

May 9, 2025

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

FROM: Kevin Klipfel, Executive Director *(KK)*

SUBJECT: May 15, 2025 Park Board Meeting Packet and Overview

Commissioners:

Attached you will find the packet of information and overview for the Park Board meeting on May 15, 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 – 50<sup>th</sup> Annual Sam McQuade Sr. Charity Softball Tournament  
Mike Wolf will appear before the Board.
- Item 5.** 2024 Audited Financial Statements  
Mindy Piatz with Brady Martz will present the 2024 audited financial statements.
- Item 6.** Disposition of Bids
- VFW Sports Center Painting Project – Jeff Ubl with Ubl Design Group will review the bids received.
  - McDowell Dam Playground Project – Operations Director David Mayer will review the bid results.
  - General Sibley Playground Project – Operations Director David Mayer will review the bid results.
- Item 7.** Consideration of Agreements
- Companion Agreement with City of Bismarck – Operations Director David Mayer will review the companion agreement for consideration.
  - Concessions Extension Addendum with Bismarck Hockey Boosters – Included in the packet is the request to extend the concessions agreement for one additional season as well as the addendum for consideration. Mike Wald will review this information.
  - Bareknuckle Baseball and Northwoods League Addendum – Facilities and Programs Director Mike Wald has provided information for your review and consideration.

*A nationally accredited park and recreation agency.*

- Item 8.** Consideration of April 17, Board Meeting Minutes  
The minutes are included in the packet.
- Item 9.** Approval of Bills
- Item 10.** Executive Session  
Executive Session Under the Authority of NDCC §§ 44-04-19.1 and 44-04-19.2  
for Attorney Consultation with the Board's Attorney and to Discuss Contract  
Negotiation for Sale of Hay Creek Lots  
Legal Counsel John Ward will review the process, and the Board can then  
proceed with an executive session.

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: June 19, 2025 at 5:15 pm in the Tom Baker Meeting Room

# Memo

TO: Board of Park Commissioners and Kevin Klipfel, Executive Director  
FROM: Kathy Feist, Finance Director *KF*  
DATE: May 8, 2025  
RE: 2024 Audit Report

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The audited financial statements for the year ended December 31, 2024, and the management letter were finalized on May 5, 2025, and are included in your agenda packet. Mindy Piatz from Brady, Martz and Associates will present the audited financial statements at the May 15 board meeting.

Requested Board action is to approve the Bismarck Parks and Recreation District's audited financial statements for the year ended December 31, 2024.

**BISMARCK PARKS AND RECREATION DISTRICT  
BISMARCK, NORTH DAKOTA**

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Park Commissioners  
Bismarck Parks and Recreation District  
Bismarck, North Dakota

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund, of the Bismarck Parks and Recreation District, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Bismarck Parks and Recreation District, as of December 31, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bismarck Parks and Recreation District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bismarck Parks and Recreation District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bismarck Parks and Recreation District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bismarck Parks and Recreation District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedules, schedule of employer's proportionate share of net pension liability, schedule of employer contributions, schedule of employer's share of net OPEB liability and notes to the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 5, 2025 on our consideration of the Bismarck Parks and Recreation District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Bismarck Parks and Recreation District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Bismarck Parks and Recreation District's internal control over financial reporting and compliance.



**BRADY, MARTZ & ASSOCIATES, P.C.**  
**BISMARCK, NORTH DAKOTA**

May 5, 2025

**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

This section of the Bismarck Parks and Recreation District's (the District) audited financial statements presents a discussion and analysis of the District's financial performance for the year ended December 31, 2024. The intent of this discussion and analysis is to look at the District's financial performance as a whole. Readers are encouraged to review the District's basic financial statements, which follow this section, to enhance their understanding of the District's financial performance.

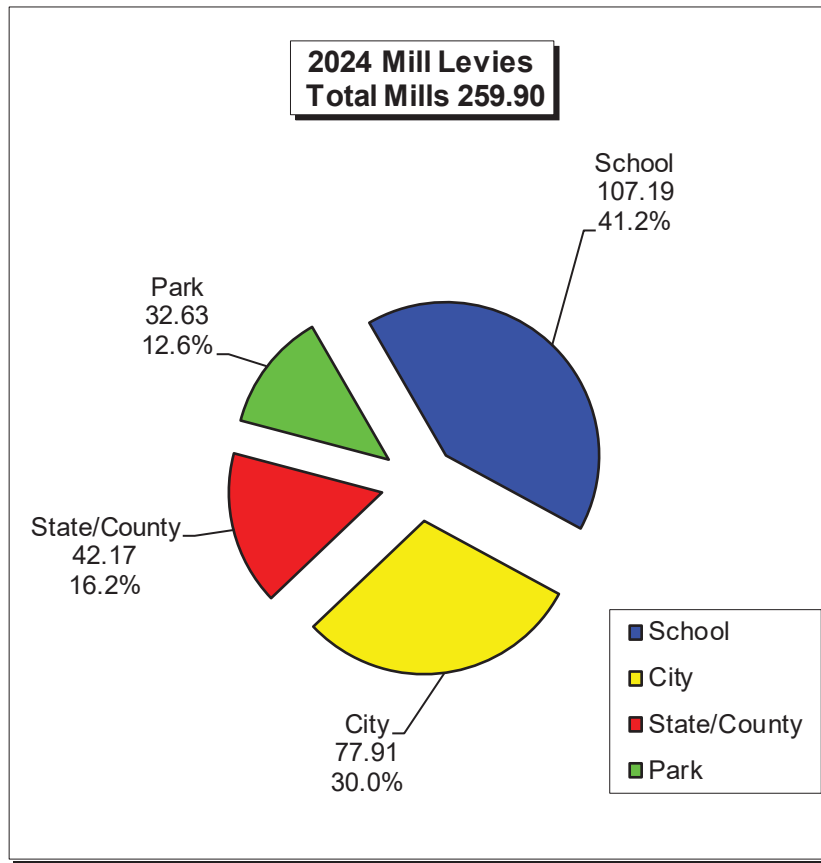
- ***The vision statement of the Bismarck Parks and Recreation District is "Be the leader and premier provider of public parks, programs, facilities and leisure services."***
- ***The mission statement of the Bismarck Parks and Recreation District is "Work with the community to provide residents and visitors the highest quality park, program, facility, and event experience."***

***Financial Highlights***

- The total assets and deferred outflows of resources of the District exceeded liabilities and deferred inflows of resources at December 31, 2024 by \$80,785,193. Of this amount, \$7,174,816 is unrestricted in governmental activities and may be used to meet the District's ongoing obligations. Another \$2,669,747 is restricted by constraints imposed on resources either externally or imposed by law and \$70,940,630 is invested in capital assets.
- The District's total net position increased by \$7,067,544 during the year ended December 31, 2024.
- At December 31, 2024, the District's governmental funds reported combined ending fund balances of \$12,299,206, an increase of \$64,226 in comparison with the 2023 year.
- The District had \$21,438,202 in general fund revenue and \$226,071 in other financing sources. General fund expenditures were \$19,431,794 and there were \$18,000 in other financing uses. Local taxes contributed to 49% of the general fund revenue. Revenues and other sources exceeded expenditures and other uses by \$2,214,479.
- At December 31, 2024, the general fund unassigned fund balance was \$6,765,917 or 34.8% of total general fund expenditures and transfers out.
- The District's bonds and note payables decreased by \$3,472,016 (-10.8%) during 2024. Special Assessment debt assessed by the City of Bismarck increased by \$257,204.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

The District receives property tax revenue through the mill levy process. The District's mill levy for 2023 due January 2024 was 32.63 or 12.6% of the total mills levied. The general fund mill levy was 22.07 mills. The following chart indicates the allocation of property tax funds to the major governmental entities.

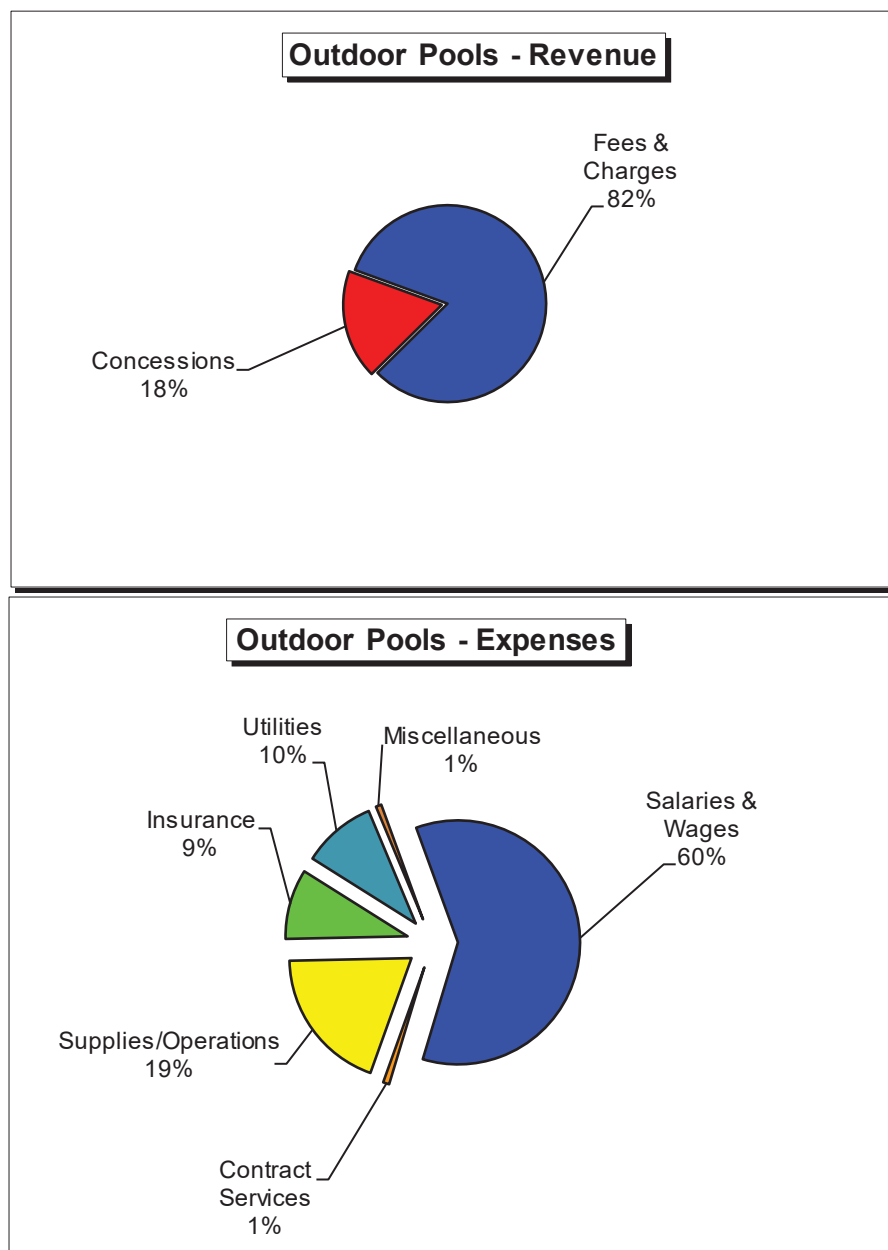


**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

***The following is a brief overview of each major operational area of the District with emphasis on financial information and statistics:***

**Facility Division - Outdoor Swimming Pools**

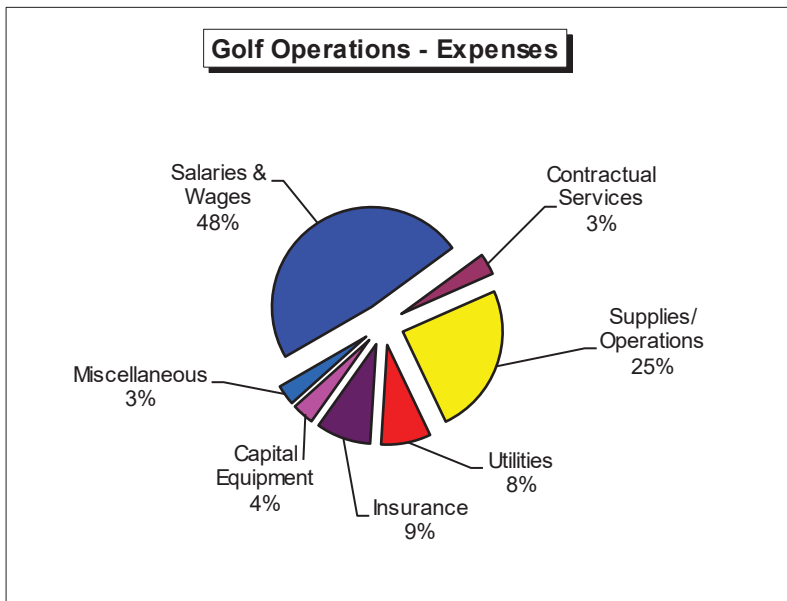
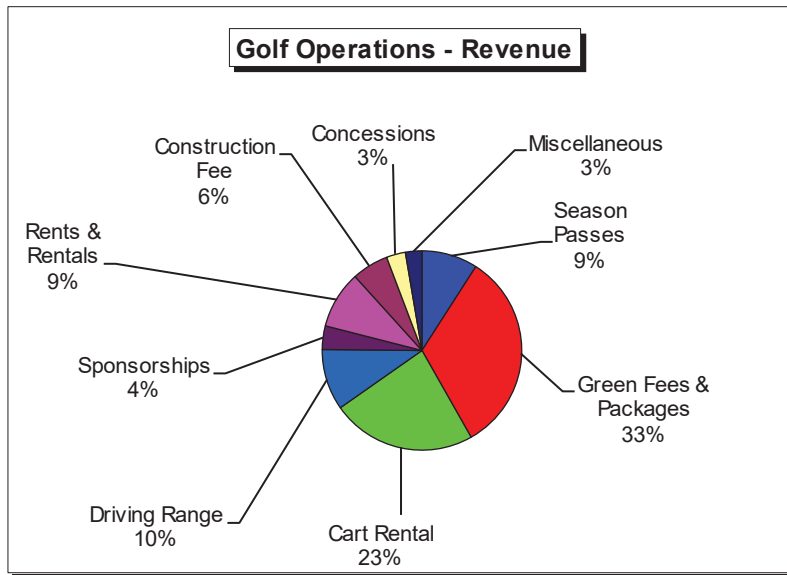
- The District operates three swimming pools – Elks Aquatic Center, Hillside Aquatic Complex and Wachter Aquatic Complex. The daily attendance at the other three pools was 35,927 for the entire 2024 year, an increase of 10,020 from 2023. Elks Pool was open 11 more days in 2024 than in 2023 due to mitigation of staffing shortages. Attendance was also higher in 2024 because Wachter pool was completely closed during 2023 due to staffing shortages.
- 38% of operating costs of the pools were covered by non-tax revenue.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Golf Operations Division**

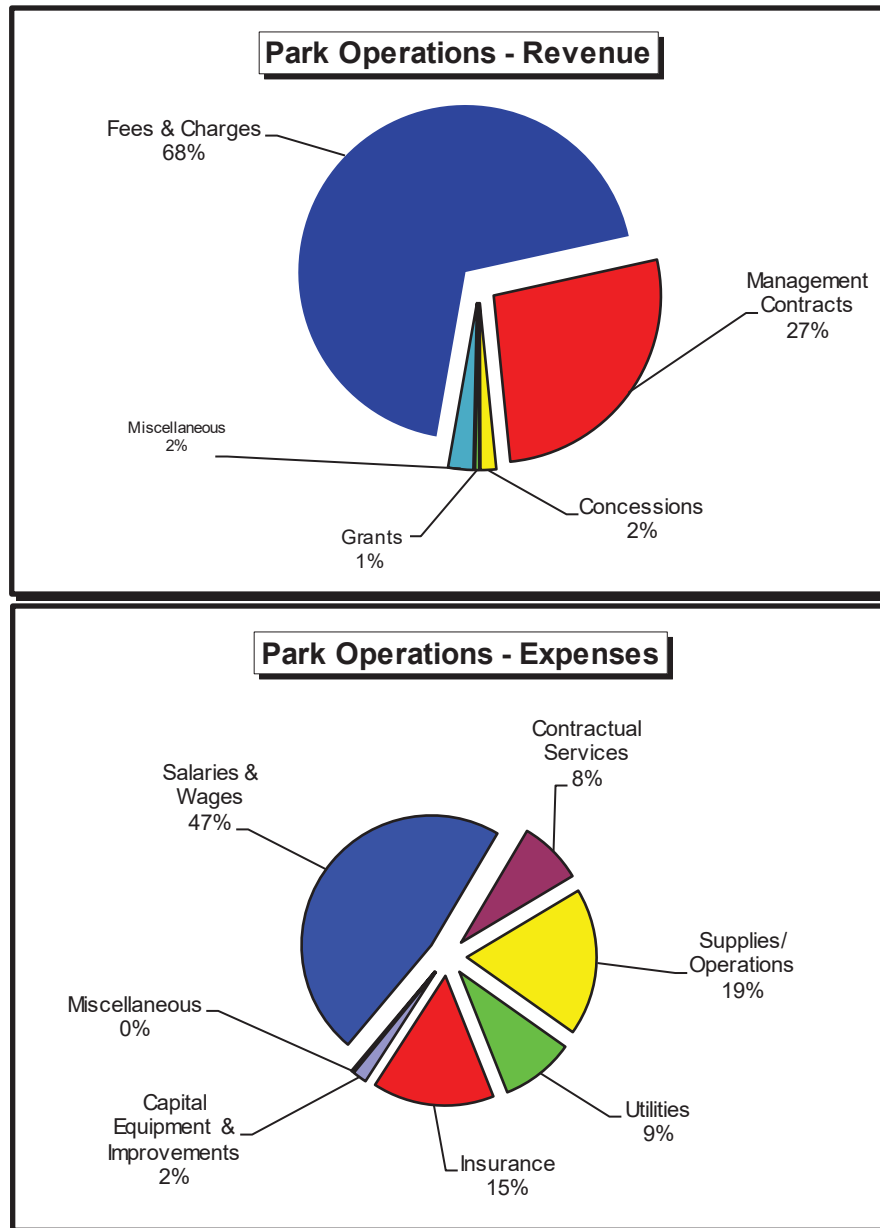
- The Golf Operations Division operates three golf courses – Riverwood, Tom O'Leary and the Pebble Creek/Fore Seasons Center.
- The golf courses had 82,199 rounds of golf during 2024. This was 6,110 rounds more than 2023. The golf course opened about three weeks earlier in 2024 than 2023 allowing more rounds of golf to be played during the golfing season.
- 89% of operating costs were covered by non-tax revenue.
- *The following is a graphic presentation of revenue and expenses related to Golf Operations:*



