

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
November 4, 2019

5:01PM

The Burleigh County Park Board convened with all members present.

Chairman Bitner called the meeting to order with the first item of business the approval of the October 9, 2019, meeting minutes.

Motion by Comm. Jones, 2nd by Comm. Peluso, to approve the October 9, 2019, meeting minutes as presented. All members voted "AYE." Motion carried.

Comm. Jones reported that she had reviewed the Park Board bills and recommended approval.

Motion by Comm. Jones, 2nd by Comm. Peluso, to approve payment of the County Park Board bills. All members present voted "AYE." Motion carried.

Dave Mayer, Operations Director, Bismarck Park & Recreation District (BPRD), appeared and presented a report on the boat ramps/parks. Mayer noted the fish cleaning station at the Kniefel Boat Ramp has been shut down and winterized. Mayer noted that the docks are out, however boat ramps are available for use.

Comm. Jones initiated a discussion on the current Missouri Valley Complex rental rates. Mayer provided rental revenue data from 2016-2019. Comm. Peluso suggested leaving the rental rates as is for 2020. Chairman Bitner requested expense information for the Complex. Comm. Jones stated the 2019 utility expenses through October 2019 almost matched the 2019 revenue (\$2,800).

Motion by Comm. Haadem, 2nd by Comm. Behm, to keep Missouri Valley Complex rental rates at the current rate for the 2020. All members voted "AYE." Motion carried.

Mayer then provided information regarding comments received regarding the quality and consistency of the rodeo arena soils. Mayer noted each horse event has specific needs depending on the type of event, and with those needs in mind, The Bismarck Park & Rec District reached out to user groups and asked for ideas on how to improve the soils. Mayer added that because the soils in the arena cannot not be tailored to each event, it was decided that establishing a good base is the place to start. Mayer suggested removing 8-10 inches of soil and replace it with a sand/topsoil mix as a step in the right direction for improving the rodeo arena surface. Mayer estimated the cost to be \$75,000. Mayer was directed to further research options and prices for review in the spring of 2020.

Comm. Jones stated there has not been much activity at Mitchell Lake and suggested that we continue to monitor the activity for another season before a decision is made on the park. Jones added the boat dock was found under water and will need repairs.

Comm. Jones reported she is soliciting quotes for picnic tables for the Driscoll Sibley Park. Jones added the existing tables are rotting and not usable. Jones requested authorization to purchase (3) tables at the cost of no more than \$1,500.

Motion by Comm. Jones, 2nd by Comm. Behm, to authorize the purchase (3) picnic tables for Driscoll Sibley Park at an amount not to exceed \$1,500. All members voted "AYE." Motion carried.

As there was no further business, on a motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
October 9, 2019

5:01PM

The Burleigh County Park Board convened with all members present except Chairman Bitner.

Vice-Chairman Woodcox called the meeting to order with the first item of business the approval of the September 4, 2019, meeting minutes.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve the September 4, 2019, meeting minutes as presented. All members present voted "AYE." Motion carried.

Vice-Chairman Woodcox reported that he had reviewed the Park Board bills and recommended approval.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve payment of the County Park Board bills. All members present voted "AYE." Motion carried.

Dave Mayer, Operations Director, Bismarck Park & Recreation District (BPRD), appeared and presented a report on the boat ramps/parks. Meyer noted the fish cleaning station at the Kniefel Boat Ramp has been shut down and winterized. Mayer noted all boat ramps, park areas, and the Missouri Valley Complex are in good condition.

Comm. Jones stated there has not been much activity at Mitchell Lake and suggested that we continue to monitor the activity for another season before a decision is made on the park. Jones stated she is soliciting quotes for picnic tables for the Driscoll Sibley Park.

As there was no further business, on a motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
September 4, 2019

5:00PM

The Burleigh County Park Board convened with all members present.

Chairman Bitner called the meeting to order with the first item of business the approval of the August 5, 2019, meeting minutes.

Motion by Comm. Armstrong, 2nd by Comm. Jones, to approve the August 5, 2019, meeting minutes as presented. All members voted "AYE." Motion carried.

Comm. Armstrong reported that he had reviewed the Park Board bills and recommended approval.

Motion by Comm. Armstrong, 2nd by Comm. Jones, to approve payment of the County Park Board bills. All members voted "AYE." Motion carried.

Dave Mayer, Operations Director, Bismarck Park & Recreation District (BPRD), appeared and presented a report on the boat ramps/parks. Mayer noted all boat ramps, park areas, and the Missouri Valley Complex are in good condition.

Comm. Jones noted the electronic sign at the Missouri Valley Complex was damaged in the last hailstorm and requested authorization to submit an insurance claim for the damages.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to submit a claim with the North Dakota Insurance Reserve fund for the damage to the electronic sign at the Missouri Valley Complex. All members voted "AYE". Motion carried.

