

April 12, 2024

TO: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson
FROM: Kevin Klipfel, Executive Director (KK)
SUBJECT: April 18, 2024 Park Board Meeting Packet and Overview

Commissioners:

Enclosed you will find the packet of information and overview for the Park Board meeting on April 18, 2024 at 5:15 pm at the Tom Baker Meeting Room.

- Item 1.** Call Meeting to Order and Roll Call
- Item 2.** Pledge of Allegiance
- Item 3.** Approve Agenda
- Item 4.** Featured Partners and Programs
- Bismarck Men's Slowpitch Softball Association – Chairman Roger Weigel will appear before the Board.
 - Bismarck Women's Slowpitch Softball Association – Association President Samantha Lachenmaier will appear before the Board.
- Item 5.** Consideration to Transfer Municipal Country Club Agreement with Lady J's Catering to New Owners and Approval of Agreement Addendum
Please see the attached information regarding the transfer of ownership. Staff requests approval of the attached addendum.
- Item 6.** Consideration of 2025-2027 Strategic Plan
Enclosed you will find a memo from Community Relations Manager Dana Schaar Jahner and the proposed strategic plan for consideration.
- Item 7.** Consent Agenda
A variety of items have been placed on the 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:
- Consideration of March 21, 2024 Board Meeting Minutes – The minutes are included for your consideration.

- Request Board Authorization to Call for Bids – Please see the memo provided by Facilities and Programs Director Mike Wald
 - Concessions Bids at the BSC Aquatic and Wellness Center
 - Replace Roof Top Air Handler at the BSC Aquatic and Wellness Center
 - USGA Sand for Bunkers and Greens at Riverwood Golf Course
- Consideration of Agreement with the Bismarck Aquatics and Fitness, Inc. (Aquastorm) for Use of the BSC Aquatic and Wellness Center – Facilities and Programs Director Mike Wald has provided a memo regarding the changes made to the enclosed use agreement for Board consideration.

Item 8. 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: May 16, 2024 at 5:15 pm in the Tom Baker Meeting Room
Commissioner tour of parks and facilities will be held April 24, 2024 starting at 4:00 pm

Let's Play!

TO: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson

FROM: Kevin Klipfel, Executive Director (KL)

DATE: April 11, 2024

RE: Lady J's Catering

I met with Janice Martin, owner of Lady J's Catering, regarding her plans to sell the business to her sons, Dauntae Martin, Preston Martin, and Casey Martin, effective May 1, 2024 (see attached memo). Also included in the Board packet is a proposed addendum to transfer the current agreement to her sons. Staff requests Board approval of the addendum. We would like to thank Janice for her partnership with Bismarck Parks and Recreation and her many years of providing this service for the community of Bismarck and surrounding areas.

A nationally accredited park and recreation agency.



930 NORTH GRIFFIN • BISMARCK, ND 58501
TELEPHONE: 701-221-6836 • FAX: 701-221-6857

3-18-24

Dear Kevin & Bismarck Parks & Rec Board:

I am writing to let you know I am hoping to retire on May 1, 2024 and I want to sell Lady J's Catering, Inc. to my sons and would like to have the current lease assigned to them as new owners of Lady J's Catering, Inc. which currently ends on September 30, 2025.

Everything would be staying the same, business name, current managers, operations, etc. They will be bringing on one additional manager, Heather Martin, who is the wife to one of them and has been working for Lady J's Catering since 1998. All three new owners have also been working at Lady J's since they've all been teenagers as well. So, I am whole heartedly assured that they will have the continued success as we have had in the past.

I will be staying on board with them for the next year, advising and offering any information they need from me to continue the success we have had in the business and they have great ideas to increase the sales even more.

Thank you so much for your consideration and time.

Janice Martin
Lady J's Catering, Inc.

