


Let's Play!

June 13, 2025

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

FROM: Kevin Klipfel, Executive Director 

SUBJECT: June 19, 2025 Park Board Meeting Packet and Overview

Commissioners:

Enclosed you will find the packet of information and overview for the Park Board meeting on June 19, 2025 at 5:15 pm at the Tom Baker Meeting Room. The agenda is as follows:

- Item 1.** Call Meeting to Order and Roll Call
- Item 2.** Pledge of Allegiance
- Item 3.** Approve Agenda
- Item 4.** Featured Partners and Programs
- USA Patriots Kids Camp-Jack Jones and Heather Nelson will appear before the Board to highlight the USA Patriots Kids Camp.
  - Sleepy Hollow Summer Theatre-A representative will appear to discuss the upcoming summer at Sleepy Hollow Summer Theatre.
  - July Celebration-Recreation Specialist Spencer Aune will provide information about July Celebration.
- Item 5.** Disposition of Bids
- BSC Aquatic and Wellness Center Video Board Replacement-Wes Gullicks from Apex Engineering Group will review the enclosed bids.
  - Tom O'Leary Golf Cart Path Project-Thomas Demke from Apex Engineering Group will review the results.
  - Hot Tub Re-Tiling at Capital Racquet and Fitness Center-Facilities and Programs Director Mike Wald will review the results.
  - Reconsideration of General Sibley Park Playground Engineered Wood Fiber Bid-Operations Director David Mayer will review the memo in the Park Board packet.
- Item 6.** Consideration of Round Two Matching Grants
- Commissioner Gilbertson will review round two matching grant recommendations.

*A nationally accredited park and recreation agency.*

**Item 7.** Consent Agenda

A variety of items have been placed in a consent agenda. A consent agenda can be approved with one motion, or an item or items can be removed for additional discussion and separate action. Staff recommends approval of the following items:

- Consideration of May 15, 2025 Board Meeting Minutes-The minutes are included for your consideration.
- Consideration of Real Estate Purchase Agreement – Lots 4, 5, 6 and 7, Block 1, Hay Creek Park Addition-The purchase agreement is included for your consideration.
- Consideration of Sheila Schafer Use Fees-Please refer to the memo provided by Facilities and Programs Director Mike Wald.
- Request Board Authorization to Call for Riverwood Concessions Bids-A memo is provided in the packet.
- Consideration of Concessions Extension-Bismarck Sports Group has requested a one year extension to the VFW Sports Center/Tom O’Leary Golf Course concessions agreement. Staff recommend approval of the extension and related addendum.
- Consideration to Accept 2027 Transportation Alternatives Grant Funding-The Park District has been awarded a 2027 TA grant to assist with the Bismarck Sunrise Trail Connection project. Staff requests Board approval to accept the funding, contingent upon the City Commission doing the same at an upcoming meeting.

**Item 8.** Approval of Bills

Individuals or organizations who wish to appear before the Board on an existing agenda item will also make the request in writing or emailed, delivered to the Bismarck Parks and Recreation District office by 12:00 noon, 2 days prior to the regular monthly meeting of the Board of Park Commissioners.

Next Regular Board Meeting: July 17, 2025, at 5:15 pm in the Tom Baker Meeting Room



Water | Transportation | Municipal | Facilities

701.323.3950  
600 South 2<sup>nd</sup> Street – Suite 145  
Bismarck, ND 58504

June 3, 2025

Mr. Kevin Klipfel – Executive Director  
Bismarck Parks and Recreation  
400 E Front Ave.  
Bismarck, ND 58504

**Re: Video Board Replacement  
BSC Aquatic & Wellness Center  
Bismarck Parks and Recreation District  
Bismarck, North Dakota  
Apex Project No. 25.184.0028**

Dear Mr. Klipfel:

The bids have been reviewed for the Video Board Replacement at the BSC Aquatic and Wellness Center and are summarized on the attached Bid Tabulation. The low construction bid received for the required base bid scope of work was from Daktronics Inc. in the amount of \$200,000.00.

