

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

**5:30 p.m.
Thursday, January 15, 2026
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 December 18, 2025, Meeting**
- 4. Old Business**
- 5. New Business**
 - A. Motion – Election of Officers
 - B. Motion – Approval of Committee / Liaison Appointments
 - C. Motion – Referral of Naming Request to Facilities Committee – Haley Bishop Memorial Trail
- 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, December 19, 2025

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 19, 2025, at 5:30 p.m. by presiding Chair Lowe.

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

Commission	Melissa Clarke-Wharff	Kathleen Till Stange <i>Vice-Chair</i>
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</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

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

On Item 2. Citizen Forum

Brandon Carriere, residing at 5002 Raintree Drive, West Des Moines, expressed his gratitude to the City for all it provides to residents. He would like to assist in getting groups to utilize the skate parks. Penning will give Carriere's contact information to the appropriate Parks and Recreation staff member.

On Item 3. Approval of Minutes of November 20, 2025, Meeting

Hrdlicka moved to approve the minutes as presented. Clark-Wharff seconded. Motion carried unanimously.

On Item 4 Old Business

None.

New Business

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

Penning stated fees are reviewed annually. The rates and fees are reviewed to ensure they are competitive, generate additional revenue, and cover costs. The recommended fees and charges were reviewed and approved by the Facilities Committee on Wednesday, December 10. Ratcliff stated that with the Board's approval, fees for the RecPlex will go to the January 5th Council meeting for approval. These fees will be effective July 1, 2026. Reservations for the next fiscal year are being requested, and the new fees need to be

approved to invoice the appropriate rates. Ratcliff provided supporting data and explanations for each fee change. Some of the fees have not been adjusted since the facility opened. Schebel questioned the breakdown of the full field versus a partial field cost percentage, and Ratcliff and Penning will review the reasoning behind the calculation. Sewell questioned whether the revenue covers the costs.

Schebel moved to approve the Recommendation to City Council – Adjustment of Fees and Charges – MidAmerican Energy Company RecPlex as presented. Till Stange seconded. Motion carried unanimously.

Staff Reports

On Item 6A. Superintendent of Parks

Alvarez stated that the majority of construction projects are complete. Alvarez recognized Eric Doll and Kevin Conn for their work on managing numerous projects. The Raccoon River Park Trail Renovation and Ashawa Park and Wild Rose Park Renovation are complete. The design planning has begun for the Holiday Park Softball Playground and Raccoon River Park Softball Complex Playground Renovations. The Jamie Hurd Amphitheater Restroom Design has gone to Council, and they have concerns regarding the costs. The staff is looking at additional options. The Deer Management Program ends on January 25. The current Parks Custodial Services Contract is expiring, so the staff is working on a Requests for Proposals. The Capital Improvement Projects list will be presented to the Finance and City Manager's Office for review.

On Item 6B. Superintendent of Recreation

None.

On Item 6C. RecPlex General Manager

Ratcliff stated that the facility is busy with Buccaneers hockey games, Oak Leafs games, tournaments, and league play. Staff is preparing for the remainder of December for an estimated 5,000 drop-in participants, RP Kids Winter Break Camps, along with basketball and hockey camps. The renovation of the old e-sports room into the new RP Market is scheduled to begin next week and will be finished in the spring. The RecPlex Expansion Bids were due on December 16; the CMAR (Construction Manager at Risk) is reviewing them with the goal of taking a contract to Council in January. Lowe questioned where the e-sports equipment had been moved to, and Ratcliff stated the computers had gone to West Des Moines EMS Department and the furniture to a vacant location at the RecPlex to support a modified e-sports gaming room. Till Stange questioned status of the fundraising efforts. Penning stated that currently, over \$12 million is pledged. The initial goal was \$15 million; however, due to rising costs, this will need to be adjusted. The project did receive a \$58,000 donation from West Des Moines Water Works.

On Item 6C. Director of Parks and Recreation

Penning stated that Dan Werner was appointed to the Parks and Recreation Advisory Board by Mayor Russ Trimble, replacing Heather Schebel, in January 2026. Penning thanked Schebel for her 12 years of service on the Board. The Public Arts Advisory Commission received a \$75,000 Bravo ICON Public Art Grant that will be allocated to the permanent art piece at the 1st Street River Access site. This piece is a collaboration with Polk County Conservation. Lauren Rush, Arts, Culture, and Enrichment Coordinator, and her husband welcomed their baby boy on Thanksgiving Day. Penning thanked the Board for their contributions in 2025.

On Item 7. Other Matters

None.

