

**CITY OF EYOTA
PARK BOARD MINUTES
December 13, 2017**

Present: **Members:** Jacob Robinson, Jake Schleusner, Kevin Kullot, Kim Horn, Dom Kellen
Council Reps: Tyrel Clark, Kurt Holst **Secretary:** Kathie Hall **Staff:** Shelly Schossow

Guests: Nicholas Gunter & Zach Boy Scouts

Absent: Kim Horn

Call to Order: Robinson called the meeting to order at 7:00 PM.

Approve the Agenda: Motion was made by Kellen and seconded by Kullot to approve the agenda. All voted in favor. Motion carried.

Approve the Minutes: Motion was made by Schleusner and seconded by Kellen to approve the minutes as presented of the November 8th, 2017 meeting. All voted in favor. Motion carried.

Scout Project: Nick presented his ideas and costs for his project on paper, which Schossow passed out to the Park Board to read. Budget price Cowbells and Pipe set musical parks toy will be positioned in the front of the trees near the low ropes course which will also be completed in the spring. Nick's plan is to build his project off site and install when the weather permits in the spring. Budget cost is estimated to be \$700. Motion was made by Schleusner and seconded by Kellen to recommend to the City Council to approve building the music project for Bush's Woodland Park. All voted in favor. Motion carried. Zach spoke next, in regards to the status of his future Eagle Scout project. He stated he has completed his requirement to get to the next scout rank, which means he will be planning a project to present to the Park Board in the near future.

Park Board Term Expirations: **Renew Three Year Term:** Robinson and Kellen's Park Board Term is expiring December 31, 2017. Both are interested and would like to renew their three year term which would expire December 31, 2020. Motion was made by Schleusner and seconded by Kullot to recommend to the City Council to renew Robinson and Kellen's Terms. All voted in favor. Motion carried. **Chair and Co-Chair for 2018.** Schleusner will be Chair and Robinson will be Co-Chair of Park Board for 2018. Motion was made by Kullot and seconded by Kellen to approve the change in leadership. All voted in favor. Motion carried.

Park & Maintenance: Hall advised the board she will continue working on Transportation grant which is due Jan 12th, 2018. Robinson read Public Works parks updates which consisted of repairs at West Side Park cement in front of the pavilion, starting to water the ice rink, and removing a pine tree that fell on the left field fence in Freedom Park.

Sunset Park Event Pavilion: Clark gave his update on the Pavilion. In his research he learned there are few ways to go about bidding this project. First option is to get one RFP (request for

proposal) from a general contractor which covers the entire project including all subcontractors. Second option would be to hire a general contractor and have RFP's from sub-contractors for each stage of the project (i.e. electric, plumbing). Clark suggested the second option might be more economical and possibly a better chance to get local contractors in on these bids. For the RFP's, there needs to be a very defined picture and idea as to what the city wants for this project. An architect might need to be hired to do a rough drawing with a detailed, conceptual idea, so the sub-contractors know how they need to bid. In this way, the city is able to get bids based on what we want, not what the builder 'thinks' we want. Right now, in leaning towards the second option, Clark is waiting for fee proposals from two general contractors, who could lead this project, and have the numbers to present to the Park Board and City Council. A tentative plan could be, the general contractors would be responsible for putting together the RFP's, all the contracts for sub-contractors, and handle the scheduling coordination of the sub-contractors. The city would be responsible for reviewing the RFP's and choosing the sub-contractors. Goal is to have estimated costs, and a plan to present to the Park Board and City Council, and move forward at the end of January, 2018.

Other Business:

- a. **Matrix Equipment:** Public Works is able to move the old train at West Side Park to give room for the Matrix structure. There was more discussion on where this structure would go when purchased and where the train structure would be moved to. Something to keep in mind is where snow is deposited in the winter. Discussion concluded with the Matrix being in the northwest corner area of the playground equipment and train in the south of the playground equipment and north of the parking lot area, putting the trees in the mulch area. Hall will talk to public works about this and report back to the park board.

- b. **EZ Ice Product:** Hall reported that she had not heard back from EZ Ice in regards to the durability of the lining for snow removal. The board assumed it would not be durable enough for our needs and after more discussion, decided not to pursue this product.

Adjourn: Motion was made by Schleusner and seconded by Kellen to adjourn. All voted in favor. Motion carried. Meeting adjourned at 7:46 PM.

Kathie Hall

Kathie Hall, Accounting Clerk, Park Board Secretary