Municipal Country Club Lease Agreement Assignment Addendum

This addendum references the current agreement between Janice Martin with Lady J's Catering and the and the Park District of the city of Bismarck, North Dakota. With the ownership transfer, we would like to assign the current Municipal County Club lease agreement to the new ownership group. The purpose is to assign the current agreement of Lady J's Catering from Janice Martin to Dauntae Martin, Preston Martin, and Casey Martin effective May 1, 2024.

All terms and conditions of the original agreement remain in effect through September 30, 2025 and the Assignees hereby assume and agree to perform all obligations, duties, liabilities and commitments of the Assignor under the original agreement

DATE: _____ BY: _____
Dauntae Martin
Lady J's Catering

DATE: _____ BY: _____
Preston Martin
Lady J's Catering

DATE: _____ BY: _____
Casey Martin
Lady J's Catering

DATE: _____ BY: _____
Mike Gilbertson, President
Board of Park Commissioners

Let's Play!

MEMO

DATE: April 10, 2024

TO: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson
Kevin Klipfel, Executive Director

FROM: Dana Schaar Jahner, Community Relations Manager *DSJ/gjf*

RE: 2025-2027 Strategic Plan

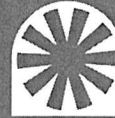
This year's Bismarck Parks and Recreation District strategic planning process kicked off with a planning session in February attended by commissioners and staff. A draft of the 2025-2027 Strategic Plan was prepared using feedback from the session.

The final plan draft in your packet includes one significant revision to the strategic priorities from the 2024-2026 plan. Because development of the ADA Transition Plan was completed, a more expansive priority was identified: "Enhance access and inclusion."

The final step of this year's planning process is your approval of the 2025-2027 Strategic Plan. Thank you for your consideration.

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Draft April 5, 2024



**BISMARCK PARKS AND
RECREATION DISTRICT**
Est. 1927

2025-2027

STRATEGIC PLAN

VISION:

Be the leader and premier provider of public parks, programs, facilities and leisure services.

MISSION:

Work with the community to provide residents and visitors the highest quality park, program, facility and event experience.

CORE PURPOSE:

Provide affordable, accessible and sustainable public park and recreation services.

CORE VALUES:

Accountability
Collaboration
Community
Diversity
Integrity
Professionalism

GOAL: Create, advocate and preserve diverse recreational and leisure opportunities for all.

- Objective: Reinvest in existing parks, programs and facilities to maximize community access and usability.
- Objective: Create new and redevelop existing parks, facilities and programs to accommodate a growing, changing and diverse community.

GOAL: Ensure professional delivery and operation of public park and recreation services, facilities and programs.

- Objective: Invest in staff and staff resources to provide the highest quality customer service and experience.
- Objective: Achieve the highest standards of public safety for participants and staff at all parks, trails and facilities and within all programs.

GOAL: Be an effectively governed, efficiently managed and fiscally sound organization.

- Objective: Utilize revenue policy to continually improve the District and to support new development and offerings.
- Objective: Establish policy and set direction in the interest of the community and stakeholders.
- Objective: Secure resources in cooperation with public and private entities, including the land necessary for trails, parks, and facilities development and open space.

GOAL: Develop community relations initiatives that will result in greater awareness of the role played by the BPRD in healthy lifestyles, environmental stewardship and community livability.

- Objective: Develop the means, methods and messages to effectively communicate with the public all activities, issues, opportunities and accomplishments.
- Objective: Develop models and continue practices of environmental stewardship and conservation for the community.

2025-2027 Strategic Priorities



Address land issues and develop and implement park, trail and facility plans with community input.

- Create plans for use of undeveloped land and enhancements to developed properties.
- Seek opportunities to secure land for future needs.
- Refine BPRD Facilities Master Plan and identify partners to address community needs at Wachter Aquatic Complex, Capital Racquet & Fitness Center and BSC Aquatic & Wellness Center.



Enhance access and inclusion.

- Implement BPRD Americans with Disabilities Act (ADA) Transition Plan for parks, trails and facilities.
- Focus on districtwide efforts to meet federal ADA standards.
- Prioritize strategies to provide parks, trails, facilities and programs for all that are free and open to the public.