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Park Operations Division**

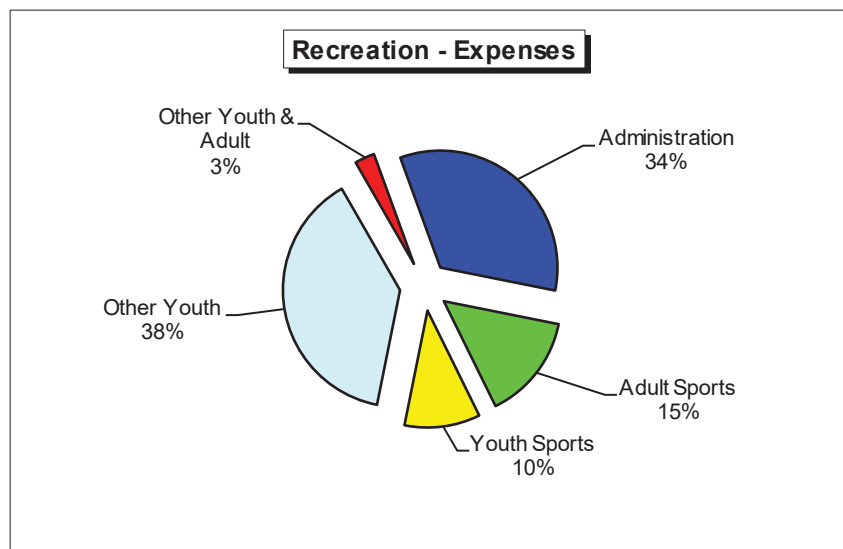
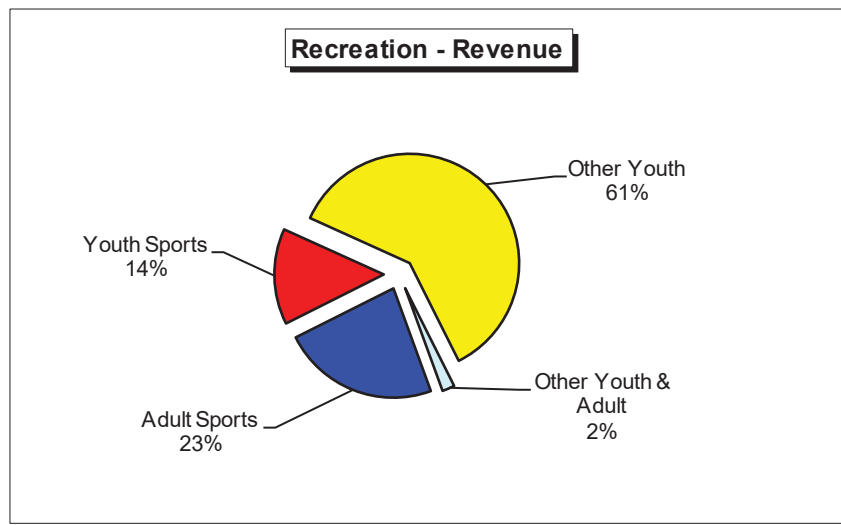
- Park Operations provides general maintenance and service to the District. In addition, Park Operations manages Eagles Park, General Sibley Park, McDowell Dam, and Burleigh County Parks.
- Park Operations had 2,101 shelter reservations in 2024, a decrease of 297 from 2023. This is primarily due to the Bismarck Public School District not using the shelters for their Summer Feeding Program in 2024.
- The Bismarck Forestry department continued to provide forestry services for the District under an agreement with the City of Bismarck.
- *The following is a graphic presentation of revenue and expenses related to Park Operations, Eagles Park, General Sibley Park, McDowell Dam and Burleigh County Parks:*



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Recreation Division**

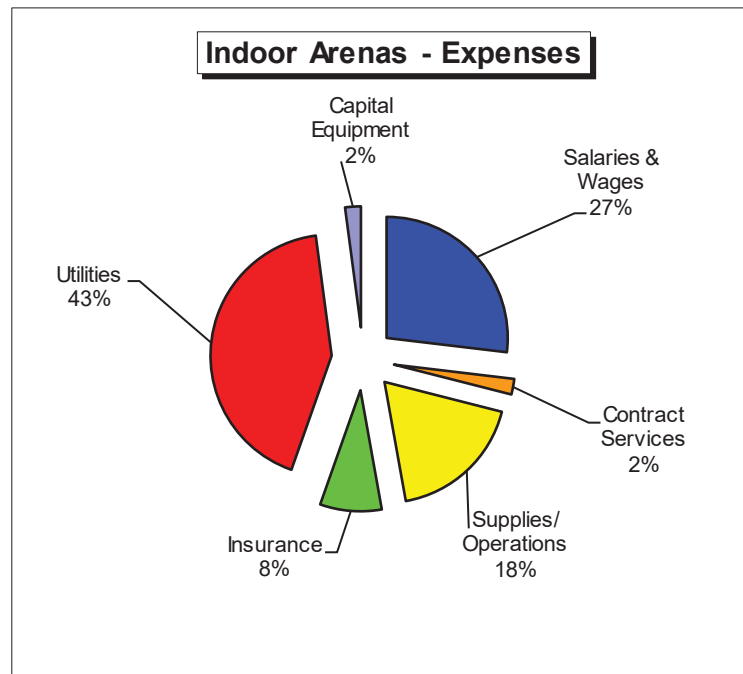
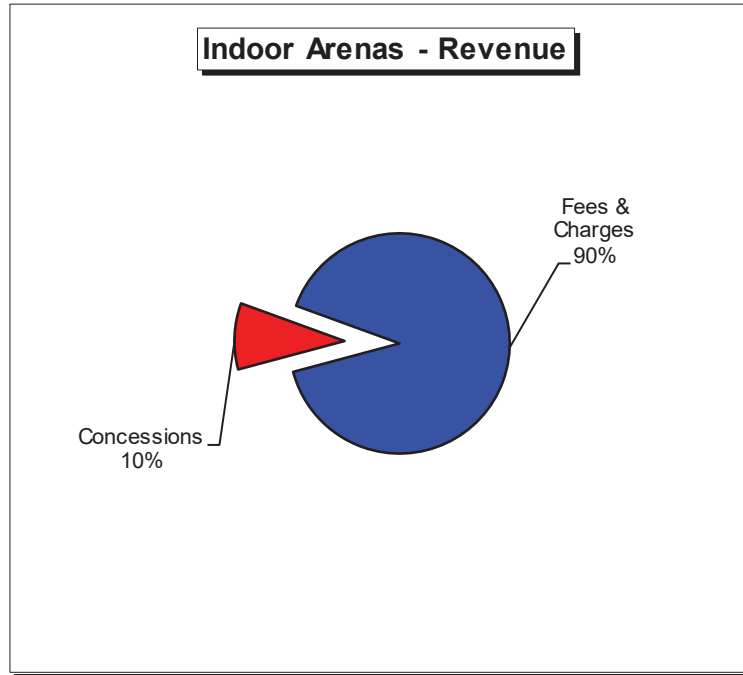
- The District manages a wide variety of youth and adult programs. Some of the programs include BLAST (665 participants), adult volleyball (6,160), activity centers (698), and open gym (8,153).
- 74% of operating costs were covered by non-tax revenue.
- *The following is a graphic presentation of revenue & expenses related to the various recreational activities:*



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Indoor Arenas: VFW Sports Center – Rink 1, H.A. Thompson & Sons Arena 2, & First International Bank & Trust Arena 3; Capital Ice Complex – Schaumberg & Wachter Arenas**

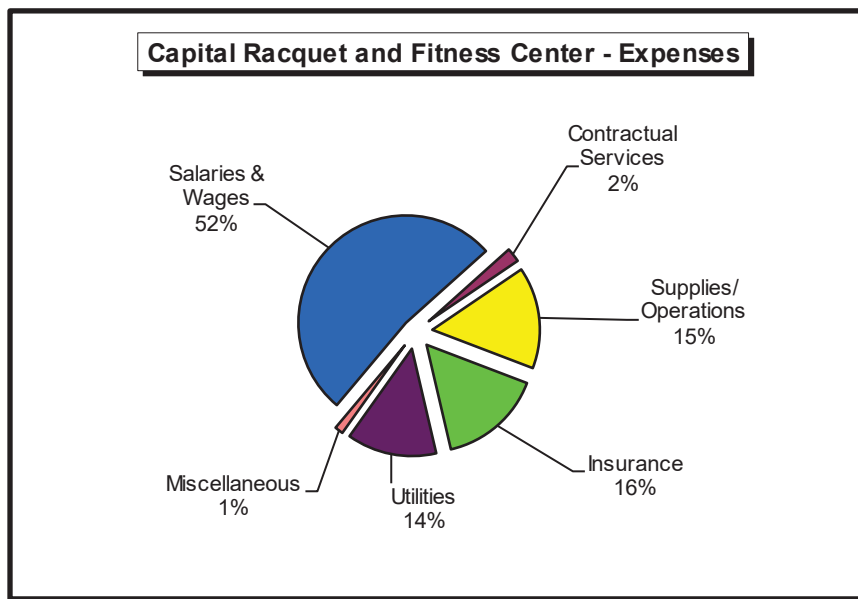
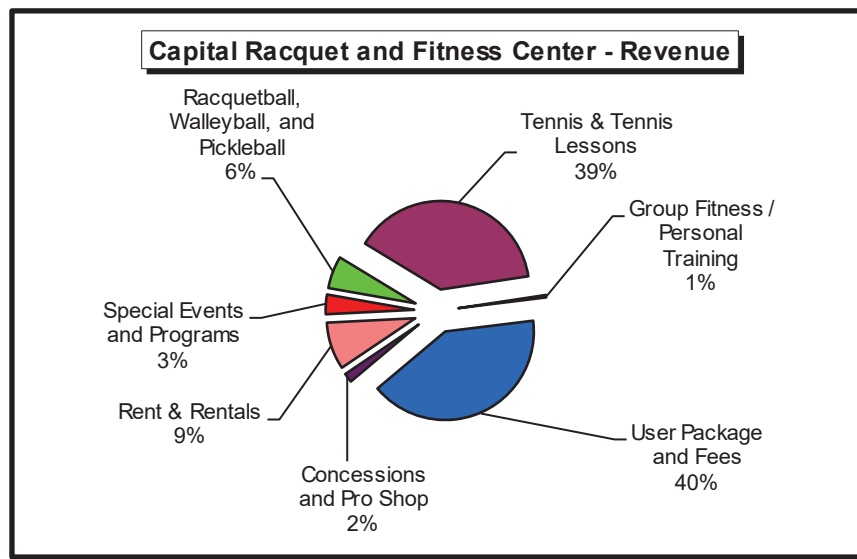
- 56% of operating costs were covered by non-tax revenue.
- Ice rental accounts for 85% of generated revenue in arena operations with most attributed to long-term agreements with youth and adult organizations, schools and Junior hockey.
- *The following is a graphic presentation of revenue and expenses related to the Indoor Arenas:*



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Capital Racquet and Fitness Center**

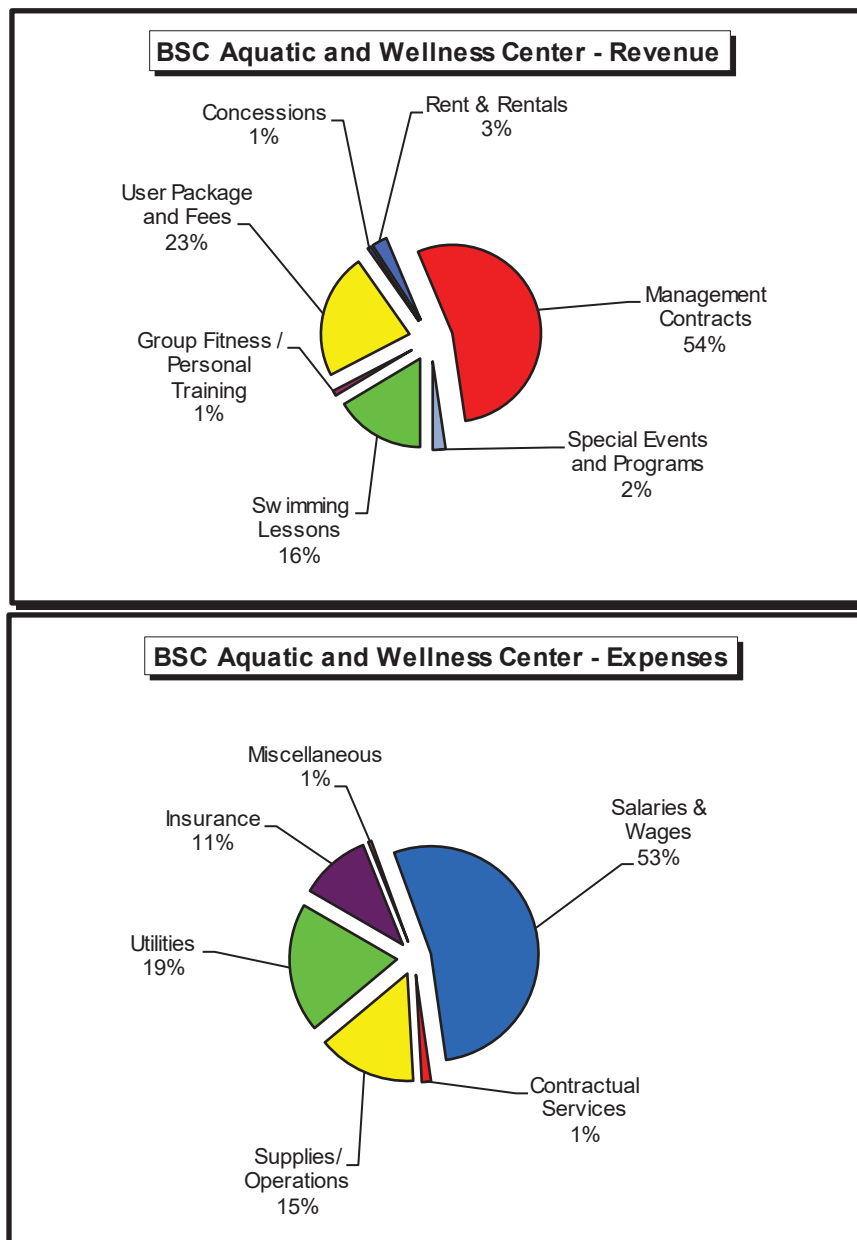
- Monthly membership usage was 32,313 in 2024 compared to 30,607 in 2023.
- There were 8,935 tennis court hours in 2024 compared to 9,362 in 2023.
- 61% of operating costs of Capital Racquet and Fitness Center were covered by non-tax revenue.
- *The following is a graphic presentation of revenue & expenses related to Capital Racquet and Fitness Center:*



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**BSC Aquatic and Wellness Center**

