


July 13, 2018

TO: Commissioners Gilbertson, Jeske, Munson, Zimmerman and President Beattie

FROM: Randy Bina, Executive Director 

SUBJECT: July 19, 2018 Park Board Meeting Packet and Overview

Commissioners:

Enclosed you will find the packet and overview for the Park Board meeting on July 19, 2018 at 5:15 pm at the Tom Baker Meeting room.

**Item 1.** Call Meeting to Order and Roll Call

**Item 2.** Approval of Agenda

**Item 3.** Featured Partner and Program – Bismarck Aquastorm  
Greg Birnbaum, Aquastorm Board President, will appear before the Board for the Featured Partner and Program

**Item 4.** Review of July Celebration Events  
RaNae Jochim, Recreation Manager, will provide an update to the Board.

**Item 5.** Breaking New Ground Capital Campaign Update  
Steve Chuppe, capital campaign co-chair, will provide an update to the Board.

**Item 6.** Final Acceptance of 2017 Audit and Financial Statements  
Please refer to the attached memo provided by Finance Director Kathy Feist along with the final documents from Brady Martz. Staff recommends acceptance of the report as presented.

**Item 7.** 2018 Improvement District and South Washington Street Shared Use Path Extension Updates  
Brett Gurholt, KLJ, will provide an update to the Board on these projects. The Improvement District projects are as follows:

- Unit 1 – Sleepy Hollow Parking Lot Improvements
- Unit 2 – Santa Fe Trail Reconstruction
- Unit 3 – Sertoma Park East Trail and Clem Kelley Trail Rehabilitation
- Unit 4 – Horizon Park Phase II Improvements

*A nationally accredited park and recreation agency.*

**Item 8.**

Consideration of Bids

- General Sibley Park Septic System and Absorption Field - Susan Hazelett from Apex Engineering Group will present the bids. Staff recommends approval of the low bid received.

**Item 9.**

Consent Agenda

Three items have been placed in a consent agenda. A consent agenda can be approved with one motion or an item or items can be removed for additional discussion and separate action. Staff recommends approval of the following items:

- Review and Approval of June 21 and June 28, 2018 Board Meeting Minutes – The minutes are included for your review and approval.
- Approval of Pledge of Assets – Please see the information provided by Kathy Feist, Finance Director.
- Request Authorization to Re-Bid Vault Toilet Replacement at General Sibley Park – David Mayer, Operations Director, has provided information in the packet regarding this topic.

**Item 10.**

Introduction of 2019 Operating Budget

Finance Director Kathy Feist will address the Board regarding the proposed 2019 operating budget. Staff appreciates the input and feedback from commissioners received during budget meetings. We are requesting board consideration of the following actions regarding the 2019 budget:

- Motion to approve the introduction of the 2019 operating budget as presented.
- Motion to approve the 2019 budget resolution.
- Motion to approve the preliminary budget statement for 2019 and set the public hearing for September 20, 2018 at 5:15 pm.


**Item 11.**

Approval of Bills

Next Regular Meeting: August 16, 2018 at 5:15 pm at the Tom Baker Meeting Room

# 2018 JULY CELEBRATION



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> Photo Contest July 1 - 31 Enter and you could win a prize package from Bismarck Parks and Recreation.	<b>2</b> Get rolling! Check out the two skate parks today. Skateboards, inline skates and bicycles are allowed.	<b>3</b> Tuesday Night Food Fest 4 - 9pm Gateway Mall Parking Lot	<b>4</b>  <b>Happy Birthday America!</b>  Listen to the symphony on the capitol grounds.	<b>5</b> Free Junior Golf Tuesdays & Thursdays through August 7:30 - 11am Riverwood, Pebble Creek, and Tom O'Leary	<b>6</b> Sleepy Hollow Summer Theater July 6-15 and July 19-28 8pm	<b>7</b> BisMarket 10am - 1pm Kiwanis Park
<b>8</b> BPRD Geocache Challenge Find all of them (in a week, in two months, six months, whenever) in Bismarck's park and trail system. The caches are here to stay.	<b>9</b> FREE Fitness Facility Admission 5:30am - 8pm BSC Aquatic & Wellness Center 5:30am - 9pm Capital Racquet & Fitness Center	<b>10</b> FREE Swimming at all outdoor pools • Noon - 1:45pm and 2:15 - 4pm • 4:30 - 5:45pm and 6:15 - 8pm Hillside, Elks and Wachter	<b>11</b> Pickleball Social 9 - 11am North Central Tennis Courts  Free Park Bootcamp 6 - 6:45am Horizon Park	<b>12</b> Disc in the Dark 9:30pm General Sibley Park and Campground  Urban Harvest Every Thursday through August 16 11am - 8pm Downtown Bismarck	<b>13</b> Twilight Golf Special \$25 with cart Play golf at Riverwood, Tom O'Leary or Pebble Creek Golf Courses after 5pm on Friday, Saturday and Sunday.	<b>14</b> Y93 Pool Party 7:15 - 9:15pm Hillside Aquatic Complex
<b>15</b> 24th Annual Theo Art School Garden Walk 10am - 3pm	<b>16</b> Tennis in the Parks Week July 16 - 22 Surprises at all Bismarck Park's outdoor tennis facilities all week.  Free Group Fitness Classes July 16 - 21 Capital Racquet & Fitness Center or the BSC Aquatic & Wellness Center	<b>17</b> Community Pool Party 4:30 - 8pm Elks Aquatic Center	<b>18</b> Family Day Riverwalk 10am - 8pm Sertoma Park  Kid's Summer Stage Every Wednesday through August 15 Noon - 1pm Custer Park	<b>19</b> Movie in the Park Kicking & Screaming Starts at sunset, approx. 9pm Bismarck Municipal Ballpark  Babe Ruth 16-18 Year Old Midwest Plains Regional Tournament July 19 - 23 Bismarck Municipal Ballpark	<b>20</b> FREE Indoor Ice Skating 12 - 1:30pm Capital Ice Complex Wachter Arena	<b>21</b> Ever played sand volleyball? Go try it today at one of the many courts.
<b>22</b> Have you tried disc golf? Free, fun and fabulous at two courses at Lions Park and General Sibley Park and Campground	<b>23</b> Explore the educational Chief Lookings Village Trail today.	<b>24</b> Rock the Deck 4:30 - 8pm Hillside Aquatic Complex	<b>25</b> Roller Skating Rink Night Free Event 6 - 8pm Capital Ice Complex Schaumburg Arena	<b>26</b> Walk from Pioneer Park to Sertoma Park and enjoy the series of five eagle sculptures.	<b>27</b> Bike or hike one of our non-paved trails today.	<b>28</b> FREE Tent Camping at General Sibley Park and Campground  Gateway to Science STEM Spectacular 1 - 4pm High Prairie Arts & Science Complex  Family Fest at BisMarket 10am - 1pm Kiwanis Park
<b>29</b> Get active at one of our 50 playgrounds.	<b>30</b> Take your pup to the Dog Park at 700 E. Century Avenue for FREE tennis balls (while supplies last).	<b>31</b> McDowell Dam Recreation Area Fun Day 1 - 9pm McDowell Dam Recreation Area	 <b>NATIONAL GOLD MEDAL WINNER BISMARCK PARKS AND RECREATION DISTRICT</b> Est. 1927  <a href="http://www.bisparcs.org">www.bisparcs.org</a>			<b>Celebrating National Parks &amp; Recreation Month</b>  <i>See event details on back.</i>



# July Celebration

## Celebrating National Parks and Recreation Month

### Sunday, July 1 - 31 • Photo Contest

Send us your pictures of summer fun and you could win a prize package from Bismarck Parks and Recreation. Plus - your photo may just show up in one of our publications or online.

[www.bisparks.org/july-celebration-photo-contest](http://www.bisparks.org/july-celebration-photo-contest)

### Tuesday, July 3 & 10 • Tuesday Night Food Fest 4 - 9pm

**Gateway Mall parking lot, 2700 State St.**

There will be food trucks, other food vendors, family activities, kids games, music, and more! No admission, just come and enjoy the event. Hosted by URL Radio. [facebook.com/urllradio](https://facebook.com/urllradio)

### Free Junior Golf

**Tuesdays & Thursdays from 7:30 - 11am (thru August 31)**  
**Friday - Sundays after 5pm (thru Labor Day)**

**7:30 - 11am**

Juniors ages 17 & under must tee off from the forward tees on free junior golf mornings. Call courses for tee time. Tuesday mornings and Friday evenings at Riverwood, 222-6462. Tuesday mornings and Sunday evenings at Pebble Creek, 223-3600. Thursdays mornings and Saturday evenings at Tom O'Leary, 222-6531.

### Friday, July 6 • Sleepy Hollow Summer Theater 8pm

*Joseph and the Amazing Technicolor Dreamcoat: July 6 - 15*

*The Hunchback of Notre Dame: July 19-28*

**Sleepy Hollow Park, 2899 E. Divide Ave.**

It's a summer tradition! Mark your calendars and enjoy not one, not two, but three choices for your musical pleasure. An evening under the stars, watching the stars. [www.shst.org](http://www.shst.org)

### Saturdays, 10am - 1pm • BisMarket Kiwanis Park, 318 S. Washington St.

BisMarket is your neighborhood farmer's market. High quality, locally produced or made products, along with activities for children, entertainment and educational topics presented throughout the season. [www.bismarket.com](http://www.bismarket.com)

### Sunday, July 8 • BPRD Geocache Challenge

It's like searching for treasure by using Global Positioning System (GPS) coordinates that are posted at [www.geocaching.com](http://www.geocaching.com). It's free. It's fun. Find all 12 and turn your passport in at the park district for a prize. Passports available online [www.bisparks.org](http://www.bisparks.org) or at the BPRD Administration office, 400 E. Front Ave.

### Monday, July 9 • Free Fitness Facilities Admission

**5:30am - 8pm**

**BSC Aquatic & Wellness Center, 1601 Canary Ave**

**5:30am - 9pm**

**Capital Racquet & Fitness Center, 3200 N. 10th St.**

Check out both facilities for free today!

### Tuesday, July 10

**FREE swimming at the outdoor pools**

**• Noon - 1:45pm and 2:15 - 4pm**

**• 4:30 - 5:45pm and 6:15 - 8pm**

Enjoy some swim time at Hillside Aquatic Complex (includes waterslide), Elks Aquatic Center and Wachter Aquatic Complex for FREE. [www.bisparks.org](http://www.bisparks.org)

### Wednesday, July 11 • Pickleball Social 9 - 11am

**North Central Tennis Courts, 830 Central Ave.**

There will be on site guidance from our local players and you will get a chance to play as well! Snacks will be provided as well as more information on drop in play. For more information contact Capital Racquet & Fitness Center, 221-6855.

### Wednesday, July 11 • Free Park Bootcamp

**6 - 6:45am**

**Horizon Park, 4800 Durango Drive**

This bootcamp will give you a total body workout using various pieces of fitness equipment such as medicine balls, TRX, resistance bands, etc. Build strength and increase your cardiovascular fitness with this free class offered from BSC Aquatic & Wellness Center.

### Thursday, July 12 • Disc in the Dark

**9:30pm**

**General Sibley Park and Campground, 5001 S. Washington St.**

Enjoy a 9-hole glow course filled with colored lights and glowing baskets. Bring a glow-in-the-dark disc or add free LED lights to your disc (while supplies last). No registration needed.

### Thursday, July 12 through August 16 • Urban Harvest 11am - 8pm

Urban Harvest is open in Downtown Bismarck on the corner of 4th and Broadway every Thursday from July 12 through August 17. The market includes vendors selling fresh produce, arts and crafts and ready-to-eat foods. Urban Harvest also includes entertainment.

### Friday, July 13 • Summer Twilight Golf Special

**Tee Times after 5pm, Friday - Sunday**

Special Twilight Rate at Tom O'Leary, Riverwood, and Pebble Creek Golf Courses through Labor Day. For \$25, you get a green fee and a cart rental for as many holes as you wish to play until 30 minutes before sunset.

### Saturday, July 14 • Y93 Pool Party

**7:15 - 9:15pm**

**Hillside Aquatic Complex, 1719 E. Boulevard Ave.**

Kick off July with a splash and this 93 Degree Summer Kickoff Pool Party, sponsored by Y93, Bismarck-Mandan's #1 Hit Music Station. It's a Saturday night pool party! Regular pool admission rates apply, and you'll have music, prizes, and fun on the deck and in the water.

### Sunday, July 15

**24th Annual Theo Art School Garden Walk**

**10am - 3pm**

See some beautiful gardens in Bismarck during the Garden Walk, a fundraising and eye popping annual event for Theo Art School.

Details at [www.theoartschool.org](http://www.theoartschool.org)

### Monday, July 16 - 22 • Tennis in the Parks Week

Special surprises at all Bismarck Park's outdoor tennis facilities all week long. Sponsored by Capital Racquet & Fitness Center.

### Monday, July 16 - 21 • Free Group Fitness Classes

At BSC Aquatic & Wellness Center, 1601 Canary Ave or the Capital Racquet & Fitness Center, 3200 N. 10th St.. Try a class on land or in the water. Stretch, lift or move. You choose any class at either facility, and bring a friend, for FREE. [www.bisparks.org/group-fitness-classes](http://www.bisparks.org/group-fitness-classes)

### Tuesday, July 17 • Community Pool Party

**4:30 - 8pm**

**Elks Aquatic Center, 321 W. Broadway Ave.**

We invite families and friends to join the pool party. This evening swim will include music, prizes, and a departing treat. Regular admission rates apply.

### Wednesday, July 18 • Family Day Riverwalk

**10am - 8pm**

**Sertoma Park, 300 Riverside Park Road**

A free outdoor event along Bismarck's beautiful Missouri River. Entertainment, food vendors, kids activities. Join in the festivities for families. More details at [facebook.com/FamilyDayRiverwalk](https://facebook.com/FamilyDayRiverwalk).

### Wednesday, July 18 - August 15 • Kid's Summer Stage Noon - 1pm

**Custer Park, 320 E. Custer Park St.**

Kids of all ages love this free interactive hour of music and song. Bring a blanket or your own chair. Pack a lunch. A Dakota West Arts Council event showcasing local talent and kids!

### Thursday, July 19

**Movie in the Park: Kicking & Screaming**

**Starts at sunset, approx. 9pm**

**Bismarck Municipal Ballpark, 303 W. Front Ave.**

Hollywood stars will show up in Bismarck's skies this summer, as Bismarck Parks and Recreation District plans for a movie a month, through September. Seating available in the stands. Concessions will be available for purchase.

### Friday, July 19 - 23

**Babe Ruth 16-18 Year Old Midwest Plains**

**Regional Tournament**

**Bismarck Municipal Ballpark, 303 W. Front Ave.**

Baseball: America's favorite summer pastime. Check [www.bisparks.org](http://www.bisparks.org) for the game schedule for this state baseball tournament. Play ball!

### Friday, July 20 • Free Indoor Ice Skating

**12 - 1:30pm**

**Capital Ice Complex/Wachter Arena, 221 E. Reno Ave**

Slip on those ice skates during the summer and enjoy indoor skating. Ice skate rental is available, \$3/per pair.

### Tuesday, July 24 • Rock the Deck

**4:30 - 8pm**

**Hillside Aquatic Complex, 1719 E. Boulevard Ave.**

Rock the Deck is a pool party for middle school students. Come enjoy the pool on the night set aside just for incoming 6th, 7th, and 8th graders. Bring a pal to enjoy open swim, music from Y93 prizes, and a departing treat. Regular admission rates apply.

### Wednesday, July 25 • Roller Skating Rink Night

**6 - 8pm**

**Capital Ice Complex/Schaumburg Arena, 221 E. Reno Ave**

This event brings back the nostalgic roller skating rink experience. Music, prizes and skating games! Grab some friends and bring your roller skates or blades to this free event. Co-sponsored by the BisMan Bombshellz.

### Saturday, July 28 • Free Tent Camping

**General Sibley Park and Campground,**

**5001 S. Washington St.**

You'll enjoy camping, trails, playgrounds, picnic shelters, a disc golf course and river access. Please reserve your camping space by calling 222-1844 and give the code "campfire fury" to reserve your free tent site.

### Saturday, July 28 • Gateway to Science STEM Spectacular 1 - 4pm

**Frances Leach High Prairie Arts & Science Complex, 1810 Schafer St.**

Free event, featuring hands-on activities for all ages. Some bubbles, some rockets, some science, some fun! [www.gatewaytoscience.org](http://www.gatewaytoscience.org)

### Saturday, July 28 • Family Fest at BisMarket

**10am - 1pm**

**Kiwanis Park, 318 S. Washington St.**

Family Fest is held in conjunction with BisMarket. Kids can enjoy free carnival games while parents enjoy the BisMarket vendors. Come play, eat and shop at this FREE event.

### Tuesday, July 31 • McDowell Dam Fun Day

**1 - 9pm**

**McDowell Dam Recreation Area, 1951 93rd St. NE**

Grab a sack lunch or supper and head to McDowell Dam Recreation Area. There will be free use of paddleboats, paddleboards, canoes, kayaks and rowboat. Y93 will provide music from 4 - 7pm. Theo Art School will be on site from 5:30 - 7 pm to join in the fun with some face painting.



# Memo

TO: Board of Park Commissioners and Randy Bina, Executive Director  
FROM: Kathy Feist, Finance Director *KF*  
DATE: July 12, 2018  
RE: 2017 Audit Report

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The audited financial statements for the year ended December 31, 2017, and the management letter are included in your agenda packets. Mindy Piatz from Brady, Martz and Associates presented the draft financial statements at the June 21<sup>st</sup> Park Board meeting. In addition to the Independent Auditor's Report being dated June 29, 2018, to coincide with the date the City of Bismarck's financial statements were issued, there was one additional change to Bismarck Parks and Recreation District's final audited financial statements.

On page 52, the NOTE 17 SUBSEQUENT EVENT footnote was updated from \$4,443,602 to \$4,744,902 of commitments after year end. This \$301,300 reflects the amount approved at the June Park Board meeting for the Wachter Park Sensory Playground improvements, 23<sup>rd</sup> Street Park playground replacement, and various matching grants and roofing projects.

Requested Board action is to approve the Bismarck Parks and Recreation District's audited financial statements for the year ended December 31, 2017.



CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

June 29, 2018

To the Board of Park Commissioners  
Bismarck Parks and Recreation District  
Bismarck, North Dakota

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bismarck Parks and Recreation District for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you on April 25, 2018. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Bismarck Parks and Recreation District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting Bismarck Parks and Recreation District's financial statements were:

Management's estimate of the depreciation expense is based on the lives and methods assigned to fixed assets. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of its actuarially calculated pension liability is based on several factors including but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases, and form of annuity payment upon retirement.



Management's estimate of the post-retirement benefit obligations includes assumptions in order to determine the year-end liability. We evaluated the key factors regarding management's assumptions used to calculate the liability determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. A schedule of adjustments posted by management is also attached.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 29, 2018.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



### Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, schedule of employer's proportionate share of net pension liability, schedule of employer contributions and notes to the required supplementary information, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual nonmajor fund financial statements, which accompany the financial statements but are not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the use of the Board of Park Commissioners and management of Bismarck Parks and Recreation District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



**BRADY, MARTZ & ASSOCIATES, P.C.  
BISMARCK, NORTH DAKOTA**

**BISMARCK PARKS AND RECREATION DISTRICT**  
**Schedule of Passed Adjustments**  
**December 31, 2017**

Description (Nature) of Audit Difference (AD)	Factual (F), Judgmental (J), or Projected (P)	Cause	Work- paper Ref.	Financial Statements Effect—Amount of Over (Under) Statement of:					Change in Fund Balance/ Net Position
				Total Assets & Deferred Outflows	Total Liabilities & Deferred Inflows	Opening Fund Balance/ Net Position	Revenues	Expen.	
To pass on prior period adjustment for booking previously unrecorded bond premiums in current year	F		5305.00			33,260		33,260	(33,260)
To pass on prior period adjustment for previously unrecorded capital asset	F	Donated Southland playground not capitalized in 2016 when acquired	4606.00			(238,645)	238,645		238,645
To pass on prior period adjustment for booking previously unrecorded post retirement benefit obligations in current year	P		5210.00			52,789		52,789	(52,789)
To record overstatement of revenue and understated deferred revenue.	F	January 2018 ice rental recorded as revenue in 2017.	4225.00		(27,760)		27,760		27,760
<b>Total</b>				-	(27,760)	(152,596)	266,405	86,049	180,356

Client: 41110 - Bismarck Parks and Recreation District  
Engagement: AUD - Bismarck Parks and Recreation District  
Period Ending: 12/31/2017  
Trial Balance: TB  
Workpaper: 2201.00 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>		<b>PBC</b>		
To correct posting of retainage payable related to Horseshoe Canopy repairs and deferred revenue from Canning Center insurance proceeds received.				
01.00.000.430600	INSURANCE CLAIMS		13,036.53	
30.00.000.210110	RETAINAGE PAYABLE		5,603.00	
01.00.000.240300	DEFERRED REVENUE			13,036.53
30.00.000.570800	CAPITAL OUTLAY			5,603.00
<b>Total</b>			<b>18,639.53</b>	<b>18,639.53</b>



Client: 41110 - Bismarck Parks and Recreation District  
Engagement: AUD - Bismarck Parks and Recreation District  
Period Ending: 12/31/2017  
Trial Balance: TB  
Workpaper: 2210.00 - GASB 34 Entries Report

Account	Description	W/P Ref	Debit	Credit
<b>GASB 34 Entries JE # 200</b>		<b>6102.00</b>		
To post beginning GASB balances				
50.00.000.390202	CONTRA NET ASSET ACCOUNT FOR DEBIT		34,903,325.95	
BMA-DOP	Deferred Outflows - Pension		966,099.00	
50.00.000.220000	COMPENSATED ABSENCES PAYABLE			339,515.90
50.00.000.220001	COMPENSATED ABSENCES PAYABLE - DUE WITHIN 1 YEAR			216,600.39
50.00.000.230000	DEBT - 2007 NISHU ARCHERY CAPITAL LEASE			9,296.37
50.00.000.230001	DEBT - 2009 BSC AWC EQUIPMENT CAPITAL LEASE			135,876.91
50.00.000.230002	DEBT - 2009 BSC AWC BIO-MASS HEATING SYSTEM CAPITAL LEASE			153,002.54
50.00.000.230003	DEBT - 2010 BSC AWC BIO-MASS HEATING SYSTEM CAPITAL LEASE			498,752.48
50.00.000.230004	DEBT - 2014 MUNI BASEBALL PARK CAPITAL LEASE			371,332.33
50.00.000.230005	DEBT - 2014 HPAML CAPITAL LEASE			363,265.08
50.00.000.230006	Schaumburg CL			2,500,000.00
50.00.000.230007	Schaumburg CL			4,500,000.00
50.00.000.240000	SPECIAL ASSESSMENT DEBT			3,168,378.94
50.00.000.250000	DEBT - 2010 REFUNDING IMPROVEMENT BONDS			920,000.00
50.00.000.250001	DEBT - 2011 REFUNDING IMPROVEMENT BONDS			545,000.00
50.00.000.250002	DEBT - 2012 REFUNDING IMPROVEMENT BONDS			130,000.00
50.00.000.250003	DEBIT - 2012 SERIES B REFUNDING IMPROVEMENT BONDS			2,020,000.00
50.00.000.250004	DEBT - 2013 REFUNDING IMPROVEMENT BONDS			2,670,000.00
50.00.000.250005	DEBT - 2014 REFUNDING IMPROVEMENT BONDS			3,060,000.00
50.00.000.250006	DEBT - 2015 REFUNDING IMPROVEMENT BONDS			1,905,000.00
50.00.000.260000	DEBT - 2013 GROSS REVENUE BONDS			7,390,000.00
50.00.000.260001	DEBT - 2014 GROSS REVENUE BONDS			3,160,000.00
50.00.000.270000	INTEREST PAYABLE			253,001.01
BMA-DIP	Deferred Inflows - Pension			244,960.00
BMA-NPL	Net Pension Liability			1,315,443.00
<b>Total</b>			<b>35,869,424.95</b>	<b>35,869,424.95</b>
<b>GASB 34 Entries JE # 201</b>		<b>6102.00</b>		
To back off revenue not recorded on fund level in 2017 but government wide in 2016 to tie equity				
01.00.000.410100	CURRENT YEAR REAL ESTATE TAXES		52,634.24	
11.00.000.410100	CURRENT YEAR REAL ESTATE TAXES		21,269.03	
30.00.000.410100	CURRENT YEAR REAL ESTATE TAXES		11,820.35	
01.00.000.390100	FUND BALANCE			52,634.24
11.00.000.390100	FUND BALANCE			21,269.03
30.00.000.390100	FUND BALANCE			11,820.35
<b>Total</b>			<b>85,723.62</b>	<b>85,723.62</b>
<b>GASB 34 Entries JE # 202</b>		<b>5302.00</b>		
To post current year debt activity.				
32.00.000.478100	BOND PROCEEDS		1,600,000.00	
32.INTERGOVT	City Special Assessment Pass-Through		338,113.20	
50.00.000.156000	INFRASTRUCTURE		351,086.78	
50.00.000.230000	DEBT - 2007 NISHU ARCHERY CAPITAL LEASE		9,296.37	
50.00.000.230001	DEBT - 2009 BSC AWC EQUIPMENT CAPITAL LEASE		43,822.31	
50.00.000.230002	DEBT - 2009 BSC AWC BIO-MASS HEATING SYSTEM CAPITAL LEASE		49,345.45	
50.00.000.230003	DEBT - 2010 BSC AWC BIO-MASS HEATING SYSTEM CAPITAL LEASE		34,954.53	
50.00.000.230004	DEBT - 2014 MUNI BASEBALL PARK CAPITAL LEASE		119,863.22	
50.00.000.230005	DEBT - 2014 HPAML CAPITAL LEASE		117,261.94	
50.00.000.230006	Schaumburg CL		403,300.59	
50.00.000.250000	DEBT - 2010 REFUNDING IMPROVEMENT BONDS		90,000.00	
50.00.000.250001	DEBT - 2011 REFUNDING IMPROVEMENT BONDS		45,000.00	
50.00.000.250002	DEBT - 2012 REFUNDING IMPROVEMENT BONDS		130,000.00	
50.00.000.250003	DEBIT - 2012 SERIES B REFUNDING IMPROVEMENT BONDS		170,000.00	
50.00.000.250004	DEBT - 2013 REFUNDING IMPROVEMENT BONDS		365,000.00	
50.00.000.250005	DEBT - 2014 REFUNDING IMPROVEMENT BONDS		280,000.00	
50.00.000.250006	DEBT - 2015 REFUNDING IMPROVEMENT BONDS		225,000.00	
50.00.000.260000	DEBT - 2013 GROSS REVENUE BONDS		555,000.00	
50.00.000.260001	DEBT - 2014 GROSS REVENUE BONDS		135,000.00	
01.14.000.578500	REVENUE BONDS 2013 - PRINCIPAL			555,000.00
01.14.000.578505	REVENUE BONDS 2014 - PRINCIPAL			135,000.00
11.00.000.570900	SPECIAL ASSESSMENTS - PRIN			469,825.40
11.00.000.570910	2010 IMPROVEMENT DIST - PRIN			90,000.00
11.00.000.570915	2011 IMPROVEMENT DIST - PRIN			45,000.00
11.00.000.570920	2012 IMPROVEMENT DIST - PRIN			170,000.00
11.00.000.570925	2012 REF IMPROVE DIST - PRIN			130,000.00