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

A. City Council Communications

- | | |
|-------------------|---|
| December 1, 2025 | Motion – Approval of Professional Services Agreement – Jamie Hurd Amphitheater Restroom |
| December 1, 2025 | Motion – Approval of Professional Services Agreement – 2026 PCC Trail Renovation Project |
| December 15, 2025 | Approval and Acceptance of Parkland Dedication Agreement – Vale Estates |
| December 15, 2025 | Motion – Approval of Professional Services Agreement #3 – Legacy Woods Stormwater Wetland |
| December 15, 2025 | Motion – Approval of Professional Services Agreement – Jamie Hurd Amphitheater Restroom |
| December 15, 2025 | Motion – Adoption of Updated Bicycle Network Master Plan |
| December 15, 2025 | Public Hearing – West Des Moines City Hall Trail Extension and Repair Plans |
| | 1. Resolution – Approval of Plans and Specifications |
| | 2. Motion – Receive and File Report of Bids |
| | 3. Resolution – Approve Contract |

B. Parks CIP Projects Status

Schebel moved to adjourn the meeting. Sewell seconded. Motion carried unanimously. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Miranda Kurtt
Executive Assistant

Date

ATTEST:

Linda Lowe
Chair

Date

**CITY OF WEST DES MOINES
PARKS AND RECREATION ADVISORY BOARD
MEETING COMMUNICATION**

DATE: January 15, 2026

ITEM: Election of Board Officers

FINANCIAL IMPACT: None at this time

SYNOPSIS: The Parks and Recreation Advisory Board elects officers every two years or to fill vacancies. Officers take office immediately following the election. Offices are as follows for 2026:

Chair
Vice-Chair
Secretary

BACKGROUND:

RECOMMENDATION: That the Board nominates and holds the election of officers.

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

**CITY OF WEST DES MOINES
PARKS AND RECREATION ADVISORY BOARD
MEETING COMMUNICATION**

DATE: January 15, 2026

ITEM: Committee / Liaison Appointments

FINANCIAL IMPACT: None at this time

SYNOPSIS: The Chair of the Parks and Recreation Advisory Board, with the members' consent, appoints committee members every year at the January meeting for the following positions (current members):

City Council Liaison – Linda Lowe

School Board Liaison – Aaron Sewell

Facilities Committee – 2 members (Kathleen Till-Stange / Melissa Clark-Wharff)

Des Moines Area Trails and Greenways Committee – 1 member (Jim Miller)

Friends of West Des Moines Parks & Recreation Liaison – 1 member (Dan Werner)

BACKGROUND: The Facilities Committee makes recommendations to the full board on facility issues, such as facility fees, policies, requests for use, park use agreements, and park plans. The Des Moines Area Trails and Greenways Committee is a Metro area trails advocacy group.

RECOMMENDATION: That the Chair appoint and Board approve the members of the Facilities Committee, member of the Des Moines Area Trails and Greenways Committee, and liaison to Friends of West Des Moines Parks & Recreation.

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

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

DATE: January 15, 2026

ITEM: Motion – Referral of Naming Request to Facilities Committee – Haley Bishop Memorial Trail

FINANCIAL IMPACT: Potential future cost related to the production, installation, maintenance, and replacement of trail signage. In accordance with the Parks, Greenways, Park Facilities, and Trails Naming Policy, these costs may be required to be paid by the requesting party through a donation to the City, in an amount determined by staff.

SYNOPSIS: The Board is asked to consider a public-initiated request to name a trail segment located within the Woodland Hills neighborhood as the “Haley Bishop Memorial Trail.” The request was formally submitted to the Parks and Recreation Director and includes supporting documentation, letters of support, and a petition with over 2,000 signatures from community members. Consistent with the Department’s Naming Policy, the Board is being asked to consider whether to deny the request or refer it to staff and the Board’s Facilities Committee for further review and recommendation.

BACKGROUND: A public-initiated request was submitted by Annie Reynolds on behalf of residents of the Woodland Hills neighborhood, requesting that the trail be named in honor of Haley Bishop. According to the request letter, Ms. Bishop was a resident of the neighborhood and a frequent and dedicated user of the trail. She actively encouraged neighbors, friends, and families to utilize the trail for walking, outdoor recreation, and personal well-being, contributing to the trail becoming a shared and valued community asset.

The request outlines Ms. Bishop’s personal connection to the Woodland Hills neighborhood and the trail, her role in fostering community connections, and her commitment to outdoor activity and neighborhood walkability. Ms. Bishop passed away in November 2025 following a battle with cancer. The requestors believe naming the trail in her honor is an appropriate and meaningful recognition of her lasting impact on the neighborhood and community.

In accordance with Section II.A of the Parks, Greenways, Park Facilities, and Trails Naming Policy, public-initiated naming requests must be reviewed by the Parks and Recreation Advisory Board and may be referred to staff and the Facilities Committee for verification, evaluation against the established naming criteria, and consideration of public input and support.

