

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 15, 2012

The Board of Park Commissioners held their regular meeting on March 15, 2012 in the Tom Baker meeting room of the City/County Building. Vice President DeForest called the meeting to order at 5:15 pm. Commissioners Jeske and Schwartz were present, and Commissioner O'Brien joined the meeting via phone. President Beattie was absent.

Commissioner Schwartz moved to approve the agenda as presented. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien and Vice President DeForest. The nays being none, the motion carried.

TJ Stewart and Glen Pladsen from the Bismarck Hockey Boosters and Dawn Kopp and Kate Herzog from the Downtowner's Association appeared before the Board as the featured partners and programs.

The following consent agenda items were reviewed:

- Approval of February 15 and 16, 2012 Board meeting minutes
- Request approval to dispose of weight equipment
- Request approval to dispose of inventoried records in accordance with the Accounting Manual (see list below motion)
- Consideration of approval of agreement with ND Game & Fish Department for improvements to Grant Marsh Boat Ramp parking lot
- Consideration of approval of amendment with ND Game & Fish Department for Improvements to Fox Island Boat Ramp parking lot

Commissioner Jeske moved to approve the consent agenda as presented. Commissioner Schwartz seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien and Vice President DeForest. The nays being none, the motion carried.

Bismarck Parks and Recreation District
Record Disposal Request

March 15, 2012

Box Id	Area	Contents
1	280	Accounts Receivable / Administration Payroll / General Ledger
		Invoices 2000; McDowell Dam Billings 2000; Investment Information 2002; Constant & YTD Payroll 2000; Manual Leave Records Book 2002; Recreation Budget Report Jan - Nov 2002
2	396	Accounts Receivable
		McDowell Dam Billings 1996 - 2001
3	425	Payroll
		Payroll Maintenance Audit Reports 2003
4	427	Accounts Receivable
		CRFC Daily Cash Report (4 Binders) 2003
5	429	Accounts Receivable
		Swim Lessons, Sibley Park & McDowell Dam Receipts 2003
6	430	Accounts Receivable
		Daily Deposit/Cash Reports (Jan - July) 2003
7	431	Accounts Receivable
		Daily Deposit/Cash Reports (Aug - Dec) 2003
8	433	Accounts Receivable
		Recreation Registrations Forms (5/19/03 - 9/15/03)

9	435	Accounts Receivable	Bank Deposit Receipts, Credit Card Receipts 2003
10	440	Accounts Receivable	Cash Register Tapes (05-05-05 / 07-23-05)
11	441	Accounts Payable	Vendor Files (2003) A-Bi
12	442	Accounts Payable	Vendor Files (2003) Bi-Ce
13	443	Accounts Payable	Vendor Files (2003) Ce-Da
14	444	Accounts Payable	Vendor Files (2003) Da-Fa
15	445	Accounts Payable	Vendor Files (2003) Fa-Hu
16	446	Accounts Payable	Vendor Files (2003) Ic - Ma
17	447	Accounts Payable	Vendor Files (2003) Ma - Ne
18	448	Accounts Payable	Vendor Files (2003) Ne-Pu
19	449	Accounts Payable	Vendor Files (2003) Qu-Sh & Refunds
20	450	Accounts Payable	Vendor Files (2003) Sh-US
21	451	Accounts Payable	Vendor Files (2003) Va-Zu
22	453	Payroll	Constant & Year To Date Payroll Information 2001
23	459	Accounts Receivable	Cash Register Tapes (7/1/04-9/9/04)
24	460	Accounts Receivable	Cash Register Tapes (9/10/04-12/31/04)
25	464	Accounts Receivable	WWMB, CRFC, Sibley Receipts 2003
26	467	Accounts Receivable	Credit Card Receipts 2004
27	471	Payroll	W-2s (2003-2004), 1099s (2004)
28	476	Accounts Receivable	Daily Receipts/Deposit Forms - Admin/Pool/Golf (July-Dec) 2004
29	477	Accounts Receivable	Daily Receipts/Deposit Forms - Admin/Pool/Golf (Jan-June) 2004
30	478	Accounts Receivable	Daily Receipts/Deposit Forms - CRFC/Sibley/McDowell/WWMB 2004
31	482	Accounts Payable	Vendor Files (2004) Ab-Bo
32	483	Accounts Payable	Vendor Files (2004) Bor - Ci
33	484	Accounts Payable	Vendor Files (2004) Cit - Da
34	485	Accounts Payable	Vendor Files (2004) Dan - Fe
35	486	Accounts Payable	Vendor Files (2004) Fe - Im
36	487	Accounts Payable	Vendor Files (2004) In - Ma
37	488	Accounts Payable	Vendor Files (2004) Man - Mt
38	489	Accounts Payable	Vendor Files (2004) Mu - Po
39	490	Accounts Payable	Vendor Files (2004) Por - Ru
40	491	Accounts Payable	Vendor Files (2004) Refunds & Sw
41	492	Accounts Payable	Vendor Files (2004) Tar - Wat
42	493	Accounts Payable	Vendor Files (2004) Wei - Zim
43	496	Payroll	Year to Date Payroll Information 2003
44	501	Payroll	Constant & Year To Date Payroll Information 2004
45	503	Payroll	Timesheets 1/9/04 - 3/5/04
46	504	Payroll	Timesheets 3/19/04 - 5/14/04
47	505	Payroll	Timesheets 5/28/04 - 7/9/04
48	506	Payroll	Timesheets 7/23/04 - 9/3/04
49	507	Payroll	Timesheets 9/17/04 - 11/12/04
50	508	Payroll	Timesheets 1/10/03 - 3/7/03
51	509	Payroll	Timesheets 3/21/03 - 5/16/03
52	510	Payroll	Timesheets 5/30/03 - 7/11/03
53	511	Payroll	Timesheets 7/25/03 - 8/22/03

