

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

**City of West Branch Park & Recreation Commission Meeting**  
*January 14, 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, Douglas Klein and Mike Fryauf. Beth Noe was absent. In the audience was Matt Muckler.

**Approve consent agenda for tonight.**

Motion by Nalan with second by Miller to approve agenda. Motion passed by voice vote.

**Open Forum comments:**

There were no Open Forum comments.

**Discussion of interviews with the engineering for the West Branch Park Improvement Project at Pedersen Valley.**

Melissa Russell stated that five firms were interviewed. The five companies selected as finalists were: French-Reneker Associates, HBK Engineering, Fehr-Graham, IIW and Bolton & Menk, Inc. Her top three firms were: Bolton & Menk, Fehr-Graham and HBK. This was not necessarily in an order of preference. Bolton & Menk were very professional and had wide resources, HBK had most knowledge of project, were vested in the community and brought in the community aspect of the people who would use the facility. Fehr-Graham – she loved their communication, would do a good job answering questions to the public and had great knowledge of the project.

Shane Staker reported his top three choices were Bolton & Menk, French-Reneker and IIW.

Melissa Russell reported on Beth Noe's reference checks on Bolton & Menk and IIW. Bolton & Menk: Tim Hanson from Nevada said they were great to work with, always answered questions in a timely manner, never had a problem keeping within budget, it was a great reference overall. Dave Beckman from Hopkins said they did a wonderful job overall, stayed within budget and highly recommended. IIW: From City of Dubuque - Communication was good, make sure we are clear in our expectations, very professional.

Cory Nalan reported his top three were: Bolton & Menk, French-Reneker and IIW. He had many of the same reasons for the first two. He liked IIW for their hydraulic modeling.

Douglas Klein reported his top three were Bolton & Menk, IIW and Fehr-Graham. He liked the way Bolton & Menk laid out their schedule. He liked IIW for the professionalism of their presentation, their plan to use natural means to control water and their permitting process plan.

Angie Miller called references for Fehr-Graham and HBK. People seemed unable to say enough good things about Fehr-Graham. City of Manchester said they always had the cities' best interest in mind, they were always at or under budget, never over. City of West Union said Fehr-Graham has an office there and the city uses them for everything. Communication is huge, they have great follow through.

The city talked about looking at other firms but couldn't because they have been so impressed with them.

Mike Fryauf moved, Angie Miller seconded, moving Bolton & Menk into the top three. Motion passed on a voice vote.

Cory Nalan moved, Liz Seydel seconded, moving French-Reneker into the top three. Motion passed on voice vote.

Douglas Klein moved, Angie Miller seconded, moving Fehr-Graham to top three. Motion passed on a voice vote with Mike Fryauf abstaining.

The Commission directed the Secretary to note that Bolton-Menk was unanimously elected to be one of the top three firms.

#### **Approve the 2016 Park and Recreation Commission Schedule**

Mike Fryauf moved, Angie Miller seconded a motion to accept the 2016 Park and Recreation Commission Schedule published by Melissa Russell. Motion passed by voice vote.

#### **Comments from Park & Recreation Commission and Staff**

Douglas Klein- Said he would like to know what is being done regarding the Park & Rec strategic plan. Matt Muckler responded by explaining the Council decided to use LOST funds to work on the smaller three park project this year because the bond referendum failed to pass initially. With the recent passage of the referendum in November, the Council now wants to proceed with the larger, Pedersen Valley Park.

#### **Adjourn**

Seydel moved to adjourn, seconded by Miller, carried on a voice vote. Park and Recreation Commission meeting adjourned at 7:15 p.m.