POLICY CONSIDERATIONS: The proposed naming request will be evaluated using the criteria outlined in Section III of the Naming Policy, including but not limited to:

1. Overall benefit to the City of West Des Moines and/or Parks and Recreation Department
2. Positive reflection of the City and/or Department
3. Purpose and mission of the City and/or Department
4. Proposed name is well known to all citizens and/or acknowledged by other national, state, or local community organizations for lasting significance
5. Citizen input and support for name or name change

6. No duplication of names or repeated recognition of a specific person or group

Staff verification and review, along with Facilities Committee consideration, would include confirmation of submitted information, assessment of public support, and evaluation of the request's alignment with the Naming Policy.

RECOMMENDATION: Staff recommends a motion to refer the public-initiated naming request for the Haley Bishop Memorial Trail to staff and the Board's Facilities Committee for further review and recommendation, in accordance with the Parks, Greenways, Park Facilities, and Trails Naming Policy.

Prepared by: Ryan Penning, Director of Parks and Recreation *RP*
Approved for Content by: Ryan Penning, Director of Parks and Recreation
Accepted for Park Board Agenda: Ryan Penning, Director of Parks and Recreation



Parks, Greenways, Park Facilities, and Trails Naming Policy

I. GENERAL

It is in the interest of the citizens of West Des Moines to establish a policy for naming of City parks, greenways, park facilities, and trails located within the West Des Moines parks and trails system. Naming shall primarily be according to geographic location, historical significance, landmarks, or neighborhood location. In certain instances, it may be deemed appropriate to name a site after an individual, business, or organization that has provided a significant contribution.

The purpose of this policy is to establish guidelines and procedures for the naming of parks, greenways, park facilities, and trails. In most cases, consideration shall be given to requests for naming of new locations, unnamed areas, or those being renovated.

The Parks and Recreation Advisory Board (BOARD) has the right to make recommendations to the City Council (COUNCIL). The COUNCIL then has the exclusive right to approve naming of City parks and greenways, park facilities, and trails within the City of West Des Moines in accordance with this policy.

II. PROCEDURE

Consideration of a proposal for the naming or renaming of City park land or a park facility shall be submitted and reviewed as follows:

A. Public-Initiated Requests

A letter of request (and/or petition) must first be submitted to the Director of Parks and Recreation. The letter of request (and/or petition) shall include the proposed name, site location, contact information for the person making the request, reasons for the request, and any supporting documentation. The letter of request (and/or petition) shall include a brief explanation or biography of the person(s) or event to be honored and a justification of why the site is being recommended for specific naming. Recommended names that do not meet the guidelines established by this policy will not be considered.

Upon receipt of the letter or request (and/or petition) the matter will be placed on a subsequent BOARD agenda in order for the BOARD to initially consider the request and either deny or refer the request to staff and the BOARD's Facilities Committee for further review and recommendation.

B. Staff-Initiated Naming Requests

Naming of sites initiated by staff shall be placed on a BOARD agenda in order for the BOARD to initially consider the request and either deny or refer the request to the BOARD's Facilities Committee for further review and recommendation.

C. Staff Verification and Review / Facilities Committee Review

Within thirty (30) days of BOARD referral, staff will research and verify all information submitted in the request in accordance with the naming considerations and criteria set forth in Section III below. Staff will also request a review by other City departments, if necessary. Within ninety (90) days of BOARD referral, the Facilities Committee will consider staff findings and the extent of public support for, and public opposition to, the proposed name, and will make a recommendation regarding the request. The Facilities Committee recommendation will be placed on a subsequent BOARD agenda.

D. Board Review / Council Review

Public notice will be given and a public hearing will be held on the naming proposal being recommended by the Facilities Committee at the scheduled BOARD meeting. Notice of said hearings will be provided according to State requirements. In the event of renaming existing City park or greenway land or an existing City park facility or trail, notice of the public hearing shall also be posted in a conspicuous location on or within the facility. The BOARD will hold the public hearing and then take action to either deny the proposal or approve a recommendation to the COUNCIL. The matter will then be placed on a subsequent COUNCIL agenda in order for COUNCIL to consider and take action on the BOARD's recommendation.

E. Approval / Installing or Replacing Signage

If the naming request is approved, the cost of producing, installing, maintaining, and replacing City signs with the new name may be required to be paid for by the person or organization requesting the name change prior to such work being undertaken by the City. If required, funding shall be provided by donation to the City in an amount established by appropriate City staff to be necessary for maintaining said sign for at least 10 years. All signage is subject to staff approval.