Client: 41110 - Bismarck Parks and Recreation District  
Engagement: AUD - Bismarck Parks and Recreation District  
Period Ending: 12/31/2017  
Trial Balance: TB  
Workpaper: 2210.00 - GASB 34 Entries Report

Account	Description	W/P Ref	Debit	Credit
11.00.000.570830	2013 REF IMPROVE DIST - PRIN			365,000.00
11.00.000.570935	2014 IMPROVEMENT DIST - PRIN			280,000.00
11.00.000.570940	2015 IMPROVEMENT DIST - PRIN			225,000.00
11.00.000.570945	2017 IMPROVEMENT DIST - PRIN			130,000.00
30.00.000.575115	WELLNESS CENTER - WEIGHTS			43,822.31
30.00.000.575120	BIO MASS HEATING SYSTEM - PRIN			49,345.45
30.00.000.575125	BIO MASS HEATING BUILDING PRIN			34,954.53
32.00.000.575110	HP ARTS & SCIENCE - PRIN			117,261.94
32.00.000.575135	NISHU BOWMAN BLDG LEASE PMT			9,296.37
32.00.000.575140	MUNICIPAL BALL PARK - PRIN			119,863.22
32.00.000.575145	CAPITAL ICE COMPLEX - PRIN			403,300.59
50.00.000.240000	SPECIAL ASSESSMENT DEBT			219,374.58
50.00.000.250007	2017 Refunding Improvement Bonds			1,470,000.00
<b>Total</b>			<b>5,062,044.39</b>	<b>5,062,044.39</b>
<b>GASB 34 Entries JE # 203</b>				
		<b>5205.00</b>		
To record current period change in compensated absences.				
01.09.000.510100	FULL-TIME SALARIES		54,215.26	
50.00.000.220001	COMPENSATED ABSENCES PAYABLE - DUE WITHIN 1 YEAR		1,530.28	
50.00.000.220000	COMPENSATED ABSENCES PAYABLE			55,745.54
<b>Total</b>			<b>55,745.54</b>	<b>55,745.54</b>
<b>GASB 34 Entries JE # 204</b>				
		<b>PBC</b>		
To record client provided entries to record opening balances				
50.00.000.151000	LAND		5,922,147.74	
50.00.000.151500	CONSTRUCTION IN PROGRESS		2,458,145.44	
50.00.000.152000	PROPERTY IMPROVEMENTS		70,463,335.68	
50.00.000.154000	MACHINERY & EQUIPMENT		6,172,760.98	
50.00.000.156000	INFRASTRUCTURE		5,924,284.38	
50.00.000.152900	ACCUM DEPR-BLDGS/IMPROVEMENTS			26,860,074.67
50.00.000.154900	ACCUM DEPR-MACHINERY/EQUIPMENT			4,799,490.18
50.00.000.158900	ACCUM DEPR-INFRASTRUCTURE			1,216,383.63
50.00.000.390200	INVESTMENT IN GEN FIXED ASSETS			57,964,725.74
<b>Total</b>			<b>90,940,674.22</b>	<b>90,940,674.22</b>
<b>GASB 34 Entries JE # 205</b>				
		<b>5302.03</b>		
To book change in interest payable - PBC				
50.00.000.270000	INTEREST PAYABLE		4,888.27	
300000-571476	SOFTBALL COMPLEX INTEREST			4,888.27
<b>Total</b>			<b>4,888.27</b>	<b>4,888.27</b>
<b>GASB 34 Entries JE # 206</b>				
		<b>5228.00</b>		
To post GASB 68 entries for current year activity				
BMA-DOP	Deferred Outflows - Pension		327,606.00	
BMA-NPL	Net Pension Liability		32,217.00	
BMA-DIP	Deferred Inflows - Pension			287,429.00
BMA-PenExp-FAC	Pension Expense - Facilities			38,181.12
BMA-PenExp-OP	Pension Expense - Operations			34,212.88
<b>Total</b>			<b>359,823.00</b>	<b>359,823.00</b>
<b>GASB 34 Entries JE # 207</b>				
		<b>PBC</b>		
To record client provided entries to account for current year fixed asset activity				
01.00.000.430600	INSURANCE CLAIMS		16,826.93	
50.00.000.151000	LAND		6,800.00	
50.00.000.151500	CONSTRUCTION IN PROGRESS		168,733.55	
50.00.000.152000	PROPERTY IMPROVEMENTS		15,612,197.14	
50.00.000.152900	ACCUM DEPR-BLDGS/IMPROVEMENTS			865,305.60
50.00.000.154000	MACHINERY & EQUIPMENT		661,117.78	
50.00.000.154900	ACCUM DEPR-MACHINERY/EQUIPMENT		228,837.92	
50.00.000.479999	Gain/Loss on Disposal of Assets		6,315.11	
50.00.000.479999	Gain/Loss on Disposal of Assets		101,840.23	
50.00.000.590100	Depreciaton Expense-Park Ops		1,830,143.11	
50.00.000.590150	Depreciaton Expense-Fac/Rec		1,251,956.44	
30.00.000.570800	CAPITAL OUTLAY			168,733.55
30.00.000.570800	CAPITAL OUTLAY			661,117.78



Client: 41110 - Bismarck Parks and Recreation District  
Engagement: AUD - Bismarck Parks and Recreation District  
Period Ending: 12/31/2017  
Trial Balance: TB  
Workpaper: 2210.00 - GASB 34 Entries Report

Account	Description	W/P Ref	Debit	Credit
30.00.000.570800	CAPITAL OUTLAY			12,783,519.87
50.00.000.151500	CONSTRUCTION IN PROGRESS			2,458,145.44
50.00.000.152000	PROPERTY IMPROVEMENTS			177,298.38
50.00.000.152000	PROPERTY IMPROVEMENTS			806,676.38
50.00.000.152900	ACCUM DEPR-BLDGS/IMPROVEMENTS			2,503,086.10
50.00.000.154000	MACHINERY & EQUIPMENT			235,153.03
50.00.000.154900	ACCUM DEPR-MACHINERY/EQUIPMENT			345,301.72
50.00.000.156900	ACCUM DEPR-INFRASTRUCTURE			233,731.73
50.00.000.479998	Contributed Capital			6,800.00
50.00.000.479998	Contributed Capital			370,531.83
<b>Total</b>			<b>20,750,073.81</b>	<b>20,750,073.81</b>
<b>GASB 34 Entries JE # 208</b>				
To reclassify sale of proceeds from land as gain on sale (cost basis of \$0) and reclassify excess insurance proceeds not accounted for in other GASB entries as gain as well to have flow through misc.				
01.00.000.430600	INSURANCE CLAIMS		203,448.18	
32.OFS	Other Financing Sources		66,279.10	
50.00.000.479999	Gain/Loss on Disposal of Assets			269,727.28
<b>Total</b>			<b>269,727.28</b>	<b>269,727.28</b>
<b>GASB 34 Entries JE # 209</b>				
To record opening bond discount amounts.				
32.00.000.575141	MUNICIPAL BALL PARK - INT	5305.00	33,200.62	
50.00.000.280000	Bond Discount (Premium)			33,200.62
<b>Total</b>			<b>33,200.62</b>	<b>33,200.62</b>
<b>GASB 34 Entries JE # 210</b>				
To record current year activity for bond premium and discounts.				
50.00.000.280000	Bond Discount (Premium)		2,785.79	
32.00.000.575141	MUNICIPAL BALL PARK - INT			2,785.79
<b>Total</b>			<b>2,785.79</b>	<b>2,785.79</b>
<b>GASB 34 Entries JE # 211</b>				
To book early retirement liability.				
01.09.000.510100	FULL-TIME SALARIES	5210.00	134,289.35	
50.00.000.220002	Early Retirement Liability			134,289.35
<b>Total</b>			<b>134,289.35</b>	<b>134,289.35</b>



**BISMARCK PARKS AND RECREATION DISTRICT  
BISMARCK, NORTH DAKOTA**

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

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CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

## INDEPENDENT AUDITOR'S REPORT

To the Board of Park Commissioners  
Bismarck Parks and Recreation District  
Bismarck, North Dakota

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bismarck Parks and Recreation District, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Bismarck Parks and Recreation District, as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of employer's proportionate share of net pension liability, schedule of employer contributions, and notes to the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

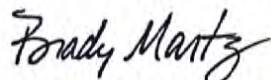
### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bismarck Parks and Recreation District's basic financial statements. The combining non-major fund financial statements, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining non-major fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining non-major fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2018 on our consideration of the Bismarck Parks and Recreation District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Bismarck Parks and Recreation District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Bismarck Parks and Recreation District's internal control over financial reporting and compliance.



**BRADY, MARTZ & ASSOCIATES, P.C.  
BISMARCK, NORTH DAKOTA**

June 29, 2018



**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

This section of the Bismarck Parks and Recreation District's (the District) annual financial report presents a discussion and analysis of the District's financial performance for the year ended December 31, 2017. The intent of this discussion and analysis is to look at the District's financial performance as a whole. Readers are encouraged to review the District's basic financial statements, which follow this section, to enhance their understanding of the District's financial performance.

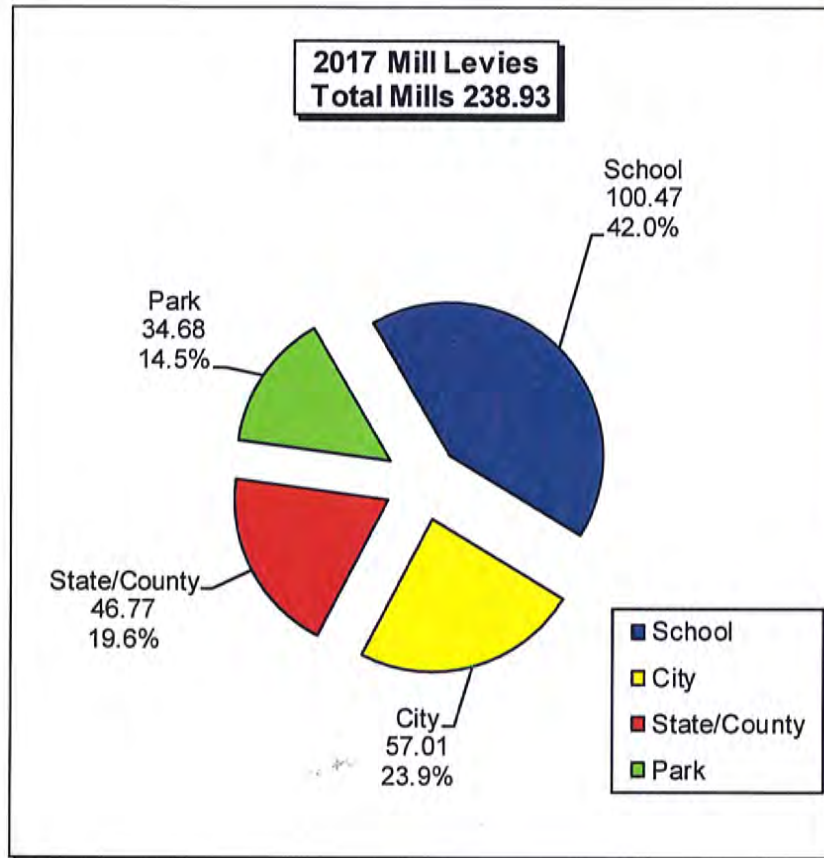
- ***The vision statement of the Bismarck Parks and Recreation District is "To be the leader and premier provider of public parks, programs, facilities and leisure services."***
- ***The mission statement of the Bismarck Parks and Recreation District is "To work with the community to provide residents and visitors the highest quality park, program, facility, and event experience."***

***Financial Highlights***

1. The total assets and deferred outflows of resources of the District exceeded liabilities and deferred inflows of resources at December 31, 2017 by \$38,294,804. Of this amount, \$2,303,773 is unrestricted in governmental activities and may be used to meet the District's ongoing obligations. \$2,315,592 is restricted by constraints imposed on resources either externally or imposed by law and \$33,675,439 is invested in capital assets.
2. The District's total net position increased by \$5,108,712 during the year ended December 31, 2017.
3. At December 31, 2017, the District's governmental funds reported combined ending fund balances of \$6,032,373, a decrease of \$6,983,741 in comparison with the 2016 year. This decrease is mainly due to payments being made to contractors for the construction of the Capital Ice Complex improvements.
4. The District had \$15,357,896 in general fund revenue and \$583,557 in other financing sources. General fund expenditures were \$14,652,961 and \$1,285,000 in other financing uses. Local taxes contributed to 49% of the general fund revenue. Revenues and other sources exceeded expenditures and other uses by \$3,492.
5. At December 31, 2017, the general fund unassigned fund balance was \$2,292,869 or 14.4% of total general fund expenditures and transfers out.
6. The District's long-term financing debt decreased by \$1,083,469 (3 percent) during the 2017 year. Special Assessment bond proceeds in the amount of \$1,600,000 were obtained to finance the construction of the Wachter Park Site improvements.

**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

The District receives property tax revenue through the mill levy process. The District's mill levy for 2016 due January 2017 was 34.68 or 14.5% of the total mills levied. The general fund mill levy was 22.14 mills. The following chart indicates the allocation of property tax funds to the major governmental entities.



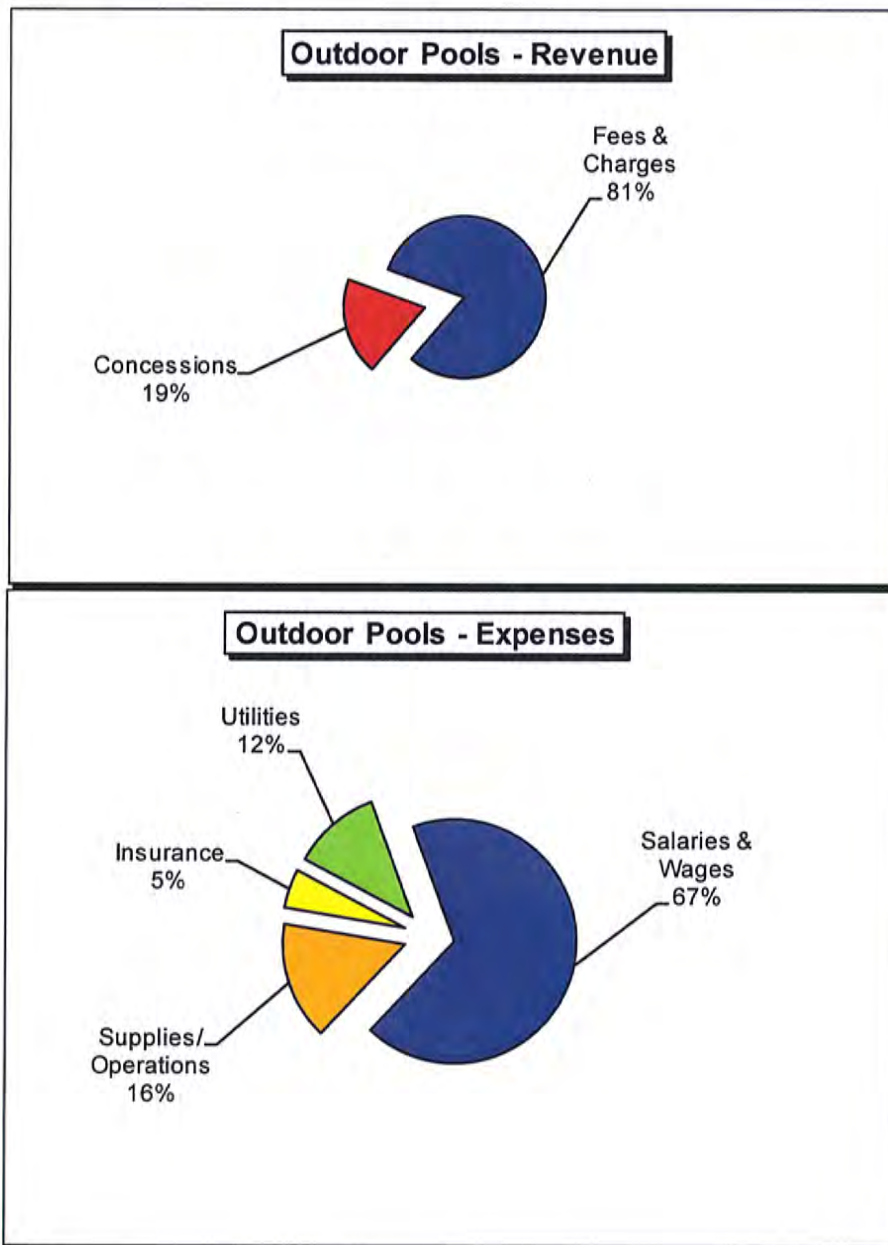


**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

***The following is a brief overview of each major operational area of the District with emphasis on financial information and statistics:***

**Facility Division - Outdoor Swimming Pools**

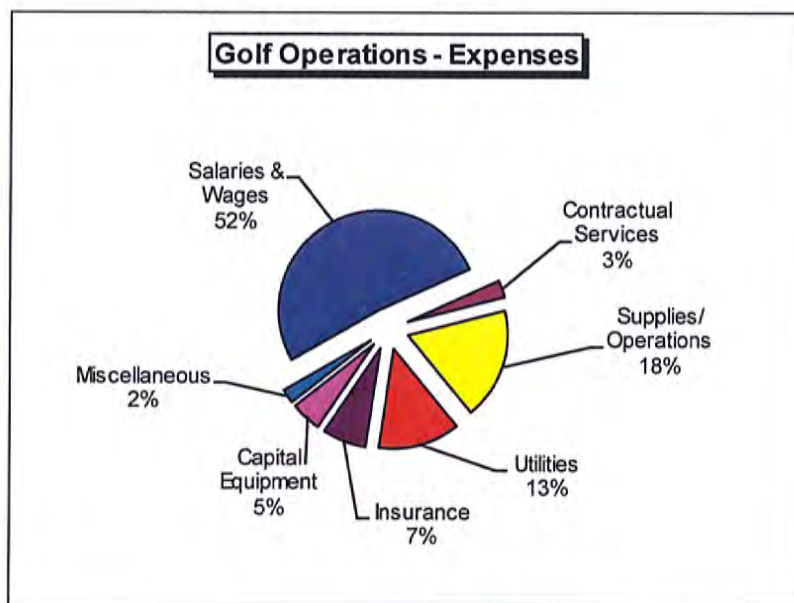
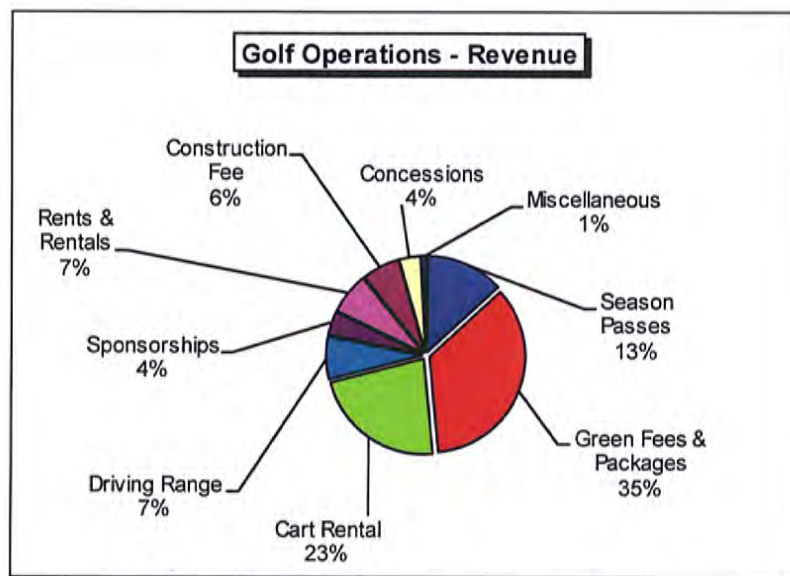
- The District operates three swimming pools – Elks Aquatic Center, Hillside Aquatic Complex and Wachter Aquatic Complex. The daily attendance at the three pools was 44,856, for the entire 2017 year, a decrease of 1,289 from 2016.
- 48% of operating costs of the pools were covered by non-tax revenue.



**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Golf Operations Division**

- The Golf Operations Division operates three golf courses – Riverwood, Tom O’Leary and the Pebble Creek/Fore Seasons Center.
- The golf courses had 75,526 rounds of golf during 2017. This was 673 more than 2016.
- 80% of operating costs were covered by non-tax revenue.
- *The following is a graphic presentation of revenue and expenses related to Golf Operations:*

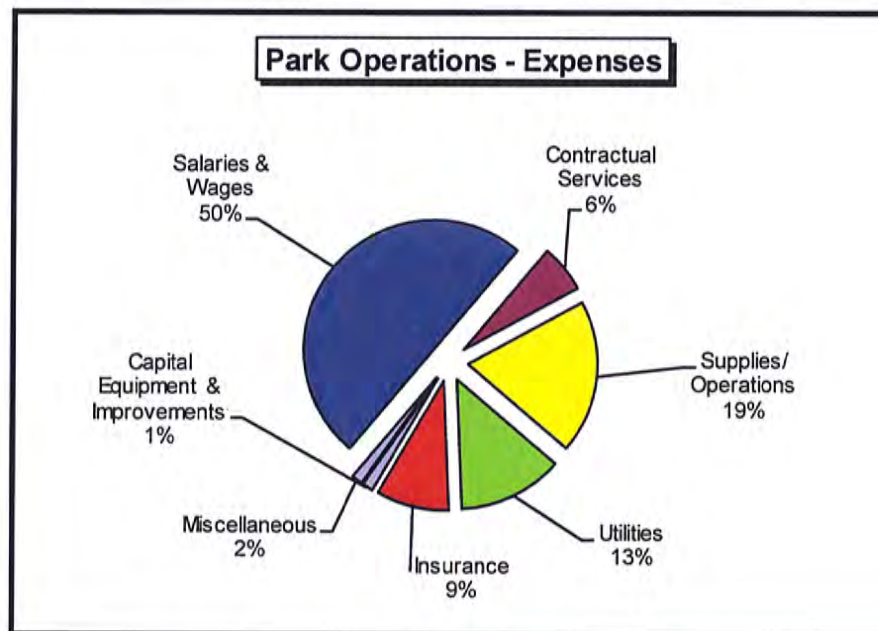
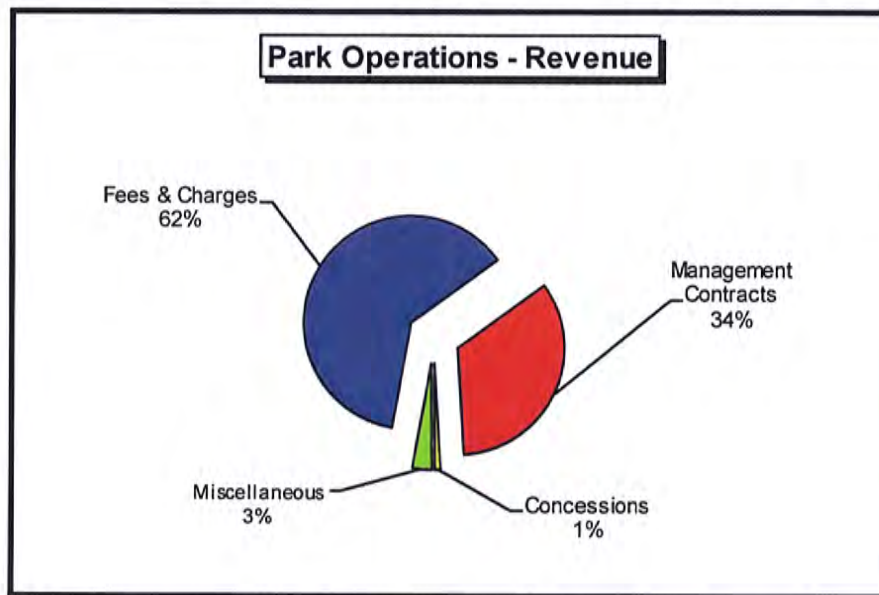




**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Park Operations Division**

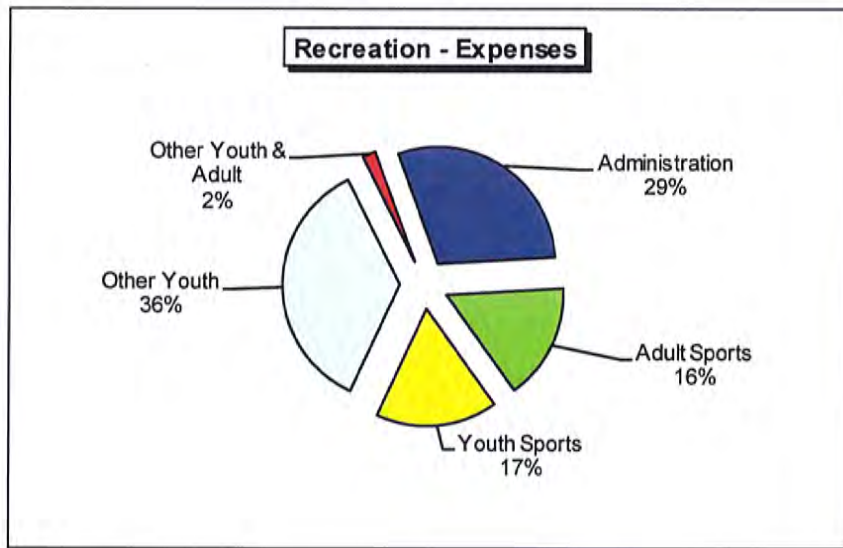
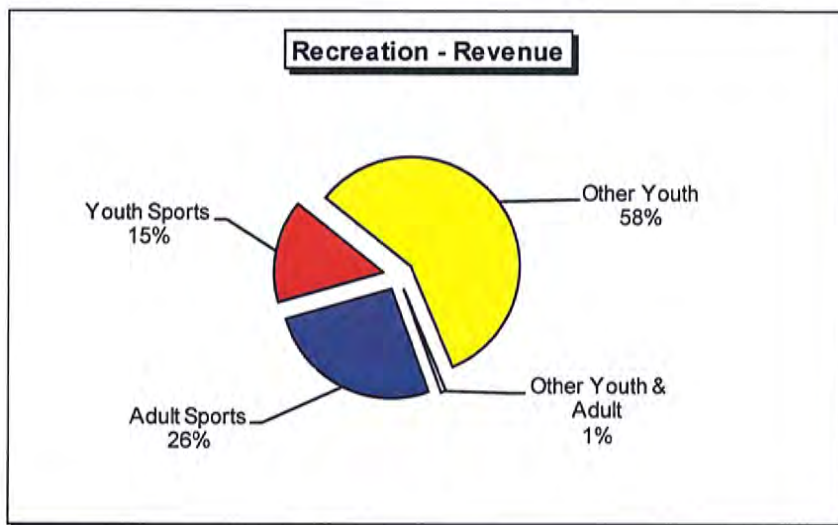
- Park Operations provides general maintenance and service to the District. In addition, Parks Operations manages Eagles Park, General Sibley Park, McDowell Dam, and Burleigh County Parks.
- Park Operations had 2,823 shelter reservations in 2017, an increase of 199 from 2016.
- The Bismarck Forestry department continued to provide forestry services for the District under an agreement with the City of Bismarck.
- *The following is a graphic presentation of revenue and expenses related to Park Operations, Eagles Park, General Sibley Park, McDowell Dam and Burleigh County Parks:*



