

**PARK & RECREATION SPECIAL BOARD MEETING  
ARCC – Eagles Nest  
July 3, 2019 – 12:00 NOON**

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

**Members Present:** Doug Farrand, Tom Kuck, Matt Prehn, Bethany Russell and David Sandvig.

Also in attendance was Josh Rife, City Council Member.

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

**Financial Statements:** June 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.

Nick Gehrts 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 Tom Kuck. All present voting aye. Motion carried.

**Order of Business:**

President Matt Prehn welcomed new board member Bethany Russell.

**Election of Officers:** For the office of President, Matt Prehn was nominated. Doug Farrand made a motion to accept the nomination. Motion was seconded by Tom Kuck. All present voting aye. Motion carried. For the office of Vice President, David Sandvig was nominated. Doug Farrand made a motion to accept the nomination. Motion was seconded by Nick Gehrts. All present voting aye. Motion carried. For the office of Secretary, Doug Farrand was nominated. Tom Kuck made a motion to accept the nomination. Motion was seconded by Nick Gehrts. All present voting aye. Motion carried.

**Update on Recreational Trail Master plan:** Wendy Van Duyne from Stantec and Chad Kucker from Confluence, presented information to the board on the progress of the Recreational Trail Master plan.

**Consider final approval of the Wylie Park Master Plan:** Chad Kucker from Confluence presented the final draft of the Wylie Park Master Plan to the board. Heather Stuart representing Hub City Moms, expressed their support to the board for the addition of the splash pad to Wylie Park. Doug Farrand made a motion to accept the Wylie Park Master Plan as presented. The motion was seconded by Nick Gehrts. All present voting aye. Motion carried.

**Consider bids for irrigation materials for the Kuhnert Arboretum:** Doug Johnson presented information to the board on the bids received for the irrigation materials for the Kuhnert Arboretum. This is a per unit price bid. Tom Kuck made a motion to accept the bids for the irrigation materials for the Kuhnert Arboretum. The motion was seconded by Doug Farrand. All present voting aye. Motion carried. A copy of all bids received are on file in the Parks and Recreation office.

**Request authorization to advertise for bids for landscape materials for the 2020 planting season:** Aaron Kiesz presented information to the board on the request for authorization to advertise for bids for landscape materials. Nick Gehrts made a motion to authorize to advertise for bids for landscape materials for the 2020 planting season. The motion was seconded by Tom Kuck. All present voting aye. Motion carried.

**Consider change order number one increasing contract amount \$1,273.94 in contract with CWF Concrete and Masonry for Storybook Land sidewalk project:** Doug Johnson presented information to the board on the proposed change order for the Storybook Land sidewalk project. This number reflects the final quantities needed to complete the project. Doug Farrand made a motion to accept change order one increasing the contract amount by \$1,273.94 for the Storybook Land sidewalk project. The motion was seconded by Nick Gehrts. All present voting aye. Motion carried.

**Request to approve dance fees for the 2019-2020 dance season:** David Eckert presented information to the board on the request to set dance fees for the upcoming dance season. Tom Kuck made a motion to approve the proposed dance fee schedule for the 2019-2020 dance season. The motion was seconded by Doug Farrand. All present voting aye. Motion carried.

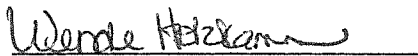
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**Adjournment:** With no further regular business, Tom Kuck made a motion to adjourn the meeting and enter into Executive Session. Motion was seconded by Doug Farrand. All present voting aye. Motion carried. Meeting adjourned to Executive Session.

**Executive Session:** No actions were taken during the executive session. Doug Farrand made a motion to move out of executive session. The motion was seconded by Nick Gehrts. All present voting aye. Motion carried. Meeting adjourned.

Submitted by:

  
\_\_\_\_\_  
Doug Farrand, Secretary

  
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Wende Holzmann, Office Manager

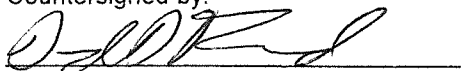
**Requisition for warrant upon the Finance Officer, pursuant to Aberdeen City Code, Sec. 36-29, for payment of bills and fees as set forth in the above Minutes:**

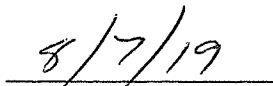
Signed by:

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

\_\_\_\_\_  
Date

Countersigned by:

  
\_\_\_\_\_  
Doug Farrand, Secretary

  
\_\_\_\_\_  
Date