III. NAMING OPTIONS / CONSIDERATIONS AND CRITERIA FOR NAMING

The naming of City parks, greenways, park facilities, or trails may be, but is not limited to, in honor of individuals (living or deceased), organizations, or businesses that have made direct or significant contributions of services, land, funds, or goods to the City which have considerably enhanced the quality of life of West Des Moines citizens and contributed towards the mission of the Parks and Recreation Department; neighborhoods, geographic or common usage identifications; and persons, places, or events of historical or cultural significance.

A. General Criteria

When evaluating naming requests, consideration should be given to the following general criteria:

1. Overall benefit to the City of West Des Moines and/or Parks and Recreation Department
2. Positive reflection of the City and/or Department
3. Purpose and mission of the City and/or Department
4. Proposed name is well known to all citizens and/or acknowledged by other national, state, or local community organizations for lasting significance
5. Citizen input and support for name or name change
6. No duplication of names or repeated recognition of a specific person or group

The name shall not endorse any religion or religious belief, have any obscene connotation or demean any racial or ethnic group or be derogatory or offensive as measured by contemporary

community standards. City staff, BOARD, and COUNCIL reserve the right to reject any proposal that does not meet this policy, or names that promote products, programs, or activities that are detrimental to public health, safety and well-being; violate the First Amendment, or laws of the land; promote any unethical business practice under law; or discriminate against any person or group. Naming recognition is subject to future change/reconsideration by the City in the event that the recognition becomes damaging to the City's reputation, or contradictory to applicable law, as determined by the City.

B. Naming in Recognition of Donation

In the event of naming requests related to significant donations of funds, in-kind services with monetary value, or land, the donation shall generally be in an amount equal to fifty percent (50%) or more of the total development cost of the project. A written gift and naming agreement shall be entered into between the City and honored donor, or person or entity providing the donation, prior to or upon approval of the naming request. Such agreement shall state that, as determined by the City, naming recognition is subject to future change/ reconsideration by the City in the event that the recognition becomes damaging to the city's reputation, contradictory to applicable law, or in the case of a business name, the business closes. The written agreement may also include an appropriate time limitation on the honorary donor naming, and may set minimum contribution amount guidelines for naming purposes.

The recognition of donors shall be as described in the written agreement but in all cases shall be consistent with the Parks and Recreation Department's signage program and be as unobtrusive as possible, complementing the environment in which it is located.

IV. EXCEPTIONS

A. Exceptions to the procedure set forth in Section II of this policy may be made by COUNCIL or by recommendation to the COUNCIL by City staff and/or the BOARD, upon finding appropriate circumstances to consider or expedite the naming of a City park, greenway, park facility, or trail.

B. City parks, greenways, park facilities, or trails shall not be named in honor of any City employee, Mayor, or Council, Commission, or Board member until at least two years following the end of their term/employment with the City.

C. This policy of naming City parks, greenways, park facilities, or trails shall not preclude the appropriate acknowledgment of assistance, financial or otherwise, from organizations or individuals in the construction, operation, or maintenance of City parks, greenways, park facilities or trails, such as placing plaques or signs identifying the organization or individual who made a donation to the project or naming a minor component of a structure, for example, one room of a facility, or a non-fixtured component of a facility (bench, tree, etc.).

D. In the case of renaming, preference will be given to renaming of City parks, greenways, park facilities, and trails that have not previously been named to honor a specific person or event.

Ryan Penning
Parks and Recreation Director
4200 Mills Civic Parkway
West Des Moines, IA 50265
Via Email: Ryan.Penning@wdm.iowa.gov

Re: Public Initiated Request Haley Bishop Memorial Trail

Dear Mr. Penning,

I am writing to respectfully request your consideration in naming the trail in the Woodland Hills neighborhood in honor of our dear friend and neighbor, Haley Bishop.

Haley was deeply connected to this trail and used it more frequently than anyone. The trail has served not only a place of personal peace and reflection for her, but also a space she actively shared with others. Haley consistently encouraged neighbors, friends, and families throughout our community to walk the trail, spend time outdoors, and take care of both their physical and mental well-being. Many residents came to use and appreciate the trail because of her encouragement and example.

To name the trail after Haley would be a meaningful way to recognize her lasting impact on our neighborhood and her genuine commitment to community health, connection, and outdoor recreation. Her presence and enthusiasm helped transform the trail into a shared space of belonging, and her legacy continues through the many people she inspired to enjoy it.

Haley grew up in Bloomfield, Iowa alongside her sister Kirby Squire. Haley graduated from the University of Northern Iowa with a teaching degree and taught at Eason Elementary in Waukee. Haley was deeply devoted to her husband, Ryan Bishop, with whom she shared a joyous, simple and beautiful life. After a few years in Texas, Haley and Ryan moved to their home in the Woodland Hills neighborhood of West Des Moines where they have raised their two children, Case and Kylynn. Haley and Ryan selected their home specifically due its proximity to the neighborhood elementary school and the neighborhood's walkability. She walked her children to school every morning, befriending residents as they moved into our beloved neighborhood. More than anything, Haley loved spending time outside walking the neighborhood. She was a constant presence on the trail, collecting friends and neighbors, connecting with others, and encouraging our community's well-being.