Apex has reviewed the bids received. We recommend that the Bismarck Parks and Recreation District award this project to Daktronics Inc. for the Base Bid in the amount of \$200,000.00.

The low bid is right at the preliminary project budget estimate of \$200,000.00. If you have any questions regarding this matter, please feel free to call me at 701-323-3962.

Sincerely,

A handwritten signature in black ink, appearing to read "Wesley Gullicks".

Wesley Gullicks, PE  
Apex Engineering Group, Inc.

Cc: File



Water | Transportation | Municipal | Facilities

# Bid Tabulation

## Video Board Replacement

Bismarck State College Aquatic & Wellness Center – Bismarck Parks and Recreation District

May 21, 2025 | 1:30 p.m. | Bismarck Parks and Recreation Office, Bismarck, ND

Apex Project No. 25.184.0028

| Bidder's Name     | Acknowledged Addendum | Bid Bond | Contractor's License | Base Bid Amount | Alternate Bid Amount |
|-------------------|-----------------------|----------|----------------------|-----------------|----------------------|
| Daktronics Inc(1) | NONE ISSUED           | Yes      | Yes                  | \$200,000.00    | \$14,470.00          |
| Skeels Electric   |                       | Yes      | Yes                  | \$270,095.00    | \$5,810.00           |
|                   |                       |          |                      |                 |                      |
|                   |                       |          |                      |                 |                      |

Engineer's Estimate: \$200,000.00

(1) Assumed Low Bidder

### Certification

I certify that these bids were received on 5/21/2024, 1:30 PM, at Bismarck Parks and Recreation District, Bismarck, ND.

Wesley Gullicks, PE



Water | Transportation | Municipal | Facilities

701.323.3950  
600 South 2<sup>nd</sup> Street – Suite 145  
Bismarck, ND 58504

June 13, 2025

Mr. Kevin Klipfel– Executive Director  
Bismarck Parks and Recreation  
400 E Front Ave.  
Bismarck, ND 58504

**Re: Tom O’Leary Golf Course – Cart Path Improvements Phase 1**  
**Bismarck Parks and Recreation District**  
**Bismarck, North Dakota**

Dear Mr. Klipfel:

The bids have been reviewed for the Cart Path Installation project at the Tom O’Leary Golf Course and are summarized on the attached Bid Tabulation. The low construction bid received for the work was from Knife River Corporation in the amount of \$858,924.25

Based on the bid results and BPRD’s available budget the recommendation is to reject the bids and to re-bid the project.

If you have any questions regarding this matter, please feel free to call me at 701-323-3960.

Sincerely,

A handwritten signature in black ink, appearing to read "T2 RL".

Thomas Demke, PE  
Apex Engineering Group, Inc.

Cc: File



## Bid Tabulation

### Bismarck Parks and Recreation District / Tom O'Leary Golf Course Cart Path - Phase 1

June 12, 2025 | 2:00 PM | Bismarck Parks and Recreation District Office - 400 E Front Ave, Bismarck, ND

| Bid      | Item                        | Quantity | Unit | Engineer's Opinion of Probable Cost |                | Knife River Corporation |                |
|----------|-----------------------------|----------|------|-------------------------------------|----------------|-------------------------|----------------|
|          |                             |          |      | Unit Price                          | Extended Price | Unit Price              | Extended Price |
| Base Bid | General Conditions          | 1        | LS   | \$20,000.00                         | \$ 20,000.00   | \$ 90,000.00            | \$ 90,000.00   |
|          | Site Grading                | 1        | LS   | \$15,000.00                         | \$ 15,000.00   | \$ 64,000.00            | \$ 64,000.00   |
|          | Class 5 Aggregate Base - 2" | 4,092    | SY   | \$11.85                             | \$ 48,490.20   | \$ 19.00                | \$ 77,748.00   |
|          | Asphalt Removal             | 16,440   | SF   | \$1.50                              | \$ 24,660.00   | \$ 1.75                 | \$ 28,770.00   |
|          | Concrete Pavement - 4"      | 36,825   | SF   | \$6.50                              | \$ 239,362.50  | \$ 16.25                | \$ 598,406.25  |
|          | Total                       |          |      |                                     | \$ 347,512.70  | Total                   | \$ 858,924.25  |

