

MINUTES OF THE BOARD OF PARK COMMISSIONERS
December 16, 2021

The Board of Park Commissioners held their regular meeting on December 16, 2021 in the Tom Baker meeting room of the City/County Building. President Jeske called the meeting to order at 5:15 pm. Commissioners Gilbertson, Zimmerman, and Munson were present. Commissioner Jordan was absent.

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

Jamy Mills with Fast Trax BMX appeared before the Board as the featured partner and program.

Mark Trieglaff with ACT Services, Inc. joined the meeting via Zoom and reviewed the 2021 ADA Access Audit and Transition Plan that was conducted for the Park District. Commissioner Munson moved to accept the report. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Operations Director David Mayer reviewed the bids received for the purchase of 2022 maintenance equipment. Commissioner Munson moved to award the bids submitted by Turfwerks/Davis Equipment in the amount of \$133,424 for the purchase of one turf mower (10.5), one athletic field conditioner and one tri-plex greens mower. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Munson moved to approve the bid of \$75,830.16 submitted by Bobcat of Mandan for one utility work machine. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Munson moved to approve the bids submitted by MTI in the amount of \$48,647.41 for the purchase of two heavy duty utility vehicles and one light duty utility vehicle. Commissioner Gilbertson second the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Munson moved to award the bid submitted by Northern Plains Equipment in the amount of \$50,715 to purchase one utility tractor with the option of an 84" loader mounted snow pusher. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Munson moved to re-bid the golf carts. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Munson moved to have staff adjust the specifications for the irrigation control system and re-bid this item. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Mike Berg from Apex Engineering reviewed the bids received for the Sertoma tennis court improvements. Commissioner Zimmerman moved to award the electrical portion of the project to Edling Electric for \$244,812. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Commissioner Gilbertson moved to reject the bid received for the remainder of the project as it was over the budgeted amount and authorized staff to re-bid this portion at a later date. Commissioner Munson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Executive Director Klipfel reviewed the bids received for concessions at various location as well as vending machines. Commissioner Munson moved to approve the bids submitted by the Legacy Hockey Boosters to provide concessions at the Scheels Complex and to Green Food 2 Go for vending machines as well as the proposed agreements. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Finance Director Kathy Feist requested Board approval of the following year end transfers:

- Funding for the VFW Sports Center expansion and improvements - Transfer \$1,000,000 General Fund reserves to the Park Improvement Fund. This is a portion of the General Fund Reserve balance included in the proposed funding plan that was presented to the Park Board at the special meeting in November.
- Funding for the General Sibley Park Electrical Upgrades - Transfer \$102,965 from General Fund - Sibley to the Park Improvement Fund. This project has been delayed due to supplier issues. Transfer to the Park Improvement Fund is necessary to ensure approved 2021 funding is available for project completion in 2022.
- Funding for the acquisition of Lions Park land formerly leased from St. Mary's Church - Transfer \$339,272 from General Fund reserves to the Park Improvement Fund.
- Funding for the Sertoma Park Fitness and Parking Lot Improvement project - Transfer \$335,000 General Fund Capital Improvement funds to the Construction, Acquisition, and Renovation Improvement Fund. This project has been delayed. Transfer to Construction

Fund is necessary to ensure approved 2021 funding is available when project is completed in 2022.

- Funding for the equipment purchases - Transfer \$116,000 General Fund Capital Improvement funds to the Park Improvement Fund. A mower and pickup were approved to be purchased from the General Fund in 2021. This equipment has been ordered but may not be received prior to December 31, 2021. Transfer to Construction Fund is necessary to ensure approved 2021 funding is available to purchase equipment if not delivered prior to year-end.

If approved, the transfers would occur before year end and be reflected in the December 31, 2021 financial statements. Projected General Fund balance at year end with these transfers is expected to stay within the target range of the Park District's Reserve Fund Policy.

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

Recreation Manager RaNae Jochim reviewed proposed updates to the Park District's service animal policy. Commissioner Gilbertson moved to approve the proposed updates. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

Community Relations Manager Dana Schaar Jahner reviewed proposed changes to the refund policy in the Accounting Policy and Procedure Handbook. Commissioner Munson moved to approve the proposed updates. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

President Jeske reviewed the following items on the consent agenda:

- Consideration of November 18, 2021 and November 23, 2021 Board meeting minutes.
- Request Board authorization to select consultants for the following projects:
 - Sertoma Park – north restroom sanitary sewer connection
 - Hay Creek trail improvement projects
 - Clairmont Family Conservation Park/Sheila Schafer Junior Links
- Approval of consultant selection and agreement for Joann Hetzel Memorial 4-H Building air conditioning project and call for bids on the project.

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

Commissioner Gilbertson moved to approve bills for payment with checks 407368 to 407384 and 207259 to 207455 along with bank drafts DFT001043 to DFT001052, EFTs 1615 to 1659 and direct deposits 44867 to 45683. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman, Munson and President Jeske. The nays being none, the motion carried.

The next regular Board meeting will be held January 20, 2022 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:38 pm.