

MINUTES OF THE BOARD OF PARK COMMISSIONERS
December 15, 2022

The Board of Park Commissioners held their regular meeting on December 15, 2022 in the Tom Baker meeting room of the City/County Building. President Gilbertson called the meeting to order at 5:15 pm. Commissioners Jeske, Jordan, and Munson were present. Commissioner Zimmerman was absent.

Commissioner Munson moved approval of the agenda as presented with the exception of the Featured Partner and Program who was unable to attend the meeting. Commissioner Jordan seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

Jeff Feist from EAPC reviewed the bids received for the Park Shop Chemical/Paint Storage Room project. Commissioner Munson moved to accept the apparent low bid of \$81,000 submitted by Dakota West Contracting, Inc. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

Mark Trieglaff from ACTServices, Inc. joined the meeting and provided a summary of phase II work that has been completed for the access audit.

The list of consultants who submitted their proposals to be part of the professional consultant listing for 2023 and 2024 was presented. Commissioner Munson moved to approve the list. Commissioner Jordan seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

Commissioner Munson moved to approve the following year end transfer requests as reviewed by Finance Director Kathy Feist:

- Funding for the VFW Sports Center Expansion and Improvements
 - Transfer \$1,100,000 General Fund reserves to the Park Improvement Fund
 - This is a portion of the overall project funding plan.
- Funding for the Elk Ridge Park Pickleball Fence repair/replacement project
 - Transfer \$56,600 from General Fund to the Construction, Acquisition, and Renovation Improvement Fund
 - This project has been delayed due to supplier issues. Transfer is necessary to ensure insurance proceeds received in 2022 are available for project completion in 2023.
- Funding for the Marian Park improvement project
 - Transfer \$39,600 from General Fund to the Construction, Acquisition, and Renovation Improvement Fund
 - This project has been delayed due to supplier issues. Transfer is necessary to ensure grant match dollars approved in 2022 are available for project completion in 2023.

- Funding for equipment purchase
 - Transfer \$162,600 General Fund Capital Improvement funds to the Construction, Acquisition, and Renovation Improvement Fund
 - The ice resurfacers were bid and approved by the Board in 2022 but the resurfacers will not be delivered until mid-2023. Transfer to Construction Fund is necessary to ensure approved 2022 funding is available when the equipment is received in 2023.
- Funding for vehicle purchases
 - Transfer \$69,200 General Fund Capital Improvement funds to the Park Improvement Fund
 - Two pick-ups for Park Operations were approved to be purchased from the General Fund in 2022. This equipment has been ordered but may not be received prior to December 31, 2022. Transfer to Construction Fund is necessary to ensure approved 2022 funding is available to purchase equipment if not delivered prior to year-end.

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

Finance Director Kathy Feist reviewed the accounts receivable write-off request with the Board for \$1,636 in damages to a golf cart at Tom O’Leary on August 15, 2021. Park District staff and Legal Counsel have exhausted efforts to collect this money; therefore staff is requesting Board authorization to write off this amount per policy. Commissioner Munson moved approval to write off this past due amount and also asked that staff not allow this person to participate at any Park District facilities until this amount is paid to the Park District. Commissioner Jordan seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

Executive Director Klipfel reviewed the option to re-zone resident lots in Hay Creek Park on 26th Street for possible sale in the future and reviewed the process. Commissioner Munson moved that Executive Director Klipfel and staff work with the city of Bismarck to re-zone this property. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

Commissioner Munson moved to approve a resolution describing the real property of the Park District of the city of Bismarck which is to be sold - Lots 1-8, Block 1, Hay Creek Park Addition; provides a maximum compensation rate of 6%; and reserves the Park District’s right to reject any and all offers determined to be insufficient. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

President Gilbertson reviewed the following items on the consent agenda:

- Review and approval of November 17, 2022 Board meeting minutes with one correction.
- Request Board authorization to submit a ND Game and Fish Department grant application to replace the boat dock at Hoge Island.

- Board consideration for additions to 2023 fee schedule for a golf cart package for 9 holes (\$120) and 18 holes (\$240), a TopTracer Range 10-week league - \$45.00 bay rental per week and a putting league at Fore Seasons Center for \$20 for a 10-week season.
- Consideration of job reclassification of one maintenance position at Riverwood Golf Course from Operations III to Operations IV effective January 1, 2023.
- Review and approved the following documents:
 - BPRD Comprehensive Plan
 - BPRD Resource Management Plan
 - BPRD Recreation Programming Plan

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

As this is the last Park Board meeting for Commissioner Munson, President Gilbertson read the following proclamation:

Whereas, Wayne Munson, in his capacity as a member of the Board of Park Commissioners since 2012, has served the residents of the City of Bismarck in a most exceptional and splendid manner; and

Whereas, he has provided leadership that has greatly assisted in the growth and development of parks and recreation opportunities; and

Whereas, Wayne Munson has given freely of his time and special talents to the Park District of the City of Bismarck for these many years, greatly contributing to the cause of good government and a better community; and

Whereas, it is fitting and proper that such public service be recognized, publicly proclaimed and made part of the permanent record of the Bismarck Parks and Recreation District;

Now, therefore, be it resolved by the Park District of the City of Bismarck and on behalf of the citizens of Bismarck, on this 15th day of December 2022, extend to Wayne Munson sincere thanks and grateful appreciation for service.

President Gilbertson reviewed Executive Director's annual evaluation conducted by the Board of Park Commissioners. Commissioner Munson moved that Executive Director Klipfel receive the same cost of living and merit increases approved for full-time employees in 2023 and that going forward, with a positive evaluation, the Executive Director receives the Board approved full-time employee increase, with the understanding that the Board has the authority to adjust the salary based on market adjustments. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

Commissioner Munson moved to approve the bills for payment with checks 407628 to 407648 and 210804 to 211017 along with bank drafts DFT001186 to DFT001195, EFTs 2147 to 2185 and direct deposits 56490 to 57320. Commissioner Jordan seconded to the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Munson, and President Gilbertson. The nays being none, the motion carried.

The next meeting will be held on January 19, 2023 at 5:15 pm at the Tom Baker meeting room. The meeting was adjourned at 6:09 pm.