

**PARK & RECREATION BOARD MEETING
ARCC – Eagles Nest
January 3, 2018 – 12:00 NOON**

President Matt Prehn called the meeting to order at 12:00 pm.

Members Present: Doug Farrand, Jerry Mills, Matt Prehn, Josh Rife and David Sandvig.

Also in attendance was City Manager, Lynn Lander and Council Member Dave Bunsness.

Meeting Minutes: David Sandvig made a motion to accept the minutes. Motion seconded by Doug Farrand. All present voting aye. Motion carried.

Financial Statements:

There we no financials available at this time.

Bills:

Bills received in the past month and merchant card processing fees for next month were reviewed. Such audited bills and fees for services, supplies, repairs, and maintenance for the Park, Recreation and Forestry Department will be included in the department bills approved hereafter by the City Council and set forth in the minutes of the City Council.

Jerry Mills made a motion to approve payment of all bills presented, to approve merchant card processing fees for next month, and to authorize the President and Secretary to issue a requisition for a warrant upon the Finance Officer to spend Park and Recreation monies for payment of such bills and fees. Motion seconded by Josh Rife. All present voting aye. Motion carried.

Order of Business:

President Matt Prehn on behalf of the Parks and Recreation Board extended a thank you to Mrs. Lois Beckner for all her years of service to the Parks and Recreation Department. Lois will be retiring at the end of January.

Consider Resolution No. 2017-2 authorizing execution of the lease with CH Baseball, LLC for operation of the Player's Field Concession Stand

Doug Johnson advised the board that approval of Resolution No 2017-2 authorizes the lease with CH Baseball, LLC for operation of the Player's Field Concession Stand. Discussion was held.

Doug Farrand made a motion to approve Resolution 2017-2 authorizing the execution of the lease with CH Baseball, LLC. The motion was seconded by Jerry Mills. All present voting aye. Motion carried.

Consider agreement with Jon Murdy for operation of the Lee Park Golf Course Pro Shop

Matt Prehn advised the board that the Golf Committee had met and completed interviews for the new Golf Pro. The committee recommends Jon Murdy to fill the position.

David Sandvig made a motion to approve the agreement with Jon Murdy for the operation of the Lee Park Golf Course Pro Shop. The motion was seconded by Doug Farrand. All present voting aye. Motion carried.

Consider agreement with Aberdeen Swim Club for use of the Aberdeen Aqua Center

Travis Lemer informed the board that this is annual agreement that the Parks and Recreation Department has with the Swim Club. They will not be hosting the state the meet this year.

Jerry Mills made a motion to approve the agreement with the Aberdeen Swim Club. A motion was made by Josh Rife. All present voting aye. Motion carried.

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Consider Bids for Cleaning Supplies

Doug presented to the board the bids for the annual cleaning supply order. This bid is awarded per line item to the lowest bidder unless they did not meet product specifications. A detailed list of all bids is on file with the Parks and Recreation Department.

Doug Farrand made a motion to accept the bids for the annual cleaning supply order. The motion was seconded by David Sandvig. All present voting aye. Motion carried.

Consider updates to Cemetery Policy Number 7110 – General Care and Management of the Cemetery

Ryan Smith, Cemetery Manager presented the proposed changes to the policies to the board. Discussion was held.

A motion was made by David Sandvig to accept the updates as presented with one change to #21 removing the words "memorials or" so it reads as "Numbers of upright features per grave space". The motion was seconded by Jerry Mills. All present voting aye. Motion carried.

Request authorization to advertise for bids for: 1. Castle Plaza Renovations 2. Replacement of light fixtures at Fossum Field 3. Installation of security lights at the Kuhnert Arboretum, Browne Park and Aldrich Park, and 4. Parking lot improvements at the Kuhnert Arboretum, Wylie Park Campground and the Aberdeen Nature Area.

Doug Johnson presented information to the board on the four (4) projects. Discussion was held.

Doug Farrand made a motion to authorize advertising for bids for all four (4) projects. The motion was seconded by David Sandvig. All voting aye. Motion carried.

Adjournment

With no further business, Josh Rife made a motion to adjourn the meeting. Motion was seconded by Jerry Mills. All present voting aye. Motion carried. Meeting adjourned.

Submitted by:



Jerry Mills, Secretary



Wende Holzkamm, Office Manager

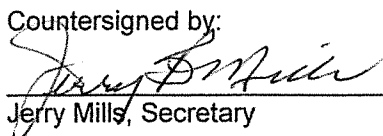
Requisition for warrant upon the Finance Officer, pursuant to Aberdeen City Code, Sec. 36-29, for payment of bills and fees as set forth in the above Minutes:

Signed by: 

Matt Prehn, President

2/7/18

Date

Countersigned by: 

Jerry Mills, Secretary

2/7/18

Date