

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
February 15, 2024

The Board of Park Commissioners held their regular meeting on February 15, 2024 in the Tom Baker meeting room of the City/County Building. President Gilbertson called the meeting to order at 5:15 pm. Commissioners Jeske, Odell and Zimmerman were present. Commissioner Jordan was absent. The pledge of allegiance was said.

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

The Bismarck Mandan Chamber EDC President and CEO Brenda Nagel appeared before the Board as the Featured Partner and Program.

Steve Neu addressed the Board regarding the development of the Missouri Valley Complex Committee through the Burleigh County Commission to assist in the development and organization of the Missouri Valley Complex. Commissioner Zimmerman moved that the Park District participate in the committee and that Commissioner Jeske and Executive Director Klipfel become members of the committee. Commissioner Odell seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Jeff Ubl from Ubl Design Group and Darrin Will from Northwest Contracting provided an update on the VFW Sports Center expansion project.

Facilities and Programs Director Mike Wald reviewed the one bid received for Scheels Complex concessions. Commissioner Jeske moved to accept the bid provided by Bismarck Baseball LLC and the proposed agreement. Commissioner Odell seconded the motion, the voting went as follows: Ayes: Commissioners Jeske, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Commissioner Odell moved to approve the following round one matching grants:

<b>Applicant</b>	<b>Project Title</b>	<b>Proposed Funding Recommended</b>
Bismarck Horse Club	3 Row Bleachers	\$1,092.50
Bismarck Rotary Club	Bismarck Rotary Arboretum	\$2,500.00
Missouri River Baseball Club	Portable Pitching Mounds	\$3,600.00
Bismarck Far West Rotary Club	New Generations Park Name Sign Replacement and Addition	\$2,744.00
Dakota Junior Golf Association	DJGA Fore Seasons Center Cooling Upgrades	\$1,679.88
Bareknuckle Baseball LLC/Bismarck Larks	Bismarck Municipal Ballpark ADA Companion Seats, Practice Nets, and Electric Power	\$3,800.00

Bismarck Mandan Lacrosse Association	Safety Netting	\$1,668.00
Bismarck Hockey Boosters	VFW Equipment	\$14,122.19
Bismarck Youth Baseball	Portable Mound Project	\$1,444.50
Bismarck Public Schools	Myhre Playground	\$25,000.00
Nishu Bowman	Replacement of Bales and Addition to Public Bales and Shooting Gallery	\$17,488.00
<b>TOTAL</b>		<b>\$75,139.07</b>

Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Commissioner Odell moved to approve disposal of the following obsolete records as reviewed by Finance Director Kathy Feist.