54	512	Payroll	Timesheets 9/5/03 - 10/31/03
55	513	Payroll	Timesheets 11/26/03 - 12/12/03
56	514	Payroll	Timesheets 1/11/02 - 4/5/02
57	515	Payroll	Timesheets 4/19/02 - 6/28/02
58	516	Payroll	Timesheets 7/12/02 - 8/25/02
59	517	Payroll	Timesheets 9/6/02 - 11/13/02
60	518	Payroll/Admin	Timesheets 11/2/02-12/13/02/Monthly reports
61	519	Accounts Payable	Used PO Books 6/24/02 - 4/03
62	520	Accounts Payable	Used PO Books 4/22/03 - 6/23/03
63	521	Accounts Payable	Used PO Books 8/22/03 - 11/13/03
64	522	Accounts Payable	Used PO Books 11/18/03 - 12/19/03
65	536	Accounts Receivable	Credit Card Receipts 2005
66	537	Accounts Receivable	Cash Register Tapes (1/1/05 - 5/4/05)
67	538	Accounts Receivable	Cash Register Tapes 2005
68	540	Accounts Receivable	Cash Register Tapes (11/4/05 - 4/23/06)
69	542	Accounts Payable	Cancelled Checks 12/28/00-12/07/01 (132600-136399)
70	543	Accounts Payable	Cancelled Checks 12/7/01 - 10/23/02 (136400-139999)
71	544	Accounts Payable	Cancelled Checks 10/23/02 - 8/13/03 (140000-143799)
72	547	Payroll	Cancelled Checks 10/6/00 - 5/18/01 (84600-89199)
73	548	Payroll	Cancelled Checks 5/18/01 - 11/16/01 (89200-92699)
74	549	Payroll	Cancelled Checks 11/16/01 - 6/14/02 (93700-97999)
75	550	Payroll	Cancelled Checks 6/14/02 - 11/1/02 (98000-101699)
76	551	Payroll	Cancelled Checks 11/1/02 - 5/16/03 (101700-109999)
77	552	Payroll	Cancelled Checks 5/16/03 - 9/5/03 (106000-109999)
78	553	Payroll	Cancelled Checks 9/03 - 2/04 (110000-113999)
79	554	Payroll	YTD Information Employee #: 0--9999 (2002)
80	555	Payroll/Admin	2005 Golf Season Passes, 2003-2005 Leave Slips
81	559	Accounts Receivable	Cash Register Tapes 7/28/06-1/11/07
82	564	Accounts Receivable	Daily Receipts, Deposit Forms, Admin, Pool, Golf (July-Dec) 2005
83	569	Payroll	Timesheets 3/3/06-4/13/06
84	570	Payroll	Timesheets 11/24/04-1/7/05
85	571	Payroll	Timesheets 1/7/05-3/4/05
86	573	Tournament Account	Tournament Account, Deposits, Disbursements 98-03
87	575	Accounts Payable	Vendor Files R&R - TUR (2005)
88	576	Accounts Payable	Vendor Files DAN - FIR (2005)
89	577	Accounts Payable	Vendor Files BJ - CH (2005)
90	578	Accounts Payable	Vendor Files A - BI (2005)
91	585	Payroll	Timesheets 1/1/06-2/17/06
92	588	Accounts Payable	Vendor Files KIR - MEN (2005)
93	589	Payroll	Manual Leave 03-04, Timesheets 9/2/05-10/28/05
94	590	Payroll	Timesheets 11/10/05-12/23/05
95	591	Payroll	Timesheets 7/22/05-8/19/05
96	592	Payroll	Timesheets 5/27/05-7/8/05
97	593	Payroll	Timesheets 3/18/05-5/3/05
98	594	Payroll	Timesheets 6/23/06-7/21/06
99	595	Payroll	Timesheets 4/28/06-6/9/06