Invigorate recreation programming.

- Address needs, gaps and trends.



Recruit and retain staff.

- Create opportunities with community stakeholders to help meet workforce needs.
- Assess compensation and benefits for all employees.



Prioritize technology to improve operations and customer service.

- Maximize software systems and provide staff training.

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 21, 2024

The Board of Park Commissioners held their regular meeting on March 21, 2024 in the Tom Baker meeting room of the City/County Building. President Gilbertson called the meeting to order at 5:15 pm. Commissioners Jeske, Jordan, Odell and Zimmerman were present. The pledge of allegiance was said.

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

Doug Wiles, City Forester, appeared before the Board as the Featured Partner and Program.

Susan Hazelett with Apex Engineering Group reviewed the bids received for the water line project at Sertoma Park which is part of a larger project bid by the city of Bismarck. Commissioner Jeske moved to accept the low bid of \$182,113.59 submitted by Basaraba Excavating. This amount will be less if the funding from a state grant is received. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Michael Vetter from JLG reviewed the bids received for the BSC Aquatic and Wellness Center pool deck project. Commissioner Jordan moved to accept the bid of \$211,433 submitted by Paramount Builders, Inc. Commissioner Odell seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Brad Krogstad with KLJ and Brett Donat from EAPC reviewed the bids for the Bismarck Municipal Ballpark improvement project which includes artificial turf, a batter's eye and expansion of the ticket booth. Commissioner Zimmerman moved to accept the apparent low bid from Northwest Contracting for schedule 1 general base bid, schedule 1 alternate A "AstroTurf Most Common," schedules 2 and 3 base bids and reject schedule 1 alternate b in the amount of \$2,241,272. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Finance Director Kathy Feist reviewed the following 2025 budget development schedule:

- March 18 – Budget packets distributed to managers and directors requesting detailed budget requests with information from managers due to directors on April 12. Directors review requests and submit budget information to Finance by May 6.
- May 13-24 – Budget meetings with the directors and assigned staff.
- June 20 – The proposed 2025 work plan and budget binders distributed to the Park Board Commissioners.
- June 24-27- Budget meetings with commissioners, directors, and executive director.

- July 18 – Introduction of 2025 preliminary budget.
- August 10 – Preliminary budget provided to Burleigh County Auditor for estimated tax statements to be mailed prior to August 31.
- September 19– Public hearing on 2025 budget, adopt final budget, and determine annual tax levy.
- October 10 – Levy certification and final budget to County Auditor.

Commissioner Jeske moved to approve the following items on the consent agenda:

- Consideration of February 15 and February 20, 2024 Board meeting minutes
- Request Board authorization to call for bids for lighting upgrades at the Nishu Bowmen Archery Complex and the Joann Hetzel Memorial 4-H Building
- Consideration of the Joint Exercise of Governmental Powers Concerning the Bismarck Community Bowl Agreement
- Consideration of changes to Local Foods Coordinator position
- ADA Transition Plan Executive Summary
- ADA Access and Inclusion Solutions Process
- Consideration to dispose of obsolete equipment

Commissioner Odell seconded the motion, and the voting went as follows: Ayes:

Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.

Commissioner Jordan moved to accept the bills for payment with checks 407978 to 407987 and 215259 to 215447 along with bank drafts DFT001375 to DFT001390, EFTs 2772 to 2811 and direct deposits 71000 to 72375. Commissioner Zimmerman seconded the motion, and the voting went as follows: Ayes: Commissioners Jeske, Jordan, Odell, Zimmerman and President Gilbertson. The nays being none, the motion carried.


The next regular Board meeting will be held April 18, 2024 at 5:15 pm in the Tom Baker Meeting Room. The commissioners will tour parks and facilities on April 24, 2024 leaving at 4:00 pm from the Park District Office.

The meeting was adjourned at 5:59 pm.

Let's Play!

