

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 15, 2018

The Board of Park Commissioners held their regular meeting on March 15, 2018 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, Beattie and President Munson were present. Commissioner Schwartz was absent.

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

John Bollinger with the Bismarck Larks and Beth Demke with Gateway to Science appeared before the Board as the Featured Partners and Programs.

Jeff Feist from Ritterbush-Ellig-Hulsing PC reviewed the bids received for the Haaland Field Restroom/Concessions Building. Commissioner Starck moved to approve the apparent low bids as follows:

- General construction to Dakota West Contracting with alternate G2 (polished concrete flooring) in the amount of \$235,600.
- Mechanical construction to Dirk Plumbing & Heating, Inc. for \$54,900
- Electrical construction to Electric Systems for \$22,450

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

Brett Gurholt from KLJ reviewed the bids received for the proposed 2018-01 Improvement District.

- Unit 1 – Sleepy Hollow Parking Lot Improvements: Commissioner Beattie moved to approve the low bid along with alternates 1, 3 and 5 to Northern Improvement Company in the amount of \$504,848.56. commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.
- Unit 2 – Santa Fe Trail Reconstruction: Commissioner Jeske moved to approve the bid plus alternate B in the amount of \$132,334.25 submitted by Weisz and Sons, Inc. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.
- Unit 3 – Sertoma Park East Trail and Clem Kelley Trail Rehabilitation: Commissioner Starck moved to approve the low bid of \$366,602.78 submitted by Mariner Construction, a Division of Strata Corporation. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.
- Unit 4 – Horizon Park Phase II Improvements: Commissioner Beattie moved to accept the low bid of \$280,165.80 submitted by Knife River Corporation. Commissioner Starck

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

Brett Gurholt reviewed the bids received for the South Washington Shared Use Path project. The Park District has secured a Transportation Alternative Funding grant to assist with this project. Commissioner Beattie moved to accept the low bid of \$189,296.04 submitted by Northern Improvement Company. This motion is contingent upon concurrence from the city of Bismarck to proceed with construction. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

Facilities and Programs Director Kevin Klipfel reviewed the bid received for an electric ice resurfer. Commissioner Starck moved to accept the low bid provided by Frank J. Zamboni & Co., Inc. in the amount of \$135,552.70 with additional items of a Zamboni connect (\$2,150) and a single point water fill system (\$1,500) for a total of \$139,202.70. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

Commissioner Jeske moved to approve the bid of \$33,118 from Dakota Playground for the purchase of a portable bleacher system for use at the Municipal Ballpark and other locations as needed. Commissioner Starck seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

Finance Director Kathy Feist reviewed a request to dispose of obsolete records in accordance with the Park District's record's retention schedule. Commissioner Jeske moved to dispose of the following records:

Area	Year	Contents
Accounts Payable	2006-2007	Used Purchase Order Books (267, 349, 365, 386-413)
Payroll	2009	Timesheets (1/2/09 - 2/13/09)
Payroll	2009	Timesheets (2/27/09 - 3/27/09)
Payroll	2009	Timesheets (4/9/09 - 6/5/09)
Payroll	2009	Timesheets (6/19/09 - 7/17/09)
Administration	2010	Golf Season Passes
Accounts Receivable	2010	Credit Card Receipts, Bank Deposit Slips
Accounts Receivable / General Ledger	2009	A/R McDowell Dam Billing; G/L Budget Report, Recreation Programs Budget
Payroll	2009	Timesheets (7/31/09 - 9/11/09)
Payroll	2009	Timesheets (9/25/09 - 11/20/09)
Payroll	2009-2010	Timesheets (12/4/09 - 1/29/10)
Payroll	2010	Timesheets (2/12/10 - 3/12/10)
Payroll	2010	Timesheets (3/26/10 - 5/7/10)

Payroll	2010	Timesheets (5/21/10 - 7/2/10)
Accounts Receivable	2011-2012	Cash Reg Receipts (9/2011-12/2012)
Accounts Payable	2008-2009	Used Purchase Order Books (521-550)
Accounts Payable	2010	Vendor Files (S-Z)
Accounts Payable	2010	Vendor Files (J-M)
Accounts Payable	2010	Vendor Files (R-U)
Accounts Payable	2010	Vendor Files (Dominos + E-I)
Accounts Payable	2010	Vendor Files (C-D)
Accounts Payable	2010	Vendor Files (A-B)
Accounts Payable	2010	One Card (Jan-Aug)
Accounts Payable	2010	Refunds, One Card (Sep-Dec)
Accounts Receivable	2010	Daily Cash Receipts Golf (Apr-Aug)
Accounts Receivable	2010	Daily Cash Receipts Golf (Sep-Dec), CRFC (Jan-Dec)
Accounts Receivable	2010	Daily Cash Receipts AWC (Mar-Dec), PRSG, VFW, Schaumberg
Accounts Receivable	2010	Daily Cash Receipts Admin, MBP, Pools (Jan-Jun)
Accounts Receivable	2010	Daily Cash Receipts Admin, Pools, MBP (Jul-Dec), WWMB, McDowell, Sibley
Accounts Payable	2010	Vendor Files MDU +N-Q
Administration	2010	Cash Register Receipts 5/13/10-9/27/11
Accounts Receivable	2011	Cash Receipts: Admin, Pools, MBP (Jan-Jul)
Accounts Receivable	2011	Cash Receipts: Golf (Apr-Aug)
Accounts Receivable	2011	Cash Receipts: Golf (Sept-Oct); AWC (Jan-Oct)
Accounts Receivable	2011	Cash Receipts: Sibley, CRFC (Jan-Dec); AWC (Nov-Dec)
Accounts Receivable	2011	Cash Receipts: Admin, Pools, Golf (Aug-Dec); McDowell, VFW, Schaumberg, WWMB, PRSG (Jan-Dec)
Administration	2013-14	Cash Register Tapes (1/1/13-3/31/14)
Accounts Payable	2016	Monthly Transaction List
Accounts Payable	2016	Voucher Register
Payroll	2016	G/L Summary
Payroll	2016	Gross Earnings
Payroll	2016	Monthly Labor Distribution
Payroll	2016	Quarterly Earnings

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

President Munson reviewed the items on the consent agenda:

- Approval of February 15, 2018 Board meeting minutes.
- Consideration of BSC Aquatic and Wellness Center Use Agreement with Bismarck Aquatics and Fitness, Inc.
- Board authorization to submit Garrison Diversion Grant Application for sensory play area at Magical Moments Playground.
- Request Board authorization to dispose of obsolete equipment.
- Authorization to call for bids for the following items:
 - LED lighting at VFW Sports Center Rinks 1 and 2 and the Curling Rink.
 - Starting blocks at the BSC Aquatic and Wellness Center.
 - HVAC upgrades at Capital Racquet and Fitness Center.
 - Field marking paint.

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

Commissioner Jeske moved to approve bills for payment with checks 396585 to 397025 and 193263 to 193578 along with bank drafts DFT0000234 to DFT0000246 and direct deposits 12254 to 12689. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Starck, Beattie and President Munson. The nays being none, the motion carried.

The next meeting will be held on April 19, 2018 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 5:57 pm.