



GRINNELL PARKS AND RECREATION BOARD REGULAR
SESSION MEETING
MONDAY, APRIL 14, 2025, AT 5:15 PM
IN THE DRAKE COMMUNITY LIBRARY BOARD ROOM

TENTATIVE AGENDA

1. Roll Call:

- A. Lindley____, Eyberg____, Crawford____, Jensen____, Coopriders____,
Gant____, Moyer____

2. Approve Agenda:

3. Approval of the Minutes from DATE

- A. March 10th, 2025 meeting minutes

4. Old Business

- A. Master Parks Plan – priority of projects, fundraising opportunities, grant writing, goals for 2024-2025 fiscal year
- Parks and Cemetery Vegetation - Eyberg
 - Bailey Park– Crawford/Jensen
 - Arbor Lake/Lake Nyanza- Allsup
 - Playgrounds- Lindley
 - Master Plan- Allsup
- B. Recreation- Report on current and future programming offered by the Recreation Department.
- C. Aquatics- Report on Aquatics.

5. New Business

- A. Review submitted quotes for construction of the Bailey Park Shelter House
- B. Farm and Food Celebration- Request to reserve Central Park stage and shelter for a "Farm and Food Celebration: community meal and concert" on Friday, June 13th, 2025.
- C. Grinnell High School All Class Reunion - Request to rent Central Park facilities for the "Grinnell High School All Class Reunion" July 3rd-5th, 2026 for a multi-day festival with a variety of activities.
- D. Memorial Bench - Request for a memorial bench at Arbor Lake Park.

6. Notes:

7. Inquiries:

8. Adjourn:

[MEET_FOOT]



GRINNELL PARKS AND RECREATION BOARD REGULAR
SESSION MEETING
MONDAY, MARCH 10, 2025, AT 5:15 PM
DRAKE COMMUNITY LIBRARY-BOARD ROOM

Minutes

1. Roll Call:

- A. Russ Crawford, Ralph Eyberg, Lisa Lindley, Whitney Jensen, Ben Coopridner, Matt Moyer, Carl Eggermont, and Jordan Allsup.
Absent: Lauren Gant

2. Approve Agenda:

At 5:15pm Coopridner made the motion to approve the agenda, second by Jensen to approve the agenda. AYES: All. Motion carried.

3. Approval of the Minutes from DATE

- A. February 10th Meeting minutes- Coopridner made the motion, second by Eyberg, to approve the February 10th, 2025, meeting minutes. AYES: All. Motion carried.
- B. March 6th Meeting minutes- Jensen made the motion, second by Coopridner, to approve the March 6th, 2025, meeting minutes. AYES: All. Motion carried.

4. Old Business

- A. Master Parks Plan – priority of projects, fundraising opportunities, grant writing, goals for 2024-2025 fiscal year
- **Parks and Cemetery Vegetation – Eyberg-** No update. No action necessary.
 - **Bailey Park– Crawford/Jensen-** Request for quotation on the construction of the Bailey Park shelter house is open until Monday, March 17th. No action necessary.
 - **Arbor Lake/Lake Nyanza- Allsup-** Request for proposal for engineering services on watershed and in-lake work to be released soon. No action necessary.
 - **Playgrounds- Lindley-** No update. No action necessary.
 - **Master Plan- Allsup-** The Community Open House was a success and RDG should have the conceptual drawings ready to post on the city's website soon. Second Open House is scheduled for Tuesday, April 22nd where community members will see the revised parks plans. No action necessary.

- B. Recreation- Allsup reported that the youth soccer program has around 300 participants for the spring season. Department staff have been working on the spring/summer program guide to be released soon. No action necessary.
- C. Aquatics- Staff Recruitment continues for the 2025 pool season. No action necessary.

5. New Business

- A. Tuesday Music at the Pavillion- Lindley made the motion to approve the rental of the Central Park shelter on Tuesdays, May 20th, June 17th, July 15th, August 19th, and September 16th, 2025, for "Tuesday Music at the Pavillion". Second by Coopridier. AYES: all. Motion carried.

