

MINUTES OF THE BOARD OF PARK COMMISSIONERS
July 21, 2011

The Board of Park Commissioners held their regular meeting on July 21, 2011 in the Tom Baker meeting room of the City/County Building. President Beattie called the meeting to order at 5:15 pm. Commissioners Jeske, Schwartz, O'Brien and DeForest were present.

Commissioner DeForest moved to approve the agenda as presented with the addition of discussion regarding the separation agreement for Steve Neu as requested by Commissioner Schwartz. Commissioner O'Brien seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien, DeForest and President Beattie. The nays being none, the motion carried.

Commissioner DeForest moved to approve the June 23, 2011 Board meeting minutes as presented. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien, DeForest and President Beattie. The nays being none, the motion carried.

The "Featured Partners and Programs" section of the meeting had presentations from Brian Neuhardt representing Girls Fastpitch Softball Association and Wally Keller, Brad Miller and Paul Brucker from Bismarck Youth Baseball.

The following items were placed on a consent agenda:

- Contracts and Agreements
 - Bismarck Community Bowl Authority-Contract to Provide Management Services
 - BSC Aquatic and Wellness Center – 2012 USOC Paralympics Time Trials
 - Bismarck Hockey Boosters - VFW Sports Center and Schaumberg Arena Use Agreement
- Semi-Annual Approval of Pledge of Assets and Securities
- Appointment of Park District Clerk – Recommendation to appoint the Executive Director of Parks and Recreation as Clerk
- Personnel Actions
 - Executive Director's job description and starting salary
 - Organizational structure, pay ranges and job descriptions for three Director's positions and Human Resources and Administration Coordinator
 - Management team structure
- Tom O'Leary Trail Replacement – A memo is enclosed with information regarding this proposed 2012 project.

Commissioner O'Brien moved to amend the consent agenda by removing the Executive Director's starting salary and approving the remainder of the consent agenda. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien, DeForest and President Beattie. The nays being none, the motion carried.

The Board received a memo from President Beattie stating that the starting salary for Executive Director Bina should be \$96,000 per year with a review of job performance at year end with the potential for more than a cost of living increase. Commissioner O'Brien moved to refer the salary for Director Bina to a committee of two commissioners for additional input and discussion. Commissioner DeForest seconded the motion. Discussion followed.

Commissioner O'Brien moved to remove the motion to refer Executive Director Bina's salary to a committee and Commissioner DeForest withdrew her second on the motion.

Commissioner Jeske moved to approve the starting salary of \$96,000 annually for Executive Director Bina with a review of job performance at year end with the potential for more than a cost of living increase. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien, DeForest and President Beattie. The nays being none, the motion carried.

Jake Axtman from Swenson, Hagen & Co. reviewed the bids received for the infield improvements at Municipal Baseball Park. Two bids were received with Prairie View Landscaping submitting the low bid of \$46,020.85. Commissioner DeForest moved to accept the low bid as recommended. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien, DeForest and President Beattie. The nays being none, the motion carried.

Executive Director Bina provided an update on the proposed purchase of 20 acres of the Meadow Village subdivision that was tabled at the June Park Board meeting. At this time, by agreement in March 2008, the Park District is obligated to construct \pm 1,400 feet of Boston Drive with two access points, water, possibly sewer, street lights, curb and gutter for Meadow Village. The 2011 Improvement District included building \pm 260 feet of the road at an estimated cost of \$202,000, including engineering. Future costs are estimated to be around \$800,000.

The Board requested an appraisal of the land at the June Park Board meeting. An appraisal was completed by Bill Knudson. The appraised price is \$16,000 per acre for a total appraised price of \$320,000. It appears the Park Board has two options.

1. Proceed with building \pm 260 feet of the road at an estimated cost of \$202,000, including engineering.
2. In lieu of Boston Drive being developed in 2011 (260 feet) and any future obligations for road development of the subdivision, the Park District purchase 20 acres of the Meadow Village Subdivision for future park expansion and neighborhood park development. The cost proposed is \$15,000 per acre for a total cost of \$300,000.

The Board discussed the options. Commissioner Jeske moved approval to purchase 20 acres of the Meadow Village Subdivision at \$15,000 per acres for a total of \$300,000. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, DeForest and President Beattie. Nays: Commissioner O'Brien. The motion carried.

Commissioner Jeske moved to amend Unit Six of the 2011-01 Improvement District to include purchasing the 20 acres of Meadow Village Subdivision and deleting the construction of ± 260 feet of the road. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, DeForest, and President Beattie. Nays: Commissioner O'Brien. The motion carried.

Executive Director Bina provided the Board with an overview of the 2012 budget planning schedule. The 2012 Proposed Workplan and Budget will be provided to the Board at the conclusion of the meeting. Budget meetings will be scheduled with the commissioners over the next two weeks. The budget will be introduced at the August 18th meeting with the public hearing scheduled for September 15th.

A tour of Park District properties and facilities is scheduled for the Board on August 23, 2011 from 3:00 pm – 8:00 pm.

Commissioner DeForest moved to approve bills for payment with checks 168793 to 169419 and 328167 to 329178. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien, DeForest and President Beattie. The nays being none, the motion carried.

The separation of employment agreement for Steve Neu was brought before the Board. The Board questioned the validity of the agreement and asked why it was not brought before the Board for action. Commissioner O'Brien moved to have President Beattie and Commissioner Schwartz meet with Legal Counsel and staff to review the separation agreement and bring it to the August Board meeting for final action. Commissioner DeForest seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien, DeForest and President Beattie. The nays being none, the motion carried.

The next meeting will be on August 18, 2011 at 5:15 pm at the Tom Baker meeting room. The meeting was adjourned at 6:32 pm.