was selected for this work based on their experience with similar sports and recreational facilities and their good standing as an architect currently working with the parks and recreation department on the Raccoon River Greenway 1<sup>st</sup> Street River Access project.

Additionally, ISG already has all current site plans, owner needs assessment, and all prior construction documents needed to prepare an accurate plan.

The proposed agreement is attached along with a detailed Scope of Services.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the agreement with ISG Architects.

**Lead Staff Member:** Ryan Penning, Director of Parks and Recreation

**STAFF REVIEWS**

Department Director	Ryan Penning, Director of Parks & Recreation
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	Finance & Administration		
Date Reviewed			
Recommendation	Yes	No	Split

Parks & Recreation CIP Status

10/11/2024

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	Trail on Walnut Woods Park side has been poured, Contractor anticipates completing trail on Raccoon River Park side by 10/18. Remaining items including backfilling and site restoration will follow. Contractor anticipates being substantially complete by mid-November. LOSST, Bonds backed by LOSST, Grants, and Outside Contributions
20/21			LOSST	\$ 345,000	X	X	X	X	X						
23/24			multiple	\$ 6,000,000											
20/21	Creek Stabilization/Crossing & Parking Lot Design	Crossroads Park	GO	\$ 75,000	X	X							Substantially Complete	6/1/2022	Project is complete
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	Park Signage-Phase 2	Various	GO	\$ 200,000	In-House	In-House	X	X	X	X		Complete	9/3/2024	Project is complete and was accepted at 9/3 Council meeting.	
21/22	Park Signage-Phase 3		GO	\$ 170,000	In-House	In-House	X	X	X	X					
21/22	1st Street River Access (Design)	Raccoon River Greenway	LOSST	\$ 100,000	X	X						Under Construction	N/A	Project was awarded on 5/20 to Concrete Technologies Inc. Contractor has mobilized to site. First section of boat ramp was poured in October, Contractor will continue paving operations as weather allows.	
22/23	1st Street River Access (1st half Construction)		GO	\$ 300,000			X	X	X						
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	Project is nearing completion, Anticipate final safety inspection fro all three playgrounds to be completed week of 10/14. Playgrounds will open following inspection assuming no issues are found.	
23/24	Play Equipment Replacement (construction)		GO	\$ 1,300,000	X	X	X	X	X						
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		Project is substantially complete. Contractor is completing final punchlist items.	
23/24	Parking Lot/ Grading/ Utilities (Construction)		GO	\$ 750,000											
24/25	Parking Lot/ Grading/ Utilities (Construction)		GO	\$ 400,000			X	X	X						
23/24	Holiday Park Baseball Phase B - Parking Lot and Entry (design and construction)	Holiday Park	GO	\$ 1,300,000	X	X	X	X	X	X		Project Accepted	10/7/2024	Project is complete and was accepted at 10/7/24 Council meeting.	
23/24	South & North bridge replacement (Design +1st half construction)	Pearson Park	GO	\$ 300,000								Under Construction	N/A	Project is substantially complete. Contractor is completing final punchlist items.	
24/25	South & North bridge replacement (2nd half construction)		GO	\$ 425,000	X	X	X	X	X						
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	Maintenance Building, Pickleball Shelter, and Restroom (1st half construction)		GO	\$ 650,000											
24/25	Southwoods Park Singletrack Trails - Phase 2	Southwoods Park	GO	\$ 40,000	In-House	In-House		X	X			Under Construction		Majority of singletrack is complete. Contractor will be finishing up skills course in October.	
24/25	Complex Improvements (Net Protection @ Field 5 & scoreboard wood post replacement)	Holiday Park	GO	\$ 100,000	In-House	In-House						Under Design		Scoreboard replacement project has been awarded and waiting on schedule. Net replacement correctly working with vendor on best solution for field 5.	
24/25	Boathouse Improvements (footwash station, boat ramp improvements)	Raccoon River Park	LOSST	\$ 80,000	In-House	In-House						Under Design		Boat Ramp: Design has been completed for a new boat ramp. Waiting to install until 2025 season. Footwash Station: Preliminary design has been completed.	
24/25	Play Equipment Replacement (Design & Construction)	Ashawa Park	GO	\$ 625,000								Under Design		1st of two neighborhood open houses were completed. Design team will review feedback and implement into preliminary design	
24/25	Play Equipment Replacement (Design & Construction)	Wild Rose Park	GO	\$ 625,000	X	X									
24/25	Pickleball courts (construction)	Scenic Valley Park	GO	\$ 180,000								Bidding		Ordered construction on improvements at 10/7 Council meeting. Bids due on 10/23.	
24/25	Trail Renovation		GO	\$ 300,000	X	X									
24/25	Asphalt Trail Reconstruction (Design + 1st half construction)	Raccoon River Park	GO	\$ 270,000								Under Design		Entered into agreement with WHKS for design services at 9/3 Council meeting	
24/25	Fencing and Landscape Improvements	Huston Cemetery	GO	\$ 50,000	In-House	In-House								on-hold until surrounding property lines can be finalized.	

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.
24/25	Marathon Loop - Sugar Creek Trail Phase 2 (2nd half construction)		LOSST	\$ 400,000								
24/25	Trail from Raccoon River Bridge to Lincoln St (design & construction)	1st Street Trail	GO	\$ 650,000								
24/25	Dog Park Improvements (fencing, controlled entry gate, pavement)	Raccoon River Park	GO	\$ 125,000								
24/25	Marathon Loop/Raccoon River East Greenway - Trail (RRP to 1st Street) (design)	Five Waters	LOSST	\$ 250,000								
24/25	Pedestrian Improvements (entry drive to amphitheater sidewalk)	City Campus	GO	\$ 110,000								
24/25	Futsal Court	RecPlex	LOSST	\$ 100,000								On-hold until private funding is raised.
	cost share with private donors			\$ 250,000								