Haley passed away in November, 2025 after a courageous battle with cancer. At first, her countless friends and family members discussed purchasing a memorial bench to place on the trail. However, the more we discussed the impact she had on our little piece of West Des Moines, we realized a bench is not sufficient to honor someone who was the heart of our neighborhood. Naming the trail in her honor reflects her actual, lasting and invaluable impact on our community.

Thank you for your time and thoughtful consideration of this request. I have attached a petition with over 2000 signatures of community members who support this request as well as some letters describing Haley's impact on the community. I would be grateful for the opportunity to provide any additional information or support needed as part of your review process.

Sincerely,
Annie Reynolds

1453 S. Sugar Creek Ct.
West Des Moines, IA 50266
(515) 661-3119
anniefoxreynolds@gmail.com

Dear Mr. Penning,

I wanted to write a letter on behalf of the Haley Bishop family and the Woodland Hills Neighborhood. I also serve as the school counselor at Woodland Hills Elementary. As a friend, parent and employee of Waukee Schools, Haley Bishop made an enormous impact on our community. I would feel privileged to have you indulge me in a trip down memory lane highlighting some of the many ways that Haley shared her heart with our community.

No matter the temperature, time of year, or weather conditions, Haley was always walking. I can still picture her walking through the fog as I would crest a hill early in the mornings on my way to yoga. There were many times where I would see her walking with various parts of her family deep in conversation, with a dog clearing the way in front. Whether I was in my car or meeting her on my own two legs she would always offer a friendly heartfelt smile and wave. She seemed to make the sidewalks a place of ease and comfort. Every interaction seemed to come from a beautiful and genuine place in her heart. I know this as I was lucky enough to walk with her a time or two. During our walks, it was made very clear that every interaction was genuine and her impact was wide. We may have been on the far side of the Woodland Hills Trail and still her feet were familiar with their path and the neighbors all smiling with her warm presence.

Both Case and Kylynn, Haley's children, attended Woodland Hills Elementary. As their school counselor, I got to see them both grow up and experience the many ways that their mother would impact our school. Haley would not only volunteer to help teachers in the classroom but she was also at every school event cheering her children on, encouraging friendships and supporting a mission of being active and healthy. One of my favorite memories to recall are the numerous phone calls that the school would get inquiring about whether or not the students were going to go outside for recess. She might call five minutes after a rainstorm or when the temperature was 1 degree above what it needed to be for kids to go outside. As a result of her calls, we would send staff and students out to wipe down the equipment in order for it to be safe to play. One of my daily duties includes being outside for recess. It was a very regular occurrence that I would be on the soccer field and wave to Haley as she would be walking the Woodland Hills Trail with a friend and her dog, Rosie.

Finally, as the mother of Josiah, a friend to Kylynn, I was able to see Haley's impact on her children's friendships and their value of having her kids immersed in the neighborhood and nature. Haley had a way of gathering neighbor kids to her house to play kickball, softball and create fun in their backyard. She would encourage Kylynn and her friends to explore the neighborhood by following the trail and finding their way with each other.

As you can see, Haley was a spokesperson for the Woodland Hills Trail in a way where her example and simple presence enticed people to find their own path on the trail. When people think of Haley they can picture her waving and smiling from her path. I can't think of a better way to let Haley's spirit live on and allow the community to continue to feel inspired by all of her goodness than to rename the Woodland Hills trail after Haley Bishop. It warms my heart and pushes me to put my shoes on and take a heart healing walk. I believe that Haley would offer her warmest smile and wave.

Sincerely,

Kathryn Mavis

Dear Mr. Penning,

I am writing to advocate for the trail located in the Woodland Hills neighborhood to be officially named the Haley Bishop Memorial Trail.

While I serve as the principal of Woodland Hills Elementary, I want to be clear that this letter and recommendation are not affiliated with Woodland Hills Elementary or the Waukee Community School District. I am writing solely as a community member, based on my personal interactions with Haley and the Bishop family over many years.

During their time at Woodland Hills Elementary, the Bishop family was highly respected and deeply involved. They were actively engaged in all aspects of school life – from classroom support to building-wide events and broader community involvement. Their presence and commitment extended well beyond their own children's years in elementary school.

Many of my mornings began by driving past Haley as she walked on the neighborhood trail, always offering a huge wave and a warm smile. Her positive, kind demeanor was a great way to start the day – not just for me, but for many others in the community who shared that experience. She had a remarkable ability to make people feel seen and valued through even the simplest interactions.

