

Let's Play!

April 11, 2025

TO: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman

FROM: Kevin Klipfel, Executive Director (KK)

SUBJECT: April 17, 2025, Park Board Meeting Packet and Overview

Commissioners:

Enclosed you will find the overview and packet of information for the Park Board meeting on April 17, 2025, 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 Forestry Division – City Forester Christy Ames-Davis will appear before the Board.
- Golf Course Update - Golf Operations Manager Tim Doppler will appear before the Board to review the opening of the golf courses.

Item 5. South Bismarck Flood Control Project Update

- City Engineer Gabe Schell has provided information in the Board packet and will appear before the Board.

Item 6. Consideration of Sheila Schafer Junior Links Sign and Dakota Junior Golf Association Advertising Agreement

- Chris Geiss will review the proposed sign and revised advertising agreement.

Item 7. Consideration of Request to Relocate Lewis and Clark Statues

- Executive Director Kevin Klipfel will review the proposed relocation included in this packet.

Item 8. Consideration of 2026-2028 Strategic Plan

- Enclosed in the packet is the proposed strategic plan for Board consideration.

Item 9. Consideration of Special Roads Fund

- Please see the information enclosed in the packet regarding the Special Roads Fund Grant the Park District has been awarded.

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Item 10.

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:

- Consideration of March 20 and April 3, 2025, Board Meeting Minutes – The minutes are included for your consideration.
- Consideration of BLAST Fees for 2025-2026 School Year – Please refer to the memo Facilities and Programs Director Mike Wald and Recreation Manager RaNae Jochim.
- Request to Call for Bids for VFW Sports Center Doors – Facilities and Programs Director Mike Wald has provided a memo with information.

Item 11.

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.

A commissioner tour of parks and facilities will be held April 23, 2025, starting at 4:00 pm at the Bismarck Parks and Recreation District office.

Next Regular Board Meeting: May 15, 2025, at 5:15 pm in the Tom Baker Meeting Room



April 9, 2025

Kevin Klipfel, CPRE
Executive Director
Bismarck Parks and Recreation District
400 E Front Ave
Bismarck, ND 58504