Box Id	Area	Year	Contents	Ret Pd	Date In	Date Out
252	Administration	1999	Recreation Registration Forms, Shelters, Beverage Permits 3/99 - 5/99	24 Years	5/30/99	1/1/2024
965	Accounts Payable	2015	Used PO Books 951-975	7 Yrs	2/15/17	2/15/2024
966	Accounts Payable	2015	Used PO Books 926-950	7 Yrs	2/15/17	2/15/2024
967	Accounts Payable	2015	Used PO Books 900-925	7 Yrs	2/15/17	2/15/2024
968	Accounts Payable	2016	Used PO Books 976-1000	7 Yrs	2/15/17	2/15/2024
969	Accounts Rec/Payroll	2014	MCDowell Dam Billing, Void Checks, Tax Collections, Month-end Completion reports, Direct Deposit Reports, Bank Depositories	7 Yrs	2/15/17	2/15/2024
1126	Payroll	2017	Timesheets 11/26/16 - 1/06/17	5 Years	2/15/19	2/15/2024
1127	Payroll	2017	Timesheets 1/7/17 - 3/03/17	5 Years	2/15/19	2/15/2024
1128	Payroll	2017	Timesheets 3/04/17 - 4/28/17	5 Years	2/15/19	2/15/2024
1129	Payroll	2017	Timesheets 4/29/17 - 6/23/17	5 Years	2/15/19	2/15/2024
1130	Payroll	2017	Timesheets 6/24/17 - 8/04/17	5 Years	2/15/19	2/15/2024
1131	Payroll	2017	Timesheets 8/5/17 - 9/29/17	5 Years	2/15/19	2/15/2024
1132	Payroll	2017	Timesheets 9/30/17 - 11/24/17	5 Years	2/15/19	2/15/2024
1164	Administration	2019	Credit Card Receipts (Jan - Apr)	4 Years	2/15/2020	2/15/2024
1165	Administration	2019	Credit Card Receipts (May - Jun)	4 Years	2/15/2020	2/15/2024
1166	Administration	2019	Credit Card Receipts (July)	4 Years	2/15/2020	2/15/2024
1167	Administration	2019	Credit Card Receipts (Aug)	4 Years	2/15/2020	2/15/2024
1168	Administration	2019	Credit Card Receipts (Sep - Dec)	4 Years	2/15/2020	2/15/2024
1174	Accounts Receivable	2018	Cash Receipt Golf (Jul - Dec)	4 Years	2/15/2020	2/15/2024
1175	Accounts Receivable	2018	Cash Receipts McDowell, Sibley, CIC	4 Years	2/15/2020	2/15/2024
1176	Accounts Receivable	2018	Cash Receipts Golf (Jan - Jun), Pools	4 Years	2/15/2020	2/15/2024
1177	Accounts Receivable	2018	Cash Receipts CRFC, AWC	4 Years	2/15/2020	2/15/2024
1178	Accounts Receivable	2018	Cash Receipts Admin (Jan - Jun)	4 Years	2/15/2020	2/15/2024
1179	Accounts Receivable	2018	Cash Receipts Admin (Jul - Dec)	4 Years	2/15/2020	2/15/2024
1180	Accounts Payable	2017	Vendor Files A - BIO (Plus City of Bismarck)	4 Years	2/15/2020	2/15/2024
1181	Accounts Payable	2017	Vendor Files BIS - C (Less City of Bismarck)	4 Years	2/15/2020	2/15/2024
1182	Accounts Payable	2017	Vendor Files D - F (Less Fetzer)	4 Years	2/15/2020	2/15/2024
1183	Accounts Payable	2017	Vendor Files G - J (Plus Fetzer & MDU)	4 Years	2/15/2020	2/15/2024
1184	Accounts Payable	2017	Vendor Files K - M (Less MDU)	4 Years	2/15/2020	2/15/2024
1185	Accounts Payable	2017	Vendor Files N - R	4 Years	2/15/2020	2/15/2024
1186	Accounts Payable	2017	Vendor Files S - T	4 Years	2/15/2020	2/15/2024
1187	Accounts Payable	2017	Vendor Files U - Z	4 Years	2/15/2020	2/15/2024
1188	Accounts Payable	2017	Vendor Files Refunds (Jan - Aug)	4 Years	2/15/2020	2/15/2024
1189	Accounts Payable	2017	Vendor Files Refunds (Sep - Dec), One Card (Jan - Jun)	4 Years	2/15/2020	2/15/2024
1190	Accounts Payable	2017	Vendor Files One Card (Jul - Dec)	4 Years	2/15/2020	2/15/2024
	Payroll	2018	W-2's Employer Copies	5 Years	1/31/2019	1/31/2024
	Accounts Payable	2022	Voided PO's	CY + 1 yr	1/31/2022	1/31/2024

Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Commissioner Jeske moved to approve the following items on the consent agenda:

- Consideration of January 18, 2024 Board meeting minutes.
- Request Board authorization to call for bids for concessions at the Municipal Country Club.
- Authorization to apply for the following grants:
  - ND Department of Agriculture Grants
  - Reeves Foundation Expanded Impact Grant

Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Commissioner Zimmerman moved to accept the bills for payment with checks 407967 to 407977 and 215069 to 215258 along with bank drafts DFT001365 to DFT001374, EFTs 2731 to 2771 and direct deposits 70176 to 70999. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

The Board will convene for a strategic planning session on February 20, 2024 at 4:30 pm at the Sertoma Club Community Center. The next regular Board meeting will be held March 21, 2024 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:05 pm.