Certification:

I certify that these bids were received and opened on Thursday, June 12, 2025 at 2:00 PM CT at Bismarck Parks and Recreation District Office

*TD*

Thomas Demke, PE

Let's Play!

DATE: June 12, 2025

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

FROM: Mike Wald, Facilities and Programs Director 

RE: Hot Tub Re-Tiling at Capital Racquet and Fitness Center

Park District staff put this project out for bids, and none were received. Staff are requesting authorization to call for bids a second time. Please let me know if you have questions.

Let's Play!

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

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

**Date:** June 10, 2025

**Subject:** General Sibley Playground Surfacing

Commissioners and Executive Director Klipfel:

Upon receipt of the award letter for surfacing, Dakota Playground is passing on the surfacing that was awarded to them in the amount of \$4,678. We are asking Board approval to award the surfacing to the next lowest bidder, Webber Recreation, in the amount of \$5,065.

Please let me know if you have any questions.

*A nationally accredited park and recreation agency.*

#### **Our Vision**

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

#### **Our Mission**

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

#### **Core Purpose**

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

#### **Our Values**


|                |                 |
|----------------|-----------------|
| Accountability | Diversity       |
| Collaboration  | Integrity       |
| Community      | Professionalism |



Let's Play!

DATE: June 11, 2025

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

FROM: Mike Wald, Facilities and Programs Director 

RE: 2025 Matching Grant Program Round Two Funding Recommendations

The Matching Grant review committee consisting of Commissioners Gilbertson and Herzog, Executive Director Klipfel, and I met with the four grant applicants on June 10 to review their project applications. I would like to thank Commissioners Gilbertson and Herzog along with Executive Director Klipfel for their participation in this process. We continue to have great interest in this program and appreciate the support, cooperation and passion from the different groups and organizations to partner together to improve the recreational opportunities in our community. We had requests from four groups totaling \$25,840.00

The Matching Grant budget for 2025 is \$125,000. The remaining balance after round one is \$81,244.40. A summary of applications and committee recommendations is attached along with a copy of the Matching Grant application.

Commissioner Gilbertson will be providing an overview of the committee recommendations for the Board's consideration.

Please contact me if you have any questions.

BISMARCK PARKS AND RECREATION DISTRICT  
**MATCHING GRANT APPLICATIONS**  
 Round Two, June 2025

| No. | Applicant                    | Project Title                                    | Project Description  | Assistance Requested   | Applicant's Contribution | Total Estimated Cost | Proposed Funding Recommended |
|-----|------------------------------|--|--|--|--------------------------|----------------------|------------------------------|
| 1.  | Teddy Roosevelt Family Day   | Teddy Roosevelt Family Day                       | Equipment and materials to support the Teddy Roosevelt Family Day  | \$468.00   | \$468.00                 | \$936.00             | \$468.00                     |
| 2.  | Bismarck Optimist Club       | Optimist Club Park Improvement                   | Enhancements to Bismarck Optimist Club Park  | \$10,000.00 (\$14,087.57- Bismarck Parks and Recreation and District ADA Improvements) | \$10,000.00              | \$34,087.57          | \$10,000.00                  |
| 3.  | Fastrax BMX                  | 2025 BMX Season program and facility updates     | Relocation of north fence, recondition picnic tables, repair track corners, new timing system and equipment. | \$12,395.15  | \$12,395.15              | \$24,790.30          | \$12,395.15                  |
| 4.  | Nishu Bowmen Archery Complex | Nishu range maintenance for public outdoor range | Maintenance work and target replacement on the public outdoor range.   | \$2,976.85   | \$2,976.85               | \$5,953.70           | \$2,976.85                   |
|     | <b>TOTAL</b>                 |  |  | <b>\$25,840.00</b>   | <b>\$25,840.00</b>       | <b>\$65,767.57</b>   | <b>\$25,840.00</b>           |