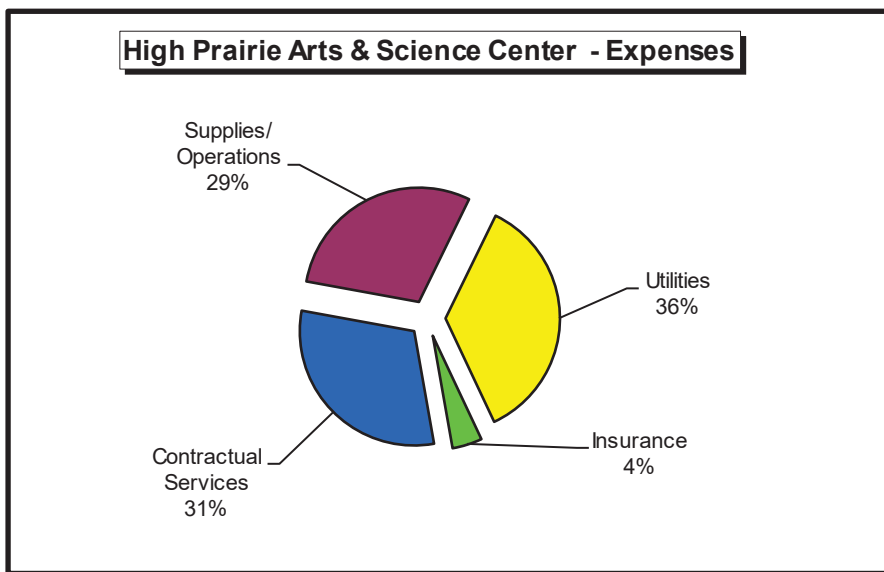
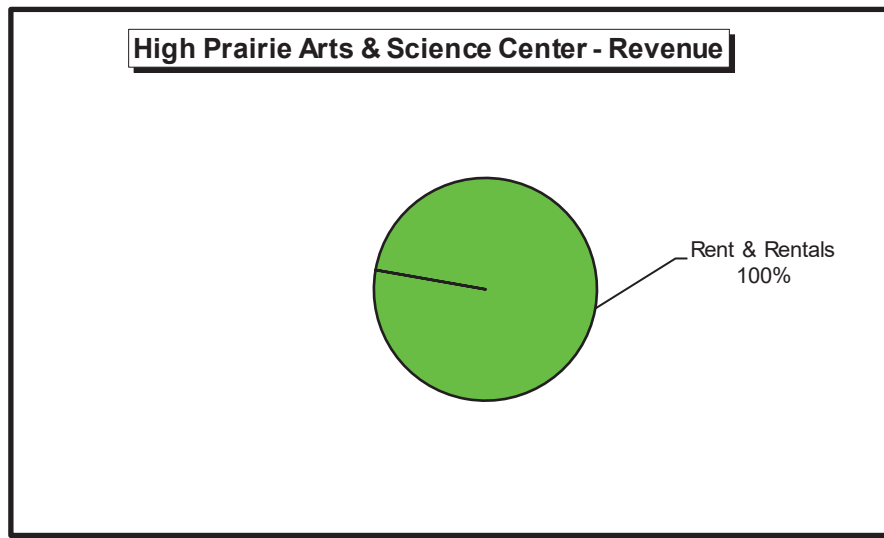
- The number of individuals taking swimming lessons increased by 17 in 2024 with 2,215 compared to 2,198 in 2023.
- There were 10,865 participants in group exercise during 2024 compared to 10,042 in 2023.
- 62% of operating costs of BSC Aquatic and Wellness Center were covered by non-tax revenue.
- *The following is a graphic presentation of revenue & expenses related to BSC Aquatic and Wellness Center:*



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Frances Leach High Prairie Arts & Science Complex**

- 44% of operating costs of the Frances Leach High Prairie Arts & Science Complex were covered by non-tax revenue.
- The High Prairie Arts & Science Complex is home to four BPRD partners: Shade Tree Players/Dakota Stage, Tru North Theater, and Theo Art School.
- *The following is a graphic presentation of revenues and expenses related to the Frances Leach High Prairie Arts & Science Complex:*



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Bismarck Parks and Recreation District's basic financial statements. The District's basic financial statements comprise three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements:** The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. These financial statements are prepared on a full accrual basis of accounting. This basically means that the statements follow methods that are similar to those used in most businesses. The statements take into account all revenues and expenses connected with the fiscal year even if cash involved has not been received or paid. The government-wide financial statements include two statements:

The **statement of net position** presents information on all of the District's assets, deferred inflows, deferred outflows, and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Bismarck Parks and Recreation District is improving or deteriorating.

The **statement of activities** presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, uncollected taxes and earned, but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Bismarck Parks and Recreation District that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the District include general and administration, park operations and maintenance, recreation programs, and principal and interest on long term debt. The District has no business-type activities.

**Fund financial statements:** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Bismarck Parks and Recreation District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has only governmental funds.

**Governmental funds:** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. This information may be useful in evaluating the District's near-term financing requirements.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements, by doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Bismarck Parks and Recreation District maintains six individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund, Park Improvement Fund, and the Construction Fund which are considered to be major funds. The Park District has elected to show the Special Assessment Fund, Government Construction Fund, and Debt Service Funds as these are the only non-major governmental funds.

The Bismarck Parks and Recreation District adopts an annual appropriated budget for all of its funds. A budgetary comparison statement for the general fund and special assessment fund has been provided to demonstrate compliance with this budget.

#### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

#### **Government-Wide Financial Analysis**

Net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$80,785,193 at December 31, 2024.

The largest part of the District's net position (88 percent) reflects its investment in capital assets (land, construction in progress, building and building improvements, machinery and equipment and infrastructure); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

The following is a summary of net position as of December 31, 2024 and 2023:

	Governmental Activities	
	2024	2023
Current and Other Assets	\$ 13,946,017	\$ 16,665,419
Non-Current Assets	102,178,936	99,309,478
Total Assets	<u>116,124,953</u>	<u>115,974,897</u>
Deferred Outflows of Resources	<u>2,018,422</u>	<u>2,814,258</u>
Current Liabilities	5,275,534	6,763,322
Long-Term Liabilities	29,746,463	34,741,124
Total Liabilities	<u>35,021,997</u>	<u>41,504,446</u>
Deferred Inflows of Resources	<u>2,336,185</u>	<u>3,567,060</u>
Net Position:		
Net Investment in Capital Assets	70,940,630	63,708,409
Restricted	2,669,747	1,901,881
Unrestricted	7,174,816	8,107,359
Total Net Position	<u>\$ 80,785,193</u>	<u>\$ 73,717,649</u>

The restricted net position classification is required by GASB Statement No. 54. It includes amounts that can be spent only for the specific purposes stipulated by external resource providers or through enabling legislation.

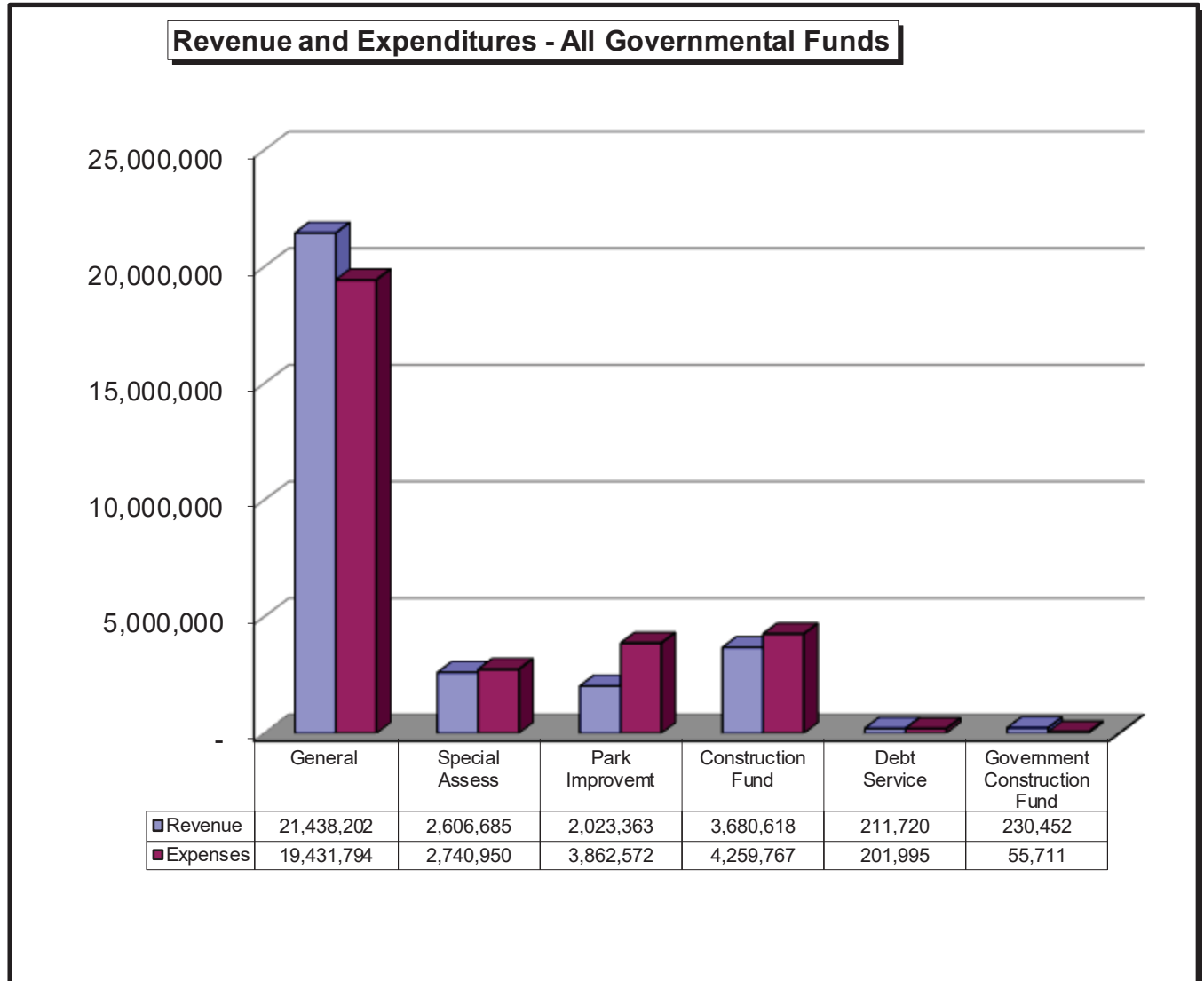
**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

The following is a summary of changes in net position for the years ended December 31, 2024 and 2023

	Governmental Activities	
	2024	2023
<u>Revenues:</u>		
<u>Program Revenues:</u>		
Charges for Services	\$ 7,503,465	\$ 7,159,695
Operating Grants and Contributions	21,076	42,384
Capital Grants and Contributions	3,994,673	4,079,979
Total Program Revenues	11,519,214	11,282,058
<u>General Revenues:</u>		
Property Tax	15,779,112	15,175,178
Grants and Entitlements not restricted	2,038,832	1,911,937
Investment Earnings	947,698	1,058,405
Lease	1,126,616	1,018,639
Gain on sale or disposal of capital assets	155,725	-
Miscellaneous	312,786	406,800
Total General Revenues	20,360,769	19,570,959
Total Revenues	31,879,983	30,853,017
<u>Expenses:</u>		
Park District Operations	10,420,430	9,503,907
Facilities / Recreation	13,518,777	12,631,851
Interest on Long-Term Debt	873,232	893,132
Issuance Costs on Long-Term Debt	-	135,394
Loss on disosal of assets	-	3,843
Total Expenses	24,812,439	23,168,127
Increase in Net Position	7,067,544	7,684,890
Net Position - January 1	73,717,649	66,032,759
Net Position - December 31	\$ 80,785,193	\$ 73,717,649

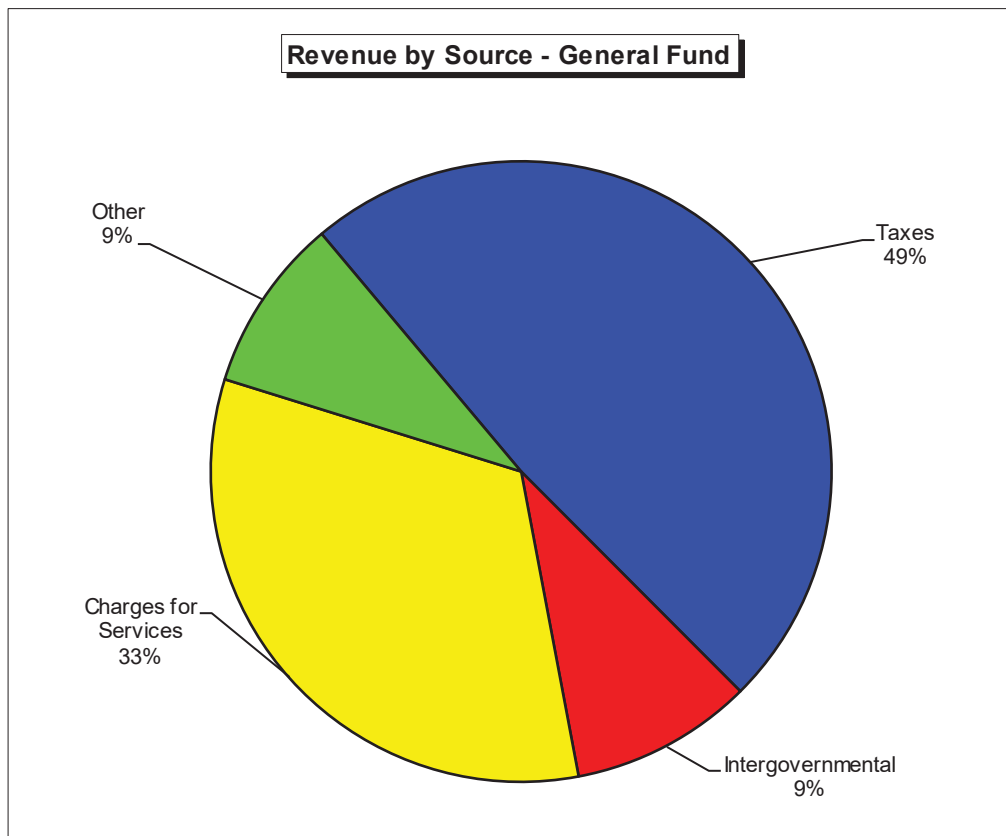
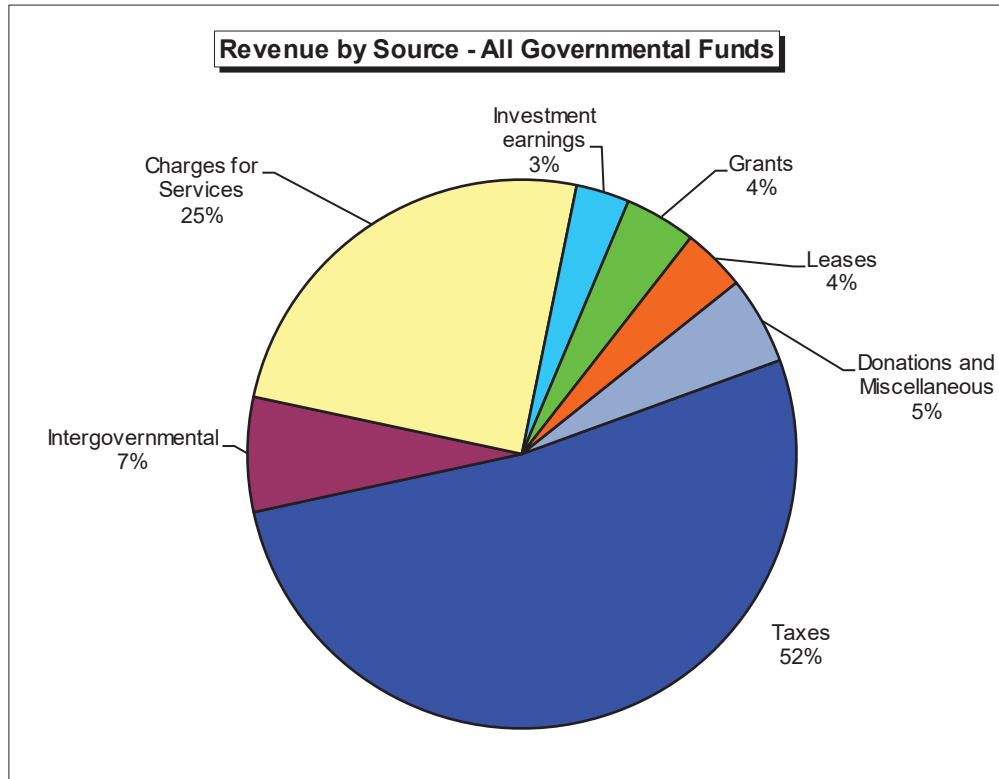
**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

The following chart depicts functions/programs revenue and expenses for all governmental funds. Other financing sources (uses) are not included which consist of proceeds from long-term debt and interfund transfers.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

The following charts depict revenue by source for all the governmental funds and the general fund.



**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**Financial Analysis of the Government's Funds**

***Governmental Funds***

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the Bismarck Parks and Recreation District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. Unassigned fund balances may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. The District's governmental funds reported combined ending fund balances of \$12,299,206 – an increase of \$64,226 from 2023.

The general fund is the primary operating fund of the Bismarck Parks and Recreation District and reported an ending fund balance of \$7,015,917. During the year, revenues and other sources exceeded expenditures and other uses by \$2,214,479.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The District's Board of Park Commissioners approved the 2024 annual budget at the September 21, 2023, board meeting. The annual budget addresses funding from other sources as well as detailing how each fund should be expended. The 2024 general fund budget appropriation was \$20,327,100.

During 2024, actual revenues were more than the budgetary estimates by \$1,343,602, approximately 6.7%. The final budget exceeded the actual expenditures by \$895,306 or 4.4%. Revenues were more than budgeted amounts due to the higher than anticipated state aid collections and investment earnings. Expenses were less than budgeted amounts primarily due to lower utility costs due to reduced water usage, fewer capital equipment and improvement expenditures, and lower salary and wage expenses due to open and unfilled positions.

***Capital Assets***

The District's investment in capital assets includes land, construction in progress, building and building improvements, machinery and equipment, and infrastructure. See Note 7 Capital Assets in the notes to the financial statements for more information.

