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M E M O

TO: Crooks Recreational Facilities Committee

Daylan Davenport

Tracy Vogt

Erin Campbell

Todd Myhre

Eric Nebelsick

Noel Ahl

Jesse Davey

Angie Humpal

CC: City of Crooks
F. Butch Oseby, Mayor
Jeffrey Nelson, AIA

FROM: David F. Burbach, P.E.
Burbach Aquatics, Inc.

DATE: June 3, 2019

RE: Crooks Recreational Facilities Committee

Please take this memo as follow up to Burbach Aquatics, Inc. (BAI)'s eighteenth Phase I, Step #2, Crooks Recreational Facilities Committee (RFC) meeting, held on Thursday, May 30, 2019, regarding the proposed Recreational Facilities project, in Crooks, South Dakota. The meeting commenced at 7:03 p.m., at the Crooks Fire Department, and concluded at approximately 8:03 p.m. The meeting was well attended, with a sign-up sheet circulated. An Agenda was prepared and generally followed throughout the meeting, as follows:

1. Call meeting to order:

Comment: David Burbach called the meeting to order at 7:03 p.m.

2. Review of last meeting minutes (April 17, 2019):

Comment: Meeting minutes were reviewed and approved as submitted.

3. Introduce New Mayor:

Comment: The new Mayor, F. Butch Oseby attended the meeting as requested by BAI. In BAI's opinion, the Community was in serious need of open dialog regarding BAI's "process" and a summary of all the time and work that the RFC has graciously donated to the project.

Daylan submitted an email prior to the meeting because he was unable to attend due to a conflict with his job.

The Mayor was given the floor and he expressed his desire to continue with the RFC and BAI. BAI had earlier met with Mayor Oseby and reviewed our “process” for developing projects for our Communities to consider. The role of RFC is to determine the who, what, when, where, how much and how to fund a project before they role it out for Mayor and City Council review and approval. Once the RFC recommendations have been approved by the Mayor and City Council, fund raising, in several different forms, would begin. Preparation of plans, public bidding and construction Work would not begin until the project is fully funded. BAI estimated that construction is probably three years out. The Mayor was very relieved to hear our process and the timeline.

The Mayor then went on to express his support for an organized recreation system for Crooks, as well as, continuing with BAI’s process for the Recreation Center. The Mayor also offered his assistance with securing a site for the proposed project. BAI will prepare a new timeline thru construction.

4. Introduce Mayor to Conceptual Site/Facilities Floor Plan (CSFFP) Version #14:

Comment: Unfortunately, CSFFP Version #14 will not be continued forward because the proposed site will be developed into the original single family residential sub-division as platted. The discussion then reverted back to previous concepts that the RFC/BAI had developed. After considerable discussion BAI was directed to reconfigure the Community Center site by creating a “perfect world” CSFFP, which will encroach onto School District property. BAI will also refine CSFFP Version #4, dated 9/26/18, which was located on the north side of 4th Street. The RFC requested that BAI use the previously approved CSFFP Version #14 building footprint for the north 4th Street site. Also, the Mayor reported a proposed sanitary sewer main extension and new street located north of 4th Street. BAI asked to receive those drawings from Todd Myhre, so BAI can incorporate into the revised CSFFP for that site.

5. Discuss Committees’ upcoming events:

Comment: This Agenda item had been partially discussed as part of the above Agenda item discussion. BAI will further develop the two above mentioned CSFFPs with a meeting in about two months, then our next meeting will occur around Halloween of 2019. For the second meeting, the Mayor will report on potential available sites and we will then integrate the project into the chosen site. Once that has been completed, the RFC will review any refinements to the CSFFPs, adjust the Opinion of Probable Operating Cost (OPOC) and finalize their summary recommendations to be presented to the Mayor and City Council. See the attached timeline.

6. Assign homework:

Comment: BAI’s homework is to prepare the timeline and new CSFFPs.

7. Set next meeting and time:

Comment: The next meeting will be set for late July of 2019.

8. Adjourn:

Comment: Meeting adjourned at 8:03 p.m.

Should you have any questions, comments, or if your notes differ, please feel free to contact our Platteville office. As always, the men and women of BAI look forward to the continuing opportunity to serve your community on this very important project.

DFB:pat
w/att.

Timeline for Crooks Recreational Facility - June 3, 2019

1. Recreation Committee Meeting	Late July 2019
2. Recreation Committee Meeting	Halloween 2019
3. Recreation Committee Meeting	November 2019
4. Recreation Committee Meeting	December 2019
5. Recreation Committee Meeting Rehearsal	January 2020
6. Recreation Committee's formal presentation to City Council with recommendations - roll-out project	February 2020
7. Conduct Open Houses	March 2020
8. City Council approve bond referendum language and place on ballot	April 2020
9. Establish Capital Campaign Cabinet	May 2020
10. Begin Capital Campaign	May 2020
11. Conduct Referendum	June 2020
12. Authorize preparation of plans and specifications (Minimum 75% of Project Funding secured)	July 2021
13. Submit plans and specifications for review and approval	December 2021
14. Submit plans and specifications to the State for approval	January 2022
15. Advertise for Construction Bids (Funding for Base Bid work secured)	March 2022
16. Open Bids	April 2022
17. Award Construction Contracts	May 2022
18. Begin Actual Construction	June 2022
19. Final decisions on Bid Alternates	November 2022
20. Complete Capital Campaign	January 2023
21. Substantially Complete Construction (open for use)	August 2023

22. Complete Construction

January 2024