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

[www.bisparks.org](http://www.bisparks.org)

# Matching Grant Application 2025

FACILITIES • GROUNDS • EQUIPMENT

## **PURPOSE**

The purpose of the **Matching Grant Program** is to encourage associations, organizations, clubs, or individuals to sponsor a project in a Bismarck Parks and Recreation District (BPRD) facility or park for the advancement of recreation opportunities in Bismarck.

**INITIAL PROJECT REVIEW:**

**Prior to submission and deadline, Mike Wald, Facilities and Programs Director, must be contacted at 222-6455 to conduct an initial project review to make sure project meets minimum specifications.**

**RECOGNITION OF MATCHING GRANT:**

The approved projects shall have a recognition plaque, dedication, or some other recognition signifying the project is part of the BPRD Matching Grant Program.

**ADMINISTRATION AND ACCOUNTING:**

Administration and accounting procedures will be determined by agreement with approved parties. All approved projects on BPRD property must follow BPRD purchasing guidelines, local ordinances, and state laws. Upon completion of the projects on BPRD property, BPRD will assume ownership of the improvement or equipment, unless other arrangements are agreed upon.

**WHO CAN APPLY:**

Associations, organizations, clubs, or individuals in the BPRD who are interested in applying for a grant to sponsor a project may apply. Projects must be facility improvements and may include the purchase of recreation equipment.

**SCHOOL DISTRICT PROPERTY:** Projects on school district property must have a letter of support from the school district's buildings and grounds supervisor and school principal.

**APPLICATION OBTAINED AT:**

BPRD Office, 400 East Front Avenue Bismarck, ND 58504. Applications will be available after January 1 of each year.

**APPLICATION DEADLINES:**

Application deadlines for 2025 are 5:00 pm on February 3 (Round 1) and June 2 (Round 2).

**FUNDS AVAILABLE:**

The Board of Park Commissioners shall determine how much, if any, will be available each budget year for matching funds and may change or make exceptions to the amount at any time. \$125,000 has been budgeted for 2025.

**APPLICATION REVIEW/INTERVIEW:**

After the deadline, a committee of staff and Commissioners will review all applications, conduct a short interview with applicants, and make recommendations to the Board of Park Commissioners at the February 16 and June 19 Park Board meetings.

**APPLICATION APPROVAL/DENIAL:**

Letters will be sent to all applicants, indicating the approval or denial of grant money. For those approved, an agreement will be sent to the successful project sponsors, which states the provisions of the grant funds.

|                                       |  |
|---------------------------------------|--|
| <b>FUNDING:</b>                       | Projects will be funded at no more than 50 percent of the total estimated cost, or up to a maximum of <b>\$25,000</b> , whichever is less. The Matching Grant Program provides a dollar-for-dollar match. The program does not consider matching funds for projects with in-kind expenses. The Board of Park Commissioners, at its discretion, may approve matching funds of over <b>\$25,000</b> .  |
| <b>PROJECT SPONSOR CERTIFICATION:</b> | The project sponsor must certify that they have the necessary funds for their share of the total estimated project's cost.   |
| <b>GREATEST CONSIDERATION:</b>        | <p>Projects that will receive the greatest consideration are as follows:</p> <ul style="list-style-type: none"><li>• Projects that fit into the BPRD's strategic plan, mission and vision.</li><li>• Projects that serve a wide variety of people or large number of people, rather than to projects serving a limited group.</li><li>• Projects that can be used throughout the year – more than one season.</li><li>• Projects that have a developmental plan approved or reviewed by BPRD.</li><li>• Projects that are on BPRD property.</li><li>• Playground projects must comply with current playground standards and guidelines. Playgrounds that include a ramp with an accessible route will receive the highest consideration.</li></ul> |
| <b>NO CONSIDERATION:</b>              | <p>Projects that will <b>NOT</b> receive consideration for funding:</p> <ul style="list-style-type: none"><li>• Projects on private property as fixed improvements that aren't open to the public.</li><li>• Personnel, operations, consultants.</li><li>• Projects that have begun before grant approval.</li><li>• Projects that use in-kind expenses as a match for grant application.</li><li>• No clothing or uniforms.</li></ul>   |
| <b>PROJECT COMPLETION:</b>            | The approved projects must be completed in the year they are awarded, unless approved by BPRD Facilities and Programs Director.  |

