

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
October 9, 2014

The Board of Park Commissioners held their regular meeting on October 9, 2014 in the Tom Baker meeting room of the City/County Building. President Jeske called the meeting to order at 5:15 pm. Commissioners Beattie, Starck and Munson were present. Commissioner Schwartz was absent.

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

Thom Brigl, owner of the Bismarck Sports Group/Bismarck Bobcats appeared before the Board as the featured partner and program.

President Jeske opened the consent agenda for discussion. The items on the consent agenda were:

- Review and approval of the September 18, 2014 Board meeting minutes.
- Request to change a full-time position classification from Maintenance to Supervisory I.
- Request authorization to call for bids for Municipal Country Club concessionaire. The current agreement expires September 30, 2015.
- Authorization to proceed with Outdoor Heritage Fund grant application for bank stabilization at Fox Island.

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

Executive Director Bina provided the Board with a summary of the proposed changes to the Matching Grant application. These changes included moving the application deadline dates from March 1 and August 1 to February 1 and June 1 and increasing the Park District's share of the project cost to a maximum of \$15,000. Commissioner Beattie moved approval of the changes.

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

Kathy Feist, Finance Director, requested permission to dispose of the following obsolete records according to the Park District's retention policy:

Box Id	Area	Year	Contents
153	Accounts Receivable, Payroll	2001	McDowell Dam Billings 2001; Invoices 2001; Payroll Constant & YTD Information 2001
159	Accounts Receivable	2002	WCC Billings 2002
410	Accounts Payable	2002	Vendor Files (2002) C Cenex Agronomy Center - Cushman Motor Company, Inc.
411	Accounts Payable	2002	Vendor Files (2002) D-E Dacotah Paper Co. - EZ Sharp, Inc
412	Accounts Payable	2002	Vendor Files (2002) F-H Factory Motor Parts Co. - Hedahls, Inc.

413	Accounts Payable	2002	Vendor Files (2002) H-K Gary Helfenstein - Duane Kurtz
414	Accounts Payable	2002	Vendor Files (2002) L-M Hank Labore - Minnesota Child Support Payment Center
415	Accounts Payable	2002	Vendor Files (2002) M-O Montana Dakota Utility - Tana Oswald
416	Accounts Payable	2002	Vendor Files (2002) P-Q Mike Page - Quality Print Service - Refunds
417	Accounts Payable	2002	Vendor Files (2002) R-S Radisson Inn of Bismarck - Swenson, Hagen & Co, PC
418	Accounts Payable	2002	Vendor Files (2002) T-W Target Stores - Water Department
419	Accounts Payable	2002	Vendor Files (2002) W-Z Water Smith, Inc - Zuger, Kirmis, & Smith
437	Accounts Receivable	2004	Cash Register Tapes (Jan, 04 - Apr, 04)
452	Accounts Receivable	2004	May-Dec 2004 Cash Register tapes
523	Accounts Payable	2005	Used PO Books 1-39
524	Accounts Payable	2005	Used PO Books 40-79
525	Accounts Payable	2005	Used PO Books 80-119
557	Accounts Payable	2004-2005	Used PO's 3/04-8/05 (120-160)
565	Accounts Receivable/Accounts Payable	2005	Daily Receipts, Deposit Forms, Admin,Pool,Golf (Jan-June) Used PO's 250-260
566	Accounts Receivable/Accounts Payable	2005	Daily Receipts, Deposit Forms, CRFC/McDowell/VFW-Schaumburg/Sibley,WWMB, PO's 241-249
568	Payroll	2005	Constant & YTD Payroll
586	Accounts Payable	2005	Used PO's 161-200
587	Accounts Payable	2005	Used PO's 201-240
629	Accounts Payable	2006	Used Purchase Order Books (250 - 306)
630	Accounts Payable	2006	Used Purchase Order Books (309 - 344)
631	Accounts Payable	2006	Used Purchase Order Books (345 - 387)
634	Payroll	2006 - 2007	Timesheets (11/22 - 1/19)
635	Payroll	2007	Timesheets (2/2 - 3/16)
636	Payroll	2007	Timesheets (3/30 - 5/25)
641	Payroll / Accounts Receivable	2005 - 2006	2005 Direct Deposit-EFTPS & Tax Collections, 2006 Leave Slips / 2006 McDowell Dam Billings
645	General Ledger/Payroll	2006-2007	Bank Reconciliation Workmens Comp,Unemployment Qtrly