**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Recreation Division**

- The District manages a wide variety of youth and adult programs. Some of the programs include BLAST (657 participants), adult volleyball (7,232), activity centers (626), and open gym (9,647).
- 76% of operating costs were covered by non-tax revenue.
- *The following is a graphic presentation of revenue & expenses related to the various recreational activities:*

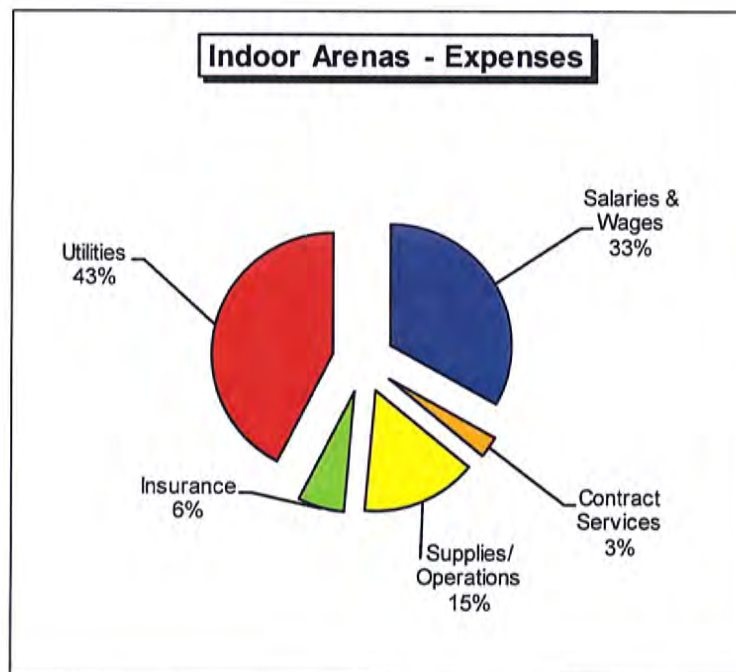
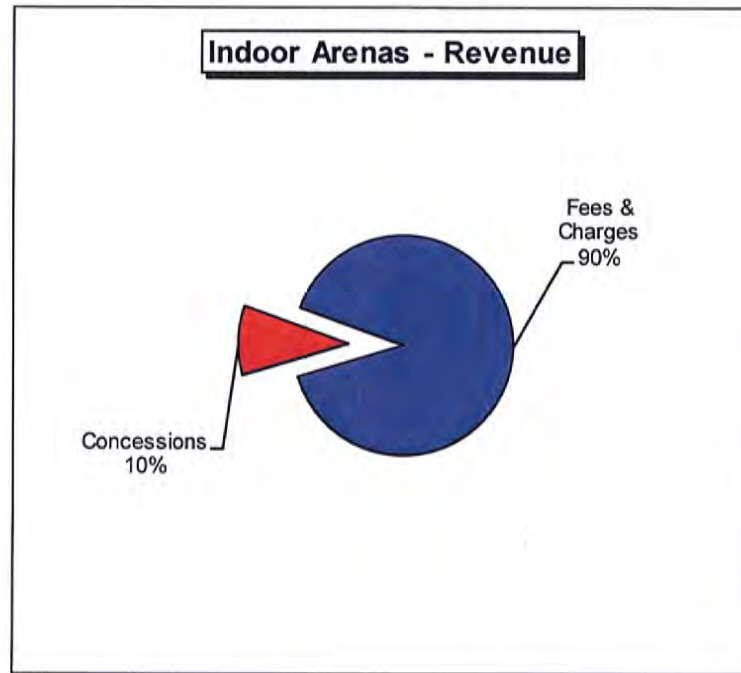




**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Indoor Arenas - VFW Sports Center Rinks 1 & 2; Capital Ice Complex – Schaumberg & Wachter Arenas**

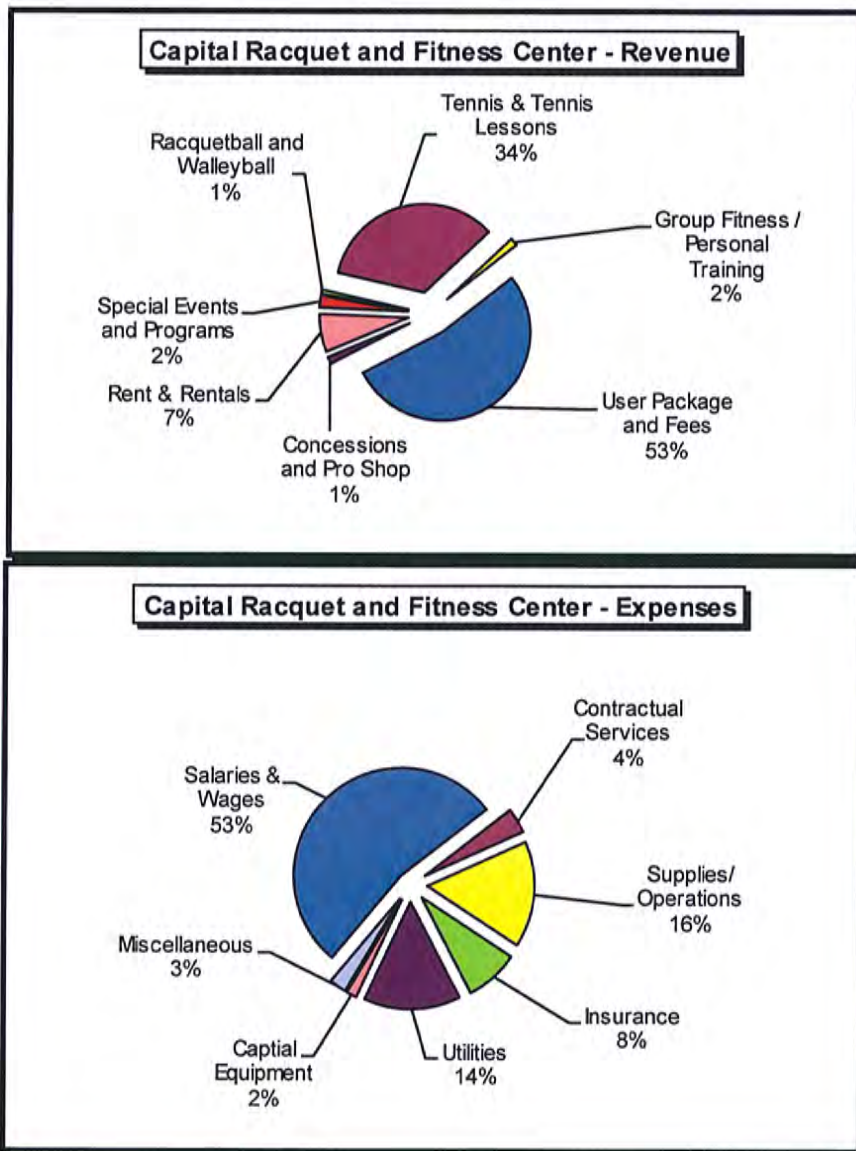
- 63% of operating costs were covered by non-tax revenue.
- Ice rental accounts for 87% of generated revenue in arena operations with most attributed to long-term agreements with youth and adult organizations, schools and Junior hockey.
- *The following is a graphic presentation of revenue and expenses related to the Indoor Arenas:*



**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Capital Racquet and Fitness Center**

- Monthly membership's usage was 31,759 in 2017 compared to 34,111 in 2016.
- There were 7,821 tennis court hours in 2017 compared to 7,280 in 2016.
- 72% of operating costs of Capital Racquet and Fitness Center were covered by non-tax revenue.
- *The following is a graphic presentation of revenue & expenses related to Capital Racquet and Fitness Center:*

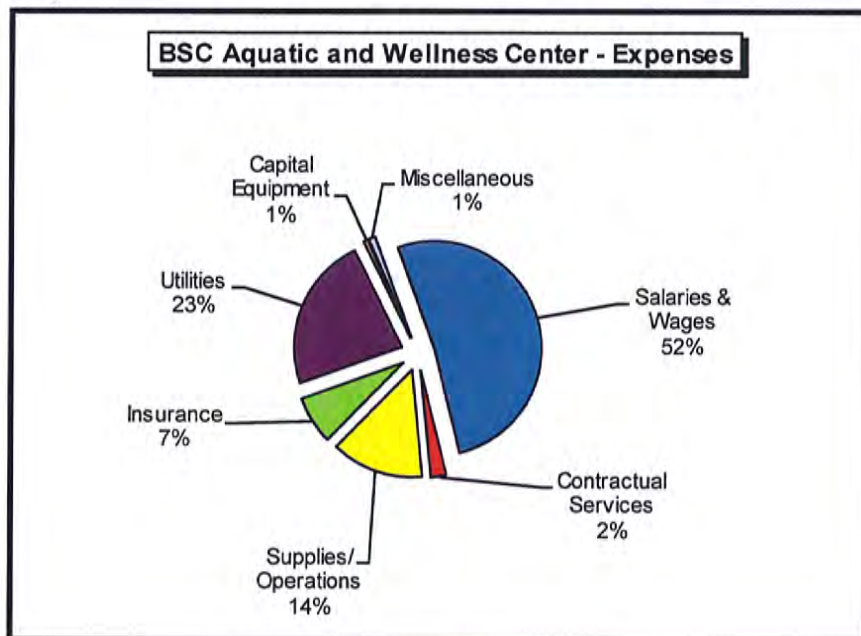
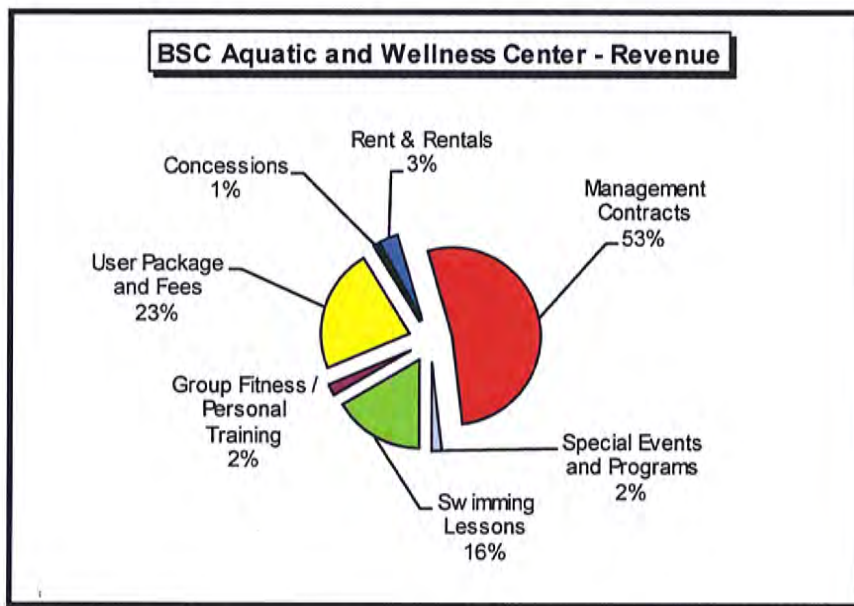




**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**BSC Aquatic and Wellness Center**

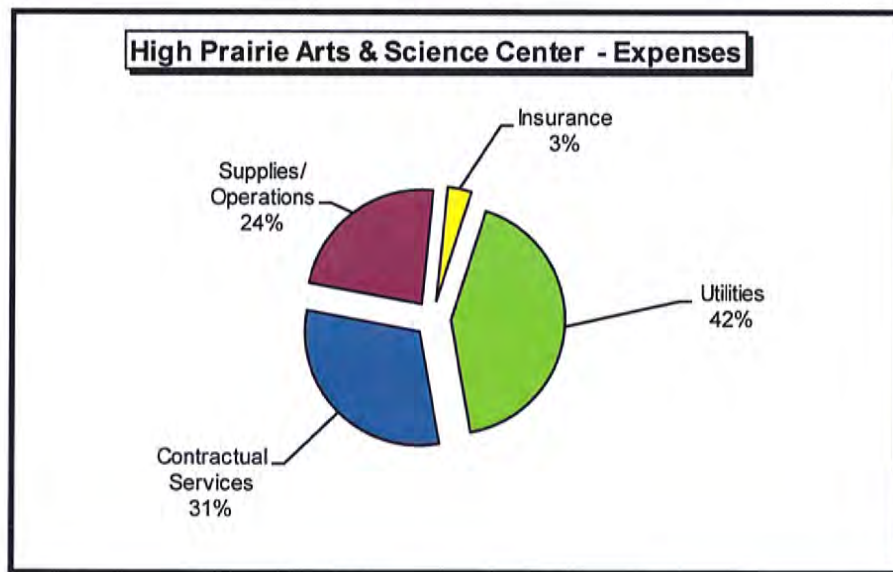
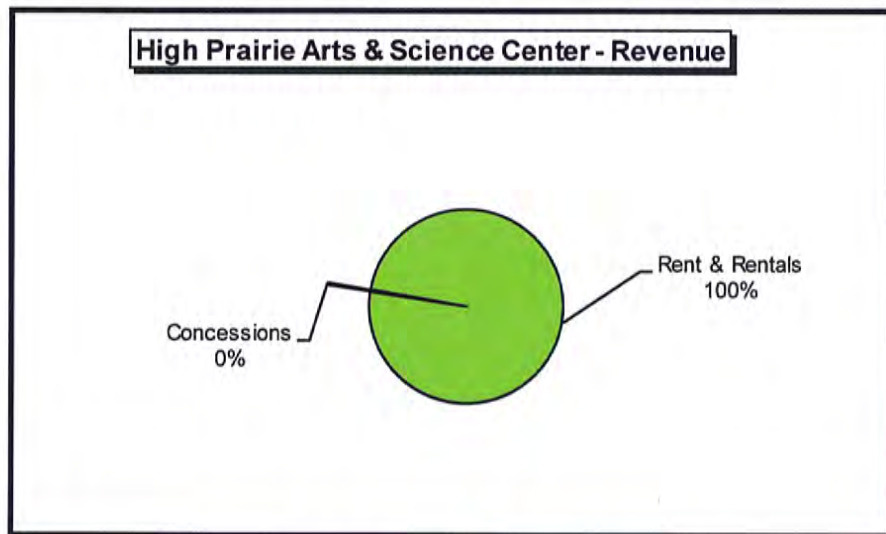
- The number of individuals taking swimming lessons increased by 395 in 2017 with 2,750 compared to 2,355 in 2016.
- There were 6,379 participants in group exercise during 2017 compared to 6,889 in 2016.
- 72% of operating costs of BSC Aquatic and Wellness Center were covered by non-tax revenue.
- *The following is a graphic presentation of revenue & expenses related to BSC Aquatic and Wellness Center:*



**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Frances Leach High Prairie Arts & Science Complex**

- 48% of operating costs of the Frances Leach High Prairie Arts & Science Complex were covered by non-tax revenue.
- The High Prairie Arts & Science Complex is home to four BPRD partners: Central Dakota Children's Choir, Gateway to Science, Shade Tree Players/Dakota Stage and Theo Art School.
- *The following is a graphic presentation of expenses related to the Frances Leach High Prairie Arts & Science Complex:*





**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Bismarck Parks and Recreation District's basic financial statements. The District's basic financial statements comprise three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements:** The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. These financial statements are prepared on a full accrual basis of accounting. This basically means that the statements follow methods that are similar to those used in most businesses. The statements take into account all revenues and expenses connected with the fiscal year even if cash involved has not been received or paid. The government-wide financial statements include two statements:

The **statement of net position** presents information on all of the District's assets, deferred inflows, deferred outflows, and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Bismarck Parks and Recreation District is improving or deteriorating.

The **statement of activities** presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, uncollected taxes and earned, but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Bismarck Parks and Recreation District that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the District include general and administration, park operations and maintenance, recreation programs, and principal and interest on long term debt. The District has no business-type activities.

**Fund financial statements:** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Bismarck Parks and Recreation District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has only governmental funds.

**Governmental funds:** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. This information may be useful in evaluating the District's near-term financing requirements.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements, by doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Bismarck Parks and Recreation District maintains six individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund, Special Assessment Fund, Park Improvement Fund, and Debt Service Fund which are considered to be major funds. Data from the other two governmental funds are combined into a single, aggregated presentation.

The Bismarck Parks and Recreation District adopts an annual appropriated budget for all of its funds. A budgetary comparison statement for the general fund and special assessment fund has been provided to demonstrate compliance with this budget.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Government-Wide Financial Analysis**

Net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$38,294,804 at December 31, 2017.

The largest part of the District's net position (88 percent) reflects its investment in capital assets (land, construction in progress, building and building improvements, machinery and equipment and infrastructure); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

The following is a summary of net position as of December 31, 2017 and 2016:

	Governmental Activities	
	2017	2016
Current and Other Assets	\$ 8,962,767	\$ 14,479,280
Capital Assets	66,122,291	54,987,582
Total Assets	<u>\$ 75,085,058</u>	<u>\$ 69,466,862</u>
Deferred Outflows of Resources	<u>\$ 1,293,705</u>	<u>\$ 966,099</u>
Current Liabilities	6,919,485	5,089,713
Long-Term Liabilities	30,632,085	31,912,196
Total Liabilities	<u>\$ 37,551,570</u>	<u>\$ 37,001,909</u>
Deferred Inflows of Resources	<u>\$ 532,389</u>	<u>\$ 244,960</u>
Net Position:		
Net Investment in Capital Assets	33,675,439	27,526,750
Restricted	2,315,592	2,460,382
Unrestricted	2,303,773	3,198,960
Total Net Position	<u><u>\$ 38,294,804</u></u>	<u><u>\$ 33,186,092</u></u>

The restricted net position classification is required by GASB Statement No. 54. It includes amounts that can be spent only for the specific purposes stipulated by external resource providers or through enabling legislation.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

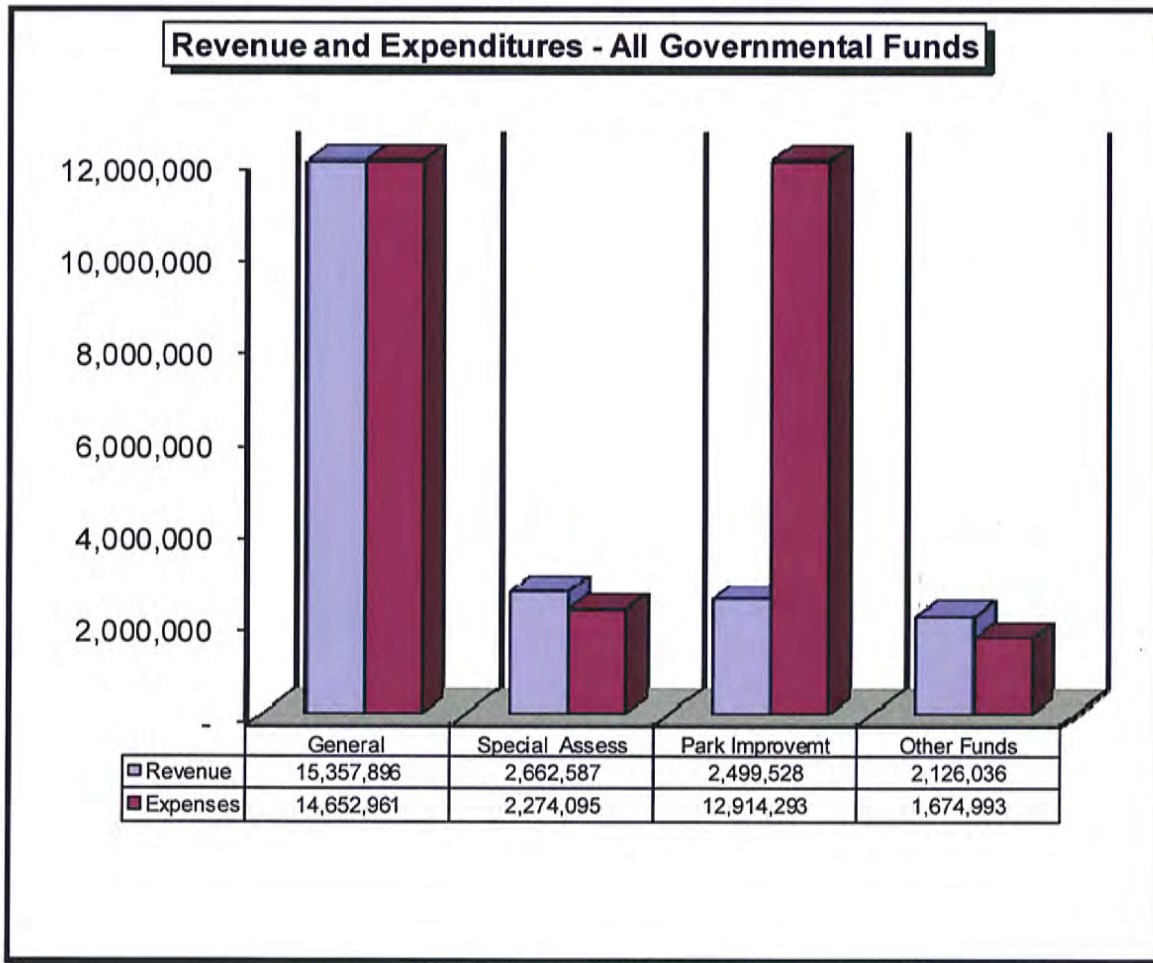
The following is a summary of changes in net position for the years ended December 31, 2017 and 2016:

	Governmental Activities	
	2017	2016
<u>Revenues:</u>		
<u>Program Revenues:</u>		
Charges for Services	\$ 6,158,443	\$ 5,978,750
Operating Grants and Contributions	514,822	350,887
Capital Grants and Contributions	1,237,277	-
Total Program Revenues	<u>\$ 7,910,542</u>	<u>\$ 6,329,637</u>
<u>General Revenues:</u>		
Property Tax	12,037,086	11,542,244
Grants and entitlements not restricted	2,126,556	1,340,727
Investment Earnings	96,326	20,610
Lease	449,688	427,746
Donations	-	1,324,357
Gain on sale or disposal of capital assets	161,574	-
Miscellaneous	80,979	117,954
Total General Revenues	<u>\$ 14,952,209</u>	<u>\$ 14,773,638</u>
Total Revenues	<u>\$ 22,862,751</u>	<u>\$ 21,103,275</u>
<u>Expenses:</u>		
Park District Operations	7,383,345	5,942,454
Facilities / Recreation	9,371,032	8,951,266
Interest on Long-Term Debt	958,548	774,987
Issuance costs on long-term debt	41,114	-
Total Expenses	<u>\$ 17,754,039</u>	<u>\$ 15,668,707</u>
Increase in Net Position	<u>\$ 5,108,712</u>	<u>\$ 5,434,568</u>
Net Position - January 1	<u>\$ 33,186,092</u>	<u>\$ 27,751,524</u>
Net Position - December 31	<u><u>\$ 38,294,804</u></u>	<u><u>\$ 33,186,092</u></u>



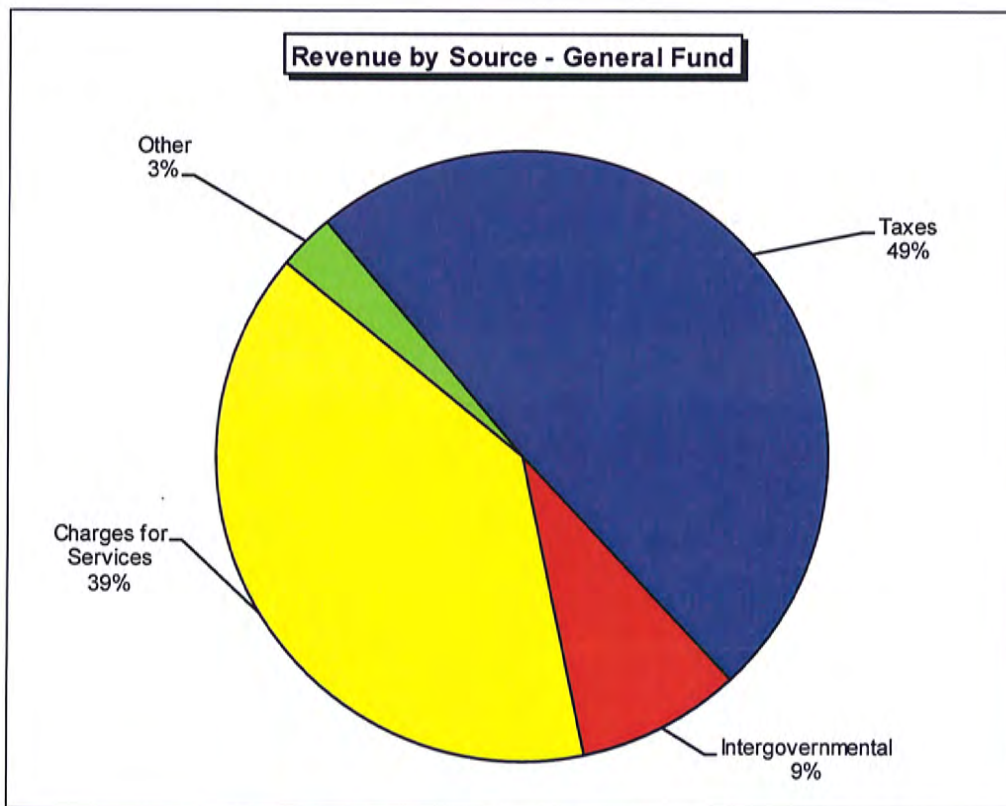
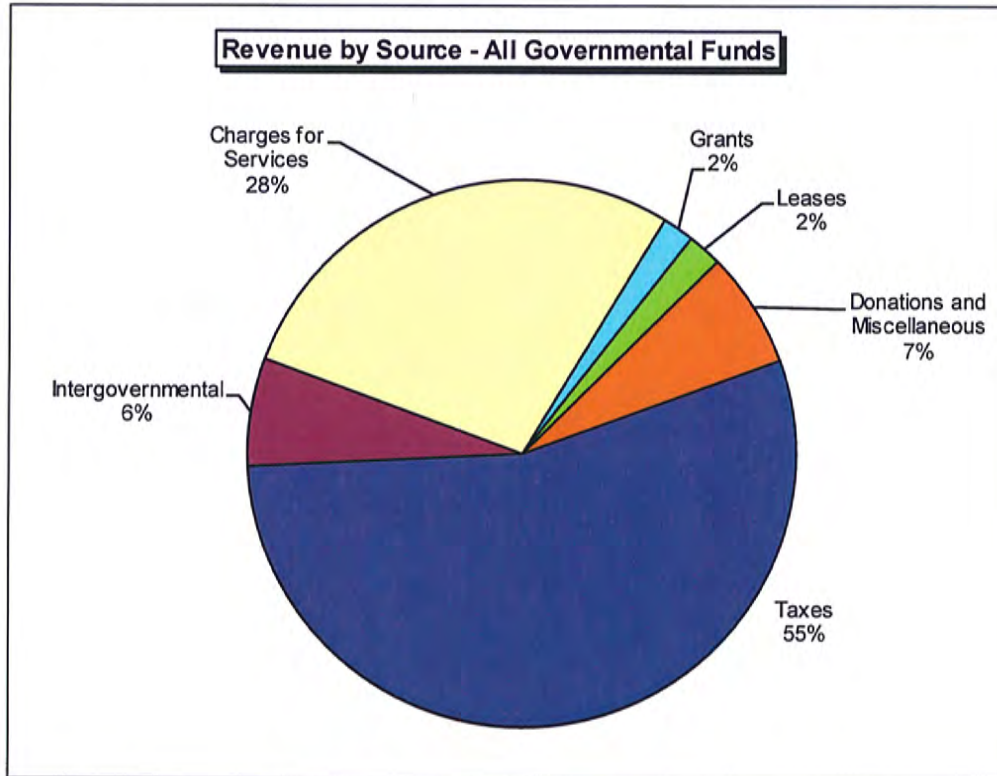
**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

The following chart depicts functions/programs revenue and expenses for all governmental funds. Other financing sources (uses) are not included which consist of proceeds from long term debt and interfund transfers.