Haley had a genuine love for the outdoors and for physical activity. I could always count on receiving a thoughtful email at the start of each winter season, eager to problem-solve ways to incorporate movement during indoor recess. She would also kindly remind me that kids would be just fine if they got a little wet at recess.

Her involvement in Woodland Hills extended well beyond her own children's elementary years. As recently as this fall, Haley made it a priority to be outside for the annual Run for the Hills Fun Run, cheering students on during both the morning and afternoon sessions. Her presence and encouragement meant a great deal to students and staff alike.

Woodland Hills is an amazing community to be a part of because of the people. I have had the privilege of being part of this community since 2013. The Bishop family is one of the many incredible families I have had the opportunity to meet and now call friends. They have been an integral part of this community for many years, and naming the trail in honor of Haley and her legacy would be a fitting and meaningful memorial.

Thank you for your time and thoughtful consideration.

Sincerely,

Scott Shumaker

- - -

To the Honorable Members of the West Des Moines City Council:

I am writing to you today asking for your consideration of our request to officially name the trail located in the Woodland Hills neighborhood after a dear friend who recently lost her battle with cancer. I am asking for you to consider officially naming the trail the Haley Bishop Memorial Trail in her honor.

Haley has more miles on the trail than anyone. It was a place she returned to day after day, in every season, finding peace, strength, and joy along its path. Because of Haley, I now walk that trail myself, often with new friends I have met through her.

Haley modeled West Des Moines core values of community and engagement. She helped make the neighborhood welcoming to all and made everyone around her feel as they belong. She prioritized human development, education, and health. When she wasn't walking she could be found volunteering at the Elementary School a few blocks away. Or sitting on her back deck reading a book she picked up from the West Des Moines Library.

I moved closer to the Woodland Hills neighborhood partly because of Haley and her connection to this trail. She often spoke about the beauty she found there—the quiet moments when you could hear the water rushing in the creek, the wildflowers that edge the creekbanks, the constant changing of colors, and especially a beautiful sunrise or sunset.

Haley was also a true pillar of the Woodland Hills community. She had a rare ability to bring people together, offering kindness, support, and a welcoming presence to everyone she met. Her impact reached far beyond this trail, but it is here that her spirit is felt most strongly.

Naming this trail in Haley's honor would serve as a lasting tribute to her life, her love of nature, and her dedication to the community she cared for so deeply. It would ensure that her memory continues to inspire reflection, connection, and appreciation for the beauty around us.

Thank you for your time and thoughtful consideration of this request. It would mean a great deal to honor Haley in a place that meant so much to her and to so many others.

Sincerely,
Stephanie Schroeder

Dear Ryan Penning,

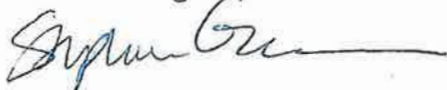
I hope this letter finds you well. I'm writing as a local business owner to request your support in dedicating the Woodland Hills Trail in memory of my friend, Haley Bishop, who recently passed away.

Haley and I spend countless hours walking this path. No one used this trail more than her. She was full of positivity and kindness to everyone she'd meet. Her commitment to the community helped shape its character. Because of her, the trail was never just a path through the woods, it was a place where people connected. Haley made the trail feel like home.

As a business owner, I strongly believe in investing back into the community that supports and sustains us. Local businesses thrive when neighborhoods are connected, healthy, and proud of the spaces they share. By dedicating this trail to Haley, we not only honor an amazing person but we also reinforce the values of connection, kindness, and wellness that strengthen our local economy and quality of life. This dedication would demonstrate the Parks and Rec Department's commitment to cultivating spaces that honor local leaders and courage residents to engage with the natural environment.

Thank you for considering this request. I am eager to support this effort in any way needed. It would mean a great deal to myself and all those that enjoyed walking the Woodland Hills trail with her.

Warmest Regards,



Stephanie Geneser | Owner

(e) steph@powerlife.com | (m) 303-263-3507

POWERLIFE
yoga - barre - fitness

Dear Members of the Parks and Recreation Advisory Board,

I am writing to express my strong support for the creation of the Haley Bishop Memorial Trail.

Haley Bishop was a long-time resident of the Woodland Hills neighborhood and a valued member of our community. She was a familiar and friendly presence on our local trails, where she spent time walking, connecting with neighbors, and sharing kindness with everyone she met. Her warm smile and genuine care for others left a lasting impression on those fortunate enough to know her, even briefly.

