


February 14, 2020

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

FROM: Randy Bina, Executive Director 

SUBJECT: February 20, 2020 Board Meeting Agenda

Commissioners:

Attached you will find the packet of information and overview for the Park Board meeting on February 20, 2020 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. Review and Consideration of Draft Bismarck Parks and Recreation District Policy and Procedure for Naming and Renaming of Public Parks
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. Attached you will find the draft policy and procedure as developed by Legal Counsel and Park District staff. Connie Hofland, Legal Counsel, will review the document for the Board.

Item 4. Consideration of Request to Rename Custer Park
The Board of Park Commissioners heard a presentation on a request to rename Custer Park at the December 19, 2019 Board meeting. Comments were also received from those who had requested to speak on the topic according to the Request to Appear before the Board policy.

Public comments on this topic were also received at the January 16, 2020 Board meeting, and staff has been forwarding all correspondence received at the office to the commissioners on a weekly basis. At this time, the Board may choose to act on the December 2019 request to change the name of Custer Park.

Item 5. Review and Consideration of Request to Enter into an Agreement with City of Bismarck for Aerial Spraying for Cankervorm Management
Enclosed in your packet you will find information provided by the City Forester, Doug Wiles. He will present the information and request for the Board's consideration. The Park District portion of this project has been included in the 2020 budget.

Item 6. Review and Consideration of Draft Sales Tax Ballot Language for June 9, 2020 Municipal Election
Jannelle Combs, City Attorney, has provided the enclosed ballot notice and legislative format drafts for review by Park District staff and the commissioners.

A nationally accredited park and recreation agency.

Legal Counsel Connie Hofland will review these for the Board. We will provide any feedback received to Jannelle Combs so the ballot language can be finalized for consideration and approval by the City Commission.

Item 7.

Review and Consideration of Round One 2020 Matching Grant Applications
Enclosed in your packet you will find a summary of the grant applications received with funding recommendations. Commissioner Zimmerman will review them for the Board's consideration.

Item 8.

Consideration of Bids

- 2020 Maintenance Equipment and Golf Cars – Please see the information provided by Operations Director David Mayer and Facilities and Programs Director Kevin Klipfel. Facilities and Programs Director Kevin Klipfel will review the information.
- Riverwood Golf Course and Tom O'Leary Golf Course/VFW Sports Center Concessions Bids and Related Agreements – Kevin Klipfel, Facilities and Programs Director, will review the information provided in your packet. The staff recommendation is to approve the bids as well as the related agreements.
- Cardio Equipment for BSC Aquatic and Wellness Center - Kevin Klipfel, Facilities and Programs Director will review the cardio equipment bids.
- New Generations Parking Lot Expansion – Brad Krogstad from KLJ will review the bids with the Board. Enclosed you will also find a memo from Finance Director Kathy Feist and me regarding the bids.
- Cottonwood Park Shared Use Path and Miscellaneous Pavement Overlays – Brad Krogstad from KLJ will review the bids with the Board.
- Playground Replacements by Sertoma Shelter 4 and Zonta Park – Bids were received for these playground replacements on February 12th. Operations Director David Mayer will review the bids for the Board's consideration.

Item 9.

Review and Consideration of Title VI Plan

Bismarck Parks and Recreation is going through the process to develop a Title VI plan for the Board's consideration. Finance Director Kathy Feist will review the information for the Board.

Item 10.

Request to Dispose of Records

Finance Director Kathy Feist will review the information provided in your Board packet.

Item 11.

Consent Agenda

A variety of 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 January 16, 2020 and February 3, 2020 Board Meeting Minutes – The minutes are included for your review and approval.
- Request Board Authorization to Call for Bids for Leasing of Municipal Country Club to Operate a Banquet Facility – The current operating lease agreement for the Municipal Country Club expires at the end of September 2020. Staff is requesting Board authorization to call for bids.
- Request Board Authorization to Call for Bids for General Sibley Shared Use Path (Recreation Trail Program Project) – Operations Director David Mayer has provided information in your packet.
- Request Increase to Activity Center Fee for 2020 – Please see the attached memo provided by Facilities and Programs Director Kevin Klipfel and Recreation Manager RaNae Jochim.
- Request to Add Local Foods Coordinator Position to 2020 Seasonal Employees Pay Plan Classifications – Facilities and Programs Director Kevin Klipfel has provided a memo regarding this topic.
- Request Board Authorization to Submit LWCF Applications – Please refer to the memo provided by Operations Director David Mayer.
- Request Board Authorization for BPRD Property Insurance Agent Request for Proposals – Staff is requesting authorization to seek proposals for a property insurance agent as outlined in the memo provided by Kevin Klipfel, Facilities and Programs Director.
- Review and Consideration of the Following Agreements:
 - Construction of a FitLot in Jaycee Park – Operations Director David Mayer has provided information about a proposed FitLot in Jaycee Park. The enclosed agreement has been reviewed by staff and Legal Counsel Connie Hofland.
 - Consultant Agreements for Chief Lookings Village Road Project and Sertoma Park Improvements – Staff requests Board approval of the consultant agreement for the Chief Looking's Village Road Project with Apex Engineering and Sertoma Park Improvements with Houston Engineering.

Item 12. Approval of Bills

Individuals or organizations who wish to appear before the Board on an existing agenda item will also make the request in writing or emailed, delivered to the Bismarck Parks and Recreation District office by 12:00 noon, 2 days prior to the regular monthly meeting of the Board of Park Commissioners.

Next Regular Board Meeting: March 19, 2020 at 5:15 pm in the Tom Baker Meeting Room