**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

The following charts depict revenue by source for all the governmental funds and the general fund.





**BISMARCK PARKS AND RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Financial Analysis of the Government's Funds**

***Governmental Funds***

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the Bismarck Parks and Recreation District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. Unassigned fund balances may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. The District's governmental funds reported combined ending fund balances of \$6,032,373 a decrease of \$6,983,741 from 2016. The decrease is mainly due to the 2017 disbursement of the capital lease proceeds obtained in 2016 to finance the construction of the Capital Ice Complex improvements.

The general fund is the primary operating fund of the Bismarck Parks and Recreation District and reported an ending fund balance of \$2,532,869. Of this amount \$240,000 is committed. During the year, revenues and other financing sources exceeded expenditures and other uses in the general fund by \$3,492.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The District's Board of Park Commissioners approved the 2017 annual budget at the September 8, 2016 board meeting. The annual budget addresses funding from other sources as well as detailing how each fund should be expended. The 2017 general fund budget appropriation was \$15,604,026.

During 2017, actual revenues exceeded budgetary estimates by \$137,370, approximately .9%. The final budget exceeded the actual expenditures by \$951,065 or 6.1% percent.

***Capital Assets***

The District's investment in capital assets includes land, construction in progress, building and building improvements, machinery and equipment, and infrastructure. See Note 6 Capital Assets in the notes to the financial statements for more information.

Major capital asset additions during the year were:

- Capital Ice Complex Ice Addition for \$10,294,695.
- VFW Ice System Replacement for \$2,385,234.
- Wachter Park Site Improvements for \$1,824,190.
- Horizon Park for \$323,442.
- Sertoma Park Wet Shared Used Path Rehabilitation for \$193,327.
- Ice Resurfacer for \$131,219.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

A schedule of capital assets, net of depreciation, for the years ended December 31, 2017 and 2016 is as follows:

Asset Type	Governmental Activities	
	2017	2016
Land	\$ 5,928,948	\$ 5,922,147
Construction in progress	168,734	2,458,146
Buildings and improvements	54,119,900	41,129,435
Machinery and equipment	1,303,169	993,669
Infrastructure	4,601,540	4,484,185
Total	<u>\$ 66,122,291</u>	<u>\$ 54,987,582</u>

***Long Term Debt***

Major long-term debt events during the year were:

- Issuance of \$1,600,000 in special assessment bonds for the Wachter Park Site improvements.
- Special Assessments added by the City of Bismarck in the amount of \$689,199.

See Note 7 Long-Term Debt in the notes to the financial statements for more information.

A schedule of long-term liabilities for the years ended December 31, 2017 and 2016 is as follows:

	Governmental Activities	
	2017	2016
<b><u>Long-Term Liabilities</u></b>		
Compensated Leave Balances	\$ 610,331	\$ 556,116
Post Retirement Benefit Obligations	134,289	-
Net Pension Liability	1,283,226	1,315,443
Unamortized Bond Premium	30,415	-
Revenue Bonds Payable	9,860,000	10,550,000
Capital Leases	7,753,683	8,531,526
Special Assessments Debt	14,802,754	14,418,380
Total	<u>\$ 34,474,698</u>	<u>\$ 35,371,465</u>

***Requests for Information***

This financial report is designed to provide a general overview of the Bismarck Parks and Recreation District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Randy Bina, Executive Director of Parks and Recreation, Bismarck Parks and Recreation District, 400 East Front Avenue, Bismarck, ND 58504.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2017**

**ASSETS:**

Current assets:

Cash and cash equivalents	\$ 431,439
Investments	3,191,545
Investments - board designated	2,151,670
Taxes receivable	120,550
Accounts receivable	607,125
Restricted assets:	
Cash and cash equivalents	125,652
Investments	2,334,786
Total current assets	<u>8,962,767</u>

Non-current assets:

Capital assets (net of accumulated depreciation):

Land	5,928,948
Construction in progress	168,734
Building and improvements	54,119,900
Machinery and equipment	1,303,169
Infrastructure	4,601,540

Total non-current assets:	<u>66,122,291</u>
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Total assets	<u>75,085,058</u>
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**DEFERRED OUTFLOWS OF RESOURCES:**

Deferred outflow - pension	<u>1,293,705</u>
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**LIABILITIES:**

Current liabilities

Accounts payable	2,608,989
Accrued expenses	206,733
Interest payable	248,113
Unearned revenue	13,037
Compensated absences, current portion	215,070
Post-retirement benefit obligations, current portion	21,797
Bonds and notes payable, current portion	3,605,746
Total current liabilities:	<u>6,919,485</u>

Non-current liabilities:

Compensated absences, non-current portion	395,261
Post-retirement benefit obligations, non-current portion	112,492
Bonds and notes payable, non-current portion	28,810,691
Unamortized bond premium	30,415
Net pension liability	1,283,226

Total non-current liabilities:	<u>30,632,085</u>
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Total liabilities	<u>37,551,570</u>
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**DEFERRED INFLOWS OF RESOURCES:**

Deferred inflow - pension	<u>532,389</u>
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**NET POSITION:**

Net investment in capital assets	33,675,439
Restricted:	
Debt Service	1,061,567
Special Assessments	1,254,025
Unrestricted	2,303,773
Total net position	<u>\$ 38,294,804</u>

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

		Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total
<b>Governmental Activities:</b>					
District operations	\$ 7,383,345	\$ -	\$ 493,875	\$ -	\$ (6,889,470)
Facilities / recreation	9,371,032	6,158,443	20,947	1,237,277	(1,954,365)
Interest on long-term debt	958,548	-	-	-	(958,548)
Issuance costs on long-term debt	41,114	-	-	-	(41,114)
<b>Total Governmental Activities</b>	<b>\$17,754,039</b>	<b>\$6,158,443</b>	<b>\$ 514,822</b>	<b>\$ 1,237,277</b>	<b>(9,843,497)</b>
<b>General Revenues</b>					
Property taxes					12,037,086
Intergovernmental					2,126,556
Investment earnings					96,326
Lease					449,688
Gain on sale or disposal of capital assets					161,574
Miscellaneous					80,979
<b>Total general revenues</b>					<b>14,952,209</b>
Change in net position					5,108,712
Total net position, beginning of year					33,186,092
Net position - end of year					<b>\$ 38,294,804</b>

See Notes to the Financial Statements



**BISMARCK PARKS AND RECREATION DISTRICT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2017**

	General	Special Assessment Fund	Park Improvement Fund	Debt Service Fund	Non-major Governmental Funds	
cash equivalents	\$ 208,306	\$ -	\$ 57,170	\$ -	\$ 165,963	\$
cash equivalents - restricted	-	125,652	-	-	-	
ts	1,976,693	-	553,934	-	660,918	
ts - board designated	240,000	-	1,911,670	-	-	
ts - restricted	-	1,273,219	-	1,061,567	-	
ivable	76,268	27,050	-	-	17,232	
receivable	448,766	-	4,293	-	154,066	
<b>ssets</b>	<b>\$ 2,950,033</b>	<b>\$ 1,425,921</b>	<b>\$ 2,527,067</b>	<b>\$ 1,061,567</b>	<b>\$ 998,179</b>	<b>\$</b>
payable	\$ 133,076	\$ -	\$ 2,333,463	\$ -	\$ 142,450	\$
xpenses	206,733	-	-	-	-	
revenue	13,037	-	-	-	-	
<b>abilities</b>	<b>352,846</b>	<b>-</b>	<b>2,333,463</b>	<b>-</b>	<b>142,450</b>	
ows of resources:						
property taxes	64,318	22,794	-	-	14,523	
<b>AS:</b>	<b>-</b>	<b>1,403,127</b>	<b>-</b>	<b>1,061,567</b>	<b>-</b>	
<b>d</b>	<b>240,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	-	-	193,604	-	841,206	
<b>d</b>	<b>2,292,869</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>und balances</b>	<b>2,532,869</b>	<b>1,403,127</b>	<b>193,604</b>	<b>1,061,567</b>	<b>841,206</b>	
<b>abilities, deferred inflows of ces, and fund balances</b>	<b>\$ 2,950,033</b>	<b>\$ 1,425,921</b>	<b>\$ 2,527,067</b>	<b>\$ 1,061,567</b>	<b>\$ 998,179</b>	<b>\$</b>

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL**  
**FUNDS TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2017**

Total Governmental Funds Balance		\$ 6,032,373
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore not reported in the fund.		66,122,291
Certain revenues will be collected after year-end, but are not available soon enough to pay for the current period's expenditures and therefore are reported as deferred inflows of resources in the funds.		
Delinquent property taxes		101,635
Deferred outflows relating to the cost sharing defined benefit plans in the governmental activities are not financial resources, and, therefore, are not reported in the governmental funds.		1,293,705
Long-term liabilities not due and payable in the current period and therefore are not included in the fund:		
Compensated absences	(610,331)	
Post-retirement benefit obligations	(134,289)	
Accrued interest on long-term liabilities	(248,113)	
Revenue bonds payable	(9,860,000)	
Capital leases	(7,753,683)	
Special assessments debt	(14,802,754)	
Unamortized bond premium	(30,415)	
Net pension liability	(1,283,226)	
Total		(34,722,811)
Deferred inflows relating to the cost sharing defined benefit plans in the governmental activities are not financial resources, and, therefore, are not reported in the governmental funds.		(532,389)
Net position of governmental activities		<u>\$ 38,294,804</u>

See Notes to the Financial Statements



**BISMARCK PARKS AND RECREATION DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	General	Special Assessment Fund	Park Improvement Fund	Debt Service Fund	Non-major Governmental Funds	Total
<b>Revenues:</b>						
Taxes	\$ 7,546,744	\$ 2,612,587	\$ -	\$ -	\$ 1,861,844	\$ 12,021,175
Intergovernmental	1,333,540	-	1,131,129	-	-	2,464,669
Charges for services	6,158,443	-	-	-	-	6,158,443
Investment earnings	58,358	-	21,214	-	16,754	96,326
Grants	81,866	-	252,900	-	159,109	493,875
Leases	127,019	-	322,669	-	-	449,688
Donations	20,947	-	771,616	-	88,329	880,892
Miscellaneous	30,979	50,000	-	-	-	80,979
<b>Total revenues</b>	<b>15,357,896</b>	<b>2,662,587</b>	<b>2,499,528</b>	<b>-</b>	<b>2,126,036</b>	<b>22,646,047</b>
<b>Expenditures:</b>						
<b>Current:</b>						
General government	2,354,138	-	-	-	181,551	2,535,689
General maintenance	2,586,287	-	177,770	-	14,071	2,778,128
Golf	1,713,668	-	-	-	-	1,713,668
Capital Racquet Fitness Center	507,721	-	-	-	-	507,721
Aquatic Wellness Center	1,224,537	-	-	-	-	1,224,537
Pools	506,150	-	-	-	-	506,150
Ice arenas	831,951	-	-	-	-	831,951
Forestry	139,309	-	-	-	-	139,309
Memorial Building	137,979	-	-	-	-	137,979
Sibley Park	308,530	-	-	-	-	308,530
County parks	78,246	-	-	-	-	78,246
McDowell Dam	169,286	-	-	-	-	169,286
High Prairie Arts and Science Complex	98,750	-	-	-	-	98,750
Other recreational activities	2,392,116	-	-	-	-	2,392,116
Capital outlay	291,740	9,278	11,984,896	-	1,327,457	13,613,371
Capital outlay less than \$5,000	134,107	-	-	-	-	134,107
<b>Debt service:</b>						
Principal retirement	690,000	1,904,825	649,722	-	128,121	3,372,668
Interest and fiscal charges	488,446	342,878	77,905	-	23,793	933,022
Issuance costs	-	17,114	24,000	-	-	41,114
<b>Total expenditures</b>	<b>14,652,961</b>	<b>2,274,095</b>	<b>12,914,293</b>	<b>-</b>	<b>1,674,993</b>	<b>31,516,342</b>
<b>Excess of revenues over (under) expenditures</b>	<b>704,935</b>	<b>388,492</b>	<b>(10,414,765)</b>	<b>-</b>	<b>451,043</b>	<b>(8,870,295)</b>
<b>Other financing sources (uses):</b>						
Proceeds from refunding bonds issued	-	-	1,600,000	-	-	1,600,000
Proceeds from insurance	220,275	-	-	-	-	220,275
Proceeds from sale of capital assets	-	-	66,279	-	-	66,279
Transfers in	363,282	-	1,904,917	-	-	2,268,199
Transfers out	(1,285,000)	(510,917)	(92,282)	-	(380,000)	(2,268,199)
<b>Total other financing sources (uses)</b>	<b>(701,443)</b>	<b>(510,917)</b>	<b>3,478,914</b>	<b>-</b>	<b>(380,000)</b>	<b>1,886,554</b>
<b>Excess of revenues and other sources over expenditures</b>	<b>3,492</b>	<b>(122,425)</b>	<b>(6,935,851)</b>	<b>-</b>	<b>71,043</b>	<b>(6,983,741)</b>
<b>Fund balance - January 1</b>	<b>2,529,377</b>	<b>1,525,552</b>	<b>7,129,455</b>	<b>1,061,567</b>	<b>770,163</b>	<b>13,016,114</b>
<b>Fund balance - December 31 (Note 12)</b>	<b>\$ 2,532,869</b>	<b>\$ 1,403,127</b>	<b>\$ 193,604</b>	<b>\$ 1,061,567</b>	<b>\$ 841,206</b>	<b>\$ 6,032,373</b>

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

Net Change in Fund Balance - Total Governmental Funds		\$ (6,983,741)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital asset additions	13,613,371	
Current year depreciation	<u>(3,082,100)</u>	
Total		10,531,271
Governmental funds reported all proceeds from bond issued by the City of Bismarck and passed through to the Park District as intergovernmental revenue. However, a portion of the proceeds are for Park District property which the District owes the City assessments. This represents the amount of assessments owed to the City with the associated proceeds which are shown as a liability on the statement of net position instead of revenue.		(338,113)
Governmental funds do not report donated capital assets as expenditures or revenue. However, in the statement of activities, donations of capital assets are recorded as donation revenue.		337,332
Based on receipt dates, some revenues are not considered available revenue and are unavailable in the governmental funds.		
Delinquent property taxes		15,911
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Amortization of premium/discount on bond issues	(30,415)	
Net increase in post-retirement obligations	(134,289)	
Net increase in compensated absences	(54,215)	
Net decrease in interest payable	4,888	
Net decrease in net pension liability	<u>32,217</u>	
Total		(181,814)
Changes in deferred inflows and outflows relating to net pension liability		40,177
Refunding bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position.		(1,600,000)
Governmental funds report the entire net sales price (proceeds) from sale of an asset as revenue because it provides current financial resources. In contrast, the Statement of Activities reports only the gain or loss on the sale of the assets. Thus the change in net position differs from the change in fund balance by the cost of the asset sold.		(84,979)
Repayment of principal on long-term debt consumes the current financial resources of the governmental funds. However, there is no effect on net position. The following are principal payments on long-term debt during the year ended December 31, 2017:		
Principal payment on revenue bonds payable	690,000	
Principal payment on capital leases	777,843	
Principal payment on special assessment debt	<u>1,904,825</u>	
Total		<u>3,372,668</u>
Change in net position		<u>\$ 5,108,712</u>

See Notes to the Financial Statements



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2017**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Bismarck Parks and Recreation District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

**Reporting Entity**

In accordance with the Government Accounting Standards Board, reporting entity's financial statements should include all component units over which that component unit (oversight unit) exercises oversight responsibility. Criteria used to determine a potential component unit include: is it legally separate, does it have separate corporate powers, who appoints the governing board, is there fiscal dependency, can the oversight unit impose its will, and is there a financial benefit/burden relationship.

Based upon the criteria set by the Government Accounting Standards Board, the Bismarck Park District Building Authority is a component unit. All board members of the Building Authority are board members or management of the District. These financial statements include the financial information of the District and its component unit, the Bismarck Park District Building Authority, which is shown as a blended component unit.

**Basis of Presentation**

The District's basic financial statements consist of government-wide statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detail level of financial information.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the district. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segments. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for the governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Measurement Focus/Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurements focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

The government reports the following major governmental funds:

The general fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The special assessment fund is used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for District wide improvements.

The park improvement fund is used to account for the District's expenditures for major capital acquisitions and improvements.

The debt service fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

**Governmental Fund Types**

The general fund accounts for all governmental financial resources, except for those required to be accounted for in other funds.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Capital Project Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition and construction of district facilities and other capital assets.

**Cash and Cash Equivalents**

Cash and cash equivalents include amounts in demand deposits as well as short-term certificates of deposit with a maturity date within three months of the date acquired by the government.

**Investments**

Investments are carried at fair value. North Dakota state statute authorizes government entities to invest their surplus funds in: a) Bonds, treasury bills and notes, or other securities that are a direct obligation of, or an obligation insured or guaranteed by, the treasury of the United States, or its agencies, instrumentality's, or organizations created by an act of Congress, b) Securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are of the type listed above, c) Certificates of Deposit fully insured by the Federal Deposit Insurance Corporation, d) Obligations of the state, and e) Commercial paper issued by a United States corporation rated in the highest quality category by at least two annually recognized rating agencies and matures in two hundred seventy days or less.

**Accounts Receivable**

Accounts receivable are carried at original invoice amount less an estimate made for doubtful receivables. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Accounts receivable are written off when deemed uncollectible. Recoveries of accounts receivable previously written off are recorded when received. A receivable is considered to be past due if any portion of the receivable is outstanding for more than 30 days. There is no allowance for doubtful accounts receivable as of December 31, 2017, as management considers all receivables collectible.

**Taxes Receivable**

The taxes receivables consist of uncollected and collected but not remitted, property taxes as of December 31, 2017 for both current and prior years. No allowance has been established for estimated uncollectible taxes since amounts are considered unavailable and therefore have not met revenue recognition requirements and an offsetting deferred inflow account has been established for uncollected taxes.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the District is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	7-25
Machinery and equipment	5-10
Infrastructure	25

**Compensated Absences**

All full-time employees of the District are covered by a compensated absences policy including vacation and sick leave. Unused vacation can be accumulated and carried over to a maximum of 360 hours to the next calendar year. Unused sick leave may be accumulated to a maximum of 960 hours. Upon termination of employment, employees receive 100 percent of their unused vacation pay at their rate of pay on the date of termination. If termination of employment occurs after five years of employment, employees receive 25 percent of their unused sick pay at their rate of pay on the date of termination.

**Post-Retirement Benefit Obligations**

The District operates a single-employer other post-employment benefit plan that provides supplemental pay and health insurance benefits to employees of the District who have met certain criteria. This liability is shown as post-retirement benefit obligations on the government-wide financial statements. See Note 14 for more details.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities fund type statement of net position. Bond issuance costs are expensed in the year of occurrence. Bond premiums and discounts are deferred and amortized over the term of the bonds using the straight-line method, which approximates the effective interest method. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discount on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**Net Position**

Net position represents the difference between assets plus deferred outflow of resources and liabilities plus deferred inflow of resources. Net investment in capital assets, consists of the remaining un-depreciated cost of the asset less the outstanding debt associated with the purchase or construction of the related asset.

Net position is reported as restricted when external creditors, grantors, or other governmental organizations imposed specific restrictions on the District. External restrictions may be imposed through state or local laws, and grant or contract provisions.

**Fund Balance Classifications**

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form - inventories; or (b) legally or contractually required to be maintained intact. The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

*Restricted* – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed* – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the park board-the District's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the park board removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned* – This classification reflects the amounts constrained by the District's "intent" to be used for specific purposes but are neither restricted nor committed. The park board and executive director have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

reported in governmental funds, other than the General Fund, that are not classified as non-spendable and are neither restricted nor committed.

*Unassigned* – This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, the District's preference is to first use restricted resources, then unrestricted resources—committed, assigned, and unassigned—in order as needed.

The District has set a General fund minimum fund balance target at 8% - 12% of the current year General fund expenditures and transfers out.

**Deferred Outflows / Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has one item reported as a deferred outflow of resources on the statement of net position, deferred outflow - pension, which represents the actuarial differences within the Bismarck City Employee Pension Plan (BCEPP). See Note 13 for further details.

In addition to liabilities, the statement of net position and balance sheet will sometimes report a separate section of deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, delinquent property taxes (unavailable revenue), is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues, from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The District also has one item reported on the statement of net position as cost sharing defined benefit pension plan, which represents actuarial differences within the BCEPP.

**Interfund Transactions**

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Pension**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Bismarck City Employee Pension Plan (BCEPP) and additions to / deductions from BCEPP fiduciary net position have been determined on the same basis as they are reported by BCEPP. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Revenue Recognition - Property Taxes**

Property taxes attach as an enforceable lien on the assessed property on January 1. A five percent reduction is allowed if paid by February 15. Penalty and interest are added March 15 if the first half of the taxes has not been paid. Additional penalties are added October 15, if not paid. Taxes are collected by the county and usually remitted monthly to the district.

Property tax revenue in the governmental funds is recognized in compliance with National Council of Government Accounting (NCGA) Interpretation 3, "Revenue Recognition – Property Taxes". This interpretation states that property tax revenue is recorded when it becomes available. Available means when due, or past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. Such time thereafter shall not exceed 60 days. Property tax revenue is recorded as revenue in the year the tax is levied in the government – wide financial statements. Property taxes are limited by state laws. All district tax levies are in compliance with state laws.

**Grant Revenue Recognition**

The governmental grants received by the District are recognized as revenue at the time eligible expenditures are incurred. The grants are accounted for as exchange transactions due to the government's solicitation of proposals, approval of allowable expenditures and eligibility requirements. Grant funds received prior to expenditure are recorded as refundable advances on the statement of net position. These funds are to be repaid to the grantor if they are not used on eligible expenditures.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**NOTE 2 DEPOSITS**

**Custodial Credit Risk**

Custodial credit risk is the risk associated with the failure of a depository financial institution. In the event of a depository financial institution's failure the District would not be able to recover its deposits or collateralized securities that are in the possession of the outside parties. The District does not have a formal policy regarding deposits. The fair value of the collateral pledged must be equal to or greater than 110% of the deposits not covered by insurance or bonds.

The District maintains cash on deposit at various financial institutions. The amounts on deposit are insured by the FDIC up to \$250,000 per financial institution. At December 31, 2017, none of the District's deposits were exposed to custodial credit risk, as all deposits were covered by FDIC coverage and pledged collateral through local financial institutions. Approximately \$1.8 million of the District's deposits are covered by pledged securities held in the District's name as of December 31, 2017.

**NOTE 3 BOARD DESIGNATIONS OF CASH AND CASH EQUIVALENTS AND INVESTMENTS**

**General Fund**

The Board designated \$240,000 to cover the difference between the cash value that the Golf Dome is insured for and its estimated replacement value as of December 31, 2017. This is shown as investments – board designated on the statement of net position and balance sheet of governmental funds.

**Park Improvement Fund**

The Board has designated \$1,911,670 for the Capital Ice Complex, VFW floor/ice replacement, General Sibley capital improvements, and Wachter Park site improvements. These amounts are included in investments - board designated on the statement of net position and balance sheet of governmental funds.

**NOTE 4 RESTRICTED CASH AND CASH EQUIVALENTS AND INVESTMENTS**

**Special Assessment Fund**

The special assessment fund is used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for District wide improvements. The outstanding balance at December 31, 2017 was \$1,398,871.

**Debt Service Fund**

The December 1, 2013 and January 15, 2014 Park District Revenue Bonds require a Reserve Fund Deposit. Withdrawals from the Reserve Fund Deposit may be only for the payment of the principal and interest of the bonds. The outstanding balance at December 31, 2017 was \$1,061,567.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**NOTE 5 INVESTMENTS**

The District maintains investments at those institutions, in accordance with state statutes, authorized by the Commission. The District participates in the Mandan-Bismarck-Burleigh-Morton (MBBM) Joint Investment Pool. The investment of the pool is handled by Wells Fargo of North Dakota. The pool invests in U.S. Treasury bills, notes and Wells Fargo Treasury Fund. The District maintains a cash pool that is available for use by all funds. The pool invests in short-term certificates of deposit. The pool provides the District the ability to maximize earnings by investing larger amounts of idle cash for longer periods of time. Interest earnings and fees are allocated to funds based upon their prior month's cash balance.

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates of debt securities will adversely affect the fair value of an investment. The price of a debt security typically moves in the opposite direction of the change in interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to potential fair value losses arising from future changes in interest rates.

At December 31, 2017, the District's investments were as follows:

Investment Type	Total Fair Value	Less Than 1 Year	1 - 6 Years	6 - 10 Years	More Than 10 Years
Government bonds	\$ 3,757,518	\$ 751,512	\$ 3,006,006	\$ -	\$ -
Investments not subject to categorization:					
Certificates of deposit	1,384,427				
Money market	347,102				
Insured Cash Sweep/Money Markets	2,188,954				
Total investments	\$ 7,678,001				

**Credit Risk**

Credit risk is the risk that an issuer or other counter-party to an investment will not fulfill its obligations. The District does not have an investment policy that specifically addresses credit risk.

At December 31, 2017, the credit ratings of the District's investments were as follows:

S&P Credit Rating	Government Bonds	Total Fair Value
AA+	\$ 2,248,871	\$2,248,871
NR	1,508,647	1,508,647
Total debt securities	\$ 3,757,518	\$3,757,518

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Fair Value Measurements**

In accordance with GASB Statement No. 72, investments are grouped at fair value in three levels, based on the markets in which the investments are traded and the reliability of the assumptions used to determine fair value. These levels are:

- Level 1: Valuation is based upon quoted prices in active markets for identical assets that the reporting entity has the ability to access at the measurement date.
- Level 2: Valuation is based upon quote prices for similar assets in active markets, quote prices for identical or similar assets in markets that are not active, and model-based valuation techniques for which all significant assumption are observable in the market.
- Level 3: Valuation is generated from model-based techniques that use significant assumptions not observable in the market. These unobservable assumptions reflect estimates of assumptions that market participants would use in pricing the asset. Valuation techniques include use of option pricing models, discounted cash flow models and similar techniques.

The table below presents the balances of investments measured at fair value on a recurring basis as of December 31, 2017.