DATE: April 10, 2024

TO: Commissioners Jordan, Jeske, Odell, Zimmerman, and President Gilbertson
Kevin Klipfel, Executive Director

FROM: Mike Wald, Facilities and Programs Director 

RE: Request Authorization to Call for Bids


Staff requests authorization to call for the following bids:

- BSC Aquatic and Wellness Center concessions
- Replace rooftop air handler at the BSC Aquatic and Wellness Center
- USGA sand for bunkers and greens maintenance at Riverwood Golf Course

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DATE: April 10, 2024

TO: Commissioners Jeske, Jordan, Odell, Zimmerman, and President Gilbertson
Kevin Klipfel, Executive Director

FROM: Mike Wald, Facilities and Programs Director 

RE: Agreement for Consideration

Staff have been working to update the Bismarck Aquatics and Fitness, Inc. agreement for consideration at the April Board meeting. The proposed changes are:

Item 4. Updated the dates in the agreement.

Item 5. Usage fee increase from \$4,416.66 per month to \$4,637.50 per month.

Item 7. Loss of time rate changed to reflect the increase in usage fee.

Items 17 and 18. Updated the language for the nondiscrimination policy and insurance requirements.

Item 16. Removed the requirement to hold the elementary swim/dive program in specific months (April and September) to "two times as year".

The exhibits were also updated to current exhibits.

Please contact me if you have any questions.

BSC Aquatic and Wellness Center Use Agreement

1. **Parties:** The parties to this agreement are the Park District of the city of Bismarck, North Dakota (hereinafter, "District"), Bismarck, ND and Bismarck Aquatics and Fitness, Inc. (hereinafter, "Club"), Bismarck, ND.

2. **Purpose of this Agreement:** This Agreement will establish basic guidelines for the use of facilities within the BSC Aquatic and Wellness Center (hereinafter, "Center") by the Club. The Club shall be entitled to use the facilities in order to conduct or hold swim and diving practices, meets, camps, leagues, symposiums, clinics and other related Club activities, specifically including the activities of the Bismarck Aquastorm Diving Club, and any masters swimming programs.

The District will manage the development of a master schedule for the Center in cooperation with other user groups including Bismarck Public Schools, University of Mary, Park District sponsored swim lessons and various swim meets. The master schedule, all Center activities, and related operations will be managed and coordinated by the Park District's Facilities Manager.

3. **Description of the Facilities:** In consideration of the Club's payment of a usage fee, as provided in paragraph 5 of this agreement, the District agrees that the Club may use the common areas (excluding the wellness center), locker rooms, and aquatic center during the times described in Attachment A, may use one office for its coaches at all times, and may use one or more conference rooms during swim and diving meets. Use of any additional rooms in the Center or use of the wellness center will need to be scheduled by the Club through the Facilities Manager, for which a separate usage fee may apply.

4. **Term of this Agreement:** The term of this use agreement shall be for a period of three (3) years beginning April 20, 2024 – April 19, 2027.

5. **Usage Fee:** The Club shall pay the District an annual usage fee of \$4,637.50 per month with payment due on or before the 10th day of the following month. Rental of the aquatic center by the Club for times not described in Attachment A will be scheduled through the Facilities Manager and contracted for separately.

6. **Assignment:** The Club shall not rent or sublet its scheduled time to the public or other outside groups other than for uses that are a part of the Club's program.

7. **Loss of Time:** In the event that the minimum number of hours as provided in paragraph 15 cannot be used by the Club due to equipment failures or the closing of any part of the Center due to health issues not associated with the Club's use, the District will credit those lost hours at the rate of \$41.22 per hour to the Club's account for the next month.

8. **Ordinances and Rules:** The Club shall comply with all applicable laws, rules, regulations and ordinances of the State of North Dakota, the City of Bismarck, and the District (see Attachment B for current District ordinances).

9. **Concessions:** The District shall have sole control of the food and beverage concessions, including vending machines. The Club will comply with the District contracted vendor to supply water and other beverages on District property. The current contracted vendor is Coca-Cola High Country.