100	596	Accounts Payable	Vendor Files MET - OSW (20050
101	597	Accounts Payable	Vendor Files PAG - REF (2005)
102	598	Accounts Payable	Vendor Files TUR - ZUG (2005)
103	599	Accounts Payable	Vendor Files FIS - KIR (2005)
104	600	Accounts Payable	Vendor Files CI - DAK (2005)
105	607	Payroll	Monthly Labor Distribution Report, Gross Earnings Report, Quarterly Earnings 2006
106	609	Accounts Receivable	McDowell Receipts, VFW Sports Center/Schaumburg Receipts, CRFC Daily Cash Report 2006
107	610	Accounts Receivable	PRSG & CRFC Receipts, Admin/Pools & Golf Receipts (Jan-June) 2006
108	611	Accounts Receivable	Admin/Pools & Golf Receipts (July-Dec) 2006
109	612	Accounts Receivable / Administration	Sibley & McDowell Dam Receipts / Swim Lesson & Season Pass Forms 2006
110	613	Accounts Receivable	Cash Register Tapes (1/11/07 - 6/13/07)
111	614	Accounts Receivable	Cash Register Tapes (6/14/07 - 10/1/07)
112	616	Accounts Receivable	Credit Card & Deposit Receipts 2006
113	617	Accounts Receivable	Credit Card & Deposit Receipts 2007
114	618	Accounts Payable	Vendor Files (A - Bio) 2006
115	619	Accounts Payable	Vendor Files (Bis - Cha) 2006
116	620	Accounts Payable	Vendor Files (Ci - Da) 2006
117	621	Accounts Payable	Vendor Files (Dak - Fin) 2006
118	622	Accounts Payable	Vendor Files (Fir - Jz) 2006
119	623	Accounts Payable	Vendor Files (K - Men) 2006
120	624	Accounts Payable	Vendor Files (Mer - No) 2006
121	625	Accounts Payable	Vendor Files (Nor - R) 2006
122	626	Accounts Payable	Vendor Files (R - Sou) 2006
123	627	Accounts Payable	Vendor Files (Sp - Was) 2006
124	628	Accounts Payable	Vendor Files (Wat - Z) 2006
125	632	Payroll	Timesheets 8/4/06-9/1/06
126	633	Payroll	Timesheets 9/15/06-11/8/06
127	646	Accounts Receivable	Cash Register Tapes 4/24/06-7/27/06
128	647	General Ledger/Accounts Payable	Check Reconciliation, Month-end Trial Balance(Jan-Dec), JE Detail, Voucher Register(Jan-Dec), Monthly Transaction List 2007
129	652	General Ledger	Bank Reconciliations, Job Service, Workmen's Compensation 2007
130	656	Accounts Receivable	Cash Receipts (Jan-Dec), CRFC, WWMB, Sibley, McDowell - Golf C.R (Jun-Aug) 2007
131	657	Accounts Receivable	Cash Receipts (Jan-Aug) Admin and Pools - 2007
132	659	Accounts Receivable	Cash Register Tapes 5/1/08-7/31/08
133	661	Accounts Receivable	Cash Register Tapes 8/1/08-12/31/08
134	670	Accounts Payable	Vendor Files A-BM - 2007
135	671	Accounts Payable	Vendor Files BO-C - 2007
136	672	Accounts Payable	Vendor Files D-E - 2007
137	673	Accounts Payable	Vendor Files F-J - 2007
138	674	Accounts Payable	Vendor Files K-M - 2007
139	675	Accounts Payable	Vendor Files N-Q - 2007
140	676	Accounts Payable	Vendor Files R-S - 2007