As there was no further business, on a motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
August 5, 2019

5:00PM

The Burleigh County Park Board convened with all members present except Comm. Behm and Chairman Bitner.

Vice-Chairman Woodcox called the meeting to order with the first item of business the approval of the July 1, 2019 meeting minutes.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve the July 1, 2019 meeting minutes as presented. All members present voted "AYE." Motion carried.

Comm. Peluso reported that he had reviewed the Park Board bills and recommended approval.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve payment of the County Park Board bills. All members present voted "AYE." Motion carried.

Dave Mayer, Operations Director, Bismarck Park & Recreation District (BPRD), appeared and presented a report on the boat ramps/parks. Mayer noted all boat ramps, park areas, and the Missouri Valley Complex are in good condition.

As there was no further business, on a motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
July 15, 2019

8:30AM

The Burleigh County Park Board convened a regular meeting with all members present except Commissioners Boehm and Haadem.

Chairman Bitner called the meeting to order with the first item of business the approval of the July 1, 2019 meeting minutes.

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve the July 1, 2019 meeting minutes as presented. All members present voted "AYE." Motion carried.

Chairman Bitner reported that he had reviewed the Park Board bills and recommended approval.

Motion by Comm. Jones, 2nd by Comm. Woodcox, to approve payment of the County Park Board bills. All members present voted "AYE." Motion carried.

Dave Mayer, Bismarck Park & Recreation District Operations Manager, appeared and presented the proposed 2020 county park areas and Missouri Valley Complex budgets pursuant to the park management agreement between the Bismarck Park & Rec District and Burleigh County. No action was taken.

On a motion made, seconded and carried the Park Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D Bitner, Chairman

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
July 1, 2019

5:00PM

The Burleigh County Park Board convened with all members present.

Chairman Bitner called the meeting to order with the first item of business the approval of the June 3, 2019 meeting minutes.

Motion by Comm. Armstrong, 2nd by Comm. Haadem, to approve the June 3, 2019 meeting minutes as presented. All members voted "AYE." Motion carried.

Chairman Bitner reported that he had reviewed the Park Board bills and recommended approval.

Motion by Comm. Jones, 2nd by Comm. Boehm, to approve payment of the County Park Board bills. All members voted "AYE." Motion carried.

Dave Mayer, Operations Director, Bismarck Park & Recreation District (BPRD), appeared and presented a report on the boat ramps/parks. Mayer noted all boat ramps and park areas are in good condition. Mayer noted the increased releases from the Garrison Dam have not had an impact on the boat ramps to date.

As there was no further business, on a motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

**BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
June 3, 2019**

5:00 P.M.

The Burleigh County Park Board convened a regular meeting with all members present.

Motion by Comm. Jones, 2nd by Comm. Woodcox, to approve the minutes of the May 6, 2019, meeting as presented. All members voted "AYE." Motion carried.

Comm. Woodcox stated that he reviewed the bills and recommended approval.

Motion by Comm. Jones, 2nd by Comm. Woodcox, to approve the bills as presented. All members voted "AYE." Motion carried.

Dave Mayer, Bismarck Park & Recreation District Operations Manager, appeared and presented the boat ramp/county parks and Missouri Valley Complex reports. Mayer noted all boat ramps are operational at this time.

Mayer requested the Park Board consider a replacement of the north shelter structure at the Steckel Boat Ramp in 2020. Mayer estimated the cost of the new structure and two (2) concrete picnic tables to be \$24,000. Mayer continued this project would be a good candidate for a matching grant from the Garrison Diversion Conservancy District. Mayer stated the C-District Recreation Grant provides 25% funding with the owner providing 75% of the cost. Chairman Bitner stated it would be appropriate to include in the 2020 budget at this time. No action was taken.

Auditor/Treasurer Glatt reported that bids were opened on May 29, 2019, for the Missouri Valley Complex farm land (5-year term). Glatt reported that one (1) bid was received from DJ Coleman Inc., in the amount of \$1,100 (\$22 per acre).

Motion by Comm. Peluso, 2nd by Comm. Jones, to award bids the Missouri Valley Complex farm land (5-year term) to DJ Coleman Inc., and to approve the five (5) year lease with DJ Coleman Inc., for the same. All members voted "AYE." Motion carried.

Comm. Jones reported that the Hay Stack Butte 4-H Club, which has the contract for maintenance (mowing & clean-up) of the Mitchell Lake park area should be receiving the required Certificate of Liability insurance from the National 4-H Council at any time. No action was taken.