Re: South Bismarck Flood Control Project Update

Dear Mr Klipfel,

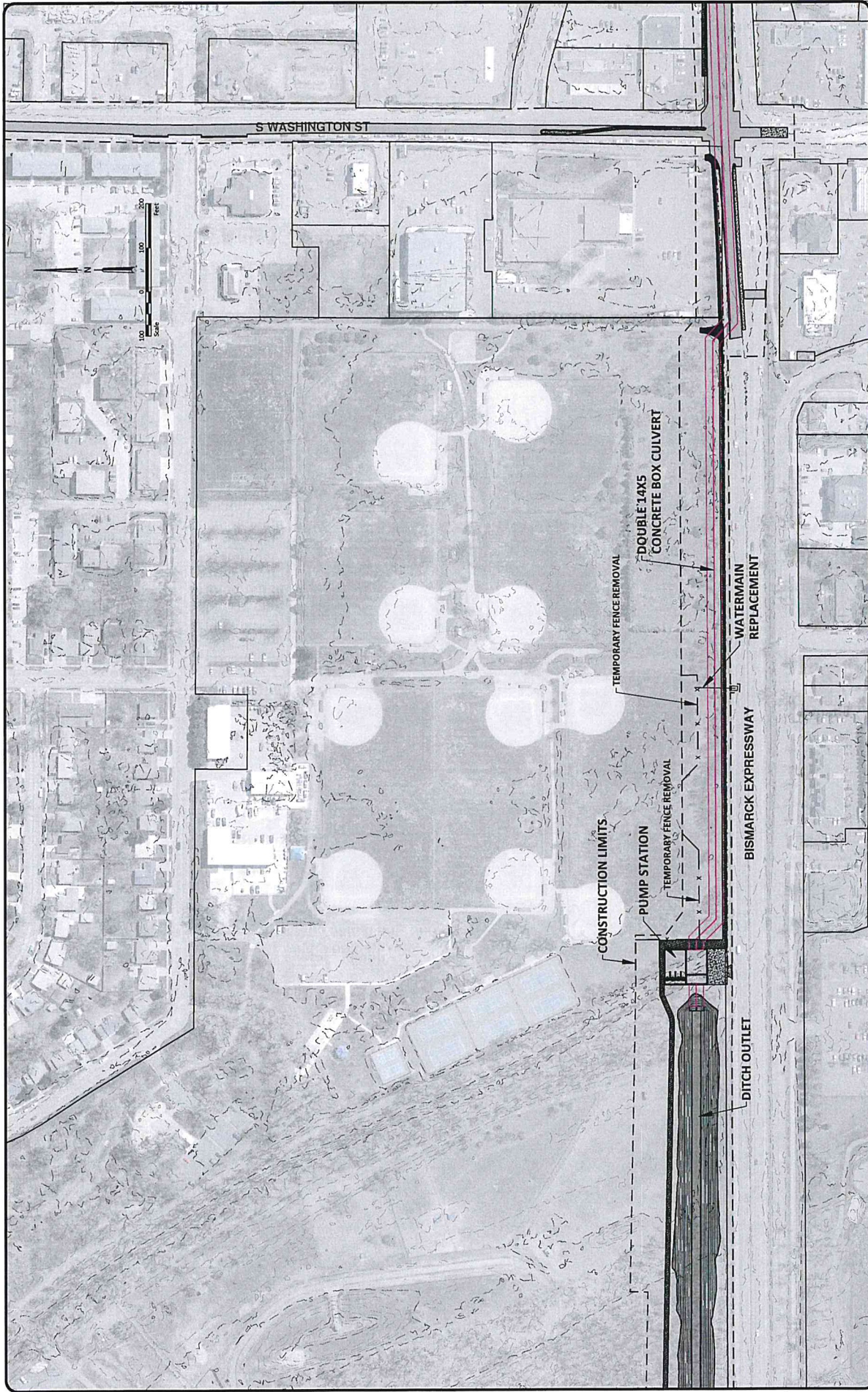
The City of Bismarck requests an opportunity to present an update on the South Bismarck Flood Protection Project to the Parks and Recreation District Commissioners. Since our last Board update on January 16, 2025, we have evaluated additional options that minimize impacts to BPRD and its stakeholders. We have also prepared high-level cost comparisons of the alternatives that are under consideration.

No formal request will be made to the Board at this meeting.

Sincerely,

A handwritten signature in black ink that reads "Gabe Schell".

Gabe Schell, PE
City Engineer



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Let's Play!

April 11, 2025

TO: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman

FROM: Kevin Klipfel, Executive Director (KK)

SUBJECT: Sheila Schafer Junior Links Sign and Dakota Junior Golf Association Advertising Agreement

Commissioners:

Dakota Junior Golf Association has approached Bismarck Parks and Recreation District about installing an entrance sign for Sheila Schafer Junior Links (see attached rendering) to differentiate the junior links from Pebble Creek Golf Course. Edward Jones is interested in sponsoring the sign, which also offers the opportunity to sell commemorative bricks to additional supporters of junior golf.

Per the existing agreement with DJGA, the Park District receives 10 percent of all advertising sales for Sheila Schafer Junior Links.

Should the Board approve this entrance sign for Sheila Schafer Junior Links, the updated advertising agreement is provided for your consideration.

A nationally accredited park and recreation agency.