	Total	Quoted Prices in Active Markets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
<b>ASSETS</b>				
Government mortgage backed	<u>\$ 3,757,518</u>	<u>\$ -</u>	<u>\$ 3,757,518</u>	<u>\$ -</u>



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**NOTE 6 CAPITAL ASSETS**

The following schedule is a summary of the capital asset activity for the year ended December 31, 2017:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 5,922,147	\$ 6,801	\$ -	\$ 5,928,948
Construction in progress	2,458,146	168,734	(2,458,146)	168,734
Total capital assets not being depreciated	<u>8,380,293</u>	<u>175,535</u>	<u>(2,458,146)</u>	<u>6,097,682</u>
Capital assets, being depreciated:				
Buildings and improvements	70,463,337	15,612,197	(983,972)	85,091,562
Machinery and equipment	6,165,759	661,117	(235,153)	6,591,723
Infrastructure	5,924,284	351,087	-	6,275,371
Total capital assets being depreciated	<u>82,553,380</u>	<u>16,624,401</u>	<u>(1,219,125)</u>	<u>97,958,656</u>
Less accumulated depreciation for:				
Buildings and improvements	29,333,902	2,503,066	(865,306)	30,971,662
Machinery and equipment	5,172,090	345,302	(228,838)	5,288,554
Infrastructure	1,440,099	233,732	-	1,673,831
Total accumulated depreciation	<u>35,946,091</u>	<u>3,082,100</u>	<u>(1,094,144)</u>	<u>37,934,047</u>
Total capital assets being depreciated, net	<u>46,607,289</u>	<u>13,542,301</u>	<u>(124,981)</u>	<u>60,024,609</u>
Governmental capital assets, net	<u>\$ 54,987,582</u>	<u>\$ 13,717,836</u>	<u>\$ (2,583,127)</u>	<u>\$ 66,122,291</u>

The District leases the Masonic Lodge, a bio-mass boiler heating system and building, Aquatic Center equipment, lockers and bleachers, the municipal ballpark, and the Capital Ice Complex under capital leases. The cost and accumulated amortization of the leased assets are as follows:

Capitalized leased buildings and improvements	\$ 9,637,670
Less: accumulated amortization	<u>(925,574)</u>
	<u>\$ 8,712,096</u>

Amortization expense for the year ended December 31, 2017 was \$269,208, and is included in depreciation expense.

Depreciation expense was charged to the functions/programs of the primary government as follows:

Governmental Activities:	
Park Operations	\$ 1,830,143
Facilities / Recreation	<u>1,251,957</u>
Total depreciation expense - Governmental Activities	<u>\$ 3,082,100</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**NOTE 7 LONG-TERM DEBT**

**Debt Outstanding**

The obligations under notes payable, bonds payable, revenue bonds payable, special assessments debt and capital leases are scheduled as follows:

	Outstanding <u>12/31/17</u>
Revenue Bonds Payable:	
\$8,630,000 bonds dated December 1, 2013 to refund 2006 revenue bonds and purchase the Aquatic Center. The bonds are payable in variable annual principal and semi-annual interest payments at 0.45% to 4.75% through April 1, 2033. Payments are to be made from the Debt Service Fund.	\$ 6,835,000
\$3,455,000 bonds dated January 15, 2014 to purchase the Aquatic Center. The bonds are payable in variable annual principal and semi-annual interest payments at 0.25% to 4.50% through April 1, 2033. Payments are to be made from the Debt Service Fund.	<u>3,025,000</u>
	<u>\$ 9,860,000</u>
Special Assessments Debt:	
The special assessments are dated from 2002 through 2017. The maturity varies per issue but extends through 2031. The interest rates are from 2.56% to 5.71%. Payments are to be made from the Special Assessment Fund.	\$ 3,387,754
\$1,400,000 bonds dated August 1, 2010 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 1.4% to 3.6% through May 1, 2025. The bonds are callable on May 1, 2016 and any date thereafter, in inverse order at par plus accrued interest. Payments are to be made from the Special Assessment Fund.	830,000
\$750,000 bonds dated September 15, 2011 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 1.15% to 3.25% through May 1, 2026. The bonds are callable on May 1, 2017 and any date thereafter, in inverse order at par plus accrued interest. Payments are to be made from the Special Assessment Fund.	500,000
\$2,700,000 bonds dated October 1, 2012 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 0.55% to 2.75% through May 1, 2027. Payments are to be made from the Special Assessment Fund.	1,850,000
\$3,730,000 bonds dated April 18, 2013 to refund 2008 improvement bonds. The bonds are payable in variable annual principal and semi-annual interest payments at 0.30% to 1.90% through May 1, 2023. Payments are to be made from the Special Assessment Fund.	2,305,000
\$3,500,000 bonds dated October 1, 2014 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 0.40% to 2.50% through May 1, 2026. Payments are to be made from the Special Assessment Fund.	2,780,000
\$2,120,000 bonds dated April 1, 2015 to refund 2009 improvement bonds. The bonds are payable in variable annual principal and semi-annual interest payments at 0.60% to 2.20% through May 1, 2024. Payments are to be made from the Special Assessment Fund.	1,680,000
\$1,600,000 bonds dated February 1, 2017 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 0.90% to 2.25% through May 1, 2025. Payments are to be made from the Special Assessment Fund.	<u>1,470,000</u>
	<u>\$14,802,754</u>



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Capital Leases:**

<p>\$1,200,000 lease dated January 1, 2005 for the purchase of the Masonic Lodge. Due in four annual principal and interest payments of \$106,263 at 3.87% interest until November 5, 2008, with one final payment of principal and interest for \$973,883 due November 5, 2009. This lease was refinanced on November 5, 2009 with principal and interest payments of \$106,263 due annually until November 5, 2013, with one final payment of principal and interest for \$693,438 due November 5, 2014. The District refinanced the lease for a second time on November 5, 2014 for the amount of the last principal and interest payment of \$693,438, which requires a first annual principal and interest payment of \$106,600 and five subsequent annual payments of \$128,990. Payments are to be made from the Capital Projects Fund.</p>	\$246,003
<p>\$450,000 lease dated December 22, 2009 for the purchase of the Aquatic Wellness Center Bio Mass heating system. Due in ten semi-annual principal and interest payments of \$28,230 at 4.53% interest until December 22, 2014, with one final payment of principal and interest for \$251,054 due January 22, 2015. This lease was refinanced on January 20, 2015. New lease terms require ten semi-annual principal and interest payments of \$26,989 until January 22, 2019. The terms of the re-financed lease are presented in the following debt notes. Payments are to be made from the Construction Fund.</p>	103,657
<p>\$400,000 lease dated December 22, 2009 for the purchase of the Aquatic Wellness Center lockers, bleachers and equipment. Due in ten semi-annual principal and interest payments of \$25,100 at 4.536% interest until December 22, 2014, with one final payment of principal and interest for \$223,189 due January 22, 2015. This lease was refinanced on January 20, 2015. New lease terms require ten semi-annual principal and interest payments of \$23,968 until January 22, 2019. The terms of the re-financed lease are presented in the following debt notes. Payments are to be made from the Construction Fund.</p>	92,055
<p>\$650,000 lease dated October 11, 2010 for the construction of a building to house the biomass heating unit at the Aquatic Wellness Center. Due in ten semi-annual principal and interest payments of \$23,553 at 3.898% interest until October 11, 2015, with one final payment of principal and interest for \$532,859 due November 11, 2015. This lease was refinanced on November 5, 2015. New lease terms require ten semi-annual principal and interest payments of \$25,000 at 3.070% until November 5, 2020, with one final payment of principal and interest for \$352,311 due December 5, 2020. Payments are to be made from the Construction Fund.</p>	463,798
<p>\$600,000 lease dated July 22, 2014 for the Bismarck Municipal Baseball Park. Due in ten semi-annual principal and interest payments of \$65,406 until July 22, 2019. Payments are to be made from the Park Improvement Fund.</p>	251,469
<p>\$2,500,000 lease dated December 1, 2016 for the Schaumburg Ice Arena. Due in six annual principal and interest payments of \$434,000 and semi-annual interest payments until June 30, 2022. Payments are to be made from the Park Improvement Fund.</p>	2,096,699
<p>\$4,500,000 lease dated December 1, 2016 for the Schaumburg Ice Arena. Due in nine annual principal and interest payments of \$334,664 and semi-annual interest payments until December 31, 2026, at which time one final payment of principal and interest of \$1,939,983 is due. Payments are to be made from the Park Improvement Fund.</p>	4,500,000
	<u>\$7,753,681</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Changes in Long-Term Liabilities**

During the year ended December 31, 2017, the following changes occurred in liabilities reported in the Statement of Net Position:

	Balance - January 1	Additions	Reductions	Balance - December 31	Due Within One Year
Compensated Absences	\$ 556,116	\$ 250,335	\$ 196,120	\$ 610,331	\$ 215,070
Post-Retirement Benefit Obligations	-	134,289	-	134,289	21,797
Net Pension Liability	1,315,443	-	32,217	1,283,226	-
Unamortized Bond Premium	-	30,415	-	30,415	-
Bonds and notes payable					
Revenue Bonds Payable	10,550,000	-	690,000	9,860,000	705,000
Special Assessments Debt	14,418,380	2,289,199	1,904,825	14,802,754	1,842,207
Capital Leases	8,531,526	-	777,843	7,753,683	1,058,539
Total bonds and notes payable	<u>33,499,906</u>	<u>2,289,199</u>	<u>3,372,668</u>	<u>32,416,437</u>	<u>3,605,746</u>
Total long-term liabilities	<u>\$ 35,371,465</u>	<u>\$ 2,704,238</u>	<u>\$ 3,601,005</u>	<u>\$ 34,474,698</u>	<u>\$ 3,842,613</u>

Assets of the General Fund are used to pay compensated absences. See Note 13 for more information on the net pension liability.

**Debt Service Requirements**

Annual requirements to amortize outstanding debt at December 31, 2017 are as follows:

	Revenue Bonds Payable		Special Assessments	
	Principal	Interest	Principal	Interest
2018	\$ 705,000	\$ 343,283	\$ 1,842,207	\$ 331,479
2019	720,000	326,663	1,842,036	316,133
2020	730,000	310,983	1,846,913	274,111
2021	750,000	292,335	1,874,622	230,588
2022	405,000	276,243	1,777,551	183,576
2023 - 2027	2,225,000	1,169,893	5,333,339	1,349,831
2028 - 2032	2,665,000	692,802	286,086	28,840
2033 - 2037	1,660,000	38,794	-	-
Totals	<u>\$ 9,860,000</u>	<u>\$ 3,450,996</u>	<u>\$ 14,802,754</u>	<u>\$ 2,714,558</u>
	Capital Leases		Total	
	Principal	Interest	Principal	Interest
2018	\$ 1,058,539	\$ 200,504	\$ 3,605,746	\$ 875,266
2019	1,079,293	171,102	3,641,329	813,898
2020	1,089,260	143,875	3,666,173	728,969
2021	707,406	113,648	3,332,028	636,571
2022	716,274	95,800	2,898,825	555,619
2023 - 2027	3,102,911	281,281	10,661,250	2,801,005
2028 - 2032	-	-	2,951,086	721,642
2033 - 2037	-	-	1,660,000	38,794
Totals	<u>\$ 7,753,683</u>	<u>\$ 1,006,210</u>	<u>\$ 32,416,437</u>	<u>\$ 7,171,764</u>



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**NOTE 8 CHARGES FOR SERVICES**

The District collects fees for the various programs and services it provides to the community. Charges for services revenue consists of the following programs:

Golf	\$ 1,420,025
BLAST and activity centers	992,205
Aquatic Center	879,828
Adult programs	579,924
Ice arenas	521,398
Capital Racquet Fitness Center	366,990
Youth programs	251,012
Sibley Park	325,626
County parks	83,380
Pools	242,676
McDowell Dam	216,227
Other recreational activities	224,367
High Prairie Arts and Science Complex	46,527
Memorial Building	<u>8,258</u>
Total charges for services	<u><u>\$ 6,158,443</u></u>

**NOTE 9 FACILITY AGREEMENTS**

The District has many agreements with various organizations for use of the District's facilities. Revenue terms differ by organization depending upon the organization's needs. Revenue is charged differently to the organizations as follows: fees paid are dependent upon the number of participants or the number of games, seasonal rental, monthly rental or rental based upon the organization's sales. The agreements terminate between January 2018 and December 2036. The estimated rental income to be received in future periods under those agreements that are fixed fees are as follows:

2018	\$ 1,088,686
2019	758,458
2020	301,875
2021	125,665
2022	111,256
Thereafter	<u>87,426</u>
Total	<u><u>\$ 2,473,366</u></u>

**NOTE 10 PUBLIC RISK POOL**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

The District participates in the North Dakota Insurance Reserve Fund (NDIRF), which provides liability coverage to the District.

The current policy has various deductibles. The NDIRF was established during 1986 to assist state agencies and political subdivisions within the State of North Dakota in obtaining liability insurance at reasonable rates. Each participating entity is entitled to one vote per \$1,000 of annual fund contribution, provided that each entity receives at least one vote and all fractions are rounded to the nearest whole vote. The NDIRF is governed by a 9-member board of directors that is elected by the participants in such a manner to ensure a cross-section from the various types of participating entities. Currently there are approximately 2,000 participating entities. To establish the fund, each entity was required to purchase a surplus note. The note matured during 1991. The District receives conferment of benefits towards its insurance premiums as payment on the surplus note.

Also, when accumulated reserves exceed the actuarial estimated reserves, the excess may be distributed to the entities.

The District continues to carry commercial insurance for all other risks of loss, including workers compensation, auto insurance, employee health and accident insurance.

The amount of any settlement did not exceed insurance coverage for any of the prior three fiscal years.

**NOTE 11 TRANSFERS**

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

The following is a list of transfers for the year ending December 31, 2017:

	Transfer To:		
	General Fund	Park Improvement Fund	Total Transfer From
Transfer from:			
General Fund	\$ -	\$ 1,285,000	\$ 1,285,000
Park Improvement Fund	92,282	-	92,282
Special Assessment Fund	125,000	385,917	510,917
Nonmajor Governmental Funds	146,000	234,000	380,000
Total Transfer To	<u>\$ 363,282</u>	<u>\$ 1,904,917</u>	<u>\$ 2,268,199</u>



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

The purpose of the above transfers in for the general fund were to cover administrative fees of bond issues, add to the Golf Dome replacement reserve, and Riverfront maintenance. The purpose of the above transfers to the park improvement fund were to fund bond payments and payments for capital improvements.

**NOTE 12 FUND BALANCES**

At December 31, 2017, a summary of the governmental fund balance classifications are as follows:

	<u>General Fund</u>	<u>Special Assessment Fund</u>	<u>Park Improvement Fund</u>	<u>Debt Service Fund</u>	<u>Non-major Governmental Funds</u>
Restricted for:					
Debt Service	\$ -	\$ -	\$ -	\$ 1,061,567	\$ -
Special Assessments	-	1,403,127	-	-	-
Committed to:					
Golf Dome Roof Replacement	240,000	-	-	-	-
Assigned to:					
Capital Projects	-	-	193,604	-	841,206
Unassigned	2,292,869	-	-	-	-
	<u>\$ 2,532,869</u>	<u>\$ 1,403,127</u>	<u>\$ 193,604</u>	<u>\$ 1,061,567</u>	<u>\$ 841,206</u>

**NOTE 13 BISMARCK CITY EMPLOYEE PENSION PLAN (BCEPP)**

**Plan Description**

The District participates in the Bismarck City Employee Pension Plan (BCEPP). The BCEPP is a cost sharing, multiple employer public employee retirement system between the City of Bismarck and the Bismarck Parks and Recreation District. The BCEPP document provides for all full-time City and District employees with the exclusion of sworn police officers, non-sworn members of the police department who began employment before December 31, 2006 and members of the firefighter's relief fund.

**Plan Membership**

Memberships begin with their hire date before December 31, 2017 and are vested after five years of service. Membership in the BCEPP on December 31, 2017 is as follows:

Retirees and beneficiaries receiving benefits	212
Terminated employees – vested	60
Active employees:	
Vested	267
Non-vested	203
Number of participating employers:	2

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Plan Administration**

North Dakota Century Code (NDCC) 40-46 and in accordance with Chapter 9-07 of the Bismarck Code of Ordinance grants the authority to establish and amend the benefit terms to the City Commission. Management of the BCEPP plan is vested in the Board of Trustees which consists of the City Administrator and all department heads with the exception of the Chief of Police.

**Benefits Provided**

Benefit provisions, amendments, and all requirements are established under the authority of the City Commission. Employees may be eligible for early or normal retirement, as well as death benefits. Normal retirement age for full benefits is age 62. Employees who retire at or after age 62 with 5 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to one and three-quarters percent of the average of the member's highest 36 months base salary for each full and fractional year of contributing service before January 2005 and two and one-quarter percent for contributing service on or after January 2005. Married participants receive a joint and two-thirds to survivor annuity while single participants receive a life only annuity. There are no provisions with respect to automatic and post-retirement benefit increases. Employees with 5 years of credited service may retire at an earlier age and receive an actuarially reduced retirement benefit.

Pension benefits available under this plan are funded in part from the accumulation of the employees' contribution. Prior to January 2005, employees directed the investment of their contribution utilizing a contracted City investment manager and were eligible to receive a distribution of the interest earned on the contributions in excess of five percent upon retirement. Effective January 1, 2005, all employee contributions are invested with the City pension funds and individual self-directed accounts were discontinued. Interest earned in excess of five percent for the individual employee accounts as of December 31, 2004 has been transferred to an Employee Excess Retirement Fund and the excess funds in the individual employee accounts continue to be self-directed.

**Contributions**

*Employee Contributions* - Participating active employees contribute to the plan at a rate of 5% of covered payroll. If an employee leaves covered employment before attaining the five-year service credit, the accumulated contributions plus interest earnings at 5% per annum are refunded to the employee or designated beneficiary. All member contributions are made by payroll deductions applied to regular bi-weekly pay.

*Employer Contributions* - Employer contributions are based on an actuarial formula identified as entry age normal cost method. This method produces an employer contribution rate consisting of an amount for normal cost and an amount for amortization of the unfunded accrued liability over a closed period of 30 years. The annual contribution is recommended to the City Commission and considered for approval and adoption.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Investments**

*Investment Policy* - The BCEPP investment policy and asset class allocations are established and may be amended by the Board of Trustees by a majority vote of its members. It is the policy of the BCEPP to pursue an investment strategy to improve the Plan's funding status to protect and sustain current and future benefits, minimize the employee and employer contributions needed to fund the Plan over the long-term, avoid substantial volatility in required contribution rates and fluctuations in the Plan's funding status and to accumulate a funding surplus to provide increases in retiree payments to preserve the purchasing power of their retirement benefits.

BCEPP Board has entered into a contract with the North Dakota State Investment Board (SIB) for investment services as allowed under NDCC 21-10-06 and to implement these policies by investing the assets of the Fund in the manner provided in NDCC 21-10-07, the prudent investor rule. Management's responsibility that is not assigned to the SIB in Chapter 21-10 of the NDCC is delegated to the SIB who must establish written policies for the operation of the investment program consistent with this investment policy.

The BCEPP Board of Trustees adopted a long-term investment horizon and asset allocation policy for the management of the fund assets. Asset allocation targets are established using an asset-liability analysis designed to determine an acceptable volatility target for the plan and an optimal asset allocation policy mix. The asset-liability analysis considers both sides of the plan balance sheet, utilizing both quantitative and qualitative inputs, in order to estimate the potential impact of various asset class mixes on key measures of total plan risk. The following was the plans asset allocation as of December 31, 2017:

Asset Class	Target Allocation
Large domestic equity	15%
Small domestic equity	10%
Developed international equity	12%
Emerging international equity	5%
Private equity	4%
Domestic fixed income	30%
International fixed income	4%
Real estate	10%
Infrastructure	5%
Timber	5%
	<u>100%</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Long-term Expected Return on Plan Assets**

The long-term expected rate of return of 7.5% on plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return were developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates to return by the target asset allocation percentage. The projected 10-year geometric real rates of return by asset class are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Large domestic equity	7.60%
Small domestic equity	7.90%
Developed international equity	7.60%
Emerging international equity	8.00%
Private equity	8.80%
Domestic fixed income	3.25%
International fixed income	2.85%
Real estate	6.40%
Infrastructure	7.50%
Timber	7.10%

**Actuarial Assumptions**

Valuation date	1/1/2018
Actuarial cost method	Entry Age
	Normal
Amortization method	Level % of payroll over remaining amortization period-closed
Remaining amortization period	19
Mortality rate	Based on RP-2014 generational mortality projected with Scale MP-2017
Asset valuation method	Market
Valuation method	
Inflation rate	3.00%
Investment rate of return	7.50%
Projected salary increases:	
0-9 years of service	5.00%
10+ years of service	4.00%
Post retirement cost of living adjustments	None



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The net pension liability of the BCEPP is calculated at a discount rate of 7.5 percent, as well as what the BCEPP net pension liability would be if it were calculated using a discount rate that is 1 percent lower (6.5 percent) or 1 percent higher (8.5 percent) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employer's proportionate share share of the net pension liability	<u>\$ (397,505)</u>	<u>\$ 1,283,226</u>	<u>\$ 3,288,124</u>

**Proportionate Share of the Net Pension Liability**

The District's portion of the net pension liability for the BCEPP was recorded at \$1,283,226 as of December 31, 2017. The calculation was determined by an actuarial valuation based on the present value of future payroll. The District's proportionate share was 14.52%, which is a 1.09% increase from the District's proportionate share as of **December 31, 2016**.

**Deferred Inflows and Outflows of Resources**

The District recognized pension expense of \$334,160 during the year ended December 31, 2017. Deferred inflows and outflows of resources related to pensions are from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 467,873	\$ (95,421)
Changes in assumptions	744,452	(38,205)
Net difference between projected and actual earnings on pension plan investments	-	(398,763)
Changes in proportion and differences between employer contributions and proportionate share of contributions	81,380	-
Employer contributions subsequent to measurement date	-	-
Total	<u>\$1,293,705</u>	<u>\$ (532,389)</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

2018	\$ 163,233
2019	185,995
2020	48,682
2021	36,393
2022	157,911
Thereafter	169,102

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the City of Bismarck's separately issued financial report. The financial report is available on the City of Bismarck's website at [www.bismarcknd.gov](http://www.bismarcknd.gov).

**NOTE 14 OTHER POST-EMPLOYMENT BENEFIT PLAN**

The District operates a single-employer other post-employment benefit plan. There is not a separately issued plan report, and there are no assets set aside for the plan. There are no required employer or employee contributions to the plan. Benefits may be changed by revision of the Board of Commissioners. The plan is only available for those employees who were hired by the District prior to November 16, 2017.

Full-time employees who have worked for the District for fifteen years or more are eligible for an early retirement option within six months of the employee's 59th birthday. Under this early retirement option, the District will continue to pay for the employee's health insurance until the employee reaches age 62 with the amount paid not to exceed the full rate paid for current employees.

From age 62 to 65 of the employee, the District will pay a portion of the health insurance, ranging from 50% to 100% of the health insurance premium, dependent upon the number of years of service by the employee.

Supplemental pay is available to employees who choose early retirement. Employees are eligible for supplemental pay from age 59 to age 62. The payment will be half of the employee's monthly gross salary less pension payments. A minimum payment of \$250 per month will be paid if the employee's pension payment is greater than one half the employee's monthly salary. The supplemental payment is capped at \$500 per month.

As there are fewer than 100 plan members, the District has elected to use the alternative measurement method. The District has made assumptions on expected beginning date of benefits, mortality, turnover, and healthcare cost based on historical results the District has experienced. Marital status is assumed to be the same as the employee's current status when projecting the liability. The District has used a discount rate of 2% to arrive at a present value of the other post-employment benefit liability, which is \$134,289 as of December 31, 2017.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

**NOTE 15 COMMITMENTS**

As of December 31, 2017, the District has the following outstanding commitments for on-going capital projects.

VFW Sports Center	\$ 482,413
Schaumberg Ice Arena	1,863,825
Wachter Park site improvements	169,167
Fore Season Center/Pebble Creek HVAC	1,244
Sertoma Park Horseshoe Canopy	49,176
Horizon Park	96,299
Pebble Creek Trail reconstruction/bank stabilization	105,007
South Washington Street Trail	34,589
WWMB lobby entrance remodel	24,496
Canning Center	56,553
Haaland Field restroom/concession building	29,025
New Generations Park splash pad/community building	118,632
Sleepy Hollow Park parking lot	63,100
Santa Fe Trail	40,600
Sertoma Park and Clem Kelley Trails	91,400
	<u>\$ 3,225,526</u>

**NOTE 16 NEW ACCOUNTING PRONOUNCEMENTS**

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement is effective for fiscal years beginning after June 15, 2017. Earlier application is encouraged.

GASB Statement No. 83, *Certain Asset Retirement Obligations*, addresses accounting and financial reporting for certain asset retirement obligations (AROs). This Statement establishes criteria for determining the timing and pattern of recognition of a liability and corresponding deferred outflow of resources for AROs. It also establishes disclosure of information about the nature of a government's AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
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GASB Statement No. 84, *Fiduciary Activities*, provides guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

GASB Statement No. 85, *Omnibus 2017*, addresses practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged.

GASB Statement No. 86, *Certain Debt Extinguishment Issues*, provides guidance for derecognizing debt that is defeased in substance, regardless of how cash and other monetary assets placed in an irrevocable trust for the purpose of extinguishing that debt was acquired. This Statement requires that any remaining prepaid insurance related to the extinguished debt be included in the net carrying amount of that debt for the purpose of calculating the difference between the reacquisition price and the net carrying amount of the debt. In addition, this Statement will enhance the decision-usefulness of information in notes to financial statements regarding debt that has been defeased in substance. This Statement is effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged.

GASB Statement No. 87, *Leases*, establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. This Statement requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. This Statement is effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, improves the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. This Statement is effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2017**

Management has not yet determined the effect these Statements will have on the District's financial statements.

**NOTE 17 SUBSEQUENT EVENT**

In June 2018, the District issued Refunding Improvement Bonds, Series 2018, in the amount of \$1,690,000 to finance the following improvements: Sleepy Hollow parking lot, Horizon Park, and Santa Fe, Sertoma Park East, and Clem Kelley trails. Interest payments begin in November 2018 with the first principal payment due in May 2019. Principal payments vary from \$155,000 to \$190,000 each year and semi-annual interest payments range from 1.85% to 2.70%. Payments continue through May 2028.

