

**PARK & RECREATION SPECIAL BOARD MEETING  
ARCC – Eagles Nest  
April 4, 2018 – 12:00 NOON**

Vice President Brenda Stapp called the meeting to order at 12:00 pm.

**Members Present:** Sara Christensen-Blair, Doug Farrand, Jerry Mills, Josh Rife, David Sandvig, and Brenda Stapp.

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

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

**Financial Statements:** December 2017 and March 2018 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.

Josh Rife 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 David Sandvig. All present voting aye. Motion carried.

**Order of Business:**

**Presentation on Street Tree Management Plan:** Aaron Kiesz, City Forester, presented information to the Board on the Street Tree Management Plan that has been developed.

**Report on Mosquito Control Efforts:** Mark Hoven presented information to the Board on the mosquito control efforts in 2017 and the upcoming 2018 plans.

**Appoint Bicycle and Pedestrian Planning Advisory Committee:** Doug Johnson requested approval from the Board to appoint a Bicycle and Pedestrian Planning Committee consisting of board members, community members, city council representative and city staff members. David Sandvig made a motion to approve appointing a Bicycle and Pedestrian Planning Advisory Committee. The motion was seconded by Jerry Mills. All in favor voting aye. Motion carried.

**Request authorization to apply for Recreation Trail Program (RTP) grant for trail development at the Kuhnert Arboretum:** Doug Johnson requested authorization to apply for the Recreation Trail Program grant for trail development at the Kuhnert Arboretum. Discussion was held. Jerry Mills made a motion to authorize the application for the RTP grant. The motion was seconded by Josh Rife. All present voting aye. Motion carried.

**Update on staffing seasonal positions:** Gene Morsching, Mark Hoven and Travis Lemer updated the board on the progress on the staffing needs for this summer.

**Consider bids received for irrigation materials and playground equipment:** Mark Hoven presented information on the bids received for the irrigation materials for Frontier Park. This bid is a per item bid. Doug Farrand made a motion to accept the bids for the irrigation materials. The motion was seconded by Jerry Mills. All present voting aye. Motion carried. A copy of all bids received are on file in the Parks and Recreation office.

Doug Johnson presented information on the bids received for the playground equipment. He recommended rejecting all bids for Section A and accepting the bids on Schedule B. Schedule B was a per item bid. Sara Christensen-Blair made a motion to reject the bids on Schedule A and award the bid for Schedule B. Item number one for the Ten Spin to Crouch Recreation, item two the Multi Pondo to Crouch Recreation and item number three the Global Motion to Dakota Playground. All present voting aye. Motion carried. Copies of all bids received are on file in the Parks and Recreation Office.


**Declare miscellaneous items as surplus property:**

Doug Johnson presented a list of items from the Parks, Cemetery, Recreation, Golf and ARCC divisions requesting that the items be declared as surplus. Doug Farrand made a motion to declare the items as surplus. The motion was seconded by Josh Rife. All present voting aye. Motion carried.

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**Adjournment:** With no further business, Jerry Mills 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 Holzmann, Office Manager

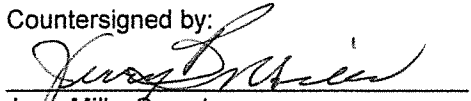
**Requisition for warrant upon the Finance Officer, pursuant to Aberdeen City Code, Sec. 36-29, for payment of bills and fees as set forth in the above Minutes:**

Signed by:

  
\_\_\_\_\_  
Matt Prehn, President

5/2/18  
\_\_\_\_\_  
Date

Countersigned by:

  
\_\_\_\_\_  
Jerry Mills, Secretary

5-2-18  
\_\_\_\_\_  
Date