# 2025 MATCHING GRANT APPLICATION

**APPLICATION DEADLINE: 5:00 PM ON FEBRUARY 3 AND JUNE 2**

**COMPLETE AND RETURN TO:**

Bismarck Parks and Recreation District • Attn: Mike Wald  
400 East Front Avenue • Bismarck, ND 58504 • (701) 222-6455  
mwald@bisparks.org

1. DATE OF APPLICATION: \_\_\_\_\_

2. APPLICANT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ IF SCHOOL, PRINCIPAL'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ Zip: \_\_\_\_\_ TELEPHONE NUMBER: (H) \_\_\_\_\_ (C) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

3. PROJECT TITLE: \_\_\_\_\_

4. ESTIMATED PROJECT START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

5. DESCRIPTION OF PROPOSED PROJECT (INCLUDE LOCATION AND SITE MAPS WHERE APPLICABLE):

\_\_\_\_\_

6. JUSTIFICATION FOR PROJECT:

\_\_\_\_\_

7. ESTIMATED NUMBER OF PEOPLE BENEFITED: \_\_\_\_\_

8. ESTIMATED AGE CATEGORIES BENEFITED: \_\_\_\_\_

9. TOTAL ESTIMATED PROJECT COST (INCLUDE ANY PRICE QUOTES OR COST ESTIMATES RECEIVED):

\_\_\_\_\_

10. AMOUNT OF ASSISTANCE REQUESTED: \_\_\_\_\_

11. AMOUNT OF APPLICANT'S CONTRIBUTION: \_\_\_\_\_

12. OTHER SOURCES OF ASSISTANCE (NAME, TYPE, AMOUNT):

\_\_\_\_\_

13. BY SIGNING OR TYPING MY NAME BELOW, I HEREBY CERTIFY THAT FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_

(AT LEAST 50 PERCENT OF TOTAL ESTIMATED COSTS) ARE AVAILABLE FOR THE ABOVE STATED PROJECT.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

### PROJECT COST ESTIMATES

Attach any written cost estimates received from vendors or contractors, etc.

| PROJECT ITEM | UNITS | ESTIMATED COST |
|--------------|-------|----------------|
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| _____        | _____ | _____          |
| TOTAL:       |       | _____          |

### APPLICATION CHECKLIST

☐ Initial project review with Facilities and Programs Director?

☐ Application completed?

☐ Project sponsor certification of funds available?

#### SCHOOL PROJECTS:

☐ Letter of approval from BPS Buildings and Grounds?

☐ Letter of approval from school principal?

# DRAFT

## MINUTES OF THE BOARD OF PARK COMMISSIONERS

May 15, 2025

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

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

Mike Wolf appeared before the Board as the Featured Partner and Program to talk about the 50<sup>th</sup> Annual Sam McQuade Sr. Charity Softball Tournament.

