

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 17, 2016

The Board of Park Commissioners held their regular meeting on March 17, 2016 in the Tom Baker meeting room of the City/County Building. Vice President Munson called the meeting to order at 5:15 pm. Commissioners Schwartz, Beattie (via phone), and Starck were present. President Jeske was absent.

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

Vice President Munson opened the public hearing on the 2016-01 Improvement District. He noted that the Park District received one comment in writing that opposed the improvement district. There were no additional public comments either opposed to or in favor of the improvement district. Vice President Munson closed the public hearing.

Commissioner Schwartz moved to approve the petition for the 2016-01 Improvement District. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Commissioner Beattie moved to approve the resolution determining sufficiency of petition for the 2016-01 Improvement District. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Commissioner Schwartz moved to approve the resolution approving engineer's plans, specifications and estimates for the 2016-01 Improvement District. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Commissioner Schwartz moved to approve the resolution directing the advertisement for bids for the 2016-01 Improvement District. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Vice President Munson reviewed the items on the consent agenda. The items were:

- Approval of February 8 and February 18, 2016 Board meeting minutes.
- Authorization to submit a grant application to the Garrison Conservancy District for an interpretive trail project in General Sibley Park.
- Authorization to call for bids to develop a neighborhood park in South Meadows.
- Agreement to operate concessions at softball/ soccer complexes and the World War Memorial Building with Norm's Eatery.
- Authorization to call for bids for Cottonwood softball fence replacement on diamonds #4 and #5.

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

Jeff Ubl from Ubl Design Group reviewed the bids received for the VFW Sports Center ice system replacement and rinks upgrade. The bids were much higher than anticipated. Commissioner Starck moved to reject the bids received and re-bid the project in conjunction with the Schaumberg ice arena expansion. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Jeff Feist from Ritterbush-Ellig-Hulsing noted that no bids were received for the Municipal Country Club exterior remodeling project. Staff will explore options to complete the work and re-bid the project.

Jeff Feist also reviewed the Municipal Ballpark Cannery exterior remodeling project. Due to the amount of the bids, Commissioner Starck moved to reject the bids received. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried. Staff will explore other options for this project.

Jeff Feist with Ritterbush-Ellig-Hulsing reviewed the bids received for the Lions Park warming house remodel and addition. Commissioner Schwartz moved to approve the low base bids submitted by Dakota West Contracting (general construction) for \$125,750, Aquaworx (mechanical construction) for \$29,800 and Western Edge Electric (electrical construction) for \$16,300 for a total of \$171,850. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

The bids for the Park District's entrance remodel for the League of Cities entrance were reviewed. Commissioner Starck moved to accept the low bid provided by Dakota West Contracting for \$109,500 as well as alternate G1 (repaint exterior) for \$18,600. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Kevin Klipfel, Facilities and Programs Director, reviewed the bids received for the filter septum replacement at the BSC Aquatic and Wellness Center. Commissioner Starck moved to accept the low bid of \$28,245.20 submitted by Associated Supply, Company. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Executive Director Bina reviewed the proposed name for the neighborhood park at South Meadows. Commissioner Starck moved to approve the name South Meadows Park as proposed by the developer. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Recreation Manager Tim Kuntz provided an update on the North Dakota State Amateur Basketball Tournament which will be held in Bismarck April 1-3, 2016.

The 2017-2019 Strategic Plan was reviewed by the Board and management staff. Executive Director Bina reviewed the proposed changes to the title of two focus areas. Commissioner Starck moved to adopt the 2017-2019 Strategic Plan as presented. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Vice President Munson provided a summary of the Intergovernmental Meeting that was held on February 25, 2016.

Finance Director Kathy Feist reviewed the responses received for new financial accounting software. After a review of all proposals received and on-site demonstrations by three vendors, staff recommended pursuing an agreement with Tyler Technologies to provide the Incode 10 Financial Software solution. Commissioner Schwartz moved approval for staff to work with Tyler Technologies and legal counsel to develop an agreement to be brought back for final Board approval at the April Board meeting. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

Commissioner Starck moved to approve bills for payment with checks 185624 to 185916 and 376147 to 376998. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Schwartz, Beattie, Starck and Vice President Munson. The nays being none, the motion carried.

The next Board meeting will be held on April 21, 2016 at the Tom Baker meeting room. The meeting was adjourned at 6:02 pm.