

**PARK & RECREATION SPECIAL BOARD MEETING  
ARCC – EAGLES NEST  
JULY 2, 2018 – 12:00 NOON**

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

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

Also in attendance was Dave Bunsness, City Council Member.

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

**Financial Statements:** Financials were unavailable.

**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 Doug Farrand. All present voting aye. Motion carried.

**Order of Business:**

**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 Josh Rife. All present voting aye. Motion carried.

For the office of Vice President, Brenda Stapp was nominated. Doug Farrand made a motion to accept the nomination. Motion was seconded by Josh Rife. All present voting aye. Motion carried.

For the office of Secretary, Doug Farrand was nominated. Josh Rife made a motion to accept the nomination. Motion was seconded by Jerry Mills. All present voting aye. Motion carried.

**Consider change order number one decreasing the contract amount by \$6,471.33 in the contract with H.F. Jacobs & Sons Construction for paving the Kuhnert Arboretum parking lot.** Doug Johnson presented information to the board on the change order request. Discussion was held. Jerry Mills made a motion to accept change order number one decreasing the contract amount by \$6,471.33 in the contract with H.F. Jacobs & Sons Construction for paving the Kuhnert Arboretum parking lot. Motion was seconded by Doug Farrand. All present voting aye. Motion carried.

**Consider change order number two increasing the contract amount of \$2,739.14 in the contract with CWF Concrete and Masonry for castle plaza renovation.** Doug Johnson presented information to the board on the change order request. Discussion was held. Josh Rife made a motion to accept change order request number two increasing the contract amount by \$2,739.14 in the contract with CWF Concrete and Masonry for castle plaza renovation. Motion was seconded by Doug Farrand. All present voting aye. Motion carried.

**Update on park and Kuhnert Arboretum improvement projects.** Doug Johnson and Aaron Kiesz presented information to the board on how the summer projects are progressing at the various park areas and at the Arboretum.

**Update on recreation and programs and special events.** Gene Morsching, David Eckert, and Travis Lemer presented information on how the summer programming, special events and pool operations were going this season.

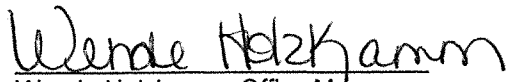
**Other Information:** Jerry Mills has tendered his resignation as he and his wife are moving. President Matt Prehn thanked Jerry for all of his years of service and support of the Parks and Recreation Department.

**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.

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Submitted by:

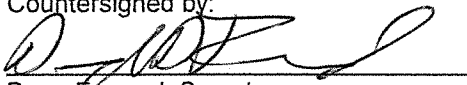
  
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Doug Farrand, Secretary

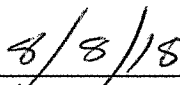
  
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Wende Holzkamm, Office Manager

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

  
\_\_\_\_\_  
Date

Countersigned by:  
  
\_\_\_\_\_  
Doug Farrand, Secretary

  
\_\_\_\_\_  
Date