6. Notes:

7. Inquiries:

- 8. Adjourn:** Eyberg made the motion at 6:03pm to adjourn the meeting, second by Coopridier. AYES: All. Motion carried.

Parks and Recreation Director
Jordan Allsup



Proposal 67-2

Due Days 30

DRAFT

PREPARED BY

Nick Darland

HomeRevisions, LLC

(641) 260-1079

nick@homerevisionsiowa.com

725 Penrose St, Grinnell, IA 50112, USA

PREPARED FOR

Jordan Allsup

City of Grinnell - Parks and Rec

(641) 236-2620

jallsup@grinnelliowa.gov

PROPOSAL DETAILS

City of Grinnell

Scenic Shelter House Kit - New Build

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Scenic Shelter Kit Installation Build kit in specifications of plans provided by City of Grinnell	1	\$9,750.00	\$9,750.00
Roofing Labor (Asphalt Shingles) Install Owner provided Architectural Shingle PKG	17 Squares	\$65.00	\$1,105.00
Electrical S&S Bid	1	\$6,150.00	\$6,150.00
Plumbing Latcham Enterprises Bid	1	\$7,600.00	\$7,600.00
Concrete Pad and Sidewalks Pourboy Construction Bid	1	\$22,773.00	\$22,773.00
Stain, Paint & Misc. Consumables Budget Line	1	\$2,200.00	\$2,200.00
Paint & Stain Labor Paint (2) Doors and Stain exterior cedar wood.	1	\$4,800.00	\$4,800.00
Management Fee HomeRevisions Construction Management Fee - 20%	1	\$10,876.00	\$10,876.00
SUBTOTAL			\$65,254.00
TAX			\$0.00
TOTAL			\$65,254.00

The above specifications, costs, and terms are hereby accepted.

CUSTOMER'S SIGNATURE

DATE

Pour Boy Construction

34 PO Box

Lynnville, IA 50153 USA

3194322055

pourboyconstruction@gmail.com

**CONSTRUCTION****ADDRESS**

Jordan

Bailey Park

Estimate 1150**DATE 03/17/2025****P.O. NUMBER**

Bailey Park

DATE	DESCRIPTION	AMOUNT
	Excavation of Footings, Piers, Sidewalk, and New Building Pad With Rock Sub-Base as Backfill in Footings	4,624.00
	Build and Construct the Provided Scenic Shelter Per Plans Provided (1-8-25) With Appropriate Equipment and Fasteners	34,320.00
	Form, Pour and Strip All Footings, Piers, Sidewalk, and Building Pad. Trowel Finish Interior, Broom Finish Exterior	19,809.00
	Electrical Rough-In and Trim Out of New Shelter House Going In At Bailey Park Includes All Piping, Conduit, Wiring, and Fittings to Complete the Job Reconnect to Existing Power Up to 10 feet Away. Install All Listed BOM Provided by City	5,390.00
	Plumbing Rough-In and Trim Out to Finish New Shelter House Going in at Bailey Park Includes All Floor Drains, Water Spigot, Supply(PEX) and Drain Piping(PVC), Fitting and Vent Stack Materials(PVC) to Complete the Job Reconnect To Existing Sewer and Water Up to 10 Feet Away and Up to 4 Feet Deep Install All Listed BOM Provided By City	4,453.00
	Paint New Shelter House Doors Sherwin Williams, and New Building With Perma Chink Stain	4,455.00
	Project Management/Overhead	5,100.00

Contact Pour Boy Construction to pay.

All material is guaranteed to be as specified and the above work to be preformed in accordance with the drawings and specifications submitted for the above work. Work as described to be completed in a substantial workmanlike manner. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become extra charge over and above the estimated cost. All agreements

SUBTOTAL

78,151.00

TAX

0.00

Thank you!

contingent upon strikes, accidents or delays beyond Pou Boy Construction. Owner to carry fire, tornado, or other necessary insurance upon above work. Workmans Compensation and Public Liability Insurance on Above work to be taken out by: _____ . Note: Due to incline prices this proposal may be withdrawn by us if not accepted within 30 days.