The Club shall be entitled to bring in outside food and beverage items, which may not be sold, for Club potlucks, hospitality rooms for swim and diving meet coaches and officials, and other events hosted by the Club.

10. **Merchandise:** The Club, with written approval from the Facilities Manager, may sell clothing, miscellaneous merchandise, and equipment related to the Club's activities and events at the Center.

11. **Scoreboard Advertising:** The District and the Club will jointly work together to sell scoreboard advertising. Management of the advertising agreements will be managed by the District. The District shall retain 40% of the proceeds of all advertising displayed on the main aquatic scoreboard, including all video and static ads, and shall pay the remaining 60% of such proceeds to the Club by December 31st of each year.

12. **Hospitality Board and Other Signs:** The Club shall be entitled to maintain one or more hospitality boards in the Center, at locations to be approved by the District, on which the Club can sell advertising, the proceeds of which shall be retained by the Club. The Club may maintain other boards and signs, including information bulletin boards and record boards, as approved by the Facilities Manager.

13. **Scoreboard:** The Club shall be entitled to use the aquatic scoreboards and all related software and hardware, for swim and diving meets and other Club activities.

14. **Maintenance and Lifeguards:** The District shall provide all maintenance of the Center, including heat, utilities, parking lots, lights, mechanical systems and scoreboard. The District shall provide all required lifeguards during the Club's use of the aquatic center.

15. **Scheduling:** Subject to paragraph 3 and Attachment A, the Facilities Manager shall schedule the Center's pool time, use of meeting rooms, offices, lobbies, and open areas. The Club will receive a minimum of 1,350 hours per year of available pool time as set forth in the schedule found in Attachment A. Additional pool time, or alternate times not set forth in the schedule found in Attachment C, for additional swim meets, camps, leagues, symposiums, clinics, and other Club activities, will need to be scheduled by the Club through the Facilities Manager.

16. **Additional Services:** The District agrees to pay the Club an amount of \$5,000 by April 1st of each year (2025, 2026 and 2027). For this fee, the Club agrees to provide an elementary swim/dive program for children ages K – 6 two times each year. The Club also agrees to provide technical expertise to operate the timing system and video board and any volunteers to support any meets that are jointly secured by the Club and the District.

17. **Insurance:** The Club shall secure and keep in force during the program a commercial general liability insurance policy with minimum liability limits of \$1,000,000 per person and \$2,000,000 per occurrence and shall name the District as an additional insured. A current certificate of insurance shall be provided to the District upon annual renewal.

The Club is also responsible to carry personal property insurance on equipment and supplies as a renter. The Park District will be responsible for general liability and structure insurance on the

facility. The Club shall be responsible for insuring their contents owned, leased, or in possession while occupying the facility.

18. Indemnification and Hold Harmless: The Club agrees that it will fully indemnify and hold harmless the District from all claims, actions, causes of actions, lawsuits, etc., which may arise as a result of the Club's management and operation of their swimming and diving programs at the facility. This indemnification and hold harmless agreement includes, but is not limited by an agreement to indemnify and hold the District harmless for all costs, expenses, damages, economic and non-economic losses as defined under North Dakota law, including attorney's fees, and any other consequences which may arise as a result of the Club management of their swimming and diving programs at the facility. It is expressly understood that Club shall be responsible for full indemnification of the District and will hold the District harmless from any and all such claims.

19. Nondiscrimination Policy: The Club shall not exclude anyone from participating in, deny anyone the benefits of, or otherwise subject anyone to discrimination based on race, color, national origin, age, religion, sex, physical or mental disability, or status with respect to marriage or public assistance.

20. Programming: The Facilities Manager and the Club will meet on an annual basis to develop the program responsibilities of each party. The meeting and memorandum of understanding must be completed prior to August 1 of each year.

Dated this _____ day of April 2024

Mike Gilbertson, President
Board of Park Commissioners

Dated this _____ day of April 2024

Elyse Puklich, President
Bismarck Aquatics and Fitness, Inc.