The District has entered into additional commitments for primarily capital projects totaling \$4,744,902 subsequent to year end.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET TO ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	Original Budget	Final Budget	Actual	Variance- Favorable (Unfavorable)
<b>Revenues:</b>				
Taxes	\$ 7,400,000	\$ 7,400,000	\$ 7,546,744	\$ 146,744
Intergovernmental	1,234,100	1,234,100	1,333,540	99,440
Charges for services	6,183,426	6,183,426	6,158,443	(24,983)
Investment earnings (loss)	12,000	12,000	58,358	46,358
Grants	53,500	53,500	81,866	28,366
Leases	97,000	97,000	127,019	30,019
Donations	18,500	18,500	20,947	2,447
Miscellaneous	222,000	222,000	30,979	(191,021)
<b>Total revenues</b>	<b>15,220,526</b>	<b>15,220,526</b>	<b>15,357,896</b>	<b>137,370</b>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	2,240,950	2,240,950	2,354,138	(113,188)
General maintenance	2,569,005	2,569,005	2,586,287	(17,282)
Golf	1,860,400	1,860,400	1,713,668	146,732
Capital Racquet Fitness Center	489,000	489,000	507,721	(18,721)
Aquatic Wellness Center	1,106,150	1,106,150	1,224,537	(118,387)
Pools	766,450	766,450	506,150	260,300
Ice arenas	678,300	678,300	831,951	(153,651)
Forestry	176,000	176,000	139,309	36,691
Memorial Building	157,725	157,725	137,979	19,746
Sibley Park	351,350	351,350	308,530	42,820
County parks	139,136	139,136	78,246	60,890
McDowell Dam	185,500	185,500	169,286	16,214
High Prairie Arts and Science Complex	107,950	107,950	98,750	9,200
Other recreational activities	2,398,820	2,398,820	2,392,116	6,704
Capital outlay	1,097,800	1,097,800	291,740	806,060
Capital outlay less than \$5,000	225,090	225,090	134,107	90,983
<b>Debt service:</b>				
Principal retirement	692,500	692,500	690,000	2,500
Interest and fiscal charges	361,900	361,900	488,446	(126,546)
<b>Total expenditures</b>	<b>15,604,026</b>	<b>15,604,026</b>	<b>14,652,961</b>	<b>951,065</b>
<b>Excess of revenues under expenditures</b>	<b>(383,500)</b>	<b>(383,500)</b>	<b>704,935</b>	<b>1,088,435</b>
<b>Other financing sources (uses):</b>				
Proceeds from insurance	12,500	12,500	220,275	207,775
Transfers in/out	371,000	371,000	(921,718)	(1,292,718)
<b>Total other financing sources (uses)</b>	<b>383,500</b>	<b>383,500</b>	<b>(701,443)</b>	<b>(1,084,943)</b>
<b>Excess of revenues and other sources over (under) expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>3,492</b>	<b>\$ 3,492</b>
<b>Fund balance - January 1</b>			<b>2,529,377</b>	
<b>Fund balance - December 31</b>			<b>\$ 2,532,869</b>	

See Notes to the Required Supplementary Information



**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET TO ACTUAL - SPECIAL ASSESSMENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	Original Budget	Final Budget	Actual	Variance- Favorable (Unfavorable)
Revenues:				
Taxes	\$ 2,526,000	\$ 2,526,000	\$ 2,612,587	\$ 86,587
Miscellaneous	100,000	100,000	50,000	(50,000)
Total revenues	<u>2,626,000</u>	<u>2,626,000</u>	<u>2,662,587</u>	<u>36,587</u>
Expenditures:				
Capital outlay	8,850	8,850	9,278	(428)
Debt service:				
Principal retirement	1,995,000	1,995,000	1,904,825	90,175
Interest and fiscal charges	377,150	377,150	342,878	34,272
Issuance costs	20,000	20,000	17,114	2,886
Total expenditures	<u>2,401,000</u>	<u>2,401,000</u>	<u>2,274,095</u>	<u>126,905</u>
Excess of revenues over expenditures	225,000	225,000	388,492	163,492
Other financing sources (uses):				
Transfers out	<u>(225,000)</u>	<u>(225,000)</u>	<u>(510,917)</u>	<u>(285,917)</u>
Excess of revenues and other sources over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>(122,425)</u>	<u>\$ (122,425)</u>
Fund balance - January 1			<u>1,525,552</u>	
Fund balance - December 31			<u>\$ 1,403,127</u>	

See Notes to the Required Supplementary Information

**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
**LAST 10 FISCAL YEARS \***

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Employer's proportion of the net pension liability (asset)	14.52%	13.43%	12.71%
Employer's proportionate share of the net pension liability (asset)	\$ 1,283,226	\$ 1,315,443	\$ 1,167,823
Employer's covered-employee payroll	\$ 3,223,952	\$ 2,953,755	\$ 2,512,248
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	39.80%	44.53%	46.49%
Plan fiduciary net position as a percentage of the total pension liability	91.78%	89.86%	89.88%

\* Complete data for this schedule is not available prior to 2014.

See Notes to the Required Supplementary Information



**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**LAST 10 FISCAL YEARS \***

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contribution	\$ 266,849	\$ 209,905	\$ 122,820
Contributions in relation to the actuarially determined contribution	\$ (322,654)	\$ (269,065)	\$ (243,218)
Contribution deficiency (excess)	\$ (55,805)	\$ (59,160)	\$ (120,398)
Employer's covered-employee payroll	\$ 3,223,952	\$ 2,953,755	\$ 2,512,248
Contributions as a percentage of covered-employee payroll	10.01%	9.11%	9.68%

\* Complete data for this schedule is not available prior to 2014.

See Notes to the Required Supplementary Information

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**DECEMBER 31, 2017**

**NOTE 1 BUDGETS AND BUDGETARY ACCOUNTING**

The District's board adopts an annual budget on a basis consistent with accounting principles generally accepted in the United States for the general and special assessment funds.

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

- All divisions of the District submit requests for appropriation to the Executive Director of Parks and Recreation so that a budget may be prepared.
- The requests are reviewed in detail with the divisions.
- The budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.
- By September 10<sup>th</sup> of each year, the preliminary budget is presented to the District's board for review and approval.
- The District's board holds public hearings and may modify the preliminary budget.
- The final budget must be adopted before October 7<sup>th</sup> and submitted to the County Auditor by October 10<sup>th</sup> of each year.
- Project-length financial plans are adopted for all capital projects funds.
- The current budget, except property taxes, may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared.
- All appropriations lapse at year-end.

**NOTE 2 PENSION – CHANGE OF ASSUMPTIONS**

Amounts reported in 2017 reflect actuarial assumption changes effective January 1, 2018 based on the results of an actuarial experience study completed in 2017. This included changes to the mortality tables used in calculating the net pension liability.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**COMBINING BALANCE SHEET - NON-MAJOR GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2017**

	Capital Projects Funds		Total Nonmajor
	Construction	Government	Governmental
	Fund	Construction	Funds
	Fund	Fund	
<b>Assets:</b>			
Cash and cash equivalents	\$ 123,840	\$ 42,123	\$ 165,963
Investments	462,214	198,704	660,918
Taxes receivable	17,219	13	17,232
Accounts receivable	154,066	-	154,066
Total assets	<u>\$ 757,339</u>	<u>\$ 240,840</u>	<u>\$ 998,179</u>
<b>Liabilities:</b>			
Accounts payable	\$ 142,450	\$ -	\$ 142,450
<b>Deferred inflows of resources:</b>			
Delinquent property taxes	14,523	-	14,523
<b>Fund balances:</b>			
Assigned	600,366	240,840	841,206
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 757,339</u>	<u>\$ 240,840</u>	<u>\$ 998,179</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - NON-MAJOR GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	Capital Projects Funds		Total Nonmajor
	Construction	Government	Governmental
	Fund	Construction	Funds
		Fund	
Revenues:			
Taxes	\$ 1,729,816	\$ 132,028	\$ 1,861,844
Investment earnings	14,039	2,715	16,754
Grants	154,066	5,043	159,109
Donations	88,329	-	88,329
Total revenues	<u>1,986,250</u>	<u>139,786</u>	<u>2,126,036</u>
Expenditures:			
Current:			
General government	181,551	-	181,551
General maintenance	-	14,071	14,071
Capital outlay	1,263,440	64,017	1,327,457
Debt service:			
Principal retirement	128,121	-	128,121
Interest and fiscal charges	23,793	-	23,793
Total expenditures	<u>1,596,905</u>	<u>78,088</u>	<u>1,674,993</u>
Excess of revenues over (under) expenditures	<u>389,345</u>	<u>61,698</u>	<u>451,043</u>
Other financing uses:			
Transfers out	<u>(340,000)</u>	<u>(40,000)</u>	<u>(380,000)</u>
Excess of revenues and other uses over (under) expenditures	<u>49,345</u>	<u>21,698</u>	<u>71,043</u>
Fund balance - January 1	<u>551,021</u>	<u>219,142</u>	<u>770,163</u>
Fund balance - December 31 (Note 12)	<u>\$ 600,366</u>	<u>\$ 240,840</u>	<u>\$ 841,206</u>





CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Park Commissioners  
Bismarck Parks and Recreation District  
Bismarck, North Dakota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bismarck Parks and Recreation District, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 29, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**BRADY, MARTZ & ASSOCIATES, P.C.  
BISMARCK, NORTH DAKOTA**

June 29, 2018





Water | Transportation | Municipal Facilities

701.323.3950  
600 South 2<sup>nd</sup> Street – Suite 145  
Bismarck, ND 58504

July 11, 2018

Randy Bina, Executive Director  
Bismarck Parks and Recreation District  
400 East Front Avenue  
Bismarck, ND 58504

**RE: General Sibley Park Septic System and Absorption Field**

Dear Mr. Bina:

Bids have been reviewed for the General Sibley Park Septic System and Absorption Field project and are summarized on the attached Bid Tabulation. The low construction bid received was from Prairie View Excavating in the amount of \$39,507.72 and the math on their bid proposal is correct.

Based on the bids received, we recommend the Bismarck Parks and Recreation District award this project to Prairie View Excavating.

If you have any questions, please feel free to contact me at 701.224.3101.

Sincerely,

Apex Engineering Group, Inc.

A handwritten signature in black ink that reads "Susan Hazelett".

Susan Hazelett, PE  
Apex Engineering Group, Inc.  
600 S. 2<sup>nd</sup> Street, Suite 145  
Bismarck, ND 58504

Office: 701-323-3950  
Direct: 701-224-3101  
Cell: 701-390-4002  
Email: [susan.hazelett@ApexEngGroup.com](mailto:susan.hazelett@ApexEngGroup.com)

Encl.

## Bid Opening

**Bismarck Parks & Recreation Dist. General Sibley Park Septic System and Absorption Field**

07/10/2018 | 1:30 PM CST | Bismarck Parks & Recreation Dist. Office

40061

Prairie View Excavating 1103 136 <sup>th</sup> Ave. NE, Baldwin, ND	X	X	X	X	\$39,507.72
Northern Plains Drilling and Excavating, Inc. 2510 Vermont Ave., Bismarck, ND	X	X	X	X	\$40,077.00
Buffalo Concrete 2311 3 <sup>rd</sup> St. SE, Mandan, ND	X	X	X	X	\$68,086.00
Weisz & Sons, Inc. P.O. Box 1756, Bismarck, ND	X	X	X	X	\$86,250.00
Beutler Excavating 922 N. 9 <sup>th</sup> Street, Bismarck, ND	-	-	No	Did not open - Did not have 2 envelopes.	

Certification:

I certify that these bids were received and opened on Tuesday, ND.

E. e., Bismarck

*Susan Hagedorn*  
SUSAN HAGEDORN, F.E.



MINUTES OF THE BOARD OF PARK COMMISSIONERS  
June 21, 2018

The Board of Park Commissioners held their regular meeting on June 21, 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, Schwartz, Beattie and President Munson were present. Commissioner Starck was absent.

Commissioner Schwartz moved to approve the agenda as presented with the addition of David Mayer to provide an update about the rising Missouri River and how it is impacting the Park District properties. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Dan Schafer with Metro Ambulance appeared before the Board as the Featured Partner and Program. He provided information about cardiac arrest, AEDs, CPR and the new PulsePoint program which is being launched in the Bismarck-Mandan area and throughout the state of North Dakota.

Operations Director David Mayer provided an update about the rising Missouri River and how it is impacting the Park District properties.

Mindy Piatz from Brady Martz presented the draft 2017 audit report. The final report cannot be issued until the city of Bismarck receives their final audit report since the joint pension plan is administered by the city of Bismarck and audited by the city's independent auditors. Commissioner Schwartz moved to accept the audit report as presented. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Michael Gunsch from Houston Engineering provided an update on the Pebble Creek bank stabilization project which is near completion.

Commissioner Jeske reviewed the 2018 Matching Grant applications and funding recommendations. Commissioner Schwartz moved to approve the following Matching Grants and to use the remaining balance in that account to pay for the Pebble Creek practice green project from round one of the grant process:

Applicant	Project Title	Funding
Elementary Cross-Country Program	Cross Country Program Equipment	\$1,083.14
Bismarck-Mandan Horseshoe Pitchers Association	Horseshoe Clubhouse	\$4,675.00
Bismarck Rotary Club	Bismarck Rotary Arboretum	\$2,250.00
Bareknuckle Baseball, LLC	Ballpark Safety and Operational Enhancements	\$3,759.50
Total:		\$11,767.64



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

Operations Director David Mayer reviewed the bids received for various roofing projects. Commissioner Schwartz moved to approve the low bids as follows:

- Sertoma Club Community Center to B & B Roofing for \$16,881.40
- Walt Neuens Horse Arena to Brendel Construction and Roofing for \$24,350
- Cottonwood Park Building to Tobias Marman Construction for \$25,242

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

The bids for the sensory play area at Magical Moments Playground were reviewed. Commissioner Schwartz moved to accept the low bid of \$109,993 provided by Dakota Playground. Commissioner Beattie seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Commissioner Schwartz moved to accept the low bid of \$100,616 provided by Weisz and Sons for the 23<sup>rd</sup> Street Park improvements. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, Beattie and President Munson. The nays being none, the motion carried. This project has received Community Development Block Grant Funding and the bid will also need city of Bismarck approval.

President Munson reviewed the following consent agenda:

- Consideration of May 17 and 30, 2018 Park Board meeting minutes.
- Consideration of Transportation Alternatives Grant Funds for Bismarck Sunrise Trail Connection Project. If approved, staff will begin the planning process.
- Request authorization to submit a ND Outdoor Heritage Fund Grant Application for Hay Creek bank stabilization.
- Request authorization to call for bids for Fox Island bank stabilization.

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

Commissioner Schwartz moved approval of bills for payment with checks 397862 to 398243 and 194075 to 194397 along with bank drafts DFT0000276 to DFT0000297 and direct deposits 13750 to 14193. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, Beattie and President Munson. The nays being none, the motion carried.



President Munson recognized Commissioners Schwartz and Starck for their years of service on the Park Board by presenting them with a Gold Card, glass memento and the following citations:

Whereas, Mike Schwartz/Jason Starck, in his capacity as a member of the Board of Park Commissioners since 2010, has served the residents of the City of Bismarck in a most exceptional and splendid manner, and

Whereas, he has provided leadership that has greatly assisted in the growth and development of parks and recreation opportunities; and

Whereas, Mike Schwartz/Jason Starck has given freely of his time and special talents to the Park District of the City of Bismarck for these many years, greatly contributing to the cause of good government and a better community, and

Whereas, it is fitting and proper that such public service be recognized, publicly proclaimed and made part of the permanent record of the Bismarck Parks and Recreation District;

Now, therefore, be it resolved by the Park District of the City of Bismarck and on behalf of the citizens of Bismarck, on this 21<sup>st</sup> day of June 2018, extend to Mike Schwartz/Jason Starck sincere thanks and grateful appreciation for service.

Commissioner Schwartz thanked the Board, Executive Director Bina, Park District staff and the citizens of Bismarck for his time on the Park Board. Executive Director Bina also thanked the same groups on behalf of Commissioner Starck who was unable to be at the meeting.

Commissioner Schwartz moved to adjourn the meeting sine die. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Jeske, Schwartz, Beattie and President Munson. The nays being none, the motion carried.

Notary Public Julie Fornshell asked Commissioners-Elect Julie Jeske, Mike Gilbertson and Mark Zimmerman to appear before the Board. She read the following oath of office:

“Commissioners-Elect Julie Jeske, Mike Gilbertson and Mark Zimmerman of Bismarck, ND, do you solemnly swear that you will support the Constitution of the United States, and the Constitution of the State of North Dakota and that you will faithfully discharge the duties of the office of the Bismarck Board of Park Commissioners according to the best of your ability, so help you God?”

They replied, “I do.”

You are hereby installed as a member of the Board of Park Commissioners this 21<sup>st</sup> day of June 2018, Bismarck, North Dakota. The commissioners then took their seat at the Board table.



Connie Hofland, Park District Legal Counsel, opened the floor for nominations for President of the Park Board. Commissioner Jeske nominated Commissioner Beattie. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Zimmerman, Gilbertson, Jeske and Beattie. The nays being none, the motion carried.

The meeting of the Board of Park Commissioners was reconvened. President Beattie opened the floor for nominations for Vice President. Commissioner Munson nominated Commissioner Jeske. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Zimmerman, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

President Jeske asked for the appointment for Clerk of the Park Board. Commissioner Munson nominated Executive Director Bina. Commissioner Zimmerman seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Zimmerman, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

Julie Fornshell then asked Executive Director Bina to step forward while she read the following oath of office for clerk.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of North Dakota; and that you will faithfully discharge the duties of the office of the clerk of the Bismarck Board of Park Commissioners according to the best of your ability, so help you God."

Executive Director Bina replied, "I do."

You are hereby installed as the clerk of the Board of Park Commissioners this 21<sup>st</sup> day of June 2018, Bismarck, North Dakota.

Commissioner Munson moved to appoint Zuger Kirmis and Smith as the Park District's legal counsel. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Zimmerman, Gilbertson, Jeske and President Beattie. The nays being none, the motion carried.

The following management team assignments were made:

- Administration – President Beattie
- Operations – Commissioners Jeske and Zimmerman
- Facilities and Programs – Commissioners Munson and Gilbertson

Committee and liaison representations were also made for the commissioners:

- Bismarck Recreation Council – President Beattie
- Forestry Advisory Board – Commissioner Zimmerman
- Community Bowl Authority – President Beattie
- BSC Aquatic and Wellness Center Advisory Committee – Commissioner Gilbertson
- Sleepy Hollow Park Liaison Committee – Commissioner Jeske



- Intergovernmental Committee – President Beattie with Commissioner Munson serving as an alternate

The Board will meet for an orientation session on June 28, 2018 at 7:30 am at the Park District Office. The next regular Board Meeting will be July 19, 2018 at 5:15 pm at the Tom Baker Meeting Room. The meeting was adjourned at 6:26 pm.

DRAFT

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
June 28, 2018

The Board of Park Commissioners held a special Park Board orientation session on June 28, 2018 at 7:30 am at the Park District Administrative Office located at 400 East Front Avenue. Vice President Jeske called the meeting to order at 7:30 am. Commissioners Munson, Gilbertson and Vice President Jeske were present.

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

Executive Director Bina provided a review of the strategic planning process that has been used in the past years. He also reviewed selected areas of the Board of Park Commissioners' Manual. The ND Recreation and Parks Association Manual and upcoming Park Board webinar sponsored by NDRPA were also reviewed.

Sandra DePountis from the Attorney General's Office provided a review of open meetings and open records.

The next regular Board meeting will be held July 19, 2018 at 5:15 at the Tom Baker Meeting Room. The meeting was adjourned at 8:40 am.





# Memo

To: Park Board Commissioners and Randy Bina, Executive Director  
From: Kathy Feist, Finance Director *KF*  
Date: July 12, 2018  
Re: Semi-Annual Approval of Pledges of Securities

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Park District policy requires that the Board of Park Commissioners re-approve pledges of securities at least semiannually. NDCC 21-04-09 requires that for public deposits in excess of depository insurance (\$250,000) the financial institution must pledge securities of 110% of the excess. The accompanying schedule shows:

- The financial institution with park districts deposits.
- The balance in the financial institution.
- Less: Federal Depository Insurance.
- The excess balance.
- Required amount of pledges which is 110% of the excess balance.
- Total amount of pledged collateral.

At June 30, 2018, all Park District deposits are adequately protected as required by state law.

The MBBM is a joint investment pool with the Cities of Bismarck and Mandan, Burleigh County, and Morton County and does not require pledges of securities. Funds in both the Wells Fargo Sweep Account and Wells Fargo Securities Account are invested in federal securities and do not require pledges of securities. Investments at US Bank are certificates of deposits issued through CDARS by one or more FDIC-insured depository institutions. Deposits at the Bank of North Dakota are backed by the State of North Dakota and therefore no pledges of securities are required.

Requested board action is to approve the pledges of securities as listed on the accompanying schedule.

**BISMARCK PARKS AND RECREATION DISTRICT**

Bismarck, North Dakota

Pledges of Securities

June 30, 2018

**Financial Institution**

	Wells Fargo		US Bank		US Bank		MBBM		Dakota Community		Wells Fargo		Wells Fargo	
	Wells Fargo	Sweep Account	Checking	Investment	Investment	Investment	Investment	Investment	Investment	Money Market	Securities	MM Acct		
Balance in Bank	\$ 2,219.00	\$ 2,115,179.98	\$ 82,569.33	\$ 1,184,018.78	\$ 4,099,654.61	\$ 202,479.20	\$ 1,306,955.78	\$ 5,484,530.30	\$ 100,190.35					
Less: Federal Depository Insurance	-	-	(250,000.00)	-	-	(250,000.00)	-	-	(250,000.00)					
Balance	2,219.00	-	-	1,184,018.78	4,099,654.61	-	1,306,955.78	5,484,530.30	-					
Required Amount of Pledged Collateral 110 % - Per NDCC 21-04-09	2,440.90	(e)	-	(c)	(a)	-	(d)	(f)	-					
Total Pledged Collateral (Market Value)	3,000.00	-	-	-	-	-	-	-	-				873,188.69	
Excess of Cash Balance	-	-	-	-	-	-	-	-	-				-	

(a) - Pledges are not required for the MBBM Joint Investment Pool.

(b) - Investments consist of \$108,550.46 general CD and \$ 785,947.92 & 289,520.40 deposit for revenue bonds reserve.

(c) - Certificates of deposits issued through CDARS by one or more FDIC-insured depository institutions.

(d) - Money market account invested in federal securities not requiring pledges.

(e) - Securities of Federal Government not requiring pledges.





**BISMARCK PARKS AND  
RECREATION DISTRICT**  
Est. 1927

Let's Play!

*To:* Commissioners Jeske, Gilbertson, Zimmerman, Munson, and President Beattie,  
Randy Bina, Executive Director

*From:* David Mayer, Operations Director *DM*

*Date:* July 11, 2018

*Subject:* General Sibley Vault Toilet Bid

Commissioners and Executive Director Bina:

An advertisement for bids for the General Sibley Vault Toilet was published on June 21 and June 28 with an opening date of Tuesday July 10, 2018 at 1:30 pm. No bids were received for this project.

Staff recommends re-advertising for bids, at which time we will contact potential contractors to make them aware of the project.

Thank you for your consideration of this issue.

*A nationally accredited park and recreation agency.*

**TO:** Commissioners Gilbertson, Jeske, Munson, Zimmerman and President Beattie  
**FROM:** Randy Bina, Executive Director of Bismarck Parks and Recreation *RB*  
Kathy Feist, Finance Director *mf*  
**DATE:** July 12, 2018  
**RE:** Introduction of the 2019 Budget

---

The proposed budget is a balanced budget with a decrease of .07 mills. The proposed general fund expenses are \$16,608,675 compared to \$15,932,825 in 2018. The general operating budget increased by \$675,850 or 4.2%. Salaries and Wages make up 42.6% of the general fund budget; Supplies and Operations 12.8%, Utilities 10.7%, Contract Services 8.2%, Insurance 10.9%, Capital Equipment and Improvements 13.9% and Other 1.1%.

The general fund revenue budget is \$16,608,675 compared to \$15,932,825 in 2018. The general fund budget is made up of taxes 49.8%, state aid/replacement 6.6%, and generated revenue 43.6%. Projected revenue growth from property taxes is \$360,000. This is based on new construction of 2.3% and no market adjustment. State aid/replacement is increasing by \$7,000 and generated revenue is budgeted to increase \$308,850.

The budget includes a 3.0% merit increase for all full-time employees. The seasonal pay plan is adjusted to remain competitive with the job market. The budget includes transferring one full-time seasonal employee to a full-time employee and the reclassification of one administration position for the Park District in 2019.

The debt service and special assessment schedules include 2019 liability payment schedules, long term debt principle balances, and scheduled principal and interest payments. In 2019, the District will pay off \$720,000 in revenue bond debt; \$1,079,293 in general debt; and \$1,997,036 in special assessment debt for total principal payments of \$3,796,329.

Upon introduction of the 2019 budget on July 19, 2018, a public hearing on the budget will be scheduled for 5:15 p.m. on Thursday, September 20<sup>th</sup> during the regularly scheduled monthly Park Board meeting. Upon conclusion of the public hearing and consideration of any adjustments, adoption of the 2019 budget is proposed to also occur on September 20<sup>th</sup>.





**BISMARCK PARKS AND  
RECREATION DISTRICT**  
Est. 1927

# **2019 Annual Budget**

**As Introduced  
July 19, 2018**

**BISMARCK PARKS AND RECREATION DISTRICT  
2019 ANNUAL BUDGET**

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**BISMARCK PARKS AND RECREATION DISTRICT  
CITY OF BISMARCK, NORTH DAKOTA**

**MILL LEVY COMPARISON  
2014 - 2018**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Estimated 2018</u>
General	20.83	22.11	22.14	21.91	22.14
Special Assessments	8.99	8.98	7.54	7.40	7.10
* Pension	0.86	-	-	-	-
Park and Recreation Facilities	5.00	4.99	5.00	5.00	5.00
* Social Security	<u>1.12</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL	 <u><u>36.80</u></u>	 <u><u>36.08</u></u>	 <u><u>34.68</u></u>	 <u><u>34.31</u></u>	 <u><u>34.24</u></u>

\* 2015 Legislature combined these funds into the General Fund.