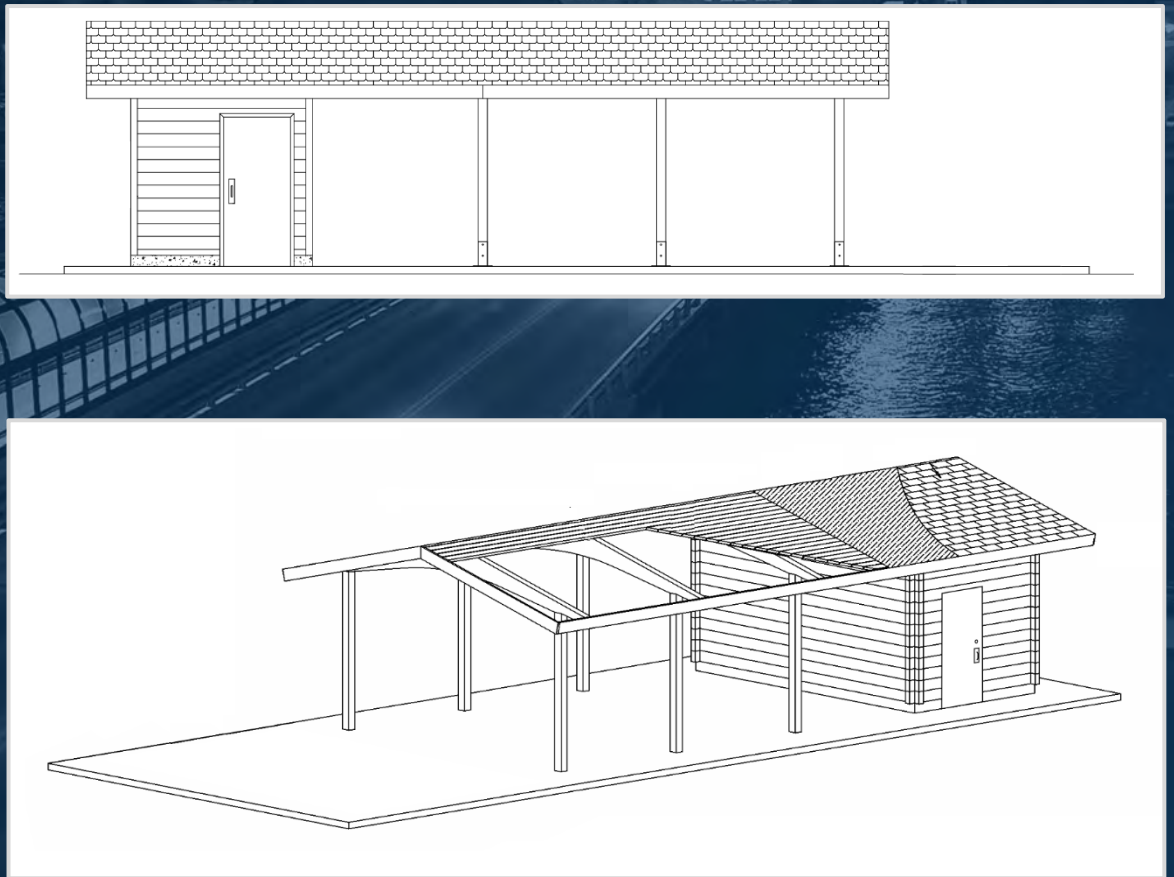
TOTAL	\$78,151.00
-------	-------------

Accepted By

Accepted Date

Thank you!

MINTURN



Construction of Bailey Park Shelter

Proposal
3/17/2025



Minturn, Inc.
PO Box 369
Brooklyn, IA 52211
641-481-5420
641-843-7256 Fax
minturn@minturninc.com

March 17, 2025

City of Grinnell
Parks and Recreation Department
1500 Penrose Street
Grinnell, Iowa 50112

Attn: Jordan Allsup

RE: CONSTRUCTION OF BAILEY PARK SHELTER

Dear Mr. Allsup:

Thank you for considering our proposal to serve as general contractor for the installation of the Bailey Park shelter. Our proposal includes all work associated with the installation of the shelter and sidewalks as described in your RFP, addendum, and clarifying emails.

