


May 15, 2020

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

FROM: Randy Bina, Executive Director 

SUBJECT: May 21, 2020 Packet and Overview

Commissioners:

Enclosed you will find the packet of information and overview for the Park Board meeting on May 21, 2020 at 5:15 pm.

Item 1. Call Meeting to Order and Roll Call

Item 2. Approval of Agenda

Item 3. PARC 365 Update
Heather Davis and Laura Pitcher will provide an update to the Board on the efforts of PARC 365.

Item 4. Presentation of 2019 Audit
Mindy Piatz from Brady Martz will provide an overview of the draft 2019 audit which is included in your packet.

Item 5. Memorandum of Understanding for Silver Ranch Third Addition
Jason Petryszyn from Swenson Hagen will present the attached request on behalf of Chad Wachter and Investcore, Inc. Also included is the Neighborhood Parks and Open Space Policy. The request is for the Park Board to grant a waiver of the requirement to place a neighborhood park in the Silver Ranch Third Addition. Investcore would intend to work with the Park District during the development of Silver Ranch 4th addition that may include a regional park and neighborhood park.

Item 6. Disposition of Bids
There are several bids for Board consideration. A memo with a summary of bids received and recommendations is included with your packet. The bids that are recommended for approval are within the Park District's budget. The presenters are listed as follows:

- Riverwood Golf Course Cart Paths – Mike Berg with Apex Engineering Group
- Chief Looking's Village Road – Mike Berg with Apex Engineering Group
- 2020 Sunrise Trail Bids – Operations Director David Mayer
- BPRD Maintenance Facility – Jeff Ubl from Ubl Design Group

A nationally accredited park and recreation agency.

- Item 7.** Resolution Authorizing Sale of Park Facilities Revenue Bonds, Series 2020
Finance Director Kathy Feist will review this topic for the Park Board.
- Item 8.** Agent of Record Recommendation to Manage North Dakota Fire and Tornado Fund (Property Insurance) for Bismarck Parks and Recreation District
Please refer to the memo provided by Facilities and Programs Director Kevin Klipfel.
- Item 9.** Consideration of Request to Transfer Ownership of the Joann Hetzel Memorial 4-H Building
In your packet you will find a letter of intent provided by Jerry Doan with the Burleigh County 4-H Council. Operations Director David Mayer will address this topic for the Board. Staff requests that the Board provide direction on this request from the Burleigh County 4-H Council.
- Item 10.** COVID-19 Update
Executive Director Randy Bina will provide an update for the Board. Numerous improvements were made while facilities were closed, and documentation is included. Facilities and Programs Director Kevin Klipfel will review this information.
- 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 April 16, 2020 Board Meeting Minutes – The minutes are included for your review and approval.
 - Request Authorization to Submit Recreation Trail Program Grant for 2021 – Please see the information provided by Operations Director David Mayer.
 - Consideration of an Agreement with BSC for use of BSC Aquatic and Wellness Center – Facilities and Programs Director Kevin Klipfel has provided a memo and draft agreement for consideration.
 - Deer and Turkey Archery Hunting Program on City Properties – Included in your packet you will find information regarding this annual program.
 - Request Board Authorization to Call for Concessions Bids at Capital Ice Complex – Please see the memo provided by Facilities and Programs Director Kevin Klipfel.
- Item 12.** Approval of Bills

Next regular Board Meeting: June 11, 2020 at 5:15 pm at the Tom Baker Meeting Room