# **BISMARCK PARKS AND RECREATION DISTRICT REVENUE BUDGET DEVELOPMENT 2019**

	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Proposed</b>
<b>GENERAL FUND</b>					
<b>TAXES</b>					
CURRENT TAXES	5,794,284	6,842,211	7,429,719	7,760,000	8,120,000
PRIOR TAXES	34,140	39,662	49,666	50,000	50,000
MOBILE HOME TAXES	58,034	65,213	67,359	50,000	50,000
TELECOMMUNICATION TAX	51,624	51,747	51,747	52,000	52,000
	<u>5,938,083</u>	<u>6,998,833</u>	<u>7,598,491</u>	<u>7,912,000</u>	<u>8,272,000</u>
<b>STATE REPLACEMENTS</b>					
STATE AID	1,532,884	1,173,262	1,160,279	1,000,000	1,000,000
GAME AND FISH	1,150	-	-	1,000	1,000
BURLEIGH COUNTY HOUSING	7,037	10,053	8,404	4,500	4,500
HOMESTEAD CREDIT-CURRENT	82,086	90,743	103,454	83,000	90,000
HOMESTEAD CREDIT-PRIOR	13,921	10,298	5,122	500	500
HOMESTEAD CREDIT-MOBILE HOME CURRENT	351	-	-	1,000	1,000
HOMESTEAD CREDIT-MOBILE HOME PRIOR	3,089	4,625	4,535	100	100
	<u>1,640,517</u>	<u>1,288,981</u>	<u>1,281,793</u>	<u>1,090,100</u>	<u>1,097,100</u>
<b>MISCELLANEOUS REVENUE</b>					
DONATIONS	1,000	-	-	-	-
REFUNDS	11,266	551	-	-	-
MISCELLANEOUS	1,507	65	122	-	-
INSURANCE CLAIMS	26,645	997	220,275	12,500	12,500
EQUIPMENT SALES AND RENTALS	-	-	-	1,000	1,000
	<u>40,418</u>	<u>1,613</u>	<u>220,397</u>	<u>13,500</u>	<u>13,500</u>
<b>ASSOCIATION &amp; MANAGEMENT CONTRACTS</b>					
	209,136	245,979	249,902	213,500	223,500
<b>INTEREST</b>					
	13,409	16,625	58,358	12,000	25,000
<b>FEES AND CHARGES</b>					
	90,809	90,633	81,098	91,000	91,000
<b>TRANSFER IN-SPECIAL REVENUE</b>					
	164,000	757,013	217,282	125,000	125,000
<b>MUNICIPAL BALLPARK</b>					
	27,139	31,929	42,596	33,025	42,525
<b>GENERAL MAINTENANCE</b>					
	<u>55,212</u>	<u>49,243</u>	<u>68,973</u>	<u>60,500</u>	<u>61,500</u>
	<u>559,705</u>	<u>1,191,422</u>	<u>718,209</u>	<u>535,025</u>	<u>568,525</u>
<b>GOLF OPERATIONS</b>					
RIVERWOOD	548,724	536,780	589,904	575,000	601,500
TOM O'LEARY	453,177	426,012	447,286	452,500	462,500
FORE SEASONS CENTER/PEBBLE CREEK	409,841	383,352	382,834	414,000	414,000
	<u>1,411,742</u>	<u>1,346,143</u>	<u>1,420,025</u>	<u>1,441,500</u>	<u>1,478,000</u>
<b>POOL OPERATIONS</b>					
ELKS	65,115	63,272	65,804	65,000	67,000
HILLISIDE	163,162	157,540	146,432	161,700	163,700
WACHTER	37,792	31,877	30,440	38,750	33,750
	<u>266,069</u>	<u>252,688</u>	<u>242,676</u>	<u>265,450</u>	<u>264,450</u>
<b>ARENA OPERATIONS</b>					
VFW SPORTS CENTER	340,579	353,957	390,411	365,500	388,500
CAPITAL ICE COMPLEX	105,290	98,229	130,987	170,000	185,500
	<u>445,869</u>	<u>452,186</u>	<u>521,398</u>	<u>535,500</u>	<u>574,000</u>



## BISMARCK PARKS AND RECREATION DISTRICT REVENUE BUDGET DEVELOPMENT 2019

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Proposed
<b>MEMORIAL BUILDING</b>	8,824	11,179	8,259	13,500	13,500
<b>ADMINISTRATION</b>	58,017	86,015	57,354	46,500	51,500
<b>RECREATION ACTIVITIES</b>					
ADMINISTRATION	3,494	7,784	922	-	-
ADULT BASKETBALL	109,855	124,250	109,230	117,000	118,500
ADULT SOFTBALL	26,219	22,980	25,080	24,300	24,300
ADULT TENNIS	-	-	-	1,300	1,300
ADULT VOLLEYBALL	291,791	322,044	322,731	291,000	321,000
FLAG FOOTBALL	4,905	6,079	4,400	6,000	6,000
BASEBALL - BABE RUTH 13-15	33,589	37,747	38,731	46,000	46,000
BASEBALL - BABE RUTH 16-19	20,144	27,226	21,054	26,450	26,450
BASEBALL - GOVERNORS	13,414	13,016	14,035	20,500	20,500
YOUTH BASEBALL/SOFTBALL	19,245	20,049	19,209	19,000	19,000
YOUTH BASKETBALL	24,008	39,917	46,908	47,000	47,000
YOUTH SOCCER	31,200	35,345	33,172	31,000	31,000
YOUTH VOLLEYBALL	23,988	24,998	31,275	32,000	32,000
YOUTH TENNIS	11,713	11,803	13,548	14,700	14,700
JUNIOR GOLF	30,915	27,945	42,880	40,000	43,000
TRACK	813	825	710	1,500	1,500
ACTIVITY CENTERS	223,338	261,467	254,070	255,000	270,000
BLAST	693,220	703,679	738,135	710,000	725,000
SAFETY VILLAGE	13,455	11,590	12,116	13,500	13,500
SPECIAL POPULATIONS	2,115	1,500	2,540	3,000	3,000
TEEN TOUR	4,140	6,302	5,503	6,000	6,000
MISCELLANEOUS YOUTH PROGRAMS	3,365	2,735	2,025	4,500	4,500
ARCHERY	7,403	9,155	8,732	9,000	9,000
KARATE	1,895	2,020	4,315	1,750	2,000
ARTS PROGRAMMING	-	6,338	-	-	-
MISCELLANEOUS PROGRAMS	-	-	307	-	-
FLURRY FEST	-	-	-	1,500	1,500
JULY CELEBRATION	250	-	1,508	3,500	3,500
HALLOWEEN PARTY	761	524	408	3,000	3,000
TOURNAMENTS	-	-	-	-	-
MISCELLANEOUS SPECIAL PROGRAMS	-	-	-	4,000	4,000
	1,595,233	1,727,317	1,753,544	1,732,500	1,797,250
<b>DAKOTA ZOO</b>	2,780	2,893	3,573	4,000	4,000
<b>MCDOWELL DAM</b>	169,419	162,040	171,257	194,800	209,950
<b>FORESTRY</b>	50,000	61,188	78,366	51,500	51,500
<b>MUNICIPAL LEASE</b>	90,000	90,000	90,000	90,000	90,000
<b>SIBLEY PARK</b>	242,471	324,954	325,626	292,300	305,300
<b>CAPITAL RACQUET &amp; FITNESS CENTER</b>	410,682	379,678	367,010	388,750	399,750
<b>HIGH PRAIRIE ARTS &amp; SCIENCE COMPLEX</b>	43,143	45,675	47,292	46,200	47,200
<b>BURLEIGH COUNTY PARKS</b>	-	142,798	78,543	167,150	241,700
<b>CONTINGENCIES</b>	-	-	-	200,000	200,000
<b>AQUATIC/Wellness Center</b>	865,604	876,290	883,063	912,550	929,450
<b>TOTAL GENERAL FUND</b>	13,838,577	15,441,890	15,866,876	15,932,825	16,608,675

**BISMARCK PARKS AND RECREATION DISTRICT  
REVENUE BUDGET DEVELOPMENT 2019**

	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Proposed</b>
<b><u>SPECIAL REVENUE</u></b>					
<b>SPECIAL ACTIVITIES - TOURNAMENT ACCT</b>	78,483	53,839	15,837	88,000	95,500
<b>SPECIAL ACTIVITIES - CONCESSIONS</b>	-	-	42,862	20,000	30,000
<b>SPECIAL ASSESSMENTS</b>	4,919,991	3,306,072	2,662,588	2,666,000	2,767,800
<b>EMERGENCY FUND</b>	16,000	25,923	16,000	16,000	-
<b>TOTAL SPECIAL REVENUE</b>	5,014,474	3,385,834	2,737,287	2,790,000	2,893,300
<b><u>CAPITAL PROJECTS</u></b>					
<b>CONSTRUCTION, ACQUISITION, RENOVATION</b>	2,533,777	1,865,423	1,986,252	1,904,000	1,917,000
<b>GOVERNMENT CONSTRUCTION</b>	78,298	113,784	139,787	95,000	95,000
<b>PARK IMPROVEMENT</b>	2,448,388	10,638,855	6,070,724	1,107,650	954,600
<b>MUNICIPAL LEASE</b>	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	5,060,463	12,618,063	8,196,764	3,106,650	2,966,600
<b>TOTAL BUDGET ALL FUNDS</b>	<b>23,913,515</b>	<b>31,445,787</b>	<b>26,800,926</b>	<b>21,829,475</b>	<b>22,468,575</b>



## BISMARCK PARKS AND RECREATION DISTRICT EXPENSE BUDGET DEVELOPMENT 2019

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Proposed
<b>GENERAL FUND</b>					
SALARIES AND WAGES	-	-	-	16,500	17,300
TRANSFER TO PENSION FUND	-	269,065	322,654	345,375	373,750
INSURANCE	19,941	505,117	737,801	548,845	558,100
CAPITAL EQUIPMENT	258,499	255,880	449,151	309,500	227,500
CAPITAL IMPROVEMENTS	-	-	-	328,000	229,385
MISCELLANEOUS CHARGES	1,485,109	1,726,715	1,293,393	25,000	29,000
MUNICIPAL BALLPARK	32,278	26,817	110,278	83,355	120,200
OUTDOOR RINKS	31,878	29,586	40,152	39,000	41,000
GENERAL MAINTENANCE	2,187,971	2,387,992	2,495,679	2,686,400	2,906,250
	4,015,676	5,201,172	5,449,108	4,381,975	4,502,485
<b>GOLF OPERATIONS</b>					
ADMINISTRATION	558,469	624,620	557,914	654,650	631,525
RIVERWOOD	380,652	380,607	435,289	437,200	443,750
TOM O'LEARY	383,700	370,088	402,400	410,350	422,750
FORE SEASONS CENTER/PEBBLE CREEK	420,826	365,930	407,986	484,300	489,800
	1,743,647	1,741,245	1,803,589	1,986,500	1,987,825
<b>ARENAS/POOLS OPERATIONS</b>					
ADMINISTRATION	289,305	340,963	325,315	350,500	436,950
ELKS	108,201	105,982	120,499	104,650	110,150
HILLSIDE	182,314	185,546	186,858	207,500	202,500
WACHTER	87,793	88,958	91,067	100,700	99,200
VFW SPORTS CENTER	476,876	501,243	496,430	485,450	478,450
CAPITAL ICE COMPLEX	108,302	102,704	119,755	201,450	286,650
	1,252,792	1,325,396	1,339,925	1,450,250	1,613,900
<b>MEMORIAL BUILDING</b>	144,727	149,053	137,979	166,575	176,875
<b>ADMINISTRATION</b>	942,698	1,005,134	1,078,851	1,170,225	1,257,725
<b>RECREATION ACTIVITIES</b>					
ADMINISTRATION	621,244	644,699	685,661	708,950	791,550
ADULT BASKETBALL	89,111	105,591	102,002	113,500	111,200
ADULT SOFTBALL	10,849	10,983	11,954	13,450	13,450
ADULT TENNIS	-	-	-	700	700
ADULT VOLLEYBALL	232,227	252,032	255,989	228,250	238,250
FLAG FOOTBALL	4,501	3,648	3,065	5,250	5,250
BASEBALL - BABE RUTH 13-15	90,274	94,788	85,154	83,500	83,500
BASEBALL - BABE RUTH 16-19	38,254	35,928	37,117	36,100	37,100
BASEBALL - GOVERNORS	54,533	48,499	44,966	50,700	50,700
YOUTH BASEBALL/SOFTBALL	16,094	17,720	16,879	18,900	18,900
YOUTH BASKETBALL	44,495	50,728	57,558	57,600	57,600
YOUTH HOCKEY	25,500	25,500	27,500	29,500	29,500
YOUTH SOCCER	16,006	16,711	19,070	19,000	19,000
YOUTH VOLLEYBALL	21,735	23,325	25,716	30,800	30,800
YOUTH TENNIS	11,511	11,619	15,494	13,700	14,700
JUNIOR GOLF	28,786	26,026	40,026	42,300	42,300
FIGURE SKATING	15,000	15,000	15,000	15,000	15,000
TRACK	1,536	1,175	947	2,000	2,000
ACTIVITY CENTERS	225,311	215,269	235,130	243,750	249,250
BLAST	501,183	537,607	537,351	547,000	547,000
SAFETY VILLAGE	12,351	14,433	14,547	12,900	12,900

## BISMARCK PARKS AND RECREATION DISTRICT EXPENSE BUDGET DEVELOPMENT 2019

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Proposed
<b>RECREATION ACTIVITIES, CONTINTUED</b>					
SPECIAL POPULATIONS	32,257	28,752	32,167	26,350	26,350
TEEN TOUR	6,365	6,302	5,660	6,500	6,500
MISCELLANEOUS YOUTH PROGRAMS	4,407	2,771	2,490	5,500	5,500
ARCHERY	5,064	5,679	5,294	6,700	6,700
CURLING	2,500	1,250	2,500	2,500	2,500
KARATE	874	2,968	2,222	1,250	1,650
OPEN GYM	22,912	23,705	23,541	19,250	23,250
ARTS PROGRAMMING	7,200	12,218	7,862	8,500	8,500
FLURRY FEST	1,031	1,404	708	3,000	3,000
JULY CELEBRATION	1,524	2,019	4,213	3,000	3,000
HALLOWEEN PARTY	1,567	1,083	582	2,350	2,350
TOURNAMENTS	2	452	-	-	-
MISCELLANEOUS SPECIAL EVENTS	-	-	341	4,000	4,000
	2,146,204	2,239,884	2,318,704	2,361,750	2,463,950
<b>DAKOTA ZOO</b>	2,780	2,893	3,573	4,000	4,000
<b>MCDOWELL DAM</b>	172,144	161,315	169,415	194,800	209,950
<b>FORESTRY</b>	215,660	224,805	168,390	255,000	258,200
<b>MUNICIPAL LEASE</b>	1,134,728	1,051,184	1,178,446	1,447,160	1,441,715
<b>SIBLEY PARK</b>	247,107	326,190	331,944	401,265	439,575
<b>CAPITAL RACQUET &amp; FITNESS CENTER</b>	476,172	477,199	509,043	504,700	518,250
<b>HIGH PRAIRIE ARTS &amp; SCIENCE COMPLEX</b>	86,424	104,513	99,533	109,050	115,050
<b>BURLEIGH COUNTY PARKS</b>	-	141,954	78,246	167,150	241,700
<b>CONTINGENCIES</b>	-	-	-	200,000	200,000
<b>AQUATIC/WELLNESS CENTER</b>	1,092,117	1,102,214	1,229,680	1,132,425	1,177,475
<b>TOTAL GENERAL FUND</b>	13,672,877	15,254,151	15,896,425	15,932,825	16,608,675
<b><u>SPECIAL REVENUE</u></b>					
<b>SPECIAL ACTIVITIES-TOURNAMENT ACCOUNT</b>	84,460	50,414	9,020	108,000	95,500
<b>SPECIAL ACTIVITIES - CONCESSIONS</b>	-	-	32,637	-	30,000
<b>SPECIAL ASSESSMENTS</b>	4,559,184	2,638,960	2,785,012	2,666,000	2,767,800
<b>EMERGENCY FUND</b>	-	-	-	16,000	-
<b>TOTAL SPECIAL REVENUE</b>	4,643,644	2,689,374	2,826,669	2,790,000	2,893,300
<b><u>CAPITAL PROJECTS</u></b>					
<b>CONSTRUCTION, ACQUISITION, RENOVATION</b>	2,274,381	1,817,491	1,936,905	1,904,000	1,917,000
<b>GOVERNMENT CONSTRUCTION</b>	65,411	81,202	118,089	95,000	95,000
<b>PARK IMPROVEMENT</b>	3,941,914	4,675,187	13,006,575	1,107,650	954,600
<b>MUNICIPAL LEASE</b>	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	6,281,705	6,573,879	15,061,569	3,106,650	2,966,600
<b>TOTAL BUDGET ALL FUNDS</b>	24,598,226	24,517,405	33,784,663	21,829,475	22,468,575



## BISMARCK PARKS AND RECREATION DISTRICT

### REVENUE BUDGET BY FUND AND REVENUE SOURCE For the 2019 Budget Year

	TAXES			STATE		GENERATED REVENUE				
	Budget	Taxes		State Aid/ Replacement	Management Contracts	Association & Contracts	Fees & Charges	Interest	Grants & Intergovernmental	Other
<b><u>General Fund</u></b>										
General Operations	9,847,100	8,272,000		1,097,100	223,500		91,000	25,000	125,000	13,500
Municipal Ballpark	42,525	-		-	18,525		24,000	-	-	-
Outdoor Rinks	-	-		-	-		-	-	-	-
General Maintenance	61,500	-		-	-		10,000	-	43,500	8,000
Golf Courses	1,478,000	-		-	-		1,476,500	-	-	1,500
Swimming Pools	264,450	-		-	-		264,450	-	-	-
Arenas	574,000	-		-	-		574,000	-	-	-
Memorial Building	13,500	-		-	-		13,500	-	-	-
Administration	51,500	-		-	50,000		-	-	-	1,500
Adult Sport Activities	465,100	-		-	-		464,600	-	-	500
Youth Sport Activities	287,150	-		-	-		264,450	-	-	22,700
Other Youth Activities	1,022,000	-		-	-		1,019,500	-	-	2,500
Other Youth & Adult Activities	11,000	-		-	-		11,000	-	-	-
Special Events	12,000	-		-	-		9,000	-	-	3,000
Dakota Zoo	4,000	-		-	4,000		-	-	-	-
McDowell Dam	209,950	-		-	189,450		20,500	-	-	-
Forestry	51,500	-		-	-		-	-	50,000	1,500
Municipal Lease	90,000	-		-	-		-	-	90,000	-
Sibley Park	305,300	-		-	-		305,300	-	-	-
Capital Racquet & Fitness Center	399,750	-		-	-		395,750	-	-	4,000
HP Arts & Science	47,200	-		-	-		47,200	-	-	-
Burleigh County Parks	241,700	-		-	231,700		10,000	-	-	-
Contingencies	200,000	-		-	-		200,000	-	-	-
Aquatic/Wellness Center	929,450	-		-	478,500		449,250	-	-	1,700
<b>Total General Fund</b>	<b>16,608,675</b>	<b>8,272,000</b>		<b>1,097,100</b>	<b>1,195,675</b>		<b>5,650,000</b>	<b>25,000</b>	<b>308,500</b>	<b>60,400</b>

# BISMARCK PARKS AND RECREATION DISTRICT

## REVENUE BUDGET BY FUND AND REVENUE SOURCE For the 2019 Budget Year

	TAXES			STATE		GENERATED REVENUE				
	Budget	Taxes		State Aid/ Replacement	Association & Management Contracts	Fees & Charges	Interest	Grants & Intergovernmental	Other	
<b><u>Special Revenue Funds</u></b>										
Tournament Account	95,500	-	-	-	-	94,500	-	-	-	1,000
Concessions	30,000	-	-	-	-	30,000	-	-	-	-
Special Assessments	2,767,800	2,707,800	10,000	-	-	-	-	-	-	50,000
Emergency Fund	-	-	-	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>2,893,300</b>	<b>2,707,800</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>124,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,000</b>
<b><u>Capital Projects Funds</u></b>										
Construction, Acquisition, Renovation	1,917,000	1,836,000	5,000	-	-	-	1,000	-	-	75,000
Government Construction	95,000	-	-	-	-	-	-	95,000	-	-
Park Improvements	954,600	-	-	-	30,400	314,850	-	249,000	-	360,350
Municipal Lease	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Projects Funds</b>	<b>2,966,600</b>	<b>1,836,000</b>	<b>5,000</b>	<b>5,000</b>	<b>30,400</b>	<b>314,850</b>	<b>1,000</b>	<b>344,000</b>	<b>-</b>	<b>435,350</b>
<b>Total Budget - All Funds</b>	<b>22,468,575</b>	<b>12,815,800</b>	<b>1,112,100</b>	<b>1,112,100</b>	<b>1,226,075</b>	<b>6,089,350</b>	<b>26,000</b>	<b>652,500</b>	<b>-</b>	<b>546,750</b>



# BISMARCK PARKS AND RECREATION DISTRICT BISMARCK, NORTH DAKOTA

## EXPENSE BUDGET BY FUND AND EXPENSE FUNCTION For the 2019 Budget Year

	Budget	Personnel		Contract Services	Supplies/Operations	Utilities	Insurance	Capital		Misc. Charges
		Full-Time	Part-Time					Equipment	Improvement	
<b><u>General Fund</u></b>										
General Operations	1,435,035	17,300	-	373,750	-	-	558,100	227,500	229,385	29,000
Municipal Ballpark	120,200	-	50,500	2,500	22,500	39,700	-	5,000	-	-
Outdoor Rinks	41,000	-	41,000	-	-	-	-	-	-	-
General Maint. - Operations	2,906,250	1,169,650	323,400	134,300	547,000	347,000	352,900	32,000	-	-
Golf Administration	631,525	464,275	-	6,500	1,000	-	159,750	-	-	-
Riverwood Golf Course	443,750	-	195,000	12,000	161,250	35,000	-	28,000	-	12,500
Tom O'Leary Golf Course	422,750	-	182,000	4,500	144,250	49,000	-	27,000	-	16,000
Fore Seasons Center	489,800	-	143,000	12,000	104,050	198,450	-	27,000	-	5,300
Facility Administration	436,950	308,100	6,000	3,000	-	-	119,850	-	-	-
Elks Pool	110,150	-	70,500	-	26,150	12,000	-	1,000	-	500
Hillside Pool	202,500	-	106,000	3,000	54,000	32,000	-	7,000	-	500
Wachter Pool	99,200	-	51,500	-	24,750	21,700	-	1,000	-	250
VFW Sports Center	478,450	-	106,000	23,000	65,700	281,500	-	2,000	-	250
Capital Ice Complex	286,650	-	37,600	10,150	45,700	191,150	-	1,650	-	400
Memorial Building	176,875	36,200	55,000	900	20,300	35,125	27,350	2,000	-	-
Administration	1,257,725	582,400	35,000	150,000	287,000	36,650	153,175	2,000	-	11,500
Recreation Administration	791,550	537,200	6,000	51,000	10,000	5,000	178,850	-	-	3,500
Adult Sport Activities	363,600	-	312,300	8,000	24,300	-	-	2,500	-	16,500
Youth Sport Activities	406,350	-	244,500	35,200	102,100	-	-	3,250	-	21,300
Other Youth Activities	847,500	-	775,600	7,200	48,000	-	-	500	-	16,200
Other Youth & Adult Activities	42,600	-	28,000	11,000	3,250	-	-	-	-	350
Special Events	12,350	-	1,450	250	10,650	-	-	-	-	-
Dakota Zoo	4,000	-	-	-	-	-	4,000	-	-	-
McDowell Dam	209,950	46,850	50,500	33,100	33,700	14,500	23,100	3,000	5,000	200
Forestry	258,200	-	-	248,200	10,000	-	-	-	-	-
Municipal Lease	1,441,715	-	-	-	-	-	-	-	1,436,715	5,000
Sibley Park	439,575	77,500	51,000	63,000	56,000	50,000	34,075	4,000	90,000	14,000
Capital Racquet & Fitness Centre	518,250	150,500	130,500	15,500	79,300	68,500	56,650	12,000	-	5,300
HP Arts & Science	115,050	-	-	30,000	33,200	46,800	3,800	1,000	-	250
Burleigh County Parks	241,700	51,000	-	70,000	19,700	6,500	17,500	-	77,000	-
Contingencies	200,000	50,000	20,000	20,000	25,000	20,000	-	20,000	35,000	10,000
Aquatic/Wellness Center	1,177,475	261,700	300,000	34,000	158,800	287,500	114,725	14,500	-	6,250
<b>Total General Fund</b>	<b>16,608,675</b>	<b>3,752,675</b>	<b>3,322,350</b>	<b>1,362,050</b>	<b>2,117,650</b>	<b>1,778,075</b>	<b>1,803,825</b>	<b>423,900</b>	<b>1,873,100</b>	<b>175,050</b>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**BISMARCK, NORTH DAKOTA**

**EXPENSE BUDGET BY FUND AND EXPENSE FUNCTION**  
**For the 2019 Budget Year**

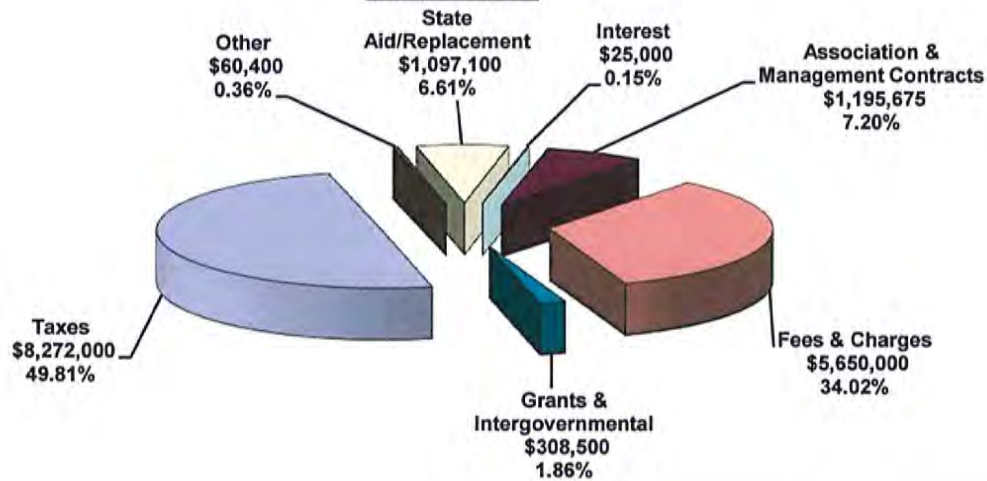
	Budget	Personnel		Contract Services	Supplies/Operations	Utilities	Insurance	Capital Equipment	Capital Improvement	Misc. Charges
		Full-Time	Part-Time							
<b><u>Special Revenue Funds</u></b>										
Tournament Account	95,500	-	-	10,500	42,000	-	-	2,500	-	40,500
Concessions	30,000	-	11,000	-	19,000	-	-	-	-	-
Special Assessments	2,767,800	-	-	135,150	-	-	-	-	2,487,650	145,000
Emergency Fund	-	-	-	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>2,893,300</b>	<b>-</b>	<b>11,000</b>	<b>145,650</b>	<b>61,000</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>2,487,650</b>	<b>185,500</b>
<b><u>Capital Projects Funds</u></b>										
Construction, Acquisition, Renovation	1,917,000	-	-	-	-	-	-	-	1,598,000	319,000
Government Construction	95,000	-	-	10,000	20,000	-	-	7,000	25,000	33,000
Park Improvements	954,600	-	-	-	-	-	-	126,000	828,600	-
Municipal Lease	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Projects Funds</b>	<b>2,966,600</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>133,000</b>	<b>2,451,600</b>	<b>352,000</b>
<b>Total Budget - All Funds</b>	<b>22,468,575</b>	<b>3,752,675</b>	<b>3,333,350</b>	<b>1,517,700</b>	<b>2,198,650</b>	<b>1,778,075</b>	<b>1,803,825</b>	<b>559,400</b>	<b>6,812,350</b>	<b>712,550</b>