Minturn is a leader in construction of public projects in Iowa renowned for our dedication to excellence and rigorous standards. We have completed many successful parks and recreation projects over the past 10 years. We have included a list of recent projects similar in size and scope along with client references.

Our total bid for this project is \$120,000.

Please don't hesitate to contact this office if you have any questions or need additional information.

Sincerely,

Clinton M. Rhoads
President
641-455-0331

RECORD OF PAST PERFORMANCE

Project	Location	Description of Work	Value / Status
Name: City of Newton Fire Department Reinforcing Ref. No.: N/A Date: 1/20/2025 Owner: City of Newton Contact: Joe Grife Phone: 641-521-6253 Consultant: N/A Contact: N/A Phone: N/A	Newton, Iowa	The project involves various structural improvements to support a larger truck in the fire house garage. Structural improvements include construction of a CMU wall in the finished space below the garage, installation of structural steel supports and fiber reinforced polymer fabrics on the underside of the suspended concrete garage floor slab. The project includes dust containment and various finishes such as drywall and painting.	\$107,725 20% Complete April, 2025
Name: Statewide Rest Area Changing Station Retrofit Ref. No.: 2025-8191 Date: 8/26/2024 Owner: Iowa DOT Purchasing Contact: Teri Schulz Phone: 515-239-1431 Consultant: Snyder & Associates Contact: Monte Applegate Phone: 888-964-2020	Grinnell, Iowa	Demolition, concrete floor replacement, framing of walls, gypsum board, painting, plumbing, and electrical for remodel of restrooms for accomidation of new changing station retrofit.	\$205,388 80% Complete April, 2025
Name: Aurora Park Pickleball Courts Ref. No.: 2023-243 Date: 9/18/2023 Owner: City of Newton, Iowa Contact: Nick Cummins Phone: 641-792-2787 Consultant: Bolton & Menk Contact: Justin Nickel Phone: 515-259-9190	Newton, Iowa	Construction of four asphalt pickleball courts including chain link fence, acrylic court surfacing, athletic equipment, subdrain, aggregate subbase, erosion control, survey, testing, and shade structure.	\$370,000 Complete June, 2024
Name: Statewide Rest Area Changing Station Retrofit Ref. No.: CRW #22-099 Date: 5/25/2023 Owner: Iowa DOT Purchasing Contact: Jody McNaughton Phone: 515-239-1298 Consultant: N/A Contact: N/A Phone: N/A	Mitchellville, Lamoni, and Elkhart, Iowa	Demolition, concrete floor replacement, framing of walls, gypsum board, painting, plumbing, and electrical for remodel of restrooms for accomidation of new changing station retrofit.	\$366,490 Complete April, 2024
Name: Carousel Ballfield Fencing Project Ref. No.: 21-25690 Date: 6/16/2023 Owner: City of Story City, Iowa Contact: Mark Jackson Phone: 515-733-2121 Consultant: ISG Contact: Casey Patton Phone: 515-243-9143	Story City, Iowa	Improvements include 140 SY of PCC pavemeent, 420 LF of chain link fence, 100 LF of backstop fencing, foul poles, backstop padding, pre-fabricated dugouts, player benches, and restoration.	\$313,672 Complete April, 2024



City of Grinnell Parks and Recreation Department Special Event Application

Event Name: Farm and Food Celebration Event Date: 06 / 13 / 2025

Event Location: Grinnell area- Grinnell College, Local Farms, Grinnell Central Park

Sponsor Organization: Iowa State University Extension and Outreach, Farm Food and Enterprise Development

Contact's Name & Title: Chelsea Krist, Farm to School and Early Care Program Manager