Major capital asset additions during the year were:

- VFW Sports Center – First International Bank and Trust Arena 3 construction and H.A. Thompson & Sons Arena 2 improvements for \$16,763,918
- Hay Creek Trail improvements for \$713,513
- Construct Tyler Parkway/Ash Coulee shared use path for \$939,627
- Relocate Sheila Schafer Junior Links to Pebble Creek Golf Course for \$571,197
- Purchase two ice snow groomers for \$101,500 each

**BISMARCK PARKS AND RECREATION DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

A schedule of capital assets, net of depreciation, for the years ended December 31, 2024 and 2023 is as follows:

<b>Asset Type</b>	<b>Governmental Activities</b>	
	<b>2024</b>	<b>2023</b>
Land	\$ 11,138,147	\$ 10,401,147
Construction in progress	2,199,417	14,928,313
Buildings and improvements	77,398,939	62,504,748
Machinery and equipment	3,720,880	2,791,525
Infrastructure	6,087,504	6,216,058
Leased assets	28,719	114,872
Subscription Based IT Arrangements	224,188	294,628
Total	<u>\$ 100,797,794</u>	<u>\$ 97,251,291</u>

***Long Term Debt***

Major long-term debt events during the year were:

- Special Assessments added by the City of Bismarck in the amount of \$257,204.

See Note 8 Long-Term Debt in the notes to the financial statements for more information.

A schedule of long-term liabilities for the years ended December 31, 2024 and 2023 is as follows:

<b>Long-Term Liabilities</b>	<b>Governmental Activities</b>	
	<b>2024</b>	<b>2023</b>
Compensated Absences	\$ 993,036	\$ 802,884
Unamortized Bond Premium	1,021,089	1,097,577
Lease Liability	75,343	146,124
SBITA Liability	215,956	282,389
Revenue Bonds Payable	9,100,000	10,110,000
General Obligation Bond Payable	10,210,000	10,755,000
Special Assessments Debt	9,234,776	11,151,792
Total	<u>\$ 30,850,200</u>	<u>\$ 34,345,766</u>

***Requests for Information***

This financial report is designed to provide a general overview of the Bismarck Parks and Recreation District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Kevin Klipfel, Executive Director of Parks and Recreation, Bismarck Parks and Recreation District, 400 East Front Avenue, Bismarck, ND 58504.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2024**

**ASSETS:**

Current assets:	
Cash and cash equivalents	\$ 8,972,111
Cash and cash equivalents - board designated	398,782
Taxes receivable	211,933
Accounts receivable	1,583,073
Lease receivable	706,205
Interest receivable	4,468
Restricted assets:	
Cash and cash equivalents	2,069,445
Total current assets	<u>13,946,017</u>
Non-current assets:	
Lease receivable, net of current portion	1,381,142
Capital assets (net of accumulated depreciation):	
Land	11,138,147
Construction in progress	2,199,417
Building and improvements	77,398,939
Machinery and equipment	3,720,880
Infrastructure	6,087,504
Lease asset, net of accumulated amortization	28,719
SBITA asset, net of accumulated amortization	224,188
Total non-current assets:	<u>102,178,936</u>
Total assets	<u>116,124,953</u>

**DEFERRED OUTFLOWS OF RESOURCES:**

Deferred outflow - pension	<u>2,018,422</u>
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**LIABILITIES:**

Current liabilities	
Accounts payable	683,896
Accrued expenses	163,930
Unearned revenue	9,981
Interest payable	297,083
Lease liability, current portion	75,343
SBITA liability, current portion	68,912
Compensated absences, current portion	317,589
Long term debt, current portion	3,658,800
Total current liabilities:	<u>5,275,534</u>
Non-current liabilities:	
Compensated absences, non-current portion	675,447
Post-retirement benefit obligations, non-current portion	318,811
SBITA liability, net of current portion	147,044
Long term debt, non-current portion	24,885,976
Unamortized bond premium	1,021,089
Net pension liability	2,698,096
Total non-current liabilities:	<u>29,746,463</u>
Total liabilities	<u>35,021,997</u>

**DEFERRED INFLOWS OF RESOURCES:**

Deferred inflow - pension	353,103
Deferred inflow - leases	1,983,082
Total deferred inflows of resources	<u>2,336,185</u>

**NET POSITION:**

Net investment in capital assets	70,940,630
Restricted:	
Debt Service	1,338,621
Construction	824,209
Special Assessments	506,917
Unrestricted	7,174,816
Total net position	<u>\$ 80,785,193</u>

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

		Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total
<b>Governmental Activities:</b>					
District operations	\$ 10,420,430	\$ -	\$ 21,076	\$ -	\$ (10,399,354)
Facilities / recreation	13,518,777	7,503,465	1,126,616	3,994,673	(894,023)
Interest on long-term debt	873,232	-	-	-	(873,232)
Total Governmental Activities	<u>\$ 24,812,439</u>	<u>\$ 7,503,465</u>	<u>\$ 1,147,692</u>	<u>\$ 3,994,673</u>	<u>(12,166,609)</u>
<b>General Revenues</b>					
Property taxes					15,779,112
Intergovernmental					2,038,832
Investment earnings					947,698
Gain on disposal of assets					155,725
Miscellaneous					312,786
Total general revenues					<u>19,234,153</u>
Change in net position					7,067,544
Total net position, beginning of year					<u>73,717,649</u>
Net position - end of year					\$ 80,785,193

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2024**

	General	Special Assessment Fund	Park Improvement Fund	Construction Fund	Debt Service Fund	Governmental Construction Fund	Total
<b>Assets:</b>							
Cash and cash equivalents	\$ 6,718,012	\$ -	\$ 1,654,959	\$ 142,168	\$ -	\$ 456,972	\$ 8,972,111
Cash and cash equivalents - board designated	250,000	-	148,782	-	-	-	398,782
Cash and cash equivalents - restricted	-	617,045	-	-	1,452,400	-	2,069,445
Taxes receivable	143,007	33,819	-	32,218	2,889	-	211,933
Accounts receivable	537,000	6,557	12,280	1,027,236	-	-	1,583,073
Lease receivable	1,767,755	-	319,592	-	-	-	2,087,347
Interest receivable	4,005	-	463	-	-	-	4,468
Total assets	<u>\$ 9,419,779</u>	<u>\$ 657,421</u>	<u>\$ 2,136,076</u>	<u>\$ 1,201,622</u>	<u>\$ 1,455,289</u>	<u>\$ 456,972</u>	<u>\$ 15,327,159</u>
<b>Liabilities:</b>							
Accounts payable	\$ 433,493	\$ -	\$ 15,159	\$ 235,244	\$ -	\$ -	\$ 683,896
Accrued expenses	163,930	-	-	-	-	-	163,930
Unearned revenue	9,981	-	-	-	-	-	9,981
Total liabilities	<u>607,404</u>	<u>-</u>	<u>15,159</u>	<u>235,244</u>	<u>-</u>	<u>-</u>	<u>857,807</u>
<b>Deferred inflows of resources:</b>							
Leases	1,670,279	-	312,803	-	-	-	1,983,082
Delinquent property taxes	126,179	29,911	-	28,420	2,554	-	187,064
Total deferred inflows of resources	<u>1,796,458</u>	<u>29,911</u>	<u>312,803</u>	<u>28,420</u>	<u>2,554</u>	<u>-</u>	<u>2,170,146</u>
<b>Fund balances:</b>							
Restricted	-	627,510	-	795,789	1,452,735	-	2,876,034
Committed	250,000	-	148,782	-	-	-	398,782
Assigned	-	-	1,659,332	142,169	-	456,972	2,258,473
Unassigned	6,765,917	-	-	-	-	-	6,765,917
Total fund balances	<u>7,015,917</u>	<u>627,510</u>	<u>1,808,114</u>	<u>937,958</u>	<u>1,452,735</u>	<u>456,972</u>	<u>12,299,206</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 9,419,779</u>	<u>\$ 657,421</u>	<u>\$ 2,136,076</u>	<u>\$ 1,201,622</u>	<u>\$ 1,455,289</u>	<u>\$ 456,972</u>	<u>\$ 15,327,159</u>

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL**  
**FUNDS TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2024**

Total Governmental Funds Balance		\$ 12,299,206
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore not reported in the funds.		100,797,794
Certain revenues will be collected after year-end, but are not available soon enough to pay for the current period's expenditures and therefore are reported as deferred inflows of resources or are not recognized in the funds.		
Delinquent property taxes		187,064
Deferred outflows relating to the cost sharing defined benefit plans in the governmental activities are not financial resources, and, therefore, are not reported in the governmental funds.		2,018,422
Long-term liabilities not due and payable in the current period and therefore are not included in the funds:		
Compensated absences	(993,036)	
Lease liability	(75,343)	
SBITA liability	(215,956)	
Post-retirement benefit obligations	(318,811)	
Accrued interest on long-term liabilities	(297,083)	
Long term debt	(28,544,776)	
Unamortized bond premium	(1,021,089)	
Net pension liability	<u>(2,698,096)</u>	
Total		(34,164,190)
Deferred inflows relating to the cost sharing defined benefit plans in the governmental activities are not financial resources, and, therefore, are not reported in the governmental funds.		<u>(353,103)</u>
Net position of governmental activities		<u>\$ 80,785,193</u>

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	General	Special Assessment Fund	Park Improvement Fund	Construction Fund	Debt Service Fund	Government Construction Fund	Total
<b>Revenues:</b>							
Taxes	\$ 10,426,382	\$ 2,521,685	\$ -	\$ 2,403,274	\$ 211,720	\$ 182,661	\$ 15,745,722
Intergovernmental	2,038,832	-	-	-	-	-	2,038,832
Charges for services	7,026,107	-	477,358	-	-	-	7,503,465
Investment earnings	615,944	-	169,586	138,302	-	23,866	947,698
Grants	20,820	-	178,398	1,044,430	-	23,925	1,267,573
Leases	1,088,148	-	38,468	-	-	-	1,126,616
Donations	256	-	1,159,553	94,612	-	-	1,254,421
Miscellaneous	221,713	85,000	-	-	-	-	306,713
Total revenues	21,438,202	2,606,685	2,023,363	3,680,618	211,720	230,452	30,191,040
<b>Expenditures:</b>							
Current:							
General government	2,305,409	-	-	400,285	-	-	2,705,694
General maintenance	3,704,623	-	71,613	-	-	36,925	3,813,161
Golf	2,474,201	-	-	-	-	-	2,474,201
Capital Racquet Fitness Center	579,029	-	-	-	-	-	579,029
Aquatic Wellness Center	1,507,590	-	-	-	-	-	1,507,590
Pools	688,167	-	-	-	-	-	688,167
Ice arenas	1,510,692	-	-	-	-	-	1,510,692
Forestry	342,946	-	-	-	-	-	342,946
Memorial Building	228,921	-	-	-	-	-	228,921
Sibley Park	342,445	-	-	-	-	-	342,445
County parks	98,898	-	-	-	-	-	98,898
McDowell Dam	221,881	-	-	-	-	-	221,881
High Prairie Arts and Science Complex	109,000	-	-	-	-	-	109,000
Other recreational activities	2,750,465	-	-	-	-	-	2,750,465
Capital outlay	503,141	257,204	3,790,959	3,560,982	-	18,786	8,131,072
Capital outlay less than \$5,000	184,412	10,218	-	-	-	-	194,630
Debt service:							
Principal retirement	1,241,433	2,174,220	-	270,781	180,000	-	3,866,434
Interest and fiscal charges	638,541	299,308	-	27,719	21,995	-	987,563
Total expenditures	19,431,794	2,740,950	3,862,572	4,259,767	201,995	55,711	30,552,789
Excess of revenues over (under) expenditures	2,006,408	(134,265)	(1,839,209)	(579,149)	9,725	174,741	(361,749)
Other financing sources (uses):							
Proceeds from special assessments debt	-	257,204	-	-	-	-	257,204
Proceeds from insurance	6,071	-	-	-	-	-	6,071
Proceeds from sale of capital assets	-	-	162,700	-	-	-	162,700
Transfers in	220,000	-	18,000	-	-	-	238,000
Transfers out	(18,000)	(125,000)	-	(50,000)	-	(45,000)	(238,000)
Total other financing sources (uses)	208,071	132,204	180,700	(50,000)	-	(45,000)	425,975
Net change in fund balances	2,214,479	(2,061)	(1,658,509)	(629,149)	9,725	129,741	64,226
Fund balance - January 1	4,801,438	629,571	3,466,623	1,567,107	1,443,010	327,231	12,234,980
Fund balance - December 31	\$ 7,015,917	\$ 627,510	\$ 1,808,114	\$ 937,958	\$ 1,452,735	\$ 456,972	\$ 12,299,206

See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

Net Change in Fund Balance - Total Governmental Funds \$ 64,226

Amounts reported for governmental activities in the statement of activities  
are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital asset additions	8,131,072	
Current year depreciation	(5,914,757)	
Current year amortization	<u>(156,594)</u>	

Total		2,059,721
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In the statement of activities, only the gain (loss) on the sale of assets is reported, whereas in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the book value of the assets sold.

155,726

Governmental funds do not report donated capital assets as expenditures or revenue. However, in the statement of activities, donations of capital assets are recorded as donation revenue.

1,493,755

Based on receipt dates, some revenues are not considered available revenue and are unavailable in the governmental funds.

Net change in taxes receivable		33,390
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Amortization of premium/discount on bond issues	76,487	
Net change in post-retirement obligations	24,736	
Net change in compensated absences	(190,153)	
Net change in interest payable	37,845	
Net change in net pension liability	<u>862,975</u>	

Total		811,890
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Changes in deferred inflows and outflows relating to net pension liability		(997,694)
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Special assessment proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position.

(257,204)

Governmental funds report the entire net sales price (proceeds) from sale of an asset as revenue because it provides current financial resources. In contrast, the Statement of Activities reports only the gain or loss on the sale of the assets. Thus the change in net position differs from the change in fund balance by the net book value of the asset disposed.

(162,700)

Repayment of principal on long-term debt consumes the current financial resources of the governmental funds. However, there is no effect on net position. The following are principal payments on long-term debt during the year ended December 31, 2024

Principal payment on bonds payable, special assessments and lease liability		<u>3,866,434</u>
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Change in net position		<u>\$ 7,067,544</u>
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See Notes to the Financial Statements

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Bismarck Parks and Recreation District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

**Reporting Entity**

In accordance with the Governmental Accounting Standards Board, reporting entity's financial statements should include all component units over which that component unit (oversight unit) exercises oversight responsibility. Criteria used to determine a potential component unit include: is it legally separate, does it have separate corporate powers, who appoints the governing board, is there fiscal dependency, can the oversight unit impose its will, and is there a financial benefit/burden relationship.

Based upon the criteria set by the Governmental Accounting Standards Board, the Bismarck Park District Building Authority is a component unit. All board members of the Building Authority are board members or management of the District. These financial statements include the financial information of the District and its component unit, the Bismarck Park District Building Authority, which is shown as a blended component unit. The activity of this component unit is recorded within the construction fund.

**Basis of Presentation**

The District's basic financial statements consist of government-wide statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detail level of financial information.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the District. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segments. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for the governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Measurement Focus/Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurements focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

The government reports the following major governmental funds:

The general fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The special assessment fund is used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for District wide improvements.

The park improvement fund is used to account for the District's expenditures for major capital acquisitions and improvements.

The construction fund is used to account for major capital acquisitions and construction projects.

The debt service fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The government construction fund is used to account for capital projects.

The special assessments, government construction, and debt service funds are not required to be shown as major funds, but the Park District has elected to show as such due to the minimal number of funds in total.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Governmental Fund Types**

The general fund accounts for all governmental financial resources, except for those required to be accounted for in other funds.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Capital Project Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition and construction of district facilities and other capital assets.

**Cash and Cash Equivalents**

Cash and cash equivalents include amounts in demand deposits as well as short-term certificates of deposit with a maturity date within three months of the date acquired by the government.

**Investments**

Investments consist of money market accounts carried at cost. North Dakota state statute authorizes government entities to invest their surplus funds in: a) Bonds, treasury bills and notes, or other securities that are a direct obligation of, or an obligation insured or guaranteed by, the treasury of the United States, or its agencies, instrumentality's, or organizations created by an act of Congress, b) Securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are of the type listed above, c) Certificates of Deposit fully insured by the Federal Deposit Insurance Corporation, d) Obligations of the state, and e) Commercial paper issued by a United States corporation rated in the highest quality category by at least two annually recognized rating agencies and matures in two hundred seventy days or less.

**Accounts Receivable**

Accounts receivable are carried at original invoice amount less an estimate made for doubtful receivables. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Accounts receivable are written off when deemed uncollectible. Recoveries of accounts receivable previously written off are recorded when received. A receivable is considered to be past due if any portion of the receivable is outstanding for more than 30 days. There is no allowance for doubtful accounts receivable as of December 31, 2024, as management considers all receivables collectible.

**Taxes Receivable**

The taxes receivables consist of uncollected and collected but not remitted, property taxes as of December 31, 2024 for both current and prior years.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the District is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	7-25
Machinery and equipment	5-10
Infrastructure	25

**Leases**

*Lessee*

The determination of whether an arrangement contains a lease is made at inception by evaluating whether the arrangement conveys the right to use an identified asset and whether the District has control of the right to use asset. Control includes the right to obtain present service capacity and the right to determine the nature and manner of use of the underlying asset, as specified in the contract.

