

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
January 19, 2017

The Board of Park Commissioners held their regular meeting on January 19, 2017 in the Tom Baker meeting room of the City/County Building. President Munson called the meeting to order at 5:15 pm. Commissioners Jeske, Starck, Schwartz, Beattie and President Munson were present.

Commissioner Beattie moved to approve the agenda as presented. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

President Munson welcomed Boy Scout Troop 123 to the Park Board meeting.

Sue Heilman representing Bismarck Women's Slowpitch Softball and Billy Schmidt for Bismarck Youth Girl's Fastpitch appeared before the Board as the Featured Partners and Programs.

Mike Manstrom appeared before the Board regarding the results of the Refunding Improvement Bonds, Series 2017 bond sale. Commissioner Beattie moved to approve the Resolution Creating the Fund of an Improvement District, Providing for and Appropriating Special Assessments for the Support and Maintenance of Said Fund, and Authorizing the Issuance of Improvement Warrants Thereon. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Commissioner Jeske moved to approve the Resolution Authorizing the Issuance of \$1,600,000 Refunding Improvement Bonds, Series 2017, Prescribing the Terms and Covenants Thereof, and Creating a Fund for the Payment Thereof. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Connie Hofland, Legal Counsel reviewed proposed Cottonwood Parkview Park development agreement. Operations Director David Mayer provided additional information about the neighborhood park for the Board. Commissioner Starck moved to approve the Cottonwood Parkview Park development agreement as presented. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

President Munson recused himself as president of the meeting and Vice President Beattie chaired this portion. Kevin Klipfel, Facilities and Programs Director, reviewed the bids received to provide concessions at Riverwood Golf Course for 2017 and 2018. Staff recommended the Board approve the bid submitted by Bismarck Sports Group, LLC (bid of \$13,800 each year and 20% commission). Brad Feldman from Divots, who also bid on the concessions at Riverwood, appeared before the Board. He explained his bid further to the Board and asked them to consider his proposal, even though the monetary value was less than that of Bismarck Sports Group. Commissioner Starck moved to accept the bid provided by Bismarck Sports Group as well as the

proposed agreement for the service. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, and Vice President Beattie. Commissioner Munson abstained from voting and there were no nays. The motion carried.

President Munson resumed the position of chairing the meeting.

Facilities and Programs Director Kevin Klipfel reviewed the bids received to provide concessions at VFW Sports Center/Tom O'Leary Golf Course. Bismarck Sports Group submitted a bid of \$30,500 rent and 17% commission. Commissioner Jeske moved to approve the bid submitted by Bismarck Sports Group and the proposed agreement. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

No bids were submitted for the concessions operations for softball complexes/Cottonwood Park soccer complex/World War Memorial Building. Staff will explore options.

Paula Redmann, Community Relations Manager, reviewed the bids received for printing and mailing of the 2017 Activity Guide. Commissioner Beattie moved to approve the bid submitted by Image Printing in the amount of \$73,223.04. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Operations Director David Mayer reviewed the bids received for fertilizer. Fertilawn submitted the lowest bids that met minimum specification for each item. Commissioner Schwartz moved to accept the bid submitted by Fertilawn, totaling \$32,028. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

President Munson reviewed the following items on the consent agenda:

- Approval of December 15, 2016 Board meeting minutes.
- Request to amend the July 7, 2016 and October 20, 2016 Board meeting minutes.
- Request to call for bids for the Cottonwood Park north diamonds playground equipment.
- Pledge of securities on deposits.
- Consideration of companion agreement for the Sertoma West Shared Use Path between the city of Bismarck and the Bismarck Parks and Recreation District requiring Bismarck Parks and Recreation District to undertake all of the duties and responsibilities contained in the agreement between the city of Bismarck and the North Dakota Department of Transportation.
- Year-end transfer of \$40,000 from the general fund – General Sibley Park to the construction, acquisition and renovation fund for the construction of an interpretive trail at General Sibley Park in 2017.
- Request Board authorization to call for bids for General Sibley Park interpretative trail – phase II.
- Consideration of an agreement with Dakota Carrier Network to place a small cell in the BSC Aquatic and Wellness Center.

Commissioner Beattie moved to approve the consent agenda as presented. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Commissioner Jeske moved approval for the Park District to purchase three pickups, utilizing the State of North Dakota's Procurement Office State Bid Procedures for a total of \$71,223. Two pickups would be for the Operations Division and one for the Facilities and Programs Division. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

President Munson opened discussion about a market adjustment for Executive Director Bina's position. After some discussion, Commissioner Schwartz moved to provide Executive Director Bina with a 2017 market adjustment of \$3,645, effective January 19, 2017. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie and President Munson. Nays: Commissioners Jeske and Starck. The motion carried.

Commissioner Beattie moved to approve bills for payment with checks 188768 to 189119 and 385824 to 386593. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson.

The next meeting will be held at 5:15 pm on February 16, 2017 at the Tom Baker Meeting Room. The meeting was adjourned at 6:21 pm.