

**PARK & RECREATION BOARD MEETING
ARCC – Art Room 3
February 7, 2018 – 12:00 NOON**

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

Members Present: Doug Farrand, Sara Christenson-Blair, Jerry Mills, Matt Prehn, and Brenda Stapp.

Also in attendance was Council Member Dave Bunsness.

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

Financial Statements: January financials were reviewed.

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.

Brenda Stapp 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 Jerry Mills. All present voting aye. Motion carried.

Order of Business:

Consider Bid for renovating the Storybook Land Castle Plaza: Doug Johnson reviewed the bids with the board, recommending acceptance of the bid from CWF Concrete & Masonry Inc. Discussion was held.

Jerry Mills made a motion to accept the bid from CWF Concrete & Masonry Inc. for \$51,950.04 for the renovation of the Storybook Land Castle Plaza. The motion was seconded by Brenda Stapp. All present voting aye. Motion carried. A copy of all bids are on file in the Parks and Recreation Office.

Consider bids for parking lot improvements at the Kuhnert Arboretum, Wylie Park Campground and Nature Area: Doug Johnson reviewed the bids with the board, recommending acceptance of the bid received from H. F. Jacobs & Son Construction, Inc. Discussion was held.

Jerry Mills made a motion to accept the bid from H. F. Jacobs & Son Construction Inc. for \$47,792.00. The motion was seconded by Brenda Stapp. All present voting aye. Motion carried. A copy of all bids are on file in the Parks and Recreation Office.

Consider agreement with Herfort Norby Golf Course Architects for design and consulting services for the renovation of Lee Park Golf Course: Doug Johnson presented to the board the scope of the proposed agreement with Herfort Norby Golf Course Architects. Discussion was held.

Doug Farrand made a motion to approve the agreement with Herfort Norby Golf Course Architects for design and consulting services in the amount \$11,200 plus travel expenses. The motion was seconded by Sara Christenson-Blair. All present voting aye. Motion carried.

Request Authorization to apply for South Dakota Arts Council grants for arts related programming:

David Eckert presented information to the board about the South Dakota Arts Council grants. Discussion was held.

Doug Farrand made a motion to approve applying for the South Dakota Arts Council grants. The motion was seconded by Jerry Mills. All present voting aye. Motion carried.

**PARK & RECREATION BOARD MEETING
ARCC – Art Room 3
February 7, 2018 – 12:00 NOON**

Consider bids for equipment: Doug Johnson reviewed the bids with the board for the skid steer loader (Parks Division), truck chassis (Forestry Division), 72" rotary mower (Cemetery Division), and reel mower (Golf Division). Discussion was held.

Sara Christenson-Blair made a motion to accept the bids from Titan Machinery for the skid steer loader, purchase price of \$49,115 with no trade in, Pierson Ford for the truck chassis in the amount of \$48,460, less trade in of \$5,000, purchase price of \$43,460 and MTI for the mowers in the amount of \$22,040 less trade in of \$500, purchase price of \$21,540 for the rotary mower and \$47,587 for the reel mower. The motion was seconded by Brenda Stapp. All present voting aye. Motion carried. A list of all bids received is on file in the Parks and Recreation Office.

Declare equipment from the Parks, Forestry, Cemetery and Golf Divisions surplus property: Doug Johnson reviewed the list of equipment proposed to be surplus property with the board.

Jerry Mills made a motion to declare the 1993 72" Toro Groundmaster Mower (Cemetery Division), 2006 Chevrolet One ton Truck with Chip Box (Forestry Division), 2007 CX Gator Utility Vehicle, 1995 Chevrolet Lumina, 84" MB Broom, modular playground unit from Melgaard Park (Parks Division), and Scotsman CM3 Model S 5400 ice machine (Golf Division) as surplus property. The motion was seconded by Sara Christenson-Blair. All present voting aye. Motion carried.

Consider revenue and cash handling policy updates for Administration, Golf, Parks and Aquatics

Doug Johnson presented the proposed policy updates to the board. Discussion was held.

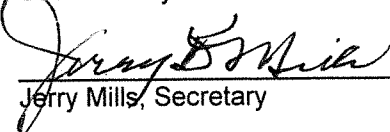
Jerry Mills made a motion to accept the proposed policy updates with the one noted change in the Golf policy. The motion was seconded by Doug Farrand. All present voting aye. Motion carried.

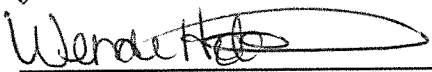
Update on bids received for trail construction along 15th Avenue between North Roosevelt Street and Northview Lane: Doug Johnson reviewed the bids received for trail development with the board, recommending acceptance of the bid from Wright & Sudlow. Discussion was held

Brenda Stapp made a motion to accept the bid from Wright and Sudlow in the amount of \$217,665.04. The motion was seconded by Jerry Mills. All present voting aye. Motion carried.


Adjournment: With no further business, Sara Christenson-Blair made a motion to adjourn the meeting. Motion was seconded by Doug Farrand. All present voting aye. Motion carried. Meeting adjourned.

Submitted by:

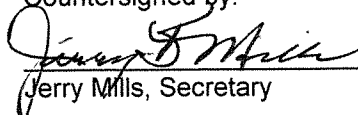

Jerry Mills, Secretary


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

3/7/18
Date

Countersigned by:

Jerry Mills, Secretary

3-7-18
Date