**Agreement for Sale of Advertising and Signage at
Sheila Schafer Junior Links at Pebble Creek Golf Course**

1. **Parties:** The parties to this agreement are the Park District of the city of Bismarck, North Dakota (hereinafter the District), 400 E. Front Avenue, Bismarck, ND, 58504, and Dakota Junior Golf Association (hereinafter DJGA).
2. **Purpose of this Agreement:** This agreement is to establish guidelines for the sale of advertisements (tee box signs and entrance sign) at the Sheila Schafer Junior Links at Pebble Creek Golf Course (SS).
3. **Terms of this Agreement:** The term of this agreement begins January 18, 2024 and ends December 31, 2028.
4. **Commission:** DJGA will pay the District 10% commission on the total value of all advertisements sold or traded. The first commission payment would be made for the 2025 season. DJGA will provide the District a full list of all sold or traded advertisements (tee box signs) at SS and the value of the advertisements.
5. **Payment Schedule:** Payment will be made in full, and a listing of all advertisements sold or traded will be provided to the District by April 30th of each year. Payment will be made to the Bismarck Recreation Council (BRC). The cost of sign, advertising development, installation, repair, and removal will be the responsibility of DJGA.
DJGA is provided the following opportunities to sell advertising at SS as follows:
 - Tee box signs
 - Entrance signNo advertising will be permitted outside the SS, in the parking lot, or any adjacent streets.
6. **Advertising Approval:** All advertising will be subject to approval by the District and will be in good taste and displayed in the interest of the golf community and public at large. No advertising of alcohol or tobacco will be accepted as temporary or permanent signage. Signs will be completed by a professional sign company at the expense of DJGA. The installation of signage will be coordinated with Golf Operations Manager or designee.
7. This updated agreement will supersede all previous agreements and render them null and void.

Dated this _____ day of _____, 2025

BY: _____
Mark Zimmerman, President
Board of Park Commissioners

Dated this _____ day of _____, 2025


BY: _____
Tim Herman, President
PO Box 7252
Dakota Junior Golf Association
Bismarck, ND 58502-7252

**Proposed Entrance Sign for Sheila Schafer Junior Links
at Fore Seasons Center/Pebble Creek Golf Course**



April 11, 2025

TO: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman

FROM: Kevin Klipfel, Executive Director 

SUBJECT: Request to Relocate and Repurpose Lewis and Clark Statues

Commissioners:

Due to the redevelopment of Keelboat Park by the City of Bismarck and Fort Abraham Lincoln Foundation, a new home is needed for the Lewis and Clark Statues currently displayed at the existing park.

John Lee, Mayor of the City of Center, has shared his City's interest in relocating the Lewis and Clark Statues from Keelboat Park to a location in Center, Oliver County, North Dakota. The City of Center is willing to cover the cost of relocating the statues from Bismarck to Center.

Should the Board approve this relocation of the Lewis and Clark Statues, we will develop an agreement with the City of Center to move this effort forward.

Draft April 8, 2025



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

2026-2028 STRATEGIC PLAN

VISION:

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

MISSION:

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

CORE PURPOSE:

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

CORE VALUES:

Accountability
Collaboration
Community
Inclusion
Integrity
Professionalism

GOAL: Secure, Protect, and Use Park Land Wisely

- Objective: Strive for equitable distribution of park and trail amenities in all areas and among varied demographic groups in the community.
- Objective: Adopt sustainable land management practices that minimize environmental impacts, preserve resources, and provide education to the public.

GOAL: Provide High-Quality Recreation to Meet Diverse Community Needs

- Objective: Provide diverse recreational offerings through parks, trails, facilities, programs, and events that are accessible to people of all ages, abilities, and backgrounds.
- Objective: Create an interactive 100-year celebration with the community in 2027 that highlights both the Park District's legacy and its future.

GOAL: Communicate Effectively with the Community

- Objective: Utilize all communication methods to keep the community and partners informed.
- Objective: Develop community relations initiatives that result in greater awareness of the Park District's role in healthy lifestyles, environmental stewardship, and community livability.
- Objective: Establish mechanisms for ongoing feedback and input to ensure park and recreation experiences are responsive to evolving community needs.


GOAL: Use Resources Efficiently and Effectively

- Objective: Utilize and update technology to improve work systems and customer service.
- Objective: Prioritize cost-saving measures Park District-wide and evaluate avenues for non-tax revenue streams.
- Objective: Create a top-tier workplace to attract, retain, and support quality staff.

