

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
May 18, 2017

The Board of Park Commissioners held their regular meeting on May 18, 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, Schwartz, Beattie and President Munson were present.

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

Lynn Morgenson, Bismarck Parks and Recreation District's Landscape Specialist, appeared before the Board as the Featured Partner and Program. She provided information on the various types of floral and tree plantings throughout the District and the staff time that is needed to accomplish the various tasks.

David Mayer, Operations Director, stated that no bids were received for the Cottonwood Park playground. He requested Board authorization to re-bid this project. Commissioner Starck moved approval to re-bid the Cottonwood Park playground replacement project. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

The General Sibley Park interpretative trail bid was presented by David Mayer, Operations Director. Commissioner Beattie moved to approve the bid of \$53,286 presented by Advantage Contracting. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Brett Gurholt from KLJ reviewed the bids received for the neighborhood park on Medora Avenue. Commissioner Beattie moved to accept the low base bid of \$364,257.15 from Earthwork Services, Inc. along with alternate #12, fitness equipment and concrete pads for \$11,000 for a total of \$375,257.15. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

In addition to the motion above, Commissioner Beattie moved to approve a scope of work reduction to the base bid for the neighborhood park on Medora Avenue as follows:

Omit item #29-irrigation system	-\$53,000.00
Omit item #18-seeding irrigation hydromulch	-\$18,126.00
Deduct from item #5-earthwork and finish grading	-\$4,100.00
Deduct from item #1-contract bond	-\$2,100.00
Add additional acre to item #19	
Seeding non-irrigation hydromulch	\$4,190.00

This will result in an adjusted contract amount of \$302,121.15 which is within the budgeted amount. Commissioner Starck seconded the motion and the voting went as follows: Ayes:

Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Kevin Klipfel, Facilities and Programs Director reviewed the bid received for the Wildwoods Horseshoe Complex canopy replacement. Commissioner Starck moved to accept the low base bid and alternate # G-1 (demolition/removal of existing collapsed canopy) for a total of \$104,785. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Commissioner Beattie moved to accept the electrical bid of \$5,500 provided by Western Edge Electrical for the electrical work associated with the Wildwoods Horseshoe Complex canopy replacement. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

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

Finance Director Kathy Feist also reviewed the 2018 budget development schedule as follows:

- Week of May 22: Send Letters to Managers and Directors requesting budget Information.
- June 19 – June 30: Budget meetings with directors and assigned staff
- July 20th Board meeting: Preliminary budget binders provided to Commissioners
- July 24 – August 4: Budget meetings with Commissioners, Directors and Managers
- August 17 Board Meeting: Introduction of 2018 budget
- September 21 Board Meeting: Public Hearing on 2017 budget, adopt the final budget, and determine annual tax levy
- October 10: Levy certification and final budget to County Auditor

Executive Director Bina informed the Board that Bismarck Parks and Recreation is a finalist for the National Recreation and Parks Association (NRPA) 2017 Gold Medal, the highest award provided by the NRPA. Executive Director Bina noted that this is a community-wide award, and Board President Munson both thanked the staff for their everyday work and the work on the application. The finalist will be announced during the NRPA Congress in September 2017.

President Munson reviewed the following items on the consent agenda:

- Approval of April 20, 2017 Board meeting minutes.
- Consideration of request to city of Bismarck Engineering Department for right of way dedication and improvements to Shiloh Drive and Scheels Complex parking lot.
- Consideration of amendment to Small Cell Agreement at the BSC Aquatic and Wellness Center that was originally approved at the January 19, 2017 Board meeting.

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

Commissioner Jeske moved to approve bills for payment with checks 189870 to 190165 and 389022 to 389587 along with bank drafts DFT0000078 to DFT0000090 and direct deposits 10417 to 10538. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

The next Board meeting will be held on June 15, 2017 at 5:15 pm at the Tom Baker Meeting Room. The meeting was adjourned at 5:49 pm.