Address: (Street): 2625 N Loop Dr Ste 2430 City, State, Zip: Ames, IA 50010

Cell Phone: 563-940-5146 Day Phone: 563-940-5146 Email: cekrist@iastate.edu

Event Type: ☒ Walk/Run ☐ Athletic Event ☐ Fair/Festival ☐ Outdoor Concert ☐ Other: Community Dinner
Circle all that apply

Event Time: Setup Start: 1:00 pm Event Start: 5:00 pm Event End: 7:00 pm Teardown End: 8:00 pm

Event Description:

Attach additional pages if necessary. Our team is thrilled to host this bi-annual event in Grinnell for 2025! We are working closely with Tommy Hexter, at Grinnell Farm to Table, to organize a day of learning about Grinnell's local food system: including farmer story-telling (at Grinnell College, in the morning), tours to the food hub and three local farms (in the afternoon), and a local food community dinner (in the evening, ideally at Central Park). We are requesting to rent the park (shelter and stage) for the afternoon and early evening on the 13th. After farm tours conclude, attendees will meet for a causal, delicious local food dinner, prepared by Chef Kamal Hammouda of The Iowa Kitchen, located in Grinnell. We will utilize on-site tables and rent additional tables to provide seating for around 100 guests (estimate). The meal will be served buffet style. We will contact with Wild Culture Kombucha to offer non-alcoholic drink options. We will have a musician perform a short set during dinner (5:30-6:30pm). Our planning team commits to running an organized, high-quality event that is respectful of the space and the time allotted to us to use this beautiful, community asset- Grinnell Central Park.

Estimated Attendance: 100 Number of Pedestrians: 100 Number of Vehicles: 30

Admission/Registration Fees?	☒ Y	☐ N	If Yes, How much <u>\$100 for full day, \$50 for dinner only</u>
Product sales on site?	☐ Y	☒ N	If Yes, a peddlers permit will need to be obtain. You can apply at the City Clerk's office 30 days prior to event.
Will beer be served or sold?	☐ Y	☒ N	If Yes, a license to sell alcohol is needed. A liquor license application will need to be completed through the Iowa Alcoholic Beverage Division. Once completed it will be forwarded onto the City of Grinnell and the City Council for approval 60 days prior to event.
Will you use inflatables?	☐ Y	☒ N	Need to provide copy of Liability Insurance (\$2 million coverage) and the City of Grinnell as an additional insured party.

Will you need access to a water source?	Y	N	If Yes, what is the water to be used for? _____ _____
Will you use amplified sound?	Y	N	If Yes, what type of sound?  Live music, jazz or guitar _____
Will you be having at band?	Y	N	If Yes, please provide who they are and contact info <u>We are confirming. TBD</u> _____
Will you need access to electricity?	Y	N	If Yes, please explain specific equipment used and amperage needed _____ <u>We only need electricity for the band, nothing special</u>
Is there special set-up will need the City to provide?	Y	N	If Yes, please explain _____ _____
Will you install event signs off park premises?	Y	N	If Yes, please see City Code Chapter 157.
Will there need to be street closures?	Y	N	If Yes, this needs to be requested and approved by City Council at least 60 days prior to event.

If any of the following questions were marked "Y" then the renter will need to provide copies of the correct documentation needed for the event to be approved. It should be fully understood the Grinnell Parks and Recreation Department has the authority to grant or deny permission for this event. If approved a Park Pavilion rental agreement must also be filled out, signed, and paid for.

Chelsea Krist	April 1st, 2025
_____	_____
Renter's Signature	Date

Office Use Only:

Correct Documentation Supplied: Y____ N____ What's needed: _____

Will the event need access to all Park facilities: Y____ N____

Will the event conflict with any existing events: Y____ N____

Event Approved _____ Event Denied _____

Reason for Denial: _____

If approved begin process of renting pavilion.

