

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 21, 2024

The Board of Park Commissioners held their regular meeting on March 21, 2024 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, Odell and Zimmerman were present. The pledge of allegiance was said.

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

Doug Wiles, City Forester, appeared before the Board as the Featured Partner and Program.

Susan Hazelett with Apex Engineering Group reviewed the bids received for the water line project at Sertoma Park which is part of a larger project bid by the city of Bismarck.

Commissioner Jeske moved to accept the low bid of \$182,113.59 submitted by Basaraba Excavating. This amount will be less if the funding from a state grant is received.

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

Michael Vetter from JLG reviewed the bids received for the BSC Aquatic and Wellness Center pool deck project. Commissioner Jordan moved to accept the bid of \$211,433 submitted by Paramount Builders, Inc. Commissioner Odell seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Brad Krogstad with KLJ and Brett Donat from EAPC reviewed the bids for the Bismarck Municipal Ballpark improvement project which includes artificial turf, a batter's eye and expansion of the ticket booth. Commissioner Zimmerman moved to accept the apparent low bid from Northwest Contracting for schedule 1 general base bid, schedule 1 alternate A "AstroTurf Most Common," schedules 2 and 3 base bids and reject schedule 1 alternate b in the amount of \$2,241,272. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Finance Director Kathy Feist reviewed the following 2025 budget development schedule:

- March 18 – Budget packets distributed to managers and directors requesting detailed budget requests with information from managers due to directors on April 12. Directors review requests and submit budget information to Finance by May 6.
- May 13-24 – Budget meetings with the directors and assigned staff.
- June 20 – The proposed 2025 work plan and budget binders distributed to the Park Board Commissioners.
- June 24-27- Budget meetings with commissioners, directors, and executive director.

- July 18 – Introduction of 2025 preliminary budget.
- August 10 – Preliminary budget provided to Burleigh County Auditor for estimated tax statements to be mailed prior to August 31.
- September 19– Public hearing on 2025 budget, adopt final budget, and determine annual tax levy.
- October 10 – Levy certification and final budget to County Auditor.

Commissioner Jeske moved to approve the following items on the consent agenda:

- Consideration of February 15 and February 20, 2024 Board meeting minutes
- Request Board authorization to call for bids for lighting upgrades at the Nishu Bowmen Archery Complex and the Joann Hetzel Memorial 4-H Building
- Consideration of the Joint Exercise of Governmental Powers Concerning the Bismarck Community Bowl Agreement
- Consideration of changes to Local Foods Coordinator position
- ADA Transition Plan Executive Summary
- ADA Access and Inclusion Solutions Process
- Consideration to dispose of obsolete equipment

Commissioner Odell seconded the motion, and the voting went as follows: Ayes:

Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Commissioner Jordan moved to accept the bills for payment with checks 407978 to 407987 and 215259 to 215447 along with bank drafts DFT001375 to DFT001390, EFTs 2772 to 2811 and direct deposits 71000 to 72375. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

The next regular Board meeting will be held April 18, 2024 at 5:15 pm in the Tom Baker Meeting Room. The commissioners will tour parks and facilities on April 24, 2024 leaving at 4:00 pm from the Park District Office.

The meeting was adjourned at 5:59 pm.