

MINUTES OF THE BOARD OF PARK COMMISSIONERS
February 16, 2023

The Board of Park Commissioners held their regular meeting on February 16, 2023 in the Tom Baker meeting room of the City/County Building. President Gilbertson called the meeting to order at 5:15 pm. Commissioners Jeske, Jordan, Odell and Zimmerman were present.

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

Bismarck's Assistant City Administrator Jason Tomanek and Deputy Chief Jason Stugelmeyer appeared before the Board as the Featured Partners and Programs. Jason Tomanek reviewed Bismarck's 150th celebration in 2022 and Deputy Chief Stugelmeyer discussed the relationship between the Bismarck Police Department and Bismarck Parks and Recreation District.

John Klein from Apex Engineering reviewed the bids received for the Municipal Ballpark parking lot light project. Commissioner Zimmerman moved to accept the apparent low bid of \$42,625 from Skeels Electric Company. Commissioner Odell seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson. The nays being none, the motion carried.

John Klein also reviewed the bids received for the Eagles Park electrical expansion project. Commissioner Jordan moved to accept the apparent low bid and alternate E1 from Skeels Electric Company for a total of \$48,57. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson. The nays being none, the motion carried.

Facilities and Programs Director Mike Wald reviewed the bids received for the concessions operations at Riverwood Golf Course and VFW Sports Center/Tom O'Leary Golf Course. Commissioner Jeske moved to accept the bids submitted by Bismarck Sports Group Food Services for both locations as well as the corresponding agreements. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson. The nays being none, the motion carried.

John Lundby from Colliers International presented the results of the general obligation park facilities bond sale, series 2023. The bond rate was very favorable at 3.52%. Commissioner Jeske moved to approve the resolution authorizing the issuance and sale of general obligation park facilities bonds, series 2023. Commissioner Odell seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson. The nays being none, the motion carried.

Mike Berg with Apex Engineering reviewed three easements for the city of Bismarck's sanitary sewer project through Pebble Creek Golf Course and outlined the project. Commissioner Zimmerman moved to approve the easements presented for this project. Commissioner Jordan

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

Kate Herzog, Chris Geiss and Perry Andrisen from the Dakota Junior Golf Association (DJGA) appeared before the Board to review a plan to relocate the Sheila Schafer Junior Links to Pebble Creek Golf Course. If approved by the Board, DJGA will contribute \$200,000 to the project. Commissioner Jordan moved approval to move forward with the project as presented, go through the consultant selection process and develop the final plan and bid documents. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson. The nays being none, the motion carried.

Commissioner Zimmerman moved to approve the following round one Matching Grants:

Applicant	Project Title	Proposed Funding Recommended
Bismarck Fastrax	ProStart gate system and resurfacing project	21,601.00
Bismarck Gymnastics Academy	Replacement mats for uneven bars and balance beams	3,500.00
Bareknuckle Baseball LLC/Bismarck Larks	Bismarck Municipal Ballpark group seating	11,375.00
Bismarck Mandan Lacrosse Association	Protective gear and high school goalie nets	\$692.50
Bismarck Rotary Club	Bismarck Rotary Arboretum	2,500.00
Bismarck Youth Baseball, Inc	Scheels Complex temporary fencing project	4,999.88
Capital Curling Club	Updated video system	14,482.96
Dakota Jr. Golf Association	Expansion of Toptracer Range at Fore Season Center	3,474.00
Missouri River Baseball Club	Portable youth pitching mounds	3,500.00
Total:		\$66,125.34

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

Commissioner Odell moved approval to dispose of the following obsolete records as requested:

Box Id	Area	Year	Contents	Ret Pd	Date In	Date Out
879	Administration	2004-11,2012	2004-2011 Used gift cert,deposit books,receipt books; 2012 invoices, 2012 gift cert given out by BPRD	7 Years	10/1/14	10/1/2022
899	Accounts Payable	2006-2012	Used PO's (268,348,459,461,446,553,557,619,620,621,638)	7 Years	10/1/14	10/1/2022
900	Accounts Payable		Used PO's (650-675)	7 Years	10/1/14	10/1/2022
901	Accounts Payable		Used PO's (676-700)	7 Years	10/1/14	10/1/2022
902	Accounts Payable		Used PO's (701-725)	7 Years	10/1/14	10/1/2022
903	Accounts Payable		Used PO's (726-750)	7 Years	10/1/14	10/1/2022
904	Accounts Payable		Used PO's (751-775)	7 Years	10/1/14	10/1/2022
905	Accounts Payable		Used PO's (776-800)	7 Years	10/1/14	10/1/2022
930	Accounts Payable	2015	Used PO Books 801-825	7 Years	10/1/15	10/1/2022
931	Accounts Payable	2015	Used PO Books 826-850,596,616,739	7 Years	10/1/15	10/1/2022
932	Accounts Payable	2015	Used PO Books 851-875	7 Years	10/1/15	10/1/2022
933	Accounts Payable	2015	Used PO Books 876-900	7 Years	10/1/15	10/1/2022
950	Administration	2013	Direct Deposit Reports, Month-End Completion Reports,Tax Collections,Voic Checks,McDowell Dam Billings,Jan-Dec Bank Reconciliation	7 Years	10/1/15	10/1/2022
996	Administration	2012-2015	2013-15: Gift Certificated donated by BPRD,2013-15: Invoices, 2015 BRC Contributions, 2013 Cell Phone Documentation, 2015 Cell phone Documentation, 2010-12 Volunteer Applications	6 Years	2/15/2017	2/15/2023
1106	Accounts Payable	2016	Vendor Files A - BSN + 2015 Ameripride	4 Years	2/15/2019	2/15/2023
1107	Accounts Payable	2016	Vendor Files BU - DAG	4 Years	2/15/2019	2/15/2023
1108	Accounts Payable	2016	Vendor Files DAKOTA - F	4 Years	2/15/2019	2/15/2023
1109	Accounts Payable	2016	Vendor Files G - L	4 Years	2/15/2019	2/15/2023
1110	Accounts Payable	2016	Vendor Files M	4 Years	2/15/2019	2/15/2023
1111	Accounts Payable	2016	Vendor Files N - R	4 Years	2/15/2019	2/15/2023
1112	Accounts Payable	2016	Vendor Files S - T	4 Years	2/15/2019	2/15/2023
1113	Accounts Payable	2016	Vendor Files U - Z	4 Years	2/15/2019	2/15/2023
1114	Accounts Payable	2016	Vendor Files Refunds	4 Years	2/15/2019	2/15/2023
1115	Accounts Payable	2016	Vendor Files ONE CARD - Jan - Jun	4 Years	2/15/2019	2/15/2023
1116	Accounts Payable	2016	Vendor Files ONE CARD - Jul - Dec	4 Years	2/15/2019	2/15/2023
1137	Accounts Receivable	2017	Cash Receipts - Golf - Jan - Jun	4 Years	2/15/2019	2/15/2023
1138	Accounts Receivable	2017	Cash Receipts - Golf - Jul - Dec	4 Years	2/15/2019	2/15/2023
1139	Accounts Receivable	2017	Cash Receipts - AWC - CRFC	4 Years	2/15/2019	2/15/2023
1140	Accounts Receivable	2017	Cash Receipts - Admin - Jan - Jun	4 Years	2/15/2019	2/15/2023
1141	Accounts Receivable	2017	Cash Receipts - Admin - Jul - Dec	4 Years	2/15/2019	2/15/2023
1142	Accounts Receivable	2017	Cash Receipts - Sibley, Mcdowell, Schaumberg, Pools	4 Years	2/15/2019	2/15/2023
1144	Accounts Receivable	2017-18	Admin Credit Card Receipts, Deposit Slips	4 Years	2/15/2019	2/15/2023
1145	Accounts Receivable	2018	McDowell Dam Daily Rentals	4 Years	2/15/2019	2/15/2023
