

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
December 21, 2017

The Board of Park Commissioners held their regular meeting on December 21, 2017 in the Tom Baker meeting room of the City/County Building. President Munson called the meeting to order at 5:15 pm. Commissioners Jeske, Starck, Beattie and President Munson were present. Commissioner Schwartz was absent.

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

Keith Ulmer from Bismarck Men's Slow Pitch Softball Association, Melissa Wrangham with Bismarck Girl's Fast Pitch Softball Association and Sue Heilman from the Bismarck Women's Slow Pitch Softball Association appeared before the Board as the Featured Partners and Programs.

The softball association groups are in support of a proposed softball field expansion at Cottonwood Park. Brett Gurholt from KLJ reviewed a proposed schematic design for additional fields at Cottonwood Park along with cost estimates. Steve Chuppe, representing the softball groups, addressed the Board regarding a partnership effort with the softball groups and the Bismarck Recreation Council to move this project forward if the Board wishes to pursue additional fields.

Commissioner Starck moved approval to proceed with the potential softball field expansion project at Cottonwood Park and authorized staff to work with partner groups to establish a capital campaign. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

President Munson provided an update on conversations he has had with homeowners Dave and Eunice Wolf who are willing to partner with the Park District on the Arizona Drive bank stabilization project to include their property. Michael Gunsch from Houston Engineering provided an update on the progress to prepare the bid documents. Commissioner Beattie moved to approve an amended agreement to include the Wolf's property to a 1.5 safety factor and yard work, Wolfs agree to pay \$81,314.12, contingent on acceptance of bid for Alternate 2 or 3, and moved approval to alter the bid documents to provide for a safety factor of 1.5 for the Wolf property and the yard work for the Wolf property. For clarification, the Board is agreeing to the concepts of the agreement and the Board is authorizing staff and legal counsel to work with the Wolfs to get the agreement signed. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

Executive Director Bina reviewed the proposed 2019-2021 strategic plan process and timeframe as developed by consultant Dana Schaaf Jahner from Clearwater Communications. Commissioner Beattie moved approval to move forward with the process as presented.

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

Finance Director Kathy Feist reviewed proposed year-end financial transfers. Commissioner Beattie moved to approve the following:

1. General Fund funding for the Capital Ice Complex project
  - Transfer \$700,000 General Fund Reserves to Park Improvement Fund
  - Transfer \$565,000 General Fund Capital Improvement funding to Park Improvement Fund
2. Wachter Park Site Improvement project transfers
  - Transfer \$385,916.89 from Special Assessment Fund Reserves to Park Improvement Fund as planned when the 2016 improvement bonds were sold.
  - Transfer \$92,281.74 from Park Improvement Fund to General Fund for the 5% administrative fee included in the 2016 improvement bond sale.
3. Capital Project funding for General Sibley Park Improvements
  - Transfer \$20,000 from General Sibley operations to Park Improvement fund to fund capital improvement projects in 2018 in General Sibley Park.

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

President Munson provided an update on the Intergovernmental Meeting (IT) that was held on November 30, 2017. One topic that he would like to see on upcoming management meeting agendas is how the Park District is or can help the homeless population.

President Munson reviewed the following consent agenda items:

- Review and approval of November 16, 2017 Board meeting minutes.
- Professional Consultant Agreement for 2018 Improvement District and permission to call for bids.
- Authorization to submit a Recreation Trails Program Grant for Cottonwood Park shared use path.
- Review and approval of Bismarck Gymnastics Academy use agreement.
- Authorization to call for bids on the following:
  - New Generations Park improvements.
  - Construction of a restroom/storage concessions facility at Cottonwood Park.

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

President Munson provided a summary of Executive Director Bina's annual evaluation provided by each of the Board members. Commissioner Jeske recommended a 3% merit increase for Executive Director Bina starting January 1, 2018. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

Commissioner Starck moved to approve bills for payment with checks 395127 to 395756 and 192394 to 192626 along with bank drafts DFT0000187 to DFT0000208 and direct deposits 11327 to 11520. Commissioner Jeske seconded the motion and the voting went as follows:  
Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

The next regular Park Board meeting will be held January 18, 2018 at 5:15 pm at the Tom Baker Meeting Room. The meeting was adjourned at 6:22 pm.