The trails in Woodland Hills were more than just a place for exercise to Haley—they were a space for connection, reflection, and community. Naming a trail in her honor would be a meaningful way to recognize her life and the quiet but powerful impact she had on those around her. It would also serve as a lasting reminder of the values she embodied: kindness, inclusivity, and a deep appreciation for the shared spaces that bring our community together.

A memorial trail would not only honor Haley's memory but also strengthen the sense of belonging and stewardship within Woodland Hills and West Des Moines as a whole. It would encourage residents to continue using and caring for our trails while remembering someone who truly cherished them.

Thank you for your time, consideration, and continued dedication to preserving and enhancing the parks and trails that mean so much to our community. I respectfully urge you to support the establishment of the Haley Bishop Memorial Trail.

Sincerely, 

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

DATE: January 5, 2026

ITEM: Resolution - Order Construction and Notice of Public Hearing on Plans, Specifications, Form of Contract, Estimate of Cost, and Direct Advertisement of Bids – 1st Street Raccoon River Trail

FINANCIAL IMPACT: None at this time. The preliminary estimated cost of the total project is \$581,382.00. Expenses to be paid from G/L account 500.000.000.5250.490. Funding will be paid out of available funds in FY 24-25 (0510 049 2024) 1st Street Trail Connection and FY 24-25 (0510 053 2024) Marathon Loop-Raccoon River East Greenway Trail.

BACKGROUND: A Bid Letting should be scheduled for 2:00 p.m. on Wednesday, January 21, 2026, and a Public Hearing on the project scheduled for 5:35 p.m. on Monday, February 2, 2026. The contract would be awarded on Monday, February 2, 2026. This project is scheduled to be completed by fall 2026.

This resolution is for the construction of a quarter-mile concrete trail segment that will close a critical gap between the Lincoln Street Trail and the Raccoon River bridge along the west side of 1st Street. The project also includes a new quarter-mile greenway trail segment that will connect to the trailhead recently completed as part of the 1st Street Recreation Area River Access project. This segment represents the first phase of a planned greenway trail that will ultimately link Raccoon River Park to the 1st Street Recreation Area.

These trail segments will become part of the larger Marathon Loop Trail project, improve connectivity and support future trail expansion opportunities.

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 <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		
	12/22/25 meeting was cancelled. Item was shared via email.		
Date Reviewed			
Recommendation	Yes	No	Split

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

DATE: January 5, 2026

ITEM: Resolution Approving and Ratifying Fees and Charges – Effective July 1, 2026

FINANCIAL IMPACT: Proposed changes include fees at the MidAmerican Energy Company RecPlex. Estimated increase in revenue at the RecPlex would be around \$100,000 annually beginning with the FY27 season based on previous year statistics.

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. RecPlex fees would go into effect on July 1, 2026 if approved. Finance & Administrative reviewed the RecPlex fees on Wednesday, December 17. The Parks and Recreation Advisory Board approved on them on Thursday, December 18.

The Parks and Recreation Department is proposing the following adjustments:

MidAmerican Energy Company RecPlex Charges and Fees

Type	Current	Proposed	Last Changed	Estimated revenue adjustment
Ice Rental				
Ice Rental Per Hour – In Season (October – March)	\$310.00	\$325.00	2025	\$27,000
Ice Rental Per Hour – Off Season (April – September)	\$250.00	\$265.00	2021	\$9,500
Court Rental				
Full Court Rental Per Hour – 1 BB/2 VB (Year-Round, All Day)	\$54.00	\$58.00	2025	\$18,000
Indoor Turf Rental				
Indoor Turf - Prime Time - Full Field (M-Th, 4p-9p/Fri, 4p-12a/Sa. 8a-12a/Sun. 8a-9p)	\$400.00	\$420.00	2020	\$8,000
Indoor Turf - Prime Time - 1/3 Field (M-F, 4p-9p/Sa. 8a-MidNight/Sun. 8a-9p)	\$160.00	\$170.00	2020	\$3,150
Indoor Turf - 2nd Tier - Full Field (M-Su, 6a-8a/Sun-Thurs, 9p-MidNight)	\$340.00	\$360.00	2020	\$640
Indoor Turf - 2nd Tier - 1/3 Field (M-Su, 6a-8a/Sun-Thurs, 9p-MidNight)	\$140.00	\$150.00	2020	\$820
Indoor Turf - 3rd Tier - Full Field (M-F, 8a-4p)	\$250.00	\$265.00	2020	\$300
Indoor Turf - 3rd Tier - 1/3 Field (M-F, 8a-4p)	\$110.00	\$120.00	2020	\$950
Indoor Turf - Off-Season - April 15th - November 15th	\$125.00	\$135.00	2020	\$2,000