1146	Accounts Receivable	2018	Credit Card Receipts - Golf (Aug)	4 Years	2/15/2019	2/15/2023
1147	Accounts Receivable	2018	Credit Card Receipts - (July)	4 Years	2/15/2019	2/15/2023
1148	Accounts Receivable	2018	Golf Season Passes - excluding front desk	4 Years	2/15/2019	2/15/2023
1149	Accounts Receivable	2018	Credit Card Receipts - Pools, AWC, CRFC (Aug-Dec), Golf (Sep-Dec)	4 Years	2/15/2019	2/15/2023
1150	Accounts Receivable	2018	Credit Card Receipts - Golf (Jun)	4 Years	2/15/2019	2/15/2023
1151	Accounts Receivable	2010-2018	Used deposit tickets, used gift certificate books	4 Years	2/15/2019	2/15/2023
1152	Accounts Receivable	2018	Credit Card Receipts Golf (Dec 17 - Jun 18), Pools, CRFC, AWC (Apr-Jun)	4 Years	2/15/2019	2/15/2023
1153	Accounts Receivable	2018	Credit Card Receipts - Golf (May)	4 Years	2/15/2019	2/15/2023
1062	Payroll	2016	Time Sheets 12/24/15 - 01/22/16	5 Years	3/1/2018	3/1/2023
1063	Payroll	2016	Time Sheets 02/05/16 - 03/04/16	5 Years	3/1/2018	3/1/2023
1064	Payroll	2016	Time Sheets 03/18/16 - 04/15/16	5 Years	3/1/2018	3/1/2023
1065	Payroll	2016	Time Sheets 04/26/16 - 06/10/16	5 Years	3/1/2018	3/1/2023
1066	Payroll	2016	Time Sheets 06/24/16 - 07/08/16	5 Years	3/1/2018	3/1/2023
1067	Payroll	2016	Time Sheets 07/22/16 - 08/05/16	5 Years	3/1/2018	3/1/2023
1068	Payroll	2016	Time Sheets 8/19/16 - 9/16/16	5 Years	3/1/2018	3/1/2023
1069	Payroll	2016	Time Sheets 09/30/16 - 10/28/16	5 Years	3/1/2018	3/1/2023
1070	Payroll	2016	Time Sheets 11/10/16 - 12/09/16	5 Years	3/1/2018	3/1/2023
1098	Payroll	2015	Time Sheets 11/13/15 - 12/11/15	5 Years	3/1/2018	3/1/2023
1099	Payroll	Multiple	Leave Records Jan 2017, Jan - Dec 2014, Jan - Dec 2015	5 Years	3/1/2018	3/1/2023
	Payroll	2017	W-2's Employer Copies	5 Years	1/31/2018	1/31/2023
	Accounts Payable	2020, 2021	Voided PO's	CY + 1 yr	1/31/2021	1/31/2023

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

Commissioner Jordan moved approval of the following consent agenda:

- Consideration of January 19, 2023 Board meeting minutes.
- Consideration to amend December 15, 2022 Park Board meeting minutes to reflect the proper title of three documents.
- Consideration of companion agreement with city of Bismarck on the Hay Creek retaining wall project.
- Request Board authorization to apply for the following grants:
 - AARP Flagship Grant for BCycle program
 - Garrison Diversion Matching Recreation Grant for Sertoma playground
 - Reeves Foundation Expanded Effects Grant
 - Kubota Hometown Proud Community Grant

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

Commissioner Zimmerman moved to approve the bills for payment with checks 407661 to 407670 and 211294 to 211489 along with bank drafts DFT001208 to DFT001219, EFTs 2231 to 2266 and direct deposits 58133 to 58939. Commissioner Jordan seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson. The nays being none, the motion carried.

The next regular Board meeting will be held March 16, 2023 at 5:15 pm in the Tom Baker Meeting Room. A strategic planning session will be held at February 27, 2023 at 4:00 pm at the Sertoma Club Community Center. The meeting was adjourned at 6:43 pm.