

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 19, 2015

The Board of Park Commissioners held their regular meeting on March 19, 2015 in the Tom Baker meeting room of the City/County Building. President Jeske called the meeting to order at 5:15 pm. Commissioners Schwartz, Starck, and Munson were present. Commissioner Beattie was absent.

Commissioner Schwartz moved approval of the agenda as presented. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Starck, Munson and President Jeske. The nays being none, the motion carried.

Deb Seminary, representing Keep Bismarck Beautiful, appeared before the Board as part of the Featured Partners and Programs and promoted the spring clean-up scheduled for May 2nd.

Mike Manstrom from Dougherty and Company presented the results of the bond sale. Commissioner Schwartz moved to approve the Resolution Authorizing Issuance and Sale of \$2,130,000 Refunding Improvement Bonds, Series 2015. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Starck, Munson and President Jeske. The nays being none, the motion carried.

Executive Director Bina reviewed the process for the development of the draft 2016-2018 strategic plan. He asked commissioners to provide him with any input by April 6th. The draft plan will also be placed on the Park District's website for public input until that date. Staff will bring the strategic plan back to the Board in April for their consideration.

Commissioner Schwartz moved approval of the Resolution Confirming Assessments and Directing Certification and Levy for the 2014-01 Improvement District, as reviewed by Finance Director Kathy Feist. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Starck, Munson and President Jeske. The nays being none, the motion carried.

Finance Director Kathy Feist reviewed the following proposed changes to the Accounting Manual:

- Debt Issuance Policy: Clarify that refinancing of existing leases will be approved by the Board during the annual budget process.
- Purchasing Policy: Revise the dollar limits for when written quotes and written specifications and sealed quotes must be obtained.
- Documents Requiring Signatures: Clarify the threshold for when a Division Director (or Designee) or Executive Director are required to sign agreements.
- Petty Cash Disbursements to Departments – Reflect the increase in the petty cash balance authorized for General Sibley Park.
- Compensatory Time and Overtime: Clarify that the McDowell Dam Supervisor will be classified as non-exempt for part of the year and exempt for the remaining months of the year. Applicable sections to be updated with revised titles.

- Travel Reimbursement Policy: Clarify that employee's supervisor shall approve the travel voucher before it is submitted to Finance Director for approval and payment.
- Travel Voucher: The revised travel voucher with general instructions has been updated.
- In-State Expenses: Clarify that the in-state meal allowances are provided at the rates contained in North Dakota Century Code (NDCC) Chapter 44-08-04. Therefore, the reimbursement rates are automatically updated when the state legislature revises the applicable NDCC.

Commissioner Munson moved approval of the changes presented. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Starck, Munson and President Jeske. The nays being none, the motion carried.

Executive Director Randy Bina reviewed bids received to replace the 23rd Street playground. Partial funding has been received from the Community Development Block Grant for this project. Commissioner Munson moved to approve the low bid of \$62,500 from Dakota Fence and Landscape Structures for the play equipment, shelter and installation and the bid of \$9,407 from My Turn Playsystems for the engineered wood fiber surfacing. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Starck, Munson and President Jeske. The nays being none, the motion carried.

President Jeske reviewed the consent agenda which included the following items:

- The February 19, 2015 Board meeting minutes.
- The North Dakota Outdoor Heritage Fund Agreement for the Fox Island Bank Stabilization Project.
- Consideration of the BSC Aquatic and Wellness Center Agreement with Bismarck State College.

Commissioner Schwartz moved approval of the consent agenda items as presented. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Starck, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Starck moved to approve bills for payment with checks 181854 to 182037 and 365406 to 366188. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Starck, Munson and President Jeske. The nays being none, the motion carried.

The next Board meeting will be held April 16, 2015 at the Tom Baker Meeting Room. The meeting was adjourned at 5:35 pm.