

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
December 20, 2012

The Board of Park Commissioners held their regular meeting on December 20, 2012 in the Tom Baker meeting room of the City/County Building. President Schwartz called the meeting to order at 5:15 pm. Commissioners Beattie, DeForest, Munson, and Jeske were present.

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

For Featured Partners and Programs, Dana Schaar presented on behalf of the ND Recreation and Parks Association and Mark Zimmerman presented on behalf of ND Parks and Recreation Department.

Steve Chuppe and Al Bortke, co-chairs of the Municipal Baseball Park capital campaign, provided an update on the fundraising to date.

Chuck Horter, consultant for a full-time employee compensation and benefit review, appeared before the Board and presented an executive summary. He reviewed the methodology of his study as well as three recommendations. Commissioner Munson moved that the Board accept the report provided by Chuck Horter and authorized Executive Director Bina to make compensation adjustments within the amount budgeted for 2013 (\$45,680). Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, DeForest, Munson, Jeske and President Schwartz. The nays being none, the motion carried.

Commissioner Munson moved that this same study be completed again in 2013, prior to the development of the 2014 budget. The motion died for lack of a second.

President Schwartz reviewed the following consent agenda:

- November 15, 2012 Board meeting minutes
- River Road Trail Rehabilitation Project companion agreement with the city of Bismarck.

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

Greg Smith, Operations Director, reviewed the following bids:

- Municipal Country Club flooring: Staff recommended approval of the low bids submitted by Keller Hardwood Floors, Inc. (\$29,375.85) and Rogers Hardwood Floors, Inc. (\$10,700). Commissioner Jeske moved approval of the bids as requested. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, DeForest, Munson, Jeske and President Schwartz. The nays being none, the motion carried.

- Staff recommended approval of the low bid submitted by Hill Tree Service (\$65,559) for Sertoma and Pioneer Parks tree pruning/removal. Commissioner Beattie moved approval of the low bid as submitted. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, DeForest, Munson, Jeske and President Schwartz. The nays being none, the motion carried.
- Greg Smith reviewed the bids received for the purchase of fertilizer for 2013. Staff recommended approval of the following low bids that met all specifications:
  - Van Diest: 432 bags of 25-0-5 for \$7,080.48
  - Van Diest: 880 bags of 25-0-8 with Trimec for \$16,975.20
  - Fertilawn: 480 bags of 25-0-12 for \$12,840

Commissioner Munson moved approval of the bids as indicated. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, DeForest, Munson, Jeske and President Schwartz. The nays being none, the motion carried.

Finance Director Augie Ternes reviewed the bids received for the Park District audit for the years 2012, 2013 and 2014. The bids came in at the exact same amount so staff reviewed the bids using additional criteria. Staff recommended approval of the bid submitted by Brady, Martz & Associates for \$14,000 (2102), \$14,500 (2013) and \$15,000 (2014). Commissioner Beattie moved approval of the bid as submitted. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, DeForest, Munson, Jeske and President Schwartz. The nays being none, the motion carried.

President Schwartz provided a review of the process used to conduct the annual evaluation of Randy Bina, Executive Director. He reviewed the categories and the ranking choices. Executive Director Bina rated fully satisfactory to distinguished in all categories. Commissioner Jeske moved approval of a 4% merit increase for Executive Director Bina, effective January 1, 2013. Commissioner DeForest seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, DeForest, Munson, Jeske and President Schwartz. The nays being none, the motion carried.

Commissioner Beattie moved approval of bills for payment with checks 174036 to 174281 and 342535 to 343589. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, DeForest, Munson, Jeske and President Schwartz. The nays being none, the motion carried.

The next meeting will be January 17, 2013 at 5:15 pm in the Tom Baker meeting room. The meeting was adjourned at 6:20 pm.