Mindy Piatz with Brady Martz presented the 2024 audited financial statements. Commissioner Herzog moved to accept the audit as presented. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Redmann moved to accept the apparent low bid of \$155,500 submitted by Oxentenko, Inc. for the interior painting of the VFW Sports Center. Commissioner Herzog seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Herzog moved to accept the apparent low bid of \$129,658 submitted by Paramount Builders, Inc. for the construction of a new playground at McDowell Dam. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Redmann moved to accept the low bid of \$43,741 from Webber Recreation for play equipment and installation at General Sibley Park and the low bid of \$4,678 for the engineered wood fibers from Dakota Playground for this same location. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Herzog moved to approve the companion agreement between the city of Bismarck and Bismarck Parks and Recreation District for the Expressway underpass tunnel mural. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.



Commissioner Gilbertson moved to approve a one year concessions extension with the Bismarck Hockey Boosters for the Capital Ice Complex. This extension would end August 31, 2026. Commissioner Herzog seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Herzog moved approval of an addendum to the Bareknuckle Baseball and Northwood League use agreement regarding potential damage to the artificial turf. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Redmann moved approval of the April 17, 2025 Board meeting minutes. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Gilbertson moved to approve bills for payment with checks 408228 to 408235 and 218515 to 218718 along with bank drafts DFT001549 to DFT001563, EFTs 3360 to 3398 and direct deposits 86024 to 86753. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Gilbertson moved approval for the Board to go into executive session under the authority of NDCC §§ 44-04-19.1 and 44-04-19.2 for attorney consultation with Legal Counsel John Ward and to discuss contract negotiation for the sale Hay Creek lots. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann and President Zimmerman. The nays being none, the motion carried.

The topic or purpose of this executive session is for attorney consultation with the Board's attorney and to discuss contract negotiation for the sale of Hay Creek lots. The executive session will be recorded, and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to the Park District attorney or negotiator.

All members were asked to leave the room. Commissioners Gilbertson, Herzog, Redmann, and President Zimmerman along with Executive Director Kevin Klipfel, Finance Director Kathy Feist, Legal Counsel John Ward, and Administrative Services Manager Julie Fornshell were present at the executive session which began at 6:04 pm. The executive session and Park Board meeting were adjourned at 6:35 pm.

The next regular Board Meeting will be held June 19, 2025 at 5:15 pm in the Tom Baker Meeting Room.

### **Real Estate Purchase Agreement**

This purchase agreement is entered into as of the 23 day of May, 2024, by and between the Park District of the city of Bismarck, North Dakota (as "Seller") and Innova Homes, LLC (as "Buyer").

In consideration of the mutual terms, covenants, conditions, and agreements herein contained, it is hereby agreed by and between the parties as follows:

1. **Sale of Real Property.** Seller agrees to sell, convey, assign, transfer and deliver to Buyer, and Buyer agrees to purchase, acquire and take from Seller, all of Seller's right, title and interest, in and to that certain real property located at the following in the City of Bismarck, in the County of Burleigh, State of North Dakota:
  - 1935 N 26<sup>th</sup> Street – Lot 4, Block 1, Hay Creek Park Addition
  - 2011 N 26<sup>th</sup> Street – Lot 5, Block 1, Hay Creek Park Addition
  - 2013 N 26<sup>th</sup> Street – Lot 6, Block 1, Hay Creek Park Addition
  - 2019 N 26<sup>th</sup> Street – Lot 7, Block 1, Hay Creek Park Addition
2. **Purchase Price and Payment.** The Purchase price to be paid by the Buyer to Seller for the property shall be a total of \$240,000 (\$60,000 per lot) which shall be paid by cashier's check upon the date of closing.
3. **Closing.** The Closing Date shall be on or before 06/30/2025. Seller shall deliver at the time of closing a Warranty Deed conveying title to the Buyer free and clear of all liens and encumbrances and subject to easements, zoning and restrictions of record. Real estate taxes and special assessments shall be prorated to the time of Closing with the Buyer responsible for all taxes accrued after the Date of Closing. The Seller is responsible for all taxes accrued before the date of closing. Seller will provide the Buyer with an abstract of title to the real property no later than ten (10) days prior to closing. In lieu of an abstract of title, the Seller at its option may provide to the Buyer an owner's policy of title insurance in an amount equal to the sales price.
4. **Seller's Closing Costs:** The seller agrees to pay the following closing costs:
  - Title search
  - Deed preparation
  - Abstract update
  - Title insurance
5. **Buyer's Closing Costs.** The buyer agrees to pay the following closing costs:
  - Title opinion
  - Recording deed
  - Closing fee
6. **Possession of the Property.** Buyer shall be given possession of the property on the date of closing.

