

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 18, 2021

The Board of Park Commissioners held their regular meeting on March 18, 2021 in the Tom Baker meeting room of the City/County Building. Vice President Munson called the meeting to order at 5:15 pm. Commissioners Gilbertson and Zimmerman were present. President Jeske and Commissioner Jordan were absent.

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

Germain Krueger, representing the Bismarck Gymnastics Academy and Josh Fisher, President of the Bismarck-Mandan Tennis Association addressed the Board as the Featured Partners and Programs.

Mike Schwartz appeared before the Board with information about a possible recognition of Satchel Paige at the Bismarck Municipal Ballpark. Commissioner Zimmerman moved to direct staff to research a recognition of Satchel Paige at the ballpark. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman and Vice President Munson. The nays being none, the motion carried.

Margie Zalk Enerson provided a presentation to the Board on behalf of the Friends of the Rail Bridge.

Facility Specialist Brandon Wilkens provided an update to the Board on the upcoming ND State Amateur Basketball Tournament which will be held in Bismarck March 26-28, 2021.

Brad Krogstad from KLJ reviewed the bids for the 2021 Improvement District projects. Commissioner Gilbertson moved to accept the low bids on the projects as follows:

- Unit 1: Sertoma Park Road and Parking Lot Surface Protection - Dakota Concepts, LLC for base bid (\$94,629.48).
- Unit 2: Sleepy Hollow Park Shared Use Path Rehabilitation - Northern Improvement for base bid (\$147,642.48).
- Unit 3: Gateway Pond Shared Use Path Rehabilitation - Strata Corporation for base bid (\$185,730.24).
- Unit 4: Capitol Avenue Shared Use Path Rehabilitation - Strata Corporation for base bid (\$150,950.84) and alternates (\$5,119.25)
- Unit 5: Igoe Park Parking Lot Replacement - Capital City Construction, Inc. for base bid (\$113,662.71).

Total of all base bids plus alternate 1 for unit 4 is \$697,735. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman and Vice President Munson. The nays being none, the motion carried.

Jeff Feist from Ritterbush-Ellig-Hulsing presented the bids for the Tom O'Leary Complex Restroom Building. Commissioner Gilbertson moved to accept the low bid from Capital City

Construction in the amount of \$335,300. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman and Vice President Munson. The nays being none, the motion carried.

Commissioner Gilbertson moved to accept the low base bid and alternate 1 from Denny's Electric for the Municipal Ballpark Lighting Upgrade project in the amount of \$539,700. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman and Vice President Munson. The nays being none, the motion carried.

Facilities and Programs Director Kevin Klipfel reviewed the bids received for the Access Audit and Transition Plan. Commissioner Zimmerman moved to accept the bid received from ACTServices Consulting for \$43,190 along with the alternate of \$19,967.50 for the additional cost to add 12 additional parks to the proposed audit for a total of \$63,157. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman and Vice President Munson. The nays being none, the motion carried.

Facilities and Programs Director Kevin Klipfel reviewed the bids received for maintenance equipment and golf range ball dispensers. Commissioner Gilbertson moved to approve the low bids as follows:

- Item A, 16' Turf Mower and Item C, Four Wheel Drive Utility Vehicle to Turfwerks for a total cost of \$115,500.
- Item B, Sprayer, Item D, Two Wheel Drive Utility Vehicle and Item E, Greens Roller to MTI Distributing for a total cost of \$88,299.
- Item F, Verticutter/Groomer to Superior Tech Products in the amount of \$9,675.
- Also approved pursuing golf range ball dispenser price quotes as they will fall within the price quote limit.

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

Executive Director Randy Bina reviewed the draft 2022-2024 strategic plan with the Board. He thanked the Commissioners and staff for their participation. Commissioner Gilbertson moved to accept the 2022-2024 strategic plan as presented. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman and Vice President Munson. The nays being none, the motion carried.

Commissioner Zimmerman moved to approve the request to dispose of the following obsolete records as presented by Finance Director Kathy Feist:

OBSOLETE RECORDS

3/10/2021

Box Id	Area	Year	Contents	Ret Pd	Date In	Date Out
870	Payroll	2012	Timesheets 6/15/12-7/13/12	5 Years	01-Oct-14	10/1/2020
871	Payroll	2012	Timesheets 7/27/12-8/24/12	5 Years	01-Oct-14	10/1/2020
872	Payroll	2012	Timesheets 9/7/12-10/19/12	5 Years	01-Oct-14	10/1/2020
873	Payroll	2012	Timesheets 11/2/12-12/14/12	5 Years	01-Oct-14	10/1/2020
874	Payroll	2012-13	Timesheets 12/28/12-1/25/13	5 Years	01-Oct-14	10/1/2020
875	Payroll	2013	Timesheets 2/8/13-3/8/13	5 Years	01-Oct-14	10/1/2020
876	Payroll	2013	Timesheets 3/22/13-4/19/13	5 Years	01-Oct-14	10/1/2020
877	Payroll	2013	Timesheets 5/3/13-6/4/13	5 Years	01-Oct-14	10/1/2020
878	Payroll	2013	Timesheets 6/28/13-7/26/13	5 Years	01-Oct-14	10/1/2020
947	Payroll	2013	Timesheets 8/9/13-9/6/13	5 Yrs	1-Oct-15	10/1/2020
948	Payroll	2013	Timesheets 9/20/13-10/18/13	5 Yrs	1-Oct-15	10/1/2020
949	Payroll	2013	Timesheets 11/1/13-12/13/13	5 Yrs	1-Oct-15	10/1/2020
952	Accounts Payable	2014	Vendor Files A - B	4 Yrs	2/15/2017	2/15/2021
953	Accounts Payable	2014	Vendor Files S - T	4 Yrs	2/15/2017	2/15/2021
954	Accounts Payable	2014	Vendor Files N - R	4 Yrs	2/15/2017	2/15/2021
955	Accounts Payable	2014	Vendor Files U - Z	4 Yrs	2/15/2017	2/15/2021
956	Accounts Payable	2014	Vendor Files D - F	4 Yrs	2/15/2017	2/15/2021
957	Accounts Payable	2014	Vendor Files G - K	4 Yrs	2/15/2017	2/15/2021
958	Accounts Payable	2014	Vendor Files C - E	4 Yrs	2/15/2017	2/15/2021
959	Accounts Payable	2014	Vendor Files L - M	4 Yrs	2/15/2017	2/15/2021
960	Accounts Payable	2014	Refunds 2014 Jul-Dec	4 Yrs	2/15/2017	2/15/2021
961	Accounts Payable	2014	One Card Sep-Dec 2014; Refunds Jan-Jun	4 Yrs	2/15/2017	2/15/2021
962	Accounts Payable	2014	One Card Jan - Aug 2014	4 Yrs	2/15/2017	2/15/2021
970	Accounts Receivable	2014	Cash Receipts: CRFC, Schaumberg, Pools Jan-Dec	4 Yrs	2/15/2017	2/15/2021
971	Accounts Receivable	2014	Cash Receipts: Golf Jan-Jun	4 Yrs	2/15/2017	2/15/2021
972	Accounts Receivable	2014	Cash Register Tapes 4/1/14-12/31/14	4 Yrs	2/15/2017	2/15/2021
973	Accounts Receivable	2014	Cash Receipts: Sibley, WWMB, McDowell Jan-Dec	4 Yrs	2/15/2017	2/15/2021
974	Accounts Receivable	2014	Cash Receipts: AWC Jan-Dec - Golf Oct-Dec	4 Yrs	2/15/2017	2/15/2021
975	Accounts Receivable	2014	Cash Receipts: Administration Jul-Dec	4 Yrs	2/15/2017	2/15/2021
976	Accounts Receivable	2014	Cash Receipts: Administration Jan-Jun	4 Yrs	2/15/2017	2/15/2021
977	Accounts Receivable	2014	Cash Receipts: Golf Jul-Sep	4 Yrs	2/15/2017	2/15/2021
978	Accounts Receivable	2015	Cash Receipts Schaumberg, McDowell, Sibley	4 Yrs	2/15/2017	2/15/2021
979	Accounts Receivable	2015	Cash Receipts - Admin/MBP - Jan-Jun	4 Yrs	2/15/2017	2/15/2021
980	Accounts Receivable	2015	Cash Receipts - Golf - Jan-Jun	4 Yrs	2/15/2017	2/15/2021
981	Accounts Receivable	2015	Cash Receipts Admin/MBP - Jul-Dec	4 Yrs	2/15/2017	2/15/2021
982	Accounts Receivable	2015	Cash Receipts WWMB, Pools, Golf Nov-Dec	4 Yrs	2/15/2017	2/15/2021
983	Accounts Receivable	2015	Cash Receipts - Golf - Jul-Oct	4 Yrs	2/15/2017	2/15/2021
984	Accounts Receivable	2015	Cash Receipts - AWC, CRFC	4 Yrs	2/15/2017	2/15/2021
986	Accounts Receivable	2013-2016	Credit Card Receipts, Deposit Slips	4 Yrs	2/15/2017	2/15/2021
1091	Accounts Receivable	2016-2017	Cash Register Receipts, W-4 Returns 2015-2016	3 Yrs	3/1/2018	3/1/2021
1103	Administration	2015	Bank Rec Monthly Statements Jan - Dec	3 Yrs	3/1/2018	3/1/2021
1104	General Ledger	2016	Month end trial balance, Bank Reconciliation - AEK reports	3 Yrs	3/1/2018	3/1/2021
	Payroll	2015	W-2's Employer Copies	5 Yrs	1/31/2015	1/31/2020
	Accounts Payable	2018-2019	Voided Purchase Orders	CY+1 yr	1/31/2018	1/31/2020

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

Vice President Munson reviewed the items on the consent agenda.

- Review and approval of February 18 and 22, 2021 Board meeting minutes.
- Consideration to dispose of items through city auction.

- Request Board authorization to call for bids on electrical upgrades at General Sibley Park.
- Request Board authorization to select a consultant and call for bids to extend car paths at Pebble Creek Golf Course.

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

Commissioner Gilbertson moved to approve the bills for payment with checks 407098 to 407106 and 204404 to 204584 along with bank drafts DFT000917 to DFT000934, EFTs 1216 to 1252 and direct deposits 35787 to 36615. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Zimmerman and Vice President Munson. The nays being none, the motion carried.

The next regular Board meeting will be held April 15, 2021 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:57 pm.