141	677	Accounts Payable	Vendor Files T-Z - 2007
142	679	Accounts Receivable	Cash Register Tapes 10/1/07-4/30/08
143	680	Accounts Receivable	Used Deposit Slips/Gift Certificates
144	681	Accounts Receivable	Cash Register Tapes 10/1/07-4/30/08
145	705	Payroll	Gross Earnings Report, Quarterly Earnings, Monthly Labor Distribution Report 2008
146	741	Accounts Payable/Payroll/General Ledger	A/R McDowell Dam Billing;G/L Check Reconciliations Payroll Taxes,Direct Deposit, Property Tax
147		Payroll	Cancelled Checks 11800-122299 8/16/04-2/4/05
148		Payroll	Cancelled Checks 114000-117999 3/05/04-8/6/04
149		Payroll	Cancelled Checks 71600-75999 2/26/99-9/10/99
150		Accounts Payable	Cancelled Checks 143800-147999 8/13/03-1/2/05
151		Accounts Payable	Cancelled Checks 124400-128646 12/31/98-12/30/99
152		Accounts Payable	Cancelled Checks 120500-124399 1/2/98-12/31/98
153		Accounts Payable	Cancelled Checks 116800-20499 1/24/97-1/2/98
154		Accounts Payable	Cancelled Checks 112300-116799 11/17/95-1/24/97
155		Payroll	Cancelled Checks 67200-71599 7/31/98-2/26/99
156		Payroll	Cancelled Checks 62900-67199 1/2/98-7/31/98
157		Payroll	Cancelled Checks 058500-62899 6/6/97-1/2/98
158		Payroll	Cancelled Checks 54200-58499 9/27/96-6/6/97
159		Payroll	Cancelled Checks 50000-54199 3/96-9/27/96
160		Payroll	Cancelled Checks 45900-499999 7/21/95-3/1/96
161		Administration	2002-2005 Invoices
162		Administration	2002-2003 Community Bowl Invoices
163		General Ledger	2008 Month-end Trial Balance
164		Accounts Payable	2008 Monthly Transaction List
165		Payroll	2007 Monthly Labor Distribution,Gross Earnings Report, Quarterly Earnings, Month-end G/L Summary
166		Accounts Payable	2006 Monthly Transaction List
167		Fixed Assets	2007-08 Fixed Assets Reports
168		Administration	2002 W-2's

RaNae Jochim, Recreation Manager, provided a summary of the 2012 garment bids. Staff recommended awarding the low bid for each section of clothing. The vendors submitting low bids were Brown and Saegner for \$11,099.89 and Gerrells for \$1,864.93. Commissioner Schwartz moved to approve the bids as presented. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien and Vice President DeForest. The nays being none, the motion carried.

Commissioner Jeske reviewed the 2012 spring round of Matching Grant applications. The committee recommended funding the following projects:

Applicant	Project Title	Proposed Funding
Bismarck Horse Club	BHC-Arena	\$728.00
Bismarck Rotary Club	Bismarck Rotary Arboretum	\$5,000.00
Optimist Club of Bismarck	Flags & Flag Pole for Optimist Park	\$2,500.00

Bismarck Youth Baseball	Scoreboard for Field #6	\$10,000.00
Bismarck Baseball Boosters	AEDs to Enhance Safety	\$1,869.00
Bismarck Aircraft Modelers	Picnic Shelter	\$3,722.12
Bismarck Youth Fast Pitch Softball Association	Portable Fence	\$1,300.00
Dakota United Soccer Club	Cottonwood Park Upgrade	\$9,000.00
Bismarck Art & Galleries Associations	Easy Access Handicapped Door	\$1,087.00
Missouri Slope Model Aero Club	MSMAC Field Enhancements and Road Maintenance	\$2,520.80
Bismarck Men's Slow Pitch Softball Association	Cottonwood Shelter	\$7,500.00
Fastrax BMX	Track Loaner Building	\$3,550.00
Total		\$48,776.92

Commissioner Schwartz moved approval of the Matching Grant recommendations. Commissioner O'Brien seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien and Vice President DeForest. The nays being none, the motion carried.

Staff requested authorization to call for the following bids:

- Fox Island Parking Lot Improvements in partnership with ND Game and Fish.
- Grant Marsh/Keelboat Parking Lot Improvements in partnership with ND Game and Fish.
- Soft drink and non-alcoholic beverage provider – The Park District's current agreement expires December 31, 2012.

Commissioner Schwartz moved approval to call for bids as specified. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien and Vice President DeForest. The nays being none, the motion carried.

Commissioner Schwartz moved to approve bills for payment with checks 171264 to 171445 and 335051 to 335449. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, O'Brien and Vice President DeForest. The nays being none, the motion carried.

The next meeting will be held April 19, 2012 at 5:15 pm in the Tom Baker meeting room.

The meeting was adjourned at 5:36 pm.