Leases with an initial lease term of more than 12 months, or that contain an option to purchase that the District is reasonably certain to exercise, are recognized based on the present value of lease payments over the lease term discounted using the interest rate implicit in the lease. In cases where the implicit rate is not readily determinable, the District uses its incremental borrowing rate based on the information available at the lease commencement date. In absence of an incremental borrowing rate, the District has made an accounting policy election to use a risk free rate based on US Treasury Tbill rate as of the lease commencement. The District accounts for lease agreements with lease and nonlease components together as a single lease component for all underlying classes of assets.

The District continues to record rent expense for short term leases on a straight-line basis over the lease term. Short term leases have a term of 12 months or less at lease commencement and do not include an option to purchase the underlying asset that the District are reasonably certain to exercise.

The depreciable life of assets and leasehold improvements are limited by the expected lease term unless there is a transfer of title or purchase option reasonably certain of exercise. The District's lease agreements do not include any material residual value guarantees or restrictive covenants.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

*Lessor*

The District is a lessor for the use of various buildings. The District recognizes a lease receivable and a deferred inflow of resources in the financial statements.

At the commencement of a lease, the District initially measures the lease receivable at the present value of payments expected to be received during the lease term.

Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the District determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- In absence of an incremental borrowing rate, the District uses its estimated incremental borrowing rate as the discount rate for leases. The District has decided to use discount rates provided by the City of Bismarck for leases.
- The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

The District monitors changes in circumstances that would require a remeasurement of its lease, and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

**Subscription-Based Information Technology Arrangements (SBITA)**

Subscription-Based Information Technology Arrangements (SBITA) are contracts that conveys control of the right to use another party's IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The determination of whether a SBITA asset and liability are to be recorded in the financial statements is made at inception by evaluating the maximum possible term of the SBITA.

A SBITA contract with an initial term of more than 12 months, or that contain an option to extend the contract more than 12 months that is reasonably expected to be exercised by the District, are recognized based on the present value of subscription payments over the contract term discounted using the interest rate implicit in the lease. In cases where the implicit rate is not readily determinable, the District uses its incremental borrowing rate based on the information available at the SBITA contract commencement date. The District has made an accounting policy election to use a risk free rate based on US Treasury T-bill rate as of the SBITA contract commencement.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

The District continues to recognize short-term SBITA subscription payments as outflows of resources (expenditure) based on the payment provision of the SBITA contract. Short-term SBITA contracts have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised.

The amortizable life of SBITA assets are limited to the shorter of the expected agreement term or the useful life of the underlying asset.

### **Compensated Absences**

All full-time employees of the District are covered by a compensated absences policy including annual leave and sick leave. Unused annual leave can be accumulated and carried over to a maximum of 360 hours to the next calendar year. Unused sick leave may be accumulated to a maximum of 960 hours. Upon termination of employment, employees receive 100 percent of their unused annual leave pay at their rate of pay on the date of termination. If termination of employment occurs after five years of employment, employees receive 25 percent of their unused sick pay at their rate of pay on the date of termination.

The District accounts for compensated absences using a days-used approach. This approach consists of gathering the historical usage of compensated absences used to determine both a liability related to leave to be used as time off and leave to be settled in cash upon termination of employment. Salary-related employer payments are included in the calculation of the compensated absence liability.

### **Post-Retirement Benefit Obligations**

The District operates a single-employer other post-employment benefit plan that provides supplemental pay and health insurance benefits to employees of the District who have met certain criteria. This liability is shown as post-retirement benefit obligations on the government-wide financial statements. See Note 14 for more details.

### **Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities fund type statement of net position. Bond issuance costs are expensed in the year of occurrence. Bond premiums and discounts are deferred and amortized over the term of the bonds using the straight-line method, which approximates the effective interest method. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discount on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Net Position**

Net position represents the difference between assets plus deferred outflow of resources and liabilities plus deferred inflow of resources. Net investment in capital assets, consists of the remaining un-depreciated cost of the asset less the outstanding debt associated with the purchase or construction of the related asset.

Net position is reported as restricted when external creditors, grantors, or other governmental organizations imposed specific restrictions on the District. External restrictions may be imposed through state or local laws, and grant or contract provisions.

**Fund Balance Classifications**

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form - inventories; or (b) legally or contractually required to be maintained intact. The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

*Restricted* – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed* – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the park board-the District's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the park board removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned* – This classification reflects the amounts constrained by the District's "intent" to be used for specific purposes but are neither restricted nor committed. The park board and executive director have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as non-spendable and are neither restricted nor committed.

*Unassigned* – This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, the District's preference is to first use restricted resources, then unrestricted resources—committed, assigned, and unassigned—in order as needed.

The District has set a General fund minimum fund balance target at not less than 15% of the current year General fund expenditures and transfers out.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Deferred Outflows / Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has one item reported as a deferred outflow of resources on the statement of net position, deferred outflow - pension, which represents the actuarial differences within the Bismarck City Employee Pension Plan (BCEPP). See Note 13 for further details.

In addition to liabilities, the statement of net position and balance sheet will sometimes report a separate section of deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has two types of this item, one of which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, these items, delinquent property taxes, and lease inflows (unavailable revenue), are reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues, from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The District also has two items reported on the statement of net position as cost sharing defined benefit pension plan, which represents actuarial differences within the BCEPP, and lease inflows (unavailable revenue).

**Interfund Transactions**

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**Pension**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Bismarck City Employee Pension Plan (BCEPP) and additions to / deductions from BCEPP fiduciary net position have been determined on the same basis as they are reported by BCEPP. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Revenue Recognition - Property Taxes**

Property taxes attach as an enforceable lien on the assessed property on January 1. A five percent reduction is allowed if paid by February 15. Penalty and interest are added March 15 if the first half of the taxes has not been paid. Additional penalties are added October 15, if not paid. Taxes are collected by the county and usually remitted monthly to the District.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

Property tax revenue in the governmental funds is recognized in compliance with National Council of Government Accounting (NCGA) Interpretation 3, "Revenue Recognition – Property Taxes". This interpretation states that property tax revenue is recorded when it becomes available. Available means when due, or past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. Such time thereafter shall not exceed 60 days. Property tax revenue is recorded as revenue in the year the tax is levied in the government – wide financial statements. Property taxes are limited by state laws. All district tax levies are in compliance with state laws.

### **Grant Revenue Recognition**

The governmental grants received by the District are recognized as revenue at the time eligible expenditures are incurred on the government wide statements. Governmental grants must be received within 60 days after year-end to be considered available and recognized as revenue within the funds. The grants are accounted for as exchange transactions due to the government's solicitation of proposals, approval of allowable expenditures and eligibility requirements. Grant funds received prior to expenditure are recorded as refundable advances on the statement of net position. These funds are to be repaid to the grantor if they are not used on eligible expenditures.

### **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### **Change in Accounting Principle**

The District implemented GASB Statement No. 101, *Compensated Absences* in the year ended December 31, 2024. GASB Statement No. 101 enhances the accounting and financial reporting requirements for accounting for compensated absences. The adoption of GASB 101 resulted in no adjustment to beginning net position.

## **NOTE 2 DEPOSITS**

### **Custodial Credit Risk**

Custodial credit risk is the risk associated with the failure of a depository financial institution. In the event of a depository financial institution's failure the District would not be able to recover its deposits or collateralized securities that are in the possession of the outside parties. The District does not have a formal policy regarding deposits. The fair value of the collateral pledged must be equal to or greater than 110% of the deposits not covered by insurance or bonds.

The District maintains cash on deposit at various financial institutions. The amounts on deposit are insured by the FDIC up to \$250,000 per financial institution. At December 31, 2024, none of the District's deposits were exposed to custodial credit risk, as all deposits were covered by FDIC coverage.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**NOTE 3 BOARD DESIGNATIONS OF CASH, CASH EQUIVALENTS AND INVESTMENTS**

**General Fund**

A reserve of \$250,000 was approved by the board for golf dome replacement.

**Park Improvement Fund**

The park improvement fund is used to account for the District's expenditures for major capital acquisitions and park improvements. The outstanding balance at December 31, 2024 was \$148,782.

**NOTE 4 RESTRICTED CASH AND CASH EQUIVALENTS AND INVESTMENTS**

**Special Assessment Fund**

The special assessment fund is used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for District wide improvements. The outstanding balance at December 31, 2024 was \$617,045.

**Debt Service Fund**

The October 1, 2020 Park District Revenue Bonds require a Reserve Fund Deposit. Withdrawals from the Reserve Fund Deposit may be only for the payment of the principal and interest of the bonds. The outstanding balance at December 31, 2024 was \$1,452,400.

**NOTE 5 INVESTMENTS**

The District maintains investments at those institutions, in accordance with state statutes, authorized by the Commission.

As of December 31, 2024, investments consist of money market mutual funds.

**NOTE 6 LEASES**

As a lessor, the District leases multiple buildings and office space to multiple different entities.

Following is the total lease-related revenue for the year ended December 31, 2024:

Lease Revenue	
Office Space	\$ 31,719
Building	1,094,898
Total Lease Revenue	1,126,617
Interest Revenue	51,312
Total	<u>\$ 1,177,929</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

Following is a schedule by years of the future minimum rental receipts required under the leases:

For the Year Ending December 31,	Principal	Interest	Total Receipts
2025	\$ 706,205	\$ 24,646	\$ 730,851
2026	176,850	15,919	192,769
2027	144,014	13,021	157,035
2028	129,545	11,439	140,984
2029	132,459	9,947	142,406
2030 - 2034	632,136	26,887	659,023
2035 - 2039	162,580	1,923	164,503
2040 - 2044	3,558	42	3,600
Total	<u>\$ 2,087,347</u>	<u>\$ 103,824</u>	<u>\$ 2,191,171</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**NOTE 7 CAPITAL ASSETS**

The following schedule is a summary of the capital asset activity for the year ended December 31, 2024:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 10,401,147	\$ 737,000	\$ -	\$ 11,138,147
Construction in progress	14,928,313	2,156,348	(14,885,244)	2,199,417
Total capital assets not being depreciated	25,329,460	2,893,348	(14,885,244)	13,337,564
Capital assets, being depreciated:				
Buildings and improvements	114,228,397	19,674,164	(579,335)	133,323,226
Machinery and equipment	10,298,011	1,685,355	(476,829)	11,506,537
Infrastructure	9,709,677	257,204	-	9,966,881
Leased assets	287,180	-	-	287,180
Subscription Based IT Arrangements	325,359	-	-	325,359
Total capital assets being depreciated	134,848,624	21,616,723	(1,056,164)	155,409,183
Less accumulated depreciation for:				
Buildings and improvements	51,723,649	4,772,999	(572,361)	55,924,287
Machinery and equipment	7,506,486	756,000	(476,829)	7,785,657
Infrastructure	3,493,619	385,758	-	3,879,377
Leased assets	172,308	86,153	-	258,461
Subscription Based IT Arrangements	30,731	70,440		101,171
Total accumulated depreciation	62,926,793	6,071,350	(1,049,190)	67,948,953
Total capital assets being depreciated, net	71,921,831	15,545,373	(6,974)	87,460,230
Governmental capital assets, net	\$ 97,251,291	\$ 18,438,721	\$ (14,892,218)	\$ 100,797,794

Depreciation and amortization expense was charged to the functions/programs of the primary government as follows:

Governmental Activities:	
Park Operations	\$ 3,268,591
Facilities / Recreation	2,802,759
Total depreciation and amortization expense - Governmental Activities	<u>\$ 6,071,350</u>

The District leases one building which is expected to continue through May 2025. The annual and final rent payment is \$77,518 through 2025.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

Following is the total lease expense for the year ended December 31, 2024:

Amortization expense by class of underlying asset	
Building	86,153
Total amortization expense	<u>86,153</u>
Interest on lease liabilities	2,864
Total	<u><u>\$ 89,017</u></u>

The District entered into multiple subscription-based information technology arrangements (SBITA) for the usage of equipment and software programs from multiple different entities.

Following is the total SBITA expenses for the year ended December 31, 2024:

Amortization expense by class of underlying asset	
SBITA	\$ 70,440
Total amortization expense	<u>70,440</u>
Interest on SBITA liabilities	9,329
Total	<u><u>\$ 79,769</u></u>

## **NOTE 8 LONG-TERM DEBT**

### **Debt Outstanding**

The obligations under notes payable, bonds payable, revenue bonds payable, special assessments debt and capital leases are scheduled as follows:

	Outstanding <u>12/31/24</u>
Revenue Bonds Payable:	
\$8,355,000 bonds dated October 1, 2019 to refund bonds that were previously taken out to acquire and improve the BSC Aquatic & Wellness Center. The bonds are payable in variable annual principal and semi-annual interest payments at 2.25% to 3.00% through April 1, 2033. Payments are to be made from the Debt Service Fund.	\$ 5,450,000
\$5,915,000 bonds dated October 1, 2020 to refund bonds that were taken out to finance the Schaumburg Ice Arena Project. The bonds are payable in variable annual principal and semi-annual interest payments at 0.30% to 2.00% through April 1, 2030. Payments are to be made from the Debt Service Fund.	<u>3,650,000</u>
	<u><u>\$9,100,000</u></u>
General Obligation Bonds Payable	
\$1,875,000 bonds dated July 1, 2021 to finance the cost of constructing park improvements. The bonds are payable in variable annual principal and interest payments at 1.00% to 2.00% through May 1, 2031. Payments are to be made from the Capital Projects Fund.	\$ 1,345,000
\$9,230,000 bonds dated March 1, 2023 to finance the cost of constructing park improvements. The bonds are payable in variable annual principal and interest payments at 4.00% to 5.00% through May 1, 2038. Payments are to be made from the Capital Projects Fund.	<u>8,865,000</u>
	<u><u>\$10,210,000</u></u>
Special Assessments Debt:	

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

The special assessments are dated from 2002 through 2023. The maturity varies per issue but extends through 2036. The interest rates are from 2.17% to 4.99%. Payments are to be made from the Special Assessment Fund. \$ 4,789,776

\$1,400,000 bonds dated August 1, 2010 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 1.4% to 3.6% through May 1, 2025. The bonds are callable on May 1, 2016 and any date thereafter, in inverse order at par plus accrued interest. Payments are to be made from the Special Assessment Fund. 120,000

\$750,000 bonds dated September 15, 2011 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 1.15% to 3.25% through May 1, 2026. The bonds are callable on May 1, 2017 and any date thereafter, in inverse order at par plus accrued interest. Payments are to be made from the Special Assessment Fund. 130,000

\$2,700,000 bonds dated October 1, 2012 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 0.55% to 2.75% through May 1, 2027. Payments are to be made from the Special Assessment Fund. 600,000

\$3,500,000 bonds dated October 1, 2014 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 0.40% to 2.50% through May 1, 2026. Payments are to be made from the Special Assessment Fund. 670,000

\$1,600,000 bonds dated February 1, 2017 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 0.90% to 2.25% through May 1, 2026. Payments are to be made from the Special Assessment Fund. 355,000

\$1,690,000 bonds dated June 15, 2018 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 1.85% to 2.70% through May 1, 2028. Payments are to be made from the Special Assessment Fund. 730,000

\$3,015,000 bonds dated July 1, 2019 to finance park improvements. The bonds are payable in variable annual principal and semi-annual interest payments at 2.00% to 4.00% through May 1, 2031. Payments are to be made from the Special Assessment Fund. 1,840,000

\$9,234,776

### Changes in Long-Term Liabilities

During the year ended December 31, 2024, the following changes occurred in liabilities reported in the Statement of Net Position:

	Balance - January 1	Additions	Reductions	Balance - December 31	Due Within One Year
Compensated Absences	\$ 802,884	\$ 601,836	\$ 411,684	\$ 993,036	\$ 317,589
Unamortized Bond Premium	1,097,577	-	76,488	1,021,089	-
Lease Liability	146,124	-	70,781	75,343	75,343
SBITA Liability	282,389	-	66,433	215,956	68,912
Bonds and notes payable					
Revenue Bonds Payable	10,110,000	-	1,010,000	9,100,000	1,040,000
General Obligation Bond Payable	10,755,000	-	545,000	10,210,000	635,000
Special Assessments Debt	11,151,792	257,204	2,174,220	9,234,776	1,983,800
Total bonds and notes payable	<u>32,016,792</u>	<u>257,204</u>	<u>3,729,220</u>	<u>28,544,776</u>	<u>3,658,800</u>
Total long-term liabilities	<u>\$34,345,766</u>	<u>\$ 859,040</u>	<u>\$ 4,354,606</u>	<u>\$ 30,850,200</u>	<u>\$ 4,120,644</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Debt Service Requirements**

Annual requirements to amortize outstanding debt at December 31, 2024 are as follows:

	Revenue Bonds Payable		General Obligation Bonds Payable	
	Principal	Interest	Principal	Interest
2025	\$ 1,040,000	\$ 206,763	\$ 635,000	\$ 418,820
2026	1,065,000	181,038	665,000	391,795
2027	1,085,000	154,738	690,000	363,545
2028	1,110,000	127,888	720,000	335,045
2029	1,140,000	100,338	750,000	305,998
2030 - 2034	3,660,000	179,444	3,605,000	1,050,225
2035 - 2039	-	-	3,145,000	257,900
Totals	<u>\$ 9,100,000</u>	<u>\$ 950,209</u>	<u>\$ 10,210,000</u>	<u>\$3,123,328</u>

	Special Assessments		Lease Liability	
	Principal	Interest	Principal	Interest
2025	\$ 1,983,800	\$ 254,268	\$ 75,343	\$ 2,176
2026	1,819,020	209,693	-	-
2027	1,222,779	165,230	-	-
2028	989,501	131,314	-	-
2029	742,762	103,539	-	-
2030 - 2034	2,085,588	233,810	-	-
2035 - 2039	391,326	28,890	-	-
Totals	<u>\$ 9,234,776</u>	<u>\$1,126,744</u>	<u>\$ 75,343</u>	<u>\$ 2,176</u>

	SBITA Liability		Total	
	Principal	Interest	Principal	Interest
2025	\$ 68,912	\$ 7,360	\$ 3,803,055	\$ 889,387
2026	41,484	4,788	3,590,504	787,314
2027	39,956	3,244	3,037,735	686,757
2028	35,237	1,819	2,854,738	596,066
2029	30,367	513	2,663,129	510,388
2030 - 2034	-	-	9,350,588	1,463,479
2035 - 2039	-	-	3,536,326	286,790
	<u>\$ 215,956</u>	<u>\$ 17,724</u>	<u>\$ 28,836,075</u>	<u>\$5,220,181</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**NOTE 9 CHARGES FOR SERVICES**

The District collects fees for the various programs and services it provides to the community. Charges for services revenue consists of the following programs:

Golf	\$ 2,282,961
BLAST and Activity Centers	1,148,327
Aquatic Center	734,763
Adult Programs	571,123
Ice Arenas	201,958
Capital Racquet Fitness Center	353,579
Youth Programs	273,950
Sibley Park	428,336
County Parks	98,898
Pools	263,547
McDowell Dam	265,929
Other Recreational Activities	369,397
High Prairie Arts and Science Complex	23,166
World War Memorial Building	10,173
Park Improvement Fees	477,358
	<hr/>
Total charges for services	<u>\$ 7,503,465</u>

**NOTE 10 PUBLIC RISK POOL**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The District participates in the North Dakota Insurance Reserve Fund (NDIRF), which provides liability coverage to the District.

