

MINUTES OF THE BOARD OF PARK COMMISSIONERS
October 17, 2019

The Board of Park Commissioners held their regular meeting on October 17, 2019 in the Tom Baker meeting room of the City/County Building. President Beattie called the meeting to order at 5:15 pm. Commissioners Munson, Zimmerman, Jeske and President Beattie were present. Commissioner Gilbertson was absent.

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

Tom Claeys, State Forester appeared before the Board as the Featured Partner and Program. Commissioner Gilbertson joined the meeting during the presentation.

Tom Diehl from GreenPlay, LLC started the update on the Community Recreation Complex Feasibility study and experienced technical issues. Due to technical difficulty the Board moved onto the next agenda item while the matter was resolved.

Facilities and Programs Director Kevin Klipfel received the ND Recreation and Park Association's Distinguished Professional Award at the state conference last month. The award recognizes professional members of the association with more than ten years of experience. Recipients must exhibit leadership through involvement in local organizations, state or regional associations, committees, special projects or other community involvement. President Beattie recognized Kevin's accomplishments.

The technical difficulties were resolved, and Tom Diehl from GreenPlay, LLC presented the update on the Community Recreation Complex Feasibility study. A conceptual plan was presented on October 16 during a workshop as well as a public meeting which were well attended. Tom explained no decisions have been made yet and they are still looking for input. The next steps will be to hold a draft plan presentation, Wednesday, November 20th at a public meeting with an update at the November 21st Board meeting. A final presentation will be made to the Board by Ubl Design Group and Bismarck Park District staff on December 19, 2019.

Finance Director Kathy Feist reviewed the proposals received for time and attendance software. Five proposals had been received and were reviewed and evaluated by a selection committee. Three vendors were then selected to provide software demonstrations. The selection committee selected Tyler Technologies ExecuTime because they best met the requirements of the request for proposals and it is fully integrated with the Park District's Tyler Technologies Incode 10 accounting software. An implementation schedule will be developed, and implementation is expected to take between six and nine months. Commissioner Jeske moved to authorize staff to develop an agreement with Tyler Technologies ExecuTime to provide time and attendance software to be presented for consideration and approval at the November 21st Board meeting. Commissioner Zimmerman seconded the motion and the voting went as follows: Ayes: Commissioner Munson, Gilbertson, Zimmerman, Jeske and President Beattie. The nays being none the motion carried.

Commissioner Munson moved to approve the following consent agenda as presented:

- Review and approval of September 19, 2019 Board meeting minutes.
- Request authorization to call for Maintenance Shop and Cottonwood Park North Trail bids.
- Request Board authorization to proceed with professional consultant selection for the Fore Seasons/Pebble Creek Golf Course Parking Lot, and Golf Car Paths at Pebble Creek and Riverwood Golf Courses for 2020
- Consideration of professional consultant agreements and approval to call for bids on the following projects:
 - Ubl Design Group: VFW Sports Center – Lower Lobby Renovations
 - KLJ: New Generations Park Parking Lot Expansion
 - KLJ: Elk Ridge Neighborhood Park

Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioner Munson, Gilbertson, Zimmerman, Jeske and President Beattie. The nays being none the motion carried.

Commissioner Jeske moved to approve bills for payments with checks 404549 to 404843 and 199153 to 199550 along with bank drafts DFT000569 to DFT000586, EFTs 453 to 505 and direct deposits 23162 to 23712. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioner Munson, Gilbertson, Zimmerman, Jeske and President Beattie. The nays being none the motion carried.

The next board meeting will be held on November 21, 2019 at 5:15 pm at the Tom Baker Meeting Room. The meeting was adjourned at 5:55 pm.