Let's Play!

April 11, 2025

TO: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman

FROM: Kevin Klipfel, Executive Director 

SUBJECT: Special Road Fund Award

Commissioners:

Bismarck Parks and Recreation District applied for and has received funding up to \$300,000 for the General Sibley Park Road project from the Special Road Fund program. The proposed project will provide an asphalt overlay of the existing roadways, parking, and boat ramp area within the day use portion of General Sibley Park and Campground. The current roadway is cracked and is losing material, causing the roadway to be less accessible. A fresh overlay will provide a uniform, sustainable roadway allowing for better access to all of the recreational elements of the park. The Park District will need to match 40% of the total project funds, and the project would be completed in 2026.

Staff requests that the Park Board accept this grant funding and authorize staff to communicate this acceptance with the ND Department of Transportation.

A nationally accredited park and recreation agency.

Julie Fornshell

Subject: FW: Special Road Fund (SRF) Award - General Sibley Park
Attachments: General Sibley Park - Award Letter.pdf

From: Jirava, Alayna L. <ajirava@nd.gov>
Sent: Wednesday, April 9, 2025 4:23 PM
To: Kevin Klipfel <KKlipfel@bisparks.org>
Cc: Leben, Kent H. <khleben@nd.gov>; Beise, Brandon K. <bbeise@nd.gov>; Pfeifer, Derek D. <ddpfeifer@nd.gov>;
Bismarck Parks and Rec <bisparks@bisparks.org>
Subject: Special Road Fund (SRF) Award - General Sibley Park

Good afternoon,

I am pleased to inform you that your SRF project has been selected for funding. Please find the official award letter attached for your reference.

Due to the high demand for SRF-funded projects, please confirm by May 16, 2025, that the local funding necessary for the project is secured, and that the local agency wishes to accept the SRF funding.

Congratulations once again on the award of this project! If you have any questions, please feel free to contact me at (701) 328-3555.

Alayna Jirava, PE
Transportation Engineer, Local Government Division

701.328.3555 • ajirava@nd.gov • dot.nd.gov

NORTH
Dakota | Transportation
Be Legendary.

April 7, 2025

Kevin Klipfel
Bismarck Parks and Recreation District
400 E Front Ave
Bismarck, ND 58501

Dear Mr. Klipfel:

SUBJECT: SPECIAL ROAD FUND PROJECTS

It is my pleasure to inform you that funding will be available for the General Sibley Park Road project. This project will be funded under the Special Road Fund program. Funding will be limited to a maximum of \$300,000.

This project is beneficial and indicative of the ongoing efforts to make our communities and North Dakota a better place.

Sincerely,



Ronald J. Henke, PE
Director

38/alj

MINUTES OF THE BOARD OF PARK COMMISSIONERS
March 20, 2025

The Board of Park Commissioners held their regular meeting on March 20, 2025 in the Tom Baker meeting room of the City/County Building. President Zimmerman called the meeting to order at 5:15 pm. Commissioners Gilbertson, Herzog, Jeske, and Redmann were present. The pledge of allegiance was said.

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

Recreation Specialist Brandon Wilkens appeared before the Board and provided information on the ND State Amateur Basketball Tournament to be held in Bismarck.

Operations Director David Mayer reviewed the bids received for a variety of concrete projects. Commissioner Gilbertson moved to accept the following apparent low bids:

- General Sibley Park & Campground – Paramount Builders Inc. - \$33,603.00
- Haaland Field in Cottonwood Park – Paramount Builders, Inc. - \$27,517.00
- Sleepy Hollow Park Shelter – Paramount Builders, Inc. - \$35,860.00
- Wildwoods Horseshoe Complex in Sertoma Park – Brandoz Concrete Inc. - \$10,881.00

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

Finance Director Kathy Feist reviewed the following 2026 budget development schedule:

- March 21 – Budget packets distributed to managers and directors requesting detailed budget requests with information from managers due to directors on April 16. Directors review requests and submit budget information to Finance by May 7.
- May 12-23 – Budget meetings with the directors and assigned staff.
- June 19 – The proposed 2026 work plan and budget binders distributed to the Park Board Commissioners.
- June 23-July 3 - Budget meetings with commissioners, directors, and executive director.
- July 17 – Introduction of 2026 preliminary budget.
- August 10 – Preliminary budget provided to Burleigh County Auditor for estimated tax statements to be mailed prior to August 31.
- September 11– Public hearing on 2026 budget, adopt final budget, and determine annual tax levy.
- October 10 – Levy certification and final budget to County Auditor.

The Board held a discussion about supporting HB 1020, ND Department of Water Resources Budget, which includes a section for funds allocated for the South Bismarck flood control project. Commissioner Gilbertson moved that Executive Director Klipfel develops a letter for President Zimmerman to sign stating that the Park Board supports the city's efforts to secure funding in section 17 of House Bill 1020 for the South Bismarck flood control project. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes:

Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Jeske moved to approve the following consent agenda, minus one items regarding Board approval to submit grants:

- Consideration of February 20 and 24, 2025 Board meeting minutes.
- Consideration of agreements
 - Burleigh County Companion Agreement for the South Washington trail project
 - BSC Aquatic and Wellness Center Operating Agreement with Bismarck State College
- Reject Van Diest Supply bid to provide 28-3-10 fertilizer as they are no longer able to supply it and award the bid to the next low bid that met all specifications to Superior Tech Products for \$3,840.
- Request authorization to add SRF to the approved list of engineering, architect and planning services.
- Consideration of consultant agreement with Apex Engineering Group for the General Sibley electrical project and request to call for bids.
- Request to dispose of obsolete items (two pick up boxes, one service box and infield tarp and tarp sleeve).

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

After discussion on the item regarding applying for various grants, Commissioner Gilbertson moved approval to apply for the following grants - America the Beautiful Forestry grant, Outdoor Recreation Legacy Partnership Program and the Recreation Trail Project grant. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Gilbertson moved to approve bills for payment with checks 408212 to 408216 and 218119 to 218322 along with bank drafts DFT001528 to DFT001538, EFTs 3276 to 3315 and direct deposits 84165 to 85111. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

The next regular Board meeting will be held April 17, 2025 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 5:53 pm.

MINUTES OF THE BOARD OF PARK COMMISSIONERS
April 3, 2025

The Board of Park Commissioners held a strategic planning follow-up session on April 3, 2025 at the Farwest Rotary Community Center. President Zimmerman called the meeting to order at 6:00 pm. Commissioners Gilbertson, Herzog, Jeske and Redmann were present.

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

Jolene Rieck with Emergent Strategics Group, Inc. facilitated a strategic planning follow-up session.

The next regular Board meeting will be April 17, 2025 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 7:26 pm.

DRAFT



Date: April 2025

To: Commissioners Gilbertson, Herzog, Jeske, Redmann and President Zimmerman
Kevin Klipfel, Executive Director

From: Mike Wald, Facilities and Programs Director
RaNae Jochim, Recreation Manager

RE: BLAST fee change

The BLAST program runs during the school year, August through May, and crosses over two budget cycles. Due to the bell time changes that will be implemented at the elementary schools, the addition of site coordinators, and the continued challenges in hiring staff, we are requesting a monthly fee increase for the 2025-2026 BLAST program:

- \$10 increase per month, raising monthly rate to \$150

TO: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman
Kevin Klipfel, Executive Director

FROM: Mike Wald, Facilities and Programs Director 
Dave Mayer, Operations Director

DATE: April 17, 2025

RE: Request for Board Authorization to Call for Bids

Staff are requesting authorization to call for bids on the following projects.

- Replacement of the front doors at the VFW Sports Center.
 - Doors to be replaced are original doors and include all entrance doors on the southside of the VFW Sports Center including all interior vestibule doors.