The current policy has various deductibles. The NDIRF was established during 1986 to assist state agencies and political subdivisions within the State of North Dakota in obtaining liability insurance at reasonable rates. Each participating entity is entitled to one vote per \$1,000 of annual fund contribution, provided that each entity receives at least one vote and all fractions are rounded to the nearest whole vote. The NDIRF is governed by a 9-member board of directors that is elected by the participants in such a manner to ensure a cross-section from the various types of participating entities. Currently there are approximately 2,000 participating entities. To establish the fund, each entity was required to purchase a surplus note. The note matured during 1991. The District receives conferment of benefits towards its insurance premiums as payment on the surplus note.

Also, when accumulated reserves exceed the actuarial estimated reserves, the excess may be distributed to the entities.

The District continues to carry commercial insurance for all other risks of loss, including workers compensation, auto insurance, employee health and accident insurance.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

The amount of any settlement did not exceed insurance coverage for any of the prior three fiscal years.

**NOTE 11 TRANSFERS**

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

The following is a list of transfers for the year ended December 31, 2024:

	Transfer To:				Total Transfer From
	General Fund	Park Improvement Fund	Construction Fund	Debt Service	
Transfer from:					
General Fund	\$ -	\$ 18,000	\$ -		\$ 18,000
Special Assessment Fund	125,000	-	-	-	125,000
Construction Fund	50,000	-	-	-	50,000
Government Construction Fund	45,000	-	-	-	45,000
Total Transfer To	<u>\$220,000</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$238,000</u>

The above transfers into the general fund were made to cover administrative fees of bond issues and Riverfront maintenance and repairs. The above transfers into the Park Improvement Fund were to fund the snowblower attachment.

**NOTE 12 FUND BALANCES**

At December 31, 2024, a summary of the governmental fund balance classifications are as follows:

	General Fund	Special Assessment Fund	Park Improvement Fund	Construction Fund	Debt Service Fund	Government Construction Fund	Total
Restricted for:							
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ 1,452,735	\$ -	\$ 1,452,735
Capital Projects	-	-	-	795,789	-	-	795,789
Special Assessments	-	627,510	-	-	-	-	627,510
Committed to:							
Capital Projects	-	-	148,782	-	-	-	148,782
Golf Dome Roof Replacement	250,000	-	-	-	-	-	250,000
Assigned to:							
Capital Projects	-	-	1,659,332	142,169	-	456,972	2,258,473
Unassigned	6,765,917	-	-	-	-	-	6,765,917
	<u>\$ 7,015,917</u>	<u>\$ 627,510</u>	<u>\$ 1,808,114</u>	<u>\$ 937,958</u>	<u>\$ 1,452,735</u>	<u>\$ 456,972</u>	<u>\$ 12,299,206</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**NOTE 13 BISMARCK CITY EMPLOYEE PENSION PLAN (BCEPP)**

**Plan Description**

The District participates in the Bismarck City Employee Pension Plan (BCEPP). The BCEPP is a cost sharing, multiple employer public employee retirement system between the City of Bismarck and the Bismarck Parks and Recreation District. The BCEPP document provides for all full-time City and District employees with the exclusion of sworn police officers, non-sworn members of the police department who began employment before December 31, 2006 and members of the firefighter's relief fund.

**Plan Membership**

Employees begin participation at the first day of employment with a vesting period of five years. As of December 31, 2023, the City Employees' Pension Plan membership was as follows:

Retirees and beneficiaries receiving benefits	300
Terminated employees – vested	90
Active employees	<u>497</u>
Total members	<u>887</u>

**Plan Administration**

Management of the BCEPP plan is vested in the Board of Trustees which consists of the City Administrator and all department heads, except for the Chief of Police. The City administers the pension plan and related investments.

**Benefits Provided**

Benefit provisions, amendments, and all requirements are established under the authority of the City Commission. Employees may be eligible for early or normal retirement, as well as death benefits. Normal retirement age for full benefits is age 62. Employees who retire at or after age 62 with 5 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1.75% of the average of the member's highest 36 months base salary for each full and fractional year of contributing service before January 2005 and 2.25% for contributing service on or after January 2005. Married participants receive a joint and two-thirds to survivor annuity while single participants receive a life only annuity. There are no provisions with respect to automatic and post-retirement benefit increases. Employees with 5 years of credited service may retire at an earlier age and receive an actuarially reduced retirement benefit. Benefit terms may be amended in accordance with North Dakota Century Code 40-46. Chapter 9-07 of the Bismarck Code of Ordinance grants the authority to the Board of City Commissioners to establish and amend the benefit terms.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

Prior to January 2005, employees directed the investment of their contribution utilizing a contracted City investment manager. These employees were eligible to receive a distribution of the interest earned on the contributions in excess of 5% upon retirement. Effective January 1, 2005, all employee contributions are invested with the City pension funds and individual self-directed accounts were discontinued. As of December 31, 2004, interest earned in excess of 5% for the individual employee accounts has been transferred to an Employee Excess Retirement Fund as a Custodial Fiduciary Fund. Employee excess retirement accounts continue to be self-directed by the employees but administered by the City in custodial capacity.

Employees or designated beneficiary that separate from the District before attaining the five-year service credit are refunded the employee's accumulated contribution plus interest earnings at 5% per annum.

### **Contributions**

*Employee Contributions* - Participating active employees contribute to the plan at a rate of 5% of covered payroll. Employees or designated beneficiary that separate from the District before attaining the five-year service credit are refunded the accumulated contributions plus interest earnings at 5% per annum. Member contributions are made by payroll deductions applied to regular bi-weekly payroll.

*Employer Contributions* - Employer contributions are based on an actuarial formula identified as entry age normal cost method. This method produces an employer contribution rate consisting of an amount for normal cost and an amount for amortization of the net pension liability over a closed period of 30 years. The annual contribution is approved in the annual adopted budget.

### **Investments**

*Investment Policy* - The BCEPP investment policy and asset class allocations are established and may be amended by the Board of Trustees by a majority vote of its members. It is the policy of the BCEPP to pursue an investment strategy to improve the Plan's funding status to protect and sustain current and future benefits, minimize the employee and employer contributions, avoid substantial volatility in required contribution rates and fluctuations in the Plan's funding status and to accumulate a funding surplus to provide increases in retiree payments to preserve the purchasing power of their retirement benefits.

BCEPP Board has entered into a contract with the North Dakota State Investment Board (SIB) for investment services as allowed under NDCC 21-10-06 and to implement these policies by investing the assets of the Fund in the manner provided in NDCC 21-10-07, the prudent investor rule. Management's responsibility that is not assigned to the SIB in Chapter 21-10 of the NDCC is delegated to the SIB who must establish written policies for the operation of the investment program consistent with this investment policy.

The BCEPP Board of Trustee's adopted a long-term investment horizon and asset allocation policy for the management of the fund assets. Asset allocation targets are established using an asset-liability analysis designed to determine an acceptable volatility target for the plan and an optimal asset allocation policy mix. The asset-liability analysis considers both sides of the plan balance sheet, utilizing both quantitative and qualitative inputs, in order to estimate the potential impact of various asset class mixes on key measures of total plan risk. The following was the plans asset allocation as of January 1, 2024:

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

Asset Class	Target Allocation
Large domestic equity	21%
Small domestic equity	4%
Developed international equity	14%
Emerging international equity	3%
Private equity	5%
Domestic fixed income	33%
Real estate	12%
Infrastructure	7%
Timber	1%
	100%

**Long-term Expected Return on Plan Assets**

The long-term expected rate of return of 7.25% on plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return were developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates to return by the target asset allocation percentage.

The projected 10-year geometric real rates of return by asset class are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Large domestic equity	7.60%
Small domestic equity	7.90%
Developed international equity	7.60%
Emerging international equity	8.00%
Private equity	8.80%
Domestic fixed income	3.25%
Real estate	6.40%
Infrastructure	7.50%
Timber	7.10%

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Actuarial Assumptions**

Valuation date	January 1, 2024
Actuarial cost method	Entry Age Normal
Amortization method	Straight-Line Amortization Over Remaining Service Lives Period-Closed
Mortality rate	Based on Pub-2010 Mortality Tables Projected with Scale MP-2020 Fair Value
Asset valuation method	Fair Value
Valuation Method:	
Inflation rate	3.25%
Investment rate of return	7.25%
Projected salary increases:	
All active participants	3.25%
Post retirement cost of living adjustments	None

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The net pension liability of the BCEPP is calculated at a discount rate of 7.25 percent, as well as what the BCEPP net pension liability would be if it were calculated using a discount rate that is 1 percent lower (6.25 percent) or 1 percent higher (8.25 percent) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Employer's proportionate share share of the net pension liability (asset)	<u>\$ 5,232,604</u>	<u>\$ 2,698,096</u>	<u>\$ 582,236</u>

**Proportionate Share of the Net Pension Liability**

The District's portion of the net pension liability (asset) for the BCEPP was recorded at \$2,698,096 as of December 31, 2024. The calculation was determined by an actuarial valuation based on the present value of future payroll. The District's proportionate share was 13.94%, which is a decrease of 0.57% from the District's proportionate share as of **December 31, 2023**.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**Deferred Inflows and Outflows of Resources**

The District recognized pension expense of \$2,698,096 during the year ended December 31, 2024. Deferred inflows and outflows of resources related to pensions are from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 136,839	\$ (247,759)
Changes in assumptions	433,941	(7,334)
Net difference between projected and actual earnings on pension plan investments	976,414	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	21,746	(98,010)
Employer contributions subsequent to measurement date	449,482	-
Total	<u>\$ 2,018,422</u>	<u>\$ (353,103)</u>

Deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date of \$449,482 will be recognized as a reduction of the net pension liability(asset) in the year ending December 31, 2025.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending December 31:

2025	\$ 307,036
2026	360,535
2027	604,058
2028	(43,030)
2029	28,199
Thereafter	(40,961)

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the City of Bismarck's separately issued financial report. The financial report is available on the City of Bismarck's website at [www.bismarcknd.gov](http://www.bismarcknd.gov).

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

**NOTE 14 OTHER POST-EMPLOYMENT BENEFIT PLAN**

The District offers and administers a single-employer other post-employment benefit plan. A separately issued plan report is not issued, as there are no assets set aside for the plan. There are no required employer or employee contributions to the plan. Benefits may be changed by revision of the Board of Commissioners. The plan is only available for those employees who were hired by the District prior to November 16, 2017.

Full-time employees with a hire date prior to November 16, 2017 who have worked for the District for fifteen years or more are eligible for an early retirement option within six months of the employee's 59th birthday. Under this early retirement option, the District will continue to pay for the employee's health insurance until the employee reaches age 62 with the amount paid not to exceed the full rate paid for current employees.

From age 62 to 65 of the employee, the District will pay a portion of the health insurance, ranging from 50% to 100% of the health insurance premium, dependent upon the number of years of service by the employee.

Supplemental pay is available to employees who choose early retirement. Employees are eligible for supplemental pay from age 59 to age 62. The payment will be half of the employee's monthly gross salary less pension payments. A minimum payment of \$250 per month will be paid if the employee's pension payment is greater than one half the employee's monthly salary. The supplemental payment is capped at \$500 per month.

Membership in the plan for early retirement as of December 31, 2024 is as follows:

Retirees and beneficiaries receiving benefits	-
Active employees:	
Vested	-
Non-vested	31

Membership in the plan for health insurance as of December 31, 2024 is as follows:

Retirees and beneficiaries receiving benefits	-
Active employees:	
Vested	-
Non-vested	35

As there are fewer than 100 plan members, the District has elected to use the alternative measurement method. The District has made assumptions on expected beginning date of benefits, turnover (46.90%), and healthcare cost (4.5%) based on historical results the District has experienced. Marital status is assumed to be the same as the employee's current status when projecting the liability. The District has used a discount rate of 2% for early retirement benefits and 2.5% for health insurance benefits to arrive at a present value of the other post-employment benefit liability, which is \$318,811 as of December 31, 2024.

Schedules of the change in the OPEB liability is as follows:

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

OPEB Liability	
Service cost	\$ (1,173)
Benefit paid	<u>-</u>
Net Change in Total OPEB Liability	(1,173)
 OPEB Liability - Beginning	 107,651
OPEB Liability - Ending	<u><u>\$ 106,478</u></u>
 Covered Payroll	 \$ 2,291,603
 District's Total OPEB Liability as a % of Covered Payroll	 4.65%
 Health Insurance Benefits	
OPEB Liability	
Service cost	\$ 182
Benefit paid	<u>(23,745)</u>
Net Change in Total OPEB Liability	(23,563)
 OPEB Liability - Beginning	 235,896
OPEB Liability - Ending	<u><u>\$ 212,333</u></u>

The OPEB liability for early retirement benefits is calculated at a discount rate of 2.0 percent, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1 percent lower (1.0 percent) or 1 percent higher (3.0 percent) than the current rate:

	1% Decrease 1.00%	Current Discount Rate 2.00%	1% Increase 3.00%
Net OPEB liability for early retirement benefits	<u>\$ 119,278</u>	<u>\$ 106,478</u>	<u>\$ 95,817</u>

The net OPEB liability for health insurance benefits is calculated at a discount rate of 2.5 percent, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1 percent lower (1.5 percent) or 1 percent higher (3.5 percent) than the current rate:

	1% Decrease 1.50%	Current Discount Rate 2.50%	1% Increase 3.50%
Net OPEB liability for health insurance benefits	<u>\$ 219,111</u>	<u>\$ 212,333</u>	<u>\$ 206,774</u>

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

The net OPEB liability for early retirement benefits is calculated using a 4.5 percent increase in health care costs, as well as what the net OPEB liability would be if it were calculated using a healthcare rate that is 1 percent lower (3.5 percent) or 1 percent higher (5.5 percent) than the current rate:

	1% Decrease 3.50%	Current Health Insurance Rate 4.50%	1% Increase 5.50%
Net OPEB liability for health insurance benefits	<u>\$ 187,155</u>	<u>\$ 212,333</u>	<u>\$ 242,126</u>

The net OPEB liability for health insurance benefits is calculated using a 4.5 percent increase in health care costs, as well as what the net OPEB liability would be if it were calculated using a healthcare rate that is 1 percent lower (3.5 percent) or 1 percent higher (5.5 percent) than the current rate:

	1% Decrease 3.50%	Current Health Insurance Rate 4.50%	1% Increase 5.50%
Net OPEB liability for early retirement benefits	<u>\$ 96,771</u>	<u>\$ 106,478</u>	<u>\$ 117,800</u>

**NOTE 15 COMMITMENTS**

As of December 31, 2024, the District has the following outstanding commitments for on-going capital projects.

MBP Artificial Turf/Batters Eye/Tix Booth	\$ 418,795
Other miscellaneous capital projects	<u>122,655</u>
Total commitments	<u>\$ 541,450</u>

Subsequent to year end, the District entered into additional contracts for capital projects of \$984,115.

**NOTE 16 TAX ABATEMENTS**

The City of Bismarck provides five tax abatement programs which includes a Commercial and Residential Renaissance Zone Program, New or Expanding Business Exemptions, and a Commercial and Residential Remodeling Exemption.