		Competition Pool											
		Short Course - Pool I						Long Course- Entire Pool					
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
5:30 AM	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ
6:00 AM	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ
6:30 AM	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ
7:00 AM		AQ											
7:30 AM													
8:00 AM													
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7:00 PM		AQ	AQ										
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M=Masters swimming on Saturdays
AQ=Aquastron

Competition Pool												
	Short Course - Pool 2						Long Course - Entire Pool					
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6:00 AM	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ				
6:30 AM	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ				
7:00 AM	AQ	AQ	AQ	AQ	AQ	AQ	AQ	AQ				
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AQ=Aquastorm

Note 1: Pool use is Monday - Thursday for swim team.

Competition Pool												
	Short Course - Diving Bay						Long Course - Entire Pool					
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
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AQ=Aquastorm

Ordinances of the Park District of the City of Bismarck
Approved by the Board of Park Commissioners on December 15, 2011
Revised June 18, 2015 and December 21, 2023

WHEREAS, the Park District of the City of Bismarck is a municipal subdivision organized pursuant to chapter 40-49 of the North Dakota Century Code (“N.D.C.C.”); and

WHEREAS, Section 40-49-13, N.D.C.C., provides for the exercise of the powers of the Board of Park Commissioners by ordinance; and

WHEREAS, the Park District of the City of Bismarck has heretofore from time to time enacted ordinances pursuant to law and desires to amend and restate such ordinances.

NOW, THEREFORE, Be it enacted by the Board of Park Commissioners of the Park District of the City of Bismarck:

1. Authority

These ordinances are enacted pursuant to section 40-49-12, N.D.C.C., and shall be known and cited as the ordinances of the Park District of the City of Bismarck.

2. Existence of the Park District

The Park District of the City of Bismarck (“Park District”) has been created in accordance with the laws of the State of North Dakota. The Park District includes all of the park territory within the City of Bismarck and such other areas as may be incorporated in the city limits in the future, and such other areas that have been acquired by the Park District or are managed by the Park District and areas that are acquired by or managed by the Park District in the future.

3. Repeal

All ordinances previously adopted by the Park District (Section 25-16 through 25-141, Appendix A of Code of Ordinances, City of Bismarck) are hereby repealed as of the date of enactment of these revised ordinances; however, such prior ordinances shall apply to any acts or offenses committed prior to the repeal.

4. Scope

The provisions hereof are enacted for the regulation of the use and care of the parks and trees of the Park District of the city by the public, and nothing herein contained shall operate to restrain or hinder the park commission of the Park District, or the individual members thereof, or the employees of such commission, in the performance of their official duties.

5. Disposition of offenses

A criminal or non-criminal offense as set forth in the City Code of the City of Bismarck shall be punished pursuant to City Code as determined by the municipal court. Any violations of the North Dakota Century Code shall be dealt with in the district courts of North Dakota pursuant to the laws of North Dakota. Any violations of Park District ordinances shall be punished by a fine not more than five-hundred dollars (\$500.00) pursuant to the maximum penalty set forth in section 40-49-12(3), N.D.C.C. The municipal court of the City of Bismarck shall have jurisdiction over all Park District ordinance violations.

6. Enforcement

The Police Department of the City of Bismarck is hereby authorized to enter onto and to enforce all of the Park District ordinances, all offenses and provisions as set forth in Title 3, Animal Control and Protection, and Title 6, Criminal Offenses, of the City of Bismarck Code of Ordinances, and state statutes in the parks under the operation and control of the Park District in the city. The Burleigh County Sheriff is hereby authorized to enter onto and to enforce all of the Park District ordinances and state statutes in the parks under the operation and control of the Park District that are located in Burleigh County outside the city limits. Park District employees or agents of the Park District are authorized to enforce violations of Park District ordinances.

7. Meetings of the Board

The Board of Park Commissioners shall meet the third Thursday of every month at 5:15 p.m. in the City/County Building at 221 North 5th Street, Bismarck, unless some other time or place shall be specifically fixed by the board.

