

MINUTES OF THE BOARD OF PARK COMMISSIONERS
February 21, 2019

The Board of Park Commissioners held their regular meeting on February 21, 2019 in the Tom Baker meeting room of the City/County Building. President Beattie called the meeting to order at 5:15 pm. Commissioners Munson, Gilbertson, Jeske and President Beattie were present. Commissioner Zimmerman was absent.

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

Stephanie Delmore from Sleepy Hollow Summer Theatre appeared before the Board to provide an update on their program and improvements that have been made to Sleepy Hollow Park in the past years. This will be the 30th anniversary of the summer arts program. They are especially appreciative of the parking lot paving project that will be completed in 2019.

Kathy Feist, Finance Director and Julie Fornshell, Administration Services Manager provided a review of the finance, human resources and administrative functions of the Park District.

Kevin Klipfel, Facilities and Programs Director, provided an update to the Board on the Facilities Master Planning process.

Jeff Feist from Ritterbush-Ellig-Hulsing reviewed the bids received for the Fore Seasons Center Fabric Replacement and Facility Improvements project. Commissioner Jeske moved to accept the low bid of \$695,300 from Yeadon Domes for the dome fabric replacement bid. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

Commissioner Gilbertson moved to accept the low bid of \$5,800 from Fetzer Electric for the electrical construction portion of the bid. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

Commissioner Gilbertson moved to reject the bid received for the artificial turf and to re-bid that portion of the project. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

David Mayer, Operations Director, reviewed the fertilizer bids received. Commissioner Munson moved to accept the bids received from Fertilawn for 20-0-10 in the amount of \$7,974.40 and 25-0-5 for \$9,516 and from Rivards for 25-0-8 with Trimec for \$13,868.80. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

The bids for athletic field paint were reviewed. Commissioner Jeske moved to accept the bid of \$18,774 provided by Pioneer Manufacturing. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

Commissioner Munson reviewed the Matching Grant applications that were received. Commissioner Jeske moved to approve the following grants:

Applicant	Project Description	Funding Recommendation
Nishu Bowmen Archery Club	Tree Stand Renovation for Safety Improvements and Facility	\$4,000.00
Norseman Disc Golf	General Sibley Course Remodel	\$4,380.00
BisMarket	BisMarket Farmers Market Equipment Storage	\$1,836.50
Dakota Junior Golf Association	Trees at Riverwood and Pebble Creek	\$3,000.00
Bismarck Mandan Lacrosse Association	Boys and Girls Lacrosse Starter Kits	\$1,800.00
Aquastorm Swim Club	BSC Aquatic Center Timing Room/Engberg Memorial	\$4,832.50
BECEP Head Start Program	Playground Equipment Request	\$5,000.00
Bareknuckle Baseball, LLC	Right Field Deck at Bismarck Municipal Ballpark	\$15,000.00
Bismarck Baseball Concessions, LLC	Bismarck Municipal Ballpark Safety and Experience	\$15,000.00
Fastrax BMX	2019 Track Upgrades	\$6,862.50
Bismarck Gymnastics Academy	Gym Equipment Enhancements	\$6,485.50
Sleepy Hollow Theatre and Arts Park	Construct Pergola and Install a Memorial Bench	\$2,945.00

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

Commissioner Gilbertson moved to approve the following records for disposal as provided by Finance Director Kathy Feist:

Area	Year	Contents
Administration	2009	Credit card receipts, deposit slips
Payroll	2010	Timesheets (8/27/10-9/24/10)

Payroll	2010	Timesheets (7/16/10-8/13/10)
Accounts Payable	2011	A-B Vendor Files
Accounts Payable	2011	C-D Vendor Files
Accounts Payable	2011	E-K Vendor Files
Accounts Payable	2011	L-M Vendor Files
Accounts Payable	2011	N-S Vendor Files w/o Spiffy Biffs & S. Central Water
Accounts Payable	2011	T-Z Vendor Files w/Spiffy Biffs & S. Central Water
Accounts Payable	2011	1-4 of 5 Refunds
Accounts Payable	2011	5 of 5 Refunds - One Card (Sep-Dec)
Accounts Payable	2011	One Card (Jan-Aug)
Payroll	2010	Timesheets (12/3/10-12/30/10)
Payroll	2011	Timesheets (1/14/11-2/25/11)
Payroll	2011	Timesheets (3/11/11-4/8/11)
Payroll	2011	Timesheets (4/21/11-6/3/11)
Payroll	2011	Timesheets (6/17/11-7/15/11)
Payroll	2011	Timesheets (7/29/11-8/26/11)
Payroll	2011	Timesheets (9/9/11-10/21/11)
Payroll	2011	Timesheets (11/4/11-12/2/11)
Payroll	2011-2012	Timesheets (12/16/11-1/13/12)
Payroll	2012	Timesheets (1/27/12-2/24/12)
Payroll	2012	Timesheets (3/9/12-4/5/12)
Payroll	2012	Timesheets (4/20/12-6/1/12)
Accounts Payable	2006-2011	Used Purchase Order Books (414-449, 258, 294, 302, 351, 384)
Accounts Payable	2007-2011	Used Purchase Order Books (450 - 485)
Administration	2004-2010	Gift Certificate Donations
Payroll	2010	Timesheets (10/8/10-11/19/10)
Accounts Payable	2016-2017	Voided PO's
Payroll	2012	Employer copy W-2's

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

President Beattie reviewed the items on the consent agenda.

- Review and approval of January 17, 2019 Board meeting minutes.
- Request Board approval to Submit Land and Water Conservation Fund, Garrison Conservancy District, Quality of Life, NRPA Healthy Foods, and Recreation Trail Program Grant applications.
- Consideration of CAPRA Timetable for Review of Documents and Authorization for Approval Process.
- Request authorization to call for bids for the following:
 - Maintenance equipment and golf cars
 - Concessions at BSC Aquatic and Wellness Center

- Matching Grant project at Municipal Ballpark
- Lewis and Clark water feature repairs at Keelboat Park
- Cottonwood Park water line

Commissioner Munson approved the consent agenda as presented. Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

Commissioner Gilbertson moved to approve bills for payment with checks 401556 to 401805 and 196731 to 196967 along with bank drafts DFT000426 to DFT000445, EFTs 121 - 166 and direct deposits 18083 to 18571. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

The next Board meeting will be held March 21, 2019 at 5:15 pm at the Tom Baker Meeting Room. The meeting was adjourned by 5:54 pm.