Parks & Recreation CIP Status

1/8/2026

Budgeted	Project	Location	Funding Source	Budget Amount	Status							Status	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														
22/23	Sugar Creek Greenway Trail-Phase 2 (Design)	Stagecoach to Mills Civic	GO	\$ 125,000	X	X							Under Construction	Winter weather has not allowed remaining site restoration items to be completed. Remaining items will be completed in spring.
24/25	Sugar Creek Greenway Trail-Phase 2 (Construction)	Stagecoach to Mills Civic	LOSST	\$ 400,000			X	X	X					
23/24	Maintenance Building, Pickleball Shelter, and Restroom (Design)	Valley View Park	GO	\$ 200,000	X	X							Complete	Design has been completed.
24/25	Maintenance Building, Pickleball Shelter, and Restroom (1st half construction)		GO	\$ 650,000										Construction has started on the project.
25/26	Maintenance Building, Pickleball Shelter, and Restroom (1st half construction)		GO	\$ 815,000			X	X	X				Under Construction	
24/25	Play Equipment Replacement (Design & Construction)	Ashawa Park	GO	\$ 625,000									Under Construction	Playgrounds are complete and open as of 11/13. Final acceptance will occur in spring with site restoration.
24/25	Play Equipment Replacement (Design & Construction)	Wild Rose Park	GO	\$ 625,000	X	X	X	X	X					
24/25	Asphalt Trail Reconstruction (Design + 1st half construction)	Raccoon River Park	GO	\$ 270,000										Project is substantially complete. Final acceptance will occur in spring with site restoration.
25/26	Asphalt Trail Reconstruction (2nd half construction)		GO	\$ 800,000	X	X	X	X	X				Under Construction	
24/25	Fencing and Landscape Improvements	Huston Cemetery	GO	\$ 50,000	In-House	In-House								Site Plan application has been submitted for City approval
24/25	Trail from Raccoon River Bridge to Lincoln St (design & construction)	1st Street Trail	GO	\$ 650,000	X	X	X						Under Design	Council approved Ordering Construction at 1/5/26 Council meeting. Bids to be received in February.
24/25	Dog Park Improvements (fencing, controlled entry gate, pavement)	Raccoon River Park	GO	\$ 125,000									Under Construction	New gate entry is complete and activated. Plan on making some more improvements in Spring 2026
24/25	Marathon Loop/Raccoon River East Greenway - Trail (RRP to 1st Street) (design)	Five Waters	LOSST	\$ 250,000									Under Design	PSA approved on 4/21/25
25/26	Marathon Loop/Raccoon River East Greenway - Trail (RRP to 1st Street) (1st half construction)	Five Waters	LOSST	\$ 675,000										
24/25	Pedestrian Improvements (entry drive to amphitheater sidewalk)	City Campus	GO	\$ 110,000	X	X	X						Bid Status	Bids received and contract to be awarded at 12/15/25 Council meeting.
23/24	Marathon Loop - Sugar Creek Trail Phase 2 (1st half construction)	Sugar Creek Trail	LOSST	\$ 400,000										Paving has been completed. Final grading and restoration expected to be completed in November.
24/25	Marathon Loop - Sugar Creek Trail Phase 2 (2nd half construction)		LOSST	\$ 400,000	X	X	X	X	X				Under Construction	
25/26	Removal & replacement with concrete trail (design & 1st half construction)	S. 35th Street Trail	GO	\$ 300,000	X	X							Under Design	PSA was approved at 9/15 Council meeting; under design
25/26	Skatepark Replacement	Crossroads Park	GO	\$ 100,000	X	X							Under Design	Public Openhouse to present options will be held on January 22, 4:30pm at VJ Activity Center
25/26	Kybo Enclosure & Disc Golf Improvements	Southwoods Park	GO	\$ 80,000	In-House								Under Design	Design being completed in-house. Will bid in winter for construction this Winter/Spring 2026
25/26	Park Sidewalk Connections (Scenic Valley Park, new parks)	Various	LOSST	\$ 100,000	X	X							Under Design	Project under design for construction in spring 26.
25/26	Amphitheater Restroom (design)	Jamie Hurd Amphitheater	LOSST	\$ 150,000	X									Council did not approve design PSA. Wants staff to look at alternative restroom options including prefabricate options. Staff will look at options and provide more information in future.
25/26	Playground Replacement (construction)	Holiday Park Softball	GO	\$ 350,000									Under Design	Will be working directly with playground vendor to design, supply, and install playground equipment. Currently working through concepts.
25/26	Softball Complex - Playground Replacement (construction)	Raccoon River Park Softball	GO	\$ 500,000									Under Design	
					Consultant Proposal	PSA Approved (Council)	Construction Ordered (Council)	Contract Awarded (Council)	Construction	Work Accepted (Council)	Retainage Paid			
Budgeted / Professional Services Agreement or Construction Contract Not Yet Awarded														

