

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
November 21, 2019

The Board of Park Commissioners held their regular meeting on November 21, 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, Gilbertson, Zimmerman, Jeske and President Beattie were present.

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

Michelle Wagner, Bismarck Public Schools Child Nutrition Program Coordinator appeared before the Board as the Featured Partner and Program.

Brad Krogstad from KLJ provided an update on the Cottonwood Park Softball Complex Expansion Project.

Tom Diehl from GreenPlay, LLC and Jeff Ubl from Ubl Design Group provided an update on the Community Recreation Complex Feasibility Study. After the presentation, President Beattie opened the floor for any public comments. No comments were received. Jeff Ubl will be at the December Park Board meeting to present the final report.

Finance Director Kathy Feist reviewed the software as a service agreement with Tyler Technologies ExecuTime for time and attendance software. The agreement is for 42 months with one-time implementation fees up to \$16,640 and an annual licensing fee of \$14,049. Commissioner Zimmerman moved to approve the agreement as presented. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Zimmerman, Jeske and President Beattie. The nays being none, the motion carried.

President Beattie reviewed the following consent agenda:

- Review and approval of October 17, 2019 Board meeting minutes.
- Request Board authorization to purchase 3 - 2020 vehicles utilizing the state of ND Procurement Office State Bid procedure.
- Consideration of additional 2020 fee adjustment for the fitness center coupon book from \$65 to \$70.
- Review and approval of Agreements:
  - Apex Engineering for Riverwood Golf Course Car Path.
  - Bismarck Gymnastics Academy Use Agreement for 2020 and 2021.
- Request Board authorization to call for the following bids:
  - 2020 Activity Schedule
  - 2020 Fertilizer
  - 2020 Maintenance Equipment and Golf Cars
  - BSC Aquatic and Wellness Center Cardio Equipment
  - Concessions for the Following Locations:
    - Riverwood Golf Course

- Softball Complexes/Cottonwood Park Soccer Complex/World War Memorial Building
- VFW Sports Center/Tom O’Leary Golf Course
- Request Board Authorization to proceed with Transportation Alternative Grant Applications for three projects:
  - Hay Creek trail project from Divide to Rosser, and it would be a pavement overlay. This shared use trail section is approximately 1.1 miles long or 5,714 linear feet.
  - Hay Creek trail project involving the portion of the trail that runs underneath Interstate 94 and the four trail connections to Interstate Avenue, Capitol Avenue, Lilac Court and 26th Street. This shared use trail section is approximately 2.22 miles long or 11,755 linear feet.
  - The Burleigh Avenue trail project would include the section from University Drive to Washington Street. This shared use trail section is approximately 1.49 miles long or 7,847 linear feet.

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

Commissioner Jeske moved to approve bills for payment with checks 404844 to 405240 and 199551 to 199823 along with bank drafts DFT000587 to DFT000614, EFTs 506 to 543 and direct deposits 23713 to 24565. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Zimmerman, Jeske and President Beattie. The nays being none, the motion carried.

The next Park Board meeting will be December 19, 2019 at 5:15 pm at the Tom Baker Meeting Room. The meeting was adjourned at 6:24 pm.