

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
February 20, 2020

The Board of Park Commissioners held their regular meeting on February 20, 2020 in the Tom Baker meeting room of the City/County Building. President Beattie called the meeting to order at 5:15 pm. Commissioners Munson (via phone), Gilbertson, Jeske, Zimmerman and President Beattie were present.

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

At the December 19, 2019 Board meeting, Commissioners directed staff to develop a policy for the Board's consideration regarding the naming and renaming of parks. Connie Hofland, Legal Counsel, reviewed a draft policy and procedure for the Board's consideration. One citizen, who met the deadline to appear before the Board to discuss the issue, addressed the Board regarding the proposed policy.

Commissioner Munson moved to approve the Bismarck Parks and Recreation District Policy and Procedure for Naming and Renaming of Public Parks as presented. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

The next item on the agenda was the request to rename Custer Park that was presented at the December 19, 2019 meeting. Four citizens who met the deadline to appear before the Board on the request to change the name addressed the Board. Commissioner Zimmerman moved to deny the request to rename Custer Park with the understanding that Custer Park cannot be considered for a name change for 15 years. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Commissioner Gilbertson moved to direct staff to work with appropriate entities to develop an educational component to be placed in Custer Park regarding the history of the park, a true unbiased history of the man the park is named after, and the history of the Native American tribes who live in and around the capital city. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

City Forester Doug Wiles requested that the Park District enter into an agreement with city of Bismarck for aerial spraying for cankerworm management in 2020. This funding has been included in the Park District's budget. Commissioner Zimmerman moved to approve the project as presented. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Legal Counsel Connie Hofland reviewed the draft sales tax ballot language for the June 9, 2020 municipal election to increase the city sales tax by ½ cent to be used for the construction of an indoor community recreation complex. Commissioner Gilbertson moved to approve the language provided. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Commissioner Zimmerman reviewed the round one Matching Grant applications. He moved to approve the following grants and funding:

Applicant	Project Title	Funding Recommended
Sleepy Hollow Theatre and Arts Park	South Stage Enlargement	\$2,150
Dakota Junior Golf	Tree Planting at Riverwood and Pebble Creek Golf Courses	\$5,000
Aquastorm Swim Club	Backstroke Ledges for Starting Blocks	\$1,395
Liberty Elementary School	Liberty Elementary's Inclusive Playground	\$1,500
Grimsrud Elementary School	Grimsrud Playground Project	\$5,000
Bismarck Horse Club	Phase 1 and 2 of repair and expansion of electricity at Walt Neuen's Arena	\$2,125
Nishu Bowmen	Large Range Target Replacement	\$12,510
TOTAL		\$29,680

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

Facilities and Programs Director Kevin Klipfel reviewed the 2020 maintenance equipment and golf car bids for the Board. Commissioner Jeske moved to accept the low bids of \$74,612.00 provided by MTI for one turf mower with rotary broom and \$10,060 to C & B Operations for one utility vehicle. She also moved to accept the low bid of \$17,998.00 for a ZTR Mower to RDO Equipment, contingent upon final approval from Burleigh County Water Resources District for funding. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Commissioner Zimmerman moved to reject the bids received for the tri-plex tee mower, athletic field conditioner and irrigation control system for Pebble Creek Golf Course as the bids received for these items did not meet minimum specifications, and authorized staff to adjust the bid specifications and re-bid the items. Commissioner Munson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Commissioner Gilbertson moved to approve the low bid of \$78,290 submitted by Versatile Vehicles for the purchase of 26 gas golf cars and two gas beverage cars with the trade in allowance. Commissioner Zimmerman seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Facilities and Programs Director Kevin Klipfel reviewed the bid received for the Riverwood Golf Course and Tom O'Leary Golf Course/VFW Sports Center concessions operations. No bids were received for the soccer/softball/World War Memorial Building concessions. The Park District will continue to provide concessions at those locations as has been done for the past few years. Commissioner Jeske moved to accept the bids provided by Bismarck Sports Group Food Services for the concession operations at Riverwood Golf Course and the Tom O'Leary Golf Course/VFW Sports Center and the associated agreements. Commissioner Zimmerman seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Commissioner Munson moved to approve the bid of \$94,490 from Matrix Fitness for the purchase of fitness equipment (seven treadmills, three ellipticals, one stair mill, two ascent trainers, two upright and two recumbent bikes, one stair stepper, one ergometer, and 1 rower) with the addition of Virtual Active video based workouts option for certain items and to reject the trade in allowance. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Brad Krogstad from KLJ reviewed the bids received for the New Generations parking lot expansion project. Commissioner Gilbertson moved to approve the low bid of \$193,423.60 from Northern Improvement Company with the understanding that KLJ work with the contractor to attempt to reduce construction costs by 8 – 12 percent utilizing the change order process. Commissioner Zimmerman seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Commissioner Jeske moved to accept the low bid of \$331,763.65 submitted by Strata Corporation for the construction of the Cottonwood Park – Share Use Paths and Miscellaneous Pavement Overlays. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Operations Director David Mayer reviewed bids received for two playground projects. Commissioner Munson moved to accept the low bid of \$192,843 and add alternate one of \$3,390 submitted by Dakota Playground for the project near Sertoma Park shelter #4 which will be paid in part with a Land and Water Conservation Fund Grant. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Commissioner Jeske moved to accept the low bid of \$37,802 provided by Dakota Playground for the Zonta Park Play Trail. Commissioner Gilbertson seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

Finance Director Kathy Feist provided an overview of the proposed Title VI plan for the Park District. Commissioner Zimmerman moved to approve the Title VI plan as presented. Commissioner Jeske seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Jeske, Zimmerman, and President Beattie. The nays being none, the motion carried.