Motion by Comm. Woodcox, 2nd by Comm. Peluso, to approve the request of the Tumbleweed Bar to utilize the Kimball and McLean Bottoms boat ramps for launching boats associated with the Tumbleweed Bar/Lincoln Sportsman's Club fishing tournament September 28, 2019. All members voted "AYE." Motion carried.

On motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
May 6, 2019

5:00 P.M.

The Burleigh County Park Board convened a regular meeting with all members present.

Motion by Comm. Woodcox, 2nd by Comm. Jones, to approve the minutes of the April 15, 2019, meeting as presented. All members voted "AYE." Motion carried.

Comm. Woodcox stated that he reviewed the bills and recommended approval.

Motion by Comm. Woodcox, 2nd by Comm. Jones, to approve the bills as presented. All members voted "AYE." Motion carried.

Dave Mayer, Bismarck Park & Recreation District Operations Manager, appeared and presented the boat ramp/county parks and Missouri Valley Complex reports. Mayer noted all boat ramps are operational at this time. Upon question Mayer stated the Kniefel fish cleaning station has not been "opened" due to concern over the water works freezing and damaging the unit on cold mornings.

Mayer requested authorization to solicit sealed price quotes for crack sealing and striping the county boat ramp area parking lots.

Motion by Comm. Peluso, 2nd by Comm. Jones, to authorize the solicitation of sealed price quotes for crack sealing and striping the county boat ramp area parking lots. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Haadem, to approve the Request for Proposals for the Missouri Valley Complex farm land (5-year term) and to authorize the publication of the same. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Woodcox, to authorize the expenditure of up to \$800 for the control of noxious weeds on the Missouri Valley Complex (farm land area). All members voted "AYE." Motion carried.

Comm. Jones requested authorization to expend funds to control ground squirrels (gophers) on the Missouri Valley Complex. Jones stated she recently inspected the property with representatives from the USDA/NCRS Pest Management Division who recommended the use of a biodegradable poison. After considerable discussion regarding the type of control the following motion was made:

Motion by Comm. Jones, 2nd by Comm. Peluso, to authorize the expenditure of up to \$2,000 for the control of rodents on the Missouri Valley Complex and Buckstop Junction. All members voted "AYE." Motion carried.

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve the contract with the Hay Stack Butte 4-H Club for maintenance (mowing & clean-up) of the Mitchell Lake park area. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the cost share agreement with the ND Game & Fish Dept. for the placement of a porta potty at the Mitchell Lake park area. All members voted "AYE." Motion carried.

On motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

**BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
April 15, 2019**

5:00 P.M.

The Burleigh County Park Board convened a regular meeting with all members present.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve the minutes of the March 18, 2019, meeting as presented. All members voted "AYE." Motion carried.

Comm. Armstrong stated that he reviewed the bills and recommended approval.

Motion by Comm. Armstrong, 2nd by Comm. Woodcox, to approve the bills as presented. All members voted "AYE." Motion carried.

Dave Mayer, Bismarck Park & Recreation District Operations Manager, appeared and presented the boat ramp/county parks and Missouri Valley Complex reports.

Mayer presented a request from the Central Dakota Rodeo Club for a 50/50 cost share for the installation of a loading chute at the Missouri Valley Complex Rodeo Arena. Mayer stated the total cost for the loading chute is \$3,200. Mayer also requested authorization for the Rodeo Club to place additional gates/livestock panels at the rodeo arena.

Marc Kress, Central Dakota Rodeo Club, appeared and stated that in the past a loading chute has been rented. Kress stated in addition to the loading chute the Rodeo Club desires to purchase and place at their cost an additional twelve (12) livestock pens near the existing pens to the south of the arena.

Chairman Bitner requested that an inventory be taken to ensure the county purchased gates/livestock panels are not comingled with the Central Dakota Rodeo Club property.

Mayer stated each panel purchased by Burleigh County can be tagged with an inventory tag to designate Burleigh County ownership.

Motion by Comm. Woodcox, 2nd by Comm. Jones, to approve the 50/50 cost share with the Central Dakota Rodeo Club for the purchase and placement of a loading chute for the Missouri Valley Complex Rodeo Arena. All members voted "AYE" except Comm. Peluso who voted "NAY." Motion carried.

Comm. Jones initiated a discussion regarding leasing the farm land on the Complex and requested Clark Coleman to appear on this item.

Clark Coleman, appeared and stated he would like to lease the Complex farm land on a 5-year lease. Coleman explained is plan to get this AG land back into production as the soil health has been neglected. Coleman stated there will be some expense to improve the soil and thus he desires a 5-year lease term in order to have a return on his investment.

Chairman Bitner recommended that before a contract is approved the lease be put out on bids. Comm. Jones stated she would work with the State's Attorney on developing a bid notice and specs for review at the May 6th County Commission meeting. No action taken.