7. **Risk of Loss.** The risk of loss by destruction or damage to the property by fire or otherwise prior to the closing of the sale is that of the Seller.
8. **Survival.** All of the terms, covenants, conditions, representations, warranties and agreements of this Purchase Agreement shall survive and continue in force and effect and shall be enforceable after the Date of Closing and delivery of the Warranty Deed.
9. **Effective Purchase Agreement.** This Purchase Agreement shall become effective and shall be binding upon the parties only after it has been executed by all of the parties.
10. **Entire Agreement; Modification.** This Purchase Agreement constitutes the entire and complete agreement between the parties and supersedes any prior oral or written agreements between the parties with respect to the Property. It is expressly agreed that there are no verbal understandings or agreements which in any way change the terms, covenants and conditions set forth herein, and that no modification of this Purchase Agreement and no waiver of any of its terms and conditions shall be effective unless in writing and duly executed by the parties.
11. **Binding Effect.** All covenants, agreements, warranties and provisions of this Purchase Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, representatives, successors and assigns. When used herein, the singular shall include the plural, the plural shall include the singular, and the use of one gender shall include all other genders, as and when the context so requires.
12. **Controlling Law.** This Purchase Agreement has been made and entered into under the laws of the state of North Dakota, and said laws shall control its interpretation.
13. **Time of Essence.** Time is of the essence as to all dates and time periods set forth in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Purchase Agreement to be executed as of the date first above written.

**SELLER:**

Bismarck Parks and Recreation District  
400 East Front Avenue  
Bismarck, ND 58504

\_\_\_\_\_  
President, Board of Park Commissioners

**BUYER:**

\_\_\_\_\_  
Innova Homes, LLC

\_\_\_\_\_  
5421 Onyx Dr

\_\_\_\_\_  
Bismarck, ND 58503

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Buyer's Signature

Date: June 9, 2025

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

From: Mike Wald, Facilities and Programs Director 

RE: Sheila Schafer Junior Links and Practice Area Fees

The Sheila Schafer Junior Links and Practice Area is scheduled to open July 1, 2025 and we recommend implementing the following fees for this area.

Adult fee for Sheila Schafer Junior Links and Practice Area

\$5.00/per adult/per day for the junior links

\$5.00/per adult/per day for the practice area

If a junior golfer has a Youth on Course Membership and the adult is golfing with the junior golfer, then the adult can play for free.


Junior golfers will not be charged any fees for use of the Sheila Schafer Junior Links or practice area.

Let me know if you have any questions.

Let's Play!

DATE: June 9, 2025

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

FROM: Mike Wald, Facilities and Programs Director 


RE: Riverwood Golf Course Concession Operation

Staff requests authorization to call for bids for the concession operation at the Riverwood Golf Course as the current agreement expires October 31, 2025.

*A nationally accredited park and recreation agency.*

DATE: June 11, 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 Sports Group Food Services to provide concessions at the VFW Sports Center and Tom O' Leary Golf Course has an option to add one additional year.

- VFW Sports Center – September 1, 2025 – August 31, 2026
- Tom O' Leary Golf Course – Spring 2026 – September 30, 2026

A request to extend the agreement has been received from Thom Brigl with Bismarck Sports Group Food Services. Staff recommends approval of this extension and the attached addendum.