8. Operation of vehicles

- (1) In addition to the provisions of this ordinance, Title 12, Traffic Ordinances, of the City of Bismarck Code of Ordinances, as amended, shall apply to all Park District property.
- (2) No person shall operate any motorized vehicle on any area within the parks other than the roads, driveways or parking lots provided for such purposes. The prohibitions of this subsection do not apply to medical mobility devices, or vehicles used by peace officers, emergency personnel, maintenance personnel or special event personnel in the performance of their official duties.

9. Prohibited Acts

- (1) All offenses and provisions as set forth in Title 3, Animal Control and Protection, and Title 6, Criminal Offenses, of the City of Bismarck Code of Ordinances, as amended, shall apply to all Park District property.
- (2) It shall be unlawful for any person using parks under the operation and control of the Park District to perform any of the following acts:
 - a. Use of glass beverage containers or to break any glass object.
 - b. Consume or possess alcoholic beverages without first obtaining a beverage permit from the Park District.
 - c. Ride or lead horses except in the Horse Arena or other designated or approved area.
 - d. Build any fire for any purposes, except in such places as may be designated by the Park District.
 - e. Posting of posters and advertisements.
 - f. Maintain any refreshment stand, offer any article of any character for sale, or conduct any business for profit on Park District property without obtaining a permit from the Park District.
 - g. Knowingly carry or discharge any dangerous or concealed weapon, or any firearms, gun, air rifle, slingshot or other similar weapon at a school or school-sponsored event on school property or a publicly owned or operated building except for (1) the use of bow and arrow within a designated archery range or with a Special Herd Reduction Deer bow license or a special turkey bow license issued by the North Dakota Game and Fish Department in Bismarck and a trespass permit issued by the Bismarck Chief of Police or (2) the use of approved equipment, such as BB guns, in Park District approved classes. The exemptions identified in section 62.1-02-05(2), N.D.C.C. apply to this subsection.
 - h. Permit any animal to run at large. Dogs must be leashed except in the leash-free area of a dog park.
 - i. Fail to promptly clean up and dispose of the excrement of an animal for which you are responsible that is deposited upon park property.
 - j. Hunting, trapping or killing of animals or birds, except for the use of bow and arrow within a designated area with a Special Herd Reduction Deer Bow license or a special turkey bow license issued by the North Dakota Game and Fish Department in Bismarck and a trespass permit issued by the Bismarck Chief of Police.
 - k. Camp overnight in any parks except parks designated for overnight camping with a valid permit.
 - l. Enter upon any portion of a park which is temporarily or permanently closed to the public.
 - m. Bring in or dump, deposit or leave waste, garbage, refuse or other trash, except in proper receptacles where provided.
 - n. Deposit snow in any city park.
 - o. Violate posted or printed rules of the Park District.

10. Park Trees

The ordinances in Title 13, Trees and Vegetation, of the City of Bismarck Code of Ordinances, as amended, shall apply to all Park District property.

Approved by the Board of Park Commissioners: December 21, 2023

Published in The Bismarck Tribune: December 28, 2023

Effective: December 31, 2023

Pool Hours Not Reflected on the Pool Schedule

During each calendar year, the Club will be allowed to schedule the following number of meets each year with the Facilities Manager's approval. During the scheduled meets, the Club will have sole access to all aquatic facilities, including the program pool which may be utilized for warm up and cool down.

Meets

Three day meets – normally scheduled on Friday, Saturday and Sunday

Two day meets – normally scheduled on Friday and Saturday or Saturday and Sunday

One day meets – normally schedule on Saturday or Sunday

On occasions, larger regional and national meets will be scheduled at the BSC Aquatic and Wellness Center. These meets will be scheduled in advance with the BSC Aquatic and Wellness Center management. Additional rental fees may apply.

Meet Schedule

	2025	2026	2027
Three day meets	2	2	2
Two day meets	1	1	1
One day meets	2	2	2