

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
June 16, 2016

The Board of Park Commissioners held their regular meeting on June 16, 2016 in the Tom Baker meeting room of the City/County Building. President Jeske called the meeting to order at 5:15 pm. Commissioners Schwartz, Beattie, Starck, Munson and President Jeske were present.

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

President Jeske reviewed the following consent agenda:

- Approval of the May 19, 2016 Board meeting minutes.
- Consideration of acceptance of TAP funds for shared use path trail rehabilitation project for the Sertoma Park west segment.
- Authorization to call for bids for Heritage Park. The city commission approved creating the park improvement fund for the park development so the process can continue.

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

Jeff Feist from Ritterbush-Ellig-Hulsing provided an update on the proposed archery facility expansion. Commissioner Beattie moved approval to call for bids on the project. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

Mindy Piatz from Brady Martz presented the 2015 audit findings. The audit isn't final yet due to new pension reporting requirements, and those reports have not been received from the city of Bismarck. She thanked Executive Director Randy Bina, Finance Director Kathy Feist, and staff for their assistance during the audit. Commissioner Schwartz moved to receive the document as presented with final acceptance of the audit when it becomes final. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

A new park is being developed on Normandy and Lorrain this summer with a completion date of mid-August. The Operations Division Management Team discussed naming of the park, and the recommendation to the Board is to name the park Normandy Park. Commissioner Munson moved approval to name the park Normandy Park. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

Julie Fornshell, Human Resources and Administration Coordinator, reviewed proposed changes to the Human Resource Policy and Procedure Handbook. Commissioner Beattie moved to approve the changes as presented. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

Finance Director Kathy Feist reviewed the proposed changes to the Accounting Policy and Procedure Handbook. Commissioner Starck moved to approve the changes as presented. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

Operations Director Greg Smith reviewed two bids. Commissioner Munson moved to approve the low bid of \$44,450 from Kappel Tree Service LLC for General Sibley Park tree pruning and removal. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Starck moved to approve the low bid of \$25,344 submitted by Dakota RM Construction for the General Sibley Park trail. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

Legal Counsel Connie Hofland reviewed the proposed park development agreement for Silver Ranch Subdivision. Commissioner Beattie moved approval of the agreement as presented. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Schwartz reviewed the funding recommendations for the second round of 2016 Matching Grant funding. Commissioner Starck moved to approve the following funding recommendations:

Applicant	Project Title	Proposed Funding
Bismarck Men's Slowpitch Softball Association	Clem Kelly Diamond 9 & 10 Fencing	\$20,038.00
Bismarck Youth Baseball	Maintenance Building for BPRD at Scheels Complex	\$13,000.00
Bismarck Gymnastics Academy	Repairs for Safety	\$4,278.95
Bismarck Early Childhood Special Education Program	BECEP Gym Enhancement	\$2,000.00
Aquastorm Swim Team	Purchase Risers for Scoring Tables at the BSC Aquatic and Wellness Center	\$1,100.00
Bismarck Women's Slowpitch Softball Association	McQuade's Infield Water Sprinklers for Diamonds 1 - 4)	\$3,415.00
Bismarck Mandan Lacrosse Association	Boys and Girls Lacrosse Starter Kits	\$1,500.00
Sverdrup Lodge 4-107 Sons of Norway	Sons of Norway Park Improvements	\$2,100.00

Applicant	Project Title	Proposed Funding
Bismarck Rotary Club	Bismarck Rotary Arboretum	\$3,000.00
Total:		\$50,431.95

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

Commissioner Beattie moved to approve the bills for payment with checks 186458 to 186741 and 378914 to 379703. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

The meeting was adjourned sine die.

Connie Hofland, Legal Counsel, asked Commissioners-Elect Brian Beattie and Wayne Munson to appear before the Board. She read the following oath of office:

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of North Dakota and that you will faithfully discharge the duties of the office of Bismarck Board of Park Commissioners according to the best of your ability, so help you God.”

They replied, “I do.”

Ms. Hofland then opened the floor for nominations for President of the Park Board. Commissioner Schwartz nominated Wayne Munson. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioner Schwartz, Beattie Starck, Munson and Jeske. The nays being none, the motion carried.

The meeting of the Board of Park Commissioners was reconvened. President Munson opened the floor for nominations for Vice President. Commissioner Jeske nominated Commissioner Beattie. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioner Schwartz, Beattie, Starck, Jeske and President Munson. The nays being none, the motion carried.

President Munson asked for the appointment for Clerk of the Park Board. Commissioner Beattie nominated Executive Director Bina. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioner Schwartz, Beattie, Starck, Jeske and President Munson. The nays being none, the motion carried.

Ms. Hofland then asked Executive Director Bina to step forward while she read the following oath of office:

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of North Dakota; and that you will faithfully discharge the duties of the office of the clerk of the board of park commissioners for Park District of the City of Bismarck according to the best of your ability, so help you God.”

Executive Director Bina replied, “I do.”

Commissioner Jeske moved to appoint Zuger Kirmis and Smith as the Park District’s legal counsel. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioner Schwartz, Beattie, Starck, Jeske and President Munson. The nays being none, the motion carried.

The following management team assignments were made:

- Administration – President Munson
- Operations – Commissioners Beattie and Schwartz
- Facilities and Programs – Commissioners Starck and Jeske

The following committee assignments were made:

- Bismarck Recreation Council – President Munson
- Forestry Advisory Board – Commissioner Beattie
- Community Bowl Authority – President Munson
- BSC Aquatic and Wellness Center Advisory Committee – Commissioner Jeske
- Sleepy Hollow Park – Commissioner Schwartz

The next Board meetings are as follows:

- Special Board Meeting - July 7, 2016 at 12:15 at the Park District Office
- Regular Board Meeting - July 21, 2016 at 5:15 pm at the Tom Baker Meeting Room

The meeting was adjourned at 6:06 pm.