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

Area	Year	Contents
Accounts Payable	2009	Used Purchase Order Books (551-575)
Accounts Payable	2010	Used Purchase Order Books (576-609)
Accounts Payable	2010	Used Purchase Order Books (610-650)
Accounts Receivable	2010	McDowell Billings/GL Budget/Rec Budget/Check Reconciliation
Accounts Payable	2009	Used Purchase Order Books (521-550)
Administration	2010-2011	2011:ND Sales Tax 2010: Bal Detail to Master,Direct Deposit,EFTPS, Int Alloc., Mnth end compl Reports,Membership,NSF,Receipts,Pension,Voided Checks,MCDowell Billing,Invoices,Donations
Administration	2011	McDowell Dam Billings,Bank Rec,Voided Checks,Tax Coll,EFTPS, Int. Alloc,Month end reports,NSF checks, Receipts, Direct Deposit Reports
Accounts Receivable	2006-2011	McDowell Dam Billings 2008; 2006-2011 Invoices
Administration	2011-13	Credit Card Receipts, Deposit Tickets
Accounts Receivable	2012	Cash Receipts-AWC,WWMB,VFW,Schaumberg,McDowell
Accounts Receivable	2012	Golf (Mar-Jul)
Accounts Receivable	2012	Admin,Pool,MBP (Jan-Aug)
Accounts Receivable	2012	Admin (Sep-Dec), Golf (Aug-Dec)
Accounts Receivable	2012	CRFC, Sibley
Accounts Payable	2012	Vendor Files A-BL
Accounts Payable	2012	Vendor Files BM-C
Accounts Payable	2012	Vendor Files D-F

Accounts Payable	2012	Vendor Files G-L
Accounts Payable	2012	Vendor Files M
Accounts Payable	2012	Vendor Files N-R
Accounts Payable	2012	Vendor Files S-V
Accounts Payable	2012	Vendor Files W-Z, Refunds Jan-Jun
Accounts Payable	2012	Refunds Jul-Sep, One Card Jan-Apr
Accounts Payable	2012	One Card May-Dec
Accounts Payable	2013	Vendor Files A - B
Accounts Payable	2013	Vendor Files C, plus D & E Supply
Accounts Payable	2013	Vendor Files D - F, less D & E Supply
Accounts Payable	2013	Vendor Files G - K
Accounts Payable	2013	Vendor Files L - MI, plus MDU
Accounts Payable	2013	Vendor Files MO - Q, less MDU
Accounts Payable	2013	Vendor Files R - T
Accounts Payable	2013	Vendor Files U - Z
Accounts Payable	2013	Vendor Files REFUNDS
Accounts Payable	2013	Vendor Files ONE CARD JAN-JULY
Accounts Payable	2013	Vendor Files ONE CARD AUG-DEC
Accounts Receivable	2013	Cash Receipts Administration Jan-July
Accounts Receivable	2013	Cash Receipts Administration Aug-Dec, Pools Jun-Aug, McDowell Jan-Dec, VFW & Schaumberg Jan-Dec
Accounts Receivable	2013	Cash Receipts AWC Jan-Dec, Sibley Jan-June
Accounts Receivable/General Ledger	2012-2013	Cash Receipts Sibley July-Dec, 2012 Bank Statements
Accounts Receivable	2013	Cash Receipts Golf Jan-June
Accounts Receivable	2013	Cash Receipts Golf July-September
Accounts Receivable	2013	Cash Receipts Golf Oct-Dec, CRFC Jan-Dec, WWMB Jan-Dec
Accounts Receivable	2015-2016	Cash Register Tapes 1/1/15-5/31/16
Payroll	2013	W-2s-Employer Copies
Payroll	2014	W-2s-Employer Copies

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

President Beattie reviewed the following consent agenda:

- Review and approval of January 16, 2020 and February 3, 2020 Board meeting minutes.

- Request Board authorization to call for bids for leasing of Municipal Country Club to operate a banquet facility.
- Request Board authorization to call for bids for General Sibley Shared Use Path (Recreation Trail Program Project).
- Request increase to Activity Center fee for 2020.
- Request to add Local Foods Coordinator position to 2020 Seasonal Employees Pay Plan Classifications.
- Request Board authorization to submit a Land and Water Conservation Fund grant application to improve North Central Park.
- Request Board authorization for a Bismarck Parks and Recreation District property insurance agent request for proposals.
- Review and consideration of the following agreements:
  - Construction of a FitLot in Jaycee Park with AARP.
  - Consultant agreements for Chief Lookings Village Road Project with Apex Engineering and Sertoma Park Improvements with Houston Engineering.

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

Commissioner Gilbertson moved to approve bills for payment with checks 405745 to 406139 and 200234 to 200441 along with bank drafts DFT000651 to DFT000672, EFTs 624 to 703 and direct deposits 25655 to 26493. Commissioner Zimmerman seconded the motion and the voting went as follows: Ayes: Commissioners Munson, Gilbertson, Zimmerman, Jeske and President Beattie. The nays being none, the motion carried.

The next regular Board meeting will be held on March 19, 2020 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 7:30 pm.