## BISMARCK PARKS AND RECREATION DISTRICT 2019 GENERAL FUND SUMMARY

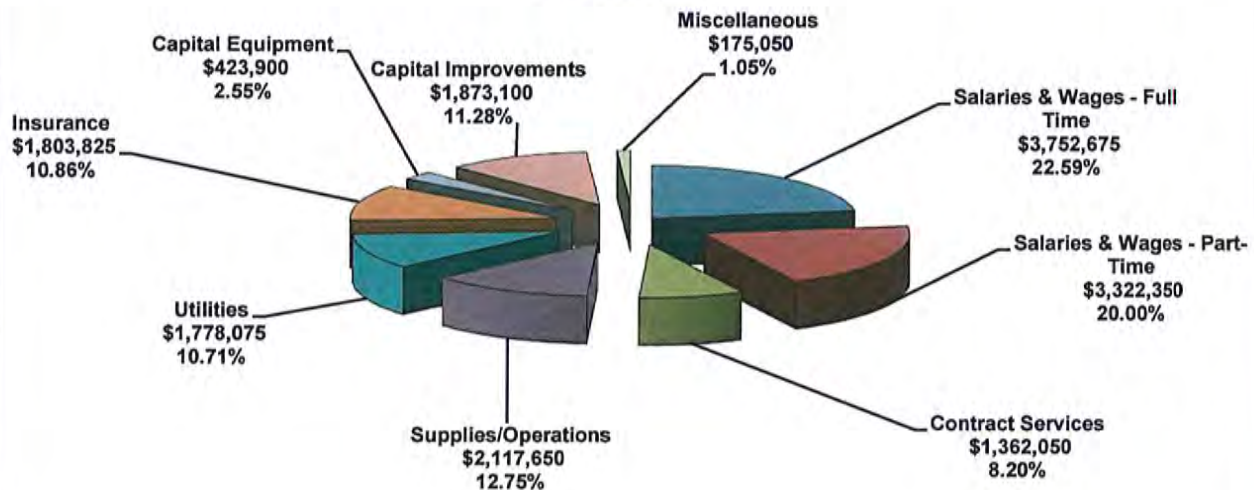
### General Fund Revenue

**\$16,608,675**



### General Fund Expenses

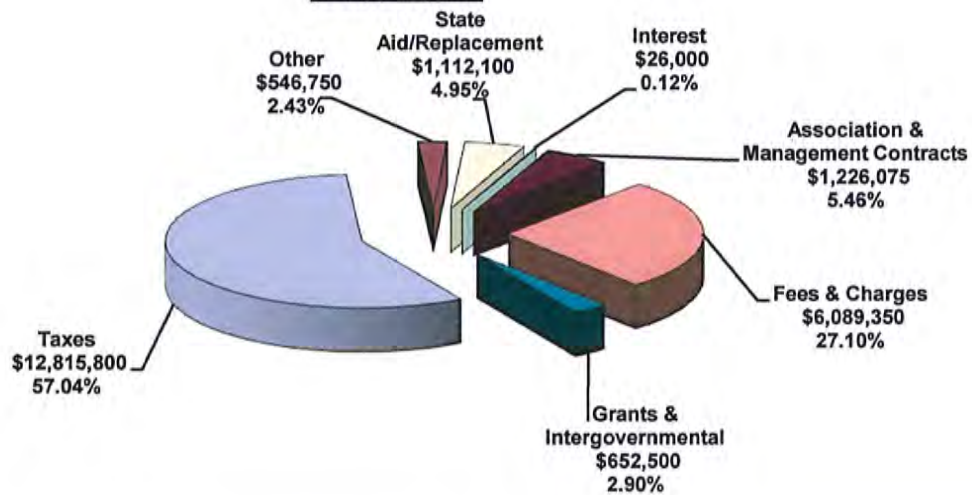
**\$16,608,675**



## BISMARCK PARKS AND RECREATION DISTRICT 2019 ALL FUNDS

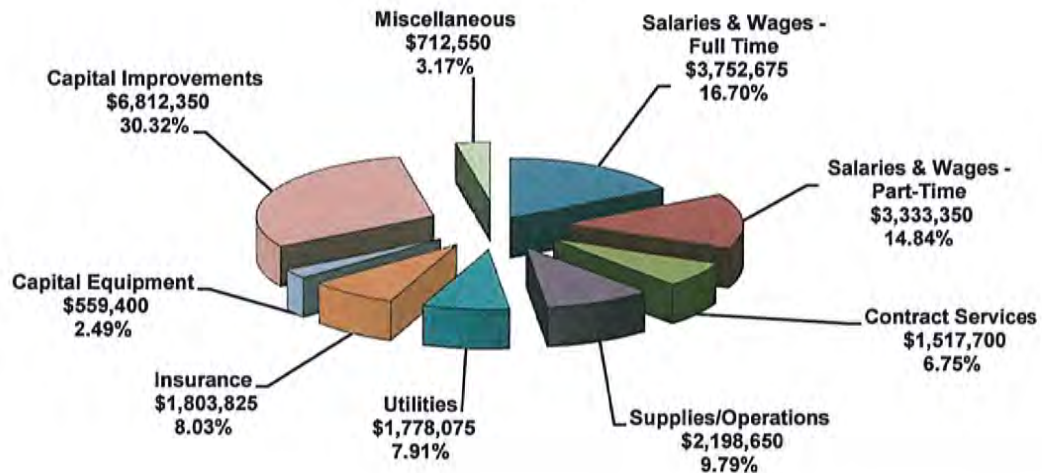
### Revenue - All Funds

**\$22,468,575**



### Expenses - All Funds

**\$22,468,575**





**BISMARCK PARKS AND RECREATION DISTRICT  
2019 FEES - SUMMARY OF PROPOSED CHANGES - bold font**

**Golf Courses**

**Season Tickets**

	<b>Riverwood</b>			<b>Tom O'Leary</b>		
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Household/Family	\$1,550.00	\$1,550.00	<b>\$1,627.50</b>	\$1,550.00	\$1,550.00	\$1,550.00
Adult (21 & over)	\$685.00	\$685.00	<b>\$725.00</b>	\$685.00	\$685.00	\$685.00
Intermediate (18-20)	\$290.00	\$290.00	<b>\$305.00</b>	\$290.00	\$290.00	\$290.00
Senior (65 & over)	\$655.00	\$655.00	<b>\$575.00</b>	\$655.00	\$655.00	<b>\$575.00</b>
Junior (17 & under)	\$200.00	\$200.00	<b>\$210.00</b>	\$200.00	\$200.00	\$200.00

**Season Ticket - RW & TO (approx. 25% discount)**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
Household/Family	\$2,390.00	\$2,390.00	<b>\$2,510.00</b>
Adult (21 & over)	\$1,040.00	\$1,040.00	<b>\$1,090.00</b>
Intermediate (18-20)	\$435.00	\$435.00	<b>\$455.00</b>
Senior (65 & over)	\$950.00	\$950.00	<b>\$855.00</b>
Junior (17 & under)	\$300.00	\$300.00	<b>\$315.00</b>

**Green Fee Package**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
All Bismarck Courses - 18 holes	\$300.00 (12 rds/pkg)	\$300.00 (12 rds/pkg)	n/a
Riverwood Only - 18 holes	n/a	n/a	<b>\$320.00</b>
Tom O'Leary Only - 18 holes	n/a	n/a	<b>\$300.00</b>
All Bismarck Courses - 9 holes	\$210.00 (12 rds/pkg)	\$210.00 (12 rds/pkg)	n/a
Riverwood Only - 9 holes	n/a	n/a	<b>\$220.00</b>
Tom O'Leary Only - 9 holes	n/a	n/a	<b>\$210.00</b>
Pebble Creek Only - 9 holes	\$180.00 (12 rds/pkg)	\$180.00 (12 rds/pkg)	<b>\$190.00</b>
Pebble Creek Only - 18 holes	\$240.00 (12 rds/pkg)	\$240.00 (12 rds/pkg)	<b>\$250.00</b>
Bismarck/Mandan Courses-9 or 18	\$300.00 (12 rds/pkg)	\$300.00 (12 rds/pkg)	<b>\$320.00</b>

**Green Fees**

	<b>Riverwood</b>			<b>Tom O'Leary</b>			<b>Pebble Creek</b>		
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
18 Hole	\$30.00	\$30.00	<b>\$32.00</b>	\$30.00	\$30.00	\$30.00	\$24.00	\$24.00	<b>\$25.00</b>
9 Hole	\$21.00	\$21.00	<b>\$22.00</b>	\$21.00	\$21.00	\$21.00	\$18.00	\$18.00	<b>\$19.00</b>
Seniors (65+)-18 Holes	\$21.00	\$21.00	<b>\$25.00</b>	\$21.00	\$21.00	<b>\$24.00</b>	\$18.00	\$18.00	<b>\$23.00</b>
Seniors (65+)-9 Holes	n/a	n/a	<b>\$19.00</b>	n/a	n/a	<b>\$18.00</b>	n/a	n/a	<b>\$17.00</b>
Juniors (17 & under)	\$13.00	\$13.00	<b>\$15.00</b>	\$13.00	\$13.00	<b>\$14.00</b>	\$9.00	\$9.00	<b>\$10.00</b>

**Twilight Rate**

	<b>Riverwood</b>			<b>Tom O'Leary</b>			<b>Pebble Creek</b>		
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Green Fee & Cart	\$21.00	\$25.00	<b>\$25.00</b>	\$21.00	\$25.00	<b>\$25.00</b>	\$21.00	\$25.00	<b>\$25.00</b>

**Corporate Sponsorship - Riverwood**

<b>2017</b>	<b>2018</b>	<b>2019</b>
\$6,000.00	\$6,000.00	<b>\$6,000.00</b>

**Driving Range - Fore Seasons and Riverwood**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
Buckets of Balls:			
Mini	\$4.00	\$4.00	\$4.00
Small	\$5.00	\$5.00	\$5.00
Medium	\$7.00	\$7.00	<b>\$8.00</b>
Large	\$8.00	\$9.00	<b>\$10.00</b>
Coupon Booklet - Medium (12 per book)	\$70.00	\$70.00	<b>\$80.00</b>
Coupon Booklet-Large (12 per book)	\$80.00	\$90.00	<b>\$100.00</b>

**FORE SEASONS CENTER**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	
Batting Cage	\$6.50/15 minutes	\$7.00/15 minutes	<b>7.50</b>	/15minutes
	\$12.50/30 minutes	\$13.00/30 minutes	<b>14.00</b>	/30minutes
Batting Cage Coupon Book (12 for 30 min.)	\$125.00 (12 coupons)	\$130.00 (12 coupons)	<b>\$140.00</b>	(12 coupons)
Batting Cage Coupon Book (12 for 15 min.)	\$62.50 (12 coupons)	\$65.00 (12 coupons)	<b>\$70.00</b>	(12 coupons)

\* The above fees include sales tax



<b>Athletic Field/Court Maintenance</b>			
<b>Athletic Field Maintenance</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Lacrosse/Soccer Tournament (1 day)	\$8.00/team	\$8.00/team	\$8.00/team
Lacrosse/Soccer Tournament (2 days)	\$12.00/team	\$12.00/team	\$12.00/team
Lacrosse/Soccer Tournament (3 days)	\$13.50/team	\$13.50/team	\$13.50/team
Youth Lacrosse	n/a	n/a	6.00/player
<b>VFW Sports Center &amp; Capital Ice Complex</b>			
<b>Rentals</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Mezzanine - Capital Ice Complex:			
Kirkwood Bank Room A	n/a	n/a	\$30/hour
Kirkwood Bank Room B	n/a	n/a	\$20/hour
Kirkwood Bank Room A & B	n/a	n/a	\$40/hour
Skate Rental	n/a	n/a	\$3.00/session
Skate Sharpening	n/a	n/a	\$5.00
Dryland Training Room-Individual Rental	n/a	n/a	\$30/hour
Shooting Room-Individual Rental	n/a	n/a	\$7.00/15 minutes
Shooting Room-Individual Rental	n/a	n/a	\$13.00/30 minutes
<b>Recreation Programs</b>			
<b>Programs</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Activity Centers	\$400.00/child	\$400.00/child	\$425.00/child
Babe Ruth 16-19 Year Old+Sell 5 Raffle Tickets	\$435.00	\$435/player + 5 raffle tickets	\$440/player
Governors + Sell 20 Raffle Tickets	\$435.00	\$435.00	\$440/player
Basketball-Adults:			
Player Fees-Century League	\$100.00/player	\$105.00/player	\$110.00/player
Player Fees-Other Leagues	\$90.00/player	\$95.00/player	\$100.00/player
Sponsor Fee	\$160.00/team	\$165.00/team	\$170.00/team
Fencing	\$70.00 for 10 weeks	\$70.00 for 10 weeks	\$35.00/month**
	\$135.00 for 5 months	\$135.00 for 5 months	\$150.00 for 5 months**
Volleyball-Youth	\$55.00/player	\$55.00/player	\$60.00/player
Volleyball - 3rd & 4th Grade	\$45.00/player	\$45.00/player	\$50.00/player
** Effective September 2018			
<b>World War Memorial Building</b>			
<b>Rentals</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Fitness Room Aerobics-Room	\$40.00/hour	\$40.00/hour	\$40.00/hour
Community Room Archery-Range	\$40.00/hour	\$40.00/hour	\$40.00/hour
<b>Eagles Park</b>			
	<b>2017</b>	<b>2018</b>	<b>2019</b>
Camping Unit - Per Night	\$8.00	\$8.00	\$10.00
<b>All Parks</b>			
	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Shelter Reservations (Includes Sertoma Shelter #10)</b>			
Whole Day w/ Electricity	\$30.00	\$40.00	\$45.00
Half Day w/ Electricity	\$20.00	\$25.00	\$28.00
<b>Hillside Community Room</b>			
Half Day	\$150.00	\$150.00	\$165.00
Whole Day	\$200.00	\$200.00	\$220.00
For Profit - Half Day	\$300.00	\$300.00	\$330.00
For Profit - Whole Day	\$400.00	\$400.00	\$440.00
<b>Lions Community Center</b>			
Half Day	\$25.00	\$25.00	\$30.00
Whole Day	\$50.00	\$50.00	\$55.00
For Profit - Half Day	\$50.00	\$50.00	\$55.00
For Profit - Whole Day	\$100.00	\$100.00	\$110.00
<b>Miscellaneous</b>			
Jaycee Leadership Hall, Sertoma Club Community Center, New Generations Park Community Center			
Half Day	\$75.00	\$75.00	\$75.00
Whole Day	\$100.00	\$100.00	\$100.00
For Profit - Half Day	\$150.00	\$150.00	\$150.00
For Profit - Whole Day	\$200.00	\$200.00	\$200.00
<b>Equipment Rental</b>			
Bleachers, portable	n/a	n/a	\$750/day
<b>Outdoor Swimming Pools</b>			
<b>Daily and Season Fees</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Elks-Coupon Book (12 tickets)	N/A	N/A	N/A



**BISMARCK PARKS AND RECREATION DISTRICT**  
**2019 SEASONAL EMPLOYEES PAY PLAN CLASSIFICATIONS - Proposed**  
**EFFECTIVE 1/1/2019**

Purpose: The purpose of the seasonal employee pay plan is to provide a list of Park District positions classified by category with a specified pay range. The steps are intended to provide a range in which employees are to be paid, based upon managers' discretion. Employees do not have to start at step one, nor are they guaranteed to move up a step each year. Any deviations above the pay scale are subject to the approval of the Executive Director of Bismarck Parks and Recreation. **Rates for programs are effective the beginning of the program/season in current year or on anniversary date for year round positions.**

**PART-TIME POSITIONS**

*Employees Receive No Vacation or Sick Leave Benefits*  
*Part-time positions may not exceed 1,508 hours per year.*

	<b>Steps</b>				
	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>
<b><u>Fitness Class Instructor</u></b>	<b>13.00</b>	<b>14.00</b>	<b>15.00</b>	<b>16.00</b>	<b>17.00</b>
Group Fitness Instructor (per hour)	12.00	13.00	14.00	15.00	16.00
<b><u>Adult Basketball Scorekeeper<sup>1</sup></u></b>		<b>11.00/game run clock</b>		10.50/game run clock	
		<b>12.00/game stop clock</b>		11.50/game stop clock	
<b><u>Officials</u></b>					
Adult Basketball Official <sup>1</sup>	<b>29.00/game</b> 28.00/game (level 1)		<b>32.00/game</b> 31.00/game (level 2)		
	<b>34.00/game</b> 33.00/game (level 3)		<b>36.00/game</b> 35.00/game (level 4)		<b>41.00/game</b> 40.00/game (level 5)
	<b>43.00/game</b> 42.00/game (level 6)		<b>46.00/game</b> 45.00/game (level 7)		

## BUDGET RESOLUTION

AN RESOLUTION MAKING THE ANNUAL APPROPRIATION FOR EXPENDITURES OF THE PARK DISTRICT OF THE CITY OF BISMARCK, NORTH DAKOTA, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019 AND MAKING THE ANNUAL TAX LEVY FOR THE YEAR OF 2018.

BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA.

Section 1. There hereby be appropriated the following sums of money or so much there of that may be necessary for the purpose of paying expenses of the Park District of the City of Bismarck, North Dakota, for the fiscal year commencing January 1, 2019 and ending December 31, 2019.

Section 2. There are hereby levied the following sums of money on all taxable property in the City of Bismarck for the year 2018 for the purpose of paying expenses of the Park District of the City of Bismarck.

General Levy	\$8,548,498
Special Assessments	\$2,743,375
Park & Recreation Facilities	\$1,930,890

Section 3. Taking effect. This resolution shall be in full force and effect from and after its final passage and adoption.

First reading – July 19, 2018

Second reading – September 20, 2018

Final passage and adoption – September 20, 2018

September 20, 2018

Date

\_\_\_\_\_  
Brian Beattie, President

\_\_\_\_\_  
Randy Bina

Clerk/Executive Director



**BISMARCK PARKS AND RECREATION DISTRICT  
PRELIMINARY BUDGET STATEMENT**

**Budget Request for the 2019 budget year:**

General Fund	\$ 8,548,498
Special Assessment	2,743,375
Parks and Recreational Facilities	<u>1,930,890</u>
<b>TOTAL</b>	<b><u><u>\$ 13,222,763</u></u></b>

## BISMARCK PARKS AND RECREATION DISTRICT PRELIMINARY BUDGET STATEMENT

### GENERAL FUND

<u>REVENUE</u>	2017 (Actual)	2018 (Budget)	2019 (Preliminary)
Taxes	\$ 7,598,491	\$ 7,912,000	\$ 8,272,000
State Aid	1,160,279	1,000,000	1,000,000
State Replacement	121,514	90,100	97,100
Association & Management Contracts	1,006,729	1,088,775	1,195,675
Fees & Charges	5,220,341	5,459,750	5,650,000
Interest	58,358	12,000	25,000
Special Revenue	429,148	308,500	308,500
Miscellaneous	272,015	61,700	60,400
Total Revenue	<u>\$ 15,866,875</u>	<u>\$ 15,932,825</u>	<u>\$ 16,608,675</u>
<u>EXPENSE</u>			
Salaries & Wages	\$ 6,588,550	\$ 6,905,450	\$ 7,075,025
Contractual Services	1,089,235	1,257,825	1,362,050
Supplies/Operations	1,866,817	2,082,505	2,117,650
Utilities	1,524,994	1,615,275	1,778,075
Insurance	1,575,967	1,487,770	1,803,825
Capital Equipment	586,157	502,150	423,900
Capital Improvements	1,188,220	1,913,550	1,873,100
Miscellaneous Charges	1,476,485	168,300	175,050
Total Expense	<u>\$ 15,896,425</u>	<u>\$ 15,932,825</u>	<u>\$ 16,608,675</u>
Excess of Revenues over/(under) Expenses	\$ (29,550)	\$ -	\$ -
Fund Balance, Beginning	<u>\$ 2,188,411</u>	<u>\$ 2,158,861</u>	<u>\$ 2,158,861</u>
Fund Balance, Ending	<u><u>\$ 2,158,861</u></u>	<u><u>\$ 2,158,861</u></u>	<u><u>\$ 2,158,861</u></u>



**BISMARCK PARKS AND RECREATION DISTRICT  
PRELIMINARY BUDGET STATEMENT**

**SPECIAL ACTIVITIES FUND**

<u>REVENUE</u>	2017 (Actual)	2018 (Budget)	2019 (Preliminary)
Fees & Charges	\$ 56,089	\$ 107,000	\$ 124,500
Miscellaneous	2,489	1,000	1,000
Total Revenue	<u>\$ 58,578</u>	<u>\$ 108,000</u>	<u>\$ 125,500</u>
<u>EXPENSE</u>			
Salaries & Wages	\$ 10,784	\$ 7,000	\$ 11,000
Contractual Services	1,404	10,500	10,500
Supplies/Operations	26,987	55,000	61,000
Capital Improvements	-	2,500	2,500
Miscellaneous Charges	2,361	33,000	40,500
Total Expense	<u>\$ 41,536</u>	<u>\$ 108,000</u>	<u>\$ 125,500</u>
Excess of Revenues over/(under) Expenses	\$ 17,042	\$ -	\$ -
Fund Balance, Beginning	\$ 28,418	\$ 45,460	\$ 45,460
Fund Balance, Ending	<u>\$ 45,460</u>	<u>\$ 45,460</u>	<u>\$ 45,460</u>

**BISMARCK PARKS AND RECREATION DISTRICT  
PRELIMINARY BUDGET STATEMENT**

**SPECIAL ASSESSMENTS FUND**

<u>REVENUE</u>	2017 (Actual)	2018 (Budget)	2019 (Preliminary)
Taxes	\$ 2,573,451	\$ 2,656,000	\$ 2,707,800
State Replacement	39,137	10,000	10,000
Special Revenue	-	-	-
Miscellaneous	50,000	-	50,000
Total Revenue	<u>\$ 2,662,588</u>	<u>\$ 2,666,000</u>	<u>\$ 2,767,800</u>
<u>EXPENSE</u>			
Contractual Services	\$ 9,279	\$ 304,800	\$ 135,150
Capital Improvements	2,247,703	2,216,200	2,487,650
Miscellaneous Charges	528,031	145,000	145,000
Total Expense	<u>\$ 2,785,013</u>	<u>\$ 2,666,000</u>	<u>\$ 2,767,800</u>
Excess of Revenues over/(under) Expenses	\$ (122,425)	\$ -	\$ -
Fund Balance, Beginning	<u>\$ 1,525,552</u>	<u>\$ 1,403,127</u>	<u>\$ 1,403,127</u>
Fund Balance, Ending	<u><u>\$ 1,403,127</u></u>	<u><u>\$ 1,403,127</u></u>	<u><u>\$ 1,403,127</u></u>



## BISMARCK PARKS AND RECREATION DISTRICT PRELIMINARY BUDGET STATEMENT

### EMERGENCY FUND

<u>REVENUE</u>	<u>2017</u> (Actual)	<u>2018</u> (Budget)	<u>2019</u> (Preliminary)
Special Revenue	\$ 16,000	\$ 16,000	\$ -
Total Revenue	<u>\$ 16,000</u>	<u>\$ 16,000</u>	<u>\$ -</u>
<u>EXPENSE</u>			
Supplies/Operations	\$ -	\$ 16,000	\$ -
Total Expense	<u>\$ -</u>	<u>\$ 16,000</u>	<u>\$ -</u>
Excess of Revenues over/(under) Expenses	\$ 16,000	\$ -	\$ -
Fund Balance, Beginning	<u>\$ 312,548</u>	<u>\$ 328,548</u>	<u>\$ 328,548</u>
Fund Balance, Ending	<u><u>\$ 328,548</u></u>	<u><u>\$ 328,548</u></u>	<u><u>\$ 328,548</u></u>

**BISMARCK PARKS AND RECREATION DISTRICT  
PRELIMINARY BUDGET STATEMENT**

**CONSTRUCTION, ACQUISITION, RENOVATION FUND**

<u>REVENUE</u>	<u>2017</u> (Actual)	<u>2018</u> (Budget)	<u>2019</u> (Preliminary)
Taxes	\$ 1,704,284	\$ 1,773,000	\$ 1,836,000
State Replacement	25,533	5,000	5,000
Interest	14,039	1,000	1,000
Miscellaneous	242,395	125,000	75,000
Total Revenue	<u>\$ 1,986,252</u>	<u>\$ 1,904,000</u>	<u>\$ 1,917,000</u>
<u>EXPENSE</u>			
Contractual Services	\$ 18,052	\$ -	\$ -
Capital Improvements	1,578,856	1,569,000	1,598,000
Miscellaneous Charges	340,000	335,000	319,000
Total Expense	<u>\$ 1,936,907</u>	<u>\$ 1,904,000</u>	<u>\$ 1,917,000</u>
Excess of Revenues over/(under) Expenses	\$ 49,345	\$ -	\$ -
Fund Balance, Beginning	\$ 551,021	\$ 600,366	\$ 600,366
Fund Balance, Ending	<u>\$ 600,366</u>	<u>\$ 600,366</u>	<u>\$ 600,366</u>



**BISMARCK PARKS AND RECREATION DISTRICT  
PRELIMINARY BUDGET STATEMENT**

**GOVERNMENT CONSTRUCTION FUND**

<u>REVENUE</u>	<u>2017</u> (Actual)	<u>2018</u> (Budget)	<u>2019</u> (Preliminary)
Interest	\$ 2,715	\$ -	\$ -
Special Revenue	132,029	95,000	95,000
Miscellaneous	5,043	-	-
Total Revenue	<u>\$ 139,787</u>	<u>\$ 95,000</u>	<u>\$ 95,000</u>
<u>EXPENSE</u>			
Contractual Services	\$ 11,600	\$ 10,000	\$ 10,000
Supplies/Operations	34,071	20,000	20,000
Capital Equipment	-	7,000	7,000
Capital Improvements	42,718	25,000	25,000
Miscellaneous Charges	29,700	33,000	33,000
Total Expense	<u>\$ 118,090</u>	<u>\$ 95,000</u>	<u>\$ 95,000</u>
Excess of Revenues over/(under) Expenses	\$ 21,698	\$ -	\$ -
Fund Balance, Beginning	<u>\$ 219,142</u>	<u>\$ 240,840</u>	<u>\$ 240,840</u>
Fund Balance, Ending	<u><u>\$ 240,840</u></u>	<u><u>\$ 240,840</u></u>	<u><u>\$ 240,840</u></u>

# **BISMARCK PARKS AND RECREATION DISTRICT PRELIMINARY BUDGET STATEMENT**

## **PARK IMPROVEMENT FUND**

### REVENUE

	2017 (Actual)	2018 (Budget)	2019 (Preliminary)
Association & Management Contracts	\$ 18,543	\$ 30,400	\$ 30,400
Interest	21,214	-	-
Special Revenue	5,259,352	547,750	543,850
Miscellaneous	771,616	529,500	380,350
Total Revenue	<u>\$ 6,070,724</u>	<u>\$ 1,107,650</u>	<u>\$ 954,600</u>

### EXPENSE

Contractual Services	\$ 161,477	\$ -	\$ -
Capital Equipment	206,820	294,250	126,000
Capital Improvements	12,521,996	813,400	828,600
Miscellaneous Charges	116,282	-	-
Total Expense	<u>\$ 13,006,575</u>	<u>\$ 1,107,650</u>	<u>\$ 954,600</u>
Excess of Revenues over/(under) Expenses	\$ (6,935,851)	\$ -	\$ -
Fund Balance, Beginning	<u>\$ 7,129,455</u>	<u>\$ 193,604</u>	<u>\$ 193,604</u>
Fund Balance, Ending	<u><u>\$ 193,604</u></u>	<u><u>\$ 193,604</u></u>	<u><u>\$ 193,604</u></u>



## BISMARCK PARKS AND RECREATION DISTRICT PRELIMINARY BUDGET STATEMENT

### MUNICIPAL LEASE FUND

<u>REVENUE</u>	<u>2017</u> (Actual)	<u>2018</u> (Budget)	<u>2019</u> (Preliminary)
Special Revenue	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>EXPENSE</u>			
Capital Improvements	\$ -	\$ -	\$ -
Miscellaneous Charges	-	-	-
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess of Revenues over/(under) Expenses	\$ -	\$ -	\$ -
Fund Balance, Beginning	<u>\$ 1,061,567</u>	<u>\$ 1,061,567</u>	<u>\$ 1,061,567</u>
Fund Balance, Ending	<u><u>\$ 1,061,567</u></u>	<u><u>\$ 1,061,567</u></u>	<u><u>\$ 1,061,567</u></u>