

(These minutes are not approved until the next Commission meeting.)

City of West Branch Park & Recreation Commission Meeting
January 7, 2016
West Branch City Council Chambers, 110 North Poplar Street

Commission Chair, Shane Staker opened the regular meeting of the Park & Recreation Commission at 6:30 p.m. welcoming the audience, Commission Members Cory Nalan, Angie Miller, Liz Seydel, Beth Noe and Mike Fryauf. Douglas Klein was absent. In the audience were Matt Muckler and Steve Pedrick.

Approve minutes from the December 17, 2015 Park & Recreation Commission Meeting.

Motion by Fryauf with second by Noe to approve minutes. Motion passed by voice vote.

Open Forum comments:

Matt Muckler spoke briefly about new commission member Douglas Klein who was unable to attend this evening. He also introduced Deputy City Clerk Gordon Edgar and Steve Pedrick, a representative of French-Reneker, an engineering firm.

Approve Chairperson – Move to action

Mike Fryauf nominated Shane Staker for Chairperson, Beth Noe seconded. AYES: Fryauf, Miller, Nalan, Noe, Seydel, Staker. NAYS: None

Approve Vice-Chairperson – Move to action

Mike Fryauf nominated Cory Nalan for Vice-Chairperson, Beth Noe seconded. Motion passed by voice vote.

Approve Secretary – Move to action

Mike Fryauf nominated Gordon Edgar for Secretary, Angie Miller seconded. Motion passed by voice vote.

Director Melissa Russell – Discussion and evaluation of the seven responses to the RFQ for Pedersen Park

Steve Pedrick spoke briefly about his firm. Melissa spoke about some of the questions from reps who came to her. Individual companies were discussed by the group and each person spoke about how they rated each company. The five companies selected as finalists were: French-Reneker Associates, HBK Engineering, Fehr-Graham, IIW and Bolton & Menk, Inc.

Director Melissa Russell-- Discussion of interview format to be used on Jan. 14, 2016

Melissa mentioned some of the issues and questions that were important to her included: Staying within budget, irrigation, communication with public, being good neighbors to area around the park. The timing of the interviews needed to be finalized but it was expected to have each interview starting one hour after the previous one. When the interviews would start was yet to be determined.

Adjourn

Nalan moved to adjourn, seconded by Fryauf, carried on a voice vote. Park and Recreation Commission meeting adjourned at 7:10 p.m.