As of December 31, 2024, the Renaissance Zone Property Tax Exemptions under North Dakota Century Code 40-63, is for Commercial and Residential buildings located within the renaissance zone that allow for the property to be excluded for up to five years, provided the City approves the exemption. A renaissance zone is a geographical area that the City applies to the State Department of Commerce to designate a portion of the City into a renaissance zone.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

The Renaissance Zone Program for commercial and residential properties was established in March 2001 and now encompasses a 39 block area in the downtown area. The purpose of the zone is to encourage reinvestment in downtown properties by providing property tax incentives to commercial and residential owners. There are four different type of Renaissance Zone projects that qualify for property tax exemptions: rehabilitation, purchase with major improvements, purchase only, and historical preservation and renovation. A Renaissance Zone project must be approved by both the City of Bismarck and the North Dakota Department of Commerce before qualifying activity occurs.

New or Expanding Business Exemption under North Dakota Century Code 40-57.1 provides property tax abatements by assisting in establishing industrial plants, expanding and retaining existing businesses. A property tax exemption allows for the property to be excluded for up to five years. The property must have prior certification as a primary sector business by the North Dakota Department of Commerce. A partial or complete exemption from ad valorem taxation under this section for retail sector projects may receive a partial or complete exemption from the City Commission.

The Commercial and Residential Remodeling Exemption under North Dakota Century Code 40-57.02.2 provides property tax abatements by assisting in incentives for remodeling properties that are 30 years or older. This exemption will be for commercial and residential remodeling projects and will only include additions for residential structures. The exemption will be for a maximum of three years. The City Commission must approve the application prior to the exemption.

The amount of taxes abated for the year ended December 31, 2024 for the District was as follows:

Renaissance Zone Exemption - Commercial	\$ 41,342
Renaissance Zone Exemption - Residential	721
Remodeling Exemption - Residential	80
	<hr/>
	\$ 42,143

**NOTE 17 NEW ACCOUNTING PRONOUNCEMENTS**

GASB Statement No. 102, *Certain Risk Disclosures*, requires entities to disclose critical information about their exposure to risks due to certain concentrations or limitations that could lead to financial distress or operational challenges. This statement is effective for fiscal years beginning after June 15, 2024.

GASB Statement No. 103, *Financial Reporting Model Improvements*, revises the requirements for management's discussion and analysis with the goal of making it more readable and understandable, requires unusual or infrequent items to be presented separately, defines operating and nonoperating revenues, includes a new section for noncapital subsidies for proprietary funds' statement of revenues, expenses and changes in net position, removes the option to disclose major component information in the notes and requires them to be shown individually or in combine financial statements following the fund financial statements and requires budgetary comparisons to be presented as RSI with new columns for variances between original-to-final budget and final budget-to-actual results. This statement is effective for fiscal years beginning after June 15, 2025.

GASB Statement No. 104, *Disclosure of Certain Capital Assets*, establishes requirements for certain types of capital assets to be disclosed separately in the capital assets note. These items

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**DECEMBER 31, 2024**

include disclosing separately lease assets, intangible right-to-use assets, subscription assets and intangible assets. In addition, additional disclosures will be required for capital assets held for sale. This statement is effective for fiscal years beginning after June 15, 2025. Earlier application is encouraged

Management has not yet determined what effect these statements will have on the entity's financial statements.

**NOTE 18 CONTINGENCIES**

The District received financial assistance from federal and state agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with items and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. The District's management believes it has complied with all applicable grant provisions. In the opinion of management, any possible disallowed claim would not have a material adverse effect on the overall financial position of the District as of December 31, 2024.

**NOTE 19 SUBSEQUENT EVENTS**

No significant events occurred subsequent to the District's year end. Subsequent events have been evaluated through May 5, 2025, which is the date these financial statements were available to be issued.

**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	Original / Final Budget	Actual	Variance
Revenues:			
Taxes	\$ 10,457,850	\$ 10,426,382	\$ (31,468)
Intergovernmental	1,277,100	2,038,832	761,732
Charges for services	7,812,950	7,026,107	(786,843)
Investment earnings (loss)	50,000	615,944	565,944
Grants	61,000	20,820	(40,180)
Leases	-	1,088,148	1,088,148
Donations	32,200	256	(31,944)
Miscellaneous	403,500	221,713	(181,787)
Total revenues	<u>20,094,600</u>	<u>21,438,202</u>	<u>1,343,602</u>
Expenditures:			
Current:			
General government	2,772,800	2,305,409	467,391
General maintenance	3,988,000	3,704,623	283,377
Golf	2,431,750	2,474,201	(42,451)
Capital Racquet Fitness Center	582,250	579,029	3,221
Aquatic Wellness Center	1,442,400	1,507,590	(65,190)
Pools	1,057,000	688,167	368,833
Ice arenas	1,036,150	1,510,692	(474,542)
Forestry	303,500	342,946	(39,446)
Memorial Building	212,150	228,921	(16,771)
Sibley Park	379,400	342,445	36,955
County parks	178,900	98,898	80,002
McDowell Dam	263,600	221,881	41,719
High Prairie Arts and Science Complex	117,150	109,000	8,150
Other recreational activities	2,957,050	2,750,465	206,585
Capital outlay	45,000	503,141	(458,141)
Capital outlay less than \$5,000	748,250	184,412	563,838
Debt service:			
Principal retirement	1,177,500	1,241,433	(63,933)
Interest and fiscal charges	634,250	638,541	(4,291)
Total expenditures	<u>20,327,100</u>	<u>19,431,794</u>	<u>895,306</u>
Excess of revenues under expenditures	(232,500)	2,006,408	2,238,908
Other financing sources (uses):			
Proceeds from insurance	12,500	6,071	(6,429)
Transfers in/out	220,000	202,000	18,000
Total other financing sources (uses)	<u>232,500</u>	<u>208,071</u>	<u>11,571</u>
Excess of revenues and other sources over (under) expenditures	<u>\$ -</u>	<u>2,214,479</u>	<u>\$ 2,250,479</u>
Fund balance - January 1		4,801,438	
Fund balance - December 31		<u>\$ 7,015,917</u>	

See Note to the Required Supplementary Information

**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE- SPECIAL ASSESSMENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	Original / Final Budget	Actual	Variance
Revenues:			
Taxes	\$ 2,441,000	\$ 2,521,685	\$ 80,685
Miscellaneous	85,000	85,000	-
Total revenues	<u>2,526,000</u>	<u>2,606,685</u>	<u>80,685</u>
Expenditures:			
Capital outlay	-	257,204	(257,204)
Capital outlay <\$5,000	17,100	10,218	6,882
Debt service:			
Principal retirement	2,180,000	2,174,220	5,780
Interest and fiscal charges	303,900	299,308	4,592
Total expenditures	<u>2,501,000</u>	<u>2,740,950</u>	<u>(239,950)</u>
Excess of revenues over (under) expenditures	25,000	(134,265)	(159,265)
Other financing sources (uses):			
Proceeds from special assessments debt	-	257,204	257,204
Transfers out	(125,000)	(125,000)	-
Total other financing sources (uses)	<u>(125,000)</u>	<u>132,204</u>	<u>257,204</u>
Excess of revenues and other sources over (under) expenditures	<u>\$ (100,000)</u>	(2,061)	<u>\$ 97,939</u>
Fund balance - January 1		<u>629,571</u>	
Fund balance - December 31		<u>\$ 627,510</u>	

See Note to the Required Supplementary Information

**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
**LAST 10 FISCAL YEARS \***

	2024	2023	2022	2021	2020	2019	2018	2017	2016
Employer's proportion of the net pension liability (asset)	13.94%	14.51%	15.07%	15.50%	14.94%	14.47%	14.52%	13.43%	12.71%
Employer's proportionate share of the net pension liability (asset)	\$ 2,698,096	\$ 3,561,071	\$ (182,809)	\$ 996,479	\$ 1,485,481	\$ 2,721,922	\$ 1,283,226	\$ 1,315,443	\$ 1,167,823
Employer's covered-employee payroll	\$ 4,042,688	\$ 3,876,516	\$ 3,990,385	\$ 3,756,434	\$ 3,518,193	\$ 3,490,169	\$ 3,223,952	\$ 2,953,755	\$ 2,512,248
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	66.74%	91.86%	-4.58%	26.53%	42.22%	77.99%	39.80%	44.53%	46.49%
Plan fiduciary net position as a percentage of the total pension liability	86.57%	82.55%	100.93%	94.84%	91.64%	83.50%	91.78%	89.86%	89.88%

\* Complete data for this schedule is not available prior to 2015.

See Note to the Required Supplementary Information

**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**LAST 10 FISCAL YEARS \***

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Actuarially determined contribution	\$ 406,422	\$ 360,128	\$ 179,876	\$ 207,117	\$ 322,595	\$ 320,293	\$ 262,486	\$ 266,849	\$ 209,905
Contributions in relation to the actuarially determined contribution	\$ (449,482)	\$ (422,382)	\$ (391,223)	\$ (391,223)	\$ (381,662)	\$ (373,732)	\$ (345,354)	\$ (322,654)	\$ (269,065)
Contribution deficiency (excess)	\$ (43,060)	\$ (62,254)	\$ (211,347)	\$ (184,106)	\$ (59,067)	\$ (53,439)	\$ (82,868)	\$ (55,805)	\$ (59,160)
Employer's covered-employee payroll	\$ 4,277,149	\$ 4,042,688	\$ 3,876,516	\$ 3,990,385	\$ 3,756,434	\$ 3,518,193	\$ 3,490,169	\$ 3,223,952	\$ 2,953,755
Contributions as a percentage of covered-employee payroll	10.51%	10.45%	10.09%	9.80%	10.16%	10.62%	9.90%	10.01%	9.11%

\* Complete data for this schedule is not available prior to 2015.

See Note to the Required Supplementary Information

**BISMARCK PARKS AND RECREATION DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER'S SHARE OF NET OPEB LIABILITY**  
**LAST 10 FISCAL YEARS \***

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Early Retirement Benefits						
OPEB Liability						
Service cost	\$ (1,173)	\$ (11,437)	\$ (9,494)	\$ (42,559)	\$ (44,074)	\$ 84,581
Benefit paid	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,861</u>	<u>21,500</u>	<u>(11,348)</u>
Net Change in Total OPEB Liability	(1,173)	(11,437)	(9,494)	(19,698)	(22,574)	73,233
OPEB Liability - Beginning	<u>107,651</u>	<u>119,088</u>	<u>128,582</u>	<u>148,280</u>	<u>170,854</u>	<u>97,621</u>
OPEB Liability - Ending	<u>\$ 106,478</u>	<u>\$ 107,651</u>	<u>\$ 119,088</u>	<u>\$ 128,582</u>	<u>\$ 148,280</u>	<u>\$ 170,854</u>
Covered Payroll	\$ 2,291,603	\$ 2,199,219	\$ 2,313,715	\$ 2,531,362	\$ 2,510,639	\$ 2,511,467
District's Total OPEB Liability as a % of Covered Payroll	4.65%	4.89%	5.15%	5.08%	5.91%	6.80%
Health Insurance Benefits						
OPEB Liability						
Service cost	\$ 182	\$ (23,498)	\$ 30,824	\$ 35,153	\$ (27,865)	\$ 141,728
Benefit paid	<u>(23,745)</u>	<u>(22,705)</u>	<u>(21,330)</u>	<u>(15,455)</u>	<u>(20,946)</u>	<u>(34,440)</u>
Net Change in Total OPEB Liability	(23,563)	(46,203)	9,494	19,698	(48,811)	107,288
OPEB Liability - Beginning	<u>235,896</u>	<u>282,099</u>	<u>272,605</u>	<u>309,649</u>	<u>338,015</u>	<u>230,727</u>
OPEB Liability - Ending	<u>\$ 212,333</u>	<u>\$ 235,896</u>	<u>\$ 282,099</u>	<u>\$ 329,347</u>	<u>\$ 289,204</u>	<u>\$ 338,015</u>
Covered Payroll	\$ 2,562,482	\$ 2,459,679	\$ 2,559,228	\$ 2,601,956	\$ 2,765,641	\$ 2,765,641
District's Total OPEB Liability as a % of Covered Payroll	8.29%	9.59%	11.02%	12.66%	10.46%	12.22%

\* Complete data for this schedule is not available prior to 2018.

See Note to the Required Supplementary Information

**BISMARCK PARKS AND RECREATION DISTRICT**  
**NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**DECEMBER 31, 2024**

**NOTE 1 BUDGETS AND BUDGETARY ACCOUNTING**

The District's board adopts an annual budget on a basis consistent with accounting principles generally accepted in the United States for the general and special assessment funds.

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

- All divisions of the District submit requests for appropriation to the Executive Director of Parks and Recreation so that a budget may be prepared.
- The requests are reviewed in detail with the divisions.
- The budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.
- By August 10<sup>th</sup> of each year, the preliminary budget is presented to the District's board for review and approval.
- The District's board holds public hearings and may modify the preliminary budget.
- The final budget must be adopted before October 7<sup>th</sup> and submitted to the County Auditor by October 10<sup>th</sup> of each year.
- Project-length financial plans are adopted for all capital projects funds.
- The current budget, except property taxes, may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared.
- All appropriations lapse at year-end.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Park Commissioners  
Bismarck Parks and Recreation District  
Bismarck, North Dakota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Bismarck Parks and Recreation District, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated May 5, 2025.

## **Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Bismarck Parks and Recreation District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bismarck Parks and Recreation District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bismarck Parks and Recreation District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Bismarck Parks and Recreation District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bismarck Parks and Recreation District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**BRADY, MARTZ & ASSOCIATES, P.C.**  
**BISMARCK, NORTH DAKOTA**

May 5, 2025



**Jeffrey J. Ubl**

Phone: 701-751-4555 | Fax: 701-751-4556 | [jeff@ubldesign.com](mailto:jeff@ubldesign.com)

May 8, 2025

Bismarck Park Board Commissioners  
Mr. Kevin Klipfel, Executive Director  
Bismarck Parks and Recreation District  
400 East Front Avenue  
Bismarck, ND 58504

**RE: Bid Recommendation:  
VFW Sports Center - Painting**

**Via: E-mail only.**

Dear Bismarck Park Board Commissioners and Mr. Klipfel,

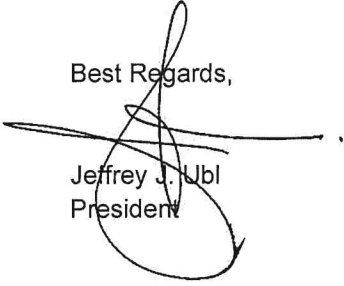
On Tuesday, May 6, 2025, at 11:00am the Bismarck Parks and Recreation District called for bids for the above-mentioned project.

At the time and place designated for the bids, the Bismarck Parks and Recreation District staff and Architect received two bids listed below. Following a review of the bids we are recommending the Park Board accept the bids from Oxentenکو, Inc. for \$155,500.00.

Oxentenکو, Inc.:	\$155,500.00
Roy H. Deitz and Sons, Inc.:	\$156,000.00

If you have any questions regarding this bid process, please call me at 701-426-2544.

Best Regards,



Jeffrey J. Ubl  
President

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

**FROM:** David Mayer, Operations Director *DM*

**DATE:** May 9, 2025

**RE:** McDowell Dam Playground Bid Recommendations

Commissioners and Executive Director Klipfel:

**McDowell Dam Playground**

Bids were opened on May 6, 2025, for the play equipment, installation, and surfacing for the new playground at McDowell Dam, as well as the concrete access path to the parking lot, restroom, and picnic shelter. This project has received a grant from the Garrison Diversion Conservancy District for 25% of the total project cost (up to \$28,699) and is part of the 2025 budget. We received bids from two contractors. A bid summary is below.

Wendy Anderson-Berg, Park Planner, and I reviewed all proposals and evaluated the play equipment. We recommend accepting the bid submitted by Paramount Builders for the bid price of **\$ 129,658**. Paramount met all specifications as advertised, completed the bid form as required, the design was comparable to the drawing, and the total bid price was the lowest bid.

McDowell Dam Play Area Bid Summary 5/6/2025 1:30pm

Contractor	Total Project Cost	Addendum Received	Contractor's License
Northwest Contracting, Inc	\$ 154,862	Yes	Yes
Paramount Builders, Inc	\$ 129,658	Yes	Yes

If approved, we anticipate this project will move forward this summer. Thank you for your time and consideration of this matter.

cc: Kathy Feist, Finance Director  
Wendy Anderson-Berg, Park Planner

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

**FROM:** David Mayer, Operations Director *DM*

**DATE:** May 9, 2025

**RE:** General Sibley Playground Bid Recommendation

Commissioners and Executive Director Klipfel:

**Sibley Park 2-5 Year Old Playground**

Bids were opened on May 6, 2025, for the play equipment, installation, and surfacing for the playground at Sibley Park. This project, budgeted at \$60,000, is part of the 2025 budget. A Garrison Diversion Conservancy District grant for 25% of the project cost, not to exceed \$16,000 was awarded for this project. Bids were received from four playground suppliers. A bid summary is below.

Wendy Anderson-Berg, Park Planner, and I reviewed all proposals and evaluated the play equipment. We recommend accepting the bid submitted by Webber Recreation and Miracle for play equipment and installation for the bid price of **\$ 43,741**. Webber provided all requested play features, met all specifications as advertised, completed the bid form as required, the design was comparable to the drawing, and the bid price was the lowest bid.

We recommend accepting the bid submitted by Dakota Playground for the engineered wood fiber surfacing for the bid price of **\$ 4,678**. Dakota Playground met all specifications as advertised, completed the bid form as required, and the bid price was the lowest bid.