Staff: _____ Date: _____



**City of Grinnell Parks and Recreation Department
Special Event Application**

Event Name: GHS All Class Runion Event Date: July / 3-5 / 2026

Event Location: Central Park

Sponsor Organization: Grinnell High School Alumni Association

Contact's Name & Title: Ben Latimer, President, GHSA

Address: (Street): 1510 Penrose Street c/o GPCF City, State, Zip: Grinnell, IA 50112

Cell Phone: 641-821-0336 Day Phone: 641-821-0336 Email: ben.latimer34@gmail.com

Event Type: ☒ Walk/Run ☐ Athletic Event ☒ Fair/Festival ☒ Outdoor Concert Other: _____
Circle all that apply

Event Time: Setup Start: 7/3 (8AM) Event Start: 7/3 (Noon) Event End: 7/5 (noon) Teardown End: 7/5 (2PM)

Event Description:

Attach additional pages if necessary.

Multi-Day festival with focus mostly on Friday 7/3 with food trucks, kids games,
throughout the park, culminating with a multi group live music show in the amphitheater on Friday Evening.
Saturday daytime events are TBD and will be schedule not to interfere with the city's parade and fireworks.
Sunday Morning there will be a non-denominational church service in the amphitheater.

Estimated Attendance: 1000 Number of Pedestrians: TBD Number of Vehicles: 5-10

Admission/Registration Fees?	☐ Y ☒ N	If Yes, How much _____
Product sales on site?	☒ Y ☐ N	If Yes, a peddlers permit will need to be obtain. You can apply at the City Clerk's office 30 days prior to event.
Will beer be served or sold?	☒ Y ☐ N	If Yes, a license to sell alcohol is needed. A liquor license application will need to be completed through the Iowa Alcoholic Beverage Division. Once completed it will be forwarded onto the City of Grinnell and the City Council for approval 60 days prior to event.
Will you use inflatables?	☒ Y ☐ N	Need to provide copy of Liability Insurance (\$2 million coverage) and the City of Grinnell as an additional insured party.

Will you need access to a water source?	Y	☒ N	If Yes, what is the water to be used for? _____ _____
Will you use amplified sound?	☒ Y	N	If Yes, what type of sound? <u>Live bands</u>
Will you be having at band?	☒ Y	N	If Yes, please provide who they are and contact info <u>TBD</u> <u>Alumni groups, possibly Whiplash (Ben Latimer) + Mojo Machine (Chris Suttlif)</u>
Will you need access to electricity?	☒ Y	N	If Yes, please explain specific equipment used and amperage needed _____ <u>Ampitheatre will cover power needs</u>
Is there special set-up will need the City to provide?	Y	☒ N	If Yes, please explain _____ _____
Will you install event signs off park premises?	Y	☒ N	If Yes, please see City Code Chapter 157.
Will there need to be street closures?	☒ Y	N	If Yes, this needs to be requested and approved by City Council at least 60 days prior to event.

If any of the following questions were marked "Y" then the renter will need to provide copies of the correct documentation needed for the event to be approved. It should be fully understood the Grinnell Parks and Recreation Department has the authority to grant or deny permission for this event. If approved a Park Pavilion rental agreement must also be filled out, signed, and paid for.

BEN LATIMER

4/7/2025

Renter's Signature

Date

Office Use Only:

Correct Documentation Supplied: Y____ N____	What's needed: _____
Will the event need access to all Park facilities: Y____ N____	
Will the event conflict with any existing events: Y____ N____	
Event Approved _____	Event Denied _____
Reason for Denial: _____ _____	
If approved begin process of renting pavilion.	
Staff: _____	Date: _____

From: [Sherrie](#)
To: [Jordan Allsup](#)
Subject: Memorial bench
Date: Monday, April 7, 2025 2:59:49 AM

Hi, I'm interested in buying a park bench for Arbor Lake. My husband passed away a few weeks ago. He walked our 2 small dogs there every day since we moved here about 4 years ago. I would like to have a plaque with our names on it.

I have Wittes Home Decorating here in town and we both will be buried at the cemetery next to Arbor Lake.

Please let me know if this would work and a price. Thanks, Sherrie Witte

Sent from my U.S.Cellular© Smartphone

Get [Outlook for Android](#)