

MINUTES OF THE BOARD OF PARK COMMISSIONERS
February 16, 2017

The Board of Park Commissioners held their regular meeting on February 16, 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 Jeske moved to approve the agenda 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.

Michelle Wagner, Child Nutrition Program Director appeared before the Board as the Featured Partner and Program. She spoke about the summer feeding program.

Jeff Ubl from Ubl Design Group reviewed the 2016-17 Maintenance Facilities Study that was developed. Commissioner Beattie moved to accept the study 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.

Legal Counsel Connie Hofland reviewed the proposed revisions to the Silver Ranch Park Development and Contribution Agreements. These revisions are being requested by the developers. Commissioner Starck moved to approve the revised agreements and attachments 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 Beattie reviewed the first round of Matching Grant projects and funding recommendations:

Applicant	Project Title	Proposed Funding
Bismarck Womens Slowpitch Softball Association	Outfield Fencing and Foul Poles at Clem Kelley Diamonds #1 - #4	\$15,000.00
Bismarck Baseball Boosters	Baseball Field Outfield Fence Enhancement at Haaland Fields	\$1,750.00
Bismarck Baseball Concessions, LLC	Bismarck Municipal Ballpark Concessions Infrastructure Needs	\$15,000.00
Bareknuckle Baseball, LLC	Bismarck Municipal Ballpark Experience & Stadium Infrastructure Needs	\$15,000.00
Centennial Elementary School	Centennial Elementary Playground Project	\$5,000.00
Will-Moore Elementary School	Playground Resurfacing	\$4,000.00
Northridge Elementary School	Northridge Playground - Phase 2	\$5,000.00

Sverdrup Lodge -107 Sons of Norway	Sons of Norway Park Sign	\$1,325.00
Dakota Junior Golf	Pebble Creek Practice Green Construction	\$12,450.00
Total:		\$74,525.00

Commissioner Schwartz moved to approve the projects and funding recommended.

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.

President Munson reviewed the following items on the consent agenda:

- Review and approval of the January 19, 2017 Board meeting minutes.
- Professional Consultant Agreement with KLJ for the neighborhood park on Medora.
- Authorization to pursue agency reaccreditation with the Commission for Accreditation of Park and Recreation Agencies of the National Recreation and Park Association.
- Authorization to call for bids for the following projects:
 - Wildwoods Horseshoe Canopies
 - Chain Link Fence at Clem Kelley
 - Municipal Ballpark Improvements
 - Neighborhood Park on Medora

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.

Finance Director Kathy Feist requested Board authorization to destroy obsolete records which fall within the timetable for destruction as established in the record retention schedule. Commissioner Beattie moved to dispose of the following records:

Year	Area	Contents	Retention Period
2013	Accounts Payable	Monthly Transaction List	1 Year
2013	Accounts Payable	Voided PO's	CY + 1
2014	Accounts Payable	Voided PO's	CY + 1
2015	Accounts Payable	Voided PO's	CY + 1
2007	Administration	Budget Worksheets, Proposed Budget Workbooks	5 Years
2008	Administration	Budget Worksheets, Proposed Budget Workbooks	5 Years
2009	Administration	Budget Worksheets, Proposed Budget Workbooks	5 Years
2010	Administration	Budget Worksheets, Proposed Budget Workbooks	5 Years
2010	Administration	Golf Season Passes	4 Years
2011	Administration	Golf Season Passes	4 Years
2012	Administration	Golf Season Passes	4 Years
2012	Administration	Team Beverage Permits	3 Years
2013	Administration	Golf Season Passes	4 Years
2013	Administration	Team Beverage Permits	3 Years
2014	Administration	Golf Season Passes	4 Years
2008	Fixed Assets	Fixed Asset Master List	Dispose When Updated

2010	Fixed Assets	Asset Transaction Journal	1 Year
2010	Fixed Assets	Balanced Fixed Assets	1 Year
2010	Fixed Assets	G/L Summary	1 Year
2011	Fixed Assets	Asset Transaction Journal	1 Year
2011	Fixed Assets	Balanced Fixed Assets	1 Year
2011	Fixed Assets	G/L Summary	1 Year
2012	Fixed Assets	Asset Transaction Journal	1 Year
2012	Fixed Assets	Balanced Fixed Assets	1 Year
2012	Fixed Assets	G/L Summary	1 Year
2013	Fixed Assets	Asset Transaction Journal	1 Year
2013	Fixed Assets	Balanced Fixed Assets	1 Year
2013	Fixed Assets	G/L Summary	1 Year
2014	Fixed Assets	Asset Transaction Journal	1 Year
2014	Fixed Assets	Balanced Fixed Assets	1 Year
2014	Fixed Assets	G/L Summary	1 Year
2011	General Ledger	Bank Reconciliation	3 Years
2012	General Ledger	Bank Reconciliation	3 Years
2012	General Ledger	Month-End Trial Balance	3 Years
2013	General Ledger	Bank Reconciliation	3 Years
2013	General Ledger	Month-End Trial Balance	3 Years
2007	Payroll	Leave Slips	5 Years
2008	Payroll	Leave Slips	5 Years
2008	Payroll	W-2's	5 Years
2009	Payroll	Leave Slips	5 Years
2009	Payroll	W-2's	5 Years
2010	Payroll	Leave Slips	5 Years
2010	Payroll	W-2's	5 Years
2011	Payroll	Leave Slips	5 Years
2011	Payroll	W-2's	5 Years
2012	Payroll	Leave Slips	5 Years
2013	Payroll	Gross Earnings	CY + 1
2013	Payroll	Leave Slips	5 Years
2013	Payroll	Monthly Labor Distribution	CY + 1
2014	Payroll	Gross Earnings	CY + 1
2015	Payroll	Quarterly Earnings	CY + 1
2015	Payroll	Gross Earnings	CY + 1

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.

Facilities and Programs Director Kevin Klipfel reviewed a number of bids received by the Park District. Commissioner Beattie moved to approve the following bids as presented and to reject item C:

- Item A and B (Golf): Toro 4100-D in the amount of \$57,817 and Toro GM 5410-D in the amount of \$52,954 to MTI.
- Item C (Operations): Reject the bids received.
- Item D (Operations): Toro GM 360 to MTI in the amount of \$58,933.

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 reviewed the bids received for items E, F and G. Commissioner Jeske moved to approve the bids for items E, F and G as follows:

- Item E (Operations): Kubota ZD331 to Northern Plains Equipment in the amount of \$19,186.62.
- Item F (Operations): Harper Slope Mower to Swanston Equipment in the amount of \$45,450.00.
- Item G (Golf): Bobcat 5600 to Bobcat of Mandan in the amount of \$54,488.16

Commissioner Beattie 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 Starck moved to approve the bid of \$65,844 from Yamaha Golf and Utility for 18 electric golf cars and two gas beverage cars. Commissioner Beattie 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 Schwartz moved to reject the bids received for the fleet management system for golf cars and re-bid the project as recommended by staff. Commissioner Beattie 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 Schwartz moved to approve bills for payment with check 189120 to 189308 and 386594 to 387244 along with bank drafts DFT0000001 to DFT0000045 and direct deposits 10000-10058. 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 meeting will be held on March 16, 2017 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:25 pm.