649	Accounts Receivable	2006-2007	Cash Receipts(Sep-Dec07), Admin, Golf(07), McDowell Dam Reports, Fixed Assets
651	Administration/Accounts Receivable	2007	Check Control, Tax Collections, Voided Checks, EFTFS, Direct Deposits, Detail to Master List, Interest Allocation Month-End, CRFC Daily Cash Receipts (Jan-Dec)
654	General Ledger	2007	Budget Report (Jan-Dec), Recreation Program Budget (Jan-Dec)
663	Payroll	2007	Timesheets (6/8-7/2)
664	Payroll	2007	Timesheets (7/20-8/17)
665	Payroll	2007	Timesheets (8/31-10/26)
666	Payroll	2007-2008	Timesheets 11/9/17-1/4/08
667	Payroll	2008	Timesheets (1/4-2/15)
668	Payroll	2008	Timesheets (2/29/08-4/11/08)
685	Administration	2006-2009	Golf Season Passes
691	Accounts Receivable	2008	Credit Card Receipts, Bank Deposit Slips (1/1/08-12/31/08)
692	Accounts Receivable	2009	Cash Register Tapes (1/1/09 - 6/4/09)
693	Accounts Receivable	2009	Cash Register Tapes (6/5/09 - 9/28/09)
694	Accounts Receivable	2008	Daily Cash Receipts - Admin (Jan - Aug), MBP, Pools
695	Accounts Receivable	2008	Daily Cash Receipts - Golf (Apr - Oct), CRFC
696	Accounts Receivable	2008	Daily Cash Receipts - Admin (Sep - Dec), VFW/Schaumberg, McDowell Dam, Golf (Nov-Dec)
697	General Ledger	2008	Budget Report, Recreation Programs Budget, Check (Bank) Reconciliation Report
699	Accounts Payable / Accounts Receivable	2008	A/P Voucher Register; A/R CRFC Daily Cash Report
701	Payroll	2006-2007	W-2s - Employer's Copy
706	Payroll	2008	Timesheets (4/25/08 - 6/20/08)
707	Payroll	2008	Timesheets (7/3/08 - 8/15/08)
708	Payroll	2008	Timesheets (8/29/08 - 10/24/08)
709	Payroll	2008	Timesheets (11/7/08 - 12/19/08)
714	Accounts Payable	2008	Vendor Files (A - B)
715	Accounts Payable	2008	Vendor Files (C)
716	Accounts Payable	2008	Vendor Files (D)
717	Accounts Payable	2008	Vendor Files (E - H)

718	Accounts Payable	2008	Vendor Files (I - M)
719	Accounts Payable	2008	Vendor Files (N - P)
720	Accounts Payable	2008	Vendor Files (Q - T)
721	Accounts Payable	2008	Vendor Files (U - Z)
722	Accounts Payable	2008	Vendor Files (MDU, Refunds), US Bank One Card (Oct - Dec)
723	Accounts Payable	2008	US Bank One Card (Jan - Sep)
734	Accounts Receivable	2009-2010	Cash Register Tapes (9/28/09 - 5/12/10)
735	Accounts Receivable	2009	Daily Cash Receipts - Admin, Pools, MBP (Jan - June), Golf (Jan - May), VFW/Schaumberg (Jan - Dec)
736	Accounts Receivable	2009	Daily Cash Receipts - Admin (July - Sept), Golf (June - Sept), Pools, MBP (July - Aug), McDowell (Jan - Dec)
737	Accounts Receivable	2009	Daily Cash Receipts - Sibley, CRFC, WWMB (Jan - Dec), Admin, Golf (Oct - Dec)
747	Payroll	2009	Gross Earnings Report, Quarterly Earnings
761	Accounts Payable	2009	US Bank One Card (Jan - May), Refunds
762	Accounts Payable	2009	US Bank One Card (June - Dec)
763	Accounts Payable	2009	Vendor Files (A - B)
764	Accounts Payable	2009	Vendor Files (C)
765	Accounts Payable	2009	Vendor Files (D - E)
766	Accounts Payable	2009	Vendor Files (F - K)
767	Accounts Payable	2009	Vendor Files (L - M)
768	Accounts Payable	2009	Vendor Files (N - Q)
769	Accounts Payable	2009	Vendor Files (R - T)
770	Accounts Payable	2009	Vendor Files (U - Z)
	Accounts Payable	2006	Cancelled Checks 148000-152199 (9/2004-2/2006)
	Accounts Payable	2008	Cancelled Checks 152200-158999 (2/2006-6/2008)
	Payroll	2006	Cancelled Checks 130700-135324 (1/2006-7/2006)
	Payroll	2006	Cancelled Checks 122300-126499 (2/2005-7/2006)
	Payroll	2006	Cancelled Checks 126500-130699 (7/2005-11/2006)
	Payroll	2007	Cancelled Checks 135325-13999 (6/2006-11/2007)
	Payroll	2008	Cancelled Checks 140000-147199 (11/2007-10/2008)

	Payroll	2008	Cancelled Checks 147200-154577 (10/2007-8/2008)
	Payroll	2012	2012 Monthly Labor Distribution
	Payroll	2012	2012 Gross Earnings
	Payroll	2012	2012 Quarterly Earnings
	Accounts Payable	2012	2012 Voucher Register
	Accounts Payable	2012	2011, 2012 Voided Purchase Orders

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

Commissioner Munson moved to approve bills for payment with checks 180375 to 180737 and 361515 to 362199. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Beattie, Starck, Munson and President Jeske. The nays being none, the motion carried.

The next meeting will be held on Thursday, November 20, 2014 at 5:15 pm at the Tom Baker Meeting Room. The meeting was adjourned at 5:42 pm.