Sibley Park 2-5 Play Area Bid Summary 5/6/2025 1:30pm


Representative	Manufacturer	Play Equipment & Installation	Surfacing	Meets Specs
Dakota Playground	Landscape Structures	\$ 59,109	\$ 4,678	Yes
Grondahl Recreation	Burke	\$ 47,904	\$ 7,020	Yes
Paramount	Gametime	\$ 49,200	\$ 11,850	Yes
Webber Recreation	Miracle	\$ 43,741	\$ 5,065	Yes

If approved, this project will move forward this summer. Please let me know if there are any questions.

cc: Kathy Feist, Finance Director  
Wendy Anderson-Berg, Park Planner

Let's Play!

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

**From:** David Mayer, Operations Director 

**Date:** May 5, 2025

**Subject:** Consideration of Companion Agreement for Expressway Underpass Tunnel Mural

Commissioners and Executive Director Klipfel:

In June 2024, the Board of Park Commissioners approved a matching grant with Bismarck Burleigh Public Health to create a mural in the Expressway pedestrian tunnel. This project is expected to be completed in 2025. As part of this project, there is a companion agreement (with Exhibit A – the NDDOT agreement with the City of Bismarck) for the Boards' consideration. It is an agreement between the City of Bismarck and the Bismarck Parks and Recreation District (BPRD) requiring BPRD to undertake all of the duties and responsibilities contained in the agreement between the City of Bismarck and the North Dakota Department of Transportation.

BPRD needs to approve the companion agreement. This is standard procedure for projects with the NDDOT as they recognize the City of Bismarck for carrying the responsibility for work in the NDDOT right of way for this project. Staff recommend approval of the companion agreement with the City of Bismarck. This approval is contingent upon the City of Bismarck approval at their May 13<sup>th</sup> meeting.

Thank you for your consideration of this request.

## A G R E E M E N T

The City of Bismarck, P.O. Box 5503, Bismarck, North Dakota 58506-5503, hereinafter "**City**," and the Bismarck Parks and Recreation District, 400 East Front Avenue, Bismarck, North Dakota 58504-5641, hereinafter "**Parks**," agree as follows:

WHEREAS, **City** has contracted with the North Dakota Department of Transportation (NDDOT) to paint and maintain a mural painted on the pedestrian underpass tunnel on Bismarck Expressway; and

WHEREAS, **Parks** will contract at its own expense for the installation and maintenance of the mural;

The **City** and **Parks** agree that **Parks** shall be subject to the following terms and conditions:

Compliance with NDDOT Program Requirements. **Parks** agrees to comply with all provisions and requirements of the Agreement to Enter and Do Work on Highway Right of Way, NDDOT Contract No. 61250527, specifically including the Risk Management Appendix, between the **City** and the NDDOT and fulfill and assume all of the obligations and responsibilities of the **City** under that agreement. A copy of that Agreement is attached and made a part of this Agreement as Exhibit A. This includes, but is not limited to Title VI Assurances, Risk Management requirements and that all of the terms of Exhibit A will be complied with by **Parks** that are identified as responsibilities of the **City** in the Agreement attached as Exhibit A. If **Parks** fails to follow the terms of the agreement, they will reimburse any funds or liabilities that the **City** will have to pay or perform due to **Parks'** failure to abide by the contract.

1. The location of the proposed work is on the pedestrian underpass tunnel on Bismarck Expressway (ND 810) at RP 1.403 in Bismarck.
2. The work to be performed is to paint and maintain a mural painted on the wing walls and inside of the tunnel on Bismarck Expressway (ND 810).
3. All work done on highway right-of-way must conform to the reasonable requirements of NDDOT's district engineer, whether communicated before or after the work is conducted.

4. Effective November 24, 2008, **Parks** shall be required to wear an ANSI/ISEA 107-2004 Class II high visibility garment while within the highway right-of-way as per the requirements of 23 CFR 634.
5. No advertising or written messages are allowed on the mural. Advertising includes the names, abbreviations, logos, phone numbers, websites, etc. of businesses, organizations, sponsors, and/or the promotion of goods or services.

**Parks** must obtain all necessary permits, licenses, and approvals. **Parks** must comply with all federal, state, and local laws and ordinances. **Parks** is responsible for paying all charges, fees, and taxes.

Prior to work taking place, an artist's rendering of the mural must be submitted and approved in writing by the NDDOT.

**Parks** must provide appropriate traffic control according to the current edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, as supplemented and amended.

**Parks** must keep Bismarck Expressway (ND 810) open to traffic and keep the sidewalk open to pedestrians.

Any changes to the approved artist's rendering (either during initial painting or throughout the life of this agreement) must be requested in writing by **Parks** and approved in writing by the NDDOT.

**Parks** will promptly remove or repair offensive graffiti or vandalism.

**Parks** must maintain the mural near original condition. Maintenance requested in writing by the NDDOT must occur within 180 days of notification. **Parks** agrees to remove or paint over the mural if it is not maintained to the satisfaction of the NDDOT, or any other reason, with 180 days of written notification by the NDDOT. **Parks** agrees to remove or cover the mural (at no expense to the NDDOT) if the NDDOT determines that it is a distraction to drivers

6. All work done will be at no cost to NDDOT.

7. All work will be completed by May 5, 2026.
8. **Parks**, for him or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that **Parks** will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities set forth in this Assurance.

That in the event of breach of any of the above Non-discrimination covenants, **City** will have the right to terminate this Permit and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said Permit had never been made or issued.

9. The Risk Management Appendix, attached, is hereby incorporated into and made a part of this agreement.
10. This Agreement becomes effective immediately on signature indicated by the following execution of the parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest:

BISMARCK PARKS AND RECREATION  
DISTRICT

By \_\_\_\_\_  
Kevin Klipfel  
Executive Director, Bismarck  
Parks & Recreation District

By \_\_\_\_\_  
Mark Zimmerman  
President  
Board of Park Commissioners

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest:

CITY OF BISMARCK

By \_\_\_\_\_  
Jason Tomanek  
City Administrator

By \_\_\_\_\_  
Michael T Schmitz, President  
Board of City Commissioners

**North Dakota Department of Transportation  
AGREEMENT TO ENTER AND DO WORK ON HIGHWAY RIGHT-OF-WAY**

This agreement is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and the City of Bismarck, hereafter referred to as the Permittee, whose address is 211 N 5<sup>th</sup> St Bismarck ND 58501.

Permission is hereby given to enter and do work on highway right-of-way, under the following conditions:

1. The location of the proposed work is on the pedestrian underpass tunnel on Bismarck Expressway (ND 810) at RP 1.403 in Bismarck.
2. The work to be performed is to paint and maintain a mural painted on the wing walls and inside of the tunnel on Bismarck Expressway (ND 810).
3. All work done on highway right-of-way must conform to the reasonable requirements of NDDOT's district engineer, whether communicated before or after the work is conducted.
4. Effective November 24, 2008, the Permittee shall be required to wear an ANSI/ISEA 107-2004 Class II high visibility garment while within the highway right-of-way as per the requirements of 23 CFR 634.
5. No advertising or written messages are allowed on the mural. Advertising includes the names, abbreviations, logos, phone numbers, websites, etc. of businesses, organizations, sponsors, and/or the promotion of goods or services.

The Permittee must obtain all necessary permits, licenses, and approvals. The Permittee must comply with all federal, state, and local laws and ordinances. The Permittee is responsible for paying all charges, fees, and taxes.

Prior to work taking place, an artist's rendering of the mural must be submitted and approved in writing by the NDDOT.

The Permittee must provide appropriate traffic control according to the current edition of *the Manual on Uniform Traffic Control Devices for Streets and Highways*, as supplemented and amended. Permittee must keep Bismarck Expressway (ND 810) open to traffic and keep the sidewalk open to pedestrians.

Any changes to the approved artist's rendering (either during initial painting or throughout the life of this agreement) must be requested in writing by the Permittee and approved in writing by the NDDOT.

The Permittee will promptly remove or repair offensive graffiti or vandalism.

The Permittee must maintain the mural near original condition. Maintenance requested in writing by the NDDOT must occur within 180 days of notification. Permittee agrees to remove or paint over the mural if it is not maintained to the satisfaction of the NDDOT, or any other reason, with 180 days of written notification by the NDDOT. Permittee agrees to remove or cover the mural (at no expense to the NDDOT) if the NDDOT determines that it is a distraction to drivers.

6. All work done will be at no cost to NDDOT.



7. All work will be completed by 05/05/2026.
8. The Permittee, for him or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the Permittee will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities set forth in this Assurance.

That in the event of breach of any of the above Non discrimination covenants, NDDOT will have the right to terminate this Permit and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said Permit had never been made or issued.

9. The Risk Management Appendix, attached, is hereby incorporated into and made a part of this agreement.

Executed the last date below signed.

PERMITTEE:

NORTH DAKOTA  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
NAME (TYPE OR PRINT)

\_\_\_\_\_  
DISTRICT ENGINEER (TYPE OR PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

To be signed by **Owner; Partner; Corp. Pres., Vice Pres., or other authorized Corp. Officer.** (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

CLA 17088 (Div. 70)  
L.D. Approved 7-17-89; 8-18; C.M. 05/01/2025



CLA 17088 (Div. 70)

## Risk Management Appendix

### **Routine\* Service Agreements with Sovereign Entities and Political Subdivisions of the State of North Dakota:**

**Parties:** **State** – State of North Dakota, its agencies, officers and employees

**Governmental Entity** – The Governmental Entity executing the attached document, its agencies, officers and employees

**Governments** – State and Government Entity, as defined above

Each party agrees to assume its own liability for any and all claims of any nature including all costs, expenses and attorney's fees which may in any manner result from or arise out of this agreement.

Each party shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

- 1) **Commercial general liability and automobile liability** insurance – minimum limits of liability required of the Governmental Entity are **\$437,500 per person and \$1,750,000 per occurrence**. The minimum limits of liability required of the State are **\$437,500 per person and \$1,750,000 per occurrence**.
- 2) **Workers compensation** insurance meeting all statutory limits.
- 3) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

**The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.**

Each party that hires subcontractors shall require any non-public subcontractors, prior to commencement of work set out under an agreement between that party and the non-public subcontractor, to:

Defend, indemnify, and hold harmless the Governments, its agencies, officers and employees, from and against claims based on the vicarious liability of the Governments or its agents, but not against claims based on the Government's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by the Subcontractor to the Governments under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the Governments is necessary. Subcontractor also agrees to defend, indemnify, and hold the Governments harmless for all costs, expenses and attorneys' fees incurred if the Governments prevail in an action against Subcontractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Subcontractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota: 1) commercial general liability; 2) automobile liability; and 3) workers compensation insurance all covering the Subcontractor for any and all claims of any nature which may in any manner arise out of or result from this agreement. The minimum limits of liability required are \$500,000 per person and \$2,000,000 per occurrence for commercial general liability and automobile liability coverages, and statutory limits for workers compensation. The Governments shall be endorsed on the commercial general liability policy and automobile liability policy as additional insureds. The Governments shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor. Said endorsement shall contain a "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the Governments as well as provisions that the policy and/or endorsement may not be canceled or modified without thirty (30) days prior written notice to the undersigned representatives of the Governments, and that any attorney who represents the State under this policy must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08. Subcontractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the Governments. Any insurance, self-insurance or self-retention maintained by the Governments shall be excess of the Contractor's insurance and the Subcontractor's insurance and shall not contribute with them. The insolvency or bankruptcy of the insured Subcontractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Subcontractor from meeting the retention limit under the policy. Any deductible amount or other obligations under the Subcontractor's policy(ies) shall be the sole responsibility of the Subcontractor. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The Governments will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Subcontractor in excess of the minimum requirements set forth above. The Government Entity that hired the Subcontractor shall be held responsible for ensuring compliance with the above requirements by all Subcontractors. The Governments reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.


\*See *North Dakota Risk Management Manual*, section 5.1 for discussion of "unique" and "routine" agreements.

RM Consulted 2007  
Revised 6-24



DATE: April 30, 2025

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

FROM: Mike Wald Facilities and Programs Director 

RE: Board Consideration of Concessions Extension

The current agreement with Bismarck Hockey Boosters to provide concessions at the Capital Ice Complex has an option to add one additional year (September 1, 2025-August 31, 2026). A request to extend the agreement has been received from Mikayla Jablonski Jahner with Bismarck Hockey Boosters. Staff recommends approval of this extension.

Please let me know if you have any questions. Thank you for your consideration of this request.

TO: Board of Park Commissioners  
Kevin Klipfel, Executive Director

FROM: Mikayla Jablonski Jahner, Executive Director, Bismarck Hockey Boosters

RE: Request Extension of Capital Ice Complex Concessions Agreement

Commissioners and Executive Director Klipfel:

Please consider my request to extend the current Capital Ice Complex concessions agreement with Bismarck Hockey Boosters for one additional year (September 1, 2025-August 31, 2026). The option for consideration is part of the current agreement. If approved, I look forward to receiving an additional agreement from your office and serving the Capital Ice Complex for an additional year.

Thank you for your consideration.

Sincerely,



Mikayla Jablonski Jahner

## Concession Stand Operating Agreement Addendum for Capital Ice Complex

This addendum references the current agreement between the Bismarck Hockey Boosters and the Park District of the city of Bismarck, North Dakota. The addendum extends the current operating agreement through August 31, 2026.

All terms and conditions of the original agreement remains effect, including the following fees:

**Concession Fee:** The Bismarck Hockey Boosters concession fee will remain the same during the addendum period.

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Mikayla Jablonski Jahner, Executive Director  
Bismarck Hockey Boosters

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Mark Zimmerman, President  
Board of Park Commissioners

Let's Play!

DATE: May 7, 2025

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

FROM: Mike Wald, Facilities and Programs Director

RE: Bareknuckle Baseball and Northwoods League Use Agreement Addendum

Due to the installation of the artificial turf at the Bismarck Municipal Ballparks, staff requests Board consideration of the attached addendum regarding potential damages to the turf. Please let me know if you have any questions.

*A nationally accredited park and recreation agency.*

### **Bareknuckle Baseball and Northwoods League Operating Agreement Addendum**

This addendum references the current agreement between Bareknuckle Baseball and Northwoods League and the Park District of the city of Bismarck, North Dakota which was approved in 2015. This addendum covers the following:

Team agrees to pay for any damages to the artificial turf by staff (paid and volunteer), players, customers, or fans to include, but not limited to fireworks, driving on the turf, or any other on-field activities sustained to the turf, ordinary wear and tear excepted.

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John Bollinger, Owner, CEO  
Bismarck Larks

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Date

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Mark Zimmerman, Board of Park Commissioners

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Date

DRAFT  
MINUTES OF THE BOARD OF PARK COMMISSIONERS  
April 17, 2025

The Board of Park Commissioners held their regular meeting on April 17, 2025 in the Tom Baker meeting room of the City/County Building. President Zimmerman called the meeting to order at 5:15 pm. Commissioners Herzog, Jeske, and Redmann were present. Commissioner Gilbertson was absent. The pledge of allegiance was said.

Commissioner Herzog moved to approve the agenda with the addition of one item – Request Authorization to Call for Bids. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

City Forester Christy Ames-Davis appeared before the Board as the featured partner and program.

Golf Operations Manager Tim Doppler appeared before the Board to review the opening of the golf courses.

City Engineer Gabe Schell appeared before the Board to provide an update on the potential South Bismarck flood control project.

Chris Geiss with the Dakota Junior Golf Association provided information on a potential entrance sign at the Sheila Schafer Junior Links, and if approved by the Board, an updated advertising agreement. Commissioner Jeske moved to approve the proposed sign and the updated advertising agreement. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Redmann, Jeske and President Zimmerman. Abstain: Commissioner Herzog. The nays being none, the motion carried.

Executive Director Klipfel reviewed a proposal from the city of Center as they are interested in relocating the Lewis and Clark statues from Keelboat Park to Center. Commissioner Jeske moved approval for the Park District to donate the statues to the city of Center and directed staff to develop an agreement for this donation, including language about recognizing the District for its donation. Commissioner Herzog seconded the motion, and the voting went as follows: Ayes: Commissioners Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

The proposed 2026-2028 strategic plan with additional proposed changes was reviewed by Executive Director Klipfel. Commissioner Redmann moved to approve the plan with changes as presented. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Redmann moved approval for the Park District to accept up to \$300,000 in funding from the Special Roads Fund for the General Sibley Park Road Project which would be

completed in 2026. Commissioner Herzog seconded the motion, and the voting went as follows: Ayes: Commissioners Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Herzog moved to approve the following consent agenda:

- Consideration of March 20 and April 3, 2025 Board meeting minutes.
- Consideration of BLAST Fees for 2025-2026 school year due to the change in the bell ring schedule.
- Request to call for bids for VFW Sports Center doors.
- Request authorization to call for the following bids:
  - Painting interior of VFW Sports Center
  - Replace roof at World War Memorial Building
  - Elks Aquatic Center safety surface replacement
  - Tom O'Leary cart path phase I
  - BSC Aquatic and Wellness Center video board

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

Commissioner Jeske moved to approve bills for payment with checks 408217 to 408227 and 218323 to 218514 along with bank drafts DFT001539 to DFT001548, EFTs 3316 to 3359 and direct deposits 85112 to 86023. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

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. The next regular Board meeting will be May 15, 2025, at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:34 pm.