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



June 10, 2025

Bismarck Parks and Recreation  
Mike Wald CPRP  
Facilities and Programs Director

Dear Mike,

Please accept this notice that we would like to exercise the one year additional option year to serve as the Concessionaire at the VFW arena and the Tom O'Leary Golf Course. The additional year option covers the following time frame.

Additional year for VFW Sports Center – September 1, 2025 – August 31, 2026  
Additional year for Tom O' Leary Golf Course – Spring 2026 – September 30, 2026

Sincerely,

*Thom Brigl*

Thom Brigl



## Concession Stand Operating Agreement Addendum for VFW Sports Center/Tom O'Leary Golf Course

This addendum references the current agreement between Bismarck Sports Group Food Services and the Park District of the city of Bismarck, North Dakota. It extends the current operating agreement through the following dates:

- VFW Sports Center: September 1, 2025 – August 31, 2026
- Tom O'Leary Golf Course: Spring 2026 – September 30, 2026

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

**Concession Fee:** The Concessionaire shall pay the Park District the following monthly rent in addition to 16% for sales on food and beverages (excluding alcoholic beverages) that are sold in the VFW Sports Center Rink One, H.A. Thompson and Sons Arena, First International Bank and Trust Arena, Tom O'Leary Golf Course, and catering, in or on said facilities. The concessions area at the VFW Sports Center excludes the Capital Curling Club.

| Month                                  | Rental Fee |
|--|------------|
| September 2025                         | \$600      |
| October 2025                           | \$600      |
| November 2025                          | \$2,100    |
| December 2025                          | \$2,100    |
| January 2026                           | \$2,100    |
| February 2026                          | \$2,100    |
| March 2026                             | \$2,100    |
| April 2026                             | \$600      |
| May 2026                               | \$600      |
| June 2026                              | \$1,100    |
| July 2026                              | \$1,100    |
| August 2026                            | \$1,100    |
| Grand total September 2025-August 2026 | \$16,200   |


The concession payment is payable to the Park District on the 10<sup>th</sup> of each month along with a detailed statement of receipts listing food and beverage separately. Alcoholic beverage sales must be listed separately.

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Thom Brigl  
Bismarck Sports Group Food Services

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

June 13, 2025

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

FROM: Kevin Klipfel, Executive Director 

SUBJECT: Transportation Alternative Grant Funding Awarded

Commissioners:

Bismarck Parks and Recreation District applied for and has received Transportation Alternatives grant funding up to \$478,944 for construction of the Sunrise trail connection in 2027 (80/20 grant). The Park District will need to budget for our 20% share in 2027. This project is also being considered by the City Commission at their June 24, 2025 meeting. If approved by both parties, a companion agreement will be presented at a later time for consideration. We ask the Park Board to accept this award, pending the city commission doing the same.

June 10, 2025

Kevin Klipfel  
Bismarck Parks and Recreation District  
400 East Front Avenue  
Bismarck, ND 58504

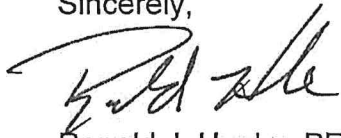
Dear Mr. Klipfel:

**SUBJECT: 2027 TRANSPORTATION ALTERNATIVES (TA) PROGRAM PROJECTS**

It is my pleasure to inform you that the Bismarck Sunrise Trail Connection project was selected for TA funding. This project was awarded funding of \$478,944 for construction in 2027, pending TA funding in the next federal highway funding bill. Please contact Alayna Jirava in the Local Government Division with any questions you may have regarding the TA program, at 701-328-3555 or [ajirava@nd.gov](mailto:ajirava@nd.gov).

It is encouraging to see the commitment that Bismarck Parks and Recreation District has made on the continued development of safe and accessible pedestrian and bicycle facilities. This project is beneficial and indicative of the ongoing efforts to make our communities and North Dakota a better place.

Sincerely,



Ronald J. Henke, PE  
Director

38/alj