Comm. Jones requested Board approval for payment for tree removal at the Missouri Valley Complex.

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve payment of expenditures to the Burleigh County Highway Department for the tree removal at the Missouri Valley Complex in the amount of \$16,635.24 and \$11,502.96 (estimated). All members voted "AYE." Motion carried.

Comm. Jones addressed the potential sale of the Mitchell Lake property noting the State's Attorney has suggested that a Joint Powers Agreement be considered with the neighboring township(s) for the maintenance of the park area. Jones stated there appears to be strong support from the community to keep the park open even though it has few visitors. Jones continued she has a hard time justifying the expense of this park area considering the little use it receives. Jones estimated the cost at approximately \$4,500 per year not counting the maintenance of the boat ramp.

Chairman Bitner invited Richmond Township Supervisor Sanford Williams to appear on this item. Richmond Township Supervisor Williams appeared and stated the park is beneficial to northern Burleigh County residents, as well as people who travel to the area from Bismarck for recreation. Williams asked if anything can be done to keep the park open.

Comm. Peluso questioned if Richmond Township would be willing to develop a joint powers agreement for the maintenance. Williams responded the Richmond Township does not have the funds or manpower to commit.

Justin Beyer, Fred Smith and his grandson, BJ Goldammer, Larry Berquist, and Jim Rasmussen appeared in support of keeping the park open. Karen Kershaw, Hay Stack Butte 4-H Leader, appeared and stated the 4-H Club has been doing the maintenance for years and it provides the funds for 4-H programs. Kershaw stated the 4-H Club is still interested in providing this service.

Motion by Comm. Peluso, 2nd by Comm. Armstrong, to keep the Mitchell Lake park area open for another season and to monitor the use and activity. All members voted "AYE." Motion carried.

On motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman

**BURLEIGH COUNTY PARK BOARD
MEETING MINUTES
March 18, 2019**

5:00 P.M.

The Burleigh County Park Board convened a regular meeting with all members present except Commissioners Behm, Haadem, and Woodcox.

Motion by Comm. Armstrong, 2nd by Comm. Jones, to approve the minutes of the December 2018 meeting as presented. All members present voted "AYE." Motion carried.

Comm. Peluso stated that he reviewed the bills and recommended approval.

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve the bills as presented. All members present voted "AYE." Motion carried.

Dave Mayer, Bismarck Park & Recreation District Operations Manager, appeared and presented the boat ramp/county parks and Missouri Valley Complex reports.

Mayer reported that price quotes were solicited for the mowing of the county boat ramps. Mayer stated one (1) valid quote for mowing services was received from Mid-West Lawn in the amount of \$1,230/per month for a total of \$6,150 (5 months) for the 2019 season.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to accept the quote of Mid-West Lawn for mowing services for the 2019 season. All members present voted "AYE." Motion carried.

Mayer concluded that preparations are being made in anticipation of the opening of the boat ramps and fish cleaning station.

Comm. Peluso asked if any improvements were going to be made to the Kimball Bottoms boat ramp. Comm. Jones responded stating she is waiting to hear from The Corp of Engineers regarding river levels.

Comm. Jones noted that between \$16,000 - \$20,000 has been spent on tree removal at the Missouri Valley Complex, noting this work has increased the value of the property.

Comm. Jones then addressed the potential sale of the Mitchell Lake property. Jones stated the park has very few visitors and the ND Game & Fish Dept is no longer stocking fish into the lake.

Jones invited Richmond Township Supervisor Sanford Williams to appear before the Board regarding this item.

Richmond Township Supervisor Williams appeared and stated the park is beneficial to northern Burleigh County residents, as well as people who travel to the area from Bismarck for recreation. Williams asked if anything can be done to keep the park open.

Comm. Jones stated she has a hard time justifying the expense of this park area considering the little use it receives. Jones estimated the cost at approximately \$4,500 per year not counting the boat ramp.

By consensus the Park Board agreed to take no action on this item to allow Township Supervisor Williams the opportunity to discuss this at the next township meeting, and directed the auditor/treasurer to put this item on the April 15, 2019 Park Board Meeting.

Comm. Jones next reported she has been working with the States Attorney, Sheriff, and Bismarck Parks & Recreation regarding verbiage for signs at the county park facilities related to Park Rules and Regulations and camping. Jones presented signs for the Board's consideration with the following motion made:

Motion by Comm. Jones, 2nd by Comm. Peluso, to approve signs and placement as presented. All members present voted "AYE." Motion carried.

On motion made, seconded, and carried, the Board adjourned.

Kevin J. Glatt, Auditor/Treasurer

Brian D. Bitner, Chairman